

**Valley Collaborative
Board of Directors Meeting
25 Linnell Circle, Billerica, Massachusetts
Thursday, March 16, 2017 ▪ 8:15 a.m.**

Action Required

- A. Approval of Minutes
 - 1. Board of Directors, General Session: January 26, 2017
 - 2. Board of Directors, Executive Session: January 26, 2017
- B. FY' 18 Board Meeting Calendar

No Action Required

- C. FY' 17 Financial Update
 - 1. FY' 17 Quarterly Update
 - 2. Treasurer's Report
- D. Southbridge Public Schools Consulting
- E. MOEC Finance and Legal Workshops Update
- F. February 2, 2017 letter from Michelle Griffin, Office of Regional Governance, Massachusetts Department of Elementary and Secondary Education – FY' 16 Annual Independent Audit Report
- G. February 7, 2017 letter from Edward Sylvanowicz, Supervising Auditor, Massachusetts Department of Elementary and Secondary Education - Compliance and Fiscal Review
- H. Diligent Training - Electronic Board Books
- I. Staff, Students and Adult of the Month
- J. Communications
 - 3. Thank you note Dr. Kristan Rodriguez
 - 4. Valerie Zanelotti resignation letter
 - 5. Safety Week Luncheon for First Responders in Billerica and Tyngsboro
 - 6. Celebrating Women in Business – Enterprise Bank

Executive Session

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



Central Administration Office

40 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: March 16, 2017
Re: Approval of Minutes

Attached, please find the following minutes:

1. Board of Directors, General Session: January 26, 2017
2. Board of Directors, Executive Session- January 26, 2017 (to be handed out at meeting)

Required Action:

Vote to approve the minutes:

1. Board of Directors, General Session: January 26, 2017
2. Board of Directors, Executive Session, January 26, 2017(to be handed out at meeting)

Attachments:

1. Board of Directors, General Session: January 26, 2017
2. Board of Directors, Executive Session, January 26, 2017 (to be handed out at meeting)

**Valley Collaborative Board of Directors
General Session Meeting Minutes
January 26, 2017
8:32 a.m. – 9:56 a.m.
25 Linnell Circle, Billerica, MA**

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

Board Members Absent: Ms. Denise Pigeon, 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

Call to Order: Mr. Timothy Piwowar, Chairman, convened the Collaborative Board Meeting at 8:32 a.m.

Mr. Timothy Piwowar and Dr. Chris A. Scott welcomed the Board Members, Collaborative personnel and guests in attendance. Mr. Timothy Piwowar welcomed all Valley Collaborative stakeholders in attendance as the Board meeting also served as the Collaborative's Annual Stakeholder Meeting.

Approval of Minutes

Mr. Timothy Piwowar asked for a motion relating to the December 15, 2016 meeting minutes.

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

VOTED: To approve the General Session Meeting Minutes for the Board of Directors meeting dated December 15, 2016

The vote was 6-0-1. Mr. Timothy Piwowar, Mr. Everett Olsen, Mr. Michael Flanagan, Dr. Jay Lang, Mr. Steven Stone, and Ms. Joan Landers voted yes. Mr. Christopher Malone abstained.

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

VOTED: To approve the contents of the Executive Session Meeting Minutes for the Board of Directors meeting dated December 15, 2016, but not yet approve for release.

The vote was 6-0-1. Mr. Timothy Piwowar, Mr. Everett Olsen, Mr. Michael Flanagan, Dr. Jay Lang, Mr. Steven Stone, and Ms. Joan Landers voted yes. Mr. Christopher Malone abstained.

Students, Adult and Staff of the Month

The Board recognized the achievements and successes of the Students, Adult and Staff of the Month in attendance.

Fiscal Year 2016 Audit Reports and Update

Dr. Chris Scott directed the Board to her memorandum in the Board Binder regarding the slight changes made by the Collaborative's independent auditors to the Fiscal Year Audit Report, which were not material financial corrections but rather related to the number of member districts contracted with a related non-profit organization. The Board reviewed the memorandum. There was no further discussion.

Massachusetts Department of Elementary and Secondary Education ("DESE") Coordinated Program Review Results 2016

Dr. Chris Scott directed the Board to the materials in the Board Binder which summarized the results of the Collaborative's first CPR conducted by the DESE to ensure the Collaborative remains in compliance with State and Federal Laws and Regulations. The Collaborative received high scores, and she reviewed with the Board the results as summarized in the Board Binders. There was no further discussion.

DESE Collaborative Financial Review Audit Results December 2016

Dr. Chris Scott informed the Board that the DESE Supervising Auditor had issued a letter and a "draft" executive summary relating to its Compliance and Fiscal Review of Valley Collaborative. She proudly announced that the Valley team received a perfect score, which reflected four-and-a-half years of hard work. She directed the Board to the materials within the Board Binders. There was no further discussion.

Fiscal Year 2016 Annual Report – Cost Effectiveness Update for "Other Services"

Dr. Chris Scott reviewed with the Board the additional information requested by the DESE relating to Valley Collaborative's Annual Report, which was provided as an addendum to the Board Binder. Dr. Scott indicated that the information contained materials requested by the DESE relating to the cost-effectiveness of all programs and services and comparative data to other collaboratives. Mr. Timothy Piwowar asked for a motion relating to the Collaborative's Amendment to the Annual Report for Fiscal Year ending June 30, 2016.

On a motion made by Mr. Everett Olsen and seconded by Ms. Joan Landers, a quorum being present, it was voted:

VOTED: That the Board of Directors approves and accepts the Amendment to the Annual Report for Fiscal Year ending 2016 as presented; and authorizes Dr. Chris Scott to take any other necessary action with the DESE with respect to the Annual Report on behalf of the Collaborative.

