

**Valley Collaborative Board of Directors
General Session Meeting Minutes
September 15, 2022
10:03 a.m. – 10:29 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, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan, Dr. Michael Flanagan, Mr. Steven Stone

Board Members Absent: None

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

Call to Order: Mr. Timothy Piwowar, Chairman, convened the Collaborative Board Meeting at 10:03 a.m.

Mr. Piwowar and Dr. Chris 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 a motion relating to the minutes.

On a motion made by Dr. Denise Pigeon 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 June 9, 2022.

The vote was 6-0-2. Yes: Mr. Timothy Piwowar, Mr. Brad Morgan, Dr. Christopher Chew, Dr. Laura Chesson, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan. Dr. Michael Flanagan and Mr. Steven Stone abstained. Dr. Jay Lang was absent for the vote.

[Dr. Jay Lang arrived at 10:05 a.m.]

Financial Update

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, including the

balance and income statements as of June 30, 2022. She reviewed additional expenses incurred this past year, including approximately \$585,000 in capital improvements made at the Collaborative or within its schools relating to furniture, vehicles, technology and general improvements. She further advised the Board that the annual audit and review had commenced recently and provided the engagement letter signed on behalf of the Collaborative with Fritz DeGuglielmo, LLC. The Board discussed.

Treasurer's Report/Contract

Ms. Heidi Kriger, the Collaborative Treasurer, provided the Board with her report which covered both the 2022 fiscal year statements through June 2022, and statements for the 2023 fiscal year through August 2022, except for the OPEB financials which were through July 2022. 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 Mr. Brad Morgan 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 maintained at the Collaborative

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

Approval of 2022-2023 Student & Family Handbook and Policies and Procedures Manual

Dr. Scott presented the student and family handbook, which had been approved during the June 2022 Board meeting. Dr. Scott explained that it had been revised slightly to include a provision relating to the voluntary participation in athletics, extra-curricular and co-curricular activities consistent with the advisory issued by the M.A.S.S. legal counsel. It contained no further revisions. There was no further discussion.

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

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

The vote was 9-0. Yes: Mr. Timothy Piwowar, Mr. Brad Morgan, Dr. Christopher Chew,

Dr. Laura Chesson, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan, Dr. Michael Flanagan, Mr. Steven Stone and Dr. Jay Lang.

Today & Tomorrow Program Handbook & Policies and Procedures Manual

Dr. Scott presented the Today & Tomorrow Program handbook and manual seeking its approval by the Board. There was no further discussion.

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

VOTED: That the Board of Directors approves the Today & Tomorrow Program Handbook and Policies and Procedures Manual in the substantive form presented at this meeting.

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

Valley Collaborative Facilities Update

Dr. Scott presented the Board with a summary of the numerous facility improvements made at the Collaborative, which were also summarized within a memo contained in the Board materials. Dr. Scott highlighted ongoing issues with the elevator located at 40 Linnell Circle, which may require further review as the manufacturer and insurance companies evaluate. The Board discussed.

COVID-19 Update

Dr. Scott and the Collaborative Lead Nurse, Jessica Scalzi, provided a COVID-19 update. 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 Mr. Steven Stone 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 9-0. Yes: Mr. Timothy Piwowar, Mr. Brad Morgan, Dr. Christopher Chew, Dr. Laura Chesson, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan, Dr. Michael Flanagan, Mr. Steven Stone and Dr. Jay Lang.

Mr. Timothy Piwowar adjourned the Collaborative Board Meeting at 10:29 a.m.

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

- School Year 2022-2023 Electronic Board Binder Board Meeting, September 15, 2022

Respectfully Submitted,



Mr. Timothy Piwowar, Chairman

Dated: 10/20/2022