

**Valley Collaborative Board of Directors  
Annual Stakeholders' Meeting  
General Session Meeting Minutes  
January 11, 2024  
10:05 a.m. – 11:14 a.m.  
11 Executive Park, N. Billerica, MA**

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

**Board Members Absent:** Dr. Michael Flanagan, Dr. Kerry Clery

**Collaborative Representatives Present:** Dr. Chris Scott, Executive Director; Ms. Heidi Kriger, Treasurer; Members of the Collaborative Senior Leadership Team

**Also Present:** Thomas Lent, Barrow Weatherhead Lent LLP

**Call to Order:** Dr. Jay Lang, Chairman, convened the Collaborative Board Meeting at 10:05 a.m.

Dr. Lang and Dr. Chris Scott welcomed all in attendance and introduced all participants and presenters at the Annual Shareholders' Meeting.

**Acknowledgements of the Students, Individuals and Staff of the Month**

Dr. Scott and Members of the Collaborative Leadership team introduced and acknowledged the students, individuals and staff of the month.

**Approval of Minutes**

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

**VOTED: To approve the General Session Meeting Minutes for the Board of Directors dated December 7, 2023.**

The vote was 5-0-2. Yes: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon, Dr. Christopher Chew and Ms. Brenda Theriault-Regan. Mr. Steven Stone and Mr. Brad Morgan abstained.

### **Fiscal Year 2025 Budget**

Dr. Scott reviewed with the Board the proposed budget for fiscal year 2025, which had been reviewed and discussed previously by the Board at its prior meetings. She again reviewed with the Board the Fiscal Year 2025 Budget Presentation Memo, a copy of which was contained within the Board materials and which had been updated since the December 7, 2023 meeting. The Board discussed the proposed tuition and fee-for-services increase, the cost-of-living adjustment, and anticipated increase in healthcare costs. Dr. Lang asked for a motion relating to the proposed budget.

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

**VOTED: That the Board of Directors approves the Fiscal Year 2025 Budget, including an Operating Expense Budget for the Collaborative in the amount of \$24,237,718 as presented and recommended by the Executive Director; and requests that the Treasurer certify and transmit the budget for Fiscal Year 2025 to each member district by no later than February 1, 2024.**

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

On a motion made by Ms. Brenda Theriault-Regan, 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 2025 as presented; and requests that the Treasurer certify and transmit the tuition rates and fees-for-services for Fiscal Year 2025 to each member district by no later than February 1, 2024.**

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

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

**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 2025 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 2025.**

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

### **Financial Update**

#### **Executive Director's Report and Fiscal Year 2024 Update**

Dr. Scott reviewed the revenues, expenses, budget and enrollment for the School Year 2023-2024. Dr. Scott referred the Board to her Fiscal Year 2024 Budget Amendment Presentation memorandum within the Board materials which outlined the current revenue and expenses at the Collaborative and enrollment, operating expenses and vehicle needs. The Board discussed.

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

**VOTED: That the Board of Directors approves the amendment of the Fiscal Year 2024 Operating Budget, with an expense budget in the amount of \$23,075,881, and an increase to the Capital Reserve, as presented and recommended by the Executive Director and certified by the Treasurer.**

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

#### **Treasurer's Report**

Ms. Heidi Kriger, the Collaborative Treasurer, provided the Board with her report which covered the months through November 2023. 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 Ms. Brenda Theriault-Regan, and seconded by Mr. Steven Stone, 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 filed and maintained at the Collaborative.**

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

[Mr. Brad Morgan left the meeting at 10:45 a.m.]

### **Academic Calendars**

Dr. Scott reviewed the proposed 2024-2025 Academic Calendar, with proposed Board Meeting dates.

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

**VOTED: That the Board of Directors approves the academic calendar and the Board meeting dates for the 2024-2025 School Year as presented, and authorizes the Executive Director to post such dates on the Collaborative website.**

The vote was 6-0. Yes: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon, Dr. Christopher Chew, Ms. Brenda Theriault-Regan and Mr. Steven Stone. Mr. Brad Morgan was absent for the vote.

[Mr. Brad Morgan returned to the meeting at 10:48 a.m.]

### **DEI Surveys Presentation**

Dr. Scott reviewed with the Board the results of DEI surveys conducted amongst students, staff and adult services. The Board discussed.

### **Fiscal Year 2023 Audit and Annual Report**

Dr. Scott provided the Board with copies of the Fiscal Year 2023 Audit completed by Fritz DeGuglielmo and Annual Report. Dr. Scott also reported that copies were submitted to the state and circulated to the member districts. There was no further discussion.

[Mr. Steven Stone left the meeting at 11:03 a.m.]

### **Valley Collaborative Program Updates**

Dr. Scott introduced separately Heather Mackay, Nick LeClair, Nicole Noska and Matthew Gentile, each of whom provided the Board with an update regarding their respective schools and/or programs. There was no further discussion.

### **Communications**

Dr. Scott directed the Board to the communications contained within the Board materials, which she reviewed with the Board. There was no further discussion.

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: To adjourn the Board meeting.**

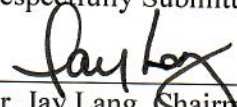
The vote was 6-0. Yes: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon, Dr. Christopher Chew, Ms. Brenda Theriault-Regan and Mr. Brad Morgan. Mr. Steven Stone was absent for the vote.

**Dr. Jay Lang adjourned the Collaborative Board Meeting at 11:14 a.m.**

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

- School Year 2023-2024 Electronic Board Binder for Board Meeting, January 11, 2024

Respectfully Submitted,

  
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Dr. Jay Lang, Chairman  
Dated: 4-25-2024