Valley Collaborative
Board of Directors Meeting
25 Linnell Circle, Billerica, Massachusetts
Monday, April 6, 2020 ▪ 1:00 p.m.

Action Required

I. Approval of Minutes
   a. Board of Directors, General Session: January 16, 2020

II. Financial Update
   b. 3rd Quarter Financial Update and 4th Quarter Projection
   c. Treasurer's Report
   d. PARS OPEB Trust Program

III. Academic Calendar with Board Meeting Dates for 2020-2021 School Year

IV. MRC/DDS Lease – Awarding Bid

V. Record Retention Update of MEC's 14 Boxes of Personnel Records

VI. Policies and Procedures Manuals
   e. Human Resources Policies and Procedures Manual
   f. Finance Policies and Procedures Manual

No Action Required

VII. Coronavirus/COVID-19 Valley's Remote Learning Collaborative Update:

- Valley's Student Remote Learning Plan
- Virtual and Teleconferencing Academic Programming – All Subject Areas – DESE
- Virtual and Teleconferencing Related Services – All Therapies – DESE
- Virtual and Teleconferencing Programming – DDS, MRC
- Some In-Person Support for MRC and DDS Independent Services Clients e.g. Assistance with Unemployment Applications
- School/Program Daily Hours of Operation Schedule for Students, DDS/MRC Clients and Staff
- Bi-Weekly Staff Meetings
- Bi-Weekly Leadership Meetings
- Daily Central Administration Leadership Meetings
- Communication Logs – Central Administration and Schools/Programs
- Daily Work Expectations for Valley Staff at Every Level/School/Program
- Ongoing Technology Lending Library
- Ongoing Balanced Literacy Lending Library
- Food Services
- Health Updates
- Virtual Physical Education classes
- Virtual Vocational classes, such as cooking classes
- New Hampshire Emergency Licensing Regulations for Related Service Providers and Temporary Expansion of Access to Telehealth Services to protect the public and health care providers

VIII. The Commonwealth of Massachusetts Executive Office of Health and Human Services Department of Developmental Services Two Year License Certified – as a result of Valley's QUEST Audit (Rating: 100%)

IX. Communications

State Agencies

g. Power Point Presentation to Special Education Directors by Russell Johnston, DESE Senior Associate Commissioner, on 4.3.20
h. Department of Elementary and Secondary Education (DESE) Approval Letter (January 15, 2020) Re: Valley Collaborative's FY'19 Annual Independent Audit Report
i. Executive Office of Health and Human Services Department of Developmental Services DESE/DDS Community Residential Prevention Program Awarded to Valley Collaborative
j. Order Suspending Services Provided in Congregate Settings by EOHHS Day Programs

School Monthly Updates

k. Elementary School Updates
l. Alternative Programming Middle School and Transitional High School Updates
m. Transitional Programming Middle School and Transitional High School Updates
n. Adult Program Updates

Community Relations

o. Written Disclosure Letter
p. Photo Collage of Site 2 Field Trip from Glen Costello, Assistant Principal
q. Thank you email from Staff for Julie Fielding, Principal
r. Thank you email from Parent to Nick LeClair, Reading Specialist
s. Student Literacy Article in Lowell Sun
t. Valley Recognizes Daniel Rosa, Billerica Police Chief Article in The Column of the Lowell Sun
u. MEC Personnel Files Article in Lowell Sun
v. Email from MTRS seeking assistance from Kari Morrin, Director of Human Resources
w. Thank you email from Richard Murphy, Retiring Executive Director
x. Thank you email from Maureen Kriff, MRC Area Director
y. MOEC's Treasurer's Report

Valley COLLABORATIVE

Central Administration Office

*25 Linnell Circle, Billerica MA 01821 * Tel: (978)528-7826 * http://www.valleycollaborative.org*

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: April 6, 2020
Re: Approval of Minutes

Attached please find the following minutes:

a. Board of Directors, General Session: January 16, 2020

Required Action:
Vote to approve the minutes:

a. Board of Directors, General Session: January 16, 2020

Attachments:

Board of Directors, General Session: January 16, 2020

Valley Collaborative Board of Directors
General Session Meeting Minutes
Annual Shareholders' and Board Meeting
January 16, 2020
10:04 a.m. – 11:25 a.m.
25 Linnell Circle, Billerica, MA

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

Board Members Absent: Mr. Steven Stone

Collaborative Representatives Present: Dr. Chris Scott, Executive Director; Ms. Heidi Kriger, Treasurer; Members of the Collaborative Senior Leadership Team

Also Present: Thomas Lent, Marathas Barrow Weatherhead Lent LLP; James Salvie, Associate General Counsel, Massachusetts State Board of Retirement; Chief Daniel C. Rosa, Billerica Police Department.

Call to Order: Mr. Timothy Piwowar, Chairman, convened the Collaborative Board Meeting at 10:04 a.m.

Mr. Piwowar and Dr. Chris Scott welcomed all in attendance and introduced all participants and presenters at the Annual Shareholders' Meeting

Students, Adult and Staff of the Month

Dr. Chris Scott and the Board recognized Valley Collaborative's Students, Adult and Staff of the Month.

Dr. Chris Scott and the Board also recognized the Community Partner Making a Difference Award recipient, Chief Daniel C. Rosa, Billerica Police Department.

[Dr. Jay Lang arrived at 10:20 a.m.]

Financial Update – Valley By the Numbers

Dr. Scott again welcomed the Shareholders in attendance. She provided a presentation relating to the Collaborative's finances, budget, enrollment, audit and annual report. She directed the Board to the electronic copy contained within the Board materials and the attendees to the handout made available prior to the meeting.

MEC's 14 Boxes of Personnel Records

Mr. Timothy Piwowar and Dr. Scott introduced Mr. James Salvie, Associate General Counsel with the Massachusetts State Board of Retirement, who was present to review and discuss the request by the Merrimack Education Center for the Collaborative to take possession of 14 boxes of documents, which MEC represents contain personnel records of individuals who it claims were at one time employed by the Collaborative. The Board had discussed the issue previously during its December 2019 meeting. Mr. Salvie revisited his prior communications with Dr. Scott about this issue and advised the Board that should the records be discarded and destroyed, as MEC has indicated, then there likely would be the possibility that individuals who attempt to review pension issues would be adversely affected. The Board discussed.

The Board reviewed with Mr. Salvie the issues they previously addressed relating to the boxes of documents including that MEC, to date, has refused to provide access to the boxes prior to delivery, or any index of the boxes contents, or any other assistance for the Collaborative to review and verify whether such documents are, in fact, Collaborative personnel files. The Board discussed certain practical issues with Mr. Salvie relating to the documents, and the manner in which the Collaborative should respond to MEC.

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

VOTED: That the Board of Directors authorizes counsel to inform MEC that Valley Collaborative will agree to take receipt of the boxes of documents currently under control of MEC and make any necessary and reasonable arrangements for their receipt.

The vote was 7-1. Yes: Mr. Timothy Piwowar, Dr. Michael Flanagan, Dr. Denise Pigeon, Dr. Jay Lang, Dr. Laura Chesson, Mr. Brad Morgan, Mr. Everett Olsen. No: Mr. Christopher Malone.

Approval of Minutes

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

On a motion made by Dr. Jay Lang 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 December 12, 2019.

The vote was 8-0. Yes: Mr. Timothy Piwowar, Dr. Michael Flanagan, Mr. Everett Olsen,

Dr. Jay Lang, Dr. Denise Pigeon, Mr. Christopher Malone, Dr. Laura Chesson, Mr. Brad Morgan.

Financial Update

Treasurer's Report

Ms. Heidi Kriger, the Collaborative Treasurer, provided the Board with her report which covered the months through November 30, 2019. Ms. Kriger provided a verbal summary of her report, including available balances, transfers, withdrawals, interest income and ending balances. She also reviewed the OPEB Trust financial information and balances and PARS statements. A written summary report was contained within the Board materials. There was no further discussion.

On a motion made by Dr. Michael Flanagan and seconded by Mr. Everett Olsen, 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 8-0. Yes: Mr. Timothy Piwowar, Dr. Michael Flanagan, Mr. Everett Olsen, Dr. Jay Lang, Dr. Denise Pigeon, Mr. Christopher Malone, Dr. Laura Chesson, Mr. Brad Morgan.

Fiscal Year 2021 Budget

Dr. Scott provided a brief summary of the proposed budget for fiscal year 2021, which had been reviewed and discussed previously by the Board at its prior meetings. The summary generally was provided for the benefit of the Stakeholders in attendance. Mr. Timothy Piwowar asked if there were any further questions or comments by the Board regarding the proposed budget for fiscal year 2021. There was none. Mr. Piwowar asked for a motion relating to the proposed budget.

On a motion made by Mr. Everett Olsen and seconded by Dr. Michael Flanagan, a quorum being present, it was voted:

VOTED: That the Board of Directors approves the Fiscal Year 2021 Budget, including an Operating Expense Budget for the Collaborative in the amount of $19,999,871 as presented and recommended by the Executive Director; and requests that the Treasurer certify and transmit the budget for Fiscal Year 2021 to each member district by no later than February 1, 2020.

The vote was 8-0. Yes: Mr. Timothy Piwowar, Dr. Michael Flanagan, Mr. Everett Olsen, Dr. Jay Lang, Mr. Brad Morgan, Dr. Denise Pigeon, Mr. Christopher Malone, Dr. Laura Chesson.

Mr. Timothy Piwowar requested the Board for a motion relating to the minor changes to the tuition rates and fees-for services presented as part of the budget and recommended by Dr. Scott.

On a motion made by Dr. Michael Flanagan and seconded by Mr. Brad Morgan, a quorum being present, it was voted:

VOTED: That the Board of Directors accepts and approves the tuition rates and fees-for-services for member districts for Fiscal Year 2021 as presented; and requests that the Treasurer certify and transmit the tuition rates and fees-for-services for Fiscal Year 2021 to each member district by no later than February 1, 2020.

The vote was 8-0. Yes: Mr. Timothy Piwowar, Dr. Michael Flanagan, Mr. Everett Olsen, Dr. Jay Lang, Mr. Brad Morgan, Dr. Denise Pigeon, Mr. Christopher Malone, Dr. Laura Chesson.

On a motion made by Mr. Everett Olsen and seconded by Dr. Michael Flanagan, a quorum being present, it was voted:

VOTED: That the Board of Directors accepts and approves the assessment of surcharges on tuition rates and fees-for-services on non-member districts based on each student enrolled from a non-member district for Fiscal Year 2021 as presented and recommended by the Executive Director; and authorizes the Executive Director to publish the non-member district tuition rates and fees-for services for Fiscal Year 2021.

The vote was 8-0. Yes: Mr. Timothy Piwowar, Dr. Michael Flanagan, Mr. Everett Olsen, Dr. Jay Lang, Mr. Brad Morgan, Dr. Denise Pigeon, Mr. Christopher Malone, Dr. Laura Chesson.

Fiscal Year 2019 Review

Dr. Chris Scott reviewed with the Board and the Stakeholders in attendance the 2019 Audit results and the 2019 Annual Report. Dr. Scott indicated that the Annual Report contained the statutory and regulatory required materials, as well as additional materials relating to staff, therapist and other employee ratios. Dr. Scott also indicated that the Annual Report contains additional information relating to the Collaborative programs and studies. Dr. Scott reviewed the summary of audit results summarizing the Collaborative's financial operations. Dr. Scott explained that the 2019 audit was finding free. Dr. Scott explained that the 2019 Audit results

are shared with the DESE, Massachusetts State Auditors Office and others. There was no further discussion.

Presentations

Jennifer Bergeron and Heather Mackay, Co-Principals of Valley Elementary School; Nicole Noska, Principal of Valley Transitional Programming at the Middle School and High School; Julie Fielding, Principal of Valley Alternative Programming at the Middle School and High School; and Kate Poulin, Assistant Director of Valley Adult Services Program, each provided presentations to the Board regarding their respective school programs and practices. Each provided highlights and the keys to success each program attempts to achieve. The Board and commented on the high quality of the presentations and their demonstrated commitment to each respective program.

Communications

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

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

VOTED: To adjourn the Board meeting.

The vote was 8-0. Yes: Mr. Timothy Piwowar, Dr. Michael Flanagan, Mr. Everett Olsen, Dr. Jay Lang, Mr. Brad Morgan, Dr. Denise Pigeon, Mr. Christopher Malone, Dr. Laura Chesson.

Mr. Timothy Piwowar adjourned the Collaborative Board Meeting at 11:25 a.m.

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

- School Year 2019-2020 Electronic Board Binder for Annual Stakeholders' Meeting, January 16, 2020

Respectfully Submitted,

_____
Mr. Timothy Piwowar, Chairman
Dated: _____

Valley COLLABORATIVE

Central Administration Office

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Ph.D. Executive Director
James George, CPA, CVA, JD, Business Manager/Accountant
Date: April 6, 2020
Re: Third Quarter FY'20 Financial Update

As of February 29, 2020 (136 of 210 days – 64.70%) FY'20 as of February 2020 closed favorable with revenues on target at 64.70% and expenses at 62.66%. Enrollment at the end of February was 299 students (this is less than the enrollment last February which had 306 enrolled) in the DESE programs. Consistent with the end of the February of previous years, many of our programs are now showing "in-the-black". Historically the fourth quarter is the strongest. This year due to the COVID-19 outbreak, our fourth quarter still will be strong but will be for different reasons.

Enrollment at the end of March was 290 students. This is 20 students less when compared with the end of March in 2019. Because of COVID-19 and the shutdown of the school, Valley Collaborative will not see its normal increase in enrollment over the remaining months of the year. Last year we finished the year with 320 students vs the 290 we currently have enrolled. This will result in our tuition revenue falling below what we budgeted for the end of the year.

In addition, we have received guidance from DDS that we will only be receiving 80% of our average contract billing from November 2019 through January 2020 for the remainder of the year. We currently believe this will result in a reduction of our adult revenue in the amount of $300,000. We were trending higher than budgeted before the school closure, and therefore we believe our revenue will only come in $200,000 less than budgeted.

From an expense standpoint, we should have less operating expenses than originally anticipated due to school not being in session. We are still working on what the final expense number will be projected, but the number that we have provided for our year end projection is a conservative number.

With the cuts in revenue and in expenses, we are projecting a net operating surplus in the amount of $619,155 in comparison with our amended budget projection of $242,954.

Attached is the 25% surplus calculation based on these projections. I would propose the following:

- Vote to replenish the capital projects fund from the surplus. ($200,000)
- Vote to return $500,000 back to the member districts.

That will leave just under $500K left that we may have in surplus that could be returned in the next board meeting once we have the next month's financial statements complete and we have a more accurate picture of what the rest of the year will look like.

Attachments:
Cummulative Surplus Calculation – FY 20 as of February 29, 2020
Profit and Loss by Program
Balance Sheet February 29, 2020
Profit and Loss February 29, 2020
Treasurer's Report
Projection for FY 2020 based on information as of February 2020

Valley Collaborative
Interim Statement of Net Assets
For the Period Ended February 29, 2020

UNAUDITED

ASSETS

Current Assets		
Cash and Cash Equivalents	$	3,858,520
Restricted Investments - OPEB		4,132,260
Accounts Receivable, Net		3,471,256
Prepaid Expenses and Other Assets		37,011
Cash Held for Member Districts		51,967
Total Current Assets		11,551,014
Non-Current Assets		
Land & Building		5,819,067
Furniture, Equipment, and Leasehold Improvements, Net of Depreciation		1,152,326
Construction in Progress		-
Total Non-Current Assets		6,971,393
TOTAL ASSETS	**$**	**18,522,407**

LIABILITIES AND NET ASSETS

Current Liabilities		
Accounts Payable and Accrued Liabilities	$	807,832
Other Liabilities		2,279,349
Member District Accounts (Settlement)		51,967
Total Current Liabilities		3,139,148
Total Liabilities		3,139,148
Net Assets		
Operating - Unrestricted		3,370,501
Restricted - Student Activities		16,883
Reserved - OPEB Trust		1,879,845
Reserved - Capital		1,729,701
Invested in Capital Assets, Net of Related Debt		8,386,329
Total Net Assets		15,383,259
TOTAL LIABILITIES AND NET ASSETS	**$**	**18,522,407**
		-

Substantially all disclosures and the Statement of Cash Flows required by GAAP are omitted.
No assurance is provided on these financial statements.

Valley Collaborative
Interim Statement of Revenues, Expenses and Changes in Net Assets
For the Period Ending February 29, 2020
136 of 210 (64.7%) School Days

UNAUDITED

	BUDGET	ACTUAL	
REVENUES			
Services	$ 17,484,445	$ 11,126,792	
State Contracts	2,800,000	2,013,284	
Other	600,000	360,628	
Interest	20,000	24,714	
Total Revenues	**20,904,445**	**13,525,418**	64.70%
EXPENSES			
Salaries	13,292,079	8,214,701	
Employee Benefits	2,422,915	1,451,589	
Operating Expenses	2,188,800	1,444,154	
Leases & Rentals	432,697	388,152	
Depreciation	725,000	445,646	
Total Expenses	**19,061,491**	**11,944,242**	62.66%
Change in Net Assets - Operating	**$ 1,842,954**	**$ 1,581,176**	
Non Operating Activities			
Return to Member Districts	-		
Non-Operating Expenses (1)	(1,600,000)	(1,414,936)	
Change in Net Assets	**$ 242,954**	**$ 166,240**	

Substantially all disclosures and the Statement of Cash Flows required by GAAP are omitted. No assurance is provided on these financial statements.

Income Statement By Program

February 29, 2020
136 of 210 Days

	100 Central Admin	200 HS Site 3	400 HS Site 2	712 Middle School	660 Elementary	450 Therapy	665 Home Services	500 DDS	101 MRC Education & Training	102 MRC Supportive Work	Total
REVENUES											
Services	-	3,810,978	2,083,848	1,997,398	3,224,420	10,148	-	-	-	-	11,126,792
State Contracts	-	-	-	-	-	-	-	1,737,152	191,444	84,688	2,013,284
Other	2,097	59,345	3,478	-	2,704	1,200	26,478	265,426	-	-	360,628
Interest	24,714	-	-	-	-	-	-	-	-	-	24,714
Total Revenues	26,811	3,870,323	2,087,326	1,997,398	3,227,124	11,348	26,478	2,002,578	191,444	84,688	13,525,418
EXPENSES											
Salaries	556,874	2,087,918	1,112,441	1,009,915	1,958,203	10,475	608	1,164,383	124,445	68,181	8,214,701
Employee Benefits	440,191	279,094	105,408	90,569	203,315	141,184	-	187,842	1,392	891	1,451,589
Operating Expenses	528,927	291,242	144,683	96,763	237,909	3,795	716	125,591	11,817	2,490	1,444,154
Leases & Rentals	22,154	-	8,011	-	255,948	-	-	82,485	15,643	3,911	388,152
Depreciation	57,624	150,441	81,048	36,091	40,010	3,824	374	59,938	3,144	174	445,646
Total Expenses	1,605,770	2,808,695	1,451,591	1,233,338	2,695,385	159,278	1,698	1,620,239	156,441	75,647	11,944,242
Net Income Before Admin Allocation	(1,578,959)	1,061,628	635,735	764,060	531,739	(147,930)	24,780	382,339	35,003	9,041	1,581,176
Admin Allocation	(1,578,959)	430,634	222,560	189,097	413,261	24,421	260	243,036	23,466	11,347	(0)
Operating Net Income	-	630,994	413,175	574,963	118,478	(172,351)	24,520	139,303	11,537	(2,306)	1,581,176

Valley Collaborative
Projection for FY 2020
as of February 2020

	February 2019	February 2020	Difference	June 30, 2019	Updated Projection at February 2020	Amended Budget FY 2020	Budget Varience
REVENUES							
Services	$ 10,691,305	$ 11,126,792	$ 435,487	$ 16,567,747	$ 17,329,079	$ 17,484,445	$ (155,366)
State Contracts	1,818,452	2,013,284	194,832	2,873,062	2,600,000	2,800,000	(200,000)
Other	355,727	360,628	4,901	563,866	410,628	600,000	(189,372)
Interest	39,517	24,714	(14,803)	60,945	37,071	20,000	17,071
Total Revenues	**12,905,001**	**13,525,418**	**620,417**	**20,065,620**	**20,376,778**	**20,904,445**	**(527,667)**
EXPENSES							
Salaries	8,552,884	8,214,701	(338,183)	13,409,187	12,947,200	13,292,079	(344,879)
Employee Benefits	1,078,118	1,451,589	373,471	2,412,765	2,377,384	2,422,915	(45,532)
Operating Expenses	1,742,405	1,444,154	(298,251)	2,273,676	1,844,154	2,188,800	(344,646)
Leases & Rentals	256,795	388,152	131,357	427,710	448,950	432,697	16,253
Depreciation	445,646	445,646	-	715,782	725,000	725,000	-
Total Expenses	**12,075,848**	**11,944,242**	**(131,606)**	**19,239,120**	**18,342,688**	**19,061,491**	**(718,804)**
Change in Net Assets - Operating	**$ 829,153**	**$ 1,581,176**	**$ 752,023**	**$ 826,500**	**$ 2,034,091**	**$ 1,842,954**	**$ 21,095,582**
Non Operating Activities							
Non-Operating Expenses (1)	(16,000)	(1,414,936)	(1,398,936)	-	(1,414,936)	(1,600,000)	185,064
Change in Net Assets	**$ 813,153**	**$ 166,240**	**$ (646,913)**	**$ 826,500**	**$ 619,155**	**$ 242,954**	**$ 376,201**

Valley Collaborative
Cummulative Surplus Calculation - FY 20
As of February 29, 2020

(A)	Voted Cumulative Surplus as of June 30, 2019	4,603,254
(B)	Amount of (A) used to replenish capital projects fund	-
	Amount of (A) returned to member districts	-
(c)	Unexpended FY 20 General Funds	1,344,155
(D)	Cummulative Surplus as of 6/30/20	5,947,409
(E)	FY 19 Total General Fund Expenditures	19,037,624
(F)	Cumulative Surplus Percentage	31%
	Estimated Amount of Excess Cumulative Surplus as of June 30, 2019	1,188,003

Valley COLLABORATIVE

Central Administration Office

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Date: April 6, 2020
Re: Treasurer's Report

Attached are the Treasurer's Reports for December 2019, January 2020 and February 2020.

Required Action:
Vote to Approve Treasurer's Reports for December 2019, January 2020 and February 2020

Attachments:
Treasurer's Report for December 2019, January 2020 and February 2020

VALLEY COLLABORATIVE
TREASURER'S REPORT
DECEMBER 31, 2019

		Beginning Balance	Receipts	Payroll	Accounts Payable	Earnings	Transfers	Ending Balance
ENTERPISE BANK ACCOUNTS								
Operating	**a/c 493426**	$ 1,667,936.09	$ 1,670,782.09		$ (262,843.76)		$ (993,000.00)	$ 2,082,874.42
Payroll	**a/c 795823**	$ 589,691.43		$ (1,399,066.98)			$ 1,000,000.00	$ 190,624.45
Joe's Bistro	**a/c 531401**	$ 6,306.58	$ 6,122.00		$ (1,107.96)		$ (7,000.00)	$ 4,320.62
ICS MMDA	**a/c 856490**	$ 54,968.18				$ 9.33		$ 54,977.51
Independence Project	**a/c 821315**	$ 4,614.36	$ -	$ -	$ -	$ -	$ -	$ 4,614.36
TOTAL ENTERPRISE BANK ACCOUNTS		$ 2,323,516.64	$ 1,676,904.09	$ (1,399,066.98)	$ (263,951.72)	$ 9.33	$ -	$ 2,337,411.36
MMDT	**a/c 0044263747**	$ 994,259.45	$ -	$ -	$ -	$ 1,574.05	$ -	$ 995,833.50
Total Unrestricted Cash		$ 3,317,776.09	$ 1,676,904.09	$ (1,399,066.98)	$ (263,951.72)	$ 1,583.38	$ -	$ 3,333,244.86
PARS OPEB Trust		$ 4,217,437.61	$ -	$ -	$ (878.63)	$ 78,521.88	$ -	$ 4,295,080.86
TOTAL CASH		$ 7,535,213.70	$ 1,676,904.09	$ (1,399,066.98)	$ (264,830.35)	$ 80,105.26	$ -	$ 7,628,325.72

VALLEY COLLABORATIVE
TREASURER'S REPORT
JANUARY 31, 2020

		Beginning Balance	Receipts	Payroll	Accounts Payable	Earnings	Transfers	Ending Balance
ENTERPISE BANK ACCOUNTS								
Operating	**a/c 493426**	$ 2,082,874.42	$ 2,688,599.77		$ (364,894.62)		$ (1,292,000.00)	$ 3,114,579.57
Payroll	**a/c 795823**	$ 190,624.45			$ (1,158,710.20)		$ 1,300,000.00	$ 331,914.25
Joe's Bistro	**a/c 531401**	$ 4,320.62	$ 7,587.00		$ (208.65)		$ (8,000.00)	$ 3,698.97
ICS MMDA	**a/c 856490**	$ 54,977.51				$ 9.33		$ 54,986.84
Independence Project	**a/c 821315**	$ 4,614.36	$ -	$ -	$ -	$ -	$ -	$ 4,614.36
TOTAL ENTERPRISE BANK ACCOUNTS		$ 2,337,411.36	$ 2,696,186.77	$ -	$ (1,523,813.47)	$ 9.33	$ -	$ 3,509,793.99
MMDT	**a/c 0044263747**	$ 995,833.50	$ -	$ -	$ -	$ 1,552.54	$ -	$ 997,386.04
Total Unrestricted Cash		$ 3,333,244.86	$ 2,696,186.77	$ -	$ (1,523,813.47)	$ 1,561.87	$ -	$ 4,507,180.03
PARS OPEB Trust		$ 4,295,080.86	$ -	$ -	$ (894.81)	$ 13,206.58	$ -	$ 4,307,392.63
TOTAL CASH		$ 7,628,325.72	$ 2,696,186.77	$ -	$ (1,524,708.28)	$ 14,768.45	$ -	$ 8,814,572.66

VALLEY COLLABORATIVE
TREASURER'S REPORT
FEBRUARY 29, 2020

		Beginning Balance	Receipts	Payroll	Accounts Payable	Earnings	Transfers	Ending Balance
ENTERPISE BANK ACCOUNTS								
Operating	**a/c 493426**	$ 3,114,579.57	$ 1,066,469.94		$ (199,583.37)		$ (1,393,600.00)	$ 2,587,866.14
Payroll	**a/c 795823**	$ 331,914.25			$ (1,513,901.46)		$ 1,400,000.00	$ 218,012.79
Joe's Bistro	**a/c 531401**	$ 3,698.97	$ 5,393.00		$ (652.41)		$ (6,400.00)	$ 2,039.56
ICS MMDA	**a/c 856490**	$ 54,986.84				$ 8.73		$ 54,995.57
Independence Project	**a/c 821315**	$ 4,614.36	$ -	$ -	$ -	$ -	$ -	$ 4,614.36
TOTAL ENTERPRISE BANK ACCOUNTS		$ 3,509,793.99	$ 1,071,862.94	$ -	$ (1,714,137.24)	$ 8.73	$ -	$ 2,867,528.42
MMDT	**a/c 0044263747**	$ 997,386.04	$ -	$ -	$ -	$ 1,415.28	$ -	$ 998,801.32
Total Unrestricted Cash		$ 4,507,180.03	$ 1,071,862.94	$ -	$ (1,714,137.24)	$ 1,424.01	$ -	$ 3,866,329.74
PARS OPEB Trust		$ 4,307,392.63	$ -	$ -	$ (897.37)	$ (174,234.77)	$ -	$ 4,132,260.49
TOTAL CASH		$ 8,814,572.66	$ 1,071,862.94	$ -	$ (1,715,034.61)	$ (172,810.76)	$ -	$ 7,998,590.23

PUBLIC AGENCY RETIREMENT SERVICES | PARS

VALLEY COLLABORATIVE
PARS OPEB Trust Program

Account Report for the Period
11/1/2019 to 11/30/2019

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

Account Summary

Source	Beginning Balance as of 11/1/2019	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 11/30/2019
OPEB	$4,158,433.01	$0.00	$59,870.94	$866.34	$0.00	$0.00	$4,217,437.61
Totals	**$4,158,433.01**	**$0.00**	**$59,870.94**	**$866.34**	**$0.00**	**$0.00**	**$4,217,437.61**

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

			Annualized Return			
1-Month	3-Months	1-Year	3-Years	5-Years	10-Years	Plan's Inception Date
1.44%	3.90%	12.75%	8.95%	-	-	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

PUBLIC AGENCY RETIREMENT SERVICES | PARS

VALLEY COLLABORATIVE
PARS OPEB Trust Program

Account Report for the Period
12/1/2019 to 12/31/2019

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

Account Summary

Source	Beginning Balance as of 12/1/2019	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 12/31/2019
OPEB	$4,217,437.61	$0.00	$78,521.88	$878.63	$0.00	$0.00	$4,295,080.86
Totals	**$4,217,437.61**	**$0.00**	**$78,521.88**	**$878.63**	**$0.00**	**$0.00**	**$4,295,080.86**

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

			Annualized Return			
1-Month	3-Months	1-Year	3-Years	5-Years	10-Years	Plan's Inception Date
1.86%	4.86%	20.11%	9.11%	-	-	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

PUBLIC AGENCY RETIREMENT SERVICES | PARS

VALLEY COLLABORATIVE
PARS OPEB Trust Program

Account Report for the Period
1/1/2019 to 1/31/2020

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

Account Summary

Source	Beginning Balance as of 1/1/2019	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 1/31/2020
OPEB	$4,295,080.86	$0.00	$13,206.58	$894.81	$0.00	$0.00	$4,307,392.63
Totals	**$4,295,080.86**	**$0.00**	**$13,206.58**	**$894.81**	**$0.00**	**$0.00**	**$4,307,392.63**

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 3-Years	5-Years	10-Years	Plan's Inception Date
0.31%	3.65%	13.91%	8.66%	-	-	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

PUBLIC AGENCY RETIREMENT SERVICES | PARS

VALLEY COLLABORATIVE
PARS OPEB Trust Program

Account Report for the Period
2/1/2020 to 2/29/2020

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

Account Summary

Source	Beginning Balance as of 2/1/2020	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 2/29/2020
OPEB	$4,307,392.63	$0.00	-$174,234.77	$897.37	$0.00	$0.00	$4,132,260.49
Totals	**$4,307,392.63**	**$0.00**	**-$174,234.77**	**$897.37**	**$0.00**	**$0.00**	**$4,132,260.49**

Investment Selection

Source	
OPEB	**Vanguard Balanced Strategy**

Investment Objective

Source	
OPEB	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

Source	1-Month	3-Months	1-Year	Annualized Return 3-Years	5-Years	10-Years	Plan's Inception Date
OPEB	-4.05%	-1.96%	7.51%	6.43%	-	-	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

Valley COLLABORATIVE

Central Administration Office

*25 Linnell Circle, Billerica MA 01821 * Tel: (978)528-7826 * http://www.valleycollaborative.org*

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: April 6, 2020
Re: Academic Calendar with Board Meetings for the 2020-2021 School Year

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Following is a list of proposed Board Meeting Dates for the 2020-2021 School Year:

- Thursday, September 17, 2020
- Thursday, October 22, 2020
- Thursday, November 19, 2020 (9:00 a.m. meeting start time)
- Thursday, December 3, 2020
- Thursday, January 28, 2021
- Thursday, April 29, 2021
- Thursday, June 10, 2021

All meetings will be held in the Milieu of 25 Linnell Circle, Billerica and will have a start time of 10:00 a.m.

Required Action:
Vote to approve 2020-2021 Academic Calendar with Proposed Board Dates

Attachments:
2020-2021 Academic Calendar with Proposed Board Dates

2020 - 2021 Academic Calendar

Valley Elementary School,
Valley Middle School, and
Valley Transitional High School

July 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

September 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

February 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- First/Last Day of Summer Program
- Professional Development Day for Licensed Staff - No School for Students
- Professional Development Day for All Staff - No School for Students
- Holiday / School Vacation
- Holiday Week / Valley Closed
- First/Last Day of School (5 snow days used)
- Early Release - PD for Licensed Educators
- Early Release - PD for All Staff
- Board Meeting Dates
- Early Release

2020 - 2021 Board Meeting Calendar

July 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

September 2020

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19*	20	21
22	23	24	25	26	27	28
29	30					

December 2020

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

***November 19th - 9:00 a.m. Meeting Start**

January 2021

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

February 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Board Meeting Dates ** Meetings are held at 25 Linnell Circle, Billerica ** 10:00 a.m. Start Time

Holiday / School Vacation

Holiday Week / Valley Closed

Early Release

Valley COLLABORATIVE

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
Heather Valcanas, Director of Adult Transitional Services
Date: April 6, 2020
Re: Lease of Property for Special Education Adult Programs

On March 4, 2020 Valley Collaborative submitted a request for proposals on the Secretary of State's Massachusetts Register and COMMBUYS, for the Lease of Property for Special Education Adult Programs. Valley was hoping to procure a total of 4,000 to 4,500 gross square feet of space due to current and projected adult program expansion. The deadline for submission was April 3, 2020 at 12:00 pm. Valley received one proposal for the Lease of Property for Special Education Adult Programs, from Parsons Commercial Group, on Friday April 3, 2020 at 11:40 am.

Valley's current lease with McCormack Properties, LLC expires on June 30, 2020. That lease is for 1,268 rentable square feet of space at $20.56 per square foot. The proposal from Parsons Commercial Group is for 4,500 rentable square feet of space at $20.00 per square foot. The proposal allows for Valley to use 5,330 square feet of space immediately with an increase in rent of 250 square feet every year, for the first five years.

The space proposed by Parsons Commercial Group offers a highly desirable location which is within four miles of the local Massachusetts Rehabilitation Commission (MRC) and Department of Developmental Services (DDS) area offices and allows easy access to different sources of public transportation and major highways. It is also in an area that is close to many businesses that currently support our adult programs and offers convenient access to many new business development opportunities. The space would allow for the expansion of our current adult programs and the ability to pursue additional contracting opportunities by customizing the location to our programmatic needs.

Our recommendation is for the Board to accept the proposal for the Lease of Property for Special Education Adult Programs submitted by Parsons Commercial Group.

Required Action:
Vote

Attachments:
None

MARATHAS BARROW WEATHERHEAD LENT LLP

MEMORANDUM

To: Board of Directors for Valley Collaborative
Dr. Chris A. Scott

From: Thomas E. Lent

Date: April 6, 2020

RE: Record Retention Update of MEC's 14 Boxes of Personnel Records

On January 22, 2020, I took receipt of the 14 boxes of paper documents from Merrimack Education Center, Inc. ("MEC") on behalf of Valley Collaborative consistent with the Board of Directors' vote dated January 16, 2020. The boxes unexpectedly were accompanied by a thumb drive that was represented by MEC to contain electronic, scanned copies of the contents of the boxes. The thumb drive contents are organized into four separate folders entitled: (i) MSEC Employees; (ii) MSEC Students; (iii) MSEC W2s (1995-2011); and (iv) Screenshots-Listings. The boxes remain temporarily stored within my offices and the thumb drive was provided directly to the Collaborative in early March.

The Collaborative since has downloaded the thumb drive contents onto the Collaborative's secure server whereby the HR/Payroll team will be able to access the digital copies of these records. Indeed, the Collaborative already has accessed and used the digital records to respond to request(s). The Collaborative still maintains the thumb drive with its contents in a secured location at the Collaborative's Business Offices.

Prior to delivering the thumb drive to the Collaborative, I too copied its contents onto my computer network and, after speaking with Dr. Scott, conducted numerous "spot checks" of certain, randomly selected files to confirm the accuracy of the contents of the thumb drive as compared to those files maintained within the boxes. The results of these "spot checks" indicated accurate electronic copies of the same paper files maintained within the boxes.

The Collaborative is responsible for, or has assumed the responsibility for, maintaining the accessibility of these records for the required retention period, regardless of format. As we recently reviewed, regardless of whether the required retention period for certain of these records may have expired, there also may continue to be an inherent evidentiary or historical value to maintain these records.

The Collaborative, therefore, seeks the Board of Directors' authority to destroy the fourteen boxes of paper documents. The Collaborative will continue to maintain, access and use digital copies of the records delivered by MEC, as necessary. Paper records may be destroyed without requesting permission from the Records Conservation Board or the Supervisor of Public Records if there are no statutory requirements to retain records in a physical format and the Collaborative is able to both maintain the digital files as well as provide appropriate access to the files. The Collaborative will need permission to destroy/delete the final copy of the records – here, the digitized files.

Requested Motion: That the Board authorizes the destruction of the fourteen boxes of paper records in their physical format.

Valley COLLABORATIVE

Central Administration Office

*25 Linnell Circle, Billerica MA 01821 * Tel: (978)528-7826 * http://www.valleycollaborative.org*

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Date: April 6, 2020
Re: Policies and Procedures Manuals

Please find attached Valley's Updated Finance Policies and Procedures Manual and the Human Resources Policies and Procedures Manual for your approval.

Required Action:
Vote to Approve Policies and Procedures Manuals

Attachments:
Human Resources Policies and Procedures Manual
Finance Policies and Procedures Manual

Valley COLLABORATIVE

Central Administration Office

*25 Linnell Circle, Billerica MA 01821 * Tel: (978)528-7826 * http://www.valleycollaborative.org*

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Date: April 6, 2020
Re: Human Resources Policies and Procedures Manual

Please find attached Valley's Human Resources Policies and Procedures Manual for your review.

Required Action:
Vote to Approve

Attachments:
Human Resources Policies and Procedures Manual

Valley Collaborative Human Resources Policy & Procedures Manual

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Recruitment

Identified Hiring Need

1. Supervisor communicates to the Director of Human Resources a need to hire
    a. the Director of Human Resources checks if there is an available "control code" - if yes proceed to step 2
    b. If no available "control code" - STOP – Supervisor must seek approval from the Executive Director

2. Hiring Supervisors Post to School Spring
    a. Use a bank of approved job descriptions

3. Supervisors login to School Spring and review all applications

4. Supervisors schedule interviews

5. At the interview, Supervisors are to ensure:
    a. the candidate's School Spring application includes necessary documentation for the role. (i.e. proof of degree, diploma, certifications, etc.)
    b. Log into ELAR and check the status of any applicable licenses and obtain MEPID if applicable.

6. Supervisors identify a candidate they would like to hire and complete the Google Form "New Hire Request"

7. HR reviews completed "New Hire Request" form. If all applicable fields are completed an "Offer Letter" and "Employee Agreement" can be sent to the candidate.
    a. New hires can only begin employment on the Monday of a new pay period. Pay Periods (Appendix A)
    b. New hires can only begin employment a minimum of 5 days after HR receives an accepted employment agreement

8. Candidate accepts or declines the offer.
    a. If the candidate accepts the offer, proceed to step 9
    b. If the candidate declines the offer, return to step 1

9. HR sends out the "Acceptance & Pre-Employment Meeting" email.

10. Employee attends the Pre-Employment meeting and completes the Pre-Employment Process

11. HR/Payroll personnel must input new hire into all Valley systems before they can begin employment.

12. HR to communicate with all Departments for data entry into all Valley systems

    a. ADP
    b. IV Medical Waiver Tab
    c. ASPEN
    d. Mandated Trainings
    e. Caseload Tracker
    f. Ed. Eval Tracker
    g. Mentor Program Tracker
    h. eSped
    i. Primary Licenses
    j. Employee Training & Clear to Work
    k. Employee Status Changes Google Sheet: Add to New Hire Google Tab
    l. Employee Status Changes Google Sheet: Add to Payroll Tab
    m. Employee Status Changes Google Sheet: Add to Medical Waiver

13. HR must clear all candidates before they may begin employment and will communicate with the hiring supervisors and the candidate via email when they are cleared. The ADP Workforce Now login information will be attached to this communication.

14. HR to communicate with Supervisors/Hiring Managers candidate is cleared to start

Onboarding

Human Resources Pre-employment

Signed Employment Agreement
All Valley Collaborative Employees must have a signed Employment Agreement before they can begin working.

This artifact is stored electronically in the employee's electronic personnel file in ADP under "Employee Documents".

Voluntary EEO Identification Form

https://tinyurl.com/Voluntary-EEO

The Equal Employment Opportunity Commission (EEOC) of the United States requires employers to maintain information on applicants pertaining to factors such as race, sex, and type of position for which an individual applies. The information requested on the "Voluntary EEO Identification Form" is for compliance with certain record keeping requirements. Valley Collaborative request all new hire staff to complete this voluntary form. Valley Collaborative believes all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants for employment because of race, color, sex, religion, national origin, disability, veteran status, age, marital status or any other protected group status.

This form is stored electronically in the employee's electronic personnel file in ADP under "Employee Documents" (Appendix B)

Meal Break Waiver Form

https://tinyurl.com/Meal-Break-Waiver

As an employee in Massachusetts, Employees are entitled by law to a 30-minute unpaid meal break for each six hours that they work in a day. All employees who choose to take a meal break for shifts of six or more hours will have contracted hours reduced. However, Employees who would prefer to waive that right and work through this break time, and be paid, instead must complete the "Meal Break Waiver Form".

This form is stored electronically in the employee's electronic personnel file in ADP under "Employee Documents" (Appendix C).

Electronic Consent Form

https://tinyurl.com/Valley-Electronic-Consent

All Valley Collaborative electronic communication systems, media, equipment and all communications and information created, stored, saved, viewed, downloaded, uploaded, printed, copied, filed, forwarded or contained in them, are the property of the Collaborative. They are intended for job-related purposes, and all use must be consistent with Collaborative policies, employees shall have no expectation of privacy in connection with any of them. Employees must agree not to use a code, access a file, or retrieve any stored communication unless authorized, and must also agree to abide by Valley Collaborative's Electronic Media policy by signing the "Electronic Consent Form".

This form is stored electronically in the employee's electronic personnel file in ADP under "Employee Documents" (Appendix D).

Proof of highest degree held (i.e. diploma, transcripts, etc.)

Candidates for employment with Valley Collaborative must provide proof of their highest degree held (i.e. diploma, transcripts, etc.).

These artifacts are stored electronically in the employee's electronic personnel file in ADP under "Employee Documents".

Payroll Pre-Employment

Employee Direct Deposit Authorization Agreement & Voided Check

https://tinyurl.com/Valley-Direct-Deposit

Valley Collaborative requests all employees to direct deposit their pay. Employees need to complete the "Employee Direct Deposit Authorization Agreement" authorizing Valley Collaborative to deposit any amounts owed to the employee by initiating credit entries to their financial institution indicated on the

"Employee Direct Deposit Authorization Agreement". This agreement also authorizes the employee's financial institution to accept and to credit any credit entries indicated by Valley Collaborative to the employee's financial institution. In the event that Valley Collaborative deposits funds erroneously into the employee's financial institution, the "Employee Direct Deposit Authorization Agreement" authorizes Valley Collaborative to debit the employee's financial institution for an amount not to exceed the original amount of the erroneous credit.

This form is used by Valley Collaborative's human resources/payroll personnel to set up an employee's direct deposit to their financial institution in ADP. The completed form is stored electronically in the employee's electronic personnel file in ADP under "Employee Documents" (Appendix E).

Form M-4 - Massachusetts Employee's Withholding Exemption Certificate

https://tinyurl.com/Valley-M-4

As an employee in the state of Massachusetts, all Valley Collaborative employee must complete an "M-4 Massachusetts Employee's Withholding Exemption Certificate".

This form is used by Valley Collaborative's human resources/payroll personnel to set up an employee's state tax withholdings in ADP. The completed form is stored electronically in the employee's electronic personnel file in ADP under "Employee Documents" (Appendix F).

Form W-4 – Employee's Withholdings Allowance Certificate (Federal Tax Form)

https://tinyurl.com/Valley-Fed-W4

As an employee in the United States, all Valley Collaborative employees are to complete Form "W-4 – Employee's Withholdings Allowance Certificate (Federal Tax Form)" which indicates to your employer the correct federal income tax withholdings from your pay.

This form is used by Valley Collaborative's human resources/payroll personnel to set up an employee's federal tax withholdings in ADP. The completed form is stored electronically in the employee's electronic personnel file in ADP under "Employee Documents" (Appendix G).

Form I-9 - Employment Eligibility Verification, Department of Homeland Security, U.S. Citizenship and Immigration Services

https://tinyurl.com/Valley-Fed-I9

"Form I-9" is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of "Form I-9" for each individual they hire for employment in the United States. This includes citizens and noncitizens.

The completed form is stored electronically in the employee's electronic personnel file in ADP under "Employee Documents I-9," with limited access (Appendix H).

Benefits Pre-Employment

GIC Enrollment/Change Form (Form-1)

https://tinyurl.com/GIC-Form-1

Valley Collaborative is a member of the Group Insurance Commission in Massachusetts. The Group Insurance Commission (GIC) provides high-quality, affordable health insurance and other benefit options to over 220,000 subscribers and 460,000 members. "GIC Enrollment/Change Form (Form-1)" allows Valley Collaborative employees to enroll in GIC's Health, Basic Life, Optional Life, and Long Term Disability Insurance.

This form is used by Valley Collaborative's human resources/payroll personnel to set up an employee's benefit deductions in ADP. The completed form is stored electronically in the employee's electronic personnel file in ADP under "Employee Documents" (Appendix I).

GIC Dental/Vision Enrollment/Change Form (Form-1DV)

https://tinyurl.com/GIC-Dental

Valley Collaborative is a member of the Group Insurance Commission in Massachusetts. The Group Insurance Commission (GIC) provides high-quality, affordable health insurance and other benefit options to over 220,000 subscribers and 460,000 members. "GIC Enrollment/Change Form (Form-1DV)" allows Valley Collaborative employees to enroll in GIC's Dental Insurance.

This form is used by Valley Collaborative's human resources/payroll personnel to set up an employee's benefit deductions in ADP. The completed form is stored electronically in the employee's electronic personnel file in ADP under "Employee Documents" (Appendix J).

GIC Employment Status Change Form (Form-1A)

https://tinyurl.com/GIC-Form-1A

Valley Collaborative is a member of the Group Insurance Commission in Massachusetts. The Group Insurance Commission (GIC) provides high-quality, affordable health insurance and other benefit options to over 220,000 subscribers and 460,000 members. The "GIC Employment Status Change Form (Form-1A)" allows prospective Valley Collaborative employees who have worked for a previous employer that was also a GIC member to transfer their current benefits without a loss of coverage.

This form is used by Valley Collaborative's human resources/payroll personnel to set up an employee's benefit deductions in ADP. If applicable, the completed form is stored electronically in the employee's electronic personnel file in ADP under "Employee Documents" (Appendix K).

State Employment Acknowledgement Form for GIC Eligible Employees

https://tinyurl.com/GIC-Acknowledgment-Form

Valley Collaborative is a member of the Group Insurance Commission in Massachusetts. The Group Insurance Commission (GIC) provides high-quality, affordable health insurance and other benefit options to over 220,000 subscribers and 460,000 members. The "State Employment Acknowledgement Form for GIC Eligible Employees" acknowledges that employees have reviewed the most recent GIC Benefit Decision Guide and understand their benefit options before they make benefit elections.

The completed form is stored electronically in the employee's electronic personnel file in ADP under "Employee Documents" (Appendix L).

Short Term Disability Form - The Hartford

https://tinyurl.com/Hartford-Short-Term

Valley Collaborative offers Short Term Disability Insurance through the Hartford Life and Accident Insurance Company. Employees need to complete the "Short Term Disability Form" to enroll in this benefit.

This form is used by Valley Collaborative's human resources/payroll personnel to set up an employee's benefit deductions in ADP. If applicable, the completed form is stored electronically in the employee's electronic personnel file in ADP under "Employee Documents" (Appendix M).

Employer Waiver/Election Form Compensation Reduction Agreement – Section 125 Cafeteria Plan

https://tinyurl.com/Valley-125-Plan

A Section 125 Cafeteria Plan is an employer-sponsored benefits plan that lets employees pay for certain qualified medical expenses – such as health insurance premiums – on a pre-tax basis. The "Employer Waiver/Election Form Compensation Reduction Agreement" must be completed when an employee elects to either (a) waive all pre-tax benefits or (b) enroll in a pre-tax benefit deducted from their compensation for their medical care coverage premium amount.

This form is used by Valley Collaborative's human resources/payroll personnel to set up an employee's benefit deductions either pre-tax or post tax in ADP. This form is also used by Valley Collaborative's human resources/payroll personnel to identify employees who are eligible to receive a $1000 taxable stipend in lieu of medical coverage. The completed form is stored electronically in the employee's electronic personnel file in ADP under "Employee Documents" (Appendix N).

GIC Overview of Health Insurance Marketplaces & Notice of Healthcare Exchange

https://tinyurl.com/GIC-Health-Connector

Health insurance Marketplaces were set up to make it easier for consumers to compare health insurance plans and enroll in coverage. In Massachusetts, the state Marketplace is known as the Massachusetts Health Connector. Valley Collaborative is required by law (§ 1512 of the ACA, which creates 29 U.S.C. 218b) to provide its employees with the information contained in the "GIC Overview of Health Insurance Marketplaces & Notice of Healthcare Exchange" notice. Valley Collaborative may or may not qualify for

subsidized health insurance through the Health Connector. If an employee is offered coverage by their employer that is considered "affordable" and meets a "minimum value" standard according to federal definitions, they most likely will not qualify for the subsidized coverage offered through the Health Connector described in the notice. However, it may still be helpful for employees to read and understand the information included in the "GIC Overview of Health Insurance Marketplaces & Notice of Healthcare Exchange" notice.

This artifact is stored electronically in the employee's electronic personnel file in ADP under "Employee Documents" (Appendix O).

Health Care Spending Accounts and Dependent Care Assistance Program

At the pre-employment meeting of prospective Valley Collaborative employees, and if the prospective employee so chooses, the Human Resource Department will facilitate enrollment into Flexible Spending plans, including Health Care Spending Accounts (HCSA) and Dependent Care Assistance Program (DCAP) provided by Benefit Strategies.

If the employee has chosen to enroll in an FSA, Valley Collaborative's human resources/payroll personnel then sets up the employee's HCSA and/or DCAP deductions as payroll deductions in ADP.

Retirement Pre-Employment

MTRS

All new hire Teachers, Speech Language Pathologists, Guidance Counselors, and Social Workers must contribute to the Massachusetts Teachers' Retirement System (MTRS). As an eligible MTRS member, an employee will make contributions to the MTRS annuity savings fund and, eventually, receive those contributions in the form of a retirement allowance, refund or, in the event of his/her death, a survivor benefit.

Registering a new hire Teacher, Speech Language Pathologist, Guidance Counselor, and Social Worker into MyTRS is a two step process:

HR logs into MyTRS and selects 'register employee.'

> Step 1: HR enters data fields to register new hire based on contract terms and receives a confirmation email of this registration.
>
> Step 2: HR emails confirmation email and steps for employee to complete the registration process within 5 days of receipt of email correspondence
>
> Valley Collaborative's human resources/payroll personnel sets up the employee's MTRS deductions as a payroll deduction in ADP.

MSRB

https://tinyurl.com/MSRB-Form

New hire employees who do not work in a Department of Elementary and Secondary Education program at Valley Collaborative, and/or who are not employed in positions that require a DESE certification must enroll Massachusetts State Retirement Board (MSRB).

The MSRB administers the Massachusetts State Employees' Retirement System (MSERS) for state employees and certain other employees of public entities. The MSERS is a contributory defined benefit system governed by Massachusetts General Law Chapter 32. The system provides retirement, disability, survivor, and death benefits to its members and their beneficiaries.

Once a new hire completes the form, the form is then mailed to the MSRB. Valley Collaborative's human resources/payroll personnel sets up the employee's MSRB deductions as a payroll deduction in ADP (Appendix P).

OBRA-457 Smart Plan

https://tinyurl.com/Smart-Plan-Mandatory

All part-time, seasonal or temporary employees of the Commonwealth of Massachusetts or a Massachusetts local government employer, are required to participate in the SMART Plan. The SMART Plan is an alternative to Social Security as permitted by the federal Omnibus Budget Reconciliation Act of 1990 (OBRA). OBRA, passed by the U.S. Congress, requires that beginning July 1, 1991, employees not eligible to participate in their employer's retirement program be placed in Social Security or another program meeting federal requirements. The SMART Plan meets those federal requirements.

All Valley Collaborative substitutes or employees who work a .5 FTE or less, must complete the Massachusetts Deferred Compensation SMART Plan - Mandatory OBRA form. Valley Collaborative's human resources/payroll personnel then scans the form to Valley Collaborative's OBRA representative. Valley Collaborative's human resources/payroll personnel sets up the employee's MSRB deductions as a payroll deduction in ADP. If applicable, the completed form is stored electronically in the employee's electronic personnel file in ADP under "Employee Documents" (Appendix Q).

OBRA-457 Smart Plan Voluntary

As of March 2020, this plan has not yet been offered to Valley Collaborative employees.

Mass Mutual Voluntary

Valley Collaborative has previously offered its employees the option to directly contribute to a MASS Mutual Individual Retirement Account. We no longer offer this benefit upon hire. However, we do have several staff who are grandfathered in and therefore an automatic payroll deduction is set up in ADP.

AXA Voluntary – 403(b)

Section 403(b) of the Internal Revenue Code provides a way for any district employee to defer a portion of their salary into a retirement account on a pre-tax basis. Employees interested in learning more and/or setting up a 403(b) plan should contact Valley Collaborative's AXA advisor:

Patrick Belniak
774-276-0320
Patrick.Belniak@AXA-Advisors.com
www.PatrickBelniak.com

Once a plan is set up with AXA, Valley Collaborative's AXA representative emails Valley Collaborative the employee's "403(b) Tax Sheltered Salary Reduction Agreement" form. Valley Collaborative's human resources/payroll personnel sets up the employee's 403(b) deduction as a payroll deduction in ADP and stores the form electronically in the employee's personnel file in ADP under "Employee Documents"

Fingerprinting

SAFIS

https://tinyurl.com/Valley-SAFIS

Massachusetts law now authorizes fingerprint-based criminal history record checks for all public and private school employees and transportation providers, and for designated volunteers and employees of school vendors. The Massachusetts Department of Elementary and Secondary Education (ESE) and the Department of Early Education and Care (EEC), the Executive Office of Public Safety and Security (EOPSS) have partnered with MorphoTrust USA to implement the Statewide Applicant Fingerprint Identification Services (SAFIS) Program. This program provides convenient applicant fingerprinting enrollment centers throughout the Commonwealth of Massachusetts.

Prospective employees should review two important documents posted in the forms section of the MorphoTrust USA IndentoGo registration website: the SAFIS Registration Guide for PreK-12th Grade Education (DESE),and SAFIS Form 004: How to Change, Correct, or Update Your National Criminal History Record Response. (Appendix R).

Valley Collaborative HR staff should:

1. Direct new hire to Valley Collaborative website to find required SAFIS fingerprinting information.
2. HR Valley Collaborative staff receive SAFIS results via email

3. HR Valley Collaborative staff are to record SAFIS results on the "Employee Training and Clear to Work" spreadsheet columns

If a new hire has worked for a public school and has completed this fingerprinting requirement, the perspective employee can request a suitability determination letter from the receiver of the original SAFIS record. The DESE has not established regulations regarding the frequency of checks, but the regulations do permit schools to rely on "suitability determinations" made by other Massachusetts schools if: (a) fingerprints were checked during the prior seven years, (b) the individual has not resided outside of Massachusetts for longer than three years since suitability for employment was determined (i.e. successful completion of a fingerprint-based check), and (c) the individual has been continuously employed by a Massachusetts school or does not have gaps in employment totaling more than two years. 603 CMR 51.06(3); M.G.L. c. 71, § 38R.

CORI

iCORI

https://tinyurl.com/Valley-CORI

The term "CORI" is an abbreviation for Criminal Offender Record Information. CORI is defined broadly in Massachusetts General Law c. 6, § 167 to include the information described in this section as well as other types of data that identify an individual with a Massachusetts criminal offense, such as a police report or mug shot (Appendix S).

Valley Collaborative Human Resources is to:

1. Direct all new hires to complete, sign and date the Criminal Offender Record Information (CORI) Acknowledgment Form.
2. Using the iCORI web portal, HR representatives/users will submit a request for an individual's CORI
3. HR representative will record results on the "Employee Training and Clear to Work" spreadsheet columns
4. HR representative will upload the CORI Acknowledgement Form to each employees personnel file in ADP via the employee documents

Motor Vehicle Reports

Intellicorp

https://tinyurl.com/MVR-Background-Check

https://tinyurl.com/Valley-Disclosure-Form

All Valley Collaborative employees whose position requires them to drive Valley Collaborative vehicles, are required to complete "Acknowledgement and Authorization for Background Check (MVR)" and "Disclosure

Regarding Background Check (MVR)" forms. These forms allow Valley Collaborative to check a person's driving record and compare it against a Matrix of driver acceptability (Appendix T & U).

1. New hire should complete, sign and date the "Acknowledgement and Authorization for Background Check (MVR)" and "Disclosure Regarding Background Check (MVR)" forms. Verify information using identification.
2. Valley Collaborative's human resources/payroll personnel then uploads information into Intellicorp web portal.
3. Valley Collaborative's human resources/payroll personnel records the results on the "Employee Training and Clear to Work" spreadsheet columns
4. All DDS & MRC staff are also checked

DESE Primary Licenses System Onboarding

If the new hire is a licensed educator and/or in a DESE licensed role, Valley Collaborative's human resources/payroll personnel must enter them into "DESE Primary Licenses" Google sheet located in the Human Resources Google Drive.

To gather employee license information, Valley Collaborative's human resources/payroll personnel logs onto the DESE Security Portal and navigates to ELAR Welcome Page and then Administrative Inquiry. Here the Valley Collaborative's human resources/payroll personnel enters in either the employees Social Security Number, Massachusetts License Number, or their Massachusetts Education Personnel ID (MEPID). If the employee is a licensed educator, their licensing information will be listed here.

Mandated Trainings System Onboarding

According to the Massachusetts Department of Elementary and Secondary Education's approval criteria and for Massachusetts public day special education school programs, new staff may not be assigned direct care duties with students until they have participated in all mandated trainings listed under criterion 12.2 a-e through their orientation program. Valley Collaborative human resources/payroll personnel tracks the completion of these mandated trainings in a Mandated Training Tracker Google sheet by following the steps below:

1. HR enters a new hire's first name, last name, and supervisor into the Mandated Training Tracker in Google in order to populate trainings for the employee
2. During pre-employment meetings, HR provides employees with his/her Valley Google credentials
3. New hire employees are directed to the Mandated Trainings via the Valley Collaborative website at: https://www.valleycollaborative.org/domain/53 .
    a) Anti-bullying
    b) Behavior Management
    c) Bloodborne Pathogens
    d) Collaborative Safety and Runaway Students
    e) Conflict of Interest
    f) Driver Training
    g) EpiPen

h) IDEA/504
i) Reporting Child Abuse and Neglect
j) Student Discipline
k) Student Rights Confidentiality
l) Acknowledgement of Orientation Day Training 2019-2020

4. New Hires are required to complete all 12 of the above listed mandatory training modules before they can begin employment, by clicking on each training, reviewing the materials, uploading a certificate of completion if the training requires it, and then completing the google form.
5. New hires alert HR to confirm they have completed all mandatory trainings and uploaded appropriate documentation.

IVEE System Onboarding

Valley Collaborative uses Infinite Visions as it's financial software and as such all new hires must be entered into the Infinite Visions Enterprise Edition (IVEE) system before they can begin employment by following the below steps:

- Login to IVEE
- Navigate to "Employee Maintenance"
    - Click Add
    - General Information Tab
        - First Name
        - Middle Initial
        - Last Name
        - SS#
        - Mailing Address
        - Status - dropdown - Active
        - Employee Category - dropdown - Active
        - Substitutes - check box
        - Gender
        - Marital Status
        - Primary Job Title - dropdown
        - Primary Worksite - dropdown
        - Check Location - dropdown
        - Template - dropdown
    - Dates/Demographics Tab
        - Birth Date
        - Hire Date
- Check the "Process employee setup wizard" box before clicking OK
- Edit Employee Positions window - Actions - Assign Position
    - Select control code that has been assigned to employee on new hire intake paperwork
    - Once position assigned, confirm the following
        - Pay tab -
            - Salary - Actions - Set Salary Schedule
            - Hours Per Day

- FTE
- Position Dates
- Periods
- Skittle - confirm salary - OK
- Edit Employee Positions & Pay - YES - OK - OK
- Edit Employee Deductions – CANCEL

- Supplemental Pays
  - Medical Waiver
  - Stipends

ADP System Onboarding

Valley Collaborative uses Automatic Data Processing (ADP) as its comprehensive payroll and HR system and as such all new hires must be entered into ADP by following the below steps:

- Log into ADP's Worforce Now Administrator web portal
- Navigate to "Process", "HR", "Hire/Rehire", and then to "Payroll HR & Time"
- Complete all sections starting with "Personal".
  - Name
  - Tax ID Type - Select United States SSN
  - Tax ID - enter employee's SS#
  - Re-enter Tax ID
  - Hire Date
  - Reason for Hire
  - Company Code
  - Gender
  - Birth Date
  - Address
    - Country
    - Address Line 1
    - Address Line 2 & 3 if needed
    - City
    - State/Territory
    - Postal Code
    - When entering address, make a note of the county, you will need this information in the Employment portion
  - Contact Information
    - Home Phone
    - Cell Phone
    - Home e-mail (do not check "use for notification)
  - Demographic
    - Marital Status & effective date (use hire date)
    - Ethnicity/Race ID Method - Self ID (Voluntary EEO Identification Form) Visual ID (Employee's license/passport picture)
    - Ethnicity Dropdown
    - Race Dropdown
- Employment

- Job Title - select from dropdown - Required field for MTRS reporting. Consistently populating this information will also help ensure you can leverage the "Analytics" reporting as well as the Performance management functionality for reviews. **If any new values added, please notify ADP so this can be included in the MTRS report mapping.
- Reports To
- Business Unit: Required field in Workforce Now with a single default value for Valley that must be selected.

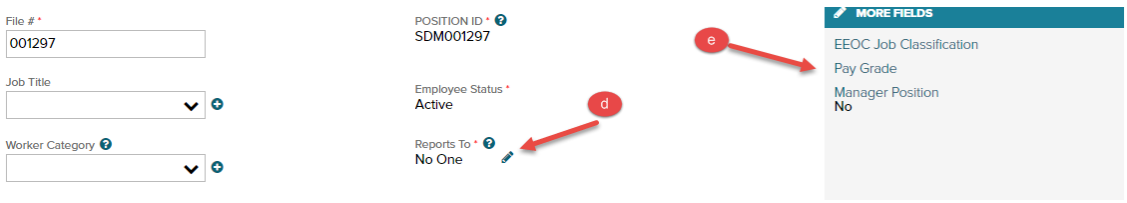
- Location - enter employee's county
- Home Department - Specify the department for the employee for information-tracking purposes

- Benefits Eligibility Class - if employee is full time, select "Designate Full Time". Specifies whether an employee is eligible for benefits
- NAICS Worker's Comp - select which applies - Workers Compensation code designation:
  - 7382 – Drivers - employees hired as DRIVERS only
    8868 – Professionals - teachers, therapies, office workers, TA, subs our major class
    9101 – All Other - all employees description "vocational" coach woodshop etc, adult and students, custodians, food service, "at risk" type employees
- FLSA - Non-Exempt or Exempt
- Home Cost # - This is the "account number" that needs to be assigned to the employee to determine how their PR amounts should be recorded for the General Ledger. See list.

File # & Position ID will be automatically generated by the system

Worker Category: Specify if the employee is FT, PT, Temporary, Retired.

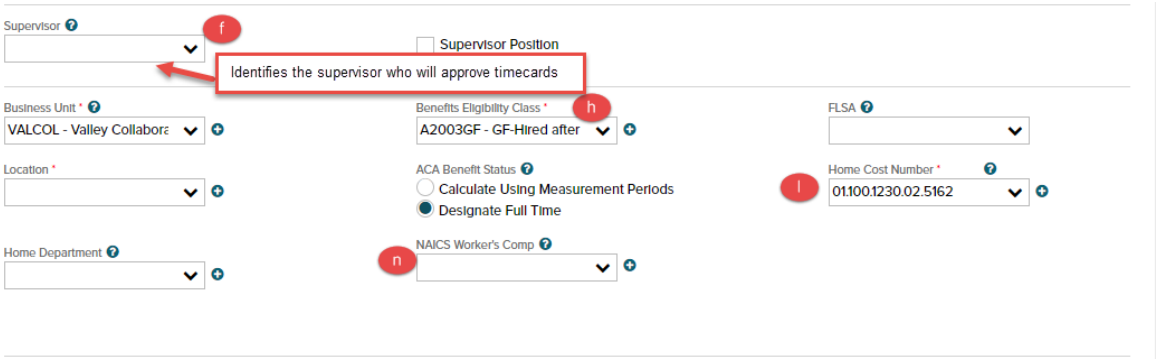
MORE FIELDS: Specify the EEOC Job classification and whether the employee is in a "Manager Position". This sometimes does not necessarily mean they have direct reports.



Supervisor: This indicates the employee's manager who is responsible for approving their timecard in Time & Attendance. For Valley, this is the same as the "Reports to" manager but must be separately maintained. This is a required field although it doesn't have a red asterisk.

ACA Benefit Status:

If the employee is Full Time, select "Designate Full Time"
If the employee is Part Time, select "Calculate Using Measurement Periods".



Work Contact Information:

- Work Phone: Populate the work phone number if applicable
- Work Cell: Indicate cellphone number if it's a company issued cellphone number. Otherwise the cellphone number will be listed in the "Personal Information" section.
- Work Email: Populate the employees' work email address and ensure the "Use For Notification" box is selected. This will ensure all Workforce Now related notifications will be sent to this email address.

- Payroll
  - Pay Frequency - already populated and defaulted to bi-weekly
  - Regular Pay Rate –
    - Specify if the employee is Hourly or Salary. Refrain from using the "Daily" option.
    - Populate the corresponding Hourly or per pay period biweekly salary amount for the respective pay rate type.
    - Box to the right of the Regular Pay Rate - enter hourly rate for Non-Exempt and Bi-weekly amount for Salary (calculations from IV)
  - Rate 6: Weekly hours
  - Rate 7**:** FTE 1.0 + Annual Salary as of July 1.
  - Rate 8: Actual FTE & Annual Salary as of July 1.
  - Rate 9: Annual Prorated based on DOH, FTE & Split position. (From IV)

Rate 2 Amount: For Salary employees, put in their hourly rate equivalent. This field is unnecessary for Hourly employees.

Standard hours: Do not populate a value for hourly employees. For Salary employees, populate the expected amount of hours worked for a bi weekly pay period so this can be reported on PR reports and the pay statements.

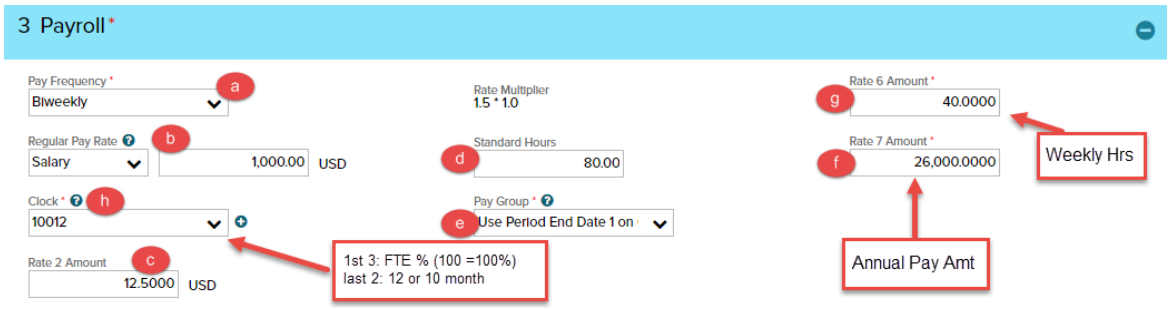
Pay group: Defaults to Use Period End Date 1 on checks. Keep as is since all your employees have the same pay period ending date.

Rate 7 Amount: Calculated annual pay for employees since the system generated annual pay is not accurate for many of your employees because they don't receive pay for all 26 pay periods in a year.

