

**Valley Collaborative Board of Directors
General Session Meeting Minutes
April 29, 2021
10:00 a.m. – 10:41 a.m.
25 Linnell Circle, Billerica, MA**

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

Board Members Absent: None

Collaborative Representatives Present: Dr. Chris Scott, Executive Director; Mr. James George, Collaborative Accountant; Ms. Heidi Kriger, Treasurer; Jessica Scalzi, Collaborative Lead Nurse; Glenn Costello, Assistant Principal

Also Present: Thomas Lent, Marathas Barrow Weatherhead Lent LLP

Call to Order: Mr. Timothy Piwowar, Chairman, convened the Collaborative Board Meeting at 10:00 a.m.

Mr. Piwowar welcomed all in attendance and stated for the record that the meeting is being held remotely via Zoom due to the ongoing restrictions and limitations related to COVID-19.

Financial Update

Executive Director's Report

Dr. Scott directed the Board to her financial update memo contained within the Board meeting materials. Dr. Scott reviewed the revenues, expenses, budget and enrollment. Dr. Scott explained that historically, the fourth quarter is the Collaborative's strongest and that despite the COVID-19 restrictions and measures, she anticipates that the quarter will not be an exception. Dr. Scott reviewed with the Board the current anticipated surplus funds based on calculations and current projections. The Board discussed.

On a motion made by Mr. Steven Stone and seconded by Mr. Everett Olsen, a quorum of voters being present, it was voted by roll call vote:

VOTED: That the Board of Directors hereby authorizes the distribution of \$1,000,000 in surplus funds to its member districts based on the methodology previously agreed upon by the Board, specifically an allocation based on the FY2021 tuitions payments to the Collaborative, with such distribution being in the form of either a tuition credit to the member district school committee or cash

payment to the member district town, as to be determined by the respective member district.

The vote was 9-0. Yes: Mr. Everett Olsen, Mr. Timothy Piwovar, Mr. Steven Stone, Dr. Michael Flanagan, Dr. Jay Lang, Dr. Denise Pigeon, Mr. Christopher Malone, Dr. Laura Chesson, Mr. Brad Morgan

Treasurer's Report

Ms. Heidi Kriger, the Collaborative Treasurer, provided the Board with her report which covered the months January 2021 through March 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. Ms. Kriger also indicated that a new three-year agreement was entered with PARS relating to the OPEB Trust through 2024. There was no further discussion.

On a motion made by Mr. Everett Olsen and seconded by Mr. Steven Stone, a quorum of voters being present, with amendments as noted by Ms. Kriger, it was voted by roll call vote:

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 and maintained at the Collaborative.

The vote was 9-0. Yes: Mr. Timothy Piwovar, Dr. Michael Flanagan, Mr. Steven Stone, Dr. Jay Lang, Dr. Denise Pigeon, Mr. Christopher Malone, Dr. Laura Chesson, Mr. Everett Olsen, Mr. Brad Morgan

[Mr. Brad Morgan left the meeting]

Valley Collaborative Lease Agreement – Authorization to Award Bid and Finalize Lease

Dr. Scott directed the Board to the memorandum within the Board materials that reviewed the procurement process for office space to accommodate the adult services programs with the Massachusetts Rehabilitation Commission and Department of Developmental Services. Dr. Scott explained that there was only one (1) proposal in response to the Collaborative's request for proposal, which Dr. Scott reviewed the history. Dr. Scott indicated that overall the Collaborative was pleased with this proposal as it generally meets the needs of the Collaborative, maintains the current rental rates and provides for options to extend which provides the Collaborative flexibility. She seeks to finalize the details within a lease agreement. There was no further discussion.

On a motion made by Mr. Everett Olsen and seconded by Mr. Steven Stone, a quorum of voters being present, it was voted by roll call vote:

VOTED: That the Board of Directors authorizes the Executive Director, to approve, finalize and deliver, on behalf of the Board of Directors, a lease agreement for space for the Adult Services Program with MacCormack Properties, LLC, under the substantive terms and conditions, including rental rates, presented at this meeting, and further authorizes the Executive Director to execute such lease agreement on behalf of the Board of Directors.

The vote was 8-0. Yes: Mr. Everett Olsen, Mr. Timothy Piwowar, Mr. Steven Stone, Dr. Michael Flanagan, Dr. Jay Lang, Dr. Denise Pigeon, Mr. Christopher Malone, Dr. Laura Chesson. Mr. Brad Morgan was absent for the vote.

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 Dr. Denise Pigeon, a quorum of voters being present, it was voted by roll call vote:

VOTED: To approve the General Session Meeting Minutes for the Board of Directors dated December 3, 2020.

The vote was 6-0-3. Yes: Mr. Everett Olsen, Mr. Timothy Piwowar, Mr. Steven Stone, Dr. Michael Flanagan, Dr. Jay Lang, Dr. Denise Pigeon. Abstained: Mr. Christopher Malone, Dr. Laura Chesson. Mr. Brad Morgan was absent for the vote.

Member Districts Hiring Valley Collaborative Staff During School Year

Dr. Scott reviewed her memorandum with the Board regarding the complexities of current staffing and the hiring away from Collaborative by Member Districts directly. The Board discussed.

School Safety Committee Update

Dr. Scott and Mr. Glenn Costello reviewed the recent risk assessment of Valley Middle School and Valley Transitional High School located at 40 Linnell Circle, Billerica. Mr. Costello presented a summary of the findings and directed the Board to the presentation materials. The Board discussed.

[Mr. Brad Morgan returned to the meeting]

Covid-19 Update

Dr. Scott and Lead Nurse Jessica Scalzi provided the Board with a Covid-19 update as to the Collaborative, including vaccinations and positive cases and ongoing efforts within the

Collaborative to address related issues. 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. Michael Flanagan and seconded by Mr. Steven Stone, a quorum of voters being present, it was voted by roll call vote:

VOTED: To adjourn the Board meeting.

The vote was 9-0. Yes: Mr. Timothy Piwovar, Dr. Michael Flanagan, Mr. Steven Stone, Dr. Jay Lang, Dr. Denise Pigeon, Mr. Christopher Malone, Dr. Laura Chesson, Mr. Everett Olsen, Mr. Brad Morgan

Mr. Timothy Piwovar adjourned the Collaborative Board Meeting at 10:41 a.m.

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

- School Year 2020-2021 Electronic Board Binder for Board Meeting, April 29, 2021

Respectfully Submitted,



Mr. Timothy Piwovar, Chairman

Dated: 6/10/2021