



**Assabet Valley Collaborative Board of Directors Meeting
September 30, 2022**

Minutes

Present: Amber Bock-Chair, Jay Cummings, Gregory Martineau, Mary Murphy, Joseph Sawyer, Beth Chamberland, Kirk Downing, Brian Haas,

Also Present: Cathy Cummins, Hien Burnham, Ashley Antos, Joseph Meichelbeck, Corey Phelps, Erica Stearns, Aldo Tortorelli and Suzanne Pomerleau

Absent: Ernie Houle, Gregory Myers, Marco Rodrigues-Vice Chair, and Jeff Zanghi

CALL TO ORDER

Amber Bock called to meeting to order at 9:05 am

APPROVAL OF MINUTES

Joseph Sawyer motioned to approve the minutes of June 24, 2022. Kirk Downing seconded the motion. The Board voted (8-0) to approve the minutes of June 24, 2022.

Introductions were made around the room.

ELEVATED SHARED LEADERSHIP (what's next)

In place of where the "Executive Director's Report" used to be in Board meetings, Cathy and Amber introduced the shared leadership report. Each month - the board will receive updates and reports from multiple members of the AVC community related to challenges, triumphs, and actions requested of the board. Each month - a particular area of focus will be "spotlighted" with more depth. Cathy shared the slide deck from opening day, the hiring team process, and proposed 2022-2023 AVC goal areas. Cathy welcomed three team members from Evolution attending the meeting as part of today's shared leadership spotlight.

Aldo Tortorelli, updated the Board on the Evolution project. He estimates that it is 40% completed. He expects within the next week or so that the electricians, plumbers and HVAC will be coming in. He also shared that we requested a change order, which is adding another classroom upstairs, Cluster 1 of Evolution. Engineers are going over the area to propose the cost for this, which will need a Board vote. Amber asked when he expected the project to be completed. Prior to the change order it would have been January, but now he expects it to be a couple weeks more. He is hoping that the potential move would be during the February break.

Erica Stearns, new Director at REACH and Evolution was introduced. Her priorities in her entry plan have been to listen and observe and look for opportunities to connect REACH and Evolution to each other and the rest of AVC. She spoke of how although there are still 2 teaching positions open (out of 3) at Evolution - that she has been impressed with the talent and teamwork of the staff - all of whom have stepped up to serve the students well. Ashley Antos, teacher, agreed that it has been a challenge, but everyone is stepping up with a lot of creativity. She mentioned that since we don't have subs they have to shuffle to cover transporting students to job sites, need job coaches and everyone is stepping up to assist. Ashley mentioned that she started at AVC as a paraeducator, until recently becoming a special education teacher (prior license in English 8-12). She also stepped up as the summer school coordinator - which had previously been done by the Evolution Director. She noted that team-mate, paraeducator Corey Phelps had also stepped up to teach in one of the classrooms - utilizing his background as an Occupational Therapist.

Corey has also stepped up in the last several years as AVC's Transportation Trainer - originally to train staff per 7D protocols and requirements. Corey joined the board meeting to address proposed revisions to AVC's policies on the transport of students during the school day. The policy was shared for a first reading. Because of recent additions to 7D regulations and the expense/hardship to maintain, AVC proposes to adopt new Transport of Students policies while maintaining the safety features and driver training we have developed over the last 2 years with Corey's leadership. The proposed policy revision would require staff to have a valid driver license and a satisfactory driving record, to complete initial driver training and test drive with AVC's trainer, and maintain a good driving record. Driver training would continue to include learning all the tie downs in the vans, emergency response protocol and breakdown protocols. In addition, AVC proposes to add a provision for staff to use their personal vehicles if warranted - after providing additional insurance coverage information. Personal vehicles would not be the "go to" for day to day trips - but would allow AVC staff to adapt if a student needed a ride home, or to a last minute job interview opportunity, etc. Cathy noted that she and Corey had modeled the draft revised policy after another collaborative who has been doing this for many years and has shared their protocols. Cathy has also spoken to our attorneys and insurance company.

Amber thanked Aldo, Erica, Ashley and Corey for their reports and their leadership..

Cathy also pointed out links to "AVC's Got Talent" created by Brianne Miers and "Weekly Updates" by Erica Stearns.

FY23 BUDGET UPDATE

Hien shared with members an income statement. She added it is not a projection because it is too early in the year and we have not collected much revenue yet. Invoicing needs to be done for tuition, transportation and consultative services. She mentioned that AVC has not yet paid Van Pool because revisions are still underway. She also noted that AVC has several vacancies - which will bring down expenses, but it is still too early to project the overall impact. Transportation volume is hard to project with the ongoing driver shortage. Hien also presented an aging report.

Hien mentioned that the FY22 audit is complete but needs to be finalized. It looks like the deficit will be \$379,837 - this is a lesser deficit than approved by the board previously. The draft Audit Report will be presented at the November board meeting with final approval at the December meeting.

Hien presented members with a proposed **Credit Card Policy & Procedures** for a first reading. AVC currently does not have any credit cards and Cathy has used her personal credit card when businesses do not accept purchase orders. It will be monitored closely with the Board's approval and used exclusively for emergency purposes. AVC is requesting a \$2000 limit. Some districts have them and others do not. Pre approval will still be required and no numbers will be given out. The card will not be carried around. It was suggested that during the first year the monthly statement be shown to Board members. If the limit needs to be increased, the Board will need to approve and authorize. It will be brought back for a second reading and vote.

Also, it was suggested that Cathy Cummins, as the Executive Director, have contingency rights to sign checks on an emergency basis. This will be discussed at a future meeting. Joseph Michielbeck, the Acting Treasurer, stated that another Collaborative's Executive Director has the authority to sign a check in emergency situations. We need to start working on a policy for this as well as do more research. It will be a discussion for future action.

Joe Sawyer asked about the warrant signing and how the process was going? Amber mentioned that it is being done electronically through Hello Sign, more helpful, and she and Marco are taking care of it. Greg Martineau offered to be a 3rd person to periodically take a look.

Accept FY23 Donations to AVC in Memory of Nate Grenache and Rifton Chair Donation

Jay Cummings motioned to accept FY23 Donations to AVC in memory of Nate Grenache and a Rifton Chair from the family. Gregory Martineau seconded the motion. The Board voted (8-0) to accept with gratitude the FY23 Donations in memory of Nate Grenache and the Rifton Chair.

TREASURER APPOINTMENT - Joseph Meichelbeck (from Acting to 2-year contract)

Kirk Downing motioned to appoint Joseph Meichelbeck from Acting to a 2-year contract. Joseph Sawyer seconded the motion. The Board voted (8-0) to appoint Joseph Meichelbeck from Acting to a 2- year contract. Joseph Sawyer was excited to have him on board and joining the AVC team.

FY22 PAYMENTS

Robin Ballard supplement pay for hiring team \$250

New Era FTG \$281.34 (June 2022 + \$652 (September 2021)

Joseph Sawyer motioned to approve the FY22 payments as presented. Kirk Downing seconded the motion. The Board voted (8-0) to approve the FY22 payments as presented.

ADJOURNMENT

Joseph Sawyer motioned to adjourn. Brian Haas seconded the motion. The Board voted (8-0) to adjourn the meeting at 10:23 am.

Respectfully submitted

Suzanne Pomerleau
Administrative Assistant