

**Valley Collaborative Board of Directors
General Session Meeting Minutes
December 12, 2024
10:05 a.m. – 11:20 a.m.
11 Executive Park Drive, North Billerica, MA**

Board Members Present: Dr. Michael Flanagan, Dr. Denise Pigeon, Mr. Steven Stone, Dr. Geoff Bruno, Ms. Brenda Theriault-Regan, Dr. Kerry Clery, Dr. Christopher Chew

Board Members Absent: Dr. Jay Lang, Mr. Brad Morgan

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. Denise Pigeon was appointed Chair for the December 12, 2024 meeting in Dr. Lang's planned absence.

Call to Order: Dr. Denise Pigeon, Acting Chair, took Board attendance and convened the Collaborative Board Meeting at 10:05 a.m.

Dr. Pigeon and Dr. Chris Scott welcomed all in attendance.

Approval of Minutes

Dr. Denise Pigeon requested the Board to review the general session 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 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 November 21, 2024.

The vote was 5-0-2. Yes: Dr. Michael Flanagan, Dr. Denise Pigeon, Dr. Geoff Bruno, Ms. Brenda Theriault-Regan, Dr. Kerry Clery. Mr. Steven Stone and Dr. Christopher Chew abstained.

Dr. Denise Pigeon requested a motion from the Board related to the executive session meeting minutes.

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

VOTED: To designate the Chair, Dr. Jay Lang, to review, approve and release, as appropriate, the Executive Session Meeting Minutes for the Board of Directors dated October 24, 2024 and November 11, 2024.

The vote was 7-0. Yes: Dr. Michael Flanagan, Dr. Denise Pigeon, Dr. Geoff Bruno, Ms. Brenda Theriault-Regan, Dr. Kerry Clery, Mr. Steven Stone and Dr. Christopher Chew.

Making a Difference Awards

Dr. Scott and members of the Leadership Team presented the “Making A Difference Awards” to students and staff.

Fiscal Year 2025 Financial Update

Executive Director’s Report

Dr. Scott reviewed the final Fiscal Year 2024 audit and specifically the summary of financial activity graphs with the Board. Dr. Scott also directed the Board to her Fiscal Year 2025 Financial Update memo and her update with enrollment at the Collaborative. The Board discussed.

Treasurer’s Report

Ms. Heidi Kriger, the Collaborative Treasurer, provided the Board with her report through October 2024. Ms. Kriger provided a verbal summary of her report, including available balances, transfers, withdrawals, interest income and ending balances. 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 Dr. Michael Flanagan, 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. Denise Pigeon, Dr. Geoff Bruno, Ms. Brenda Theriault-Regan, Dr. Kerry Clery, Mr. Steven Stone and Dr. Christopher Chew.

Proposed Fiscal Year 2026 Budget and Tuition Rates

Dr. Chris Scott presented the proposed budget for fiscal year 2026, and explanatory written materials relating to the proposed budget were included within the Board materials. Dr. Scott identified relevant and substantive changes to operating expenses, salaries and capital expenditure requirements as well increases to healthcare costs. She also reviewed the budget estimates related to DDS revenue and the Collaborative’s small business program.

Dr. Scott also reviewed salary schedules and the Collaborative Capital Plan for fiscal years 2026-2029. Dr. Scott made a substantial presentation to the Board regarding the proposed tuition rates and fees-for-services for fiscal year 2026 (School Year 2025-2026). She explained that there was a 3% proposed increase to the rates and fees for member districts and non-member districts due to increases expenses relating to health insurance costs, liability insurance, utilities and supplies. Dr. Scott also reviewed the salary costs and proposed cost of living adjustment. The Board and Dr. Scott discussed the proposed budget and expenses costs, and the tuition rates which will be presented to the districts and revisited for vote during the January 2025 Board meeting.

Fiscal Year 2024 Annual Report

Dr. Chris Scott reviewed with the Board the Annual Report. Dr. Scott indicated that the Annual Report contained the statutory and regulatory required materials, as well as additional materials relating to staff, therapist and other employee ratios. Dr. Scott also indicated that the Annual Report contains additional information relating to the Collaborative programs and studies, which she reviewed with the Board. The Board discussed with Dr. Scott and Mr. George. Dr. Denise Pigeon asked for a motion relating to the Collaborative's Annual Report for Fiscal Year ending June 30, 2024.

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

VOTED: That the Board of Directors approves and accepts the Annual Report for Fiscal Year ending June 30, 2024 as presented; and authorizes the Chairman and the Executive Director to execute necessary signatures and file the Annual Report and related documentation with the Massachusetts Department of Elementary and Secondary Education and to take any other necessary action with respect to the Annual Report on behalf of the Collaborative.

The vote was 7-0. Yes: Dr. Michael Flanagan, Dr. Denise Pigeon, Dr. Geoff Bruno, Ms. Brenda Theriault-Regan, Dr. Kerry Clery, Mr. Steven Stone and Dr. Christopher Chew.

Fiscal Year 2024 Audit Results

Dr. Scott indicated that the final audit completed by Fritz DeGuglielmo was submitted to the state, a copy of which was included within the materials. There was no further discussion.

[Mr. Steven Stone left the meeting at 11:00 a.m.]

Communications

Dr. Scott directed the Board to the communications contained within the Board materials. There was no further discussion.

Valley Program Updates

Dr. Scott introduced separately Heather Mackay, Nicole Noska, Nick LeClair and Matthew Gentile, each of whom provided the Board with an update regarding their respective schools and/or programs. Dr. Scott presented an update on behalf of Renato Silva, the Collaborative's School Safety and Facilities Manager, relating to the School Safety Committee. There was no further discussion.

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

VOTED: To adjourn the Board meeting.

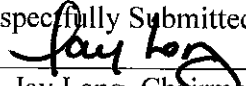
The vote was 6-0. Yes: Dr. Michael Flanagan, Dr. Denise Pigeon, Dr. Geoff Bruno, Ms. Brenda Theriault-Regan, Dr. Kerry Clery, Dr. Christopher Chew.

Dr. Denise Pigeon adjourned the Collaborative Board Meeting at 11:20 a.m.

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

- School Year 2024-2025 Electronic Board Binder, December 12, 2024

Respectfully Submitted,



Dr. Jay Lang, Chairman

Dated: 1-9-2025