

**Valley Collaborative Board of Directors
General Session Meeting Minutes
September 19, 2019
10:05 a.m. – 10:43 a.m.
25 Linnell Circle, Billerica, MA**

Board Members Present: Mr. Timothy Piwowar, Dr. Michael Flanagan, Dr. Denise Pigeon, Mr. Everett Olsen, Dr. Jay Lang, Dr. Laura Chesson, Mr. Steven Stone, Mr. Brad Morgan, Mr. Christopher Malone

Collaborative Representatives Present: Dr. Chris Scott, Executive Director; James George, Accountant; Ms. Heidi Kriger, Treasurer; Members of the Collaborative Senior Leadership Team

Also Present: Mr. Thomas Lent, Marathas Barrow Weatherhead Lent LLP; Dr. Lori Likis, Principal Consultant for the Valley Collaborative District Five Year Improvement Plan

Call to Order: Mr. Timothy Piwowar, Chairman, convened the Collaborative Board Meeting at 10:05 a.m.

Mr. Timothy Piwowar and Dr. Chris Scott welcomed all in attendance to the Collaborative's first Board meeting of the 2019-2020 school year.

Approval of Minutes

Mr. Timothy Piwowar asked for a motion relating to the June 6, 2019 meeting minutes.

On a motion made by Dr. Michael Flanagan and seconded by Mr. Everett Olsen, a quorum of voters being present, it was voted:

VOTED: To approve the General Session Meeting Minutes for the Board of Directors dated June 6, 2019.

The vote was 7-0-2. Mr. Timothy Piwowar, Dr. Michael Flanagan, Dr. Denise Pigeon, Mr. Everett Olsen, Dr. Jay Lang, Dr. Laura Chesson and Mr. Brad Morgan voted yes. Mr. Steven Stone and Mr. Christopher Malone abstained.

Community and Staff Acknowledgement

Dr Scott and the Board acknowledged Mr. Sean Curran, who recently celebrated his 30th work anniversary with Valley Collaborative.

Financial Update

Dr. Chris Scott presented to the Board an update on Fiscal Year 2019, which currently was under audit by the Collaborative's independent auditors. Dr. Scott provided an overview of the

revenues and expenses, assets and liabilities and programmatic financial results. Dr. Scott reviewed with the Board the Collaborative's cash position as well as the capital improvements made in Fiscal Year 2019. Dr. Scott explained that based on the preliminary cumulative surplus calculation, she did not foresee additional surplus funds to distribute to the Member Districts (the Board previously voted during its June 2019 meeting to distribute \$500,000 in surplus funds). Dr. Scott also highlighted the success of the adult program. Dr. Scott and Mr. George provided a brief update with respect to the audit efforts and an upcoming actuarial report that will be presented to the Board during the October 2019 Board meeting. A copy of Dr. Scott's Financial Update Memo was included within the Board materials.

Treasurer's Report

Ms. Heidi Kriger, the Collaborative Treasurer, provided the Board with her report. Ms. Kriger provided a verbal summary of her report, including available balances, transfers, withdrawals, OPEB trust amounts, PARS Statement interest income and ending balances for the time period May, June and July 2019. A written summary report was contained within the Board materials.

On a motion made by Mr. Everett Olsen and seconded by Mr. Christopher Malone, a quorum of voters being present, it was voted:

VOTED: That the Board of Directors accepts the report of the Collaborative Treasurer, as presented at this meeting, and requests that a copy of the report be filed within the Treasurer's file maintained at the Collaborative

The vote was 9-0. Mr. Timothy Piwowar, Dr. Michael Flanagan, Dr. Denise Pigeon, Mr. Everett Olsen, Dr. Jay Lang, Dr. Laura Chesson, Mr. Brad Morgan, Mr. Steven Stone and Mr. Christopher Malone voted yes.

Valley Organization Chart

Dr. Scott presented and reviewed the organizational chart for Valley Collaborative for the 2019-2020 school year. There was no further discussion.

Adult Services Policy Manual

Dr. Scott presented and reviewed the proposed Adult Services Policy Manual. The Board discussed.

On a motion made by Mr. Steven Stone and seconded by Dr. Michael Flanagan, a quorum of voters being present, it was voted:

VOTED: That the Board of Directors approves the Adult Services Policy Manual in the substantive form presented at this meeting.

The vote was 9-0. Mr. Timothy Piwowar, Dr. Michael Flanagan, Dr. Denise Pigeon, Mr. Everett Olsen, Dr. Jay Lang, Dr. Laura Chesson, Mr. Brad Morgan, Mr. Steven Stone and Mr. Christopher Malone voted yes.

Tyngsborough Renovation Update

Dr. Scott and Dr. Flanagan provided the Board with an update to the capital improvements made pursuant to the lease amendment to the lease agreement with the Town of Tyngsborough and Tyngsborough School Committee. There was no further discussion.

District Five Year Improvement Plan

Dr. Scott and Dr. Lori Likis presented the status and goals of the final year of the Valley Collaborative District Five Year Improvement Plan Update. The Plan was contained within the Board materials, which contained the objectives and goals for the final year of the Plan and an analysis of outcome measures. There was no further discussion.

Miscellaneous

The Board was presented an overview of the Collaborative's new website.

Dr. Scott provided the Board with a transportation update, which included a summary of the replacement of vans. A copy of her memo was contained within the Board materials.

The Board was provided programmatic and status updates relating to the Alternative Programming Middle School and Transitional High School and Adult Program by the respective principals and leadership.

Dr. Scott referred the Board to the Board materials which contained several communications received since the last Board meeting.

On a motion made by Mr. Steven Stone and seconded by Dr. Jay Lang, a quorum of voters being present, it was voted:

VOTED: To adjourn the Board meeting.

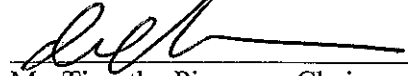
The vote was 9-0. Mr. Timothy Piwowar, Dr. Michael Flanagan, Dr. Denise Pigeon, Mr. Everett Olsen, Dr. Jay Lang, Dr. Laura Chesson, Mr. Brad Morgan, Mr. Steven Stone and Mr. Christopher Malone voted yes.

Mr. Timothy Piwowar adjourned the Collaborative Board Meeting at 10:43 a.m.

LIST OF DOCUMENTS USED, DISTRIBUTED AND REVIEWED AT THIS MEETING:

- School Year 2019-2020 Electronic Board Binder for September 19, 2019 Meeting

Respectfully Submitted,



Mr. Timothy Piwowar, Chairman

Dated: 10/24/2019