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

Treasurer's Report

Ms. Heidi Kriger, the Collaborative Treasurer, provided the Board with her report. Ms. Kriger provided a verbal summary of her report. A copy of her written report was contained within the Board Binders. The Board accepted the Treasurer's Report without any further discussion.

Fiscal Year 2017 Update: Quarterly Update

Dr. Scott provided the Board with an update regarding the financial position of the Collaborative, characterizing it as very strong. She explained that the revenues are significantly higher than expected, reflecting an overall increase in annual revenue with expenses tracking lower than expected. She directed the Board to the materials in the Board Binders for further details. There was no further discussion.

[Mr. Steven Stone left the Board Meeting at 9:08 a.m.]

Presentations

Annie Willis, Principal of Valley Elementary School, Nicole Noska, Principal of Valley Middle School, Chris Cowan, Principal of Site 1 of Valley Transitional High School, Julie Fielding, Principal of Site 2 of Valley Transitional High School, Kristine Bonsack, Principal of Site 3 of Valley Transitional High School and Heather Valcanas, Program Supervisor of Adult Services Program, each provided presentations to the Board regarding their respective school programs and practices. Each provided highlights of a hypothetical "tour" through their schools and the keys to success each program attempts to achieve. The Board and certain Stakeholders in attention commented on the high quality of the presentations and their demonstrated commitment to each respective program.

Communications

Dr. Scott directed the Board to the communications contained within the Board Binders. On behalf of the Board of Directors, Dr. Jay Lang congratulated Dr. Scott for being invited by Enterprise Bank to be part of a select group of its "Celebrating Women in Business" campaign. The Board agreed it was an honor for her personally and, as a result, yet another beneficial

recognition of Valley Collaborative. The Board also discussed the exciting opportunity and relationship established with the University of Massachusetts Lowell Psychology Department's Master of Science in Autism Studies. Dr. Scott also reviewed the GIC Bulletin with the Board.

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 property. Mr. Piwowar stated for the record that having the discussion in an open session may be detrimental to the Collaborative's negotiating position with respect to the property located within the suburban park at Linnell Circle. 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. Jay Lang and seconded by Ms. Joan Landers, 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 motion passed. The roll call vote was 6-0. Mr. Timothy Piwowar, Mr. Everett Olsen, Mr. Michael Flanagan, Dr. Jay Lang, Ms. Joan Landers and Mr. Christopher Malone voted yes.

The Board entered Executive Session at 9:44 a.m.

The Board returned to General Session at 9:56 a.m.

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

VOTED: To adjourn the Board meeting.

The motion passed. The vote was 6-0. Mr. Timothy Piwowar, Mr. Everett Olsen, Mr. Michael Flanagan, Dr. Jay Lang, Ms. Joan Landers and Mr. Christopher Malone voted yes.

Mr. Timothy Piwowar adjourned the Collaborative Board Meeting at 9:56 a.m.

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

- School Year 2016-2017 Board Binder for January 26, 2017 Meeting
- Valley Collaborative's 2016 Annual Report – Response to Additional Information Request by the Office of Regional Governance, DESE

Respectfully Submitted,

Mr. Timothy Piwowar, Chairman

Dated: _____



Central Administration Office

*40 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: March 16, 2017
Re: Executive Session Minutes

January 26, 2017 Executive Session Minutes – To be handed out

Required Action:

Vote to Approve – January 26, 2017 - Executive Session Minutes

Attachments:

None



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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Date: March 16, 2017
Re: Schedule of Meetings for the 2017-2018 School Year

Under Article IV.4 of the Collaborative Agreement, the Board shall schedule the Board Meetings for the 2017-2018 School Year.

Required Action:

Vote to approve the Calendar of Board Meetings for the 2017-2018 School Year

Attachments:

Calendar of suggested dates of Board Meetings for the 2017-2018 School Year



Valley Collaborative 2017-2018 Meetings

July 4 Independence Day
July 10 Summer Session Begins

JULY 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					

AUGUST 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		

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						
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

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. 19 Board Meeting

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. 7 Board Meeting
Approval of FY'19
Budget and Annual
Report
Dec. 22-Jan. 1 No School - Winter
Break

Dec. 22-Jan. 1 No School - Winter
Break
Jan. 15 No School - MLK Jr.
Day
Jan. 25 Board/Stakeholder
Meeting

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



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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Date: March 16, 2017
Re: Financial Update for FY'17 Budget

The financial position of the Collaborative remains very strong. The trend data indicates that our expenses are weighted at the beginning of the school year and revenues increase as the school year progresses. To date we have completed 122 days (58% of the school year) of a 210 day school year and our revenues are significantly higher than expected. Our revenues are currently reflecting an overall annual revenue level of 61.17% while our expenses are tracking lower, given the increase in enrollment, at 58.30%. In other words, due to diligent management, revenues for fiscal year FY'17 are higher than projected and expenses are lower.

Since Valley's budget is developed and approved a year in advance financial projections have been a little difficult to predict/manage but aggressive steps have always been taken to ensure our financial position remains strong.

We are now expecting to be over the 25% cap in June by approximately two million dollars. Please see attached financials for further detail.

