

**Valley Collaborative
Board of Directors Meeting
25 Linnell Circle, Billerica, Massachusetts
Thursday, September 14, 2017 ■ 8:15 a.m.**

Action Required

- I. Approval of Minutes
 - a. Board of Directors, General Session: June 1, 2017
 - b. Board of Directors, Executive Session: June 1, 2017
- II. 2017-2018 Board Calendar
- III. Financial Update
 - c. FY' 17 Interim Statement of Net Assets for the period ended June 30, 2017 and Interim Statement of Revenues, Expenses and Changes in Net Assets for the period ending June 30, 2017
 - d. Treasurer's Report
 - e. PARS OPEB Trust Program Summary

No Action Required

- IV. Curriculum Update
- V. Sensory Integration Improvements Update
- VI. Communications
 - f. June 28, 2017 Letter from Jean K. Walsh, Parent and Guardian of Dennis (Adult Program)
 - g. July 20, 2017 Letter from David M. Nangle, State Representative, 17th Middlesex District
 - h. 2018 Invitation to attend Blue Ribbon Schools of Excellence Conference
 - i. Blue Ribbon Schools of Excellence August 15, 2017 e-mail to Board

Executive Session

- VII. To consider the purchase and value of real property



Central Administration Office

25 Linnell Circle, Billerica MA 01821 * Tel: (978)528-7800 * <http://www.valleycollaborative.org>

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Date: September 14, 2017
Re: Approval of Minutes

Attached, please find the following minutes:

- a. Board of Directors, General Session: June 1, 2017
- b. Board of Directors, Executive Session- June 1, 2017 (to be handed out at meeting)

Required Action:

Vote to approve the minutes:

- a. Board of Directors, General Session: June 1, 2017
- b. Board of Directors, Executive Session, June 1, 2017 (to be handed out at meeting)

Attachments:

- a. Board of Directors, General Session: June 1, 2017
- b. Board of Directors, Executive Session, June 1, 2017 (to be handed out at meeting)

**Valley Collaborative Board of Directors
General Session Meeting Minutes
June 1, 2017
8:23 a.m. – 11:40 a.m.
25 Linnell Circle, Billerica, MA**

Board Members Present: Mr. Timothy Piwowar, Mr. Christopher Malone, Dr. Michael Flanagan, Mr. Steven Stone, Ms. Joan Landers, Ms. Denise Pigeon, Dr. Jay Lang, Mr. Everett Olsen

Board Members Absent: Dr. William Ryan

Collaborative Representatives Present: Dr. Chris Scott, Executive Director; Ms. Joia Mercurio, Assistant Executive Director; Mr. Sean Glavin, Director of Facilities and Operations; Ms. Heidi Kriger, Treasurer; Members of the Collaborative Senior Leadership Team

Also Present: Mr. Thomas Lent, Marathas Barrow Weatherhead Lent LLP; Dr. Lori Likis, Principal Consultant, Creative Coaching for School Improvement; Dr. Anthony Bent, M.A.S.S. Professional Development; Mr. Jeff Perrotti, Founding Director of the Massachusetts Department of Elementary and Secondary Education's Safe Schools Program for Lesbian, Gay, Bisexual, Transgender, Queer and Questioning Students; Arthur Eddy, Birchwood Design Group

Call to Order: Mr. Timothy Piwowar, Chairman, convened the Collaborative Board Meeting at 8:23 a.m.

Mr. Timothy Piwowar and Dr. Chris A. Scott welcomed the Board Members, Collaborative personnel and guests in attendance. Upon request, the Board agreed to take agenda items out of order as a courtesy to individuals in attendance.

Approval of Minutes

Mr. Timothy Piwowar asked for a motion relating to the March 16, 2017 meeting minutes. The Board noted an incorrect date on the top of page 1.

On a motion made by Mr. Steve Stone and seconded by Mr. Christopher Malone, a quorum of voters being present, it was voted:

VOTED: To approve the General Session Meeting Minutes for the Board of Directors meeting dated March 16, 2017, with the noted date correction on page 1.

The vote was 5-0-1. Mr. Timothy Piwowar, Mr. Christopher Malone, Dr. Michael Flanagan, Mr. Steven Stone, Ms. Joan Landers voted yes. Ms. Denise Pigeon abstained. Dr. Jay Lang and Mr. Everett Olsen were absent for the vote.

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

VOTED: To approve the Executive Session Meeting Minutes for the Board of Directors meeting dated March 16, 2017, with the noted date correction on page 1.

The vote was 5-0-1. Mr. Timothy Piwovar, Mr. Christopher Malone, Dr. Michael Flanagan, Mr. Steven Stone, Ms. Joan Landers voted yes. Ms. Denise Pigeon abstained. Dr. Jay Lang and Mr. Everett Olsen were absent for the vote.

Mr. Timothy Piwovar stated for the record that the executive session meeting minutes were only approved for content, but not yet for release.

[Dr. Jay Lang arrived at the meeting at 8:27 a.m.]

Board Governance 2017-2018

Elect Board Chairperson and other Board Positions

Mr. Timothy Piwovar 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.

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 elects Mr. Timothy Piwovar as the Chairperson of the Board of Directors for the 2017-2018 School Year.

The vote was 7-0. Mr. Timothy Piwovar, Mr. Christopher Malone, Dr. Michael Flanagan, Mr. Steven Stone, Ms. Joan Landers, Ms. Denise Pigeon and Dr. Jay Lang voted yes. Mr. Everett Olsen was absent for the vote.

Appoint/Re-appoint Committee Members

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

Voted: That the Board of Directors approves the appointment of Mr. Timothy Piwovar, Dr. Jay Lang, Ms. Joan Landers and Mr. Everett Olsen as Members of Executive Committee for the Board of Directors for the 2017-2018 School Year.

The vote was 7-0. Mr. Timothy Piwowar, Mr. Christopher Malone, Dr. Michael Flanagan, Mr. Steven Stone, Ms. Joan Landers, Ms. Denise Pigeon and Dr. Jay Lang voted yes. Mr. Everett Olsen was absent for the vote.

[Mr. Everett Olsen arrived at 8:34 a.m.]

Disabled American Veterans Fundraiser for New England's Veterans

Dr. Scott introduced several graduating seniors and Collaborative staff members who were to undergo a midnight hike of Mount Washington in hopes to arrive at the summit by sunrise. They were to be accompanied by guides from Northeast Mountaineering. These efforts were part of a fundraising goal to raise \$2,500 towards the Disabled American Veterans Fundraiser for New England's Veterans. As of the date of the Board meeting, however, they had exceeded their goal by raising approximately \$6,700. The Board congratulated them on their efforts and wished them luck on their adventure.

