

**Valley Collaborative
Board of Directors Meeting
25 Linnell Circle, Billerica, Massachusetts
Thursday, January 28, 2021 ▪ 10:00 a.m.**

Action Required

- I. Approval of Minutes
 - a. Board of Directors Meeting, General Session Minutes: December 3, 2020
- II. Financial Update
 - b. FY'21 Update
 - c. Re-Vote FY'21 Budget
 - d. Treasurer's Report
 - e. PARS
- III. Approval of FY'22 Budget
- IV. Approval of 2021-2022 Academic Calendar
Re-Approve 2020-2021 Academic Calendar

No Action Required

- V. COVID-19 Update
- VI. Communications
 - Community and Staff Feedback
 - f. Today & Tomorrow Program



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: January 28, 2021
Re: Approval of Minutes

Attached please find the following minutes:

- a. Board of Directors Meeting, General Session Minutes: December 3, 2020

Required Action:

Vote to approve the minutes:

- a. Board of Directors Meeting, General Session Minutes: December 3, 2020

Attachments:

Board of Directors Meeting, General Session Minutes: December 3, 2020

**Valley Collaborative Board of Directors
General Session Meeting Minutes
December 3, 2020
10:00 a.m. – 10:42 a.m.
25 Linnell Circle, Billerica, MA**

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

Board Members Absent: Mr. Timothy Piwowar, Mr. Steven Stone

Collaborative Representatives Present: Dr. Chris Scott, Executive Director; Mr. James George, Collaborative Accountant; Members of the Collaborative Senior Leadership Team

Also Present: Thomas Lent, Marathas Barrow Weatherhead Lent LLP

Call to Order: Dr. Jay Lang convened the Collaborative Board Meeting at 10:00 a.m.

Dr. Lang welcomed all in attendance and explained that with Mr. Timothy Piwowar's absence he was appointed as acting Chair for the meeting. Dr. Lang also stated for the record that the meeting is being held remotely via Zoom due to the ongoing restrictions and limitations related to COVID-19.

Approval of Minutes

Dr. Lang 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. Michael Flanagan and seconded by Mr. Everett Olsen, a quorum of voters being present, it was voted by roll call vote:

VOTED: To approve the General Session Meeting Minutes for the Board of Directors dated November 19, 2020.

The roll call vote was 7-0. Dr. Michael Flanagan, Dr. Denise Pigeon, Dr. Jay Lang, Mr. Christopher Malone, Dr. Laura Chesson, Mr. Brad Morgan, Mr. Everett Olsen

Proposed Fiscal Year 2022 Budget and Tuition Rates

Dr. Chris Scott presented the proposed budget for fiscal year 2022, and explanatory written materials relating to the proposed budget were included within the Board materials. Dr. Scott summarized that the proposed budget is based on the 2020 budget given that the 2021 budget has been affected substantially by COVID-19. She explained that the budget reflects a salary decrease of 5.6%. Dr. Scott also identified other relevant and substantive changes to operating expenses including an overall decrease of 1.7%. She did anticipate a capital expenditure in

technology requirements. She also indicated that the budget estimates related to DDS revenue reflect a decrease of approximately \$300,000, which is a conservative revenue number. Dr. Scott also stated the Collaborative was unsure whether its small business program revenue will be able to bounce back from the Fiscal Year 2021 declines experienced due to COVID-19.

Dr. Lang sought questions from the Board about the Budget Presentation and Dr. Scott's Memo. Dr. Lang and Dr. Scott generally discussed the small business program and the issues currently presented by COVID-19 during Fiscal Year 2021.

Dr. Scott reviewed the Collaborative's Capital Plan, which set forth potential capital expenditures for fiscal years 2022-2026. The Capital Plan included facilities improvements, vehicles, technology plans and equipment although no material facility improvements were anticipated for Fiscal Year 2022.

Dr. Scott made a substantial presentation to the Board regarding the proposed tuition rates and fees-for-services for fiscal year 2022 (School Year 2021-2022). She explained that there were no material changes to the rates and fees, with the exception of certain contract services. She did explain that the Collaborative did decrease the rates for therapies during 45-day placement by member districts. Dr. Scott reviewed her memo with the Board. There were no further questions from the Board.

Fiscal Year 2020 Annual Report

Dr. Chris Scott reviewed with the Board the 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. Jay Lang asked for a motion relating to the Collaborative's Annual Report for Fiscal Year ending June 30, 2020.

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

VOTED: That the Board of Directors approves and accepts the Annual Report for Fiscal Year ending June 30, 2020 as presented; and authorizes the Chairman and the Executive Director to execute necessary signatures and file the Annual Report and related documentation with the Massachusetts Department of Elementary and Secondary Education and to take any other necessary action with respect to the Annual Report on behalf of the Collaborative.

The roll call vote was 7-0. Dr. Michael Flanagan, Dr. Denise Pigeon, Dr. Jay Lang, Mr. Christopher Malone, Dr. Laura Chesson, Mr. Brad Morgan, Mr. Everett Olsen

Fiscal Year 2020 Audit Results

Dr. Scott indicated that the final audit completed by Fritz DeGuglielmo was submitted to the state, a copy of which was included within the materials. There was no further discussion.

COVID-19 Update

Dr. Scott provided the Board with an update with respect to COVID-19. A memo was included within the Board materials. There has not been any close contacts within Collaborative schools. The five classrooms that were remote previously have returned to in-person learning with no additional cases reported in those classrooms. Dr. Scott introduced the School Nurse, Jessica Scalzi, who provided an update with respect to testing protocols and approvals. Dr. Scott reviewed staffing related to COVID-19, including leaves of absences and testing.

Communications

Dr. Scott directed the Board to the communications contained within the Board materials. The Board reviewed.

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

VOTED: To adjourn the Board meeting.

The roll call vote was 7-0. Dr. Michael Flanagan, Dr. Denise Pigeon, Dr. Jay Lang, Mr. Christopher Malone, Dr. Laura Chesson, Mr. Brad Morgan, Mr. Everett Olsen

Dr. Jay Lang, on behalf of the Board, expressed their appreciation for the work conducted during the School Year and during the COVID-19 issues presented.

Dr. Jay Lang adjourned the Collaborative Board Meeting at 10:42 a.m.

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

- School Year 2020-2021 Electronic Board Binder for December 3, 2020 Meeting

Respectfully Submitted,

Mr. Timothy Piwowar, Chairman

Dated: _____



Central Administration Office

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

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Mr. James George, Accountant/Business Manager
Date: January 28, 2021
Re: FY'21 Budget Amendment

- For FY'21, we are projecting a reduction in revenue and expenses relative to our original FY'21 budget which was approved last year.
- Tuition revenue for FY'21 is projected to be down 9% due to lower enrollment than was originally planned. Our state contract revenue is down 25% due to a reduction of units due to COVID related reductions. Other revenue is down 67% due to a large decline in our small business and catering revenue line items. Based on these reductions, we are projecting revenue to be down from our original budget by \$2.7 million (13%).
- Due to the decrease in revenue, Valley Collaborative has taken numerous cost cutting measures. Our amended budget reflects these changes. Payroll expense has been reduced by \$2.3 million from our original budget. Operating expenses are projected to be down approximately \$480,000. Based on these projections, we are projecting expenses to be down from our original budget by \$2.8 million (14%).
- As part of our amended budget, we are requesting an additional \$100,000 in capital expenses for additional technology expenses.