Required Action:

None

Attachments:

FY'17 Budget Update

Treasurer's Report

Valley Collaborative
Interim Statement of Net Assets
For the Period Ended January 31, 2017

UNAUDITED	
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$ 3,939,054
Restricted Investments - OPEB	3,332,656
Accounts Receivable, Net	3,344,627
Prepaid Expenses and Other Assets	27,894
Cash Held for Member Districts	30,477
Other Assets	-
Total Current Assets	10,674,708
Non-Current Assets	
Land & Building	6,387,971
Furniture, Equipment, and Leasehold Improvements,	
Net of Depreciation	928,949
Construction in Progress	-
Total Non-Current Assets	7,316,920
TOTAL ASSETS	\$ 17,991,628
LIABILITIES AND NET ASSETS	
Current Liabilities	
Accounts Payable and Accrued Liabilities	\$ 916,960
Other Liabilities	26,933
Deferred Revenue	-
Member District Accounts (Settlement)	30,477
Total Current Liabilities	974,370
Total Liabilities	974,370
Net Assets	
Operating - Unrestricted	5,037,795
Restricted - Student Activities	29,887
Reserved - Subsequent Year Expenditures	17,313
Reserved - OPEB Trust	3,332,656
Reserved - Capital	1,000,000
Invested in Capital Assets, Net of Related Debt	7,599,607
Total Net Assets	17,017,258
TOTAL LIABILITIES AND NET ASSETS	\$ 17,991,628
	-

Valley Collaborative
Interim Statement of Revenues, Expenses and Changes in Net Assets
For the Period Ending January 31, 2017
122 of 210 School Days (58% of School Year)

UNAUDITED			
	<u>BUDGET</u>	<u>ACTUAL</u>	
REVENUES			
Services	\$ 14,520,880	\$ 8,833,306	
State Contracts	1,935,000	1,192,378	
Other	432,000	302,548	
Interest	4,500	4,279	
Total Revenues	16,892,380	10,332,511	61.17%
EXPENSES			
Salaries	10,774,247	6,231,660	
Employee Benefits	2,314,855	1,185,457	
Operating Expenses	1,977,725	1,382,096	
Leases & Rentals	421,802	229,902	
Depreciation	704,750	411,104	
Total Expenses	16,193,379	9,440,219	58.30%
Change in Net Assets - Operating	\$ 699,001	\$ 892,292	
Non Operating Activities			
Non-Operating Revenues	-	-	
Non-Operating Expenses (1)	(600,000)	(274,387)	
Change in Net Assets	\$ 99,001	\$ 617,905	
(1) Capital Plan			

**VALLEY COLLABORATIVE
TREASURER'S REPORT
JANUARY 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 a/c 601076227
Beginning Balance	\$ 1,073,794.44	\$ 438,742.61	\$ 31,695.67	\$ 500,189.00	\$ 529.59	\$ 2,044,951.31
Receipts	1,903,167.22		7,212.00			\$ 1,910,379.22
Transfers In	30,000.00	800,000.00			5,000.00	\$ 835,000.00
Withdrawals:						
Payroll		(791,502.45)				\$ (791,502.45)
Accounts Payable	(238,813.45)		(413.84)			\$ (239,227.29)
Other						-
Total Withdrawals	(238,813.45)	(791,502.45)	(413.84)	-	-	(1,030,729.74)
Transfers Out	(805,000.00)		(30,000.00)			\$ (835,000.00)
Int./Investment Earnings				84.94		84.94
Ending Balance	\$ 1,963,148.21	\$ 447,240.16	\$ 8,493.83	\$ 500,273.94	\$ 5,529.59	\$ 2,924,685.73

OTHER CASH ACCOUNTS

	Eastern a/c 601076227	MMDT 00044263747	Total Cash
Beginning Balance	\$ 250,000.00	\$ 868,159.52	\$ 3,163,110.83
Receipts			\$ 1,910,379.22
Transfers In			\$ 835,000.00
Withdrawals:			
Payroll			\$ (791,502.45)
Accounts Payable			\$ (239,227.29)
Other			-
Total Withdrawals	-	-	(1,030,729.74)
Transfers Out			\$ (835,000.00)
Int./Investment Earnings		713.58	798.52
Ending Balance	\$ 250,000.00	\$ 868,873.10	\$ 4,043,558.83

RESTRICTED

PARS OPEB TRUST
\$ 3,285,422.07
-
47,233.72
\$ 3,332,655.79

as of Dec. 31, 2016



Central Administration Office

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Date: March 16, 2017
Re: MOEC Finance and Legal Workshops Update

As previously shared, MOEC is offering four financial workshops this spring. The response to these workshops has been robust with over 100 people enrolled statewide. The topics of these workshops are as follows:

Workshop 1: Anticipating the Needs of Our Districts and Managing Growth
Instructors: Cathy Lawson, Ed.D. and Chris Scott Ph.D.

Workshop 2: The Drivers that Set Tuition Rates
Instructors: Richard Murphy, Ph.D. and Chris Scott Ph.D.

Workshop 3: Laws and Regulations, Articles of Agreement, Finance and Operations Procedural Manuals, Employee and Student Policy Manuals
Instructors: Chris Scott, Ph.D. and Thomas Lent, Esq.

Workshop 4: Transportation Management
Instructors: Joanne Haley Sullivan and a NRC business manager

Required Action:

None

Attachments:

None



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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Date: March 16, 2017
Re: Southbridge Public Schools Consulting

I have been asked to provide consulting services to Southbridge Public Schools, the newest Level 5 school district in the state. In spring 2016, the Massachusetts Department of Education, on behalf of Southbridge Public Schools contracted with the Urban Special Education Collaborative at Education Development Center, Inc. It recently issued its report on special education services in the district entitled: Review of Educational Services for Students with Disabilities in Southbridge Public Schools. The Superintendent has requested my help in addressing some of the critical findings in the report. I will take some vacation days in order to do this work.

Required Action:

None

Attachments:

None



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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Date: March 16, 2017
Re: FY'16 Annual Independent Audit Report

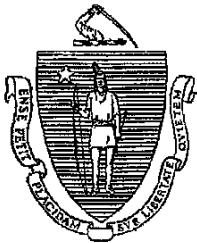
The Department of Elementary and Secondary Education Regional Governance office requested additional information about the Collaborative's FY'16 Independent Audit by Fritz Deguglielmo, LLC. Each year the Department continues to ask different clarifying questions. Please see attached letter dated February 2, 2017 and Valley's response.