Making a Difference Award

Dr. Scott introduced Mr. Jeff Perrotti, the founding director of the Massachusetts Department of Elementary and Secondary Education's *Safe Schools Program for Lesbian, Gay, Bisexual, Transgender, Queer and Questioning Student*. Dr. Scott and Valley Collaborative representatives presented Mr. Perrotti with the Valley Collaborative's Making a Difference Award. Mr. Perrotti provided a presentation of recent efforts in the Commonwealth towards the *Safe Schools Program*.

Students, Staff and Adult of the Month

Dr. Scott introduced separately the Students, Staff and Adults of the Month. The Board acknowledged their achievements. The Board also was entertained by a scene from the School Play.

Valley Collaborative District Five Year Improvement Plan Update **Dr. Lori Likis, Principal Consultant**

Dr. Scott introduced Dr. Lori Likis, Principal Consultant from Creative Coaching for School Improvement. Dr. Likis provided the Board with an overview of the district plan and the progress and updates with respect to implementation of the action plan during the 2016-2017 School Year. Dr. Likis stated that over the last two years, Valley Collaborative has made impressive progress in implementation of the action plan. Dr. Likis directed the Board to the Board Binder materials, which contained an extensive summary report. Dr. Scott also introduced Brian Mihalek, the Collaborative's Program Lead at the Middle School, who provided a summary of the student survey results to date from the District Improvement Plan efforts. Dr. Scott and Dr. Likis provided the Board with a roadmap for where the Collaborative team intends to focus for the 2017-2018 School Year, which includes building independence through

community activities and increasing and maintaining student and family communications. The Board discussed.

Finance and Operations 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.

[Dr. Jay Lang left the meeting at 9:20 a.m.]

Treasurer Evaluation/Contract

Mr. Timothy Piwovar stated 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. Timothy Piwovar referenced Ms. Kriger's completed evaluation. The Board also discussed her compensation for the 2017-2018 fiscal year and agreed that she would receive the applicable living adjustment similar to the previously approved adjustment for staff and employees. There was no further discussion.

On a motion made by Mr. Everett Olsen 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 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 7-0. Mr. Timothy Piwovar, Mr. Christopher Malone, Dr. Michael Flanagan, Mr. Steven Stone, Ms. Joan Landers, Ms. Denise Pigeon, and Mr. Everett Olsen voted yes. Dr. Jay Lang was absent for the vote.

On a motion made by Mr. Christopher Malone 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 Ms. Heidi Kriger, as its Treasurer, for the 2017-2018 School Year with the term of the agreement to be July 1, 2017 through June 30, 2018, the compensation and additional terms and conditions substantially in the form presented to the Board at this meeting

The vote was 7-0. Mr. Timothy Piwowar, Mr. Christopher Malone, Dr. Michael Flanagan, Mr. Steven Stone, Ms. Joan Landers, Ms. Denise Pigeon, and Mr. Everett Olsen voted yes. Dr. Jay Lang was absent for the vote.

Fiscal Year 2017 Update

Dr. Chris Scott provided the Board with an update for Fiscal Year 2017. Dr. Scott directed the Board to the unaudited financial statements within the Board Binder. Dr. Scott explained to the Board that Valley Collaborative's implementation of an overall budget restructuring including its school operations, human resource policies, and financial practices, continues to provide sound fiscal results. Dr. Scott explained to the Board that the Collaborative's revenues were up 7% over projections, while expenses were minimally under budget for Fiscal Year 2017. She directed the Board to enrollment figures provided within the Board Binder. The Board discussed.

[Dr. Jay Lang returned to the meeting at 9:40 a.m.]

Distribution of Surplus Funds

The Collaborative agreement and collaborative regulations provide that the Board shall vote annually to determine whether cumulative surplus funds will be retained by the Collaborative or whether all or some percentage of such funds will be distributed to the member districts or credited to support programs and services offered to member districts. In the event that an amount of cumulative surplus funds is to be distributed or credited to the member districts, each member district's share will be apportioned in accordance to its tuition payments to the Collaborative for the previous fiscal year. Dr. Scott explained that the projected results for Fiscal Year 2017 are highly favorable, and explained that she and the business office are recommending a distribution to the member districts at this time. Dr. Scott explained that Mr. Sean Glavin's and Mr. Curt Malonson's projections are conservative. Mr. Steven Stone requested a further explanation of why the Collaborative had obtained such an amount in surplus funds, and whether the amounts being presented as estimates would be finalized at the end of FY 2017. Dr. Scott and the Board discussed at length.

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

Voted: That the Board of Directors hereby authorizes the distribution of \$2 million dollars in surplus funds to its member districts based on the percentages and methodology discussed at this meeting, specifically an allocation based on the FY2017 tuitions payments to the Collaborative, 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 8-0. Mr. Timothy Piwowar, Mr. Christopher Malone, Dr. Michael Flanagan, Mr. Steven Stone, Ms. Joan Landers, Ms. Denise Pigeon, Dr. Jay Lang and Mr. Everett Olsen voted yes.

Transfer to/from Capital Reserve Fund for Capital Improvement Projects and Award of Window Replacement Contract

Dr. Scott, Mr. Sean Glavin and Mr. Curt Malonson provided the Board with an update with respect to the Capital Reserve Fund and identified capital improvement projects. Valley Collaborative's balance within the Capital Reserve Fund is \$1 million dollars. The limit on the balance that may be held within the Capital Reserve Fund was set by Board vote at \$1.5 million dollars. Deposits into the Capital Reserve Fund shall be proposed and approved through the budget process. Dr. Scott recommended to the Board that it amend the FY 2017 Budget by reducing the capital expenditure amount by \$300,000 and vote to transfer \$300,000 from the FY17 Operating Budget to the Capital Reserve Fund. In addition, they recommended, after consulting the Collaborative's auditors, that the Board further amend the FY17 Operating Budget to deposit \$200,000 into the Capital Reserve Fund to support costs associated with the future acquisition, maintenance and improvement projects. Dr. Scott also recommended that the Board amend the FY 2018 Budget and authorize the transfer of \$205,000, effective July 2017, from the Capital Reserve Fund for the purposes of the window replacement project. The Board discussed.