Required Action:

Vote to approve the FY'21 Budget Amendment Total - \$17,214,775

Attachments:

FY'22 Budget Draft Presentation
FY'21 Budget to Actual

Valley Collaborative
Interim Statement of Net Assets
For the Period Ended December 31, 2020

UNAUDITED	
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$ 5,936,954
Restricted Investments - OPEB	4,767,653
Accounts Receivable, Net	2,319,291
Prepaid Expenses and Other Assets	37,828
Cash Held for Member Districts	577,995
Total Current Assets	<u>13,639,721</u>
Non-Current Assets	
Land & Building	5,589,898
Furniture, Equipment, and Leasehold Improvements,	
Net of Depreciation	2,363,608
Construction in Progress	-
Total Non-Current Assets	<u>7,953,506</u>
TOTAL ASSETS	<u><u>\$ 21,593,227</u></u>
LIABILITIES AND NET ASSETS	
Current Liabilities	
Accounts Payable and Accrued Liabilities	\$ 1,271,366
Other Liabilities	2,279,348
Member District Accounts (Settlement)	577,995
Total Current Liabilities	<u>4,128,709</u>
Total Liabilities	<u>4,128,709</u>
Net Assets	
Operating - Unrestricted	4,924,185
Restricted - Student Activities	21,055
Reserved - OPEB Trust	2,515,238
Reserved - Capital	1,700,000
Invested in Capital Assets, Net of Related Debt	8,304,040
Total Net Assets	<u>17,464,518</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 21,593,227</u></u>

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 December 31, 2020
93 of 200 (46.5%) School Days

UNAUDITED		
	ORIGINAL BUDGET	ACTUAL
REVENUES		
Services	\$ 17,484,445	\$ 7,162,568
State Contracts	2,800,000	1,154,928
Other	600,000	135,741
Interest	20,000	1,146
Total Revenues	20,904,445	8,454,383 40.44%
EXPENSES		
Salaries	13,924,350	5,392,823
Employee Benefits	2,625,873	1,038,056
Operating Expenses	2,287,550	844,946
Leases & Rentals	437,098	362,078
Depreciation	725,000	382,047
Total Expenses	19,999,871	8,019,950 40.10%
Change in Net Assets - Operating	\$ 904,574	\$ 434,433
Non Operating Activities		
Return to Member Districts	-	
Non-Operating Expenses (1)	(575,000)	(350,534)
Change in Net Assets	\$ 329,574	\$ 83,899

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

Profit and Loss by Program

December 31, 2020
93 of 200 Days

	100	200	400	712	660	450	665	500	101 MRC	102 MRC	
	Central Admin	HS Site 3	HS Site 2	Middle School	Elementary	Therapy	Home Services	DDS	Education & Training	Supportive Work	Total
REVENUES											
Services	\$ -	\$ 2,595,082	\$ 1,266,563	\$ 1,080,501	\$ 2,218,548	\$ 1,874	\$ -	\$ -	\$ -	\$ -	\$ 7,162,568
State Contracts	-	-	-	-	-	-	-	971,766	93,344	89,818	1,154,928
Other	32,974	710	-	-	1,370	-	5,469	95,218	-	-	135,741
Interest	1,146	-	-	-	-	-	-	-	-	-	1,146
Total Revenues	34,120	2,595,792	1,266,563	1,080,501	2,219,918	1,874	5,469	1,066,984	93,344	89,818	8,454,383
EXPENSES											
Salaries	469,080	1,431,823	762,942	653,581	1,430,292	8,762	96	513,459	81,350	41,438	5,392,823
Employee Benefits	338,004	163,720	91,834	76,784	163,306	103,367	-	101,041	-	-	1,038,056
Operating Expenses	469,589	127,756	51,911	49,012	102,884	515	68	36,019	5,184	2,008	844,946
Leases & Rentals	18,883	-	3,597	-	255,949	-	-	67,440	12,967	3,242	362,078
Depreciation	49,401	128,971	101,722	30,941	34,300	3,278	320	51,384	2,695	149	382,047
Total Expenses	1,344,957	1,852,270	1,012,006	810,318	1,986,731	115,922	484	769,343	102,196	46,837	8,019,950
Net Income Before Admin Allocation	(1,310,837)	743,522	254,557	270,183	233,187	(114,048)	4,985	297,641	(8,852)	42,981	434,433
Admin Allocation	(1,310,837)	377,455	206,226	165,126	404,855	23,623	99	115,401	15,329	7,026	0
Operating Net Income	\$ -	\$ 366,067	\$ 48,331	\$ 105,057	\$ (171,668)	\$ (137,671)	\$ 4,886	\$ 182,240	\$ (24,181)	\$ 35,955	\$ 434,433

Valley Collaborative
Projection for FY 2021 - Amended Budget
as of December 31, 2020
93 of 200 (46.5%) School Days

	Actual		Amended Budget
	December 2019	December 2020	FY 2021
REVENUES			
Services	\$ 8,100,655	\$ 7,162,568	\$ 15,841,829
State Contracts	1,464,903	1,154,928	2,100,000
Other	285,591	135,741	200,000
Interest	23,143	1,146	20,000
Total Revenues	9,874,292	8,454,383	46.55% 18,161,829
EXPENSES			
Salaries	6,326,133	5,392,823	11,619,363
Employee Benefits	1,045,667	1,038,056	2,383,214
Operating Expenses	1,131,312	844,946	2,050,100
Leases & Rentals	230,799	362,078	437,098
Depreciation	334,234	382,047	725,000
Total Expenses	9,068,145	8,019,950	46.59% 17,214,775
Change in Net Assets - Operating	\$ 806,147	\$ 434,433	\$ 947,054
Non Operating Activities			
Non-Operating Expenses	(1,427,657)	(350,534)	(675,000)
Change in Net Assets	\$ (621,510)	\$ 83,899	\$ 272,054



Central Administration Office

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Date: January 28, 2021
Re: Treasurer's Report

Attached are the Treasurer's Reports for October 2020, November 2020 and December 2020.

Required Action:

Vote to Approve Treasurer's Reports for October 2020, November 2020 and December 2020

Attachments:

Treasurer's Reports for October 2020, November 2020 and December 2020

**VALLEY COLLABORATIVE
TREASURER'S REPORT
OCTOBER 31, 2020**

		<u>Beginning Balance</u>	<u>Receipts</u>	<u>Payroll</u>	<u>Accounts Payable</u>	<u>Earnings</u>	<u>Transfers</u>	<u>Ending Balance</u>
ENTERPRISE BANK ACCOUNTS								
Operating	a/c 493426	\$ 3,404,330.74	\$ 1,651,474.42		\$ (823,571.02)		\$ (1,000,000.00)	\$ 3,232,234.14
Payroll	a/c 795823	\$ 1,605,763.63			\$ (1,771,444.65)		\$ 1,000,000.00	\$ 834,318.98
Joe's Bistro	a/c 531401	\$ 1,711.98	\$ 425.00		\$ (482.36)			\$ 1,654.62
ICS MMDA	a/c 856490	\$ 55,060.07				\$ 9.35		\$ 55,069.42
Capital Reserve	a/c 4063467	\$ 1,500,000.00						\$ 1,500,000.00
Independence Project	a/c 821315	\$ 4,614.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,614.36
TOTAL ENTERPRISE BANK ACCOUNTS		<u>\$ 6,571,480.78</u>	<u>\$ 1,651,899.42</u>	<u>\$ -</u>	<u>\$ (2,595,498.03)</u>	<u>\$ 9.35</u>	<u>\$ -</u>	<u>\$ 5,627,891.52</u>
 MMDT	 a/c 0044263747	 \$ 1,002,345.30	 \$ -	 \$ -	 \$ -	 \$ 190.32		 \$ 1,002,535.62
 Total Unrestricted Cash		 <u>\$ 7,573,826.08</u>	 <u>\$ 1,651,899.42</u>	 <u>\$ -</u>	 <u>\$ (2,595,498.03)</u>	 <u>\$ 199.67</u>	 <u>\$ -</u>	 <u>\$ 6,630,427.14</u>
 PARS OPEB Trust		 <u>\$ 4,492,132.01</u>	 <u>\$ -</u>	 <u>\$ -</u>	 <u>\$ (1,410.38)</u>	 <u>\$ (71,036.10)</u>	 <u>\$ -</u>	 <u>\$ 4,419,685.53</u>
 TOTAL CASH		 <u>\$ 12,065,958.09</u>	 <u>\$ 1,651,899.42</u>	 <u>\$ -</u>	 <u>\$ (2,596,908.41)</u>	 <u>\$ (70,836.43)</u>	 <u>\$ -</u>	 <u>\$ 11,050,112.67</u>