Rate 6 Amount: Scheduled *Weekly* hours which can be up to 2 decimal points out. This information is used on the MARIS reporting, but should be populated for all employees for consistency. (i.e. FTE 1 employee who works 8 hrs/day would have a value of "40"). This will also populate as a memo WH amount on the PR register.

Clock: Identities the FTE % and contract term for employees for the MTRS report. **This field can be maintained on the "Pay Profile" screen and under the "clock & Data control" area.

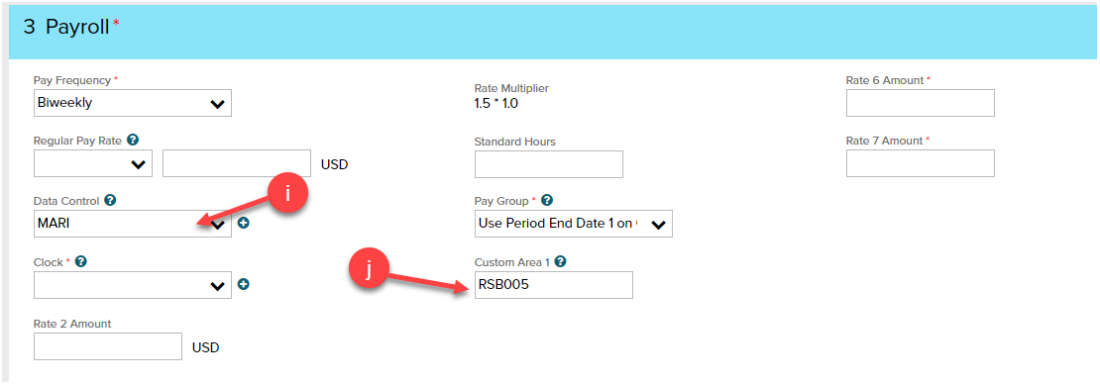
1st three numbers: Indicates the FTE % (i.e. 100 = FTE 1 or 100%, 060 = FTE 0.6 or 60%, etc)
Last 2 numbers: value of 10 or 12 to indicate whether the employee is contracted for 10 months or 12 months.
EXAMPLE: FTE=1.0 & WORK CALENDAR = 212 > CLOCK CODE=10012
EXAMPLE: FTE=0.6 & WORK CALENDAR = 182 > CLOCK CODE=06010



Data Control: Identifies whether the employee is enrolled in MARIS or MTRS Retirement plans. This information is used to qualify whether an employee should be included on MARIS or MTRS files. **This field can be maintained on the "Pay Profile" screen and under the "clock & Data control" area.

Custom Area 1: Identifies whether an employee is contributing 8% or 9% to MARIS retirement to ensure the appropriate code appears on the MARIS files. **This field can be maintained on the "Pay Profile" screen and under the "custom area" section.

Input the value "RSB004" if the employee is contributing 8% toward MARIS
Input the value "RSB005" if the employee is contributing 9% toward MARIS



- Tax
    - Federal Marital Status
    - Worked in State
    - State Marital Status
    - Federal Exemptions
    - SUI/SDI Tax Code
    - State Exemptions

Federal Marital Status: Populate the Federal Marital status the employee has indicated on their W-4

Federal Exemptions: NEW W4!

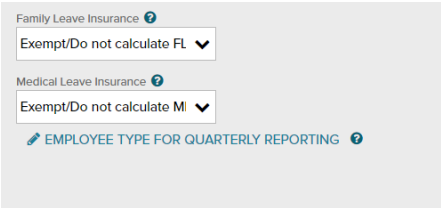
Worked In State: Indicate Massachusetts

State Marital Status: Indicate the marital status the employee would like to claim for state income taxes

State Exemptions: Indicate the marital status the employee would like to claim for state allowances/exemptions

SUI/SDI Tax code: Indicate Massachusetts

- Click on MA-02 Massachusetts
    - Effective date is Hire date.
    - Valley is exempt from Family Leave Insurance and Medical Leave Insurance
    - Select "Exempt/Do Not Calculate FLI/MLI" for both drop downs.



Direct Deposit

Deduction Code: Select either the CK1 or SV1 deduction code depending on whether it is a checking or savings account. **click "ADD AN ACCOUNT" in upper right hand corner once all steps completed if there is an additional bank account to add.

Amount to Deposit:
Full Net:
Full net pay to be deposited to that account. Can also mean *remaining net pay* is deposited into this account if the employee has multiple direct deposit accounts. (i.e. $100 going into a savings account then selecting "full net" for their checking account to having the remaining net after the $100 is deposited to go into this checking account.)
Partial Net:
Dollar amount to be deposited into the bank account indicated. **If another account with "full net" is not set up, the employee will receive their remaining net pay as a physical check.

Percent Net: Percentage of net pay to be deposited into the bank account indicated. **If another account with remaining percentage to total to 100% is not setup, then the employee will receive their remaining net pay as a physical check.

For Bonus Pay Only: Select box if this bank account is reserved to be used only when bonus payments are made. Click the question mark icon for further details on how the system identifies a bonus pay.

Priority #: If there are multiple partial net direct deposits, this will prioritize which accounts receive the partial net direct deposit first in case the total net is not enough to cover all partial net direct deposits.

Transit ABA Number: Routing number that identifies the employees' bank.

Bank deposit Account Number: Bank account number

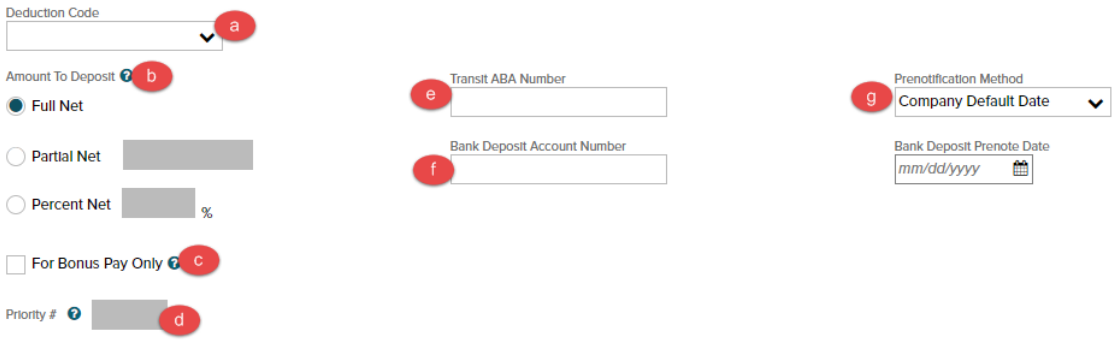
Prenotification Method: Prenotification submission to send a $0 direct deposit for the first processing (employee will get a physical check).

Company Default Date: USE THIS FOR VALLEY Direct deposit account is not active for direct deposits to post for 10 business days to ensure enough time for the employees' bank to confirm direct deposit information is accurate.

None: To waive the prenotification and activate the direct deposit immediately.

Override Default Date: DO NOT USE FOR VALLEY Select this if you want to specify a bank deposit prenote date to use instead. Sometimes companies who pay on a weekly payroll schedule select this and indicate a day 5 business days out to ensure that the next payroll (1 week later).

a. Bank Deposit Prenote Date: Alternative date for when the prenotification hold should be lifted to make the direct deposit account active.



Time & Attendance

Populate all fields in the "Payroll" step with the red asterisk (*) that notates the field is required and assess whether the non-required fields are applicable to the associate. Once all applicable fields listed below are populated, click NEXT:

Pay Class:

Hourly FT –Hourly employees who have hours worked and time off tracked in their timecards

Hourly FT 260—Hourly employees who have hours worked and time off tracked in their timecards, but also receive Holiday hours

Salary –No longer in use

Substitute—Substitute teachers only

Include in Time Summary/Payroll: Should default as being selected. This should always be selected in ensure the employee's hours are sent to PR to be paid out

Badge Number: Skip this field as it's not applicable unless you begin having employees clock in/out each day.

Department: If previously populated in the Employment section, this will display.

Time Zone: Populate the time zone.

Emergency Contacts

Populate emergency contact information using New Hire Emergency Contact Form.

Click the "ADD ADDITIONAL CONTACT" option in the upper right hand corner if more than one contact available.

Custom Fields

Hours per day: Populate the Hours per day the employee works. This field is for lookup purposes only and is not linked to any ADP configuration.

Work Calendar: Select the appropriate Work Calendar designation. This field is for lookup purposes only and is not linked to any ADP configuration.

Time Off

Keep Bereavement & Jury Duty. Choose the Personal policy that applies to employee. Delete policies that do not apply to employee - DONE.

Blackout Calendar: Skip this field

Time-Off Policies: Expand the "assign time-off Policies" icon then move policies over from the left to right to indicate which policies the employees should be assigned.

Personal day policy - 2 days for new hires hired before December 31st; 1 day for new hires after January 1st.

Sick Time: Prorated based on DOH. Use sick day calculator. Number of months remaining – include DOH month if hired before the 15th of the month.

Accrual rate x daily hours (ex. 6.5) = amount of prorated hours.

For months worked, all contracts are 12 months except 180/182 which are 10 months.

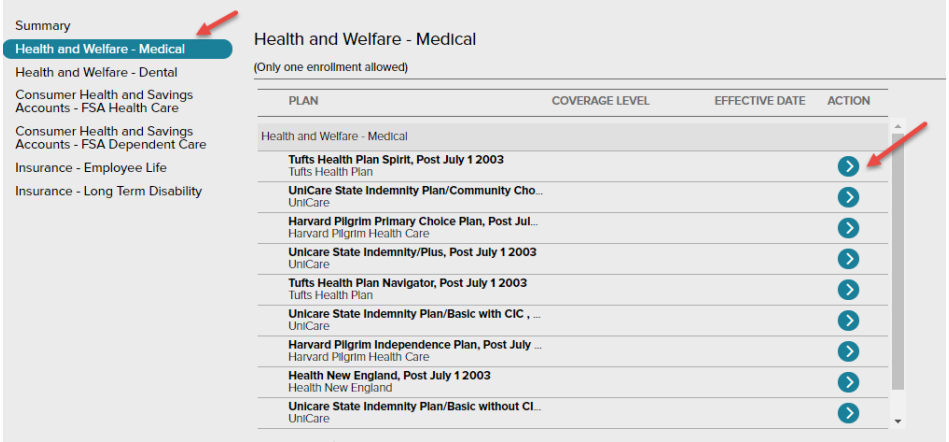
Start date: Put in the effective date (DOH) for when the employee should begin accruing. The monthly accruals are awarded precisely on the 15th of each month so the effective date should coincide on or after this day for any given month to ensure the employee receives their first accrual in the intended month.

End date: Leave blank

Benefit Enrollments (for eligible employees):

Once you click "Next" after the Time Off step, you will be advanced this screen with the option to "auto enroll this employee in a medical plan (if eligible)" or "do not enroll this employee in a medical plan. The option you will select if the employee is eligible for benefits is "Proceed to Enrollments".

On the Enrollments page, select the plan type on the left then click the "ACTION" icon then "view/enroll" next to the plan you would like to enroll the employee in.



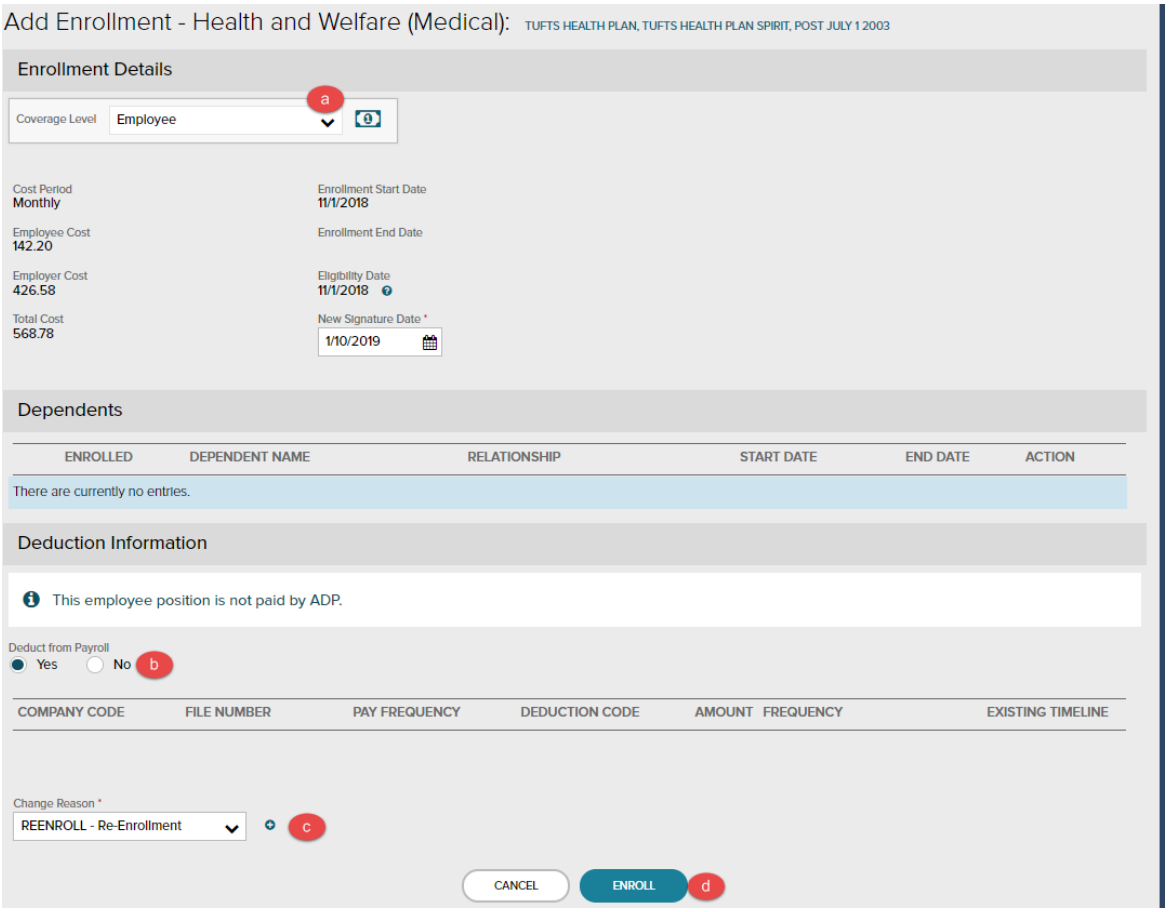
Populate the effective date for the benefit then click DONE. The system will automatically ensure the benefit deduction populates in the employee's pay profile screen 2 payrolls prior to the effective date indicated for the benefit for medical, dental and vision.

Populate the coverage level for this benefit in the drop down box, which will automate the other fields to display the cost breakout

Deduct from Payroll will automatically be selected to ensure the employee will have the employee premium withheld from their paycheck.

Populate the Change reason for the enrollment in the drop down box

Click "ENROLL" at the bottom of the screen



Review all the sections of the new hire record you populated then click "DONE" in the upper right hand corner.

You will receive a confirmation message that the new hire has been added and the "Hire History" will be available on the Process>HR>Hire/Rehire screen.

There is the option to save & exit at any time to return back to the "In-Progress Hires" tab to resume where you left off with adding a new hire.

If the employee is benefits eligible and you select the "Proceed to Enrollments" option, this will automatically navigate you to the benefits enrollment screen to enroll the employee in benefit plans.

CRITICAL Additional Steps: Once the new hire has been added using the template, navigate to the PAY>Pay Profile screen:

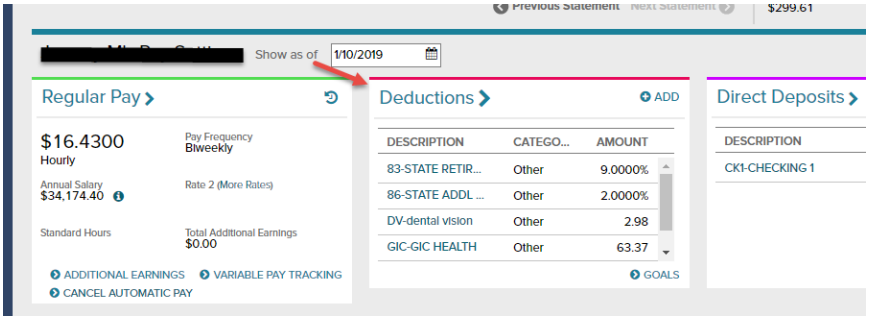
Deductions:

Add any deductions that might be applicable such as MARIS, MTRS and/or 401k deductions.

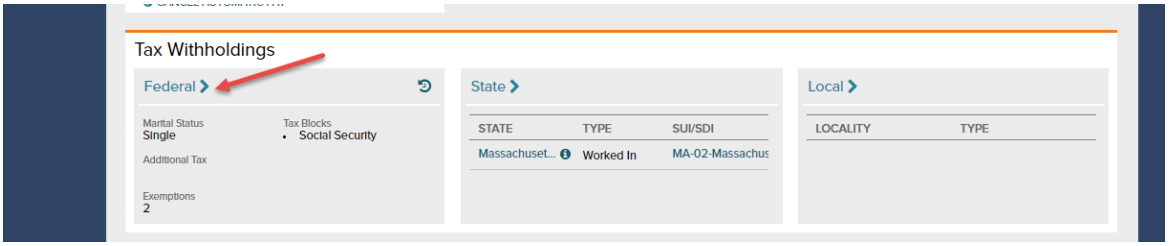
If employee elects STD, LTD, or OPL, calculate correct amounts for employee using formulas for each benefit. Once the calculation is done, set up in employee's pay profile. STD is effective as of hire date. LTD & OPL follow the GIC waiting period rules.

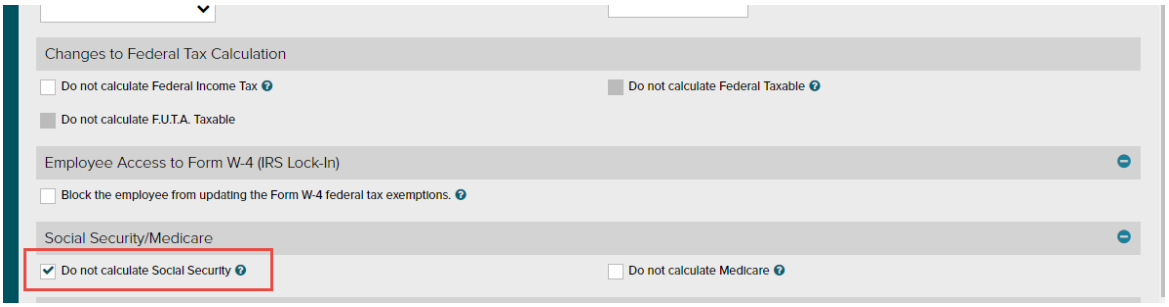
OBRA Eligible employees - add 'Status Flag'

If a court order for a garnishment/child support order/lien is received for this employee, add the agency in the PAYEE validation table (Setup>Tools>Validation Tables>Payees (under the Wage Garnishments section). Then add the appropriate garnishment deduction. **Don't forget to add a deduction goal limit for any liens that have a repayment amount (i.e. tax levy and garnishments).



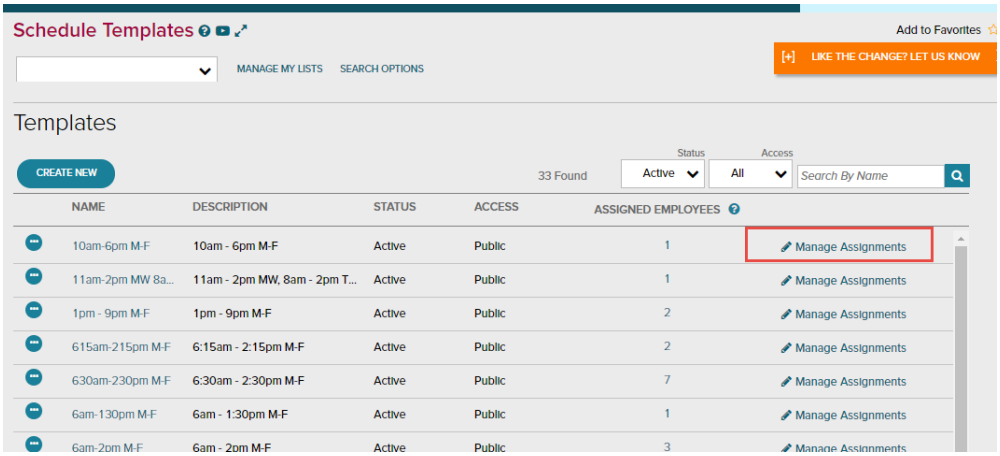
- Social Security taxable status
  - If the employee is SS exempt, click on the "Federal" section of the Pay Profile screen and select the "Do not calculate Social security" box. ONLY select this if the employee is not subject to social security as this cannot be reversed easily. The effective date should coincide with the employee's hire date.





- Time & Attendance Schedule

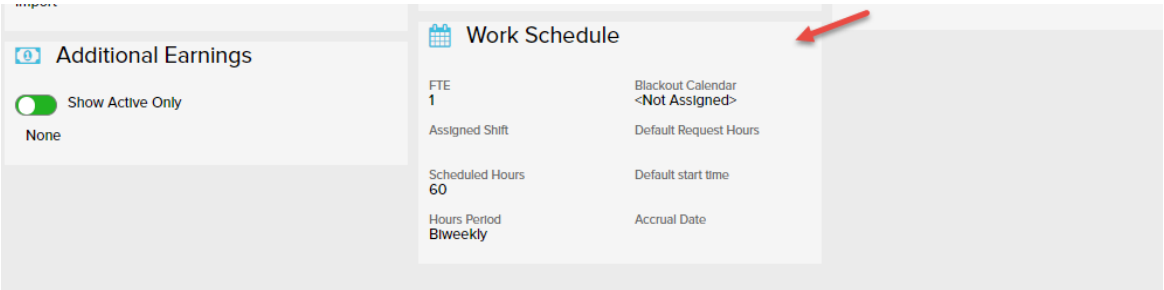
- For Hourly employees, navigate to People>Time & Attendance>Schedule Templates then find the appropriate schedule and click the "manage assignments" option.



On the next screen, check mark the box next to the new employee and click the "NEXT" Button

Additional Work Schedule Details: Navigate to the People☐Employment☐Employment Profile screen then click the edit icon that will appear in the upper right hand corner of the section to populate the following fields for informational purposes only.

FTE
Scheduled Hours



Follett Aspen System Onboarding

Valley Collaborative uses Follett's Aspen program as its student information system and as such, all new hires must be entered into the Aspen system by following the below steps:

- Log onto Aspen
- Click on 'Staff' on menu at top of screen
- Click on 'Options' and choose 'Add'
- Enter information on the Valley Collaborative Default Template (located on the right)
- Enter First Name, Last Name, Gender, Date of Birth, primary email address (use the employee's Valley email address). Navigate to the drop down and choose the school the new employee will be working in. Add the local ID and the MEPID number in the state identifier field, go to the drop

down for Type and choose the position for the employee, check off Special Education box. Make sure Status is 'Active' and then put in the hire date for the staff member. Click 'save' button at the bottom of the screen.

- Navigate to the 'Ethnicity' tab next to the Demographics tab.
- Look to the right of the screen and click on the 'Add' button.
- Click on the Race code drop down menu and click on the ethnicity and click on the 'ok' button.
- Always remember to click on the 'save' button at the bottom to save your information.
- Click on the drop down where it says 'Valley Default Template' on top right of screen.
- Choose EPIMS SIF Template.
- You are in the Staff Record (SR01-SR38) tab.
- SR09 Status should be 'Active' (drop down menu)
- SR01 MEPID number
- Make sure that SR08 (Ethnic Code) copied from Valley Default Template. If not, enter race code in again.
- Go to SR11 Date of Hire and enter
- Go to SR38 Beginner Educator and check this box off if they are in the first year of a new role.
- Make sure you click on 'save' at the bottom of the page.
- Navigate to the 'Work Assignments (WA01-WA12) tab.
- SR09 should say 'Active'
- Click on 'Add' button for WA06-WA12 Staff Positions
- WA06 Fill in School
- WA07 Fill in Job Classification
- Always click SIF SFP Primary Assignment
- WA08 Assignment
- Subject are Course - Leave Blank
- WA12 FTE - Fill in
- Do not enter End Date
- Nothing in Adjusted District ID
- Exclude from EPIMS should only be checked off for Today & Tomorrow Staff Members
- Complete all staff education fields

eSped System Onboarding

Valley Collaborative uses the eSped program for all of its special education document needs and as such, select new hires (as identified on the New Hire Request Form) must be entered into the eSped system by following the below steps:

- eSped set up for Teachers & Therapists
  - Users
    - Create/Edit Users
    - New
    - Email
    - First Name
    - Last Name
    - Role - Dropdown

- First Restriction Values: enter school staff works at - Add
- Save - employee will receive an invitation from eSped to set up their account.

Caseload Tracker System Onboarding

1. New hire Social Workers, Physical Therapists, Occupational Therapists, Speech Language Pathologists, Guidance Counselors, and BCBAs who provide therapeutic services for Valley Collaborative are provided with a Therapy Caseload Tracker google sheet.
2. HR communicates with David Illg, Assistant Principal, the new hire therapist's first and last name
3. David Illg populates new hires name into Google and emails the new hire a link to complete a Google Form
4. The new hire therapist completes the emailed Google Form
5. Once complete, the new hire therapist will then receive an email to access his/her google Therapy Caseload Tracker 'workbook.' for tracking direct and indirect IEP services provided to Valley students as well as additional programmatic job responsibilities to be logged in the miscellaneous column
6. The new hire therapist enters direct and consultative IEP services into the Therapy Caseload Tracker, as well as additional programmatic job responsibilities to be logged in the miscellaneous column

Staff Evaluation Tracker System Onboarding

All Valley Collaborative staff are evaluated annually regarding his/her job performance

1. Non-professional staff are evaluated using a Valley Collaborative developed evaluation tool with 8 outlined criteria for discussion, long with an open dialogue box for overall comment.
    a. Principal/Supervisor initiates the evaluation process each spring and completes the evaluation tool.
    b. Then, Principals/Supervisors and staff conference to review the evaluation, provide commentary as well as feedback, and gather signatures and dates as acknowledgement.
2. Professionally Licensed Staff are evaluated using the Department of Elementary and Secondary Education (DESE) rubrics to ensure each professional's performance aligns with state standards, indicators, and elements.
3. The DESE Educator Evaluation Process is accessed via an employee's Valley Collaborative Google log-in and lives in Google Drive.
4. HR emails David Illg, Assistant Principal, that a new hire who is required to complete a DESE Educator Evaluation has begun employment with Valley Collaborative and provides Mr. Illg with the new hire's first name, last name, and supervisor.
    a. If new hire employee is hired after January 1 of a calendar year, he/she is exempt from Educator Evaluation process for that school year
5. New Hires are subject to participate in a one year DESE Educator Evaluation cycle as they are 'in a new assignment'
6. Valley Collaborative's One year educator plan is an 11 Step process and the timeline for this process spans one school year (10 months)
7. Professionally Licensed New Hires need to begin the process by completing Step 1 via the following link: https://forms.gle/hJxtRZNkgvK5es9F6.
8. Once a new employee has access to his/her workbook, he/she can begin the annual process, outlined below:

Step 1: Self-assessment & Educator Evaluation Information

Step 2: Goal Setting
Step 3: Educator Initiated Educator Plan
Step 4: First Observation
Step 5: Artifacts (1st Set)
Step 6: Formative Evaluation
Step 7: Educator Response Form
Step 8: Second Observation
Step 9: Artifacts (2nd Set)
Step 10: Summative Evaluation
Step 11: Educator Response Form

Mentor Program Tracker System Onboarding

All school districts are required to provide an induction program for educators in their first year of practice. Valley Collaborative Human Resources representatives must notify Induction and Mentor Program Coordinator of New Hire.

First Aid/CPR/MAP Certification System Onboarding

Valley Collaborative Lead Nurse is to be notified of all new hires. The New hire's MAP/First Aide/CPR data is entered into "Employee Training and Clear to Work" spreadsheet columns.

Restraint Training Tracker System Onboarding

Valley Collaborative Restraint Trainers are to be notified of all new hires. The New hire's restraint training data is entered into" "Employee Training and Clear to Work" spreadsheet columns.

Medical Waiver Tracker System Onboarding

https://tinyurl.com/Valley-Medical-Waiver

All eligible Valley Collaborative employees are offered medical benefits through the GIC. If an employee chooses to waive this benefit, Valley Collaborative offers $1000 annual incentive. The "Employee Waiver /Election Form/Compensation Reduction Agreement" must be completed when an employee elects to either (a) waive all pre-tax benefits or (b) enroll in a pre-tax benefit deducted from their compensation for their medical care coverage premium amount.

If an employee chooses to waive this benefit and indicates so on the form, HR must enter them into Infinite Visions and ADP.

Human Resources/Payroll Personnel enter the employee in the "Employee Status Changes" Google sheet on the Medical Waiver tab (Appendix N).

Current Staff Changes (change forms & salary action notices)

Staff Contract/Position Changes Checklist

☐	Change form completed by Supervisor
☐	Draft new employee agreement
☐	If Exempt, complete pay breakout
☐	E-mail new employment agreement to employee with attached pay breakout if applicable and cc Principal
☐	Once employee agreement is returned, enter change on "Employee Changes" Google Sheet on the Payroll Items Tab
☐	Verify if GIC benefits will be affected. Communicate changes with employee
☐	Complete GIC Form 1A and mail, if needed.
☐	Change ACA Status
☐	Benefit Eligibility/COBRA Info Sent
☐	Employee Market Place Notice

IVEE

☐	Employee Maintenance – General Information – change primary job title
☐	Employee Positions & Pay – update description and control code.
☐	Employee Positions & Pay – Information Tab – change DAC, position type, position category, supervisor, contract
☐	Employee Positions & Pay - Actions – set salary schedule, change pay
☐	Employee Positions & Pay – Pay Tab – pay basis, hours per day, work calendar, position dates, pay periods, change account number – click "skittle" button.
☐	Employee Positions & Pay – Distribution Tab – verify regular amount and use the amount to populate "regular pay rate amount" in ADP

ADP

☐	Change MTRS/MARIS if applicable
☐	Change all applicable pay rates
☐	Change timeclock fields if applicable
☐	Search for the employee's name in the search bar in the right hand corner
☐	Click People – Employment – Employment Profile
☐	Employment Profile – Position – Edit – choose effective date, change all appropriate fields such as job title, job reason, click management position if applicable, NAICS Worker's Comp,
☐	Employment Profile – Corporate Groups – Edit – choose effective date, change reason, change all applicable fields such as Home Department, Home Cost Number
☐	Employment Profile – Work Schedule – Edit – choose effective date, change all applicable fields such as FTE

☐	Employment Profile – Regular Pay – Edit – choose effective date, change reason, change all applicable fields such as regular pay rate amount (from IVEE), basis of pay, standard hours (for salary individuals only not hourly), click on more rates (to the right of rate 2) → rate 6 = (MARIS) hours per week, rate 7 = (MTRS & MARIS) annual salary full year FTE 1.0
	Employment Profile – Time and Attendance – Edit – choose effective date, toggle using time and attendance if applicable (hourly employees changing to salary must have time and attendance toggled off.) , chose pay class if applicable, chose supervisor, toggle if the employee is now in a supervisor position,
	Employment Profile – Custom Fields – Edit – change work calendar and hours per day if applicable
	Click People – Pay – Pay Profile
	Pay Profile – Other Pay Settings – Clock and Data Control – choose effective date, choose appropriate code for "Full" • Clock: Identities the FTE % and contract term for employees for the MTRS report. **This field can be maintained on the "Pay Profile" screen and under the "clock & Data control" area. • 1st three numbers: Indicates the FTE % (i.e. 100 = FTE 1 or 100%, 060 = FTE 0.6 or 60%, etc) Last 2 numbers: value of 10 or 12 to indicate whether the employee is contracted for 10 months or 12 months. EXAMPLE: FTE=1.0 & WORK CALENDAR = 212 > CLOCK CODE=10012 EXAMPLE: FTE=0.6 & WORK CALENDAR = 182 > CLOCK CODE=06010 • Data Control: Identifies whether the employee is enrolled in MARIS or MTRS Retirement plans. This information is used to qualify whether an employee should be included on MARIS or MTRS files. **This field can be maintained on the "Pay Profile" screen and under the "clock & Data control" area.
☐	If the employee will now be contributing to State Retirement go to Pay Profile – Other Pay Settings – Custom Areas – choose effective date • Custom Area 1: Identifies whether an employee is contributing 8% or 9% to MARIS retirement to ensure the appropriate code appears on the MARIS files. **This field can be maintained on the "Pay Profile" screen and under the "custom area" section. Input the value "RSB004" if the employee is contributing 8% toward MARIS Input the value "RSB005" if the employee is contributing 9% toward MARIS
☐	People – Time Off – Policy Assignments – Change any policy assignments impacted by the staff/contract change

Does the Employee now require new trainings? Update the Training and Clear to Work Google Sheet

		DATE ENTERED	NOTES
☐	MVR		
☐	Restraint Training Certificate		
☐	First Aid Training Certificate		
☐	CPR Training Certificate		

Is the employee entered into all Valley systems?

☐	ADP
☐	IV
☐	ASPEN
☐	Mandated Trainings
☐	Caseload Tracker
☐	Ed. Eval Tracker
☐	Mentor Program Tracker
☐	eSped
☐	Primary Licenses
☐	Employee Training & Clear to Work

Do other Departments/Valley Staff need to be notified of this change?

☐	Technology
☐	Facilities
☐	Nursing
☐	Restraint Trainers

Staff Contact Information Changes

https://tinyurl.com/Valley-Employee-Info-Change

Current employees who need to update contact information must complete an "Employee Information Change Form" and submit it to the Human Resources Department. The Human Resources representative must then update this information in all impacted Valley Systems (Appendix V).

Staff Contract/Position Changes

https://forms.gle/8QxsarQYbDn9yaTr8

Supervisors who would like to offer a new position to current employees must first receive approval from the Executive Director. Supervisors must then complete a "Staff Contract/Position Change Form" which submits information to the Human Resources Department.

The Human Resources/Payroll Personnel must draft a new employee agreement and if the change results in the employee now becoming or continuing to be an exempt employee, complete a pay breakout. The employee agreement and pay break out (if applicable) should be emailed to the employee, cc'ing the supervisor. Once signed and sent back to the Human Resources Department, this information is then used to update IVEE and ADP. Once the employee agreement is returned, enter the change on "Employee Changes" Google Sheet on the Payroll Items Tab.

IVEE

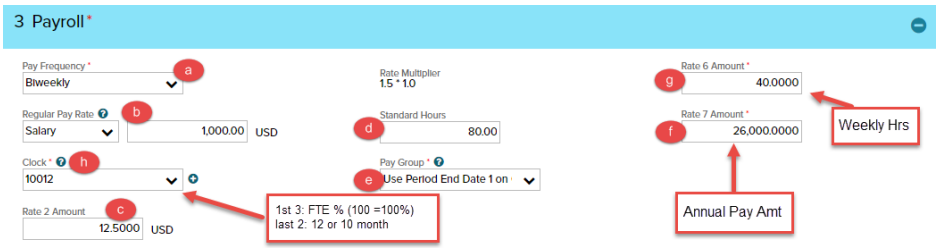
Employee Maintenance – General Information – change primary job title
Employee Positions & Pay – update description and control code.
Employee Positions & Pay – Information Tab – change DAC, position type, position category, supervisor, contract
Employee Positions & Pay - Actions – set salary schedule, change pay
Employee Positions & Pay – Pay Tab – pay basis, hours per day, work calendar, position dates, pay periods, change account number – click "skittle" button.
Employee Positions & Pay – Distribution Tab – verify regular amount and use the amount to populate "regular pay rate amount" in ADP

ADP

Search for the employee's name in the search bar in the right hand corner
Click People – Employment – Employment Profile
Employment Profile – Position – Edit – choose effective date, change all appropriate fields such as job title, job reason, click management position if applicable, NAICS Worker's Comp,
Employment Profile – Corporate Groups – Edit – choose effective date, change reason, change all applicable fields such as Home Department, Home Cost Number
Employment Profile – Work Schedule – Edit – choose effective date, change all applicable fields such as FTE
Employment Profile – Regular Pay – Edit – choose effective date, change reason, change all applicable fields such as regular pay rate amount (from IVEE), basis of pay, standard hours (for salary individuals only not hourly), click on more rates (to the right of rate 2) → rate 6 = (MARIS) hours per week, rate 7 = (MTRS & MARIS) annual salary full year FTE 1.0
Employment Profile – Time and Attendance – Edit – choose effective date, toggle using time and attendance if applicable (hourly employees changing to salary must have time and attendance toggled off.) , chose pay class if applicable, chose supervisor, toggle if the employee is now in a supervisor position,
Employment Profile – Custom Fields – Edit – change work calendar and hours per day if applicable
Click People – Pay – Pay Profile

Pay Profile – Other Pay Settings – Clock and Data Control – choose effective date, choose appropriate code for "Full"

- Clock: Identities the FTE % and contract term for employees for the MTRS report. **This field can be maintained on the "Pay Profile" screen and under the "clock & Data control" area.
- 1st three numbers: Indicates the FTE % (i.e. 100 = FTE 1 or 100%, 060 = FTE 0.6 or 60%, etc)
  Last 2 numbers: value of 10 or 12 to indicate whether the employee is contracted for 10 months or 12 months.
  EXAMPLE: FTE=1.0 & WORK CALENDAR = 212 > CLOCK CODE=10012
  EXAMPLE: FTE=0.6 & WORK CALENDAR = 182 > CLOCK CODE=06010



- Data Control: Identifies whether the employee is enrolled in MARIS or MTRS Retirement plans. This information is used to qualify whether an employee should be included on MARIS or MTRS files. **This field can be maintained on the "Pay Profile" screen and under the "clock & Data control" area.

If the employee will now be contributing to State Retirement go to Pay Profile – Other Pay Settings – Custom Areas – choose effective date

- Custom Area 1: Identifies whether an employee is contributing 8% or 9% to MARIS retirement to ensure the appropriate code appears on the MARIS files. **This field can be maintained on the "Pay Profile" screen and under the "custom area" section.
  Input the value "RSB004" if the employee is contributing 8% toward MARIS
  Input the value "RSB005" if the employee is contributing 9% toward MARIS

People – Time Off – Policy Assignments – Change any policy assignments impacted by the staff/contract change

FMLA

https://www.dol.gov/whd/fmla/forms.htm

The Family and Medical Leave Act of 1993 (FMLA) is a United States labor law requiring covered employers to provide employees with job-protected and unpaid leave for qualified medical and family reasons. All Valley Collaborative employees are entitled to this protection.

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Eligible employees are defined as employees who have already worked 12 months on the job AND 1250 hours from date the employee requests the FMLA. Eligible employees are entitled to:

- Twelve workweeks (60 scheduled work days) of leave in a 12-month period for:
    - the birth of a child and to care for the newborn child within one year of birth;
    - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
    - to care for the employee's spouse, child, or parent who has a serious health condition;
    - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
    - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or

- Twenty-six work weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Any Valley employee who misses 5 days of work due to a medical related issue, his/her manager must contact the Human Resources Department and Human Resources then reaches out to employee.

HR sends employee appropriate FMLA form (WH-380-E/WH-380-F/WH-381/WH-382/WH-384/WH-385/WH-385-V) to complete and return to HR.

Once employee submits FMLA form, HR has **ONLY 5** days to make determination on eligibility for FMLA and, if appropriate, issue Valley FMLA Approval Notice to employee. This notice is emailed to employee and is stored electronically in the employee's electronic personnel file in ADP under "Employee Documents".

HR enters the employee's name onto the FMLA tab in the Employee Status Changes Google Sheet with the anticipated start date of his/her leave.

If employee has elected Short Term Disability, HR emails employee contact information for the Hartford, along with Valley Collaborative's policy number to reference for his/her leave. Claims can be opened with the Hartford up to 30 days in advance of a short term disability.

- The Hartford will request a verification via the zip portal for all employee claims/pre-claims
- The Human Resources Department must complete the verification form and deliver back to the Hartford via the zip portal within 2 days of receipt

Once an employee experiences an event which causes the FMLA to commence, the supervisor must email HR.

HR enters any sick/vacation/personal time into the employee's ADP leave plan.

HR enters the employee's last day of work on the Payroll Items Google tab and updates the FMLA tab with this date.

Pay breakout – All salaried Valley Collaborative staff who are anticipating an expected FMLA for an extended period of time will be given an anticipated pay breakout. This pay breakout will explain monies paid to the employee before the leave, monies the employee is owed upon return of his/her leave, and how their salary will be distributed throughout their expected leave time.

GIC Benefit Premiums - All employees who have been found eligible for FMLA and access Valley Collaborative's GIC benefits must submit benefit premium payments to Valley Collaborative by the 15th of each month he/she is on leave.

- HR communicates to Accounts Payable that an employee is expected to be out on FMLA and provides the anticipated date range of the leave along with a copy of the pay breakout for the employee.
- Accounts Payable drafts monthly invoices for the employee's GIC premiums and emails the invoices to the employee.
- Accounts Payable communicates to the employee that benefit premium payments are due by 15th of each month he/she is on leave.

*If an employee does not qualify for FMLA per employee handbook, the Collaborative will not continue to pay their portion of GIC premiums for the time they are out on leave; therefore, non-eligible employees will be responsible for 100% of his/her benefit premiums for the time they are on FMLA. Non-eligible employees will also be provided with monthly invoices for the GIC premiums, outlined above.

HR must notify MTRS of contributing employees who access FMLA in MyTRS as well as through the completion of the MTRS Leave of Absence Information form, which is then mailed to the Charlestown office. https://mtrs.state.ma.us/wp-content/uploads/2018/02/leaveofabsenceinfo.pdf

ADP Bi-Weekly Pay

Pay Data

A new "Pay Data" needs to be created weekly for any changes to regular payroll. This is an excel spreadsheet formatted by ADP to except any changes to regular payroll. A "Pay Data Template" is electronically stored in the Processes and Checklists electronic folder on the Valley shared drive at the following location:

Payroll Items

Every payroll, Valley Collaborative's payroll representative checks the "Employee Changes" Google sheet. This Google sheet has many tabs. The "Payroll Items" tab tracks small payroll related items and can be sorted by pay period. For example, if an employee has a change in their 403(b) contribution, the Valley Collaborative Human Resources/Payroll representative would enter this information on the "Payroll Items" tab. **All** tabs on the **2019-2020 Employee Changes** sheet need to be reviewed before processing weekly payroll.

Timeline	Action
Friday after a pay date	Confirm terminated employees who received their last pay last pay period have been terminated
Friday after a pay date	Mark all items complete in Google sheet for that pay period
Wednesday prior to pay date at 9:00 a.m.	Attend HR/Payroll bi-weekly meeting.
Wednesday prior to pay date at 9:00 a.m.	Analyze New Hires GIC 1st premium deductions at HR/Payroll bi-weekly meeting.
Thursday or Friday prior to a pay date	Analyze the "2019-2020 Employee Changes" to determine what information needs to be processed in the next pay cycle.
Thursday or Friday prior to a pay date	Check Smart Compliance for any Pay Garnishments that need to take effect the next pay cycle.
Thursday or Friday prior to a pay date	Create a "Pay Data" spreadsheet for any changes to regular payroll for the next pay cycle.
Monday prior to a pay date before 8:00 a.m.	Run a "Timecard Exception Report" in ADP. Analyze this report and communicate with supervisors who need to approve their timecards. If all timecards have been approved, skip to Step 8.
Monday prior to a pay date	Run a "Timecard with Supervisor Approval" report in ADP. Analyze all timecards that have supervisors' approval and make all applicable corrections in timecards.
Monday prior to a pay date	Rerun a "Timecard Exception Report" in ADP until all timecards have been approved.
Monday prior to a pay date	Run an "Employee Total Hours Report" in ADP. Analyze all timecards and make all applicable corrections in timecards.
Monday prior to a pay date	Email ADP and request timecards to be brought over for payroll processing and to generate a payroll preview.
Monday or Tuesday prior to a pay date	Once confirmation that a payroll preview register has been generated, analyze the register and create a list of any manual corrections that need to be made by ADP.
Monday or Tuesday prior to a pay date	Review corrections to the payroll register with Dr. Scott or Joia Mercurio for approval
Monday or Tuesday prior to a pay date	Once corrections are approved, email ADP with the corrections that need to be made by ADP. Repeat this step until the register is accurate.
Tuesday prior to pay date	Once you feel all corrections have been made – seek approval from Deputy Director or Executive Director to accept payroll
Tuesday prior to a pay date	Email ADP and let them know you accept payroll to be processed
Tuesday prior to a pay date	Save the final payroll register from step 10 to the shared drive in the following location: 40 Linnell\HR_LINN\PAYROLL REGISTERS

Analyzing Payroll Registers:

Once HR/Payroll personnel receives a payroll register from ADP, it must be analyzed.

1.) Go to company totals tab and ensure there are no FLI & MLI deductions in the deductions columns.

2.) Confirm any/all changes are correct using **all** tabs of the "2019-2020 Employee Changes".

3.) Skim over the hour's column for anything unusual. If a correction/corrections are needed email Madhav Skye and at ADP. Then request an updated payroll preview.

4.) Once all corrections have been completed, review with Joia or Dr. Scott prior to accepting payroll.

Traditional Payroll Steps/Timeline (T4P)

Log into ADP (T4P Log in)

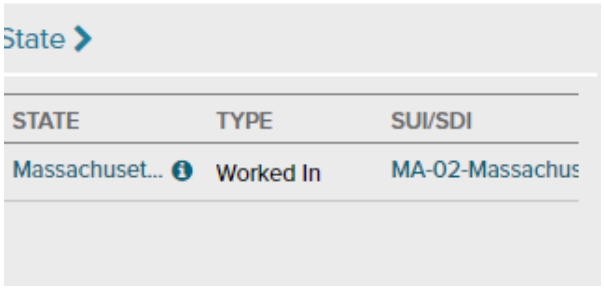
Entering a new hire:

Process:

- HR – HIRE/REHIRE – PAYROLL ONLY (SYSTEM)
- PERSONAL
    - Name
    - Tax ID Type
        - Tax ID – Social Security Number
        - Re-enter Tax ID – Social Security Number
    - Hire Date
    - Reason for Hire – Dropdown: Existing Position
    - Company Code – Dropdown: T4P
    - Gender
    - Birth Date
    - Correspondence Language – Dropdown: English

- Address
    - Country – Dropdown: United States
    - Address 1
    - Address 2 (if needed, Apartment #)
    - City
    - State/Territory
    - Postal Code
- Work Address – N/A
- Contact Information – N/A
- Demographic – N/A
- Employment
    - File # - the last 6 digits of Social Security #
    - Job Title – N/A
    - Worker Category – Dropdown: Student
    - Business Unit – N/A
    - Location – Dropdown: select program
    - Home Department – Dropdown: select program
    - More fields on right side of screen – Home Cost Number
        - Home Cost Number Dropdown: select program
            - 200 = Site 3
            - 400 = Site 1 & Site 2
- Payroll

- Pay Frequency – Bi-weekly
- Regular Pay Rate – Dropdown: Hourly; tab over & enter $5.00
- Data Control – N/A
- Clock – N/A
- Rate 2 Amount - $10.00
- Basis of Pay – N/A

- Tax
  - Federal Marital Status – Reference form completed by student
  - State Marital Status – Reference form completed by student
  - State Exemptions – Reference form completed by student
- Done
- Enter student's name in blue search bar in upper right corner of screen
- Click on little box next to student's name to get options
  - Select Pay option
    - Pay Profile
    - 

    - Click on MA-02 Massachusetts
    - Change will be effective – Date of Hire
    - Family Leave Insurance – Dropdown: select Exempt/Do not calculate FLI

        - Medical Leave Insurance – Dropdown: select Exempt/Do not calculate MLI

    - Direct Deposit

        - Click Add
        - Effective On – Hire Date
        - Deduction Code – Dropdown: select either checking or savings
        - Routing Number
        - Account Number
        - Prenote End Date – Company Default
        - DONE

Generating Payroll:

- Go to: Process, Payroll, Payroll Cycle
- Click start new cycle
- Continue
- Confirm pay date is correct
- Email personnel responsible for student/adult timecard hours import that the pay cycle has been moved forward and ready for import.
- Confirm number of hours on import with personnel responsible for TCP import.
- Confirm on register
    - Total number of hours
    - No FLI & MLI deductions
    - Review register.
- Accept.

Termination Process

When a Valley Collaborative employee notifies Human Resources of a voluntary resignation, Human Resources writes the employee a closeout letter. This closeout letter serves to close out the employee's employment at Valley Collaborative and contains information on the employee's termination date, details regarding his/her last pay, and may contain a pay breakout (salaried staff). This pay breakout will explain

what monies the employee is owed and how their salary has been distributed throughout their work year. This letter will also provide an explanation of unemployment benefits through The Commonwealth of Massachusetts Executive Office of Labor and Workforce Development Department of Unemployment Assistance with "How to Apply for Unemployment Insurance Benefits" pamphlet. The letter will also contain information regarding Consolidated Omnibus Budget Reconciliation Act (COBRA) through the GIC. When distributing this letter to the employee, the employee's Supervisor should also be notified.

Human Resources/Payroll personnel enters the employee onto the 2019-2020 Employee Status Changes Google Sheet in the Terminations tab.

Termination Check List:

- ☐ Entered into Employee Changes Google Sheet – Payroll Items and Termination Tabs
- ☐ Log into IV and retrieve control code for terminating employee
- ☐ Entered the control code into HR-IVEE Google Sheet and complete "replacing" column with the name of the terminating employee
- ☐ Scanned employee's resignation letter into ADP
- ☐ Closeout letter
- ☐ Pay breakout (if salaried employee)
- ☐ "Unemployment Benefits" pamphlet
- ☐ GIC Form 1A mailed on:
- ☐ Hartford – Short Term Disability
- ☐ Email Technology Department
- ☐ Benstrat termination
- ☐ MTRS - Retirement termination
- ☐ Personnel files – Employees hired prior to 2015 - hard copies retrieved from back room & placed in termination cabinets

Valley Systems

- ☐ ADP
- ☐ IV
- ☐ ASPEN
- ☐ Therapist Caseload Tracker – email David Illg
- ☐ Teacher Educator Evaluation Tracker – email David Illg
- ☐ Teacher Mentor Program Tracker – email Chrystalia Metrakas
- ☐ Teacher - eSped
- ☐ Employee Training & Clear to Work
- ☐ DESE Primary Licenses

IVEE termination

In order to vacate a terminated employee from his/her position in Infinite Visions, the payroll representative must follow the following steps:

- Go to Employee Maintenance
    - Find the employee
    - Action to Termination Wizard – click yes –
    - From termination options complete the first four options
    - Go to Positions & Pay - Highlight the position row then go up to actions and select "vacate record"
    - If supplemental rows (i.e. Longevity, Medical Waiver, etc.) exist, highlight and delete

ADP termination

In order to terminate an employee from ADP, the payroll representative must follow the following steps in Workforce Now:

1. Go to Process - HR -Terminate.
2. Enter Employee Name.
3. Start termination wizard.
4. Add end date for insurance.
5. Cobra – no
6. Direct Deposit – Cancel next cycle
7. 182 employees who terminate in June (contract not renewed) need owed balance of salary paid to them.
8. Upload letter of resignation, closeout letter, pay breakout, and any invoices generated to Employee Documents

GIC termination

https://tinyurl.com/GIC-Form-1A

Valley Collaborative employees who resign and/or are terminated must complete the GIC's Form 1A. In the event the terminating employee does not complete this form, Valley Collaborative Human Resources staff mail Form 1A to the GIC. This form cancels all health, dental, long term disability insurance, optional life insurance, and basic life insurance benefits (Appendix K).

HCSA/DCAP (FLEX) termination

The Human Resource/Payroll representative logs into the Benefit Strategies employer portal at: https://benstratemployer.navigatorsuite.com.

Once in the portal, use the 'Employees' tab to update the employee's status to 'terminated' and provide the status change date.

Short Term Disability

The Valley Collaborative Human Resources/Payroll representative logs into the Hartford web portal https://employerview.hartfordlife.com/employerView and enters the employee's first and last name on the main page. Once the terminated employee's information is retrieved, the representative can enter a termination date to update the status, immediately

Terminating Retirement Benefits

MTRS

The Human Resource Department representative must log into MyTRS and click on "update employee's information." From this screen, an employee's last pay date can be entered and the employee's status can be set to 'non-contributing.'

MSRB

The Human Resource Department representative must note the termination date of a contributing employee in the MARIS system after the last payroll deduction is noted on a pay period end date report.

OBRA-457 Smart Plan

OBRA-457 Smart Plan Voluntary

Mass Mutual Voluntary

AXA Voluntary

ASPEN Termination

When Terminating Staff:

- Go to SR09 and change to 'Inactive'
- Go to SR10 Reason for Exit
- Go to SR27 Put in Exit Date
- Make sure you 'save' the information at bottom (or top) of page.

eSped Termination

To terminate employee from eSped:

- Users
    - Create/Edit Users

- Find - enter employee's name
- Click on email to open row - DELETE - OK

DESE Primary Licensure System Termination

If the new hire is a licensed educator and/or in a DESE licensed role, code them as "terminated" in the "DESE Primary Licensure" Google sheet located in the Human Resources Google Drive in "New Hire Process"

Mandated Trainings System Termination

Valley Collaborative Human Resources staff must code terminated staff in the Mandated Training Tracker as "terminated"

Caseload Tracker System Termination

Notify David Illg, Valley Collaborative Transitional High School, Alternative Programming, and Assistant Principal, of all terminations. David Illg, manages the creation and maintenance of the Caseload Tracker System.

Educator Evaluation Tracker System Termination

Notify David Illg, Valley Collaborative Transitional High School, Alternative Programming, and Assistant Principal, of all terminations. David Illg, manages the creation and maintenance of the Educator Evaluation Tracker System.

Mentor Program Tracker System Termination

Notify Valley Collaborative's Induction and Mentor Program Coordinator of all terminated employees. The Induction and Mentor Program Coordinator manages the creation and maintenance of the Mentor Program Tracker System.

Employee Training and Clear to Work

Code all terminated employees as terminated in "Employee Training and Clear to Work" Google sheet

Medical Waiver Tracker System Termination

Upon an employee's termination from Valley Collaborative who was eligible to receive the medical waiver, the Human Resources representative accesses the "Employee Status Changes" Google sheet and navigates to the "Medical Waiver" tab. This representative then enters the terminating employee's termination date onto this tab.

Unemployment Insurance

In accordance with Massachusetts Employment and Training Law, Valley Collaborative provides a copy of the guide "How to apply for Unemployment in Massachusetts" to each of our employees who separate from work, permanently or temporarily. Please note, decisions regarding eligibility for and amounts of unemployment benefits are made by the relevant state agency, not by the Collaborative.

- Human Resources Department is contacted by Unemployment Insurance via the Massachusetts Division of Unemployment Assistance: Employer Login online portal of employees who separate from work from Valley Collaborative and who apply for unemployment benefits with Massachusetts.
- Human Resources representative must log into the Massachusetts Division of Unemployment Assistance Employer Login online portal and check the correspondence and inbox tabs for communication regarding applicants for unemployment insurance.
- Questionnaires must be completed via the Massachusetts Division of Unemployment Assistance Employer Login online portal and submitted by the timeframe requested by the Department of Unemployment

Employment Verifications

The Human Resources Department provides a variety of employment verifications for current and previous employees. Verifications that are received via fax, phone, and/or email (with consent from a Valley employee) are returned to the requester within 5 business days from the date of the original request. Once an employment verification is completed, a copy of the verification is stored electronically in the employee's electronic personnel file in ADP under "Employee Documents".

Personnel Records

A personnel record is a record that identifies an employee to the extent that the record is used or has been used or may affect or be used relative to that employee's qualification for employment, promotion, transfer, additional compensation or disciplinary action. Personnel records include:

- Name
- Address
- Date of birth
- Job title and description
- Rate of pay and any other compensation paid to the employee
- Starting date of employment
- Job Application, resumes
- Performance evaluations
- Warnings and discipline
- Waivers and agreements signed by the employee
- Probationary period
- Dated termination notices

Valley Collaborative shall notify an employee within 10 days of the employer placing in the employee's personnel record any information to the extent that the information is, has been used or may be used, to negatively affect the employee's qualification for employment, promotion, transfer, additional compensation or the possibility that the employee will be subject to disciplinary action.

Valley Collaborative, after receiving a written request from an employee, shall provide the employee with an opportunity to review such employee's personnel record within 5 business days of such request. The review shall take place at the place of employment and during normal business hours.

A Valley Collaborative employee shall be given a copy of the employee's personnel record within 5 business days of submission of a written request for such copy to the employer. Valley Collaborative is not required to allow an employee to review the employee's personnel record on more than 2 separate occasions in a calendar year; provided, however, if Valley Collaborative places negative information in the file, the employee can review the file and that review does not count toward the two reviews per calendar year limit.

Valley Collaborative shall retain the complete personnel record of an employee as required to be kept without deletions or expungement of information from the date of employment of such employee to a date three years after the termination of employment by the employee. In any cause of action brought by an employee against Valley Collaborative in any administrative or judicial proceeding, including but not limited to, the Massachusetts Office of Affirmative Action, the Massachusetts Commission Against Discrimination, Massachusetts Civil Service Commission, Massachusetts Labor Relations Commission, attorney general, or a court of appropriate jurisdiction, Valley Collaborative shall retain any personnel record required to be kept under this section which is relevant to such action until the final disposition thereof.

If there is a disagreement with the information in a personnel file, removal or correction may be mutually agreed upon by the employer and employee. If there is no mutual agreement, the employee may submit a written statement explaining the employee’s position which shall become part of the employee’s personnel file.

Suitability Determination Procedures

Valley Collaborative retains documentation of the review of an employee, applicant, subcontractor, laborer, school transportation provider, or volunteer's national criminal history check results for the duration of an employee's employment or for seven years, whichever is longer. The documentation must include, and is limited to, the following:

(a) The name and date of birth of the employee or applicant;

(b) The date on which the school employer received the national criminal history check results; and,

(c) The suitability determination (either "suitable" or "unsuitable").

Documentation to be provided upon request: Valley Collaborative must provide a copy of the documentation of the suitability determination of an individual to another school employer, or to the

individual, upon request of the individual for whom Valley Collaborative conducted a suitability determination.

Reliance on a Favorable Suitability Determination: When an individual for whom a school employer or the Department of Elementary and Secondary Education has made a suitability determination applies to work for Valley Collaborative, Valley Collaborative obtain and may rely on a favorable suitability determination, if the following criteria are met:

(a) The suitability determination was made within the last seven years; and

(b) The individual has not resided outside Massachusetts for any period longer than three years since the suitability determination was made; and **either**

(c) The individual has been employed continuously for one or more school employers or has gaps totaling no more than two years in his or her employment for school employers; or

(d) If the individual works as a substitute employee, the individual is still deemed suitable for employment by the school employer who made a favorable suitability determination. Upon request of another school employer, the initial school employer shall provide documentation that the individual is still deemed suitable for employment by the initial school employer.

CORI Procedures

In accordance with M.G.L. c. 268, §1, M.G.L. c. 71, §38R, and M.G.L. c. 6, § 172(a)(3), these procedures are applicable to the criminal history screening for current and prospective employees, volunteers, consultants, subcontractors providing services to Collaborative students, all potential employers of students in internships or cooperative education programs, and others who may have direct and unmonitored contact with students and adults with special needs.

Where Criminal Offender Record Information (CORI) and other criminal history checks may be part of a general background check for current and prospective employees, volunteers, consultants, subcontractors providing services to Collaborative students, all potential employers of students in internships or cooperative education programs, and others who may have direct and unmonitored contact with students and adults with special needs, the following practices and procedures will be followed.

I. CONDUCTING CORI SCREENING
CORI checks will only be conducted as authorized by the Department of Criminal Justice information Services (DCJIS) and MGL c. 6, §. 172, and only after a CORI Acknowledgement Form has been completed.

A CORI acknowledgement form shall be completed every two years for checks. Please note, the DCJIS CORI Acknowledgment Form adopted by Valley Collaborative notifies individuals that their CORI may be requested at any time within the one year that the acknowledgment form is valid.

II. ACCESS TO CORI
Valley's iCORI's Representatives and Users have received training and therefore have an understanding that all CORI obtained from the DCJIS is confidential, and access to the information will be limited to iCORI

Representatives and Users who "need to know". This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. Valley Collaborative must maintain and keep a current list of each authorized iCORI Representative and User who has access to, or is qualified to view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.

Authorized iCORI Users & Representatives

Name	Role	Username
Kari Morrin	Representative	kmorrin
Heather Valcancas	Representative	hvalcanas
Collette Elliott	User	celliott
Kathleen Diaz	User	kdiaz

NEED TO KNOW

Chris A. Scott, Executive Director

Joia Mercurio, Deputy Director

Nicole Noska, Principal

Julie Fielding, Principal

Jennifer Bergeron, Principal

Heather MacKay, Principal

Katherine Poulin, Assistant Director of Adult Services

III. CORI TRAINING

An informed review of a criminal record requires training. Accordingly, all personnel authorized to review or access CORI at Valley Collaborative will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

Valley Collaborative is an agency required by MGL c. 6, §. 171A, to maintain a CORI Policy, all personnel authorized to conduct criminal history background checks and/or to review CORI will review, and will be thoroughly familiar with Valley Collaborative's CORI Policy and Procedures.

IV. USE OF CORI IN BACKGROUND SCREENING

CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.

V. VERIFYING A SUBJECT'S IDENTITY

If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant.

If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

VI. QUESTIONING A SUBJECT ABOUT HIS/HER CRIMINAL HISTORY

In connection with any decision regarding employment, volunteer opportunities, the subject shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to questioning the subject about it. The source(s) of the criminal history record is also to be disclosed to the subject.

VII. DETERMINING SUITABILITY

If a determination is made, based on the information as provided in section V of this policy, that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but are not limited to, the following:

(a) Relevance of the record to the position sought;
(b) The nature of the work to be performed;
(c) Time since the conviction;
(d) Age of the candidate at the time of the offense;
(e) Seriousness and specific circumstances of the offense;
(f) The number of offenses;
(g) Whether the applicant has pending charges;
(h) Any relevant evidence of rehabilitation or lack thereof; and
(i) Any other relevant information, including information submitted by the candidate or requested by the organization.

The applicant is to be notified of the decision and the basis for it in a timely manner.

VIII. ADVERSE DECISIONS BASED ON CORI

If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified in accordance with DCJIS regulations 803 CMR 2.18, 2.19). The subject shall be provided with a copy of the Valley Collaborative's CORI Policy & Procedures and a copy of the criminal history (unless a copy was provided previously). The source(s) of the criminal history will also be revealed. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of DCJIS' ***Information Concerning the Process for Correcting a Criminal Record.***

(Appendix X)
(Appendix Y)

IX. SECONDARY DISSEMINATION LOGS
All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. Valley Collaborative does not disseminate CORI to secondary organizations.

Workman's Compensation

Employees who are injured at work must complete a staff incident report as soon as an injury happens, but no later than 24 hours after the injury (Appendix W).

Principals must submit the staff incident report to the Human Resources Department. HR reviews the information and if:

- There is no lost time nor outside medical intervention involved, the incident report is filed in the employee's ADP electronic personnel file under "Employee Documents".
- If there is lost time and/or outside medical intervention involved, Human Resource representative will initiate a claim with the Workers' Compensation Carrier and then file the Incident Report in the employees ADP electronic personnel file under "Employee Documents:.

The Human Resources representative must access Valley Collaborative's A.I.M. Mutual Insurance portal to enter the claim, using the staff incident report at: (https://www.aimmutual.com/)

- Upload original incident report as PDF to A.I.M. portal
- Once claim has been filed via the website, Human Resource representative saves a PDF copy of the claim and uploads to ADP employee documents.

An A.I.M. representative is then assigned to the case and the Human Resource Department is notified. Representatives are assigned to injured employees based on the type of claim:

- Claims to cover medical bills only, no missing wages
- Claims to cover medical bills and missing wages
  - If the injured employee is not able to return to work immediately following the incident HR will determine the last day worked and place the individual on a leave of absence until the employee is released by their doctor.
  - Valley Collaborative covers the first 5 work days missed – no benefit time applied.
  - Workman's Compensation begins on the 6th day of missed work and provides the employee with 60% of his/her wages and Valley Collaborative applies sick/personal/vacation time to supplement 40% of the employees pay to keep whole during this time.
    - If an employee is tracking to miss 5 days of work due to injury, inform Executive Director.
    - Human Resource department must fill out A.I.M. FORM 127 (Average Weekly Wage Form)

- Employee's wage will be calculated as a weekly average based on the previous 52 weeks of pay from the date of injury.

Human Resource Department informs employee of claim number and A.I.M. representative's name and contact information.

Employees out on Workman's Compensation are also advised to fill out FMLA forms.

Employee are advised to provide release to return to work to the Human Resource department before they are allowed to return to work.

Human Resource department will then advise the Principal/managing supervisor as well as A.I.M. when the employee is returned from medical leave, or the return to work date.

GIC's Annual Benefits Enrollment/Open Enrollment

Each April, the GIC's Annual Enrollment period begins and extends for a period of 4 weeks. Each March, the GIC holds a coordinator training session to highlight items that need to be communicated to staff before the Annual Enrollment period. The GIC provides updated Benefit Decision Guides via their website and holds health fairs throughout the state for employees to access.

The Human Resource Department emails all staff regarding the changes to GIC plans, as outlined during the coordinator training session. Then, HR open meetings scheduled in each school in order to meet with staff and collect updated GIC Form 1 paperwork. Each staff's updated Form 1 is then scanned and a copy is uploaded to each employee's electronic personnel file in ADP under 'Employee Documents.' Any elected change is then entered into the 'Payroll Items' tab in the 2019-2020 Employee Status Changes google sheet with the corresponding pay period to ensure changes in deductions are recorded.

The Human Resource Department then sends all changes to the GIC via the USPS within 5 days after the close of the Annual Enrollment period.

The Human Resource Department contacts the ADP Annual Enrollment Specialist assigned to Valley Collaborative to begin the open enrollment updates. The ADP Annual Enrollment Specialist and the Human Resources Department work together to test the enrollment updates and rates to ensure changes in the system are validated before deductions are scheduled to begin.

Annual Contracting

Each March, the Human Resource Department provides a complete staff list to principals/supervisors as well as the Executive Director for each program, and discusses programmatic ratios and the need for continued staffing.

Annual Performance Evaluations: Non-Professional Staff Evaluation & DESE Educator Evaluation

All Valley Collaborative staff are evaluated annually regarding his/her job performance.

Non-professional staff are evaluated using a Valley Collaborative developed evaluation tool with 8 outlined criteria for discussion, along with an open dialogue box for overall comment.

- Principal/Supervisor initiates the evaluation process each spring and completes the evaluation tool.
- Then, Principals/Supervisors and staff conference to review the evaluation, provide commentary as well as feedback, and gather signatures and dates as acknowledgement.

Professionally Licensed Staff are evaluated using the Department of Elementary and Secondary Education (DESE) rubrics to ensure each professional's performance aligns with state standards, indicators, and elements. The DESE Educator Evaluation Process is accessed via an employee's Valley Collaborative Google log-in and lives in Google Drive.

In accordance with DESE's standards regarding the length of each plan:

- Valley Collaborative's One year educator plan is an 11 Step process and the timeline for this process spans one school year (10 months). Staff subject to a one year plan are educators new in his/her role, educators new to the district, and/or educators who do not possess a professional license.
- ValleyCollaborative's Two year educator plan is a 13 Step process and the timeline for this process spans two school years (22 months). Staff subject to a two year plan are educators who are professionally licensed and who received at least a proficient rating in the previous evaluation cycle.

Each September, Professionally Licensed educators on a one year plan need to begin the process by completing Step 1 via the following link: https://forms.gle/hJxtRZNkgvK5es9F6, while professionally licensed staff who are entering the second year of his/her evaluation cycle will be able to continue utilizing the Google workbook from the previous school year in order to access documents.