Mr. Sean Glavin provided an overview of the window replacement project. He explained that in March 2017, Valley Collaborative, with the use of consulting services from Russo Barr Associates, posted an Invitation to Bid for a Window Replacement Project at 40 Linnell Circle. The project includes the replacement of 94 fixed aluminum windows. The Invitation to Bid closed on March 23, 2017. Three responsive bids were received, with A&A Window Products, Inc. of Malden selected with the lowest responsive bidder. The Board discussed.

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

Voted: That the Board of Directors authorizes the execution of necessary and required contracts and commitments, so to award a contract not to exceed a scope of work estimated at \$205,000, to A&A Window Products, Inc., to complete the window replacement and renovation project for its Building located at 40 Linnell Circle, Billerica.

The vote was 8-0. Mr. Timothy Piwowar, Mr. Christopher Malone, Dr. Michael Flanagan, Mr. Steven Stone, Ms. Joan Landers, Ms. Denise Pigeon, Dr. Jay Lang and Mr. Everett Olsen voted yes.

[Mr. Steven Stone left the meeting at 10:10 a.m.]

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 agrees to amend the FY 2017 Budget by reducing the capital expenditure amount by \$300,000, and approves and authorizes the deposit of \$300,000 into the Collaborative's Capital Reserve Fund with such amounts transferred from the FY 2017 general fund balance; 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. Mr. Timothy Piwowar, Mr. Christopher Malone, Dr. Michael Flanagan, Ms. Joan Landers, Ms. Denise Pigeon, Dr. Jay Lang and Mr. Everett Olsen voted yes. Mr. Steven Stone was absent for the vote.

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

Voted: That the Board of Directors agrees to amend the FY 2017 Budget to approve and authorize the deposit of \$200,000 into the Collaborative's Capital Reserve Fund with such amounts transferred from the FY 2017 general fund balance; 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. Mr. Timothy Piwowar, Mr. Christopher Malone, Dr. Michael Flanagan, Ms. Joan Landers, Ms. Denise Pigeon, Dr. Jay Lang and Mr. Everett Olsen voted yes. Mr. Steven Stone was absent for the vote.

[Mr. Steven Stone returned to the meeting at 10:13a.m.]

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

Voted: That the Board of Directors agrees to amend the FY 2018 Operating Budget, and authorizes the transfer of \$205,000, effective July 2017, from the Collaborative's Capital Reserve Fund for the purposes of the window replacement project at its Building located at 40 Linnell Circle, Billerica; and authorizes the Executive Director, Treasurer and the Chairman to execute all necessary documents to effectuate the transfer of such amounts from the Capital Reserve Fund.

The vote was 8-0. Mr. Timothy Piwowar, Mr. Christopher Malone, Dr. Michael Flanagan, Ms. Joan Landers, Ms. Denise Pigeon, Dr. Jay Lang, Mr. Steven Stone and Mr. Everett Olsen voted yes.

Award of Office Space Lease for Adult Services Program

Dr. Scott and Mr. Glavin explained to the Board that in April 2017, the Collaborative posted and advertised for Proposals for Leased Space, specifically space for the Adult Services Program administrative offices. The posting closed on May 1, 2017, with two proposals received. One proposal was disqualified for not meeting Minimum Requirements. Mr. Glavin advised the Board that the winning bidder was The Edge Group, as agent for MacCormack Properties, for office space located at 17 Bridge Street, Billerica, Massachusetts. Mr. Glavin reviewed the specifications, terms and costs associated with the proposed lease agreement. There was no further discussion.

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 authorizes the Executive Director, Dr. Chris Scott, to finalize, approve and deliver, on behalf of the Board of Directors, a lease agreement for office space for the Adult Services Program with MacCormack Properties, under the substantive terms and conditions, including rental rates, presented at this meeting, and further authorizes the Executive Director to execute such lease agreement on behalf of the Board of Directors.

The vote was 8-0. Mr. Timothy Piwowar, Mr. Christopher Malone, Dr. Michael Flanagan, Ms. Joan Landers, Ms. Denise Pigeon, Dr. Jay Lang, Mr. Steven Stone and Mr. Everett Olsen voted yes.

Safety Update

Dr. Scott and Mr. Glavin provided the Board with an update on safety drills recently completed that the Collaborative. Specifically, they explained that for the second year, Valley

Collaborative completed Lockdown Drills and ALICE Model Staff training. The training and drills were administered by the Billerica and Tyngsboro Police Departments.

Addendum to 25 Linnell Circle Lease – Additional Office Space

During the December 2017 Board meeting, the Board voted to extend the lease with the Middlesex County Retirement Board, which was scheduled to expire at the end of the current School Year, June 30, 2017. Based upon previous guidance by the Board, the lease term was extended for a five (5) year term. Since that time, Dr. Chris Scott has determined that additional space is needed. She explained to the Board that the Collaborative needs two additional classrooms at 40 Linnell Circle, as well as additional office space for programs. Accordingly, she recommended to the Board that the Collaborative add five office spaces at 25 Linnell Circle, effective July 2017. She directed the Board to the Board Binders for specific information relating to proposed terms and conditions to the proposed addendum to the 25 Linnell Circle lease. The Board discussed, including its concern that the Collaborative have necessary space for all programs and classroom needs.

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

Voted: That the Board of Directors authorizes the Executive Director, Dr. Chris Scott, to finalize, approve and deliver, on behalf of the Board of Directors, an amended lease agreement with the Middlesex County Retirement Board for the current space leased at 25 Linnell Circle, under the substantive terms and conditions, including rental rates, presented at this meeting, and further authorizes the Executive Director to execute such lease agreement on behalf of the Board of Directors.

The vote was 8-0. Mr. Timothy Piwowar, Mr. Christopher Malone, Dr. Michael Flanagan, Ms. Joan Landers, Ms. Denise Pigeon, Dr. Jay Lang, Mr. Steven Stone and Mr. Everett Olsen voted yes.

Procurement Office – Appointment of new Chief Procurement Officer

Dr. Scott explained that with the changes within the business office, she recommends that appointment of a new Chief Procurement Officer. There was no further discussion.

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

Voted: That the Board of Directors, in accordance with G.L. c. 30B, § 19, amends its appointment of a Chief Procurement Officer, by revoking

the appointment of Mr. Curt Malonson and appointing Mr. Sean Glavin, Director of Finance and Operations, as the Collaborative's Chief Procurement Officer to oversee the procurement of all supplies and services, with such appointment subject to the Board's review and approval of any contract in excess of \$10,000; and further authorizes Dr. Chris Scott to file the necessary forms with Massachusetts Office of Inspector General.

