Valley Collaborative Board of Directors
General Session Meeting Minutes
September 16, 2021
10:04 a.m. – 10:59 a.m.
25 Linnell Circle, Billerica, MA

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

Board Members Absent: Dr. Laura Chesson, Mr. Steven Stone

Collaborative Representatives Present: Dr. Chris Scott, Executive Director; Mr. James George, Collaborative Accountant; Ms. Heidi Kriger, Treasurer

Also Present: Thomas Lent, Marathas Barrow Weatherhead Lent LLP

Call to Order: Mr. Timothy Piwowar, Chairman, convened the Collaborative Board Meeting at 10:04 a.m.

Mr. Piwowar introduced and welcomed Dr. Christopher Chew as the designated Board representative from Westford Public Schools. Mr. Piwowar and Dr. Chris Scott introduced staff and a student who shared their story "Reason #500 to love Valley".

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 June 10, 2021.

The vote was 5-0-2. Yes: Dr. Michael Flanagan, Dr. Jay Lang, Dr. Denise Pigeon, Mr. Timothy Piwowar, Mr. Christopher Malone. Abstained: Mr. Brad Morgan, Dr. Christopher Chew

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

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

VOTED: To approve the General Session Meeting Minutes for the Executive Committee of the Board of Directors dated June 2, 2021.

The vote was 3-0-1. Yes: Dr. Michael Flanagan, Dr. Jay Lang, Mr. Timothy Piwowar. Abstained: Dr. Denise Pigeon

Financial Update

Fiscal Year 2021 Budget Update

Dr. Scott presented to the Board an update regarding the Collaborative's financial status, including a summary of recent expenses and revenue. Dr. Scott directed the Board to the memo contained within the Board materials that reviewed in detail the current projections for member distributions relating the estimated Fiscal Year Surplus Funds. She reviewed her current discussions with the Collaborative's independent auditors relating to recent changes and regulations concerning surplus calculation. The Board discussed.

Dr. Scott presented the balance sheet figures and income statement for the Collaborative as of June 30, 2021. She directed the Board to the memo contained within the Board materials for further details and information. The Board reviewed.

Dr. Scott provided an update with respect to the ongoing audit by the independent auditors from Fritz DeGuglielmo, who are expected to be present during the Board's meeting currently scheduled for October 21, 2021.

Treasurer's Report

Ms. Heidi Kriger, the Collaborative Treasurer, provided the Board with her report which covered the months through August 2021. Ms. Kriger provided a verbal summary of her report, including available balances, transfers, withdrawals, interest income and ending balances. She also reviewed the OPEB Trust financial information and balances and PARS statements. A written summary report was contained within the Board materials. Mr. Timothy Piwowar and Dr. Scott reviewed and discussed with the Board the performance and funds contained within the PARS statement. The auditors from Fritz DeGuglielmo are anticipated to review the performance as it relates to the Collaborative's overall financial status. . There was no further discussion.

On a motion made by Dr. Michael Flanagan 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 maintained at the Collaborative.**

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

Adult Services Program: Lease RFP Award

Dr. Scott directed the Board to her memo contained within the Board materials. Dr. Scott summarized the request for proposal process undertaken by the Collaborative over the last several months for lease space for the Adult Services Program. Dr. Scott reviewed the lease space, rental rates and other issues relating to the proposal received in response to the request for proposal as well as the proposal submitted by RJ Kelly Company, which was recommended to the Board for approval. The Board discussed.

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

VOTED: **That the Board of Directors awards a lease to RJ Kelly Company for property located at 11 Executive Park Drive, North Billerica, MA, and authorizes the Executive Director to finalize and approve, on behalf of the Board of Directors, a lease agreement with RJ Kelly Company, under the substantive terms and conditions presented at this meeting, including the rental rates, and further authorizes the Executive Director to execute such lease agreement on behalf of the Board of Directors.**

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

English Language Education Guidelines: Collaborative ELE Manual

Dr. Scott directed the Board to her memo contained within the Board materials. Dr. Scott summarized the modifications and changes made to the English Language Education Guidelines and the proposed edits to the Collaborative's ELE Manual. Dr. Scott reviewed the processes by which the Collaborative, with cooperation and involvement of sending districts, intended to comply with and provide fully English language education curriculum. There was no further discussion.

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

VOTED: **That the Board of Directors approves the revised Valley Collaborative English Language Education Manual in the substantive form presented at this meeting.**

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

Valley Collaborative Student and Family Handbook and Policies and Procedures Manual

Dr. Scott directed the Board to her memo contained within the Board materials. Dr. Scott summarized the proposed edits to the Collaborative's Student and Family Handbook and Policies and Procedures Manual. There was no further discussion.

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

VOTED: That the Board of Directors approves the revised Valley Collaborative Student and Family Handbook and Policies and Procedure Manual in the substantive form Presented at this meeting.

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

Staff Recruitment and Retention Strategies

Dr. Scott directed the Board to her memo contained within the Board materials. Dr. Scott and Timothy Piwowar summarized the discussion held at the Executive Committee meeting on September 15, 2021 about the challenges that the Collaborative has historically faced in recruiting and retaining employees, which has become more difficult during Covid-19. Dr. Scott has requested that the Board review, discuss and develop various recruitment and retention strategies and to negotiate such financial issues with Collaborative personnel. Mr. Timothy Piwowar indicated that the Executive Committee has requested and recommended the full Board meet to discuss this matter in full. The Board set an executive session for October 6, 2021 to conduct strategy session in preparation for negotiations with Collaborative personnel. There was no further discussion.

Covid-19 Update

Dr. Scott provided the Board with a Covid-19 update as to the Collaborative, including vaccinations and ongoing efforts within the Collaborative to address related issues. Dr. Scott directed the Board the memo prepared by Lead Nurse Jessica Scalzi and her. The Board expressed its appreciation for the effort and attention to the Covid-19 issues. There was no further discussion.

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. Michael Flanagan, a quorum of voters being present, it was voted:

VOTED: To adjourn the Board meeting.

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

Mr. Timothy Piwowar adjourned the Collaborative Board Meeting at 10:59 a.m.

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

- School Year 2020-2021 Electronic Board Binder for Board Meeting, September 16, 2021

Respectfully Submitted,

Mr. Timothy Piwowar, Chairman
Dated: 10/21/2021