**VALLEY COLLABORATIVE
TREASURER'S REPORT
NOVEMBER 30, 2020**

		<u>Beginning Balance</u>	<u>Receipts</u>	<u>Payroll</u>	<u>Accounts Payable</u>	<u>Earnings</u>	<u>Transfers</u>	<u>Ending Balance</u>
ENTERPRISE BANK ACCOUNTS								
Operating	a/c 493426	\$ 3,232,234.14	954,336.77		(323,681.67)		(1,000,000.00)	\$ 2,862,889.24
Payroll	a/c 795823	\$ 834,318.98		\$ (905,323.70)			\$ 1,000,000.00	\$ 928,995.28
Joe's Bistro	a/c 531401	\$ 1,654.62	\$ 285.00		\$ (178.02)			\$ 1,761.60
ICS MMDA	a/c 856490	\$ 55,069.42				\$ 9.05		\$ 55,078.47
Capital Reserve	a/c 4063467	\$ 1,500,000.00						\$ 1,500,000.00
Independence Project	a/c 821315	\$ 4,614.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,614.36
TOTAL ENTERPRISE BANK ACCOUNTS		<u>\$ 5,627,891.52</u>	<u>\$ 285.00</u>	<u>\$ (905,323.70)</u>	<u>\$ (178.02)</u>	<u>\$ 9.05</u>	<u>\$ 1,000,000.00</u>	<u>\$ 5,353,338.95</u>
 MMDT	a/c 0044263747	<u>\$ 1,002,535.62</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150.31</u>		<u>\$ 1,002,685.93</u>
 Total Unrestricted Cash		<u>\$ 6,630,427.14</u>	<u>\$ 285.00</u>	<u>\$ (905,323.70)</u>	<u>\$ (178.02)</u>	<u>\$ 159.36</u>	<u>\$ 1,000,000.00</u>	<u>\$ 6,356,024.88</u>
 PARS OPEB Trust		<u>\$ 4,419,685.53</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,083.05)</u>	<u>\$ 349,050.55</u>	<u>\$ -</u>	<u>\$ 4,767,653.03</u>
 TOTAL CASH		<u>\$ 11,050,112.67</u>	<u>\$ 285.00</u>	<u>\$ (905,323.70)</u>	<u>\$ (1,261.07)</u>	<u>\$ 349,209.91</u>	<u>\$ 1,000,000.00</u>	<u>\$ 11,123,677.91</u>

**VALLEY COLLABORATIVE
TREASURER'S REPORT
DECEMBER 31, 2020**

		<u>Beginning Balance</u>	<u>Receipts</u>	<u>Payroll</u>	<u>Accounts Payable</u>	<u>Earnings</u>	<u>Transfers</u>	<u>Ending Balance</u>
ENTERPRISE BANK ACCOUNTS								
Operating	a/c 493426	\$ 2,862,889.24	\$ 1,247,685.38		\$ (195,148.82)		\$ (1,500,000.00)	\$ 2,415,425.80
Payroll	a/c 795823	\$ 928,995.28		\$ (941,240.04)			\$ 1,500,000.00	\$ 1,487,755.24
Joe's Bistro	a/c 531401	\$ 1,761.60			\$ (291.42)			\$ 1,470.18
ICS MMDA	a/c 856490	\$ 55,078.47				\$ 6.78		\$ 55,085.25
Capital Reserve	a/c 4063467	\$ 1,500,000.00						\$ 1,500,000.00
Independence Project	a/c 821315	\$ 4,614.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,614.36
TOTAL ENTERPRISE BANK ACCOUNTS		<u>\$ 5,353,338.95</u>	<u>\$ 1,247,685.38</u>	<u>\$ (941,240.04)</u>	<u>\$ (195,440.24)</u>	<u>\$ 6.78</u>	<u>\$ -</u>	<u>\$ 5,464,350.83</u>
 MMDT	a/c 0044263747	<u>\$ 1,002,685.93</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 145.40</u>	<u>\$ -</u>	<u>\$ 1,002,831.33</u>
 Total Unrestricted Cash		<u>\$ 6,356,024.88</u>	<u>\$ 1,247,685.38</u>	<u>\$ (941,240.04)</u>	<u>\$ (195,440.24)</u>	<u>\$ 152.18</u>	<u>\$ -</u>	<u>\$ 6,467,182.16</u>
 PARS OPEB Trust		<u>\$ 4,767,653.03</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,164.08)</u>	<u>\$ 152,039.56</u>	<u>\$ -</u>	<u>\$ 4,918,528.51</u>
 TOTAL CASH		<u>\$ 11,123,677.91</u>	<u>\$ 1,247,685.38</u>	<u>\$ (941,240.04)</u>	<u>\$ (196,604.32)</u>	<u>\$ 152,191.74</u>	<u>\$ -</u>	<u>\$ 11,385,710.67</u>



Central Administration Office

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Date: January 28, 2021
Re: PARS OPEB Statements

Attached are the PARS OPEB Statements for November 2020 and December 2020.

Required Action:

None

Attachments:

PARS OPEB Statements for November 2020 and December 2020

VALLEY COLLABORATIVE
PARS OPEB Trust ProgramAccount Report for the Period
11/1/2020 to 11/30/2020Heidi Kriger
Treasurer
Valley Collaborative
40 Linnell Circle
Billerica, MA 01821**Account Summary**

Source	Beginning Balance as of 11/1/2020	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 11/30/2020
OPEB	\$4,419,685.53	\$0.00	\$349,050.55	\$1,083.05	\$0.00	\$0.00	\$4,767,653.03
Totals	\$4,419,685.53	\$0.00	\$349,050.55	\$1,083.05	\$0.00	\$0.00	\$4,767,653.03

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			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	7.90%	4.09%	13.33%	8.72%	8.97%	-	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
PARS OPEB Trust ProgramAccount Report for the Period
12/1/2020 to 12/31/2020Heidi Kriger
Treasurer
Valley Collaborative
40 Linnell Circle
Billerica, MA 01821**Account Summary**

Source	Beginning Balance as of 12/1/2020	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 12/31/2020
OPEB	\$4,767,653.03	\$0.00	\$152,039.56	\$1,164.08	\$0.00	\$0.00	\$4,918,528.51
Totals	\$4,767,653.03	\$0.00	\$152,039.56	\$1,164.08	\$0.00	\$0.00	\$4,918,528.51

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			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	3.19%	9.58%	14.80%	9.53%	9.91%	-	6/24/2015

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

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

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

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



Central Administration Office

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Mr. James George, Accountant/Business Manager
Date: January 28, 2021
Re: FY'22 Budget Draft Presentation

