



**North River Collaborative Board of Directors Meeting Minutes
Friday, November 13, 2020 9:00 AM via Zoom**

Present: Mark Bodwell, Clarice Doliber, Stephen Donovan, Derek Swenson, Liz Legault, Mike Laliberte, Chris Godino, Matt Ferron, Jeff Szymaniak, Julie Hamilton, John Marcus, Alan Cron

Absent: Peter Schafer

Special Guest: Robert Lynch, Accountant, Lynch, Marini and Associates

Call to Order- The meeting was called to order at 9:00 AM by a motion from Matt Ferron, seconded by Jeff Szymaniak. Motion carried unanimously by roll call vote: Jeff Szymaniak-yes, Mark Bodwell-yes, John Marcus-yes, Matt Ferron-yes, Christine Godino-yes, Julie Hamilton-yes, Liz Legault-yes, Alan Cron-yes and Derek Swenson-yes.

I. Approval of Minutes of September 25, 2020

Motion: Matt Ferron made a motion to approve the minutes of September 25, 2020. Jeff Szymaniak seconded the motion. Motion carried unanimously by roll call vote: Jeff Szymaniak-yes, Mark Bodwell-yes, John Marcus-yes, Matt Ferron-yes, Christine Godino-yes, Julie Hamilton-yes, Liz Legault-yes, Alan Cron-yes and Derek Swenson-yes.

II. Approval of Warrants

Motion: Liz Legault made a motion to approve the warrants. Matt Ferron seconded the motion. Motion carried unanimously by roll call vote: Jeff Szymaniak-yes, Mark Bodwell-yes, John Marcus-yes, Matt Ferron-yes, Christine Godino-yes, Julie Hamilton-yes, Liz Legault-yes, Alan Cron-yes, and Derek Swenson-yes.

III. Discussion/Action Items

A. Acceptance of the FY20 Audit- Robert Lynch presented an overview of the FY20 Audit conducted by his agency. No deficiencies were identified in the audit. Overall, the audit ended with a favorable result for the Collaborative.

- Matt Ferron asked if there was anything the Board needed to do to move things forward. Mr. Lynch offered that the GASBE changes should be handled internally.

Motion: John Marcus made a motion to accept the FY20 audit as presented. Julie Hamilton seconded the motion. Motion carried unanimously by roll call vote: Jeff Szymaniak-yes, Mark Bodwell-yes, John Marcus-yes, Matt Ferron-yes, Christine Godino-yes, Julie Hamilton-yes, Liz Legault-yes, Alan Cron-yes, and Derek Swenson-yes.

B. Acceptance of the FY20 Cumulative Surplus of \$2,701,545 at 21.05% cumulative surplus-

Motion: John Marcus made a motion to accept the FY20 Cumulative Surplus of \$2,701,545 at 21.05% cumulative surplus. Matt Ferron seconded the motion. Motion carried unanimously by roll call vote: Jeff Szymaniak-yes, Mark Bodwell-yes, John Marcus-yes, Matt Ferron-yes, Christine Godino-yes, Julie Hamilton-yes, Liz Legault-yes, Alan Cron-yes, and Derek Swenson-yes.

C. October Financials-mail-

1. **FY21 General Fund Revenue and Expense-** Mike reviewed the financials for September and October explaining that it is not unusual to have a deficit balance at the beginning of the year. The September balance was (\$332,557), October was (\$260,732) and November is \$(128,269).

Motion: Liz Legault made a motion to accept the FY21 General Fund Revenue and Expense Projection. Matt Ferron seconded the motion. Motion carried unanimously: Jeff Szymaniak-yes, Mark Bodwell-yes, John Marcus-yes, Matt Ferron-yes, Christine Godino-yes, Julie Hamilton-yes, Liz Legault-yes, Alan Cron-yes, and Derek Swenson-yes.

D. Increase in Capitalization on Assets from \$5,000 to \$10,000- Mike explained the purpose of increasing the capitalization on assets from \$5,000 to \$10,000 based on the recommendation of the auditor to increase capitalization. The capitalization has been \$5,000 for over the past 20 years.

Motion: Matt Ferron made a motion to increase the capitalization on assets from \$5,000 to \$10,000. Liz Legault seconded the motion. Motion carried unanimously: Jeff Szymaniak-yes, Mark Bodwell-yes, John Marcus-yes, Matt Ferron-yes, Christine Godino-yes, Julie Hamilton-yes, Liz Legault-yes, Alan Cron-yes, and Derek Swenson-yes.