Required Action:

None

Attachments:

February 2, 2017 letter from Michelle Griffin, Office of Regional Governance, Massachusetts Department of Elementary and Secondary Education – FY'16 Annual Independent Audit Report



Massachusetts Department of Elementary and Secondary Education

Office of Regional Governance

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000
TTY: N.E.T. Relay 1-800-439-2370

February 2, 2017

Dr. Chris Scott, Director
Valley Collaborative
40 Linnell Circle
Billerica, MA 01821

Re: FY16 Annual Independent Audit Report

Dear Dr. Scott:

Thank you for the timely submission of your educational collaborative's FY16 Annual Independent Audit Report. We have reviewed your submission to determine its compliance with the reporting requirements of M.G.L. c. 40, § 4E and CMR 603 CMR 50.00. If additional documentation is required, it is noted below.

Reporting Requirements:

M.G.L. c. 40, § 4E(d)

- **The names, duties and total compensation of the five most highly compensated employees**
Your response meets the requirement.
- **Transactions between the collaborative and any related for-profit or non-profit organization**
Your response meets the requirement. Please note, however, that transactions with municipalities, which are listed under this criterion, need not be listed, as member municipalities are not considered related for-profit or non-profit organizations.
- **Amounts expended on services for individuals aged 22 years and older**
Your response meets the requirement.
- **Amounts expended on administration and overhead**
Your response meets the requirement
- **Any accounts held by the collaborative that may be spent at the discretion of another person or entity**
This year's report states that during FY16, the collaborative approved "distribution of surplus funds in the amount of \$223,498 back to the members....[and that as of June 30, 2016], \$220,483 remains to be credited to member invoices..." (p. 28/36 in the PDF.)

Please provide additional details on the accounts held on behalf of member districts. Specifically, please indicate when the full distribution will be returned or credited to the members. Please be aware that if the funds earmarked for distribution back to the members is a result of exceeding the FY15 cumulative surplus limit that the distribution should have occurred in FY 16.

• **Transactions or contracts related to purchase, sale, rental or lease of real property**

Please clarify whether the collaborative engaged in any transactions or contracts related to the real property referenced in Note B.

603 CMR 50.08(2)

• **Evidence of approval of the collaborative independent audit by the collaborative board of directors**

Your response meets the requirement.

• **Audit Report is posted to collaborative website**

The Audit Report is not yet posted. Please advise when the FY16 Independent Audit Report has been posted, and please ensure that it is posted proximate to the FY16 Annual Report.

Cumulative Surplus

- Please note that this feedback is provided in the interest of providing a timely response to your submission of the FY16 Annual Independent Audit Report. The Department of Elementary and Secondary Education (the Department) continues to review the cumulative surplus calculations reported by collaboratives with the FY16 Annual Independent Audit Report submissions. The collaborative will receive a separate communication from the Department related to those submissions and calculations.
- If your collaborative did not complete the *FY16 Cumulative Surplus Calculation* worksheet, please do so as soon as possible and submit it to the Department via the security portal. The worksheet can be found on the last page of the Department's FY16 Annual Independent Audit Guidelines, at <http://www.doe.mass.edu/finance/collaboratives/FY16AuditGuidelines.pdf>.

Additional Communication noted by Auditor

- *The Independent Auditor's Report on Internal Control states on page 32 that: "We noted certain other matters that we reported to management of Valley Collaborative in a separate letter dated November 17, 2016." Could you kindly provide a copy of that communication, via the security portal?*

In addition to our review, we have made your submission available to the Audit and Compliance unit of the Department. Staff from that unit may be in touch with you if they require further information.

If you have any questions about this letter, please email collaboratives@doe.mass.edu.

Sincerely,



Michelle Griffin

c: File
Audit and Compliance Unit



Central Administration

40 Linnell Circle, Billerica, MA 01821 * Tel: (978)-528-7800 * www.valleycollaborative.org

Valley Collaborative's FY' 16 Annual Independent Audit Report Request for Additional Information

Valley Collaborative is in receipt of a request from the Office of Regional Governance, DESE, for additional information regarding our FY16 Annual Independent Audit. The letter, dated February 2, 2017, specifically requests the following:

- **Any accounts held by the Collaborative that may be spent at the discretion of another person or entity.**

This year's report states that during FY16, the collaborative approved "distribution of surplus fund in the amount of \$223,498 back to the members...[and that as of June 30, 2016], \$220,483 remains to be credited to member invoices..." (p.28/36 in the PDF.)

Please provide additional details on the account held on behalf of member districts. Specifically, please indicate when the full distribution will be returned or credited to the members. Please be aware that if the funds earmarked for distribution back to the members is a result of exceeding the FY15 cumulative surplus limit that the distribution should have occurred in FY16.

Collaborative Response:

Please refer to Article VII of the Collaborative's Articles of Agreement, "Finance" section 6 "Surplus Funds". The agreement is silent on the matter of funds being returned by June 30th of the next fiscal year. From an accounting perspective, those funds are specifically set aside as credits to those districts until used by the district. Furthermore, credits were applied to North Middlesex and Tyngsborough invoices in September 2016 (FY17). After applying these credits, the total FY15 surplus, except for very minor amounts, have been returned or credited to the member districts. Please see the attached spreadsheet for further information on the balance as of June 30, 2016.

- **Transactions or contracts related to purchase, sale, rental, or lease of real property**

Please clarify whether the Collaborative engaged in any transactions or contracts related to the real property referenced in Note B.

Collaborative Response:

There were no new transactions or contracts related to real property referenced in Note B.

- **Audit Report is posted to collaborative website**

The Audit Report is not yet posted. Please advise when the FY16 Independent Audit Report has been posted, and please ensure that it is posted proximate to the FY16 Annual Report.