The vote was 8-0. Mr. Timothy Piwowar, Mr. Christopher Malone, Dr. Michael Flanagan, Ms. Joan Landers, Ms. Denise Pigeon, Dr. Jay Lang, Mr. Steven Stone and Mr. Everett Olsen voted yes.

Therapy Meeting and Sensory Integration in Valley Collaborative Classrooms

Dr. Scott introduced Ms. Allyson Locke, an Occupational Therapist at Valley Collaborative who presented to the Board a summary of its final meeting of the School Year. She reported that the Therapy Department inquired about enrollment trends and space constraints, and provided suggestions to maximize the building's spaces with appropriate sensory strategies to assist students maximize time within classroom environments. Ms. Locke explained to the Board the space needs the Therapy Department seeks within the building. Dr. Scott explained that these space needs would be provided, in part, with the renovation of space within 40 Linnell after administrative offices are moved to 25 Linnell. The Board appreciated the reports and efforts to improve sensory integration practices at the Collaborative.

Consulting Psychiatrist

Dr. Scott provided the Board with an update relating to the contract with Dr. Arnold Kerzner, who provides psychiatric services to Collaborative students. Dr. Scott directed the Board to the Board Binders for additional information. There was no further discussion.

Business Manager (Director of Finance and Operations)

Mr. Timothy Piwowar stated that under 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. Piwowar referenced the completed evaluation of Mr. Glavin. The Board discussed.

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

Voted: That the Board of Directors authorizes the Chairman to finalize and execute a three-year agreement by and between the Collaborative and Mr. Sean Glavin, as its Business Manager, with the term of the agreement to be July 1, 2017 through June 30, 2020, the

compensation not to exceed \$112,970 for the 2017-2018 School Year, and with additional terms and conditions substantially in the form presented to the Board at this meeting.

The vote was 8-0. Mr. Timothy Piwowar, Mr. Christopher Malone, Dr. Michael Flanagan, Ms. Joan Landers, Ms. Denise Pigeon, Dr. Jay Lang, Mr. Steven Stone and Mr. Everett Olsen voted yes.

[Mr. Steven Stone left the meeting at 10:37a.m.]

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 accepts the evaluation of the Collaborative Director of Finance and Operations as presented at this meeting, and requests that a copy of the written evaluation be finalized and filed within the Business Manager's file maintained at the Collaborative.

The vote was 7-0. Mr. Timothy Piwowar, Mr. Christopher Malone, Dr. Michael Flanagan, Ms. Joan Landers, Ms. Denise Pigeon, Dr. Jay Lang and Mr. Everett Olsen voted yes. Mr. Steven Stone was absent for the vote.

Collaborative Professional Development

Dr. Scott introduced Dr. Anthony Bent, M.A.S.S. Professional Development, who has assisted with the Collaborative's leadership development. Dr. Bent provided a summary of the professional development practices and efforts made by the Collaborative team during the past school year and lauded those involved. Dr. Scott announced that the Collaborative had selected the recipient of the "Dr. Anthony Bent Leadership Award" for 2017, who is the staff person that has best demonstrated the leadership capabilities and philosophy that the Collaborative seeks. Dr. Scott announced that Mr. Paul Donovan is the 2017 recipient of the award and introduced Mr. Donovan to the Board. Mr. Donovan addressed the Board and those in attendance. The Board recognized his achievements.

Approval of 2017-2018 Employee Handbook

Dr. Scott explained that she worked with the 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. Everett Olsen, 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 7-0. Mr. Timothy Piwowar, Mr. Christopher Malone, Dr. Michael Flanagan, Ms. Joan Landers, Ms. Denise Pigeon, Dr. Jay Lang and Mr. Everett Olsen voted yes.

Approval of 2017-2018 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.

On a motion made by Mr. Everett Olsen and seconded by Dr. Jay Lang, 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 7-0. Mr. Timothy Piwowar, Mr. Christopher Malone, Dr. Michael Flanagan, Ms. Joan Landers, Ms. Denise Pigeon, Dr. Jay Lang and Mr. Everett Olsen voted yes.

Executive Director Evaluation

Mr. Timothy Piwowar stated that 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. Piwowar referenced the completed evaluation of Dr. Scott, reading certain excerpts from the exemplary performance review for Dr. Scott. The Board expressed their collective gratitude for the continued exemplary work completed at the Collaborative. Dr. Scott expressed her appreciation and thanks to the Collaborative staff and leadership team.

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 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. Timothy Piwowar, to finalize an annual salary increase consistent with the Executive Director's employment agreement.

The vote was 7-0. Mr. Timothy Piwowar, Mr. Christopher Malone, Dr. Michael Flanagan, Ms. Joan Landers, Ms. Denise Pigeon, Dr. Jay Lang and Mr. Everett Olsen voted yes.

[Dr. Jay Lang left the Board meeting at 11:03 a.m.]

Feasibility Report on Suburban Park Parcel

Mr. Glavin introduced Mr. Arthur Eddy a Landscape Architect with Birchwood Design Group. Birchwood and Mr. Eddy had completed a Feasibility Report on the property adjacent to 40 Linnell Circle, as requested, which reviewed the accessibility, cost analysis and use options and recommendations for the property. Mr. Eddy presented the Feasibility Report and Recommendations to the Board. The Board discussed.

Executive Session: To discuss the purchase and value of real property

Mr. Timothy Piwowar requested a motion to enter into executive session to discuss the purchase and value of real property. (Mr. Piwowar noted for the record that the agenda correctly listed the purpose of executive session where the memo within the Board Binders contained a typographical error). Mr. Piwowar stated for the record that having the discussion about such topics in an open session may be detrimental to the Collaborative's negotiating position. Mr. Piwowar also stated that the Board would reconvene in open session at the end of this executive session only to adjourn. He asked for a motion and a roll call vote of the Board to enter into executive session.

On a motion duly made by Dr. Michael Flanagan and seconded by Mr. Christopher Malone, a quorum of voters being present, it was voted by roll call vote:

VOTED: That the Board enter into executive session to discuss the purchase and value of real property.

The Roll Call Vote was 6-0. Mr. Timothy Piwowar - yes, Mr. Christopher Malone - yes, Dr. Michael Flanagan - yes, Ms. Joan Landers - yes, Ms. Denise Pigeon - yes, Mr. Everett Olsen - yes.

The Board entered Executive Session at 11:25 a.m.

The Board returned to General Session at 11:40 a.m.

On a motion made by Mr. Christopher Malone and seconded by Ms. Denise Pigeon, a quorum of voters being present, it was voted:

VOTED: To adjourn the Board meeting.

