

**Valley Collaborative Board of Directors
General Session Meeting Minutes
June 18, 2015
8:05 a.m. – 10:24 a.m.
40 Linnell Circle, Billerica, MA**

Board Members Present: Mr. Donald Ciampa, Dr. John O'Connor, Dr. Judith Klimkiewicz, Mr. Timothy Piwowar, Dr. Kristan Rodriguez, Ms. Joan Landers (8:14 a.m.), Mr. Everett Olsen (9:27 a.m.)

Board Members Absent: Dr. Frank Tiano, Mr. Steven Stone

Collaborative Representatives Present: Dr. Chris Scott, Executive Director; Mr. Curt Malonson, Business Manager; Ms. Joia Mercurio, District Services Coordinator; Ms. Heidi Kriger, Treasurer; Members of the Collaborative Senior Leadership Team

Call to Order: Mr. Donald Ciampa, Chairman, convened the Collaborative Board Meeting at 8:07 a.m.

Mr. Donald Ciampa and Dr. Chris A. Scott welcomed the Board Members, Collaborative personnel and guests in attendance.

Mr. Donald Ciampa and Dr. Chris A. Scott requested that the Board consider its agenda items, and its review of the materials within the Board Binders, out of sequence as a courtesy to individuals in attendance. The Board agreed.

Approval of Minutes

Mr. Donald Ciampa asked for a motion relating to the March 19, 2015 meeting minutes.

On a motion made by Dr. John O'Connor and seconded by Mr. Timothy Piwowar, a quorum of voters being present, it was voted:

VOTED: To approve the General Session and Executive Session Meeting Minutes for the Board of Directors meeting dated March 19, 2015

The vote was 5-0. Dr. John O'Connor, Mr. Timothy Piwowar, Dr. Judith Klimkiewicz, Dr. Kristan Rodriguez and Mr. Donald Ciampa voted yes.

Mr. Donald Ciampa further stated that the March 19, 2015 executive session meeting minutes may be released subject to all applicable exemptions under the MA Public Records Law and Open Meeting Law and attorney client doctrines. Mr. Donald Ciampa also requested that the record reflect that as part of his duties as Chairman, he has reviewed the approved but not yet released executive session meeting minutes, and after speaking with counsel, he has authorized

the release of the following meeting minutes, subject to the exemptions under the Public Records Law, Open Meeting Law and attorney client doctrines:

September 20, 2012
October 22, 2013
November 14, 2013
January 23, 2014
June 5, 2014
July 10, 2014
November 3, 2014
December 4, 2014

Board Governance 2015-2016

Elect Board Chairperson and other Board Positions

Mr. Donald Ciampa referenced the Collaborative Agreement, as well as M.G.L. Chapter 40, Section 4E and 603 CMR 50.00, that provide 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.

On a motion made by Dr. John O'Connor and seconded by Dr. Judith Klimkiewicz, a quorum of voters being present, it was voted:

Voted: That the Board of Directors elects Mr. Timothy Piwowar as the Chairperson of the Board of Directors for the 2015-2016 School Year.

The vote was 4-0-1. Dr. John O'Connor, Dr. Judith Klimkiewicz, Mr. Donald Ciampa and Dr. Kristan Rodriguez voted yes. Mr. Timothy Piwowar abstained.

Appoint/Re-appoint Committee Members

On a motion duly made by Dr. John O'Connor and seconded by Dr. Judith Klimkiewicz, a quorum of voters being present, it was voted:

Voted: That the Board of Directors appoints Mr. Timothy Piwowar, Mr. Donald Ciampa, Dr. Judith Klimkiewicz and Dr. John O'Connor as Members of Executive Committee for the Board of Directors for the 2015-2016 School Year.

The vote was 5-0-0. Mr. Donald Ciampa, Dr. John O'Connor, Mr. Timothy Piwowar, Dr. Judith Klimkiewicz and Dr. Kristan Rodriguez voted yes.