Collaborative Response:

The FY'16 Audit Report is on the Valley Collaborative web site with the FY'16 Annual Report and has been since December. It can be found both on the home page and under the Board of Directors tab under the Board of Directors link, on the left hand side of the menu. It should be noted that the confusion is that under the Board of Directors tab, the link titled 'Financial Statement' does not have the FY'16 financial statement. This was an oversight.

- **Additional Communications noted by Auditor:**

Independent Auditor's communication dated November 17, 2016.

Collaborative Response:

The Independent Auditor's Management letter was uploaded via the security portal.



FRITZ DEGUGLIELMO LLC
*CERTIFIED PUBLIC ACCOUNTANTS
& BUSINESS ADVISORS*

To the Board of Directors and Senior Management
Valley Collaborative
Billerica, Massachusetts

In planning and performing our audit of the financial statements of Valley Collaborative ("the Collaborative") as of and for the year ended June 30, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered the Collaborative's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Collaborative's internal control. Accordingly, we do not express an opinion on the effectiveness of the Collaborative's internal control.

During the audit we did not become aware of additional matters that would be an opportunity for strengthening internal controls and operating efficiency. However, below are prior year recommendations and their current status. This letter does not affect our report dated November 17, 2016 on the financial statements of the Collaborative.

STATUS OF PRIOR YEAR RECOMMENDATIONS

Service billings:

The Collaborative implemented a new financial software package during the current fiscal year, which includes billing and receivable modules. Prior to implementation of the software, billings and payment recordings were performed using an internally developed system that required significant reconciliation due to the manual processes involved in the system. During last year's audit, we noted a few instances of certain adjustments not recorded in the Collaborative's general ledger in a timely fashion, due to subsequent revisions of billings. We understand that all billing changes are now being reported to finance staff as they occur to ensure that amounts are properly reflected in the general ledger. During this year's audit, we noted minor reconciling items that management is aware of between the general ledger and system reports. These differences should be resolved when the new software has been implemented for a longer period of time.

Status: The Collaborative has implemented new software that reduces the potential for incorrect billings or misstatements in the financial statements. The Collaborative does regularly review outstanding invoices and follows up with districts as necessary. The finance staff also performs periodic reviews and reconciliations of billings and related deposits to the general ledger.

Bank Balances in Excess of FDIC

The Collaborative maintains its uncollateralized cash balances in three financial institutions. The balances in two of the institutions are insured by the Federal Deposit Insurance Company up to \$250,000 per account. The account held with the third institution is not insured in any manner. In addition, the Collaborative maintains its postemployment benefit trust funds with a third party trustee that invests the funds in mutual funds. We recommended that the Collaborative implement a risk mitigation plan and attempt to minimize its risk by moving funds to institutions that fully insure deposited funds.

Status: The Collaborative's treasurer provides regular reporting to the board of directors regarding balances held in each of the Collaborative's financial accounts. The risks of market changes in the investments of the postemployment benefit trust fund is discussed accordingly. In addition, the Collaborative has placed funds in an insured money market account with a financial institution that is insured in full and attempts to minimize risk of the remaining uninsured by investing in low risk cash portfolios. There are still significant balances in excess of insurance coverage and the Collaborative does constantly evaluate risk factors.

We wish to thank Dr. Chris Scott and her staff for their support and assistance during the audit. This report is intended for the information and use of the Board of Directors, management of the Collaborative, and certain regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties.

Fritz DeLuigi

November 17, 2016

**Valley Collaborative Board of Directors
General Session Meeting Minutes
January 26, 2017
8:32 a.m. – 9:56 a.m.
25 Linnell Circle, Billerica, MA**

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

Board Members Absent: Ms. Denise Pigeon, 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

Call to Order: Mr. Timothy Piwowar, Chairman, convened the Collaborative Board Meeting at 8:32 a.m.

Mr. Timothy Piwowar and Dr. Chris A. Scott welcomed the Board Members, Collaborative personnel and guests in attendance. Mr. Timothy Piwowar welcomed all Valley Collaborative stakeholders in attendance as the Board meeting also served as the Collaborative's Annual Stakeholder Meeting.

Approval of Minutes

Mr. Timothy Piwowar asked for a motion relating to the December 15, 2016 meeting minutes.

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

VOTED: To approve the General Session Meeting Minutes for the Board of Directors meeting dated December 15, 2016

The vote was 6-0-1. Mr. Timothy Piwowar, Mr. Everett Olsen, Mr. Michael Flanagan, Dr. Jay Lang, Mr. Steven Stone, and Ms. Joan Landers voted yes. Mr. Christopher Malone abstained.

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

VOTED: To approve the contents of the Executive Session Meeting Minutes for the Board of Directors meeting dated December 15, 2016, but not yet approve for release.

The vote was 6-0-1. Mr. Timothy Piwowar, Mr. Everett Olsen, Mr. Michael Flanagan, Dr. Jay Lang, Mr. Steven Stone, and Ms. Joan Landers voted yes. Mr. Christopher Malone abstained.

Students, Adult and Staff of the Month

The Board recognized the achievements and successes of the Students, Adult and Staff of the Month in attendance.

Fiscal Year 2016 Audit Reports and Update

Dr. Chris Scott directed the Board to her memorandum in the Board Binder regarding the slight changes made by the Collaborative's independent auditors to the Fiscal Year Audit Report, which were not material financial corrections but rather related to the number of member districts contracted with a related non-profit organization. The Board reviewed the memorandum. There was no further discussion.