Appendix A

Pay #	Start Date	End Date	Pay Date
1	6/23/2019	7/6/2019	7/12/2019
2	7/7/2019	7/20/2019	7/26/2019
3	7/21/2019	8/3/2019	8/9/2019
4	8/4/2019	8/17/2019	8/23/2019
5	8/18/2019	8/31/2019	9/6/2019
6	9/1/2019	9/14/2019	9/20/2019
7	9/15/2019	9/28/2019	10/4/2019
8	9/29/2019	10/12/2019	10/18/2019
9	10/13/2019	10/26/2019	11/1/2019
10	10/27/2019	11/9/2019	11/15/2019
11	11/10/2019	11/23/2019	11/29/2019
12	11/24/2019	12/7/2019	12/13/2019
13	12/8/2019	12/21/2019	12/27/2019
14	12/22/2019	1/4/2020	1/10/2020
15	1/5/2020	1/18/2020	1/24/2020
16	1/19/2020	2/1/2020	2/7/2020
17	2/2/2020	2/15/2020	2/21/2020
18	2/16/2020	2/29/2020	3/6/2020
19	3/1/2020	3/14/2020	3/20/2020
20	3/15/2020	3/28/2020	4/3/2020
21	3/29/2020	4/11/2020	4/17/2020
22	4/12/2020	4/25/2020	5/1/2020
23	4/26/2020	5/9/2020	5/15/2020
24	5/10/2020	5/23/2020	5/29/2020
25	5/24/2020	6/6/2020	6/12/2020
26	6/7/2020	6/20/2020	6/26/2020

Appendix B

Valley Collaborative
Voluntary EEO Identification

The Equal Employment Opportunity Commission (EEOC) of the United States requires employers to maintain information on applicants pertaining to factors such as race, sex, and type of position for which an individual applies. The information requested on this sheet is for compliance with the certain record keeping requirements. Valley Collaborative believes all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants for employment because of race, color, sex, religion, national origin, disability, veteran status, age, marital status or any other protected group status.

Race/Ethnicity:

Name:		**Date:**	
Title:		**Sex:**	☐ Male ☐ Female
Date of Birth:			

Ethnicity – Individual chooses one:		**Race – Individual chooses one or more:**				
Not Hispanic or Latino	**Hispanic or Latino**	**White**	**Black or African American**	**Asian**	**American Indian or Alaska Native**	**Native Hawaiian or Other Pacific Islander**
01	33	X				
02	34		X			
03	35			X		
04	36				X	
05	37					X
06	38	X	X			
07	39	X		X		
08	40	X			X	
09	41	X				X
10	42		X	X		
11	43		X		X	
12	44		X			X
13	45			X	X	
14	46			X		X
15	47				X	X
16	48	X	X	X		
17	49	X	X		X	
18	50	X	X			X
19	51	X		X	X	
20	52	X		X		X
21	53	X			X	X
22	54		X	X		X
23	55		X	X	X	
24	56		X		X	X
25	57			X	X	X
26	58	X	X	X	X	
27	59	X	X		X	X
28	60	X		X	X	X
29	61		X	X		X
30	62		X	X	X	X
31	63	X	X	X	X	X

VALLEY COLLABORATIVE IS AN EQUAL OPPORTUNITY EMPLOYER

Appendix B

Valley Collaborative
Voluntary EEO Identification

Regulations issued by the US Department of Labor with respect to disabled individuals, disabled veterans, and Vietnam Era veterans require that federal contractors provide an opportunity for self-identification to candidates seeking employment. Such self-identification is submitted on a voluntary basis, on a confidential basis, for use only in accordance with regulations, and without subjecting the individual to adverse treatment.

Name:		**Date:**	
Title:		**Sex:**	☐ Male ☐ Female
Date of Birth:			

Disabled/Veteran Classification(s):

- ☐ Disabled Person
- ☐ Vietnam Era Veteran
- ☐ Special Disabled Veteran (30% or more disability)

Disabled Individual: *Federal regulations define a disabled person as one who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a history of such impairment, or (3) is regarded as having such an impairment.*

Vietnam Era Veteran: *Federal regulations define a veteran of the Vietnam Era as one who (1) served on active duty for a period of more than 189 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released with other than a dishonorable discharge, or (2) was discharged or released from active duty for a service connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975.*

Special Disabled Veteran: *Federal regulations define a special disabled veteran as one who (1) is entitled to compensation under laws administered by the Veteran's Administration for a disability rated 30% or more, or (2) was discharged or released from active duty because of a service connected disability.*

VALLEY COLLABORATIVE IS AN EQUAL OPPORTUNITY EMPLOYER

Appendix C

Central Administration Office

*25 Linnell Circle, Billerica MA 01821 * Tel: (978)-528-7826 * http://www.valleycollaborative.org*

Meal Break Waiver

As an employee in Massachusetts, you are entitled by law to a 30-minute unpaid meal break for each six hours that you work in a day. All employees who choose to take a meal break for shifts of six or more hours will have contracted hours reduced. However, it is our understanding that you would prefer to waive that right and work through this break time, and be paid, instead.

My signature below acknowledges my voluntary decision to waive my Meal Break during my contracted time. I also understand that if I choose to take the 30-minute meal break, I may do so.

Print Name: _____ Sign Name:_____ Date:_____

Appendix D

Valley Collaborative Electronic Consent Form

I understand that all Valley Collaborative electronic communication systems, media, equipment and all communications and information created, stored, saved, viewed, downloaded, uploaded, printed, copied, filed, forwarded or contained in them, are the property of the Collaborative I also understand that they are intended for job-related purposes, that all use must be consistent with Collaborative policies, and that I have no expectation of privacy in connection with any of them. I further understand and agree not to use a code, access a file, or retrieve any stored communication unless authorized, and to abide by Collaborative' s Electronic Media policy.

I understand that I have no expectation of privacy in connection with the use of Valley Collaborative or client premises and property, including technology resources, or in personal effects I bring onto these properties. I acknowledge and consent to authorized Collaborative or client representatives searching, monitoring, intercepting, inspecting, printing, reviewing, recording, accessing, and disclosing such premises, property and effects, without additional notification, at any time and at its sole discretion.

_____

Name of Employee (print)

_____

Signature of Employee

_____

Date

Appendix E

Valley Collaborative
Central Administration Office
40 Linnell Circle, Billerica MA 01821 * Tel: (978)-528-7800 * http://www.valleycollaborative.org

Employee Direct Deposit Authorization Agreement

*** A voided check or bank letter with your routing number and account number is REQUIRED***

I hereby authorize my employer, Valley Collaborative (hereinafter COMPANY) to deposit any amounts owed to me by initiating credit entries to my account at the financial institution (hereinafter BANK) indicated below. Further, I authorize BANK to accept and to credit any credit entries indicated by COMPANY to my account. In the event that COMPANY deposits funds erroneously into my account, I authorize COMPANY to debit my account for an amount not to exceed the original amount of the erroneous credit.

Employee Name (please print):_____

Bank Name: _____

Account 1: I wish to deposit (amount) $_____ (or) entire net pay ☐

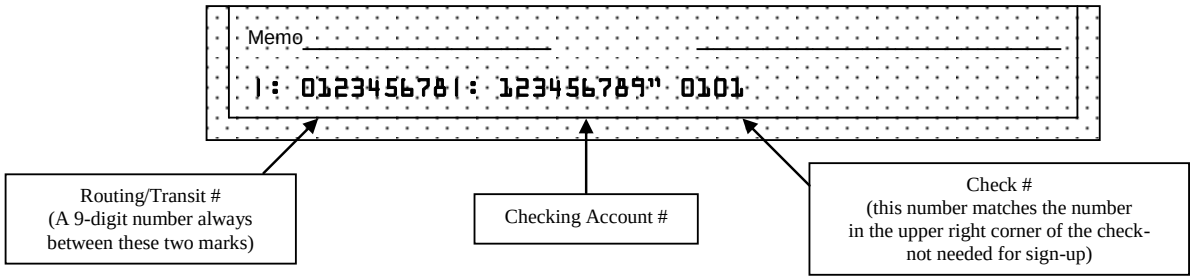
Checking ☐ Savings ☐

Routing Number_____ Account Number_____

Account 2: I wish to deposit (amount) $_____ (or) entire net pay ☐

Checking ☐ Savings ☐

Routing Number_____ Account Number_____



This authorization is to remain in full force and effect until COMPANY and BANK have received written notice from me of its termination in such time and in such manner as to afford COMPANY and BANK a reasonable opportunity to act on it.

Employee Signature: _____ Date: _____

Appendix F

FORM M-4

MASSACHUSETTS EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE

Rev. 8/02

Print full name ..... Social Security no. .....

Print home address..... City..... State ..... Zip .....

Employee:

File this form or Form W-4 with your employer. Otherwise, Massachusetts Income Taxes will be withheld from your wages without exemptions.

Employer:

Keep this certificate with your records. If the employee is believed to have claimed excessive exemptions, the Massachusetts Department of Revenue should be so advised.

HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS

1. Your personal exemption. Write the figure "1." If you are age 65 or over or will be before next year, write "2" .....
2. If married and if exemption for spouse is allowed, write the figure "3." If your spouse is age 65 or over or will be before next year and if otherwise qualified, write "4." See Instruction C ..... .
3. Write the number of your qualified dependents. See Instruction D ....
4. Add the number of exemptions which you have claimed above and write the total .....
5. Additional withholding per pay period under agreement with employer $ _____

A. ☐ Check if you will file as head of household on your tax return.

B. ☐ Check if you are blind. C. ☐ Check if spouse is blind and not subject to withholding.

D. ☐ Check if you are a full-time student engaged in seasonal, part-time or temporary employment whose estimated annual income will not exceed $8,000.

EMPLOYER: DO NOT withhold if Box D is checked.

I certify that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.

Date ..... Signed .....

THIS FORM MAY BE REPRODUCED

THE COMMONWEALTH OF MASSACHUSETTS, DEPARTMENT OF REVENUE

A. Number. If you claim **more** than the correct number of exemptions, civil and criminal penalties may be imposed. You may claim a smaller number of exemptions. If you do not file a certificate, your employer must withhold on the basis of no exemptions.

If you expect to owe more income tax than will be withheld, you may either claim a smaller number of exemptions or enter into an agreement with your employer to have additional amounts withheld.

You should claim the total number of exemptions to which you are entitled to prevent excessive overwithholding, unless you have a significant amount of other income.

If you work for more than one employer at the same time, you must not claim any exemptions with employers other than your principal employer.

If you are married and if your spouse is subject to withholding, each may claim a personal exemption.

B. Changes. You may file a new certificate at any time if the number of exemptions **increases**. You **must** file a new certificate within 10 days if the number of exemptions previously claimed by you **decreases**. For example, if during the year your dependent son's income indicates that you will not provide over half of his support for the year, you must file a new certificate.

C. Spouse. If your spouse is not working or if she or he is working but not claiming the personal exemption or the age 65 or over exemption, generally you may claim those exemptions in line 2. However, if you are planning to file separate annual tax returns, you should not claim withholding exemptions for your spouse or for any dependents that will not be claimed on your annual tax return.

If claiming a wife or husband, write "3" in line 2. Using "3" is the withholding system adjustment for the $3,300 exemption for a spouse.

D. Dependent(s). You may claim an exemption in line 3 for each individual who qualifies as a dependent under the Federal Income Tax Law. In addition, if one or more of your dependents will be under age 12 at year end, add "1" to your dependents total for line 3.

You are not allowed to claim "federal withholding deductions and adjustments" under the Massachusetts withholding system.

If you have income not subject to withholding, you are urged to have additional amounts withheld to cover your tax liability on such income. See line 5.

IF YOU CLAIM THE SAME NUMBER OF EXEMPTIONS FOR MASSACHUSETTS AND U.S. INCOME TAXES, COMPLETE U.S. FORM W-4 ONLY.

60M 1/01 CRP0101

printed on recycled paper

Appendix G

Form **W-4**

Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
▶ **Give Form W-4 to your employer.**
▶ **Your withholding is subject to review by the IRS.**

OMB No. 1545-0074

2020

Step 1: Enter Personal Information

(a) First name and middle initial	Last name	(b) Social security number
Address		▶ **Does your name match the name on your social security card?** If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to *www.ssa.gov*.
City or town, state, and ZIP code		

(c) ☐ **Single or Married filing separately**
☐ **Married filing jointly** (or Qualifying widow(er))
☐ **Head of household** (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at *www.irs.gov/W4App* for most accurate withholding for this step (and Steps 3–4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . . ▶ ☐

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

If your income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000 ▶ $ _____

Multiply the number of other dependents by $500 . . . . ▶ $ _____

Add the amounts above and enter the total here . . . . . **3** $

Step 4 (optional): Other Adjustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . **4(a)** $

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . . **4(b)** $

(c) Extra withholding. Enter any additional tax you want withheld each **pay period** . **4(c)** $

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▶ _____ **Employee's signature** (This form is not valid unless you sign it.) ▶ _____ **Date**

Employers Only

Employer's name and address	First date of employment	Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 10220Q Form **W-4** (2020)

General Instructions

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to *www.irs.gov/FormW4*.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505.

Exemption from withholding. You may claim exemption from withholding for 2020 if you meet both of the following conditions: you had no federal income tax liability in 2019 **and** you expect to have no federal income tax liability in 2020. You had no federal income tax liability in 2019 if (1) your total tax on line 16 on your 2019 Form 1040 or 1040-SR is zero (or less than the sum of lines 18a, 18b, and 18c), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2020 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 16, 2021.

Your privacy. If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

When to use the estimator. Consider using the estimator at *www.irs.gov/W4App* if you:

1. Expect to work only part of the year;

2. Have dividend or capital gain income, or are subject to additional taxes, such as the additional Medicare tax;

3. Have self-employment income (see below); or

4. Prefer the most accurate withholding for multiple job situations.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at *www.irs.gov/W4App* to figure the amount to have withheld.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option **(a)** most accurately calculates the additional tax you need to have withheld, while option **(b)** does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option **(c)**. The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.

Multiple jobs. *Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.*

Step 3. Step 3 of Form W-4 provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include **other tax credits** in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2020 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b)—Multiple Jobs Worksheet *(Keep for your records.)*

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

Note: If more than one job has annual wages of more than $120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at *www.irs.gov/W4App*.

1 **Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, **skip** to line 3 . . . . . 1 $

2 **Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.

a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a . . . . . 2a $

b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b . . . . . 2b $

c Add the amounts from lines 2a and 2b and enter the result on line 2c . . . . . 2c $

3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. 3

4 **Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld) . . . . . 4 $

Step 4(b)—Deductions Worksheet *(Keep for your records.)*

1 Enter an estimate of your 2020 itemized deductions (from Schedule A (Form 1040 or 1040-SR)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to $10,000), and medical expenses in excess of 7.5% of your income . . . . . 1 $

2 Enter:
- $24,800 if you're married filing jointly or qualifying widow(er)
- $18,650 if you're head of household
- $12,400 if you're single or married filing separately

. . . . . 2 $

3 If line 1 is greater than line 2, subtract line 2 from line 1. If line 2 is greater than line 1, enter "-0-" . . 3 $

4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040 or 1040-SR)). See Pub. 505 for more information 4 $

5 **Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4 . . . . . 5 $

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Married Filing Jointly or Qualifying Widow(er)

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	$0 - 9,999	$10,000 - 19,999	$20,000 - 29,999	$30,000 - 39,999	$40,000 - 49,999	$50,000 - 59,999	$60,000 - 69,999	$70,000 - 79,999	$80,000 - 89,999	$90,000 - 99,999	$100,000 - 109,999	$110,000 - 120,000
$0 - 9,999	$0	$220	$850	$900	$1,020	$1,020	$1,020	$1,020	$1,020	$1,210	$1,870	$1,870
$10,000 - 19,999	220	1,220	1,900	2,100	2,220	2,220	2,220	2,220	2,410	3,410	4,070	4,070
$20,000 - 29,999	850	1,900	2,730	2,930	3,050	3,050	3,050	3,240	4,240	5,240	5,900	5,900
$30,000 - 39,999	900	2,100	2,930	3,130	3,250	3,250	3,440	4,440	5,440	6,440	7,100	7,100
$40,000 - 49,999	1,020	2,220	3,050	3,250	3,370	3,570	4,570	5,570	6,570	7,570	8,220	8,220
$50,000 - 59,999	1,020	2,220	3,050	3,250	3,570	4,570	5,570	6,570	7,570	8,570	9,220	9,220
$60,000 - 69,999	1,020	2,220	3,050	3,440	4,570	5,570	6,570	7,570	8,570	9,570	10,220	10,220
$70,000 - 79,999	1,020	2,220	3,240	4,440	5,570	6,570	7,570	8,570	9,570	10,570	11,220	11,240
$80,000 - 99,999	1,060	3,260	5,090	6,290	7,420	8,420	9,420	10,420	11,420	12,420	13,260	13,460
$100,000 - 149,999	1,870	4,070	5,900	7,100	8,220	9,320	10,520	11,720	12,920	14,120	14,980	15,180
$150,000 - 239,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	12,790	13,990	15,190	16,050	16,250
$240,000 - 259,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	12,790	13,990	15,520	17,170	18,170
$260,000 - 279,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	13,120	15,120	17,120	18,770	19,770
$280,000 - 299,999	2,040	4,440	6,470	7,870	9,190	10,720	12,720	14,720	16,720	18,720	20,370	21,370
$300,000 - 319,999	2,040	4,440	6,470	8,200	10,320	12,320	14,320	16,320	18,320	20,320	21,970	22,970
$320,000 - 364,999	2,720	5,920	8,750	10,950	13,070	15,070	17,070	19,070	21,290	23,590	25,540	26,840
$365,000 - 524,999	2,970	6,470	9,600	12,100	14,530	16,830	19,130	21,430	23,730	26,030	27,980	29,280
$525,000 and over	3,140	6,840	10,170	12,870	15,500	18,000	20,500	23,000	25,500	28,000	30,150	31,650

Single or Married Filing Separately

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	$0 - 9,999	$10,000 - 19,999	$20,000 - 29,999	$30,000 - 39,999	$40,000 - 49,999	$50,000 - 59,999	$60,000 - 69,999	$70,000 - 79,999	$80,000 - 89,999	$90,000 - 99,999	$100,000 - 109,999	$110,000 - 120,000
$0 - 9,999	$460	$940	$1,020	$1,020	$1,470	$1,870	$1,870	$1,870	$1,870	$2,040	$2,040	$2,040
$10,000 - 19,999	940	1,530	1,610	2,060	3,060	3,460	3,460	3,460	3,640	3,830	3,830	3,830
$20,000 - 29,999	1,020	1,610	2,130	3,130	4,130	4,540	4,540	4,720	4,920	5,110	5,110	5,110
$30,000 - 39,999	1,020	2,060	3,130	4,130	5,130	5,540	5,720	5,920	6,120	6,310	6,310	6,310
$40,000 - 59,999	1,870	3,460	4,540	5,540	6,690	7,290	7,490	7,690	7,890	8,080	8,080	8,080
$60,000 - 79,999	1,870	3,460	4,690	5,890	7,090	7,690	7,890	8,090	8,290	8,480	9,260	10,060
$80,000 - 99,999	2,020	3,810	5,090	6,290	7,490	8,090	8,290	8,490	9,470	10,460	11,260	12,060
$100,000 - 124,999	2,040	3,830	5,110	6,310	7,510	8,430	9,430	10,430	11,430	12,420	13,520	14,620
$125,000 - 149,999	2,040	3,830	5,110	7,030	9,030	10,430	11,430	12,580	13,880	15,170	16,270	17,370
$150,000 - 174,999	2,360	4,950	7,030	9,030	11,030	12,730	14,030	15,330	16,630	17,920	19,020	20,120
$175,000 - 199,999	2,720	5,310	7,540	9,840	12,140	13,840	15,140	16,440	17,740	19,030	20,130	21,230
$200,000 - 249,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,440	19,730	20,830	21,930
$250,000 - 399,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,440	19,730	20,830	21,930
$400,000 - 449,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,450	19,940	21,240	22,540
$450,000 and over	3,140	6,230	8,810	11,310	13,810	15,710	17,210	18,710	20,210	21,700	23,000	24,300

Head of Household

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	$0 - 9,999	$10,000 - 19,999	$20,000 - 29,999	$30,000 - 39,999	$40,000 - 49,999	$50,000 - 59,999	$60,000 - 69,999	$70,000 - 79,999	$80,000 - 89,999	$90,000 - 99,999	$100,000 - 109,999	$110,000 - 120,000
$0 - 9,999	$0	$830	$930	$1,020	$1,020	$1,020	$1,480	$1,870	$1,870	$1,930	$2,040	$2,040
$10,000 - 19,999	830	1,920	2,130	2,220	2,220	2,680	3,680	4,070	4,130	4,330	4,440	4,440
$20,000 - 29,999	930	2,130	2,350	2,430	2,900	3,900	4,900	5,340	5,540	5,740	5,850	5,850
$30,000 - 39,999	1,020	2,220	2,430	2,980	3,980	4,980	6,040	6,630	6,830	7,030	7,140	7,140
$40,000 - 59,999	1,020	2,530	3,750	4,830	5,860	7,060	8,260	8,850	9,050	9,250	9,360	9,360
$60,000 - 79,999	1,870	4,070	5,310	6,600	7,800	9,000	10,200	10,780	10,980	11,180	11,580	12,380
$80,000 - 99,999	1,900	4,300	5,710	7,000	8,200	9,400	10,600	11,180	11,670	12,670	13,580	14,380
$100,000 - 124,999	2,040	4,440	5,850	7,140	8,340	9,540	11,360	12,750	13,750	14,750	15,770	16,870
$125,000 - 149,999	2,040	4,440	5,850	7,360	9,360	11,360	13,360	14,750	16,010	17,310	18,520	19,620
$150,000 - 174,999	2,040	5,060	7,280	9,360	11,360	13,480	15,780	17,460	18,760	20,060	21,270	22,370
$175,000 - 199,999	2,720	5,920	8,130	10,480	12,780	15,080	17,380	19,070	20,370	21,670	22,880	23,980
$200,000 - 249,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,770	24,870
$250,000 - 349,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,770	24,870
$350,000 - 449,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,900	25,200
$450,000 and over	3,140	6,840	9,560	12,140	14,640	17,140	19,640	21,530	23,030	24,530	25,940	27,240

Appendix H

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

►START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Other Last Names Used *(if any)*

Address *(Street Number and Name)*	Apt. Number	City or Town	State	ZIP Code

Date of Birth *(mm/dd/yyyy)*	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number
	☐☐☐ - ☐☐ - ☐☐☐☐		

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

☐ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States *(See instructions)*

☐ 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____

☐ 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____
Some aliens may write "N/A" in the expiration date field. *(See instructions)*

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____
OR
2. Form I-94 Admission Number: _____
OR
3. Foreign Passport Number: _____
Country of Issuance: _____

QR Code - Section 1
Do Not Write In This Space

Signature of Employee	Today's Date *(mm/dd/yyyy)*

Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator	Today's Date *(mm/dd/yyyy)*

Last Name *(Family Name)*	First Name *(Given Name)*

Address *(Street Number and Name)*	City or Town	State	ZIP Code

STOP *Employer Completes Next Page* STOP

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name *(Family Name)*	First Name *(Given Name)*	M.I.	Citizenship/Immigration Status

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date *(if any) (mm/dd/yyyy)*		Expiration Date *(if any) (mm/dd/yyyy)*		Expiration Date *(if any) (mm/dd/yyyy)*
Document Title				
Issuing Authority				
Document Number				
Expiration Date *(if any) (mm/dd/yyyy)*				
Document Title				
Issuing Authority				
Document Number				
Expiration Date *(if any) (mm/dd/yyyy)*				

Additional Information

QR Code - Sections 2 & 3
Do Not Write In This Space

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment *(mm/dd/yyyy)*: _____ ***(See instructions for exemptions)***

Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*	Title of Employer or Authorized Representative

Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name

Employer's Business or Organization Address (*Street Number and Name*)	City or Town	State	ZIP Code

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name *(if applicable)*			**B.** Date of Rehire *(if applicable)*
Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Date *(mm/dd/yyyy)*

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date *(if any) (mm/dd/yyyy)*

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*	Name of Employer or Authorized Representative

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		**1.** Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		**1.** A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		**2.** ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		**2.** Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		**3.** School ID card with a photograph		**3.** Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		**4.** Voter's registration card		**4.** Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: **a.** Foreign passport; and **b.** Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		**5.** U.S. Military card or draft record		**5.** U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		**6.** Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		**7.** Employment authorization document issued by the Department of Homeland Security
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		**8.** Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Appendix I

I /

Health, Basic Life, Optional Life, and Long Term Disability Insurance

Commonwealth of Massachusetts
Group Insurance Commission

INSURED INFORMATION

Insured Information	GIC-ID (usually Soc. Sec. #) – –	Sex M F	Date of Birth / /	Dept. ID # or Agency/Division # /
	Name – Last	First		MI
Address	Street	City	State	Zip
Contact Information	Home or Cell Phone ( )	Work Phone ( )	Email	Country *(if not USA)*
Employment Information	Bargaining Unit/Union Name	HR/CMS or UMASS Employee ID #	Full-time Part-time Hours/week:	Date of Hire / /

REQUIRED

Select all that apply:

- ☐ New Enrollment
- ☐ Annual Enrollment
- ☐ Adding Dependent(s)
- ☐ Address Change
- ☐ Dropping Dependent(s)
- ☐ Name Change
- ☐ Decline GIC Health Insurance
- ☐ Decline All GIC Coverage

Qualifying Status Change

- ☐ Marriage
- ☐ Birth/Adoption
- ☐ Divorce/Legal Separation
- ☐ Change in Dependent Eligibility Status
- ☐ Gain of Other Coverage
- ☐ Involuntary Loss of Other Coverage
- ☐ Return from FMLA or Military Leave
- ☐ Death of spouse/dependent
- ☐ Spouse's Annual Enrollment
- ☐ Moved out of health plan's service area

Date of Event: ___/___/ _____

HEALTH, BASIC LIFE, OPTIONAL LIFE AND LTD

Effective Date: / 01 /

- ☐ **Basic Life Only**
- ☐ **Long Term Disability (LTD)**
- ☐ **Basic Life and Health**

(For GIC Coordinator use only)
Annual Salary: $_____
Salary Effective Date: / /

Cancel Coverage

- ☐ Long Term Disability (LTD)
- ☐ Health Insurance
- ☐ Optional Life Insurance

Health Plan

- ☐ AllWays Health Partners Complete (HMO)
- ☐ Fallon Direct (HMO)
- ☐ Fallon Select (HMO)
- ☐ Harvard Pilgrim Independence (POS)
- ☐ Harvard Pilgrim Primary Choice (HMO)
- ☐ Health New England (HMO)
- ☐ Tufts Health Plan Navigator (POS)
- ☐ Tufts Health Plan Spirit (HMO-type)
- ☐ UniCare State Indemnity/Basic CIC: ☐ Yes ☐ No
- ☐ UniCare Community Choice (PPO-type)
- ☐ UniCare/PLUS (PPO-type)

Coverage Election

- ☐ Individual
- ☐ Family

Optional Life

Enrollment/Change: *(check one)*

☐ **Automatic Increase –** *select multiple of salary*
1x 2x 3x 4x ☐ 5x 6x ☐ 7x ☐ 8x
Multiple Factor 2-8 times is allowed only with Automatic Increase.

☐ **Fixed Amount –** Amount $_____
Will not increase as your salary increases. No more than $1,000 less than annual salary rounded down to the nearest $1,000.

Family Status Change:
(Check one and complete Qualifying Status Change box above)

☐ **Automatic Increase –** *select multiple of salary*
☐ 1x 2x 3x 4x

☐ **Fixed Amount –** Amount $_____
Will not increase as your salary increases. No more than $1,000 less than annual salary rounded down to the nearest $1,000.

Please Check One:

- ☐ **Smoker**
- ☐ **Non-Smoker**
  Yes, I have been tobacco free for the past 12 months and choose the lower optional life insurance rates.

SPOUSE/DEPENDENT INFORMATION *(See instructions on back)*

For Changes Only	LAST NAME	FIRST NAME	MI	SSN (REQUIRED)	DATE OF BIRTH	SEX	RELATIONSHIP
☐ Add ☐ Drop					/ /	☐ M ☐ F	
☐ Add ☐ Drop					/ /	☐ M ☐ F	
☐ Add ☐ Drop					/ /	☐ M ☐ F	
☐ Add ☐ Drop					/ /	☐ M ☐ F	
☐ Add ☐ Drop					/ /	☐ M ☐ F	

FORMER SPOUSE INFORMATION – If Listed Above

Date of Divorce: / /

Are you remarried? ☐ Yes ☐ No	Date of your remarriage: / /	Has your former spouse remarried? ☐ Yes ☐ No	Date of former spouse's remarriage: / /
Address: Street	City	State	Zip

SIGNATURE REQUIRED

AUTHORIZATION – I have read the instructions on the reverse side of this form and authorize my employer, or direct my pension authority, to deduct from my payroll or pension check the amount required for the coverage I have selected. I understand that due to IRS regulations, my health insurance coverage elections are binding for the duration of the plan year and that I may only enroll in health insurance or change my coverage elections during the plan year if I experience a qualifying status change (examples include marriage, adoption/birth of a child, death of a dependent, and involuntary loss of other coverage). I understand that the GIC must receive any required documentation for health insurance changes within 60 days of the event. Family status change documentation for optional life enrollment and changes must be received by the GIC within 31 days of the qualifying event. **All divorces and remarriages must be reported to the Group Insurance Commission, failure to notify the GIC of a legal separation, divorce, or remarriage can result in financial liability to you.**

Signature of Applicant: _____ Date: _____

Signature of Authorized Official: _____ Date: _____

For GIC Use Only	Entered	Verified	Political Subdivision

ENROLLMENT/CHANGE FORM (FORM-1) INSTRUCTIONS

For an overview of your GIC benefit options, see your GIC Benefit Decision Guide mass.gov/lists/gic-benefits-decision-guides.

Deadlines and Required Documentation

- **Required Documentation:** To add a spouse or dependent to coverage, documentation is required. Refer to dependent information section below for details.
- **New Hire:** Completed forms and required documentation must be received by your GIC Coordinator no later than your 10th calendar day of regular, benefit eligible employment. If you miss the deadline, you must wait until the next Annual Enrollment period to enroll in GIC basic life and health insurance benefits.
- **Annual Enrollment:** Completed forms and required documentation must be received by your GIC Coordinator (active employees) or the GIC (retirees and survivors) by the end of the Annual Enrollment period.
- **Qualifying Family Status Change for Optional Life:** State employees actively at work who have the following qualifying family status changes during the year may enroll in or increase their optional life insurance coverage without any medical review in an amount not to exceed four times their salary: marriage, birth/adoption, divorce and death of a spouse. Proof of the qualifying event and the completed form must be received by the GIC within 31 days of the qualifying event. You must already have basic life insurance for this option. Forms received after 31 days are subject to proof of good health.
- **Qualifying Status Change for Health Insurance:** State employees and retirees who have a qualified status change during the year can enroll in GIC health insurance or change from individual to family coverage or family to individual with proof of the family status change. Documentation of the event and the completed form must be received at the GIC within 60 days of the qualifying event. Forms and documentation received after 60 days are returned and you may re-apply during Annual Enrollment.
- **Return from FMLA or Military Leave:** If you voluntarily canceled GIC health insurance coverage at the beginning of your FMLA or military leave of absence, you can re-enroll in GIC basic life and health insurance coverage upon your return from leave. Optional Life and Long Term Disability are subject to evidence of insurability unless you are returning from a military leave. The enrollment form must be received at the GIC within 60 days of the return to work. Forms received after 60 days are returned and you may re-apply during Annual Enrollment.

Work Hours and Eligibility

Active state employees must work at least 18.75 hours in a 37.5-hour workweek or 20 hours in a 40-hour workweek and must contribute to your Employer's public sector retirement system. For GIC purposes, OBRA is not such a retirement system. For additional eligibility details, refer to the GIC's regulations: mass.gov/law-library/gic-regulations.

Long Term Disability

New state employees can enroll within 10 days of hire in Long Term Disability without providing evidence of good health. Current active state employees can apply at any time, but are subject to proof of good health.

Optional Life Insurance

New state employees can enroll within 10 days of hire in Optional Life Insurance for a coverage amount of up to eight times your salary without the need for any medical review. Current active state employees can apply at any time, but must have basic life insurance and are subject to proof of good health. If you select an amount of Optional Life Insurance that is a multiple of your salary of two to eight times, up to $1.5 million maximum, you will be enrolled in the Automatic Increase; your Optional Life Insurance coverage will increase automatically after an increase in your salary. If you elect to change from a fixed amount (where your coverage does not increase as your salary increases) to Automatic Increase, you will be subject to proof of good health.

Dependent Information and Required Documentation

In order to enroll your eligible spouse, former spouse and/or dependents in GIC health insurance, you must enter their information in the spouse/dependent box and provide a copy of a marriage certificate, birth certificate or hospital announcement letter (newborns only), separation agreement, divorce decree, certificate of appointment as legal guardian, etc., for each person you list as a dependent. If covering a former spouse, also complete the former spouse information section. Failure to provide required documentation with this enrollment/change form will result in your spouse/dependent not being covered. If you are removing a spouse or dependent under age 19, you must do so during Annual Enrollment or within 60 days of a qualifying event. Under federal health care reform, Social Security Numbers must be provided for each spouse/dependent to be covered under the health plan. For a newborn only, the Social Security Number can be provided at a later date. Please indicate the exact date of birth for each dependent. To cover a dependent age 19 to 26, you must also provide a completed Dependent Age 19 to 26 Enrollment and Change Form.

Form and Documentation Submission

Incomplete forms and insufficient required documentation may result in no coverage or a delayed effective date.

Active employees: Return completed form and documentation to your GIC Coordinator.

Retirees: Return completed form to the GIC, P.O. Box 8747, Boston, MA 02114

(See over for Form-1)

3/19

Appendix J

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Commonwealth of Massachusetts
Group Insurance Commission

Employees subject to collective bargaining, in higher education, the judicial trial court system, municipalities and authorities are not eligible for GIC Dental/Vision.

REQUIRED

INSURED INFORMATION

Insured Information	GIC-ID (usually Soc. Sec. #) – –	Sex ___ M F	Date of Birth / /	Dept. ID # or Agency/Division # /
	Name – Last	First	MI	
Address	Street	City	State	Zip
Contact Information	Home or Cell Phone ( )	Work Phone ( )	Email	Country *(if not USA)*
Employment Information	Confidential Employee (check one) ☐ Yes ☐ No	HR/CMS Employee ID #	Number of work hours/week:	Date of Hire / /

REQUIRED

Select all that apply:

- ☐ New Enrollment (New Eligibility)
- ☐ Adding Dependent(s)
- ☐ Dropping Dependent(s)
- ☐ Address Change
- ☐ Name Change
- ☐ Annual Enrollment
- ☐ Promotion

Qualifying Status Change Date of Event:____/____/ _____

- ☐ Marriage
- ☐ Birth/Adoption
- ☐ Divorce/Legal Separation
- ☐ Change in Dependent Eligibility Status
- ☐ Gain of Other Coverage
- ☐ Involuntary Loss of Other Coverage
- ☐ Death of spouse/dependent
- ☐ Spouse's Annual Enrollment

DENTAL AND VISION PLAN

Effective Date: / 01 /

Dental Benefit (check one)	**Vision Benefit**	**Coverage Election** (check one)	**Cancel**
☐ Indemnity Plan (Classic) ☐ PPO Plan (Value)	(contact the vendor for participating providers)	☐ Individual ☐ Family	☐ GIC Dental/Vision Coverage

SPOUSE/DEPENDENT INFORMATION *(See instructions on back)*

For Changes Only	LAST NAME	FIRST NAME	MI	SSN (REQUIRED)	DATE OF BIRTH	SEX	RELATIONSHIP
☐ Add ☐ Drop					/ /	☐ M ☐ F	
☐ Add ☐ Drop					/ /	☐ M ☐ F	
☐ Add ☐ Drop					/ /	☐ M ☐ F	
☐ Add ☐ Drop					/ /	☐ M ☐ F	
☐ Add ☐ Drop					/ /	☐ M ☐ F	

FORMER SPOUSE INFORMATION – If Listed Above

Date of Divorce: / /

Are you remarried? Yes No	Date of your remarriage: / /	Has your former spouse remarried? Yes No	Date of former spouse's remarriage: / /
Address: Street		City	State / Zip

SIGNATURE REQUIRED

AUTHORIZATION

I have read the instructions on the reverse side of this form and authorize my employer to deduct from my payroll the amount required for the coverage I have selected. I understand that my coverage elections are binding for the duration of the plan year and that I may only enroll in coverage during the plan year if I experience a qualifying status change, (examples include marriage, adoption/birth of a child, divorce, death of a dependent, and involuntary loss of coverage). I understand that the GIC must receive any required documentation within 60 days of the event. **All divorces and remarriages must be reported to the Group Insurance Commission, failure to notify the GIC of a legal separation, divorce, or remarriage can result in financial liability to you.**

Signature of Applicant: _____ Date: _____

Signature of Authorized Official: _____ Date: _____

For GIC Use Only	Entered	Verified	Political Subdivision

(See over for Form-1DV instructions)

1DV -3/19

GIC DENTAL AND VISION ENROLLMENT/CHANGE FORM (FORM-1DV) INSTRUCTIONS

For an overview of your GIC benefit options, see your GIC Benefit Decision Guide mass.gov/lists/gic-benefits-decision-guides.

Eligibility

The GIC Dental/Vision Plan is for state employees who are not covered by collective bargaining or do not have another Dental and Vision Plan through the state. The plan primarily covers managers, Legislators, Legislative staff, confidential employees, and certain Executive Office staff. Employees of authorities, municipalities, higher education, and the Judicial Trial Court system are not eligible for GIC Dental/Vision coverage and should not complete this form. Eligible active state employees must work at least 18.75 hours in a 37.5-hour workweek or 20 hours in a 40-hour workweek and must contribute to your employer's public retirement system. For additional eligibility details, refer to the GIC's regulations: mass.gov/law-library/gic-regulations.

Deadlines and Required Documentation

- **Required Documentation:** To add a spouse or dependent to coverage, documentation is required to accompany the form unless you have already provided it to the GIC for health insurance coverage. Refer to dependent information section below for details.
- **New Hire:** Completed forms and required documentation must be received by your GIC Coordinator no later than your 10th calendar day of regular, benefit eligible employment. If you miss this deadline, you must wait until the next Annual Enrollment period to enroll in Dental/Vision insurance benefits.
- **Annual Enrollment:** Completed forms and required documentation must be received by your GIC Coordinator by the end of the Annual Enrollment period.
- **Qualifying Status Change:** State employees enrolling in Dental/Vision or changing from individual to family or family to individual coverage due to a qualifying event must complete and return the form and attach supporting documentation for the qualifying event. Forms and documentation must be received at the GIC within 60 days of the qualifying event. Forms and documentation received after 60 days are returned and you may re-apply during Annual Enrollment.

Dependent Information and Required Documentation

In order to enroll your eligible spouse, former spouse and/or dependents in GIC Dental/Vision, you must enter their information in the spouse/dependent information box and provide a copy of a marriage certificate, birth certificate, separation agreement, divorce decree, certificate of appointment as legal guardian, etc., for each person you list as a dependent. If covering a former spouse, also complete the former spouse information section. Failure to provide required documentation will result in your spouse/dependent not being covered. If you are removing a spouse or dependent under age 19, you must provide proof of other coverage within 60 days of a qualifying event or during Annual Enrollment. Please indicate the exact date of birth for each dependent. To cover a dependent age 19 to 26, you must also provide a completed Dependent Age 19 to 26 Form.

Enrolling in or Changing Coverage

If you do not enroll in the GIC Dental/Vision Plan as a new hire or when first eligible, you will not be able to enroll until the next annual enrollment period, unless you have a qualifying event. You can only change dental plan type during annual enrollment.

If you withdraw from the plan or are terminated because of non-payment of premium, you will be unable to re-enroll in the plan until July 1 following 24 months from the date your coverage ended.

Form and Documentation Submission

Return completed form and documentation to your GIC Coordinator.

(See over for Form-1DV)

3/19

Appendix K

GIC EMPLOYMENT STATUS CHANGE FORM (FORM-1A)

Commonwealth of Massachusetts
Group Insurance Commission

REQUIRED

INSURED INFORMATION

Insured Information	GIC-ID (usually Soc. Sec. #) – –	Sex ___ M F	Date of Birth / /	Dept. ID # or Agency/Division # /
	Name – Last	First		MI
Address	Street	City	State	Zip
Contact Information	Home or Cell Phone ( )	Work Phone ( )	Email	Country *(if not USA)*
Employment Information	Bargaining Unit/Union Name	HR/CMS or UMASS Employee ID #	Number of work hours/week:	Date of Hire / /

LEAVE OF ABSENCE

Effective Date *(for GIC use only)* / 01 /

Select One: ☐ Leave with pay ☐ Leave without pay

Cancel Coverage: ☐ Long Term Disability (LTD) ☐ Health Insurance ☐ Optional Life Insurance ☐ GIC Dental/Vision

Select Type of Leave (Form-11) required for Industrial Accident, Maternity and Personal Illness

☐ Personal Illness ☐ Personal Reason ☐ Military
☐ Industrial Accident ☐ Educational ☐ Military Caregiver (26 weeks)
☐ FMLA (12 weeks) ☐ Sabbatical ☐ FMLA Military Exigency (12 weeks)
☐ Maternity ☐ Suspension ☐ Other

Leave Start Date: / / _____
Leave End Date: / / _____
Last Day on Payroll: / / _____
Return from Leave Date: / / _____

TRANSFERS AND TERMINATION

Effective Date *(for GIC use only)* / 01 /

Transfer from	Name of Agency/GIC Municipality	Last Day of Work: / /
Transfer to	Name of Agency/GIC Municipality	Hire Date: / /
Termination of Service Coverage (if elected)	Termination reason	Last Day of Work: / /

☐ 39-week Layoff ☐ Deferred Retiree (Life only) (See reverse) ☐ Deferred Retiree (Life & Health) (See reverse) ☐ COBRA (must complete application) ☐ Conversion (contact carrier for application)

RETIREMENT

Date Retired: / /

Effective Date *(for GIC use only)* / 01 /

Health Insurance Election (If enrolling in GIC benefits for the first time, also complete Form-RS) ☐ Cancel Health Insurance

Medicare Eligibility – check if applicable and attach copy of Medicare Claim Card(s):
☐ Insured ☐ Spouse Medicare plan election form will be mailed to eligible members.

Non-Medicare Plan Election for insured or spouse not eligible for Medicare:
☐ Keep current health plan ☐ Change Non-Medicare Plan election to Plan name: _____

Optional Life Insurance Election
☐ Cancel Optional Life ☐ Reduce Optional Life to Fixed Amount: $_____ ☐ Keep current Optional Life coverage
☐ Reduce Optional Life multiple of salary to: 1X 2X 3X 4X 5X 6X 7X

GIC Retiree Dental
☐ I wish to enroll in GIC Retiree Dental and have attached the completed GIC Retiree Dental Enrollment and Change Form
☐ I do not wish to enroll in the GIC Retiree Dental at this time

SIGNATURE REQUIRED

AUTHORIZATION

I have read the instructions on the reverse side of this form and authorize my employer, or direct my pension authority, to deduct from my payroll or pension check the amount required for the coverage I have selected. I understand that due to IRS regulations, my health insurance coverage elections are binding for the duration of the plan year and that I may only enroll in health insurance or change my coverage elections during the plan year if I experience a qualifying status change (examples include marriage, adoption/birth of a child, death of a dependent, and involuntary loss of other coverage). I understand that the GIC must receive any required documentation within 60 days of the event. **All divorces and remarriages must be reported to the Group Insurance Commission, failure to notify the GIC of a legal separation, divorce, or remarriage can result in financial liability to you.**

Signature of Applicant: _____ Date: _____

Signature of Authorized Official: _____ Date: _____

For GIC Use Only	Entered	Verified	Political Subdivision

(See over for Form-1A instructions)

1A - 3/19

GIC EMPLOYMENT STATUS CHANGE FORM (FORM-1A) INSTRUCTIONS

Use this Form-1A for all employment status changes including retirement. If enrolling in GIC health insurance coverage for the first time at retirement, you must also complete and return Form-RS.

For GIC retiree benefits, see the GIC Benefit Decision Guide mass.gov/lists/gic-benefits-decision-guides.

Leave of Absence

Employees on a leave of absence without pay are billed monthly and must remit payment to the GIC to maintain GIC insurance coverage. In addition to this form, the GIC's Form-11 is required for unpaid Personal Illness, Industrial Accident and Maternity leaves. An employee can cancel some or all of their GIC coverage while on a leave of absence. However, when the employee returns to work after a leave of absence he/she is subject to Annual Enrollment (basic life and health insurance) and Evidence of Insurability requirements (LTD and Optional Life). Employee on FMLA or military leave only, may enroll in GIC health insurance upon return from leave. The status change form (Form-1A) must be received at the GIC within 60 days of the return to work.

Transfers and Terminations

Because GIC premiums are paid a month in advance, coverage terminates at the end of the following month after you leave a state agency or GIC participating municipality (for example, if you leave June 10, your coverage will end July 31). If you are hired by a state agency, authority, or participating municipality before the coverage end date, you are considered a transfer and will not be subject to the 60-day waiting period. You must remain in the same health plan. For other GIC benefits, the same rule applies. If you are hired after the coverage end date, you are subject to the 60-day new hire waiting period. If an employee is terminating state service, he/she may continue GIC health coverage and must indicate the option elected. Please put the termination reason (e.g., resigned or laid off).

Deferred Retirement

To be eligible for this benefit you must be vested and your funds must remain in a GIC participating retirement system. Any withdrawal of funds or subsequent determination of ineligibility for a pension allowance disqualifies you from deferred retiree benefits.

Retirement

When you retire, the GIC will bill you monthly for your GIC premiums until the premium can be deducted from your pension (generally three months). You must pay your GIC premiums to maintain coverage.

If you and/or your covered spouse are age 65 or over, and eligible for Medicare Part A for free, you (and your covered spouse, if applicable) must enroll in Medicare Parts A and B to continue coverage with the GIC. If one of you (or other family members) is under age 65, the non-Medicare member(s) will be covered under a non-Medicare plan until he/she becomes eligible for Medicare coverage. Medicare plan election form will be mailed to eligible members.

The following plans are available:

Non-Medicare Plan
AllWays Health Partners Complete (HMO)
Fallon Health Direct Care
Fallon Health Select Care
Harvard Pilgrim Independence Plan
Harvard Pilgrim Primary Choice Plan
Health New England
Tufts Health Plan Navigator
Tufts Health Plan Spirit
UniCare State Indemnity Plan/Basic
UniCare State Indemnity Plan/Community Choice
UniCare State Indemnity Plan/PLUS

Medicare Plan
Harvard Pilgrim Medicare Enhance
Health New England Medicare Supplement Plus
Tufts Health Plan Medicare Complement
Tufts Health Plan Medicare Preferred
UniCare State Indemnity Plan/Medicare Extension (OME)

If enrolling in one of GIC's Medicare Plans, you will be automatically enrolled in the GIC's SilverScript Medicare Part D prescription drug plan. After your enrollment is processed by the GIC, you will receive a mailing from SilverScript with information about the plan and advising you that you have the choice to opt out of the prescription drug plan. The opt-out letter is required by Medicare, but we do not recommend that you do so because **if you opt out of SilverScript, you will lose your GIC medical, prescription drug and behavioral health coverage**.

Employees who are retiring should review the amount of your optional life insurance coverage and its cost to determine whether it will make economic sense for you to keep it or reduce your amount of coverage. If you do not change your optional life insurance coverage amount, you will be responsible for the new higher monthly premiums. (See mass.gov/lists/gic-benefits-rates for rate details.)

If you reduce your coverage to a fixed amount, the amount must be equal to or less than one times the amount of your salary at retirement. Another option is to reduce the multiple times your salary at retirement to a lower multiple. For example, if you currently have 6 times salary, you can only reduce to 5, 4, 3, 2, or 1 times your salary.

GIC Retiree Dental: The GIC Retiree Dental form is on the GIC's website mass.gov/info-details/gic-forms.

Form and Document Submission

Active Employees and Employees Who Are Retiring: Return completed form and documentation to your GIC Coordinator.

Retirees Changing Optional Life Insurance Election: Return completed form to the Group Insurance Commission, P.O. Box 8747, Boston, MA 02114.

(See over for Form-1A)

3/19

Appendix L

Commonwealth of Massachusetts
Group Insurance Commission
Your Benefits Connection

State Employee Acknowledgement Form For GIC Eligible Employees

You are responsible for familiarizing yourself with your benefit options and making your elections within 10 days of the date of hire:

- Basic Life Insurance
- Basic Life & Health Insurance
- Summary of Benefits and Coverage
- Optional Life Insurance
- Long Term Disability (LTD)
- Dental/Vision *(if eligible)*
- Health Care Spending Account (HCSA)
- Dependent Care Assistance Program (DCAP)

Your signature is required on this form before your agency can process your benefit elections. Please sign, date and return this form to your GIC Coordinator after you have reviewed the *Benefit Decision Guide*.

I hereby acknowledge that I have reviewed the most recent GIC *Benefit Decision Guide* and understand my benefit options before I made my benefit elections. I understand that if I enroll in GIC basic life or basic life and health insurance, my premiums will be deducted on a pretax basis unless I elect post tax benefits. I understand if I enroll in a GIC health plan, I can't change my health plan until the next Annual Enrollment period.

Name: _____
(Please print)

Signature: _____

Date: _____

Employee: Return this signed form to your GIC Coordinator with your benefit elections.
GIC Coordinator: Give employee a copy of this form and retain original signed form in employee's personnel file. Do not send to the GIC.

3/19

Appendix M

Short Term Disability Form

Hartford Life and Accident Insurance Company

One Hartford Plaza, Hartford, Connecticut 06155 (A stock insurance company)

The Hartford® is The Hartford Financial Services Group, Inc., and its subsidiaries.

Instructions: 1) Please print clearly with blue or black ink and provide complete information. (Missing information causes delays.) **2)** Please review the applicable benefit highlight/summary information for each product prior to electing coverage. You (employee) and your dependent(s) (if applicable) are only eligible for coverage as allowed by the applicable group policy. **3)** For each coverage, please check the appropriate box(es) to elect or decline coverage and enter amounts where necessary. **4)** Please sign and date the form. **5)** Human Resources (Do not submit or send the form directly to The Hartford.)

EMPLOYEE INFORMATION		
Name (FIRST MI LAST)	**Employee ID**	**Date of Birth** (MM/DD/YYYY)
Date of Hire (MM/DD/YYYY)		

VOLUNTARY SHORT TERM DISABILITY INSURANCE				
Coverage for Employee Only	**Benefit Amount**	**Semi-monthly Premium Amount** (Cost per Pay Period – 24/Year)	**Elect Coverage**	**Decline Coverage**
Employee	70% of earnings, up to $1,500 each week	$_____ (Requires EOI*)	☐	☐

Additional Information:

- Your benefit amount is based on your earnings; therefore, your benefit and premium amount will change as your earnings change.
- Your premium amount is based on your age; therefore, your premium amount will change, as you grow older.
- *If you were previously eligible for coverage and are enrolling for the first time, you must complete and submit an evidence of insurability (EOI) form/health application. The form is available from your employer.

CONFIRMATION & SIGNATURE

By signing below:

- I acknowledge that I have been given the opportunity to enroll in the insurance coverage offered by my employer.
- I understand and agree that: 1) If I decline coverage now, but later decide to enroll, I may be required to provide evidence of insurability that is satisfactory to The Hartford and be approved for such coverage before it becomes effective; 2) My request for coverage may be denied by The Hartford; 3) Insurance will go into effect and remain in effect only in accordance with the provisions, terms and conditions of the insurance policy; 4) Only the insurance policy(ies) issued to my employer can fully describe the provisions, terms, conditions, limitations and exclusions of my insurance coverage; 5) In the event of any difference between the enrollment form and the insurance policy, I agree to be bound by the insurance policy; 6) No insurance will be valid or in force if I am not eligible in accordance with the terms of the group policy(ies) as issued to my employer; and 7) If group participation requirements are required and are not met, the policy(ies) may not be implemented and the coverage I have elected may not be in force.
- I authorize payroll deductions from my wages to cover my cost of coverage where applicable. I understand that any premium amounts indicated on this form are estimates, which are subject to change based on the final terms of the applicable policy, and may be subject to ongoing change based on my age and/or earnings. I also understand that rates and benefits may be changed by the insurer.
- I have read and understand the "Important Notice – Fraud Warning Statements" that applies to my state of residence.

Employee Signature	**Date of Signature**

END OF FORM – PLEASE REVIEW THE "IMPORTANT NOTICE – FRAUD WARNING STATEMENTS" ON THE FOLLOWING PAGE

Benefits Enrollment Form
Important Notice – Fraud Warning Statements
Hartford Life and Accident Insurance Company

One Hartford Plaza, Hartford, Connecticut 06155 (A stock insurance company)
The Hartford® is The Hartford Financial Services Group, Inc., and its subsidiaries.

Please read the statement that applies to your state of residence prior to signing the enrollment form.

For residents of all states EXCEPT Arizona, California, Colorado, Florida, Kentucky, Maine, Maryland, New Jersey, New Mexico, New York, North Carolina, Ohio, Oregon, Pennsylvania, Puerto Rico, Tennessee, Virginia and Washington: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

For Residents of Arizona: For your protection Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

For Residents of California: The falsity of any statement in the application for any policy covered by this chapter shall not bar the right to recovery under the policy unless such false statement was made with actual intent to deceive or unless it materially affected either the acceptance of the risk or the hazard assumed by the insurer.

For residents of Colorado: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

For residents of Florida: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

For residents of Kentucky: Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim or an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

For residents of Maine, Tennessee, Virginia and Washington: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines and denial of insurance benefits.

For residents of Maryland: Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

For residents of New Jersey: Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties. Any person who includes any false or misleading information on an application for insurance is subject to criminal and civil penalties.

For residents of New Mexico and North Carolina: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be submit to civil fines and criminal penalties.

For residents of New York (not applicable to Life Insurance): Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

For residents of Ohio: Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

For residents of Oregon: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material is subject to a denial and/or reduction in insurance benefits and may be subject to any civil penalties available.

For residents of Pennsylvania: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material hereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

For residents of Puerto Rico: Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation by a fine of not less than five thousand dollars ($5,000) and not more than ten thousand dollars ($10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances be present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

For residents of Virginia: Any person who, with the intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement may have violated the state law.

FORM PA-9676 CREATION DATE: 7/26/2018

EMPLOYEE NAME:_____ VALLEY COLLABORATIVE/00084381

Premium Worksheet

Rates and/or benefits can change. Rates are based on the employee's age and increase as you enter each new age category.

VOLUNTARY SHORT TERM DISABILITY INSURANCE **Semi-monthly Premium Amount** (Cost per Pay Period – 24/Year)												
Age	Under 25	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75+
Rates	$0.7840	$0.7520	$0.5920	$0.4880	$0.4000	$0.4080	$0.4720	$0.5440	$0.6080	$0.6720	$0.6720	$0.6720

To calculate your semi-monthly premium amount, use the following formula.

_____	÷ 52 =	_____	x 70% =	_____	÷ 10 =	_____	x	_____	=	_____	
Your Annual Earnings		Your Weekly Earnings		Weekly Benefit Max = $1,500				Rate		Premium Amount	

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The Hartford® is The Hartford Financial Services Group, Inc. and its subsidiaries, including issuing companies Hartford Life Insurance Company and Hartford Life and Accident Insurance Company. Home Office is Hartford, CT.

This document explains the general purpose of the insurance described, but in no way changes or affects the policy as actually issued. In the event of a discrepancy between this document and the policy, the terms of the policy apply. **Benefits are subject to state availability. Policy terms and conditions vary by state.** Complete details are in the Certificate of Insurance issued to each insured individual and the Master Policy as issued to the policyholder.

Appendix N

VALLEY COLLABORATIVE "PREMIUM ONLY" SECTION 125
CAFETERIA PLAN

Employee Waiver /Election Form/ Compensation Reduction Agreement

This form must be completed when an employee elects to either (a) waive all pre-tax benefits or (b) enroll in a pre-tax benefit deducted from their compensation for their medical care coverage premium amount.

Valley Collaborative

Employee Name (First, Middle Initial, Last)

2019-2020 Fiscal Year

Election of Pre-Tax Benefits

☐ I understand that an amount equal to the annual contributions for the coverage I have elected, divided by the number of pay periods in the Plan Year, will be deducted on a pre-tax basis from each of my paychecks (unless another method is prescribed by the Plan Administrator) to pay for the coverage that I elect.

Election of Dental and Medical Care Coverage

☐ On a separate enrollment form(s), I have enrolled in dental or medical care coverage and I have received a schedule showing my share of the contributions for such coverage.

In accordance with my rights under the Plan, I authorize salary reductions in the amount of current premiums being charged for the medical care coverage I have elected as follows:

Waiver of Pre-Tax Benefits

❑ I elect to waive all pre-tax benefits under the Section 125 Cafeteria Plan. I understand that if I have enrolled for dental or medical care coverage on a separate benefit enrollment form, I will pay the required contribution with after-tax payroll deductions. I understand that I cannot elect pre-tax benefits except and until as described in the Plan, and any after-tax dental or medical care coverage is outside the Section 125 Cafeteria Plan. Prior to each Plan Year I will be offered the opportunity to make a new benefit election for the coming Plan Year. If I do not complete and return a new enrollment form at that time, I will be treated as having elected to continue this election to waive participation as indicated above.

Waiver of Medical Care Coverage

❑ I hereby certify that I have medical care coverage through an alternate source. I understand that by waiving medical care coverage through VALLEY COLLABORATIVE, I am eligible to receive a maximum taxable payment of $1,000 (less if the waiver applies to less than the whole Plan Year), paid in two pro rata installments in approximately December and June of the Plan Year, provided that I am still employed on the payment date. I understand that this waiver will remain in effect for the entire Plan Year, and my waiver will continue in effect unless I enroll in VALLEY COLLABORATIVE's medical care coverage during a subsequent open enrollment period or within 30 days of loss of the alternate coverage.

I understand that:

- If my required contributions to pay premiums for the elected benefits are increased or decreased while this agreement remains in effect, my compensation reductions will automatically be adjusted to reflect that increase or decrease.
- The Plan Administrator may reduce or cancel my compensation reduction or otherwise modify this agreement in the event he/she believes it advisable in order to satisfy certain provisions of the Internal Revenue Code.
- The reduction in my cash compensation under this agreement shall be in addition to any reductions under other agreements or benefits programs maintained by my employer.
- Pre-tax contributions are not subject to federal income or Social Security ("FICA") taxes. This could result in a reduction in the Social Security benefits I receive at retirement if I earn less than the annual FICA "taxable wage base".
- Prior to the first day of each Plan Year I will be offered the opportunity to make a new benefit election for the coming Plan Year. If I do not complete and return a new enrollment form at that time, I will be treated as having elected to continue this benefit election for the new Plan Year. In addition, this compensation reduction agreement will continue by its terms in the amount of the required contribution for the benefit option for the new Plan Year.
- This Agreement is subject to the terms of the employer's Section 125 cafeteria plan, as amended for time to time in effect, shall be governed by and construed in accordance with applicable laws, shall take effect as a sealed instrument under applicable laws, and revokes any prior election and compensation reduction agreement relating to such plan.

_____ _____

Employee Signature Date

Accepted and agreed to by the Employer's

_____ _____

Authorized Representative Date

2

Appendix O

MASSACHUSETTS HEALTH CONNECTOR
the right place for the right plan

Overview of
Health Insurance Marketplaces

THIS NOTICE IS REQUIRED BY THE NATIONAL HEALTH REFORM LAW (ALSO KNOWN AS THE AFFORDABLE CARE ACT OR ACA)

This notice is meant to help you understand health insurance Marketplaces, which were set up to make it easier for consumers to compare health insurance plans and enroll in coverage. In Massachusetts, the state Marketplace is known as the Massachusetts Health Connector. Your employer is required by law (§ 1512 of the ACA, which creates 29 U.S.C. 218b) to provide you the information contained in this notice. You may or may not qualify for subsidized health insurance through the Health Connector. If you are offered coverage by your employer that is considered "affordable" and meets a "minimum value" standard according to federal definitions (see below), you most likely will not qualify for the subsidized coverage offered through the Health Connector described in this notice. However, it may still be helpful for you to read and understand the information included here. Please ask your employer for more information if you have questions.

Overview:

As a result of the Affordable Care Act (ACA), there is an easy way for many individuals and small businesses in Massachusetts to buy health insurance: the Massachusetts Health Connector. This notice provides some basic information about the Health Connector, and how coverage available through the Health Connector relates to any coverage that may be offered by your employer. You can find out more by visiting **MAhealthconnector.org**.

What is the Massachusetts Health Connector?

The Health Connector is our state's health insurance Marketplace. It helps individuals, families, and small businesses find health insurance that meets their needs and fits their budget. The Health Connector offers "one-stop shopping" to easily find and compare private health insurance options from the state's leading health and dental insurance companies. Some individuals and families may also qualify for a federal tax credit that lowers their monthly premium right away, as well as cost sharing reductions that can lower out-of-pocket expenses. This tax credit is enabled by §36B of the Internal Revenue Code.

The next open enrollment for individuals and families to buy health insurance coverage through the Health Connector is scheduled to begin on November 1, 2016, and run through January 31, 2017. Individuals and families who experience a qualifying event can shop outside of open enrollment periods. You can find out more by visiting **MAhealthconnector.org** or calling **1-877 MA ENROLL** (1-877-623-6765).

Continued on next page »»»

Can I qualify for federal and state assistance that reduces my health insurance premiums and out-of-pocket expenses through the Health Connector?

Depending on your income, you may qualify for federal and/or state tax credits and other subsidies that reduce your premiums and lower your out-of-pocket expenses if you shop through the Health Connector. You can find out more about the income criteria for qualifying for these subsidies by visiting **MAhealthconnector.org** or calling **1-877 MA ENROLL** (1-877-623-6765).

Does access to employer-sponsored coverage affect my eligibility for help paying for coverage through the Health Connector?

An offer of health coverage from your employer could affect your eligibility for subsidies through the Health Connector. If your income meets the eligibility criteria, you will qualify for subsidies through the Health Connector if:

- Your employer does not offer coverage to you, ***or***
- Your employer does offer you coverage, ***but***:
  - Your employer's offer of coverage for just you (not including other family members) would require you to spend more than the following percentage(s) of your household income:

Is your employer's individual health insurance coverage affordable?	
Coverage for **2016**	**9.66%** of household income
Coverage for **2017**	**9.69%** of household income

or

  - The coverage your employer provides does not meet the "minimum value" standard set by federal law (which says that the plan offered has to cover at least 60 percent of total allowed costs).

If you have coverage through your employer but are interested in shopping through the Health Connector, be sure to check with your employer on the rules around how and when you can disenroll from your employer's group coverage. If you purchase a health plan through the Health Connector instead of accepting health coverage offered by your employer, please note that you will lose the employer contribution (if any) for your health insurance. Also, the amount that you and your employer contribute to your employer-sponsored health insurance is often excluded from federal and state income taxes.

Please note: You can find the most up to date percentages used to calculate affordability here: **www.mahealthconnector.org/esi-affordability-calculator**.

Continued on next page »»»

Employees that live outside of Massachusetts can visit healthcare.gov to find out about Marketplaces in their region.

EMPLOYER-SPONSORED HEALTH COVERAGE

This section will help you collect information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information.

Does this employer offer employer-sponsored health insurance coverage that is affordable and meets a minimum value standard (according to federal standards) to at least some of its employees? Note: *Whether a plan meets "minimum value" can be found on the plan's Summary of Benefits and Coverage (SBC).*

Check one: ◉ Yes ○ No

***If yes,* and if the employee receiving this notice qualifies for such benefits, they can find out more by contacting:** Kari Morrin, Director of Human Resources
(may be an HR contact, a resource, or an appendix to this document)

***If no,* or if employee receiving notice does not qualify for such benefits,** the Health Connector can help employees evaluate coverage options, cost and eligibility. Please visit **MAhealthconnector.org** for more information, including an online application for health insurance coverage.

Central Administration

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

Acknowledgeable of Receipt of GIC Overview of Health Insurance Marketplaces

As an employee of Valley Collaborative, I hearby acknowledge that I received a copy of the receipt of GIC overview of the health insurance marketplaces.

Print Name: _____ Date: _____

Sign Name: _____

HR Signature: _____ Date: _____

Appendix P

THE COMMONWEALTH OF MASSACHUSETTS
State Retirement Board
ONE WINTER STREET, 8TH FLOOR, BOSTON, MA 02108

NEW MEMBER ENROLLMENT FORM
FOR NON-COMMONWEALTH EMPLOYEES

On behalf of the State Retirement Board I would like to welcome you as a member of the **Massachusetts State Employees' Retirement System ("MSERS")**. The potential benefits available through the retirement system will be some of the most valuable you may have as a public employee.

I would encourage you to visit the Board's web site at mass.gov/retirement to review our **Retirement Benefit Guide** which provides a summary of the retirement benefits available to you. You can also access our online Pension Calculator to get an approximation of your future retirement benefits.

Another resource to be aware of is the **SMART Retirement & Beyond Seminars**, which are held state-wide during the year exclusively for Massachusetts State Employees. Members learn about the features and latest updates related to their pension benefits and, if applicable, GIC health insurance. For more information, or to register for a seminar, visit mass.gov/retirement and click on the SMART Retirement & Beyond Seminars link located in the left hand column under "What We Do."

Understanding your retirement benefits at this stage of your service with the Commonwealth may be equally, if not more, important to you than when you contemplate retirement or separation from service.

Please fully complete the New Member Enrollment Form that is attached and return it to your agency's Human Resource or Payroll office. We ask that you pay particular attention to the Beneficiary Designation section. The information you provide will be reviewed by Board staff to confirm your eligibility as a member of the MSERS.

If you have any questions concerning your retirement benefits, please call the State Retirement Board staff at (617) 367-7770 or e-mail us at srb@tre.state.ma.us. Once again, welcome and I wish you the best in your future endeavors.

Sincerely,

Deborah B. Goldberg,
Treasurer and Receiver General, Chair

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THE COMMONWEALTH OF MASSACHUSETTS

State Board of Retirement

ONE WINTER STREET, 8TH FLOOR, BOSTON, MA 02108

NON-COMMONWEALTH AGENCY NEW MEMBER ENROLLMENT FORM

SECTION A TO BE COMPLETED BY MEMBER - SECTION B TO BE COMPLETED BY AGENCY
PLEASE RETURN COMPLETED FORM TO THE MASSACHUSETTS STATE RETIREMENT BOARD

SECTION A - TO BE COMPLETED BY MEMBER

1. MEMBER INFORMATION

Name (Print) | Former Name | SSN

Street Address | Date of Birth | Gender: M ☐ F ☐

City | State | Zip Code | Phone Number

E-Mail

Marital Status:
☐ Married ☐ Single ☐ Widowed ☐ Divorced

If Divorced, are you subject to a Qualified Domestic Relations Order?
☐ Yes ☐ No

Spouse Date of Birth | Spouse Name

Are you a Veteran?
☐ Yes ☐ No

The retirement law establishes specific periods of active service, which may qualify you for certain Veteran benefits.

to

Dates of Military Service

A copy of your military discharge may be requested

Employment Position

Start Date
Valley Collaborative - 6020

Agency or Department
(978) 528-7801

Agency Phone Number

2. PAST MEMBERSHIP HISTORY WITH ANY OTHER CONTRIBUTORY RETIREMENT SYSTEM IN MASSACHUSETTS

Retirement System	Start Date	End Date	Was a Refund Taken?	
			☐ Yes	☐ No
			☐ Yes	☐ No
			☐ Yes	☐ No

If you wish to reinstate / purchase past creditable service you must make a separate request to the State Retirement Board.

3. ARE YOU CURRENTLY OR HAVE YOU EVER RECEIVED A RETIREMENT ALLOWANCE FROM ANOTHER PUBLIC RETIREMENT SYSTEM?

☐ Yes ☐ No

4. STATEMENT AND SIGNATURE OF MEMBER

I certify the above information to be true and correct to the best of my knowledge and hereby accept membership in the Massachusetts State Employees' Retirement System. This statement is signed under penalties of perjury.

Member Signature | Date

Continued on reverse

Main Office: One Winter Street, 8th Floor, Boston, MA 02108. Phone: 617-367-7770 Fax: 617-723-1438 Toll Free (within MA): 1-800-392-6014
Regional Office: 436 Dwight Street, Room 109A, Springfield, MA 01103. Phone: 413-730-6135 Fax: 413-730-6139
mass.gov/retirement

NEW NON-COMMONWEALTH MEMBER ENROLLMENT FORM - PAGE 2

SECTION A (CONTINUED)

5. BENEFICIARY INFORMATION

Beneficiary or beneficiaries nominated will receive in the proportion designated any amount due at your death, if you pass away prior to retirement. The right to change any nominated beneficiary is reserved by the member.

