



Assabet Valley Collaborative Board of Directors Meeting

June 24, 2022

In Person

MINUTES

Present: Amber Bock, Kirk Downing, Brian Haas, Greg Martineau, Marco Rodrigues, Joseph Sawyer.

Also Present: Cathy Cummins, Hien Burnham, Suzanne Pomerleau

Absent: Michael Bergeron, Beth Chamberland, Jay Cummings, Ernie Houle, Gregory Myers, and Jeff Zanghi

Prior to the start of the meeting Cathy shared with members Brianne Miers and Evolution students “Blue Sky” premier.

CALL TO ORDER

Amber Bock called the meeting to order at 9:28 am.

APPROVAL OF MINUTES: April 29, 2022 and May 27, 2022

Kirk Downing motioned to approve the minutes of April 29, 2022 and May 27, 2022. Joseph Sawyer seconded the motion. The Board voted (6-0) to approve the minutes of April 29, 2022 and May 27, 2022.

FINANCIAL UPDATE

Hien Burnham informed members that it appears we will have a deficit of approximately \$ 403,672.00. The Board initially approved an FY22 budget of \$16,453.556, which would potentially have a deficit of \$ 287,395. The audit will have the exact number. She mentioned that we will need a Board vote if the deficit is higher than the initial \$287,395. A discussion ensued among members regarding the May projections, construction, VanPool penalty, which VanPool has agreed to \$57K. Hien also mentioned that she is working on a MEMA grant for COVID reimbursements.

Members asked questions regarding uncollected receivables, what remains to be invoiced for FY22 as well as construction costs for the upcoming Evolution Suite renovations.

Greg Martineau made a motion to amend the FY22 budget by \$141,281 from the use of the surplus funds. Marco Rodrigues seconded the motion. The Board voted unanimously (6-0) to amend the FY22 budget by \$141,281 from the use of the surplus funds.

Hien presented the Board with the only bid received for Copy Paper, submitted by WB Mason. The bid is for only 3 months, with the hope that prices will eventually go down. The current cost for 8 ½ x 11 is \$56.90 a case for 10 reams.

Marco Rodrigues motioned to approve the awarding of the Copy Paper Bid to WB Mason for a 3 month period. Kirk Downing seconded the motion. The Board voted unanimously (6-0) to approve the awarding of the Copy Paper Bid to WB Mason for a 3 month period.

Hien informed members that there were no FY23 updates at this time. Everything is the same as presented at the May meeting.

Hien and Cathy shared a purchasing and procurement policy with members and explained that they would like their approval. Hien is hoping to submit a grant prior to December 30th but AVC needs to have a purchasing and procurement policy approved prior to June 30th and on file. This is a requirement for reimbursement from MEMA. Cathy is currently authorized, Hien is submitting a form to become authorized, and Ina Williams has gone through the process. Amber suggested that AVC continue to cross train folks for the procurement policy. Larger procurements are required for big projects which Cathy is hoping Aldo will apply as well.

Marco Rodrigues motioned to approve the Purchasing and Procurement Policy. Brian Haas seconded the motion. The Board voted unanimously (6-0) to approve the Purchasing and Procurement Policy.

EXECUTIVE DIRECTOR REPORT

Cathy announced that she and Hien had found an acting treasurer, Joseph Meichelbeck. He currently works with Jeff Zanghi in Berlin-Boylston. She provided members with his resume. If the Board approves he will begin on Monday.

Joseph Sawyer motioned to appoint Joseph Meichelbeck as Acting Treasurer, with a salary up to \$15,500. Kirk Downing seconded the motion. The Board voted unanimously (6-0) to appoint Joseph Meichelbeck as Acting Treasurer, with a salary up to \$15,500.

The Board took a 5 minute recess at 10:16 am. They reconvened at 10:29 am.
A discussion took place regarding appointments of Administrators.

Joseph Sawyer motioned to Reappoint Cyrus Alexander, Kenia Franjul, Brenda Goodreau, Aldo Tortorelli, and to Appoint Debbie Rivera. Kirk Downing seconded the motion. The board voted unanimously (6-0) to approve the hiring activity.

Cathy shared with members information for the restructuring of Kenia Franjuls's position. Kenia would have more partnership with HR leadership, and more support for the HR function. Her new title would be Director of Community, Family and Employee Engagement. She would continue to work with FSP staff for stipend opportunities. Cathy will bring back a more formal job description in the fall.

Members were also informed that the first deposit of \$88K has been made for the construction of Evolution.

EXECUTIVE DIRECTOR'S EVALUATION

Amber Bock shared with the Board the summary of Cathy's evaluation. She appreciated the very thoughtful comments. Amber said she will work with Cathy over the summer bringing forward a set of robust goals. She compiled ratings from members along with concerns. She shared with members Cathy's personal ratings as well.

Members thanked Amber for putting the evaluation summary together. Marco stated it has been a grueling few years and everyone has to move forward. He also suggested getting feedback from Cathy as to her struggles and what she needs so that the Board can support her best. Board members appreciated Cathy being so reflective and admitted they all sit in the same kind of seat and it is an extremely difficult time to be an educator leader.

Joseph Sawyer motioned to accept Cathy's evaluation as presented. Kirk Downing seconded the motion. The Board voted unanimously (6-0) to accept Cathy's evaluation as presented.

Appoint Chair and Vice Chair for 2022-2023

Joseph Sawyer motioned to appoint Amber Bock, Chair of the Board. Kirk Downing seconded the motion. The Board voted unanimously (6-0) to appoint Amber Bock, Chair of the Board.

Joseph Sawyer motioned to appoint Marco Rodrigues, Vice Chair of the Board. Greg Martineau seconded the motion. The Board voted unanimously (6-0) to appoint Marco Rodrigues, Vice Chair of the Board.

MEETING DATES FOR NEXT YEAR

Considering conflicts for next year with SWCEC and vacation weeks in November, December and February members discussed alternative schedules. The November meeting will be November 18th, 11:30 am; the December meeting will be December 16th at 11:30 am and the February meeting will be moved to February 10, 2023 at 9:00 am..

ADJOURN TO EXECUTIVE SESSION

Marco Rodririgues motioned to enter into Executive Session and not to return to public session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body. Joseph Sawyer seconded the motion. A roll call vote was collected: (Amber Bock, Kirk Downing, Brian Haas, Greg Martineau, Marco Rodrigues, Joseph Sawyer) voted unanimously (6-0) to enter into executive session and not to return to public session at 11:02 a.m.

Respectfully submitted,

Suzanne Pomerleau and Cathy Cummins