Valley Collaborative Board of Directors
General Session Meeting Minutes
November 13, 2019
10:03 a.m. – 10:30 a.m.
25 Linnell Circle, Billerica, MA

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

Board Members Absent: Mr. Everett Olsen, Mr. Steven Stone

Collaborative Representatives Present: Dr. Chris Scott, Executive Director

Also Present: Thomas Lent, Marathas Barrow Weatherhead Lent LLP

Call to Order: Mr. Timothy Piwowar, Chairman, convened the Collaborative Board Meeting at 10:03 a.m.

Mr. Piwowar welcomed all in attendance.

Approval of Minutes

Mr. Timothy Piwowar requested the Board to review the meeting minutes made available for review and asked for a motion relating to the minutes.

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

VOTED: To approve the General Session Meeting Minutes for the Board of Directors dated October 24, 2019.

The vote was 7-0. Yes: Mr. Timothy Piwowar, Dr. Michael Flanagan, Dr. Denise Pigeon, Dr. Jay Lang, Mr. Christopher Malone, Dr. Laura Chesson, Mr. Brad Morgan

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

VOTED: To approve the General Session Meeting Minutes for the Executive Committee of the Board of Directors dated October 28, 2019.

The vote was 3-0-4. Yes: Mr. Timothy Piwowar, Dr. Michael Flanagan, Dr. Jay Lang
Abstentions: Dr. Denise Pigeon, Mr. Christopher Malone, Dr. Laura Chesson, Mr. Brad Morgan

Students, Adult and Staff of the Month

Dr. Chris Scott and the Board recognized Valley Collaborative's Students, Adult and Staff of the Month

Financial Update

Fiscal Year 2020 Update

Dr. Chris Scott provided the Board with a summary regarding the first quarter of Fiscal Year 2020. She indicated that enrollment was slightly down as compared to Fiscal Year 2019. She explained that revenues demonstrated a slight increase, while expenses decreased. She indicated that the efforts to prepare and finalize the Fiscal Year 2021 budget, which will be presented at the December 2019 Board meeting, are continuing with the Fiscal Year trending data being analyzed to assist in budget preparation. She informed the Board that she had met with the member district SPED directors during which she received positive feedback relating to the Collaborative's programs and services and current tuition rates and fees. She explained that an analysis of the current tuition rates and fees remains ongoing to determine whether a raise in the same within certain programs will be proposed as part of the Fiscal Year 2021 budget.

Dr. Scott directed the Board to her memo within the Board materials that provided a summary to the Board of an inadvertent error made with respect to the Collaborative's CORI process whereby unauthorized and/or incomplete forms were uploaded. She explained that the error had been self-reported, subsequent conversations with the proper representatives had been held, and that the Collaborative was awaiting a decision about how to proceed.

Dr. Scott also provided a summary of the ongoing QUEST audit of the adult programs. She explained that the final audit results are expected to be presented during the Board's February 2020 Board meeting, but that preliminary results indicate significant improvement and progress from the previous audit conducted two years ago.

Fiscal Year 2019 Audit

Dr. Scott informed the Board that the independent auditors had finalized the audit, incorporating the Board's review and approval from the October 24, 2019 meeting, and that the final will be available for distribution in the near future. There was no further discussion.

Treasurer's Report

Ms. Heidi Kriger, the Collaborative Treasurer, was unable to physical attend the Board meeting. Ms. Kriger, however, had provided the Board with her written report for the meeting, a copy of which was included within the Board materials. There was no further discussion.

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

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

The vote was 7-0. Yes: Mr. Timothy Piwowar, Dr. Michael Flanagan, Dr. Denise Pigeon, Dr. Jay Lang, Mr. Christopher Malone, Dr. Laura Chesson, Mr. Brad Morgan

School Monthly Updates

The Board received updates from the Principals and Assistant Director of Adult Services, respectively, relating to the Elementary, Alternative Programming Middle School and Transitional High School, Transitional Programming Middle School and Transitional High School, and Adult Program.

Communications

Dr. Scott directed the Board to the communications contained within the Board materials. There was no further discussion.

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

VOTED: **To adjourn the Board meeting.**

The vote was 7-0. Yes: Mr. Timothy Piwowar, Dr. Michael Flanagan, Dr. Denise Pigeon, Dr. Jay Lang, Mr. Christopher Malone, Dr. Laura Chesson, Mr. Brad Morgan

Mr. Timothy Piwowar adjourned the Collaborative Board Meeting at 10:30 a.m.

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

- School Year 2019-2020 Electronic Board Binder for November 13, 2019 Meeting

Respectfully Submitted,

Mr. Timothy Piwowar, Chairman
Dated: 12/12/2019