- Total expenses are down 4.23% compared to FY'21 original budget, not including capital expenditures.
- Salaries decreased from \$13,924,350 in the original FY'21 budget to \$13,181,932 in FY'22, equating to a 5.6% decrease.
 - 2.5% COLA increase.
 - Less staff are being budgeted for in comparison to the FY'21 budget. This is due to the projected revenue decrease in FY' 22 in comparison with the FY'21 budget.
 - Represents a 5.3% increase in salaries compared to FY'20 final actual numbers.
- Overall, operating expenses are budgeted to decrease slightly (1.7%).
- Capital items increased by \$50k, primarily due to an increase in technology.
- DDS revenue decreased by approximately \$300,000. This is due to a larger decrease in FY'21 projected actuals due to COVID and budgeting a conservative revenue number in FY'22.
- Other revenue decreased \$300,000 as we are unsure if our small business revenue will be able to bounce back from the FY'21 declines due to COVID.
- FY'22's services revenues were projected to be flat compared to FY'20 actual. We anticipate that revenue for FY' 21 will be less than both FY'20 and FY'22.
- Expenses by DESE Function and DESE object have remained at the same relative percentages between FY'21 and FY'22.

Required Action:

Vote to approve the FY'22 Budget

Attachments:

FY'22 Budget Draft Presentation
2021-2022 Tuition Rates



VALLEY COLLABORATIVE

FY2022 BUDGET SUMMARY Preliminary

	FY2019		FY2020		FY2021	FY 2021 Amendment	FY 2022		
	<u>Budget</u>	<u>Actual</u>	<u>Original Budget</u>	<u>Actual</u>	<u>Original Budget</u>	<u>Request</u>	<u>Request</u>	<u>vs. 2021</u>	<u>% change</u>
REVENUES									
Services	16,416,426	16,567,747	17,384,445	17,252,458	17,484,445	15,841,829	17,268,440	\$ (216,005)	
State contracts	2,395,000	2,873,062	2,500,000	2,927,148	2,800,000	2,100,000	2,521,300	(278,700)	
Other	506,000	563,866	600,000	552,304	600,000	200,000	300,800	(299,200)	
Interest	20,000	60,945	20,000	28,958	20,000	20,000	29,000	9,000	
Total Revenues	\$ 19,337,426	\$ 20,065,620	\$ 20,504,445	20,760,868	\$ 20,904,445	\$ 18,161,829	\$ 20,119,540	\$ (784,905)	-3.75%
EXPENSES									
Salaries	12,871,419	13,409,187	13,337,922	12,519,586	13,924,350	11,619,363	13,181,932	(742,418)	
Operating Expenses	5,581,125	5,829,933	6,369,937	5,308,247	6,075,521	5,595,412	5,971,980	(103,541)	
Total Expenses	\$ 18,452,544	\$ 19,239,120	\$ 19,707,859	17,827,833	\$ 19,999,871	\$ 17,214,775	\$ 19,153,912	\$ (845,959)	-4.23%
Revenues over/(under) Expenses	884,882	826,500	796,586	2,933,035	904,574	947,054	965,628	61,054	
NON-OPERATING									
Capital	425,000	0	525,000	-	575,000	675,000	625,000	50,000	8.70%
Board Capital Reserve			-		-	-	-	-	
BUDGETED SURPLUS/(SHORTFALL)	\$ 459,882	\$ 826,500	\$ 271,586	\$ 2,933,035	\$ 329,574	\$ 272,054	\$ 340,628	11,054	

VALLEY COLLABORATIVE

Fiscal Year 2022 Operating Budget, by Program

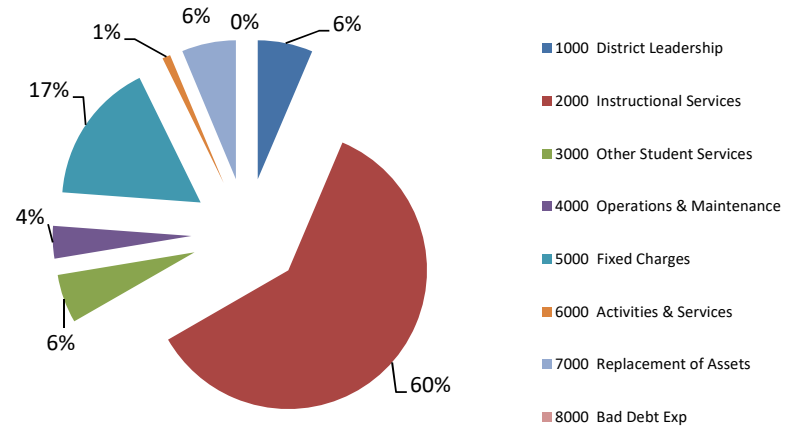
PROGRAM		PRELIMINARY BUDGET				Net Fav/(Unfav)
		SALARIES	EXPENSES	OTHER	REVENUE	
ADMINISTRATION:						
100	CENTRAL ACTIVITIES	1,475,660	1,758,083	(3,201,943)	31,800	-
POST-SECONDARY:						
101	MRC - EVALUATION & TRAINING	181,339	54,526	47,444	333,000	49,691
102	MRC - SUPPORTED WORK	134,774	15,300	30,187	120,300	(59,961)
500	DDS - OVER 22	1,283,035	708,565	400,611	2,255,000	(137,211)
HIGH SCHOOL:						
200	SCHOOL AND VOCATIONAL TRAINING	2,669,829	1,214,696	781,373	5,692,600	1,026,701
400	HIGH SCHOOL ALTERNATIVE	1,515,585	515,713	408,596	3,285,100	845,206
MIDDLE SCHOOL:						
712	MIDDLE SCHOOL EBS	758,019	253,604	203,488	3,056,800	1,841,689
711	MIDDLE SCHOOL ASD	509,449	102,989	123,192	52,300	(683,330)
ELEMENTARY SCHOOL:						
660	EBS & BEHAVIORAL	2,784,022	1,017,986	764,775	5,237,840	671,057
OTHER SERVICES:						
450	CTR FOR ASSESSMENTS & SERVICES	1,870,219	328,518	442,276	17,000	(2,624,013)
650	HOME SERVICES REVENUE	0	2,000		37,800	35,800
	CAPITAL PLAN			625,000		(625,000)
TOTALS		13,181,932	5,971,980	625,000	20,119,541	340,628

VALLEY COLLABORATIVE

Preliminary FY2021 Budget

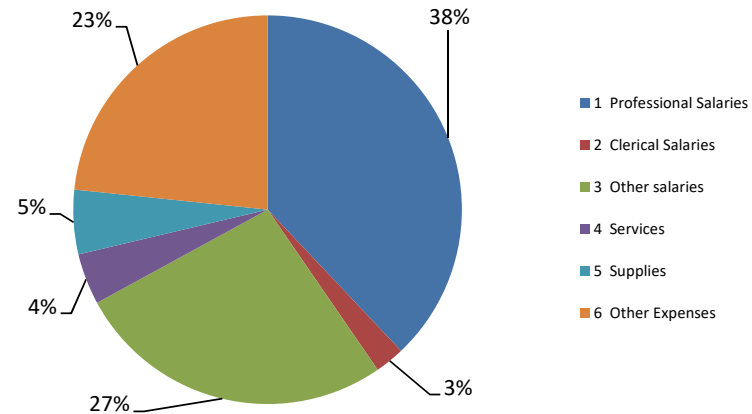
DESE FUNCTION:

1000 District Leadership	1,316,861
2000 Instructional Services	12,403,958
3000 Other Student Services	1,172,548
4000 Operations & Maintenance	778,185
5000 Fixed Charges	3,406,471
6000 Activities & Services	196,848
7000 Replacement of Assets	1,300,000
8000 Bad Debt Exp	0
	<hr/> 20,574,871



DESE OBJECT:

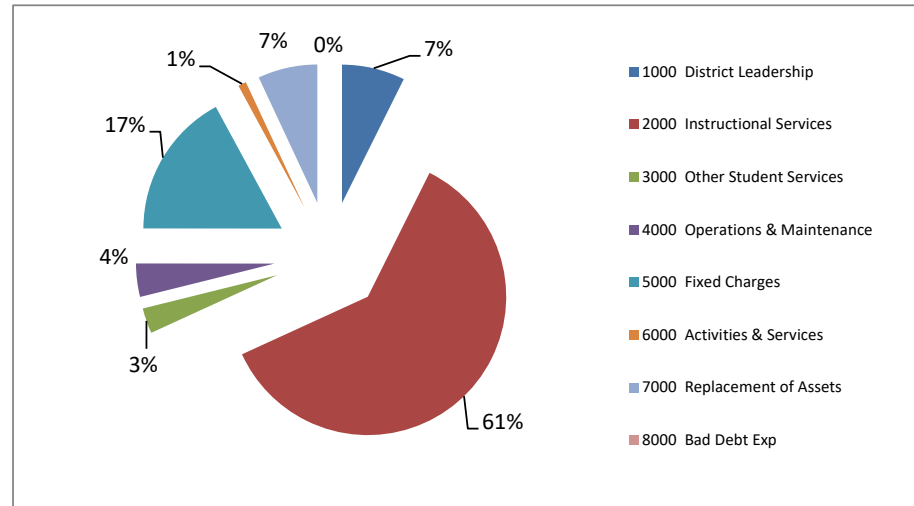
1 Professional Salaries	7,807,077
2 Clerical Salaries	506,979
3 Other salaries	5,480,151
4 Services	875,650
5 Supplies	1,101,742
6 Other Expenses	4,803,272
	<hr/> 20,574,871



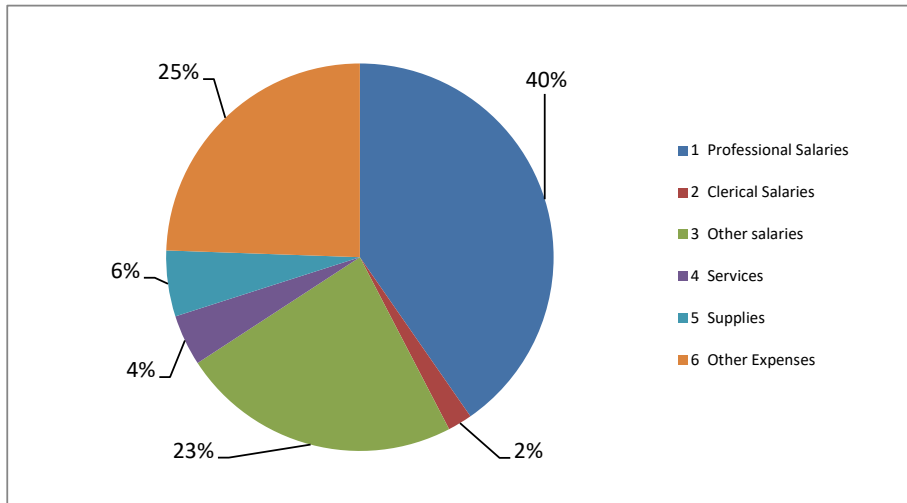
VALLEY COLLABORATIVE

Preliminary FY2022 Budget

DESE FUNCTION:		
1000 District Leadership		1,455,883
2000 Instructional Services		12,026,420
3000 Other Student Services		585,614
4000 Operations & Maintenance		769,445
5000 Fixed Charges		3,377,380
6000 Activities & Services		188,168
7000 Replacement of Assets		1,376,000
8000 Bad Debt Exp		0
		<hr/> 19,778,912



DESE OBJECT:		
1 Professional Salaries		7,977,448
2 Clerical Salaries		404,880
3 Other salaries		4,632,808
4 Services		841,900
5 Supplies		1,087,295
6 Other Expenses		4,834,581
		<hr/> 19,778,912





VALLEY COLLABORATIVE
Recommended Capital Plan
FY2022-2026

	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budget	Five-Year Plan					5-year TOTALS
					FY2022	FY2023	FY2024	FY2025	FY2026	
FACILITIES ACQUISITION										-
FACILITIES IMPROVEMENTS	281,248	419,368	1,154,778	125,000	125,000	125,000	125,000	125,000	125,000	625,000
SITE IMPROVEMENTS	-	-	-							-
LEASEHOLD IMPROVEMENTS	-	-	-							-
VEHICLES	168,390	93,288	142,751	250,000	250,000	250,000	250,000	250,000	250,000	1,250,000
TECHNOLOGY PLAN	169,679	115,499	273,685	150,000	200,000	150,000	150,000	150,000	150,000	800,000
FURNISHINGS & EQUIPMENT	63,892	5,964	32,897	50,000	50,000	50,000	50,000	50,000	50,000	250,000
TOTALS	\$ 683,209	\$ 634,119	\$1,604,111	\$ 575,000	\$ 625,000	\$ 575,000	\$ 575,000	\$ 575,000	\$ 575,000	\$ 2,925,000

Valley Collaborative 2021-2022 Tuition Rates

 Program	Grades	Member District Rates *Rates include breakfast & lunch				Non-Member District Rates *Rates include 15% increase to member tuition+ breakfast & lunch fee			
		Per Diem	School Year (180 Days)	Summer (30 Days)	Total Tuition	Per Diem	School Year (180 Days)	Summer (30 Days)	Total Tuition
Intensive Special Needs (ISN) Member and Non-Member Tuition Includes: SLP, OT, PT, BCBA, SW	K – Age 22	\$294	\$52,920	\$8,820	\$61,740	\$366.50	\$65,970	\$10,995	\$76,965
Elementary School - Emotional Behavioral Member and Non-Member Tuition Includes: SLP, OT, PT, BCBA, SW	K-6	\$240	\$43,200	\$7,200	\$50,400	\$300.00	\$54,000	\$9,000	\$63,000
Elementary School - Pragmatic, Sensory, and Behavior Member and Non-Member Tuition Includes: SLP, OT, PT, BCBA, SW	K-6	\$240	\$43,200	\$7,200	\$50,400	\$301.50	\$54,270	\$9,045	\$63,315
Middle School - Emotional Behavioral Member and Non-Member Tuition Includes: SLP, OT, PT, BCBA, SW	6-8	\$240	\$43,200	\$7,200	\$50,400	\$300.00	\$54,000	\$9,000	\$63,000
Middle School - Pragmatic, Sensory, and Behavior Member and Non-Member Tuition Includes: SLP, OT, PT, BCBA, SW	6-8	\$240	\$43,200	\$7,200	\$50,400	\$301.50	\$54,270	\$9,045	\$63,315
High School & Middle School - School & Life Skills Training ISN Member and Non-Member Tuition Includes: SLP, OT, PT, BCBA, SW	6- Age 22	\$294	\$52,920	\$8,820	\$61,740	\$366.50	\$65,970	\$10,995	\$76,965
High School - School & Vocational Training Member District Tuition Includes: SLP, OT, PT, BCBA, SW Non-Member District Tuition Includes: BCBA, SW	9 – Age 22	\$179	\$32,220	\$5,370	\$37,590	\$223.77	\$40,279	\$6,713	\$46,992
High School - School & Life Skills Training Member District Tuition Includes: SLP, OT, PT, BCBA, SW Non-Member District Tuition Includes: BCBA, SW	9 – Age 22	\$179	\$32,220	\$5,370	\$37,590	\$232.50	\$41,850	\$6,975	\$48,825
High School - School to Work Program Member District Tuition Includes: SLP, OT, PT, BCBA, SW Non-Member District Tuition Includes: BCBA, SW	9 – Age 22	\$179	\$32,220	\$5,370	\$37,590	\$226.50	\$40,770	\$6,795	\$47,565
High School - Alternative Program Member District Tuition Includes: SLP, OT, PT, BCBA, SW Non-Member District Tuition Includes: BCBA, SW	9-12	\$210	\$37,800	\$6,300	\$44,100	\$262.50	\$47,250	\$7,875	\$55,125
High School - Alternative Vocational Program Member District Tuition Includes: SLP, OT, PT, BCBA, SW Non-Member District Tuition Includes: BCBA, SW	9-12	\$210	\$37,800	\$6,300	\$44,100	\$262.50	\$47,250	\$7,875	\$55,125