On a motion duly made by Dr. John O'Connor and seconded by Dr. Judith Klimkiewicz, a quorum of voters being present, it was voted:

Voted: That the Board of Directors appoints Dr. John O'Connor, Timothy Piwowar and Steven Stone as members of the Building and Space Feasibility Subcommittee for the 2015-2016 School Year.

The vote was 5-0-0. Mr. Donald Ciampa, Dr. John O'Connor, Mr. Timothy Piwowar, Dr. Judith Klimkiewicz and Dr. Kristan Rodriguez voted yes.

[Ms. Joan Landers arrived at 8:14 a.m.]

Schedule of Meetings for the 2015-2016 School Year

Mr. Donald Ciampa referenced the Collaborative Agreement that also provide that the Board shall, annually during the final scheduled meeting of the school year, post its regularly scheduled meetings for the following school year on the Collaborative website.

Dr. Chris Scott directed the Board to the Board Binders which contained proposed meeting dates for the 2015-2016 School Year. Mr. Timothy Piwowar requested that meetings begin at 8:15 a.m. rather than 8 a.m. to allow for more time for Board members to arrive. Dr. John O'Connor requested that the proposed June 16 date be earlier in June due to several member district plans for commencement and school year closing events. A discussion ensued.

On a motion made by Dr. John O'Connor and seconded by Dr. Judith Klimkiewicz, a quorum of voters being present, it was voted:

Voted: That the Board of Directors calendar the Board meeting dates for the 2015-2016 School Year as follows:

- **September 17, 2015**
- **October 22, 2015**
- **November 19, 2015**
- **December 10, 2015**
- **March 17, 2016**
- **June 2, 2016**

The vote was 6-0-0. Dr. John O'Connor, Dr. Judith Klimkiewicz, Dr. Kristan Rodriguez, Mr. Timothy Piwowar, Ms. Joan Landers and Mr. Donald Ciampa voted yes.

Staff and Students of the Month

Dr. Scott introduced the Students of the Month from the Elementary, Middle and SCOAP Foundation High School. Dr. Scott also introduced the Staff of the Month: Kristine Bonsack, Shannon Burke, Lia Metrakas, Rob Russell and Joe Venskus. The Board acknowledge their respective accomplishments and contributions to the Collaborative.

Recognition of Donald Ciampa

The Board, Dr. Scott and Collaborative Staff and student recognized and acknowledged Mr. Donald Ciampa's tenure as Chairman of the Collaborative Board of Directors.

High School Update

Dr. Scott introduced Mr. Timothy Callahan, Principal, and Mr. Chris Cowan, Vocational Transitional High School Program Lead. The Vocational Site at Valley Collaborative has undergone, and continues to undergo, many changes to make school more productive and enjoyable for students. Messrs. Callahan and Cowan provided a presentation to the Board that summarized more recent changes implemented at the High School.

Physical Education Program

Dr. Scott introduced Mr. Donoghue and Mr. Joshua Ciampa who provided a substantive presentation and overview of the Collaborative's Physical Education Program, and the recent programs to be implemented and introduced during the next School Year.

DESE District Improvement Planning

Dr. Scott provided a general summary to the Board of the *Planning for Success* pilot project for which the Collaborative was selected. Dr. Scott introduced Ms. Lori Likis, a consultant from Creative Coaching, who presented a district plan presentation. Dr. Scott and Ms. Likis explained that through collaboration with the Office of Planning, Research and Delivery Systems at the DESE, the Collaborative is using the *Planning for Success* model in the development of its district improvement plan with the intent to use this model in other districts.

[Dr. John O'Connor left the meeting for a telephone call at 9:12 a.m.]

Financial Update

Treasurer Report

Ms. Heidi Kriger, the Collaborative Treasurer, provided the Board with her report. 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 Binders. There was no further discussion.

Fiscal Year 2015 Quarterly Report

Dr. Chris Scott and Mr. Curt Malonson provided the Board with an update for Fiscal Year 2015. There was no further discussion.

