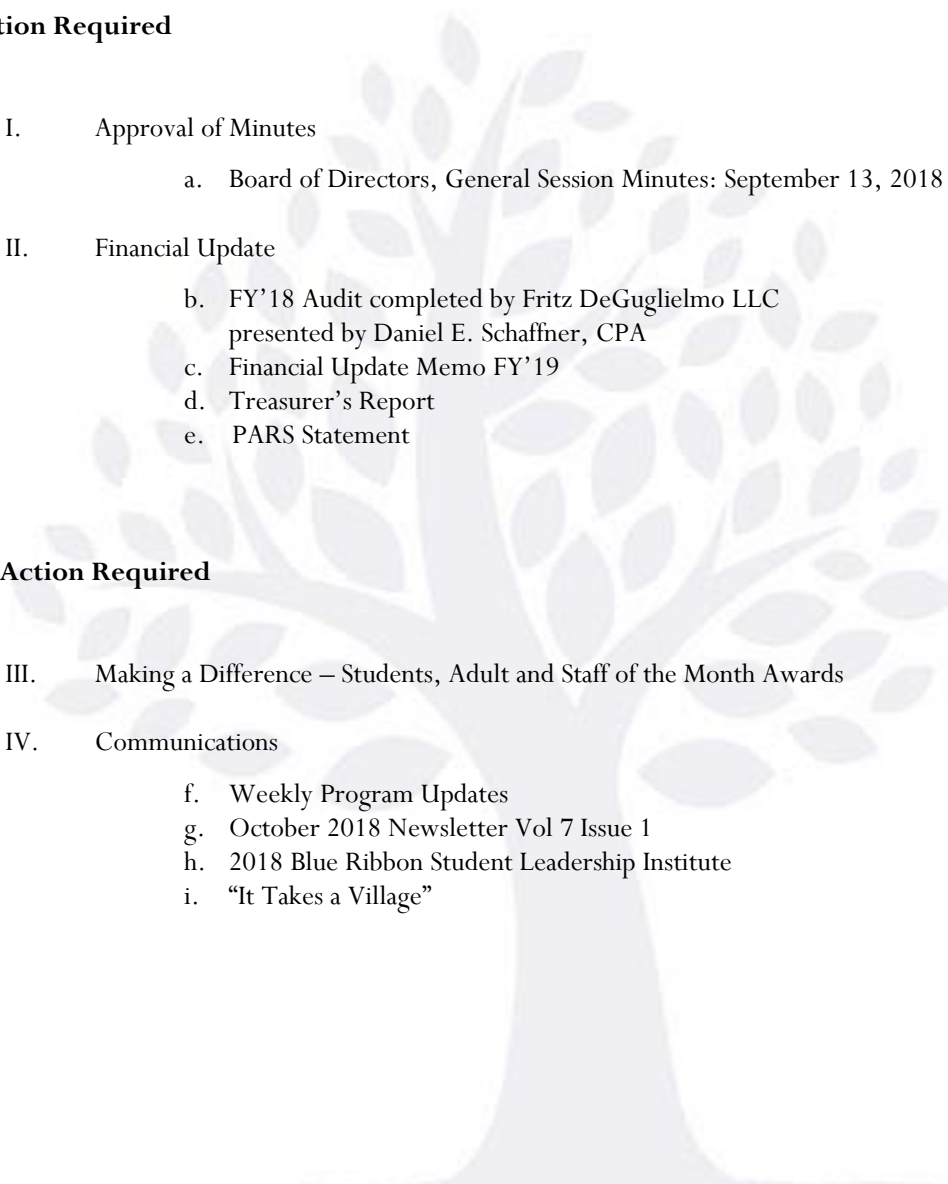


**Valley Collaborative
Board of Directors Meeting
25 Linnell Circle, Billerica, Massachusetts
Thursday, October 25, 2018 ▪ 10:00 a.m.**

Action Required

- 
- I. Approval of Minutes
 - a. Board of Directors, General Session Minutes: September 13, 2018
 - II. Financial Update
 - b. FY'18 Audit completed by Fritz DeGuglielmo LLC presented by Daniel E. Schaffner, CPA
 - c. Financial Update Memo FY'19
 - d. Treasurer's Report
 - e. PARS Statement

No Action Required

- III. Making a Difference – Students, Adult and Staff of the Month Awards
- IV. Communications
 - f. Weekly Program Updates
 - g. October 2018 Newsletter Vol 7 Issue 1
 - h. 2018 Blue Ribbon Student Leadership Institute
 - i. "It Takes a Village"



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
Date: October 25, 2018
Re: Approval of Minutes

Attached, please find the following minutes:

- a. Board of Directors, General Session Minutes: September 13, 2018
- b. Board of Directors, Executive Session Minutes: September 13 2018 (No Executive Session)

Required Action:

Vote to approve the minutes:

- a. Board of Directors, General Session Minutes: September 13, 2018
- b. Board of Directors, Executive Session Minutes: September 13, 2018 (No Executive Session)

Attachments:

Board of Directors, General Session Minutes: September 13, 2018

**Valley Collaborative Board of Directors
General Session Meeting Minutes
September 13, 2018
10:02 a.m. – 11:11 a.m.
25 Linnell Circle, Billerica, MA**

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

Board Members Absent: Dr. Laura Chesson, Mr. Steven Stone, Mr. Brad Morgan

Collaborative Representatives Present: Dr. Chris Scott, Executive Director; Ms. Joia Mercurio, Assistant Executive Director; Ms. Heidi Kriger, Treasurer; Mr. James George, Collaborative Accountant; 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 10:09 a.m.

Mr. Piwowar welcomed all in attendance to the first Board meeting of the 2018-2019 School Year. He acknowledged Mr. Brad Morgan as a new Board member who was unable to attend due to district responsibilities and meeting.

Approval of Minutes

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

On a motion made by Mr. Everett Olsen 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 Executive Committee of the Board of Directors dated February 28, 2018.

The vote was 4-0-2. Mr. Timothy Piwowar, Mr. Everett Olsen, Dr. Jay Lang, and Dr. Michael Flanagan voted yes. Mr. Christopher Malone and Dr. Denise Pigeon abstained.

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

VOTED: To approve the Executive Session Meeting Minutes for the Board of Directors dated March 1, 2018.

The vote was 5-0-1. Mr. Timothy Piwowar, Mr. Everett Olsen, Dr. Jay Lang, Dr. Michael Flanagan and Dr. Denise Pigeon voted yes. Mr. Christopher Malone abstained.

On a motion made by Dr. Michael Flanagan 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 dated June 7, 2018.

The vote was 6-0. Mr. Timothy Piwowar, Mr. Everett Olsen, Dr. Jay Lang, Dr. Michael Flanagan, Dr. Denise Pigeon and Mr. Christopher Malone voted yes.

With respect to the Executive Session Meeting Minutes for June 7, 2018, Mr. Everett Olsen noted a typographical error in the first paragraph and requested it be edited.

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

VOTED: To approve, with the noted typographical edit, the Executive Session Meeting Minutes for the Board of Directors dated June 7, 2018.

The vote was 6-0. Mr. Timothy Piwowar, Mr. Everett Olsen, Dr. Jay Lang, Dr. Michael Flanagan, Dr. Denise Pigeon and Mr. Christopher Malone voted yes.

Mr. Piwowar, as Board Chair, stated for the record that executive session meeting minutes were approved and may be released subject to the provisions and limitations set out within the Open Meeting Law, Public Records Law and applicable statutes and doctrines.

Summer School Enrichment Update

Dr. Scott presented a summary of the Collaborative's recently completed summer school programs highlighting the exciting and educational summer programs, outings and trips made available to students and DDS clients. Collaborative students and DDS clients in attendance shared their personal experiences within the Collaborative's summer programs. Dr. Scott provided examples of student and adult program field trips each of which were initially presented for approval based upon their relationship to the program's learning requirements. Similarly, DDS Adult Program vocational opportunities were required to outline the rationale for their best preferred vocation selections. The Board congratulated those students and adult in attendance.

Reading/Literacy Initiative, ESL Services and Wrap Around Services Initiative

Dr. Scott revisited the discussion of the June Board meeting relating to these initiatives and services directing the Board to the Board materials. Dr. Scott highlighted for the Board the expansion of the Collaborative's Literacy Initiative and compliance with DESE guidelines and requirements. Dr. Scott reviewed the Collaborative's implementation of the Readers' and

Writers' Workshop and expansion of the reading program into the middle and high schools. Dr. Scott also reviewed updates with respect to the ESL Services available at the Collaborative and related staff developments. Dr. Scott summarized the Wrap Around Services initiative at the Collaborative which was being led by a mental health counselor partnering with State agencies such as the Department of Developmental Services, Massachusetts Rehabilitation Commission and Department of Children & Families. Dr. Scott provided one example relating to the efforts being implemented and made available to students and adults with autism. She directed the Board to the Board materials for further updates, examples and information. There was no further discussion.

August Memo to Staff

Dr. Scott reviewed with the Board her memo to the Collaborative employees and staff relating to certain staff changes necessary with the departure of two management individuals within the business office and human resources department. The Board discussed.

ESE Massachusetts Principal Advisory Cabinet

Dr. Scott and the Board acknowledged and congratulated Annie Willis on her appointment to the ESE Massachusetts Principal Advisory Cabinet.

Communications

Dr. Scott directed the Board to the communications contained within the Board materials. There was no further discussion.

Financial Update

Dr. Chris Scott presented to the Board her Financial Memoranda relating to Fiscal Year 2018 and Fiscal Year 2019, respectively. The Financial Update Memorandum for Fiscal Year 2018 summarized the net assets from operations, the total liabilities and OPEB Trust balances for Fiscal Year 2018. Dr. Scott updated the Board with the current status of collections, indicating that less than \$47,000 remains outstanding of which only \$22,000 is tuition payments and thus reflecting the strength and integrity of the Collaborative's billing system. She expects the Collaborative to collect these outstanding amounts. Dr. Scott reviewed the Collaborative's cash position and capital improvements for Fiscal Year 2018. She indicated that the independent auditors are in the process of their audit for Fiscal Year 2018 with their presentation and report made available during an upcoming Board meeting.

Dr. Scott also reviewed with the Board the Financial Update Memorandum for Fiscal Year 2019, which reviewed current revenues and expenses, enrollment and tuition figures, student and staff ratios, summer programs and the conversion from Infinite Visions to ADP.

Copies of both memoranda were within the Board materials. The Board had no further questions.

Distribution of Surplus Funds to Member Districts

Dr. Scott reviewed with the Board a chart summarizing the amount of surplus funds for Fiscal year 2018 previously voted by the Board to be distributed to the member districts or credited to support programs and services offered to member districts. Dr. Scott explained that the auditors had commenced the fiscal year 2018 audit, but based on preliminary cumulus surplus calculations, it was not expected that any additional surplus funds would be distributed. Accordingly, she reviewed those amounts which would be returned or credited based upon each member district's selection. There was no further discussion.

Treasurer's Report

Ms. Heidi Kriger, the Collaborative Treasurer, provided the Board with her report which covered the months of May-July 2018. Ms. Kriger provided a verbal summary of her report, including available balances, transfers, withdrawals, interest income and ending balances. She also reviewed the OPEB Trust financial information and balances. A written summary report was contained within the Board materials. There was no further discussion.

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 accepts the report of the Collaborative Treasurer, as presented at this meeting, and requests that a copy of the report be filed within the Treasurer's file maintained at the Collaborative

The vote was 6-0. Mr. Timothy Piwowar, Mr. Everett Olsen, Dr. Jay Lang, Dr. Michael Flanagan, Dr. Denise Pigeon and Mr. Christopher Malone voted yes.

PARS Statements

Dr. Scott reviewed the PARS Statements with the Board, which reflected an approximate \$3.8 million balance within the OPEB Trust. She indicated that the Collaborative's independent auditors consider this amount to reflect a fully funded obligation without any further need to provide additional funds at this time. Dr. Scott, however, stated that the auditors planned to attend upcoming Board meetings to review the Fiscal Year 2018 audit and this issue. There was no further discussion.

Linnell Circle Street Acceptance, Town of Billerica

Mr. Piwowar, Dr. Scott and Collaborative's counsel reviewed with the Board the requested Linnell Street Acceptance Release received from the Town of Billerica. The Town of Billerica Department of Public Works planned to submit the currently unaccepted road, Linnell Circle, to the Board of Selectmen for acceptance by Town Meeting in 2018. The Board discussed the street acceptance process and the requested release. The Board noted that the Collaborative should have future discussions with the Town regarding road improvements and safety considerations. There was no further discussion.

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

VOTED: That the Board of Directors accepts the Street Acceptance Release proposed by the Town of Billerica, in the form and substance presented and discussed at this meeting, and authorizes the Board Chair to finalize, execute and deliver, on behalf of the Board of Directors.

The vote was 6-0. Mr. Timothy Piwowar, Mr. Everett Olsen, Dr. Jay Lang, Dr. Michael Flanagan, Dr. Denise Pigeon and Mr. Christopher Malone voted yes.

Tyngsborough Lease Agreement

[Dr. Michael Flanagan recused himself and left the Board meeting at 10:53 a.m.]

Dr. Scott and the Collaborative's counsel reviewed with the Board the proposed new lease agreement with the Town of Tyngsborough and Tyngsborough School Committee for space within the Lakeview School. Dr. Scott and the Collaborative's counsel reviewed the terms and conditions regarding leased space, rent, capital improvement funding, utilities and services, termination and other provisions of the lease. Dr. Scott reviewed the capital improvements for which the parties agreed to commit funds and the timing of these improvements. The Board discussed.

VOTED: That the Board of Directors accepts the Third Lease Agreement with the Town of Tyngsborough and Tyngsborough School Committee, including its rental rates and committed funding for capital improvements, and authorizes the Board Chair to finalize, execute and deliver, on behalf of the Board of Directors.

The vote was 5-0. Mr. Timothy Piwowar, Mr. Everett Olsen, Dr. Jay Lang, Dr. Denise Pigeon and Mr. Christopher Malone voted yes. Dr. Michael Flanagan had recused himself from the discussion and vote regarding the lease agreement.

[Dr. Michael Flanagan returned to the meeting at 11:10 a.m.]

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

VOTED: To adjourn the Board meeting.

The vote was 6-0. Mr. Timothy Piwowar, Mr. Everett Olsen, Dr. Jay Lang, Dr. Michael Flanagan, Dr. Denise Pigeon and Mr. Christopher Malone voted yes.

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

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

- School Year 2018-2019 Electronic Board Binder for September 13, 2018 Meeting

Respectfully Submitted,

Mr. Timothy Piwowar, Chairman

Dated: _____



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: October 25, 2018
Re: FY'18 Audit

For your review below is the email that was attached to the FY'18 Audit from Auditor Dan Schaffner summarizing Valley's financial operations. Again this year the FY'18 Audit was finding free and the email below describes the complexity of the work.

Chris, attached are drafts of the financials, UFR, charts and board closing letter updating for what should be all remaining open items. If you have any questions, comments, etc., please let me know.

While the 35 page financial statement document and 29 page UFR tell their own story in their entirety, the charts provide the financial story at a higher level. Some of the additional highlights that I will discuss on Thursday with the board that we think are important to be aware of in relation to the Collaborative and its operations:

- The Collaborative is a unique organization in that it is a hybrid of a social service agency with its state (DDS and MRC) contracts, a vocational school with its small business/vocational operations, and a school district.
- Because of the uniqueness of the Collaborative's activities and programs, it needs to be operated similar to a business as opposed to a school district, and the financial statements and UFR are designed to present the financial information in a businesslike manner.
- There is a significant financial component to the overall management of the Collaborative's operations which requires constant monitoring.
- One student could change the budget significantly. Because budgets are generally prepared and approved long before a student census is known, the budget needs constant evaluation and periodic adjustment based on management's calculations and estimates.
- Fiscal 2018 operating revenues for the Collaborative (ie tuition and service revenue be OPEB and on-behalf payments) were just under \$20,000,000 at \$19.9mm and operating expenses were approximately \$18,200,000.

- Administrative costs were approx. 10.6% of total operating expenses.

Across our non-profit and collaborative audits, this is one of the most efficient administrative rates we see. Depending on the type of operations and size of the organization, we generally see in the 15% range and sometimes as high as 20%.

- Through the efficiency of operations over the last several years, the Collaborative has been able to return over \$6.5 million to member districts since FY2013.

--

Daniel E. Schaffner, CPA

Fritz DeGuglielmo LLC

8 Essex Street

Newburyport, MA 01950

Phone: 978-462-2161

Fax: 978-462-8005

Required Action:

Vote to Accept Audited Financials

Vote to Accept UFR

Vote to Recognize the FY'18 Cumulative General Fund Surplus as \$4,042,161

Attachments:

BOD Letter

Summary of Financial Activity Charts

Financials Draft

UFR Draft

October 25, 2018

To the Board of Directors of
Valley Collaborative
40 Linnell Circle
Billerica, Massachusetts 01821

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Valley Collaborative for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 12, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Valley Collaborative are described in Note A to the financial statements. The Collaborative fully implemented the requirements of GASB 74 & 75 during fiscal 2018. We noted no transactions entered into by the Collaborative during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of depreciation expense is based on guidelines established by the Commonwealth of Massachusetts for contracting purposes. Management's estimate of the post-employment health benefit obligation is based on an actuarial valuation, which included actuarial assumptions of returns on investments, inflation, and annual compensation increase rates. Management's estimate of pension on-behalf payments is based on audited plan financial statements issued by the retirement systems. We evaluated the key factors and assumptions used to develop the estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 25, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Valley Collaborative's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Valley Collaborative's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

In accordance with *Government Auditing Standards*, we have also issued a report dated October 25, 2018 on our consideration of Valley Collaborative's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Other Matters

We applied certain limited procedures to management's discussion and analysis, budgetary comparison information, Schedule of Funding Progress – Other Post-Employment Healthcare Benefits and pension schedules, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Other Information in Documents Containing Audited Financial Statements

The Collaborative is required to file a Uniform Financial Report (UFR) annually with the Commonwealth of Massachusetts. The UFR includes the audited financial statements. We were requested to assist in completing and reconciling the supplementary schedules to the underlying accounting records used to prepare the financial statements. We also reviewed the supplementary schedules after completion, which was part of our original engagement with the Collaborative.

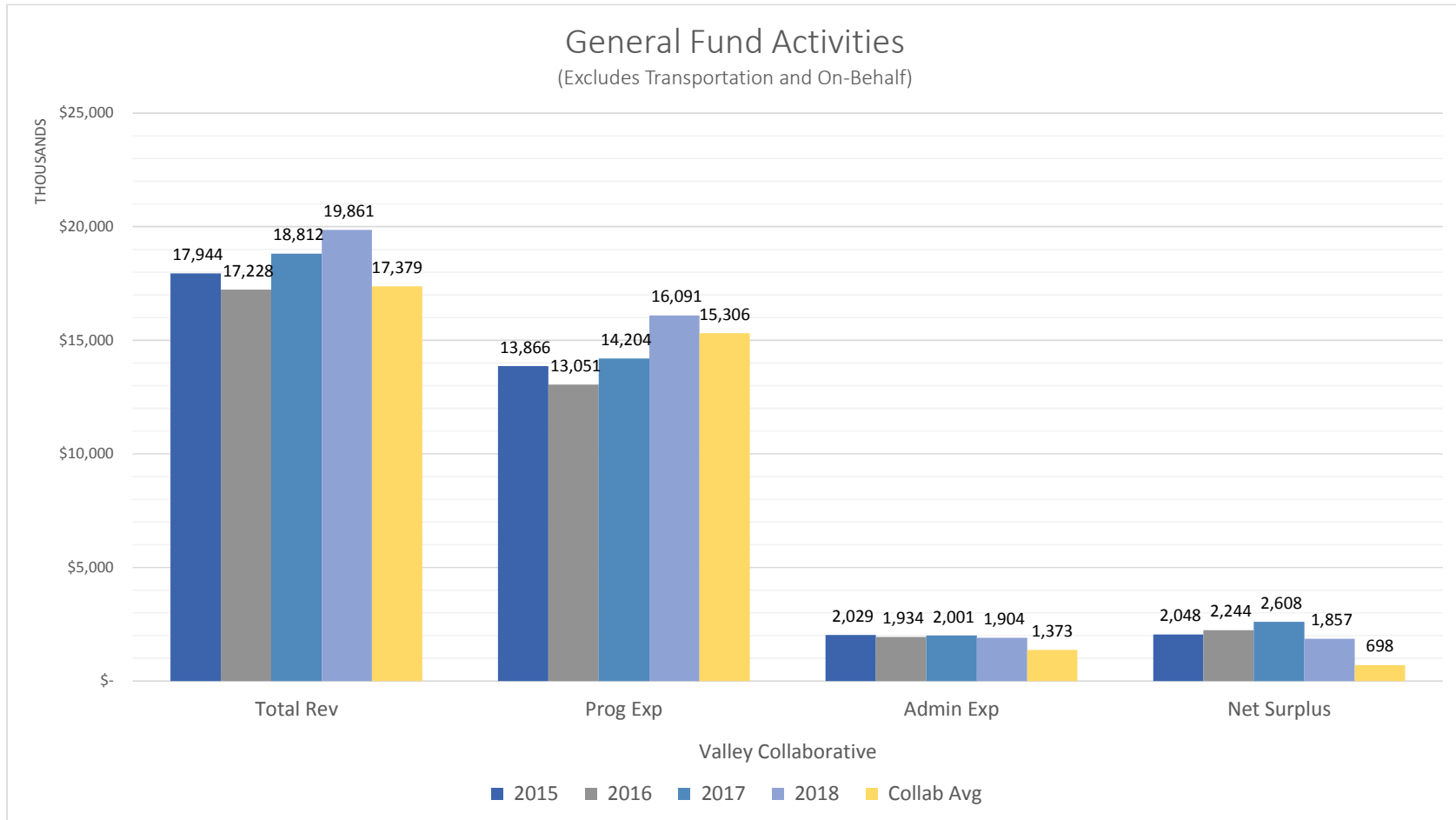
Restriction on Use

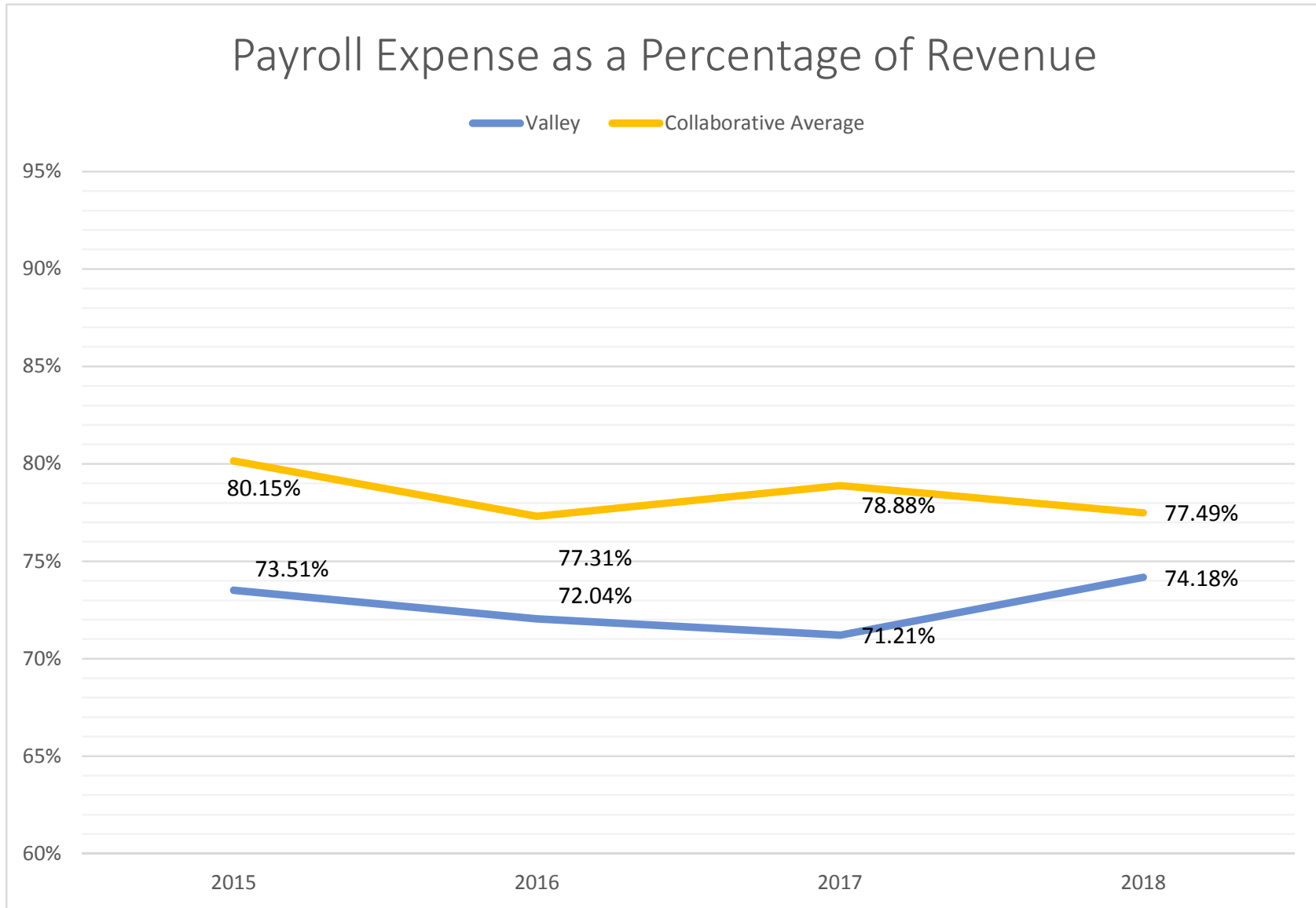
This information is intended solely for the use of the Board of Directors and management of Valley Collaborative and is not intended to be and should not be used by anyone other than these specified parties.

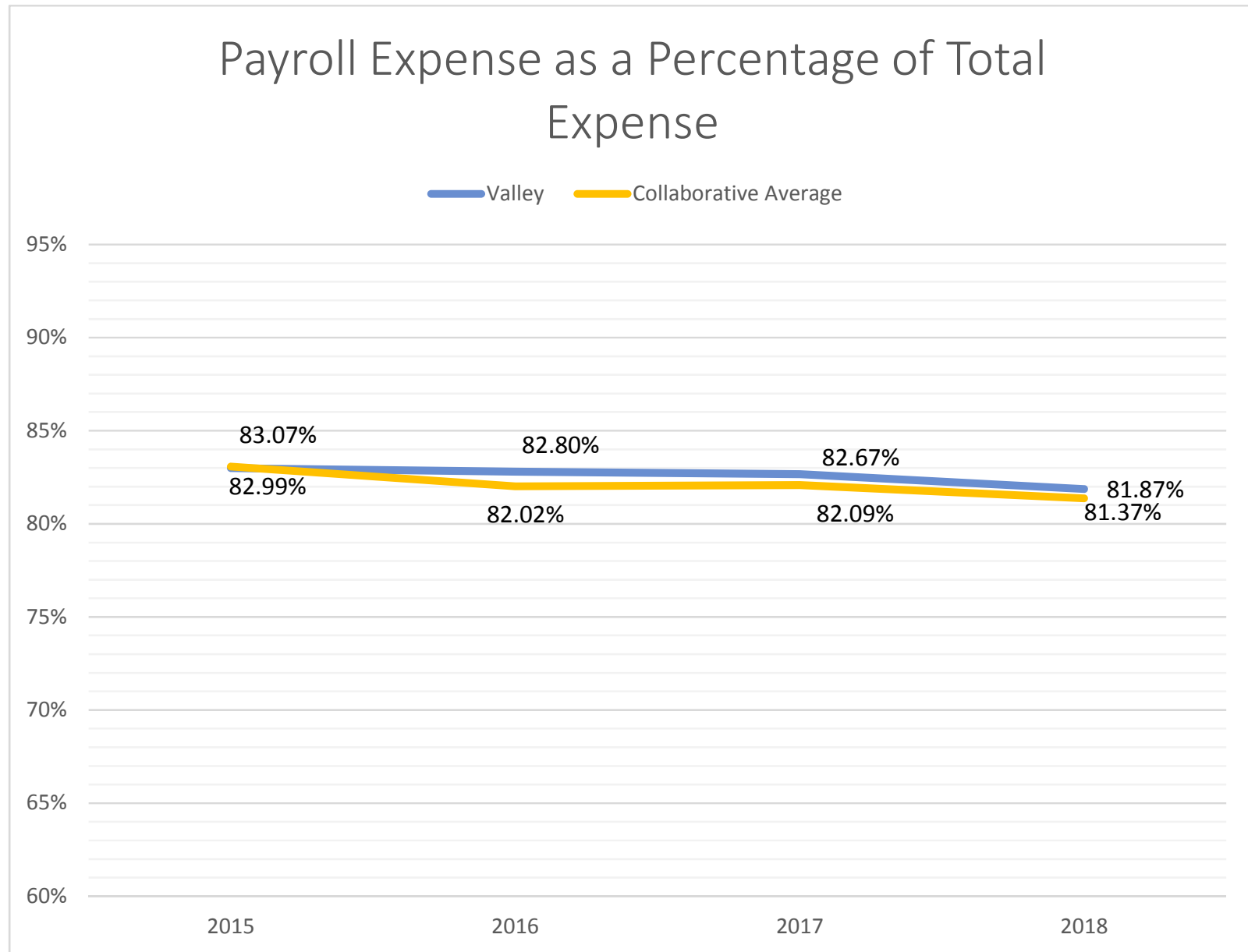
Very truly yours,

Fritz DeGuglielmo LLC

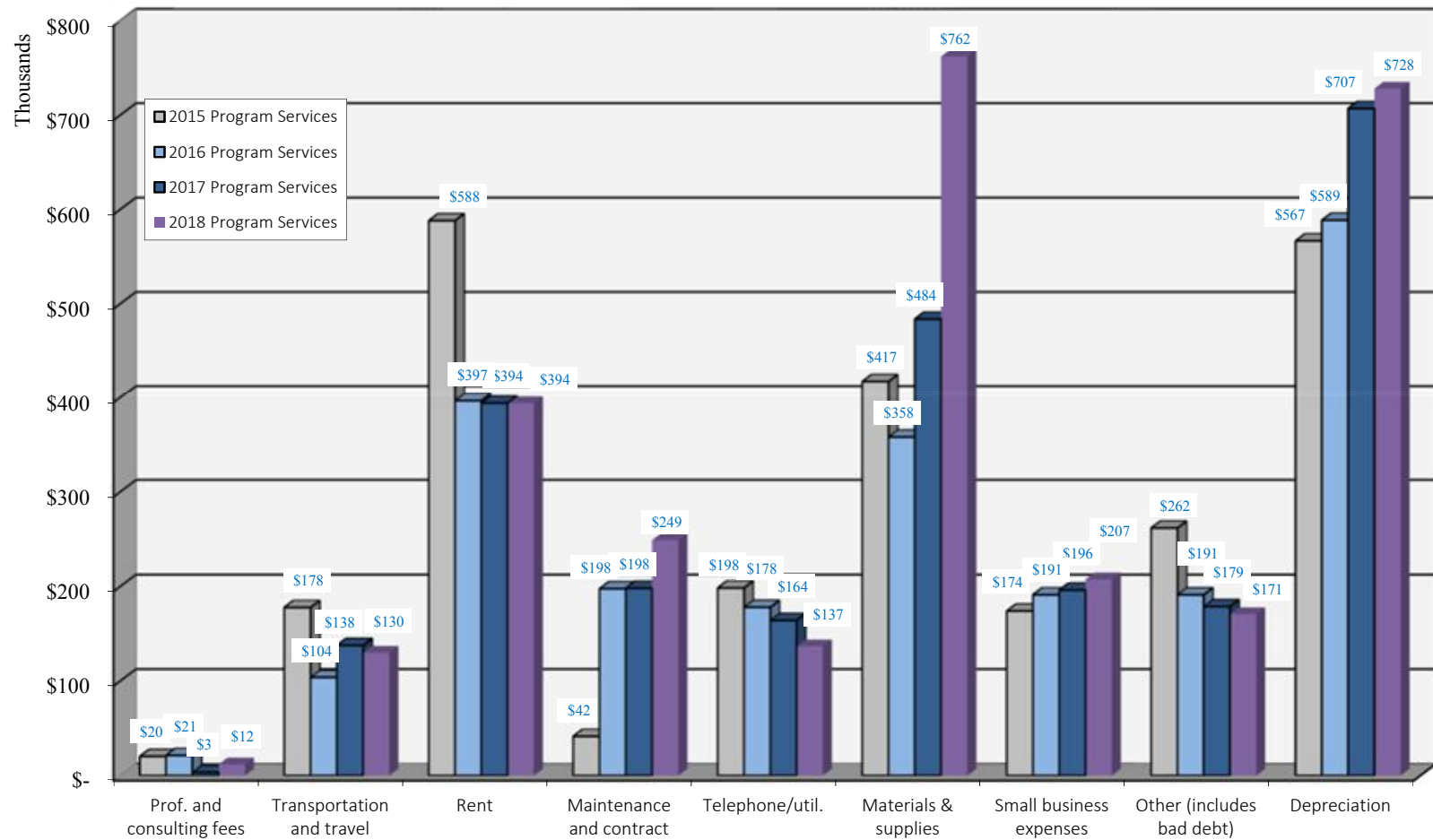
Valley Collaborative
Summary of Financial Activity
For the year ended June 30, 2018



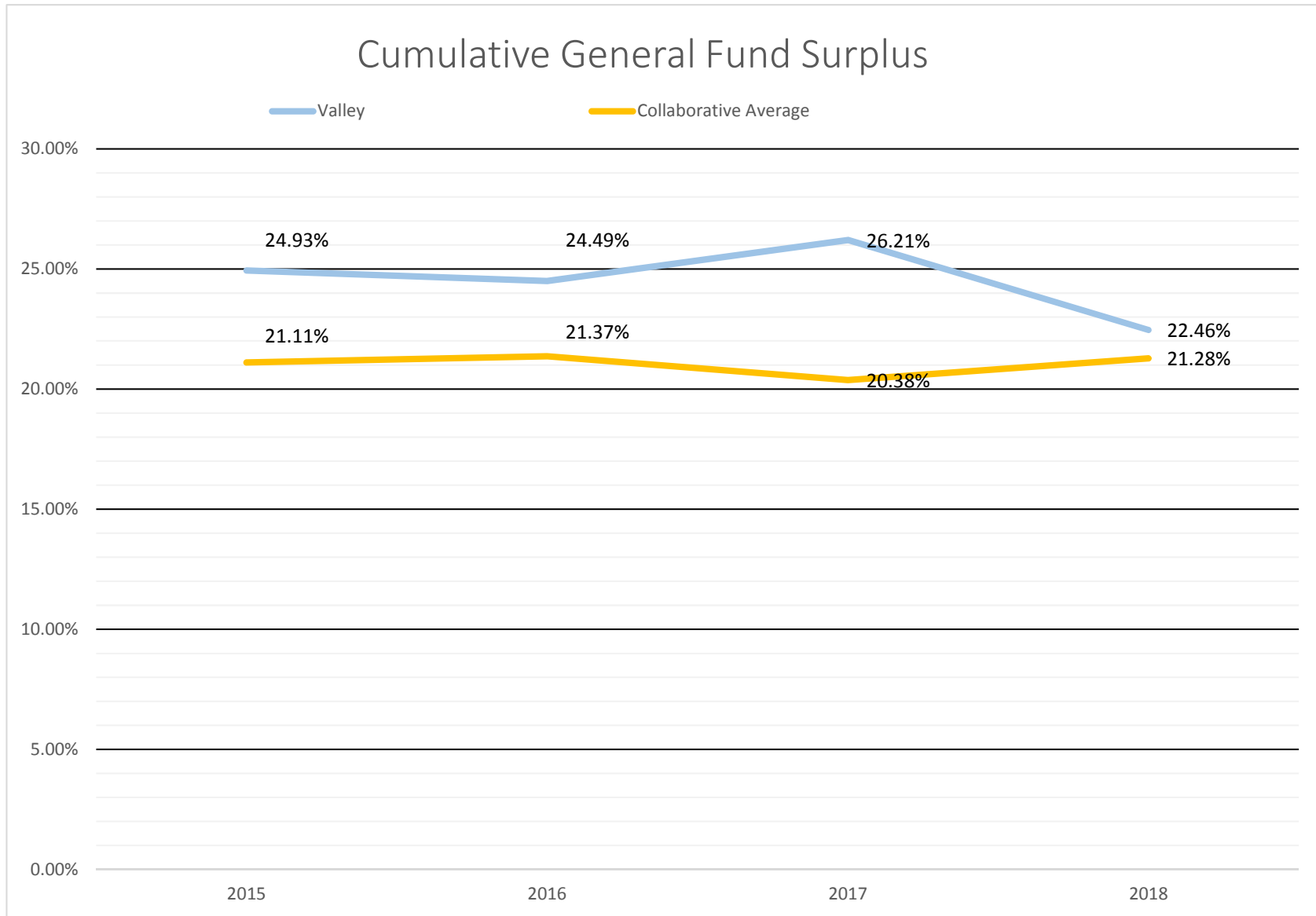




Program Expense Comparison (Excludes Payroll)



Derived from audited financial statements for discussion purposes only.



Valley Collaborative

Financial Statements

For the Year Ended June 30, 2018

DRAFT

Valley Collaborative
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For the Year Ended June 30, 2018

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Valley Collaborative
Billerica, Massachusetts

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Valley Collaborative, a collaborative organized under the Laws of the Commonwealth of Massachusetts, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise Valley Collaborative's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Valley Collaborative, as of June 30, 2018, and the respective changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, Schedule of Funding Progress – Other Postemployment Healthcare Benefits and pension schedules on pages 3-6 and 29-32 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 25, 2018, on our consideration of Valley Collaborative's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Valley Collaborative's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Valley Collaborative's internal control over financial reporting and compliance.

Certified Public Accountants

Newburyport, Massachusetts

October 25, 2018

Valley Collaborative
 Management's Discussion and Analysis
 (unaudited)
 June 30, 2018

Our discussion and analysis of Valley Collaborative's ("The Collaborative") financial performance provides an overview of the Collaborative's financial activities for the fiscal year ended June 30, 2018 with comparative information from the fiscal years ended June 30, 2017 and 2016. Please read it in conjunction with the financial statements that begin on page 7.

