

**Valley Collaborative Board of Directors  
General Session Meeting Minutes  
June 9, 2022  
10:01 a.m. – 11:19 a.m.  
25 Linnell Circle, Billerica, MA**

**Board Members Present:** Mr. Timothy Piwowar, Mr. Brad Morgan, Dr. Christopher Chew, Dr. Laura Chesson, Dr. Jay Lang, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan

**Board Members Absent:** Dr. Michael Flanagan, Mr. Steven Stone

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

**Also Present:** Thomas Lent, Barrow Weatherhead Lent LLP; Dr. Lori Likis, Principal Consultant for Valley Collaborative; Dr. Anthony Bent, Consultant for M.A.S.S. Association of School Superintendents

**Call to Order: Mr. Timothy Piwowar, Chairman, convened the Collaborative Board Meeting at 10:01 a.m.**

Mr. Piwowar and Dr. Chris Scott welcomed all in attendance.

Dr. Scott introduced a video presentation of Valley Collaborative's Outdoor Education Club's hike up Mount Washington.

**Making a Difference Awards**

Dr. Scott presented the remaining "Making A Difference Awards" to community leaders, students, and staff. The Board, Dr. Anthony Bent and Dr. Scott presented the Annual Dr. Anthony Bent Leadership Award to Nicole Noska, Principal Transitional Programming of Valley Middle School and Valley Transitional High School. The Board and Dr. Scott presented the Everett V. Olsen, Jr. Award for Highest Academic Honors Presentation to Alex Romano.

**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 Mr. Brad Morgan and seconded by Ms. Brenda Theriault-Regan, a quorum of voters being present, it was voted:

**VOTED: To approve the General Session Meeting Minutes for the Board of Directors dated April 28, 2022.**

The vote was 7-0. Yes: Mr. Timothy Piwowar, Mr. Brad Morgan, Dr. Christopher Chew, Dr. Laura Chesson, Dr. Jay Lang, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan

### **Board Governance 2022-2023**

#### **Elect Board Chairperson**

Mr. Timothy Piwowar referenced the Collaborative Agreement that provides that the Board shall, annually during the final scheduled meeting of the school year, organize itself by electing a Chairperson and any other Board positions deemed appropriate by the Board. In addition, the Chairperson, with the majority vote of the Board, may appoint such committees and subcommittees of the Board. The Board discussed candidates for Chairperson for the 2022-2023 School/Fiscal Year.

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

**VOTED: That the Board of Directors nominates and elects Mr. Timothy Piwowar to continue as the Chairperson of the Board of Directors.**

The vote was 7-0. Yes: Mr. Timothy Piwowar, Mr. Brad Morgan, Dr. Christopher Chew, Dr. Laura Chesson, Dr. Jay Lang, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan

#### **Appoint/Re-appoint Committee Members**

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

**VOTED: That the Board of Directors approves the appointment of Mr. Timothy Piwowar, Dr. Jay Lang, Dr. Michael Flanagan and Dr. Denise Pigeon as Members of Executive Committee for the Board of Directors for the 2022-2023 School Year.**

The vote was 7-0. Yes: Mr. Timothy Piwowar, Mr. Brad Morgan, Dr. Christopher Chew, Dr. Laura Chesson, Dr. Jay Lang, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan

### **Financial Update**

#### **Executive Director's Report**

Dr. Scott directed the Board to the financial update memo contained within the Board meeting materials, which was prepared with the assistance of Mr. James George, the Collaborative's Business Manager/Accountant, and her. Dr. Scott generally reviewed the 3<sup>rd</sup> Quarter Financials, the 4<sup>th</sup> Quarter projections and Fiscal Year 2022 conclusions. Dr. Scott reviewed the revenues,

expenses, budget and enrollment. Dr. Scott summarized her meeting with OPEB Trust representatives, calculations and market factors, and reviewed the recommended deposit of funds during this fiscal/school year. She reviewed additional expenses incurred this past year, including improvements made within the Tyngsborough school. She further provided year end projection figures for revenue and expenses within the year end summary. She also reviewed the projected cumulative surplus fund calculation given the expenses and contributions to the OPEB Trust in September 2021 and recommended at this meeting. The Board discussed.