Massachusetts Department of Elementary and Secondary Education ("DESE") Coordinated Program Review Results 2016

Dr. Chris Scott directed the Board to the materials in the Board Binder which summarized the results of the Collaborative's first CPR conducted by the DESE to ensure the Collaborative remains in compliance with State and Federal Laws and Regulations. The Collaborative received high scores, and she reviewed with the Board the results as summarized in the Board Binders. There was no further discussion.

DESE Collaborative Financial Review Audit Results December 2016

Dr. Chris Scott informed the Board that the DESE Supervising Auditor had issued a letter and a "draft" executive summary relating to its Compliance and Fiscal Review of Valley Collaborative. She proudly announced that the Valley team received a perfect score, which reflected four-and-a-half years of hard work. She directed the Board to the materials within the Board Binders. There was no further discussion.

Fiscal Year 2016 Annual Report – Cost Effectiveness Update for "Other Services"

Dr. Chris Scott reviewed with the Board the additional information requested by the DESE relating to Valley Collaborative's Annual Report, which was provided as an addendum to the Board Binder. Dr. Scott indicated that the information contained materials requested by the DESE relating to the cost-effectiveness of all programs and services and comparative data to other collaboratives. Mr. Timothy Piwowar asked for a motion relating to the Collaborative's Amendment to the Annual Report for Fiscal Year ending June 30, 2016.

On a motion made by Mr. Everett Olsen and seconded by Ms. Joan Landers, a quorum being present, it was voted:

VOTED: That the Board of Directors approves and accepts the Amendment to the Annual Report for Fiscal Year ending 2016 as presented; and authorizes Dr. Chris Scott to take any other necessary action with the DESE with respect to the Annual Report on behalf of the Collaborative.

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

Treasurer's Report

Ms. Heidi Kriger, the Collaborative Treasurer, provided the Board with her report. Ms. Kriger provided a verbal summary of her report. A copy of her written report was contained within the Board Binders. The Board accepted the Treasurer's Report without any further discussion.

Fiscal Year 2017 Update: Quarterly Update

Dr. Scott provided the Board with an update regarding the financial position of the Collaborative, characterizing it as very strong. She explained that the revenues are significantly higher than expected, reflecting an overall increase in annual revenue with expenses tracking lower than expected. She directed the Board to the materials in the Board Binders for further details. There was no further discussion.

[Mr. Steven Stone left the Board Meeting at 9:08 a.m.]

Presentations

Annie Willis, Principal of Valley Elementary School, Nicole Noska, Principal of Valley Middle School, Chris Cowan, Principal of Site 1 of Valley Transitional High School, Julie Fielding, Principal of Site 2 of Valley Transitional High School, Kristine Bonsack, Principal of Site 3 of Valley Transitional High School and Heather Valcanas, Program Supervisor of Adult Services Program, each provided presentations to the Board regarding their respective school programs and practices. Each provided highlights of a hypothetical "tour" through their schools and the keys to success each program attempts to achieve. The Board and certain Stakeholders in attention commented on the high quality of the presentations and their demonstrated commitment to each respective program.

Communications

Dr. Scott directed the Board to the communications contained within the Board Binders. On behalf of the Board of Directors, Dr. Jay Lang congratulated Dr. Scott for being invited by Enterprise Bank to be part of a select group of its "Celebrating Women in Business" campaign. The Board agreed it was an honor for her personally and, as a result, yet another beneficial

recognition of Valley Collaborative. The Board also discussed the exciting opportunity and relationship established with the University of Massachusetts Lowell Psychology Department's Master of Science in Autism Studies. Dr. Scott also reviewed the GIC Bulletin with the Board.

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 property. Mr. Piwowar stated for the record that having the discussion in an open session may be detrimental to the Collaborative's negotiating position with respect to the property located within the suburban park at Linnell Circle. 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. Jay Lang and seconded by Ms. Joan Landers, 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 motion passed. The roll call vote was 6-0. Mr. Timothy Piwowar, Mr. Everett Olsen, Mr. Michael Flanagan, Dr. Jay Lang, Ms. Joan Landers and Mr. Christopher Malone voted yes.

The Board entered Executive Session at 9:44 a.m.

The Board returned to General Session at 9:56 a.m.

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

VOTED: To adjourn the Board meeting.

The motion passed. The vote was 6-0. Mr. Timothy Piwowar, Mr. Everett Olsen, Mr. Michael Flanagan, Dr. Jay Lang, Ms. Joan Landers and Mr. Christopher Malone voted yes.

Mr. Timothy Piwowar adjourned the Collaborative Board Meeting at 9:56 a.m.

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

- School Year 2016-2017 Board Binder for January 26, 2017 Meeting
- Valley Collaborative's 2016 Annual Report – Response to Additional Information Request by the Office of Regional Governance, DESE

Respectfully Submitted,

Mr. Timothy Piwowar, Chairman

Dated: _____



Central Administration Office

40 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: March 16, 2017
Re: DESE Compliance and Fiscal Review Final Executive Summary

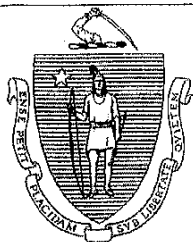
Please find enclosed the "Final" Executive Summary letter dated February 7, 2017 from the Massachusetts Department of Elementary and Secondary Education Supervising Auditor Edward Sylvanowicz. The Valley team is proud to inform you that we have received a perfect score. This is the result of four and a half years of hard work. We thank the Board of Directors and the ESE for its ongoing support of our high quality work.