Treasurer Evaluation/Contract

Mr. Donald Ciampa referenced Article IV, Section 9 of the Articles of Agreement, which states that the Board is responsible for the appointment of a Treasurer for the Collaborative, and required to annually evaluate the Treasurer's performance and effectiveness. Mr. Donald Ciampa referenced Ms. Kriger's completed evaluation. There was no further discussion.

On a motion made by Mr. Timothy Piwowar and seconded by Dr. Judith Klimkiewicz, a quorum of voters being present, it was voted:

Voted: That the Board of Directors accepts the evaluation of the Collaborative Treasurer, Ms. Heidi Kriger, and requests that a copy of the written evaluation be filed within the Treasurer's file maintained at the Collaborative.

The vote was 5-0-0. Dr. Judith Klimkiewicz, Dr. Kristan Rodriguez, Mr. Timothy Piwowar, Ms. Joan Landers and Mr. Donald Ciampa voted yes. [Dr. John O'Connor was absent for the vote].

On a motion made by Mr. Timothy Piwowar and seconded by Dr. Judith Klimkiewicz, 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 2015-2016 School Year with the term of the agreement to be July 1, 2015 through June 30, 2016.

The vote was 5-0-0. Dr. Judith Klimkiewicz, Dr. Kristan Rodriguez, Mr. Timothy Piwowar, Ms. Joan Landers and Mr. Donald Ciampa voted yes. [Dr. John O'Connor was absent for the vote].

[Dr. John O'Connor returned to the meeting at 9:22 a.m.]

Evaluation of the Professional Development for the Collaborative Leadership Team

Dr. Scott explained to the Board that a significant effort has been made to build a culture of leadership at every level of the Collaborative. Dr. Scott introduced Dr. Anthony Bent who had worked with the leadership team and provided a summary of his evaluation of the leadership program.

[Mr. Everett Olsen arrived at the meeting at 9:27 a.m.]

The Establishment of a Line of Credit

During the Collaborative Board meeting of January 22, 2015, Dr. Scott provided a proposed Letter Agreement with Eastern Bank that set forth the material terms to establish a line of credit with the Bank. The Board reviewed the requirements of the Line of Credit documents noting that under Article VII, Section 6 of the Amended and Restated Articles of Agreement, the Board may authorize the borrowing of funds or enter into short or long-term agreements to support Collaborative operations. All borrowing, loans, and mortgages shall be discussed at a public meeting of the Board. Dr. Judith Klimkiewicz asked why the Collaborative sought the Line of Credit at this time and requested that the Board discuss whether the Line of Credit was in the best interest of the Collaborative. Dr. Scott and the Board reviewed whether the proposed Line of Credit was (a) cost-effective; (b) necessary to carry out the purpose and objectives for which the Collaborative is established; (c) in the best interests of the Collaborative and its member districts; (d) consistent with this Collaborative Agreement; and (e) consistent with standard lending practices. Dr. Scott specifically noted that she did not expect to use the Line of Credit during the 2015-2016 School Year given the current finances of the Collaborative but did state that the Collaborative is significantly dependent upon the timing of the tuition bills by sending districts for revenue available to pay bills and make payroll.

The Board discussed. Dr. John O'Connor asked about the liability of the member districts. The Board reviewed the collateral requirements. The Board reviewed the resolutions requested by Eastern Bank for the Board to adopt in connection with the Line of Credit. Mr. Donald Ciampa requested the Board for an appropriate motion.

On a motion made by Mr. Timothy Piwowar and seconded by Dr. John O'Connor, a quorum of voters being present, it was voted:

Voted: That the Executive Committee of the Board of Directors, Executive Director, Treasurer or any other officer or agent of Valley Collaborative, or any one or more of them be and they are hereby authorized and empowered to borrow or obtain other financial accommodations in an amount not to exceed One Million Five Hundred Thousand (\$1,500,000.00) Dollars from Eastern Bank (herein "Secured Party") such sum or sums of money as any of said directors and officers may deem necessary or advisable for the purposes of the Collaborative.