The Vote was 6-0. Mr. Timothy Piwowar, Ms. Joan Landers, Mr. Everett Olsen, Mr. Christopher Malone, Dr. Michael Flanagan and Ms. Denise Pigeon voted yes.

Mr. Timothy Piwowar adjourned the Collaborative Board Meeting at 11:40 a.m.

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

- School Year 2016-2017 Board Binder for June 1, 2017 Meeting
- Chart entitled “Projected Distribution of Surplus Funds for FY 2017 From Enrollment Data at May 25, 2017”
- Birchwood Design Group Plans and Cost Estimate

Respectfully Submitted,

Mr. Timothy Piwowar, Chairman

Dated: _____



Valley Collaborative

*25 Linnell Circle, Billerica MA 01821 * Tel: (978)528-7800 * <http://www.valleycollaborative.org>*

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott
Date: September 14, 2017
Re: Executive Session Minutes

June 1, 2017 Executive Session Minutes – To be handed out

Required Action:

Vote to Approve – June 1, 2017 Executive Session Minutes

Attachments:



Valley Collaborative 2017-2018 Board Meetings (Proposed)

July 4 Independence Day
July 10 Summer Session Begins

JULY 2017						
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AUGUST 2017						
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August 18 Summer Session Ends
Early Release Day

Sept. 4 No School - Labor Day
Sept. 5 First Day of School
Sept. 14 Board Meeting

SEPTEMBER 2017						
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct. 9 No School - Columbus Day
Oct. 26 Board Meeting
(was October 19)

Nov. 9 Board Meeting to
Present FY'19 Budget
And FY' 17 Audit
Nov. 10 No School -Veterans' Day
(observed)
Nov. 22 Early Release Day for
Thanksgiving
Nov. 23-24 Thanksgiving Break

NOVEMBER 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec. 1 Board Meeting
Approval of FY'19
Budget and Annual
Report (was Dec.7 to
Nov. 30 now Dec 1)
Dec. 22-Jan. 1 No School – Winter Break

Dec. 22-Jan. 1 No School – Winter Break
Jan. 15 No School - MLK Jr. Day
Jan. 18 Board/Stakeholder
Meeting (was Jan.25)

JANUARY 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Feb. 19-23 No School - February Break

March 15 Board Meeting
March 30 No School - Good Friday

MARCH 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April 16-20 No School - April Break

May 28 No School - Memorial Day

MAY 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 7 Board Meeting
June 25 Last day of school (if 5 snow
days used)/ Early Release
Day



Central Administration Office

25 Linnell Circle, Billerica MA 01821 * Tel: (978)528-7800 * <http://www.valleycollaborative.org>

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Date: September 14, 2017
Re: Financial Update for FY'17

-
- The financial position of the Collaborative remains very strong. The total net position at June 30, 2017 is 13,561,600 (unaudited) with \$3,542,216 (unaudited) additional held in the OPEB Trust at June 30, 2017 compared to \$13,320,417 (audited) total net position with \$3,234,508 (audited) additional held in the OPEB trust at June 30, 2016.
 - Change in net assets from operations was approximately \$2.2million as a result of strong management of Collaborative expenses and personnel costs while continuing to meet the needs of the students and adults the Collaborative serve.
 - Collection of Accounts Receivable remains strong due to the integrity of the billing system. A large portion of the \$2.8million outstanding at June 30, 2017 is from May and June billing. Less than \$170,000 remains outstanding after receipt of summer payments. Of this \$170k only \$92k is tuition related and the remaining is pertaining to Adult Services. We are expecting to collect 99-95% of the \$170k.
 - The Collaborative's cash position remains solid with over \$7.8million (\$4.3million unrestricted and \$3.5million OPEB restricted) in cash and cash equivalents. This is the result of solid financial management, proper billing and collections of receivables.
 - The establishment of an OPEB Trust and Capital Fund has strengthened the Collaborative's balance sheet for the future and are currently fully funded.
 - The Collaborative made capital purchases of \$313,843 in FY'17 for Vehicles, Furniture, Technology and Improvements. This is in addition to capital purchases of \$281,984 for HVAC Improvements.
 - We are still in the process of completing our FY'17 financial audit, but based on the preliminary cumulative surplus calculation, the Board will need to vote an additional distribution of \$150,000 to its member districts. After the FY'17 audit is complete, there may be a need to vote an additional distribution of \$100,000 at the October Board meeting.

Required Action:

Vote: That the Board of Directors hereby authorizes the distribution of \$150,000 in surplus funds to its member districts based on the percentages and methodology previously determined, specifically an allocation based on the FY'17 tuitions payments to the Collaborative, 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.

Attachments:

FY'17 Interim Statement of Net Assets for the period ending June 30, 2017 and Interim Statement of Revenues, Expenses and Changes in Net Assets for the period ending June 30, 2017

Treasurer's Report and PARS OPEB Trust Program Summary

Valley Collaborative Board of Directors Year 5 Book 8 - III. Financial Update

[illegible]

Valley Collaborative Board of Directors Year 5 Book 8 - III. Financial Update

[illegible]

Valley Collaborative
Interim Statement of Revenues, Expenses and Changes in Net Assets
For the Period Ending June 30, 2017
210 of 210 School Days

UNAUDITED		
	BUDGET	ACTUAL
REVENUES		
Services	\$ 14,520,880	\$ 16,017,883
State Contracts	1,935,000	2,212,977
Other	432,000	549,700
Interest	4,500	10,945
Total Revenues	16,892,380	18,791,505 111.24%
EXPENSES		
Salaries	10,774,247	11,365,116
Employee Benefits	2,314,855	2,031,380
Operating Expenses	1,977,725	2,078,303
Leases & Rentals	421,802	413,281
Depreciation	704,750	707,071
Total Expenses	16,193,379	16,595,151 102.48%
Change in Net Assets - Operating	\$ 699,001	\$ 2,196,354
Non Operating Activities		
Non-Operating Revenues (1)	-	352,370
Non-Operating Revenues (2)	-	(2,000,000)
Non-Operating Expenses (3)	(600,000)	(313,843)
Change in Net Assets	\$ 99,001	\$ 234,881
(1)OPEB change in market value plus gain on disposal of assets.		
(2)Return to Member Districts		
(3)Capital Plan - FY17 Budget		
Note: HVAC added to FY17 Budget in June 2016 vote and cash was expended in FY 2017.		
	(300,000)	(281,984)