A beneficiary blank with corrections or erasures is not acceptable

Give Complete Name and Address of Each Beneficiary			
Name:	Designation	Proportion*	DOB:
Street:	☐ Primary	☐ All	Relationship:
City, State, Zip:	☐ Contingent	☐ _____% (Percent)	SSN:
Name:	Designation	Proportion*	DOB:
Street:	☐ Primary	☐ All	Relationship:
City, State, Zip:	☐ Contingent	☐ _____% (Percent)	SSN:
Name:	Designation	Proportion*	DOB:
Street:	☐ Primary	☐ All	Relationship:
City, State, Zip:	☐ Contingent	☐ _____% (Percent)	SSN:
Name:	Designation	Proportion*	DOB:
Street:	☐ Primary	☐ All	Relationship:
City, State, Zip:	☐ Contingent	☐ _____% (Percent)	SSN:

**Must Total 100% - If Contingent Please Specify*

6. PLEASE SIGN BELOW

Member Signature _____ Date _____

Witness Signature _____

Witness may not be beneficiary

A Change of Beneficiary Form must be used if you wish to change your designated beneficiary(ies). You may obtain this form from the State Retirement Board or mass.gov/retirement.

SECTION B - TO BE COMPLETED BY THE AGENCY

Position: _____ Start Date: _____

Position: _____ Start Date: _____

State Police Start Date: _____ Date of First Deduction: _____ ☐ New ☐ Transfer

Rate to be deducted for retirement: ☐ 5% ☐ 7% ☐ 8% ☐ 9% ☐ 12%

Service Status: ☐ Full-Time ☐ Part-Time_____% ☐ Temp/Sub_____ ☐ Other_____

Authorized Signature _____ Date _____

Valley Collaborative - 6020

Agency and Payroll Number

Appendix Q

Participant Enrollment
Governmental 457(b) Plan

Massachusetts Deferred Compensation SMART Plan - Mandatory OBRA 98966-02

Participant Information

Last Name | First Name | MI

(The name provided MUST match the name on file with Service Provider.)

Social Security Number

Mailing Address

E-Mail Address

City | State | Zip Code

❑ Married ❑ Unmarried ❑ Female ❑ Male

( ) Home Phone ( ) Work Phone

Mo Day Year — Date of Birth

Mo Day Year — Date of Hire

❑ Check box if you prefer to receive quarterly account statements in Spanish.

Do you have a retirement savings account with a previous employer or an IRA? ❑ Yes or ❑ No

Important Notice: Employees participating in the Massachusetts Deferred Compensation SMART Plan - OBRA Mandatory Plan (the Plan) must complete Social Security Form SSA-1945. The Plan has been designated as an alternative retirement system for part time employees not covered by their employers retirement system. The SSA-1945 explains the potential effects of the Windfall Elimination Provision and Government Pension Offset Provision under the Social Security law which may reduce the amount of your Social Security retirement or disability benefits, and/or benefits received by you as a spouse or an ex-spouse. If you have any questions regarding SSA-1945 or if you have not completed SSA-1945, please contact your employer.

Payroll Information

Division Name

To be completed by Representative: Division Number

Investment Option Information (applies to all contributions) - Please refer to your communication materials for information regarding each investment option.

I understand that funds may impose redemption fees on certain transfers, redemptions or exchanges if assets are held less than the period stated in the fund's prospectus or other disclosure documents. I will refer to the fund's prospectus and/or disclosure documents for more information.

INVESTMENT OPTION NAME	INVESTMENT OPTION CODE (Internal Use Only)	
SMART Capital Preservation Fund	**MELINC**	**100%**

Last Name	First Name	M.I.	Social Security Number	98966-02 Number

Plan Beneficiary Designation

This designation is effective upon execution and delivery to Service Provider at the address below. I have the right to change the beneficiary. If any information is missing, additional information may be required prior to recording my beneficiary designation. If my primary and contingent beneficiaries predecease me or I fail to designate beneficiaries, amounts will be paid pursuant to the terms of the Plan Document or applicable law.

You may only designate one primary and one contingent beneficiary on this form. However, the number of primary or contingent beneficiaries you name is not limited. If you wish to designate more than one primary and/or contingent beneficiary, do not complete the section below. Instead, complete and forward the Beneficiary Designation form.

Primary Beneficiary

100.00%

% of Account Balance | Social Security Number | Primary Beneficiary Name | Date of Birth

( )
Phone Number *(Optional)*

Relationship *(Required - If Relationship is not provided, request will be rejected and sent back for clarification.)*

❑ Spouse ❑ Child ❑ Parent ❑ Grandchild ❑ Sibling ❑ My Estate ❑ A Trust ❑ Other ❑ Domestic Partner

Contingent Beneficiary

100.00%

% of Account Balance | Social Security Number | Contingent Beneficiary Name | Date of Birth

( )
Phone Number *(Optional)*

Relationship *(Required - If Relationship is not provided, request will be rejected and sent back for clarification.)*

❑ Spouse ❑ Child ❑ Parent ❑ Grandchild ❑ Sibling ❑ My Estate ❑ A Trust ❑ Other ❑ Domestic Partner

Participation Agreement

Withdrawal Restrictions - I understand that the Internal Revenue Code (the "Code") and/or my employer's Plan Document may impose restrictions on transfers and/or distributions. I understand that I must contact the Plan Administrator/Trustee to determine when and/or under what circumstances I am eligible to receive distributions or make transfers.

Compliance With Plan Document and/or the Code - Participation in this Plan is mandatory. A deduction will be taken from your wages and invested on your behalf based on your employer's Plan Document. I agree that my employer or Plan Administrator/Trustee may take any action that may be necessary to ensure that my participation in the Plan is in compliance with any applicable requirement of the Plan Document and/or the Code. I understand that the maximum annual limit on contributions is determined under the Plan Document and/or the Code. I understand that it is my responsibility to monitor my total annual contributions to ensure that I do not exceed the amount permitted. If I exceed the contribution limit, I assume sole liability for any tax, penalty, or costs that may be incurred.

Incomplete Forms - I understand that in the event my Participant Enrollment form is incomplete or is not received by Service Provider at the address below prior to the receipt of any deposits, I specifically consent to Service Provider retaining all monies received and allocating them to the default investment option.

Account Corrections - I understand that it is my obligation to review all confirmations and quarterly statements for discrepancies or errors. Corrections will be made only for errors which I communicate within 90 calendar days of the last calendar quarter. After this 90 days, account information shall be deemed accurate and acceptable to me. If I notify Service Provider of an error after this 90 days, the correction will only be processed from the date of notification forward and not on a retroactive basis.

Last Name	First Name	M.I.	Social Security Number	98966-02 Number

Signature(s) and Consent

Participant Consent

I have completed, understand and agree to all pages of this Participant Enrollment form. I understand that Service Provider is required to comply with the regulations and requirements of the Office of Foreign Assets Control, Department of the Treasury ("OFAC"). As a result, Service Provider cannot conduct business with persons in a blocked country or any person designated by OFAC as a specially designated national or blocked person. For more information, please access the OFAC Web site at:
http://www.treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx.
Deferral agreements must be entered into prior to the first day of the month that the deferral will be made.

Participant Signature **Date**

A handwritten signature is required on this form. An electronic signature will not be accepted and will result in a significant delay.

Participant forward to Service Provider at:
Great-West Retirement Services®
P.O. Box 173764
Denver, CO 80217-3764
Phone #: 1-877-457-1900
Fax #: 1-866-745-5766
Web site: www.mass-smart.com

Securities offered through GWFS Equities, Inc., Member FINRA/SIPC, and/or other broker-dealers. Retirement products and services provided by Great-West Life & Annuity Insurance Company, Corporate Headquarters: Greenwood Village, CO; Great-West Life & Annuity Insurance Company of New York, Home Office: New York, NY, and their subsidiaries and affiliates, including GWFS and registered investment advisers Advised Assets Group, LLC and Great-West Capital Management, LLC.

Appendix R

assachusetts ecuti e ffice of u lic afety and ecurity

tatewide licant in er rint Identification er ices l ro ram

Re istration Guide

re th rade ducation

ontents

About the Statewide Applicant Fingerprint Identification Services (SAFIS) Program 3
Overview of the Fingerprinting Process 3
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Registering with MorphoTrust USA for a Fingerprinting Appointment 5
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out the tatewide licant in er rint Identification er ices l ro ram

Massachusetts law now authorizes fingerprint-based criminal history record checks for all public and private school employees and transportation providers, and for designated volunteers and employees of school vendors. The Massachusetts Department of Elementary and Secondary Education (ESE) and the Department of Early Education and Care (EEC), the Executive Office of Public Safety and Security (EOPSS) has partnered with MorphoTrust USA to implement the Statewide Applicant Fingerprint Identification Services (SAFIS) Program and is working to provide convenient applicant fingerprinting enrollment centers throughout the Commonwealth of Massachusetts. _____: This Registration Guide is intended to provide guidance to individuals who are employed or seek employment in Pre-K-12 public and private schools in the Commonwealth. If you work for a Pre-K program run by a public or private K-12 school, follow these instructions. If you work for a standalone private early education program, please consult the registration instructions for Early Education and Care (EEC) entities.

er iew of the in er rintin rocess

The following is a overview of the SAFIS fingerprinting process:

- An applicant/employee registers for a fingerprinting appointment via either the MorphoTrust USA IdentoGo™ registration website or the MorphoTrust Massachusetts Customer Service Center;
- An applicant/employee goes to a MorphoTrust USA IdentoGo™ enrollment center on the date and time selected by him/her and has his/her fingerprints taken;
- The applicant's/employee's fingerprints are sent electronically to the Massachusetts State Police (MSP) for a statewide criminal history record check and to the Federal Bureau of Investigation (FBI) for a nationwide criminal record check;
- The results of both the State and National fingerprint based criminal history record check are returned to the Massachusetts Department of Criminal Justice Information Services (DCJIS) for review; and
- The State and National fingerprint based criminal history record check results are returned to the district or school identified by the applicant/employee during the registration process.

Im ortant e uirements

Information e uired at e istration

To register for an appointment to have your fingerprints taken at one of the MorphoTrust USA IdentoGo™ enrollment centers, the following information is required:

ro ider Identification um er ro ider l - Each public school district and private school has been assigned an Organization Code by the Massachusetts Department of Elementary and Secondary Education (ESE). This code will serve as the **ro ider Identification um er** for SAFIS registration. Please contact your Human Resource Department or School Administrator to obtain your ESE assigned Organization Code.

ee - The fee charged will be $55 for licensed educators and $35 for all other school personnel. Online payment options include credit cards and e-Check. Onsite payments must be made by check or money order.

our e istration onfirmation and an cce ta le orm of Identification are e uired at our in er rint ointment

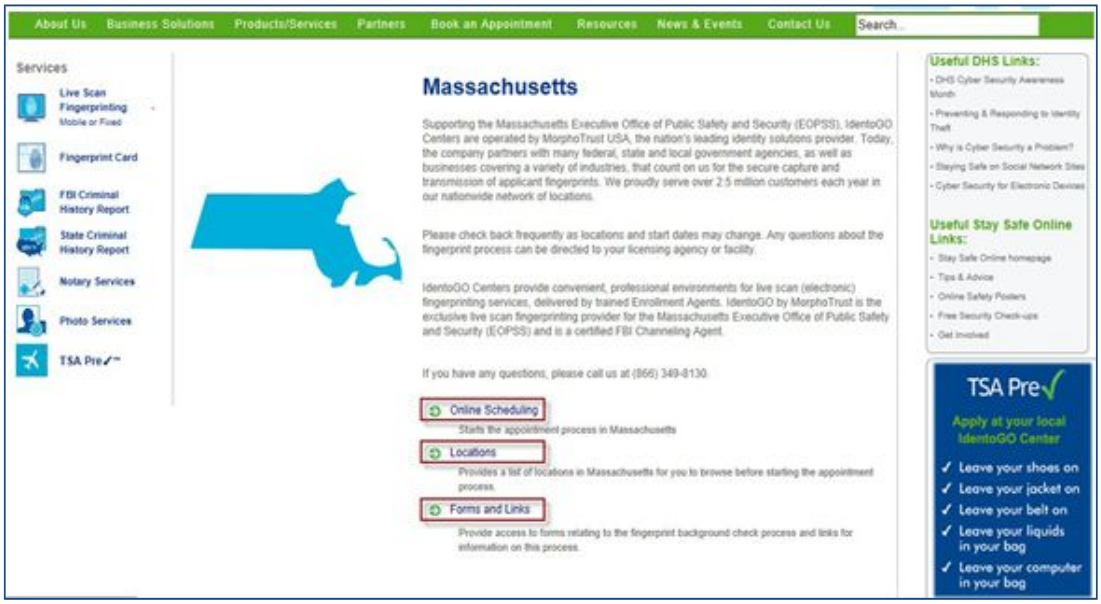
You must bring your **e istration onfirmation um er** with you to your fingerprinting appointment. You must also bring an acceptable form of identification (see page 21). The MorphoTrust USA IdentoGo™ enrollment center staff will match the information in the registration system with the identification provided to confirm your identity. **in er rints will not e ta en without acce ta le identification**

e isterin with or ho rust for a in er rintin ointment

To get your fingerprints taken, you must register for an appointment. There are two methods available: 1). Register on-line on the MorphoTrust USA IndentoGo™ registration website; or 2). Register by phone.

or ho rust Indento o assachusetts e istration e site

- Go to http://www.identogo.com/FP/Massachusetts.aspx
- Click the **nline chedulin** link.
- To see a complete list of MorphoTrust USA IdentoGo™ enrollment centers in Massachusetts, click on the **ocations** link.
- To access online resources, click on **orms and in s**



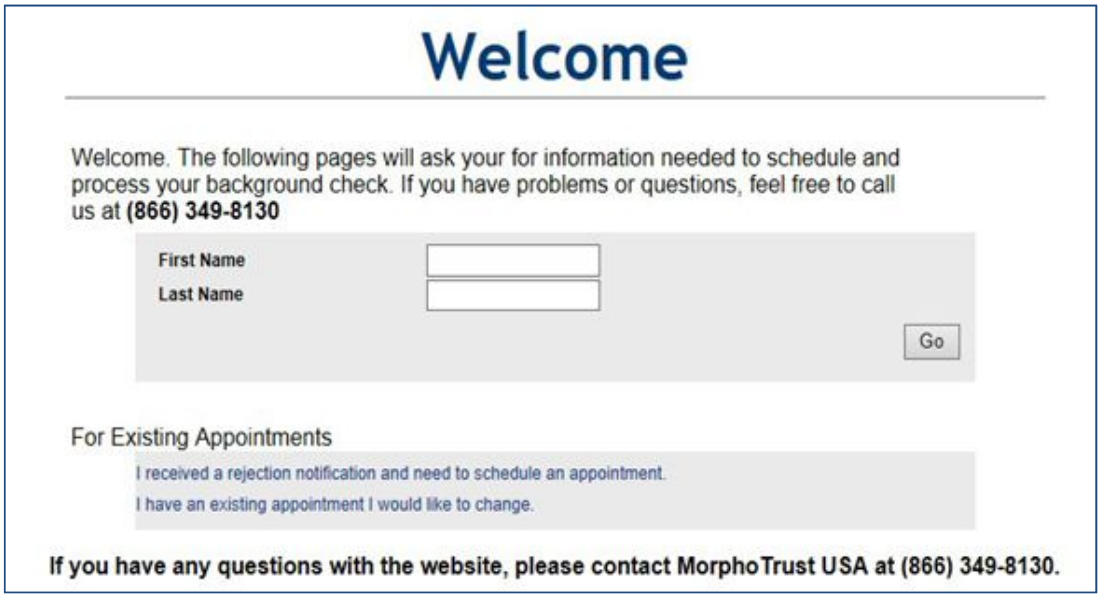
e isterin nline

To begin the registration process:

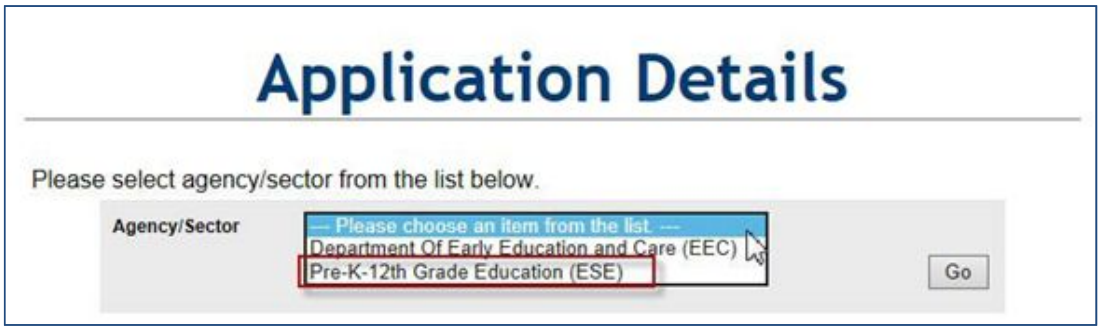
- Go to http://www.identogo.com/FP/Massachusetts.aspx
- Click the **nline chedulin** link.

APPLICATION DETAILS

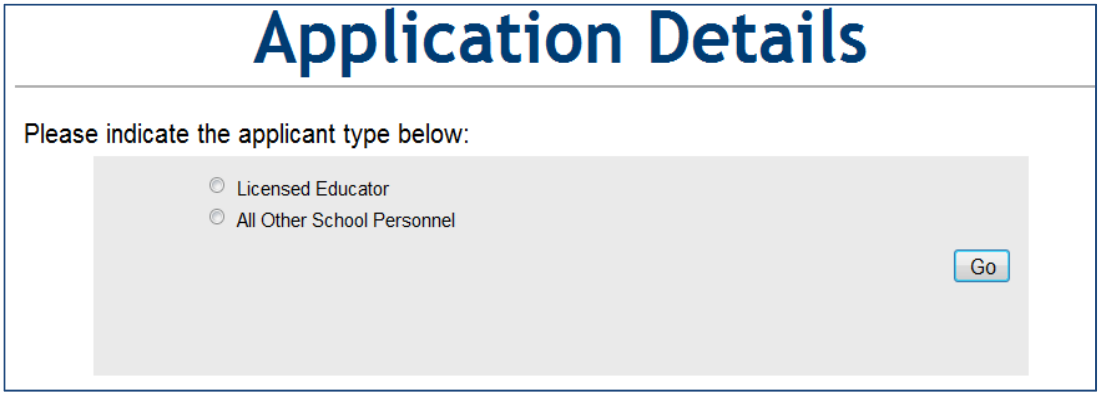
- Enter **irst ame** and **ast ame**.



- Click the **o** button on the page.
- In the Agency/Sector drop-down list, Select **re- th rade ducation** and Click **o**

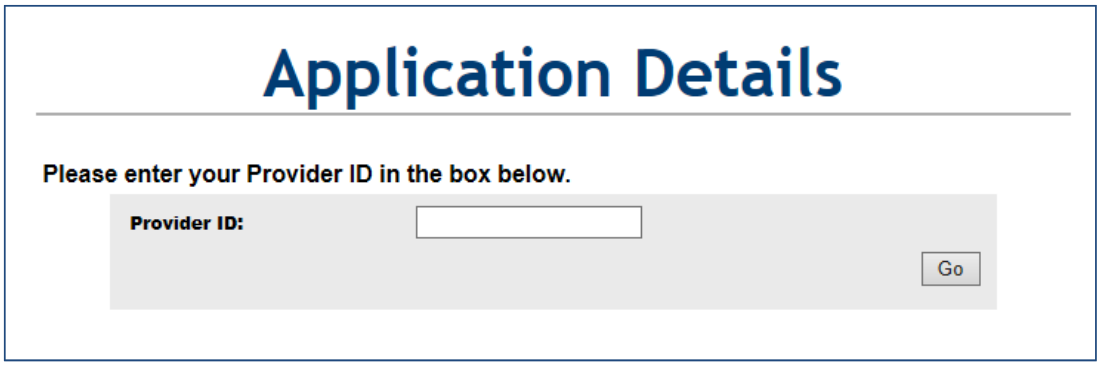


- Select either **icensed ducator** or **ll ther chool ersonnel** and Click **o**



- Based on your Applicant Type selection, Click **es** to confirm your Agency/Sector and Applicant Type is Pre-K-12th Grade Education (ESE)-Licensed Educator or Pre-K-12th Grade Education (ESE) - All Other School Personnel.

- Enter the **ro ider I** you obtained from your Human Resources Department or school administrator and click **o**.

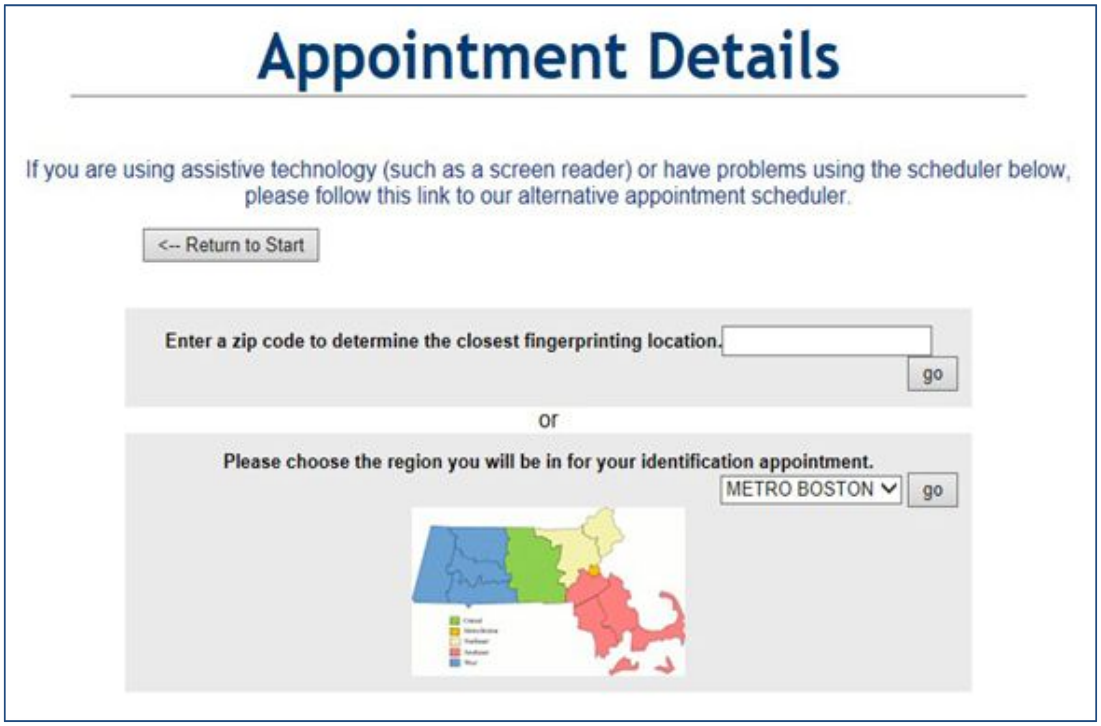


- The Organization name associated with the Provider ID you entered will be displayed. Please verify that the Organization name is correct.
- If correct, click the **orrect** button.
- If not correct, click the **Incorrect** button and reenter the Provider ID.
- If you have more than one Provider ID, click the **dd nother ro ider** button and enter the next Provider ID. Continue to Click the **dd nother ro ider** button until you have entered all your Provider IDs.
- When you have finished entering all of your Provider IDs, Click **o**.

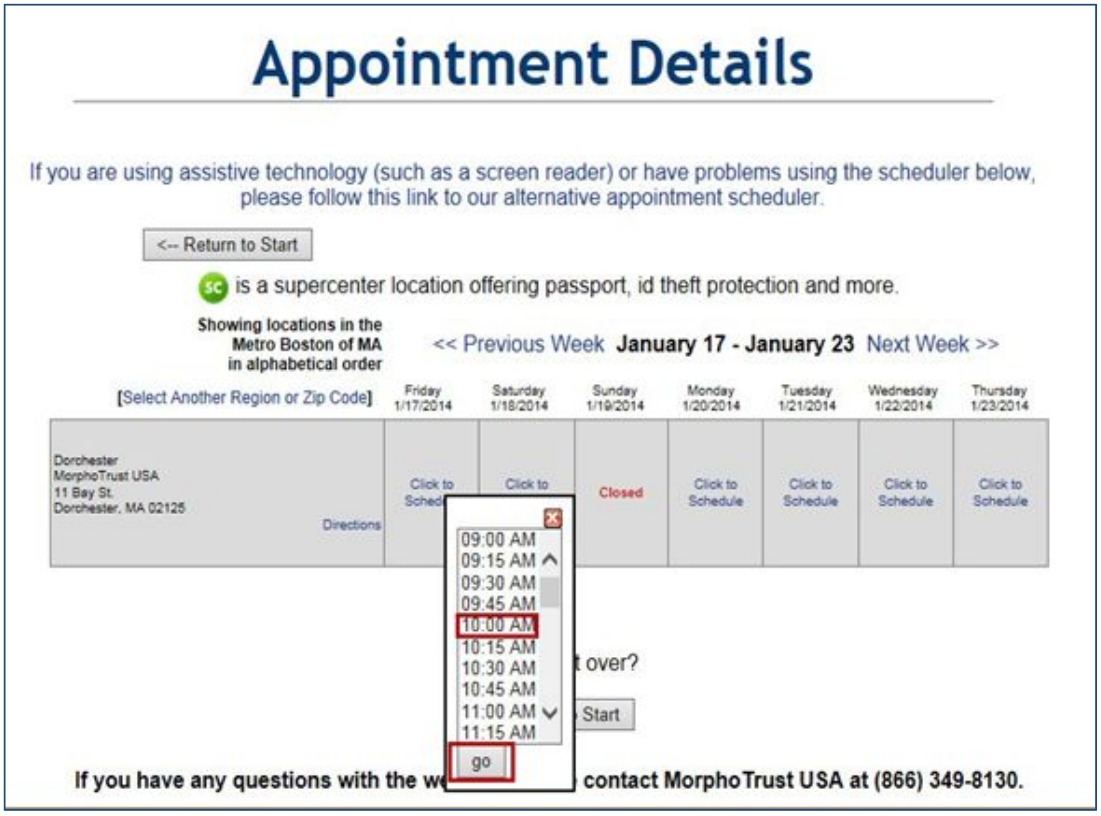
If one or more of your Provider IDs does not match the Organization name displayed on the screen, please contact your Human Resources Department or School Administrator to verify the Provider ID(s).

APPOINTMENT DETAILS

- To find the location of the nearest MorphoTrust USA IdentoGo™ enrollment center, enter Zip Code in the box provided and click **o**
- To see a list of all MorphoTrust USA IdentoGo™ locations in a particular region of the state, select the region in the Region drop-down list and click **o**.

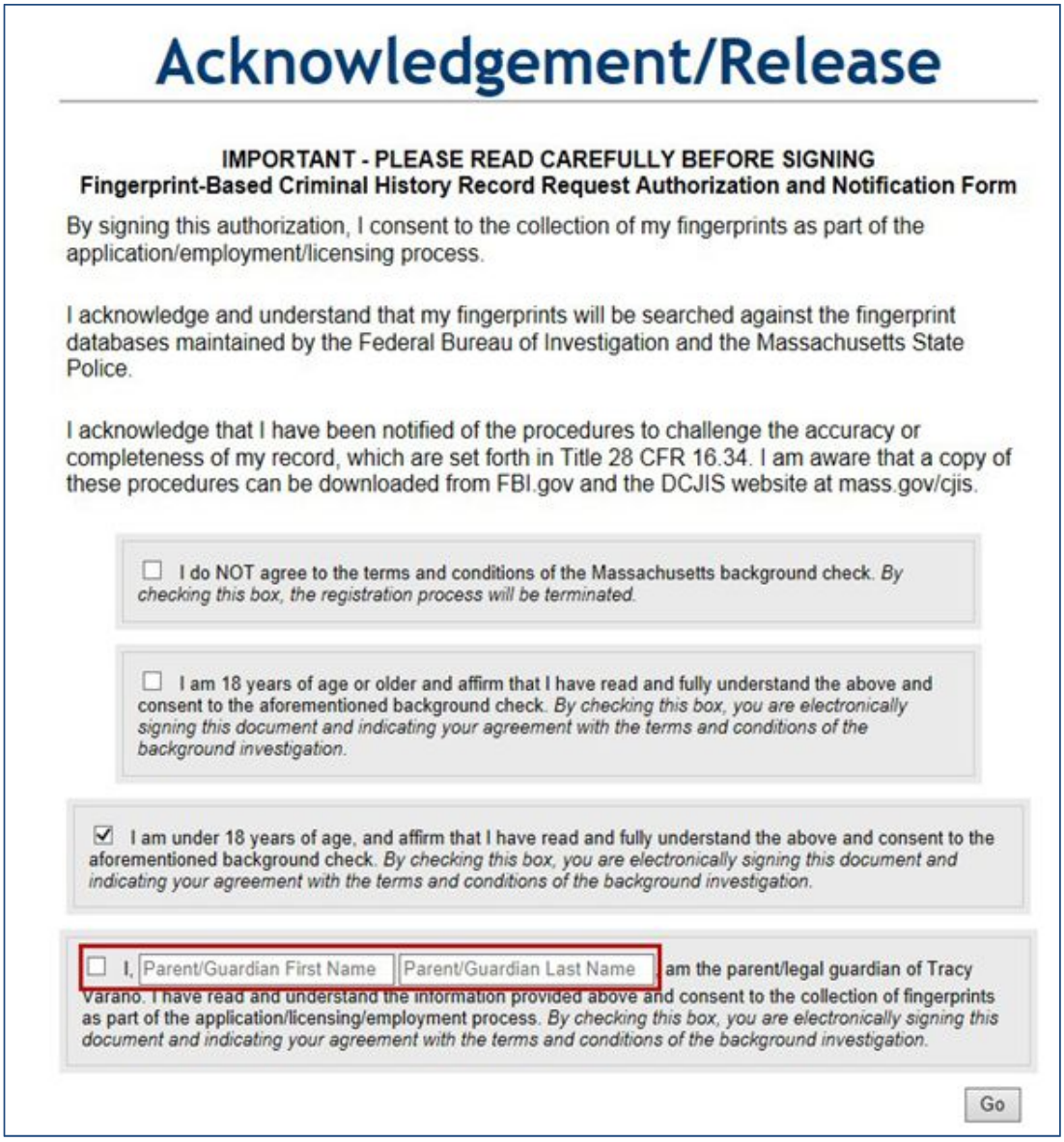


- Available appointments during the next seven (7) days will be presented.
- To view future dates, click the **e t ee** link.
- Click on the **lic to chedule** link for the date and location you want.
- Select the preferred time.
- Click, **o**.



A consent form to authorize the fingerprint-based background check will be presented for review by the applicant.

- If you agree to the terms and conditions, select **I ffirm that I ha e read and fully understand the a o e and consent to the aforementioned ac round chec** .
- If you do not agree to the Terms and Conditions, select **I ree to the terms and conditions of the assachusetts ac round chec** and the registration process will be cancelled.
- If the applicant is less than eighteen (18) years of age, a parent or legal guardian will also need to review and electronically provide consent.
  - ✓ Enter **irst ame** and **ast ame** of the parent or legal guardian.
  - ✓ Select, **I ffirm that I ha e read and fully understand the a o e and consent to the aforementioned ac round chec** .
- Click **o**.



Acknowledgement/Release

IMPORTANT - PLEASE READ CAREFULLY BEFORE SIGNING
Fingerprint-Based Criminal History Record Request Authorization and Notification Form

By signing this authorization, I consent to the collection of my fingerprints as part of the application/employment/licensing process.

I acknowledge and understand that my fingerprints will be searched against the fingerprint databases maintained by the Federal Bureau of Investigation and the Massachusetts State Police.

I acknowledge that I have been notified of the procedures to challenge the accuracy or completeness of my record, which are set forth in Title 28 CFR 16.34. I am aware that a copy of these procedures can be downloaded from FBI.gov and the DCJIS website at mass.gov/cjis.

☐ I do NOT agree to the terms and conditions of the Massachusetts background check. *By checking this box, the registration process will be terminated.*

☐ I am 18 years of age or older and affirm that I have read and fully understand the above and consent to the aforementioned background check. *By checking this box, you are electronically signing this document and indicating your agreement with the terms and conditions of the background investigation.*

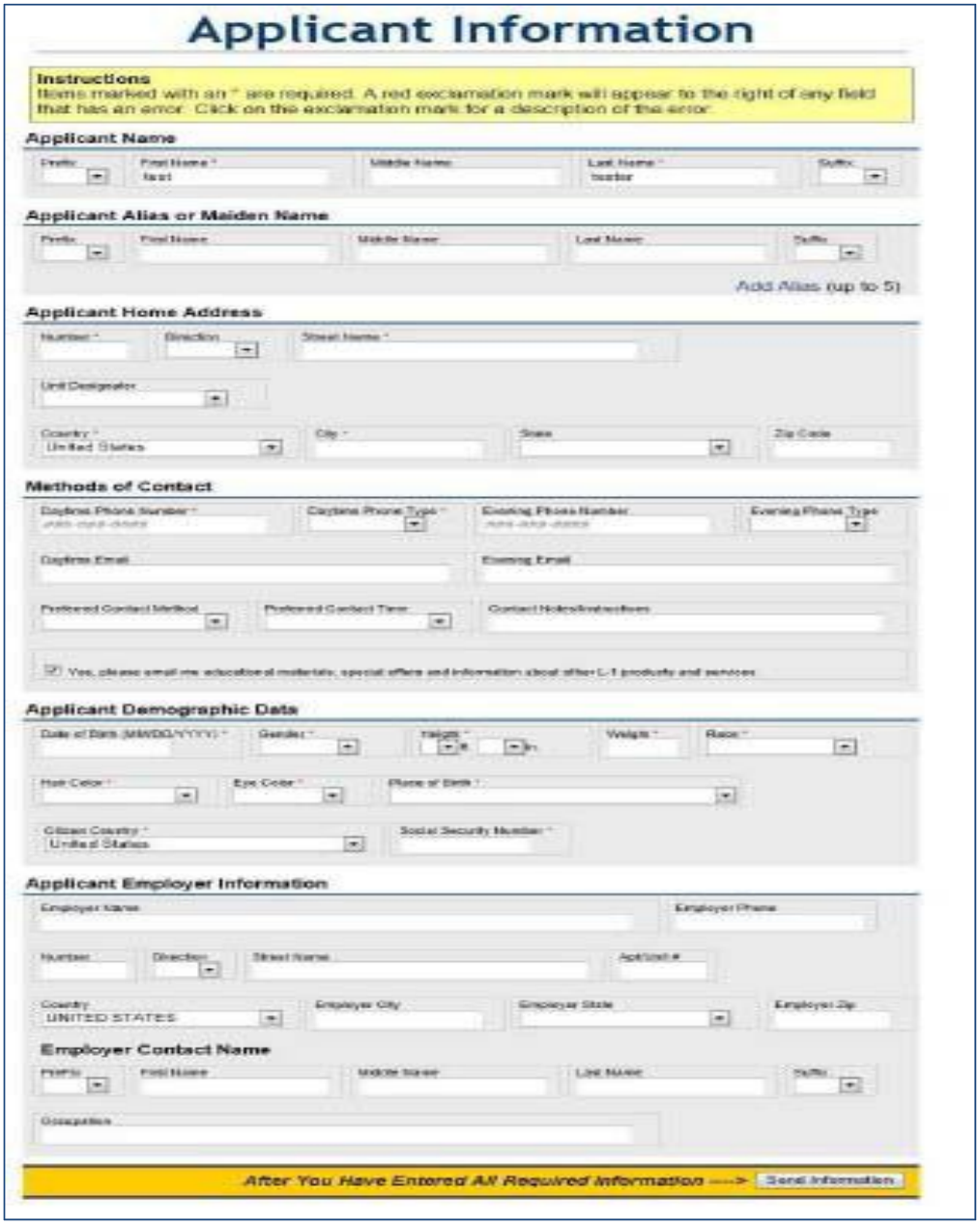
☑ I am under 18 years of age, and affirm that I have read and fully understand the above and consent to the aforementioned background check. *By checking this box, you are electronically signing this document and indicating your agreement with the terms and conditions of the background investigation.*

☐ I, Parent/Guardian First Name Parent/Guardian Last Name am the parent/legal guardian of Tracy Varano. I have read and understand the information provided above and consent to the collection of fingerprints as part of the application/licensing/employment process. *By checking this box, you are electronically signing this document and indicating your agreement with the terms and conditions of the background investigation.*

Go

APPLICANT DETAILS

- You will be required to provide standard demographic data, including Name, Date of Birth, Home Address, and Contact Information.
- Enter the required information and click the **end Information** button.
- Please note the **licant m loyer Information ection** is mandatory. If you choose to complete that section, please follow these guidelines:
    - If you are a contractor, please list your employer information and not the district or school who holds the contract.
    - If you are a volunteer, please list your employer and not the district or school where you volunteer.
    - If you are employed or seek employment at more than one district or school, please list the employer that corresponds to the first Provider ID entered under Application Details.



- You will then be required to verify the information provided for the registration process.

Information Verification

YOUR APPOINTMENT IS NOT YET COMPLETE

Please review all of the following information.
If any of this information is incorrect, please click the change button at the bottom of each section to make any needed changes to that section.

If All Information Appears Correct -----> go

Application Details

Agency Name: Department of Education
Fingerprint Reason: MDOE Education Personnel - 20-A MRSA 6103

To change any information in this section >>>>> Change Application Details

Appointment Details

Location: Bourne
IdentoGO
60 Western Avenue, Suite 3
Bourne, MA 02532
United States
Appointment Date: 09/26/2013
Appointment Time: 06:50 AM

To change any information in this section >>>>> Change Appointment Details

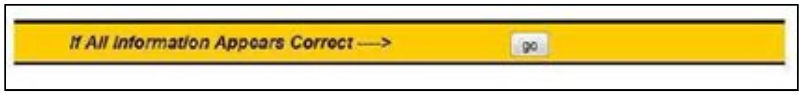
Applicant Details

Name: test tester
Alias:
Home Address: 15 Century Boulevard
Nashville, TN 37214
United States
Daytime Phone Number: 615-871-8047
Daytime Phone Type: Work
Evening Phone Number:
Evening Phone Type:
Daytime Email: test@tester.com
Evening Email:
Preferred Contact Method:
Preferred Contact Time:
Contact Notes/Instructions:
Date of Birth: 01/01/1950
Gender: Male
Height: 07 ft. 11 in.
Weight: 100 lbs
Race: American Indian
Hair Color: Bald or Unknown
Eye Color: Black
Place of Birth: Alabama
Citizen Country: United States
Employer Name:
Employer Phone:
Employer Address:
Employer Contact Name:
Occupation:

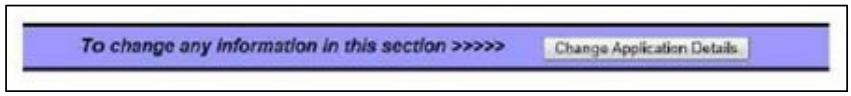
To change any information in this section >>>>> Change Applicant Details

If All Information Appears Correct -----> go

- If all of the information provided is correct, click the button at the top of the page.

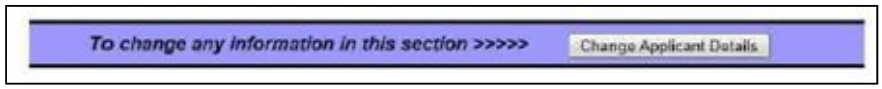


- If any of the Application Details are incorrect, click the **han e lication etails** button.



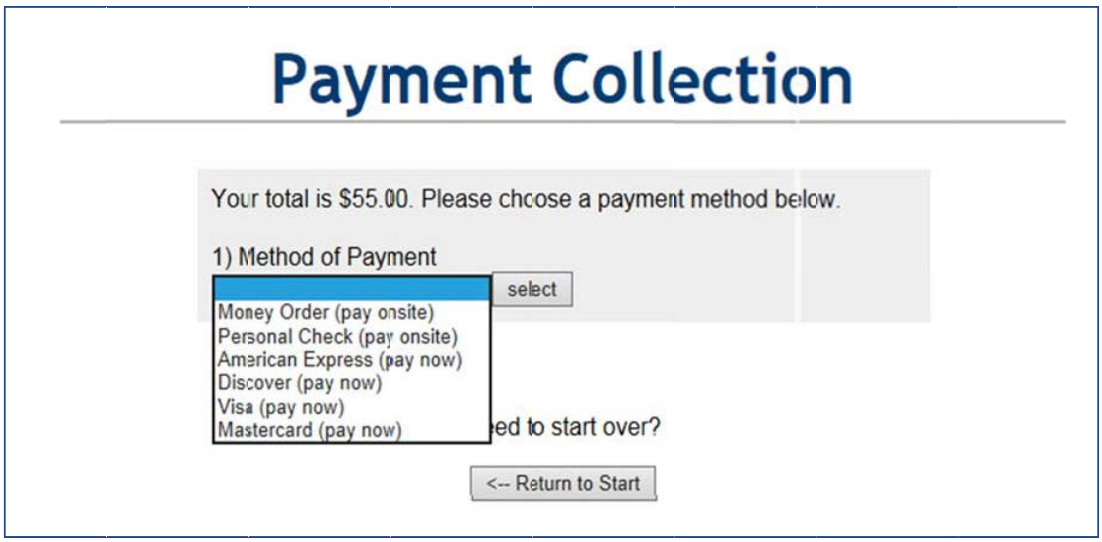
- If any of the Appointment Details are incorrect, click the **han e ointment etails** button.

- If any of the Applicant Details are incorrect, click the **han e licant etails** button.



PAYMENT

- Select the **ethod of ayment**
- Click the **end ayment Information** button.



COMPLETE REGISTRATION

- If Onsite Payment is selected, please bring a business check, personal check or money order in the exact amount with you to your appointment, along with an acceptable form of identification.
- If Online Payment is selected, click the **ontinue to a e ayment** button. You will be routed to a secure e-Payment portal provided by MorphoTrust USA partner US Bank. All payment information is collected on the US Bank e-Payment portal and only transaction reference numbers are provided to MorphoTrust USA by US Bank. The reference number is attached to the fingerprint appointment to ensure no collections will be required onsite.
- Print a copy of the **e istration onfirmation** and bring the Registration Confirmation with you to your appointment.

e isterin y hone

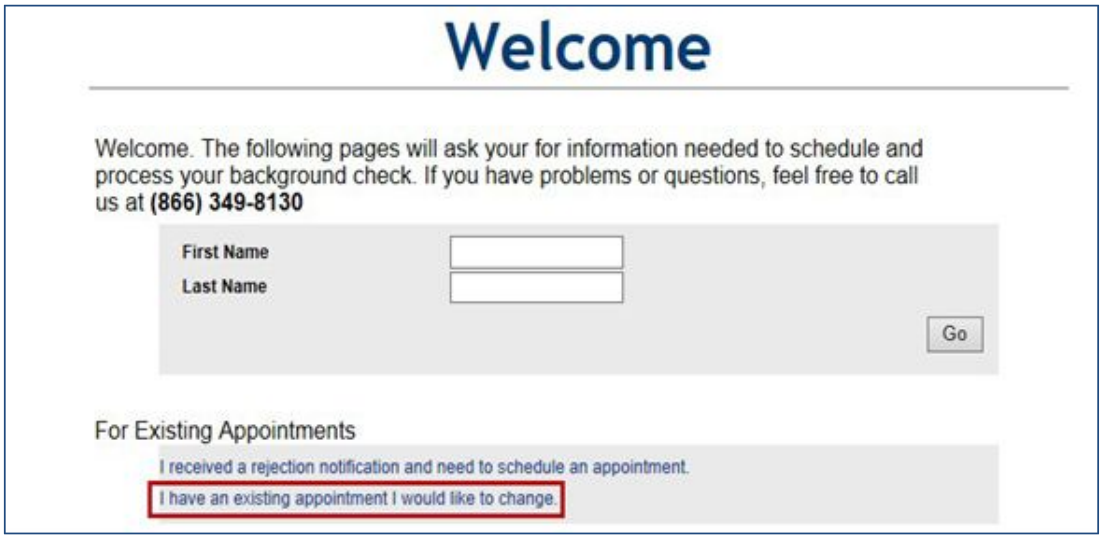
Although online registration is the best way to register for a fingerprinting appointment, you may also register by calling the MorphoTrust Massachusetts Customer Service Center toll free at (866) 349-8130. You will be asked the same information as required

by the online registration process, so please have all information available to provide to MorphoTrust Massachusetts Customer Service Representative. Please note you will be provided with a Registration Confirmation Number, so please be prepared to record this number for future reference.

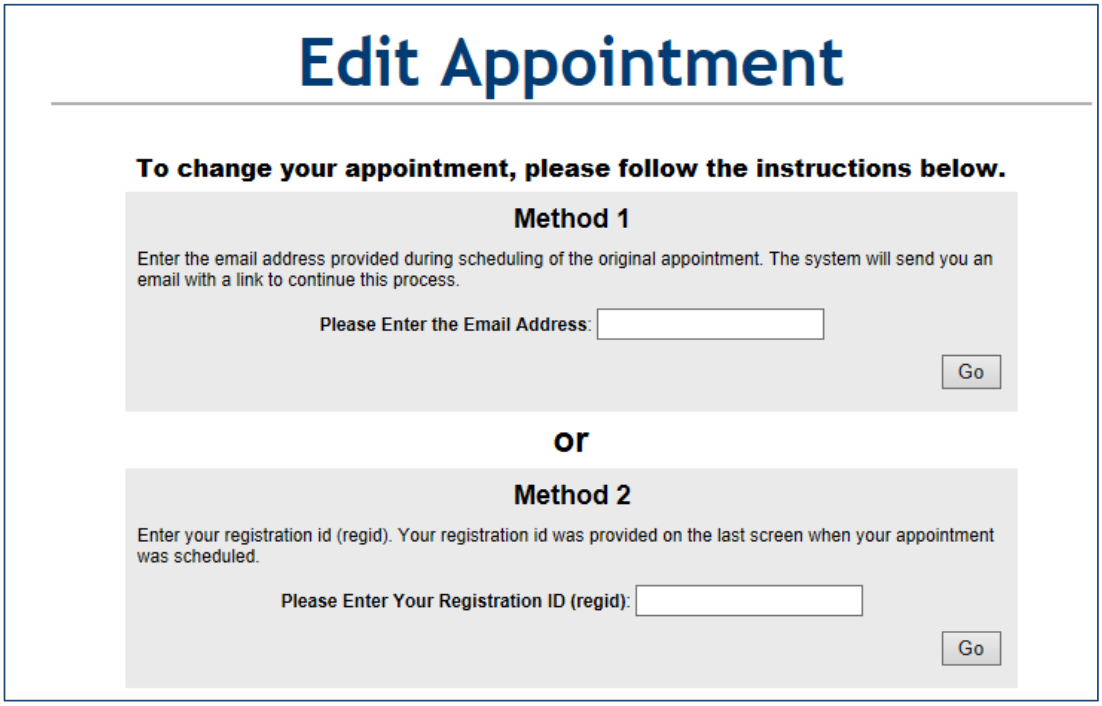
eschedulin an ointment

If you need to reschedule your fingerprinting appointment, you must do the following:

- Go to http://www.identogo.com/FP/Massachusetts.aspx
- Select **I ha e an e istin a ointment I would li e to chan e** link at the bottom of the page.



- Enter either your email address or your Registration ID. If you don't have either or the website does not locate your record, please contact the MorphoTrust Massachusetts Customer Service Center at (866) 349-8130 for assistance.
- Click **o**.



ancellin an ointment

To cancel an appointment, you must call the MorphoTrust Massachusetts Customer Service Center toll free at (866) 349-8130. Once your appointment is cancelled, a refund will be issued. Before cancelling, you should be certain you do not need an alternate appointment.

issed ointments

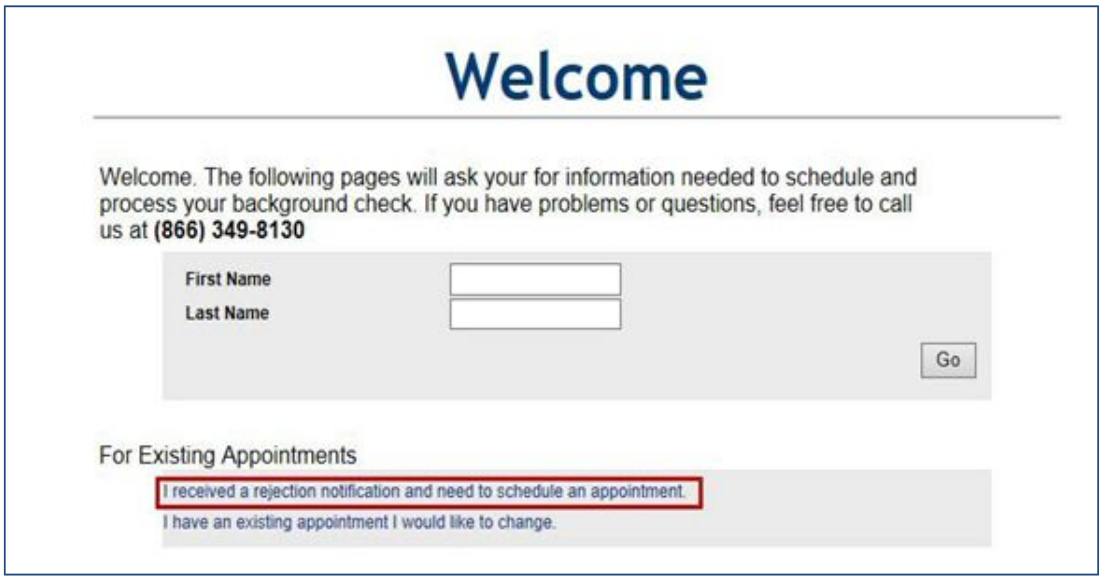
If you miss your appointment, you can contact the MorphoTrust Massachusetts Customer Service Center at (866) 349-8130 to schedule a new appointment. You can also visit the MorphTrust USA IdentoGO™ registration web site and change your appointment online. Please note refunds will not be issued if the appointment is not rescheduled within the two (2) week period after the original appointment. In addition, if a second appointment is missed, a refund will not be issued. For a copy of the refund policy, please click on **orm and in s** located on the MorphoTrust USA IndentoGo™ Massachusetts Registration homepage. If you wish to cancel your appointment completely, please follow the instructions in the Cancelling and Appointment section above.

ejection otification

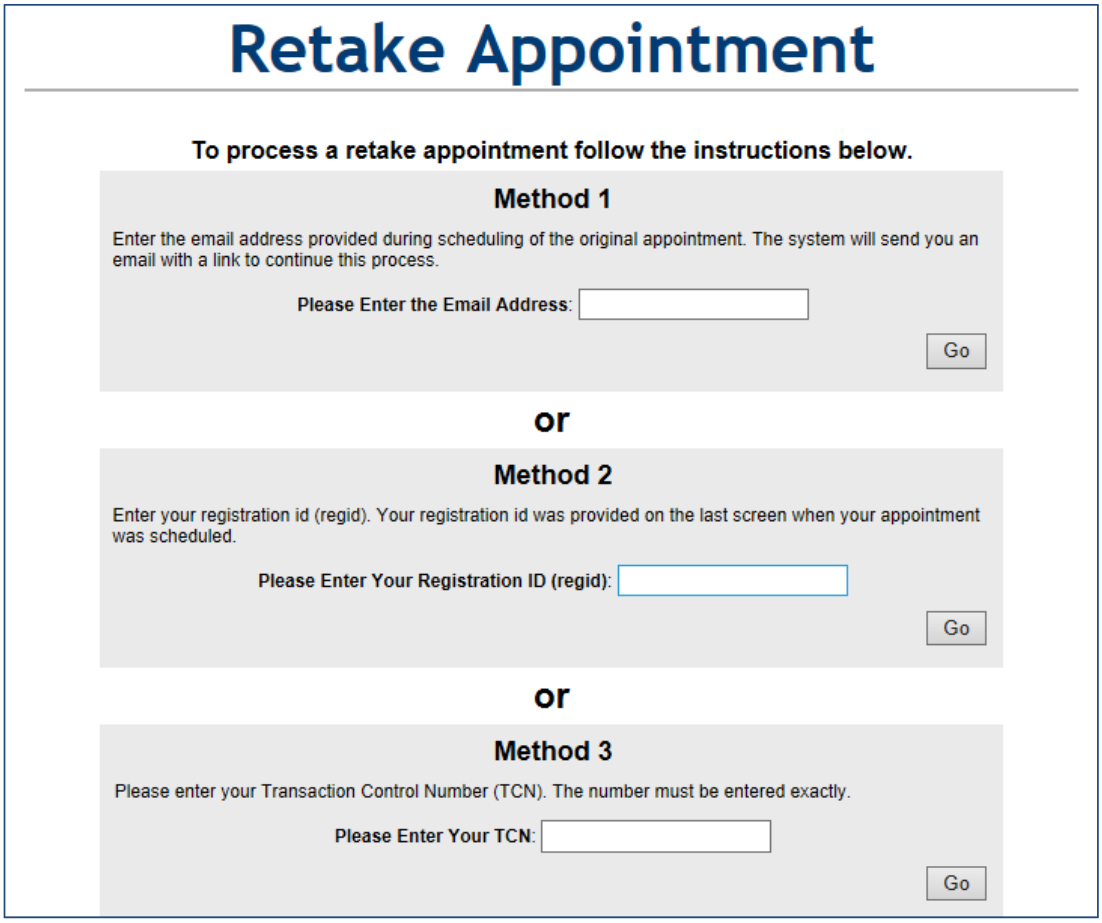
In some instances, an applicant's fingerprints are rejected by either the Massachusetts State Police or Federal Bureau of Investigation due to poor fingerprint quality.

If you receive a rejection notification, you must do the following:

- Go to http://www.identogo.com/FP/Massachusetts.aspx
- Click **I recei ed a rejection notification and need to schedule an a ointment** link at the bottom of the page.



- Enter your email address, Registration ID, or Transaction Control Number (TCN) in one of the boxes provided. Please note the TCN is a unique thirteen (13) character alphanumeric field which is assigned to each civil fingerprint submission and is printed on the receipt provided at the conclusion of the fingerprint appointment. I If you do not have the required information, or if the web site does not locate your record, please contact MorphoTrust Massachusetts Customer Service Center at (866) 349-8130 for assistance.
- Click **o**.


Retake Appointment
To process a retake appointment follow the instructions below.
Method 1
Enter the email address provided during scheduling of the original appointment. The system will send you an email with a link to continue this process.
Please Enter the Email Address:
Go
or
Method 2
Enter your registration id (regid). Your registration id was provided on the last screen when your appointment was scheduled.
Please Enter Your Registration ID (regid):
Go
or
Method 3
Please enter your Transaction Control Number (TCN). The number must be entered exactly.
Please Enter Your TCN:
Go

cce ta le orms of Identification

All applicants will be required to present an acceptable form of identification at the time of fingerprint capture at a MorphoTrust USA IdentoGO™ Center. Acceptable forms of identification are as follows:

rimary Identification ocuments

The following documents are acceptable forms of identification:

- Driver's License from any U.S. state or territory
- Valid State Identification Card from any U.S. state or territory
- U.S Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign Passport with temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa
- Foreign Passport and Form I-94 or Form I-94A
- Employment Authorization Document which contains a photograph (Form I-766)
- U.S. Military Card with identifiable photograph.
- U.S. Coast Guard Merchant Mariner Document or Merchant Mariner Credential
- Transportation Worker Identification Credential
- Enhanced Tribal Card

ll documents must include an identifia le hoto the a licant s full name and date of irth ll documents must e erifia le and une ired

licants nder ears of e

If you are under eighteen (18) years of age and unable to present one of the primary identification documents listed above, you must provide an original or certified copy of a Birth Certificate issued by an authorized U.S. agency with an official seal or Certification of Birth Abroad (issued by U.S. Department of State) one of the following documents:

- School Identification Card (Public or Private School)
- School Record or Report Card
- Home Schooling Education Plan
- U.S. Social Security Card

in er rint ointment

You are expected to visit a MorphoTrust USA IdentoGo™ enrollment center at the scheduled date and time. You should be sure to have all required documentation and

identification with you, and should expect the fingerprinting process to take from 5-10 minutes. The Enrollment Agent onsite will verify your identity with the provided identification document, scan your identification to verify authenticity, verify all of your demographic data, and then proceed to fingerprint you using electronic scanning equipment. Any questions prior to or after the fingerprint appointment should be directed to the MorphoTrust Massachusetts Customer Service Center at (866) 349-8130 or to the school employer.

At the conclusion of your fingerprint appointment, you will be provided with a receipt. A single receipt will be provided to you and please be sure to retain that original receipt. Multiple copies will not be provided. Please provide a copy of the receipt to your Human Resources Department or school administrator. If you are an Out of State Applicant, please send a copy of your registration confirmation to your Human Resources Department or school administrator.

re th rade ducation licant y es

The following sub-sections provide additional information concerning the various applicant types that fall under the Massachusetts Department of Elementary and Secondary Education (ESE).

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The fee charged will be $55 for educators licensed by the Commissioner of Elementary and Secondary Education.

ther chool ersonnel

The fee charged will be $35 for all other school personnel (i.e., school secretaries, cafeteria workers, custodians, bus drivers, etc.) and designated volunteers and vendor employees.

ulti le ro ider l s

There may be instances in which an ESE applicant is seeking employment at multiple schools or districts and has been instructed to undergo a fingerprint-based criminal background check conducted for each employer. Furthermore, there may be instances where an ESE applicant is currently employed at more than one school or district. As part of the fingerprint registration process, up to ten (10) Provider ID's may be submitted. The fingerprint-based criminal background check results will be disseminated to each of the schools identified at during the registration process.

and m loyment

There may be instances in which an applicant is either employed or seeking employment with an ESE organization and a Massachusetts Department of Early

Education and Care (EEC) organization. Federal rules and regulations prohibit EEC and ESE from sharing/disseminating an individual's criminal history record information (CHRI). In order to be compliant with the new law, an individual who works for both EEC and ESE organizations will have to submit, and pay for, two separate fingerprint-based criminal record checks. If back-to-back appointments are unavailable, please select an appointment time that is as close to the first appointment as can be obtained. An applicant will be fingerprinted for both submissions at the same time, and will not be made to wait for the later time.

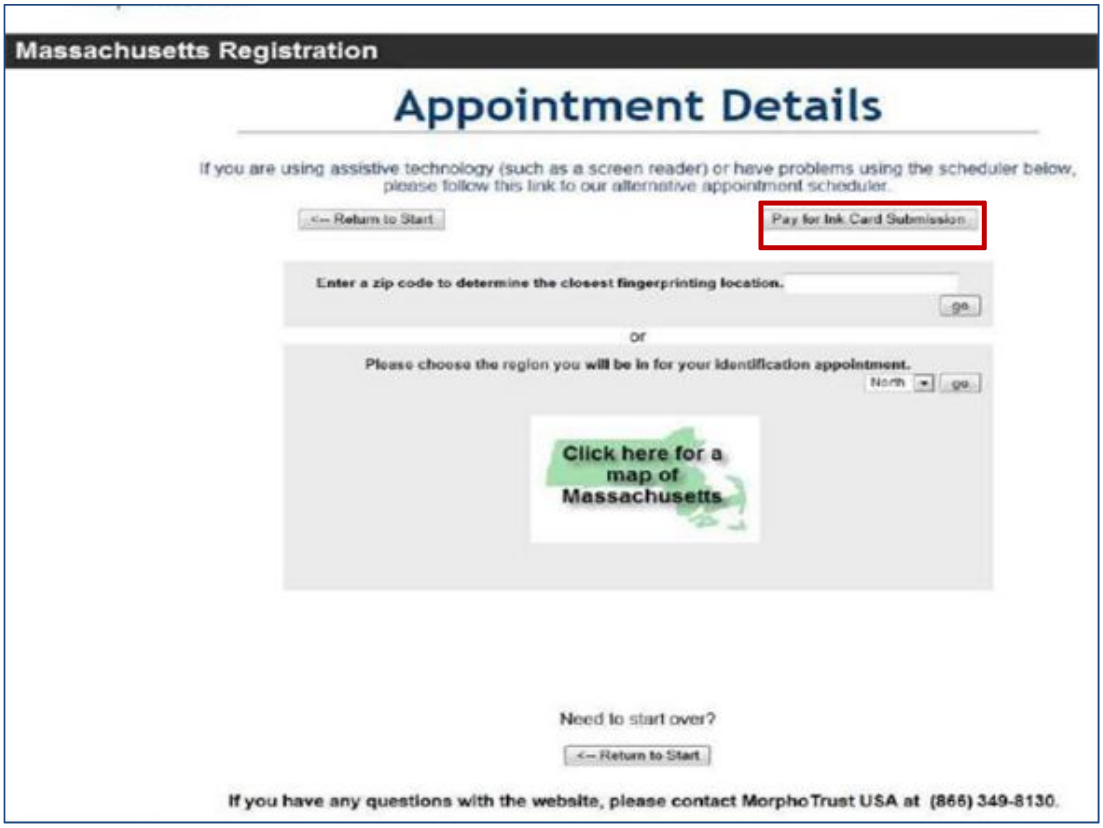
ut of tate licants

There may be instances in which an applicant does not reside in the Commonwealth of Massachusetts and his/her work does not require travel to the Commonwealth of Massachusetts.

Applicants who meet the above criteria may use MorphoTrust's Card Scan Processing Program. This program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. Converting a "hard card" into an electronic record enables an applicant to have his/her fingerprint record processed as quickly as if he/she had traveled to an electronic fingerprint processing location. The section below details the procedures for submitting fingerprints to the Card Scan Processing Unit.

- Applicants must go online to the MorphoTrust USA IndentGo™ registration website http://www.identogo.com/FP/Massachusetts.aspx or call the MorphoTrust Massachusetts Customer Service Center toll free at (866) 349-8130 and complete the registration process.

- If using the online registration process, you must select " **ay for ln ard u mission**" on the Appointment Details page. This will identify to MorphoTrust that a hard card will be mailed to them for conversion to an electronic fingerprint record which will then be submitted to the Massachusetts State Police (MSP) and to the Federal Bureau of Investigation (FBI). Please note the fee charged for out of state applicants is $55 for educators licensed by the Commissioner of Elementary and Secondary Education and $35 for all other school personnel



- You must complete the entire registration process. All information entered during the registration process will be submitted to the Massachusetts State Police as part of the fingerprint transmission. **ny data discre ancies or errors found durin this rocess may result in additional su missions at the e ense of a licant**
- A confirmation number (Registration ID) will be supplied at the end of the registration process. You should retain this number for tracking purposes. <u>This confirmation number must be recorded on the fingerprint card when it is submitted to MorphoTrust for proper processing.</u>
- You must complete payment during the registration process via the online e-Payment portal. Options include debit and credit card as well as e-Check. (Applicant cards with unpaid or declined payments will not be processed and cards will be returned to the applicant.) A payment reference number will be supplied during the registration process. You should retain this number for tracking purposes.
- Once the application process has been completed, the Massachusetts Department of Criminal Justice Information Services (DCJIS) will mail you a package which will include a Massachusetts Applicant Fingerprint Card (Form 1-

9) and a Fingerprint Certification Form. *MorphoTrust does not provide fingerprint cards to applicants*.

- You must obtain a set of fingerprints from a local law enforcement agency. These fingerprint cards may be either traditional ink rolled fingerprints or electronically captured and printed fingerprint cards. In addition to the fingerprint card, the Fingerprint Certification Form must also be completed by the local law enforcement agency.
- You need to make sure the fingerprint card is complete prior to the submission to MorphoTrust. Required information includes: **ull name date of irth date and si nature of erson fin er rinted date and si nature of erson ta in the fin er rints and the confirmation num er ro ided at the end of the re istration rocess**
- The Massachusetts Fingerprint Card and the Fingerprint Certification Form, along with Registration ID and payment reference number, must then be sent to the following address (for tracking and security reasons, it is recommended that a shipping service with package tracking capabilities be utilized):

IdentoGo™ by MorphoTrust

MA SAFIS Cardscan

1650 Wabash Ave Suite D

Springfield, IL 62704

- Please include at least two (2) means of contact with your fingerprint card submission (for example, a daytime and evening telephone number or a cell phone number and email address).
- If you want to verify that your fingerprint card has been processed, you may call the MorphoTrust Massachusetts Customer Service Center at (866) 349-8130 and speak with a customer service representative. Please allow at least 3 days from date of mailing before contacting MorphoTrust regarding processing status.

ailure to com lete the rocess as stated on these instructions will result in the card ein returned to you which will delay the rocess

ontactin ustomer er ice

For assistance with scheduling, rescheduling, or cancelling an appointment, refunds, or directions to a MorphoTrust USA IdentoGo™ enrollment center. Monday-Friday 7:00 a.m. – 6 p.m. EST	MorphoTrust Massachusetts Customer Service Center Phone: (866) 349-8130
For assistance with obtaining a status or interpretation of your fingerprint-based criminal history check results. (: Please do not contact the Department of Criminal Justice Information Services until 72 hours has passed since your fingerprints were taken at a MorphoTrust USA IdentoGo™ enrollment center.) Monday-Friday 9:00 a.m.-5:00 p.m. EST	Massachusetts DCJIS Phone: (617) 660-4640 TTY: (617)-660-4606 Email: safis@state.ma.us

Appendix S

I I I I
e artment of riminal ustice Information er ices 200
Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973
MASS.GOV/CJIS

This form is not to be faxed. Please return form to organization .

Criminal Offender Record Information (CORI) Acknowledgement Form

To be used by organizations conducting CORI checks for employment or licensing purposes.

_____ is registered under the
(Organization)
provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, or current licensees.

As a prospective or current employee, subcontractor, volunteer, license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to
_____
(Organization)
to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing _____
(Organization)

with written notice of my intent to withdraw consent to a CORI check.

I also understand, that _____may conduct
(Organization)
subsequent CORI checks within one year of the date this Form was signed by me.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

_____ _____
Signature of CORI Subject *Date*

e artment of riminal ustice Information er ices
200 Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973
MASS.GOV/CJIS

SUBJECT INFORMATION

Please complete this section using the information of the person whose CORI you are requesting.
The fields marked with an asterisk (*) are required fields.

* First Name: _____ Middle Initial: _____

* Last Name:_____ Suffix (Jr., Sr., etc.): _____

Former Last Name 1: _____

Former Last Name 2: _____

Former Last Name 3: _____

Former Last Name 4: _____

* Date of Birth (MM/DD/YYYY): _____ Place of Birth: _____

* Last **SIX** digits of Social Security Number: ___ ___ -- ___ ___ ___ ___ ☐ No Social Security Number

Sex: _____ Height: _____ ft. _____ in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

Father's Full Name: _____

Mother's Full Name: _____

Current Address

* Street Address: _____

Apt. # or Suite: _____ *City: _____ *State: _____ *Zip: _____

SUBJECT VERIFICATION

The above information was verified by reviewing the following form(s) of government-issued identification:

_____
_____
_____

Verified by:

_____
Print Name of Verifying Employee

_____ _____
Signature of Verifying Employee *Date*

Appendix T

Human Resources

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

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate stand alone Disclosure and certify that I have read and understand it and this authorization. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by **alley olla orati e** at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **Intelli or ecords Inc u urn ri e uite eachwood hio el o** www intellicor net.

I do _____do not_____ authorize you to contact, through IntelliCorp Records, Inc., *my current* employer for Employment and Reference Verifications. *(Checking **"I do"** will authorize inquiries to the Human Resources Department and to any listed supervisors.)*

I also consent to have any legally required notices sent electronically.

☐ By checking this box, you are acknowledging that you have been informed of your right to request a copy of the investigative consumer report we obtained on you and you are exercising your right to obtain a copy of that report.