Voted: That the Executive Committee of the Board of Directors, Executive Director, Treasurer, or any other officer or any agent of the Collaborative, or any one or more of them, be and they are hereby authorized and empowered to enter into and execute on behalf of the Collaborative a security agreement(s) granting to Secured Party a security interest in all accounts, chattel paper, documents, general intangibles, instruments, deposit accounts, letter of credit rights, supporting obligations, commercial tort claims, investment property,

inventory, equipment and other goods of the Collaborative whether now existing or hereafter arising.

Voted: That, without limiting the generality of the foregoing resolutions, the Executive Committee of the Board of Directors, Executive Director and the Treasurer, be and is hereby authorized and directed to execute, deliver and perform the Demand Loan and Security Agreement (All Assets), entered into by this Collaborative and Secured Party.

The vote was 7-0-0. Dr. John O'Connor, Dr. Judith Klimkiewicz, Dr. Kristan Rodriguez, Mr. Timothy Piwowar, Ms. Joan Landers, Mr. Everett Olsen and Mr. Donald Ciampa voted yes.

The Establishment of a Capital Reserve Fund

During the Collaborative Board meeting of March 19, 2015, the Board approved the recommendation to establish a Capital Reserve Fund to support the costs of future acquisition, maintenance and improvement of Collaborative capital assets. Dr. Scott recommended an initial deposit into the Capital Reserve Fund of \$250,000, which would be transferred from the FY 2015 Capital Budget. Dr. Scott further proposed that the limit on the balance that may be held in the Capital Reserve Fund be set at \$1.5 million.

The establishment of a Capital Reserve Fund is subject to the approval of two-thirds (2/3) of the member district school committees. Mr. Donald Ciampa stated that the Collaborative and Board received two-thirds (2/3) approval; specifically the member districts of Billerica, Dracut, Groton-Dunstable, Nashoba Valley Technical High School, Tewksbury, Tyngsborough, and Westford approved the establishment of a Capital Reserve Fund (the Collaborative did not receive a response from Chelmsford and North Middlesex Regional School District prior to the Board meeting). Mr. Donald Ciampa sought a motion to approve and authorize the initial deposit of \$250,000 into the Capital Reserve Fund.

On a motion made by Mr. Everett Olsen and seconded by Dr. John O'Connor, a quorum of voters being present, it was voted:

Voted: That the Board of Directors, after receiving approval by more than two-thirds of the Member District School Committees of the Valley Collaborative to establish a Capital Reserve Fund, and in accordance with Article VII, Section 7 of the Valley Collaborative Articles of Agreement and 603 CMR 50.07(10), approves and authorizes the deposit of \$250,000 into such fund with such amounts transferred from the FY 2015 Capital Budget; and authorizes the Executive Director, Treasurer and the Chairman to execute all

necessary documents to effectuate the deposit of such amounts into the Capital Reserve Fund.

The vote was 7-0-0. Dr. John O'Connor, Dr. Judith Klimkiewicz, Dr. Kristan Rodriguez, Mr. Timothy Piwowar, Ms. Joan Landers, Mr. Everett Olsen and Mr. Donald Ciampa voted yes.

The Establishment of an OPEB Trust

Mr. Ciampa and Dr. Scott directed the Board to the materials contained within the Board Binders. With direction from the Board, Dr. Scott and Mr. Todd Hassett sought out OPEB Trusts. Documents for the Adoption of the Public Agencies Post-Retirement Health Care Plan and Trust and an Agreement for Administrative Services with Public Agency Retirement Services ("PARS") were presented to the Board of Directors for consideration. Mr. Todd Hassett explained certain requirements of the Trust and the reason for establishing the same. The Board discussed.