Valley Collaborative Board of Directors Year 5 Book 8 - III. Financial Update

VALLEY COLLABORATIVE
TREASURER'S REPORT
JUNE 30, 2017

ENTERPRISE BANK ACCOUNTS

	Valley Operating Enterprise a/c 493426	Valley Payroll Enterprise a/c 795823	Community Catering Enterprise a/c 531401	ICS MMDA a/c 856490	Independence Project a/c 821315	Total Enterprise Bank
Beginning Balance	\$ 2,351,942.70	\$ 625,447.25	\$ 20,020.39	\$ 1,000,783.73	\$ 5,529.59	\$ 4,003,723.66
Receipts	2,317,687.37		9,319.00			\$ 2,327,006.37
Transfers In	18,000.00	1,000,000.00		1,000,000.00		\$ 2,018,000.00
Withdrawals:						
Payroll		(1,372,442.24)				\$ (1,372,442.24)
Accounts Payable	(232,526.91)		(506.21)			\$ (233,033.12)
Other						-
Total Withdrawals	(232,526.91)	(1,372,442.24)	(506.21)	-	-	(1,605,475.36)
Transfers Out	(3,000,000.00)		(18,000.00)			\$ (3,018,000.00)
Int./Investment Earnings				246.66		246.66
Ending Balance	\$ 1,455,103.16	\$ 253,005.01	\$ 10,833.18	\$ 2,001,030.39	\$ 5,529.59	\$ 3,725,501.33

OTHER CASH ACCOUNTS

	Eastern a/c 601076227	MMDT 00044263747	Total Cash
Beginning Balance	\$ 250,000.00	\$ 1,372,951.43	\$ 5,626,675.09
Receipts			\$ 2,327,006.37
Transfers In		1,000,000.00	\$ 3,018,000.00
Withdrawals:			
Payroll			\$ (1,372,442.24)
Accounts Payable			\$ (233,033.12)
Other			-
Total Withdrawals	-	-	(1,605,475.36)
Transfers Out			\$ (3,018,000.00)
Int./Investment Earnings		1,831.06	2,077.72
Ending Balance	\$ 250,000.00	\$ 2,374,782.49	\$ 6,350,283.82

RESTRICTED

PARS OPEB TRUST
\$ 3,527,463.19
(734.89)
(734.89)
15,487.60
\$ 3,542,215.90

Valley Collaborative Board of Directors Year 5 Book 8 - III. Financial Update

VALLEY COLLABORATIVE
TREASURER'S REPORT
JULY 31, 2017

ENTERPRISE BANK ACCOUNTS

	Valley Operating Enterprise a/c 493426	Valley Payroll Enterprise a/c 795823	Community Catering Enterprise a/c 531401	ICS MMDA a/c 856490	Independence Project a/c 821315	Total Enterprise Bank
Beginning Balance	\$ 1,455,103.16	\$ 253,005.01	\$ 10,833.18	\$ 2,001,030.39	\$ 5,529.59	\$ 3,725,501.33
Receipts	1,942,847.65		3,675.00			\$ 1,946,522.65
Transfers In		1,000,000.00				\$ 1,000,000.00
Withdrawals:						
Payroll		(1,182,096.23)				\$ (1,182,096.23)
Accounts Payable	(410,089.02)		(495.73)			\$ (410,584.75)
Other						-
Total Withdrawals	(410,089.02)	(1,182,096.23)	(495.73)	-	-	(1,592,680.98)
Transfers Out	(1,000,000.00)					\$ (1,000,000.00)
Int./Investment Earnings				339.90		339.90
Ending Balance	\$ 1,987,861.79	\$ 70,908.78	\$ 14,012.45	\$ 2,001,370.29	\$ 5,529.59	\$ 4,079,682.90

OTHER CASH ACCOUNTS

	Eastern a/c 601076227	MMDT 00044263747	Total Cash
Beginning Balance	\$ 250,000.00	\$ 2,374,782.49	\$ 6,350,283.82
Receipts			\$ 1,946,522.65
Transfers In			\$ 1,000,000.00
Withdrawals:			
Payroll			\$ (1,182,096.23)
Accounts Payable			\$ (410,584.75)
Other			-
Total Withdrawals	-	-	(1,592,680.98)
Transfers Out			\$ (1,000,000.00)
Int./Investment Earnings		2,549.79	2,889.69
Ending Balance	\$ 250,000.00	\$ 2,377,332.28	\$ 6,707,015.18

RESTRICTED

PARS OPEB TRUST
\$ 3,542,215.90
(737.96)
(737.96)
54,255.80
\$ 3,595,733.74



VALLEY COLLABORATIVE
PARS OPEB Trust Program

Monthly Account Report for the Period
6/1/2017 to 6/30/2017

Heidi Kriger
 Treasurer
 Valley Collaborative
 40 Linnell Circle
 Billerica, MA 01821

Account Summary

Source	Beginning Balance as of 6/1/2017	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 6/30/2017
OPEB	\$3,527,463.19	\$0.00	\$15,487.60	\$734.89	\$0.00	\$0.00	\$3,542,215.90
Totals	\$3,527,463.19	\$0.00	\$15,487.60	\$734.89	\$0.00	\$0.00	\$3,542,215.90

Investment Selection

Vanguard Balanced Strategy

Investment Objective

The Balanced Portfolio invests in Vanguard mutual funds using an asset allocation strategy designed for investors seeking both a reasonable level of income and long-term growth of capital and income.

Investment Return

1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
3-Years	5-Years	10-Years				
0.44%	2.40%	9.78%	-	-	-	6/24/2015

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.

Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.

Account balances are inclusive of Trust Administration, Trustee and Investment Management fees



Central Administration Office

25 Linnell Circle, Billerica MA 01821 * Tel: (978)528-7800 * <http://www.valleycollaborative.org>

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Glen Costello, STEM Lead
Date: September 14, 2017
Re: Curriculum Update

The curriculum work that was completed this summer is as follows:

- Created a scope and sequence for grades 1-6 that are aligned to the Massachusetts common core while giving the flexibility for differentiating based on student needs
 - Aligning all pieces of current curriculum
 - MyMath
 - ST Math
 - Math Practice Standards
- Collaborated with teachers to discuss their needs, concerns, and visions of a successful year in instructing mathematics.
- Created a bridge to form working relationships with staff across collaborative
- Helped to facilitate conversations that changed the mathematical environment
- Created a folder for sharing STEM activities
- Observed teachers during math periods and provided instructional suggestions and feedback.
- Facilitated math specific teacher meetings geared towards improving math practices.

