

**Valley Collaborative Board of Directors
General Session Meeting Minutes
June 6, 2024
10:03 a.m. – 11:20 a.m.
11 Executive Park Drive, N. Billerica, Massachusetts**

Board Members Present: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan, Dr. Michael Flanagan, Dr. Kerry Clery, Mr. Brad Morgan
Dr. Denise Pigeon

Board Members Absent: Dr. Christopher Chew

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; Dr. Anthony Bent, Consultant for M.A.S.S. Association of School Superintendents; Kathryn Cannie, Senior Manager, PARS; Lori Likus, Creative Coaching Consultant

Call to Order: Dr. Jay Lang, Chairman, convened the Collaborative Board Meeting at 10:03 a.m.

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

Making a Difference Awards

Dr. Scott and members of the Leadership Team presented the “Making A Difference Awards” to students and staff. The Board, Dr. Anthony Bent and Dr. Scott presented the Annual Dr. Anthony Bent Leadership Award to Mazyar Moshtaghi, Chief Technology Officer.

The Board and Dr. Scott acknowledged Dr. Laura Chesson who will be leaving the Groton-Dunstable Regional School District and thus, the Collaborative Board of Directors effective June 30, 2024.

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

VOTED: To approve the General Session Meeting Minutes for the Board of Directors dated April 25, 2024.

The vote was 6-0-2. Yes: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon,

Ms. Brenda Theriault-Regan, Dr. Michael Flanagan, Dr. Kerry Clery. Abstained: Mr. Steven Stone and Mr. Brad Morgan.

Board Governance 2024-2025

Elect Board Chairperson

Dr. Jay Lang 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 2024-2025 School/Fiscal Year.

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

VOTED: That the Board of Directors nominates and elects Dr. Jay Lang to continue as the Chairperson of the Board of Directors.

The vote was 8-0. Yes: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan, Dr. Michael Flanagan, Dr. Kerry Clery, Mr. Brad Morgan, Mr. Steven Stone

Appoint/Re-appoint Committee Members

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

VOTED: That the Board of Directors approves the appointment of Dr. Jay Lang, Dr. Michael Flanagan, Dr. Denise Pigeon and Ms. Brenda Theriault-Regan as Members of Executive Committee for the Board of Directors for the 2024-2025 School Year.

The vote was 8-0. Yes: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan, Dr. Michael Flanagan, Dr. Kerry Clery, Mr. Brad Morgan, Mr. Steven Stone

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. Dr. Scott generally reviewed the 3rd Quarter Financials, the 4th Quarter projections and Fiscal Year 2024 conclusions. Dr. Scott reviewed the revenues, expenses, budget and enrollment. Dr. Scott summarized her recent discussions with OPEB Trust representatives. She reviewed additional expenses incurred this past year. 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, which would be reviewed further during the Board meeting in September 2024. The Board discussed.

Dr. Scott also reviewed with the Board the fiscal year 2024 enrollment numbers by member and non-member district and the revenue received by each district.

Kathryn Cannie, Senior Manager, PARS distributed Trust Program materials and reviewed the current funding levels, indicating that with a potential contribution of the surplus fund amounts the OPEB Trust would be considered near fully-funded. Ms. Cannie provided examples of several public entities with whom she works which funding remains far-less than the Collaborative (approximately 78% funded, as of June 2023, with present markets and conditions factored). She anticipated a more recent analysis to be completed by September 2024.

Treasurer's Report/Evaluation/Contract

Ms. Heidi Kriger, the Collaborative Treasurer, provided the Board with her report which covered the months through April 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. Kerry Clery, 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 8-0. Yes: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan, Dr. Michael Flanagan, Dr. Kerry Clery, Mr. Brad Morgan, Mr. Steven Stone

Dr. Jay Lang referenced the Board's requirement to annually evaluate the Treasurer's performance and effectiveness. Dr. Scott summarized and 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 Dr. Michael Flanagan and seconded by Mr. Brad Morgan, 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 8-0. Yes: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan, Dr. Michael Flanagan, Dr. Kerry Clery, Mr. Brad Morgan, Mr. Steven Stone

Dr. Scott and the Board discussed the extension of the Treasurer's contract for a five-year period.

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 authorizes the Chairman, to finalize and execute an agreement by and between the Collaborative and Ms. Heidi Kriger, as its Treasurer, for the 2024-2025 School Year with the term of the agreement to be July 1, 2024 through June 30, 2029.

The vote was 8-0. Yes: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan, Dr. Michael Flanagan, Dr. Kerry Clery, Mr. Brad Morgan, Mr. Steven Stone

Executive Director's Evaluation

Dr. Jay Lang 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. Dr. Scott acknowledged the Collaborative staff.

On a motion made by Mr. Steven Stone and seconded by Dr. Michael Flanagan, 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 8-0. Yes: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan, Dr. Michael Flanagan, Dr. Kerry Clery, Mr. Brad Morgan, Mr. Steven Stone

Business Manager (Accountant) Evaluation

Dr. Jay Lang referenced the Board's requirement to annually evaluate the performance and effectiveness of its business manager. Dr. Scott referenced and explained the ongoing transition within the Business Office. Dr. Scott and the Board acknowledged and recognized the current members of the Business Office. Dr. Scott and Dr. Lang 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 Dr. Denise Pigeon and seconded by Mr. Steven Stone, 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 8-0. Yes: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan, Dr. Michael Flanagan, Dr. Kerry Clery, Mr. Brad Morgan, Mr. Steven Stone

Approval of 2024-2025 Employee Handbook

Dr. Scott referenced the employee handbook contained within the Board materials indicating that there were no substantive changes for the 2024-2025 School Year. There was no further discussion.

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

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

The vote was 8-0. Yes: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan, Dr. Michael Flanagan, Dr. Kerry Clery, Mr. Brad Morgan, Mr. Steven Stone

Approval of 2024-2025 Student & Family Handbook

Dr. Scott referenced the student and family handbook contained within the Board materials indicating that there were no substantive changes for the 2024-2025 School Year. There was no further discussion.

On a motion made by Dr. Laura Chesson and seconded by Ms. Brenda Theriault-Regan, 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 8-0. Yes: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan, Dr. Michael Flanagan, Dr. Kerry Clery, Mr. Brad Morgan, Mr. Steven Stone

Valley Collaborative District Improvement Plan Update

Dr. Lori Likis presented updates to the District Improvement Plan Update for Valley Collaborative, which were also summarized within a memo contained in the Board materials. There was no further discussion.

[Mr. Brad Morgan left the meeting at 11:14 a.m. Mr. Steven Stone left the meeting at 11:16 a.m.]

Valley Program Updates

Dr. Scott introduced separately members of the Leadership Team, 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. 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.

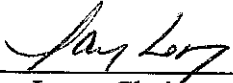
The vote was 6-0. Yes: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan, Dr. Michael Flanagan, Dr. Kerry Clery

Dr. Jay Lang adjourned the Collaborative Board Meeting at 11:20 a.m.

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

- School Year 2023-2024 Electronic Board Binder Board Meeting, June 6, 2024

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Jay Lang", written over a horizontal line.

Dr. Jay Lang, Chairman

Dated: 10-23-2025