Overview of Financial Statements

This discussion and analysis is intended to serve as an introduction to the Collaborative's financial statements. The Collaborative's financial statements comprise three components: 1) government-wide financial statements; 2) fund financial statements; and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide Statements:

The government-wide financial statements report information about the Collaborative as a whole using accounting methods similar to those used by private sector companies.

- The **Statement of Net Position** presents information on all of the Collaborative's assets and liabilities with the difference between the two reported as net position. It is one way of measuring the Collaborative's financial health or position.
- The **Statement of Activities** presents information showing how the Collaborative's net position changed during the most recent fiscal year. All of the current year's revenues and expenses are accounted for in the Statement of Activities regardless of when cash is received or paid.

Over time, increases or decreases in the Collaborative's net position is an indicator of whether its financial position is improving or deteriorating. The reader will also need to consider other non-financial factors such as changes in economic conditions when evaluating the overall financial health of the Collaborative.

Fund Financial Statements:

Funds are accounting devices used to keep track of specific sources of funding and spending in particular categories: governmental funds, proprietary funds, and fiduciary funds. Presently, the Collaborative has only governmental and fiduciary funds.

- **Governmental funds** – The Collaborative's basic services are included in governmental funds, which generally focus on: 1) how cash and other financial assets that can readily be converted to cash flow in and out, and 2) the balances left at year-end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps to determine whether there are more or fewer financial resources that can be spent in the near future to finance the Collaborative's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, additional information (reconciliation schedules) is provided following the governmental funds statements that explains the relationship (or differences) between these two types of financial statement presentations.
- **Fiduciary fund** – Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Collaborative's own programs.

Notes to the Financial Statements:

The Notes to the Financial Statements provide additional information that is essential to a full understanding of the information provided in the Collaborative's financial statements.

Valley Collaborative
Management's Discussion and Analysis
(unaudited)
June 30, 2018

Required Supplementary Information:

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which is required to be disclosed by accounting principles generally accepted in the United States of America.

Government-Wide Financial Highlights**Collaborative's Net Position:**

	ASSETS		
	<u>2018</u>	<u>2017</u>	<u>2016</u>
Current Assets	\$ 8,697,091	\$ 9,108,104	\$ 6,849,842
Property & Equipment, net	<u>7,452,044</u>	<u>7,662,561</u>	<u>7,728,024</u>
	<u>\$16,149,135</u>	<u>\$16,770,665</u>	<u>\$14,577,866</u>
	LIABILITIES AND NET POSITION		
Liabilities			
Current Liabilities	\$ 3,134,663	\$ 3,200,904	\$ 1,257,449
Long Term Liabilities	<u>491,676</u>	<u>-</u>	<u>-</u>
Total Liabilities	<u>\$ 3,626,339</u>	<u>\$ 3,200,904</u>	<u>\$ 1,257,449</u>
Net Position			
Unrestricted	\$ 3,550,485	\$ 4,378,081	\$ 4,270,524
Restricted – grants and contributions	20,267	29,119	21,869
Restricted – renovation project/capital reserve	1,500,000	1,500,000	1,300,000
Invested in capital assets, net of related debt	<u>7,452,044</u>	<u>7,662,561</u>	<u>7,728,024</u>
	<u>\$12,522,796</u>	<u>\$13,569,761</u>	<u>\$13,320,417</u>

During the fiscal year ended June 30, 2018, the Collaborative's overall net position decreased by approximately \$1,047,000. The Collaborative realized an increase in net position from operations, including depreciation on capital assets and other postemployment benefits expense, of approximately \$1,155,000, net of credits to member districts of \$2,201,859.

During the fiscal year ended June 30, 2017, the Collaborative's overall net position increased by approximately \$250,000, primarily due to increases in program revenue in excess of increases in operating expenditures. The increase in net position from operations, before credits to member districts, was approximately \$2,250,000. The increase in unrestricted net position of approximately \$107,000 was primarily due to increases in program participants causing significant increases in program revenue, net of \$2,000,000 of member credits and a \$500,000 transfer to the Collaborative's capital reserve fund.

Valley Collaborative
Management's Discussion and Analysis
(unaudited)
June 30, 2018

SUMMARY OF ACTIVITIES

	<u>2018</u>	<u>2017</u>	<u>2016</u>
Revenues/Gains*	\$19,892,921	\$18,865,126	\$17,226,154
Program Expenses/Losses*	16,303,259	14,590,439	13,571,760
Administrative Expenses/Losses*	<u>1,943,092</u>	<u>2,025,343</u>	<u>1,954,416</u>
Total Expense*	<u>18,246,351</u>	<u>16,615,782</u>	<u>15,526,176</u>
Change in net position, before increase in net retirement health benefit obligation	1,646,570	2,249,344	1,699,978
Increase in net retirement health benefit obligation	<u>(491,676)</u>	<u>-</u>	<u>-</u>
Change in net position	<u>\$ 1,154,894</u>	<u>\$ 2,249,344</u>	<u>\$ 1,699,978</u>

* Excludes Massachusetts Teachers' and State Employees' Retirement Systems "on-behalf" payments, credits to members, and other postemployment benefits funding.

Revenues

In the fiscal year ended June 30, 2018, revenues, excluding Massachusetts Teachers' and State Employees' Retirement Systems "on-behalf" payments, increased by approximately \$1,028,000 (5%). In the fiscal year ended June 30, 2017, revenues, excluding Massachusetts Teachers' and State Employees' Retirement Systems "on-behalf" payments, increased by approximately \$1,639,000 (10%). The changes within fiscal years are due primarily to consolidation of the Collaborative's programs and changes in student enrollment in the respective years. The Collaborative has not increased tuition rates since the fiscal year ended June 30, 2011, as other collaboratives have been required to do to fund increasing costs.

Operating Expenses

In the fiscal year ended June 30, 2018, operating expenses, excluding Massachusetts Teachers' and State Employees' Retirement Systems "on-behalf" payments, increased by approximately \$1,631,000, or 10%, compared to the fiscal year ended June 30, 2017. Student enrollment in the fiscal year ended June 30, 2018 increased by approximately 5% and the increase in operating expenses was due primarily to increases in personnel and other program costs to cover the increased enrollment. Personnel costs increased by approximately \$1,376,000 in the fiscal year ended June 30, 2018 as a result of increased staffing and cost of living adjustments. Materials, supplies and equipment costs increased by approximately \$280,000 due to increases of approximately \$98,000 in classroom supplies and approximately \$186,000 in computer technology supplies.

In the fiscal year ended June 30, 2017, operating expenses, excluding Massachusetts Teachers' and State Employees' Retirement Systems "on-behalf" payments, increased by approximately \$1,090,000, or 7%, compared to the fiscal year ended June 30, 2016. Student enrollment in the fiscal year ended June 30, 2017 increased by approximately 17% and the increase in operating expenses was due primarily to increases in personnel and other program costs to cover the increased enrollment. Personnel costs increased by approximately \$935,000 in the fiscal year ended June 30, 2017 as a result of increased staffing and cost of living adjustments. Materials, supplies and equipment costs increased by approximately \$130,000 due to increases of approximately \$20,000 in therapists' supplies, approximately \$15,000 in classroom supplies and approximately \$93,000 in computer technology supplies.

Governmental Funds Financial Highlights

The Collaborative reported a total general fund balance of \$4,042,161, all of which is unassigned. The fund balance decreased \$335,920 over the prior fiscal year, primarily due to member credits issued in excess of net operating surplus. Accounts receivable decreased by \$920,287, primarily due to the timing of invoicing and payments from districts. Cash increased \$518,893.

Valley Collaborative
 Management's Discussion and Analysis
 (unaudited)
 June 30, 2018

Due to strong management, since the year ended June 30, 2013, the Collaborative has returned \$6,575,355 from its general fund in the form of cash and tuition credits to its member districts, including \$2,201,859 returned during the year ended June 30, 2018.

CAPITAL ASSETS AND OTHER OBLIGATIONS

During the fiscal year ended June 30, 2018, the Collaborative purchased and capitalized \$229,701 of renovation costs to the building it purchased in the fiscal year ended June 30, 2014. The Collaborative also purchased and capitalized several vehicles, leasehold improvements and other equipment for use in its program with a total cost of \$378,429.

During the fiscal year ended June 30, 2017, the Collaborative purchased and capitalized \$281,984 of renovation costs to the building it purchased in the fiscal year ended June 30, 2014. The Collaborative also purchased and capitalized several vehicles, leasehold improvements and other equipment for use in its program with a total cost of \$338,253.

During the fiscal year ended June 30, 2016, the Collaborative's Board of Directors approved a transfer of \$1,050,000 to its capital reserve fund in accordance with state regulations. During the fiscal year ended June 30, 2017, the Collaborative's Board of Directors approved fully funding the capital reserve fund. As of June 30, 2018, the balance in the capital reserve fund was \$1,500,000, which is the maximum balance as voted on by the Collaborative's member districts. This fund is considered restricted until utilized for its intended purpose.

During the fiscal year ended June 30, 2015, the Collaborative established a postemployment benefit plan, taking effect in fiscal 2016, and set aside initial funding for the plan of \$1,750,000 into an irrevocable trust. During the year ended June 30, 2016, the Collaborative set aside additional funding of \$1,400,000 into the trust. As of June 30, 2018, the balance in the trust was \$3,779,108 and the plan is considered 88% funded.

BUDGETARY HIGHLIGHTS

The Collaborative's annual budget for the fiscal year ended June 30, 2018 was approved by its Board of Directors and then amended on March 1, 2018. For the fiscal year ended June 30, 2018, the Collaborative received operating revenues, excluding on-behalf payments by the Massachusetts Teachers' and State Employees' Retirement Systems, of approximately \$19,790,000 compared to final budgeted revenues of approximately \$19,337,000. The difference between actual revenues received and budgeted revenues is primarily due to higher than expected revenues from services the organization provides due to higher than expected enrollments.

The Collaborative's annual budget for the fiscal year ended June 30, 2017 was approved by its Board of Directors. For the fiscal year ended June 30, 2017, the Collaborative received operating revenues, excluding on-behalf payments by the Massachusetts Teachers' and State Employees' Retirement Systems, of approximately \$18,812,000 compared to final budgeted revenues of approximately \$16,892,000. The difference between actual revenues received and budgeted revenues is primarily due to higher than expected revenues from services the organization provides due to higher than expected enrollments.

CONTACTING THE COLLABORATIVE

This financial report is designed to provide readers of the financial statement an overview of the Collaborative's financial activities. If you have questions in regard to this report, contact Chris A. Scott, Ph.D., 40 Linnell Circle, Billerica, MA 01821, or at 978-528-7800.

Valley Collaborative
Statement of Net Position
June 30, 2018

Assets

Current Assets	
Cash and cash equivalents	\$ 4,843,191
Accounts receivable, net	1,833,007
Prepaid expenses and other assets	21,319
Cash held for municipalities	1,999,574
Total Current Assets	<u>8,697,091</u>
Non-current Assets	
Furniture, equipment, vehicles and leasehold improvements, net	<u>7,452,044</u>
Total Non-current Assets	<u>7,452,044</u>
Total Assets	<u><u>\$ 16,149,135</u></u>

Liabilities and Net Position

Current Liabilities	
Accounts payable and accrued liabilities	\$ 1,135,089
Credits due to member districts	1,999,574
Total Current Liabilities	<u>3,134,663</u>
Non-current Liabilities	
Net OPEB liability	<u>491,676</u>
Total Non-current Liabilities	<u>491,676</u>
Total Liabilities	<u>3,626,339</u>
Net Position	
Unrestricted	3,550,485
Restricted - contributions and other	20,267
Restricted - capital reserve fund	1,500,000
Invested in capital assets, net of related debt	7,452,044
Total Net Position	<u>12,522,796</u>
Total Liabilities and Net Position	<u><u>\$ 16,149,135</u></u>

See accompanying notes to financial statements and independent auditor's report.

Valley Collaborative
Statement of Activities
For the year ended June 30, 2018

Functions/ Programs	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	
Governmental Activities:				
Administration	\$ 1,943,092	\$ -	\$ -	\$ (1,943,092)
Education	15,575,161	17,314,864	2,455,893	4,195,596
Intergovernmental revenue and expense	3,366,087	-	3,366,087	-
Other postemployment benefits	491,676	-	-	(491,676)
Depreciation and amortization	728,098	-	-	(728,098)
Total Governmental Activities	\$ 22,104,114	\$ 17,314,864	\$ 5,821,980	\$ 1,032,730
General Revenue and Other:				
Interest				40,916
Other				49,340
Credits to member districts				(2,201,859)
Gain on disposal of assets				31,908
Total General Revenue and Other				(2,079,695)
Change in Net Position				(1,046,965)
Net Position, Beginning of Year				13,569,761
Net Position, End of Year				\$ 12,522,796

See accompanying notes to financial statements and independent auditor's report.

Valley Collaborative
Balance Sheet
Governmental Funds
June 30, 2018

	General Fund	Capital Reserve Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS				
Cash and cash equivalents	\$ 3,322,924	\$ 1,500,000	\$ 20,267	\$ 4,843,191
Accounts receivable, net	1,833,007	-	-	1,833,007
Prepaid expenses and other assets	21,319	-	-	21,319
Cash held for municipalities	1,999,574	-	-	1,999,574
Total Assets	\$ 7,176,824	\$ 1,500,000	\$ 20,267	\$ 8,697,091
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable and accrued liabilities	\$ 1,135,089	\$ -	\$ -	\$ 1,135,089
Credits due to member districts	1,999,574	-	-	1,999,574
Total Liabilities	3,134,663	-	-	3,134,663
Fund Balances:				
Nonspendable	-	-	-	-
Restricted	-	1,500,000	20,267	1,520,267
Committed	-	-	-	-
Assigned	-	-	-	-
Unassigned	4,042,161	-	-	4,042,161
Total Fund Balances	4,042,161	1,500,000	20,267	5,562,428
Total Liabilities and Fund Balances	\$ 7,176,824	\$ 1,500,000	\$ 20,267	\$ 8,697,091

The accompanying notes are an integral part of these financial statements.

Valley Collaborative
 Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position
 June 30, 2018

Total fund balances, governmental funds	\$ 5,562,428
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Amounts reported for governmental activities in the Statement of Net Position are different because:

Other postemployment benefit (OPEB) liability is not a current obligation and therefore is not reported in this fund financial statement, but is reported in the governmental activities of the Statement of Net Position.	(491,676)
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Capital assets, net of related debt, used in governmental activities are not current financial resources and therefore are not reported in this fund financial statement, but are reported in the governmental activities of the Statement of Net Position	<div style="border-top: 1px solid black; display: inline-block;">7,452,044</div>
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Net position of governmental activities	<div style="border-top: 1px solid black; border-bottom: 3px double black; display: inline-block;">\$ 12,522,796</div>
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The accompanying notes are an integral part of these financial statements.

Valley Collaborative
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2018

	General Fund	Capital Reserve Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:				
Tuition and service revenues	\$ 17,314,864	\$ -	\$ -	\$ 17,314,864
Grants and contributions	2,425,604	-	30,289	2,455,893
Intergovernmental revenue	3,366,087	-	-	3,366,087
Interest	40,916	-	-	40,916
Other	49,340	-	-	49,340
Insurance proceeds on disposal of asset	30,657	-	-	30,657
Credits to member districts	(2,201,859)	-	-	(2,201,859)
Total Revenues	21,025,609	-	30,289	21,055,898
Expenditures:				
Administration	1,903,951	-	39,141	1,943,092
Program payroll	11,432,674	-	-	11,432,674
Program fringe benefits and payroll taxes	2,081,408	-	-	2,081,408
Professional and consulting fees	11,747	-	-	11,747
Transportation and travel	129,740	-	-	129,740
Rent	393,841	-	-	393,841
Maintenance	248,889	-	-	248,889
Telephone, communications and utilities	136,646	-	-	136,646
Materials, supplies and equipment	762,083	-	-	762,083
Small business expenses	207,470	-	-	207,470
Field trips	88,590	-	-	88,590
Training programs	30,997	-	-	30,997
Other	50,965	-	-	50,965
Bad debt expense	111	-	-	111
Intergovernmental expense	3,366,087	-	-	3,366,087
Capital outlay, net of debt incurred	516,330	-	-	516,330
Total Expenditures	21,361,529	-	39,141	21,400,670
Excess of Revenues over Expenditures	(335,920)	-	(8,852)	(344,772)
Other Financing Sources:				
OPEB obligation funding	-	-	-	-
Net Change in Fund Balances	(335,920)	-	(8,852)	(344,772)
Fund Balances, Beginning of Year	4,378,081	1,500,000	29,119	5,907,200
Fund Balances, End of Year	\$ 4,042,161	\$ 1,500,000	\$ 20,267	\$ 5,562,428

The accompanying notes are an integral part of these financial statements.

Valley Collaborative
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of
Governmental Funds to the Statement of Activities
For the Year Ended June 30, 2018

Net change in fund balances of total governmental funds \$ (344,772)

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources. In contrast, the Statement of Activities reports only a portion of the outlay as expense. The outlay is allocated over the assets' estimated useful lives as depreciation expense for the period.

Capital outlay purchases, net of debt incurred	516,330
Depreciation	(728,098)
Gain on disposal of assets	31,908
Insurance proceeds on disposal of asset	(30,657)

The change in accrual for other postemployment benefits reported in the Statement of Activities does not require the use of current financial resources and, therefore, is not reported as expenditures in the governmental funds.

Net change in other postemployment benefits (OPEB) accrual	(491,676)
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Change in net position of governmental activities	\$ (1,046,965)
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The accompanying notes are an integral part of these financial statements.

Valley Collaborative
Statement of Fiduciary Net Position
Retirees' Health Insurance Trust Fund
June 30, 2018

Assets

Assets	
Investments	\$ 3,779,108
Total Assets	<u>\$ 3,779,108</u>

Net Position

Net Position	
Net position held in trust for retirees' health insurance	\$ 3,779,108
Total Net Position	<u>\$ 3,779,108</u>

DRAFT

See accompanying notes to financial statements and independent auditor's report.

Valley Collaborative
 Statement of Changes in Fiduciary Net Position
 Retirees' Health Insurance Trust Fund
 For the year ended June 30, 2018

Additions:	
Contributions	\$ -
Investment gain	236,892
Total Additions	<u>236,892</u>
Change in Net Position	<u>236,892</u>
Net Position – Beginning of Year	<u>3,542,216</u>
Net Position – End of Year	<u><u>\$ 3,779,108</u></u>

See accompanying notes to financial statements and independent auditor's report.

Valley Collaborative
Notes to Financial Statements
June 30, 2018

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Collaborative

Valley Collaborative (The “Collaborative”) is an educational collaborative of the school districts of Billerica, Chelmsford, Dracut, Groton-Dunstable Regional, Nashoba Valley Technical, North Middlesex Regional, Tewksbury, Tyngsborough, and Westford. The Collaborative is a public entity under the jurisdiction of its member school committees, whose appointees comprise its board of directors. The Collaborative provides high quality academic, therapeutic and vocational services to individuals referred by local school districts and social service agencies.

Basis of Presentation

The Collaborative's financial statements are prepared in accordance with accounting principles generally accepted in the United States of America (“GAAP”). The Governmental Accounting Standards Board (“GASB”) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting policies established in GAAP and used by the Collaborative are discussed below.

The Collaborative's basic financial statements include both government-wide (reporting the Collaborative as a whole) and fund financial statements (reporting the Collaborative's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. Governmental activities are generally financed through intergovernmental assessments or other non-exchange transactions. The Collaborative does not have any activities classified as business type activities.

Cumulative effect of change in accounting principle

The Collaborative has fully implemented GASB Statements No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans* and No. 75, *Accounting and Financial Reporting for Postemployment Benefits other than Pensions*. Statement No. 74 provides guidance to improve financial reporting of Other Postemployment Benefit (OPEB) Plans. Statement No. 75 provides guidance on employer reporting for employer governmental entities whose employees are provided with OPEB. Under Statement No. 75, the Collaborative is required to report the effects of OPEB-related transactions and events on its financial statements and to provide information about the Collaborative's OPEB obligations and the assets available to satisfy the obligations. Previously, the Collaborative recognized its Net OPEB obligation over a 30-year period in accordance with GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. Under Statements No. 74 and 75, the Collaborative is required to recognize its Net OPEB liability immediately. The beginning net position on the government-wide financial statements as a result of the cumulative effect of this change in accounting principle was unchanged from the amount previously reported in the financial statements for the year ended June 30, 2017. There was also no change in the opening balance in the governmental fund balance as a result of the cumulative effect of this change in accounting principle.

Government-wide Statements

In the government-wide Statement of Net Position, governmental columns are presented on a consolidated basis and are reported on a full accrual, economic resource basis, which recognizes all long-term assets, receivables and deferred outflows of resources, as well as long-term liabilities, deferred inflows of resources and other liabilities reported on a full accrual basis. The Collaborative's net position is reported in three parts—net investment in capital assets; restricted; and unrestricted. The Collaborative first utilizes restricted resources to finance qualifying activities.

The government-wide Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The Collaborative does allocate indirect expenses to functions in the Statement of Activities if there is a reasonable basis for doing so. Depreciation is reported as one amount, in total, on the Statement of Activities, and is not allocated among the respective functions.

Valley Collaborative
Notes to Financial Statements
June 30, 2018

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – *continued*

The government-wide focus is more on the sustainability of the Collaborative as an entity and the change in the Collaborative's net position resulting from the current year's activities.

Fund Financial Statements

The financial transactions of the Collaborative are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures/expenses. The various funds are reported by generic classification within the financial statements.

The emphasis in fund financial statements is on the major funds in either the governmental or business-type activities categories. GASB pronouncements set forth minimum criteria (percentage of the assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues or expenditures/expenses of either fund category or the governmental and enterprise combined) for the determination of major funds. The Collaborative may electively add funds, as major funds, which have specific community focus. The nonmajor funds are combined in a column in the fund financial statements.

The following governmental fund types are used by the Collaborative - the Collaborative does not use proprietary funds:

Governmental Funds:

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the Collaborative:

General fund - is the general operating fund of the Collaborative. It is used to account for all financial resources not accounted for and reported in another fund.

Capital reserve fund - used to account for and report financial resources that are restricted, committed, or assigned to be used for the acquisition, construction, or renovation of major capital facilities or equipment.

Non-major governmental funds - consist of other special revenue and permanent funds that are aggregated and presented in the non-major governmental funds column on the government funds financial statements.

Fiduciary Funds:

Fiduciary Funds are used to report assets held in a trustee or agency capacity for others and therefore are not available to support Collaborative programs. The reporting focus is on net position and changes in net position presented in fiduciary fund financial statements. Since by definition these assets are being held for the benefit of a third party (retirees) and cannot be used to address activities or obligations of the government, these funds are not incorporated into the government-wide statements.

Measurement Focus and Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Valley Collaborative
Notes to Financial Statements
June 30, 2018

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – *continued*

Cash and Cash Equivalents

The Collaborative considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. The Collaborative maintains its uncollateralized cash balances in two financial institutions, including an insured cash sweep account. The balance in the insured cash sweep account is fully insured by the Federal Deposit Insurance Company (FDIC). All other balances in the two financial institutions are insured by the Federal Deposit Insurance Company up to \$250,000. From time to time, the Collaborative maintains bank account balances in excess of the federally insured limits. The Collaborative also maintains cash and cash equivalents at the Massachusetts Municipal Depository Trust which is collateralized by its underlying assets. At June 30, 2018, the Collaborative's uninsured cash balances totaled \$6,006,632. The Collaborative monitors its exposure associated with cash and cash equivalents and has not experienced any losses in such accounts.

Fair Value Measurements and Investments

The Collaborative has contributed \$3,150,000 to a public employee retirement trust account with U.S Bank National Association as trustee, on behalf of its retirees' health insurance trust fund. The trustee invests the funds in Vanguard mutual funds. As of June 30, 2018, the balance in these investments consisted of the following:

	<u>Cost</u>	<u>Fair Value</u>	<u>Unrealized Gain</u>
Mutual Funds	\$3,150,000	\$3,779,108	\$629,108

All investments of the Collaborative are measured at fair value, generally based on quoted market prices in accordance with level 1 of the Fair Value Hierarchy established under GASB Statement No. 72, *Fair Value Measurement and Application*.

Net increase in the fair value on investments for the year ended June 30, 2018 was \$246,139. There were no realized gains or losses during the year ended June 30, 2018. Investment fees for the year ended June 30, 2018 were \$9,247.

The Collaborative manages its investments in accordance with state public finance laws that require that all moneys held in the name of the Collaborative, which are not required to be kept liquid for purposes of distribution, shall be invested in such a manner as to require the payment of interest on the money at the highest possible rate reasonably available, taking account of safety, liquidity and yield. The Collaborative has directed a local investment management service to manage the funds as conservatively as possible. However, the investments are still subject to market risk of loss. For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Collaborative will not be able to recover the value of its investments or collateral securities that are in possession of an outside party. The Collaborative's investments are uninsured, not registered in the name of the Collaborative, and held by the counterparty's trust department or agent but not in the Collaborative's name.

Operating Revenues and Expenses

Operating revenues consist primarily of billings to member municipalities or other cities and towns for providing programs and services. The Collaborative also receives approximately 12% of its revenues under social service contracts issued by agencies of the Commonwealth of Massachusetts, excluding Massachusetts Teachers' and State Employees' Retirement Systems "on-behalf" payments. Operating expenses include educational costs, administrative expenses and depreciation on capital assets.

Accounts Receivable

Accounts receivable consist of all revenues earned at year end and not yet collected. Major receivable balances include tuitions and certain related charges. The Collaborative records its bad debts using the allowance method. As of June 30, 2018, there was an allowance for doubtful accounts of \$13,524.

Valley Collaborative
Notes to Financial Statements
June 30, 2018

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – *continued*

Credits Due to Member Districts

“Credits due to member districts” represent member district credits issued during the fiscal year but not utilized by the district during the fiscal year. The funds are to be applied against future Collaborative invoices or disbursed to the member district and are not considered an agency fund of the Collaborative. “Cash held for municipalities” represents amounts to be credited or distributed to the member municipalities.

Property and Equipment

Property and equipment are capitalized at historical cost. Depreciation is computed on the straight-line method using estimated useful lives of two to five years for websites, computer equipment, furniture, fixtures, vehicles and program equipment and five to ten years for leasehold improvements. The Collaborative has purchased and renovated a building. The building and renovations are depreciated using estimated useful lives of 40 and 20 years, respectively.

Equity Classifications

Government-wide Statements

Equity is classified as net position and displayed in three components:

Invested in capital assets, net of related debt - this component of net position consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are also included in this component of net position.

Restricted - this component of net position consists of restricted net assets reduced by liabilities and deferred inflows or resources related to those assets. These assets may be restricted by constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

Unrestricted - this component of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

Fund Financial Statements

Governmental fund equity is classified as fund balance. Fund balance is further classified based on the extent to which the government is bound to honor constraints on specific purposes for which amounts in the funds can be spent. Fund balances can be classified in the following components:

Nonspendable fund balance – consists of amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Restricted fund balance – consists of amounts upon which constraints have been placed on their use whether (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; (b) imposed by law through constitutional provisions or enabling legislation.

Committed fund balance – consists of amounts which can only be used for specific purposes pursuant to constraints imposed by the Collaborative’s highest level of decision making, the Board of Directors. Any modification or rescission must also be made by a vote of the Board of Directors.

Assigned fund balance – consists of amounts that are constrained by the Collaborative’s intent to be used for specific purposes. Intent is expressed by (a) the governing body itself, or (b) a Board of Directors, or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes.

Valley Collaborative
Notes to Financial Statements
June 30, 2018

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – *continued*

Unassigned fund balance – consists of the residual classification for the remaining fund balance. It represents amounts that have not been assigned to other funds and has not been restricted, committed, or assigned to specific purposes.

Use of Estimates

Management uses estimates and assumptions in preparing financial statements in accordance with generally accepted accounting principles. Those estimates and assumptions affect the reported amounts of assets and liabilities, and reported revenues and expenses. Actual results could vary from the estimates used.

Subsequent Events

Subsequent events have been evaluated through October 25, 2018, which is the date the financial statements were available to be issued.

NOTE B – CAPITAL ASSETS

A summary of depreciable capital assets follows:

	<u>Buildings & Improvements</u>	<u>Furniture, Equipment & Software</u>	<u>Vehicles</u>	<u>Total</u>
<u>COST</u>				
Balance, July 1, 2017	\$6,941,325	\$ 884,627	\$1,293,883	\$ 9,119,835
Additions	274,247	7,674	326,209	608,130
Disposals	—	—	(280,190)	(280,190)
	<u>7,215,572</u>	<u>892,301</u>	<u>1,339,902</u>	<u>9,447,775</u>
<u>ACCUMULATED DEPRECIATION</u>				
Balance, July 1, 2017	(972,359)	(443,443)	(718,972)	(2,134,774)
Additions	(309,956)	(154,536)	(263,606)	(728,098)
Disposals	—	—	189,641	189,641
	<u>(1,282,315)</u>	<u>(597,979)</u>	<u>(792,937)</u>	<u>(2,673,231)</u>
Net, June 30, 2018	<u>\$ 5,933,257</u>	<u>\$ 294,322</u>	<u>\$ 546,965</u>	<u>\$ 6,774,544</u>

Land in the amount of \$677,500 is not being depreciated. In fiscal 2018, the Collaborative capitalized \$274,247 for building improvements, \$326,209 for vehicles, and \$7,674 for office furniture and equipment. In fiscal 2018, the Collaborative disposed of vehicles and software. The gain on disposal of these assets was not allocated to governmental activities. It appears unallocated on the Statement of Activities. Depreciation expense of \$728,098 was not allocated to governmental functions. It appears unallocated on the Statement of Activities.

NOTE C –LEASE OBLIGATIONS

The Collaborative leases various classroom and office spaces and office equipment under operating leases that expire at various times through June 2022. Classroom and office lease expense was \$415,380 and equipment lease expense was \$33,757 for the year ended June 30, 2018.

The future minimum lease obligations under these lease agreements are as follows:

2019	\$ 422,809
2020	170,073
2021	136,044
2022	140,146
	<u>\$ 869,072</u>

Valley Collaborative
Notes to Financial Statements
June 30, 2018

NOTE D – ACCOUNTS RECEIVABLE

Accounts receivable consisted of the following as of June 30, 2018:

Tuition and services to districts	\$1,551,316
Insurance claim	30,657
State contracts	<u>264,558</u>
	1,846,531
Allowance for doubtful accounts	<u>(13,524)</u>
	<u>\$1,833,007</u>

The Collaborative has established an allowance for doubtful accounts in the amount of \$13,524. The allowance is based on specific identification of probable losses and an estimate of additional losses based on historical experience. Account balances are charged off against the allowance when it is probable the receivable will not be recovered. For the year ended June 30, 2018, bad debt expense in the amount of \$111 was recorded for uncollectible accounts.

NOTE E – MASSACHUSETTS TEACHERS' AND STATE EMPLOYEES' RETIREE SYSTEMSPlan Descriptions:

The Collaborative's employees participate in the Massachusetts Teachers' (MTRS) or State Employee' Retirement System (MSERS), statewide cost-sharing multi-employer defined benefit plans public employee retirement systems (PERS) covering all employees of local school districts within the Commonwealth of Massachusetts. The retirement systems issue publicly available annual reports that includes financial statements and required supplementary information, which may be obtained by writing to Public Employee Retirement Administration Commission (PERAC), 5 Middlesex Avenue, Suite 304, Somerville, Massachusetts, 02145.

Benefits Provided:

MSERS provides retirement, disability, survivor and death benefits to members and their beneficiaries. Massachusetts General Laws (MGL) establishes uniform benefit and contribution requirements for all contributory PERS. These requirements provide for superannuation retirement allowance benefits up to a maximum of 80% of a member's highest three-year average annual rate of regular compensation. For employees hired after April 1, 2012, retirement allowances are calculated on the basis of the last five years or any five consecutive years, whichever is greater in terms of compensation. Benefit payments are based upon a member's age, length of creditable service, and group creditable service, and group classification. The authority for amending these provisions rests with the Legislature.

Members become vested after ten years of creditable service. A superannuation retirement allowance may be received upon the completion of twenty years of creditable service or upon reaching the age of 55 with ten years of service. Normal retirement for most employees occurs at age 65; for certain hazardous duty and public safety positions, normal retirement is at age 55. Most employees who joined the system after April 1, 2012 cannot retire prior to age 60.

The MSERS' funding policies have been established by Chapter 32 of the MGL. The Legislature has the authority to amend these policies. The annuity portion of the MSERS retirement allowance is funded by employees, who contribute a percentage of their regular compensation. Costs of administering the plan are funded out of plan assets.

Valley Collaborative
Notes to Financial Statements
June 30, 2018

**NOTE E – MASSACHUSETTS TEACHERS’ AND STATE EMPLOYEES’ RETIREE SYSTEMS –
*continued***

MTRS provides retirement, disability, survivor and death benefits to members and their beneficiaries. Massachusetts General Laws (MGL) establishes uniform benefit and contribution requirements for all contributory PERS. These requirements provide for superannuation retirement allowance benefits up to a maximum of 80% of a member’s highest three-year average annual rate of regular compensation. For employees hired after April 1, 2012, retirement allowances are calculated on the basis of the last five years or any five consecutive years, whichever is greater in terms of compensation. Benefit payments are based upon a member’s age, length of creditable service, and group creditable service, and group classification. The authority for amending these provisions rests with the Legislature.

Members become vested after ten years of creditable service. A superannuation retirement allowance may be received upon the completion of twenty years of creditable service or upon reaching the age of 55 with ten years of service. Normal retirement for most employees occurs at age 65. Most employees who joined the system after April 1, 2012 cannot retire prior to age 60.

The MTRS’ funding policies have been established by Chapter 32 of the MGL. The Legislature has the authority to amend these policies. The annuity portion of the MTRS retirement allowance is funded by employees, who contribute a percentage of their regular compensation. Costs of administering the plan are funded out of plan assets.

Contributions:

Member contributions for MSERS vary depending on the most recent date of membership:

<u>Hire Date</u>	<u>% of Compensation</u>
Prior to 1975.....	5% of regular compensation
1975 - 1983.....	7% of regular compensation
1984 to 6/30/1996.....	8% of regular compensation
7/1/1996 to present.....	9% of regular compensation
1979 to present.....	An additional 2% of regular compensation in excess of \$30,000

Educational collaboratives contribute amounts equal to the normal cost of employees’ benefits participating in MSERS at a rate established by the Public Employees’ Retirement Administration Commission (PERAC), currently 5.6% of covered payroll. Legally, the collaboratives are only responsible for contributing the annual normal cost of their employees’ benefits (i.e., the present value of the benefits earned by those employees in any given year) and are not legally responsible for the past service cost attributable to those employees or previously retired employees of the collaboratives. During fiscal year 2018, the Collaborative’s contributions on behalf of employees totaled \$303,173.

Member contributions for MTRS vary depending on the most recent date of membership:

<u>Hire Date</u>	<u>% of Compensation</u>
Prior to 1975.....	5% of regular compensation
1975 - 1983.....	7% of regular compensation
1984 to 6/30/1996.....	8% of regular compensation
7/1/1996 to present.....	9% of regular compensation
7/1/2001 to present.....	11% of regular compensation (for teachers hired after 7/1/01 and those accepting provisions of Chapter 114 of the Acts of 2000)
1979 to present.....	An additional 2% of regular compensation in excess of \$30,000

Valley Collaborative
Notes to Financial Statements
June 30, 2018

**NOTE E – MASSACHUSETTS TEACHERS’ AND STATE EMPLOYEES’ RETIREE SYSTEMS –
*continued***

The Commonwealth is a nonemployer contributor in MTRS and is required by statute to make all actuarially determined employer contributions on behalf of the member employers participating in MTRS. Therefore, the Collaborative is considered to be in a 100% special funding situation as defined by GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and the Commonwealth is a nonemployer contributing entity in under both MSERS and MTRS. Since the employers do not contribute directly to each system beyond the MSERS annual normal cost, there is no net pension liability to recognize. However, the notes to the financial statements must disclose the portion of the nonemployer contributing entities’ share of the collective net pension liability that is associated with the employer. In addition, the Collaborative must recognize its portion of the collective pension expense as both a revenue and pension expense.

The nonemployer contributing entities’ share of the collective net pension liability that is associated with the Collaborative was measured as of June 30, 2017 and was \$10,410,850 and \$19,344,064 under MSERS and MTRS, respectively. In fiscal 2018, the Collaborative recognized revenue and related expense of \$1,347,091 (under GASB Statement No. 68) for its portion of the collective pension expense under MSERS. In fiscal 2018, the Collaborative recognized revenue and related expense of \$2,018,996 (under GASB Statement No. 68), for its portion of the collective pension expense under MTRS. These amounts are recorded as Intergovernmental revenue and expense in the financial statements.

NOTE F – COMPENSATED ABSENCES

The Collaborative allows eligible employees to carryover unused vacation time up to 10 days per year and to accrue a maximum of 20 days total. At the end of the fiscal year, any unused vacation time in excess of the above amounts is forfeited. The Collaborative’s vacation accrual for the year ended June 30, 2018 was \$76,054.

NOTE G – RISK MANAGEMENT

The Collaborative is exposed to various risks of loss relating to torts, theft or damage of, and destruction of assets; error and omissions; injuries to employees; and natural disasters. The Collaborative has obtained a variety of commercial liability insurance policies that pass the risk of loss listed above to independent third parties. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Collaborative. Settled claims have not exceeded the insurance coverage in any of the past three fiscal years.

The Collaborative offers eligible participants access to various health and life insurance. Payment, in the form of premiums, is generally made monthly. The payments are funded in part from the Collaborative and payroll withholdings from active employee participants or direct payments from certain other eligible participants. In general, the Collaborative pays 80% of the cost of health insurance and 100% of the cost of life insurance for those participants that qualify.

NOTE H – COMMITMENTS AND CONTINGENCIES

The Collaborative participates in state and federal contracts, which are governed by various rules and regulations of the agencies. Costs charged to the respective programs are subject to audit and adjustment by agencies; therefore, to the extent that the Collaborative has not complied with the rules and regulations governing the refunds of any money received may be required and the collectability of any related receivable at June 30, 2018 may be impaired. In the opinion of the Collaborative, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective contracts; therefore, no provision has been recorded in the accompanying financial statements for such contingencies.