Also, please find attached Valley's World of STEM Newsletter for more exciting curriculum initiatives.

Required Action:

Attachments:

STEM Newsletter

EXCITING SUMMER UPDATE FROM THE
WORLD OF STEM
AT VALLEY COLLABORATIVE

We are excited to announce the building of our *Cutting Edge STEM lab* at 25 Linnell Circle. The walls are painted, the furniture and technology are ordered; we are hoping to have staff fully trained the week of October 2nd. The lab will be equipped with 3 zSpace units and a 3d printer.



An all in one virtual reality computer

zSpace technology combines elements of VR and AR to create lifelike experiences on the computer that are immersive and interactive.

The lab will be open to all students, teachers will be able to secure a time slot through a shared calendar. zSpace has lessons in all STEM subjects for grades K-12.

To ensure the success of zSpace, we want to make sure teachers are fully trained on all aspects.

We are asking the principals to dedicate time to allow teachers to complete some of the pre required online trainings. We are currently working with zSpace to design a training session that will best meet the needs of our diverse student population.

zSpace will allow our students to experience hands on lessons in a safe and controlled environment. Additionally it will provide an opportunity to gain experience using some of the most advanced technology available, bringing them closer to the 21st century job market.

Stay Tuned for More Information

STMATH

— — —

- Last year over 175 students in nearly every program in the Collaborative used ST Math
- ST Math provides teachers with the opportunity to individualize instruction, to help bridge gaps, and provides students an immediate opportunity to reflect on their mistakes and make corrections. This process is a lifelong skill our students can begin to master, that no worksheet or textbook can provide.
- By removing the language piece of mathematics; ST Math allows struggling readers to access grade level mathematics.
- Teachers across the Collaborative reported an unprecedented excitement towards mathematics.
- Shout out to the Elementary school for being the....

Valley Collaborative ST Math All Star Program for the 2016-2017 school year!

TENMARKS

— — —

To complement the Google Initiative set out by the Collaborative, Math Classes on Site 1 & 2 have been working towards a paperless classroom. To better prepare students for the upcoming Computer Based testing teachers have been using **TENMARKS** as an assessment tool. **TENMARKS** provides students with immediate feedback, helpful hints, and videos to clarify confusion. **TENMARKS** has lessons and activities for students K-Algebra II. Once a student completes an activity **TENMARKS** will generate a post activity based upon a student's performance: if they demonstrated proficiency they move on, students who struggle will be provided an “Amplifier Activity” that will target their mistakes. Additionally **TENMARKS** provides grade level and standard based assessments. This individualized approach helps our teachers provide a math classroom in which all students can be appropriately challenged.

Starting in the fall classrooms in the middle school and elementary school will be utilizing all **TENMARKS** has to offer our students.

Curriculum Mapping at the Elementary School

— — —

Students attending the Valley Collaborative, while having many strengths, have many barriers in accessing grade appropriate curriculum. Because of these barriers, academics are sometimes seemingly “de-emphasized” in the bigger picture of a student's behaviors, dysregulation and sense of belonging. Additionally, much like a lot of elementary schools across America, a larger emphasis is placed on reading and writing. This summer the STEM department has been working diligently aligning all of our resources and creating maps for grades 1-6.

Teachers have been working through the curriculum using McGraw Hill My Math as their primary resource and ST Math as a supplementary activity. Teachers have been starting at the beginning of the book and working their way through, chapter by chapter. An unforeseen side effect of this approach has been the neglect of the Geometry and Measurement standards. These chapters are generally at the end of the book. Due to some of the reasons mentioned above, teachers have struggled to reach these chapters when taking a this linear approach. Researching the pathways of some of the more successful districts, the STEM department created a more comprehensive map that is designed to teach standards in a more rigorous fashion, while hitting on as many standards as possible throughout the lesson.

Shout out to the Elementary School Teachers for recognizing a problem and working hard this summer to improve!



Central Administration Office

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Allyson Locke, Occupational Therapist
Date: September 14, 2017
Re: Sensory Integration Improvements

The following Sensory Integration Improvements have been made:

- There is a new x-large beanbag in the yellow room; the cover is washable if an accident should occur. It needs to be washed in the delicate cycle and hung to dry.
- There are new balls, goals, bases, targets, and jump ropes in the blue closet, for use outside or in the halls. Please return to the closet when finished.
- There are new light covers in the yellow room so the lighting shouldn't be as harsh.
- There is a radio in the yellow room and I am working on putting together some CDs to provide calming music.
- There is a sound machine in the yellow room that will be set up in the next week.
- There are extra noise canceling headphones in the locked cabinet in the yellow room that are available for any student needing them, please return when finished.
- There are some new fiber optic lights available for use in the yellow room, I just need to finish putting batteries and chargers in place.
- There is a weighted blanket on the rocking chair, please keep in the yellow room for use there.
- There is an aroma therapy machine in the yellow room that should be ready for use by next week, details to follow.

There are more things that will be added to these spaces in the coming weeks. Hopefully, our students enjoy the new additions.

Required Action:

None

Attachments:

None



Central Administration Office

25 Linnell Circle, Billerica MA 01821 * Tel: (978)528-7800 * <http://www.valleycollaborative.org>

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Date: September 14, 2017
Re: Communications

As always, a great deal has happened at Valley Collaborative since our last Board meeting. I have included various communications and artifacts for your review.

Required Action:

None

Attachments:

- f. June 28, 2017 Letter from Jean K. Walsh, Parent and Guardian of Dennis (Adult Program)
- g. July 20, 2017 Letter from David M. Nangle, State Representative, 17th Middlesex District
- h. 2018 Invitation to attend Blue Ribbon Schools of Excellence Conference
- i. Blue Ribbon Schools of Excellence August 15, 2017 e-mail to Board

Dear Pat and Collette,,

Just wanted to let you both know about Dennis experience at Westford Academy. recently. Our cousin who works there with their lifeskills program, observed how Dennis and friends worked, did detailed work and maintance upkeep.

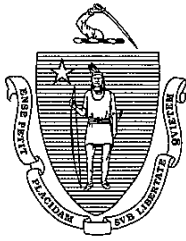
She was very impressed at their attention to details and cleaning,things that her clients do not do.

Many thanks for all you all do for our families and clients at Valley, you folks are the best.

