



**Assabet Valley Collaborative Board of Directors Meeting
December 16, 2022
VIRTUAL
Minutes**

Present: Amber Bock-Chair, Brian Haas, Mary Murphy, Marco Rodrigues-Vice Chair, Joseph Sawyer Gregory Martineau, Beth Chamberland, Jay Cummings, Kirk Downing, Ernie Houle, Gregory Myers (11:40)
Also Present: Cathy Cummins, Hien Burnham, Suzanne Pomerleau, and Daniel Schaffner, CPA-Fritz DeGuglielmo LLC, Paula Jo Gains, and Ruth Hersh
Absent: Carol Costello

CALL TO ORDER

Amber Bock called the meeting to order at 11:35 am.

APPROVAL OF MINUTES

Joseph Sawyer motioned to approve the minutes of November 18, 2022. Marco Rodrigues seconded the motion. A roll call vote was collected: Amber Bock, Beth Chamberland, Jay Cummings, Kirk Downing, Brian Haas, Ernie Houle, Gregory Martineau, Mary Murphy, Marco Rodrigues, and Joseph Sawyer voted (7-0-3) to approve the minutes of November 18, 2022, Beth Chamberland, Jay Cummings, and Ernie Houle abstained.

FY22 AUDIT REPORT

Daniel Schaffner, CPA with Fritz DeGuglielmo LLC presented Board members with the draft financials for FY22. He went over various sections and allowed members to ask questions. Cathy reminded members they will need a vote to approve the FY22 audit after the presentation. Dan informed members that Hien Burnham did a great job improving the accuracy of financial reports, and had addressed the two findings issued in the FY21 Audit Report. He stated that there were no findings in the FY22 Audit. Dan praised Hien for her hard work and for the ongoing communication throughout her first year at AVC. Cathy Cummins shared tremendous gratitude for Hien's hard work. Members praised Hien for her conscientious work.

Dan presented the end of year net position which included total liabilities and fund balances. He presented two schedules at the end of the report: statement of revenues and expenditures. Breakdown of cash at the end of the year was well under the allowable 25% for the year. The cumulative surplus was just under 16%.

Vote to Approve the Cumulative Surplus as of June 30, 2022 \$2,475,619

Jay Cummings motioned to approve the Cumulative Surplus as of June 30, 2022: \$2,475,619. Marco Rodrigues seconded the motion. A roll call vote was collected: Amber Bock, Beth Chamberland, Jay Cummings, Kirk Downing, Brian Haas, Ernie Houle, Gregory Martineau, Mary Murphy, Gregory Myers, Marco Rodrigues, and Joseph Sawyer (11-0) to approve the cumulative surplus as of June 30, 2022: \$2,475,619.

Vote to Approve FY22 Audit as Presented.

Ernie Houle motioned to approve the FY22 Audit as presented. Brian Haas seconded the motion. A roll call vote was collected: Amber Bock, Beth Chamberland, Jay Cummings, Kirk Downing, Brian Haas, Ernie

Houle, Gregory Martineau, Mary Murphy, Gregory Myers, Marco Rodrigues, and Joseph Sawyer (11-0) to approve the FY22 Audit as presented.

FY22 ANNUAL REPORT

Cathy presented the FY22 Annual Report. She noted that FY22 had been a difficult year at AVC - reflected in the Report. She requested feedback from the Board on the Executive Director message at the beginning of the report. She noted that the goal of the introductory message was to contextualize the challenges faced by the Collaborative throughout FY22, while also previewing the successes and how those will lead toward thriving in FY23 and beyond. Board members discussed. There was appreciation for transparency and a desire to contextualize AVC's challenges within the greater context of public education while noting particular challenges related to organizational change and transformation toward educational equity goals. Cathy noted that she had met with DESE liaisons Paula Jo and Ruth prior to presenting the report to make them aware of AVC's approach to the FY22 Annual Report. Members discussed the report and appreciated the positive energy moving ahead at AVC. They believe she captured the year appropriately. They thanked Cathy for her work on this and providing benchmarks and goals for them for the year ahead.

Vote to Accept the Draft FY22 Annual Report with editing clean up to be done.