During the fiscal year 2015, the Collaborative’s board members voted to enter into a line of credit agreement with a local bank. The maximum borrowing limit under the agreement is \$1,500,000 and interest is charged at a fluctuating rate equal to the bank’s base rate. As of June 30, 2018, the balance of the line of credit was \$0.

Valley Collaborative
Notes to Financial Statements
June 30, 2018

NOTE I – POSTEMPLOYMENT HEALTHCARE PLAN

The Collaborative follows the provisions of GASB Statement No. 75, “Accounting and Financial Reporting for Postemployment Benefits other than Pensions.” The Collaborative has also established a trust that follows the provisions of GASB Statement No. 74 that is intended to set funds aside for future retiree health insurance. The trust does not issue a separate financial report and its financial activities are reported in the fiduciary financial statements

Description

At the board meeting on June 18, 2015, the Collaborative’s board members implemented a postemployment health care plan and voted to create a trust fund for related retiree health benefits to take effect July 1, 2015. The trust fund is held for the benefit of a third party (retiree health insurance participants) and cannot be used to address activities or obligations of the Collaborative, therefore these funds are not incorporated into the government-wide financial statements. All funds of the trust are held at Public Agency Retirement Services and are held in mutual funds. The trust is irrevocable and is exempt from federal and state income taxes under Internal Revenue Code Section 115. The sole purpose of the trust is to provide funds to pay postemployment healthcare benefits to qualified retirees. The plan has the retirees pay for 20% of the premiums for the medical insurance. The plan currently has 258 participants, made up of 254 active employees and 4 retirees.

As a result of establishing the trust, the Collaborative’s board members voted to transfer \$3,150,000 to fund the trust.

Funding Policy

The Collaborative is the only party that is responsible for the funding of the OPEB Trust. Currently the trust has been adequately funded and there were no required contributions that needed to be made for the year ending June 30, 2018.

Annual OPEB Cost and Net OPEB Obligation

The following table shows the components of the Collaborative’s annual OPEB costs for the fiscal year, the amount deemed to have been actually contributed to the plan, the percentage of annual OPEB cost contributed to the plan and changes in the Collaborative’s net OPEB obligation to the plan as of the last actuarial valuation:

	Fiscal Year Ended June 30, 2018	
	Collaborative Employees and Retirees	Total
I. Total OPEB Liability	\$ 4,270,784	\$ 4,270,784
II. Fiduciary Net Position as of June 30, 2018	<u>3,779,108</u>	<u>3,779,108</u>
III. Net OPEB Liability (Asset) [I.-II.]	491,676	491,676
IV. Service Cost	608,129	608,129
V. Interest	299,048	299,048
VI. Difference in Experience - Amortization	-	-
VII. Change in Assumptions - Amortization	-	-
VIII. Changes in Plan Provisions	-	-
IX. Employee Contributions	-	-
X. Projected Earnings on Investments	(249,627)	(249,627)
XI. Administration Expense	8,754	8,754
XII. Other Changes in Fiduciary Net Position	-	-
XIII. Asset (Gain)/Loss Amortization	<u>(39,533)</u>	<u>(39,533)</u>
XIV. Net OPEB Expense [IV.+V.+VI.+VII.+VIII.+IX.+X.+XIII.]	\$ 626,771	\$ 626,771

Valley Collaborative
Notes to Financial Statements
June 30, 2018

NOTE I – POSTEMPLOYMENT HEALTHCARE PLAN - *continued*Funded Status and Funding Progress

As of June 30, 2018, the most recent valuation date, the actual accrued liability for benefits was \$4,270,784, and the actuarial value of plan assets was \$3,779,108, resulting in an unfunded actuarial liability of \$491,676.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the actuarially determined contribution of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding process, presented in the required supplementary information following the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the Total OPEB Liabilities for benefits.

Effect of 1% Change in Discount Rates

If the discount rate were 1% higher than what was used in this valuation, the Total OPEB Liability would decrease to \$3,624,172 or by 15.1%. If the discount rate were 1% lower than was used in this valuation, the Total OPEB Liability would increase to \$5,078,754 or by 18.9%.

Effect of 1% Change in Healthcare Trend

In the event that healthcare trend rates were 1% higher than forecast and employee contributions were to increase at the forecast rates, the Total OPEB Liability would increase to \$5,364,361 or by 25.6. If such healthcare trend rates were 1% less than forecast and employee contributions were to increase at the forecast rate, the Total OPEB Liability would decrease to \$3,444,842 or by 19.3%.

Actuarial Methods and Assumptions

Interest: Full prefunding: 7.5% per year, net of investment expenses

Actuarial cost method: Entry Age Normal

Medical care inflation:	<u>Year</u>	<u>Inflation Rate</u>
	2018	5.0%
	2019 & after	4.5%

Participation: 95% of future retiree teachers and are assumed to participate in the retiree medical plan, 95% of future non-teacher retirees are expected to participate in the retiree medical plan and 100% of future retirees are expected to elect life insurance.

Marital status: 80% of male employees and 60% of female employees are assumed to have a covered spouse at retirement. Wives are assumed to be three years younger than their husbands.

Current employees: Current active employees who are assumed to retire prior to age 65 are valued with a weighted-average current cost. This weighted-average current cost is based on the medical plan coverage of current retirees under age 65.

At age 65, active participants are assumed to participate in the same manner as current retirees over age 65 in Medicare Supplemental plans.

Pre-age 65 retirees: Current retirees who are under age 65 are assumed to remain in their current medical plan until age 65. Current active employees who are assumed to retire prior to age 65 are valued with a weighted-average premium. This weighted-average premium is based on the medical plan coverage of current retirees under age 65.

Valley Collaborative
Notes to Financial Statements
June 30, 2018

NOTE I – POSTEMPLOYMENT HEALTHCARE PLAN – *continued*

Post-age 65 retirees:	Current retirees over age 65 remain in their current medical plan until death for purposes of measuring their contributions. It is assumed that future retirees are Medicare eligible. It is furthermore assumed that all current retirees under 65 will participate in the Medex plan in the same proportion as current retirees over 65. Per capita costs were developed from the Collaborative developed monthly costs. Amounts to be received in the future for the Medicare Part D Retiree Drug Subsidy are not reflected in the valuation.																		
Termination benefit:	95% of current active teachers and 95% of current active non-teachers over age 50 with at least 10 years of service are expected to elect medical coverage starting at age 65.																		
Medical plan costs:	<p>The estimated gross per capita incurred claim costs for all retirees and beneficiaries for 2018 at ages prior to 65 and after 65 are \$15,634 and \$4,389, respectively. Medicare eligible retirees' per capita claims costs at age 65 is \$2,633.</p> <p>It is assumed that future retirees participate in the same manner as current retirees. Employee cost sharing is based on current rates. Future cost sharing is based on the weighted average of the current cost sharing of retirees and beneficiaries.</p>																		
Age-based morbidity:	<p>Medical costs are adjusted to reflect expected cost increase related to age. The increase in the net costs assumed to be:</p> <table> <tr> <th><u>Age</u></th><th><u>Annual increase retiree</u></th></tr> <tr> <td>49 and below</td><td>2.6%</td></tr> <tr> <td>50-54</td><td>3.2%</td></tr> <tr> <td>55-59</td><td>3.4%</td></tr> <tr> <td>60-64</td><td>3.7%</td></tr> <tr> <td>65-69</td><td>3.2%</td></tr> <tr> <td>70-74</td><td>2.4%</td></tr> <tr> <td>75-79</td><td>1.8%</td></tr> <tr> <td>80 and over</td><td>0.0%</td></tr> </table>	<u>Age</u>	<u>Annual increase retiree</u>	49 and below	2.6%	50-54	3.2%	55-59	3.4%	60-64	3.7%	65-69	3.2%	70-74	2.4%	75-79	1.8%	80 and over	0.0%
<u>Age</u>	<u>Annual increase retiree</u>																		
49 and below	2.6%																		
50-54	3.2%																		
55-59	3.4%																		
60-64	3.7%																		
65-69	3.2%																		
70-74	2.4%																		
75-79	1.8%																		
80 and over	0.0%																		
Mortality rates:	It is assumed that both pre-retirement mortality and beneficiary mortality is represented by the RP-2014 Blue Collar Mortality with Scale MP-2017, fully generational. Mortality for retired members for Group 1 and 2 is represented by the RP-2014 Blue Collar Mortality Table set forward five years for males and three years for females, fully generational. Mortality for disabled members for Group 1 and 2 is represented by the RP-2000 Mortality table set forward two years. Generational adjusting is based on Scale MP-2017.																		
Retirement medical Insurance:	Retirees contribute towards their coverage in the amount of 20% of stated premiums.																		
Spousal coverage:	Current and future retirees may elect to include their spouses as part of their post-retirement benefits. There is lifetime spousal coverage for medical insurance.																		
Section 18 coverage:	The Collaborative has elected to adopt Section 18 under Chapter 32B of the General Laws of Massachusetts, which requires that an employee or retiree must participate in the Medicare program as the primary payer once one reaches age 65 and is Medicare eligible.																		

Valley Collaborative
Notes to Financial Statements
June 30, 2018

NOTE I – POSTEMPLOYMENT HEALTHCARE PLAN – *continued*

Retirement Eligibility: Age 55 with 10 years of service, or 20 years of service. For Group 1 employees hired after April 1, 2012, age 60 with 10 years of service or 20 years of service.

Ordinary disability eligibility: 10 years of service and under age 55.

Termination eligibility: 10 years of service.

NOTE J – TAX POSITION

The primary tax positions made by the Collaborative are the existence of Unrelated Business Income Tax and the Collaborative's status as an exempt organization under the Internal Revenue Code. The Collaborative currently evaluates all tax positions, and makes determinations regarding the likelihood of those positions being upheld under review. For the years presented, and as a result of adoption, the Collaborative has not recognized any tax benefits or loss contingencies for uncertain tax positions based on its evaluations. The Collaborative is not currently under examination by any taxing jurisdiction. As a Chapter 40 governmental entity, the Collaborative is exempt from filing certain non-profit filings and, accordingly, there are no returns currently open for examination.

NOTE K – COMMONWEALTH OF MASSACHUSETTS SURPLUS REVENUE RETENTION (OSD)

The excess (deficiency) of revenue received from departments of the Commonwealth of Massachusetts is the amount in accordance with the Commonwealth of Massachusetts Not-For-Profit Provider Surplus Revenue Retention Policy, pursuant to 808CMR 1.19(3) of the Pricing, Reporting, and Auditing for Social Programs, which allows a provider to retain, for future use, a portion of annual net surplus. Net surplus from the revenues and expenses with services provided to purchasing agencies, which are subject to 808CMR 1.00, may not exceed 20% of the provider's revenues derived from contracts with state departments annually. For fiscal 2016 and beyond, there is no limit on the cumulative amount of the provider's net surplus. For the year ended June 30, 2018, the Collaborative had no surplus revenue from contracts with state departments.

NOTE L – DISCLOSURES REQUIRED UNDER MASSACHUSETTS GENERAL LAW C.40 § 4E

Names, duties and total compensation of the five most highly compensated employees

The five highest compensated employees of the Collaborative during fiscal year 2018 were as follows:

<u>Name</u>	<u>Title</u>	<u>Total Compensation</u>
Chris A. Scott, PhD	Executive Director	\$196,093
Sean Glavin	Director of Finance and Operations	\$112,970
Chris Cowan	Principal	\$99,240
Nicole Noska	Principal	\$92,150
Susan Donato	Occupational Therapist	\$91,156

Executive Director:

Responsible for the proper fiscal management of Collaborative Programs. Administer and coordinate all programs and services offered by the Collaborative. Develop and propose an annual budget to the Board of Directors. Ensure Collaborative is operating within and in compliance with federal and state laws.

Director of Finance and Operations:

Responsible for managing Payroll, Human Resources, Accounts Payable and Accounts Receivable departments on a daily basis. Responsibilities include financial reporting, preparing annual financial audit, and cash management. Other responsibilities include supervising Operations Department; maintenance, custodial, safety, and Capital Projects.

Valley Collaborative
Notes to Financial Statements
June 30, 2018

**NOTE L – DISCLOSURES REQUIRED UNDER MASSACHUSETTS GENERAL LAW C.40 § 4E –
*continued***

Principal:

Responsible to ensure program curriculum is aligned with Massachusetts Curriculum Frameworks. Other responsibilities include, ensure safety and structure of program, coordination and review all IEPs, schedule and participate in IEP meetings, communicate with parents, LEAs and outside agencies, and interview student referrals.

Occupational Therapist:

Works with the students to help develop certain skills such as handwriting, fine motor skills, performance of activities of daily living, visual motor and perceptual skills and various other areas to assist with skills and functions.

Amounts expended on services for individuals aged 22 years and older

Total direct costs incurred by the Collaborative in its over 21 programs, funded in part by contracts with agencies of the Commonwealth of Massachusetts, totaled \$2,453,517 for the year ended June 30, 2018, excluding Massachusetts Teachers' and State Employees' Retirement Systems "on-behalf" payments.

Amounts expended on administration and overhead

Administrative expenses of \$1,943,092 for the year ended June 30, 2018, include all costs that cannot be directly or reasonably applied to a program of the Collaborative. Administrative expenses include salaries, related benefits and payroll taxes, associated with the Collaborative's administrative office (i.e., Executive Director, finance staff, human resources, etc.), as well as other costs associated with maintaining that office (i.e. occupancy, supplies, etc.). The Collaborative directly applies salaries, where appropriate, to its programs and allocates related employee benefits and taxes to those programs. Occupancy, supplies, maintenance and any other cost that can be directly applied, or reasonably allocated, are reported under program expense.

Accounts held by the Collaborative that may be spent at the discretion of another person or entity

The Collaborative does not hold any accounts that may be spent at the discretion of another person or entity.

Transactions between the Collaborative and any related for-profit or non-profit organization

Other than the leases described below, the Collaborative had no transactions between the Collaborative and any related for-profit or non-profit organization.

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

Transactions or contracts related to the purchase, sale, rental, or lease of real property are described in Notes B and C to the financial statements. The Collaborative leases classroom and other program space within Tyngsborough, a member district. For the year ended June 30, 2018, rent expense under this lease was \$255,950.

Valley Collaborative
Notes to Financial Statements
June 30, 2018

**NOTE L – DISCLOSURES REQUIRED UNDER MASSACHUSETTS GENERAL LAW C.40 § 4E -
*continued***

Annual determination and disclosure of cumulative surplus

Cumulative Surplus Calculation - FY18				Page(s) in financial statements
(A)	Voted Cumulative Surplus as of 6/30/17		\$ 4,378,081	(A) p. 11
(B)	1 Amount of (A) used to support the FY18 Budget	(B)1	\$ -	
	2 Amount of (A) returned to member districts	(B)2	\$ 2,201,859	
	(B)1 + (B)2 = (B)		\$ 2,201,859	(B) p. 8
(C)	Unexpended FY18 General Funds		\$ 1,865,939	(C) p. 11
(D)	Cumulative Surplus as of 6/30/18 (A) - (B) + (C) = (D)		\$ 4,042,161	(D)
(E)	FY18 Total General Fund Expenditures*		\$ 17,995,442	(E) p. 11
(F)	Cumulative Surplus Percentage	(D) ÷ (E)	23%	(F)
	Estimated Amount of Excess Cumulative Surplus as of 6/30/18		-	

*Excludes intergovernmental expense, includes transfers to postemployment benefits trust and Capital Reserve Fund.

Valley Collaborative
Statement of Revenues, Expenditures and Changes in Fund Balance
of the General Fund - Budget to Actual
For the year ended June 30, 2018

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget Favorable (Unfavorable)
Revenues:				
Services	\$ 15,260,680	\$ 16,600,000	\$ 17,061,469	\$ 461,469
State contracts	2,290,000	2,290,000	2,425,604	135,604
Other	447,000	447,000	302,735	(144,265)
Interest	4,500	25,000	40,916	15,916
Insurance proceeds on disposal of asset	-	-	30,657	30,657
Intergovernmental revenue	-	-	3,366,087	3,366,087
Total revenue and other support	18,002,180	19,362,000	23,227,468	3,865,468
Expenses:				
Salaries	11,722,646	12,050,000	12,456,706	(406,706)
Employee benefits	2,210,000	2,267,070	2,276,301	(9,231)
Operating expenses	2,065,700	2,400,700	2,330,725	69,975
Leases and rentals	444,030	444,030	415,380	28,650
On-behalf retirement payment expense	-	-	3,366,087	(3,366,087)
Total expenses	16,442,376	17,161,800	20,845,199	(3,683,399)
Excess of revenues over expenses	\$ 1,559,804	\$ 2,200,200	\$ 2,382,269	\$ 182,069
Other Budget Items:				
Credits to member districts	\$ -	\$ -	\$ 2,201,859	\$ (2,201,859)
OPEB obligation funding	-	-	-	-
Capital Budget Items	425,000	780,000	516,330	263,670
	\$ 425,000	\$ 780,000	\$ 2,718,189	\$ (1,938,189)

Note: The schedule above is presented on the same basis used by the Collaborative to present its internal budget to actual comparison and account groupings are not necessarily consistent with the Statement of Revenue, Expenditures and Changes in Fund Balances presented on page 11. Also, capital budget items presented above include actual capital outlays and transfers made to the Capital Reserve Fund.

See independent auditor's report.

Valley Collaborative
 Schedule of Funding Progress of Other Postemployment Healthcare Benefits
 June 30, 2018

Actual Valuation Date	Value of Assets (a)	Accrued Liability (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll	UAAL as Percentage of Covered Payroll
6/30/2018	\$ 3,779,108	\$ 4,270,784	\$ 491,676	88.49%	\$ 11,775,259	4.18%

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See independent auditor's report.

Valley Collaborative
Schedule of the Collaborative's Proportionate Share of Net Pension Liability
For the Year Ended June 30, 2018

		MTRS	MSERS
Collaborative's proportion of net pension liability	FY2014	0.10521%	0.02526%
	FY2015	0.07985%	0.02466%
	FY2016	0.08405%	0.07637%
	FY2017	0.08453%	0.08118%
Collaborative's proportionate share of net pension liability	FY2014	\$ 16,724,835	\$ 1,871,525
	FY2015	\$ 16,360,313	\$ 2,806,546
	FY2016	\$ 18,790,793	\$ 10,530,873
	FY2017	\$ 19,344,064	\$ 10,410,850
Collaborative's covered-employee payroll	FY2014	\$ 6,277,563	\$ 4,565,446
	FY2015	\$ 5,347,143	\$ 4,285,929
	FY2016	\$ 5,527,894	\$ 4,254,279
	FY2017	\$ 5,762,613	\$ 4,635,195
Collaborative's proportionate share of net pension liability as a percentage of its covered-employee payroll	FY2014	266.42%	40.99%
	FY2015	305.96%	65.48%
	FY2016	339.93%	247.54%
	FY2017	335.68%	224.60%
Plan fiduciary net position as a percentage of total pension liability	FY2014	61.64%	76.32%
	FY2015	55.38%	67.87%
	FY2016	52.73%	63.48%
	FY2017	54.25%	67.21%

Notes to Required Supplementary Information

MTRS is the Massachusetts Teachers' Retirement System

MSERS is the Massachusetts State Employees' Retirement System

Also, see Note E to financial statements

Measurement Date

The amounts presented in this schedule were determined as of June 30, 2017.

Schedule Presentation

This schedule is intended to present information for 10 years. Until a 10-year trend is compiled, information is presented for those years for which information is available.

See independent auditor's report.

Valley Collaborative
Schedule of Pension Contributions
For the Year Ended June 30, 2018

	<u>MTRS</u>	<u>MSERS</u>
<u>Fiscal 2014</u>		
Contractually required contribution	\$ -	\$ 255,665
Contributions in relation to the contractually required contribution	\$ -	\$ 255,665
Contribution deficiency (excess)	\$ -	\$ -
Collaborative's covered-employee payroll	\$ 6,277,563	\$ 4,565,446
Contributions as a percentage of covered-employee payroll	0.00%	5.60%
<u>Fiscal 2015</u>		
Contractually required contribution	\$ -	\$ 240,012
Contributions in relation to the contractually required contribution	\$ -	\$ 240,012
Contribution deficiency (excess)	\$ -	\$ -
Collaborative's covered-employee payroll	\$ 5,347,143	\$ 4,285,929
Contributions as a percentage of covered-employee payroll	0.00%	5.60%
<u>Fiscal 2016</u>		
Contractually required contribution	\$ -	\$ 238,217
Contributions in relation to the contractually required contribution	\$ -	\$ 238,217
Contribution deficiency (excess)	\$ -	\$ -
Collaborative's covered-employee payroll	\$ 5,527,894	\$ 4,254,279
Contributions as a percentage of covered-employee payroll	0.00%	5.60%
<u>Fiscal 2017</u>		
Contractually required contribution	\$ -	\$ 259,571
Contributions in relation to the contractually required contribution	\$ -	\$ 259,571
Contribution deficiency (excess)	\$ -	\$ -
Collaborative's covered-employee payroll	\$ 5,762,613	\$ 4,635,195
Contributions as a percentage of covered-employee payroll	0.00%	5.60%

Notes to Required Supplementary Information

MTRS is the Massachusetts Teachers' Retirement System

MSERS is the Massachusetts State Employees' Retirement System

Also, see Note E to financial statements

Measurement Date

The amounts presented in this schedule were determined as of June 30, 2017.

Schedule Presentation

This schedule is intended to present information for 10 years. Until a 10-year trend is compiled, information is

Contributions

The Collaborative is required to pay an annual appropriation as established by the Public Employees' Retirement

See independent auditor's report.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors of
Valley Collaborative
Billerica, Massachusetts

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Valley Collaborative (a collaborative organized under the Laws of the Commonwealth of Massachusetts), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise Valley Collaborative's basic financial statements, and have issued our report thereon dated October 19, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Valley Collaborative's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Valley Collaborative's internal control. Accordingly, we do not express an opinion on the effectiveness of Valley Collaborative's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Valley Collaborative's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Certified Public Accountants

Newburyport, Massachusetts

October 19, 2018

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ACCEPTANCE OF THE BOARD OF DIRECTORS

We, the Board of Directors of the Valley Collaborative, have voted to accept the representations of management and the expression of the opinions made by Fritz DeGuglielmo LLC as embodied in the financial statements, supplemental schedules and independent auditor's reports for the year ended June 30, 2018.

We also certify that the representations made by management and the disclosures in the financial statements are accurate and have been correctly and completely disclosed as required by accounting principles generally accepted in the United States of America and under Commonwealth of Massachusetts laws for the year ended June 30, 2018.

Board Chair

Date

Valley Collaborative

Uniform Financial Report

June 30, 2018

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Note: If your agency is exempt from filling this report (see instructions) complete this cover page only and submit it along with documentation to support the basis of the exemption.

ORGANIZATION : VALLEY COLLABORATIVE					FEIN: 043121303	
STATEMENT OF FINANCIAL POSITION AS OF			WITH COMPARATIVE TOTALS AS OF			
06/30/2018			6/30/2017			
(BALANCE SHEET)						
	CURRENT OPERATIONS	PLANT	ENDOWMENT	CUSTODIAN	TOTAL THIS YEAR	TOTAL LAST YEAR
ASSETS						
1	Cash and Cash Equivalents	3,343,191	1,500,000		4,843,191	4,324,298
2	Accounts Receivable, Program Services	1,833,007			1,833,007	2,753,294
3	Allowance for Doubtful Accounts					
4	Net Accounts Receivable, Program Services	1,833,007			1,833,007	2,753,294
5	Contributions Receivable					
6	Notes Receivable					
7	Prepaid Expenses	21,319			21,319	22,861
8	Other Accounts Receivable					
9	Other Current Assets	1,999,574			1,999,574	2,007,651
10	Short-Term Investments					
11	TOTAL CURRENT ASSETS	7,197,091	1,500,000		8,697,091	9,108,104
12	Land, Buildings, and Equipment		10,125,275		10,125,275	9,797,335
13	Accumulated Depreciation		(2,673,231)		(2,673,231)	(2,134,774)
14	Net Land, Buildings and Equipment		7,452,044		7,452,044	7,662,561
15	Long-Term Investments					
16	Other Assets					
17	Due From Other Funds					
18	TOTAL ASSETS	7,197,091	8,952,044		16,149,135	16,770,665
LIABILITIES AND NET ASSETS						
19	Accounts Payable	134,943			134,943	67,610
20	Subcontract Payable					
21	Accrued Expenses	1,000,146			1,000,146	1,125,643
22	Current Notes Payable					
23	Current Portion Long-Term Debt					
24	Deferred Revenue					
25	Other Current Liabilities	1,999,574			1,999,574	2,007,651
26	TOTAL CURRENT LIABILITIES	3,134,663			3,134,663	3,200,904
27	Long-Term Notes & Mortgage Payable					
28	Other Liabilities	491,676			491,676	
29	Due to Other Funds					
30	TOTAL LIABILITIES	3,626,339			3,626,339	3,200,904
NET ASSETS						
31	Unrestricted	3,550,485	7,452,044		11,002,529	12,040,642
32	Temporarily Restricted	20,267	1,500,000		1,520,267	1,529,119
33	Permanently Restricted					
34	TOTAL NET ASSETS	3,570,752	8,952,044		12,522,796	13,569,761
35	TOTAL LIABILITIES AND NET ASSETS	7,197,091	8,952,044		16,149,135	16,770,665
See Accompanying Notes to the Financial Statements						

ORGANIZATION : VALLEY COLLABORATIVE		FEIN: 043121303				
STATEMENT OF ACTIVITIES FOR THE YEAR ENDED		06/30/2018	WITH COMPARATIVE TOTALS FOR THE YEAR ENDED		06/30/2017	
		UNRESTRICTED	TEMPORARILY RESTRICTED	PERMANENTLY RESTRICTED	TOTAL THIS YEAR	TOTAL LAST YEAR
REVENUES, GAINS, AND OTHER SUPPORT						
1	Contributions, Gifts, Legacies, Bequests & Special Events		30,289		30,289	31,311
2	In-Kind Contributions	25,000			25,000	
3	Grants					
4	Program Service Fees	19,256,263			19,256,263	18,357,574
5	Federated Fundraising Organization Allocation					
6	Investment Revenue	40,917			40,917	10,945
7	Revenue from Commercial Products & Services	459,205			459,205	416,565
8	Other	3,447,335			3,447,335	3,428,024
9	Net Assets Released From Restrictions:					
10	Satisfaction of Program Restrictions	39,141	(39,141)			
11	Satisfaction of Equipment Acquisition Restrictions					
12	Expiration of Time Restrictions					
13	TOTAL REVENUE, GAINS, AND OTHER SUPPORT	23,267,861	(8,852)		23,259,009	22,244,419
EXPENSES AND LOSSES						
14	Administration (Management & General)	2,157,035			2,157,035	2,257,954
15	Fundraising					
16	Total Program Services	19,455,293			19,455,293	17,735,611
17	TOTAL EXPENSES	21,612,328			21,612,328	19,993,565
18	Losses	111			111	1,510
19	TOTAL EXPENSES AND LOSSES	21,612,439			21,612,439	19,995,075
CHANGES IN NET ASSETS:						
20	Property & Equipment Acquisitions from Unrestricted Funds					
21	Transfer of Realized Endowment Fund Appreciation					
22	Return to Donor					
23	Other Increases (Decreases)	(2,693,535)			(2,693,535)	(2,000,000)
24	TOTAL CHANGES IN NET ASSETS	(1,038,113)	(8,852)		(1,046,965)	249,344
25	NET ASSETS AT BEGINNING OF YEAR	12,040,642	1,529,119		13,569,761	13,320,417
26	NET ASSETS AT END OF YEAR	11,002,529	1,520,267		12,522,796	13,569,761
See Accompanying Notes to Financial Statements						

ORGANIZATION : VALLEY COLLABORATIVE

FEIN: 043121303

STATEMENT OF CASH FLOWS for the YEAR ENDED

06/30/2018

INDIRECT METHOD

		TOTAL
1	Cash Flows from Operating Activities:	
	Changes in Net Assets	(1,046,965)
	Adjustments to Reconcile Change In Net Assets to Net	
	Cash provided by/(used in) Operating Activities:	
2	Depreciation	728,098
3	Losses	111
4	Increase/Decrease in Net Accounts Receivable	920,176
5	Increase/Decrease in Prepaid Expenses	1,542
6	Increase/Decrease in Contributions Receivable	
7	Increase/Decrease in Accounts Payable	67,333
8	Increase/Decrease in Accrued Expenses	(125,497)
9	Increase/Decrease in Deferred Revenue	
10	Increase/Decrease in Subcontract Payable	
11	Contributions Restricted for Long-Term Investment	
12	Net Unrealized and Realized Gains on Long-Term Investments	
13	Other Cash Used in/Provided by Operating Activities	459,768
14	Net Cash Provided by/(used in) Operating Activities	1,004,566
	Cash Flows from Investing Activities:	
15	Insurance Proceeds	30,657
16	Purchase(s) of Capital Assets (Land, Bldgs. & Equip.)	(516,330)
17	Proceeds from Sale(s) of Investments	
18	Purchase(s) of Investments	
19	Purchase(s) of Assets Restricted To Long-Term Investment	
20	Other Investing Activities	
21	Net Cash Provided by/(used in) Investing Activities	(485,673)
	Cash from Financing Activities:	
	Proceeds from Contributions Restricted For:	
22	Investment in Endowment	
23	Investment in Term Endowment	
24	Investment in Plant (Land Bldgs. & Equip.)	
	Other Financing Activities:	
25	Contributions Restricted for Long-Term Investment	
26	Interest and Dividends Restricted for Reinvestment	
27	Payments on Notes Payable	
28	Payments on Long-Term Debt	
29	Other Finance Payments/Receipts	
30	Net Cash Provided by/(used in) Financing Activities	

See Accompanying Notes to the Financial Statements

ORGANIZATION : VALLEY COLLABORATIVE

FEIN: 043121303

STATEMENT OF CASH FLOWS for the YEAR ENDED

06/30/2018

INDIRECT METHOD

31	Net Increase/(Decrease) in Cash and Cash Equivalents	518,893
32	Cash and Cash Equivalents at Beginning of Year	4,324,298
33	Cash and Cash Equivalents at End of Year	4,843,191

Supplemental Disclosure of Cash Flow Information:

34	Cash Paid During the Year for Interest	
35	Cash Paid During the Year for Taxes/Other	

Supplemental Data for Noncash Investing and Financing Activities:

36	Gifts of Equipment	
37	Other Noncash Investing and Financing Activities	
38	Vehicle trade-in allowance	91,800
39		
40		

See Accompanying Notes to the Financial Statements

ORGANIZATION : VALLEY COLLABORATIVEFEIN: 043121303Statement of Functional Expenses for the Year Ended: 06/30/2018

	TOTALS	SUPPORTING SERVICES		PROGRAM SERVICES
		ADMINISTRATION (MNGT. & GEN.)	FUND RAISING	TOTAL ALL PROGRAMS
1. Employee Compensation & Related Expenses	17,511,090	1,335,637		16,175,453
2. Occupancy	770,788	28,295		742,493
3. Other Program / Operating Expense	1,414,308	14,154		1,400,154
4. Subcontract Expense				
5. Direct Administrative Expense	1,078,336	681,720		396,616
6. Other Expenses	109,707			109,707
7. Depreciation of Buildings and Equipment	728,099	97,229		630,870
8. TOTAL EXPENSES	21,612,328	2,157,035		19,455,293

See Accompanying Notes to Financial Statements

*

ORGANIZATION : VALLEY COLLABORATIVEFEIN: 043121303Statement of Functional Expenses for the Year Ended: 06/30/18

	PROGRAM #	PROGRAM #	PROGRAM #	PROGRAM #	PROGRAM #
	<u>05-101</u>	<u>04-102</u>	<u>NPOS-200</u>	<u>NPOS-400</u>	<u>NPOS-410</u>
1. Employee Compensation & Related Expenses	<u>134,715</u>	<u>146,488</u>	<u>4,022,108</u>	<u>1,603,611</u>	<u>1,235,938</u>
2. Occupancy	<u>15,250</u>	<u>5,473</u>	<u>145,598</u>	<u>48,422</u>	<u>71,313</u>
3. Other Program / Operating Expense	<u>3,810</u>	<u>2,036</u>	<u>468,267</u>	<u>34,917</u>	<u>126,277</u>
4. Subcontract Expense					
5. Direct Administrative Expense		<u>1,439</u>	<u>91,444</u>	<u>46,464</u>	<u>47,223</u>
6. Other Expenses			<u>36,517</u>	<u>24,489</u>	<u>12,777</u>
7. Depreciation of Buildings and Equipment	<u>5,304</u>	<u>294</u>	<u>250,340</u>	<u>67,560</u>	<u>84,095</u>
8. TOTAL EXPENSES	<u>159,079</u>	<u>155,730</u>	<u>5,014,274</u>	<u>1,825,463</u>	<u>1,577,623</u>

See Accompanying Notes to Financial Statements

*

ORGANIZATION : VALLEY COLLABORATIVEFEIN: 043121303Statement of Functional Expenses for the Year Ended: 06/30/18

	PROGRAM #	PROGRAM #	PROGRAM #	PROGRAM #	PROGRAM #
	NPOS-450	01-500	NPOS-660	NPOS-665	NPOS-712
1. Employee Compensation & Related Expenses	66,108	1,820,368	4,512,066	31,958	2,554,027
2. Occupancy	2,964	110,949	293,460		42,961
3. Other Program / Operating Expense	4,505	436,897	225,825	284	86,461
4. Subcontract Expense					
5. Direct Administrative Expense	29,032	37,372	90,300		53,342
6. Other Expenses		795	21,751		13,378
7. Depreciation of Buildings and Equipment	2,954	98,284	64,010	630	57,399
8. TOTAL EXPENSES	105,563	2,504,665	5,207,412	32,872	2,807,568

See Accompanying Notes to Financial Statements

*

ORGANIZATION : VALLEY COLLABORATIVEFEIN: 043121303Statement of Functional Expenses for the Year Ended: 06/30/18

	PROGRAM #	PROGRAM #	PROGRAM #	PROGRAM #	PROGRAM #
	<u>05-101a</u>				
1. Employee Compensation & Related Expenses	<u>48,066</u>				
2. Occupancy	<u>6,103</u>				
3. Other Program / Operating Expense	<u>10,875</u>				
4. Subcontract Expense					
5. Direct Administrative Expense					
6. Other Expenses					
7. Depreciation of Buildings and Equipment					
8. TOTAL EXPENSES	<u>65,044</u>				