Sincerely Jean K. Walsh parent and guardian

Cc Chris Scott

Jean K Walsh
4/28/17



The Commonwealth of Massachusetts
House of Representatives
State House, Boston 02133-1054

DAVID M. NANGLE
STATE REPRESENTATIVE
SEVENTEENTH MIDDLESEX DISTRICT

FLOOR DIVISION LEADER

ROOM 478
TEL. (617) 722-2520
Fax. (617) 722-2837

July 20, 2017

Ms. Chris Scott, *Executive Director*
Valley Collaborative School
40 Linnell Circle
Billerica, MA 01821

Dear Ms. Scott, **CHRIS,**

I am writing to congratulate you on the many impressive developments coming from the Valley Collaborative special education school these past few months.

I have seen some of the changes first hand, and have been following the recent reports in the press about the turnaround this school has seen under your helm. The restructuring of the schools operations have led to an increase in enrollment, a reduction in travel costs and a return of \$2 million to the participating cities and towns. Clearly the changes you, the board of directors, and the director of finance and operations have made have had a resoundingly positive impact on the school and surrounding communities, and I am certain this trend will continue in the years to come.

Again, congratulations on a job well done, and please feel free to contact me should you need any assistance in your mission to provide an outstanding education to your students.

**KEEP UP
THE GREAT
WORK!**

Sincerely,

A handwritten signature in black ink, appearing to read "D M Nangle".

David M. Nangle
State Representative
17TH Middlesex District

From: [Chris Scott](#)
To: [Chris Scott](#)
Subject: Invitation to Present at Blue Ribbon Schools of Excellence National Conference
Date: Thursday, September 07, 2017 2:50:03 PM

From: Katie Morgan [mailto:katie@blueribbonschools.com]
Sent: Monday, July 10, 2017 9:30 AM
To: Chris Scott
Cc: Martin, Craig
Subject: Re: Invitation to Present at Blue Ribbon Schools of Excellence National Conference

On Jul 7, 2017, at 1:01 PM, Katie Morgan <katie@blueribbonschools.com> wrote:

Dear Chris -

It was a pleasure speaking with you on Wednesday regarding the good work you and your colleagues are doing at the Valley Collaborative. Your approach to ensuring excellent educational opportunities to ALL children and the leadership you have provided to create a positive culture for learning at the Valley Collaborative is a story that we would like to share with a much larger audience.

As we discussed, Blue Ribbon Schools of Excellence hosts an annual conference at Disney each year where approximately 500 school leaders from across the country come to share best practices and learn from one another. We also partner with Disney to hold a Student Leadership Institute where the parks are used as classrooms for developing leadership skills in our students.

We would like to invite you to share your experiences with our wider audience. Specifically, we would like for you to provide at least one 55 minute session on Wednesday, November 28th. If more time is needed, we may be able to accommodate back-to-back sessions for a total of 90 minutes.

Because your story is so compelling, we are willing to waive the registration fees for up to 5 participants. (Registration is \$575/participant.) We will also provide lodging for three rooms for three nights (or nine room-nights allocated as you choose.)

We also invite you to "shadow" or engage with our Student Leadership Program to understand the program flow with the intention of bringing a group of your students to the program in June 2018.

I hope you and your team are able to join us November 28-December 1 in Orlando. Please let me know if you have any questions or concerns.

Best regards,
Katie

--

Katie Morgan
Blue Ribbon Schools of Excellence, Inc.

[803.530.6807](tel:803.530.6807)
katie@blueribbonschools.com

When writing or responding, please remember that the Secretary of State's Office has determined that email is public record.

--

Katie Morgan
Blue Ribbon Schools of Excellence, Inc.
803.530.6807
katie@blueribbonschools.com

When writing or responding, please remember that the Secretary of State's Office has determined that email is public record.

From: [Chris Scott](#)
To: ["Dr. Jay Lang"; "Dr. Laura Chesson"; "Dr. Michael Flanagan"; "Mr. Christopher Malone"; "Mr. Everett Olsen"; "Mr. Steven Stone"; "Mr. Tim Piwowar"; "Ms. Denise Pigeon"; "Ms. Joan Landers"](#)
Cc: [Thomas E. Lent \(tlent@marbarlaw.com\); "a.bent@comcast.net"; "Ms. Denise Pigeon"](#)
Subject: Blue Ribbon Schools of Excellence Conference - and proposed Board Meeting Date Change
Date: Tuesday, August 15, 2017 2:21:00 PM

Dear Board Members,

I hope your summer is going well. Valley has had a very busy and successful summer school.

I am pleased to inform you that the Valley Team has been asked to present at the Blue Ribbon Schools of Excellence National Conference in Orlando, Florida the last week of November 2017. We will be presenting to approximately 500 school leaders from across the country. What is particularly exciting about this invitation is that Valley students will be able to attend the Blue Ribbon Schools of Excellence 2018 Student Leadership Institute being held at Disneyworld in June 2018. This school trip will definitely be a once in a lifetime opportunity for our young aspiring student leaders.

Blue Ribbon Schools of Excellence and Enterprise Bank are the Corporate Sponsors for Valley's Team to attend the National Conference and as such they will cover all associated costs. In addition, Enterprise Bank will provide student scholarships for the Student Leadership Program in June 2018.

To provide historical context to the Board, this past May 2017, Valley presented Valley's Leadership Journey/Story for MASS' ASLS series. Following that Case Study, Blue Ribbon Schools of Excellence asked that we share Valley's Leadership Journey/Story at the National Conference in November 2017 and locally at the Blue Ribbon Schools of Excellence Conference in March 2018 in Reading, MA. Also, after my panel presentation on Trauma Sensitive Schools at the July MASS conference down the Cape, Blue Ribbon Schools of Excellence asked that I give a second presentation at the National Conference on Trauma Sensitive Schools.

Valley Chair Tim Piwowar, Dr. Anthony Bent, and Joia Mercurio, Kari Morrin, and Sean Glavin will participate as part of the Valley Team who have been asked to present. Denise Pigeon has graciously offered to be the local emergency contact in the event the other Collaborative Leaders need assistance.

As a result, at the September Board Meeting, we will respectfully ask the Board to, once again, change the date of the December Board meeting to Friday, December 1st. *(Please note, this meeting date has been tentatively rescheduled in the past from December 7th to November 30th and is now tentatively scheduled for December 1st)*

Thank you for your ongoing support of Valley.

Wishing you all the best for a successful start to the new school year,

Chris



Central Administration Office

*25 Linnell Circle, Billerica MA 01821 * Tel: (978)528-7800 * <http://www.valleycollaborative.org>*

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Date: September 14, 2017
Re: Executive Session

To consider the purchase and value of real property.

Required Action:

None

Attachments:

None