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

**VOTED: That the Board of Directors approves and authorizes the deposit of \$500,000 into the OPEB Trust with such deposit funds from the Collaborative's Cumulative General Surplus from Fiscal Year ending June 30, 2022.**

The vote was 7-0. Yes: Mr. Timothy Piwovar, Mr. Brad Morgan, Dr. Christopher Chew, Dr. Laura Chesson, Dr. Jay Lang, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan

The Board was presented with a demonstration of the new billing system being implemented at the Collaborative – SPEDfi. The Board also review a video presentation of the Collaborative's championship basketball team.

Dr. Scott announced that Lantheus Medical Imaging, Inc., a long-time business partner of the Adult Program, wished to make a \$60,000 donation to the Collaborative, which the Collaborative would use towards wage payments for the adult individuals within the program. The Board acknowledged the partnership and appreciated the donation.

On a motion made by Ms. Brenda Theriault-Regan and seconded by Dr. Laura Chesson, a quorum of voters being present, it was voted:

**VOTED: That the Board of Directors accepts the donation from Lantheus Medical Imaging, Inc. in the amount of \$60,000.**

The vote was 7-0. Yes: Mr. Timothy Piwovar, Mr. Brad Morgan, Dr. Christopher Chew, Dr. Laura Chesson, Dr. Jay Lang, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan

### **Treasurer's Report/Contract**

Ms. Heidi Kriger, the Collaborative Treasurer, provided the Board with her report which covered the months through May 2022, except for the OPEB financials which were through April 30, 2022. 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. There was no further discussion.

On a motion made by Dr. Jay Lang and seconded by Dr. Christopher Chew, 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: Mr. Timothy Piwowar, Mr. Brad Morgan, Dr. Christopher Chew, Dr. Laura Chesson, Dr. Jay Lang, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan

On a motion made by Dr. Jay Lang and seconded by Ms. Brenda Theriault-Regan, a quorum of voters being present, it was voted:

**VOTED: That the Board of Directors authorizes the Chairman, to finalize and execute an agreement by and between the Collaborative and Ms. Heidi Kriger, as its Treasurer, for the 2022-2023 School Year with the term of the agreement to be July 1, 2022 through June 30, 2023.**

The vote was 7-0. Yes: Mr. Timothy Piwowar, Mr. Brad Morgan, Dr. Christopher Chew, Dr. Laura Chesson, Dr. Jay Lang, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan

#### **Financial Update – Valley by the Numbers**

Dr. Chris Scott informed the Board that due to time limitations she would provide her annual Valley by the Numbers during the September 2022 Board meeting.

[Dr. Laura Chesson had left the meeting at 10:53 a.m.]

#### **Executive Director's Evaluation**

Mr. Timothy Piwowar summarized the Executive Director's written evaluation by the Board of Directors highlighting the Executive Director's exemplary performance as applied to the metrics and the narratives submitted by Board members. The Board acknowledged such an exemplary performance especially in light of the challenges that the 2021-2022 School Year again presented.

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

**VOTED: That the Board of Directors accepts the evaluation of the Collaborative Executive Director as presented at this meeting, and requests that a copy of the written evaluation be finalized and filed within her file maintained at the Collaborative.**

The vote was 6-0. Yes: Mr. Timothy Piwowar, Mr. Brad Morgan, Dr. Christopher Chew, Dr. Jay Lang, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan

#### **Business Manager (Accountant) Evaluation**

Mr. Timothy Piwowar stated that under the Collaborative Agreement the Board is required to annually evaluate the performance and effectiveness of its business manager. Mr. Piwowar referenced the completed evaluation of Mr. Jim George within the Board materials. The Board and Dr. Scott recognized Mr. George. The Board discussed.