On a motion made by Mr. Everett Olsen and seconded by Mr. Timothy Piwowar, a quorum of voters being present, it was voted:

Voted: The Board of Directors for Valley Collaborative (the "Board") hereby elects to participate in the Program, an OPEB trust fund established consistent with the provisions of Chapter 32B, Section 20 of the Massachusetts General Laws, as amended by Chapter 68, Section 57 of the Acts of 2011; and the Board hereby adopts the Public Agencies Post-Retirement Health Care Plan Trust, including the Public Agencies Post-Retirement Health Care Plan, effective June 18, 2015; and the Board hereby appoints the Treasurer, or her successor or her designee as the Collaborative's Plan Administrator for the Program; and the Collaborative's Plan Administrator is hereby authorized to execute the PARS legal and administrative documents on behalf of the Collaborative and to take whatever additional actions are necessary to maintain the Collaborative's participation in the Program and to maintain compliance of any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer the Collaborative's Program.

The vote was 7-0-0. Dr. John O'Connor, Dr. Judith Klimkiewicz, Dr. Kristan Rodriguez, Mr. Timothy Piwowar, Ms. Joan Landers, Mr. Everett Olsen and Mr. Donald Ciampa voted yes.

On a motion made by Mr. Timothy Piwowar and seconded by Dr. John O'Connor, a quorum of voters being present, it was voted:

Voted: That the Treasurer, as the appointed Plan Administrator for Valley Collaborative for the PARS Public Agencies Post-Retirement Health Care Plan Trust, be and is hereby authorized and directed to execute,

deliver and perform the Agreement for Administrative Services with Phase II Systems, doing business as Public Agency Retirement Services Agreement.

The vote was 7-0-0. Dr. John O'Connor, Dr. Judith Klimkiewicz, Dr. Kristan Rodriguez, Mr. Timothy Piwowar, Ms. Joan Landers, Mr. Everett Olsen and Mr. Donald Ciampa voted yes.

On a motion made by Dr. Judith Klimkiewicz and seconded by Dr. John O'Connor, a quorum of voters being present, it was voted:

Voted: That the Treasurer, as the appointed Plan Administrator for Valley Collaborative for the PARS Public Agencies Post-Retirement Health Care Plan Trust, be and is hereby authorized and directed to deposit \$1,750,000 into the OPEB trust fund established consistent with the Program and Public Agencies Post-Retirement Health Care Plan Trust adopted by the Board of Directors of the Valley Collaborative.

The vote was 7-0-0. Dr. John O'Connor, Dr. Judith Klimkiewicz, Dr. Kristan Rodriguez, Mr. Timothy Piwowar, Ms. Joan Landers, Mr. Everett Olsen and Mr. Donald Ciampa voted yes.

Deferred Payroll Payment Policy

During the Collaborative Board meeting of March 19, 2015, Dr. Scott sought approval by the Board to adopt a deferred payroll payment policy for Collaborative teachers consistent with Massachusetts General Laws Chapter 70, Section 40. Educational collaboratives may accept the provisions of this law by a majority vote of the collaborative Board and the approval of a vote by a majority of the appropriating authorities of its members (school committees). The Board agreed to pursue the adoption of the provisions of this law at the March 19, 2015 meeting. Mr. Ciampa stated that the Collaborative and Board sought approval by the member district school committees and received majority approval; specifically Billerica, Dracut, Groton-Dunstable, Nashoba Valley Technical High School, Tewksbury, Tyngsborough, and Westford approved the establishment deferred payment policy for Collaborative teachers (the Collaborative did not receive a response from Chelmsford and North Middlesex Regional School District prior to the Board meeting). Mr. Ciampa asked for a motion to approve and authorize the adoption for the deferred payment policy for Collaborative teachers commencing with the 2015-2016 School Year.

On a motion made by Mr. Timothy Piwowar and seconded by Dr. John O'Connor, a quorum of voters being present, it was voted:

Voted: That the Board of Directors of the Valley Collaborative, after receiving approval by a majority of the Member District School Committees of the Valley Collaborative, adopts the deferred payroll payment policy for its teachers consistent with M.G.L. c. 71, Section 40; and that the Executive Director is

authorized and empowered to implement such payment policy commencing with the 2015-2016 School Year and continuing for all subsequent school years.