See Accompanying Notes to Financial Statements

ORGANIZATION: VALLEY COLLABORATIVE				ORGANIZATION SUPPLEMENTAL INFORMATION SCHEDULE A - Unaudited				FY END: 6/30/2018		FEIN: 043121303	
		Total Organization		Admin (M&G)		Fund Raising		Total All Programs			
REVENUE											
1R Contributions, Gifts, Legacies, Bequests					1E Total Direct Prog.Staff FTE/Exp 101-138	FTE Expense	FTE Expense	FTE Expense	FTE Expense	FTE Expense	FTE Expense
2R Gov. In-Kind/Capital Budget	25,000	XXXXXXXXXX	XXXXXXXXXX	25,000	2E Chief Executive Officer - FTE/Exp.	227.52 10,834,414	XXXX XXXXXXXXXX	XXXX XXXXXXXXXX	XXXX XXXXXXXXXX	227.52 10,834,414	10,834,414
3R Private IN-Kind					3E Chief Financial Officer - FTE/Exp.	1.00 178,036	1.00 178,036				
4R Total Contributions and In-Kind	25,000			25,000	4E Accting/Clerical/Support FTE/Expense	1.00 112,970	1.00 112,970				
5R Mass Gov. Grant		XXXXXXXXXX	XXXXXXXXXX		5E Admin Maint/House-Grmskeeping FTE/Exp	12.15 723,479	12.15 723,479				
6R Other Grant (exclud. Fed.Direct)					6E Total Admin Employee FTE/Expense 410	14.15 1,014,485	14.15 1,014,485				
7R Total Grants					7E Commercial Products & Svs/Mktg FTE/Exp			XXXX XXXXXXXXXX			
8R Dept. of Mental Health (DMH)		XXXXXXXXXX	XXXXXXXXXX		8E Total FTE/Salary/Wages	241.67 11,848,899	14.15 1,014,485			227.52 10,834,414	10,834,414
9R Dept. of Developmental Services(DDS/DMR)	1,954,983	XXXXXXXXXX	XXXXXXXXXX	1,954,983	9E Payroll Taxes 150		312,350				284,802
10R Dept. of Public Health (DPH)		XXXXXXXXXX	XXXXXXXXXX		10E Fringe Benefits 151		1,963,951				1,796,606
11R Dept. of Children and Families (DCF/DSS)		XXXXXXXXXX	XXXXXXXXXX		11E Accrual Adjustments		6,546				10,257
12R Dept. of Transitional Assist (DTA/WEL)		XXXXXXXXXX	XXXXXXXXXX		12E Total Employee Compensation & Rel. Exp.		14,131,746				12,926,079
13R Dept. of Youth Services (DYS)		XXXXXXXXXX	XXXXXXXXXX		13E Facility and Prog. Equip. Expenses 301, 390		414,838				393,300
14R Health Care Fin & Policy (HCF)-Contract		XXXXXXXXXX	XXXXXXXXXX		14E Facility & Prog. Equip. Depreciation 301		727,682				630,453
15R Health Care Fin & Policy (HCF)-UCP		XXXXXXXXXX	XXXXXXXXXX		15E Facility Operation/Maint./Furn.390		355,950				349,193
16R MA. Comm. For the Blind (MCB)	18,420	XXXXXXXXXX	XXXXXXXXXX	18,420	16E Facility General Liability Insurance 390						
17R MA. Comm. for Deaf & H H (MCD)		XXXXXXXXXX	XXXXXXXXXX		17E Total Occupancy		1,498,470				1,372,946
18R MA. Rehabilitation Commission (MRC)	427,201	XXXXXXXXXX	XXXXXXXXXX	427,201	18E Direct Care Consultant 201						
19R MA. Off. for Refugees & Immigr.(ORI)		XXXXXXXXXX	XXXXXXXXXX		19E Temporary Help 202						
20R Dept. of Early Educ. & Care (EEC)-Contract		XXXXXXXXXX	XXXXXXXXXX		20E Clients and Caregivers Reimb./Stipends 203			XXXXXXXXXX	XXXXXXXXXX		
21R Dept. of Early Educ. & Care (EEC)-Voucher		XXXXXXXXXX	XXXXXXXXXX		21E Subcontracted Direct Care 206			XXXXXXXXXX	XXXXXXXXXX		
22R Dept of Correction (DOC)		XXXXXXXXXX	XXXXXXXXXX		22E Staff Training 204		36,674				30,997
23R Dept. of Elementary & Secondary Educ. (DOE)		XXXXXXXXXX	XXXXXXXXXX		23E Staff Mileage / Travel 205		20,577				16,801
24R Parole Board (PAR)		XXXXXXXXXX	XXXXXXXXXX		24E Meals 207						
25R Veteran's Services (VET)		XXXXXXXXXX	XXXXXXXXXX		25E Client Transportation 208			XXXXXXXXXX	XXXXXXXXXX		
26R Ex. Off. of Elder Affairs (ELD)		XXXXXXXXXX	XXXXXXXXXX		26E Vehicle Expenses 208		117,642				112,941
27R Div of Housing & Community Develop(OCD)		XXXXXXXXXX	XXXXXXXXXX		27E Vehicle Depreciation 208						
28R POS Subcontract		XXXXXXXXXX	XXXXXXXXXX		28E Incidental Medical /Medicine/Pharmacy 209			XXXXXXXXXX	XXXXXXXXXX		
29R Other Mass. State Agency POS		XXXXXXXXXX	XXXXXXXXXX		29E Client Personal Allowances 211		5,103	XXXXXXXXXX	XXXXXXXXXX		5,103
30R Mass State Agency Non - POS		XXXXXXXXXX	XXXXXXXXXX		30E Provision Material Goods/Svs./Benefits 212			XXXXXXXXXX	XXXXXXXXXX		
31R Mass. Local Govt/Quasi-Govt. Entities	14,255,604	XXXXXXXXXX	XXXXXXXXXX	14,255,604	31E Direct Client Wages 214		588,003	XXXXXXXXXX	XXXXXXXXXX		588,003
32R Non-Mass. State/Local Government	2,600,055	XXXXXXXXXX	XXXXXXXXXX	2,600,055	32E Other Commercial Prod. & Svs. 214		207,470	XXXXXXXXXX	XXXXXXXXXX		207,470
33R Direct Federal Grants/Contracts		XXXXXXXXXX	XXXXXXXXXX		33E Program Supplies & Materials 215		438,839	XXXXXXXXXX	XXXXXXXXXX		438,839
34R Medicaid - Direct Payments		XXXXXXXXXX	XXXXXXXXXX		34E Non Charitable Expenses						
35R Medicaid - MBHP Subcontract		XXXXXXXXXX	XXXXXXXXXX		35E Other Expense		109,707				109,707
36R Medicare		XXXXXXXXXX	XXXXXXXXXX		36E Total Other Program Expense		1,524,015		14,154		1,509,861
37R Mass. Govt. Client Stipends		XXXXXXXXXX	XXXXXXXXXX		37E Management Fees 410						XXXXXXXXXX
38R Client Resources		XXXXXXXXXX	XXXXXXXXXX		38E Fundraising Fees 410			XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
39R Mass. Publicly sponsored client offsets		XXXXXXXXXX	XXXXXXXXXX		39E Legal Fees 410		44,813		44,813		XXXXXXXXXX
40R Other Publicly sponsored client offsets		XXXXXXXXXX	XXXXXXXXXX		40E Audit Fees 410		34,935		34,935		XXXXXXXXXX
41R Private Client Fees (excluding 3rd Pty)		XXXXXXXXXX	XXXXXXXXXX		41E Management Consultant 410						XXXXXXXXXX
42R Private Client 3rd Pty/other offsets		XXXXXXXXXX	XXXXXXXXXX		42E Other Professional Fees & Other Admin. Expenses 410		679,056		312,402		366,654
43R Total Assistance and Fees	19,256,263	XXXXXXXXXX	XXXXXXXXXX	19,256,263	43E Leased Office/Program Office Equip.410,390		33,756		3,794		29,962
44R Federated Fundraising					44E Office Equipment Depreciation 410						
45R Commercial Activities	459,205			459,205	45E Admin. Vehicle Expenses 410						XXXXXXXXXX
46R Non-Charitable Revenue					46E Admin. Vehicle Depreciation 410						XXXXXXXXXX
47R Investment Revenue	40,917	40,917			47E Directors & Officers Insurance 410						XXXXXXXXXX
48R Other Revenue	3,447,335	197,961		3,249,374	48E Program Support 216			XXXXXXXXXX			
49R Allocated Admin (M&G) Revenue	XXXXXXXXXXXX				49E Professional Insurance 410		285,776		285,776		
50R Released Net Assets-Program	39,141	39,141			50E Working Capital Interest 410						
51R Released Net Assets-Equipment					51E Total Direct Administrative Expense		1,078,336		681,720		396,616
52R Released Net Assets-Time					52E Admin (M&G) Reporting Center Allocation		XXXXXXXXXXXX		(2,027,065)		2,027,065
53R TOTAL REVENUE	23,267,861	278,019		22,989,842	53E Total Reimbursable & Fundraising Expense		18,232,567				18,232,567
54R TOTAL EXPENSE = 56E	21,612,328	129,970		21,482,358	54E Direct State/Federal Non-Reimbursable Expense		3,379,761		129,970		3,249,791
55R OPERATING RESULTS	1,655,533	148,049		1,507,484	55E Allocation of State/Fed Non-Reimbursable Expense		XXXXXXXXXXXX				
					56E TOTAL EXPENSE = 56R		21,612,328		129,970		21,482,358
COMPENSATION DISCLOSURE Enter all compensation (salary, benefit packages, vehicles, consultant payments, loans, etc.) from the entity & its related parties/affiliates to organization principals. Attach schedule of non-salary items.				NON-REIMBURSABLE EXPENSE DETAIL				Note to Readers: Please see Schedule B Note to Readers regarding appropriate Non-Reimbursable Exp.			
Reporting Entity Compensation				1N Direct Employee Compensation & Related Exp.				3,379,344	129,970	XXXXXXXXXXXX	3,249,374
Compensation from Other Entities				2N Direct Occupancy						XXXXXXXXXXXX	
Name & Title				3N Direct Other Program/Operating						XXXXXXXXXXXX	
Salary				4N Direct Subcontract Expense						XXXXXXXXXXXX	
Other				5N Direct Administrative Expense						XXXXXXXXXXXX	
Salary				6N Direct Other Expense						XXXXXXXXXXXX	
Other				7N Direct Depreciation				417		XXXXXXXXXXXX	417
Salary				8N Total Direct Non-Reimbursable (must tie to 54E)				3,379,761	129,970	XXXXXXXXXXXX	3,249,791
Other				9N Total Direct and Allocated Non-Reimbursable (54E+55E)				3,379,761	129,970	XXXXXXXXXXXX	3,249,791
Salary				10N Eligible Non-Reimb./Fundraising Exp. Revenue Offsets				4,011,598	278,019	XXXXXXXXXXXX	3,733,579
Other				11N Capital Budget Revenue Adjustments				25,000		XXXXXXXXXXXX	25,000
Salary				12N Excess of Non-Reimb./Fundraising Expense over Offsets				(656,837)	(148,049)	XXXXXXXXXXXX	(608,788)
Other				Description of Admin (M&G) Direct Non-Reimbursable Exp. See attachment							
MA Surplus Revenue Retention				Starting Balance							
Expended Amount				Accrual Amount							
Liability Amt.											
Prior Year Ma. Revenue				16,691,525							
Comm. of MA cost reimbursement overbilling (preliminary calc. subject to adjustment)											

ORGANIZATION: VALLEY COLLABORATIVE

FY END: 6/30/2018

FEIN: 043121303

A OSI Principal's Compensation Disclosure Addendum-Unaudited
 (For Use Only After Utilizing Lines Available in the Compensation Disclosure Section on A_OSI)

COMPENSATION DISCLOSURE *Enter all compensation (salary, benefit packages, vehicles, consultant payments, loans, etc.) from the entity & its related parties/affiliates to organization principals. Attach schedule of non-salary items.*

	Name & Title	<u>Reporting Entity Compensation</u>		<u>Compensation from Other Entities</u>	
		Salary	Other	Salary	Other
6C					
7C					
8C					
9C					
10C					
11C					
12C					
13C					
14C					
15C					
16C					
17C					
18C					
19C					
20C					
21C					
22C					
23C					
24C					
25C					
26C					
27C					
28C					

ORGANIZATION: VALLEY COLLABORATIVE		PROGRAM SUPPLEMENTAL INFORMATION SCHEDULE B - Unaudited				FY END: 6/30/2018	FEIN: 043121303
UFR Program Number: 05-101	Program Name: MRC EVALUATION & TRAINING	Description: MRC EVALUATION & TRAINING	Catalog of Federal Domestic Assistance #: 84.126		B		
*Program Type: 22	Program Address: 25 LINNELL CIRCLE	BILLERICA	MA	01821	# Weeks operated during audit period (e.g., 52): 52.00	# operating hours/week (e.g., 40): 40.00	
(Number/Street)		(City)	(State)	(Zipcode)			
Note to Readers: This schedule should be read in context with F.S. Notes and all other UFR information. In many instances the presence of significant planned to actual variances or non-reimbursable expenses (e.g., In-Kind donations) may be appropriate and desirable. * Program Type codes: 21 = SPED; 22 = HC/F/Medicaid Class Rate; 23 = Negotiated Unit Rate; 24 = Negotiated Accommodations Rate; 25 = Non-negotiated Accommodations Rate; 26 = Other Non-negotiated Unit Rate; 27 = Cost Reimbursement; NA = Not Applicable							
REVENUE	STAFFING # hours/yr = 1.00 FTE: 2080	FTE	Salary/Wage	EXPENSE - ACTUAL/PLANNED	FTE	Actual	Planned % Var
1R Contrib., Gifts, Leg., Bequests, Spec. Ev.	1S Program Director (UFR Title 102)			1E Total Direct Program Staff = 39S	0.90	90,462	155,292 -41.7 %
2R Gov. In-Kind/Capital Budget	2S Program Function Manager (UFR Title 101)	0.15	33,669	2E Chief Executive Officer			
3R Private IN-Kind	3S Asst. Program Director (UFR Title 103)			3E Chief Financial Officer			
4R Total Contribution and In-Kind	4S Supervising Professional (UFR Title 104)			4E Acting/Clerical Support			
5R Mass Gov. Grant	5S Physician & Psychiatrist (UFR Title 105 & 121)			5E Admin Maint/House-Grdskeeping			
6R Other Grant (exclud. Fed.Direct)	6S Physician Asst. (UFR Title 106)			6E Total Admin Employee			
7R Total Grants	7S N. Midwife, N.P., Psych N., N.A., R.N. - MA (Title 107)			7E Commercial products & Svs/Mktg			
8R Dept. of Mental Health (DMH)	8S R.N. - Non Masters (UFR Title 108)			8E Total FTE/Salary/Wages	0.90	90,462	
9R Dept. of Developmental Services(DDS/DMR)	9S L.P.N. (UFR Title 109)			9E Payroll Taxes 150		1,817	
10R Dept. of Public Health (DPH)	10S Pharmacist (UFR Title 110)			10E Fringe Benefits 151		13,032	
11R Dept. of Children and Families (DCF/DSS)	11S Occupational Therapist (UFR Title 111)			11E Accrual Adjustments		2,273	
12R Dept. of Transitional Assist (DTA/WEL)	12S Physical Therapist (UFR Title 112)			12E Total Employee Compensation & Rel. Exp.		107,584	181,312 -40.7 %
13R Dept. of Youth Services (DYS)	13S Speech / Lang. Pathol., Audiologist (UFR Title 113)			13E Facility and Prog. Equip.Expenses 301,390		5,304	
14R Health Care Fin & Policy (HCF)-Contract	14S Dietician / Nutritionist (UFR Title 114)			14E Facility & Prog. Equip. Depreciation 301		2,042	
15R Health Care Fin & Policy (HCF)-UCP	15S Spec. Education Teacher (UFR Title 115)			15E Facility Operation/Maint./Furn.390		20,554	18,500 11.1 %
16R MA. Comm. For the Blind (MCB)	16S Teacher (UFR Title 116)			16E Facility General Liability Insurance 390			
17R MA. Comm. for Deaf & H H (MCD)	17S Day Care Director (UFR Title 117)			17E Total Occupancy			
18R MA. Rehabilitation Commission (MRC)	18S Day Care Lead Teacher (UFR Title 118)			18E Direct Care Consultant 201			
19R MA. Off. for Refugees & Immigr.(ORI)	19S Day Care Teacher (UFR Title 119)			19E Temporary Help 202			
20R Dept. of Early Educ. & Care (EEC)-Contract	20S Day Care Asst. Teacher / Aide (UFR Title 120)			20E Clients and Caregivers Reimb./Stipends 203			
21R Dept. of Early Educ. & Care (EEC)-Voucher	21S Psychologist - Doctorate (UFR Title 122)			21E Subcontracted Direct Care 206			
22R Dept. of Correction (DOC)	22S Clinician-(formerly Psych.Masters)(UFR Title 123)			22E Staff Training 204		550	
23R Dept. of Elementary & Secondary Educ. (DOE)	23S Social Worker - L.I.C.S.W. (UFR Title 124)			23E Staff Mileage / Travel 205		145	
24R Parole Board (PAR)	24S Social Worker - L.C.S.W., L.S.W (UFR Title 125 & 126)			24E Meals 207			
25R Veteran's Services (VET)	25S Licensed Counselor (UFR Title 127)			25E Client Transportation 208			
26R Ex. Off. of Elder Affairs (ELD)	26S Cert. Voc. Rehab. Counselor (UFR Title 128)			26E Vehicle Expenses 208		961	
27R Div. of Housing & Community Develop(OCDE)	27S Cert. Alch. &/or Drug Abuse Counselor (UFR Title 129)			27E Vehicle Depreciation 208			
28R POS Subcontract	28S Counselor (UFR Title 130)	0.01	228	28E Incidental Medical /Medicine/Pharmacy 209			
29R Other Mass. State Agency POS	29S Case Worker / Manager - Masters (UFR Title 131)			29E Client Personal Allowances 211			
30R Mass State Agency Non - POS	30S Case Worker / Manager (UFR Title 132)			30E Provision Material Goods/Svs./Benefits 212			
31R Mass. Local Govt/Quasi-Govt. Entities	31S Direct Care / Prog. Staff Superv. (UFR Title 133)			31E Direct Client Wages 214		2,154	
32R Non-Mass. State/Local Government	32S Direct Care / Prog. Staff III (UFR Title 134)			32E Other Commercial Prod. & Svs. 214			
33R Direct Federal Grants/Contracts	33S Direct Care / Prog. Staff II (UFR Title 135)			33E Program Supplies & Materials 215			
34R Medicaid - Direct Payments	34S Direct Care / Prog. Staff I (UFR Title 136)	0.74	56,565	34E Non Charitable Expenses			
35R Medicaid - MBHP Subcontract	35S Prog. Secretarial / Clerical Staff (UFR Title 137)			35E Other Expense			
36R Medicare	36S Maintenance, House/Groundskeeping, Cook 138			36E Total Other Program Expense		3,810	1,426 167.2 %
37R Mass. Govt. Client Stipends	37S Direct Care / Driver Staff (UFR Title 138)			42E Other Professional Fees & Other Admin. Exp. 410			
38R Client Resources	38S Direct Care Overtime, Shift Differential and Relief	XXXXXX		43E Leased Office/Program Office Equip.410,390			
39R Mass. spon.client SF/3rd Pty offsets	39S Total Direct Program Staff = 1E	0.90	90,462	44E Office Equipment Depreciation 410			
40R Other Publicly sponsored client offsets				48E Program Support 216			
41R Private Client Fees (excluding 3rd Pty)				49E Professional Insurance 410			
42R Private Client 3rd Pty/other offsets				50E Working Capital Interest 410			
43R Total Assistance and Fees	1SS Enter defined unit of service: COMPONENTS			51E Total Direct Administrative Expense		7,250	-100.0 %
44R Federated Fundraising	2SS Enter total unit capacity: 190			52E Admin (M&G) Reporting Center Allocation		16,510	%
45R Commercial Activities				53E Total Reimbursable Expense		148,458	208,488 -28.8 %
46R Non-Charitable Revenue	3SS OSD's Program Publicly sponsored clients:			54E Direct State/Federal Non-Reimbursable Expense		27,131	%
47R Investment Revenue	4SS Performance Report (D-1 Privately sponsored clients:			55E Allocation of State/Fed Non-Reimbursable Expense			
48R Other Revenue	5SS Internet filing system) Free Care clients:			56E TOTAL EXPENSE		175,589	208,488 -15.8 %
49R Allocated Admin (M&G) Revenue	6SS suspended for FY '08 Total:	106	190	57E TOTAL REVENUE = 53R		265,579	204,407 29.9 %
50R Released Net Assets-Program	7SS filings.			58E OPERATING RESULTS		89,990	(4,081)
51R Released Net Assets-Equipment				CRE Preliminary Calculation of Cost Reimb. Excess Rev. *			(subject to OSD adjustment)
52R Released Net Assets-Time							
53R Total Revenue = 57E							
SUBCONTRACTED DIRECT CARE EXPENSE DETAIL		MASSACHUSETTS CONTRACT INFORMATION		NON-REIMBURSABLE EXPENSE DETAIL		Description	
1SDC Subcontractor Name	FEIN	Expense Amt.	Dept	Contract ID -11 Characters	MMARS Code	1N Direct Employee Compensation & Related Exp.	27,131 MA Teachers' & State Employees' Retirement Systems on-l
2SDC			1C MRC	CIESNORTH00	5100	2N Direct Occupancy	
3SDC			2C			3N Direct Other Program/Operating	
4SDC			3C			4N Direct Subcontract Expense	
5SDC			4C			5N Direct Administrative Expense	
			5C			6N Direct Other Expense	
POS SUBCONTRACT INFORMATION			State Dept		Payor Name	Payor's FEIN	
			1PS				
			2PS				
			3PS				
Comm. Of MA Surplus Rev. Retention Share		62,859					
PREPARER COMMENTS:							

ORGANIZATION: VALLEY COLLABORATIVE		PROGRAM SUPPLEMENTAL INFORMATION SCHEDULE B - Unaudited				FY END: 6/30/2018	FEIN: 043121303
UFR Program Number: 04-102	Program Name: MRC SUPPORTED WORK	Description: MRC SUPPORTED WORK	Catalog of Federal Domestic Assistance #: 84.187		B		
*Program Type: 22	Program Address: 25 LINNELL CIRCLE	BILLERICA	MA	01821	# Weeks operated during audit period (e.g., 52): 52.00	# operating hours/week (e.g., 40): 40.00	
(Number/Street)		(City)	(State)	(Zipcode)			
<p>Note to Readers: This schedule should be read in context with F.S. Notes and all other UFR information. In many instances the presence of significant planned to actual variances or non-reimbursable expenses (e.g., In-Kind donations) may be appropriate and desirable.</p> <p>* Program Type codes: 21 = SPED; 22 = HCFF/Medicaid Class Rate; 23 = Negotiated Unit Rate; 24 = Negotiated Accommodations Rate; 25 = Non-negotiated Accommodations Rate; 26 = Other Non-negotiated Unit Rate; 27 = Cost Reimbursement; NA = Not Applicable</p>							
REVENUE		STAFFING # hours/yr = 1.00 FTE: 2080	FTE	Salary/Wage	EXPENSE - ACTUAL/PLANNED		
1R Contrib., Gifts, Leg., Bequests, Spec. Ev.		1S Program Director (UFR Title 102)			1E Total Direct Program Staff = 39S	1.25	99,952
2R Gov. In-Kind/Capital Budget		2S Program Function Manager (UFR Title 101)	1.10	91,135	2E Chief Executive Officer		
3R Private In-Kind		3S Asst. Program Director (UFR Title 103)			3E Chief Financial Officer		
4R Total Contribution and In-Kind		4S Supervising Professional (UFR Title 104)			4E Acting/Clerical Support		
5R Mass Gov. Grant		5S Physician & Psychiatrist (UFR Title 105 & 121)			5E Admin Maint/House-Grdskeeping		
6R Other Grant (exclud. Fed.Direct)		6S Physician Asst. (UFR Title 106)			6E Total Admin Employee		
7R Total Grants		7S N. Midwife, N.P., Psych N., N.A., R.N. - MA (Title 107)			7E Commercial products & Svs/Mktng		
8R Dept. of Mental Health (DMH)		8S R.N. - Non Masters (UFR Title 108)			8E Total FTE/Salary/Wages	1.25	99,952
9R Dept. of Developmental Services (DDS/DMR)		9S L.P.N. (UFR Title 109)			9E Payroll Taxes 150		9,691
10R Dept. of Public Health (DPH)		10S Pharmacist (UFR Title 110)			10E Fringe Benefits 151		9,511
11R Dept. of Children and Families (DCF/DSS)		11S Occupational Therapist (UFR Title 111)			11E Accrual Adjustments		(2,643)
12R Dept. of Transitional Assist (DTA/WEL)		12S Physical Therapist (UFR Title 112)			12E Total Employee Compensation & Rel. Exp.		116,511
13R Dept. of Youth Services (DYS)		13S Speech / Lang. Pathol., Audiologist (UFR Title 113)			13E Facility and Prog. Equip. Expenses 301,390		4,963
14R Health Care Fin & Policy (HCF)-Contract		14S Dietician / Nutritionist (UFR Title 114)			14E Facility & Prog. Equip. Depreciation 301		294
15R Health Care Fin & Policy (HCF)-UCP		15S Spec. Education Teacher (UFR Title 115)			15E Facility Operation/Maint./Furn.390		510
16R MA. Comm. For the Blind (MCB)		16S Teacher (UFR Title 116)			16E Facility General Liability Insurance 390		
17R MA. Comm. for Deaf & H H (MCD)		17S Day Care Director (UFR Title 117)			17E Total Occupancy		5,767
18R MA. Rehabilitation Commission (MRC)	100,300	18S Day Care Lead Teacher (UFR Title 118)			18E Direct Care Consultant 201		
19R MA. Off. for Refugees & Immigr.(ORI)		19S Day Care Teacher (UFR Title 119)			19E Temporary Help 202		
20R Dept. of Early Educ. & Care (EEC)-Contract		20S Day Care Asst. Teacher / Aide (UFR Title 120)			20E Clients and Caregivers Reimb./Stipends 203		
21R Dept. of Early Educ. & Care (EEC)-Voucher		21S Psychologist - Doctorate (UFR Title 122)			21E Subcontracted Direct Care 206		
22R Dept of Correction (DOC)		22S Clinician-(formerly Psych.Masters)(UFR Title 123)			22E Staff Training 204		
23R Dept. of Elementary & Secondary Educ. (DOE)		23S Social Worker - L.I.C.S.W. (UFR Title 124)			23E Staff Mileage / Travel 205		1,807
24R Parole Board (PAR)		24S Social Worker - L.C.S.W., L.S.W (UFR Title 125 & 126)			24E Meals 207		
25R Veteran's Services (VET)		25S Licensed Counselor (UFR Title 127)			25E Client Transportation 208		
26R Ex. Off. of Elder Affairs (ELD)		26S Cert. Voc. Rehab. Counselor (UFR Title 128)			26E Vehicle Expenses 208		
27R Div. of Housing & Community Develop(OCDC)		27S Cert. Alch. &/or Drug Abuse Counselor (UFR Title 129)			27E Vehicle Depreciation 208		
28R POS Subcontract		28S Counselor (UFR Title 130)			28E Incidental Medical /Medicine/Pharmacy 209		
29R Other Mass. State Agency POS		29S Case Worker / Manager - Masters (UFR Title 131)			29E Client Personal Allowances 211		
30R Mass State Agency Non - POS		30S Case Worker / Manager (UFR Title 132)			30E Provision Material Goods/Svs./Benefits 212		
31R Mass. Local Govt/Quasi-Govt. Entities		31S Direct Care / Prog. Staff Superv. (UFR Title 133)			31E Direct Client Wages 214		
32R Non-Mass. State/Local Government		32S Direct Care / Prog. Staff III (UFR Title 134)			32E Other Commercial Prod. & Svs. 214		
33R Direct Federal Grants/Contracts		33S Direct Care / Prog. Staff I (UFR Title 135)			33E Program Supplies & Materials 215		229
34R Medicaid - Direct Payments		34S Direct Care / Prog. Staff I (UFR Title 136)	0.15	8,817	34E Non Charitable Expenses		
35R Medicaid - MBHP Subcontract		35S Prog. Secretarial / Clerical Staff (UFR Title 137)			35E Other Expense		
36R Medicare		36S Maintenance, House/Groundskeeping, Cook 138			36E Total Other Program Expense		2,036
37R Mass. Govt. Client Stipends		37S Direct Care / Driver Staff (UFR Title 138)			42E Other Professional Fees & Other Admin. Exp. 410		1,439
38R Client Resources		38S Direct Care Overtime, Shift Differential and Relief	XXXXXX		43E Leased Office/Program Office Equip.410,390		
39R Mass. spon.client SF/3rd Pty offsets		39S Total Direct Program Staff = 1E	1.25	99,952	44E Office Equipment Depreciation 410		
40R Other Publicly sponsored client offsets					48E Program Support 216		
41R Private Client Fees (excluding 3rd Pty)					49E Professional Insurance 410		
42R Private Client 3rd Pty/other offsets					50E Working Capital Interest 410		
43R Total Assistance and Fees	100,300				51E Total Direct Administrative Expense		1,439
44R Federated Fundraising					52E Admin (M&G) Reporting Center Allocation		15,735
45R Commercial Activities					53E Total Reimbursable Expense		141,488
46R Non-Charitable Revenue					54E Direct State/Federal Non-Reimbursable Expense		60,206
47R Investment Revenue					55E Allocation of State/Fed Non-Reimbursable Expense		29,977
48R Other Revenue	29,977				56E TOTAL EXPENSE		171,465
49R Allocated Admin (M&G) Revenue					57E TOTAL REVENUE = 53R		130,277
50R Released Net Assets-Program					58E OPERATING RESULTS		(41,188)
51R Released Net Assets-Equipment					CRE Preliminary Calculation of Cost Reimb. Excess Rev. * (subject to OSD adjustment)		
52R Released Net Assets-Time							
53R Total Revenue = 57E	130,277						
SUBCONTRACTED DIRECT CARE EXPENSE DETAIL		MASSACHUSETTS CONTRACT INFORMATION		NON-REIMBURSABLE EXPENSE DETAIL		Description	
Subcontractor Name	FEIN	Dept	Contract ID -11 Characters	MMARS Code	1N Direct Employee Compensation & Related Exp.	29,977	MA Teachers' & State Employees' Retirement Systems on-l
1SDC		1C	MRC	000IESSES00	2N Direct Occupancy		
2SDC		2C			3N Direct Other Program/Operating		
3SDC		3C			4N Direct Subcontract Expense		
4SDC		4C			5N Direct Administrative Expense		
5SDC		5C			6N Direct Other Expense		
POS SUBCONTRACT INFORMATION		State Dept		Payor Name	7N Direct Depreciation		
				Payor's FEIN	8N Total Direct Non-Reimbursable (Tie to 54E)	29,977	
					9N Total Direct and Allocated Non-Reimb. (54E+55E)	29,977	(Any Excess of Non-Reimbursable Expense over Eligible
					10N Eligible Non-Reimbursable Exp. Revenue Offsets	29,977	Revenue Offsets is subject to recoupment where the
					11N Capital Budget Revenue Adjustment		program is purchased by the Commonwealth and must be
					12N Excess of Non-Reimbursable Expense Over Offsets		recognized as a liability on the Financial Statements.)
Comm. Of MA Surplus Rev. Retention Share		(71,165)					
PREPARER COMMENTS:							

ORGANIZATION: VALLEY COLLABORATIVE			PROGRAM SUPPLEMENTAL INFORMATION SCHEDULE B - Unaudited				FY END: 6/30/2018	FEIN: 043121303
UFR Program Number: NPOS-	Program Name: SCHOOL & VOCATIONAL TRAINING	Description: SCHOOL & VOCATIONAL TRAINING	Catalog of Federal Domestic Assistance #: http://www.cfda.gov/default.htm			B		
*Program Type: N/A	Program Address: 40 LINNELL CIRCLE	BILLERICA	MA	01821	# Weeks operated during audit period (e.g., 52): 44.00	# operating hours/week (e.g., 40): 40.00		
(Number/Street)			(City)		(State)	(Zipcode)		
Note to Readers: This schedule should be read in context with F.S. Notes and all other UFR information. In many instances the presence of significant planned to actual variances or non-reimbursable expenses (e.g., In-Kind donations) may be appropriate and desirable. * Program Type codes: 21 = SPED; 22 = HCFF/Medicaid Class Rate; 23 = Negotiated Unit Rate; 24 = Negotiated Accommodations Rate; 25 = Non-negotiated Accommodations Rate; 26 = Other Non-negotiated Unit Rate; 27 = Cost Reimbursement; NA = Not Applicable								
REVENUE		STAFFING # hours/yr = 1.00 FTE: 1760	FTE	Salary/Wage	EXPENSE - ACTUAL/PLANNED		FTE	Actual
1R Contrib., Gifts, Leg., Bequests, Spec. Ev.		1S Program Director (UFR Title 102)	1.00	86,909	1E Total Direct Program Staff = 39S	57.93	2,694,274	Planned 2,604,278
2R Gov. In-Kind/Capital Budget		2S Program Function Manager (UFR Title 101)	1.25	122,707	2E Chief Executive Officer			% Var 3.5 %
3R Private In-Kind		3S Asst. Program Director (UFR Title 103)			3E Chief Financial Officer			
4R Total Contribution and In-Kind		4S Supervising Professional (UFR Title 104)			4E Acting/Clerical Support			
5R Mass Gov. Grant		5S Physician & Psychiatrist (UFR Title 105 & 121)			5E Admin Maint/House-Grdskeeping			
6R Other Grant (exclud. Fed.Direct)		6S Physician Asst. (UFR Title 106)			6E Total Admin Employee			
7R Total Grants		7S N. Midwife, N.P., Psych N., N.A., R.N. - MA (Title 107)			7E Commercial products & Svs/Mktg			
8R Dept. of Mental Health (DMH)		8S R.N. - Non Masters (UFR Title 108)	1.65	93,559	8E Total FTE/Salary/Wages	57.93	2,694,274	
9R Dept. of Developmental Services (DDS/DMR)		9S L.P.N. (UFR Title 109)			9E Payroll Taxes 150		52,332	
10R Dept. of Public Health (DPH)		10S Pharmacist (UFR Title 110)			10E Fringe Benefits 151		465,268	
11R Dept. of Children and Families (DCF/DSS)		11S Occupational Therapist (UFR Title 111)	2.77	214,039	11E Accrual Adjustments		2,188	
12R Dept. of Transitional Assist (DTA/WEL)		12S Physical Therapist (UFR Title 112)	0.81	52,508	12E Total Employee Compensation & Rel. Exp.		3,214,062	3,124,992 2.9 %
13R Dept. of Youth Services (DYS)		13S Speech / Lang. Pathol., Audiologist (UFR Title 113)	3.46	246,661	13E Facility and Prog. Equip. Expenses 301,390			
14R Health Care Fin & Policy (HCF)-Contract		14S Dietician / Nutritionist (UFR Title 114)			14E Facility & Prog. Equip. Depreciation 301		250,340	
15R Health Care Fin & Policy (HCF)-UCP		15S Spec. Education Teacher (UFR Title 115)			15E Facility Operation/Maint./Furn.390		145,598	
16R MA. Comm. For the Blind (MCB)		16S Teacher (UFR Title 116)	10.20	633,231	16E Facility General Liability Insurance 390			
17R MA. Comm. for Deaf & H H (MCD)		17S Day Care Director (UFR Title 117)			17E Total Occupancy		395,938	308,450 28.4 %
18R MA. Rehabilitation Commission (MRC)		18S Day Care Lead Teacher (UFR Title 118)			18E Direct Care Consultant 201			
19R MA. Off. for Refugees & Immigr.(ORI)		19S Day Care Teacher (UFR Title 119)			19E Temporary Help 202			
20R Dept. of Early Educ. & Care (EEC)-Contract		20S Day Care Asst. Teacher / Aide (UFR Title 120)			20E Clients and Caregivers Reimb./Stipends 203			
21R Dept. of Early Educ. & Care (EEC)-Voucher		21S Psychologist - Doctorate (UFR Title 122)			21E Subcontracted Direct Care 206			
22R Dept of Correction (DOC)		22S Clinician-(formerly Psych.Masters)(UFR Title 123)	1.11	86,011	22E Staff Training 204		4,818	
23R Dept. of Elementary & Secondary Educ. (DOE)		23S Social Worker - L.I.C.S.W. (UFR Title 124)	1.00	62,964	23E Staff Mileage / Travel 205		2,263	
24R Parole Board (PAR)		24S Social Worker - L.C.S.W., L.S.W (UFR Title 125 & 126)			24E Meals 207			
25R Veteran's Services (VET)		25S Licensed Counselor (UFR Title 127)			25E Client Transportation 208			
26R Ex. Off. of Elder Affairs (ELD)		26S Cert. Voc. Rehab. Counselor (UFR Title 128)			26E Vehicle Expenses 208		39,961	
27R Div. of Housing & Community Develop(OCDC)		27S Cert. Alch. &/or Drug Abuse Counselor (UFR Title 129)			27E Vehicle Depreciation 208			
28R POS Subcontract		28S Counselor (UFR Title 130)	0.20	12,593	28E Incidental Medical /Medicine/Pharmacy 209			
29R Other Mass. State Agency POS		29S Case Worker / Manager - Masters (UFR Title 131)			29E Client Personal Allowances 211			
30R Mass State Agency Non - POS		30S Case Worker / Manager (UFR Title 132)			30E Provision Material Goods/Svs./Benefits 212			
31R Mass. Local Govt/Quasi-Govt. Entities	4,319,311	31S Direct Care / Prog. Staff Superv. (UFR Title 133)			31E Direct Client Wages 214		152,073	
32R Non-Mass. State/Local Government	550,426	32S Direct Care / Prog. Staff III (UFR Title 134)			32E Other Commercial Prod. & Svs. 214		151,123	
33R Direct Federal Grants/Contracts		33S Direct Care / Prog. Staff I (UFR Title 135)			33E Program Supplies & Materials 215		118,029	
34R Medicaid - Direct Payments		34S Direct Care / Prog. Staff I (UFR Title 136)	31.06	878,898	34E Non Charitable Expenses			
35R Medicaid - MBHP Subcontract		35S Prog. Secretarial / Clerical Staff (UFR Title 137)	1.08	57,657	35E Other Expense		36,517	
36R Medicare		36S Maintenance, House/Groundskeeping, Cook 138	2.34	146,547	36E Total Other Program Expense		504,784	534,250 -5.5 %
37R Mass. Govt. Client Stipends		37S Direct Care / Driver Staff (UFR Title 138)			42E Other Professional Fees & Other Admin. Exp. 410		88,152	
38R Client Resources		38S Direct Care Overtime, Shift Differential and Relief	XXXXXX		43E Leased Office/Program Office Equip.410,390		3,292	
39R Mass. spon.client SF/3rd Pty offsets		39S Total Direct Program Staff = 1E	57.93	2,694,274	44E Office Equipment Depreciation 410			
40R Other Publicly sponsored client offsets					48E Program Support 216			
41R Private Client Fees (excluding 3rd Pty)					49E Professional Insurance 410			
42R Private Client 3rd Pty/other offsets					50E Working Capital Interest 410			
43R Total Assistance and Fees	4,869,737				51E Total Direct Administrative Expense		91,444	69,025 32.5 %
44R Federated Fundraising					52E Admin (M&G) Reporting Center Allocation		526,302	
45R Commercial Activities	104,195				53E Total Reimbursable Expense		4,732,530	4,036,717 17.2 %
46R Non-Charitable Revenue					54E Direct State/Federal Non-Reimbursable Expense		808,046	
47R Investment Revenue					55E Allocation of State/Fed Non-Reimbursable Expense			
48R Other Revenue	808,046				56E TOTAL EXPENSE		5,540,576	4,036,717 37.3 %
49R Allocated Admin (M&G) Revenue					57E TOTAL REVENUE = 53R		5,781,978	4,867,760 18.8 %
50R Released Net Assets-Program					58E OPERATING RESULTS		241,402	631,043
51R Released Net Assets-Equipment					CRE Preliminary Calculation of Cost Reimb. Excess Rev. * (subject to OSD adjustment)			
52R Released Net Assets-Time								
53R Total Revenue = 57E	5,781,978							
SUBCONTRACTED DIRECT CARE EXPENSE DETAIL		MASSACHUSETTS CONTRACT INFORMATION		NON-REIMBURSABLE EXPENSE DETAIL		Description		
Subcontractor Name	FEIN	Expense Amt.	Dept	Contract ID -11 Characters	MMARS Code	1N Direct Employee Compensation & Related Exp.	808,046	MA Teachers' & State Employees' Retirement Systems on-l
1SDC			1C			2N Direct Occupancy		
2SDC			2C			3N Direct Other Program/Operating		
3SDC			3C			4N Direct Subcontract Expense		
4SDC			4C			5N Direct Administrative Expense		
5SDC			5C			6N Direct Other Expense		
			POS SUBCONTRACT INFORMATION			7N Direct Depreciation		
			State Dept	Payor Name	Payor's FEIN	8N Total Direct Non-Reimbursable (Tie to 54E)	808,046	
			1PS			9N Total Direct and Allocated Non-Reimb. (54E+55E)	808,046	(Any Excess of Non-Reimbursable Expense over Eligible
			2PS			10N Eligible Non-Reimbursable Exp. Revenue Offsets	912,241	Revenue Offsets is subject to recoupment where the
			3PS			11N Capital Budget Revenue Adjustment		program is purchased by the Commonwealth and must be
Comm. Of MA Surplus Rev. Retention Share						12N Excess of Non-Reimbursable Expense Over Offsets	(104,195)	recognized as a liability on the Financial Statements.)
PREPARER COMMENTS:								