Valley Collaborative 2021 –2022 Contract & Related Services Rates

Hourly Services	Member District	Non-Member District
Speech, Occupational, and Physical Therapy	\$100/hr.	\$115/hr.
Speech Therapist - Augmentative and Alternative Communication	\$100/hr.	\$115/hr.
Assistive Technology Specialist	\$100/hr.	\$115/hr.
Sensory Integration Specialist - Sensory Integration & Praxis	\$100/hr.	\$115/hr.
Board Certified Behavior Analyst	\$100/hr.	\$115/hr.
Social Work	\$100/hr.	\$115/hr.
Reading Specialist	\$100/hr.	\$115/hr.
Transition Specialist	\$100/hr.	\$115/hr.
School Psychologist	\$100/hr.	\$115/hr.
Cognitive/Intelligence Testing – Three Year Evaluations	\$100/hr.	\$115/hr.
Tutoring	\$50/hr.	\$57.50/hr.
Transitional Aide	\$125/day	\$143.75/day
Behavioral Aide	\$235/day	\$270.25/day
Nurse	contingent on qualifications	contingent on qualifications
Restraint Training	\$150/per person	\$172.50/per person
Extended Day Programming	\$20/day (1:5 ratio)	\$23/day (1:5 ratio)
Interim Alternative Education Setting – Extended Evaluation	program tuition day rate + \$50/hr. related services	program tuition day rate + \$57.50/hr. related services
Initial/Reevaluation/3 year Evaluations	N/A	billed at the hourly rate for the appropriate service.

Valley Collaborative Board of Directors Year 9 Book 5 - III. Approval of FY'22 Budget

Program	Budget #	SLP		OT		PT		Social Work		BCBA	
		Member	Non-Member	Member	Non-Member	Member	Non-Member	Member	Non-Member	Member	Non-Member
HS - School & Life Skills Training - Extended Evaluation	200	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
HS - School & Vocational Training - Extended Evaluation	200	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
HS - School to Work - Extended Evaluation	200	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
HS - Alternative - Extended Evaluation	400	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
HS - Alternative Vocational - Extended Evaluation	400	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
ES - EBS - Extended Evaluation	660	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
ES - Pragmatic, Sensory, and Behavior Program - Extended Evaluation	660	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
MS - EBS - Extended Evaluation	711	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
MS - Pragmatic, Sensory, and Behavior Program - Extended Evaluation	712	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
HS - School & Life Skills Training - ISN - Extended Evaluation	200-ISN	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
HS - School & Vocational Training - ISN - Extended Evaluation	200-ISN	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
HS - School to Work - ISN - Extended Evaluation	200-ISN	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
HS - Alternative - ISN - Extended Evaluation	400-ISN	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
HS - Alternative Vocational - ISN - Extended Evaluation	400-ISN	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
ES - EBS - ISN - Extended Evaluation	660-ISN	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
ES - Pragmatic, Sensory, and Behavior Program - ISN - Extended Evaluation	660-ISN	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
MS - EBS - ISN - Extended Evaluation	711-ISN	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
MS - Pragmatic, Sensory, and Behavior Program - ISN - Extended Evaluation	712-ISN	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
MS - School & Life Skills Training - ISN - Extended Evaluation	712-ISN	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
HS - School & Life Skills Training	200	No Charge	YES	No Charge	YES	No Charge	YES	No Charge	No Charge	No Charge	No Charge
HS - School & Vocational Training	200	No Charge	YES	No Charge	YES	No Charge	YES	No Charge	No Charge	No Charge	No Charge
HS - School to Work	200	No Charge	YES	No Charge	YES	No Charge	YES	No Charge	No Charge	No Charge	No Charge
HS - Alternative	400	No Charge	YES	No Charge	YES	No Charge	YES	No Charge	No Charge	No Charge	No Charge
HS - Alternative Vocational	400	No Charge	YES	No Charge	YES	No Charge	YES	No Charge	No Charge	No Charge	No Charge
HS - Transition Pathways	400	YES	N/A	YES	N/A	YES	N/A	YES	N/A	YES	N/A
ES - EBS	660	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
ES - Pragmatic, Sensory, and Behavior Program	660	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
MS - EBS	711	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
MS - Pragmatic, Sensory, and Behavior Program	712	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
HS - School & Life Skills Training - ISN	200-ISN	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
HS - School & Vocational Training - ISN	200-ISN	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
HS - School to Work - ISN	200-ISN	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
HS - Alternative - ISN	400-ISN	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
HS - Alternative Vocational - ISN	400-ISN	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
ES - EBS - ISN	660-ISN	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
ES - Pragmatic, Sensory, and Behavior Program - ISN	660-ISN	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
MS - EBS - ISN	711-ISN	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
MS - Pragmatic, Sensory, and Behavior Program - ISN	712-ISN	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
MS - School & Life Skills Training - ISN	712-ISN	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge

9/28/2020 Discussion

There are no service charges for any regular ISN Program for members or non-members.

There are no service charges for any regular Elementary or Middle School program for members or non-members.

All high school programs that are not ISN or Transition Pathways charge for SLP, OT, PT for non-members only. There are no SW or BCBA charges for non-members. There are no charges for members for any service.

The HS - Transition Pathways program only exists for members and it charges for all services.

All Extended Evaluation programs charge for all services for all programs.

*Termination Notice:

Member districts no longer are required to give a ten day notice but it would be appreciated.

*Extended Evaluations:

1. Currently Valley Collaborative is billing for all grid services across programming for Extended Evaluations. This includes students coming from member and non-member districts. We are also currently billing for any additional evaluations requested during the extended evaluation process for both member and non-member districts.

2. We recommend that the extended evaluation billing mirror the daily tuition identified on the rate sheet for both member and non-member districts. The implications would be that member districts would no longer be charged for grid services during the extended evaluation process. Non-member districts will pay for grid services outside of those included in the tuition per the current non-member rate sheet.

3. We recommend that we continue billing for any evaluations (OT, SLP, FBA, PT, Transition, AAC) requested during the extended evaluation period for member and non-member districts.