Required Action:

None

Attachments:

None



Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000
TTY: N.E.T. Relay 1-800-439-2370

February 7, 2017

Chris A. Scott, Ph.D.
Executive Director
Valley Collaborative
40 Linnell Circle
Billerica, MA 01741

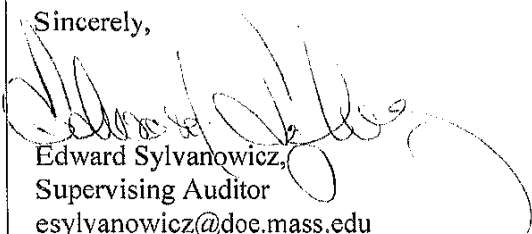
Dear Dr. Scott,

On December 12 through 21, 2016 your Collaborative took part in the Massachusetts Department of Elementary and Secondary Education (ESE) Collaborative Compliance and Fiscal Review. The purpose of the review was to ensure compliance with applicable laws and regulations, to determine whether the collaborative is maintaining effective controls over revenues, expenditures, assets, and liabilities, and to corroborate and augment information provided in other reporting documents.

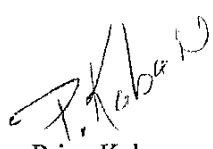
Enclosed, please find the final executive summary generated as a result of the compliance and fiscal review performed. The summary details the Valley Collaborative employees interviewed and a list of the documentation we retained in the final review file. In addition, we highlighted compliance and fiscal observations made during the review.

The Department of Elementary and Secondary Education would like to thank you and your staff for your cooperation and participation in our collaborative compliance and fiscal review program. Should you have any questions, please call me at 781-338-6531 or email me at esylvanowicz@doe.mass.edu.

Sincerely,


Edward Sylvanowicz,
Supervising Auditor
esylvanowicz@doe.mass.edu
781-338-6531

781-338-6541


Priya Kabare,
Senior Auditor
pkabare@doe.mass.edu

Copy: Curt Malonson, Director of Finance
Sean Glavin, Director of Operations and Facilities

Executive Summary

The Audit and Compliance Unit of the Massachusetts Department of Elementary and Secondary Education performed a compliance and fiscal review of the Valley Collaborative. The compliance and fiscal review was conducted on December 12 through 21, 2016.

We have performed the procedures enumerated below primarily to gain a knowledge and understanding of the collaborative's compliance with the written collaborative agreement, with the law and regulations, per M.G.L. c. 40, § 4E and 603 CMR 50.09 and their fiscal policies and procedures. We reviewed the Special Education - Program Improvement grant to determine if they were expended in compliance with grant requirements and that grant funds were used for their intended purposes. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been prepared or for any other purpose.

Specifically, for purposes of this report, we have performed the following procedures and noted the indicated observations:

- A. Interviewed and documented conversations with various collaborative administrative and business office fiscal staff. Interviews were conducted to gain an understanding of the collaborative agreement and policies and procedures in place. Areas documented included, but were not limited to the Articles of Agreement, Accounts Payable, Accounts Receivable, Payroll, and General Ledger Accounting. The following are the individuals the Audit and Compliance Unit met with:
 - Chris A. Scott, Ph.D. Executive Director
 - Curt Malonson, Director of Finance
 - Sean Glavin, Director of Operations and Facilities

- B. Obtained and retained examples of the collaborative agreement and policies and procedures in place to corroborate the assertions made by the above individuals, but were not tested for accuracy or effectiveness. Items obtained for the review's work papers included but are not limited to:
 - Collaborative Articles of Agreement
 - Organization Chart
 - Budget Process
 - Time and Attendance Reports
 - Signed Warrant Cover Pages
 - Purchasing Policies and Procedures
 - Sample Purchase Order
 - State Ethics Certification Form
 - Budget to Actual YTD Report

- Stipend Listing

- C. Reviewed the information reported to the Department on the Final Financial Report (FR1) for the Special Education - Program Improvement grant funds (274) and the Academic Support Services Allocation grant funds (632). The expended line item amounts were traced to the detailed general ledger. Specific line items were verified to ensure that expenditure of funds for each line item corresponds to the description budgeted for that line item. Additionally a sample of general ledger expenditures were selected and reviewed to verify the propriety and origin of these transactions.

Based on the individual interviews and the corroborating evidence provided, we feel comfortable that there is compliance with the written collaborative agreement and with applicable laws and regulations, there are policies and procedures in place, and that Special Education - Program Improvement grant funds (274) and the Academic Support Services Allocation grant funds (632) were expended in compliance with grant requirements and that grant funds were used for their intended purposes.

Observations

The Valley Collaborative Board of Directors is composed of Superintendents from member districts. Training required by the regulations, 603 CMR 50.05 has been completed by all members. The positions of Executive Director, Business Manager and Treasurer as well as the required segregation of duties between them, are in compliance with the regulations, 603 CMR 50.06.

The regulations, 603 CMR 50.07 require that each collaborative shall adopt and maintain a financial accounting system in accordance with generally accepted accounting principles (GAAP) and establish and manage an education collaborative fund. The regulations, 603 CMR 50.08(1) (d) state that the format and content of the annual report shall be presented in accordance with guidelines established by the Department, and shall include, at a minimum audited financial statements and the independent auditor's report. Valley Collaborative has an education collaborative fund, maintains a financial accounting system in accordance with GAAP and prepares financial statements (Valley Collaborative titles in parenthesis), audited in accordance with generally accepted government auditing standards which satisfies five (two are not applicable) of the seven required categories.

- a statement of net assets (Statement of Net Position)
- a statement of activities (Statement of Activities)
- a governmental funds balance sheet (Balance Sheet – Governmental Funds)
- a governmental funds statement of revenues, expenditures, and changes in fund balance (Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds)
- a general fund statement of revenues, expenditures and changes in fund balance, budget and actual (Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget And Actual – Budgetary Basis - General Fund)
- a statement of fiduciary fund net assets (Statement of Fiduciary Net Position)

- a statement of changes in fiduciary fund net assets (Statement of Changes in Fiduciary Net Position)

Valley Collaborative, in computing cumulative surplus, fully expenses capital acquisitions in the year of purchase, rather than depreciating these items over their useful life. 603 CMR 50.07 Finance (1) Financial Accounting System: states in part "Each collaborative shall adopt and maintain a financial accounting system in accordance with generally accepted accounting principles (GAAP) as prescribed by the governmental accounting standards board and any supplemental requirements prescribed jointly by the Commissioner and the Commissioner of Revenue, in consultation with the State Auditor". Capital expenditures are depreciated over their useful life and not expensed in the year of acquisition under generally accepted accounting principles. Also, in determining unexpended general funds 603 CMR 50.07 (5)(b) states "All financial activity for the operation of the collaborative shall be considered general fund activity with the exception of activities relative to grants, gifts or contracts".

