

**Valley Collaborative Board of Directors
General Session Meeting Minutes
January 13, 2022
10:02 a.m. – 10:44 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, Mr. Steven Stone, Dr. Denise Pigeon, Mr. Christopher Malone, Dr. Michael Flanagan

Board Members Absent: None

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 10:02 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 restrictions and limitations related to COVID-19. Mr. Piwowar conducted a roll call of Board Members present remotely and requested the same be recorded within the meeting minutes.

Valley Collaborative Board Member and Staff Retirement and Acknowledgements

Dr. Scott introduced and acknowledged Joe Reilly, who operated the Collaborative kitchen and restaurant. Dr. Scott expressed appreciation for his daily efforts as well as contributions to the annual Thanksgiving Turkey Dinners, community involvement and Collaborative staff and student leadership and participation. On behalf of the Board, Mr. Piwowar and Dr. Flanagan similarly acknowledged his contributions and involvement with the Collaborative.

[Dr. Jay Lang joined the Board meeting at 10:05 a.m. and Mr. Piwowar requested his attendance be recorded in the meeting minutes]

Dr. Scott acknowledged Christopher Malone for his participation and contributions to the Board of Directors for the Collaborative. On behalf of the Board, Mr. Piwowar also acknowledged his contributions to the Board of Directors for the Collaborative.

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. Steven Stone and seconded by Dr. Michael Flanagan, 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 2, 2021.

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

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

VOTED: To approve the General Session Meeting Minutes for the Executive Committee of Board of Directors dated November 9, 2021.

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

Fiscal Year 2023 Budget

Dr. Scott reviewed with the Board the proposed budget for fiscal year 2023, which had been reviewed and discussed previously by the Board at its prior meetings. She again reviewed with the Board the Fiscal Year 2023 Budget Presentation Memo, a copy of which was contained within the Board materials. Mr. Timothy Piwowar asked if there were any further questions or comments by the Board regarding the proposed budget for fiscal year 2023. There was none. Mr. Piwowar asked for a motion relating to the proposed budget.

On a motion made by Mr. Brad Morgan and seconded by Mr. Steven Stone, a quorum being present, it was voted by roll call vote:

VOTED: That the Board of Directors approves the Fiscal Year 2023 Budget, including an Operating Expense Budget for the Collaborative in the amount of \$19,610,906 as presented and recommended by the Executive Director; and requests that the Treasurer certify and transmit the budget for Fiscal Year 2023 to each member district by no later than February 1, 2022.

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

On a motion made by Mr. Brad Morgan and seconded by Mr. Steven Stone, a quorum being present, it was voted:

VOTED: That the Board of Directors accepts and approves the tuition rates and fees-for-services for member districts for Fiscal Year 2023 as presented; and requests that the Treasurer certify and transmit the tuition rates and fees-for-services for Fiscal Year 2023 to each member district by no later than February 1, 2022.

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

On a motion made by Mr. Steven Stone and seconded by Mr. Brad Morgan, a quorum being present, it was voted by roll call vote:

VOTED: That the Board of Directors accepts and approves the assessment of surcharges on tuition rates and fees-for-services on non-member districts based on each student enrolled from a non-member district for Fiscal Year 2023 as presented and recommended by the Executive Director; and authorizes the Executive Director to publish the non-member district tuition rates and fees-for services for Fiscal Year 2023.

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

Financial Update

[Mr. Timothy Piwowar left the meeting at 10:24 a.m. He returned at 10:26 a.m.]

Executive Director's Report

Dr. Scott directed the Board to the financial update memo contained within the Board meeting materials. Dr. Scott reviewed the revenues, expenses, budget and enrollment. There was no further discussion.

Treasurer's Report

Ms. Heidi Kriger, the Collaborative Treasurer, provided the Board with her report which covered the months through November 2020. 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.

[Brad Morgan left the meeting at 10:27 a.m.]

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

Academic Calendars

Dr. Scott reviewed the proposed 2022-2023 School Year calendar.

On a motion made by Mr. Steven Stone and seconded by Dr. Denise Pigeon, a quorum being present, it was voted by roll call vote:

VOTED: That the Board of Directors approves the academic calendar and the Board meeting dates for the 2022-2023 School Year as presented, and authorizes the Executive Director to post such dates on the Collaborative website.

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

Student and Family Handbook and Policies and Procedures Manual

Dr. Scott reviewed the proposed changes to the manual consistent with the new laws, regulations and compliance with the Department of Elementary and Secondary Education's upcoming Program Review criteria. She reviewed the memo 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 being present, it was voted by roll call vote:

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

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

Tyngsborough Window Project

Dr. Scott provided the Board with an update regarding the approved window project. Specifically, she indicated that the initial date of completion deadline of October 2022 may not be possible given supply issues as explained by contractors. She indicated that both the Collaborative and Tyngsborough will continue to update the Board. She also stated that contingency plans are being considered and developed in the event that the concern with the deadline expressed by contractors becomes reality as the deadline approaches. The Board discussed.

Covid-19 Update

Dr. Scott indicated that Lead Nurse Jessica Scalzi could not attend the Board meeting given ongoing Covid-19 matters. Dr. Scott expressed her appreciation for her ongoing efforts. Dr. Scott provided the Board with a Covid-19 update as to the Collaborative. 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 Mr. Christopher Malone, a quorum of voters being present, it was voted by roll call vote:

VOTED: To adjourn the Board meeting.

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

Mr. Timothy Piwowar adjourned the Collaborative Board Meeting at 10:44 a.m.

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

- School Year 2021-2022 Electronic Board Binder for Board Meeting, January 13, 2022

Respectfully Submitted,



Mr. Timothy Piwowar, Chairman

Dated: 4/28/2022