_____
Printed Name

_____ _____
Signature Date

_____ _____
Parent or Legal Guardian Signature (for searches conducted on minors under the age of 18) Date

Human Resources

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

BACKGROUND INFORMATION

Last Name _____ First Name _____ Middle Name _____

Current Address _____ Dates Lived Here _____

Date of Birth _____ Other Names Used (including maiden name) _____ Years Used _____

Social Security Number _____ Driver's License # _____ DL State _____

Email address (may be used for official correspondence _____

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

    - a person has taken adverse action against you because of information in your credit report;
    - you are the victim of identity theft and place a fraud alert in your file;
    - your file contains inaccurate information as a result of fraud;
    - you are on public assistance;
    - you are unemployed but expect to apply for employment within 60 days.

    In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

- The following FCRA right applies with respect to nationwide consumer reporting agencies**:**

  CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

  You have a right to place a "security freeze" on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

  As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over $10 billion and their affiliates b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552 b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act. c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357

Appendix U

Human Resources

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

DISCLOSURE REGARDING BACKGROUND CHECK

alley olla orati e ("the Company") may obtain information about you from a third party consumer reporting agency for **onsideration for m loyment**. Thus, you may be the subject of a "consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records").

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by **Intelli or ecords Inc u urn ri e uite eachwood hio el o www intellicor net**

Signature: _____ Date: _____

12/2018

Human Resources

Employee Information Change Form

Appendix V

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

m loyee ame		**ocation**	

Item ein chan ed/u dated

☐ Name ☐ Address ☐ Home Phone ☐ Cell Phone ☐ Email ☐ Emergency Contact
☐ Degree/Certificate/License

ew ame			
ew ddress	**treet ddress**		
	ity		
	tate		
	i ode		
ew ome hone		**ew ell hone**	
ew mail			
ew mer ency ontact			
ew y e of e ree/ ertificate/ icense			
u mission ate	**i nature**		

Completed EIC form can be scanned and emailed to hr@valleycollaborative.org

Content Owner: Human Resources
Updated: August 2018

Send Completed Form to:
Human Resources
hr@valleycollaborative.org
978-528-7801

Appendix W

SECTION A — SUPERVISOR

Employee Name (Last, First, MI):	Employee Telephone: ( ) -	Social Security Number: -- --
Employee Address:	Sex: ( ) F ( ) M	Date of Birth: / /
Insurer: [X] **A.I.M. Mutual** [ ] **MEIC** [ ] **AEIC** [ ] **NH Employers PO Box 4070, Burlington, MA 01803-0970** Location Code:		Marital Status: ( ) Single ( ) Married
Employer: VALLEY COLLABORATIVE - WMZ-800-8006928-2015	Employer Telephone: (978) 528 - 7801	Policy Number: 8006928
Employee Occupation: / Witness to Accident:	Date of incident: / /	Time of incident: ( )AM ( )PM
Date of hire: / / / Date assigned to present position: / / / Date incident reported: / / / To Whom:		Returned to work: ( ) Yes ( ) No
Address where injury occurred (If different from Employer above):	Date of Return to Work: / /	Returned to Regular Job: ( ) Yes ( ) No
Type of injury (Burn, Fracture, Cut, etc.):	Average 52 Week Wage: $ ( ) Estimated ( ) Actual	
Injured Body Part(s) (Arm, Leg, Back, etc.): / Source of injury (Chemicals, Machinery, etc.):		Name of Employerôs Claim Coordinator:
Height: ft. in. / Weight:	Smoker: ( ) Yes ( ) No If yes, # pack(s) per day:	
Describe what happened:		

Supervisor Signature: _____ **Date:**_____/_____/_____

SECTION B

Medical Authorization: In accordance with state law, I, the undersigned, authorize A.I.M. Mutual Insurance Companies, as a workers compensation insurer, and its authorized agents or representatives, as well as my employer to be furnished with any information or facts regarding this injury only, including records, diagnosis, medical treatment and prognosis, estimates of disability and recommendations for further treatment. This information is to be used for the sole purpose of evaluating and handling my claim and to assure timely medical care as a result of the incident occurring on or about the above noted date and for no other purpose, now or in the future. I also agree that a photocopy of this release is as valid as the original.

Employee Signature: _____ **Date:** _____/_____/_____

I do not want medical treatment for this injury – Employee Signature: Date: / /

SECTION C — MEDICAL PROVIDER

TREATMENT AREA USE ONLY **(To be filled out by Medical Care Provider)**

Name of Provider: _____ Date: ____/____/____ Arrival Time: _____ ( )AM ( )PM

Accident Description: _____

Preliminary Diagnosis: _____ New Injury/Illness: ( )Yes( )No

Related to above incident at work: ( )Yes ( )No ( )Undetermined Pre-existing Condition: ( )Yes ( )No

Height: ____ ft. ___ in Weight:_____lbs. Smoker: ( ) Yes ( ) No If yes, # pack(s) per day _____

Recommended Work Status: (Check one and provide additional information as appropriate)

Full Duty ( ) Modified Duty ( )

Full Duty to resume on: _____/_____/_____ Unable To Immediately Return To Work ( )

Modified duty to begin: _____/_____/_____ Full Duty to resume on: _____/_____/_____

May lift up to:	5 lbs. ( )	25 lbs. ( )	40 lbs. ( )	75 lbs. ( )	No lifting ( )
May carry up to:	5 lbs. ( )	25 lbs. ( )	40 lbs. ( )	75 lbs. ( )	No carrying ( )
May Push/Pull up to:	5 lbs. ( )	25 lbs. ( )	40 lbs. ( )	75 lbs. ( )	No pushing/pulling ( )

Other Duty Modifications: _____

Physician Comments: _____

Follow-Up Appointment With: _____ Date: ____/____/____ Time: _____ ( ) AM ( ) PM

Physician/Clinician Name:_____ Tel. #: ( ) _____ - _____
(Please print legibly)

Physician/Clinician Signature: _____ **Date:** _____/_____/_____

SUPERVISOR ACTION: ( ) Returned to Work ( ) Modified Duty ( ) Send Home ( ) Send for Treatment
( ) Notice Only ( ) Medical Only ( ) Lost Industry Code: _____ (see Instruction sheet)

Revised August 2015
Document Owner: Human Resources

Appendix X

INFORMATION CONCERNING THE PROCESS IN CORRECTING A CRIMINAL RECORD

1. If you have undergone a background check by an agency that has received a criminal record from the DCJIS, you may ask the agency to provide you with a copy of the criminal record. You may also request a copy of your adult criminal record from the Department of Criminal Justice Information Services, 200 Arlington Street, Suite 2200, Chelsea, MA 02150 or by calling (617)660-4640 or go to the Massachusetts iCORI service

2. The DCJIS charges $25.00 fee to provide an individual with a copy of his/her criminal record. You may complete an affidavit of indigency and request that the DCJIS waive the fee.

3. Upon receipt, review the record. If you need assistance in interpreting the entries or dispositions, please contact the Constituent Assistance and Research Unit at 617.660.4640 between 8:00AM and 6:00PM Eastern Time, Monday – Friday or via email at iCORI.INFO@state.ma.us

4. The DCJIS does not offer "walk-in" service but you may call our Legal Division at (617)660-4760 for assistance or the CARI Unit of the Office of the Commissioner of Probation at (617)727-5300.

5. If you believe that a case is opened on your record that should be marked closed, you may contact the Office of the Commissioner of Probation Department at the court where the charges were brought and request that the case(s) be updated.

6. If you believe that a disposition is incorrect, contact the Chief Probation Officer at the court where the charges were brought or the CARI Unit at the Office of the Commissioner of Probation and report that the court incorrectly entered a disposition on your criminal record.

7. If you believe that someone has stolen or improperly used your identity and were arraigned on criminal charges under your name, you may contact the Office of the Commissioner of Probation CARI Unit or the Chief Probation Officer in the court where the charges were brought. For a listing of courthouses and telephone numbers please click here.

8. In some situations of identity theft, you may need to contact the DCJIS to arrange to have fingerprints analysis conducted.

9. If there is a warrant currently outstanding against you, you need to appear at the court and ask that the warrant be recalled. You cannot do this over the telephone.

10. If you believe that an employer, volunteer agency, housing agency or municipality has been provided with a criminal record that does not pertain to you, the agency should contact the CORI Unit for assistance at (617)660-4640.

Appendix Y

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
DEPARTMENT OF CRIMINAL JUSTICE INFORMATION SERVICES
200 Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-4613
MASS.GOV/CJIS

STATEWIDE APPLICANT FINGERPRINT IDENTIFICATION SERVICES (SAFIS)

The Federal Bureau of Investigation (FBI) Identification Division maintains fingerprint-supported national criminal history record information (CHRI) and also provides access to CHRI maintained by the states. Organizations authorized to submit CHRI checks pursuant to state and federal laws are required to provide individuals with information on how to change, correct, or update their criminal records in accordance with 28 CFR 16.34.

If, after reviewing your CHRI, you believe it contains incomplete or incorrect information, you may submit a request to the law enforcement agency which submitted the information to correct or update your CHRI. The information provided in this document outlines the steps that you must follow to change, correct, or update your CHRI.

INCOMPLETE INFORMATION

If you believe an arrest listed on your CHRI submitted by a Massachusetts law enforcement agency is incomplete (i.e. the disposition is missing), you must first request a certified copy of the docket sheet associated with the arrest. You can obtain a certified copy of the docket sheet by going to the clerk's office at the court where you were arraigned on the charges.

For a listing of courts and contact information, please go to:
http://www.mass.gov/courts/court-info/courthouses/

If you are not sure which court heard your case, you may request a copy of your Massachusetts Criminal Offender Record Information (CORI) from the Department of Criminal Justice Information Services' (DCJIS) iCORI system. The CORI will contain information regarding the docket number and phone number for the court that heard the case.

For information on how to register for an individual iCORI account to request your own CORI online:
http://www.mass.gov/eopss/crime-prev-personal-sfty/bkgd-check/cori/icori-training-documents.html

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
DEPARTMENT OF CRIMINAL JUSTICE INFORMATION SERVICES
200 Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-4613
MASS.GOV/CJIS

STATEWIDE APPLICANT FINGERPRINT IDENTIFICATION SERVICES (SAFIS)

Alternatively, you may submit a personal CORI request by mail to the DCJIS by completing the form available at: http://www.mass.gov/eopss/crime-prev-personal-sfty/bkgd-check/cori/cori-forms-and-applications.html

I_____ It is ossi le for assachusetts arrest information to not a ear in a l res onse If this occurs lease contact the l at

After obtaining a certified copy of the docket sheet, in order to update an incomplete CHRI arrest, you must complete and submit the Massachusetts State Police (MSP) Disposition Update Request form (see attached) to:

ATTN: DISPO UPDATE
Massachusetts State Police
State Identification Section
59 Horse Pond Road
Sudbury, MA 01776

Please be sure to include the docket sheet with the completed Massachusetts State Police Disposition Update Request form.

INCORRECT INFORMATION

If you believe your CHRI contains a Massachusetts arrest that is incorrect (i.e. does not belong to you or the offense is incorrect), you will need to contact the police department that submitted the arrest information to the State or to the FBI to request a review of the arrest report or a fingerprint comparison to the fingerprints on file for the arrest. The police department that submitted the information will be listed on the CHRI. *Please be sure to call the police department and schedule an appointment for this type of review.*

If after reviewing your information, the police department finds the CHRI submission should be corrected, the police department will submit a request on your behalf to the Massachusetts State Police State Identification Section (MSP SIS). The MSP SIS will correct the information in the SIS database and forward the corrected information to the FBI.

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
DEPARTMENT OF CRIMINAL JUSTICE INFORMATION SERVICES
200 Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-4613
MASS.GOV/CJIS

STATEWIDE APPLICANT FINGERPRINT IDENTIFICATION SERVICES (SAFIS)

Requests to change, correct, or update arrest information submitted to the FBI by an out-of-state law enforcement agency must be made to the agency that submitted the information to the FBI. You may also contact the repository in the state that submitted the arrest data for more information on how to change, correct, or update a record in that state.

A listing of state criminal history repository contact information is available at: http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/state-identification-bureau-listing

The FBI has published information on its website on how to correct a criminal history record.

This information is available at: http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks/challenge-of-a-criminal-history-summary

I
tate Identification ection
59 Horse Pond Road, Sudbury, MA 01776
TEL: 508-358-3170 | FAX: 508-358-3192
MASS.GOV/MSP

DISPOSITION UPDATE REQUEST

REQUESTOR INFORMATION

Full Name: _____
First Name *Middle Name* *Last Name*

_____ _____ _____
Date of Birth *Social Security Number* *Phone Number*

Reason for Request: _____

_____

Requestor's Signature:_____ Request Date: _____

OFFENSE INFORMATION	
Arresting Department:	OBTN:
State ID Number:	FBI Number:

DISPOSITION INFORMATION TO BE UPDATED		
Date of Arrest	Charges	Disposition to Be Added
SIS ID Tech:		
Date Completed:		

SIS Comments:

Send this coversheet with certified court records and documentation.

SIS DISPO UPDATE 2_2014

Valley COLLABORATIVE

Central Administration Office

*25 Linnell Circle, Billerica MA 01821 * Tel: (978)528-7826 * http://www.valleycollaborative.org*

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Date: April 6, 2020
Re: Finance Policies and Procedures Manual

Please find attached Valley's Finance Policies and Procedures Manual for your review.

Required Action:
Vote to Approve

Attachments:
Finance Policies and Procedures Manual

Financial Policies & Procedures Manual

Approved by:
Valley Collaborative Board of Directors
April 06, 2020

Valley Collaborative
Financial Policies & Procedures Manual

,

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100 INTRODUCTION

Educational Collaboratives are formed by local school committees and charter boards under the provisions of Chapter 40, Section 4E. The purpose of an educational collaborative is to supplement and strengthen the programs and services of member school committees and charter boards. All educational collaborative agreements and amendments must be approved by the member school committees and charter boards (Board of Directors) and the Board of Elementary and Secondary Education.

In an effort to achieve and ideally surpass these requirements, Valley Collaborative has developed this Policies and Procedures Manual. The Manual has been approved by the Valley Collaborative Board of Directors, and is intended to serve as a guiding resource towards best practices and stakeholder information.

The Valley Collaborative Board of Directors acknowledges the guidance provided by the Massachusetts Department of Education during the development of this document. For further information please see "School Finance- Educational Collaboratives" issued by the Massachusetts Department of Education.

101 Scope and Organization

This manual consists of three sections:

Part I - Policies
Part II- Procedures
Appendices- Sample Forms

102 Purpose of Policies and Procedures Manual

A. The Policies and Procedures manual is the official document for the accounting and administrative functions conducted by Valley Collaborative. Please see attached Appendix A for separation of duties organizational chart and job descriptions.

B. The Policies and Procedures manual provides standards and directives for sound management and promotes consistent, prudent financial and administrative practices. Also, it also provides guidance to the Collaborative in the application of various federal and Massachusetts laws and regulations and the Department of Education's requirements for the administration of grants and contracts awarded by the U.S. Government and other funding sources.

C. The Policies and Procedures manual is used in conjunction with and referenced to Valley Collaborative's existing personnel policy manual, job descriptions and other policy manuals maintained by the collaborative.

103 Amending the Guide

This document contains the essential fiscal policies and procedures for Valley Collaborative, as of the above date of promulgation. From time to time, as additional matters require changes to this document, the management of Valley Collaborative shall amend this essential document. As the document changes, it will need to be reapproved by the Board of Directors.

Valley Collaborative
Financial Policies & Procedures Manual

PART I – POLICIES

200 INTERNAL CONTROL POLICIES

Valley Collaborative, under the direction of the Valley Collaborative Board of Directors, is required to establish and maintain adequate accounting records and internal control procedures. Internal control consists of five components: control environment, risk assessment, control activities, information and communication, and monitoring. The objectives of internal control relate to financial reporting, operations, and compliance.

Valley Collaborative and all levels of management are responsible for preventing and detecting instances of fraud and related misconduct and for establishing and maintaining proper internal controls that provide security and accountability of the resources of the Collaborative. Management is also responsible for recognizing risks and exposures inherent to these areas of responsibility and for being aware of indications of fraud or related misconduct.

Any employee with a reasonable basis for believing fraudulent or related misconduct has occurred should report such incidents to the designated authorities within the Collaborative or the Office of the Inspector General as stated in M.G.L Chapter 12A, §14 'Complaints by public employees; investigation.'

Internal control policies provide Valley Collaborative with the foundation to properly safeguard its assets, implement management's internal policies, provide compliance with state and federal laws and regulations and produce timely and accurate financial information. The following policies highlight the areas of internal control that Valley Collaborative has considered:

201 Compliance with Laws

Valley Collaborative will follow all the relevant laws and regulations that govern Educational Collaborative within the Commonwealth of Massachusetts. Additionally, U.S. Government laws and regulations that relate to grant funding will be adopted as the grant funding is received. The following are specific policies of Valley Collaborative:

A. Political Contributions

No funds or assets of Valley Collaborative may be contributed to any political party or organization or to any individual who either holds public office or is a candidate for public office. The direct or indirect use of any funds or other assets of Valley Collaborative for political contributions in any form—whether in cash or other property, services, or the use of facilities—is strictly prohibited. Valley Collaborative also cannot be involved with any committee or other organization that raises funds for political purposes.

Following are examples of prohibited activities:

1. Contributions by an employee that are reimbursed through expense accounts or in other ways.
2. Purchase by the organization of tickets for political fundraising events.
3. Contributions in-kind, such as lending employees to political parties or using the Collaborative's assets in political campaigns.

Valley Collaborative
Financial Policies & Procedures Manual

B. Record Keeping

To provide an accurate and auditable record of all financial transactions, the Collaborative's books, records, and accounts are maintained in conformity with generally accepted accounting principles as required by the Commonwealth's statutes, applicable to Educational Collaboratives.

Further, the Collaborative specifically requires that:

1. No funds or accounts may be established or maintained for purposes that are not fully and accurately described within the books and records of the Collaborative.
2. Receipts and disbursements must be fully and accurately described in the books and records.
3. No false entries may be made on the books or records nor any false or misleading reports issued.
4. Payments may be made only to the contracting party and only for the actual services rendered or products delivered. No false or fictitious invoices may be paid.

202 Organizational Conflict of Interest or Self-Dealing (Related Parties)

Valley Collaborative may not be operated for the benefit of an affiliated or unaffiliated organization or an individual in his or her own private capacity or individuals related to Valley Collaborative or members of its management, unless the private benefit is considered merely incidental. Valley Collaborative will follow M.G.L. Chapter 268A and M.G.L. Chapter 71, §89(v) conflict of interest laws and disclosures which restrict public officials and employees from taking advantage of their position to gain improper benefits for themselves, relatives, their associates, or their friends. The law also restricts board members from voting on matters affecting their financial interest and limits the circumstances under which they can receive anything of value because of their official position. A board member may not vote or enter into any discussion if one of the following groups will receive financial benefit:

A. The Trustee, his/her immediate family, or his/her business partner;

B. A business organization in which the Trustee is serving as an officer, Valley Collaborative, trustee, partner or employee; or

C. Any person or organization with which the Trustee is negotiating or has any arrangement concerning prospective employment (M.G.L. Chapter 268a, §6).

The private benefit preclusion will extend to:

A. Sale or exchange, or leasing, of property between the Collaborative and an affiliated or unaffiliated organization or a private or related individual.

B. Lending of money or other extension of credit between the Collaborative and an affiliated organization (excluding component units) or unaffiliated organization or a private or related individual.

C. Furnishing of goods, services or facilities between the Collaborative and an affiliated organization (excluding component units) or unaffiliated organization or a private or related individual.

D. Payment of compensation, unless authorized by the Valley Collaborative Board of Directors or its governing body, by the Collaborative to an affiliated or unaffiliated organization or a private or related individual.

E. Transfer to, use by, or for the benefit of a private or related individual of the income or assets of the Collaborative.

Thus, Valley Collaborative will be guided by the principle of arms-length standards with all affiliated or unaffiliated organizations or with a private or related individual(s). Annually, the Valley Collaborative Board of Directors will file a financial disclosure form as required by M.G.L. Chapter 40, section 4(e).

Related party transactions shall include transactions between a school and members of the board, management, contracted management organization, employees, related individuals and affiliated companies. Related individuals within the scope of this definition include spouses, parents, children, spouses of children, grandchildren, siblings, father-in-law, and mother in law, sister-in-law and brother-in-law of a board member or Collaborative employee.

203 Valley Collaborative Board of Directors Authorities

The Valley Collaborative Board of Directors is responsible for the operation of Valley Collaborative in accordance with the provisions of M.G.L. Chapter 40, Section 4E and all other state and federal laws and regulations and conditions as the Board or Commissioner of Education may establish from time to time. The Valley Collaborative Board of Directors is also responsible for operating the Collaborative in accordance with the representations made in its Educational Collaborative application submitted to and approved by the Board of Education.

Specifically, the Valley Collaborative Board of Directors shall have the sole authority to approve and will incorporate into its own minutes such matters as (i) change of the Collaborative's name, with the Department of Education's Educational Collaboratives office approval (ii) adoption of the annual operating and capital budgets, (iii) selection or termination of key employees (iv) key employees' salary and salary changes, (v) incurrence of debt, mortgages or other encumbrances and their covenants and restrictions, within the terms of the collaborative (vi) investment policies, (vii) depository and investment banks, (viii) purchase or sale of property (ix) opening up or closing checking or savings accounts, and (x) selection of Valley Collaborative's certified public accountants and (xi) other activities associated with the operations of Valley Collaborative.

The Valley Collaborative Board of Directors will meet regularly to ensure that its fiduciary duty is maintained. The Board will review the following: prior meeting minutes, business items, educational items, subcommittee reports, Executive Director Reports, new business and other items. For additional guidance on the regulatory and statutory obligations of a Valley Collaborative Board of Directors, please refer to the Commonwealth of Massachusetts Department of Education's publication, *Duties and Responsibilities of Collaborative Board Members and Boards of Directors*, which can be found at
http://www.doe.mass.edu/finance/collaboratives/DutiesResponsibilities.pdf

Valley Collaborative
Financial Policies & Procedures Manual

204 Signature Authorities

All checks are signed by Valley Collaborative's Treasurer. Any check over $10,000.00 requires the signature of both Executive Director and Treasurer. The Treasurer is responsible for authorizing all cash transfers between banking entities.

205 Government Access to Records

The Business Manager / Accountant will provide access to Valley Collaborative's records if requested to the Comptroller General of the Commonwealth of Massachusetts or his designee and provide supporting records, as requested by government auditors, to facilitate the completion of such audits or reviews in a timely manner.

206 Security of Financial Data

A. The Collaborative's accounting software should be reviewed to ensure that general and application controls to unauthorized access to data is precluded (i.e., proper password protection and authorizations for inquiry or browse only functions.)

B. The system's accounting data is hosted offsite and is continuously backed up offsite. This is done to ensure the recoverability of financial information in case of hardware failure.

C. All other financial data, petty cash box, unused checks and unclaimed checks will be secured by the Business Manager / Accountant and his staff from unauthorized access.

207 Security of Collaborative Documents

Originals of the following corporate documents are maintained and their presence is verified on a periodic basis:

A. Articles of Agreement and all related amendments
B. Minutes of the Valley Collaborative Board of Directors
C. Banking agreements
D. Leases
E. Insurance policies
F. Vendor invoices
G. Grant and contract agreements
H. Fixed asset inventory list
I. Contract and grant billings

208 Use of Collaborative Assets

Collaborative employees should not use any of the Collaborative's assets for personal use without prior approval and proper justification.

209 Use Of Collaborative Credit Cards

Valley Collaborative credit cards are limited to Commercial Charge Cards used by department heads of Operations and Technology as well as Vocational Shops. Each account has a spending limit. Receipts are required to be turned in post-purchase to match with Commercial Charge Card monthly statement.

Valley Collaborative
Financial Policies & Procedures Manual

300 FINANCIAL MANAGEMENT POLICIES

Educational Collaboratives are granted a program approval by the Board of Education of the Commonwealth of Massachusetts under MGL Chapter 40, Section 4E. Educational Collaboratives are considered public entities and shall follow all Commonwealth of Massachusetts and Federal Laws and Regulations as such.

301 Basis of Accounting

Valley Collaborative will maintain its accounting records and related financial reports on the accrual basis of accounting.

302 Accounting Policies

The accounting policies and financial reporting adopted are consistent with the special purpose governmental entity requirements of the Governmental Accounting Standards Board (GASB), including Statement of Governmental Accounting Standards No. 34 – *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*. GASB is the recognized standard setting body for establishing governmental accounting and financial reporting principles. Pursuant to GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting*, the Collaborative has elected to apply the provisions of all relevant pronouncements of Financial Accounting Standards Board (FASB) that do not conflict with or contradict GASB pronouncements.

303 Basis of Presentation

Valley Collaborative adheres to all Federal, State and Department of Education guidelines as they apply to Educational Collaboratives. As referred to as a "Special Education School District" by the Commonwealth, the Collaborative presents accounts as specified by the Commonwealth of Massachusetts and the Department of Elementary and Secondary Education.

304 Revenues

Under the accrual basis of accounting, revenues are recognized when earned, consistent with generally accepted accounting principles applicable to Educational Collaboratives.

305 Expenditures

Under the accrual basis of accounting, expenses are recognized when services are incurred or goods are received.

306 In-Kind Expenses

The collaborative recognizes services that are donated, if these services would have been purchased by the collaborative if not donated (e.g., transportation). These expenses are recorded when incurred.

307 Incurred Costs

For the purpose of invoicing funding sources for allowable costs under cost reimbursement grants or contracts, the term "costs incurred" is defined as follows: costs related to items or services incurred

directly for the grant or contract and received at the time of the request for reimbursement and not specifically disallowed by the funding source.

308 Cash Management

A. The collaborative maintains the following cash accounts:

1. Payroll
2. Operating
3. Community Catering
4. Independence Project
5. ICS MMDA
6. MMDT Investments
7. OPEB Liability

B. A schedule of aged accounts and grants receivable is prepared monthly and reviewed by the Business Manager / Accountant for collection. Appropriate collection procedures are initiated, if necessary.

309 Accounts Receivable Aging Criteria

Outstanding accounts receivable are aged on a thirty, sixty, ninety, and over-ninety day basis.

310 Grant/Contract Invoicing

In accordance with state finance regulation 815 CMR 2:00, section 2.05 (4)(b), *Grant Effective Start Date*, grant recipients may expend state, federal, and other grant funds only as of the date their grant (the Standard Contract Form) was executed by the authorized signatory of the Department of Education. In the case of the Department of Education, this means the date that the grant is entered as **approved** into the Department of Education's grants management system.

A. All invoices are submitted to the funding sources by dates specified in the grant or contract agreement.

B. The invoicing format is that specified by the funding source.

311 Investments

Valley Collaborative shall follow, to the extent possible, M.G.L. Chapter 44 *Municipal Finance* in regards to purchasing investments.

312 Budgets

A. Valley Collaborative shall prepare an annual operating budget of revenues and expenses, a cash flow projection, and a capital budget. These budgets and projections shall be reviewed and approved by the Valley Collaborative Board of Directors at the annual meeting and modified, as necessary.

B. Financial statements displaying budget vs. actual results shall be prepared by the Business Manager / Accountant and reviewed by Executive Director and the Treasurer and presented to the Valley Collaborative Board of Directors at each board meeting.

313 Insurance and Bonding

A. The Collaborative maintains minimum levels of coverage, as deemed appropriate by the Valley Collaborative Board of Directors, for the follow policies:

1. General liability
2. Business & personal property (including auto/bus)
3. Computer equipment
4. Workers' compensation
5. Personal injury liability
6. Fidelity bond
7. Directors and Officers Insurance
8. Excess Liability

B. The Collaborative requires proof of adequate insurance coverage from all prospective contractors, as deemed applicable.

314 Massachusetts Teacher Retirement System/Massachusetts State Employee Retirement System

The Massachusetts Teacher Retirement System (MTRS) and Massachusetts State Employee Retirement System (MSERS) are contributory retirement systems designed to provide benefits to Massachusetts Teachers, Administrators and State Employees per MGL Chapter 32. Staff members employed by the Collaborative who are eligible for membership are required to join the system. See http://www.mass.gov/mtrb/ or http://www.mass.gov/treasury/retirement/ for full details about eligibility, required payroll deductions and reporting deadlines.

315 Record Retention and Disposal

A. Records are maintained for the following minimum periods:

1. Books, records, documents, and other supporting evidence including paid, cancelled, or voided checks, accounts payable records, vendors' invoices, payroll sheets and registers of salaries and wages, tax withholding statements, employee timesheets and other public documents are retained for seven years after the original entry date.

B. The following records supporting federal contracts, as required by U.S. Office of Management and Budget, are retained for the indicated minimum periods:

1. For three years after submission of the final report of expenditures: general ledger, trial balance, accounts payable and accounts receivable ledger, payroll register, and petty cash book, check register and checks, invoices. Except for:

a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

b) Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.

2. Permanently: Audit reports, annual corporate reports, board minutes, tax and legal correspondence, labor contracts, insurance claims and policies, and retirement and pension records.

C. The disposal date determined under this policy is the end of the fiscal year, or the date of final payment of government grants.

D. All records not supporting government grants or otherwise covered by rules of the Internal Revenue Service are retained for three years from the end of the fiscal year in which the records were originally prepared.

E. All financial records are maintained in chronological order, organized by fiscal year.

F. In connection with the disposal of any records, a memorandum of record disposal shall be prepared by the Business Manager / Accountant listing the record or the class of records disposed of. The Valley Collaborative Board of Directors shall certify this memorandum of records disposal.

316 Financial Reporting

The Business Office maintains supporting records in sufficient detail to prepare the Collaborative's financial reports, including:

A. Annually:

1. Financial statements for audit
2. Annual budget

B. Monthly:

1. Trial balance
2. Internally generated budget vs. actual financial statements with explanations for significant variances
3. Billing invoices to funding sources
4. Updating of the cash flow projection
5. Accounts receivable aging report
6. Accounts payable listing

C. Quarterly:

1. IRS Form 941 and payroll tax returns and comparable state taxing authority returns
2. Other reports upon request

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317 Audit

The Valley Collaborative Board of Directors shall contract annually with a qualified independent certified public accounting firm to conduct an audit of Valley Collaborative's financial statements in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States, 2003 Revision (GAS) and, if applicable, the *U.S Office of Management and Budget's Circular A-133.* The selected audit firm must be familiar with these standards, related Commonwealth of Massachusetts and Educational Collaborative regulations, specifically 603 CMR 50.07- (12): **Audit**: Each collaborative shall annually have an independent audit conducted of its accounts, in accordance with generally accepted government auditing standards, and consistent with any guidelines the Department may issue. Such audit will be conducted consistent with 603 CMR 50.08(2). Audit results shall be discussed annually at a public meeting of the collaborative board of directors.

318 Chart Of Accounts

The Chart of Accounts of Valley Collaborative is noted in *Appendix* A. The chart of accounts will assist Collaboratives in managing their operations, preparing financial statements and also facilitating their preparation of the *End of Year Financial Report* as required by the regulation 603 CMR 50.00 and Massachusetts General Law Chapter 40 section 4E.

319 Surplus Funds

At the end of the fiscal year, unexpended general funds, as defined by 603 CMR 50.07, plus any previous year's remaining surplus funds, as determined through the Collaborative's financial statements, will be considered cumulative surplus funds. On an annual basis, the Board shall, upon review of the Collaborative's audit results for the previous fiscal year, determine by a majority vote the final dollar amount of cumulative surplus funds. Surplus funds shall not include funds deposited in a capital reserve as provided for in 603 CMR 50.07(10), funds deposited in trust in accordance with Massachusetts General Laws, Chapter 32B, Section 20, or any amounts prepaid for tuition or services in accordance with Massachusetts General Laws, Chapter 40, Section 4E. As set forth in 603 CMR 50.07(9), in no event shall cumulative surplus funds exceed twenty-five percent (25%) of the previous fiscal year's general expenditures from the Collaborative Fund.

320 Unclaimed/Uncashed Checks and Unclaimed Wages/Payments

Valley Collaborative uses frequent reconciliation and diligence to determine the presence unclaimed or uncashed checks as well as unclaimed wages or payments. The Collaborative will continue to seek out the assignee by all contact means available. The Collaborative adheres to M.G.L. 200A when handling each instance.

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400 POLICIES RELATED TO ASSETS, LIABILITIES, AND NET ASSETS

401 Assets

Economic resources that are recognized and measured in conformity with generally accepted accounting principles. Assets also include certain deferred charges that are not resources, but are recognized and measured in conformity with generally accepted accounting principles. The following sections describe policies related to the recognition of assets.

402 Bank Accounts

Bank accounts have been authorized at Federal Deposit Insurance Corporation (FDIC) or Depository Insurance Fund of Massachusetts (DIFM) insured banks.

403 Petty Cash Payments

A. Petty cash payments shall be made from a fund not to exceed $250, and should be for cash advances, local expense reimbursement, and small-dollar vendor purchases, provided proper documentation is furnished with each request.

B. The petty cash account shall be balanced on a monthly basis by the petty cash custodian. The replenishment check is made out to *Petty Cash "School Name*" on an as needed basis.

404 Criteria for Capitalizing and Depreciating for Property and Equipment

All tangible personal property with a useful life equal to or more than three years and a unit acquisition cost of $5,000 or more is capitalized and recorded in the statement of net assets. Depreciation associated with the fixed asset will be calculated based on its useful life and straight-line depreciation method. The depreciation expense will be recorded in the statement of revenues, expenses, and changes in net assets.

405 Impairment of Assets

A recognized impairment of an asset is reflected when circumstances warrant. The appropriate adjustment is made for any impaired assets, accompanied by a description of the impaired asset and the measurement assumptions used in determining the impairment. All impairments shall be reported.

406 Betterments

Expenditures for significant betterments of existing leased/owned properties are recorded in fixed assets at cost. Maintenance and repairs are expensed as incurred. Depreciation associated with the betterment will be calculated based on its useful life and straight-line depreciation method. The depreciation expense will be recorded in the statement of revenues, expenses, and changes in net assets.

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407 Liabilities

Economic obligations that are recognized and measured in conformity with generally accepted accounting principles. Liabilities also include certain deferred amounts that are not obligated, but are recognized and measured in conformity with generally accepted accounting principles. The following sections describe policies related to the recognition of liabilities.

408 Accounts Payable

Only valid accounts payable transactions based on documented vendor invoices, receiving reports, or other approved documentation are recorded as accounts payable.

409 Accounts Payable Payment Policy

Vendors and suppliers are paid after goods and/or services are delivered. If cash flow problems exist, payments are made on a greatest dependency/greatest need basis.

410 Accrued Liabilities

Salaries, wages earned, and payroll taxes, together with professional fees, rent, and insurance costs incurred, but unpaid, are reflected as a liability when entitlement to payment occurs.

411 Liability for Compensated Absences

A. Compensated absences arise from employees' absences from employment due to vacation leave or other school-designated circumstances. When Valley Collaborative expects to pay an employee for such compensated absences, a liability for the estimated probable future payments is accrued if all of the following conditions are met:

   1. The employee's right to receive compensation for the future absences is attributable to services already performed by the employee.
   2. The employee's right to receive the compensation for the future absences is vested or accumulates.
   3. It is probable that the compensation will be paid.
   4. The amount of compensation is reasonably estimable.

B. Compensated absences not required to be paid upon employee termination are only recorded when paid.

412 Accrued Teachers' Salary

The portion of any teachers' salaries and benefits paid for a school year that extends into the next fiscal year (e.g., a twelve-month salary schedule from August 16th to August 15th of the following year) shall be accrued at the end of the fiscal year for which services were rendered.

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413 Debt

A. When applicable, short-term debt consists of financing expected to be paid within one year of the date of the annual audited financial statements. Long-term debt consists of financing that is not expected to be repaid within one year.

B. All short-term and long-term debt is approved by the Valley Collaborative Board of Directors and may not exceed the duration of the Educational Collaborative without the consent of the Board of Education.

C. Loan agreements approved by the Valley Collaborative Board of Directors should be in writing and should specify all applicable terms, including the purpose of the loan, the interest rate, and the repayment schedule.

414 Net Assets

Net assets are recorded in accordance with generally accepted accounting principles applicable to special purpose governmental units. Net assets include the following:

A. Unrestricted

B. Restricted

C. Investment in Capital Assets, net of related debt

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500 COST ACCOUNTING POLICIES

501 Consistency in Cost Accounting

Practices used by Valley Collaborative in estimating costs in grant/contract proposals shall be consistent with its accounting practices used in accumulating and reporting costs. Accounting practices used by Valley Collaborative in accumulating and reporting actual costs shall be consistent with its practices used in estimating costs in its grant and contract proposals.

502 Unallowable Costs

Costs expressly unallowable or mutually agreed to be unallowable shall be identified in separate general ledger accounts and excluded from billings to a grant or contract with the respective funding source. Available guidance includes, but is not limited to, OMB Circular A-87 - *Cost Principles for State, Local and Indian Tribunal Governments*, OMB Circular A-102 - *Grant and Cooperative Agreements with State and Local Governments*, OMB Circular A-133 - *Audits of State and Local Governments and Nonprofit Organizations.*

503 Separate Records of Unallowable Costs

Valley Collaborative shall maintain separate records of all expressly and mutually agreed upon unallowable costs.

504 Cost Accounting Period

The fiscal year of Valley Collaborative shall be July 1st through June 30th. The same accounting period is used for all adjusting entries and accruals.

505 Gain or Loss on Disposition of Assets

Gains and losses from the sale or other disposition of property shall be recorded as revenue in the year in which they occur, and shall be reflected as such on the *Statement of Revenue, Expenditures, and Changes in Net Assets*.

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600 PROPERTY MANAGEMENT POLICIES

601 Property and Equipment

Valley Collaborative shall maintain detailed records of all government-furnished property and equipment, with an identification and segregation of property and equipment acquired through government contracts.

602 Identification of Property

Valley Collaborative shall tag all property upon receipt and shall assign an identification number to the property and all applicable documents.

603 Recording and Reporting of Property

A. Valley Collaborative shall maintain a log identifying all property in its possession, as follows:

1. Name and description
2. Serial number, model number, or other identification
3. Whether title vests with Valley Collaborative or a governmental entity
4. Vendor name, acquisition date, and cost
5. Location and condition of the equipment
6. Ultimate disposition data, including date of disposal and sales price or method of disposal

604 Physical Inventories

A. Valley Collaborative shall perform a physical inventory of all property in its possession or control on an annual basis.

B. The physical inventory records shall include at a minimum each asset, the related control number, location, and a brief description of its condition.

C. The physical inventory shall be reconciled to the detailed fixed asset subsidiary ledger, and differences, if any, shall be investigated and reconciled.

605 Disposal of Property and Equipment

A. No item of property or equipment shall be removed from the premises without prior approval from the Business Manager / Accountant and/or Executive Director.

B. When property is retired, the appropriate asset in the fixed asset subsidiary shall be adjusted and properly reflected in the general ledger.

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700 PROCUREMENT POLICIES

701 Procurement – Goods and Services

Valley Collaborative shall procure only those items and services that are required in order to perform the mission and/or fill a bona fide need. Valley Collaborative is required to designate a procurement officer who must participate in the public purchasing official certification program conducted by the Office of the Inspector General.

Procurements shall be made using best value contracting which includes assessing the best value considering quality, performance and price. MGL, Chapter 30B is required to be followed by all Commonwealth Educational Collaboratives. Collaboratives shall use a competitive procurement process, which requires sound business practices for purchases less than $10,000. The Collaborative will also select the best value by obtaining three written quotes for items greater than $10,000 and less than $35,000. Finally, a formal bid process will be used for items greater than $35,000, in which bids will be received and evaluated using a formal evaluation process.

A. The Collaborative shall adhere to the following objectives:

1. Procurements will be completely impartial based strictly on the merits of supplier and contractor proposals and applicable related considerations such as delivery, quantity, etc.
2. Make all purchases in the best interests of the Collaborative and its funding sources.
3. Obtain quality supplies/services needed for delivery at the time and place required.
4. Buy from responsible and dependable sources of supply.
5. Obtain maximum value for all expenditures.
6. Deal fairly and impartially with all vendors.
7. Be above suspicion of unethical behavior at all times; avoid any conflict of interest, related parties or even the appearance of a conflict of interest in Valley Collaborative supplier relationships.
8. Adhere to all MGL 30B requirements and guidelines.

B. Valley Collaborative shall execute a *Purchase Order* for all purchases and it shall be approved by the Executive Director of Valley Collaborative.

C. All lease agreements shall be evidenced by a lease or sublease agreement approved by the Valley Collaborative Board of Directors and signed by the Executive Director. The agreement will identify all the terms and conditions of the lease. Any real estate agreement to rent or sell will require a beneficial interest disclosure as required in MGL Chapter 7, §40J.

702 Emergency Purchases

An "emergency purchase" is the purchase of goods or services that are so badly needed that the Collaborative will suffer financial or operational damage if they are not secured immediately. A decision to purchase may be declared in an emergency at the Collaborative's discretion and "best value" procurement guidelines must be followed. In addition, the purchase must be authorized by the Executive Director.

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703 Procurement – Construction

The Collaborative is required to comply with certain laws while constructing a new facility or performing construction on its current facility. These laws include numerous federal and state laws inclusive of the Commonwealth's public bidding and prevailing wage laws. When undertaking construction or renovation projects, the Collaborative shall seek advice from the Commonwealth of Massachusetts Office of the Attorney General and the Commonwealth of Massachusetts Division of Occupational Safety regarding the applicability of these laws and also the advice of legal counsel regarding the specific construction project. Educational Collaboratives will follow all regulations and guidelines set forth by M.G.L Chapter 30B.

Public Bidding Laws - This law applies to the "construction, reconstruction, installation, demolition, maintenance or repair of any building by a public agency estimated to cost more than $35,000" (M.G.L. c. 149, § 44A(2)). Educational Collaboratives are considered public agencies under the statutes of the Commonwealth.

Prevailing Wage Statute - This law requires payment of a minimum hourly wage rate for certain classifications of labor performed on state and local construction projects. (M.G.L. c. 149, §§ 26-27D). The Division of Occupational Safety issues prevailing wage schedules for construction projects covered by the prevailing wage statute and determines whether the prevailing wage statute applies to certain construction projects.

704 Procurement – Educational Services

The Commonwealth of Massachusetts Board of Education must approve the terms of the contracts with individuals or organizations that provide "substantially all educational services" (M.G.L. 71, §89(j)(5). These contracts are not valid or in effect prior to receiving final approval from the Board of Education.

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800 PAYROLL AND TRAVEL POLICIES

801 Payroll Policies

A. Employee Types/Schedules:
   1. Year-Round Employees are paid on a 12-month, bi-weekly schedule from July 1st to the following June 30th.
   2. Extended School Year Employees are paid on a 12-month, bi-weekly schedule from July 1st to the following June 30th.
   3. School Year Employees are paid on a 10-month bi-weekly schedule from early September to late June.

B. Employee's time is properly approved by both the individual and the supervisor and reported to the Business Office or designated representative.

C. All employee payroll amounts are calculated based upon approved rates included in the individual's personnel file.

D. Any changes to the pay rates or benefits are properly authorized.

E. Valley Collaborative issues STIPENDS to Leadership and Mentorship positions that have taken on additional responsibilities from their contract in order to make Valley Collaborative better for Students and Adults.

F. All payroll taxes—including MTRS and MSERS deductions—and benefits are properly calculated and any deposits made in a timely manner.

G. Payroll liabilities and expenses are recorded in the general ledger by the Business Manager / Accountant after review and approval of the payroll register.

H. All payroll tax reports are prepared in a timely manner and reviewed by a designated individual for accuracy prior to filing.

802 Employee Mileage Reimbursement

A. All employees are reimbursed at a standard mileage rate per mile, as established annually by the Internal Revenue System. In addition, parking fees and tolls paid are reimbursable if properly supported.

B. All employees requesting such mileage reimbursement are required to furnish a *Travel Report* containing the destination of each trip, its purpose and the miles driven, parking fees and tolls, within one month after the travel date. Each employee is responsible for detailing the travel and related expenses and including the required supporting documentation.

C. The travel report must be signed by the employee and approved by their direct supervisor.

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900 CONSULTANTS AND CONTRACTORS POLICIES

901 Consultant Utilization

The utilization of all consultants and contract personnel shall be sufficiently evidenced by:

A. Details of all agreements (e.g., work requirements, rate of compensation, and nature and amount of other expenses, if any) with the individuals or organizations providing the services and details of actual services performed.

B. Invoices or billings submitted by consultants, including sufficient detail as to the time expended and nature of the actual services performed.

C. The use of a management contract for educational and administrative services will clearly identify the contractor's performance requirements, including students' academic achievement, contractor's compensation and Valley Collaborative's rights to educational curricula and intellectual property developed. If the contract provides substantially all educational services, then the contract will be approved by the Commonwealth of Massachusetts Board of Education prior to signature by Valley Collaborative. (Also see *Section 704: Procurement – Educational Services.*)

902 Independent Contractors

The use of consultants shall be closely monitored so as not to vary from the rules of the Internal Revenue Code and M.G.L Chapter 193. In particular, consultants will:

A. Be free from the employer's control and direction in performing the service, both under a contract and in fact.

B. Provide a service that is outside the employer's usual course of business.

C. Must be engaged in an independent trade, occupation, profession, or business of the same type.

D. Not receive any fringe benefits as such, although their fee may include provision for fringe benefits.

E. Not be assigned a permanent workstation.

F. Use own stationery or time sheet in billing for services.

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PART II – PROCEDURES

The following section provides the procedures which will support the policies contained in Part I of this document.

1100 GENERAL ACCOUNTING PROCEDURES

In this section, procedures are described for the overall accounting system design, General Ledger activity and General Ledger closeout for Valley Collaborative.

1101 Overall Accounting System Design

Control Objective

To establish a coding structure that supports financial reporting and management's decision-making.

Major Controls

A. Business Manager / Accountant Involved in Designing the Chart of Accounts/Coding Structure

To support decision-making, the Business Manager / Accountant, along with assistance from additional resources, including Executive Director, management, and outside consultants, shall be involved from the outset in setting the chart of accounts/coding structure. The coding generally follows a four-digit general ledger account number with classes designated for grants or other funding to be accounted for separately.

B. Establishment of Control Accounts

Control accounts for fixed assets, accounts receivable and accounts payable shall be established with subsidiary detail listings and will be reconciled monthly to these control accounts.

C. Use of Contra Accounts

If necessary, the accounting structure shall provide for offsetting contra accounts (e.g. an allowance for doubtful accounts, accumulated depreciation) to adjust historical cost to current levels for financial reporting purposes.

D. Segregation of Unallowable Costs

Accounts shall be established to capture and segregate unallowable costs.

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1102 General Ledger Activity

Control Objective

To ensure that all General Ledger entries are current, accurate, and complete.

Major Controls

A. Timeliness of Entries

All entries shall be made soon after the underlying accounting event to ensure the financial records and reporting is current.

B. Support Documentation

All entries shall be supported by adequate documentation that clearly indicates the justification and authorization for the transaction.

C. Audit Trail

A complete audit trail shall be maintained by the use of reference codes, from source documentation through the books of original entry and general ledger, to periodic reporting statements.

Procedures

1. Financial data on source documentation shall be verified against original documents (e.g., invoice, purchase order, etc.) by the Business Manager / Accountant before entering into the accounting system.
2. Provisions shall be made for using recurring General Journal entries for certain transactions, such as recording the monthly portion of prepaid insurance.
3. Non-recurring entries, such as for correcting entries, recording accruals, and recording non-cash transactions, shall be prepared as circumstances warrant and on an as needed basis.
4. All entries in the books of original entry (e.g., cash receipts journal and disbursements) shall be made soon after the accounting event from authorized forms, and are prepared and reviewed by qualified accounting personnel.

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1103 General Ledger Close-Out

Control Objective

To ensure the accuracy of financial records and reports.

Major Controls

A. Trial Balance

Monthly, a trial balance shall be prepared to ensure the accuracy of the general ledger account balances.

Procedures

1. At the end of each month, a trial balance of all general ledger accounts shall be prepared by the Business Manager / Accountant.
2. At fiscal year-end and after the annual audit, all income and expense accounts shall be closed out, and the general ledger balances shall agree to the audited financial statements.

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1200 CASH MANAGEMENT PROCEDURES

In this section, procedures are described for cash receipts, cash disbursements, and petty cash funds and prepaid items.

1201 Cash Receipts

Control Objective

To record cash receipts completely and accurately and to prevent the diversion of cash assets.

Major Controls

A. Cash Receipts Policies

Valley Collaborative shall have internal control systems in place to monitor cash receipts, and to ensure that deposits are made in a timely manner.

B. Internal Accounting Controls

(i) Opening of mail shall be assigned to an employee with responsibilities independent of access to files or documents pertaining to accounts receivable or cash accounts.

(ii) Listed receipts and credits shall be compared to the accounts receivable and bank deposits.

(iii) General Ledger control accounts shall be reconciled with the Accounts Receivable Subsidiary Ledger.

Procedures

1. Mail shall be opened by the Receptionist who sorts the checks and forwards them to the Business Office, if applicable, or Business Manager / Accountant
2. All checks shall be restrictively endorsed immediately by the Business Clerk or Executive Assistant.
3. The Accounting Manager, if applicable, or Business Manager / Accountant shall prepare all journal entries and deposit slips.
4. A copy of each check to be deposited shall be made via deposit software, and is able to be sourced as needed.
5. The Accounting Manager, if applicable or Business Manager / Accountant shall input all journal entries.
6. Accounting Manager shall make deposits on a daily or no later than on a weekly basis. If deposits are made other than daily, the deposit shall be maintained in a secure area with limited access.
7. The Business Manager / Accountant or Treasurer shall perform reconciliation of cash receipts to deposit slips and bank statements on a monthly basis.

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1202 Cash Disbursements

Control Objective

To disburse cash for authorized purposes and record cash disbursements completely and accurately.

Major Controls

A. Cash Disbursement Policies

Check preparation and signatures shall be delayed until the due date, consistent with discounts, if available.

B. Internal Accounting Controls

(i) Checks shall be pre-numbered and printed on special check protective paper.

(ii) The Executive Assistant shall match disbursement records against accounts payable/open invoice files on a monthly basis.

(iii) Bank statements shall be reconciled to cash accounts and any outstanding checks verified by either the Business Manager / Accountant or the Accounting Manager, if applicable on a monthly basis.

(iv) Supporting documentation shall be provided by to the Accounting Manager for all canceled invoices to prevent resubmission for payment.

(v) The Business Manager / Accountant shall perform a detailed comparison of actual vs. budget disbursements on a periodic basis.

(vi) Separation of duties shall be accomplished to the extent possible for an organization the size of the Collaborative.

Procedures

1. When the transaction is complete and payment is due, a pre-numbered check is prepared by the Accounting Manager who attaches all supporting documentation: (e.g. vendor invoice, purchase order, purchase requisition, etc.) and submits the package to the Executive Director or the Treasurer for approval.
2. All invoices submitted for signature will include approvals for payment, expense account(s) charged, grant account(s) charged, if applicable; check number and date of payment.
3. The Executive Director or the Treasurer signs checks, after examining the supporting documentation.
4. After having been signed, the checks shall be mailed directly to the payee by Business Clerk or Executive Assistant.
5. All supporting documents shall be canceled (i.e. stamped *PAID*) by the signatory and filed by Accounting Manager or assistant.
6. On a monthly basis, cash disbursement records shall be matched against accounts payable/open invoice files for any discrepancies.
7. Bank statements shall be reconciled soon after receipt by either the Business Manager / Accountant.

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1203 Petty Cash Funds

Control Objective

To control the use of petty cash funds for valid transactions.

Major Controls

Internal Accounting Controls

Reconciliation of petty cash funds shall be by employees with responsibilities independent of cash receipts, disbursements or custody.

Procedures

1. Valley Collaborative shall maintain a petty cash fund with a balance of not more than $250, which will be maintained and secured by the Accounting Manager.
2. The Business Office shall maintain a log of all disbursements made from the petty cash fund and they shall use a *Petty Cash Voucher* for all petty cash disbursements.
3. When the fund needs to be replenished, the Accounting Manager shall prepare a check request. The check request will include the log of disbursements and the supporting vouchers as an attachment. See cash disbursement procedure above for payment.
4. Any differences between the check request to bring the fund up to the petty cash amount and total disbursements made shall be reviewed and a written justification for the variance shall be prepared.
5. Fund disbursements are entered into the general ledger by expense category when the fund is replenished.

1204 Prepaid Items

Control Objective

To ensure proper accounting for prepaid expenses.

Major Controls

Internal Accounting Controls

(i) Preparation and updating of an amortization schedule to reflect the incurring of expenses for prepaid items (e.g., prepaid insurance).

(ii) Detailed prepaid expenses reconciled with the general ledger control account.

Procedures

1. Vendor invoices shall be reviewed by the Business Office to identify all required prepayments.
2. For payment of prepaid items, the transaction shall be coded to reflect the appropriate portion of the payment representing the prepaid portion.
3. An amortization schedule shall be prepared to reflect the incurring of an expense for prepaid items.
4. A standard journal entry shall be prepared by the Business Office, if applicable to record the monthly expense.
5. Reconciliation shall be performed on a monthly basis between the subsidiary ledger and the prepaid expense General Ledger control account.

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1300 GRANTS MANAGEMENT PROCEDURES

In this section, the procedures are described that cover revenue recognition and invoicing, billing, accounts and contributions receivable.

1301 Revenue Recognition and Invoicing

Control Objective

To ensure that grant and contract billings are adequately supported, recorded on a timely basis, and reflect the terms and conditions of the grant or contract.

Major Controls

A. Invoicing Policy

Invoices shall be prepared based on contract agreement dates.

B. Invoice Format

Invoice formats shall vary depending on the funding source.

C. Segregation of Unallowable Costs

Accounts shall be maintained for explicitly unallowable costs.

D. Internal Accounting Controls

(i) Verification of services shall be performed before invoice processing.

(ii) A Reconciliation of expenditures incurred or units billed to invoices shall be prepared.

(iii) Control of revenue shall be achieved with the use of General Ledger control accounts.

(iv) Separation of duties between the preparation of the invoice and its review and approval shall be to the extent possible for an organization the size of the school.

Procedures

1. On a monthly basis, program costs, or an electronic spreadsheet/software noting total units served, shall be reviewed by the Interim Assistant Business Manager and recorded on an invoice format prescribed by the funding source. Unallowable or unbillable costs shall be excluded from claimed costs.
2. The invoice is entered in the Grants Receivable ledger, which, depending on the accounting software, should automatically prepare an entry to record the corresponding revenue.
3. Arithmetic extensions are verified and invoices shall be reviewed for accuracy and completeness by the Business Office and signed by the Executive Director.
4. Invoices shall be mailed to the funding source by the Business Office.
5. Copies of invoices and supporting documents shall be filed by funding source.

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1302 Grants Receivable

Control Objective

To ensure the accuracy, completeness, and timeliness of accounts receivable balances and collection.

Major Controls

A. Separation of Duties

To the extent possible, the responsibility for posting invoices shall be kept separate from those with responsibilities for cash functions.

B. Use of Control Accounts

A General Ledger control account shall be reconciled to individual receivable balances within the Grants Receivable subsidiary ledger.

Procedures

1. Payments and other adjustments shall be posted to the Grants Receivable subsidiary ledger.
2. The Grants Receivable subsidiary ledger shall be reconciled to the General Ledger control account on a monthly basis.
3. Any Grants Receivable balance greater than 90 days old shall be followed up and investigated.
4. A final report shall be submitted to the respective funding source after the end of the project period.

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1400 PAYROLL PROCEDURES

Payroll procedures shall be organized under six categories: personnel requirements, personnel data, timekeeping, and preparation of payroll, payroll payment, and payroll withholdings.

1401 Personnel Requirements

Control Objective

To ensure that the Collaborative hires only those employees—full or part-time—that it absolutely needs and exerts tight control over hiring new employees.

Major Controls

Payroll Policies

The Collaborative shall adopt payroll policies for installing new employees on the payroll system and removing terminated employees from the system, as well as monitoring vacation and sick pay.

Procedures

New Employees

1. Requests for new employees shall be initiated by the Principal or Manager and compared with the approved annual personnel budget. The request is approved or denied by the Executive Director.
2. A *Personnel Action Form* shall be initiated when hiring a new employee. Included on this form shall be the job description, approved pay rate, and grant funding, if any. Information on this form shall be reviewed by the Director of Student Services and Human Resources and communicated to the payroll office.
3. New employees shall complete an *Application for Employment.*
4. New employees shall complete an *IRS W-4 Form and Federal I-9 Form.*
5. A CORI (Criminal Offender Record Information) background check shall be conducted on all new employees and their CORI reports shall be placed in their employment files. Human Resources handles this processing.

Vacation and Sick Pay

1. Employees shall accrue vacation time based on personnel policy of Valley Collaborative.
2. Specific regular part-time employees shall earn vacation time on a pro-rata bases based upon the Employee Handbook of Valley Collaborative.
4. Employees' earned vacation balances shall be adjusted monthly to reflect vacation time earned and taken and these records shall be reviewed by Valley Collaborative Business Office on a monthly basis.
5. Sick leave taken shall be monitored against each employee's available sick time on accounting software and these records shall be reviewed by Valley Collaborative Business Office on a monthly basis.
6. Before vacation time is paid, a *Leave Request* shall be prepared by the employee, which shall be reviewed and approved by employee supervisor.
7. Program Principals and Managers shall monitor vacation and sick time by evaluating data in Accounting/Human Resources system.

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8. A General Journal entry shall be prepared at year-end to record the accrued vacation liability.
9. Unused vacation time shall be based on the Employee Handbook of Valley Collaborative.

1402 Personnel Data

Control Objective

To calculate and record payroll data accurately and completely for all employees.

Major Controls

Internal Accounting Controls

(i) A precise paper trail covering all transactions shall be kept.

(ii) Changes in personnel data shall be approved by responsible officials.

(iii) Separate payroll and personnel files shall be periodically reviewed and reconciled.

Procedures

1. Changes to personnel data shall be initiated with a *Personnel Action Form* when making changes in new hires, terminations, pay rate changes, or payroll deductions.
2. Authorized changes shall be communicated to the payroll office.
3. A copy of the *Personnel Action Form* shall be retained in the employee's personnel file.

1403 Timekeeping

Control Objective

To ensure that payment for salaries and wages is made in accordance with documented time records.

Major Controls

A. Timekeeping Policies

Employees shall be instructed on the proper charging of time to assure the accuracy of recorded time to cost objectives.

B. Time Sheet

Labor hours shall be accurately recorded and any corrections to timekeeping records, including the appropriate authorizations and approvals shall be documented.

C. Internal Reviews

The Collaborative's supervisory personnel shall monitor the overall integrity of timekeeping.

D. Internal Accounting Controls

A reconciliation of the hours charged on time sheets to attendance records shall be completed by the Business Office on a bi-weekly basis.

Procedures

Electronic Time Entry Process

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1. Hourly employees shall approve of labor hours in Time and Attendance Software from ADP weekly.

Approval of Electronic Time Entry

1. Each employee's time entry is first approved by the employee. Supervisors require a second approval of the time before data is made available for payroll processing.
2. Approvals are again reviewed in Payroll Office before Payroll Processing. All exceptions are reported and corrected.

Reconciliation of Payroll to Time Entry

1. An overall payroll review shall be completed by the Interim Assistant Business Manager for each pay period.

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1404 Preparation of Payroll

Control Objective

To ensure that payment of salaries and wages is accurately calculated.

Major Controls

Internal Accounting Controls

(i) Time records or contracts shall be periodically reconciled with payroll records.

Procedures

1. The Principals or a designee shall forward approved time sheets to the Business Office through ADP's online system.
2. The total time recorded on time sheets and the number of employees shall be calculated by the Payroll Staff.
3. Recorded hours from the bi-weekly time sheets shall be accumulated by the Payroll Office.
4. The payroll reports received from the payroll office (e.g., calculations, payrolls and payroll summaries) shall be compared with time sheets, pay rates, payroll deductions, compensated absences etc., by the Interim Assistant Business Manager.
5. The Interim Assistant Business Manager shall verify gross pay and payroll deductions.
6. The total hours and number of employees shall be compared with the totals in the Payroll Register by the Director of Student Services and Human Resources.
7. The Payroll Register shall be reviewed and approved by the Interim Assistant Business Manager prior to forwarding of the payroll checks to the Human Resources Coordinator for distribution.

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1405 Payroll Payment

Control Objective

To ensure payment for salaries and wages by check, direct deposit, cash or other means shall be made only to employees entitled to receive payment.

Major Controls

Internal Accounting Controls

(i) Pre-numbered checks shall be used and all check numbers shall be accounted for. These come directly from ADP. Valley does not issue the live payroll checks.

Procedures

1. Checks and payroll register shall are available to be reviewed on the ADP system.
2. Payroll payments by check, direct deposit or cash shall be distributed by the Collaborative for forwarding to employees and the payroll register shall be filed.
3. The Interim Assistant Business Manager shall control and monitor all undelivered and un-cashed payroll checks, respectively.
4. The payroll bank account shall be reconciled monthly by the Business Manager / Accountant and reviewed by the Executive Director.

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1406 Payroll Withholdings

Control Objective

To ensure that payment withholdings are correctly reflected and paid to the appropriate third parties.

Major Controls

A. Reconciliation of Payment and Payroll Withholdings

Payroll withholdings shall be recorded in the appropriate General Ledger control accounts and reconciled with payments made to third parties.

B. Internal Accounting Controls

The payroll office calculates payroll withholdings, which shall be reviewed and verified by the Director of Student Services and Human Resources.

Procedures

1. The payroll office calculates payroll withholdings—including MTRS and MSERS deductions—for each employee. These shall be summarized by pay period and recorded in General Ledger.
2. Payments for payroll withholdings shall be reconciled with the amounts recorded in the General Ledger control accounts by the Business Manager / Accountant.
3. The Business Manager / Accountant shall review the accuracy and timeliness of payments made to third parties—including MTRS and MSRES—for payroll withholdings.
4. Original withholding and benefit election forms, maintained in the employee file, shall be prepared by employees and reviewed and approved on a periodic basis by the Director of Student Services and Human Resources.
5. The Director of Student Services and Human Resources shall prepare and file the required MTRS and MSRES reports and Internal Revenue Service and Commonwealth of Massachusetts payroll tax forms.

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1500 PROPERTY AND EQUIPMENT (P&E) PROCEDURES

This section is organized into six parts: P&E acquisitions, record keeping over P&E, depreciation of P&E, inventory of P&E, disposal of P&E, and Government-furnished and Collaborative-acquired property and equipment.

1501 Property & Equipment Acquisitions

Control Objective

To control the acquisition of P&E and completely and accurately record fixed asset acquisitions in order to safeguard fixed assets from loss.

Major Controls

A. P&E Acquisitions Tied to Budget

All acquisitions of property and capital equipment shall either be designated in the approved budget, or subsequently approved by the Valley Collaborative Board of Directors.

B. P&E Acquisitions Based on Approved Requests

Official approval shall be obtained before a P & E purchase is made. This is performed by reviewing the *Purchase Requisition Form* prepared for the item.

C. Internal Accounting Controls

Fixed asset acquisitions shall be reconciled with capital expenditure authorizations by the Business Manager / Accountant on a quarterly basis.

Procedures

1. Capital budget requests shall be submitted annually for review and approval by the Valley Collaborative Board of Directors.
2. Authorization requests for the acquisition of fixed assets shall be reviewed against the capital budget and approved by the Treasurer, or Executive Director.
3. Each item of property and equipment received shall be identified and tagged in a visible area on the asset.
4. A copy of the *Purchase Order* for capital expenditures shall be entered into the fixed assets subsidiary or comparable worksheet for proper identification of all fixed assets.
5. Information on each tagged asset shall be entered in the fixed assets subsidiary or comparable worksheet.

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1502 Recordkeeping Over Property & Equipment

Control Objective

To completely and accurately record fixed asset acquisitions, transfers, and dispositions on a current basis.

Major Controls

A. Capitalization Policies

The Collaborative follows generally accepted accounting principles as applicable to special purpose business-type activity government entities. All fixed assets purchased shall be capitalized in the year of purchase, and recorded in the general ledger. The Collaborative follows the policy of capitalizing all fixed assets purchased greater than $5,000 per unit.

B. Fixed Asset Classification

Fixed assets shall be accounted for by the following classifications: land, building, equipment, betterment, leasehold improvements, equipment, furniture, and computer hardware and software.

C. Complete Record of P&E Acquisition Costs

The fixed assets subsidiary ledger contains the full history of each capital asset acquired: original acquisition cost, and any costs incurred to prepare the asset for use.

Procedures

1. Asset acquisitions, transfers, and dispositions shall be entered in the fixed assets subsidiary ledger on a periodic basis.
2. The fixed assets subsidiary ledger shall be reconciled with the control account in the general ledger on a monthly basis. Any differences shall be analyzed and resolved by the Business Manager / Accountant.

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1503 Depreciation

Procedures

The Collaborative capitalizes all fixed assets when acquired, and records the historical cost of these items in the general ledger. In accordance with generally accepted accounting principles as they relate to special purpose business-type activity, government entities, under GASB 34, depreciation expense must be recorded in the general ledger. Valley Collaborative will use the straight-line method of depreciation over the assets useful life as determined as follow:

Computers	3 years
Office Equipment	5 years
Vehicles	5 years
Office Furniture	7 years
Leasehold Improvements	Useful life or life of lease, whichever is less
Building Improvements	20 years
Building	40 years

1504 Inventory of Property & Equipment

Control Objective

To ensure that all recorded assets exist and are in use.

Major Controls

Internal Accounting Controls

(i) All property and equipment shall be tagged when received.

(ii) Physical inventories shall be performed bi-annually.

(iii) Differences between physical inventories and amounts recorded in the control account shall be analyzed and reconciled monthly.

Procedures

1. The Business Manager / Accountant shall prepare a printout of recorded fixed assets by asset classification.
2. An inventory of fixed assets shall be taken bi-annually.
3. The inventory of fixed assets shall be compared to the amounts recorded in the general ledger control account. Differences shall be investigated and resolved by the Business Manager / Accountant monthly.

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1505 Disposal of Property & Equipment

Control Objective

To ensure that assets no longer in use are disposed of in accordance with existing policies.

Major Controls

A. Disposal Policies

The Collaborative has adopted policies on the disposition of property and equipment.

B. Internal Accounting Controls

(i) Disposal or transfer of fixed assets shall occur only with proper authorization.

(ii) Periodic counts of fixed assets that is reconciled with the fixed assets recorded in the control account within the general ledger.

Procedures

1. A determination shall be made by the Collaborative personnel as to the usefulness of a fixed asset.

4. If an asset is disposed, it is recorded in the general ledger and fixed asset ledger. These accounts are reconciled quarterly.

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1506 Property & Equipment Acquired Through Government Grants/Contracts

Control Objective

To assure that property and equipment are properly obtained, used, and managed during the performance of government grants or contracts.

Major Controls

A. Record keeping

The Collaborative shall maintain detailed records on all property and equipment.

B. Custody

All property and equipment, when not in use, shall be stored in a secure area.

C. Inventory

All property and equipment shall be inventoried.

Procedures

1. All property and equipment acquired through government grants or contracts shall be assigned tag numbers and properly identified with this number in the fixed asset subsidiary ledger.
2. On a semi-annual basis, the Business Office shall request inventory of all property and equipment and shall ensure that fixed assets are being used for the purpose intended.
3. If necessary, the Collaborative shall obtain approval from the appropriate government agency for the disposition of property and equipment acquired through a government grant or contract, and only then shall the Business Manager / Accountant authorize the disposition as described in the previous section.

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1600 ACCOUNTS PAYABLE PROCEDURES

This section is organized into three major parts: accounts payable, purchasing, and expense reimbursement.

1601 Accounts Payable

Control Objective

To ensure that invoices shall be accurately recorded on a timely basis for authorized purchases.

Major Control

A. Reconciliation of Accounts Payable Records

Reconciliation of source data, subsidiary ledger totals, and general ledger control accounts shall be performed periodically to ascertain the accuracy of accounts payable entries.

B. Internal Reviews

Internal reviews shall be conducted to determine if duplicate payments or overpayments exist.

Procedures

Voucher Preparation and Review of Voucher

1. Invoices shall be received by the Account Payable Office.
2. Invoices shall be compared to the *Purchase Order* and the packing list.
3. The invoice shall be reviewed for:
   (i) The nature, quality, and quantity of goods ordered and the related price
   (ii) Accuracy of all arithmetic calculations and extensions
   (iii) Allowance of expenditure
   (iv) Proper general ledger account and department coding
4. The invoice shall be input into the general ledger through the accounts payable subsidiary ledger after it is reviewed by the Business Office.

