



**Assabet Valley Collaborative Board of Directors Meeting
December 15, 2017
MINUTES**

Roll Call/Call to Order

The Assabet Valley Collaborative Board of Directors met on December 15, 2017 at Assabet Valley Collaborative, 28 Lord Road, Marlborough, MA 01752. Joseph Sawyer, Chair, called the meeting to order at 9:12 am.

Present: Joseph Sawyer, Chair, Ernest Houle, Amber Bock, Karen Molnar, Maureen Greulich, Christine Johnson and Robert Gerardi, Vice-Chair (9:51 am). **Also Present:** Cathy Cummins, Anne Mahan, Suzanne Pomerleau, and Peter Zona. **Absent:** Brooke Clenchy, Jay Cummings, Marco Rodrigues, Gregory Myers, and Maryellen Brunelle, (non-voting).

Minutes of October 27, 2017 and November 17, 2017

Amber Bock motioned to approve the minutes of October 27, 2017 and November 17, 2017. Christine Johnson seconded the motion. The minutes of October 27, 2017 and November 17, 2017 were approved by a vote of (5-0-1) for October 27, 2017 minutes. Ernie Houle abstained for October minutes, and (6-0) for November 17, 2017 minutes.

Executive Directors Report

Cathy Cummins debriefed members on the Joint Strategy Session from November 17th and next steps for strategic planning. She shared a “crowd sourced” vision document that was drafted after using the same visioning protocol (Back to the Future) across stakeholder groups supporting AVC’s Design Team. Some members stated that the protocol yielded helpful insights and some plan to replicate the activity within their districts. Dr. Cummins reported that the feedback generated during the joint session was helpful and energizing; stakeholder groups envisioned that the next era of AVC would include expanded programming, professional learning, networks, space, cooperative purchasing, and consultation services. She highlighted that the next steps of establishing a strategic plan for building a path toward this collective vision for AVC would be complex. She discussed next steps for the design team and further discussion and will update the Board at the next meeting.

Dr. Cummins shared an update on the AESA conference, where she had the opportunity to represent AVC in three breakout sessions - two on wraparound and one on equity leadership. During a preconference session on organizational strategic planning, she was introduced by a colleague to *This is Service Design Thinking* (Stickdorn & Schneider). She reported that the service design framework will strengthen the strategic planning process at AVC given the unique fee-for-service structure at the collaborative.

She shared information on the upcoming Leadership for Inclusive Practice Conference Series and updates on jobalike groups. Dr. Cummins asked superintendents for support in helping school

prioritize release of Instructional Technology Specialists for their job-alike meetings. Those who attend report that the meetings are high quality professional development for them and that each session results in new information, tools, or skills. She informed the Board that Steve Theall is retiring as Executive Director from MOEC.

Assistant Executive Director of Finance and Operations

Anne Mahan shared the final FY17 audit report from Fritz DeGuglielmo LLC. A vote was necessary to accept the report. She shared that AVC is pleased with the interactions and guidance from the firm.

Ms. Mahan also shared the final copy of the annual report and discussed highlights. She noted that Professional Development hours increased by 60% and the number of participants by 300%. This was due in large part to much of the in-district work Dr. Cummins provided in many districts with her leadership team.

Ms. Mahan presented a budget update to the Board. She shared that enrollment was steady with several referrals with a positive of variance of \$68,609. Dr. Cummins shared that AVC has posted for a BCBA position with OSA and SOAR as referrals are increasing.

Ms. Mahan shared the FY19 Budget timeline. She will be meeting with the Finance Subcommittee soon, and anticipates presenting the initial budget at the March Board meeting - this timeline is later than usual to accommodate the robust strategic planning process.

There were three FY17 invoices that were unpaid and Ms. Mahan requested formal approval to pay them: 2 for Price Chopper and 1 for Convergent Technologies invoices totaling - \$184.98

Peter Zona

Peter Zona advised the members that the monthly balance sheet for FY17 June 30th should read \$1,774,524. He also shared the FY17 Cash Flow chart. Mr. Zona shared the FY18 Monthly Banking as well as Monthly Cash Flow reports. He concluded with the Accounts Receivable Aging Summary with most balances owed being under 60 days.

Action Items

a) *Vote to accept the Final FY17 Audit Report*

Christine Johnson motioned to accept the Final FY17 Audit Report. Ernie Houle seconded the motion. The Board voted unanimously (6-0) to accept the Final FY17 Audit Report.

b) *Vote to accept FY17 Annual Report*

Christine Johnson motioned to accept the FY17 Annual Report. Amber Bock seconded the motion. The Board voted unanimously (7-0) to accept the FY17 Annual Report.

c) *Vote on Memorandum of Agreement with ACCEPT Collaborative- Tabled*

d) *Vote to approve the payment of 3 outstanding FY17 invoices in the amount of \$184.98.*

Ernie Houle motioned to approve the payment of 3 outstanding FY17 invoices in the amount of \$184.98. Robert Gerardi seconded the motion. The Board voted unanimously (7-0) to approve

the payment of 3 outstanding FY17 invoices in the amount of \$184.98.

Adjournment

Maureen Greulich motioned to adjourn the meeting at 10:15 am. Christine Johnson seconded the motion. The Board voted unanimously (7-0) to adjourn the meeting. The meeting adjourned at 10:15 am.

Respectfully submitted,

**Suzanne Pomerleau,
Administrative Assistant**