

**Assabet Valley Collaborative Board of Directors Meeting  
November 18, 2022**

**MINUTES**

**Present:** Amber Bock-Chair, Brian Haas, Mary Murphy, Marco Rodrigues-Vice Chair, Joseph Sawyer (11:54) Gregory Martineau, and Jeff Zanghi

**Also Present:** Cathy Cummins, Hien Burnham, Aldo Tortorelli, and Suzanne Pomerleau

**Absent:** Beth Chamberland, Jay Cummings, Kirk Downing, Ernie Houle, and Gregory Myers

**CALL TO ORDER**

Amber Bock called the meeting to order at 11:42 am.

**APPROVAL OF MINUTES**

Gregory Martineau motioned to approve the minutes of October 28, 2022 and August 23, 2022. Marco Rodrigues seconded the motion. The Board voted unanimously (6-0) to approve the minutes of October 28, 2022 and August 23, 2022.

**SHARED LEADERSHIP UPDATES**

Cathy shared a presentation from the shared leadership team, proposing Goals and Action Plans for 2022-2024. The Goal areas were presented at the October meeting, and the team had built out the goals through August 2023 based on feedback from the Board at the last meeting. The team selected a goal tracking tool from DC-based [The Management Center](#) a change management consulting firm focused on helping organizations realize their equity goals. The Center's website includes vast open source, customizable process and planning tools to support equity-based change management. The goal tracking tool the team selected includes a place to record tactics, progress monitoring checkpoints and a format that helps align team and individual goals with the overarching big picture goals. The team has built out 5 overarching AVC-wide goals and has included operational goal areas that will help remove operational and technical barriers to organizational success.

Overarching AVC-wide goal areas include:

1. Employee Partnership & Unification
2. Student Partnership
3. Family/Caregivers/Support Network Partnership
4. District Partnership

Cathy noted that the leadership team had identified the Goal Areas 1 and 2 were prerequisites to the growth the Board had shared in her last performance evaluation. Goal area 1 in particular - unifying staff through shared learning and shared vision is of utmost priority. This goal area includes 2 robust goals that are already underway.

**1. Employee Partnership & Unification Goal:** *Between 7/1/2022 and 6/30/2023 AVC's new Equity-based hiring process will:*

- *be systematized*
- *have filled all open positions*
- *result in a workforce that reflects and better serves our diverse community*

**2. Employee Partnership & Unification Goal:** *By August 2023 at least 50% of staff will:*

- *be able to provide at least 2 examples of shared leadership*
- *will be able to describe/define “cultural proficiency” and why/how it is foundational to AVC’s vision*
- *will be involved in at least one important decision-making or transformation effort.*

**3. Student Partnership Goal:** *AVC will take strategic steps toward implementing **deep**, culturally responsive, **rigorous**, relevant learning to inform long-term strategic goal setting, professional development for staff, and action planning. By 12/30/2022 we will document and analyze the ways in which all students:*

- *have opportunities to provide input into their educational, clinical, and transition services; (underway) - to develop metrics for improvement in depth*
- *have opportunities to bring their diverse talents, cultures, and experiences into their learning and the learning of others (including the learning of staff)*

**4. Family/Community Partnership Goal:** *By May 2023 we will document and analyze the ways in which all parents/families:*

- *have opportunities to provide input into their educational, clinical, and transition services of students*
- *have opportunities to bring their diverse talents, cultures, and experiences into their learning of our staff, and students and each other*
- *have opportunities to participate in the work of the school - volunteering, hiring, worksites, advisory, decision-making, marketing, feedback for staff*
- *have opportunities to learn things important to them through networks at AVC*
- *Between May and June 2023 we will engage staff and the parent community in a review of data collected to inform goal setting and action planning for 2023-2024*

**5. District Partnership Goal:**

- *By June 2023, AVC will have kicked off at least 6 jobalikes for district leaders who will have each met at least one time and will have developed a schedule and structure for success and cofacilitation in 2023-2024*
- *By June 2023 AVC will publish a 2023-2024 schedule for district partnership, learning, and strategic planning work.*
- *By June 2024 AVC will publish a 5-year strategic plan that include input from staff, students, parents/guardians and districts.*

Cathy provided members with transportation updates. She and Hien are meeting with Van Pool monthly; the next meeting will take place at Van Pool to better understand their process for generating and revising invoices. Dave Lathbury has asked Cathy to have the Board consider the option for the company to may employ drivers with an emergency license. Dave will share a proposal for the Board to consider at the December meeting. If approved they may be able to bring all students off the waitlist.

### **FY23 FINANCIAL UPDATE**

Hien presented updates in income and expenses - broken down in categories (a new feature in her financial update reporting). Financials are through November 18th and still a projection. She included unpaid invoices to Van Pool as a liability - as AVC has withheld payment while awaiting revisions. Members were appreciative of her holding VanPool accountable. She presented the aging receivables report sorted by districts.

She & Cathy also brought up that the OPEB policies that were revised and approved back in 2019 had not been officially signed, discussion ensued as to move forward with a revote and signature or bring the minutes forward, and vote to have Amber sign.

### **APPROVE AVC GOALS 2022-2024**

Marco Rodrigues motioned to approve AVC Goals 2022–2024. Gregory Martineau seconded the motion. The Board unanimously (6-0) voted to approve the AVC Goals 2022-2024 (Jeff Zanghi stepped out).

### **ACCEPT FY23 DONATIONS TO AVC IN MEMORY OF NATE GRENACHE & RIFTON CHAIR**

Joseph Sawyer motioned to accept FY23 donations to AVC in memory of Nate Grenache & Rifton Chair. Brian Haas seconded the motion. The Board unanimously (6-0) voted to accept FY23 donations to AVC in memory of Nate Grenache & Rifton Chair.

### **VOTE TO AMEND THE EVOLUTION RENOVATION PROJECT BUDGET TO ACCOMMODATE AVC - INITIATED CHANGE ORDER.**

Gregory Martineau voted to approve an increase in the Evolution renovation project from \$443,000 to \$529,514 - a difference of \$86,514. Brian Haas seconded the motion. The Board unanimously (7-0) voted to approve an increase in the Evolution renovation project from \$443,000 to \$529,514 - a difference of \$86,514.

Joseph Sawyer motioned to enter into executive session. Jeff Zanghi seconded the motion. A roll call vote was collected (Amber Bock, Brian Haas, Mary Murphy, Marco Rodrigues, Joseph Sawyer, Gregory Martineau, and Jeff Zanghi) (7-0) to enter into executive session at 12:21 pm.

### **ADJOURNMENT**

Joseph Sawyer motioned to adjourn the meeting. Brian Haas seconded the motion. The Board voted unanimously (7-0) to adjourn the meeting at 1:06 pm.

Respectfully submitted,

Suzanne Pomerleau  
Administrative Assistant