ORGANIZATION: VALLEY COLLABORATIVE		PROGRAM SUPPLEMENTAL INFORMATION SCHEDULE B - Unaudited				FY END: 6/30/2018	FEIN: 043121303
UFR Program Number: NPOS-	Program Name: HIGH SCHOOL - ALTERNATIVE PROGRAM	Description: ALTERNATIVE HIGH SCHOOL	Catalog of Federal Domestic Assistance #: http://www.cfda.gov/default.htm		B		
*Program Type: N/A	Program Address: 40 LINNELL CIRCLE	BILLERICA	MA	01821	# Weeks operated during audit period (e.g., 52): 36.00	# operating hours/week (e.g., 40): 40.00	
(Number/Street)		(City)	(State)	(Zipcode)			
Note to Readers: This schedule should be read in context with F.S. Notes and all other UFR information. In many instances the presence of significant planned to actual variances or non-reimbursable expenses (e.g., In-Kind donations) may be appropriate and desirable. * Program Type codes: 21 = SPED; 22 = HCFF/Medicaid Class Rate; 23 = Negotiated Unit Rate; 24 = Negotiated Accommodations Rate; 25 = Non-negotiated Accommodations Rate; 26 = Other Non-negotiated Unit Rate; 27 = Cost Reimbursement; NA = Not Applicable							
REVENUE		STAFFING # hours/yr = 1.00 FTE: 1440		FTE	Salary/Wage	EXPENSE - ACTUAL/PLANNED	
1R Contrib., Gifts, Leg., Bequests, Spec. Ev.		1S Program Director (UFR Title 102)		1.00	86,909	1E Total Direct Program Staff = 39S	19.31 1,075,362
2R Gov. In-Kind/Capital Budget		2S Program Function Manager (UFR Title 101)			39,615	2E Chief Executive Officer	
3R Private IN-Kind		3S Asst. Program Director (UFR Title 103)				3E Chief Financial Officer	
4R Total Contribution and In-Kind		4S Supervising Professional (UFR Title 104)				4E Acting/Clerical Support	
5R Mass Gov. Grant		5S Physician & Psychiatrist (UFR Title 105 & 121)				5E Admin Maint/House-Grndskkeeping	
6R Other Grant (exclud. Fed.Direct)		6S Physician Asst. (UFR Title 106)				6E Total Admin Employee	
7R Total Grants		7S N. Midwife, N.P., Psych N., N.A., R.N. - MA (Title 107)				7E Commercial products & Svs/Mktng	
8R Dept. of Mental Health (DMH)		8S R.N. - Non Masters (UFR Title 108)		0.35	21,656	8E Total FTE/Salary/Wages	19.31 1,075,362
9R Dept. of Developmental Services (DDS/DMR)		9S L.P.N. (UFR Title 109)				9E Payroll Taxes 150	24,337
10R Dept. of Public Health (DPH)		10S Pharmacist (UFR Title 110)				10E Fringe Benefits 151	182,252
11R Dept. of Children and Families (DCF/DSS)		11S Occupational Therapist (UFR Title 111)		0.10	7,876	11E Accrual Adjustments	(854)
12R Dept. of Transitional Assist (DTA/WEL)		12S Physical Therapist (UFR Title 112)		0.04	2,434	12E Total Employee Compensation & Rel. Exp.	1,281,097
13R Dept. of Youth Services (DYS)		13S Speech / Lang. Pathol., Audiologist (UFR Title 113)		0.24	16,922	13E Facility and Prog. Equip. Expenses 301,390	1,121,140
14R Health Care Fin & Policy (HCF)-Contract		14S Dietician / Nutritionist (UFR Title 114)				14E Facility & Prog. Equip. Depreciation 301	67,560
15R Health Care Fin & Policy (HCF)-UCP		15S Spec. Education Teacher (UFR Title 115)				15E Facility Operation/Maint./Furn.390	48,422
16R MA. Comm. For the Blind (MCB)		16S Teacher (UFR Title 116)		10.40	616,275	16E Facility General Liability Insurance 390	
17R MA. Comm. for Deaf & H H (MCD)		17S Day Care Director (UFR Title 117)				17E Total Occupancy	115,982
18R MA. Rehabilitation Commission (MRC)		18S Day Care Lead Teacher (UFR Title 118)				18E Direct Care Consultant 201	74,602
19R MA. Off. for Refugees & Immigr.(ORI)		19S Day Care Teacher (UFR Title 119)				19E Temporary Help 202	
20R Dept. of Early Educ. & Care (EEC)-Contract		20S Day Care Asst. Teacher / Aide (UFR Title 120)				20E Clients and Caregivers Reimb./Stipends 203	
21R Dept. of Early Educ. & Care (EEC)-Voucher		21S Psychologist - Doctorate (UFR Title 122)				21E Subcontracted Direct Care 206	
22R Dept. of Correction (DOC)		22S Clinician - (formerly Psych. Masters)(UFR Title 123)		0.11	8,368	22E Staff Training 204	3,401
23R Dept. of Elementary & Secondary Educ. (DOE)		23S Social Worker - L.I.C.S.W. (UFR Title 124)		2.00	119,426	23E Staff Mileage / Travel 205	470
24R Parole Board (PAR)		24S Social Worker - L.C.S.W., L.S.W (UFR Title 125 & 126)				24E Meals 207	
25R Veteran's Services (VET)		25S Licensed Counselor (UFR Title 127)				25E Client Transportation 208	
26R Ex. Off. of Elder Affairs (ELD)		26S Cert. Voc. Rehab. Counselor (UFR Title 128)				26E Vehicle Expenses 208	3,526
27R Div. of Housing & Community Develop(OCDC)		27S Cert. Alch. &/or Drug Abuse Counselor (UFR Title 129)				27E Vehicle Depreciation 208	
28R POS Subcontract		28S Counselor (UFR Title 130)		0.40	25,186	28E Incidental Medical /Medicine/Pharmacy 209	
29R Other Mass. State Agency POS		29S Case Worker / Manager - Masters (UFR Title 131)				29E Client Personal Allowances 211	
30R Mass State Agency Non - POS		30S Case Worker / Manager (UFR Title 132)				30E Provision Material Goods/Svs./Benefits 212	
31R Mass. Local Govt/Quasi-Govt. Entities	1,742,748	31S Direct Care / Prog. Staff Superv. (UFR Title 133)				31E Direct Client Wages 214	2,155
32R Non-Mass. State/Local Government	179,229	32S Direct Care / Prog. Staff III (UFR Title 134)				32E Other Commercial Prod. & Svs. 214	
33R Direct Federal Grants/Contracts		33S Direct Care / Prog. Staff I (UFR Title 135)				33E Program Supplies & Materials 215	25,365
34R Medicaid - Direct Payments		34S Direct Care / Prog. Staff I (UFR Title 136)		3.94	86,731	34E Non Charitable Expenses	
35R Medicaid - MBHP Subcontract		35S Prog. Secretarial / Clerical Staff (UFR Title 137)		0.23	12,906	35E Other Expense	24,489
36R Medicare		36S Maintenance, House/Groundskeeping, Cook 138		0.50	31,058	36E Total Other Program Expense	59,406
37R Mass. Govt. Client Stipends		37S Direct Care / Driver Staff (UFR Title 138)				42E Other Professional Fees & Other Admin. Exp. 410	43,172
38R Client Resources		38S Direct Care Overtime, Shift Differential and Relief		XXXXXX		43E Leased Office/Program Office Equip.410,390	3,292
39R Mass. spon.client SF/3rd Pty offsets		39S Total Direct Program Staff = 1E		19.31	1,075,362	44E Office Equipment Depreciation 410	
40R Other Publicly sponsored client offsets						48E Program Support 216	
41R Private Client Fees (excluding 3rd Pty)						49E Professional Insurance 410	
42R Private Client 3rd Pty/other offsets						50E Working Capital Interest 410	
43R Total Assistance and Fees	1,921,977					51E Total Direct Administrative Expense	46,464
44R Federated Fundraising						52E Admin (M&G) Reporting Center Allocation	188,056
45R Commercial Activities						53E Total Reimbursable Expense	1,691,005
46R Non-Charitable Revenue						54E Direct State/Federal Non-Reimbursable Expense	322,514
47R Investment Revenue						55E Allocation of State/Fed Non-Reimbursable Expense	
48R Other Revenue	322,514					56E TOTAL EXPENSE	2,013,519
49R Allocated Admin (M&G) Revenue						57E TOTAL REVENUE = 53R	2,244,491
50R Released Net Assets-Program						58E OPERATING RESULTS	230,972
51R Released Net Assets-Equipment						* (subject to OSD adjustment)	
52R Released Net Assets-Time							
53R Total Revenue = 57E	2,244,491						
SUBCONTRACTED DIRECT CARE EXPENSE DETAIL		MASSACHUSETTS CONTRACT INFORMATION		NON-REIMBURSABLE EXPENSE DETAIL		Description	
Subcontractor Name	FEIN	Expense Amt.	Dept	Contract ID -11 Characters	MMARS Code	MA Teachers' & State Employees' Retirement Systems on-l	
1SDC			1C			1N Direct Employee Compensation & Related Exp.	322,514
2SDC			2C			2N Direct Occupancy	
3SDC			3C			3N Direct Other Program/Operating	
4SDC			4C			4N Direct Subcontract Expense	
5SDC			5C			5N Direct Administrative Expense	
						6N Direct Other Expense	
						7N Direct Depreciation	
						8N Total Direct Non-Reimbursable (Tie to 54E)	322,514
						9N Total Direct and Allocated Non-Reimb. (54E+55E)	322,514
						10N Eligible Non-Reimbursable Exp. Revenue Offsets	322,514
						11N Capital Budget Revenue Adjustment	
						12N Excess of Non-Reimbursable Expense Over Offsets	
Comm. Of MA Surplus Rev. Retention Share						(Any Excess of Non-Reimbursable Expense over Eligible Revenue Offsets is subject to recoupment where the program is purchased by the Commonwealth and must be recognized as a liability on the Financial Statements.)	
PREPARER COMMENTS:							

ORGANIZATION: VALLEY COLLABORATIVE		PROGRAM SUPPLEMENTAL INFORMATION SCHEDULE B - Unaudited				FY END: 6/30/2018	FEIN: 043121303
UFR Program Number: NPOS-	Program Name: HIGH SCHOOL - ALTERNATIVE VOCATIONAL PROGRAM	Description: ALTERNATIVE VOCATIONAL HIGH SCHOOL	Catalog of Federal Domestic Assistance #: http://www.cfda.gov/default.htm		B		
*Program Type: N/A	Program Address: 40 LINNELL CIRCLE	BILLERICA	MA	01821	# Weeks operated during audit period (e.g., 52): 42.00	# operating hours/week (e.g., 40): 40.00	
(Number/Street)		(City)	(State)	(Zipcode)			
Note to Readers: This schedule should be read in context with F.S. Notes and all other UFR information. In many instances the presence of significant planned to actual variances or non-reimbursable expenses (e.g., In-Kind donations) may be appropriate and desirable. * Program Type codes: 21 = SPED; 22 = HCFF/Medicaid Class Rate; 23 = Negotiated Unit Rate; 24 = Negotiated Accommodations Rate; 25 = Non-negotiated Accommodations Rate; 26 = Other Non-negotiated Unit Rate; 27 = Cost Reimbursement; NA = Not Applicable							
REVENUE		STAFFING # hours/yr = 1.00 FTE: 1680		FTE	Salary/Wage	EXPENSE - ACTUAL/PLANNED	
1R Contrib., Gifts, Leg., Bequests, Spec. Ev.		1S Program Director (UFR Title 102)	1.00	98,240	1E Total Direct Program Staff = 39S	15.77	827,438
2R Gov. In-Kind/Capital Budget		2S Program Function Manager (UFR Title 101)	0.25	12,022	2E Chief Executive Officer		
3R Private In-Kind		3S Asst. Program Director (UFR Title 103)			3E Chief Financial Officer		
4R Total Contribution and In-Kind		4S Supervising Professional (UFR Title 104)			4E Acting/Clerical Support		
5R Mass Gov. Grant		5S Physician & Psychiatrist (UFR Title 105 & 121)			5E Admin Maint/House-Grdskeeping		
6R Other Grant (exclud. Fed.Direct)		6S Physician Asst. (UFR Title 106)			6E Total Admin Employee		
7R Total Grants		7S N. Midwife, N.P., Psych N., N.A., R.N. - MA (Title 107)			7E Commercial products & Svs/Mktng		
8R Dept. of Mental Health (DMH)		8S R.N. - Non Masters (UFR Title 108)	0.35	21,657	8E Total FTE/Salary/Wages	15.77	827,438
9R Dept. of Developmental Services (DDS/DMR)		9S L.P.N. (UFR Title 109)			9E Payroll Taxes 150		55,020
10R Dept. of Public Health (DPH)		10S Pharmacist (UFR Title 110)			10E Fringe Benefits 151		103,940
11R Dept. of Children and Families (DCF/DSS)		11S Occupational Therapist (UFR Title 111)	0.01	317	11E Accrual Adjustments		1,381
12R Dept. of Transitional Assist (DTA/WEL)		12S Physical Therapist (UFR Title 112)			12E Total Employee Compensation & Rel. Exp.		987,779
13R Dept. of Youth Services (DYS)		13S Speech / Lang. Pathol., Audiologist (UFR Title 113)	0.12	9,307	13E Facility and Prog. Equip. Expenses 301,390		16,154
14R Health Care Fin & Policy (HCF)-Contract		14S Dietician / Nutritionist (UFR Title 114)			14E Facility & Prog. Equip. Depreciation 301		84,095
15R Health Care Fin & Policy (HCF)-UCP		15S Spec. Education Teacher (UFR Title 115)			15E Facility Operation/Maint./Furn.390		55,159
16R MA. Comm. For the Blind (MCB)		16S Teacher (UFR Title 116)	4.40	261,080	16E Facility General Liability Insurance 390		
17R MA. Comm. for Deaf & H H (MCD)		17S Day Care Director (UFR Title 117)			17E Total Occupancy		155,408
18R MA. Rehabilitation Commission (MRC)		18S Day Care Lead Teacher (UFR Title 118)			18E Direct Care Consultant 201		
19R MA. Off. for Refugees & Immigr.(ORI)		19S Day Care Teacher (UFR Title 119)			19E Temporary Help 202		
20R Dept. of Early Educ. & Care (EEC)-Contract		20S Day Care Asst. Teacher / Aide (UFR Title 120)			20E Clients and Caregivers Reimb./Stipends 203		
21R Dept. of Early Educ. & Care (EEC)-Voucher		21S Psychologist - Doctorate (UFR Title 122)			21E Subcontracted Direct Care 206		
22R Dept of Correction (DOC)		22S Clinician - (formerly Psych. Masters)(UFR Title 123)	0.14	11,063	22E Staff Training 204		4,231
23R Dept. of Elementary & Secondary Educ. (DOE)		23S Social Worker - L.I.C.S.W. (UFR Title 124)	1.00	77,749	23E Staff Mileage / Travel 205		245
24R Parole Board (PAR)		24S Social Worker - L.C.S.W., L.S.W (UFR Title 125 & 126)			24E Meals 207		
25R Veteran's Services (VET)		25S Licensed Counselor (UFR Title 127)			25E Client Transportation 208		
26R Ex. Off. of Elder Affairs (ELD)		26S Cert. Voc. Rehab. Counselor (UFR Title 128)			26E Vehicle Expenses 208		15,279
27R Div. of Housing & Community Develop(OCDC)		27S Cert. Alch. &/or Drug Abuse Counselor (UFR Title 129)			27E Vehicle Depreciation 208		
28R POS Subcontract		28S Counselor (UFR Title 130)	0.40	25,185	28E Incidental Medical /Medicine/Pharmacy 209		
29R Other Mass. State Agency POS		29S Case Worker / Manager - Masters (UFR Title 131)			29E Client Personal Allowances 211		
30R Mass State Agency Non - POS		30S Case Worker / Manager (UFR Title 132)			30E Provision Material Goods/Svs./Benefits 212		
31R Mass. Local Govt/Quasi-Govt. Entities	1,731,429	31S Direct Care / Prog. Staff Superv. (UFR Title 133)			31E Direct Client Wages 214		57,515
32R Non-Mass. State/Local Government	169,649	32S Direct Care / Prog. Staff III (UFR Title 134)			32E Other Commercial Prod. & Svs. 214		
33R Direct Federal Grants/Contracts		33S Direct Care / Prog. Staff I (UFR Title 135)			33E Program Supplies & Materials 215		49,007
34R Medicaid - Direct Payments		34S Direct Care / Prog. Staff I (UFR Title 136)	7.29	261,832	34E Non Charitable Expenses		
35R Medicaid - MBHP Subcontract		35S Prog. Secretarial / Clerical Staff (UFR Title 137)	0.23	12,906	35E Other Expense		12,777
36R Medicare		36S Maintenance, House/Groundskeeping, Cook 138	0.58	36,080	36E Total Other Program Expense		139,054
37R Mass. Govt. Client Stipends		37S Direct Care / Driver Staff (UFR Title 138)			42E Other Professional Fees & Other Admin. Exp. 410		43,806
38R Client Resources		38S Direct Care Overtime, Shift Differential and Relief	XXXXXX		43E Leased Office/Program Office Equip.410,390		3,417
39R Mass. spon.client SF/3rd Pty offsets		39S Total Direct Program Staff = 1E	15.77	827,438	44E Office Equipment Depreciation 410		
40R Other Publicly sponsored client offsets					48E Program Support 216		
41R Private Client Fees (excluding 3rd Pty)					49E Professional Insurance 410		
42R Private Client 3rd Pty/other offsets					50E Working Capital Interest 410		
43R Total Assistance and Fees	1,901,078				51E Total Direct Administrative Expense		47,223
44R Federated Fundraising					52E Admin (M&G) Reporting Center Allocation		166,348
45R Commercial Activities	10,717				53E Total Reimbursable Expense		1,495,812
46R Non-Charitable Revenue					54E Direct State/Federal Non-Reimbursable Expense		248,159
47R Investment Revenue					55E Allocation of State/Fed Non-Reimbursable Expense		
48R Other Revenue	248,159				56E TOTAL EXPENSE		1,743,971
49R Allocated Admin (M&G) Revenue					57E TOTAL REVENUE = 53R		2,159,954
50R Released Net Assets-Program					58E OPERATING RESULTS		415,983
51R Released Net Assets-Equipment					CRE Preliminary Calculation of Cost Reimb. Excess Rev. * (subject to OSD adjustment)		
52R Released Net Assets-Time							
53R Total Revenue = 57E	2,159,954						
SUBCONTRACTED DIRECT CARE EXPENSE DETAIL		MASSACHUSETTS CONTRACT INFORMATION		NON-REIMBURSABLE EXPENSE DETAIL		Description	
Subcontractor Name	FEIN	Expense Amt.	Dept	Contract ID -11 Characters	MMARS Code		
1SDC			1C			1N Direct Employee Compensation & Related Exp.	248,159
2SDC			2C			2N Direct Occupancy	
3SDC			3C			3N Direct Other Program/Operating	
4SDC			4C			4N Direct Subcontract Expense	
5SDC			5C			5N Direct Administrative Expense	
						6N Direct Other Expense	
						7N Direct Depreciation	
						8N Total Direct Non-Reimbursable (Tie to 54E)	248,159
						9N Total Direct and Allocated Non-Reimb. (54E+55E)	248,159
						10N Eligible Non-Reimbursable Exp. Revenue Offsets	258,876
						11N Capital Budget Revenue Adjustment	
						12N Excess of Non-Reimbursable Expense Over Offsets	(10,717)
POS SUBCONTRACT INFORMATION							
State Dept	Payor Name	Payor's FEIN					
1PS							
2PS							
3PS							
Comm. Of MA Surplus Rev. Retention Share							
PREPARER COMMENTS:							

ORGANIZATION: VALLEY COLLABORATIVE		PROGRAM SUPPLEMENTAL INFORMATION SCHEDULE B - Unaudited				FY END: 6/30/2018	FEIN: 043121303
UFR Program Number: NPOS-	Program Name: MIDDLE SCHOOL - ALTERNATIVE PROGRAM	Description: ALTERNATIVE MIDDLE SCHOOL	Catalog of Federal Domestic Assistance #: http://www.cfda.gov/default.htm		B		
*Program Type: N/A	Program Address: 40 LINNELL CIRCLE	BILLERICA	MA	01821	# Weeks operated during audit period (e.g., 52): 42.00	# operating hours/week (e.g., 40): 40.00	
(Number/Street)		(City)	(State)	(Zipcode)			
Note to Readers: This schedule should be read in context with F.S. Notes and all other UFR information. In many instances the presence of significant planned to actual variances or non-reimbursable expenses (e.g., In-Kind donations) may be appropriate and desirable. * Program Type codes: 21 = SPED; 22 = HCFF/Medicaid Class Rate; 23 = Negotiated Unit Rate; 24 = Negotiated Accommodations Rate; 25 = Non-negotiated Accommodations Rate; 26 = Other Non-negotiated Unit Rate; 27 = Cost Reimbursement; NA = Not Applicable							
REVENUE		STAFFING # hours/yr = 1.00 FTE: 1680		FTE	Salary/Wage	EXPENSE - ACTUAL/PLANNED	
1R Contrib., Gifts, Leg., Bequests, Spec. Ev.		0S 1S Program Director (UFR Title 102)				1E Total Direct Program Staff = 39S	
2R Gov. In-Kind/Capital Budget		2S Program Function Manager (UFR Title 101)				2E Chief Executive Officer	
3R Private IN-Kind		3S Asst. Program Director (UFR Title 103)				3E Chief Financial Officer	
4R Total Contribution and In-Kind		4S Supervising Professional (UFR Title 104)				4E Acting/Clerical Support	
5R Mass Gov. Grant		5S Physician & Psychiatrist (UFR Title 105 & 121)				5E Admin Maint/House-Grndskeeping	
6R Other Grant (exclud. Fed.Direct)		6S Physician Asst. (UFR Title 106)				6E Total Admin Employee	
7R Total Grants		7S N. Midwife, N.P., Psych N., N.A., R.N. - MA (Title 107)				7E Commercial products & Svs/Mktng	
8R Dept. of Mental Health (DMH)		8S R.N. - Non Masters (UFR Title 108)				8E Total FTE/Salary/Wages	
9R Dept. of Developmental Services (DDS/DMR)		9S L.P.N. (UFR Title 109)				9E Payroll Taxes 150	
10R Dept. of Public Health (DPH)		10S Pharmacist (UFR Title 110)				10E Fringe Benefits 151	
11R Dept. of Children and Families (DCF/DSS)		11S Occupational Therapist (UFR Title 111)				11E Accrual Adjustments	
12R Dept. of Transitional Assist (DTA/WEL)		12S Physical Therapist (UFR Title 112)				12E Total Employee Compensation & Rel. Exp.	
13R Dept. of Youth Services (DYS)		13S Speech / Lang. Pathol., Audiologist (UFR Title 113)				13E Facility and Prog. Equip. Expenses 301,390	
14R Health Care Fin & Policy (HCF)-Contract		14S Dietician / Nutritionist (UFR Title 114)				14E Facility & Prog. Equip. Depreciation 301	
15R Health Care Fin & Policy (HCF)-UCP		15S Spec. Education Teacher (UFR Title 115)				15E Facility Operation/Maint./Furn.390	
16R MA. Comm. For the Blind (MCB)		16S Teacher (UFR Title 116)		0.05	1,427	16E Facility General Liability Insurance 390	
17R MA. Comm. for Deaf & H H (MCD)		17S Day Care Director (UFR Title 117)				17E Total Occupancy	
18R MA. Rehabilitation Commission (MRC)		18S Day Care Lead Teacher (UFR Title 118)				18E Direct Care Consultant 201	
19R MA. Off. for Refugees & Immigr.(ORI)		19S Day Care Teacher (UFR Title 119)				19E Temporary Help 202	
20R Dept. of Early Educ. & Care (EEC)-Contract		20S Day Care Asst. Teacher / Aide (UFR Title 120)				20E Clients and Caregivers Reimb./Stipends 203	
21R Dept. of Early Educ. & Care (EEC)-Voucher		21S Psychologist - Doctorate (UFR Title 122)				21E Subcontracted Direct Care 206	
22R Dept of Correction (DOC)		22S Clinician-(formerly Psych.Masters)(UFR Title 123)				22E Staff Training 204	
23R Dept. of Elementary & Secondary Educ. (DOE)		23S Social Worker - L.I.C.S.W. (UFR Title 124)				23E Staff Mileage / Travel 205	
24R Parole Board (PAR)		24S Social Worker - L.C.S.W., L.S.W (UFR Title 125 & 126)				24E Meals 207	
25R Veteran's Services (VET)		25S Licensed Counselor (UFR Title 127)				25E Client Transportation 208	
26R Ex. Off. of Elder Affairs (ELD)		26S Cert. Voc. Rehab. Counselor (UFR Title 128)				26E Vehicle Expenses 208	
27R Div. of Housing & Community Develop(OCDC)		27S Cert. Alch. &/or Drug Abuse Counselor (UFR Title 129)				27E Vehicle Depreciation 208	
28R POS Subcontract		28S Counselor (UFR Title 130)		0.50	42,191	28E Incidental Medical /Medicine/Pharmacy 209	
29R Other Mass. State Agency POS		29S Case Worker / Manager - Masters (UFR Title 131)				29E Client Personal Allowances 211	
30R Mass State Agency Non - POS		30S Case Worker / Manager (UFR Title 132)				30E Provision Material Goods/Svs./Benefits 212	
31R Mass. Local Govt/Quasi-Govt. Entities	9,590	31S Direct Care / Prog. Staff Superv. (UFR Title 133)				31E Direct Client Wages 214	
32R Non-Mass. State/Local Government		32S Direct Care / Prog. Staff III (UFR Title 134)				32E Other Commercial Prod. & Svs. 214	
33R Direct Federal Grants/Contracts		33S Direct Care / Prog. Staff II (UFR Title 135)				33E Program Supplies & Materials 215	
34R Medicaid - Direct Payments		34S Direct Care / Prog. Staff I (UFR Title 136)		0.05	690	34E Non Charitable Expenses	
35R Medicaid - MBHP Subcontract		35S Prog. Secretarial / Clerical Staff (UFR Title 137)				35E Other Expense	
36R Medicare		36S Maintenance, House/Groundskeeping, Cook 138				36E Total Other Program Expense	
37R Mass. Govt. Client Stipends		37S Direct Care / Driver Staff (UFR Title 138)				42E Other Professional Fees & Other Admin. Exp. 410	
38R Client Resources		38S Direct Care Overtime, Shift Differential and Relief		XXXXXX		43E Leased Office/Program Office Equip.410,390	
39R Mass. spon.client SF/3rd Pty offsets		39S Total Direct Program Staff = 1E		0.60	44,308	44E Office Equipment Depreciation 410	
40R Other Publicly sponsored client offsets						48E Program Support 216	
41R Private Client Fees (excluding 3rd Pty)						49E Professional Insurance 410	
42R Private Client 3rd Pty/other offsets						50E Working Capital Interest 410	
43R Total Assistance and Fees	9,590					51E Total Direct Administrative Expense	
44R Federated Fundraising						52E Admin (M&G) Reporting Center Allocation	
45R Commercial Activities						53E Total Reimbursable Expense	
46R Non-Charitable Revenue						54E Direct State/Federal Non-Reimbursable Expense	
47R Investment Revenue						55E Allocation of State/Fed Non-Reimbursable Expense	
48R Other Revenue	13,288					56E TOTAL EXPENSE	
49R Allocated Admin (M&G) Revenue						57E TOTAL REVENUE = 53R	
50R Released Net Assets-Program						58E OPERATING RESULTS	
51R Released Net Assets-Equipment							
52R Released Net Assets-Time							
53R Total Revenue = 57E	22,878						
		MASSACHUSETTS CONTRACT INFORMATION		NON-REIMBURSABLE EXPENSE DETAIL		Description	
		Dept	Contract ID -11 Characters			MA Teachers' & State Employees' Retirement Systems on-l	
		1C		1N Direct Employee Compensation & Related Exp.		13,288	
		2C		2N Direct Occupancy			
		3C		3N Direct Other Program/Operating			
		4C		4N Direct Subcontract Expense			
		5C		5N Direct Administrative Expense			
				6N Direct Other Expense			
				7N Direct Depreciation			
				8N Total Direct Non-Reimbursable (Tie to 54E)		13,288	
				9N Total Direct and Allocated Non-Reimb. (54E+55E)		13,288	
				10N Eligible Non-Reimbursable Exp. Revenue Offsets		13,288	
				11N Capital Budget Revenue Adjustment			
				12N Excess of Non-Reimbursable Expense Over Offsets			
						(Any Excess of Non-Reimbursable Expense over Eligible Revenue Offsets is subject to recoupment where the program is purchased by the Commonwealth and must be recognized as a liability on the Financial Statements.)	
SUBCONTRACTED DIRECT CARE EXPENSE DETAIL		POS SUBCONTRACT INFORMATION					
Subcontractor Name	FEIN	State Dept	Payor Name	Payor's FEIN			
1SDC		1PS					
2SDC		2PS					
3SDC		3PS					
4SDC							
5SDC							
Comm. Of MA Surplus Rev. Retention Share							
PREPARER COMMENTS:							

ORGANIZATION: VALLEY COLLABORATIVE		PROGRAM SUPPLEMENTAL INFORMATION SCHEDULE B - Unaudited				FY END: 6/30/2018	FEIN: 043121303
UFR Program Number: 01-500	Program Name: OVER 22 PROGRAM	Description: YOUNG ADULT WORKPLACE TRAINING	Catalog of Federal Domestic Assistance #: http://www.cfda.gov/default.htm		B		
*Program Type: 23	Program Address: 25 LINNELL CIRCLE	BILLERICA	MA	01821	# Weeks operated during audit period (e.g., 52): 52.00	# operating hours/week (e.g., 40): 40.00	
(Number/Street)		(City)	(State)	(Zipcode)			
Note to Readers: This schedule should be read in context with F.S. Notes and all other UFR information. In many instances the presence of significant planned to actual variances or non-reimbursable expenses (e.g., In-Kind donations) may be appropriate and desirable. * Program Type codes: 21 = SPED; 22 = HCFF/Medicaid Class Rate; 23 = Negotiated Unit Rate; 24 = Negotiated Accommodations Rate; 25 = Non-negotiated Accommodations Rate; 26 = Other Non-negotiated Unit Rate; 27 = Cost Reimbursement; NA = Not Applicable							
REVENUE		STAFFING # hours/yr = 1.00 FTE: 2080		FTE	Salary/Wage	EXPENSE - ACTUAL/PLANNED	
1R Contrib., Gifts, Leg., Bequests, Spec. Ev.		1S Program Director (UFR Title 102)				1E Total Direct Program Staff = 39S	
2R Gov. In-Kind/Capital Budget	25,000	2S Program Function Manager (UFR Title 101)		2.50	150,220	2E Chief Executive Officer	
3R Private IN-Kind		3S Asst. Program Director (UFR Title 103)				3E Chief Financial Officer	
4R Total Contribution and In-Kind	25,000	4S Supervising Professional (UFR Title 104)				4E Acting/Clerical Support	
5R Mass Gov. Grant		5S Physician & Psychiatrist (UFR Title 105 & 121)				5E Admin Maint/House-Grndskkeeping	
6R Other Grant (exclud. Fed.Direct)		6S Physician Asst. (UFR Title 106)				6E Total Admin Employee	
7R Total Grants		7S N. Midwife, N.P., Psych N., N.A., R.N. - MA (Title 107)				7E Commercial products & Svs/Mktg	
8R Dept. of Mental Health (DMH)		8S R.N. - Non Masters (UFR Title 108)		2.10	96,403	8E Total FTE/Salary/Wages	31.10 1,214,765
9R Dept. of Developmental Services (DDS/DMR)	1,954,983	9S L.P.N. (UFR Title 109)				9E Payroll Taxes 150	38,381
10R Dept. of Public Health (DPH)		10S Pharmacist (UFR Title 110)				10E Fringe Benefits 151	194,988
11R Dept. of Children and Families (DCF/DSS)		11S Occupational Therapist (UFR Title 111)				11E Accrual Adjustments	7,911
12R Dept. of Transitional Assist (DTA/WEL)		12S Physical Therapist (UFR Title 112)				12E Total Employee Compensation & Rel. Exp.	1,456,045
13R Dept. of Youth Services (DYS)		13S Speech / Lang. Pathol., Audiologist (UFR Title 113)				13E Facility and Prog. Equip. Expenses 301,390	96,922
14R Health Care Fin & Policy (HCF)-Contract		14S Dietician / Nutritionist (UFR Title 114)				14E Facility & Prog. Equip. Depreciation 301	97,867
15R Health Care Fin & Policy (HCF)-UCP		15S Spec. Education Teacher (UFR Title 115)				15E Facility Operation/Maint./Furn.390	14,027
16R MA. Comm. For the Blind (MCB)	18,420	16S Teacher (UFR Title 116)				16E Facility General Liability Insurance 390	
17R MA. Comm. for Deaf & H H (MCD)		17S Day Care Director (UFR Title 117)				17E Total Occupancy	208,816
18R MA. Rehabilitation Commission (MRC)	26,658	18S Day Care Lead Teacher (UFR Title 118)				18E Direct Care Consultant 201	
19R MA. Off. for Refugees & Immigr.(ORI)		19S Day Care Teacher (UFR Title 119)				19E Temporary Help 202	
20R Dept. of Early Educ. & Care (EEC)-Contract		20S Day Care Asst. Teacher / Aide (UFR Title 120)				20E Clients and Caregivers Reimb./Stipends 203	
21R Dept. of Early Educ. & Care (EEC)-Voucher		21S Psychologist - Doctorate (UFR Title 122)				21E Subcontracted Direct Care 206	
22R Dept. of Correction (DOC)		22S Clinician - (formerly Psych. Masters)(UFR Title 123)				22E Staff Training 204	1,595
23R Dept. of Elementary & Secondary Educ. (DOE)		23S Social Worker - L.I.C.S.W. (UFR Title 124)		1.00	72,567	23E Staff Mileage / Travel 205	3,888
24R Parole Board (PAR)		24S Social Worker - L.C.S.W., L.S.W (UFR Title 125 & 126)				24E Meals 207	
25R Veteran's Services (VET)		25S Licensed Counselor (UFR Title 127)				25E Client Transportation 208	
26R Ex. Off. of Elder Affairs (ELD)		26S Cert. Voc. Rehab. Counselor (UFR Title 128)				26E Vehicle Expenses 208	34,084
27R Div. of Housing & Community Develop.(OCD)		27S Cert. Alch. &/or Drug Abuse Counselor (UFR Title 129)				27E Vehicle Depreciation 208	
28R POS Subcontract		28S Counselor (UFR Title 130)				28E Incidental Medical /Medicine/Pharmacy 209	
29R Other Mass. State Agency POS		29S Case Worker / Manager - Masters (UFR Title 131)				29E Client Personal Allowances 211	
30R Mass State Agency Non - POS		30S Case Worker / Manager (UFR Title 132)				30E Provision Material Goods/Svs./Benefits 212	
31R Mass. Local Govt/Quasi-Govt. Entities		31S Direct Care / Prog. Staff Superv. (UFR Title 133)				31E Direct Client Wages 214	374,106
32R Non-Mass. State/Local Government		32S Direct Care / Prog. Staff III (UFR Title 134)				32E Other Commercial Prod. & Svs. 214	
33R Direct Federal Grants/Contracts		33S Direct Care / Prog. Staff II (UFR Title 135)				33E Program Supplies & Materials 215	23,224
34R Medicaid - Direct Payments		34S Direct Care / Prog. Staff I (UFR Title 136)		23.20	791,393	34E Non Charitable Expenses	
35R Medicaid - MBHP Subcontract		35S Prog. Secretarial / Clerical Staff (UFR Title 137)		0.20	11,381	35E Other Expense	795
36R Medicare		36S Maintenance, House/Groundskeeping, Cook 138		0.10	6,358	36E Total Other Program Expense	437,692
37R Mass. Govt. Client Stipends		37S Direct Care / Driver Staff (UFR Title 138)		2.00	86,443	42E Other Professional Fees & Other Admin. Exp. 410	33,955
38R Client Resources		38S Direct Care Overtime, Shift Differential and Relief		XXXXXX		43E Leased Office/Program Office Equip.410,390	3,417
39R Mass. spon.client SF/3rd Pty offsets		39S Total Direct Program Staff = 1E		31.10	1,214,765	44E Office Equipment Depreciation 410	
40R Other Publicly sponsored client offsets						48E Program Support 216	
41R Private Client Fees (excluding 3rd Pty)						49E Professional Insurance 410	
42R Private Client 3rd Pty/other offsets						50E Working Capital Interest 410	
43R Total Assistance and Fees	2,000,061					51E Total Direct Administrative Expense	37,372
44R Federated Fundraising						52E Admin (M&G) Reporting Center Allocation	267,757
45R Commercial Activities	339,309					53E Total Reimbursable Expense	2,407,682
46R Non-Charitable Revenue						54E Direct State/Federal Non-Reimbursable Expense	364,740
47R Investment Revenue						55E Allocation of State/Fed Non-Reimbursable Expense	
48R Other Revenue	364,323					56E TOTAL EXPENSE	2,772,422
49R Allocated Admin (M&G) Revenue						57E TOTAL REVENUE = 53R	2,728,693
50R Released Net Assets-Program						58E OPERATING RESULTS	(43,729)
51R Released Net Assets-Equipment						* (subject to OSD adjustment)	
52R Released Net Assets-Time							
53R Total Revenue = 57E	2,728,693						
SUBCONTRACTED DIRECT CARE EXPENSE DETAIL		MASSACHUSETTS CONTRACT INFORMATION		NON-REIMBURSABLE EXPENSE DETAIL		Description	
Subcontractor Name	FEIN	Expense Amt.	Dept	Contract ID -11 Characters	MMARS Code	MA Teachers' & State Employees' Retirement Systems on-l	
1SDC			1C	DMR 10310308DDSD	3181	1N Direct Employee Compensation & Related Exp.	364,323
2SDC			2C	DMR 10310370DDSD	3196	2N Direct Occupancy	
3SDC			3C	DMR 10310326DDSD	3163	3N Direct Other Program/Operating	
4SDC			4C	DMR 10310353DDSD	3168	4N Direct Subcontract Expense	
5SDC			5C	SEE ATTACHED		5N Direct Administrative Expense	
						6N Direct Other Expense	
						7N Direct Depreciation	417
						8N Total Direct Non-Reimbursable (Tie to 54E)	364,740
						9N Total Direct and Allocated Non-Reimb. (54E+55E)	364,740
						10N Eligible Non-Reimbursable Exp. Revenue Offsets	728,632
						11N Capital Budget Revenue Adjustment	25,000
						12N Excess of Non-Reimbursable Expense Over Offsets	(388,892)
Comm. Of MA Surplus Rev. Retention Share		(738,134)					
PREPARER COMMENTS: Revenue from DDS exceeds amount per federal funds report as a result of income associated with FY17 was received in FY18.							