District Type	FY20 Extended Evaluation Services Costs (without Aides Costs)
Member District	\$6,309
Non-Member District	\$9,727
Grand Total	\$16,036

District Type	FY21 Extended Evaluation Services Costs (without Aides Costs)
Member District	\$7,327
Non-Member District	\$3,455
Grand Total	\$10,781

High School non-member extended evaluation pay SLP, OT, PT

High School member extended evaluation all included



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: January 28, 2021
Re: Academic Calendar with Board Meeting Dates for the 2021-2022 School Year
Updated Academic Calendar for the 2020-2021 School Year

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

- Thursday, September 16, 2021
- Thursday, October 21, 2021
- Thursday, November 18, 2021
- Thursday, December 2, 2021
- Thursday, January 27, 2022
- Thursday, April 28, 2022
- Thursday, June 9, 2022

All meetings will have a start time of 10:00 a.m.

The 2020-2021 Academic Calendar has been updated to reflect the addition of the State Legal Holiday Juneteenth Day (June 19, 2021). This holiday will be observed per The Employee Handbook on Friday, June 18, 2021.

Required Action:

Vote to approve 2021-2022 Academic Calendar with Proposed Board Dates
Vote to re-approve 2020-2021 Academic Calendar

Attachments:

2021-2022 Academic Calendar with Proposed Board Dates
2020-2021 Academic Calendar
DESE Statewide List of Legal Holidays



2021 - 2022 Academic Calendar

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

July 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

August 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				

September 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		

October 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

November 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				

December 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	

January 2022						
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

February 2022						
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 2022						
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 2022						
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 2022						
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				

June 2022						
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 All Staff - No School for Students
	No School/Holiday/School Vacation
	Professional Development Day for Licensed Staff - No School for Students

	First/Last Day of School Year (5 snow days used)
	Early Release - Professional Development for staff (specific number of PD days will vary by position)
	Board of Directors Meeting (Regular School Day for Staff and Students)
	Early Release



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
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11	12	13	14	15	16	17
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25	26	27	28	29	30	31

November 2020						
Su	Mo	Tu	We	Th	Fr	Sa
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29	30					

December 2020						
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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
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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 Days - No School for Students (specific number of PD days will vary by position)
	No School/Holiday /School Vacation
	Snow day used (as of 01/26/2021)

	First/Last Day of School Year (5 snow days used)
	Early Release - Professional Development for staff
	Board of Directors Meeting (Regular School Day for Staff and Students)
	Early Release

Statewide Legal Holidays; Accommodation for Religious Observances

To: Superintendents of Schools, Charter School Leaders, Other Interested Parties

From: Jeffrey C. Riley, Commissioner

Date: August 21, 2020

The Department of Elementary and Secondary Education is providing this updated information to assist school officials in planning school calendars and in accommodating students and staff who are observing religious obligations.

A list of Massachusetts legal holidays for school years 2020-2021, 2021-2022, and 2022-2023. Under state law (Mass. General Laws [Chapter 4, section 7, cl. 18](#)) all public offices, including public schools, must be closed on these statewide legal holidays.

Holiday	2020-2021 School Year	2021-2022 School Year	2022-2023 School Year
Labor Day	Mon., Sept. 7	Mon., Sept. 6	Mon., Sept. 5
Columbus Day	Mon., Oct. 12	Mon., Oct. 11	Mon., Oct. 10
Veterans' Day	Wed., Nov. 11	Thurs. Nov. 11	Fri., Nov. 11
Thanksgiving	Thurs., Nov. 26	Thurs., Nov. 25	Thurs. Nov. 24
Christmas Day	Fri., Dec. 25	Sat., Dec. 25	Sun., Dec. 25
New Year's Day	Fri., Jan. 1	Sat., Jan. 1	Sun., Jan. 1
Martin Luther King, Jr. Day	Mon., Jan. 18	Mon., Jan. 17	Mon., Jan. 16
Presidents' Day	Mon., Feb. 15	Mon., Feb. 21	Mon., Feb. 20
Patriots' Day	Mon., April 19	Mon., April 18	Mon., April 17
Memorial Day	Mon., May 31	Mon., May 30	Mon., May 29
Juneteenth Day	Sat., June 19	Sun., June 19	Mon., June 19
Independence Day	Sun., July 4	Mon., July 4	Tue., July 4

Please note:

Under state law, a legal holiday that falls on a Sunday is observed on the following Monday, and a legal holiday that falls on a Saturday is observed on Saturday.

Beyond statewide legal holidays, each school district and charter school determines its school vacations.

A link to the [Interfaith Calendar](#), which includes a list of primary religious holidays for many religious faiths, for the years 2017 through 2030. In addition, the New Jersey Board of Education has posted a [list of major religious holidays in the 2020-2021 school year](#). These multi-faith calendars are helpful resources for planning school calendars, determining possible days of low attendance, and accommodating students and staff who observe religious holidays. Please note that Baha'i, Jewish, and Islamic holidays begin at sundown the previous day and end at sundown on the date listed. Also, some dates may be approximate due to the lunar calendar. For more information on religious holidays that members of your school community may observe, I encourage you to contact local clergy.

State and federal laws require schools to make reasonable accommodation to the religious needs of students and employees in observance of holy days. Mass. General Laws [Chapter 151B, section 4 \(1A\)](#) addresses this issue with respect to employees. With respect to students, Mass. General Laws [Chapter 151C, section 2B](#) reads in relevant part as follows:

Any student in an educational or vocational training institution...who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

Schools may meet their obligation to accommodate students by excusing individual absences for religious observance, or by adjusting the school calendar to provide a school year of at least 180 school days* while taking into account possible days of low attendance due to religious holidays.

Please share this information with your school building administrators. We hope you will find it helpful.

* The Commissioner modified the school year requirement for the 2020-2021 school year. [\[d\]](#)



Central Administration Office

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

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris Scott, Executive Director
Jessica Scalzi, Lead Nurse
Date: January 28, 2021
Re: COVID-19 Update

As of Wednesday January 27th, there are two cases of COVID-19 within our Valley Collaborative community and no classrooms are quarantined at this time. There have been no close contacts in those cases.

Our Valley nurses have begun the Abbott BinaxNOW COVID-19 testing in all of our schools for staff and students since January 10th. Student's guardians and staff are required to sign consent forms through Project Beacon or in person at the time of the test. All results are reported to the Department of Public Health through Project Beacon COVID-19 website. Positive results are considered a true positive based on the study performed at Lawrence General Hospital of a 98% accuracy rate with the Abbott BinaxNOW tests.

Vaccine Update

Our Valley nurses have received the COVID-19 vaccine for performing COVID-19 testing in schools through Lowell General Hospital. Staff working with our DDS individuals who are part of Phase 1 have also received their first vaccine through the many available testing sites in Massachusetts.

Required Action:

None

Attachments:

None

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

From: [Sandblom, Elizabeth \(DDS\)](#)
To: [Sandblom, Elizabeth \(DDS\)](#)
Cc: [Ellen Attaliades](#); [Morse, Elizabeth S \(DDS\)](#); [Cahill, Timothy \(DDS\)](#); [Harris, Michelle \(DDS\)](#); [Kilicarslan, Ellen \(DDS\)](#); [George, Janet \(DDS\)](#); [OMeara, Rick \(DDS\)](#); [Gillespie, Gail \(DDS\)](#); [Lawless, Kelly D \(DDS\)](#); [Keane, Anthony M \(DDS\)](#); [Thompson, Christopher D \(DDS\)](#); [Miller, Cynthia F \(DDS\)](#); [Leo Sarkissian](#); [Cahill, Timothy \(DDS\)](#)
Subject: [EXTERNAL] Home Based Care- COVID VACCINE important information (DDS Provider Agencies)
Date: Thursday, January 21, 2021 5:14:56 PM
Attachments: [COVID19vaccine_CEIT-Evite_TeleTownHall_2021-01-21.pdf](#)
[Home-based Healthcare Worker COVID-19 Vaccine - Important Update 1-20-21 vF.pdf](#)

Good evening,

Please find the attached announcement related to the roll out of the remainder of Phase 1 groups for vaccination distribution. Please note that in addition to support staff that provide in home services, support staff that work with individuals at DDS day service sites are also included as part of the "Phase 1 Health Care workers".