E. Conference Center Construction Update

1. **Vote to accept the Designer Selection Procedure:** Steve reviewed the proposed design for the Conference Center construction for the proposed social-emotional classrooms. He advised that he made the changes to the design based on the recommendations of district Special Education Directors. Steve advised the Board that for any project of \$300,000 or more a Designer Selection Procedure must be followed.

Motion: Derek Swenson made a motion to accept the Designer Selection Procedure. John Marcus seconded the motion. Motion carried unanimously by roll call vote: Jeff Szymaniak-yes, Mark Bodwell-yes, John Marcus-yes, Matt Ferron-yes, Christine Godino-yes, Julie Hamilton-yes, Liz Legault-yes, Alan Cron-yes, and Derek Swenson-yes.

2. **Vote to establish the Designer Selection Process Committee-** Steve recommended to the board to establish a Designer Selection Process Committee and suggested the following to be part of that committee: Steve Donovan, Clarice Doliber, Mike Laliberte, plus two program coordinators from NRC, plus Special Education Directors and two Superintendents- Derek Swenson and Mark Bodwell volunteered.

Motion: Matt Ferron made a motion to approve the establishment of the Designer Selection Process Committee. Jeff Szymaniak seconded the motion. Motion carried unanimously by roll call vote: Jeff Szymaniak-yes, Mark Bodwell-yes, John Marcus-yes, Matt Ferron-yes, Christine Godino-yes, Julie Hamilton-yes, Liz Legault-yes, Alan Cron-yes, and Derek Swenson-yes.

F. Approve Changes to the NRC Handbook of Personnel Policies and Procedures- Steve reviewed the changes to the NRC Handbook of Policies and Procedures under Non-Discrimination and Harassment Policy and Complaint Procedure and Child Abuse/Neglect Reporting.

Motion: Alan Cron made a motion to approve the changes to the NRC Handbook of Policies and Procedures. John Marcus seconded the motion. Motion carried unanimously by roll call vote: Jeff Szymaniak-yes, Mark Bodwell-yes, John Marcus-yes, Matt Ferron-yes, Christine Godino-yes, Julie Hamilton-yes, Liz Legault-yes, Alan Cron-yes, and Derek Swenson-yes.

G. Approve Calendar Changes for Learning Center and CBV- Steve advised the Board that calendar changes had to be made to the Learning Center Program calendar and the Community-Based Vocational Program in order to schedule follow up PD on the google platform.

Motion: Alan Cron made a motion to approve the calendar changes for the Learning Center Program and the Community-Based Vocational Program. Matt Ferron seconded the motion. Motion carried unanimously by roll call vote: Jeff Szymaniak-yes, Mark Bodwell-yes, John Marcus-yes, Matt Ferron-yes, Christine Godino-yes, Julie Hamilton-yes, Liz Legault-yes, Alan Cron-yes, and Derek Swenson-yes.

H. Acceptance of Staff Resignations, Terminations and New Hires

Motion: John Marcus made a motion to accept the staff resignations, Terminations and New Hires. Liz Legault seconded the motion. Motion carried unanimously by a roll call vote: Jeff Szymaniak-yes, Mark Bodwell-yes, John Marcus-yes, Matt Ferron-yes, Christine Godino-yes, Julie Hamilton-yes, Liz Legault-yes, Alan Cron-yes, and Derek Swenson-yes.

I. Other Matters of Interests to Board Members:

- Chris Godino brought up concerns with NRC's Transportation pricing. She stated that it is more than the daily rate for special education. She has received quotes from other companies which were more than half of what the Collaborative charges this year. Steve said he is researching with other collaboratives and member districts for pricing. He agreed transportation must stay competitive and not overpriced.

Motion to adjourn: Matt Ferron made a motion to adjourn the NRC Board meeting. Derek Swenson seconded the motion. Motion carried unanimously by roll call vote: Jeff Szymaniak-yes, Mark Bodwell-yes, John Marcus-yes, Matt Ferron-yes, Christine Godino-yes, Julie Hamilton-yes, Liz Legault-yes, Alan Cron-yes and Derek Swenson-yes.

Meeting adjourned at 9:35 AM

Respectfully submitted by:

Peter Schafer, NRC Board Secretary