ORGANIZATION: VALLEY COLLABORATIVE			PROGRAM SUPPLEMENTAL INFORMATION SCHEDULE B - Unaudited				FY END: 6/30/2018	FEIN: 043121303
UFR Program Number: NPOS-	Program Name: ELEMENTARY SCHOOL ELEMENTARY BEHAVIORAL PROGRAM	Description: ELEMENTARY BEHAVIORAL PROGRAM	Catalog of Federal Domestic Assistance #: http://www.cfda.gov/default.htm		B			
*Program Type: NIA	Program Address: 135 COBURN ROAD	TYNGSBOROUGH MA 01879	# Weeks operated during audit period (e.g., 52): 42.00		# operating hours/week (e.g., 40): 40.00			
(Number/Street)			(City)		(State)		(Zipcode)	
Note to Readers: This schedule should be read in context with F.S. Notes and all other UFR information. In many instances the presence of significant planned to actual variances or non-reimbursable expenses (e.g., In-Kind donations) may be appropriate and desirable. * Program Type codes: 21 = SPED; 22 = HCFF/Medicaid Class Rate; 23 = Negotiated Unit Rate; 24 = Negotiated Accommodations Rate; 25 = Non-negotiated Accommodations Rate; 26 = Other Non-negotiated Unit Rate; 27 = Cost Reimbursement; NA = Not Applicable								
REVENUE			STAFFING # hours/yr = 1.00 FTE: 1680		FTE		Salary/Wage	
1R Contrib., Gifts, Leg., Bequests, Spec. Ev.		0S 1S Program Director (UFR Title 102)	1.00	78,288				
2R Gov. In-Kind/Capital Budget		2S Program Function Manager (UFR Title 101)	1.00	78,361				
3R Private IN-Kind		3S Asst. Program Director (UFR Title 103)						
4R Total Contribution and In-Kind		4S Supervising Professional (UFR Title 104)						
5R Mass Gov. Grant		5S Physician & Psychiatrist (UFR Title 105 & 121)						
6R Other Grant (exclud. Fed.Direct)		6S Physician Asst. (UFR Title 106)						
7R Total Grants		7S N. Midwife, N.P., Psych N., N.A., R.N. - MA (Title 107)						
8R Dept. of Mental Health (DMH)		8S R.N. - Non Masters (UFR Title 108)	1.10	63,589				
9R Dept. of Developmental Services (DDS/DMR)		9S L.P.N. (UFR Title 109)						
10R Dept. of Public Health (DPH)		10S Pharmacist (UFR Title 110)						
11R Dept. of Children and Families (DCF/DSS)		11S Occupational Therapist (UFR Title 111)	2.86	221,531				
12R Dept. of Transitional Assist (DTA/WEL)		12S Physical Therapist (UFR Title 112)	0.60	38,748				
13R Dept. of Youth Services (DYS)		13S Speech / Lang. Pathol., Audiologist (UFR Title 113)	2.64	188,568				
14R Health Care Fin & Policy (HCF)-Contract		14S Dietician / Nutritionist (UFR Title 114)						
15R Health Care Fin & Policy (HCF)-UCP		15S Spec. Education Teacher (UFR Title 115)						
16R MA. Comm. For the Blind (MCB)		16S Teacher (UFR Title 116)	14.50	917,571				
17R MA. Comm. for Deaf & H H (MCD)		17S Day Care Director (UFR Title 117)						
18R MA. Rehabilitation Commission (MRC)		18S Day Care Lead Teacher (UFR Title 118)						
19R MA. Off. for Refugees & Immigr. (ORI)		19S Day Care Teacher (UFR Title 119)						
20R Dept. of Early Educ. & Care (EEC)-Contract		20S Day Care Asst. Teacher / Aide (UFR Title 120)						
21R Dept. of Early Educ. & Care (EEC)-Voucher		21S Psychologist - Doctorate (UFR Title 122)						
22R Dept. of Correction (DOC)		22S Clinician - (formerly Psych. Masters) (UFR Title 123)	3.94	304,441				
23R Dept. of Elementary & Secondary Educ. (DOE)		23S Social Worker - L.I.C.S.W. (UFR Title 124)	2.00	136,320				
24R Parole Board (PAR)		24S Social Worker - L.C.S.W., L.S.W. (UFR Title 125 & 126)						
25R Veteran's Services (VET)		25S Licensed Counselor (UFR Title 127)						
26R Ex. Off. of Elder Affairs (ELD)		26S Cert. Voc. Rehab. Counselor (UFR Title 128)						
27R Div. of Housing & Community Develop. (OCD)		27S Cert. Alch. &/or Drug Abuse Counselor (UFR Title 129)						
28R POS Subcontract		28S Counselor (UFR Title 130)	1.00	70,318				
29R Other Mass. State Agency POS		29S Case Worker / Manager - Masters (UFR Title 131)						
30R Mass State Agency Non - POS		30S Case Worker / Manager (UFR Title 132)						
31R Mass. Local Govt/Quasi-Govt. Entities	3,643,351	31S Direct Care / Prog. Staff Superv. (UFR Title 133)						
32R Non-Mass. State/Local Government	1,391,636	32S Direct Care / Prog. Staff III (UFR Title 134)						
33R Direct Federal Grants/Contracts		33S Direct Care / Prog. Staff I (UFR Title 135)						
34R Medicaid - Direct Payments		34S Direct Care / Prog. Staff I (UFR Title 136)	31.20	843,547				
35R Medicaid - MBHP Subcontract		35S Prog. Secretarial / Clerical Staff (UFR Title 137)	2.00	83,084				
36R Medicare		36S Maintenance, House/Groundskeeping, Cook 138						
37R Mass. Govt. Client Stipends		37S Direct Care / Driver Staff (UFR Title 138)						
38R Client Resources		38S Direct Care Overtime, Shift Differential and Relief	XXXXXX					
39R Mass. spon.client SF/3rd Pty offsets		39S Total Direct Program Staff = 1E	63.84	3,024,356				
40R Other Publicly sponsored client offsets								
41R Private Client Fees (excluding 3rd Pty)								
42R Private Client 3rd Pty/other offsets								
43R Total Assistance and Fees	5,034,987							
44R Federated Fundraising								
45R Commercial Activities	4,984							
46R Non-Charitable Revenue								
47R Investment Revenue								
48R Other Revenue	907,042							
49R Allocated Admin (M&G) Revenue								
50R Released Net Assets-Program								
51R Released Net Assets-Equipment								
52R Released Net Assets-Time								
53R Total Revenue = 57E	5,947,013							
SUBCONTRACTED DIRECT CARE EXPENSE DETAIL			MASSACHUSETTS CONTRACT INFORMATION		NON-REIMBURSABLE EXPENSE DETAIL		Description	
1SDC Subcontractor Name	FEIN	Expense Amt.	Dept	Contract ID -11 Characters	MMARS Code	1N Direct Employee Compensation & Related Exp.	907,042	MA Teachers' & State Employees' Retirement Systems on-l
2SDC			1C			2N Direct Occupancy		
3SDC			2C			3N Direct Other Program/Operating		
4SDC			3C			4N Direct Subcontract Expense		
5SDC			4C			5N Direct Administrative Expense		
			5C			6N Direct Other Expense		
POS SUBCONTRACT INFORMATION			UNDUP #		# service units delivered	7N Direct Depreciation		
1PS State Dept	Payor Name	Payor's FEIN	180		16,701	8N Total Direct Non-Reimbursable (Tie to 54E)	907,042	(Any Excess of Non-Reimbursable Expense over Eligible
2PS						9N Total Direct and Allocated Non-Reimb. (54E+55E)	907,042	Revenue Offsets is subject to recoupment where the
3PS						10N Eligible Non-Reimbursable Exp. Revenue Offsets	912,026	program is purchased by the Commonwealth and must be
Comm. Of MA Surplus Rev. Retention Share						11N Capital Budget Revenue Adjustment		recognized as a liability on the Financial Statements.)
PREPARER COMMENTS:						12N Excess of Non-Reimbursable Expense Over Offsets	(4,984)	

ORGANIZATION: VALLEY COLLABORATIVE		PROGRAM SUPPLEMENTAL INFORMATION SCHEDULE B - Unaudited				FY END: 6/30/2018	FEIN: 043121303
UFR Program Number: NPOS-	Program Name: TRANSITION PATHWAYS	Description: TRANSITIONAL SERVICES	Catalog of Federal Domestic Assistance #: http://www.cfda.gov/default.htm		B		
*Program Type: N/A	Program Address: 40 LINNELL CIRCLE	BILLERICA	MA	01821	# Weeks operated during audit period (e.g., 52): 42.00	# operating hours/week (e.g., 40): 40.00	
(Number/Street)		(City)	(State)	(Zipcode)			
Note to Readers: This schedule should be read in context with F.S. Notes and all other UFR information. In many instances the presence of significant planned to actual variances or non-reimbursable expenses (e.g., In-Kind donations) may be appropriate and desirable. * Program Type codes: 21 = SPED; 22 = HCFF/Medicaid Class Rate; 23 = Negotiated Unit Rate; 24 = Negotiated Accommodations Rate; 25 = Non-negotiated Accommodations Rate; 26 = Other Non-negotiated Unit Rate; 27 = Cost Reimbursement; NA = Not Applicable							
REVENUE		STAFFING # hours/yr = 1.00 FTE: 1680	FTE	Salary/Wage	EXPENSE - ACTUAL/PLANNED	FTE	Actual
1R Contrib., Gifts, Leg., Bequests, Spec. Ev.		1S Program Director (UFR Title 102)			1E Total Direct Program Staff = 39S	0.50	21,419
2R Gov. In-Kind/Capital Budget		2S Program Function Manager (UFR Title 101)			2E Chief Executive Officer		
3R Private In-Kind		3S Asst. Program Director (UFR Title 103)			3E Chief Financial Officer		
4R Total Contribution and In-Kind		4S Supervising Professional (UFR Title 104)			4E Acting/Clerical Support		
5R Mass Gov. Grant		5S Physician & Psychiatrist (UFR Title 105 & 121)			5E Admin Maint/House-Grdskeeping		
6R Other Grant (exclud. Fed.Direct)		6S Physician Asst. (UFR Title 106)			6E Total Admin Employee		
7R Total Grants		7S N. Midwife, N.P., Psych N., N.A., R.N. - MA (Title 107)			7E Commercial products & Svs/Mktng		
8R Dept. of Mental Health (DMH)		8S R.N. - Non Masters (UFR Title 108)			8E Total FTE/Salary/Wages	0.50	21,419
9R Dept. of Developmental Services (DDS/DMR)		9S L.P.N. (UFR Title 109)			9E Payroll Taxes 150		4,115
10R Dept. of Public Health (DPH)		10S Pharmacist (UFR Title 110)			10E Fringe Benefits 151		
11R Dept. of Children and Families (DCF/DSS)		11S Occupational Therapist (UFR Title 111)			11E Accrual Adjustments		
12R Dept. of Transitional Assist (DTA/WEL)		12S Physical Therapist (UFR Title 112)			12E Total Employee Compensation & Rel. Exp.		25,534
13R Dept. of Youth Services (DYS)		13S Speech / Lang. Pathol., Audiologist (UFR Title 113)			13E Facility and Prog. Equip. Expenses 301,390		
14R Health Care Fin & Policy (HCF)-Contract		14S Dietician / Nutritionist (UFR Title 114)			14E Facility & Prog. Equip. Depreciation 301		630
15R Health Care Fin & Policy (HCF)-UCP		15S Spec. Education Teacher (UFR Title 115)			15E Facility Operation/Maint./Furn.390		
16R MA. Comm. For the Blind (MCB)		16S Teacher (UFR Title 116)			16E Facility General Liability Insurance 390		
17R MA. Comm. for Deaf & H H (MCD)		17S Day Care Director (UFR Title 117)			17E Total Occupancy		630
18R MA. Rehabilitation Commission (MRC)		18S Day Care Lead Teacher (UFR Title 118)			18E Direct Care Consultant 201		
19R MA. Off. for Refugees & Immigr.(ORI)		19S Day Care Teacher (UFR Title 119)			19E Temporary Help 202		
20R Dept. of Early Educ. & Care (EEC)-Contract		20S Day Care Asst. Teacher / Aide (UFR Title 120)			20E Clients and Caregivers Reimb./Stipends 203		
21R Dept. of Early Educ. & Care (EEC)-Voucher		21S Psychologist - Doctorate (UFR Title 122)			21E Subcontracted Direct Care 206		
22R Dept. of Correction (DOC)		22S Clinician-(formerly Psych.Masters)(UFR Title 123)			22E Staff Training 204		
23R Dept. of Elementary & Secondary Educ. (DOE)		23S Social Worker - L.I.C.S.W. (UFR Title 124)			23E Staff Mileage / Travel 205		284
24R Parole Board (PAR)		24S Social Worker - L.C.S.W., L.S.W (UFR Title 125 & 126)			24E Meals 207		
25R Veteran's Services (VET)		25S Licensed Counselor (UFR Title 127)			25E Client Transportation 208		
26R Ex. Off. of Elder Affairs (ELD)		26S Cert. Voc. Rehab. Counselor (UFR Title 128)			26E Vehicle Expenses 208		
27R Div. of Housing & Community Develop(OCDC)		27S Cert. Alch. &/or Drug Abuse Counselor (UFR Title 129)			27E Vehicle Depreciation 208		
28R POS Subcontract		28S Counselor (UFR Title 130)			28E Incidental Medical /Medicine/Pharmacy 209		
29R Other Mass. State Agency POS		29S Case Worker / Manager - Masters (UFR Title 131)			29E Client Personal Allowances 211		
30R Mass State Agency Non - POS		30S Case Worker / Manager (UFR Title 132)			30E Provision Material Goods/Svs./Benefits 212		
31R Mass. Local Govt/Quasi-Govt. Entities	78,076	31S Direct Care / Prog. Staff Superv. (UFR Title 133)			31E Direct Client Wages 214		
32R Non-Mass. State/Local Government		32S Direct Care / Prog. Staff III (UFR Title 134)			32E Other Commercial Prod. & Svs. 214		
33R Direct Federal Grants/Contracts		33S Direct Care / Prog. Staff II (UFR Title 135)			33E Program Supplies & Materials 215		
34R Medicaid - Direct Payments		34S Direct Care / Prog. Staff I (UFR Title 136)	0.50	21,419	34E Non Charitable Expenses		
35R Medicaid - MBHP Subcontract		35S Prog. Secretarial / Clerical Staff (UFR Title 137)			35E Other Expense		
36R Medicare		36S Maintenance, House/Groundskeeping, Cook 138			36E Total Other Program Expense		284
37R Mass. Govt. Client Stipends		37S Direct Care / Driver Staff (UFR Title 138)			42E Other Professional Fees & Other Admin. Exp. 410		
38R Client Resources		38S Direct Care Overtime, Shift Differential and Relief	XXXXXX		43E Leased Office/Program Office Equip.410,390		
39R Mass. spon.client SF/3rd Pty offsets		39S Total Direct Program Staff = 1E	0.50	21,419	44E Office Equipment Depreciation 410		
40R Other Publicly sponsored client offsets					48E Program Support 216		
41R Private Client Fees (excluding 3rd Pty)					49E Professional Insurance 410		
42R Private Client 3rd Pty/other offsets					50E Working Capital Interest 410		
43R Total Assistance and Fees	78,076				51E Total Direct Administrative Expense		
44R Federated Fundraising					52E Admin (M&G) Reporting Center Allocation	3,309	1,600
45R Commercial Activities					53E Total Reimbursable Expense	29,757	69,083
46R Non-Charitable Revenue					54E Direct State/Federal Non-Reimbursable Expense	6,424	
47R Investment Revenue					55E Allocation of State/Fed Non-Reimbursable Expense		
48R Other Revenue	6,424				56E TOTAL EXPENSE	36,181	69,083
49R Allocated Admin (M&G) Revenue					57E TOTAL REVENUE = 53R	84,500	150,000
50R Released Net Assets-Program					58E OPERATING RESULTS	48,319	80,917
51R Released Net Assets-Equipment					CRE Preliminary Calculation of Cost Reimb. Excess Rev. * (subject to OSD adjustment)		
52R Released Net Assets-Time							
53R Total Revenue = 57E	84,500						
SUBCONTRACTED DIRECT CARE EXPENSE DETAIL		MASSACHUSETTS CONTRACT INFORMATION		NON-REIMBURSABLE EXPENSE DETAIL		Description	
Subcontractor Name	FEIN	Expense Amt.	Dept	Contract ID -11 Characters	MMARS Code		
1SDC			1C			1N Direct Employee Compensation & Related Exp.	6,424
2SDC			2C			2N Direct Occupancy	
3SDC			3C			3N Direct Other Program/Operating	
4SDC			4C			4N Direct Subcontract Expense	
5SDC			5C			5N Direct Administrative Expense	
						6N Direct Other Expense	
						7N Direct Depreciation	
						8N Total Direct Non-Reimbursable (Tie to 54E)	6,424
						9N Total Direct and Allocated Non-Reimb. (54E+55E)	6,424
						10N Eligible Non-Reimbursable Exp. Revenue Offsets	6,424
						11N Capital Budget Revenue Adjustment	
						12N Excess of Non-Reimbursable Expense Over Offsets	
POS SUBCONTRACT INFORMATION		State Dept		Payor Name		Payor's FEIN	
			1PS				
			2PS				
			3PS				
Comm. Of MA Surplus Rev. Retention Share							
PREPARER COMMENTS:							

ORGANIZATION: VALLEY COLLABORATIVE		PROGRAM SUPPLEMENTAL INFORMATION SCHEDULE B - Unaudited				FY END: 6/30/2018	FEIN: 043121303
UFR Program Number: NPOS-	Program Name: MIDDLE SCHOOL-EMOTIONAL/BEHAVIORAL PROGRAM	Description: EMOTIONAL BEHAVIORAL PROGRAM	Catalog of Federal Domestic Assistance #: http://www.cfda.gov/default.htm		B		
*Program Type: N/A	Program Address: 40 LINNELL CIRCLE	BILLERICA	MA	01821	# Weeks operated during audit period (e.g., 52): 42.00	# operating hours/week (e.g., 40): 40.00	
(Number/Street)		(City)	(State)	(Zipcode)			
Note to Readers: This schedule should be read in context with F.S. Notes and all other UFR information. In many instances the presence of significant planned to actual variances or non-reimbursable expenses (e.g., In-Kind donations) may be appropriate and desirable. * Program Type codes: 21 = SPED; 22 = HCFF/Medicaid Class Rate; 23 = Negotiated Unit Rate; 24 = Negotiated Accommodations Rate; 25 = Non-negotiated Accommodations Rate; 26 = Other Non-negotiated Unit Rate; 27 = Cost Reimbursement; NA = Not Applicable							
REVENUE		0S STAFFING # hours/yr = 1.00 FTE: 1680	FTE	Salary/Wage	EXPENSE - ACTUAL/PLANNED		
1R Contrib., Gifts, Leg., Bequests, Spec. Ev.		1S Program Director (UFR Title 102)	1.00	90,650	1E Total Direct Program Staff = 39S	FTE	Actual
2R Gov. In-Kind/Capital Budget		2S Program Function Manager (UFR Title 101)	1.00	88,636	2E Chief Executive Officer	35.97	1,711,558
3R Private IN-Kind		3S Asst. Program Director (UFR Title 103)			3E Chief Financial Officer		
4R Total Contribution and In-Kind		4S Supervising Professional (UFR Title 104)			4E Acting/Clerical Support		
5R Mass Gov. Grant		5S Physician & Psychiatrist (UFR Title 105 & 121)			5E Admin Maint/House-Grdskeeping		
6R Other Grant (exclud. Fed.Direct)		6S Physician Asst. (UFR Title 106)			6E Total Admin Employee		
7R Total Grants		7S N. Midwife, N.P., Psych N., N.A., R.N. - MA (Title 107)			7E Commercial products & Svs/Mktng		
8R Dept. of Mental Health (DMH)		8S R.N. - Non Masters (UFR Title 108)	1.35	46,563	8E Total FTE/Salary/Wages	35.97	1,711,558
9R Dept. of Developmental Services (DDS/DMR)		9S L.P.N. (UFR Title 109)			9E Payroll Taxes 150		33,710
10R Dept. of Public Health (DPH)		10S Pharmacist (UFR Title 110)			10E Fringe Benefits 151		295,098
11R Dept. of Children and Families (DCF/DSS)		11S Occupational Therapist (UFR Title 111)	1.27	97,998	11E Accrual Adjustments		344
12R Dept. of Transitional Assist (DTA/WEL)		12S Physical Therapist (UFR Title 112)	0.55	35,585	12E Total Employee Compensation & Rel. Exp.		2,040,710
13R Dept. of Youth Services (DYS)		13S Speech / Lang. Pathol., Audiologist (UFR Title 113)	1.13	80,669	13E Facility and Prog. Equip. Expenses 301,390		1,376,375
14R Health Care Fin & Policy (HCF)-Contract		14S Dietician / Nutritionist (UFR Title 114)			14E Facility & Prog. Equip. Depreciation 301		57,399
15R Health Care Fin & Policy (HCF)-UCP		15S Spec. Education Teacher (UFR Title 115)			15E Facility Operation/Maint./Furn.390		42,961
16R MA. Comm. For the Blind (MCB)		16S Teacher (UFR Title 116)	7.50	485,541	16E Facility General Liability Insurance 390		
17R MA. Comm. for Deaf & H H (MCD)		17S Day Care Director (UFR Title 117)			17E Total Occupancy		100,360
18R MA. Rehabilitation Commission (MRC)		18S Day Care Lead Teacher (UFR Title 118)			18E Direct Care Consultant 201		29,325
19R MA. Off. for Refugees & Immigr.(ORI)		19S Day Care Teacher (UFR Title 119)			19E Temporary Help 202		
20R Dept. of Early Educ. & Care (EEC)-Contract		20S Day Care Asst. Teacher / Aide (UFR Title 120)			20E Clients and Caregivers Reimb./Stipends 203		
21R Dept. of Early Educ. & Care (EEC)-Voucher		21S Psychologist - Doctorate (UFR Title 122)			21E Subcontracted Direct Care 206		
22R Dept. of Correction (DOC)		22S Clinician - (formerly Psych. Masters)(UFR Title 123)	1.70	131,183	22E Staff Training 204		2,165
23R Dept. of Elementary & Secondary Educ. (DOE)		23S Social Worker - L.I.C.S.W. (UFR Title 124)	2.00	135,192	23E Staff Mileage / Travel 205		2,296
24R Parole Board (PAR)		24S Social Worker - L.C.S.W., L.S.W (UFR Title 125 & 126)			24E Meals 207		
25R Veteran's Services (VET)		25S Licensed Counselor (UFR Title 127)			25E Client Transportation 208		
26R Ex. Off. of Elder Affairs (ELD)		26S Cert. Voc. Rehab. Counselor (UFR Title 128)			26E Vehicle Expenses 208		5,877
27R Div. of Housing & Community Develop(OCDC)		27S Cert. Alch. &/or Drug Abuse Counselor (UFR Title 129)			27E Vehicle Depreciation 208		
28R POS Subcontract		28S Counselor (UFR Title 130)			28E Incidental Medical /Medicine/Pharmacy 209		
29R Other Mass. State Agency POS		29S Case Worker / Manager - Masters (UFR Title 131)			29E Client Personal Allowances 211		
30R Mass State Agency Non - POS		30S Case Worker / Manager (UFR Title 132)			30E Provision Material Goods/Svs./Benefits 212		
31R Mass. Local Govt/Quasi-Govt. Entities	2,731,099	31S Direct Care / Prog. Staff Superv. (UFR Title 133)			31E Direct Client Wages 214		
32R Non-Mass. State/Local Government	309,115	32S Direct Care / Prog. Staff III (UFR Title 134)			32E Other Commercial Prod. & Svs. 214		
33R Direct Federal Grants/Contracts		33S Direct Care / Prog. Staff I (UFR Title 135)			33E Program Supplies & Materials 215		76,123
34R Medicaid - Direct Payments		34S Direct Care / Prog. Staff I (UFR Title 136)	17.40	455,563	34E Non Charitable Expenses		
35R Medicaid - MBHP Subcontract		35S Prog. Secretarial / Clerical Staff (UFR Title 137)	0.46	25,598	35E Other Expense		13,378
36R Medicare		36S Maintenance, House/Groundskeeping, Cook 138	0.61	38,380	36E Total Other Program Expense		99,839
37R Mass. Govt. Client Stipends		37S Direct Care / Driver Staff (UFR Title 138)			42E Other Professional Fees & Other Admin. Exp. 410		50,050
38R Client Resources		38S Direct Care Overtime, Shift Differential and Relief	XXXXXX		43E Leased Office/Program Office Equip.410,390		3,292
39R Mass. spon.client SF/3rd Pty offsets		39S Total Direct Program Staff = 1E	35.97	1,711,558	44E Office Equipment Depreciation 410		
40R Other Publicly sponsored client offsets					48E Program Support 216		
41R Private Client Fees (excluding 3rd Pty)					49E Professional Insurance 410		
42R Private Client 3rd Pty/other offsets					50E Working Capital Interest 410		
43R Total Assistance and Fees	3,040,214				51E Total Direct Administrative Expense		53,342
44R Federated Fundraising					52E Admin (M&G) Reporting Center Allocation		287,067
45R Commercial Activities					53E Total Reimbursable Expense		2,581,318
46R Non-Charitable Revenue					54E Direct State/Federal Non-Reimbursable Expense		513,317
47R Investment Revenue					55E Allocation of State/Fed Non-Reimbursable Expense		
48R Other Revenue	513,317				56E TOTAL EXPENSE		3,094,635
49R Allocated Admin (M&G) Revenue					57E TOTAL REVENUE = 53R		3,553,531
50R Released Net Assets-Program					58E OPERATING RESULTS		458,896
51R Released Net Assets-Equipment					CRE Preliminary Calculation of Cost Reimb. Excess Rev. * (subject to OSD adjustment)		
52R Released Net Assets-Time							
53R Total Revenue = 57E	3,553,531						
SUBCONTRACTED DIRECT CARE EXPENSE DETAIL		MASSACHUSETTS CONTRACT INFORMATION		NON-REIMBURSABLE EXPENSE DETAIL		Description	
Subcontractor Name	FEIN	Expense Amt.	Dept	Contract ID -11 Characters	MMARS Code		
1SDC			1C			1N Direct Employee Compensation & Related Exp.	513,317
2SDC			2C			2N Direct Occupancy	
3SDC			3C			3N Direct Other Program/Operating	
4SDC			4C			4N Direct Subcontract Expense	
5SDC			5C			5N Direct Administrative Expense	
						6N Direct Other Expense	
						7N Direct Depreciation	
						8N Total Direct Non-Reimbursable (Tie to 54E)	513,317
						9N Total Direct and Allocated Non-Reimb. (54E+55E)	513,317
						10N Eligible Non-Reimbursable Exp. Revenue Offsets	513,317
						11N Capital Budget Revenue Adjustment	
						12N Excess of Non-Reimbursable Expense Over Offsets	
Comm. Of MA Surplus Rev. Retention Share						(Any Excess of Non-Reimbursable Expense over Eligible Revenue Offsets is subject to recoupment where the program is purchased by the Commonwealth and must be recognized as a liability on the Financial Statements.)	
PREPARER COMMENTS:							

ORGANIZATION: VALLEY COLLABORATIVE		PROGRAM SUPPLEMENTAL INFORMATION SCHEDULE B - Unaudited				FY END: 6/30/2018	FEIN: 043121303
UFR Program Number: 05-101	Program Name: MRC EVALUATION & TRAINING	Description: MRC EVALUATION & TRAINING	Catalog of Federal Domestic Assistance #: 84.126		B		
*Program Type: 27	Program Address: 25 LINNELL CIRCLE	BILLERICA	MA	01821	# Weeks operated during audit period (e.g., 52): 52.00	# operating hours/week (e.g., 40): 40.00	
(Number/Street)		(City)	(State)	(Zipcode)			
<p>Note to Readers: This schedule should be read in context with F.S. Notes and all other UFR information. In many instances the presence of significant planned to actual variances or non-reimbursable expenses (e.g., In-Kind donations) may be appropriate and desirable.</p> <p>* Program Type codes: 21 = SPED; 22 = HCFF/Medicaid Class Rate; 23 = Negotiated Unit Rate; 24 = Negotiated Accommodations Rate; 25 = Non-negotiated Accommodations Rate; 26 = Other Non-negotiated Unit Rate; 27 = Cost Reimbursement; NA = Not Applicable</p>							
REVENUE		STAFFING # hours/yr = 1.00 FTE: 2080	FTE	Salary/Wage	EXPENSE - ACTUAL/PLANNED		
1R Contrib., Gifts, Leg., Bequests, Spec. Ev.		1S Program Director (UFR Title 102)			1E Total Direct Program Staff = 39S	FTE 0.35	Actual 30,520
2R Gov. In-Kind/Capital Budget		2S Program Function Manager (UFR Title 101)	0.10	12,320	2E Chief Executive Officer		
3R Private In-Kind		3S Asst. Program Director (UFR Title 103)			3E Chief Financial Officer		
4R Total Contribution and In-Kind		4S Supervising Professional (UFR Title 104)			4E Acting/Clerical Support		
5R Mass Gov. Grant		5S Physician & Psychiatrist (UFR Title 105 & 121)			5E Admin Maint/House-Grdskeeping		
6R Other Grant (exclud. Fed.Direct)		6S Physician Asst. (UFR Title 106)			6E Total Admin Employee		
7R Total Grants		7S N. Midwife, N.P., Psych N., N.A., R.N. - MA (Title 107)			7E Commercial products & Svs/Mktng		
8R Dept. of Mental Health (DMH)		8S R.N. - Non Masters (UFR Title 108)			8E Total FTE/Salary/Wages	0.35	30,520
9R Dept. of Developmental Services (DDS/DMR)		9S L.P.N. (UFR Title 109)			9E Payroll Taxes 150		763
10R Dept. of Public Health (DPH)		10S Pharmacist (UFR Title 110)			10E Fringe Benefits 151		7,630
11R Dept. of Children and Families (DCF/DSS)		11S Occupational Therapist (UFR Title 111)			11E Accrual Adjustments		
12R Dept. of Transitional Assist (DTA/WEL)		12S Physical Therapist (UFR Title 112)			12E Total Employee Compensation & Rel. Exp.		38,913
13R Dept. of Youth Services (DYS)		13S Speech / Lang. Pathol., Audiologist (UFR Title 113)			13E Facility and Prog. Equip. Expenses 301,390		6,103
14R Health Care Fin & Policy (HCF)-Contract		14S Dietician / Nutritionist (UFR Title 114)			14E Facility & Prog. Equip. Depreciation 301		
15R Health Care Fin & Policy (HCF)-UCP		15S Spec. Education Teacher (UFR Title 115)			15E Facility Operation/Maint./Furn.390		
16R MA. Comm. For the Blind (MCB)		16S Teacher (UFR Title 116)			16E Facility General Liability Insurance 390		
17R MA. Comm. for Deaf & H H (MCD)		17S Day Care Director (UFR Title 117)			17E Total Occupancy	6.103	2,500
18R MA. Rehabilitation Commission (MRC)	61,795	18S Day Care Lead Teacher (UFR Title 118)			18E Direct Care Consultant 201		
19R MA. Off. for Refugees & Immigr.(ORI)		19S Day Care Teacher (UFR Title 119)			19E Temporary Help 202		
20R Dept. of Early Educ. & Care (EEC)-Contract		20S Day Care Asst. Teacher / Aide (UFR Title 120)			20E Clients and Caregivers Reimb./Stipends 203		
21R Dept. of Early Educ. & Care (EEC)-Voucher		21S Psychologist - Doctorate (UFR Title 122)			21E Subcontracted Direct Care 206		
22R Dept. of Correction (DOC)		22S Clinician-(formerly Psych.Masters)(UFR Title 123)			22E Staff Training 204		200
23R Dept. of Elementary & Secondary Educ. (DOE)		23S Social Worker - L.I.C.S.W. (UFR Title 124)			23E Staff Mileage / Travel 205		2,096
24R Parole Board (PAR)		24S Social Worker - L.C.S.W., L.S.W (UFR Title 125 & 126)			24E Meals 207		
25R Veteran's Services (VET)		25S Licensed Counselor (UFR Title 127)			25E Client Transportation 208		
26R Ex. Off. of Elder Affairs (ELD)		26S Cert. Voc. Rehab. Counselor (UFR Title 128)			26E Vehicle Expenses 208		1,500
27R Div. of Housing & Community Develop(OCDC)		27S Cert. Alch. &/or Drug Abuse Counselor (UFR Title 129)			27E Vehicle Depreciation 208		
28R POS Subcontract		28S Counselor (UFR Title 130)			28E Incidental Medical /Medicine/Pharmacy 209		
29R Other Mass. State Agency POS		29S Case Worker / Manager - Masters (UFR Title 131)			29E Client Personal Allowances 211		5,103
30R Mass State Agency Non - POS		30S Case Worker / Manager (UFR Title 132)			30E Provision Material Goods/Svs./Benefits 212		
31R Mass. Local Govt/Quasi-Govt. Entities		31S Direct Care / Prog. Staff Superv. (UFR Title 133)			31E Direct Client Wages 214		
32R Non-Mass. State/Local Government		32S Direct Care / Prog. Staff II (UFR Title 134)			32E Other Commercial Prod. & Svs. 214		
33R Direct Federal Grants/Contracts		33S Direct Care / Prog. Staff I (UFR Title 135)			33E Program Supplies & Materials 215		1,974
34R Medicaid - Direct Payments		34S Direct Care / Prog. Staff I (UFR Title 136)	0.25	18,200	34E Non Charitable Expenses		
35R Medicaid - MBHP Subcontract		35S Prog. Secretarial / Clerical Staff (UFR Title 137)			35E Other Expense		
36R Medicare		36S Maintenance, House/Groundskeeping, Cook 138			36E Total Other Program Expense	10,875	14,674
37R Mass. Govt. Client Stipends		37S Direct Care / Driver Staff (UFR Title 138)			42E Other Professional Fees & Other Admin. Exp. 410		-25.9 %
38R Client Resources		38S Direct Care Overtime, Shift Differential and Relief	XXXXXX		43E Leased Office/Program Office Equip.410,390		
39R Mass. spon.client SF/3rd Pty offsets		39S Total Direct Program Staff = 1E	0.35	30,520	44E Office Equipment Depreciation 410		
40R Other Publicly sponsored client offsets					48E Program Support 216		
41R Private Client Fees (excluding 3rd Pty)					49E Professional Insurance 410		
42R Private Client 3rd Pty/other offsets					50E Working Capital Interest 410		
43R Total Assistance and Fees	61,795				51E Total Direct Administrative Expense		
44R Federated Fundraising					52E Admin (M&G) Reporting Center Allocation	6,355	9,506
45R Commercial Activities					53E Total Reimbursable Expense	62,246	65,593
46R Non-Charitable Revenue					54E Direct State/Federal Non-Reimbursable Expense	9,153	
47R Investment Revenue					55E Allocation of State/Fed Non-Reimbursable Expense		
48R Other Revenue	9,153				56E TOTAL EXPENSE	71,399	65,593
49R Allocated Admin (M&G) Revenue					57E TOTAL REVENUE = 53R	70,948	65,593
50R Released Net Assets-Program					58E OPERATING RESULTS	(451)	
51R Released Net Assets-Equipment					CRE Preliminary Calculation of Cost Reimb. Excess Rev. * (subject to OSD adjustment)		
52R Released Net Assets-Time							
53R Total Revenue = 57E	70,948						
SUBCONTRACTED DIRECT CARE EXPENSE DETAIL		MASSACHUSETTS CONTRACT INFORMATION		NON-REIMBURSABLE EXPENSE DETAIL		Description	
Subcontractor Name	FEIN	Expense Amt.	Dept	Contract ID -11 Characters	MMARS Code		
1SDC			1C	MRC	PRETSWIOAFY	5100	
2SDC			2C				
3SDC			3C				
4SDC			4C				
5SDC			5C				
POS SUBCONTRACT INFORMATION		UNDUP #		# service units			
State Dept	Payor Name	Payor's FEIN	Clients	delivered			
1PS			13	13			
2PS							
3PS							
Comm. Of MA Surplus Rev. Retention Share		N/A					
PREPARER COMMENTS:							

Valley Collaborative Board of Directors Year 7 Book 2 - II. Financial Update

VALLEY COLLABORATIVE
FEDERAL EMPLOYER IDENTIFICATION NUMBER: 04-3121303
FOR THE YEAR ENDED JUNE 30, 2018

SCHEDULE A - LINES 1C - 4C - OTHER COMPENSATION

	Travel Allow.	Phone Allow.	Total*
Chris Scott, Executive Director	3,600	1,200	4,800

*Note: All items listed above are recorded as fringe benefits expense on line 10E of Schedule A.
See below for a reconciliation of lines 1C-4C to 2E & 54E:

Total 1C-4C Salary and Other	196,093
54E - Excess salaries	(13,257)
	182,836
Total 1C-4C Other	(4,800) *
2E - Chief Executive Officer	178,036

SCHEDULE A - LINE 54E - NON-REIMBURSABLE EXPENSE DESCRIPTION

Excess salaries	13,257	1N
Massachusetts State Employees' Retirement System on-behalf payments.	116,713	1N
	129,970	