Please share with all relevant staff.

Do not hesitate to reach out with any questions.

In addition, please take the opportunity to listen into the Town Hall session this evening at 7pm.

Regards,

Liz

Liz Sandblom

Deputy Assistant Commissioner, Operations

1000 Washington St, Boston 02118

781-250-9144 (cell)

<https://statema.webex.com/meet/elizabeth.sandblom>

<https://www.mass.gov/orgs/department-of-developmental-services>



From: Sandblom, Elizabeth (DDS)

Sent: Friday, January 15, 2021 6:19 PM

To: Sandblom, Elizabeth (DDS) <Elizabeth.Sandblom@mass.gov>

Cc: Ellen Attaliades <ellenattaliades@addp.org>; Morse, Elizabeth S (DDS)

<Elizabeth.S.Morse@mass.gov>; Cahill, Timothy (DDS) <timothy.cahill@mass.gov>; Harris, Michelle

(DDS) <michelle.harris@mass.gov>; Kilicarslan, Ellen (DDS) <Ellen.Kilicarslan@mass.gov>; George,

Janet (DDS) <janet.george@mass.gov>; O'Meara, Rick (DDS) <Rick.OMeara@mass.gov>; Gillespie,

Gail (DDS) <Gail.Gillespie@mass.gov>; Lawless, Kelly (DDS) <kelly.d.lawless@mass.gov>; Keane,

Anthony M (DDS) <anthony.m.keane@mass.gov>; Thompson, Christopher D (DDS)

<Christopher.D.Thompson@mass.gov>; Miller, Cynthia F (DDS) <Cynthia.F.Miller@mass.gov>; Leo Sarkissian <Sarkissian@arcmass.org>; Cahill, Timothy (DDS) <timothy.cahill@mass.gov>

Subject: Home Based Care- COVID VACCINE important information (DDS Provider Agencies)

Good Evening:

Attached please find a flyer for a Tele-Town Hall for from the Massachusetts COVID -19 Command Center where there will be a discussion regarding vaccines for home-based healthcare workers. This communication applies to Home Based Care provider agencies. Please share this information as needed and thank you for the important role you play in the stopping the spread of COVID-19.

Please share with your staff working to provide supports to individuals in their homes that received the communication regarding this grouping last week.

Liz

Liz Sandblom

Deputy Assistant Commissioner, Operations

1000 Washington St, Boston 02118

781-250-9144 (cell)

<https://statema.webex.com/meet/elizabeth.sandblom>

<https://www.mass.gov/orgs/departments-of-developmental-services>





The Commonwealth of Massachusetts
Executive Office of Health and Human Services
*One Ashburton Place, 11th Floor
Boston, Massachusetts 02108*

DATE: Thursday, January 21, 2021
TO: Home-based health care workers working in Massachusetts
RE: Home-based Healthcare Worker COVID-19 Vaccine - Important Update 1/21/21

To all home-based health care workers working in Massachusetts:

Effective immediately, all Phase 1 health care workers including home-based health care workers are eligible for the COVID-19 vaccine.

As a member of the home-based health care community, you play a key role in protecting the health of the individuals you support, as well as your own health, the health of your families and your broader community.

How do I know if I am eligible for the vaccine?

To be eligible as a home-based health care worker for the COVID-19 vaccine under Phase 1, you must be:

*A clinical or non-clinical health care or home care worker doing in-person **patient-facing care** where the **work is performed in the home of the patient/health care consumer.***

If you provide this type of care, you are eligible to start receiving the vaccine now.

When can I get the vaccine?

You are eligible to receive the vaccine now.

Where do I go to get the vaccine?

There are many different locations where you can sign up to receive the COVID-19 vaccine. [A map and downloadable list of vaccination sites can be accessed here.](#)

New vaccination sites are being launched regularly. Check the map frequently for the latest listing of vaccination sites.

How do I sign up for a vaccine appointment?

- Go online to the [vaccination site map](#)
- Click the “star” icons (  ) to find a location near you
- Click the link under “Book an appointment” and follow the directions to schedule an appointment.

What do I need to bring to show that I am eligible for the vaccine?

1. **Eligibility documentation.** Eligibility will be confirmed through a simplified process referred to as “self-attestation”. You can complete this process by filling out the [COVID-19 Massachusetts Vaccination Attestation Form](#). You must be prepared to show the Attestation Form at your appointment. Important notes:

- You may complete the attestation form online [here](#). On the website, you can provide your email address if you would like a copy emailed to you.
- It is acceptable to display the confirmation email on your phone at your appointment.
- You may print out the online form, fill it out and bring it with you to your appointment.
- If you cannot print out the form or complete it online, you may fill it out at the vaccination site.

2. **Identity documentation.** At your appointment you may be asked for the following information:

- Insurance card. Vaccination is free whether you have insurance or not. If you have insurance, please bring that information with you.
- Identification, examples include:
 - Employer-issued ID card that includes your name and title; or
 - Government-issued identification or license; or
 - Recent paystub

Note: You can get a vaccine even if you don't have a driver's license or a social security number.

How can I get more information?

1. The Command Center will host a Tele-Town Hall for all home-based healthcare workers on Thursday, January 21, 2021 at 7:00 PM, in English with live translation to Spanish. **You can join this Tele-Town Hall by clicking [here](#) or calling 833-946-1566 at 7:00PM on January 21, 2021.**
2. Regularly check the [Massachusetts COVID-19 Vaccine](#) webpage for the latest information.

Is the COVID-19 vaccine safe?

Yes, the COVID-19 vaccines are safe and will work with your immune system so it will be ready to fight the virus if you are exposed. Getting vaccinated may also protect people around you, particularly people at increased risk for severe illness from COVID-19.

To learn more about the safety of the COVID-19 vaccine, please join the Tele-Town Hall on January 21, 2021 at 7:00 PM by clicking [here](#) or calling 833-946-1566.

It will be important to continue to wear masks at your job and in the community until enough people are vaccinated. More information will come out when we can go back to “normal” and safely stop wearing masks, but vaccines will help us get there! Thank you for doing your part.

Additional resources:

- [Massachusetts COVID-19 Vaccine Information](#)

COVID-19 Vaccine Town Hall For Home-Based Health Care Workers

Please join

**Secretary of Health and Human Services,
Marylou Sudders**

**Chair of the COVID-19 Vaccine Advisory Board,
Dr. Paul Biddinger**

For a telephone town hall to discuss the safety and
efficacy of the vaccine

Thursday January 21, 2021

7:00pm

833-946-1566

mass.gov/teletownhall

Question and Answer session to follow

No RSVP required





Central Administration Office

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: January 28, 2021
Re: Today & Tomorrow Program - Julie Higgins

It is with great sadness that we inform the Board Members and the community of the unexpected passing of one of our individuals.

Julie Higgins attended the Billerica School system before joining Valley Collaborative in the early '80's.

In her passing the family requested memorial contributions be made to Valley Collaborative.

We will miss Julie's smile and her involvement here at Valley.

Julie M. Higgins

December 13, 1967 - January 20, 2021