Purchase Discounts

1. The Business Office shall establish all vendor accounts within the accounting system upon initial use of the vendor.
2. The Business Office shall review the invoice for any purchase discount date and ensures that the vendor file is established and properly capturing any discounts allowed.

Reconciliation of Accounts Payable Records

1. The total balance in the accounts payable subsidiary ledger shall be reconciled with the general ledger control account monthly.
2. Debit balances in the accounts payable subsidiary ledger shall be resolved appropriately (e.g., an offset against other amounts due the vendor, requesting payment from the vendor, etc.)

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1602 Purchasing

Control Objective

To ensure that goods and services shall be acquired at fair and reasonable prices and the highest personal standards of conduct shall be maintained in all relationships with vendors, suppliers, and subcontractors.

Major Controls

A. Purchase Requirements

The Collaborative shall develop cost-effective and efficient purchase requirements in order to achieve full and open competition, meet delivery schedules, control inventory and material, and expedite purchases.

B. Required Competition

The Collaborative shall utilize the following procurement guidelines (In accordance with M.G.L 30B):

Contracts under $10,000 - The Collaborative shall use sound business practices when procuring goods and services for amounts less than $10,000.

Contracts from $10,000 to $35,000 - The Collaborative shall seek price quotes from at least three vendors and shall award the contract to the responsible vendor offering the supply or service needed for the lowest price.

Contracts greater $35,000 - The Collaborative shall conduct a formal advertised competition using sealed bids or proposals. An award shall be offered to the qualified bidder who meets the Collaborative's specifications and offers the lowest price. M.G.L. 30B guidelines ad regulations will be followed

Construction contracts – The Collaborative follows all state and federal guidelines inclusive of the Commonwealth's public bidding laws.

C. Selecting the Vendor

The Collaborative shall select the most responsive and responsible vendor to provide the required materials and services, and shall promote competition in order to obtain fair and reasonable prices.

D. Internal Accounting Controls

(i) All unethical purchasing conduct shall be reported to management as required under Valley Collaborative's *Fraud Detection and Mitigation Policy*. Upon completion of an investigation, management shall recover restitution for any gain resulting from such conduct.

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Procedures

Purchase Requirements

1. After approval of the annual budget, the Business Manager / Accountant shall review the Collaborative's needs to uncover patterns of orders and opportunities for clustering orders. This shall be done to achieve volume discounts.

2 In preparing purchase requisitions, the Executive Director or designee shall identify minimum needs.

Processing Purchase Requisitions

1. The *Purchase Requisitions* shall include the following minimum requirements:

   (i) A description of items ordered

   (ii) A cost estimate

   (iii) The required delivery information

   (iv) A statement of the nature and purpose of the procurement

3. *Purchase Requisitions* shall be approved by the Principal or Executive Director, upon a careful review of the remaining budget.

4. The Principal's shall present all *Purchase Requisitions* to the Executive Director for review and approval.

5. Approved *Purchase Requisitions* shall be forwarded to the Accounting Manager.

Processing Purchase Orders

1. All *Purchase Orders* shall be created by Accounting Manager shall approve the *Purchase Order* information that may be input by the Accounting Manager

3. Purchase Orders shall only be approved by the the Executive Director.

4. A copy of the *Purchase Order* shall be prepared. One copy shall be forwarded to the vendor, and an electronic copy is kept in the accounting system.

Obtaining Bids and Quotations

1. The requester of the purchase order shall request bids or quotations verbally on transactions not expected to exceed $1,000, and in writing for transactions between $1,000 and $5,000. Items greater than $5,000 shall require formal bid requests and evaluation before a *Purchase Order* is issued.

2. In evaluating bids received, the requester shall perform and document in writing a cost or price analysis.

Negotiation and Award

1. Consistent with the Collaborative's goal of expanding opportunities for minority business enterprises, companies which are minority or women owned, to the extent they are available locally and qualified, shall be given an opportunity to bid on a procurement in the Collaborative's selection process.

2. Awards may be made to other than the low bidder in circumstances where the higher bid demonstrates best value contracting procedures to the Collaborative (can use MGL c.30B as a guide). In such situations, the Business Manager / Accountant shall prepare a justification statement for such awards, furnishing a brief explanation of the factors leading to such a decision.

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1603 Expense Reimbursement

Control Objective

To ensure Valley Collaborative shall pay only for properly authorized business expenses.

Major Controls

A. Travel Policies

The Collaborative shall adopt policies on travel reimbursement.

B. Employee Expense Reimbursement Documentation

Employees shall obtain and furnish documentation for individual expenses and company credit card purchases.

C. Internal Accounting Controls

(i) Justification for travel shall only be approved by Principal or the Executive Director.

(ii) Documentation shall be provided for incurred reimbursable employee expenses.

(iii) Documentation and approval shall be required for all Collaborative commercial charge accounts.

Procedures

Expense Advance or Reimbursement

1. Soon after traveling, but not exceeding 30 days, an employee who seeks reimbursement for authorized expenses shall complete a *Travel Report* detailing the expenses incurred and also attached supporting documentation.
2. All commercial charge account purchases shall be supported by previously approved invoices in order to be reimbursed.
3. All employees' *Travel Reports* and associated invoices shall be directly reviewed and approved for payment by the Principal or Executive Director.

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1700 OTHER LIABILITIES PROCEDURES

This section describes procedures for recognizing and recording accrued liabilities and deferred revenue.

1701 Accrued Liabilities

Control Objective

To accurately control and record accrued liabilities.

Major Controls

A. Maintaining an Accrual Register

Valley Collaborative shall properly set up and monitor accrued liabilities and accrual accounts related to salaries and wages, vacation pay, and payroll taxes.

B. Reconciliation of the Subsidiary Schedules with the General Ledger Control Account

On a periodic basis, the Business Manager / Accountant shall perform a reconciliation between the subsidiary schedule and the general ledger control account.

Procedures

1. An accrual subsidiary schedule shall be established and maintained by the Business Manager / Accountant for each type of accrual.
2. The Collaborative shall record all accruals at fiscal year-end, or when determined necessary by the Business Manger
3. A general journal entry shall be prepared at year-end to record all accruals only after they have been reviewed and approved by the Business Manager / Accountant.

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1702 Deferred Revenue

Control Objective

To accurately control and record deferred revenue.

Major Controls

A. Maintaining a subsidiary schedule of revenue deferred

Valley Collaborative shall properly set up and monitor deferred revenue and properly record revenue in accordance with generally accepted accounting principles.

B. Reconciliation of the Subsidiary Schedule with the General Ledger Control Account

On a periodic basis, the Business Manager / Accountant shall perform reconciliation between the subsidiary schedule and the general ledger control account.

Procedures

1. A deferred revenue subsidiary schedule shall be established and maintained by the Business Manager / Accountant for each type or source of revenue for which the Collaborative receives advanced funding.
2. The Business Manager / Accountant shall determine the extent of revenue recognized and consequently the revenue deferred for all revenue sources for which the Collaborative receives advanced funding.
3. A general journal entry shall be prepared at year-end to record all deferred revenue only after the records have been reviewed and approved by the Business Manager / Accountant.

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1800 MANAGEMENT REPORTING PROCEDURES

In this section, procedures are covered for supporting the annual budget, financial reporting, and tax compliance.

1801 Annual Budget

Control Objective

Valley Collaborative shall develop systems to effectively support the preparation of the annual budget and its periodic review.

Major Controls

A. Budget Process

The Finance Committee shall work with the Executive Director and Business Manager / Accountant to prepare the annual operating and capital budgets and the annual cash flow projection. The budgets and projections shall be submitted to the Valley Collaborative Board of Directors for approval.

B. Internal Accounting Controls

Accuracy and completeness of the budgets and projection

Procedures

1. In preparation of the annual operating and capital budgets and cash flow projection, the Business Manager / Accountant shall prepare preliminary budgets and the projection for review by the Executive Director in consultation with the Finance Committee.
2. To support the budgets and projection estimates, the Business Manager / Accountant shall prepare current year-to-date financial data with projections of year-end totals.
3. The Executive Director and the Finance Committee shall review the budgets and projection submitted by the Business Manager / Accountant for completeness and reasonableness.
4. The Valley Collaborative Board of Directors shall approve and adopt the final budgets and projections.
5. The adopted budget totals shall be entered in the general ledger by the Business Manager/ Accountant for the new fiscal year, in order to prepare budget to actual reports.

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1802 Financial Reporting

Control Objective

Valley Collaborative shall develop systems to ensure the accuracy, completeness, and timeliness of financial reporting to support decision-making.

Major Controls

A. Schedule

Monthly managerial reports shall be prepared based on a pre-determined schedule.

B. Review and Approval

Financial reports shall be reviewed for accuracy and completeness.

C. Audit

The annual financial statements of the Collaborative shall be audited by a certified public accounting firm.

Procedures

1. The Business Manager / Accountant shall prepare monthly budget vs. actual financial reports and a cash flow projection for all regular Valley Collaborative Board of Directors meetings.
2. The Collaborative shall submit to an annual audit of its financial statements by a qualified certified public accounting firm, in accordance with 603 CMR 50.00 and M.G.L. Chapter 40 Section 4E
3. The Collaborative shall submit the audited financial statements to the Office of the State Auditor and the Commonwealth of Massachusetts Department of Education Educational Collaborative Office by the January 1 statutory deadline.

1803 Payroll Tax Compliance

Control Objective

Valley Collaborative shall develop systems to accurately prepare and file required tax documents on a timely basis.

Major Controls

A. Preparation

The Collaborative utilizes ADP to assist in the preparation of periodic payroll tax filings.

B. Approval of Tax Returns

Payroll tax documents shall be reviewed and approved by ADP.

Procedures

1. The Collaborative shall maintain a schedule of required filing due dates for at a minimum the following documents:

   (i) *IRS Form W-2* - Wage and Tax Statement.

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(ii) *IRS Form W-3* - Transmittal of Income and Tax Statements.

(iii) *IRS Form 941* - Employer's Quarterly Federal Tax Return for Federal Income Tax Withheld from Wages and FICA Taxes.

(iv) *IRS Form 1099 MISC* - U.S. Annual Information Return for Recipients of Miscellaneous Income.

(v) Quarterly and annual state(s) unemployment tax return(s).

(vi) MTRS and MSERS retirement deduction reporting

2. Before submission, all payroll tax documents and the supporting schedules shall be reviewed and approved by ADP for accuracy and completeness.

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Billing Process Guide

1. Send email to program database administrators (Jess S. & A. Murphy) to have databases updated by certain date (Tuesday of the first week of the following month of the month that is being billed).
2. Once program databases have been updated, update the main database and send contracts as needed.
3. Once database is updated, make a copy and label the month's billing name.
4. Open billing file, enter dates in columns GY, GZ, HA, & HB, columns HC, HD, HE, & HF will populate from columns GY, GZ, HA, & HB being populated, drag formulas down.
5. Sort whole database by "This Month Days To Use in Calculations."
6. Hide columns O – HF to confirm there should or should not be any days calculated.
7. Delete rows that do not have any # of days.
8. Sort database by Billing District then Last Name – Save.
9. Hide the following columns:
    a. B
    b. H
    c. K –L
    d. O – P
    e. R – HE
    f. HL – HN
    g. HR – HS
10. Highlight columns A – HU, go to Page Layout , Print Area, & Select "Set Print Area."
11. Print in landscape mode – this is needed for the manual entries into the IVEE file.
12. Go to V:\2017_Business Office\IVEE Files\FY20 Billing to create a new month's billing file for import.
13. Copy previous month's file.
14. Update the following:
    a. Invoice date
    b. Invoice number
15. Insert column before column L and highlight yellow (as reminder to delete before import). This column is to confirm tuition. Add formula column I * column K = tuition cost.
16. Get printout and go line by line and add & delete students accordingly with correct program names & account numbers.
17. Manually enter service costs. (Some service costs can use the replace function but still need to review line by line; be careful using the replace function due to messing up other numbers).
18. Once done with services costs, delete the highlighted tuition column – SAVE.
19. Go back to billing file that was made from database and copy previous month's invoice.
20. Merge invoice to new billing file (not IVEE import file).
21. Print 2nd page of invoice (word document) from the billing (database) file. DO NOT PRINT 1ST PAGE.

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While 2nd page is printing:

IVEE Import:

22. Receivables
    a. Invoices
    b. AR Import From Excel
        i. Actions
            1. Excel Import
            2. File Location
            3. Find File – Copy the end of the name onto the line above called "Report Name."
            4. OK
            5. Once report is in system, system will tell you if any errors – fix accordingly.
            6. Before posting invoices, go to:
                a. Receivables
                b. Configuration
                    i. Accounts Receivable Default Settings
                    ii. Write down "Next Values Invoice Number" (highlighted in blue).
                    iii. Go back to Excel Report
                        1. Actions
                        2. Post Invoices
                        3. If errors, fix accordingly.
                        4. Once posted, close.
                        5. Back to Receivables – Configuration – enter the invoice number that you had written down before posting invoices.
            7. Invoices
                a. Print Invoices
                b. Right click on Invoice Num and Sort Ascending (Invoices will print A –Z; easier for review and attaching to 2nd invoice).
                c. "Invoice Note" box – enter FY## Month Invoice
                d. Check off each individual invoice for that month's billing.
                e. OK – PRINT
23. Once both parts of the invoice have been printed, put them side by side – review, match them, & staple them.
24. Lowell & Tewksbury requested their invoices to NOT be stapled.
25. Boston & Dracut requested their invoices to be emailed.
26. Pelham & Salem NH have a different 2nd page that needs to be generated.

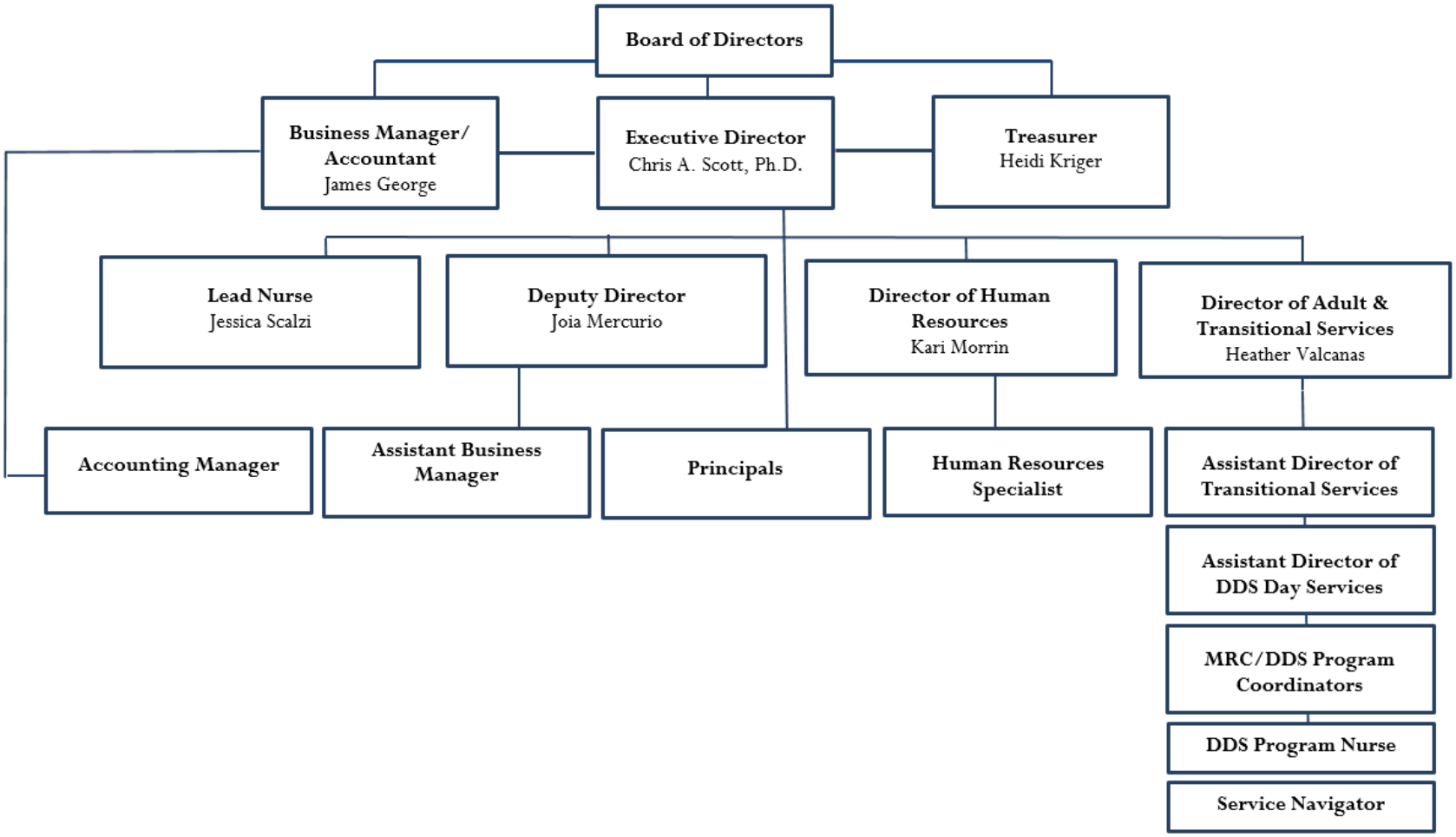
a. Within the database billing file, generate a NH file folder. Copy over the NH template from previous month's billing.
b. Make copy of the database billing file and re-name it NH Month Billing. Delete all rows except for Pelham and Salem, NH.
c. Delete following columns(column letters will vary as you delete columns which is why I added title with the columns):
    i. O: Original Valley Start Date
    ii. AB: IEP Received Date – AU: Notes
    iii. DC: Homeroom Teacher
    iv. GV – GW: Cost Share 50/50 and Date 2nd Contract – SY
    v. HW: Cost Share 50/50
d. Highlight information from Status – Program Code – COPY and paste onto NH Template.
e. NH Template – columns GT - IK drag formulas down. Column IF make change to zeros.
f. Save as NH Month Billing.
g. Merge to NH Month Billing file.
h. Print 2nd page.
i. Replace 2nd page from the original 2nd page.

27. Once reviewed, package, and mail.
28. After invoices are mailed:
    a. Invoices
        i. Post Invoices
        ii. Select invoices
            1. Actions
            2. Post invoices with the Date being the last day of the billing month.

Appendix A

Finance and Operations Organizational Chart

Separation of Duties



Central Administration Office

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

Position: Business Manager/Town Accountant
Location: 25 Linnell Circle
Reporting to: Valley Collaborative Board of Directors and Executive Director
Contract Terms: 260 days, 8 hours per day, 5 days a week
Status: Non-exempt
FTE: 1.0

Valley Collaborative is a Massachusetts Department of Elementary and Secondary Education approved public school entity. Valley also provides Massachusetts Department of Developmental Services (DDS) and Massachusetts Rehabilitation Commission (MRC) programs for Individuals over the age of 22 with special needs. Valley provides a robust pathway for students to continue their careers beyond high school by providing high quality academic, therapeutic, and vocational services to individuals referred by both local school districts and DDS and MRC. We provide programming within which students and Individuals with special needs can maximize educational and/or occupational skills. By sharing its resources with multiple school districts and social service agencies, Valley programs maintain superior quality and reasonable costs to those it serves, by meeting or exceeding state standards, and achieving economies of scale.

Qualifications:

- Be a Certified Public Accountant (CPA).
- Hold a Massachusetts School Business Administrator License, or be working towards licensure within reasonable time expectation.
- Demonstrate knowledge of financial and management practices, purchasing, supervision and motivation of personnel, and state and local regulations.
- Expert knowledge of public accounting and finance laws, standards, regulations, and best practices.
- Have excellent leadership and organizational skills and the ability to motivate people.
- Have excellent integrity and demonstrate good moral character and initiative.
- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

Finance and Operations Responsibilities:

- Supervise (along with the Executive Director) the work of business office personnel and co-evaluate the Accounting Manager and the Assistant Business Manager.
- Partner with the Executive Director to work with the Independent Auditor and Treasurer on an ongoing basis to ensure Valley is in full compliance.
- Use standard accounting and bookkeeping procedures to keep an accurate, continuous record of the cash and financial position of the school and manage the financial operation of the school so that the institution remains financially stable.
- Oversee accounts receivable and accounts payable.
- Monitor and control cash flow.
- Efficiently manage expenses within all Collaborative departments.
- Help to ensure that the Collaborative operates within budget.
- Partner with the Executive Director to develop the annual operating budget and maintain a long-range financial model for the school.
- Oversee all school purchasing, financial investments, and banking activities.
- Manage outsourced financial relationships.
- Work with the Executive Director to provide capital budgeting and project oversight for new construction and renovation projects.
- Evaluate, purchase and oversee property, liability, vendor and workers' compensation insurance programs.
- Work with the Deputy Director to manage all payroll functions.
- Work with the Director of Human Resources to budget employee annual contracts for all faculty.
- Work with the Director of Human Resources to review and analyze all benefit and retirement plans for accuracy.
- Work with the Director of Adult and Transitional Services to ensure Executive Office of Health and Human Services budget and revenue is
- Establish and maintain a system of financial records, controls, and accounting procedures for the repair and maintenance of the facilities, submitting all reports in a timely fashion. Correct immediately any audit exceptions.
- Maintain the Fixed Assets Inventory.
- Attend required meetings and serve, as appropriate on staff committees.
- Observe strictly, to avoid the appearance of conflict, conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
- Adhere to federal statutes and regulations, Massachusetts school law, construction codes, State Department of Education rules and regulations, Department of Education policies and procedures, and contractual obligations.
- Perform any duties and responsibilities that are within the Nature and Scope of the Job, as assigned by the Executive Director and Valley's Board of Directors, and not otherwise prohibited by law or regulation.

Employment Terms:
The Business Manager/Town Accountant shall be employed under the following terms:

- Work year of twelve months.
- Salary and benefits and leave time as specified in the written contractual agreement with the Board and the Valley Employee Handbook.
- Conditions established by all laws and codes of the State, Federal and all policies, rules, and regulations.

THE BUSINESS MANAGER/TOWN ACCOUNTANT IS RESPONSIBLE TO WORK WITH THE EXECUTIVE DIRECTOR AND BOARD OF DIRECTORS TO ENSURE THE FINANCIAL POLICIES & PROCEDURES MANUAL IS FULLY IMPLEMENTED. IN PARTICULAR:

Internal Control Policies
Valley Collaborative, under the direction of the Valley Collaborative Board of Directors, is required to establish and maintain adequate accounting records and internal control procedures. Internal control consists of five components: control environment, risk assessment, control activities, information and communication, and monitoring. The objectives of internal control relate to financial reporting, operations, and compliance.

Valley Collaborative and all levels of management are responsible for preventing and detecting instances of fraud and related misconduct and for establishing and maintaining proper internal controls that provide security and accountability of the resources of the Collaborative. Management is also responsible for recognizing risks and exposures inherent to these areas of responsibility and for being aware of indications of fraud or related misconduct.

Any employee with a reasonable basis for believing fraudulent or related misconduct has occurred should report such incidents to the designated authorities within the Collaborative or the Office of the Inspector General as stated in M.G.L Chapter 12A, §14 'Complaints by public employees; investigation.'

Internal control policies provide Valley Collaborative with the foundation to properly safeguard its assets, implement management's internal policies, provide compliance with state and federal laws and regulations and produce timely and accurate financial information. The following policies highlight the areas of internal control that Valley Collaborative has considered:

Compliance with Laws
Valley Collaborative will follow all the relevant laws and regulations that govern Educational Collaborative within the Commonwealth of Massachusetts. Additionally, U.S. Government laws and regulations that relate to grant funding will be adopted as the grant funding is received. The following are specific policies of Valley Collaborative:

A. Political Contributions
No funds or assets of Valley Collaborative may be contributed to any political party or organization or to any individual who either holds public office or is a candidate for public office. The direct or indirect use of any funds or other assets of Valley Collaborative for political contributions in any form whether in cash or other property, services, or the use of facilities—is strictly prohibited. Valley Collaborative also cannot be involved with any committee or other organization that raises funds for political purposes. Following are examples of prohibited activities:

- Contributions by an employee that are reimbursed through expense accounts or in other ways.
- Purchase by the organization of tickets for political fundraising events.

- Contributions in-kind, such as lending employees to political parties or using the Collaborative's assets in political campaigns.

B. Record Keeping
To provide an accurate and auditable record of all financial transactions, the Collaborative's books, records, and accounts are maintained in conformity with generally accepted accounting principles as required by the Commonwealth's statutes, applicable to Educational Collaboratives. Further, the Collaborative specifically requires that:

- No funds or accounts may be established or maintained for purposes that are not fully and accurately described within the books and records of the Collaborative.
- Receipts and disbursements must be fully and accurately described in the books and records.
- No false entries may be made on the books or records nor any false or misleading reports issued.
- Payments may be made only to the contracting party and only for the actual services rendered or products delivered. No false or fictitious invoices may be paid.

Organizational Conflict of Interest or Self-Dealing (Related Parties)
Valley Collaborative may not be operated for the benefit of an affiliated or unaffiliated organization or an individual in his or her own private capacity or individuals related to Valley Collaborative or members of its management, unless the private benefit is considered merely incidental. Valley Collaborative will follow M.G.L. Chapter 268A and M.G.L. Chapter 71, §89(v) conflict of interest laws and disclosures which restrict public officials and employees from taking advantage of their position to gain improper benefits for themselves, relatives, their associates, or their friends. The law also restricts board members from voting on matters affecting their financial interest and limits the circumstances under which they can receive anything of value because of their official position. A board member may not vote or enter into any discussion if one of the following groups will receive financial benefit:

- The Trustee, his/her immediate family, or his/her business partner;
- A business organization in which the Trustee is serving as an officer, Valley Collaborative, trustee, partner or employee; or
- Any person or organization with which the Trustee is negotiating or has any arrangement concerning prospective employment (M.G.L. Chapter 268a, §6).

The private benefit preclusion will extend to:

- Sale or exchange, or leasing, of property between the Collaborative and an affiliated or unaffiliated organization or a private or related individual.
- Lending of money or other extension of credit between the Collaborative and an affiliated organization (excluding component units) or unaffiliated organization or a private or related individual.
- Furnishing of goods, services or facilities between the Collaborative and an affiliated organization (excluding component units) or unaffiliated organization or a private or related individual.
- Payment of compensation, unless authorized by the Valley Collaborative Board of Directors or its governing body, by the Collaborative to an affiliated or unaffiliated organization or a private or related individual.
- Transfer to, use by, or for the benefit of a private or related individual of the income or assets of the Collaborative.

Thus, Valley Collaborative will be guided by the principle of arms-length standards with all affiliated or unaffiliated organizations or with a private or related individual(s). Annually, the Valley Collaborative Board of Directors will file a financial disclosure form as required by M.G.L. Chapter 40, section 4(e).

Related party transactions shall include transactions between a school and members of the board, management, contracted management organization, employees, related individuals and affiliated companies. Related individuals within the scope of this definition include spouses, parents, children, spouses of children, grandchildren, siblings, father-in-law, and mother in law, sister-in-law and brother-in-law of a board member or Collaborative employee.

Valley Collaborative Board of Directors Authorities

The Valley Collaborative Board of Directors is responsible for the operation of Valley Collaborative in accordance with the provisions of M.G.L. Chapter 40, Section 4E and all other state and federal laws and regulations and conditions as the Board or Commissioner of Education may establish from time to time. The Valley Collaborative Board of Directors is also responsible for operating the Collaborative in accordance with the representations made in its Educational Collaborative application submitted to and approved by the Board of Education.

Specifically, the Valley Collaborative Board of Directors shall have the sole authority to approve and will incorporate into its own minutes such matters as (i) change of the Collaborative's name, with the Department of Education's Educational Collaboratives office approval (ii) adoption of the annual operating and capital budgets, (iii) selection or termination of key employees (iv) key employees' salary and salary changes, (v) incurrence of debt, mortgages or other encumbrances and their covenants and restrictions, within the terms of the collaborative (vi) investment policies, (vii) depository and investment banks, (viii) purchase or sale of property (ix) opening up or closing checking or savings accounts, and (x) selection of Valley Collaborative's certified public accountants and (xi) other activities associated with the operations of Valley Collaborative.

The Valley Collaborative Board of Directors will meet regularly to ensure that its fiduciary duty is maintained. The Board will review the following: prior meeting minutes, business items, educational items, subcommittee reports, Executive Director Reports, new business and other items. For additional guidance on the regulatory and statutory obligations of a Valley Collaborative Board of Directors, please refer to the Commonwealth of Massachusetts Department of Education's publication, *Duties and Responsibilities of Collaborative Board Members and Boards of Directors*, which can be found at http://www.doe.mass.edu/finance/collaboratives/DutiesResponsibilities.pdf

Signature Authorities

All checks are signed by Valley Collaborative's Treasurer. Any check over $10,000.00 requires the signature of both Executive Director and Treasurer. The Treasurer is responsible for authorizing all cash transfers between banking entities.

Government Access to Records

The Business Manager/Town Accountant will provide access to Valley Collaborative's records if requested to the Comptroller General of the Commonwealth of Massachusetts or his designee and provide supporting records, as requested by government auditors, to facilitate the completion of such audits or reviews in a timely manner.

Security of Financial Data

- The Collaborative's accounting software, Infinite Visions, should be reviewed to ensure that general and application controls to unauthorized access to data is precluded (i.e., proper password protection and authorizations for inquiry or browse only functions.)
- The Infinite Visions accounting data is web hosted by Tyler in order to provide continuous backup and to ensure the recoverability of financial information in case of hardware failure.
- All other financial data, unused checks and unclaimed checks will be secured by the Business Manager/Town Accountant or their staff in the Valley fireproof safe from unauthorized access.

Security of Collaborative Documents

Originals of the following corporate documents are maintained and their presence is verified on a periodic basis:

A. Articles of Agreement and all related amendments
B. Minutes of the Valley Collaborative Board of Directors
C. Banking agreements
D. Leases
E. Insurance policies
C. Vendor invoices
D. Grant and contract agreements
E. Fixed asset inventory list
F. Contract and grant billings

Use of Collaborative Assets

Collaborative employees should not use any of the Collaborative's assets for personal use without prior approval and proper justification.

Use of Collaborative Commercial Charge Accounts

Valley Collaborative Commercial Charge Accounts are used only by department heads of Operations and Technology as well as Vocational Shops. Each account has a spending limit. Receipts are required to be turned in post-purchase to match with Commercial Charge Account monthly statements.

Financial Management Policies

Educational Collaboratives are granted a program approval by the Board of Education of the Commonwealth of Massachusetts under MGL Chapter 40, Section 4E. Educational Collaboratives are considered public entities and shall follow all Commonwealth of Massachusetts and Federal Laws and Regulations as such.

Basis of Accounting

Valley Collaborative will maintain its accounting records and related financial reports on the accrual basis of accounting.

Accounting Policies

The accounting policies and financial reporting adopted are consistent with the special purpose governmental entity requirements of the Governmental Accounting Standards Board (GASB), including Statement of Governmental Accounting Standards No. 34 – *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*. GASB is the recognized standard setting body for establishing governmental accounting and financial reporting principles. Pursuant to GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting*, the Collaborative has elected to apply the provisions of all relevant pronouncements of Financial Accounting Standards Board (FASB) that do not conflict with or contradict GASB pronouncements.

Basis of Presentation

Valley Collaborative adheres to all Federal, State and Department of Education guidelines as they apply to Educational Collaboratives. As referred to as a "Special Education School District" by the Commonwealth, the Collaborative presents accounts as specified by the Commonwealth of Massachusetts and the Department of Elementary and Secondary Education.

Revenues
Under the accrual basis of accounting, revenues are recognized when earned, consistent with generally accepted accounting principles applicable to Educational Collaboratives.

Expenditures
Under the accrual basis of accounting, expenses are recognized when services are incurred or goods are received.

In-Kind Expenses
The collaborative recognizes services that are donated, if these services would have been purchased by the collaborative if not donated (e.g., transportation). These expenses are recorded when incurred.

Incurred Costs
For the purpose of invoicing funding sources for allowable costs under cost reimbursement grants or contracts, the term "costs incurred" is defined as follows: costs related to items or services incurred directly for the grant or contract and received at the time of the request for reimbursement and not specifically disallowed by the funding source.

Evaluation
As per the Massachusetts Department of Elementary and Secondary Education September 2015 Memo (Page 4): The Valley Board of Directors 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).

I have read the 2015 letter from the Massachusetts Department of Elementary and Secondary Education regarding the Duties and Responsibilities of Individual Collaborative Board Members and Collaborative Boards. I have a full understanding of my role and responsibilities as Business Manager/Town Accountant.

Valley Collaborative is an Equal Opportunity Employer

Valley Collaborative Programs are committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Central Administration

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

Position: Deputy Director
Location: 25 Linnell Circle, Billerica
Reporting to: Executive Director
Contract Terms: 260 days, 8 hours per day, 5 days a week
Status: Exempt
FTE: 1.0

Valley Collaborative is a Massachusetts Department of Elementary and Secondary Education approved public school entity – "Special Education School District". Valley is also a provider for the Massachusetts Department of Developmental Services (DDS), Massachusetts Rehabilitation Commission (MRC), Massachusetts Commission for the Blind (MCB), and Social Security Administration (SSA). By contracting with these aforementioned agencies, Valley provides a robust pathway for students to continue their careers beyond high school with high quality academic, therapeutic, and vocational services to individuals referred by both local school districts and SSA, DDS, MCB and MRC. We provide programming so students and adults with special needs can reach their educational and/or occupational goals. By sharing its resources with multiple school districts and social service agencies, Valley programs are able to maintain superior quality at reasonable costs to all those it serves while meeting or exceeding state standards.

Qualifications:

- Must have completed a Massachusetts Department of Elementary and Secondary Education approved educational program at Master degree level or higher.
- Must hold a Massachusetts Department of Elementary and Secondary Education Superintendent/Assistant Superintendent, All Levels, Initial license
- Four years minimum experience in teaching and five years in administration.
- Must have acquired the competencies, skills and knowledge as identified by the Executive Director through experience in comparable management positions in education or other professions.
- Other qualifications as may be deemed essential for successful performance in the position

Under the direction of the Executive Director, the Deputy Director's essential functions and responsibilities include:

Finance and Operations Responsibilities:

- Supervising and maintaining the Payroll Department including but not limited to the ongoing implementation of ADP's Comprehensive Payroll package
- Collaborating with the Human Resources Department to maintain and re-create systems and work flow processes
- Collaborating with the Human Resources Department to process all employee terminations including pay breakouts

Overall Technical Responsibilities:

- Supervising the effective and efficient implementation of the Coordinated Program Review of its educational and instructional programs in compliance with local, state, and federal regulations
- Assisting in the creation of all state reports, records, and other documents as required by the Massachusetts Department of Elementary and Secondary Education, and the Federal Government, or documents that may be appropriate to the district's administration
- Collaborating with colleagues for the adherence to District Improvement Planning, its annual goals and action planning
- Monitoring systems (Aspen, eSped) to maintain individual student records and reports of pupil progress
- Promoting and assisting in the coordination of effective communication among all members of the school community
- Managing offsite contract services – requests from districts for related service providers
- Supervising Curriculum Department Leads to organize, develop, and maintain curricula as well as provide professional development across content areas
- Leading appropriate professional meetings with Curriculum Department Leads and District Committees.
- Supervising the Technology Department and overseeing its operations to ensure Valley's network infrastructure, hardware and software is current and optimized meeting the challenges and demands of the 21st century classroom
- Co-facilitating the formulation, planning, and implementation of the professional development program for all staff
- Collaborating with the Mentor and Induction Program facilitator to ensure compliance with DESE regulations as well as to provide intensive supervision of its participants that consists of structured guidance and regular ongoing support/teacher mentoring as well as offers high-quality professional development that is sustained, intensive, and classroom-focused.
- The supervision of state reporting (EPIMS, SCS, SSDR, Restraint) as dictated by the Massachusetts Elementary and Secondary Education
- Creating, maintaining, and implementing Mandated Trainings in compliance with the Massachusetts Elementary and Secondary Education regulations
- Performing other duties and assuming such other responsibilities as may be assigned by the Executive Director.
- Keeping the Executive Director informed and working cooperatively with all other administrators on school and district-related matters
- Promoting effective communication and cooperation among administrators

Other Competencies (skills, abilities, behavior):

- Ability to understand and follow both written and oral instructions.
- Adaptability to perform routine, repetitive tasks within a specific period of time.
- Prioritizes work assignments to be completed within time requirements.
- Must demonstrate a positive and caring attitude toward individuals and staff.
- Must remain flexible and adaptable in order to meet department needs.

Physical Demands:

- Constant standing or walking
- Requires ability to lift up to 50 pounds
- Bends, reaches, lifts, carries, twists, pushes, pulls, and handles equipment when performing duties
- Able to reach and operate equipment and systems safely and effectively

Valley Collaborative is an Equal Opportunity Employer.

Valley Collaborative Programs are committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Central Administration

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

Position: Director of Human Resources
Location: 25 Linnell Circle, Billerica
Reporting to: Executive Director
Terms: 260 days, 8 hours per day, 5 days a week
Status: Exempt
FTE: 1.0

Valley Collaborative is a Massachusetts Department of Elementary and Secondary Education approved public school entity. Valley also provides Social Security Administration (SSA), Massachusetts Department of Developmental Services (DDS), Massachusetts Commission for the Blind (MCB) and Massachusetts Rehabilitation Commission (MRC) programs for Individuals over the age of 18 with special needs. Valley provides a robust pathway for students to continue their careers beyond high school by providing high quality academic, therapeutic, and vocational services to individuals referred by both local school districts, SSA, DDS, MCB and MRC. We provide programming within which students and Individuals with special needs can maximize educational and/or occupational skills. By sharing its resources with multiple school districts and social service agencies, Valley programs maintain superior quality and reasonable costs to those it serves, by meeting or exceeding state standards, and achieving economies of scale.

Qualifications:

1. Must have completed a Massachusetts Department of Elementary and Secondary Education approved educational program at Master degree level or higher.
2. Must hold a Massachusetts Department of Elementary and Secondary Education Superintendent/Assistant Superintendent, All Levels, Initial license
3. Four years minimum experience in teaching and five years in administration.
4. Must have acquired the competencies, skills and knowledge as identified by the Executive Director through experience in comparable management positions in education or other professions.
5. Other qualifications as may be deemed essential for successful performance in the position

Under the direction of the Executive Director, the Director of Human Resources essential functions and responsibilities include:

Finance and Operations Responsibilities:

- Interface directly with the Massachusetts Teachers Retirement System (MTRS) in uploading payroll files to MyTRS, provide deduction reporting coding and commentary on personnel file errors and exceptions, and communicate effectively and timely with the System regarding inquiries.
- Interface directly with the Massachusetts State Retirement Board (MSRB) in uploading payroll files to MARIS, correct file errors, provide commentary on personnel file errors, and communicate effectively and timely with the Board regarding inquires.
- Administers a wide variety of personnel policies and programs (e.g. orientation, employment agreements, compensation schedule, etc.) for the purpose of conforming to district policies, relevant laws, and employment agreements.
- Develops, evaluates and updates HR procedures and policies for the purpose of ensuring department is operating effectively and efficiently.
- Directs employee insurance programs (e.g. medical, dental, vision, voluntary short/long term disability, FMLA) for the purpose of ensuring open enrollment, billing, and claims are processed in a

timely and accurate manner.

- Directs workers compensation program for the purpose of ensuring all work related injuries are properly reported, employees receive necessary safety information, medical treatment, and are returned to full work duties as quickly as possible.
- Assist in the creation of reports, records, and other paperwork as required by the State Department of Education, and the Federal Government, or paperwork that may be appropriate to the district's administration.

Overall Responsibilities:

- Continue to develop and implement process improvements which support positive change as part of an organizational effort to create a more diverse and engaged workforce.
- Directs employee background and fingerprint process for the purpose of ensuring District is in compliance with applicable state regulations.
- Manage day-to-day operations of Human Resources area (e.g. administers methods, systems and procedures) for the purpose of maximizing efficiency.
- Prepares a wide variety of written materials (e.g. reports, memos, letters, policies, district calendar, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Researches a wide variety of information (e.g. current personnel practices, policies, codes, laws, etc.) for the purpose of providing information, recommendations and/or addressing a variety of administrative requirements
- Collaborate with departments/school sites for the purpose of ensuring human resources practices are implemented as directed by District procedure, policy and/or state/federal regulation.
- Acts as an advisor to administrators, managers and supervisors on issues related to employee discipline and employment for the purpose of ensuring consistent application of policy.
- Keep the Executive Director informed and work cooperatively with all other administrators in school and district-related matters.
- Lead appropriate professional meetings with related service providers as well as with District personnel and committees.
- Co-facilitate the formulation, planning, and implementation of the professional development program for professional staff (teachers and administrators).
- Coordinate and conduct professional development activities for all staff working with students with special needs and disabilities, including the Mentor and Induction Program.
- Promote effective communication and cooperation among administrators.
- Supervise the effective and efficient implementation of the educational and instructional programs in compliance with local, state, and federal regulations.
- Be responsible for the adherence to District Improvement Planning annual goals and action planning.
- Serve on district committees, participates in district activities, and represents the district as warranted, or as directed by the Executive Director.
- Exercises good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs
- Promote and assists in the coordination of effective communication among all members of the school community.
- Perform other duties and assumes other responsibilities as may be assigned by the Executive Director.

Supervise Human Resource Staff to:
Complete verification of employment requests, respond to routine employee inquiries, support hiring process, track mandated training requirements, and interface with payroll department on an ongoing basis.

Other Competencies (skills, abilities, behavior):

- Ability to understand and follow both written and oral instructions.
- Adaptability to perform routine, repetitive tasks within a specific period of time.
- Prioritizes work assignments to be completed within time requirements.
- Must demonstrate a positive and caring attitude toward individuals and staff.
- Must remain flexible and adaptable in order to meet department needs.

Physical Demands:

- Constant standing or walking
- Requires ability to lift up to 50 pounds
- Bends, reaches, lifts, carries, twists, pushes, pulls, and handles equipment when performing duties
- Able to reach and operate equipment and systems safely and effectively

Valley Collaborative is an Equal Opportunity Employer.

Valley Collaborative Programs are committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Central Administration

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

Position: Director of Adult and Transitional Services
Location: 25 Linnell Circle, Billerica
Reporting to: Executive Director
Contract Terms: 260 days, 8 hours per day, 5 days a week
Status: Exempt
FTE: 1.0

Valley Collaborative is a Massachusetts Department of Elementary and Secondary Education approved public school entity. Valley also provides Social Security Administration (SSA), Massachusetts Department of Developmental Services (DDS), Massachusetts Commission for the Blind (MCB) and Massachusetts Rehabilitation Commission (MRC) programs for Individuals over the age of 18 with special needs. Valley provides a robust pathway for students to continue their careers beyond high school by providing high quality academic, therapeutic, and vocational services to individuals referred by both local school districts and SSA, DDS, MCB and MRC. We provide programming so Students and Individuals with special needs can reach their educational and/or occupational goals. By sharing its resources with multiple school districts and social service agencies, Valley programs are able to maintain superior quality at reasonable costs to all those it serves while meeting or exceeding state standards.

Overview:
Under the direction of the Executive Director of Valley Collaborative, the Director of Adult and Transitional Services is responsible for a wide variety of contracting, procurement and oversight activities which support Valley Collaborative's very diverse and dynamic educational, vocational and transitional programming. This position will manage all activities related to contracting with Social Security Administration (SSA), Massachusetts Department of Developmental Services (DDS), Massachusetts Commission for the Blind (MCB) and Massachusetts Rehabilitation Commission (MRC). This includes but is not limited to, the qualification process, compliance, program enhancement and utilization including budget development, tracking of revenues and expenses and submitting reports in a complete and timely manner for all of the contracts. The person who serves in this role will possess excellent organizational skills, knowledge of the state and federal procurement and contracting policies and a deep understanding of state agency services and procedures. Succeeding in this position requires representing The Collaborative in a positive, professional manner in all actions, which will include collaboration with state and federal agency central offices, local agency staff, external stakeholders, referral sources and internal staff.

Qualifications:

- Seven (7) years of professional, administrative or managerial experience working with individuals with disabilities the major duties of which involved program management, program administration, program planning and/or program analysis; of which at least three (3) years must have been in a project management, supervisory or managerial capacity.
- Demonstrated success developing and evaluating service models, and selecting and successfully operationalizing innovative programs.
- Thorough knowledge of the state and federal agency policies and procedures; particularly in regard to services provided by the Collaborative.
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth.

Central Administration

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

- Experience having worked with a high-performance, collaborative, constructive peer group.
- Strength in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams.
- Deep understanding of human resources, employee performance improvement plans, and Collaborative corrective action policies.
- Excellent verbal and written communication skills with exceptional attention to details.
- Personal qualities of integrity, credibility, and leadership.
- A strong commitment to the goals, mission, and philosophy of the organization.
- Self-starter who is able to work independently as well as in a team.
- Proficient in Microsoft and Google Suite.
- Bachelor's Degree preferred. Knowledge of special education desirable.

Finance and Operations Responsibilities:

- This is a senior management position.
- Oversight and utilization of all state and small business contracts for the Adult Services Department which supports approximately 250 Individuals annually.
- Research and develop new contracting opportunities using COMMBUYS; the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments.
- Project Management and implementation of new services and contracts.
- Review and process master service agreements (MSA's) and amendments for all state agency contracts.
- Act as Authorized Signatory for Valley Collaborative (EOHHS), Executive Office of Health and Human Services contracts.
- Create and maintain systems for submitting and tracking billing, enrollment and amendments as needed throughout the fiscal year.
- Data management in Developmental Services Quality Management Reporting (HCSIS), Enterprise Invoice Mgmt. /Enterprise Service Mgmt. (EIM/ESM).
- Act as primary contact for all state audits and programmatic reviews.

Overall Responsibilities:

- Manage supervisory team and provide support for day to day operations of the Adult Services Department.
- Promote Valley Collaborative programs, through networking, marketing and meetings with state agencies, provider and community based groups.
- Prepare and maintain all state documents for the Adult Service Department including rosters, budgets and service delivery models while managing client enrollments and terminations.
- Oversee fundraising and community outreach activities for the Adult services Department.
- Manage Job Development Activities by tracking employment trends and identifying placement needs for students and adults.

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- Collaborate with State Agency Directors by participating in service delivery development and improvement.
- Coordinate all State Reporting submissions to the corresponding Adult Services Agencies.

Other Competencies (skills, abilities, behavior):

- Ability to understand and follow both written and oral instructions.
- Adaptability to perform routine, repetitive tasks within a specific period of time.
- Prioritizes work assignments to be completed within time requirements.
- Must demonstrate a positive and caring attitude toward individuals and staff.
- Must remain flexible and adaptable in order to meet department needs.

Physical Demands:

- Constant standing or walking
- Requires ability to lift up to 50 pounds
- Bends, reaches, lifts, carries, twists, pushes, pulls, and handles equipment when performing duties
- Able to reach and operate equipment and systems safely and effectively

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

Position: Lead Nurse
Location: 40 Linnell Circle, Billerica
Reporting to: Executive Director
Contract Terms: 260 days, 7.5 hours per day, 5 days a week
Status: Exempt
FTE: 1.0

Valley Collaborative is a Massachusetts Department of Elementary and Secondary Education approved public school entity. Valley also provides Social Security Administration (SSA), Massachusetts Department of Developmental Services (DDS), Massachusetts Commission for the Blind (MCB) and Massachusetts Rehabilitation Commission (MRC) programs for Individuals over the age of 18 with special needs. Valley provides a robust pathway for students to continue their careers beyond high school by providing high quality academic, therapeutic, and vocational services to individuals referred by both local school districts and SSA, DDS, MCB and MRC. We provide programming so Students and Individuals with special needs can reach their educational and/or occupational goals. By sharing its resources with multiple school districts and social service agencies, Valley programs are able to maintain superior quality at reasonable costs to all those it serves while meeting or exceeding state standards.

Overview:
Under the direction of the Executive Director of Valley Collaborative, the Lead Nurse is responsible for managing the school health services program and oversite of the nursing team within the Adult Program, proving nursing leadership within Valley Collaborative. The Nurse Leader develops a needs assessment, plans and implements programs, and provides for continuous quality assurance and evaluation. She/he coordinates the clinical aspects of the comprehensive school health program, collaborating with other members of the health services and health education team, The Nurse Leader collaborates with community providers, other community organizations, and coalitions addressing health issues of children and adults.

As a nurse registered through the Massachusetts Board of Registration in Nursing (BORN), the Nurse Leader must adhere to the Nurse Practice Act, pertinent regulations governing nursing practice and standards of care established by the professional organizations.

Qualifications:

- Graduate of a Nursing Program approved by the Massachusetts Board of Nursing, current license as a *Registered Nurse* in Massachusetts.
- Bachelors in Nursing Degree.
- Licensed as a school nurse through Department of Education.
- Maintain certification in cardio-pulmonary resuscitation, including AED training (trainer's certification for the Nurse Leader or her delegate is recommended).
- A strong commitment to the goals, mission, and philosophy of the organization.
- Flexibility to meet identified student and staffing needs.
- Self-starter, ability to work independently.

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Finance and Operations Responsibilities:

- Maintains Student Database, Data entry of Middle and High School IEP (billable hours)
- Notify Educators, Principal, and Lead Therapist when IEP has been received, and refer to student
- Update ESPED with signed and received IEPs
- Document 30/60/90 letters in student database
- Coordination of Medicaid billing from therapist to sending districts

Overall Responsibilities:

- Provides clinical consultation to the health education staff, physical educators, and other administrative and teaching staff
- responds to frequently encountered health issues, providing counseling and crisis intervention when required (e.g., adolescent pregnancy, substance abuse, death of a family member, suicide); responds to child neglect or abuse issues (as required by Massachusetts statute)
- Participates in interdisciplinary teams (e.g. crisis, child abuse, safety, emergency planning) to ensure that integrated systems are in place which address comprehensive health needs of the student population.
- Maintains medical equipment and supplies in the health office, as well as first aid kits located in the school building
- Ensures that there is an emergency care plan in place, which is communicated to all staff and is closely coordinated with community emergency care protocols
- Carries out communicable disease prevention and infection control based on current guidelines for universal precautions, prevention of blood borne pathogens exposure, and hazardous medical waste disposal
- Audit SNAP (school based electronic medical record system) to ensure proper nursing documentation and physician orders
- Participates in the development of an interdisciplinary plan for each building to ensure that students in need of services are identified and appropriate intervention is initiated
- Implements a school health services data system, capable of tracking trends, activities and outcomes. Reviews trends and assess the outcomes to determine need for revision.
- Collaborates with the Medical Director in collecting standing orders or need for evaluations of health care
- Contact person for Massachusetts Immunization Information System
- Collaborates with parents to develop and implement individual health care plans for students.
- Collaborates with the Department of Public Health School Health Unit and the local boards of health, and other community agencies
- Develops and implements written policies and protocols for the clinical services and programs addressing health issues (e.g. immunizations, medication administration, services for children with special health care needs, schoolwide injury prevention) and special program groups (e.g. overweight prevention, eating disorders, violence prevention

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Other Competencies (skills, abilities, behavior):

- Ability to understand and follow both written and oral instructions.
- Adaptability to perform routine, repetitive tasks within a specific period of time.
- Prioritizes work assignments to be completed within time requirements.
- Must demonstrate a positive and caring attitude toward individuals and staff.
- Must remain flexible and adaptable in order to meet department needs.

Physical Demands:

- Constant standing or walking
- Requires ability to lift up to 50 pounds
- Bends, reaches, lifts, carries, twists, pushes, pulls, and handles equipment when performing duties
- Able to reach and operate equipment and systems safely and effectively

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

Position: Principal
Location: 135 Coburn Rd, Tyngsboro
Reporting to: Executive Director
Contract Terms: 220 days, 7.5 hours per day, 5 days a week
Status: Exempt
FTE: 1.0

Valley Collaborative is a Massachusetts Department of Elementary and Secondary Education approved public school entity. The Elementary program prides itself on providing an enriched school experience while supporting our students with the tailored therapeutic environment they require. All students have access to writing, reading, language arts, math, science and social studies instruction along with social and life skills programming. Students access this curriculum throughout the school day via multi-modal approach. The program is rich in trained professionals, supports, and technology specific to our population. By sharing its resources with multiple school districts and social service agencies, Valley programs are able to maintain superior quality at reasonable costs to all those it serves while meeting or exceeding state standards.

Overview:
Under the direction of the Executive Director of Valley Collaborative, the Business Principal is responsible for a wide variety of daily operations in the elementary school program. This role requires the supervision of clinical, educational, and guidance directors, maintaining balance between the clinical and educational needs of students, and a commitment to Valley Collaborative mission. The Business Principal works directly with students, parents, staff, and collaterals, to provide leadership around admissions, crisis intervention/behavioral support and program development. The person who serves in this role will possess excellent organizational skills, knowledge of the state and federal special education laws and a deep understanding of special education procedures. Succeeding in this position requires representing The Collaborative in a positive, professional manner in all actions, which will include collaboration with member and non member districts, families and community partners.

Qualifications:

- Five (5) years progressively responsible supervisory/administrative experience
- Experience in alternative elementary school setting and/or with children who have significant mental health challenges
- Preferred: License educational administrator with high-level management experience in similar setting.
- Education: Masters degree in special education, social work or related field.
- MA DESE Principal (K-12) required, and Special Education Administrator licensure preferred.

Finance and Operations Responsibilities:

- Oversight of intake and acceptance process for referrals
- Oversight of billing/database process
- Act as primary contact for all state audits and programmatic reviews for elementary school.

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Overall Responsibilities:

- Touring potential students and families
- Oversight for extended evaluations
- District contact for referrals, IEP and evaluations
- Team chair for IEPs and 3 year evaluations
- Develop protocols surrounding IEP process
- Review IEP/Evaluations prior to meetings for compliance
- Incident reporting to the state
- Review progress reports
- Supervise daily incident report process
- MCAS/NH state testing
- Oversight on related service providers and completing observations, yearly evaluations
- Payroll/ADP process

Other Competencies (skills, abilities, behavior):

- Ability to understand and follow both written and oral instructions.
- Adaptability to perform routine, repetitive tasks within a specific period of time.
- Prioritizes work assignments to be completed within time requirements.
- Must demonstrate a positive and caring attitude toward individuals and staff.
- Must remain flexible and adaptable in order to meet department needs.

Physical Demands:

- Constant standing or walking
- Requires ability to lift up to 50 pounds
- Bends, reaches, lifts, carries, twists, pushes, pulls, and handles equipment when performing duties
- Able to reach and operate equipment and systems safely and effectively

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

Position: Assistant Business Manager
Location: 25 Linnell Circle
Reporting to: Executive Director, Deputy Director, Business Manager/Town Accountant
Contract Terms: 260 days, 8 hours per day, 5 days a week
Status: Exempt
FTE: 1.0

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Qualifications:

- Seven (7) years of professional, administrative or managerial experience.
- Knowledge in ADP Payroll System.
- Understanding and knowledge of Infinite Visions Financial Software.
- Experience with Excel and Word Document.
- Demonstrated success developing and evaluating service models, and selecting and successfully operationalizing innovative programs.
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth.
- Experience having worked with a high-performance, collaborative, constructive peer group.
- Deep understanding of human resources, employee performance improvement plans, and Collaborative corrective action policies.
- Excellent verbal and written communication skills with exceptional attention to details.
- Personal qualities of integrity, credibility, and leadership.
- A strong commitment to the goals, mission, and philosophy of the organization.
- Self-starter who is able to work independently as well as in a team.
- Proficient in Microsoft and Google Suite.
- Bachelor's Degree preferred.

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Finance and Operations Responsibilities:

Payroll:

- Work with Valley Collaborative's ADP Payroll Processing Assigned Team of Specialists to process payroll.
- Maintains payroll information by collecting, calculating, and entering data.
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- Prepares payroll processing reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Resolves payroll discrepancies by collecting and analyzing information before accepting payroll.
- Provides payroll information by answering questions and requests.
- Maintains payroll operations by following HR and Finance Policies and Procedures Manual; report needed changes.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Works closely with Director of Human Resources and Human Resources Specialist to manage new hires, staff changes, terminations, benefits, and all other deductions.
- Mails/distributes live paychecks due to pre-note process & direct deposit receipts for adults and students.
- Maintains student database and gathers all current information from program secretaries.
- Performs all Valley Collaborative billings by sending monthly invoices for all programs, Home and Contract Services.

Billing:

- Coordinate with Billing Database Administrators timelines and procedures to ensure accuracy
- Program databases have been updated, update the main database and send contracts as needed.
- Database is updated, make a copy and label the month's billing name.
- Print the file, go line by line and add & delete students accordingly with correct program names & account numbers.
- Manually enter service costs. (Some service costs can use the replace function but still need to review line by line; be careful using the replace function due to messing up other numbers).
- IVEE Import
- Once both parts of the invoice have been printed, put them side by side – review, match them, & staple them.
- After invoices are mailed – Post invoices.

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Overall Responsibilities:

- Maintains security and log-in information in ASPEN for all Valley Collaborative employees
- Generates contracts for all enrolled Valley Collaborative students and delivers to districts.
- Generates contracts for Valley Collaborative's Home and Contract Services and delivers to districts.
- Generates contracts for Learnwell Education and delivers to districts.
- Generates financial projections per IEP grids.
- Generates monthly therapy hours for all disciplines for programmaticallocation.
- Generates and provides monthly enrollment reports.
- Receives purchase orders from districts and enters purchase order numbers into database for invoices.

Other Competencies (skills, abilities, behavior):

- Ability to understand and follow both written and oral instructions.
- Adaptability to perform routine, repetitive tasks within a specific period of time.
- Prioritizes work assignments to be completed within time requirements.
- Must demonstrate a positive and caring attitude toward individuals and staff.
- Must remain flexible and adaptable in order to meet department needs.

Physical Demands:

- Constant standing or walking
- Requires ability to lift up to 50 pounds
- Bends, reaches, lifts, carries, twists, pushes, pulls, and handles equipment when performing duties Able to reach and operate equipment and systems safely and effectively

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Central Administration

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

Position: Accounting Manager
Location: 25 Linnell Circle, Billerica
Reporting to: Executive Director, Business Manager/Town Accountant
Contract Terms: 260 days, 8 hours per day, 5 days a week
Status: Exempt
FTE: 1.0

Valley Collaborative is a Massachusetts Department of Elementary and Secondary Education approved public school entity. Valley also provides Massachusetts Department of Developmental Services (DDS) and Massachusetts Rehabilitation Commission (MRC) programs for Individuals over the age of 22 with special needs. Valley provides a robust pathway for students to continue their careers beyond high school by providing high quality academic, therapeutic, and vocational services to individuals referred by both local school districts and DDS and MRC. We provide programming within which students and Individuals with special needs can maximize educational and/or occupational skills. By sharing its resources with multiple school districts and social service agencies, Valley programs maintain superior quality and reasonable costs to those it serves, by meeting or exceeding state standards, and achieving economies of scale.

Qualifications:

- Experience in Office Management and Accounting practices, maintaining reporting deadlines as mandated by federal and state agencies filing manually and electronically.
- Accounting for Massachusetts Public Schools under DESE guidelines following District Policies. Demonstrating integrity, discretion, and responsibility to the taxpayers of the children we serve.
- Possess the initiative and knowledge to maintain administrative details. Compose detailed letters and statistical reports from outline notes, verbal instruction, or independently from knowledge of circumstances.
- Self-starter able to work independently as well as with a group.
- Proficient in a variety of financial software platforms as well as Microsoft, Google Suite and vendor web portals

Finance and Operations Responsibilities:

- Work cooperatively with the Business Manager/Town Accountant
- Deliver monthly check listings and statements to our Treasurer for reconciliation
- Evaluate cash balances online Enterprise Bank, transfer funds to payroll account bi-weekly
- Assist in the preparation of fieldwork for the annual financial audit
- Assist in the preparation of annual insurance review
- File and pay monthly meal tax to Massachusetts Department of Revenue

Accounts Payable:

- Monitor accounting and financial activity of the Accounts Payable Department
- Create annual requisitions for utilities, rents and insurances
- Verify account number accuracy on purchase requisitions; review with Executive Director to create PO
- Execute bi-weekly AP warrants, print checks, process warrant for board member approval signatures
- Track employee course reimbursement requests
- Maintain Vendor W-9 file, process and distribute annual form 1099 to vendors and the IRS
- Prepare revenue and expenditure reports monthly and track status of open purchase orders

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Accounts Receivable:

- Post customer invoices for vocational shops and adult small business billing to accounts receivable module
- Timely Deposits to Enterprise Bank, Process invoice payments and deposits to accounts receivable module
- Communication with sending districts and billing specialist on tuition and service issues
- Create monthly customer account statements

General Ledger:

- Enter miscellaneous deposits to both Operating Account and Joe's Bistro check book
- Enter monthly miscellaneous bank statement activity Operating Account, Payroll Account, and Joe's Bistro

Payroll and Human Resources:

- Edit and run bi-weekly payroll reports in ADP for all payroll deductions
- Analyze payroll deduction reports for accuracy and reasonableness
- Upload payroll deduction reports to vendor web portals and make payments as required
- Generate Enterprise Bank ACH payments for MA State Retirement and GIC Insurance
- Work with Director of Human Resources to audit Valley Collaborative offered benefit premiums regularly

Other Competencies (skills, abilities, behavior):

- Ability to understand and follow both written and oral instructions.
- Adaptability to perform routine, repetitive tasks within a specific period of time.
- Prioritizes work assignments to be completed within time requirements.
- Must demonstrate a positive and caring attitude toward individuals and staff.
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Physical Demands:

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Central Administration

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

Position: Human Resource Specialist
Location: 25 Linnell Circle, Billerica
Reporting to: Executive Director, Deputy Director, Director of Human Resources
Contract Terms: 260 days, 8 hours per day, 5 days a week
Status: Non-exempt
FTE: 1.0

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Qualifications:

- Seven (7) years of professional, administrative or managerial experience.
- Knowledge of ADP.
- Knowledge of Infinite Visions Financial Software.
- Knowledge of ASPEN.
- Experience with Excel and Word document.
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth.
- Experience having worked with a high-performance, collaborative, constructive peer group.
- Strength in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams.
- Deep understanding of human resources, employee performance improvement plans, and Collaborative corrective action policies.
- Excellent verbal and written communication skills with exceptional attention to details.
- Personal qualities of integrity, credibility, and leadership.
- A strong commitment to the goals, mission, and philosophy of the organization.
- Self-starter who is able to work independently as well as in a team.
- Proficient in Microsoft and Google Suite.
- Bachelor's Degree preferred. Knowledge of special education desirable.

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Finance and Operations Responsibilities:

- Assist and perform payroll processing with Assistant Business Manager.
- Assist Director of Human Resources with Workman's Compensation claims and cases, in conjunction with Valley Collaborative HR Policies and Procedures Manual.
- Assist Director of Human Resources by processing FMLA paperwork in conjunction with Valley Collaborative HR Policies and Procedures Manual.

Overall Responsibilities:

- Assist Director of Human Resources with all HR functions.
- Assist Deputy Director with payroll, terminations, and audits.
- Assist all Valley Collaborative employee's with questions regarding company policies, insurance, FMLA, etc.
- Process New Hire requests from Principals to draft employment agreements using the New Hire Request Form and New Hire Checklist.
- Conduct Pre-Employment Meetings in order to facilitate and collect all necessary and required onboarding documents and materials from candidates prior to start date.
- Process onboarding documents internally, as well as sending documents to appropriate agencies for enrollment.
- Enter new hires into a variety of Valley Collaborative systems, including ADP, IVEE, ASPEN, ESPED, ect.
- Work with the Director of Human Resources to identify when a new hire has been 'cleared to work.
- Work with the Director of Human Resources to communicate to new hires and Principals that a cleared to work status has been assigned, along with confirming a start date.
- Work with the Deputy Director to process terminations, provide a close-out memo, information regarding MA Unemployment, and COBRA information utilizing a termination checklist to ensure proper maintenance of all Valley Collaborative systems, including ADP, IVEE, ASPEN, ESPED, etc.
- Work with Director of Human Resources to process position changes to current staff by drafting new employment agreements, noting changes in the Employee Status Changes Google Sheet, and working collaboratively with Assistant Business Manager to update all Valley Collaborative systems of changes.
- Update Employee Training and Cleared to Work spreadsheet, ASPEN, ESPED with employee/employment changes.
- Assist Director of Human Resources to frequently audit and maintain all annual mandated trainings through the Valley Collaborative Mandated Trainings Google Sheet.
- Perform and complete a variety of employment verifications and return to original requestor within 5 business days.
- Perform and complete requests from employees to access personnel records, both current and previous.
- Assist Director of Human Resources with the coordination and execution of annual GIC Benefit Open Enrollment.

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- Complete CORI Acknowledgement and Authorization forms as well as requesting CORI information via iCORI and record results on Employee Training and Cleared to Work spreadsheet.
- Ensure complete Intellicorp Disclosure Form and Authorization and Acknowledgement form have been completed by employee's who drive Valley Collaborative vehicles and perform Motor Vehicle Records request verifications; update Employee Training and Cleared to Work spreadsheet.
- Complete DESE Fingerprinting verifications for staff as well as ensure onboarding procedures secure appropriate documentation of this security check; and record results on Employee Training and Cleared to Work spreadsheet.

Other Competencies (skills, abilities, behavior):

- Ability to understand and follow both written and oral instructions.
- Adaptability to perform routine, repetitive tasks within a specific period of time.
- Prioritizes work assignments to be completed within time requirements.
- Must demonstrate a positive and caring attitude toward individuals and staff.
- Must remain flexible and adaptable in order to meet department needs.

Physical Demands:

- Constant standing or walking
- Requires ability to lift up to 50 pounds
- Bends, reaches, lifts, carries, twists, pushes, pulls, and handles equipment when performing duties
- Able to reach and operate equipment and systems safely and effectively

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Central Administration

*25 Linnell Circle, Billerica MA 01821 * Tel: (978)-528-7826 * http://www.valleycollaborative.org*

Position: Administrative Support Coordinator
Location: 25 Linnell Circle, Billerica
Reporting to: Executive Director
Contract Terms: 260 days, 8 hours per day, 5 days a week
Status: Non-exempt
FTE: 1.0

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Qualifications:

- Minimum AA Degree; Bachelor's Degree preferred
- Two to three years' experience in an office environment, school district or municipal office, or a similar setting that is people centered.
- Excellent personal and communication skills in working with school personnel and community members.
- Excellent organizational, communication, human relations, customer service and technology/computer skills.
- Proficient in technology and computer applications such as but not limited to Google Suite (Docs, Spreadsheets, Forms, etc.), Microsoft Office (Word, Excel, PowerPoint), and other web based applications.
- Highly organized with an ability to perform detailed work accurately and efficiently within strict deadlines in a fast-paced environment.
- Demonstrates ability to manage complex/varied tasks simultaneously and with high level of confidentiality.

Finance and Operations Responsibilities:

- Enter Invoices to be paid
- Mail/disburse checks

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Overall Responsibilities:

- Answers phone calls in a pleasant, informed manner for the purpose of providing information and creating a good image of the Collaborative. Screening calls, transferring calls, responding to inquiries and/or taking messages.
- Ordering and maintaining supplies for building copy machines. Including ink and paper.
- Process Amazon and WB Mason supply request.
- Greets individuals entering the building (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries; and/or directing individuals to appropriate party within the building in a pleasant and informed manner.
- Distributes items within the site (e.g. special delivery and overnight mail/packages, messages, application packets, new student applications, etc.) for the purpose of ensuring receipt to addressee and/or providing material/s.
- Maintains building information (e.g. use schedules, staff directories, emergency contacts, etc.) for the purpose of providing reference information.
- Maintains reception area materials (e.g. newsletters, event calendars, etc.) for the purpose of providing resource information to visitors.
- Performs general secretarial and clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations.
- Performs general secretarial and clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations.
- Be willing to learn new technology and recordkeeping protocols that will improve efficiency.
- Routinely review website for corrections, needed updates and additions.
- Prepares all documents and information in Diligent Board Books for Board of Directors Meetings
- Prepare and complete mailings of reports or correspondence.
- Answer phone/takes message.
- Participate in in-service training as requested by Executive Director.
- All additional administrative support and office duties.
- File as needed
- A strong commitment to the goals, mission, and philosophy of the organization.