The vote was 7-0-0. Dr. John O'Connor, Dr. Judith Klimkiewicz, Dr. Kristan Rodriguez, Mr. Timothy Piwowar, Ms. Joan Landers, Mr. Everett Olsen and Mr. Donald Ciampa voted yes.

Distribution of Settlement Funds

The Collaborative received \$150,000 in a settlement with its prior auditors. Mr. Donald Ciampa, Dr. Chris Scott and Mr. Todd Hassett recommend that given the fiscal year 2015 performance and the fiscal year budget, the Collaborative is in a position to return such funds to the member districts. Mr. Donald Ciampa also stated that because the timeframe for the claims against the auditors covers the same timeframe as the settlement agreement entered into with MEC, he recommends using the same distribution percentages and methodology previously agreed to by the Board in 2013, and that such distribution could be used in either tuition credits or cash distribution for fiscal year 2016.

On a motion made by Mr. Timothy Piwowar and seconded by Dr. John O'Connor, a quorum of voters being present, it was voted:

Voted: That the Board of Directors hereby authorizes the distribution of the full amount of the \$150,000 settlement payment received by its prior auditors to its member districts based on the percentages and methodology previously discussed and agreed upon by the Board, with such distribution being in the form of either a tuition credit to the member district school committee or cash payment to the member district town, as to be determined by the respective member district.

The vote was 7-0-0. Dr. John O'Connor, Dr. Judith Klimkiewicz, Dr. Kristan Rodriguez, Mr. Timothy Piwowar, Ms. Joan Landers, Mr. Everett Olsen and Mr. Donald Ciampa voted yes.

Breakfast and Lunch Policy for Member District Students

Dr. Scott referred the Board to her memorandum in the Board Binders. She explained that the DESE's Program Quality Assurance and Nutrition Departments suggested that the Collaborative provide breakfast and lunch at no cost to students. She reviewed the financial impact upon the Collaborative if the Board adopted this policy. The Board discussed.

On a motion made by Mr. Everett Olsen and seconded by Dr. John O'Connor, a quorum of voters being present, it was voted:

Voted: That the Board of Directors hereby adopts the policy that member district students shall receive free breakfast and lunch as part of their tuition costs.

The vote was 7-0-0. Dr. John O'Connor, Dr. Judith Klimkiewicz, Dr. Kristan Rodriguez, Mr. Timothy Piwowar, Ms. Joan Landers, Mr. Everett Olsen and Mr. Donald Ciampa voted yes.

Proposed Budget Amendment

Dr. Scott requested that Mr. Todd Hassett and Mr. Curt Malonson explain the proposed budget amendment for Fiscal Year 2015. Mr. Hassett directed the Board to the materials in the Board Binder. Mr. Malonson explained the budget amendment as it related to services and expenses. The Board requested certification of the budget amendment consistent with the Articles of Agreement and confirmed that the budget amendment had no effect on the tuition rates or fees-for-services.

On a motion made by Mr. Timothy Piwowar and seconded by Ms. Joan Landers, a quorum of voters being present, it was voted:

Voted: That the Board of Directors hereby approves the budget amendment for fiscal year 2015 as presented at this meeting.

The vote was 7-0-0. Dr. John O'Connor, Dr. Judith Klimkiewicz, Dr. Kristan Rodriguez, Mr. Timothy Piwowar, Ms. Joan Landers, Mr. Everett Olsen and Mr. Donald Ciampa voted yes.