SCHEDULE A & B - LINE 48R - OTHER REVENUE

	Admin.	05-101	04-102	NPOS-200	NPOS-400	NPOS-410	NPOS-450	01-500	NPOS-660	NPS-665	NPOS-712	05-101-a	Total
Massachusetts Teachers' and State Employees' Retirement Systems on-behalf payments.**	116,713	27,131	29,977	808,046	322,514	248,159	13,288	364,323	907,042	6,424	513,317	9,153	3,366,087
Gain on disposal of assets	31,908												31,908
Miscellaneous fees and rebates	49,340												49,340
	197,961	27,131	29,977	808,046	322,514	248,159	13,288	364,323	907,042	6,424	513,317	9,153	3,447,335

SCHEDULE B - LINE 35E: OTHER EXPENSE

	Admin.	05-101	04-102	NPOS-200	NPOS-400	NPOS-410	NPOS-450	01-500	NPOS-660	NPS-665	NPOS-712	05-101-a	Total
Other Expenditures													
Graduation and other student activities	-	-	-	10,912	4,437	2,657	-	-	2,593	-	520	-	21,119
Field trips/outdoor education	-	-	-	25,805	20,052	10,120	-	795	19,158	-	12,858	-	88,588
Total	-	-	-	36,517	24,489	12,777	-	795	21,751	-	13,378	-	109,707

SCHEDULES A & B - LINE 42E: OTHER PROFESSIONAL FEES & OTHER ADMIN. EXPENSES

	Admin.	05-101	04-102	NPOS-200	NPOS-400	NPOS-410	NPOS-450	01-500	NPOS-660	NPS-665	NPOS-712	05-101-a	Total
Other Expenditures													
ADP & Bank Charges	1,838	-	-	-	-	-	-	-	-	-	-	-	1,838
Advertising	4,746	-	-	-	-	-	-	-	-	-	-	-	4,746
Conferences & Meetings	16,304	-	-	3,009	1,310	398	75	-	1,440	-	161	-	22,697
Consultants & Contracted Services	126,574	-	-	246	1,231	-	-	-	4,628	-	5,643	-	138,322
Dues & Memberships	14,382	-	-	115	230	115	-	-	9,123	-	115	-	24,080
Office Supplies & Other	88,745	-	-	75,265	35,976	37,742	25,585	26,224	52,816	-	39,713	-	382,066
Postage	2,618	-	-	2,305	2,305	2,305	211	2,269	1,900	-	2,379	-	16,292
Telephone & Communications	57,195	-	1,439	7,212	2,120	3,246	89	5,462	10,213	-	2,039	-	89,015
Total	312,402	-	1,439	88,152	43,172	43,806	25,960	33,955	80,120	-	50,050	-	679,056

SCHEDULE B - LINE 54E - NON-REIMBURSABLE EXPENSE DESCRIPTION

	05-101	04-102	NPOS-200	NPOS-400	NPOS-410	NPOS-450	01-500	NPOS-660	NPS-665	NPOS-712	05-101-a	Total
Massachusetts Teachers' and State Employees' Retirement Systems on-behalf payments.**	27,131	29,977	808,046	322,514	248,159	13,288	364,323	907,042	6,424	513,317	9,153	3,249,374
Capital budget depreciation	-	-	-	-	-	-	417	-	-	-	-	417
	27,131	29,977	808,046	322,514	248,159	13,288	364,740	907,042	6,424	513,317	9,153	3,249,791

SCHEDULES A & B - PROGRAM 01-500 ADDITIONAL CONTRACT NUMBERS

DEPT	CONTRACT ID	MMARS
DMR	10310363DDDS	3196
DMR	1031C326DDDS	3163
DMR	1031A326DDDS	3163
DMR	1031B326DDDS	3163
DMR	013AT046DDDS	3181
DMR	013ATD47DDDS	3163
DMR	10319326DDDS	3191
DMR	OPEN3RDAYW5	2025
MCB	MCBEMPDA010	2115
MRC	DDSEMPDAY09	2115

FEDERAL EMPLOYER IDENTIFICATION NUMBER: 04-3121303
FOR THE YEAR ENDED JUNE 30, 2018

VEHICLE LISTING

<u>Make</u>	<u>Model</u>	<u>Model Year</u>	<u>Own/Lease</u>	<u>Purchase Date</u>	<u>Purchase Price</u>	<u>Primary Use</u>	<u>Garaged</u>
Dodge	Grand Caravan	2012	Capital lease	7/2/2012	21,793	General transportation	40 Linnell Circle, Billerica, MA
Ford	E250	2014	Purchase	2/3/2014	26,887	General transportation	40 Linnell Circle, Billerica, MA
Ford	E250	2014	Purchase	2/3/2014	26,887	General transportation	40 Linnell Circle, Billerica, MA
Ford	E250	2014	Purchase	2/4/2014	26,887	General transportation	40 Linnell Circle, Billerica, MA
Ford	E250	2014	Purchase	2/3/2014	26,887	General transportation	40 Linnell Circle, Billerica, MA
Ford	E250	2014	Purchase	2/3/2014	26,887	General transportation	40 Linnell Circle, Billerica, MA
Ford	E250	2014	Purchase	2/3/2014	26,887	General transportation	40 Linnell Circle, Billerica, MA
Ford	E250	2014	Purchase	2/4/2014	26,887	General transportation	40 Linnell Circle, Billerica, MA
Ford	E250	2014	Purchase	2/3/2014	26,887	General transportation	40 Linnell Circle, Billerica, MA
Ford	E250	2014	Purchase	2/3/2014	26,887	General transportation	40 Linnell Circle, Billerica, MA
Ford	E250	2014	Purchase	2/4/2014	26,887	General transportation	40 Linnell Circle, Billerica, MA
Ford	E250	2014	Purchase	3/5/2014	26,887	General transportation	40 Linnell Circle, Billerica, MA
Ford	E250	2014	Purchase	3/5/2014	26,887	General transportation	40 Linnell Circle, Billerica, MA
Ford	E250	2014	Purchase	3/5/2014	26,887	General transportation	40 Linnell Circle, Billerica, MA
Ford	E250	2014	Purchase	3/5/2014	26,887	General transportation	40 Linnell Circle, Billerica, MA
Ford	E250	2014	Purchase	3/5/2014	26,887	General transportation	40 Linnell Circle, Billerica, MA
Ford	E250	2014	Purchase	3/5/2014	26,887	General transportation	40 Linnell Circle, Billerica, MA
Ford	E250	2010	Purchase	3/5/2014	7,853	General transportation	40 Linnell Circle, Billerica, MA
Ford	E250	2012	Purchase	3/5/2014	25,500	General transportation	40 Linnell Circle, Billerica, MA
Ford	F350	2014	Purchase	4/15/2014	47,918	General transportation	40 Linnell Circle, Billerica, MA
Ford	F350	2014	Purchase	7/1/2014	27,204	General transportation	40 Linnell Circle, Billerica, MA
Ford	F350	2014	Purchase	7/1/2014	27,204	General transportation	40 Linnell Circle, Billerica, MA
Ford	F350	2014	Purchase	7/1/2014	27,204	General transportation	40 Linnell Circle, Billerica, MA
Ford	F350	2014	Purchase	7/1/2014	27,204	General transportation	40 Linnell Circle, Billerica, MA
Ford	F350	2014	Purchase	7/1/2014	28,229	General transportation	40 Linnell Circle, Billerica, MA
Ford	Transit	2017	Purchase	11/29/2016	29,634	General transportation	40 Linnell Circle, Billerica, MA
Ford	Transit	2017	Purchase	11/29/2016	29,634	General transportation	40 Linnell Circle, Billerica, MA
Ford	Transit	2017	Purchase	11/29/2016	29,634	General transportation	40 Linnell Circle, Billerica, MA
Ford	Transit	2017	Purchase	11/29/2016	29,634	General transportation	40 Linnell Circle, Billerica, MA
Ford	Transit	2017	Purchase	11/29/2016	29,634	General transportation	40 Linnell Circle, Billerica, MA
Ford	Transit	2017	Purchase	11/29/2016	29,634	General transportation	40 Linnell Circle, Billerica, MA
Ford	Transit	2017	Purchase	11/29/2016	29,634	General transportation	40 Linnell Circle, Billerica, MA
Ford	Transit	2017	Purchase	11/29/2016	29,634	General transportation	40 Linnell Circle, Billerica, MA
Ford	Transit	2018	Purchase	1/31/2018	31,180	General transportation	40 Linnell Circle, Billerica, MA
Ford	Transit	2018	Purchase	1/31/2018	31,180	General transportation	40 Linnell Circle, Billerica, MA
Ford	Transit	2018	Purchase	1/31/2018	31,180	General transportation	40 Linnell Circle, Billerica, MA
Ford	Transit	2018	Purchase	1/31/2018	31,180	General transportation	40 Linnell Circle, Billerica, MA
Ford	Transit	2018	Purchase	1/31/2018	31,180	General transportation	40 Linnell Circle, Billerica, MA
Ford	Transit	2018	Purchase	1/31/2018	31,180	General transportation	40 Linnell Circle, Billerica, MA
Ford	Transit	2018	Purchase	1/31/2018	31,180	General transportation	40 Linnell Circle, Billerica, MA
Ford	Transit	2018	Purchase	1/31/2018	31,180	General transportation	40 Linnell Circle, Billerica, MA

Supplier Diversity Program (SDP) Form for Purchase of Service (POS)

Completing all parts of this form is required in order for a provider to be qualified to contract with Commonwealth Agencies for POS services.

This form is due annually with a provider's UFR Report and a copy of the completed form is to be submitted when responding to POS contract opportunities with an Executive Department.

Submission for Fiscal Year	2018
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Part I Contractor Information (Required)

Business Name	Contact Name	Contact Email	Contact Phone	Fiscal Year Total POS State Expenditures
Valley Collaborative	James A. George, CPA, CVA, JD	james@jamesageorgepc.com	978-528-7883	\$ 1,964,634.00

Part II SDP Partner Information (Required) (Insert additional lines as needed)

Providers that are currently SDO Certified may not list themselves as a Partner in this section.

Planned and Current SDP Partner(s) Company Name (as it appears on a list at www.mass.gov/sdo)	Certification Type (Choose One)	Description of Business Arrangement	Committed Amount in Current Fiscal Year	Expended Amount in Prior Fiscal Year
CAM Office Services, Inc.	M/WBE - Minority and Woman Business Enterprise		\$ 1,295.20	\$ 786.80
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
TOTAL			\$ 1,295.20	\$ 786.80
PERCENT (%) OF POS SPEND				0%

Part III Under the pains and penalties of perjury I certify that the information provided in this report is accurate.

Name	James A. George, CPA, CVA, JD
Title	Town Accountant
Phone	978-528-7883
Email	jgeorge@valleycollaborative.org
Authorized Signature (May be left blank if submitted electronically)	
Date	10/15/2018

Supplier Diversity Certification Acronyms:

MBE - Minority Business Enterprise
WBE - Woman Business Enterprise
M/WBE - Minority and Woman Business Enterprise
SDVOBE - Service-Disabled Veteran-Owned Business Enterprise
VBE - Veteran-Owned Business Enterprise
M/NPO - Minority Non-Profit Organization
W/NPO - Women Non-Profit Organization
M/W/NPO - Minority and Women Non-Profit Organization
DOBE - Disability-Owned Business Enterprise

Form revised: July 1, 2016

FORM INSTRUCTIONS

Overall

Providers that hold POS contracts with Commonwealth departments are required to file a "Supplier Diversity Program (SDP) Form for Purchase of Service (POS)" each year and upload it with their Uniform Financial Report (UFR). This requirement includes Providers who have already been certified by the Supplier Diversity Office (SDO) as a Minority- and/or Women Business/Organization. Providers that are exempt from UFR filing requirements must submit the SDP form when they upload their exemption request. Providers responding to POS bids posted on COMMBUYS will be directed to submit the most recent completed copy of this form with their proposals/quotes.

Part I - Contractor Information

Bidder/Contractor Information: Business name, contact name, phone number and email.

Fiscal Year Total POS State Expenditures can be found on the "POS Expenditure and Federal Funds Listing" posted by OSD on the provider's UFR eFiling site.

Part II - Contractor's SDP Partner Information

Planned or Current SDP Partner(s) must belong to any one or more of the following groups:

- MBE - Minority Business Enterprise, WBE - Woman Business Enterprise, or M/WBE - Minority and Woman Business Enterprise;
- M/NPO - Minority Non-Profit Organization, W/NPO - Women Non-Profit Organization, M/W/NPO - Minority and Women Non-Profit;
- SDVOBE - Service-Disabled Veteran-Owned Business Enterprise; and/or
- VBE - Veteran-Owned Business Enterprise Organization

Only partners listed on one of the "Directory of Certified Businesses" lists on www.mass.gov/sdo can be listed as partners on this form.

Providers certified by SDO may not list their own organization as an SDP partner.

Although currently not covered by SDP spending commitments, Providers may also inform the Commonwealth of their spending with partners certified as DOBE - Disability-Owned Business Enterprise, and LGBTBE - Lesbian, Gay, Bisexual or Transgender Business Enterprise.

Certification Type: Select the partner's certification type from the menu. For partners with multiple certification types, please select the one that is highest on the dropdown list.

Description of Business Relationship: Describe the business relationship/arrangement with the SDO Certified Partner (e.g. "providing transportation services").

Committed Amount in Current Fiscal Year : Enter the amount (as an exact dollar figure) your organization is committed to spend with SDP partner(s) during the current Fiscal Year. If you are filing a UFR for Fiscal Year 2016, the commitment would be for Fiscal Year 2017.

Expended Amount in Prior Fiscal Year: Enter the amount (as an exact dollar figure) that your organization expended with SDP partner(s) during the past fiscal year (UFR reporting year). If you are filing a UFR for Fiscal Year 2016, the commitment would be for Fiscal Year 2017.

Additional Resources

- More information about the Supplier Diversity Program (SDP) is available at www.mass.gov/sdp
- For a complete list of certified vendors refer to www.mass.gov/sdo

UFR - FY 2018

AUDIT SERVICES CHECKLIST & CERTIFICATION**(To Be Completed by Contractor)**

YES NO

I. Federal Funds:

- a. Is this provider subject to OMB Circular A-110? _____ X
- b. If yes, were audit services acquired through solicitation of bids or competitively procured, as required under A-110? _____
- c. Was the independent auditor selected and engaged by the provider's audit committee Board of Directors, Board of Trustees or owner? X _____

II. Training Requirements:

Has the person responsible for directing your audit submitted a letter representing completion of the following:

- a. Completion of the continuing education and training requirements for performing government audits? X _____
1. 80 hours of training in last two years? X _____
2. 24 hours of the 80 hours were in government auditing, non-profit accounting or other related activity? X _____
- b. Being in the process of completing training requirements:
1. 20 hours completed in last year? X _____
2. Intent to complete 80 hours within two years? X _____

III. Experience/Qualifications:

- a. The person responsible for directing your audit has provided a letter representing the completion of the following number of government audits:
 _____ 0-1 _____ 2-5 _____ 6-10 X 11+
- b. The Board of Public Accountancy has the following information about the audit firm:
 X no history of sanctions _____ current sanctions _____ sanctions older than 3 years
- c. The Operational Services Division has taken the following action against the audit firm:
 X no history of disqualification _____ current disqualification _____ disqualification older than 3 years
- d. The external quality control review of the audit firm indicates:
 X no problems _____ qualification _____ adverse report

IV. Audit Services:The contract with the audit firm for UFR audit is for a term of 1 year**V. Certification**

All the management representations made in the financial statements and schedules of the UFR and the statements made in answering the above questions are, to the best of my knowledge, true and accurate.

Signed: _____

Under pains and penalties of perjury
Executive Director

To my knowledge, no person associated with my provider organization has threatened, pressured or otherwise suggested that the audit firm's services would be terminated if audit findings were written and included in the auditor's final report.

VALLEY COLLABORATIVE

Signed: _____

Under pains and penalties of perjury
Executive Director

We, the Board of Directors of Valley Collaborative met on October 25, 2018 and have voted to recognize and accept the representations of management and the expression of opinions by Fritz DeGuglielmo LLC, Certified Public Accountants as embodied in the Basic Financial Statements, Supplementary and Subsidiary Financial Statements and Schedules and Independent Auditor's Reports contained in the Uniform Financial Statements and Independent Auditor's Report (UFR) for the period ended June 30, 2018.

In addition, we, the Board of Directors of Valley Collaborative, hereby certify under penalty of perjury that to the best of the board members' knowledge, all material related party relationships and transactions, as defined by 808 CMR 1.02 and generally accepted government auditing standards, and other representations made by management are accurate and have been correctly and completely disclosed as required in the notes to the financial statements and schedules of the UFR for the period ended June 30, 2018.

Title:

Date:



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: October 25, 2018
Re: Finance and Operations Update

As a formality, after Mr. Glavin (Business Manager 1.0 FTE @ \$117k) left Valley, Valley's Accountant, Jim George's employment status changed from consultant to employee to be in technical compliance with M.G.L. Chapter 43: An Act Relative to Improving Accountability and Oversight of Education Collaboratives. Chapter 43 states: "Each collaborative board of directors shall hire a business manager or an employee with responsibilities similar to those of a **Town Accountant** who shall be subject to M.G.L. c. 41 sec. 52."

Given the complex financial operations of the Collaborative/School District (a \$20 million business that is accountable to and audited by three state agencies: DESE, DDS and MRC) on my recommendation the Board has always gone out to bid for accounting services. Todd Hassett was the first individual in this role. When he left, approximately two years ago, the Board went out to bid for these services again and Jim George's company was the successful bidder. Jim George agreed in July to work under the same terms but as an employee (0.2 FTE). In FY'18 Jim George's accounting services cost \$57,470.00 at a rate of \$250.00 an hour. In comparison, legal services provided by Attorney Thomas Lent cost \$44,604.65 at a rate of \$325.00 an hour. Both of these services have been key to my ability to operate a \$20 million business (school district) that produces clean audits and is in full compliance with the regulations of DESE, DDS and MRC and state and federal laws.

Although the Board already approved Jim George's services through the bid process, as an employee the Accountant is technically evaluated by the Board and as such I am requesting the Board formally vote Jim George as Valley's "Town Accountant".

Required Action:

Board Vote

Attachments:

M.G.L. Chapter 41 Section 52

DESE Memo: Duties and Responsibilities of Individual Collaborative Board Members and Collaborative Boards

Building a community that empowers children and adults to find their own way.

Section 52: Approval of bills

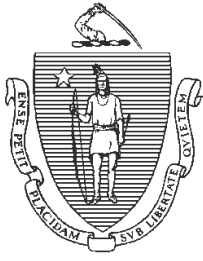
[Text of section effective until November 7, 2016. For text effective November 7, 2016, see below.]

Section 52. All accounts rendered to or kept in the departments of any city shall be subject to the inspection of the city auditor or officer having similar duties, and in towns they shall be subject to the inspection of the selectmen. The auditor or officer having similar duties, or the selectmen, may require any person presenting for settlement an account or claim against the city or town to make oath before him or them, in such form as he or they may prescribe, as to the accuracy of such account or claim. The wilful making of a false oath shall be punishable as perjury. The auditor or officer having similar duties in cities, and the selectmen in towns, shall approve the payment of all bills or pay rolls of all departments before they are paid by the treasurer, and may disallow and refuse to approve for payment, in whole or in part, any claim as fraudulent, unlawful or excessive; and in that case the auditor or officer having similar duties, or the selectmen, shall file with the city or town treasurer a written statement of the reasons for the refusal; and the treasurer shall not pay any claim or bill so disallowed. This section shall not abridge the powers conferred on town accountants by sections fifty-five to sixty-one, inclusive.

Chapter 41: Section 52. Approval of bills

[Text of section as amended by 2016, 218, Sec. 57 effective November 7, 2016. For text effective until November 7, 2016, see above.]

Section 52. All accounts rendered to or kept in the departments of any city shall be subject to the inspection of the city auditor or officer having similar duties, and in towns they shall be subject to the inspection of the selectmen. The auditor or officer having similar duties, or the selectmen, may require any person presenting for settlement an account or claim against the city or town to make oath before him or them, in such form as he or they may prescribe, as to the accuracy of such account or claim. The wilful making of a false oath shall be punishable as perjury. The auditor or officer having similar duties in cities, and the selectmen in towns, shall approve the payment of all bills or pay rolls of all departments before they are paid by the treasurer, and may disallow and refuse to approve for payment, in whole or in part, any claim as fraudulent, unlawful or excessive; and in that case the auditor or officer having similar duties, or the selectmen, shall file with the city or town treasurer a written statement of the reasons for the refusal; and the treasurer shall not pay any claim or bill so disallowed. The board of selectmen may designate any 1 of its members for the purpose of approving bills or payrolls under this section; provided, however, that the member shall make available to the board, at the first meeting following such action, a record of such actions. This provision shall not limit the responsibility of each member of the board of selectmen in the event of a noncompliance with this section. This section shall not abridge the powers conferred on town accountants by sections fifty-five to sixty-one, inclusive.



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

September 2015

Duties and Responsibilities of Individual Collaborative Board Members and Collaborative Boards

Massachusetts General Law Chapter 40, § 4E permits two or more school committees and/or charter school boards of trustees to enter into a written collaborative agreement to provide shared programs and services, as long as a primary purpose of these shared programs and services is to complement the educational programs of member school committees and charter school boards in a cost-effective manner. The association created by this agreement is known as an education collaborative (collaborative), and the school committees and charter school boards who enter into the agreement are referred to as member districts.

Each member district that is a school committee must appoint either one of its school committee members or its superintendent and each charter school board must appoint one of its board members to serve on the collaborative board of directors (board or collaborative board). These representatives on the collaborative boards are known as board members or appointed representatives.

This Guidance is intended to provide an overview of the duties and responsibilities of the collaborative board and the individual board members serving on the board, as detailed in M.G.L. c. 40, § 4E (the collaborative [law](#)) and 603 CMR 50.00 ([implementing regulations](#)). Officials serving on collaborative boards are encouraged to review this law and regulations for further information about their duties and responsibilities, and consult with legal counsel with any questions about these or other responsibilities under state and federal laws. The Guidance is divided into two parts: Duties and Responsibilities of Individual Collaborative Board Members and Duties and Responsibilities of the Collaborative Board of Directors.

Duties and Responsibilities of Individual Collaborative Board Members

Collaborative board members (board members) have **duties and responsibilities** to the collaborative as well as to their appointing member districts under the collaborative law and regulations. These responsibilities and duties include:

- Board members must actively participate in the governance of the collaborative. Regulations require that board members:
 - o be active and engaged voting members of the collaborative board;
 - o attend scheduled meetings; and
 - o fulfill all duties as may be required by the collaborative board, 603 CMR 50.00 and the collaborative agreement.
- Board members are public employees subject to [M.G.L. c. 268A](#) (entitled "Conduct of Public Officials and Employees," and including the "Conflict of Interest Law"). Board members must ensure that they complete the training required by this law.
- Board members have fiduciary responsibilities to discharge their duties with care, skill, prudence and diligence for the benefit of their member districts and the students served by the collaborative. If the

interests of the collaborative conflict with the interests of the appointing member district, the board member must inform the appointing member district about the conflict at the next regularly scheduled open meeting of the member district.

- Board members are entitled to a vote on the board, and shall not send anyone in their place to vote.
- Member districts are ultimately responsible for the programs and services offered by a collaborative and for financial obligations or liabilities of the collaborative. Accordingly, law and regulations require that board members must provide the following information to their member districts at an open meeting:
 - quarterly information and updates on collaborative activities, including, but not limited to, the programs and services provided by the collaborative;
 - a report on significant changes in programs, services, budgets, and property (as they arise);
 - a copy of the collaborative agreement and any amendments;
 - a copy of the annual budget and tuition rate;
 - a copy of the annual report and financial audit;
 - notification of applications for real estate mortgages;
 - a copy of any capital plan approved by the collaborative board; and
 - any additional information as may be requested by a vote of member district.
- Board members are required to complete collaborative board member training provided or approved by the Department of Elementary and Secondary Education (the Department) within 60 days of initial appointment and every six years thereafter.
 - Failure of a board member to complete the mandated training in the time frame set forth in the collaborative regulations may result in the collaborative being placed on probationary status in accordance with 603 CMR 50.10; and
 - A board member may meet one or more of the training requirements through an alternative means by providing a description of the training in which they participated and a certification of completion. The Department shall determine whether such training satisfies the collaborative board member training requirement.
- Board members should be aware that the Commissioner of Elementary and Secondary Education (Commissioner) has the authority to place a collaborative on probationary status in a number of circumstances, including circumstances related to a board member's actions. Specifically, the Commissioner may impose probationary status upon receipt of information which, in the opinion of the Commissioner, demonstrates significant malfeasance, financial or otherwise, by any board member (or by any employee of the educational collaborative). See M.G.L. c. 40, § 4E(l) and 603 CMR 50.10(1).
- The Board of Elementary and Secondary Education (BESE) has the authority to suspend or revoke approval of an educational collaborative agreement for cause, in a number of different circumstances. These circumstances include, but are not limited to, criminal convictions on the part of any administrator or board member. See M.G.L. c. 40, § 4E (l) and 603 CMR 50.10(2).

The collaborative law and regulations also include certain restrictions applicable to board members and their activities, including the following:

- Board members may not receive an additional salary or stipend for their service as board members.
- Board members may not serve as executive director, treasurer, or business manager (or a person with responsibilities similar to those of a town accountant), or as an employee of the collaborative.

- Board members may not serve on the board of directors or as an officer or employee of a related for-profit or non-profit organization.¹
- Board members may not in any way delegate their powers and duties.

The collaborative law and regulations also require collaborative agreements to include conditions of membership. These conditions of membership may include other duties and responsibilities applicable to board members, as well as **consequences** for failure of board members to fulfill responsibilities set forth in law, regulation, and the collaborative agreement. For example, some agreements require that a board member (and, therefore, a member district) can lose the right to vote due to failure of the board member to attend a certain number of collaborative board meetings or failure to complete the required board member training. Board members should carefully review their collaborative agreements in order to determine whether any specific conditions of membership apply to them and/or their actions.

Duties and Responsibilities of the Collaborative Board of Directors

The individual board members, appointed by the collaborative's member districts, comprise the collaborative board. The collaborative law and regulations require that the board be responsible for the governance and management of the collaborative. Among the specific responsibilities of the board, outlined in the collaborative law and regulations, are the following:

- The board must hold at least six board meetings annually, and must comply with the [Open Meeting Law](#).
- The board must elect a chairperson from its membership and provide for such other officers as it may determine are necessary. The Board may establish advisory committees as desired.
- The board must hire or appoint:
 - o An executive director to oversee collaborative programs, and to supervise the collaborative, who shall serve under the general direction of the board;
 - o A business manager (or an employee with responsibilities similar to those of a town accountant);
 - o A bonded² treasurer, who may be the treasurer of a member district, to manage all receipts and disbursements through the Collaborative Fund (Fund) and perform other duties as are required by the board and authorized by M.G.L. c. 40, §4E and 603 CMR 50.00; and
 - o One or more registered nurse(s) as a school nurse.³
- The board is also responsible for all hiring, and, conversely, all firing. These duties may not be delegated to any staff person (including the executive director).
- The board is a public employer and may employ (other) personnel in order to fulfill the collaborative's mission, subject to the certification and approval standards in the collaborative law.⁴
- The board must ensure:
 - o that there is segregation of duties between the executive director, treasurer and business manager;

¹ Related for-profit or non-profit organization is defined in the collaborative law as one "established under the laws of the commonwealth or any other state: (i) that, on average over a 3-year period, receives more than 50 per cent of its funding from 1 or more education collaboratives; or (ii) a primary purpose of which is to benefit or further the purposes of an education collaborative and which engages in business transactions or business arrangements, including pledges or assignments of collateral and loan guarantees or other contracts of suretyship, with the education collaborative." M.G.L. c. 40, § 4E(a).

² The collaborative board must fix the amount for the bond that the treasurer shall annually give for the faithful performance of duties as collaborative treasurer, in a form approved by the Department of Revenue (DOR) and in a sum not less than the amount established by the DOR.

³ The board must ensure that each nurse is licensed as a school nurse under 603 CMR 7.00. (An exception to this licensure requirement applies to any nurse employed as a school nurse by the collaborative on or before February 1, 2012.)

⁴ The collaborative board must apply for any desired hardship waiver of the collaborative regulations (603 CMR 50.06(7)), under which the Commissioner of Elementary and Secondary Education may exempt a collaborative board for any one school year from the requirement to employ certified or approved personnel.

- o that no board member serves in the position of executive director, treasurer, or business manager;
 - o that no employee of the collaborative serves on the collaborative board; and
 - o that no employee shall be eligible to serve concurrently in the positions of treasurer, or business manager (or a person with responsibilities similar to those of a town accountant).
- The board must annually evaluate the performance of the executive director and the treasurer, and must ensure that the business manager is evaluated annually (but need not complete this evaluation).
- The board must provide appointed nurse(s) with all proper facilities for the performance of the school nurse's duties. (Note that collaboratives with programs housed in an operating public school may enter into an agreement with the host school district whereby the school nurse of the host school or district provides school nursing services to the students served by the collaborative.)
- The board must establish policies to support the operation of the educational collaborative. In addition to other requirements of law, these policies must, at a minimum, include policies relative to personnel, students, finance and internal controls, and health and nursing. The board must also review the effectiveness of such policies periodically to ensure currency and appropriateness.
- The board must establish a process to provide to member districts, students, parents/guardians, the Board of Elementary and Secondary Education (BESE), and the public all information required by law and regulation.
- The board must establish and maintain an internet website that shall include, at a minimum:
 - o a list of the board members;
 - o copies of the minutes of open meetings;
 - o a copy of the collaborative agreement and any amendments;
 - o a copy of the annual report and independent audit required by 603 CMR 50.08; and
 - o contact information for key educational collaborative staff members.

This particular duty may be delegated to the executive director.
- A board that operates a collaborative program within a public school building is required to develop and approve a memorandum of agreement with the host district:
 - o to maximize integration opportunities for students placed in or served by the collaborative programs;
 - o to coordinate services, including basic health care services, to students placed in or served by the collaborative programs; and
 - o to identify any terms and conditions for the use of space.
- The board must establish and manage an Education Collaborative Fund (Fund). All monies paid by member and non-member districts, all grants or gifts from the federal government, state government, charitable foundations, private corporations, and all funds from any other source must be paid to the board and deposited in the Fund. The treasurer of the collaborative, subject to the direction of the board, shall receive and disburse all money belonging to the collaborative without further appropriation.
- The board may borrow money or enter into short- or long-term agreements or mortgages. However, when the borrowing or short- or long- term agreements or mortgages are for the approved acquisition or improvement of real property, the following requirements apply:
 - o the board shall provide notice to each member district within 30 calendar days of applying for real estate mortgages; and
 - o the board shall discuss its intent to apply for a real estate mortgage at a public meeting of the board prior to the meeting of the board at which the final vote is taken.

- The board must comply with the [Uniform Procurement Act, M.G.L. c. 30B](#). The board may, consistent with this law, enter into contracts for the purchase of supplies, materials and services, and for the purchase or leasing of land, buildings and equipment, so long as the board considers such purchases and leases as necessary.
- The board may apply, through an appropriate vote, for state, federal, corporate, or foundation grants.
- The board may enter into contracts to obtain the funds needed to carry out the purpose for which the collaborative was established.
- The board must ensure that the collaborative adopts and maintains a financial accounting system.
- The board must annually propose and approve a budget for the upcoming fiscal year.
 - o The board must follow the process outlined in the collaborative agreement for the development and approval of the budget (as well as the tuition rates, membership dues and fees-for-service);
 - o The budget must contain all planned financial activity;
 - o The budget must delineate the tuition rates, membership dues and fees-for-service to be paid by the member districts and non-member districts;
 - o The tuition rates and fees-for-service must be based on the combined cost of providing collaborative programs and services;
 - o The general fund budget must segregate all operating expenditures, capital expenditures, debt service payments and deposits to capital reserve;
 - o Expenditures from grant funds, trust funds and other funds not designated as general funds that by law may be expended by the board without further appropriation must be segregated in the budget;
 - o The budget shall be classified into line items as the board determines are necessary;
 - o The proposed budget must be discussed at a public meeting of the board;
 - o Public notice of this meeting must be given to member districts; and
 - o The board must approve the budget at a second public meeting, held at least ten working days following the board meeting at which the budget was first proposed.
- The board must ensure that the treasurer certifies and transmits the budget and the tuition rates, membership dues, and fees-for-service for the upcoming fiscal year to each member district in a timeframe specified in the collaborative agreement.
- The board must approve all amendments and line item transfers to the budget.
 - o The chairs of each member district must receive written notice of any proposal to increase the collaborative budget at least 48 hours in advance of the board meeting at which the proposal will be entertained.
 - o Any budget amendment that proposes moving funds from an unrestricted category to a restricted category (OPEB, capital reserve) must be submitted in writing to the chairs of the member districts at least 48 hours in advance of a final vote by the collaborative board. (Such a transfer would result in funds not being considered in that year's cumulative surplus determination.)
 - o Any budget amendment that results in an increase in the tuition rates, membership dues or fees-for-service shall be provided to the member districts in accordance with a timeframe and process outlined in the collaborative agreement.
 - o The board must provide the member districts with any budget amendment that results in an increase in the tuition rates, membership dues or fees-for-service, in accordance with a timeframe and process outlined in the collaborative agreement.
- The board may create a capital reserve fund to support costs associated with the acquisition, maintenance, and improvement of fixed assets, including real property. Before doing so, however, the board must create a capital plan. Further:

- o The establishment of a capital reserve fund must be approved by two-thirds of the member districts, and the request for approval must state the reason for the reserve fund and a limit on the balance that may be held in the reserve fund;
 - o Deposits into the capital reserve fund must be proposed and approved by the board through the budget process;
 - o Monies in a capital reserve fund can be used only for the project or purpose for which the reserve was established; and
 - o In the event that the purpose for which the capital reserve fund was created requires modification, the board must revise its capital plan and provide notice to all member districts. The member districts then have a 45 day period to vote to approve or disapprove the modification(s). If a member district does not vote to disapprove the revised capital plan within a 45 day period, that member shall be deemed to have approved the revised capital plan. Two-thirds approval of the member districts is required to revise the capital plan.
- The board must ensure that the collaborative adheres to reporting requirements in the collaborative law and regulations. Note that:
 - o The annual report and annual independent audit report must be approved by the board;
 - o The annual report and annual independent audit report must be submitted to appropriate state agencies by January 1 of each year; and
 - o The annual report and annual independent audit report must be posted on the collaborative's website.
- The board must ensure that the collaborative complies with additional reporting requirements of the Department, such as EPIMS, SCS, etc.
- The board must ensure adherence to requirements of other agencies with which the collaborative does business, including, for example, those imposed by the Massachusetts Executive Office of Administration and Finance's Operational Services Division (OSD) upon collaboratives offering social services.
- The board must vote annually to approve the dollar amount designated as cumulative surplus (following board approval of the annual independent audit report).
 - o The board must return to the member districts any cumulative surplus funds in excess of the agreement's defined limit (by regulation, no more than 25% of the previous year's general fund expenditures);
 - o The board must vote annually to either (1) retain the remaining cumulative surplus (that is, the surplus within the limit) for the collaborative's use, or (2) return all or some portion of the funds to the member districts; and
 - o Should the board vote to return surplus funds to the member districts, the board must follow the terms of the collaborative agreement concerning how and under what conditions such surplus funds may be returned to member districts or credited to support programs and services offered to member districts.
- The board must participate in any programmatic or fiscal reviews scheduled by the Department. The Department shall review the programs and services provided by each educational collaborative at least once every six years. This review shall focus on compliance with special education and other programmatic requirements, civil rights requirements, and financial systems and controls. The review shall determine compliance with the written collaborative agreement, with the requirements of M.G.L. c. 40, § 4E, and 603 CMR 50.00. As a result of any finding, the board and/or the member districts may be required to develop a corrective action plan that may result in remedial action or suspension or revocation of the collaborative agreement as noted in 603 CMR 50.10.

- The board must cooperate fully in implementing any directives or requirements of law, regulation and the Department if the BESE suspends or revokes the approval of the collaborative, or if the Commissioner places the collaborative on probationary status. *See* 603 CMR 50.10.
- The board must follow applicable procedures outlined in the collaborative agreement, law and regulations if the collaborative terminates operations or dissolves. *See* 604 CMR 50.11.
- The board must submit to the Commissioner any requests for waiver of the applicability of one or more provisions of 603 CMR 50.00, consistent with 603 CMR 50.12(1).
- Additional duties of the board include:
 - ensuring adherence to the collaborative agreement and compliance with all applicable state and federal laws and regulations;
 - approving all collaborative expenditures, including contracts, borrowing, and the purchase and sale of real estate;
 - ensuring progress toward achieving the purposes set forth in the agreement;
 - determining the cost-effectiveness of programs and services offered by the collaborative; and
 - ensuring that any borrowing, loan, or mortgage is:
 - cost-effective;
 - necessary to carry out the purposes for which the collaborative is established;
 - in the best interest of the collaborative and its member districts; and
 - consistent with standard lending practices and the terms of the collaborative agreement.

The collaborative law and regulations also require that collaborative agreements contain powers and duties of the collaborative board. Boards and board members should consult their own collaborative agreements and be familiar with these provisions.