Other Competencies (skills, abilities, behavior):

- Ability to understand and follow both written and oral instructions.
- Adaptability to perform routine, repetitive tasks within a specific period of time.
- Prioritizes work assignments to be completed within time requirements.
- Must demonstrate a positive and caring attitude toward individuals and staff.
- Must remain flexible and adaptable in order to meet department needs.

Central Administration

*25 Linnell Circle, Billerica MA 01821 * Tel: (978)-528-7826 * http://www.valleycollaborative.org*

Physical Demands:

- Constant standing or walking
- Requires ability to lift up to 50 pounds
- Bends, reaches, lifts, carries, twists, pushes, pulls, and handles equipment when performing duties
- Able to reach and operate equipment and systems safely and effectively

Valley Collaborative is an Equal Opportunity Employer.

Valley Collaborative Programs are committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

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Central Administration

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Position: DDS Program Nurse/Administrative Assistant
Location: 25 Linnell Circle, Billerica
Reporting to: Director of Adult and Transitional Services
Contract Terms: 260 days, 8 hours per day, 5 days a week
Status: Non-exempt
FTE: 1.0

Valley Collaborative is a Massachusetts Department of Elementary and Secondary Education approved public school entity. Valley also provides Social Security Administration (SSA), Massachusetts Department of Developmental Services (DDS), Massachusetts Commission for the Blind (MCB) and Massachusetts Rehabilitation Commission (MRC) programs for Individuals over the age of 18 with special needs. Valley provides a robust pathway for students to continue their careers beyond high school by providing high quality academic, therapeutic, and vocational services to individuals referred by both local school districts and SSA, DDS, MCB and MRC. We provide programming so Students and Individuals with special needs can reach their educational and/or occupational goals. By sharing its resources with multiple school districts and social service agencies, Valley programs are able to maintain superior quality at reasonable costs to all those it serves while meeting or exceeding state standards.

Overview:
Under the supervision of the Director of Adult and Transitional Services and Valley Collaborative Lead Nurse, the DDS Program Nurse will primarily be responsible for administrative support for all individuals in the Today & Tomorrow Program, which will include Developmental Services Quality Management Reporting (HCSIS) Administration, Monthly Billing and Program Compliance activities. In addition the Program Nurse/ Administrative Assistant will coordinate the delivery of health care services and participate in direct care activities. The Nurse shall be on-site 7.5 hours per day and any additional hours necessary to meet requirements for the provision of health and personal care services

Essential Functions of the Job:
Nursing and Administrative Support for all individuals in the Today & Tomorrow program including coordinating with Adult Services Coordinator, Teachers, Social Workers, Vocational Coaches, and Job Developers on assessments and Individual Service Plans (ISP) as well as coordinating ISP meetings and activities with all interested parties.

Qualifications:

- Graduate of a Nursing Program approved by the Massachusetts Board of Nursing
- Current license as a Nurse in Massachusetts (Registered Nurse or License Practical Nurse).
- A strong commitment to the goals, mission, and philosophy of the organization.'
- Able to work independently, one-one with individuals, as well as coordinate small groups.
- Experience working with students/ adults with special needs.
- Ability to mentor, coach, and advocate for individuals.
- Experience writing, critiquing and editing strong resumes and cover letters.
- Interpersonal/communication and organizational skills.
- Proficient with Microsoft Word, Outlook, and Excel.

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Finance and Operations Responsibilities:

- Maintain systems for submitting and tracking attendance based billing.
- Create service delivery reports in Enterprise Invoice Mgmt/Enterprise Service Mgmt. (EIM/ESM).
- Submit all required documents through the Home and Community Services Information System (HCSIS).
- Monitor daily HCSIS alerts and communicate documentation requests to staff

Nursing Responsibilities:

- Communicate with healthcare professionals involved in the individual's care regarding the provision of the individual's healthcare.
- Evaluate individual health status and report changes to the appropriate responsible medical care provider and/or caregiver .
- Maintain individual records and documentation in accordance with the DPH and Board of Nursing.
- Triage and treat individuals with acute health concerns.
- Document any health visits and interventions performed.
- Document medication administration per MAP guidelines.
- Consult with individuals, caregivers and staff on concerning acute and ongoing medical concerns.
- Assist with service coordination efforts that maintain and/ or improve individual health, quality of life, and/ or functioning.
- Assessment and training of individuals who self-medicate and those who need medication during the day (short term and long term medication every three months for newly trained individuals).
- Providing nursing coverage for the 1:1 nurse in his/her absence.

Administrative Support Responsibilities:

- Monitor HCSIS alerts daily. Notify relevant Valley Staff of pending meetings and documentation.
- Submit in HCSIS all DDS documents as required.
- Access and print the Health Care Record from HCSIS and file in Individual's binder.
- Access HCSIS and print all necessary documents to share at the Individual's ISP:
- Print and file all approved documents in Individual's binder.
- Participates in pre-admission review/ screening of new adults.
- Review and enter data for monthly billing.
- Support Vocational Coaches by reviewing daily/weekly progress reports
- Maintain databases to track individual, services and interests
- Communicate with Valley team to ensure individual are receiving high quality services

Other Competencies (skills, abilities, behavior):

- Ability to understand and follow both written and oral instructions.
- Adaptability to perform routine, repetitive tasks within a specific period of time.
- Prioritizes work assignments to be completed within time requirements.
- Must demonstrate a positive and caring attitude toward individuals and staff.
- Must remain flexible and adaptable in order to meet department needs.

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Physical Demands:

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- Able to reach and operate equipment and systems safely and effectively

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Central Administration

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

Position: MRC/DDS Program Coordinator
Location: 17 Bridge Street, Billerica
Reporting to: Director of Adult and Transition Services
Contract Terms: 260 days, 8 hours per day, 5 days a week
Status: Exempt
FTE: 1.0

Valley Collaborative is a Massachusetts Department of Elementary and Secondary Education approved public school entity. Valley also provides Social Security Administration (SSA), Massachusetts Department of Developmental Services (DDS), Massachusetts Commission for the Blind (MCB) and Massachusetts Rehabilitation Commission (MRC) programs for Individuals over the age of 18 with special needs. Valley provides a robust pathway for students to continue their careers beyond high school by providing high quality academic, therapeutic, and vocational services to individuals referred by both local school districts and SSA, DDS, MCB and MRC. We provide programming so Students and Individuals with special needs can reach their educational and/or occupational goals. By sharing its resources with multiple school districts and social service agencies, Valley programs are able to maintain superior quality at reasonable costs to all those it serves while meeting or exceeding state standards.

Overview:
Under the direction of the Director of Adult and Transitional Services, the MRC/DDS Program Coordinator is responsible for a wide variety of contracting, procurement and oversight activities which support Valley Collaborative's very diverse and dynamic educational, vocational and transitional programming. This position will oversee all activities related to contracting with and supporting Competitive Integrated Employment Supports (CIES) components with Massachusetts Rehabilitation Commission (MRC) as well as tasks with Massachusetts Department of Developmental Services (DDS). This includes but is not limited to, the management of contracts across MRC CIES components including supervision of services as well as financial tracking. qualification process, compliance, program enhancement and utilization including budget development, tracking of revenues and expenses and submitting reports in a complete and timely manner for all of the contracts. The person who serves in this role will possess excellent organizational skills, knowledge of the state and federal contracting policies and a deep understanding of state agency services and procedures. Succeeding in this position requires representing The Collaborative in a positive, professional manner in all actions, which will include collaboration with state and federal agency central offices, local agency staff, external stakeholders, referral sources and internal staff.

Qualifications:

- Seven (7) years of professional, administrative or managerial experience working with individuals with disabilities the major duties of which involved program management, program administration, program planning and/or program analysis; of which at least three (3) years must have been in a project management, supervisory or managerial capacity.
- Thorough knowledge of the state and federal agency policies and procedures; particularly in regard to services provided by the Collaborative.
- Experience having worked with a high-performance, collaborative, constructive peer group.
- Strength, managing, developing, coaching, and retaining individuals and teams.
- Excellent verbal and written communication skills with exceptional attention to details.

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- Personal qualities of integrity, credibility, and leadership.
- A strong commitment to the goals, mission, and philosophy of the organization.
- Self-starter who is able to work independently as well as in a team.
- Proficient in Microsoft and Google Suite.
- Bachelor's Degree preferred. Knowledge of special education desirable.

Finance and Operations Responsibilities:

- Managing state and small business contracts billing for MRC and DDS which supports approximately 250 Individuals annually.
- Maintain systems for submitting and tracking billing, enrollment and amendments as needed throughout the fiscal year.
- Data management in Enterprise Invoice Mgmt. /Enterprise Service Mgmt. (EIM/ESM) and Infinite Visions accounting software.
- Maintain records and schedules for DDS individuals in TimeClock Plus.

Overall Responsibilities:

- Supervise team and provide support for day to day operations of the MRC contract.
- Promote Valley Collaborative programs, through networking, marketing and meetings with state agencies, provider and community based groups.
- Maintain relationships with community partners as well as MRC Vocational Rehabilitation Counselors.
- Collaborate with DDS supervisory team on various projects throughout the year including scheduling and program enhancements.

Other Competencies (skills, abilities, behavior):

- Ability to understand and follow both written and oral instructions.
- Adaptability to perform routine, repetitive tasks within a specific period of time.
- Prioritizes work assignments to be completed within time requirements.
- Must demonstrate a positive and caring attitude toward individuals and staff.
- Must remain flexible and adaptable in order to meet department needs.

Physical Demands:

- Constant standing or walking
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Valley COLLABORATIVE

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Date: April 6, 2020
Re: Coronavirus/COVID-19 Valley's Remote Learning Collaborative Update

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Please find attached the Coronavirus/COVID-19 Valley's Remote Learning Collaborative Update for your review.

Required Action:
None

Attachments:
Coronavirus/COVID-19 related communications

Central Administration

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Student Remote Learning Plan

- During school closure, your child is entitled to receive accommodations and services set forth on his/her IEP consistent with the need to protect the health and safety of students with disabilities, teachers and staff.
- Governor Baker's order prevents in-person instruction in order to prevent the spread of the deadly coronavirus.
- How Valley provides special education to your child will look different during this unprecedented period of national and state public health emergency.
- Valley will be making every effort to use creative strategies to provide special education instruction and services to the extent feasible.
- You will be contacted to solicit your participation in formulating a remote learning plan.
- You will receive written notice describing your child's individualized remote learning plan.
- Valley's Acceptable Use Policy, Bullying Prevention Policy (including prohibiting cyberbullying) remain in effect, as well as student code of conduct and disciplinary rules.
- Some teachers may decide to record themselves and provide the recording to their students. Parents and students, however, may not record lessons. If a parent would like a recorded lesson to review with a student at home, parents should request a recording from the teachers/providers.
- In recognition of the challenges associated with remote learning, schedules will be **flexible** wherever and whenever possible.

Remote Learning Confidentiality & Privacy Disclaimer:

While Valley remains obligated to protect students' confidentiality and privacy, remote learning does not allow Valley to control who is viewing a lesson, and therefore parents and students should be aware that there is no expectation of privacy. Teachers and service providers will make a verbal disclaimer at the start of the lesson/service that there is no expectation of privacy.

Student Information	
Student Name:	Student Sample
Student SASID:	#########
Student's Sending School District:	Chelmsford
Enrolled Valley School:	Valley Transitional High School
Student's Primary Valley Contact:	Michelle Miller, Classroom Teacher
Student's Remote Learning Platform:	Google Classroom link, large-group video or audio conference calls, 1:1 phone or video calls, email, work packets, projects, reading lists, online learning platforms, online community resources, television (WGBH), Valley's Academic Resource Manual, Valley's Related Services Resource Manual and other resources.
Teacher Resource Manual:	Michelle Miller's Classroom Resource Manual

Student's IEP Goals:

Goal #	Goal Focus	Annual Goal	Personnel	Frequency & Duration
Goal # 1	Communication/Social Skills	During this IEP period, Suzie will improve his pragmatic language skills by demonstrating comprehension and use of appropriate conversational behaviors and by demonstrating interest in his conversation partners given minimal to moderate prompting in at least 80% of measured opportunities.	SLP	60 min./wk
Goal # 2	Activities of Daily Living	In order to increase independence in functional activities of daily living (ADLs) and instrumental activities of daily living (IADLs), Suzie will increase his performance with the components of executive functioning when given no more than two verbal cues in 4 out of 5 measured opportunities.	OT	60 min/wk.
Goal # 3	Functional Academics	Suzie will increase his overall functional academic skills as evidenced by achieving the following objectives with minimal levels of prompting (2 or fewer) in 4 out of 5 opportunities.	Teacher, Literacy Lead, Stem Lead, Paraprofessionals	45 min/day
Goal # 4	Vocational	Suzie will increase his overall vocational skills as evidenced by achieving the following objectives with minimal levels of prompting (2 or fewer) in 4 out of 5 opportunities.	Teacher/Vocational Staff, Paraprofessionals	45 min/day

Goal # 5	Social/Emotional	Suzie will improve his ability to express his needs and feelings appropriately in order to participate in all areas of learning as evidenced by the achievement of the following objectives in 3 out of 5 opportunities.	Social Worker	30 min/wk.
Weekly Totals				600 min.

Suggested Student Daily Schedule:

The student daily schedule was developed based upon the **IEP Service Delivery C grid,** the **IEP goals**, and remote learning recommendations provided to Massachusetts school districts and educational collaboratives during the COVID-19 school closures.

Time	Personnel	Instruction Type	IEP Goal	Mon.	Tues.	Wed.	Thur.	Fri.
9:00 -10:00 a.m.	SLP: Alyson Shaheen	Educator/Therapist Directed	Goal # 1	X				
10:00 – 10:30 a.m.	OT: Maggie Curran	Educator/Therapist Directed	Goal # 2		X		X	
10:30 – 11:15 a.m.	Teacher: Michelle Miller Job Coach: Scott Morin	Educator Directed	Goal # 3	X	X	X	X	X
11:15 -12:00 p.m.	Teacher: Michelle Miller Job Coach: Scott Morin	Student Self Directed	Goal # 4	X	X	X	X	X
LUNCH BREAK								
1:00 -1:30 p.m.	SW: Ashley McNamara	Educator/Therapist Directed	Goal # 5	X				
1:30 – 2:30 p.m.	Google Classroom Teacher Office Hours		N/A	X	X	X	X	X
2:00 – 3:00 p.m.	Physical Education, Fine Arts, Vocational Electives, & Academic Electives	Student Self Directed	N/A	X	X	X	X	X

Program Contacts:			
Title	**Name**	**Email**	**Resource Manual**
Principal:	Nicole Noska	nnoska@valleycollaborative.org	
Assistant Principal:	Lia Metrakas	cmetrakas@valleycollaborative.org	
Social Worker:	Ashley McNamara	amcnamara@valleycollaborative.org	Ashley's Resource Manual
SLP:	Alyson Shaheen	ashaheen@valleycollabroative.org	Alyson's Resource Manual
OT:	Maggie Curran	mcurran@valleycollaborative.org	Maggie's Resource Manual
PT:			
BCBA:			
Nurse:			
Paraprofessionals			
Vocational Staff			

Valley Collaborative's Additional Resources (K-12)	
Academic Resource Manual	Related Services Resource Manual

Remote Learning Plan Appendix A:

IEP Service Delivery C grid:

C. Special Education and Related Services in Other Settings (Direct Service)					
Focus on Goal #	Type of Service	Type of Personnel	Frequency and Duration/ Per Cycle	Start Date	End Date
1	Communication	Speech and Language Pathologist	1 X 60 minutes per week	11/19/2019	11/18/2020
2	Occupational Therapy/Pre Vocational	Occupational Therapist	60 minutes per week	11/19/2019	11/18/2020
5	Counseling	Social Worker	1 X 30 minutes per week	11/19/2019	11/18/2020
All	Academics/Vocational	Special Education Teacher and Vocational Staff	5 X 330 min/wk	11/19/2019	11/18/2020

Valley Collaborative COVID-19 Closure Timeline

- Ongoing - School Nurse communication regarding hand washing sent out to staff.
- Ongoing - Followed correspondence from DESE, MASS, DPH, CDC, AASA and others regarding COVID-19.
- Ongoing communication through email between Nurse and Executive Director sharing messages fromDPH agencies.
- Ongoing – Maintenance staff cleaning and disinfecting frequently touched ie. surfaces, door knobs, and handles
- Ongoing: Valley Leadership Team Conference Calls 9am and 2:30pm (daily)
- January 2020 - School Nurse resent "Winter Illness" letter to all schools
- February 27, 2020Rec'd Advisory from DPH and Mass Super Assoc. reg. COVID -19
    - Advisory sent to staff with preventative measure to take to stay healthy
    - COVID-19 Letter sent home to families with DPH Advisory
    - COVID-19 Advisory posted on website

- February 28, 2020 Executive Director directive to increase disinfecting and sanitizing

    - Facilities Manager communicated with team
- March 2, 2020 Facilities Manager ordered additional large quantity of disinfectant. Disinfectant products used include: VIREX, LYSOL SPRAY AND WIPES, CLOROX SPRAY AND WIPES.

- March 2, 2020 Implemented 2x/day disinfection 10a and 2p

- March 2, 2020Disperse hand sanitizer, disinfectant wipes and tissues to all staff for classroom

- March 2, 2020 Implemented hand washing/sanitizing routine when entering a Valley building

- March 3, 2020 Contacted Tynsgboro and Billerica Board of Health via email. Response from both via email that Valley is "doing all of the correct things"
- March 4, 2020 Informed Elementary School has 8 cases of Influenza, letter sent home to school population regarding flu
- March 4, 2020 Custodial staff in Tynsgboro continues to clean and sanitize
- March 4, 2020 Spoke with Tyngsboro DPH regarding flu cases, response via email confirmed we are doing every preventative measure.
- March 6, 2020 Dr. Scott, Nurse Jess and Heather participated in a DPH conference call for school administrators and school nurses.
- March 6, 2020 School Nurses joined the Health and Homeland Alert Network List

- March 9, 2020 1pm Leadership Meeting with Principals and Admin team to review COVID-19 updates and steps to take in an outbreak
- March 9, 2020 "How to Talk to your Children About COVID-19" posted to website
- March 12, 2020 Exported a spreadsheet of all students' home districts for reference as cases may unfold in surrounding communities.
- March 12, 2020 - Draft pandemic plan distributed to Valley Leadership Team for review.
- March 12, 2020 -Maintenance Team purchased sanitizing equipment to disinfect fleet
- On Thursday, March 12, 2020 - Valley Collaborative began receiving notifications that its sending districts and member districts were closing on Friday March 13, 2020 to "deep" clean its facilities given the global pandemic of COVID-19 and with some active cases in those towns.
- On Thursday, March 12, 2020 - Dr. Chris A. Scott, Executive Director, Valley Collaborative contacted its Board Chair, Tim Piwowar, Superintendent of Schools in Billerica to discuss a valley closure to also deep clean. Please see the attached email sent to the Valley Community as well as posted on its website. Program Principal's and Supervisors also reached out directly to each Valley family to notify them of the Friday closure.
- On Friday, March 13, 2020, Valley Collaborative joined the unified decision of the Merrimack Valley Association of School Superintendents to close for two weeks. Please see the attached letter.
- On Saturday, March 14, 2020 - Lead Nurse Jessica Scalzi notified Billerica and Tyngsboro Board of Health Departments on the two week closure. She spoke to the Mass Department of Public Health to notify them of the two week closure; they requested an additional call on Monday at 8:30am when the office is open.
- On Sunday March 15, 2020 - Dr. Chris A. Scott, Executive Director, Valley Collaborative conference call with DESE Commissioner
- On Sunday March 15, 2020 - Valley Leadership Team 6:30pm conference call regarding
- Governor Baker 3 week school closure and no groups of 25 or more gatherings
- Monday March 16, 2020 - 7:30am Valley Leadership Team Conference Call
- Monday March 16, 2020 - 8am-8:30am Dr. Scott conference call with Cathy Lawson
- Monday March 16, 2020 - Nurse Jess contacted local boards of health, Billerica and Tyngsboro regarding 3 week closure (see email)
- Monday March 16, 2020 - 8:30-9:35 Conference call with Valley Leadership Team continued
- Monday March 16, 2020 - 10am Conference call with Tom Scott/ Superintendents/ Education Collaboratives
- Monday March 16, 2020 - 10:30a Valley Leadership Team draft 3 week closure letter. Sent home to parents with attached Academic Outreach and Enrichment Guide and

Related Services Outreach and Enrichment Guide. Sent out to member and non-member Districts (see letter)

- Monday March 16, 2020 - 11am Dr. Scott conference call with SPED Directors and Board Members - Districts and SPED Directors notified of 3 weeks closure.
- Monday March 16, 2020 - 1:00pm Dr. Scott conference call with MVSA
- Monday March 16, 2020 - 1:45pm Conference call with Valley Team to provide updates on communications from families and DDS.
- Monday March 16, 2020 - DESE notification of 3 week closure. (see attached email)
- Tuesday March 17, 2020 -10:00 a.m. Dr Scott Conference call with Joia and Kari
- Tuesday March 17, 2020 11:00 a.m. Heather and Dr. Scott DDS Northeast Region COVID-19 Conference Call
- Tuesday March 17, 2020 12:00 noon Dr. Scott - Russell Johnston (DESE) Special Ed Conference Call
- Tuesday March 17, 2020 1:15 p.m. Dr. Scott Conference call with Joia, Kari and Heather
- Tuesday March 17, 2020 3:00pm Lead Nurse Jessica Scalzi Conference call with DPH and local boards of health
- Wednesday March 18, 2020 - 9:55 a.m. Joia/Angel Conference Call re: Server
- Wednesday March 18, 202010:00 a.m. Executive office of Health and Human Services Conference Call w/Heather
- Wednesday March 18, 202010:30 a.m. Curriculum Conference Call with Joia, principals, and assistant principals
- Wednesday March 18, 2020 12:00 a.m. Cat Lyons Conference Call – Legal Issues
- Wednesday March 18, 2020 12:30 p.m. Dr. Scott supervisors call with Heather V
- Wednesday March 18, 2020 12:45 p.m. Dr. Scott composing staff email with Joia
- Thursday March 19, 2020 12:30 p.m. Heather's Supervisor's Conference Call
- Thursday March 19, 2020 2:00 p.m. Working on Letter with Nicole, Joia, Julie
- Friday March 20, 2020 - Valley Closure Update Letter sent home to families and districts (see attached)
- Friday March 20, 2020 - 6:20 a.m. Dr. Scott call with Tim Piwowar (Chair of Board of Directors)
- Friday March 20, 2020 - 8:30 a.m. Dr. Scott conference call with Jim George/Valley Accountant, Joia, Kari, Heather, Gail
- Friday March 20, 2020 - 10:00 a.m. Dr. Scott conference call with DESE Commissioner Riley
- Friday March 20, 2020 - 12:00 noon Dr. Scott conference call with Jay Sullivan and Business Managers
- Friday March 20, 2020 - 12:30 p.m. Dr. Scott conference call with Heather V's Supervisors
- Monday March 23, 2020 - 9:00 a.m. MVSA Conference Call w/ Mike Flanagan

- Monday March 23, 2020 - 10:00 a.m. SPED Directors Conference Call
- Monday March 23, 2020 - 10:30 a.m. MOEC Board Conference Call with Nina (DESE)
- Monday March 23, 2020 - 12:30 p.m. Dr. Scott and Heather's Supervisors Conference Call
- Monday March 23, 2020 - 1:00 p.m. Dr. Scott Staffing Conference Call with Kari and Julie
- Monday March 23, 2020 - 2:30 p.m. Dr. Scott Jim George (Accountant) Conference Call with Gail and Heather
- Monday March 23, 2020 - 3:30 p.m. Dr. Scott Cat Lyons (Attorney) Call
- Tuesday March 24, 2020 - 9:30 a.m Dr. Scott. ADDP Membership call with Heather Valcanas
- Tuesday March 24, 2020 - 12:30 p.m Dr. Scott .DDS Call
- Tuesday March 24 2020 - 3:00 p.m Nurse Jess weekly conference call with DPH
- Wednesday March 25, 2020 10:30 a.m. Dr. Scott call with Nick LeClair
- Wednesday March 25, 2020 11:00 a.m. Dr. Scott call with Joia, Kate and Heather
- Wednesday March 25, 2020 12:30 p.m Dr Scott and .Heather's Supervisors Call
- Wednesday March 25, 2020 2:00 p.m. Dr. Scott call with Joia, Kari and Heather
- Wednesday March 25, 2020 3:40 p.m. Dr. Scott call with Joia, Kari and Heather
- Thursday March 26, 2020 10:30 a.m. Russell Johnston Conference Call
- Friday March 27, 2020 8:00 a.m.- Dr. Scott Attorney Cat Lyons Call
- Friday March 27, 2020 10:00 a.m. - Commissioner Riley Conference Call
- Friday March 27, 2020 12:00 noon - Jay Sullivan Conference Call
- Friday March 27, 2020 12:30 p.m. - Heather's Supervisors Conference Call
- Friday March 27, 2020 1:00 p.m. - Elementary School Staff Meeting
- Friday March 27, 2020 2:30 p.m. - MVSA Conference Call (see May 4 extended closure letter)
-
- Monday March 30, 2020 9:00 a.m. - Dr. Scott Procedures Manuals conversation with Joia and Kari
- Monday March 30, 2020 9:15 a.m. MVSA Curriculum Call with Assistant Superintendents
- Monday March 30, 2020 10:00 a.m. - Dr Scott Directors Meeting with Joia, Kari and Heather
- Monday March 30, 2020 12:30 p.m. Dr. Scott and Heather's Supervisors Meeting
- Monday March 30, 2020 1:00 p.m. Dr. Scott Literacy Discussion with Joia, Nick, Meghan and Tammy
- Monday March 30, 2020 2:00 p.m. Dr. Scott MassHealth Meeting Day Hab Providers Conference call
- Monday March 30, 2020 2:30 p.m. Cat Lyons Episode 2 Conference Call

- Tuesday March 31, 2020 9:00 a.m. Manuals Discussion Conference Call with Joia and Kari
- Tuesday March 31, 2020 10:00 a.m Principals/Assistant Principals/Reading Specialists/Tammy Mulligan Conference Call
- Tuesday March 31, 2020 10:30 Principals Conference Call
- Tuesday March 31, 2020 1:00 p.m. Math Consultation Conference Call with Joia and Glen
- Tuesday March 31, 2020 130 p.m. Principals Conference Call (Cont'd)
- Tuesday March 31, 2020 2:45 p.m. Conference Call with Joia, Kari and Heather
- Tuesday March 31, 2020 - 3pm DPH Nurse Jess Weekly Conference Call
- Wednesday April 1, 2020 10:00 - Principals and Assistant Principals Conference Call
- Wednesday April 1, 2020 11:30 a.m. SPED Directors Conference Call with Attorney Cat Lyons
- Wednesday April 1, 2020 1:30 p.m. Principals and Assistant Superintendents Conference Call

Valley COLLABORATIVE

Central Administration Office

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Date: April 6, 2020
Re: New Hampshire Emergency Licensing Regulations for Related Service Providers and Temporary Expansion of Access to Telehealth Services to protect the public and health care providers

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While Valley Collaborative's physical footprint is located in Massachusetts, our student body is composed of residents from both Massachusetts and New Hampshire. Valley Collaborative's team of related service providers are licensed by the Massachusetts Board of Allied Health Professionals as well as national organizations specific to each therapeutic discipline, and as such, most of our therapeutic staff do not possess New Hampshire professional licensure.

During this COVID19 crisis, New Hampshire Governor Sununu issued emergency licensing regulations for Massachusetts licensed related service providers to apply for an emergency professional license, which would be valid during the state of emergency declared in Executive Order 2020-04 and expire upon the expiration of the state of emergency, providing appropriate licensing for the 'remote' treatment of Valley Collaborative students who reside in New Hampshire.

Valley Collaborative has communicated this emergency order to our teams, with the expectation that any related service provider who has New Hampshire students on his/her caseload at Valley are expected to apply for the New Hampshire emergency professional licensure.

Required Action:
None

Attachments:
1. Emergency Order # 18 Pursuant to Executive Order 2020-04 Temporary Modification to Department of Safety Laws and Regulations
2. Emergency Order # 15 Pursuant to Executive Order 2020-04 Temporary authorization for out of state medical providers to provide medically necessary services and provide services through telehealth
3. Application for Emergency License Pursuant to Executive Order #15

CHRISTOPHER T. SUNUNU
Governor

STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR

STATE OF NEW HAMPSHIRE
BY HIS EXCELLENCY
CHRISTOPHER T. SUNUNU, GOVERNOR

Emergency Order # 18 Pursuant to Executive Order 2020-04

Temporary Modification to Department of Safety Laws and Regulations

Pursuant to Section 18 of Executive Order 2020-04, it is hereby ordered, effective immediately, that:

1. Due to concern for the health and safety of the public and staff during the COVID-19 pandemic, any state statute, rule, or regulation requiring individuals to be fingerprinted for purposes of a criminal history records check through the Federal Bureau of Investigation (FBI) are hereby deferred for the duration of the State of Emergency declared in Executive Order 2020-04 (the "State of Emergency"), subject to Section 2 and the following:

    a) Out-of-state medical providers providing medically necessary services shall seek emergency licensure through the New Hampshire Office of Professional Licensure pursuant to Emergency Order #15.

    b) Any other individual seeking to obtain a criminal history check shall use an appropriate criminal history records release form, as provided by the Division of State Police of the New Hampshire Department of Safety, to authorize the Division to conduct a criminal history records check through state records.

    c) All licenses or certifications issued during the pendency of this State of Emergency that otherwise require a full criminal history records check through the FBI prior to issuance shall be conditional. The state background check must be satisfactorily completed prior to the issuance of a conditional license. Full licensure or certification shall be conditioned upon fingerprinting and the satisfactory completion of a criminal history records check through the FBI. Within thirty (30) days of the termination of the State of Emergency, the individual must complete the fingerprinting portion of the FBI criminal history check and submit it to the Department of Safety. As time permits, the Department of Safety will provide the results to the appropriate licensing entity for review.

2. Notwithstanding Section 1, the Department of Safety may, on a case-by-case basis, continue to perform fingerprinting services, upon request of a state agency or political subdivision of the state when required to ensure protection of the public. Such services shall be provided via appointment-only at designated times and locations to be determined by the Department of Safety.

107 North Main Street, State House - Rm 208, Concord, New Hampshire 03301
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Website: http://www.governor.nh.gov/ • Email: governorsununu@nh.gov
TDD Access: Relay NH 1-800-735-2964

3. In order to protect the health and safety of state employees and the public from transmission of COVID-19, the Director of the Division Motor Vehicles (DMV) is authorized to take any measures necessary to reduce in-person contact between state employees, locally authorized agents of the DMV, and the public during the existence of the State of Emergency. The Director is authorized to facilitate on-line transactions and remote services to the maximum extent practical.

4. The Director is authorized to issue six (6) month driver's licenses and commercial driver licenses to any individual who applies for a renewal of a license set to expire during the State of Emergency. The in-person visual acuity test and any other in-person application requirements established under RSA 263:10, NH Admin. R. Saf-C 1007.02-03, RSA 263:93, Saf-C 1803.01-02 are hereby suspended for driver's license renewals during the State of Emergency.

5. Persons seeking to renew disability placards or license plates may be issued six (6) month extensions without meeting the in-person application and medical certification requirements established under RSA 261:88 and NH Admin. R. Saf-C 521.07.

6. For the duration of the State of Emergency, the provisions of RSA 263:19, requiring in-person classroom instruction or observations for a driver education course are hereby suspended. NH Admin. R. Saf-C 3110.04, relative to driver education classroom instructions, is hereby amended by inserting a new paragraph (m), as follows:

> (m) Classroom instruction may be conducted remotely under the following conditions:
>
> > (1) The approved driver school shall create a plan to include procedures for participation for all students;
> >
> > (2) The approved driver school may use a remote instruction platform that ensures verifiable attendance and participation;
> >
> > (3) The approved driver school's remote instruction platform shall be broadcast to students by live webcast on specific days and times, and shall be capable of receiving and responding to live questions by the students;
> >
> > (4) The approved driver school's attendance record shall reflect students who participate remotely;
> >
> > (5) Remote instruction shall be equivalent in effort and rigor to typical classroom work; and
> >
> > (6) The approved driver school shall conduct an assessment of all student work for each class conducted remotely.

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7. For the duration of the State of Emergency, NH Admin. R. Saf-C 3110.05, relative to behind the wheel instruction for driver education requirements, is hereby amended by inserting a new paragraph (d), as follows:

> (d) The requirements set forth in Saf-C 3110.05 (a)(2) may be satisfied by certification by a parent or guardian who holds a valid driver's license that the student has received road instruction of at least 6 clock hours of observation. If a parent or guardian does not hold a driver's license, an adult over the age of 25 who holds a valid driver's license may make the certification. Under this subsection, the 6 clock hours of observation does not have to take place in a dual control vehicle. The certification under this subsection shall be in writing, signed by the observing party and maintained in the approved driving school records.

8. The provisions of RSA 266:39, I currently prohibit the operation of amber flashing warning signals on any school bus except when actively transporting children. In order to promote the safety of children receiving meals, supplies, or other materials from their school districts, the enforcement of this law is hereby suspended during this State of Emergency. School busses are hereby permitted to operate warning signals and stop the flow of traffic in order to safely deliver school food, supplies, or other materials to students.

9. The provisions of NH Admin. R. Saf-C 901.02, relative to the adoption of the Federal Motor Carrier Safety Regulations (49 CFR Parts 107, 382, 385 through 397) for intrastate motor carriers, are hereby suspended to the extent that any provisions have been waived or suspended by the Federal Motor Carrier Safety Administration for interstate motor carriers.

10. The New Hampshire Department of Safety shall, as necessary, provide assistance and guidance in furtherance of this Order.

11. This Order shall remain in effect until the State of Emergency is terminated, or this Order is rescinded, whichever shall happen first.

Given under my hand and seal at the Executive Chambers in Concord, this 27th day of March, in the year of Our Lord, two thousand and twenty, and the independence of the United States of America, two hundred and forty-four.

Chris Sununu

GOVERNOR OF NEW HAMPSHIRE

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CHRISTOPHER T. SUNUNU
Governor

STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR

STATE OF NEW HAMPSHIRE
BY HIS EXCELLENCY
CHRISTOPHER T. SUNUNU, GOVERNOR

Emergency Order # 15 Pursuant to Executive Order 2020-04

Temporary authorization for out of state medical providers to provide medically necessary services and provide services through telehealth

Pursuant to Section 18 of Executive Order 2020-04, it is hereby ordered, effective immediately, that:

1. To protect the public's health and increase access to medical care in New Hampshire, any out-of-state medical provider whose profession is licensed within this State shall be allowed to perform any medically necessary service as if the medical provider were licensed to perform such service within the state of New Hampshire subject to the following conditions:

    a) The medical provider is licensed and in good standing in another United States jurisdiction.
    b) The medical services provided within New Hampshire are in-person or through appropriate forms of telehealth, as set forth in Emergency Order #8.
    c) The medical provider presents to the Office of Professional Licensure & Certification evidence that they are licensed in good standing in another jurisdiction. Such medical providers shall be issued an emergency New Hampshire license at no cost, which shall remain valid during the declared state of emergency.
    d) Medical providers shall be subject to the jurisdiction of the appropriate state licensing body while providing services within New Hampshire.

2. To further the temporary remote instruction and support of New Hampshire children, in-state and out-of-state medical providers shall be allowed to perform health care services through the use of all modes of telehealth, including video and audio, audio-only, and/or other electronic media to New Hampshire children enrolled within a New Hampshire school or in a school in another state, provided:

    a) the services are in furtherance of an Individualized Education Program ("IEP") administered by the school in which the New Hampshire child is enrolled; and
    b) the medical provider is a New Hampshire licensee or receives an emergency New Hampshire license in accordance with Section 1, above.

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3. Good standing pursuant to this Order shall include medical providers who are subject to non-disciplinary conditions, but shall not include medical providers whose licenses have been revoked, cancelled, surrendered, suspended, denied, or subject to disciplinary restrictions.

4. The New Hampshire Office of Professional Licensure and Certification shall, as necessary provide assistance and guidance to out-of-state medical providers in consultation with the Department of Health and Human Services.

5. This Order shall remain in effect until the State of Emergency is terminated, or this Order is rescinded, whichever shall happen first.

Given under my hand and seal at the Executive Chambers in Concord, this 23rd day of March, in the year of Our Lord, two thousand and twenty, and the independence of the United States of America, two hundred and forty-four.

GOVERNOR OF NEW HAMPSHIRE

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State of New Hampshire

OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
121 South Fruit Street
Concord, N.H. 03301-2412
Telephone 603-271-2152 · Fax 603-271-6702

LINDSEY B. COURTNEY
Interim Executive Director

Application for Emergency License Pursuant to Executive Order #15

1. Name:_____ _____ _____ _____
   Last First Middle Maiden / Other names used

2. Home Address: _____ _____ _____ _____
   Street City or Town State Zip Code

3. Phone: (____)____-_____Social Security # (required)_____--___--_____Email _____

   Date of Birth (DOB)_____

4. Have you ever received disciplinary action against any professional license or certification in any state or jurisdiction including reprimand, probation, suspension, revocation, educational or practice stipulations, fines or voluntary surrender?

   _____ Yes* _____No

If you answered Yes to question 4, you must attach a letter of explanation

5. What state(s) do you hold an active professional certification, license or registration? List state(s) below. To be issued a license, verification of another state license that is active and in good standing must be submitted. Verification may be in the form of an official verification from your original state of licensure or printout from an online verification system.

_____
_____
_____

Under penalty of law, I state that the information provided is accurate to the best of my knowledge and belief. I understand knowingly providing false information may be grounds for denial, probation, reprimand, suspension or revocation of a license and may be grounds for conviction of a misdemeanor.

_____ ____ / ____ / _____

Full Signature of Applicant ***Date***

Submit application and license verification via fax, mail, or email to the following:

Office of Professional Licensure and Certification
Attn: Emergency Licensing
121 South Fruit Street
Concord, N.H. 03301-2412
Telephone 603-271-2152
Fax 603-271-6702
Email: OPLCLicensing@oplc.nh.gov

Valley COLLABORATIVE

Central Administration

*25 Linnell Circle, Billerica, MA 01821 * Tel: (978)528-7826 * http://www.valleycollaborative.org*

March 24, 2020

Re: Employment Verification for Staff of Valley Collaborative

To Whom It May Concern:

Please accept this letter as verification that the person holding this letter works in an essential position providing critical supports and services to students and adult individuals with intellectual and developmental disabilities on behalf of Valley Collaborative.

Valley Collaborative is a Massachusetts Department of Elementary and Secondary Education (DESE) approved public special education school and a contracted provider of essential supports and services to adults with intellectual and developmental disabilities for the Massachusetts Executive Office of Health and Human Services (EOHHS). A large portion of the individuals Valley Collaborative supports require a trained employee to provide direct in-person supports as part of their assigned job responsibilities.

If you have further questions, please contact me, Dr. Chris A. Scott, Executive Director Valley Collaborative, via email at cscott@valleycollaborative.org or by phone at (978) 528-7827.

Thank you for your service and efforts to safeguard our community during this pandemic.

Sincerely,

Dr. Chris Scott
Executive Director
Valley Collaborative

_____
Employee's Full Name (as it appears on Driver's license)

_____
Work Schedule

_____
Address of Work Location(s)

Valley COLLABORATIVE

Dr. Chris A. Scott

Please allow the cardholder to proceed to Valley Collaborative to ensure the safe and uninterrupted delivery of care to those we serve.

In an emergency, please call (978) 528-7827

25 Linnell Circle, Billerica, MA 01821

Valley COLLABORATIVE

Joia Mercurio

Please allow the cardholder to proceed to Valley Collaborative to ensure the safe and uninterrupted delivery of care to those we serve.

In an emergency, please call (978) 528-7827

25 Linnell Circle, Billerica, MA 01821

Valley COLLABORATIVE

Kari Morrin

Please allow the cardholder to proceed to Valley Collaborative to ensure the safe and uninterrupted delivery of care to those we serve.

In an emergency, please call (978) 528-7827

25 Linnell Circle, Billerica, MA 01821

Valley COLLABORATIVE

Heather Valcanas

Please allow the cardholder to proceed to Valley Collaborative to ensure the safe and uninterrupted delivery of care to those we serve.

In an emergency, please call (978) 528-7827

25 Linnell Circle, Billerica, MA 01821

Valley COLLABORATIVE

Jennifer Bergeron

Please allow the cardholder to proceed to Valley Collaborative to ensure the safe and uninterrupted delivery of care to those we serve.

In an emergency, please call (978) 528-7827

135 Coburn Road, Tyngsborough, MA 01879

Valley COLLABORATIVE

Heather Mackay

Please allow the cardholder to proceed to Valley Collaborative to ensure the safe and uninterrupted delivery of care to those we serve.

In an emergency, please call (978) 528-7827

135 Coburn Road, Tyngsborough, MA 01879

Valley COLLABORATIVE

Central Administration Office

*25 Linnell Circle, Billerica MA 01821 * Tel: (978)528-7826 * http://www.valleycollaborative.org*

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Date: April 6, 2020
Re: The Commonwealth of Massachusetts Executive Office of Health and Human Services Department of Developmental Services Two Year License Certified Letter – as a result of Valley's QUEST Audit (Rating: 100%)

Please find attached The Commonwealth of Massachusetts Executive Office of Health and Human Services Department of Developmental Services Two Year License Certified Letter – as a result of Valley's QUEST Audit (Rating: 100%).

Required Action:
None

Attachments:
Letter and License Certificate
Provider Report

The Commonwealth of Massachusetts
Executive Office of Health & Human Services
Department of Developmental Services
Office of Quality Enhancement

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Marylou Sudders
Secretary

Jane F. Ryder
Commissioner

February 21, 2020

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

Dear Dr. Chris Scott:

This is to inform you that the Department of Developmental Services has determined the following license and certification level(s) for Valley Collaborative:

Service Grouping	License Level	Certification Level	Date
Employment and Day Supports	Two Year License 44/44- Provider 13/13- DDS (57/57 std. met , 100%)	Certified 28/28- Provider 14/14- DDS (42/42 std. met , 100%)	11/26/2019 - 11/26/2021

As you have received 100% indicators standard met, no follow-up will be conducted in the Employment and Day Supports service group.

The detailed certification findings for your agency are as follows:

Planning AND Quality Management	6/6 Standard Met
Employment and Day Supports	
Employment Support Services	22/22 Standard Met
Community Based Day Services	14/14 Standard Met

You may submit a written request for reconsideration of the licensure findings and/or the certification findings to the Regional QE Director within 10 working days.

We look forward to working with you in the future in the continuing efforts to improve the quality of life of the individuals we serve. If you have any questions concerning the survey report, please contact Steve Goldberg, at (978) 774-5000.

Sincerely,

Doreet Goldhaber
Director of Licensure and Certification

Michelle Stomboly-Lorenzo, Regional QE Director
Kelly Lawless, Regional Director, North East
LynnLee Jordan , Area Director, Central Middlesex
Thomas L. Marshall, Area Director, Lowell

THE COMMONWEALTH OF MASSACHUSETTS

Executive Office of Health and Human Services
Department of Developmental Services

Two Year License
Certified

This Two Year License and Certification is issued subject to regulations of the Department of Developmental Services and is not transferable

Valley Collaborative of 40 Linnell Circle Billerica, MA. 01821, is hereby licensed and certified to provide the services designated herein for the support of persons with intellectual disabilities and is awarded a license under the provisions of Sec. 15, Chapter 19b of the General Laws.

Employment and Day Supports

Community Based Day Services
Employment Support Services

This License and Certification Expires on the 26th of November, 2021

Dated: February 21, 2020
License/Certification No: 201610

Commissioner (or Designee)
Department of Developmental Services

PROVIDER REPORT
FOR

Valley Collaborative
40 Linnell Circle
Billerica, MA 01821

October 09, 2019

Version

FINAL PROVIDER REPORT

Prepared by the Department of Developmental Services
OFFICE OF QUALITY ENHANCEMENT

SUMMARY OF OVERALL FINDINGS

Provider	Valley Collaborative
Review Dates	11/7/2019 - 11/14/2019
Service Enhancement Meeting Date	11/26/2019
Survey Team	Jennifer Conley-Sevier Steve Goldberg (TL)
Citizen Volunteers	

Survey scope and findings for Employment and Day Supports					
Service Group Type	**Sample Size**	**Licensure Scope**	**Licensure Level**	**Certification Scope**	**Certification Level**
Employment and Day Supports	2 location(s) 8 audit (s)	Targeted Review	DDS 13 / 13 Provider 44 / 44 57 / 57 2 Year License 11/26/2019-11/26/2021		DDS 14 / 14 Provider 28 / 28 42 / 42 Certified 11/26/2019 - 11/26/2021
Community Based Day Services	1 location(s) 3 audit (s)			DDS Targeted Review	14 / 14
Employment Support Services	1 location(s) 5 audit (s)			DDS Targeted Review	22 / 22
Planning and Quality Management				DDS Targeted Review	6 / 6

EXECUTIVE SUMMARY :

Valley Collaborative has provided services to children and adults with developmental disabilities since 1987. From its offices in Billerica MA the agency serves approximately 80 adults through its Community Based Day (CBDS) and Employment Supports services. As a result of the agency's 2017 survey, Valley Collaborative was eligible and elected to complete, a self-assessment for the current licensing cycle, with DDS conducting a targeted review on the eight critical licensing indicators, and licensure and certification indicators receiving a rating of not met during the previous survey. The overall ratings from this survey process are a combination of the agency's self-assessment and the DDS targeted review.

It was evidenced from the outset of the survey that the agency had organized efforts to very specifically and systematically create systems for enhancing services relative to the certification indicators. For example, person centered career plans were in place for all the individuals surveyed, and evidence indicated that people's career goals and/or interests for community exploration had been supported. Interest inventories, vocational assessments and other tools were completed to assist supporters and individuals alike to identify specific areas of interest, or for further exploration. Community and/or work exploration activities included evidence of time spent assisting people to identify questions they wanted to ask, as well as post activity assessments. In an effort to address certification indicators regarding supports to connect with others in the community, some post activity assessments also asked whether individuals had met anyone new as part of the experience.

The majority of people supported by Valley Collaborative participated in both the CBDS and employment programs. Overall, individuals were active and engaged in their weekly activities/schedules, which they were happy to share and talk about. It was also evidenced that the main focus for staff was in supporting people to work. Many CBDS related groups and/or activities included curriculum focused on developing work related social or other skills, or to explore potential work interests. Although many CBDS and employment activities occurred in small groups, there was also evidence that individual desires for work or community exploration had also occurred. For example, for an individual interested in hairdressing as a possible career goal, an informational interview had occurred at a local hair studio. People's interest in caring for animals or plants was reflected in the development of related activities or jobs. Job coaches had also been effective in helping to create and/or support individualized work opportunities for several of the people surveyed. For example, a very specific work niche had been developed for one individual who, due to health and age had been considering retirement, but now is proudly working independently in the community on a daily basis. Another person surveyed worked two part time jobs in the community with minimal or intermittent support. The job coach had assisted in color coding tools at one job to help maximize the individual's independence. There were several similar examples observed of adjustments made to enable people to succeed on the job. Job coaching continued to be flexible, based on need, and natural supports were utilized whenever possible.

A review of the agency's Human Rights Committee indicated that it had full membership and met as required to review relevant information. The coordinator insured that information for review was sent electronically to members prior to meetings, and obtained their input even when a member was unable to attend. Although the agency supported no one with restrictive practices or significant behavioral concerns, the coordinator made efforts to bring information of interest to the committee. The HRC needs to ensure that required members attend on a more consistent basis, and that the committee obtain or develop a format to record the results from site visits.

As a result of this review, Valley Collaborative received a rating of met in 100% of licensing indicators, with all critical indicators met. The agency will receive a Two Year License. The agency is certified having received a rating of met in 100% of certification indicators reviewed.

Description of Self Assessment Process:

The Valley Collaborative Today and Tomorrow Program, prioritizes the safety and continual growth of the people that we support in an environment that complies with DDS regulations.
Valley uses a person centered approach when planning and implementing services so that individuals have the highest level of control possible in their day to day lives. Valley actively seeks input from individuals, staff, caregivers and other interested parties so that we can continually enhance and evolve our programs to meet individual needs.
For this self-assessment process we used a sample size of 20 individuals, approximately 20% of the population we support. The criterion for a standard met was 80%. Separate binders were created to capture artifacts required for met status for each unique indicator in both the licensure and certification categories and these binders were used as tools to determine whether or not each individual record assessed met the requirements. Separate teams of Valley staff were set up to conduct an initial, and secondary review of each artifact gathered for the individual scoring.
As part of this assessment process, Valley Collaborative interviewed staff and individuals and observed daily program activities for most of the Quest indicators. For Indicators requiring additional criteria to meet the standard, the following methods were used.
Valley Collaborative assessed Licensure Indicators as follows:
Personal Safety Indicators were assessed using a combination of reviewing training and communication materials and logs, and other dated documentation.
Environmental Safety Indicators were reviewed using spot checks and reviews of documentation such as Elevator Inspection Certificates.
Communication Indicators were assessed by reviewing individual binders and samples of individual feedback forms. The Collaborative also, contracts with Lexi-keet language services and as such can provide translation and documentation services in 63 languages including ASL.
Heath Indicators were assessed by reviewing individual legal binders, medical logs and interviewing the program nurse. Specific health related curriculum was documented to have been taught. All required staff and site certifications are current.
Human Rights indicators were assessed by reviewing the Program Handbook, memos and human rights curriculum. The Valley Collaborative Human Rights Coordinator is responsible for training individuals, families, caregivers and Valley Staff on Human Rights definitions and issues. A weekly human right of the week is introduced and discussed with program participants by Valley Staff and a Human Rights Packet is sent home annually with individuals to share with their families and caregivers. Valley staff receives annual training on Human Rights as well. Dated copies of all human rights trainings and activities are kept in the Human Rights Binder.
Competent Workforce is assessed by reviewing Valley's hiring and training procedures and reviewing dated sign-in sheets for staff development professional days. It is the responsibility of the Assistant Director of Adult Services under the direction of the Director of Adult and Transitional Services to provide ongoing staff supervision and development. Valley's screening process for perspective employees is within the DDS guidelines for staff qualifications.
Goal Development and Implementation is assessed by reviewing individual ISP goals, objectives and support strategies and interviewing individuals to ensure that they are the primary drivers of this process. Individual Assessments are completed annually with program participants with an opportunity to review progress made during the ISP year. The effectiveness of individual support strategies is measured using daily progress notes completed by Valley vocational support staff.
Valley Collaborative assessed Certification Indicators as follows:
Planning and Quality Improvement Indicators were assessed using a variety of systems to analyze data to ensure efficient and effective service delivery which include Microsoft Excel workbooks, Word documents and Google sheets, forms and documents. Data can be accessed by Valley's supervisory staff through the Collaborative's shared drive. Valley Collaborative is in the final year of a five year District Improvement Plan where we have met our goals of increased stakeholder participation, better measurement of ISP goal progress and increased empowerment for individuals. Valley has also expanded transitional services to ensure our Adult Programs are forward thinking and match the skills

and interests of newly eligible individuals.
Valley Collaborative assessed the following CBDS indicators using the methods highlighted below:
Communication indicators were assessed by reviewing the practices and attendance of Valley's Hiring Committee where program participates are actively involved in interviewing new staff. All individuals have the opportunity to provide feedback informally year-round and formally, semi-annually on staff performance. Memos are sent home regularly to individuals, families and DDS staff to solicit feedback as well.
Choice Control and Growth was assessed using the Assessment of Functional Living Skills tool, Sense of Belonging Google survey, and observation of staff competency in using Assistive Technology. Reviews and comparisons of rosters, lesson plans and progress notes were also completed.
Career Planning, Development, and Employment was assessed by reviewing meeting notes, activities exit tickets, monthly progress reports, and individual and staff interviews. Program Coordinators meet regularly with individuals to support them in developing and reaching their vocational goals and document meetings with monthly notes and calendar appointments.
Meaningful and Satisfying Day Activities were assessed using individual interest inventory forms, person centered plans, progress notes, and activities exit tickets and individual and staff interviews.
Valley Collaborative assessed the following Employment Supports indicators using the methods highlighted below:
Communication indicators Valley has created a Hiring Committee where program participates are actively involved in interviewing new staff. All individuals have the opportunity to provide feedback informally year-round and formally, semi-annually on staff performance. Memos are send home regularly to individuals.
Career Planning, Development, and Employment was assessed by reviewing meeting notes, activities exit tickets, monthly progress reports, and individual and staff interviews. Program Coordinators and/or Job Developers meet regularly with individuals to support them in developing and reaching their vocational goals. Individuals are supported at their various worksites by a vocational instructor to ensure that there is continuous skill development and opportunities for additional learning are recognized. The vocational instructor keeps detailed notes on the progress of each individual and ensures goals are supported and feedback on performance to individuals is given. Job Developers work with individuals to explain the benefits of working and look for competitive employment opportunities in their communities.
Access and Integration was assessed by reviewing travel training curriculum, community outings and rosters. Individuals working under Valley Collaborative's small business contracts are invited and are encouraged to participate in all company sponsored events as documented by email correspondence with partner sites.
Choice Control and Growth was assessed using the Assessment of Functional Living Skills tool, Sense of Belonging Google survey, and observation of staff competency in using Assistive Technology. Reviews and comparisons of rosters, lesson plans and progress notes were also completed.
At the conclusion of the self-assessment performed by Valley Collaborative it was determined that 100% of Licensure Indicators were met and 100% of Certification Indicators were met.
Valley is excited to welcome the DDS Office of Quality Enhancement (OQE) to review this evaluation and is eager to implement and suggestions OQE may have.

LICENSURE FINDINGS

	Met / Rated	Not Met / Rated	% Met
Organizational	7/7	0/7	
Employment and Day Supports	50/50	0/50	
Community Based Day Services Employment Support Services			
Critical Indicators	8/8	0/8	
Total	57/57	0/57	100%
2 Year License			
# indicators for 60 Day Follow-up		0	

CERTIFICATION FINDINGS

	Reviewed By	Met / Rated	Not Met / Rated	% Met
Certification - Planning and Quality Management	**DDS 0/0 Provider 6/6**	**6/6**	**0/6**	
Employment and Day Supports	**DDS 14/14 Provider 22/22**	**36/36**	**0/36**	
Community Based Day Services	DDS 6/6 Provider 8/8	14/14	0/14	
Employment Support Services	DDS 8/8 Provider 14/14	22/22	0/22	
Total		**42/42**	**0/42**	**100%**
Certified				

Survey Detail Report

Back-up documentation

Licensure Organizational:

Planning and Quality Management

Certification Employment Support Services

Positive Comments on Met Indicators

Indicator	Location	Individual	Positive Comments
C34 The agency provides the optimal level of support to promote success with a specific plan for minimizing supports.	25 Linnell Circle Billerica MA 01821	DB	Staff had worked successfully to create a job for the individual post back surgery and a long recovery. Working with the employer they created a job at CINTAS, where he had been successfully employed before. The individual now works there daily and requires support only on an as needed basis. Valley Collaborative staff have known him for many years, appreciate his achievements, and encourage the use of natural supports. The individual is well known by CINTAS employees, he will ask them for help as needed, takes breaks with them and is included in the company's social activities. The individual had seriously considered retirement until staff developed this job for him specific to his physical needs and vocational abilities. He takes great pride in his independence and work, and mentors other Valley individuals who come to CINTAS as part of a work-crew.

MASTER SCORE SHEET LICENSURE

Organizational: Valley Collaborative

Indicator #	Indicator	Reviewed by	Met/Rated	Rating(Met,Not Met,NotRated)
L2	Abuse/neglect reporting	DDS	1/1	Met
L3	Immediate Action	Provider	-	Met
L48	HRC	DDS	1/1	Met
L74	Screen employees	Provider	-	Met
L75	Qualified staff	Provider	-	Met
L76	Track trainings	Provider	-	Met
L83	HR training	Provider	-	Met

Employment and Day Supports:

Ind. #	Ind.	Loc. or Indiv.	Reviewed by	Emp. Sup.	Cent. Based Work	Com. Based Day	Total Met / Rated	Rating
L1	Abuse/neglect training	I	Provider		-	-	-	Met
L5	Safety Plan	L	Provider		-	-	-	Met
L6	Evacuation	L	DDS			1/1	1/1	Met
L7	Fire Drills	L	Provider		-	-	-	Met
L8	Emergency Fact Sheets	I	Provider		-	-	-	Met
L9	Safe use of equipment	L	Provider		-	-	-	Met
L11	Required inspections	L	DDS			1/1	1/1	Met
L12	Smoke detectors	L	DDS			1/1	1/1	Met
L13	Clean location	L	DDS			1/1	1/1	Met
L14	Site in good repair	L	Provider		-	-	-	Met
L15	Hot water	L	DDS			1/1	1/1	Met
L16	Accessibility	L	Provider		-	-	-	Met
L17	Egress at grade	L	Provider		-	-	-	Met
L18	Above grade egress	L	Provider		-	-	-	Met

Ind. #	Ind.	Loc. or Indiv.	Reviewed by	Emp. Sup.	Cent. Based Work	Com. Based Day	Total Met / Rated	Rating
L20	Exit doors	L	Provider		-	-	-	Met
L21	Safe electrical equipment	L	Provider		-	-	-	Met
L22	Well-maintained appliances	L	Provider		-	-	-	Met
L25	Dangerous substances	L	Provider		-	-	-	Met
L26	Walkway safety	L	Provider		-	-	-	Met
L28	Flammables	L	Provider		-	-	-	Met
L29	Rubbish/combustibles	L	Provider		-	-	-	Met
L30	Protective railings	L	Provider		-	-	-	Met
L31	Communication method	I	Provider		-	-	-	Met
L32	Verbal & written	I	Provider		-	-	-	Met
L37	Prompt treatment	I	Provider		-	-	-	Met
R L38	Physician's orders	I	DDS			2/2	2/2	Met
L39	Dietary requirements	I	Provider		-	-	-	Met
L44	MAP registration	L	Provider		-	-	-	Met
L45	Medication storage	L	Provider		-	-	-	Met
R L46	Med. Administration	I	DDS			1/1	1/1	Met
L49	Informed of human rights	I	Provider		-	-	-	Met
L50	Respectful Comm.	L	Provider		-	-	-	Met
L51	Possessions	I	Provider		-	-	-	Met
L52	Phone calls	I	Provider		-	-	-	Met
L54	Privacy	L	Provider		-	-	-	Met

Ind. #	Ind.	Loc. or Indiv.	Reviewed by	Emp. Sup.	Cent. Based Work	Com. Based Day	Total Met / Rated	Rating
L55	Informed consent	I	**Provider**		-	-	-	**Met**
L61	Health protection in ISP	I	**Provider**		-	-	-	**Met**
L62	Health protection review	I	**Provider**		-	-	-	**Met**
L67	Money mgmt. plan	I	**Provider**		-	-	-	**Met**
L77	Unique needs training	I	**Provider**		-	-	-	**Met**
L79	Restraint training	L	**Provider**		-	-	-	**Met**
L80	Symptoms of illness	L	**Provider**		-	-	-	**Met**
L81	Medical emergency	L	**Provider**		-	-	-	**Met**
R L82	Medication admin.	L	**DDS**			1/1	**1/1**	**Met**
L84	Health protect. Training	I	**Provider**		-	-	-	**Met**
L85	Supervision	L	**Provider**		-	-	-	**Met**
L86	Required assessments	I	**DDS**	5/5		2/2	**7/7**	**Met**
L87	Support strategies	I	**DDS**	5/5		2/2	**7/7**	**Met**
L88	Strategies implemented	I	**Provider**		-	-	-	**Met**
L91	Incident management	L	**DDS**	1/1		1/1	**2/2**	**Met**
#Std. Met/# 50 Indicator							**50/50**	
Total Score							**57/57**	
							100%	

MASTER SCORE SHEET CERTIFICATION

Certification - Planning and Quality Management

Indicator #	Indicator	Reviewed By	Met/Rated	Rating
C1	Provider data collection	Provider	-	Met
C2	Data analysis	Provider	-	Met
C3	Service satisfaction	Provider	-	Met
C4	Utilizes input from stakeholders	Provider	-	Met
C5	Measure progress	Provider	-	Met
C6	Future directions planning	Provider	-	Met

Community Based Day Services

Indicator #	Indicator	Reviewed By	Met/Rated	Rating
C7	Feedback on staff / care provider performance	DDS	3/3	Met
C8	Family/guardian communication	Provider	-	Met
C13	Skills to maximize independence	Provider	-	Met
C37	Interpersonal skills for work	Provider	-	Met
C40	Community involvement interest	DDS	3/3	Met
C41	Activities participation	DDS	3/3	Met
C42	Connection to others	DDS	3/3	Met
C43	Maintain & enhance relationship	DDS	3/3	Met
C44	Job exploration	DDS	3/3	Met
C45	Revisit decisions	Provider	-	Met
C46	Use of generic resources	Provider	-	Met
C47	Transportation to/ from community	Provider	-	Met
C51	Ongoing satisfaction with services/ supports	Provider	-	Met
C54	Assistive technology	Provider	-	Met

Employment Support Services

Indicator #	Indicator	Reviewed By	Met/Rated	Rating
C7	Feedback on staff / care provider performance	DDS	5/5	Met

Employment Support Services

Indicator #	Indicator	Reviewed By	Met/Rated	Rating
C8	Family/guardian communication	Provider	-	Met
C22	Explore job interests	DDS	3/3	Met
C23	Assess skills & training needs	DDS	3/3	Met
C24	Job goals & support needs plan	DDS	3/3	Met
C25	Skill development	DDS	3/3	Met
C26	Benefits analysis	Provider	-	Met
C27	Job benefit education	Provider	-	Met
C28	Relationships w/businesses	Provider	-	Met
C29	Support to obtain employment	DDS	3/3	Met
C30	Work in integrated settings	Provider	-	Met
C31	Job accommodations	Provider	-	Met
C32	At least minimum wages earned	Provider	-	Met
C33	Employee benefits explained	Provider	-	Met
C34	Support to promote success	DDS	5/5	Met
C35	Feedback on job performance	Provider	-	Met
C36	Supports to enhance retention	DDS	5/5	Met
C37	Interpersonal skills for work	Provider	-	Met
C47	Transportation to/ from community	Provider	-	Met
C50	Involvement/ part of the Workplace culture	Provider	-	Met
C51	Ongoing satisfaction with services/ supports	Provider	-	Met
C54	Assistive technology	Provider	-	Met

ADDENDUM OF ISSUES BEYOND THE PROVIDER'S CONTROL:

Certification:

Employment and Day Supports

Indicator	Service Type	Location	Individual	Issue
L86 Required assessments concerning individual needs and abilities are completed in preparation for the ISP.	Community Based Day Services	25 LINNELL CIR Billerica MA 01821	MM	The provider agency had not received the required notice to submit the individual's assessments in preparation for his ISP by the request deadline. The individual's ISP date was 4/24/19. The due date for the assessments to be requested was 3/25/19. The assessments were requested on 4/4/19.
L87 Support strategies necessary to assist an individual to meet their goals and objectives are completed and submitted as part of the ISP.	Community Based Day Services	25 LINNELL CIR Billerica MA 01821	MM	The provider agency had not received the required notice to submit the individual's support strategies in preparation for his ISP by the request deadline. The ISP date was 4/24/19. The deadline to request the strategies was 3/25/19. The request was made on 4/4/19.

N/A

GUARDIAN/FAMILY MEMBER/CITIZEN FEEDBACK ADDENDUM:

Valley COLLABORATIVE

Central Administration Office

*25 Linnell Circle, Billerica MA 01821 * Tel: (978)528-7826 * http://www.valleycollaborative.org*

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: April 6, 2020
Re: Communications

The following communications are attached for your review:

State Agencies

- Power Point Presentation to Special Education Directors by Russell Johnston, DESE Senior Associate Commissioner, on 4.3.20
- Department of Elementary and Secondary Education (DESE) Approval Letter (January 15, 2020) Re: Valley Collaborative's FY'19 Annual Independent Audit Report
- Executive Office of Health and Human Services Department of Developmental Services DESE/DDS Community residential Prevention Program Awarded to Valley Collaborative
- Order Suspending Services Provided in Congregate Settings by EOHHS Day Programs

School Monthly Updates

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

Community Relations

- Written Disclosure Letter
- Photo Collage of Site 2 Field Trip from Glen Costello, Assistant Principal
- Thank you email from Staff for Julie Fielding, Principal
- Thank you email from Parent to Nick LeClair, Reading Specialist
- Student Literacy Article in Lowell Sun
- Valley Recognizes Daniel Rosa, Billerica Police Chief Article in The Column of the Lowell Sun
- MEC Personnel Files Article in Lowell Sun
- Email from MTRS seeking assistance from Kari Morrin, Director of Human Resources
- Thank you email from Richard Murphy, Retiring Executive Director
- Thank you email from Maureen Kriff, MRC Area Director
- MOEC's Treasurer's Report

Valley COLLABORATIVE

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Required Action:
None

Attachments:
Power Point Presentation to Special Education Directors by Russell Johnston, DESE Senior Associate Commissioner, on 4.3.20
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Special Education Leaders Meeting

April 3, 2020

MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

CONTENTS

01 Welcome

02 Remote Service Delivery Ideas

03 Procedural Topics

04 Upcoming Information and Updates

05 Q & A

01 Welcome

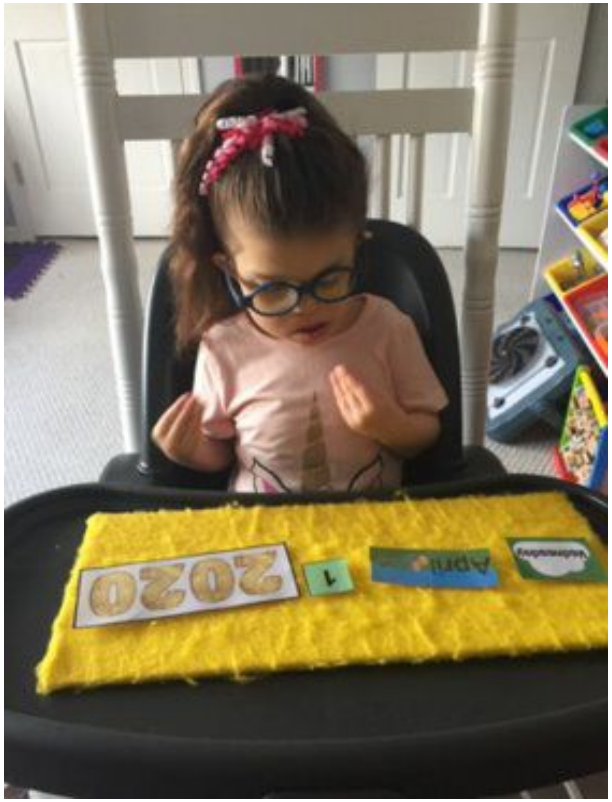
Continued Stakeholder Engagement

- ASE
- maaps
- MCEC
- MA Urban Project
- MOEC

02 Remote Service Delivery Ideas

Remote learning looks different for everyone

Remote learning looks different for everyone



Developing and Improving Systems

Related Services Staff Providing Remote Services: OT

	Considerations	Resources
Massachusetts Board of Allied Health Professionals	**OT services can be provided via telepractice**	**American Occupational Therapy Association (AOTA):** Telehealth Resources The Opinion for the Ethics Commission Telehealth

Related Services Staff Providing Remote Services: PT

	Considerations	Resources
Massachusetts Board of Allied Health Professionals	**PT services can be provided via telepractice**	**American Physical Therapy Association, Massachusetts Chapter:** Covid-19 Resource Center **American Physical Therapy Association:** Coronavirus Resources

Related Services Staff Providing Remote Services: ABA

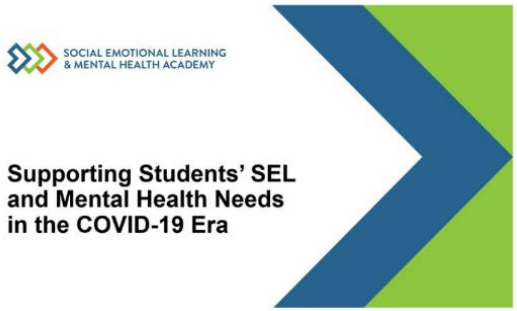
	Considerations	Resources
Board of Registration of Allied Mental Health and Human Services Professionals	**ABA services can be conducted via telepractice**	**Behavior Analyst Certification Board:** Ethics Guidance for ABA Providers During COVID-19 Pandemic **MassHealth:** FAQs for Behavioral Analysis Provider -- updated 3/30/20 FAQs for Children's Behavioral Health Initiative (CBHI) Provider -- updated 3/30/20

Related Services Staff Providing Remote Service: SLP

- MA Board of Speech-Language Pathology and Audiology
  - Emergency Board meeting held on 03/31/2020
    - Currently 10 hours of training required before SLP can provide telehealth services
  - Discussed
    - Reducing the required hours of training prior to telehealth services and
    - 10 hours of training must be completed within 4 months of the first date of a SLP starting telehealth services.
    - This would allow SLPs to provide telehealth services prior to participating in the 10 hours of previously required training.
    - Board has not yet finalized
    - Policy will be posted at: https://www.mass.gov/orgs/board-of-registration-for-speech-language-pathology-and-audiology

Related Services Staff Providing Remote Services: Counselors

- https://mhanational.org/covid19
- https://www.pbis.org/resource/creating-a-pbis-behavior-teaching-matrix-for-remote-instruction



https://matoolsforschools.com/resources/covid-19-sel

Counseling Resources

- **Massachusetts Association of School Psychologists** Covid-19 Resources
- **FAQs for Behavioral Telehealth in Massachusetts 3/27/20** FAQ: COVID-19 and Behavioral Health Providers
- **Association of Social Work Boards (ASWB)** Regulatory provisions for social work emergency responders and COVID-19 policy
- **Board of Registration of Allied Mental Health and Human Services Professionals** Allied Mental Health Policy
- **Massachusetts Board of Registration of Social Workers** Practice Advisory regarding social work services by electronic means

Nursing documentation

DESE consulted with DPH School Nurse Health Services

- Not all schools maintain health records electronically
- Some electronic health records are not accessible remotely (example SNAP)

Nursing documentation

- Suggested options for nursing documentation:
  - Paper logs
  - Spreadsheet with student identification, not names
  - Entering calls into Student Information Systems (SIS)

- DPH understands that it will not be possible for nurses to transfer all paper logs into electronic systems when schools re-open

3 Types of Parent Communication

1. Ongoing updates
2. Notification of remote services
3. Scheduling of remote services

- Documentation

1. Parent Communication—Ongoing Communication

- Sample letters
  - Nashoba Learning Group
  - READS Collaborative
  - Cambridge Public Schools

2. Parent Communication--Notification of Remote Services

- Begin services as soon as you can; add more over time
- IEP amendments are not required
  - Online or virtual remote learning in this emergency is considered an alternate mode of instructional delivery
- Give written notice to parents of remote learning plans – what to expect and how services will be delivered
  - Send email or correspondence to documenting services, accommodations, and modes of delivery – could use N1
  - Let parents know who to contact with questions

2. Parent Communication--Notification of Remote Services

- Coordinate therapists' and educators' schedules
- Schedule two weeks at a time since this is an evolving situation
- Examples
  - CREST Collaborative Continuation of Learning Plan
  - Valley Collaborative Remote Student Learning Plan

3. Parent Communication--Scheduling of Remote Services

- Educators and therapists scheduling sessions
- Email, phone or social media contact

Documentation

- What works in your context?
  - Online IEP system
  - Consistent form or spreadsheet
  - Lynn Public Schools example
- If it isn't documented, it didn't happen
- What gets monitored gets done

Staff Accessing Materials and Supplies

- Governor Baker's March 23 Executive Order lists essential services:

  Other community-based essential functions, includes: "Educators and staff supporting public...K-12 schools...for purposes of facilitating distance learning...or performing other essential student support functions, if operating under rules for social distancing"

Remote Serice Delivery Ideas and Resources

Remote learning looks different for everyone

Remote learning looks different for everyone

Models of Remote Service Delivery

Supports and Resources

and

Instruction and Services (Whole Class, Small Group, Individualized)

Privacy and Confidentiality Considerations

- Only use online programs or video platforms approved by the school district.