Executive Director Smart Goals Update and Evaluation and the New Valley Collaborative District Improvement Goals

Under Article IV, Section 7 of the Articles of Agreement, the Board is responsible for the appointment of an Executive Director for the Collaborative, and required to annually evaluate the Executive Director's performance and effectiveness in implementing the programs, policies and goals of the Collaborative. Mr. Ciampa referenced the completed evaluation of Dr. Scott. Dr. Scott received an Exemplary rating on all four standards: Standard I: Instructional Leadership; Standard II: Management and Operations; Standard III: Family and Community Engagement; Standard IV: Professional Culture. The Board unanimously voted to accept Dr. Scott's evaluation. Dr. Scott expressed her appreciation and thanks to the Collaborative staff and leadership team.

On a motion made by Ms. Joan Landers and seconded by Dr. John O'Connor, a quorum of voters being present, it was voted:

Voted: That the Board of Directors accepts the evaluation of the Collaborative Executive Director, Dr. Chris A. Scott, as presented at this meeting, and requests that a copy of the written evaluation be

finalized and filed within the Executive Director's file maintained at the Collaborative; and further authorizes the Board Chairman, Mr. Donald Ciampa, to finalize an annual salary increase consistent with the Executive Director's employment agreement.

The vote was 7-0-0. Dr. John O'Connor, Dr. Judith Klimkiewicz, Dr. Kristan Rodriguez, Mr. Timothy Piwowar, Ms. Joan Landers, Mr. Everett Olsen and Mr. Donald Ciampa voted yes.

Business Manager

Under Article IV, Section 8 of the Articles of Agreement, the Board is responsible for the employment or appointment of the business manager, and required to annually evaluate the performance and effectiveness of its business manager. Mr. Ciampa referenced the completed evaluation of Mr. Malonson. There was no further discussion.

On a motion made by Mr. Everett Olsen and seconded by Ms. Joan Landers, 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 Mr. Curt Malonson, as its Business Manager, for the 2015-2016 School Year with the term of the agreement to be July 1, 2015 through June 30, 2016.

[Dr. John O'Connor left the meeting for a telephone call at 10:02am.]

Approval of 2015-2016 Employee Handbook

Dr. Scott reminded the Board that as Massachusetts employment, school and other related laws are amended, modified and clarified so must be the Collaborative employee handbook. Dr. Scott explained that she worked with Human Resources team and counsel to update the Collaborative employee handbook. Mr. Thomas Lent provided a summary of the material changes and revisions and explained certain legal requirements necessary for policies and practices. Dr. Scott requested that the Board approve the employee handbook.

On a motion made by Ms. Joan Landers and seconded by Mr. Timothy Piwowar, a quorum of voters being present, it was voted:

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

The vote was 6-0-0. Dr. Judith Klimkiewicz, Dr. Kristan Rodriguez, Mr. Timothy Piwowar, Mr. Everett Olsen, Ms. Joan Landers and Mr. Donald Ciampa voted yes. [Dr. John O'Connor was absent for the vote].

Approval of 2015-2016 Student Handbook

Dr. Scott also explained to the Board that she worked with the Collaborative Human Resource team and counsel to update the Collaborative student handbook. Mr. Thomas Lent provided a summary of the material changes and revisions to the student handbook. Dr. Scott asked that the Board approve the student handbook, noting that there may be changes during the school year due to a team review of certain DESE program review materials.

On a motion made by Dr. Judith Klimkiewicz and seconded by Ms. Joan Landers, a quorum of voters being present, it was voted:

Voted: That the Board of Directors approves the revised Student Handbook in the substantive form presented at this meeting.

The vote was 6-0-0. Dr. Judith Klimkiewicz, Dr. Kristan Rodriguez, Mr. Timothy Piwowar, Mr. Everett Olsen, Ms. Joan Landers and Mr. Donald Ciampa voted yes. [Dr. John O'Connor was absent for the vote].

Coordinated Program Review and Valley Collaborative Policy Manual

Dr. Scott also explained to the Board that for the first time the Collaborative has been scheduled for a Coordinated Program Review during the 2015-2016 School Year. The Board was provided a Policy Manual. Dr. Scott asked that the Board approve the Policy Manual.