Valley Collaborative engaged in the following related party transactions during FY 2016; Valley Collaborative rents classroom space from the following Collaborative members as a tenant-at-will; the North Middlesex Regional and Tyngsborough School Districts.

Valley Collaborative Board of Directors has developed and maintains policies relative to personnel, students, finance, internal controls, health and nursing. Valley Collaborative has a number of best practices being performed. The Collaborative maintains effective control over compliance with the written collaborative agreement, the budget process, purchasing and payroll.

Valley Collaborative complies with ESE certification requirements for their administrative staff. MGL states that those employed as a School Administrator are required to hold a license in order to be legally employed. The positions of Executive Director, Business Manager and Treasurer as well as the required segregation of duties between them, are in compliance with the regulations, 603 CMR 50.06.

Our testing relative to the propriety and allowability of the transactions determined that the Special Education - Program Improvement grant funds (274) and the Academic Support Services Allocation grant funds (632) were expended in compliance with grant requirements and that grant funds were used for their intended purposes.

Valley Collaborative was in agreement with the contents of this report.

We were not engaged to, and did not perform an audit or examination, the objective of which would be the expression of an opinion on the internal control structure as a whole. Accordingly, we do not express such an opinion. Had we been required to perform additional procedures, matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Massachusetts Department of Elementary and Secondary Education and the Valley Collaborative and should not be used for any

other purpose.

Copy: Valley Collaborative CPR Fiscal File



Central Administration Office

40 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
Paul Donovan, Network Systems Administrator
Date: March 16, 2017
Re: Diligent Training – Electronic Board Books

We are proud to introduce a revolutionary product that will change the way board books are managed. We now have the ability to go paperless in our meetings with Diligent's board books. Diligent has helped our administration team to streamline the board meeting preparation process.

Diligent board meeting software is trusted by over 140,000 directors and executives to run more effective board meetings.

This web based product will improve governance, simplify your life, upgrade security and enable us to run paperless meetings.

Required Action:

None

Attachments:

None



Central Administration Office

40 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: March 16, 2017
Re: Students, Adult and Staff of the Month

We will honor Valley's Students of the month from the Valley Elementary School, the Valley Middle School, the Valley Transitional High School and an Adult from Adult Services.

We would also like to recognize Valley's staff members of the month from the Valley Elementary School, the Valley Middle School, the Valley Transitional High School and Adult Services for all their hard work and dedication to the Collaborative.

Required Action:

None

Attachments:

None



Central Administration Office

*40 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: March 16, 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:

3. Thank you note from Dr. Kristan Rodriguez
4. Resignation Letter from Valerie J. Zanelotti
5. Email from Deputy Chief Bob Cole Billerica Fire Department

Dear Chris, Staff, & Valley Board,

Thank you so much for the amazing gifts. I love my plant, have used my cutting board each day since I got it, and have displayed my plaque in my new home office. It was such a pleasure working with all of you. Keep in touch.

Most Sincerely,
Kristen



Kristian Rodriguez, Ph.D.
Superintendent of Schools
Central Office/Prescott School
145 Main Street, PO Box 729, Groton, MA 01450

Valerie J. Zanelotti
1 Heritage Circle
Hudson, NH 03051

February 17, 2017

Heather Valcanas
Adult Services Manager
Valley Collaborative
40 Linnell Circle
Billerica, MA 01821

Dear Heather,

I have thoroughly enjoyed working for the Valley Collaborative over the past 3 ½ years as a 1:1 LPN.

However, the time has come for me to make some personal and career changes in my life. I am, therefore, resigning from my position as the 1:1 LPN effective Friday, March 10, 2017.

I would like to make this a smooth transition for Maggie and everyone involved. I will gladly help in the training process of my replacement until 3-10-2017.

It has been an amazing experience working for the Valley Collaborative. I will deeply miss Maggie, my co-workers and all of the incredible adults in the program. I cannot say thank you enough for the wonderful experience I've had over the years.

I wish you and everyone at the Valley Collaborative the very best.

Sincerely,

Valerie J. Zanelotti

Begin forwarded message:

From: Robert Cole <RCole@billericafire.com>
Date: March 14, 2017 at 12:11:29 PM EDT
To: "cscott@valleycollaborative.org" <cscott@valleycollaborative.org>
Subject: Billerica Fire Department

Dr. Scott,

We appreciate your invitation to the luncheon for National Safety Awareness Week. I will be attending with Lt. Joe Bukoziemski. We'll see you Thursday.

Thank You,

Bob Cole

Deputy Chief
Billerica Fire Department
978-408-0900



Central Administration Office

40 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: March 16, 2017
Re: Celebrating Women in Business – Enterprise Bank

As I informed the Board at last month's meeting, Enterprise Bank has chosen to feature Valley's Executive Director in its "Celebrating Women in Business" campaign in honor of Women in History Month. The campaign will be seen in the Merrimack Valley Region in local papers, television, and on billboards. Please find attached the first segment of the campaign that appeared in the Lowell Sun on Sunday, March 12, 2017.

Required Action:

None

Attachments:

Lowell Sun article Sunday, March 12, 2017