On a motion made by Mr. Brad Morgan and seconded by Ms. Brenda Theriault-Regan, a quorum of voters being present, it was voted:

**VOTED: That the Board of Directors accepts the evaluation of the Collaborative Business Manager/Accountant as presented at this meeting, and requests that a copy of the written evaluation be finalized and filed within his file maintained at the Collaborative.**

The vote was 6-0. Yes: Mr. Timothy Piwowar, Mr. Brad Morgan, Dr. Christopher Chew, Dr. Jay Lang, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan

#### **Treasurer Evaluation**

Mr. Timothy Piwowar stated that the Board is required to annually evaluate the Treasurer's performance and effectiveness. Mr. Timothy Piwowar referenced Ms. Kriger's completed evaluation contained within the Board material. The Board and Dr. Scott recognized Ms. Kriger. There was no further discussion.

On a motion made by Mr. Brad Morgan and seconded by Ms. Brenda Theriault-Regan, a quorum of voters being present, it was voted:

**VOTED: That the Board of Directors accepts the evaluation of the Collaborative Treasurer, Ms. Heidi Kriger, and requests that a copy of the written evaluation be maintained at the Collaborative.**

The vote was 6-0. Yes: Mr. Timothy Piwowar, Mr. Brad Morgan, Dr. Christopher Chew, Dr. Jay Lang, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan

#### **Approval of 2022-2023 Employee Handbook**

Dr. Scott presented the revised employee handbook, summarizing the minor changes relating to vacation, sick leave, longevity and insurance provisions. There was no further discussion.

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

**VOTED: That the Board of Directors approves the revised Employee Handbook in the substantive form presented at this meeting.**

The vote was 6-0. Yes: Mr. Timothy Piwowar, Mr. Brad Morgan, Dr. Christopher Chew, Dr. Jay Lang, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan

#### **Approval of 2022-2023 Student & Family Handbook**

Dr. Scott presented the student and family handbook, which had been revised in January 2022. It contained no further revisions. There was no further discussion.

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

**VOTED: That the Board of Directors approves the Student and Family Handbook in the substantive form presented at this meeting.**

The vote was 6-0. Yes: Mr. Timothy Piwowar, Mr. Brad Morgan, Dr. Christopher Chew, Dr. Jay Lang, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan

#### **Valley Collaborative District Bridge Improvement Plan Update**

Dr. Lori Likis and Dr. Scott presented the Valley Collaborative Two Year Bridge Improvement Plan Update for Valley Collaborative, which were also summarized within a memo contained in the Board materials. Dr. Likis highlighted the plan to establish a Diversity, Equity and Inclusion Committee which will seek to review curriculum, professional development and human resources. There was no further discussion.

#### **COVID-19 Update**

Dr. Scott provided a the COVID-19 update. There was no further discussion.

#### **Communications**

Dr. Scott directed the Board to the communications contained within the Board materials, highlighting the Massachusetts DESE Coordinated Program Review Results Letter dated May 17, 2022, the graduation scheduled for June 10, 2022 and the intended memorandum of understanding with the school resource officer and standard operating procedures. There was no further discussion.

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

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

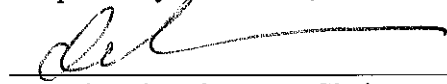
The vote was 6-0. Yes: Mr. Timothy Piwowar, Mr. Brad Morgan, Dr. Christopher Chew, Dr. Jay Lang, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan

**Mr. Timothy Piwowar adjourned the Collaborative Board Meeting at 11:19 a.m.**

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

- School Year 2021-2022 Electronic Board Binder Board Meeting, June 9, 2022

Respectfully Submitted,



Mr. Timothy Piwowar, Chairman

Dated: 9/15/2022