On a motion made by Ms. Joan Landers and seconded by Mr. Timothy Piwowar, a quorum of voters being present, it was voted:

Voted: That the Board of Directors approves the Policy Manual in the substantive form presented at this meeting.

The vote was 6-0-0. Dr. Judith Klimkiewicz, Dr. Kristan Rodriguez, Mr. Timothy Piwowar, Mr. Everett Olsen, Ms. Joan Landers and Mr. Donald Ciampa voted yes. [Dr. John O'Connor was absent for the vote].

Proposed Amendment to Lease with Middlesex County Retirement System

Dr. Scott explained that the Department of Developmental Services Adult program at 25 Linnell Circle needs an additional nurses/therapy room. She explained the proposed amended lease with MCRS that would provide additional space. The Board discussed.

On a motion made by Mr. Timothy Piwowar and seconded by Mr. Everett Olsen, a quorum of voters being present, it was voted:

Voted: That the Board approves and authorizes the amendment of the lease agreement with Middlesex County Retirement Systems in the form substantially presented at this meeting; and authorizes Dr. Chris Scott, Executive Director, to execute and deliver the amended lease

The vote was 6-0-0. Dr. Judith Klimkiewicz, Dr. Kristan Rodriguez, Mr. Timothy Piwo war, Mr. Everett Olsen, Ms. Joan Landers and Mr. Donald Ciampa voted yes. [Dr. John O'Connor was absent for the vote].

[Dr. John O'Connor returned to the meeting at 10:14 am.]

Collaborative Membership

Dr. Scott directed the Board to the materials in the Board Binder. She explained she sought guidance by the Board whether it wished to expand current membership and/or adopt an Adjunct Membership, which she understood other collaboratives have adopted and which have been approved by the DESE. Mr. John O'Connor indicated that he would prefer not to adjust current membership opportunities at the present time given the recent changes in enrollment, facilities, programs and other factors. Dr. Kristan Rodriguez agreed indicating that the Collaborative is experiencing very favorable outcomes of the reforms adopted by the Board and implemented by Dr. Scott over the last couple of years and, therefore, would prefer to give it a little more time to let the reforms continue to be implemented. The Board agreed to continue the discussion at a future Board meeting during the 2015-2016 School Year.

2014-2015 Operations and Facilities Project Update

Dr. Scott introduced Sean Glavin, Director of Operations and Facilities. Mr. Glavin provided the Board with a summary of the modifications to the Middle School, the snow removal costs and the status of vacating four different leased buildings during the past school year.

Miscellaneous

Mr. Ciampa referred the Board to the Board Binders but indicated that he was going to seek a motion to table the remainder of the items due to individual Board member schedules and the need for certain members to return to their respective member districts. Mr. Ciampa also stated that there would not be an Executive Session.

On a motion made by Dr. Judith Klimkiewicz and seconded by Dr. John O'Connor, a quorum of voters being present, it was voted:

VOTED: To postpone discussion relating to the remaining agenda items until the next Board meeting, as necessary, so that the Board may adjourn the meeting.

The motion passed 7-0-0. Mr. Donald Ciampa, Dr. John O'Connor, Mr. Timothy Piwowar, Ms. Joan Landers, Dr. Judith Klimkiewicz, Dr. Kristen Rodriguez and Mr. Everett Olsen voted yes.

On a motion made by Mr. Timothy Piwowar and seconded by Dr. John O'Connor, a quorum of voters being present, it was voted:

VOTED: To adjourn the Board meeting.

The motion passed 7-0-0. Mr. Donald Ciampa, Dr. John O'Connor, Mr. Timothy Piwowar, Ms. Joan Landers, Dr. Judith Klimkiewicz, Dr. Kristen Rodriguez and Mr. Everett Olsen voted yes.

Mr. Donald Ciampa adjourned the Collaborative Board Meeting at 10:24 a.m.

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

- School Year 2014-2015 Board Packet for June 18, 2015 Meeting

Respectfully Submitted,



Mr. Timothy Piwowar, Chairman

Dated: 9/17/2015