- Consider whether the online program or video platform is compliant with relevant privacy laws that may apply to students (FERPA, COPPA, PPRA, others) before beginning to use the program and entering into contracts/agreements with these vendors.

Resources and Tips

- MA Student Privacy Alliance
- Common Sense Privacy Program (starting point)
- Helpful tips on teachers using Zoom
- Review the settings on the video platform so that you can restrict access and prevent uninvited users from accessing the chat and other security features.

Sample Classroom Rules for Virtual Lessons

- Face the screen
- Mute when not speaking so as to remove background noise from the home
- Be respectful of others, be respectful of the technology (not share inappropriate images during the chats through the tools on the platforms)
- Do not share the links to the classroom chat with others who are not members of the classroom
- Do not record or screen shot the sessions to protect the privacy of the other students/teacher
- Sample expectations document from Newton Public Schools

Remote Service Delivery Resources

https://padlet.com/wested/educate (National TA Center)

- Students with Mild to Moderate Disabilities
  - https://www.khanacademy.org/
  - https://listenwise.com/#
  - https://www.getepic.com/
  - https://www.kqed.org/education/533275/remote-in-a-hurry
  - https://www.ncld.org/wp-content/uploads/2020/03/An-Educators-Guide-to-Virtual-Learning-4-Actions-to-Support-Students-With-Disabilities-and-Their-Families.pdf
  - https://www.newsomatic.org/
  - http://aem.cast.org/about/aem-center-covid-19-resources.html
- Students with Severe Disabilities
  - https://afirm.fpg.unc.edu/afirm-modules
  - http://www.ric.edu/sherlockcenter/wwslist.html

Remote Service Delivery Resources

- Students with Social, Emotional, and Behavioral Needs
  - http://mindfulnessforteens.com/resources/videos-mindfulness/
  - https://innerexplorer.org/
  - http://www.schoolmentalhealth.org/COVID-19-Resources/
  - https://masmhc.org/

- Young Students (Prek-K)
  - https://dasycenter.org/
  - https://ectacenter.org/topics/disaster/coronavirus.asp

- FREE CEC Membership Through May 31
  - https://cec.sped.org/Tools-and-Resources/Resources-for-Teaching-Remotely

Remote Service Delivery Resources

- Springfield Public Schools Padlet
- Worcester Public Schools Resources

Supporting Students with Severe Disabilities

- Parent survey Ask parent to take an inventory of the house
- Provide videos of educators/therapists demonstrating functional skills
- Videos can be reviewed repeatedly by parents and students which is helpful
- "Challenges" with photo evidence sent to teacher
  - Make your bed every day
  - Demonstrate an act of kindness
- Boardmaker coronavirus resources

03 Procedural Issues

Virtual IEP Team Meetings

- Virtual IEP meetings for annual reviews encouraged
  - Video conference
  - Telephone conference call using phones or 3rd party platform
  - Write plan as if school is in session; include remote learning opportunities in N1

- Communicate with parents
  - Document good faith efforts to convene the required Team members
  - Provide interpreters when parents' primary language is not English

Virtual IEP Team Meetings

- Suggestions
  - Prioritize transition meetings
  - Use team approach
  - Practice with a limited number before full scale implementation

Progress Reports

- Where the term ended during the period of closure and the school or district issues report cards, they should also issue Progress Reports
- Where the new term begins during the time of closure, issue end of year Progress Reports based on progress through remote learning
- Continue to address IEP goals given the current circumstances

Timelines

- Three levels of legal requirements
  1. Federal requirements in IDEA
  2. State requirements in M.G.L.
  3. DESE regulations (603 CMR 28.00) and policy

- Upcoming meeting with the Special Education Advisory Panel for state and Department level discussion

Timelines

Letter to OSERS regarding the CARES Act:

Mark Schultz, Acting Assistant Secretary
Office of Special Education and Rehabilitative Services (OSERS)
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-7100

Laurie VanderPloeg, Director
Office of Special Education Programs (OSEP)
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-7100

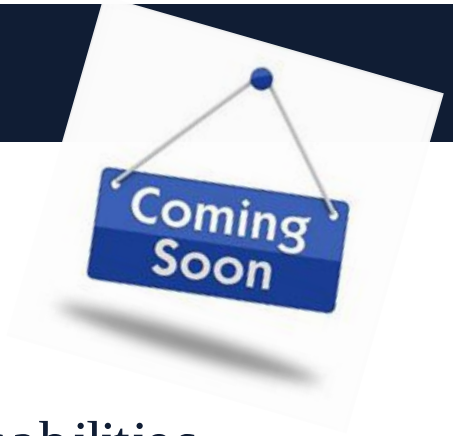
March 31, 2020

Dear Acting Assistant Secretary Schultz and Director VanderPloeg:

The members of the Council of Administrators of Special Education (CASE) and the National Association of State Directors of Special Education (NASDSE) are fierce supporters of the Individuals with Disabilities Education Act, its implementing regulations, and individuals with disabilities. We believe all children and youth with disabilities have a right to a **free appropriate public education** in the least restrictive environment with strong protections for all parties involved. When parents and families collaborate with schools and states, outstanding outcomes are possible. In no other situation in our organizations' history can we find a time where we have asked for limited flexibilities in implementing the IDEA. However, now more than ever, schools and states need to be focused on what is important - providing an appropriate, accessible, accommodated educational program to all students in light of their current circumstances.

04 Upcoming Information and Updates

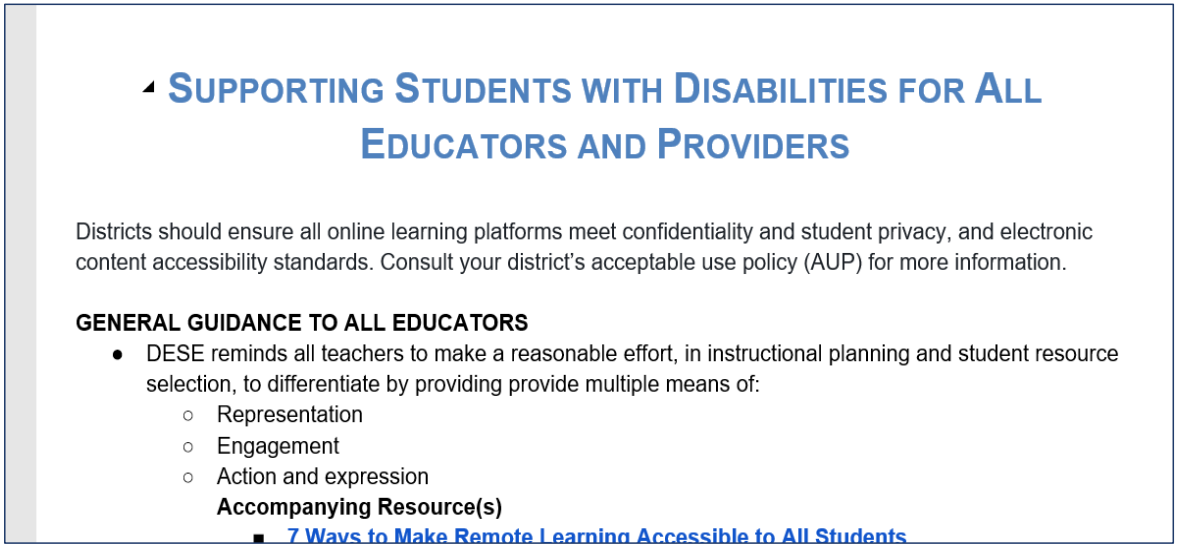
Family-Facing Letter and Tool Kit



- DESE is drafting a letter and Tool Kit for families
- Letter and Tool Kit will be:
  - Written specifically for families with children with disabilities
  - Translated into several languages
  - Sent to school districts to pass on to families
  - Useful to provide resources, clarify families' roles, and to support communication between families and school personnel

Remote Learning Special Education Resources

- http://www.doe.mass.edu/covid19/sped.html



SUPPORTING STUDENTS WITH DISABILITIES FOR ALL EDUCATORS AND PROVIDERS

Districts should ensure all online learning platforms meet confidentiality and student privacy, and electronic content accessibility standards. Consult your district's acceptable use policy (AUP) for more information.

GENERAL GUIDANCE TO ALL EDUCATORS

- DESE reminds all teachers to make a reasonable effort, in instructional planning and student resource selection, to differentiate by providing provide multiple means of:
  - Representation
  - Engagement
  - Action and expression

  Accompanying Resource(s)
    - 7 Ways to Make Remote Learning Accessible to All Students

- Send resources to Specialeducation@doe.mass.edu
- Will be curated by topic and updated at least 2X per week

Special Education Determinations

- 2019-2020 special education determinations will be posted next week
  - Email to superintendents and special education directors
- Based on review of compliance and performance data
- **LEAs have already been working with DESE to address reasons for the determination- no new activities are likely to be required**
- Program Reconstruction Meeting will be held in 3 weeks

06 Questions and Answers

Residential Programs

Thank you!

MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

From: Jill Greene
To: Chris Scott
Subject: Re: Valley"s Student Remote Learning Plan
Date: Monday, April 6, 2020 9:33:34 AM

Chris,

Thank you for sharing!

After reviewing multiple plans, our special ed leadership team agreed that the Valley plan was the most comprehensive and user friendly. Kudos to your Team for such thoughtful planning.

Take care,

Jill

On Thu, Apr 2, 2020, 4:09 PM Chris Scott <cscott@valleycollaborative.org> wrote:

> Dear Colleagues,
>
> We have been feverishly working with our special education attorney, staff, families and sending school districts to ensure we are meeting our students' needs during this pandemic.
>
> Yesterday I emailed a draft of Valley's Student Remote Learning Plan Template which we believe is in full compliance with the following guidance:
>
> - On the Desktop – March 26, 2020 Remote Learning Recommendations During COVID-19 School Closures provided by Commissioner Riley
>
> - Coronavirus/COVID-19 Frequently Asked Questions for Schools and Districts Regarding Special Education (Revised March 26, 2020 based on United States Department of Education (USED) Supplemental Facts Sheet, released March 21, 2020)
>
> Some of you have asked me to resend it in a word document so that you can use it in your districts – I have attached it here.
>
> Listed below are various components of our remote learning initiatives and outreach that will warm your heart. (This is all a work in progress and things will continue to develop and improve over time.)

- Valley Collaborative - Transitional Programming Outreach Video

- Valley Collaborative – Alternative High School Programming Health Outreach Video

- Valley's Literacy Coach, has created a How to virtually borrow books from your local library Video for students.

- Valley's Elementary School Staff will continue to offer its balanced literacy program. Click Clack Moo Read Aloud & Pete the Cat: I Love My White Shoes Read Aloud

Again, Valley is also in the process of developing a Communication Log to ensure there is a coordinated and documented communication plan in place for each student. This communication log uses several Google Forms and Google Sheets to keep the data formatted and consistent. Formulas are used to connect all of the information so that staff are able to see a timeline of communications for students on their caseload. If any Collaborative has a Google Sheets/Forms, expert on staff, we would be happy to share more details with them so that no one is reinventing the wheel. We are here to serve.

I appreciate your support during this unprecedented time.

Sincerely yours,

-Chris

Chris A. Scott, Ph.D.

Executive Director

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

Jeffrey C. Riley
Commissioner

January 15, 2020

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

Re: Valley Collaborative FY19 Annual Independent Audit Report

Dear Dr. Scott:

Thank you for the timely submission of Valley Educational Collaborative (Valley) FY19 Annual Independent Audit Report. This letter confirms that we have reviewed your submission to determine its compliance with the reporting requirements of M.G.L. c. 40, § 4E and CMR 603 CMR 50.00, and we ask that you share this communication with your board of directors at their next meeting.

Reporting Requirements per M.G.L. c. 40, § 4E(d), please provide the:

- **Names, duties and total compensation of the five most highly compensated employees.**
  Your response meets the requirement.
- **Transactions between the collaborative and any related for-profit or non-profit organization.**
  Your response meets the requirement.
- **Amounts expended on services for individuals aged 22 years and older.**
  Your response meets the requirement.
- **Amounts expended on administration and overhead.**
  Your response meets the requirement.
- **Any accounts held by Valley that may be spent at the discretion of another person or entity.**
  Your response meets the requirement.
- **Transactions or contracts related to purchase, sale, rental or lease of real property.**
  Your response meets the requirement.

603 CMR 50.08(2)

- **Evidence of approval of the collaborative independent audit by the Valley Board of Directors.**
  Your collaborative has met this requirement.

- **Audit Report is posted to collaborative website**
  Your collaborative has met this requirement.

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

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

Sincerely,

Paulajo Gaines, Collaborative Coordinator

c: Valley File
Audit and Compliance

Valley COLLABORATIVE

Central Administration Office

*25 Linnell Circle, Billerica MA 01821 * Tel: (978)528-7826 * http://www.valleycollaborative.org*

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Heather Valcanas, Director of Adult & Transitional Services
Date: April 6, 2020
Re: DESE/DDS Community Residential Prevention Program (DESE/DDS)

I am pleased to inform you that Valley Collaborative has been qualified to provide the DESE/DDS Community Residential Prevention Program (DESE/DDS Program), effective March 10, 2020.

The Department of Developmental Services has been operating the DESE/DDS Program for more than twenty years, with funding from the Department of Elementary and Secondary Education. This program has provided eligible families of children and young adults a comprehensive array of individually tailored and flexible services, to both provide supports to families of children and to build capacity in families and children who have been identified as needing additional wrap-around supports to potentially avoid a more restrictive educational placement, and to support families in the return of their child from a residential school placement, The DESE/DDS Program presently provides services to approximately 500 families of children and young adults. It has been a very successful program through the years and has provided essential and responsive supports that have made a significant difference in supporting families to keep their child at home and avoid more costly out-of-home school placements. This program is available for children/young adults from ages 6 through 21. Individuals must be eligible for DDS services and meet additional specific program eligibility criteria for participation.

Valley is very excited to now be able to offer family navigation services, professional services and supports, skills training services and respite services to a broader group of students and outside of typical school hours.

Required Action:
None

Attachments:
Qualifying Letter

The Commonwealth of Massachusetts
Executive Office of Health & Human Services
Department of Developmental Services
500 Harrison Avenue
Boston, MA 02118

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Marylou Sudders
Secretary

Jane F. Ryder
Commissioner

Area Code (617) 727-5608
TTY: (617) 624-7590

March 10, 2020

Heather Valcanas
Valley Collaborative
25 Linnell Circle
Billerica, MA 01821

Dear Ms. Heather

A team composed of staff from the Department of Developmental Services has evaluated and scored your organization's proposal submitted in response to the re-opened DESE-19.

I am pleased to inform you that your organization has been qualified to provide the DESE/DDS Community Residential Prevention Program (DESE/DDS Program). A signed copy of the Master Agreement contract stating that your organization is qualified to provide DESE/DDS Program services effective March 10, 2020 is attached.

As stated in the RFR, the Master Agreement contract does not guarantee that your organization will be engaged by one or more of the DDS regions to provide this program. The list of qualified providers will be shared with the DDS regional offices and they will contract your organization as necessary to complete paperwork for families participating in the program.

If you have any questions, please feel free to send an email to the following address: DDSPOSProcurement@state.ma.us

Sincerely,

Toni Gustus
Director of Contracts Administration

The Commonwealth of Massachusetts
Department of Public Health
250 Washington Street, Boston, MA 02108-4619

CHARLES D. BAKER
Governor

KARYN E. POLITO
Lieutenant Governor

MARYLOU SUDDERS
Secretary

MONICA BHAREL, MD, MPH
Commissioner

Tel: 617-624-6000

ORDER SUSPENDING SERVICES PROVIDED IN CONGREGATE SETTINGS BY EOHHS DAY PROGRAMS

On March 10, 2020, Governor Charles D. Baker declared a State of Emergency in the Commonwealth to respond to the spread of COVID-19. Additionally, on March 23, 2020, Governor Baker issued an emergency order requiring all businesses and organizations that do not provide "COVID-19 Essential Services" to close their physical workplaces and facilities to workers, customers, and the public. The Public Health Council has approved and authorized me to take such actions, incur such liabilities, and establish such rules, requirements, and procedures which are necessary to prepare for, respond to, and mitigate the spread of COVID-19 in order to protect the health and welfare of the people of the Commonwealth, consistent with the Governor's declaration.

Accordingly, having received that authorization from the Council and with the approval of the Governor, I issue the following Order:

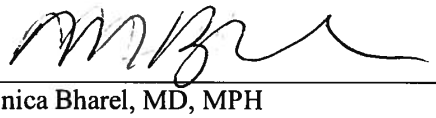
Effective Wednesday, March 25, 2020, all day programs overseen by agencies under the Executive Office of Health and Human Services shall cease to provide services in congregate settings. Programs subject to this order include but are not limited to the following organized by EOHHS Agency:

- Department of Developmental Services
  - Community Based Day Services
  - Employment Services
- Department of Public Health
  - Adult Day Health Programs
- Department of Mental Health
  - Clubhouses
- MassHealth
  - Day Habilitation Services
- Massachusetts Rehabilitation Commission
  - Head Injury Centers/Brain Injury Day Programs

All programs subject to this order shall adopt alternative methods of delivering day program services where feasible, such as remotely or in a patient's, client's, or member's residence, in accordance with guidance published by the program's respective EOHHS oversight agency. Programs subject to this order must continue to comply with all applicable statutes, regulations, and guidance not inconsistent with this Order.

This Order shall remain in effect from March 25, 2020 until the State of Emergency is terminated by the Governor, or until rescinded by me, whichever shall happen first.

IT IS SO ORDERED



Monica Bharel, MD, MPH
Commissioner,
Massachusetts Department of Public Health

March 24, 2020

Valley COLLABORATIVE

Central Administration Office

*25 Linnell Circle, Billerica MA 01821 * Tel: (978)528-7826 * http://www.valleycollaborative.org*

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: April 6, 2020
Re: Communications – School Monthly Updates

The following Monthly Updates are attached for your review:

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

Required Action:
None

Attachments:
Elementary School Updates
Alternative Programming Middle School and Transitional High School Updates
Transitional Programming Middle School and Transitional High School Updates
Adult Services Program Updates

Valley COLLABORATIVE

Central Administration Office

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: April 6, 2020
Re: Monthly Update from
Jennifer Bergeron, Co-Principal Elementary School
Heather Mackay, Co-Principal Elementary School

The Valley Collaborative Elementary School is doing the following in these areas:

Academic
The dedicated and creative Elementary School teachers developed classroom resource guides for families to access for enrichment and supplemental activities throughout the extended closure. The teachers are continuing to work on their resource documents, adding new resources weekly. Our resource documents include a variety of online tools for students to access in all subject areas. Teachers have also provided a daily schedule to support structure for students and are connecting virtually with them to make sure they feel connected to the Valley community. Teachers are hosting weekly virtual clinical meetings with professional and support staff to ensure all information on student's statuses at home are being relaid in anticipation for a smoother transition when students return to school. They are also working diligently to facilitate any additional resources families may need (technology assistance, food assistance, etc.).

Related Services
Our related services team has worked diligently on developing the related services online resource guide, which can be found on the Valley website. Speech, Occupational, and Physical therapists have linked activities and games that can be done at home to work on areas of need. BCBA's have included information on how to build structure and support positive behavior during this time. School counselors and social workers have provided information on Mass Health emergency providers as well as coping strategies to implement during this difficult time. In addition to the development and updates to the related services online guide, our related services team are working with teachers to hold clinical meetings and answer any questions that arise from families during our outreach.

Staff Meetings
The Elementary School is holding weekly staff meetings for all professional staff via video conferencing during this closure. During the initial week of closure the first staff meeting was held on Monday, March 16th with all teachers and therapists present. Administration had an additional professional staff meeting later in the first week to address new concerns and answer questions.

The team held its first all staff meeting on March 25th with 60 participants. Teachers continue to host weekly clinical meetings, consisting of classroom staff and related service therapists, to maintain continuity and communicate updates relative to students during this time of closure. Areas of discipline are also having weekly virtual meetings, to discuss their current work from home projects and to maintain collaboration.

Communication Logs
Ongoing communication logs are being kept by professional staff. These logs document the minimum of twice a week attempts and communication between the teacher, counselor/therapist and families. The classroom team is able to view these logs and share details on contact. Administration is keeping ongoing logs of all staff meetings, teacher meetings, parent contact and district contact.

Work Expectations for Staff:
During the first week of closure, a professional staff meeting was held to discuss work expectations, the development of the resource guide for the Valley community and communication expectations to families. The Elementary staff worked diligently on setting up their classroom resource documents and worked with families on accessing the documents. On Friday March 20th, professional staff met virtually with administration to develop individual and group projects. Staff created short and long term goals that include continuous lesson planning for each discipline. These include:

- Occupational Therapists: monthly Life Skills lesson plans for the school year
- Speech and Language Pathologists/Counselors: Social Skills lesson plans targeted for each classroom for the year.
- Music therapist, physical education teacher and physical therapist are facilitating our paraprofessional development project. A google classroom has been created with assignments, professional development reading and training tasks for our paraprofessionals to complete during this closure.
- BCBA's are also initiating virtual training for Safety Care, our behavioral safety training program, in order to ensure all staff maintain their certifications during this time.
- Classroom Teachers: Lesson planning across content areas for the school year.

Technology Lending Library
With the help of the technology department, the Elementary School was able to support families in needing a device to support online learning. Through coordination with families, staff set up pick-up times during the first week of closure at the Elementary school in order to distribute technology to those in need. This allows students, who may otherwise not be able to do so, utilize online learning opportunities. Thus far 21 families have borrowed chromebooks and have expressed gratitude for this addition to the online learning model. This remains a fluid initiative. Administration is continuing to connect with families in need of technology and distribute the chromebooks.

Literacy Update
Meghan Waters, the Elementary Reading Specialist, has been working on the fluid process of gaining access to more online resources (i.e. this week she got access to Read Assistant Plus and has been creating classrooms and student accounts). Meghan has started to work on creating curriculum maps specifically for the Lucy Calkins curricula that was piloted last year at the elementary. She will also be working with Nick LeClair on a lending library during this closure. They will be going in once a week to the Tyngsboro and Billerica site to be available for parents to come in for books. In addition to these initiatives, Meghan and Nick have been working on a weekly literacy blog. The focus for this week is "online resources for listening comprehension".

Food Services
The food service support at the Elementary School has remained in close contact with administration. She has been able to attend staff meetings, provide updates on food orders that have been placed and offer assistance in planning for our re-opening. In addition, she is available should the need arise from any of our families in regards to food.

Health Updates
Lead Nurse Jess Scalzi has reached out to all Valley Elementary families of students who currently have epipens, inhalers, and daily medications housed at school. Medication was returned to one elementary family who requested it be returned during our closure. Kathryn Mari, the Elementary School Nurse, has worked with therapists to reach out directly to families who have concerns regarding medication refills and offered pick up if needed. Kathryn has completed inventory of our person protective equipment (PPE) at the Elementary school in preparation for our return. As of March 26th, Kathryn has not been notified of any illness or COVID-19 symptoms in our Valley Elementary students. The Valley nursing team has been in close contact to ensure we are all up to date on current information regarding the virus.

Virtual Physical Education classes
Lucas Bolduc, elementary Physical Education (PE) teacher, developed a multitude of Fitness resources were distributed to families to keep students physically active for at least 60 minutes-per-day. Additionally, enrichment resources also included emotional support for understanding COVID-19 and how to focus on mental health and wellness during this time of quarantine. Families are able to pull resources from the PE Specific Enrichment Guide, where their students can supplement their physical activity, either engaging in a full half-hour lesson daily or just playing outside with new games/ideas, for all ages and developmental levels. Students and their families across Valley Collaborative Elementary can now engage in physical activity through the comfort of their homes.

Virtual Music classes
Last week, the Valley Elementary School Music Therapist, Bryan Thomas, put together many resources for music enrichment that students and families can access at home. Dozens of resources were compiled and made available to all Valley Elementary School students. These resources include many free online music making applications,online music education tools, links to several symphony orchestra websites for elementary students, links to countless music and movement video resources, and an extensive list of offline music enrichment ideas for the students and their families. Valley Elementary School students and their families now have countless hours of free music enrichment available to them at home.

Valley COLLABORATIVE

Central Administration Office

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: April 6, 2020
Re: Monthly Update from
Julie Fielding, Principal Alternative Programming
Valley Middle School and Valley Transitional High School

Valley staff has been working diligently to support our students and adult individuals with disabilities during program closure.

The Valley Collaborative Alternative School is doing the following in these areas:

Academic
The Alternative Middle and High School educators have helped develop the Academic Outreach Enrichment Reference Guide and created their own content area pages for students to access for enrichment and supplemental activities. The teachers are updating the guide and their pages to add new resources weekly. The enrichment provided includes online learning tools, links to educational videos, and links to topics related to what they were learning in their classes. Teachers have also provided a recommended daily schedule to support structure for students. Teachers are part of weekly virtual clinical meetings with the therapists and administrative team to discuss best ways to support each child while they are at home, keep apprised of any issues or concerns at home and develop plans for when students transition back to school. Teachers are also reaching out to families regularly and assisting in facilitating any additional supports the families may need (technology assistance, food assistance, etc.).

Related Services
Our related services providers have helped develop the Related Services Outreach Enrichment Reference Guide and also created their own pages in their areas of expertise. The therapists have provided activities, supports, community resources, behavior management techniques, emergency contact information, and coping strategies for families. The therapists' pages are also being updated regularly. Therapists are also an integral part of the virtual clinical team meetings being held and participate in them weekly with the teachers and administrative team. All of the therapists have reached out to the families on their caseloads and continue to do so during this difficult time.

Staff Meetings
Ongoing communication with staff is occurring daily. Weekly staff meetings for all staff through video conferencing is occurring. The first teacher meeting was held on Monday March 16th, an all staff meeting was held on March 17th to inform all staff of the actions Valley was taking to support students during the closure. Several meetings were held throughout the week with different educator groups to address concerns.

Currently clinical meetings, programmatic staff meetings and all staff meetings are each occurring weekly. In addition to educator led meetings to discuss their current projects and to maintain collaboration.

Communication Logs
Communication logs are being kept for each student. These logs include the teacher, therapist and administrative contact had with each family/student. Administration is keeping logs of all staff meetings and district contact.

Work Expectations for Staff:
During the first week of closure, educators were asked to provide material for the resources guides and to create content area pages for their students to access. Staff worked diligently to set up these resources for students and families in a timely manner. Staff are also expected to attend all staff meetings and continue to make contact with families and collaterals.

Staff have since worked with administration to develop ongoing projects to work on from home. These projects range from improving current programming, researching new ideas to implement into programs, and curriculum development.

Technology Lending Library
In order to give all students the opportunity to access our enrichment guides staff connected with all families to inquire if they were in need of technology. The STEM lead organized with families times to pick up chromebooks for families in need. Pick up times were staggered in order to eliminate families coming in contact with each other. At this time 11 chromebooks have been lent to students.

Literacy
Our Reading Specialist and ELA teachers have been providing resources and activities for students to complete during the closure. The Reading Specialist also set up a lending library that will occur weekly. This week 29 books were loaned out. The literacy team is also sending out a weekly blog to parents.

Food Services
Staff have reached out to families to determine if any are in need of assistance with food while school is closed. Social Workers provided all families with resources in the local area where they reside. Specific families that were identified as in need of assistance were also provided the information for each of their sending school districts meal programs.

Health Updates
Lead Nurse Jess Scalzi has reached out to all Valley families of students who currently have epipens, inhalers, and daily medications housed at school. Medication was returned to families who requested it be returned during our closure. The nursing department continues to monitor COVID-19 in the school community.

Virtual Physical Education Classes
Keeping students healthy and active while at home has been a big focus in the Alternative programs. Our Outdoor Education teacher and wellness teacher created pages for students to access with different activity ideas. In addition, a google classroom was created for instructional workouts. Daily videos are created by teachers and posted for students to follow along and students and staff are encouraging each other to complete the challenges.

Virtual Vocational Classes
Another google classroom was created for cooking lessons. Staff and students are recording videos of themselves cooking a meal with step by step instructions and posting it for others to see. Our culinary arts teacher also created a culinary page for students to access with some great information, resources, and videos for students to watch.

Valley COLLABORATIVE

Central Administration Office

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: April 6, 2020
Re: Monthly Update from
Nicole Noska, Principal Transitional Programming
Valley Middle School and Valley Transitional High School

Valley staff has been working diligently to support our students and adult individuals with disabilities during program closure.

Two comprehensive resource guides were distributed to our students on March 16, 2020, the Academic Outreach Enrichment Guide and the Related Services Outreach Enrichment Reference Guide. In additional, to these valuable tools, each school is providing activities specialized for their unique student population.

The Transitional Programs at the Valley Collaborative Middle School and Valley Transitional High School are doing the following in these areas:

Academic
The dedicated and creative Valley Middle and Transitional High School teachers have developed classroom reference guides for families to access for enrichment and supplemental activities throughout the extended closure. The teachers are continuing to work on their resource documents, adding new resources weekly. Our resource documents include a variety of online tools for students to access in all subject areas. Teachers have also provided, if appropriate, a daily schedule to support structure for students and are connecting virtually with them to make sure they feel connected to the Valley community.

Teachers are hosting weekly virtual clinical meetings with professional and support staff to ensure all information on student's statuses at home are being relayed in anticipation for a smoother transition when students return to school. They are also working diligently to facilitate any additional resources families may need (technology assistance, food assistance, etc.).

Related Services
Our related services team has worked diligently on developing the related services online reference guide, which can be found on the Valley website. Speech, Occupational, and Physical therapists have linked activities and games that can be done at home to work on areas of need. BCBAs have included information on how to build structure and support positive behavior during this time. School counselors and the social worker have provided information on a variety of resources in the surrounding areas including Mass Health emergency providers, as well as coping strategies to implement during this difficult time. In addition to the development and updates to the related services online guide, our related services team are working with teachers to hold clinical meetings and answer any questions that arise from families during our outreach.

Staff Meetings
The Transitional Programs in the Valley Middle School and Transitional High School are holding staff meetings twice a week for all professional staff via video conferencing during this closure. These calls are a time for administration to share updates from the Central Office and to address new concerns and answer questions, as well as provide programmatic updates. To date, these calls have taken place on Tuesdays and Thursdays and approximately 35 staff are present. Support staff meetings (including paraprofessionals, job coaches, etc.) are held once a week, again providing cohesive communication. There are approximately 50 staff present on these calls, which are presented in a video conference format providing staff with the option of accessing the meeting either by phone or through an iPad/laptop.

Teachers are hosting weekly clinical meetings, consisting of therapists, classroom staff and support staff, to maintain continuity and communicate updates relative to students during this time of closure. The vocational team is also having weekly virtual meetings, to discuss their current work from home projects and to maintain collaboration.

Communication Logs
Ongoing communication logs are being kept by professional staff. These logs document the minimum of twice a week attempts and communication between the teacher, counselor/therapist and families. The classroom team is able to view these logs and share details on contact. Administration is keeping ongoing logs of all staff meetings, teacher/therapist meetings, parent contact, and district contact. The related service providers are also in contact with families either by phone, email or video chat at a minimum of once a week. Many of the teams (teacher, therapists, counselor/social worker) are collaborating in their communication efforts and reaching out to families to offer support together.

Work Expectations for Staff:
During the first week of closure, a staff meeting with the professional staff was held to discuss work expectations, the development of the reference guide for the Valley community, and communication expectations to families. The Transitional Program staff worked diligently on setting up their classroom resource documents and worked with families on accessing the documents. All staff, including teachers, therapists, paraprofessionals, job coaches, and other support or administrative staff, are tracking and logging their daily schedules. Staff have since worked with administration to develop ongoing projects to work on from home. These projects range from improving current programming, researching new ideas to implement into programs, and curriculum development.

Technology Lending Library
In order to give all students the opportunity to access our enrichment reference guides, administration connected with all families to inquire if they were in need of technology. The STEM lead organized times with families to pick up Chromebooks for students in need. Pick up times were staggered in order to adhere to best practices in regard to social distancing. At this time 8 Chromebooks have been lent out to students. This remains a fluid initiative. Administration and classroom teachers are continuing to connect with families regarding access to technology and will continue to distribute Chromebooks as needed.

Literacy Update
Our Reading Specialist and classroom teachers have been providing resources and activities for students to complete during the closure. The Reading Specialist also set up a lending library that will be offered weekly. This week, 29 books were loaned out for students to access during the closure. The literacy team is also sending out a weekly blog to parents. The focus for this week is "Online resources for listening comprehension".

Food Services
Teachers and the social worker/counselors have reached out to families to determine if any are in need of assistance with food while school is closed. The social worker and counselors provided all families with resources in the local area in which they reside. Specific families that were identified as in need of assistance were also provided the information for each of their sending school district's meal programs.

Health Updates
Lead Nurse, Jessica Scalzi, has reached out to all Valley families of students who currently have EpiPens, inhalers, and daily medications housed at school. Medication was returned to families who requested it be returned during our closure. The nursing department continues to monitor COVID-19 in the school community and provide updates as necessary.

Virtual Classes
Moving forward, as offered through the reference guides, staff across multiple disciplines will be sharing ways to engage with students in a virtual format. Specific content areas such as art, music, vocation, and physical education will be providing resources and creative ways to engage students in these disciplines.

Valley COLLABORATIVE

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: April 6, 2020
Re: Monthly Update from
Heather Valcanas, Director of Adult and Transitional Services

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Valley staff has been working diligently to support our students and adult individuals with disabilities during program closure.

Two comprehensive resource guides were distributed to our students on March 16, the Academic Outreach Enrichment Guide and the Related Services Outreach Enrichment Reference Guide. In additional to these valuable tools, each school is providing activities specialized for their unique student population.

Individuals in our Adult programs have received uninterrupted support during the Valley closure. Those receiving Competitive Integrated Employment Services (CIES) who have been impacted by business closures are receiving resources and guidance in regards to unemployment and social security payments. Individuals enrolled in our day programs will have access to enrichment and vocational activities virtually beginning on April 7, 2020. Staff meetings are being held weekly for all adult services staff, twice weekly for community support staff and daily for supervisors. Adult program supervisors and community support staff are completing communication logs to document frequency of check-ins and concerns and questions being received from the adult individuals we support and their families.

In accordance with the Order Suspending Services Provided in Congregate Settings by EOHHS Day Programs by Department of Public Health (DPH) Commissioner Monica Bharel, MD, MPH on Wednesday, March 25, 2020; Valley Collaborative has prepared adult services staff to adopt alternative methods of delivering day program services, where feasible, in accordance with guidance published by the Department of Developmental Services, (DDS) and the Massachusetts Rehabilitation Commission (MRC).

Valley COLLABORATIVE

Central Administration Office

*25 Linnell Circle, Billerica MA 01821 * Tel: (978)528-7826 * http://www.valleycollaborative.org*

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: April 6, 2020
Re: Communications – Community Relations

The following Community Relations documents are attached for your review:

- Written Disclosure Letter
- Photo Collage of Site 2 Field Trip from Glen Costello, Assistant Principal
- Thank you email from Staff for Julie Fielding, Principal
- Thank you email from Parent to Nick LeClair, Reading Specialist
- Student Literacy Article in Lowell Sun
- Valley Recognizes Daniel Rosa, Billerica Police Chief Article in The Column of the Lowell Sun
- MEC Personnel Files Article in Lowell Sun
- Email from MTRS seeking assistance from Kari Morrin, Director of Human Resources
- Thank you email from Richard Murphy, Retiring Executive Director
- Thank you email from Maureen Kriff, MRC Area Director
- MOEC's Treasurer's Report

Required Action:
None

March 6, 2020

To Whom It May Concern,

This letter serves as a written disclosure demonstrating that:

(1) Ms. Donna Suarez has a private secretarial service which she has advertised in the Lowell Sun newspaper as well as on the Bulletin Boards of Middlesex Community College, the Billerica Public Library and St. Mary's Church in Billerica (see attached).

(2) Annually, Ms. Suarez will provide me with secretarial services outside of her official duties as a Valley Collaborative employee for 10-40 hours at her advertised rate of $20.00 an hour.

(3) This relationship is voluntary on both sides and

(4) is initiated by Ms. Donna Suarez (as per The State Ethics Commission's requirement that Ms. Suarez publicly advertises her business).

This work will be done on Ms. Suarez's own time, without use of any Valley equipment and she will not receive any preferential treatment for this work.

Sincerely,

Chris A. Scott

Commonwealth of Massachusetts
County of Middlesex

On this 6th day of March 2020 before me, Heather Valcanas the undersigned notary public, personally appeared Chris Scott proved to me through satisfactory evidence of identification, which were personally known to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

Notary Public's Signature My Comm. Exp. 7/3/26

I Donna Suarez have read and understand all of the above. Furthermore, I understand that I can terminate my secretarial services at any time without penalty or adverse effect.

Signature

March 6, 2020
Date

cc: Chris A. Scott, Personnel File
Donna Suarez, Personnel File

HEATHER VALCANAS
Notary Public
COMMONWEALTH OF MASSACHUSETTS
My Commission Expires On
July 03, 2026

Secretarial Services

Looking for an assistant to work part time? Call me!

Services offered:

- Typing and Preparing Reports
- Creating Spreadsheets
- Organizing Files

Call 978-408-1596

Hourly rate $20

978-408-1596	978-408-1596	978-408-1596	978-408-1596	978-408-1596	978-408-1596	978-408-1596	978-408-1596	978-408-1596	978-408-1596

Posted @ Middlesex Community College
Billerica Public Library
St. Mary's Church

LIBRARY BULLETIN BOARD
Check out the Ukulele!
For 7 Days!!!
Library Hours
Spring 2020
Monday - Thursday: 7:30am-8:30pm
Friday: 7:30am-4:30pm
Saturday and Sunday: Closed
March is Women's History Month!
We Can Do It!
Celebrate Women's History Month!
LIBRARIES ARE FOR EVERYONE
Library Contact Info:
How to reach the library from off campus:
MCC Library
Fact or Fiction?
OER
MCC Celebrates OER!
March 5th 2020
Assembly Room
Secretarial Services
Looking for an assistant to work part time? Call me!
Call 978-466-1466
HOW TO SP T FAKE NEWS
CONSIDER THE SOURCE
READ BEYOND
CHECK THE AUTHOR
SUPPORTING SOURCES
CHECK THE DATE
IS IT A JOKE?
CHECK YOUR BIASES
ASK THE EXPERTS
HELM
Navigating to Knowledge
FYI:
Daylight Savings Time begins Sunday March 8th, 2020 at 1:00am
Also remember to:
SPRING FORWARD
SHARE-WORTHY?
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- This Week (5)
- Last Two Weeks (5)

★

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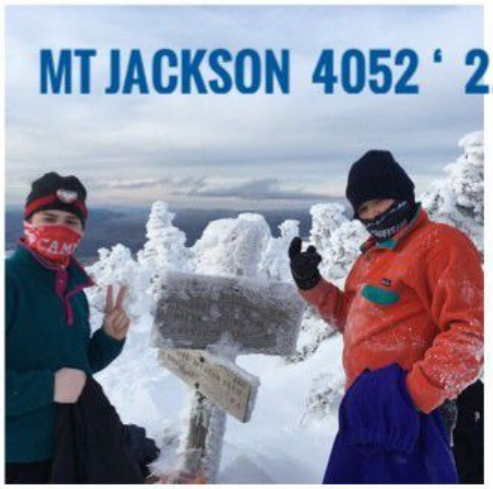
Post Date: 03/06 12:00 AM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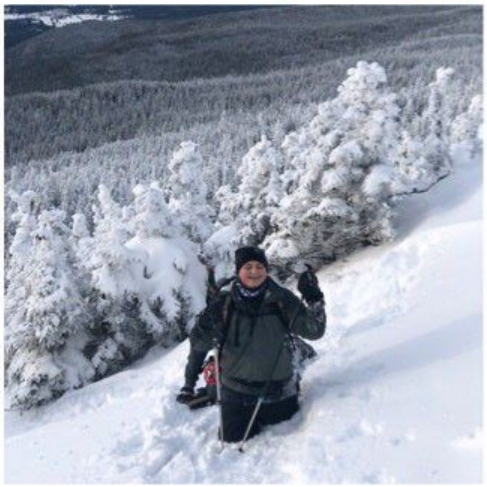

From:	Chris Scott
To:	Corey Shepherd; Julie Fielding
Cc:	Amy Murphy; Brian Mihalek; Chris Scott; Chrystalia Metrakas; Darren Goad; David Illg; Donna Suarez; Gail DeGregory; Glen Costello; Heather Mackay; Heather Valcanas; Jennifer Bergeron; Jessica Scalzi; Joia Mercurio; Joseph Venskus; Julie Fielding; Karen Rowe; Kari Morrin; Katherine Poulin; Kristen Vazquez; Mark Morreale; Matthew Gentile; Nicole Noska; Robert Nimblett
Subject:	RE: Thank you to Valley Leadership and best boss in Julie Fielding
Date:	Friday, March 20, 2020 3:22:51 PM

Dear Corey,

Thank you so much for reaching out during this challenging time. We are all very fortunate to be on the Valley Team. We haven't quite settled into the new 'normal' but hopefully we will over the next seven days.

Corey, with staff like you on board, we will all get through this together.

Many thanks for your support – we are trying to do the best for everyone.

Be well,

-Chris

Chris A. Scott, Ph.D.
Executive Director

Valley COLLABORATIVE

25 Linnell Circle
Billerica, MA 01821
978-528-7826

From: Corey Shepherd [mailto:cshepherd@valleycollaborative.org]
Sent: Friday, March 20, 2020 2:51 PM
To: Julie Fielding <jfielding@valleycollaborative.org>
Cc: Chris Scott <cscott@valleycollaborative.org>
Subject: Thank you to Valley Leadership and best boss in Julie Fielding

Hi Julie

On behalf of my team and I , Just wanted to reach out and say thank you for keeping us in the loop this week. I'm sure it's wild being in every web meeting imaginable and fielding (pun intended) questions from every direction. It's easy to stay motivated @ home when it's so apparent how much you care about everyone.

Thanks for all you do. We'd also like to thank Glen for all he does for us as well. We have the best team and leadership around.

And of course, thank you Dr Scott to you and the rest of your team at the top who oversees it all.

Have a great day

Corey Shepherd-Teacher
Valley Collaborative, Site 2 HS

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

From: Nick LeClair
To: Joia Mercurio; Chris Scott; Nicole Noska; Brian Mihalek; Chrystalia Metrakas
Subject: Email Exchange
Date: Friday, March 27, 2020 3:36:43 PM

Hi Everyone,

This email exchange is from Parent, student's mother. I figured you all might want to see how the parents are responding to all of our outreach efforts. Have a great weekend.

Nick

From: Parent
Sent: Friday, March 27, 2020 10:11 AM
To: Nick LeClair
Subject: RE: [External]: RE: Student

Hi Nick – I've been meaning to email you for a couple of days. Your package arrived on Wednesday. student was so excited to receive mail. He loved that you sent him books. He is especially excited about the Scary Stories one but hasn't attempted to read it yet. But he has been reading me a whole Dark Man book each day since they came in. Previously I was able to get 1 or 2 chapters from him but that was it. Yesterday he read a whole book to me, and then later in the day he read the same whole book to someone else It was pretty cool.

So THANK YOU so much for sending the books and the flash cards and sentence information. It gives us different things to work on and I really appreciate it. - Parent

---

From: Nick LeClair [mailto:nleclair@valleycollaborative.org]
Sent: Thursday, March 19, 2020 9:41 AM
To: Parent
Subject: [External]: RE: Student

Hi Student!

Thank you for sending me an E-mail. I agree…the brain and heart are very important. How do you like the time off? I am a bit bored…are you? Do you wish you were at school? I heard mom is doing some cool stuff with you at home.

One thing every one would like to see is another Student story. I have read the Michael Jackson story and the Jaws story many times. Is there any way we can get another one? People are getting bored!

Nick

From: Parent
Sent: Wednesday, March 18, 2020 7:56 PM
To: Nick LeClair
Subject: Student

Hi Nick – I wasn't able to get him to write much of a story today, but I did get him to do something for you. He drew a picture of a brain and a heart and wrote one sentence. Attached is the picture with the sentence and then the 2nd picture is I wrote what he said on the picture and had him copy the words under my words. Hopefully he will get more creative as we continue to do this, but at least it is a start. If you reply back, I'll have him read it to me - Parent

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

SPECIAL EDUCATION

STUDENT LITERACY PEAKING AT VALLEY COLLABORATIVE

JULIA MALAKIE / LOWELL SUN

Devin Shompole, 16, of Lowell, works with speech therapist Abbie King of Chelmsford, using a NOVAchat device, in the ASD ISN classroom (autism spectrum disorder intensive special needs) where students get one-on-one instruction.

Cost efficiencies, learning hailed by director as making great strides

By Emma Murphy
emurphy@lowellsun.com

BILLERICA » Standing in front of superintendents, teachers and other educators, Valley Collaborative students sang a song about being kind. Caught up in the music, one student jumped into the air with a grin to emphasize lyrics. One lyric, about how to help a friend when they're sad, received particular emphasis – "make them cookies!" he sang loudly, his hands thrown skyward.

The student performance kicked off the Valley Collaborative's annual stakeholders' meeting on Thursday morning.

Located on Linnell Circle, the Valley Collaborative serves the special education needs of students and adults in its nine member districts and surrounding communities. Ac-

STUDENTS » 8A

Students

FROM PAGE 1A

cording to the collaborative's website, the organization serves over 400 K-12 students and 225 adults.

Renamed Valley Collaborative in 2014, the organization used to operate as Merrimack Special Education Collaborative (MSEC). In 2011, the MSEC's former director John Barranco came under fire for allegedly embezzling funds. Barranco was never charged.

In 2012, former Lowell Superintendent of Schools Chris Scott was hired as the organization's new executive director.

Since then Valley Collaborative has been making strides.

During Thursday's meeting, Scott reported that an fiscal '19 audit was "finding free." According to Scott's report, the collaborative's administrative costs have decreased approximately $172,000 in the two fiscal years since the end of fiscal '17.

"The decrease in administrative costs is related to continued efficiencies in staffing and consolidation of duties," Scott's presentation slide read.

Fiscal '19 also saw an approximate $200,000 increase in revenues and a $1.2 million increase in expenses compared to fiscal '18, according to the presentation.

In addition to finances, Scott reported that several of Valley Collaborative's academic programs were showing real results, including its literacy program.

"Yes, we are a therapeutic school, but we're also an academic school," Scott told the board of directors.

Introduced about six years ago, the literacy program was designed to address Valley students' struggle with reading across the elementary, middle and high schools. According to Scott, many high school students were reading below grade level.

The program meets students where they are at. Students are given books that are age-appropriate, so students at the middle school or high school can read something they can connect to, rather than a picture-book, explained Middle School and High School Principal Nicole Noska.

The initiative has thrived, Noska told the board, and students are seeing significant progress. As part of the program, the school has taken a once underutilized space and created a library space complete with bean bag chairs and nice lighting.

JULIA MALAKIE / LOWELL SUN

Students and the teacher in the culinary class at the Valley Collaborative head out to shop for pizza ingredients at Market Basket. Front, from left, Kenny Bonnell of Chelmsford, Susan Sullivan of Billerica, Crystal Dwyer of Billerica, and Dan Eastwood of Tyngsboro.

According to Valley Elementary School Co-Principal Jennifer Bergeron, before the literacy program was created, it was up to teachers to create the reading programs for their specific student groups. There was no continuity. Now, through the initiative, teachers are able to establish baselines to identify student's particular needs and track their progress as they move through the schools.

Student progress through the program has extended beyond reading level.

Bergeron said that literacy affects social and emotional behavior. Where once students may have exhibited behaviors out of embarrassment or frustration about their reading, those behaviors have declined since Valley Collaborative adopted the literacy initiative, Bergeron said.

"We're really seeing a huge improvement with students, they're really feeling a sense of pride," said Noska.

Noska described seeing high school students gather together in a classroom to discuss a book and pick what they'd like to read; like a book club. It is an experience the students are able to share with each other because the initiative has created a safe space for their learning.

"They're ninth, 10th-graders and they've never had this very basic experience," Noska said.

After Scott offered an overview of Valley Collaborative's progress, board Chairman Tim Piwowar, Billerica's school superintendent, paused to acknowledge the people behind Valley Collaborative's success.

"I want to give credit where credit is due to you Dr. Scott and your team here," he said.

actually happen," Curran said.

ON THURSDAY, Valley Collaborative recognized Billerica Police Chief Daniel Rosa and the Billerica Police Department as a community partner.

"We keep them busy," Valley Collaborative Executive Director Chris Scott said. "We really do appreciate the support from your desk all the way down to the resource officer who comes to help us out."

Rosa, who attended the collaborative's annual stakeholders' meeting on Thursday, received a plaque recognizing him and the Police Department.

"Thank you very much, it's great working as a partner with you," Rosa said.

Scott's native Canada brought some levity to the Thursday meeting. It seems some lucky Valley Collaborative students will be taking a field trip to Canada this year.

To a round of laughter Scott told the Valley Collaborative board of directors that the trip's destination was not her idea.

Valley Collaborative to take MEC personnel files

By **EMMA MURPHY** | emurphy@lowellsun.com | Lowell Sun
PUBLISHED: February 18, 2020 at 3:42 p.m. | UPDATED: February 18, 2020 at 3:43 p.m.

BILLERICA — Concerns and decisions regarding retirement funds still linger long after the Merrimack Special Education Center (MSEC)'s major overhaul.

During its January stakeholders meeting, the Valley Collaborative Board of Directors voted to accept responsibility for 14 boxes containing Merrimack Education Center (MEC) files.

The Valley Collaborative serves the special education needs of students and adults in its nine member districts and surrounding communities. Prior to 2014, it operated as MSEC, which the MEC supported as its affiliated non-profit.

In 2011, the MSEC's former director John Barranco came under fire for allegedly embezzling funds, but was never charged. In 2012, former Lowell Superintendent of Schools Chris Scott was hired as the organization's new executive director.

MEC still exists as a separate entity that is now completely independent from Valley Collaborative, according to Valley Collaborative Board Chairman Tim Piwowar.

A few months ago MEC alerted the Valley Collaborative that it had 14 boxes containing personnel files. According to Piwowar, MEC said the collaborative could take possession of the files otherwise, the files would be destroyed.

The choice prompted debate among board members in January. Despite requests from Valley Collaborative MEC did not provide any information about what the boxes contained beyond describing them as personnel files, according to Piwowar and Scott.

The value in taking the personnel files is that they could help former employees seeking to collect retirement funds. To collect the pension, the former employees would need to provide documents that could prove they worked for MEC, now Valley Collaborative – documents like those possibly contained in EC's 14 boxes.

"This might be their only chance to prove that they're entitled to retirement," an associate counsel for the State Board of Retirement told the Valley Collaborative board in January.

The thought of taking responsibility for unknown documents from an organization with a dubious history did not sit easily with board members**.**
Board member Christopher Malone worried that the boxes might contain records that are not personnel files. If that were the case, he worried it might risk involving Valley Collaborative in any legal trouble MEC might have down the road.

“If you go back a decade ago or so there were certainly some highly questionable practices that took place,” Piwowar later said of MSEC’s operations. He noted that “questionable practices” was an “understatement.”

Acknowledging that there is still lingering anger and distrust related to MSEC, Piwowar stressed that Valley Collaborative is under new leadership.

“We have worked hard to make sure we’re an organization that’s focused on kids and distance ourselves from sins of the past,” said Piwowar.

The deciding factor for the board was the understanding that not taking the files could prevent former employees from collecting pensions.

“We wanted to make sure that we were going to do anything that was going to potentially negatively impact people,” Piwowar said.

From: Kari Morrin
To: Chris Scott
Subject: FW: ADP
Date: Tuesday, January 21, 2020 1:42:30 PM

FYI

Kari Morrin, M.S. CCC-SLP
Director of Human Resources
Valley Collaborative
25 Linnell Circle, Billerica, MA 01821
978.528.7863

From: George, Robert (MTRS) [mailto:robert.george@trb.state.ma.us]
Sent: Tuesday, January 21, 2020 1:40 PM
To: Kari Morrin <kmorrin@valleycollaborative.org>
Cc: Connell, Christine (MTRS) <christine.connell@trb.state.ma.us>
Subject: ADP

Hey Kari,
Soooooooooo, you know how I am your most favoritist retirement-type person in the entire world? (Smiles batting eyelashes feverishly)

If we had a district contact who was stuck in ADP-purgatory and who needed help learning where in ADP the 5 field below are in ADP's software, would you have anything on where they are? <Hypothetically>

- position code
- contract term
- pay frequency
- Pay duration
- FTE%

==========
Robert M. George
Director of Employer Services
Massachusetts Teachers' Retirement System
Main Office
500 Rutherford Avenue, Suite 210, Charlestown, MA 02129-1628
Main phone: 617-679-MTRS (6877)
Direct phone: 617-679-6869
Fax: 617-679-1661
robert.george@trb.state.ma.us
http://mass.gov/mtrs
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From: Chris Scott
To: RICHARD&AUDUR MURPHY
Subject: Re: thank you
Date: Thursday, March 5, 2020 5:59:10 PM

Dear Richard,
The pleasure was all mine! Your friendly, decent way is definitely going to be missed around the Board room table.
Your retirement party was very nice - so many people feel the same as I do.
I know you are going to be a great Concord tour guide- please let me know when you start and I'll come on a tour when my family comes to town- that would be the best!
It was lovely to meet your beautiful family. Your grandson is amazingly cute/fun...enjoy every moment-as we know time goes so fast.
Hope to see you as my Concord guide this summer.
Take care and Congratulations on a well deserved retirement!
Sincerely yours,
-Chris

> On Mar 5, 2020, at 10:04 AM, RICHARD&AUDUR MURPHY <audurich@comcast.net> wrote:
>
> Hi Chris, I was honored that you were able to come to my retirement party. It was great to see you. I hope that we can keep in touch. Let me know if I can do anything to help you or MOEC. I miss all of my friends in the collaborative world. Thank you,
> Richard

From: Heather Valcanas
To: Chris Scott
Subject: FW: checking in
Date: Thursday, March 26, 2020 1:35:46 PM

Hi Chris,

This is the email we received from Maureen this morning.

Best,

Heather

Heather Valcanas
Director of Adult and Transitional Services
(978) 528-7892

From: Kriff, Maureen (MRC) [mailto:maureen.kriff@state.ma.us]
Sent: Thursday, March 26, 2020 11:24 AM
To: Heather Valcanas <hvalcanas@valleycollaborative.org>
Subject: RE: checking in

Thank you so much Heather. Your flexibility during these times is so very helpful and appreciated.

You stay safe as well.

Thank you,

Maureen S Kriff, MA,CAGS,CRC,CDMS,LRC
Area Director
Mass Rehabilitation Commission
55 Technology Dr, Suite 202
Lowell,MA 01851

From: Heather Valcanas <hvalcanas@valleycollaborative.org>
Sent: Thursday, March 26, 2020 10:57 AM
To: Kriff, Maureen (MRC) <Maureen.Kriff@MassMail.State.MA.US>
Subject: RE: checking in

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Hi Maureen,

We are still supporting the CIES community. This wasn't addressed specifically in the Valley update because services have not been interrupted the same way our classrooms and group employment services have.

The job development team is meeting remotely three times per week. Given the need to support individuals still working or trying to find work in uncertain economic times, we have classified our job developers as essential personnel. Our Bridge St. office is open for 1:1 appointments on an as needed basis. When interacting with clients, our job developers are maintaining a distance of 6 feet. Our facilities team is disinfecting the site daily.

Our group programming has shifted a little and we are developing online activities that we will be able to push out next week.

Stay safe!

Best,

Heather

Heather Valcanas
Director of Adult and Transitional Services
(978) 528-7892

From: Kriff, Maureen (MRC) [mailto:maureen.kriff@state.ma.us]
Sent: Thursday, March 26, 2020 10:19 AM
To: Heather Valcanas <hvalcanas@valleycollaborative.org>
Subject: RE: checking in

Thank you Heather. Same to you. Unreal times.
Be well .

Perfect timing for you to reach out. Was wondering if this was the most recent info on CIES services ?

Adult programming:
In regard to our Adult Services Programs which are funded by the Department of Developmental Services (DDS), Massachusetts Rehabilitation Commission (MRC), Massachusetts Commission for the Blind (MCB) and Social Security Administration (SSA), program supervisors continue to reach out every Tuesday and Friday to offer whatever support to our families we can. Our Adult Services community has expressed that they are very grateful for the contact and will reach out with questions as they arise. The Adult Services Supervisory Team is meeting via video conference at least daily to share updates and resources. Department wide staff meetings are being held weekly. Valley has also reached out to all of our community business partners to ensure work and volunteer opportunities will continue to be available to the adults in our Today & Tomorrow Program when Valley reopens. Katie Mick, Undersecretary of Human Services for the Executive Office of Health and Human Services, reported Wednesday that guidance for provider program funding during the COVID-19 Pandemic should be available Friday, March 20, 2020.

Maureen S Kriff, MA,CAGS,CRC,CDMS,LRC
Area Director
Mass Rehabilitation Commission
55 Technology Dr, Suite 202
Lowell,MA 01851

From: Heather Valcanas <hvalcanas@valleycollaborative.org>
Sent: Thursday, March 26, 2020 9:14 AM
To: Kriff, Maureen (MRC) <Maureen.Kriff@MassMail.State.MA.US>
Subject: checking in

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Hi Maureen,

I wanted to check in and let you know that I am thinking of you in these stressful times.

If there is anything you need from Valley please let me know.

Be Well.

Best,

Heather

Heather Valcanas
Director of Adult and Transitional Services
Valley Collaborative
25 Linnell Circle, Billerica, MA 01821
P: (978) 528-7892 C: (978) 866-8632

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Valley COLLABORATIVE

Central Administration Office

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

MEMORANDUM

To: MOEC Board of Directors
From: Dr. Chris A. Scott, Ph.D. Treasurer
James George, CPA, CVA, JD, Accountant
Gail DeGregory, Accounting Manager
Date: January 13, 2020
Re: Year End Financial Update

We are pleased to report that the Massachusetts Organization of Educational Collaboratives (MOEC) had a strong operating year in 2019. This memo highlights some of the important items in the financial statements we wanted to highlight for the year.

- MOEC's annual revenue has almost matched the budget for the year. This is expected as almost all revenue for the organization is received in the first quarter of the year.
- MOEC's total expenses for the year to date is $86,913 for the 6 months ended December 2019.
- Cash at the end of December is in a good position at $167,022.
- MOEC's annual review is under way and drafts of the review should be available next week.

Attachments:
Budget vs Actual FY 2020
Statement of Financial Position

Massachusetts Organization of Educational Collaboratives
Budget vs Actuals FY 2020
July 2019 - December 2019

	Total			
	Actual	Budget	over Budget	% of Budget
Revenue				
4000 Revenue from Dues			0.00	
4010 MOEC Dues	166,750.00	166,750.00	0.00	100.00%
4020 AESA Dues/Fees	13,390.00		13,390.00	
Total 4000 Revenue from Dues	**$ 180,140.00**	**$ 166,750.00**	**$ 13,390.00**	**108.03%**
4030 Surplus Revenue (Budgetary Use Only)	0.00	13,000.00	-13,000.00	0.00%
4100 Revenue from Activity Fees	0.00	3,000.00	-3,000.00	0.00%
4200 Contract/Grant Income				
4210 Regional SPED Mtgs 17/18	0.00	2,500.00	-2,500.00	0.00%
Total 4200 Contract/Grant Income	**$ 0.00**	**$ 2,500.00**	**-$ 2,500.00**	**0.00%**
Total Revenue	**$ 180,140.00**	**$ 185,250.00**	**-$ 5,110.00**	**97.24%**
Gross Profit	**$ 180,140.00**	**$ 185,250.00**	**-$ 5,110.00**	**97.24%**
Expenditures				
6000 Executive Director Expenses				
6010 Salary	46,350.00	92,700.00	-46,350.00	50.00%
6020 Mileage	0.00	4,000.00	-4,000.00	0.00%
6030 Conference Travel	4,376.13	8,000.00	-3,623.87	54.70%
6040 Dues and Subscriptions	540.00	900.00	-360.00	60.00%
6050 Other	42.00	500.00	-458.00	8.40%
6060 Awards/Gifts	166.40	300.00	-133.60	55.47%
6070 Sponsorships/Silent Auction	120.00	100.00	20.00	120.00%
Total 6000 Executive Director Expenses	**$ 51,594.53**	**$ 106,500.00**	**-$ 54,905.47**	**48.45%**
7000 Administrative Expenses				
7010 Administrative Payroll	4,927.75	16,500.00	-11,572.25	29.87%
7030 Office Expenses	0.00	5,300.00	-5,300.00	0.00%
7032 Postage	36.39		36.39	
7034 Comp/phone/Internet Expenses	1,149.06		1,149.06	
7036 Office Supplies	240.50		240.50	
Total 7030 Office Expenses	**$ 1,425.95**	**$ 5,300.00**	**-$ 3,874.05**	**26.90%**
7040 Website/Database		600.00	-600.00	0.00%
7050 Printing and Reproduction	66.60	3,600.00	-3,533.40	1.85%
Total 7000 Administrative Expenses	**$ 6,420.30**	**$ 26,000.00**	**-$ 19,579.70**	**24.69%**
8000 Operational Expenses				
8010 Activity Expenses				
8012 Food/Beverages	170.11	2,500.00	-2,329.89	6.80%
8014 Speaker Fee		2,500.00	-2,500.00	0.00%
Total 8010 Activity Expenses	**$ 170.11**	**$ 5,000.00**	**-$ 4,829.89**	**3.40%**
8020 Contract/Grant Expense				
8021 Membership Projects		8,700.00	-8,700.00	0.00%
8022 Regional SPED Mtgs	0.00		0.00	
Total 8020 Contract/Grant Expense	**$ 0.00**	**$ 8,700.00**	**-$ 8,700.00**	**0.00%**
8030 AESA Dues to AESA	13,390.00		13,390.00	
8040 Auditor/Legal Expenses				
8042 Auditor and Filing Fees	128.50	3,600.00	-3,471.50	3.57%
8044 Legal Fees	196.00	1,000.00	-804.00	19.60%
Total 8040 Auditor/Legal Expenses	**$ 324.50**	**$ 4,600.00**	**-$ 4,275.50**	**7.05%**
8050 Legislative Expenses				
8054 Legislative Liaison Fees	15,000.00	30,000.00	-15,000.00	50.00%
Total 8050 Legislative Expenses	**$ 15,000.00**	**$ 30,000.00**	**-$ 15,000.00**	**50.00%**
8060 Office Rent		4,200.00	-4,200.00	0.00%
8070 Bank Fees	14.00		14.00	
Total 8000 Operational Expenses	**$ 28,898.61**	**$ 52,500.00**	**-$ 23,601.39**	**55.04%**
Uncategorized Expense	0.00		0.00	
Total Expenditures	**$ 86,913.44**	**$ 185,000.00**	**-$ 98,086.56**	**46.98%**

Net Operating Revenue	**$ 93,226.56**	**$ 250.00**	**$ 92,976.56**	**37290.62%**
Other Revenue				
4400 Interest Income	8.45		8.45	
Total Other Revenue	**$ 8.45**	**$ 0.00**	**$ 8.45**	
Net Other Revenue	**$ 8.45**	**$ 0.00**	**$ 8.45**	
Net Revenue	**$ 93,235.01**	**$ 250.00**	**$ 92,985.01**	**37294.00%**

Massachusetts Organization of Educational Collaboratives
Statement of Financial Position
As of December 31, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts	
1020 Enterprise	$ 119,165.99
1030 Enterprise Money Market	47,855.86
Total Bank Accounts	**167,021.85**
Total Current Assets	**167,021.85**
Fixed Assets	
1500 Equipment	1,249.00
1510 A/D -- Equipment	(1,249.00)
Total Fixed Assets	**-**
TOTAL ASSETS	**$ 167,021.85**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2300 Accrued Liabilities	$ 3,298.08
Total Other Current Liabilities	**3,298.08**
Total Current Liabilities	**3,298.08**
Total Liabilities	**3,298.08**
Equity	
3000 Retained Earnings	36,385.13
3020 Net Assests	
3022 Unrestricted Net Assets	34,103.63
Total 3020 Net Assests	**34,103.63**
Net Revenue	93,235.01
Total Equity	**163,723.77**
TOTAL LIABILITIES AND EQUITY	**$ 167,021.85**