For further information, please consult the following resources and/or contact the Office of Regional Governance at 781-338-6526 or at collaboratives@doe.mass.edu:

[Educational Collaboratives Website](#)

[Authorizing Law: Education Collaboratives](#)

[Regulations: Educational Collaboratives](#)

**VALLEY COLLABORATIVE
TREASURER'S REPORT
AUGUST 31, 2018**

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	\$ 2,919,055.45	\$ 228,064.07	\$ 16,340.98	\$ 754,400.15	\$ 4,614.36	\$ 3,922,475.01
Receipts	472,496.56		8,285.00			\$ 480,781.56
Transfers In	20,000.00	1,200,000.00				\$ 1,220,000.00
Withdrawals:						
Payroll		(1,103,004.46)				\$ (1,103,004.46)
Accounts Payable	(223,276.30)		(610.33)			\$ (223,886.63)
Other						-
Total Withdrawals	(223,276.30)	(1,103,004.46)	(610.33)	-	-	(1,326,891.09)
Transfers Out	(1,200,000.00)		(20,000.00)			\$ (1,220,000.00)
Int./Investment Earnings				128.12		128.12
Ending Balance	\$ 1,988,275.71	\$ 325,059.61	\$ 4,015.65	\$ 754,528.27	\$ 4,614.36	\$ 3,076,493.60

OTHER CASH ACCOUNTS

	Eastern a/c 601076227	MMDT 00044263747	Total Cash
Beginning Balance	\$ 250,000.00	\$ 2,416,963.15	\$ 6,589,438.16
Receipts			\$ 480,781.56
Transfers In			\$ 1,220,000.00
Withdrawals:			
Payroll			\$ (1,103,004.46)
Accounts Payable			\$ (223,886.63)
Other			-
Total Withdrawals	-	-	(1,326,891.09)
Transfers Out			\$ (1,220,000.00)
Int./Investment Earnings		4,575.96	4,704.08
Ending Balance	\$ 250,000.00	\$ 2,421,539.11	\$ 5,748,032.71

aug ok

RESTRICTED

PARS OPEB TRUST
\$ 3,779,107.91
(787.31)
(787.31)
62,426.89
\$ 3,840,747.49

as of July 31, 2018

**VALLEY COLLABORATIVE
TREASURER'S REPORT
SEPTEMBER 30, 2018**

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	\$ 1,988,275.71	\$ 325,059.61	\$ 4,015.65	\$ 754,528.27	\$ 4,614.36	\$ 3,076,493.60
Receipts	1,379,633.01		3,807.00			\$ 1,383,440.01
Transfers In		1,200,000.00				\$ 1,200,000.00
Withdrawals:						
Payroll		(913,464.52)				\$ (913,464.52)
Accounts Payable	(350,019.60)		(152.06)			\$ (350,171.66)
Other						-
Total Withdrawals	(350,019.60)	(913,464.52)	(152.06)	-	-	(1,263,636.18)
Transfers Out	(1,200,000.00)					\$ (1,200,000.00)
Int./Investment Earnings				123.97		123.97
Ending Balance	\$ 1,817,889.12	\$ 611,595.09	\$ 7,670.59	\$ 754,652.24	\$ 4,614.36	\$ 3,196,421.40

OTHER CASH ACCOUNTS

	Eastern a/c 601076227	MMDT 00044263747	Total Cash
Beginning Balance	\$ 250,000.00	\$ 2,421,539.11	\$ 5,748,032.71
Receipts			\$ 1,383,440.01
Transfers In			\$ 1,200,000.00
Withdrawals:			
Payroll			\$ (913,464.52)
Accounts Payable			\$ (350,171.66)
Other			-
Total Withdrawals	-	-	(1,263,636.18)
Transfers Out			\$ (1,200,000.00)
Int./Investment Earnings		4,439.70	4,563.67
Ending Balance	\$ 250,000.00	\$ 2,425,978.81	\$ 5,872,400.21

RESTRICTED

PARS OPEB TRUST
\$ 3,840,747.49
(800.16)
(800.16)
51,918.88
\$ 3,891,866.21

ok

as of August 31, 2018



VALLEY COLLABORATIVE
PARS OPEB Trust Program

Account Report for the Period
9/1/2018 to 9/30/2018

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

Account Summary

Source	Beginning Balance as of 9/1/2018	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 9/30/2018
OPEB	\$3,891,866.21	\$0.00	-\$13,593.71	\$810.81	\$0.00	\$0.00	\$3,877,461.69
Totals	\$3,891,866.21	\$0.00	-\$13,593.71	\$810.81	\$0.00	\$0.00	\$3,877,461.69

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	
-0.35%	2.66%	6.62%	9.04%	-	-	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
Date: October 25, 2018
Re: Making a Difference - Students, Adult, and Staff of the Month Awards

We would like to recognize Valley's student and staff members of the month from the Elementary, Middle, and High Schools as well as an adult from the Adult Services Program for all their hard work and dedication to the Collaborative.

Valley Elementary School

Student of the Month: **Cameron Graffeo**

Staff of the Month: **Jen Glow**

Valley Alternative Programming Middle and High School

Student of the Month: **Cavan Dunn-Benson**

Staff of the Month: **Ryan Nickerson**

Valley Transitional Programming Middle and High School

Student of the Month: **Evan Olson**

Staff of the Month: **Sarah Knauer**

Valley Staff of the Month

Staff of the Month: **Allyson Locke**

Valley Adult Services

Adult of the Month: **David Silva**

Staff of the Month: **Sandy Garcia**

Required Action:

None

Attachments:

None



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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: October 25, 2018
Re: Communications

The following communications are attached for your review:

- Weekly Program Updates
- October 2018 Newsletter Vol 7 Issue 1
- 2018 Blue Ribbon Student Leadership Institute
- "It Takes a Village"

Required Action:

None

Attachments:

Weekly Program Updates
October 2018 Newsletter Vol 7 Issue 1
2018 Blue Ribbon Student Leadership Institute
"It Takes a Village"



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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Date: October 25, 2018
Re: Weekly Program Updates

Please see the attached artifacts:

- Valley Elementary School Updates
- Valley Alternative Programming Middle School and Transitional High School Updates
- Valley Transitional Programming Middle School and Transitional High School Updates
- Valley Adult Services Updates

Required Action:

None

Attachments:

Memos – Program Updates



Central Administration Office

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: October 25, 2018
Re: Weekly Program Updates from
Annie Willis, Principal Valley Elementary School

Each week the principals provide the team with an update on their schools. The information is most interesting and I thought the Board would enjoy reading these weekly e-mailed updates. I have included the weekly newsletters below:

Elementary School Updates

The Elementary students went on a variety of PE field trips to include rock climbing and mountain biking practice. We toured and accepted a student from Dracut. Tours for students from Methuen, Billerica, Westford, Maynard and Lexington are on the horizon. IEP meetings started up in full swing and this year seems to be a big year for three year evaluations keeping our team really busy. The STEM lab materials have been set up and zspace units are open for use here. The staff are very excited to have them on site and to be able to access this resource more often.

The last few weeks were a great continuation of the school year. Our students continue to access the community more often this year which was a goal of the staff and mine. Hiking trips to local trails and Fall field trips for pumpkin picking, animal feeding and apple picking for many classes have happened weekly. Mountain biking prep classes have been amazing to watch. The kids are getting genuine enjoyment and pride engaging in bike riding. It is really cool to see them "being kids" and enjoying being outside. The life skills classes had planned a donation for the Middlesex gas fires and dropped off the items in Lawrence. The students planned this on their own and were very proud to drop it off. Art therapy groups are in full swing. The students are in a mural making, stop motion, sensory exposure and comic book groups as well as individual times for specific students. We have 8 referrals from various districts (Westford, Billerica, Maynard, Bedford, Methuen, Lexington, Concord). One of our OTs, Marla came up with a technology based way to track all the students' breaks. On an ipad the students use a google form to tap what breaks, why and using the "Zones of Regulation" curriculum what they are feeling. This is allowing some very cool data tracking for the classrooms involved. We are hoping to expand this to other classrooms in the school as well.

Required Action:

None

Attachments:

None

Building a community that empowers children and adults to find their own way.



Central Administration Office

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: October 25, 2018
Re: Weekly Program Updates from
Julie Fielding, Principal Alternative Programming
Valley Middle School and Valley Transitional High School

Each week the principals provide the team with an update on their schools. The information is most interesting and I thought the Board would enjoy reading these weekly e-mailed updates. I have included the weekly newsletters below:

Alternative Programming Valley Middle School and Valley Transitional High School Updates

MS: Students will have a choice of Apple picking and an Outdoor Ed trip. The kids have been enjoying their STEAM block-which consists of a rotation of Woodshop, STEM activities, art and music.

Voc: Students are going on a trip to the Museum of Science and on a hiking trip with the OE staff.

North: Students are going on a trip to Rockport and cooking a home cooked meal.

East: Students have Community Service and a choice of trips to the Cranberry Bogs or Lowell Historical Walk.

West: Students are going geocaching and disc golfing. Students are doing a bake sale for the trip to Disney.

We have a new MS student from Dracut starting on Monday.

The sensory room should be up and running next week!!

Picture day is Thursday.

Quarter 1 midterms end next Friday! Seems so soon!

As of right now we have 4 tours and 7 IEP meetings.

This week we have trips to Purgatory, Bunker Hill Monument, Blue Hills and a scavenger hunt at Bensons. Several programs have community service this week too. Glen and Brittany are starting an Outing Club for a few programs to participate in and they are starting on Monday with their first trip.

Like Annie and Nicole, IEP meetings and 3 year re-evals are keeping us busy, along with referrals and tours.

Tuesday I will be at the Crest training in the morning.

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 A. Scott, Executive Director
Date: October 25, 2018
Re: Weekly Program Updates from
Nicole Noska, Principal Transitional Programming
Valley Middle School and Valley Transitional High School

Each week the principals provide the team with an update on their schools. The information is most interesting and I thought the Board would enjoy reading these weekly e-mailed updates. I have included the weekly newsletters below:

Transitional Programming Valley Middle School and Valley Transitional High School Updates

The school year is off and running! The Transitional Programs in the Valley Middle School and Transitional High School have welcomed many new staff to the team this September. Peter Loring, new Experiential Physical Education teacher, has jumped right in and has taken students on trips canoeing at Walden Pond and hikes at various local state parks. We have really developed Valley's Fine Arts department at Linnell Circle with new Music Therapist, Sarah Knauer, and now full time Music Coach, Vlad Stoicescu. Also adding to this team are returning Art Teacher, Libby DeBoalt, and new Art Therapist, Meghan Lyons, both of whom split their week between the Valley Elementary School and programs at 40 Linnell Circle. The feedback from students and staff about these services has been tremendous and once again sets Valley apart from the rest.

I have several referrals on my desk- three high school (Chelmsford, Billerica, and Lowell) and two for middle school (Arlington and Lowell). Tours are currently scheduled or underway. I will have information in the upcoming weeks about programmatic enhancements that are starting to develop in the Transitional Program at the high school. We are excited to add three new vans to the fleet, as we are starting out this school year with approximately 130 middle and high school students and the addition of two new classrooms (now totaling 15 classrooms upstairs in the Transition Programs for the Middle and Transitional High School). I feel a renewed sense of energy when I walk down the halls and the staff's enthusiasm is contagious. Happy first full day of fall and thank you for your continued support and insight.

This week students enjoyed an outdoor ed trip to Mine's Falls in Nashua. The School to Work 3 class hiked trails and really loved the mild fall temps! Other trips this week included the SLS-ISN apple picking trip to Smolak Farms and the SVT 2 trip today to the Museum of Science. Today's STW 1 class trip to the zoo was postponed due to the rain, but they had a blast at the movies as an incentive trip. Students have also been working on practicing their budgeting and community safety skills on their bi-weekly community lunch trips to restaurants such as Be Good, Red Robin, and the 99.

Building a community that empowers children and adults to find their own way.

The freshman and sophomore classes have integrated the ticketing system and PBIS School Store into programming. Teachers newer to this incentive program have really embraced it. Many of the teachers were trained on the iXL math program on Monday, which we rolled out implementation on this week. This program will take the place of TenMarks and feedback has been positive. On Wednesday, the PSB 2 class welcomed their new class pet, Lemon. Lemon is a rescue hamster that came from the Lowell Humane Society. Students worked all summer on budgeting out the housing, supplies, and other logistics of having a pet for the class. They did an amazing job presenting their proposal to me! There are four high school referrals: Fitchburg, Reading, Shrewsbury, and Chelmsford. We are looking to accept one new student from Chelmsford in the next week or so in our STW program and have two tours scheduled for next week.

October has been fast paced and we are in full swing with IEP and 3 year re-evaluation meetings. I have referrals from Danvers and Fitchburg on my desk, as well as many in progress with parent tours scheduled for the upcoming week. I have a new high school student from Billerica starting tomorrow. The rec program started back up in October and students have really enjoyed trips to apple picking, hiking, Altitude trampoline park, and mini-golf. Two cool in house options have also been a success- sensory fidget making and beginner computer programming. We look forward to our second outdoor experiential education teacher, Lindsay, starting tomorrow and joining Peter on his trips this week. Peter has already built some great relationships in the short time he has been here and anticipate Lindsay will be able to do the same. Staff will have a half day of PD on Wednesday and will be offering staff training in Educator Evaluations, Transition Services, Functions of Behavior, Navigating the Cyber World, and the Literacy Initiative.

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 A. Scott, Executive Director
Date: October 25, 2018
Re: Weekly Program Updates from
Joe Venskus, Adult Service Coordinator

Each week the principals provide the team with an update on their schools. The information is most interesting and I thought the Board would enjoy reading these weekly e-mailed updates. I have included the weekly newsletters below:

Adult Program Updates

This week in Career Planning individuals participated in several activities such as Curious Creatures where they got a chance to speak to the staff about what it takes to work with animals, what the daily activities are and how they take care of them. They also spent the week discussing Seasonal jobs and what to expect during the Fall such as yard cleanup, harvesting crops and visited several farm stands along 3A and spoke with the staff there. Finally, they attended a tour at Middlesex Community College.

In CBDS the individuals continued to attend a variety of activities in the community such as the Lowell Food bank, Makers Farm, the YMCA for Health Bodies, recycling, toured a local church in Lowell and toured Burlington Local Access TV. All of these activities are being done because of the assessments we gave them to identify what their interests and likes are. The individuals are also making several crafts to display and sell at D'Youville Manor in Lowell. We volunteer at D'youville and they have asked Valley if we would like to participate in their annual craft fair.

We've spent a lot time this past week meeting as a team to organize our new ISP Process and to ensure that we are not missing any steps when developing an ISP for our individuals. I am very excited to get this going and believe it will showcase the quality of work that we do every day here at Valley.

We're almost fully hired and have added Kate Poulin to the team to run our CBDS program. We have one new individual starting soon and I have three possible referrals.

This past week in the Today & tomorrow program individuals continued to participate in Connor's Farm in Danvers, Ma. I heard from adults and staff that they loved the farm. There were many activities to do: corn maze, hay ride, farm animals, cow train, jumping on a huge air pillow and riding tricycles. They packed a lunch or they went to Joe's to bring lunch with them for their picnic at the farm. Thursday's events included two routes for the food pantry. The adults enjoyed delivering the food to the people around the local towns. This group was able to work on the Human Rights packet and work on some of the word puzzles, and participated in group discussions.

This week Career Planning has been working on "Staying healthy in the workplace during cold and flu season". Many coaches have reported that individuals are not covering their mouths and/or noses when coughing, sneezing, and yawning. They have also reported a number of other hygiene issues that could lead to an increase of illness, especially as the winter approaches. Nikki made a packet full of articles, quizzes, and other information regarding this topic. Individuals have been engaging in group discussion, watched a video clip, and visited Walgreens, CVS, and Rite Aid in Billerica to reinforce this lesson. At the pharmacies, individuals are doing a scavenger hunt using hints (discussed earlier in the day) to locate specific items including meeting pharmacy staff.

We had one individual start this past week and may have two more individuals start sometime in November. Next week individuals will be participating in an adult rec activity to Parlee Farm.

Required Action:

None

Attachments:

None



VALLEY COLLABORATIVE

Volume 7, Issue 1 News for the extended Valley Collaborative community October, 2018



We are: Reflecting

■ Page 4: In order to focus on the future, Valley students are learning to reflect on the present.



We are: Unique

■ Page 5: Valley's Today & Tomorrow program is as unique as the Individuals it serves.



We are: Making Music

■ Page 7: A former loading dock is now a music room for Valley 'rockers.'

Dreaming Big

Dear Valley Community:

We encourage our students and their families and those attending the DDS and MRC programs to dream big. At Valley we encourage the people we educate/serve to hold us to high standards and take pleasure in meeting their high expectations. In the spirit of continuous improvement throughout this issue you will read about the recent programmatic improvements that have been made at every level. These enhancements are additional artifacts highlighting that Valley Collaborative is a unique and special place.

Again, last year due to sound fiscal management and the strong enrollment trends in our schools/programs Valley was in the position to return another \$2 million to its member districts.

This past summer we had a very successful summer school program. Valley is proud of the high quality enrichment programming opportunities that our students and the DDS clients were afforded. Staff are required to present the rationale for the school trips their students go on and align the school trip with the Learning Standards. At Valley we believe that some of the most powerful authentic learning occurs in the "real world."

The following list is an example of just a few of the dreams/school trips Valley made come true this summer so that our students and the adults attending the DDS and MRC programs can develop and grow into their fullest potential.



VALLEY EXECUTIVE DIRECTOR DR. CHRIS A. SCOTT WELCOMES STAFF BACK ON THE FIRST DAY OF SCHOOL

I hope you enjoy this edition of the Newsletter. Please let me know if I can be of assistance – my door is always open.

My best to you,
-Chris

Summertime Dreams and Trips

3 Trolls Games and Puzzles
Jump On In Inc
Adventure Bound
Kimball Farm
AMC Tyngsboro 12
Laser Quest Danvers
Animal Adventures
Lowell Spinners
Ben & Jerry's NH Treats, LLC
Max's Country Golf
Boston Duck Tour
Merrimack Valley Pavillion
Boston Rock Gym
Metrorock Climbing Centers
Build A Bear

»continued on page 7

VALLEY COLLABORATIVE

At Valley Elementary, Creativity and Collaboration

The Valley Collaborative Elementary School provides unparalleled opportunities for students through extensive creativity and collaboration with families in order to incorporate state of the art programming and tools to promote growth for every child. The staff, who truly are unique and the driving force in our school, have spent a significant amount of time this past summer ensuring that our curriculum maps link to amazing resources across areas including social emotional learning and literacy. Our new Science, Technology, Engineering, and Mathematics (STEM) lab provides children with virtual reality experiences across curriculum maps. Children are virtually traveling to ancient Egyptian pyramids to discover the ancient world, while also meditating. These tools provide a sense of calming that has had a tremendous secondary benefit and effect across the entire school.

Technology isn't the only thing we have added. This summer, the music therapists and our new art therapist worked with our social workers and speech and language pathologists to connect the social skills curriculum to all aspects of therapeutic interventions. Unique documentation and referral systems have made constant communication between these specialists possible, which ensures that student's goals are targeted and adapted to many new situations throughout our facility. It is truly amazing to witness the ingenuity our staff demonstrate in order to utilize resources throughout the school day. This makes a unique learning environment, as kids move throughout a seamless school schedule but are constantly learning and engaged.

Our parents are a very important piece of our school's culture. We are proud to

say that this year, we are piloting the "Wrap Around Services" (WAS)

Initiative in order to support families in the difficult process of accessing community resources. We have a dedicated social worker whose primary responsibility is to ensure our students and their families receive targeted wrap

around services by partnering with other State agencies such as Massachusetts Department of Developmental Services (DDS), Massachusetts Rehabilitation Commission (MRC), and Massachusetts Department of Children and Families (DCF), that will help our students be more successful in school and at home.

Valley's knowledge of State agencies, such as DDS, DCF, and MRC, will ensure that our students are able to access all of the services and resources available to them from these State agencies in a coordinated and effective manner. The WAS Initiative will help to ensure our students benefit from a coordinated pathway that helps students transition seamlessly from elementary, to middle, through high school, and through transitional services into adulthood. In this manner, solving multiple problems of behavior and academic generalization, as well as decreasing frustration for our families, will relieve some of the stresses that families face. We are excited to focus on the WAS Initiative, as it will help foster positive and successful wrap-around services



VALLEY ELEMENTARY STUDENT IZAAH SAVCHUCK DROPS OFF ITEMS COLLECTED FOR THE MIDDLESEX GAS FIRES.



STUDENT ERIC NABYDOSKI AND LIFE SKILLS INSTRUCTOR KERRI SPECK UNLOAD ITEMS COLLECTED FROM STUDENT RUN DONATION FOR THE MIDDLESEX GAS FIRES.

for families, which can mimic this unique aspect of our school experience, in providing continuity and streamlined efforts in focusing on the 'whole' of our student body. ■

Welcome to the Valley Family!



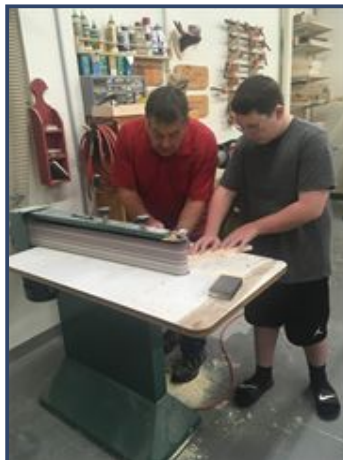
Heather MacKay welcomed twins into her family! Caden and Carter Mackay were born on May 18th, 2018 weighing in at 3 pounds 11 ounces each. They have grown into strong, healthy and happy boys and love to play and smile at each other!

VALLEY COLLABORATIVE

Discover, Learn, Create: Valley Middle School and High School Alternative Programs

The Valley Middle School and High School Alternative programs are unique in several ways! Our programs place a big emphasis on meaningful relationships between the staff and the students. One of the biggest priorities of our staff is building a genuine, supportive, trusting relationship with every student. By creating these genuine relationships, students are able to be successful, both academically and socially. These relationships also help students identify and foster developmentally appropriate and positive risk taking. Students find their true selves when they are pushed out of their comfort zones and supported throughout the whole process. This may look different from student to student, depending on the program they are located within at Valley. Examples of these experiences could include exploring an offsite internship, building a robot, climbing a mountain, or taking a dual enrollment college course. No matter how the students achieve this success through relationships, Valley has found the results to be the same: love for the staff, love for their peers, and love for Valley. Our programs are able to create experiences and memories that the students can remember forever.

Another unique aspect of our program is the emphasis placed on transitioning out of high school and into adulthood. Valley does an incredible job of helping students discover themselves. We encourage every student to investigate his/her passions and search for meaningful aspects in life that are motivating and bring joy. Students work closely with our transition teacher and guidance counselor to create an individualized pathway for a successful



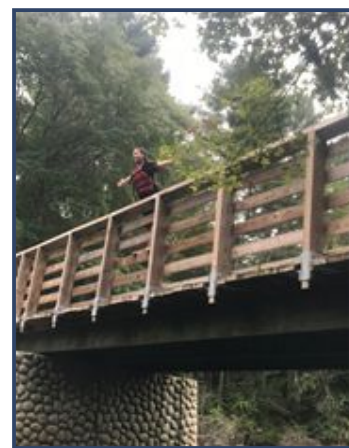
MIDDLE SCHOOLER BOBBY GAYE IN WOODSHOP WITH HIS INSTRUCTOR RON STAPLETON.

transition after graduation. Students meet frequently to discover, learn and create an individualized plan for their unique needs and situation. By utilizing the resources available to them through Valley, students are able to explore many career options before graduating. Students have the ability to gain entry level job skills by working at our in-house shops or offsite internships, attend college and job tours, practice applying for jobs, work on interviewing skills, create their resumes, apply for college, and/or take college level classes during high school.

Many of our families have been struggling to find the right educational fit for their child. Our teachers and administrators are in constant contact with families so they understand exactly what their child is doing and what types of experiences they are getting the opportunity to be a part of. If a student is struggling, staff will see that immediately and address it. We won't let weeks or months go by without addressing a problem one of our students might be having, be it in school or out.

When a parent or guardian has questions, they know they can contact the school and get an answer immediately. This is the beauty of being part of such a small, tight knit program. Our ability to form these strong relationships with students and families reassures them that we are here for the best interest of our students. When parents begin to realize this, they begin to understand that when they are struggling with their child, they can come to us for help. When they need additional supports in their child's life, they know they can turn to Valley. Providing this level of support is pinnacle to helping solve problems for students and families alike.

The Valley Middle School and High School Alternative Program are excited to move into the 2018-2019 school year. With many changes in the works, Valley's Middle School and High School Alternative Programs are looking forward to creating many more special memories and opportunities for staff and students to share and grow together. ■



CODY SWEENEY ON A CANOEING TRIP, OVERLOOKING THE RIVER.

VALLEY COLLABORATIVE

Reflecting as a Way of Life: Middle School and High School Transitional Programs

Often times, we get caught up in our day-to-day routines and do not have the time, or do not give enough time, to reflect upon our experiences. The exercise of reflection is incredibly significant as it can shape one's future goals and shed light on how one felt or experienced a particular event or current practice.

The act of reflection is something that is instilled in the educators at Valley Collaborative. Teachers run a lesson or activity and then take the time to look back and ask themselves- What worked? What would I do differently next time? What learning experiences occurred? Asking our students to practice this skill is also something that is embedded in programming at Valley. The following is an excerpt from a School to Work student's journal response to the question: "How was your summer?"

I first came to Valley this summer. I expected my summer to be boring beyond belief. Not only did I feel frustrated, scared and nervous, but I felt alone and without my friends...Then I walked into my new classroom.

As soon as I entered the room, 2 students asked me my name and wanted to share pictures they were looking at. I immediately felt better. Staff also helped me advocate my concerns of sitting in a classroom all summer and asked for my input for summer field trips. I soon learned that my new class would not be simply sitting inside a classroom while the rest of the world enjoyed summer, we would be enjoying the summer, too. Of course we were doing an academic project, but we would also

be travelling literally all over the state! We would be going out into the community to practice our life and social skills. We went shopping, had lunches, and visited cool spots like the beach, zoo, Lowell Spinners game, and Wolf Hollow. YES, LIVE WOLVES!

We did hit a few speed bumps along the way, but I realized there were a ton of people here to help me stay on task and in a good space where I could reach my goals.

This student's journal reflection will be used to help shape further discussion about what the students in the class would like to propose for trips and activities during the upcoming school year. Continuous reflection at every level, occurring among both students and faculty, has allowed the Transitional Programs at the Valley Middle and Transitional High School to create and develop individualized programming, which not only makes



STUDENT WISDOM MGANGA ENJOYING A SWIM WITH OCCUPATIONAL THERAPIST ALLYSON LOCKE AT BERRY POND IN ANDOVER.

us unique, but sets us apart from all other schools. We reflect on current practices and data to make informed decisions about the needs of our students. Our uniqueness has enabled us to successfully overcome obstacles for our students and their families.

Many of our families reflect upon and bring common goals to the Valley team as we collaborate to identify opportunities for growth. The insights and supports we receive from our sending districts, along with our own teachers, related service providers, nurses, and aides, also offer invaluable support and guidance as our cohesive team is able to combine goals with rigorous learning targets in order to carve out a truly targeted Individualized Education Plan. It truly is a team approach!



STUDENT JADEN QUINONES AT THE MSPCA IN METHUEN CUDDLING THE ADORABLE KITTEN, SNICKERS.

»continued on next page

VALLEY COLLABORATIVE

Reflecting as a Way of Life

»continued from previous page

Valley also provides consults to outside providers along with families so there is a cohesive and consistent manner in which a student's behavior is addressed.

We also foster students independence so that they are able to complete activities of daily living with decreased prompts and support. This translates to students being able to make simple snacks for themselves when they arrive home or preparing full meals for a special Sunday dinner. The Transitional Programs also allow students to access opportunities that parents and families never dreamed of! Students who participate in the Transitional High School's School Trip flew on an airplane, many for the first time, to places such as San Francisco and New Orleans.

Often, it's the things in life we take for granted such as facilitating friendships so that students finally feel a sense of community and belonging when coming to school each day. The implementation of Social Skills groups throughout all of Valley's Transitional Programs are based on the reflection of our practices and developing programming around what we could do as educators to help students presenting with this need.

These are just a few of the things that make the Valley Transitional Programs unique. We have learned through reflection that sometimes all you need to do is ask a simple question like, "How was your summer?" and the end result is an amazing one filled with new opportunities and endless possibilities. ■

Adult Services: Unique Today & Tomorrow

Valley Collaborative's Today & Tomorrow Program is very unique! From the moment you enter the building and arrive at our common area, located at 25 Linnell Circle, you are instantly greeted with warm smiles from our Individuals and staff alike, along with a friendly hello! Many visitors comment that they feel an immediate sense of welcome and that the atmosphere is positive and full of happiness. Our Individuals care for one another, which is often demonstrated by a warm smile, daily checks to ask "how are you?," and singing to brighten your day. When birthdays are near, our Individuals can be heard singing "Happy Birthday" to each other and to our staff. Department of Developmental Services (DDS) Service Coordinators often remark, even during the referral process, that this 'family' energy

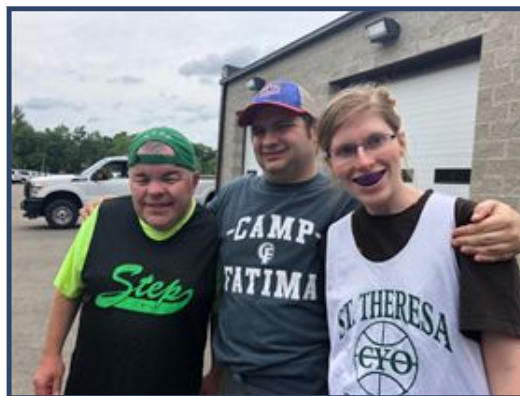


INDIVIDUALS ENJOYED A FAST-PACED GAME OF BASKETBALL AS A RECREATION ACTIVITY.

at Valley Collaborative is unique and highly contagious on site!

Valley is contracted by DDS to provide a work-based program for Individuals comprised of three distinct pieces: Group Employment, Career Planning, and Community Based Day Supports (CBDS). These pieces work together to enrich the lives of the Individuals we serve. We provide Individuals with support to explore, discover, and connect with their personal interests and options for community involvement,

personal interest, and hobbies. We provide Individuals an opportunity to work and participate in activities that reflect their interests and preferences. Individuals are involved in activities that connect them to other people in the community. Through scheduling, Individuals are provided opportunities to obtain employment that match their skills and interests.



RAY BUSBY, JOE PIRANIEN & BRENNIA SIEGFRIEDT PLAYING BASKETBALL.

»continued on next page

VALLEY COLLABORATIVE

Unique, Today & Tomorrow

»continued from previous page

Additionally, we provide Individuals with the opportunity to explore a variety of novel vocational interests with ongoing opportunities for increased independence.

At Valley, we provide all of these pieces out in the community. We feel the best experiences for our Individuals occur daily within natural community contexts, supported by our strong and caring staff, to help achieve each Individual's ISP goals. Supporting our Individuals within the community also allows them to integrate their experiences as contributing members of society. Through our Adult Recreation Program social activities occur once a month and has enriched the lives of our Individuals with typical experiences including Painting with a Twist, bowling, the Stone Zoo, a Lowell Spinners game, movie night, and mini golf. These activities strengthened our community and brought peers together that normally would not have the opportunity.

For our families, communication is a top priority! We provide a forum to communicate our concerns and listen to familial concerns regarding our Individuals.

We work collaboratively with families to support all aspects of the Individual's life. We discuss medical needs and provide consultation with our Program Nurse. Our program's social worker support provides help to families while navigating the Individual's feelings, answering questions they have, and directing them to appropriate community resources or additional DDS supports.

Every staff member in Valley's Today & Tomorrow program has a voice when it comes to the care we provide to our Individuals. We have found

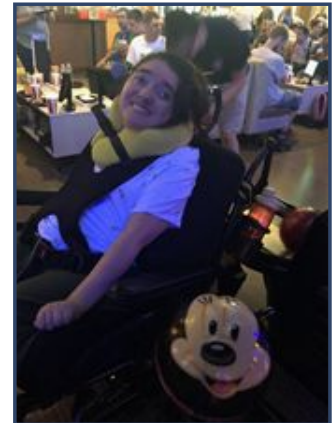
this unique team-oriented approach not only enriches the lives of the Individuals we serve, but also the lives of our staff. ■



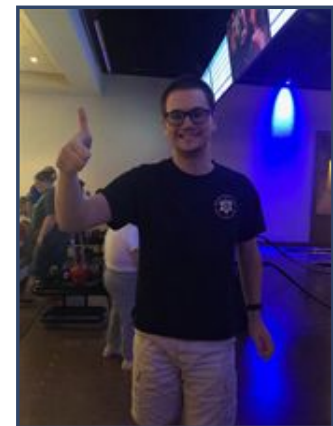
ALYSSA LAWYER BOWLING AT WAMESIT LANES



BEN CIRIELLO FLEXING HIS MUSCLES AFTER A STRIKE!



MAGGIE KING WAITING FOR HER TURN TO BOWL.



MIKE KOCZAN HAPPY WITH HIS RESULTS.



DENNIS WALSH, MATT PETERSON, JULIA MCNALLY AND PAUL BURKE HAVE A DRINK WHILE WAITING FOR THEIR TURN TO BOWL AT WAMESIT LANES.

VALLEY COLLABORATIVE

Facilities Report: Building an Appealing Environment

For Valley's Facilities and Maintenance Department, when students are shouting and screaming "School's out for the summer," our team exclaims, "The tools are out for the summer"! Throughout the summer months, the Facilities and Maintenance team, along with their vendors, made some great improvements to each Valley location. Our team put in countless hours to make sure staff and student alike were proud to call Valley their home when the doors opened for the start of the school year in September.

At 40 Linnell Circle new construction projects our team tackled over this time included a wide variety of upgrades. A new time-out room for Valley Middle School's Alternative Program on the first floor was created and is complete with LED lighting and carpet. For the same program, our team focused on the demolition and reconstruction of a brand new milieu area to create a community space for students. The open concept space features new vinyl tile and a storefront glass door which separates programs. Additionally, two offices were eliminated to create classrooms on the first floor. Following this demolition, ceilings were patched, walls were plastered then painted, and a carpet was installed to complete the classrooms.

On the second floor at 40 Linnell Circle a conference room was created and is now a great meeting space as well as the pathway to the Principal's office. Another large project on the first floor was the addition of the music room to the loading dock area. The space, which has been fondly called the "School House Rock and Dock," is equipped with soundproof insulation as well as padded carpeting. The room is still awaiting a few needed additions including a double door – but everyone is excited for the new space for the new school year.



VALLEY'S NEW 'SCHOOL HOUSE ROCK AND DOCK,' A MUSIC ROOM EQUIPPED WITH SOUNDPROOF INSULATION AND PADDED CARPETING IN THE SITE OF A FORMER LOADING DOCK.

THE BRAND NEW MILIEU AREA CREATES A COMMON SPACE FOR STUDENTS FEATURING AN OPEN CONCEPT DESIGN AND A STOREFRONT GLASS DOOR TO SEPARATE DIFFERENT PROGRAMS.



New tile flooring was added to all single stall bathrooms throughout the facility.

In our Tyngsboro location floors were refinished and walls were painted. Our classrooms and the common areas look fresh and ready for the new school year.

Also at 25 Linnell Circle, home to our Adult Programs and Central

Office, the Nurse's office also received a 'facelift' during this time with fresh paint and a waxed floor.

At the end of the day, our team's main focus is to make Valley's facilities an appealing place to come everyday. Our team takes pride in the work and their extra effort that goes into the smallest of tasks is evident at each of our locations. ■

Summertime Dreams and Trips

»continued from front cover

Museum Of Science
Canobie Lake Park
New England Aquarium
Charles River Boat Co
North American Wolf
Foundation Inc
Chunky's Movie Theater
One Stop Fun
Dave & Buster's
Patriot Place
Discovery Museum
Rock Show Inc
Eric Carle Museum

Skateland
Essex River Basin Adventures Inc
Sky Trail Massachusetts
Fenway Park Tours Boston
Red Sox
Stonehenge USA
Funtagious
TCs Training Center
Harvard Museum of Natural
History
Wamesit Lanes
Imagine That
You're Fired

Valley Collaborative Leadership Team



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Valley Collaborative Board

Chair: Mr. Timothy Piwowar
Superintendent of the Billerica
Public Schools

Dr. Jay Lang
Superintendent of the Chelmsford
Public Schools

Mr. Steven Stone
Superintendent of the Dracut
Public Schools

Dr. Laura Chesson
Superintendent of the Groton-
Dunstable Regional School District

Dr. Denise Pigeon
Superintendent of the Nashoba
Valley Technical School District

Mr. Brad Morgan
Superintendent of the North
Middlesex Regional School
District

Mr. Christopher Malone
Superintendent of the Tewksbury
Public Schools

Dr. Michael Flanagan
Superintendent of the
Tyngsborough Public Schools

Mr. Everett (Bill) Olsen
Superintendent of the Westford
Public Schools

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Curtis Knight Entertainment



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: October 25, 2018
Re: 2018 Blue Ribbon Student Leadership Institute

In November four students and two high school staff members will be representing Valley Collaborative at the Blue Ribbon Student Leadership Institute in Walt Disney World in Orlando, Florida.

The high school is currently fundraising for this event (please see attached flyers). Enterprise Bank is the corporate sponsor for this event.

Required Action:

None

Attachments:

Bake Sale Flyer
Dining for Dollars at The Dockside



BAKE SALE

When: Thursday October 25th
Where: Main Lobby 40 Linnell Circle
Time: 10AM-we run out!

Please help Valley Collaborative's West Side Students raise money to participate in an amazing opportunity. This November, 4 students will be heading to Walt Disney World to attend the 2018 Blue Ribbon Student Leadership Institute.



DINING FOR DOLLARS AT THE DOCKSIDE



1099 Main Street ~ Wakefield MA 01880 ~ 781.245.0200
www.docksiderestaurants.com

Fundraising Night Event Ticket

Organization to Benefit
Valley Collaborative

Date & Time of Event
November 1st 4 to 8 pm

**PLEASE PRESENT THIS CERTIFICATE TO HAVE 25% OF YOUR CHECK'S
VALUE DONATED TO THE ORGANIZATION ABOVE.**

*Valid for dine-in, take-out. Tickets are not to be distributed in the restaurant or within the
perimeter of the parking areas. Valid only for date listed above.*

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Central Administration Office

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Darren Goad, Job Developer
Date: October 25, 2018
Re: "It Takes a Village"

I have attached a YouTube link for one of our new business partners, Especially Sweet Needs of Chelmsford that I thought you might want to know about. The lead for this opportunity initially came from Dana King (Maggie's Mom). We also have an adult job coach, Angela Fisette, that worked for them part time and brought them to our attention.

One of our adults, Danielle Soucy, started in their bakery last Friday and so far so good! Sean Curran has been doing a lot of work with her there to make this happen. The Executive Director and Owner's name is Tricia Woolard. She has been extremely welcoming and supportive of the vocational work we do here at Valley. She is also the Executive Director for the Recreational Education Center in Chelmsford where our CBDS program works on pre-vocational skills (free of charge!).

Anyway, as you say, "It Takes a Village". I thought this was a nice example of how our staff and families at Valley work together to make wonderful things happen for our individuals.

<https://youtu.be/OQBZzqOv14A>

Required Action:

None

Attachments:

None