Kirk Downing motioned to accept the draft Annual Report with revisions suggested by Board Members to be included in the final report. Jay Cummings seconded the motion. A roll call vote was collected: Amber Bock, Beth Chamberland, Jay Cummings, Kirk Downing, Brian Haas, Ernie Houle, Gregory Martineau, Mary Murphy, Gregory Myers, Marco Rodrigues, and Joseph Sawyer (11-0) to accept the Draft FY22 Annual report with editing cleanup to be done.

Vote to Include Amber Bock and Marco Rodrigues for a final reading of the FY22 Annual Report.

Greg Martineau motioned to authorize Amber Bock and Marco Rodrigues to do a final reading of the FY22 Annual Report after Cathy makes the suggested edits. Jay Cummings seconded the motion. A roll call vote was collected: Amber Bock, Beth Chamberland, Jay Cummings, Kirk Downing, Brian Haas, Ernie Houle, Gregory Martineau, Mary Murphy, Gregory Myers, Marco Rodrigues, and Joseph Sawyer (11-0) to authorize Amber Bock and Marco Rodrigues to do a final reading of the FY22 Annual Report after Cathy makes the suggested edits.

SHARED LEADERSHIP UPDATES

Cathy provided a quick hiring update to the Board. She shared that a teacher had been hired for Evolution. She shared that a nurse at the REACH 2 submitted her resignation. We currently have a long term sub. Barbara Parmenter will be joining our staff in the Central Office as the Transportation Coordinator and Accounts Receivable Specialist.

FINANCIAL UPDATE

Hien provided members with reports on income (\$820,878.37); expenses (\$443,962.94) by cost categories; and provided FY23 Financial Projections up to November 30th. The aging report total was \$1,233,527.56.

Emergency Driver License Provisions requested by Van Pool

Cathy shared that Van Pool submitted a request to AVC consider Emergency Driver License Provisions. This would be used when they have call outs only. Members shared thoughts and concerns. Board members appreciated the need to get creative with staffing given the workforce shortage but expressed concerns about waiving the 7D test and/or 7D training requirements even for short-term. After discussion, a consensus was reached that the Board would support a waiver for any driver that had passed the test, had undergone training, but had not yet received the copy of the 7D license in the mail.

Joseph Sawyer motioned to approve Van Pool to employ drivers using the Emergency provisions so long as the driver had passed the 7D test and had received training. Marco Rodrigues seconded the motion. A Roll Call vote was collected: Beth Chamberland (yes), Mary Murphy (yes), Brian Haas (yes), Kirk Downing (yes), Greg Myers (yes), Greg Martineau (yes), Jay Cummings (abstain), Joseph Sawyer (yes), Marco Rodrigues (yes), Ernie Houle (yes), Amber Bock (yes) resulting in 10 yes votes and 1 abstention.

Vote to Approve Courtney Iorio \$79 reimbursement for CE credits from FY22

Joseph Sawyer motioned to approve Courtney Iorio's \$79 reimbursement for continuing education credits from FY22. Beth Chamberland seconded the motion. A roll call vote was collected: Amber Bock, Beth Chamberland, Jay Cummings, Kirk Downing, Brian Haas, Ernie Houle, Gregory Martineau, Mary Murphy, Gregory Myers, Marco Rodrigues, and Joseph Sawyer (11-0) to approve Courtney Iorio's \$79 reimbursement for continuing education credits from FY22.

ADJOURNMENT TO EXECUTIVE SESSION

Jay Cummings motioned to enter into Executive Session for the purpose to discuss strategy with respect to collective bargaining or litigation and not to re-enter Public session, thus adjoining the meeting from Executive Session. Joseph Sawyer seconded the motion. A roll call vote was collected: Amber Bock, Beth Chamberland, Jay Cummings, Kirk Downing, Brian Haas, Ernie Houle, Gregory Martineau, Mary Murphy, Gregory Myers, Marco Rodrigues, and Joseph Sawyer (11-0) to enter into Executive Session for the purpose to discuss strategy with respect to collective bargaining or litigation and not to re-enter Public session, thus adjoining the meeting from Executive Session. The Board entered Executive Session at 12:50 pm.

Respectfully submitted,

Suzanne Pomerleau
Administrative Assistant