

**Valley Collaborative Board of Directors  
General Session Meeting Minutes  
December 14, 2022  
11:04 a.m. – 12:22 p.m.  
135 Coburn Road, Tyngsborough, Massachusetts**

**Board Members Present:** Mr. Timothy Piwowar, Dr. Christopher Chew, Dr. Laura Chesson, Dr. Denise Pigeon, Dr. Michael Flanagan, Ms. Brenda Theriault-Regan

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

**Collaborative Representatives Present:** Dr. Chris Scott, Executive Director; Ms. Heidi Kriger, Treasurer

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

**Call to Order:** Mr. Timothy Piwowar, Chairman, convened the Collaborative Board Meeting at 11:04 a.m.

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

**Approval of Minutes**

Mr. Timothy Piwowar requested the Board to review the meeting minutes made available for review and asked for motions relating to the minutes.

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

**VOTED: To approve the General Session Meeting Minutes for the Board of Directors dated November 17, 2022.**

The vote was 5-0-1. Yes: Mr. Timothy Piwowar, Dr. Christopher Chew, Dr. Laura Chesson, Dr. Michael Flanagan, Ms. Brenda Theriault-Regan. Dr. Denise Pigeon abstained.

**Financial Update**

**Treasurer's Report**

Ms. Heidi Kriger, the Collaborative Treasurer, provided the Board with her report which covered the 2023 fiscal year through October 2022 and the OPEB financials. 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. Michael Flanagan and seconded by Ms. Brenda Theriault-Regan, 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 6-0. Yes: Mr. Timothy Piwowar, Dr. Christopher Chew, Dr. Laura Chesson, Dr. Michael Flanagan, Ms. Brenda Theriault-Regan, Dr. Denise Pigeon.

### **Fiscal Year 2022 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. Mr. Timothy Piwowar asked for a motion relating to the Collaborative's Annual Report for Fiscal Year ending June 30, 2023.

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 and accepts the Annual Report for Fiscal Year ending June 30, 2022 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 6-0. Yes: Mr. Timothy Piwowar, Dr. Christopher Chew, Dr. Laura Chesson, Dr. Michael Flanagan, Ms. Brenda Theriault-Regan, Dr. Denise Pigeon.

### **Proposed LPN and RN Salary Scale**

Dr. Chris Scott proposed the LPN and RN Salary Scale for the Collaborative, noting the need to remain competitive. The Board discussed and agreed to review during the January 2023 Board meeting.

### **Proposed Fiscal Year 2024 Budget and Tuition Rates**

Dr. Chris Scott presented the proposed budget for fiscal year 2024, 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. She also reviewed the budget estimates related to DDS revenue and the Collaborative's small business program.

Dr. Scott also reviewed salary schedules, reclassification of lease expenses, the Collaborative Capital Plan for fiscal years 2024-2028. Dr. Scott made a substantial presentation to the Board regarding the proposed tuition rates and fees-for-services for fiscal year 2024 (School Year 2023-2024). She explained that there was a 5% 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 due to inflation. Dr. Scott also reviewed the salary costs and proposed cost of living adjustment The Board and Dr. Scott discussed at length the proposed budget and expenses costs.

**MA Department of Development Services (DDS),  
Office of Quality Enhancement (QUEST) Audit**

Dr. Chris Scott advised the Board of the audit commencing in January 2023, referencing her memo within the Board materials. There was no further discussion.

**Fiscal Year 2022 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.

**Communications**

Dr. Scott directed the Board to the communications contained within the Board materials. The Board reviewed.

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.**

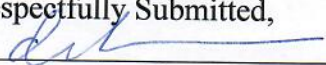
The vote was 6-0. Yes: Mr. Timothy Piwowar, Dr. Christopher Chew, Dr. Laura Chesson, Dr. Michael Flanagan, Ms. Brenda Theriault-Regan, Dr. Denise Pigeon.

**Mr. Timothy Piwowar adjourned the Collaborative Board Meeting at 12:22 p.m.**

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

- School Year 2022-2023 Electronic Board Binder, December 14, 2022

Respectfully Submitted,

  
Mr. Timothy Piwowar, Chairman

Dated: 1/12/2023