Valley Collaborative
Board of Directors Meeting
25 Linnell Circle, Billerica, Massachusetts
Thursday, January 13, 2022 ▪ 10:00 a.m.

Action Required

I. Approval of Minutes
   a. Board of Directors Meeting, General Session Minutes: December 2, 2021
   b. Executive Committee Meeting, General Session Minutes: November 9, 2021

II. Approval of FY'23 Budget

III. Financial Update
   c. FY'22 Update
      - Financial Update Documents
      - Treasurer's Report
      - PARS Statement

IV. Approval of 2022-2023 Academic Calendar

V. Re-Approval of Student and Family Handbook and Policies & Procedures Manual

VI. Tyngsborough Window Project: Phase 2 Timeline Update

No Action Required

VII. Retirement of Christopher Malone, Superintendent, Tewksbury Public Schools

VIII. Making a Difference Awards

IX. Coordinated Program Review (CPR) Update

X. COVID-19 Update

XI. Communications

Valley Program Updates
   d. Elementary School Update
   e. Alternative Programming Middle School and Transitional High School Update
   f. Transitional Programming Middle School and Transitional High School Update
   g. Adult Services Update

Valley COLLABORATIVE

Central Administration

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

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: January 13, 2022
Re: Approval of Minutes

Attached please find the following minutes:

a. Board of Directors Meeting General Session Minutes: December 2, 2021
b. Executive Committee Meeting General Session Minutes: November 9, 2021

Required Action:
Vote to approve the minutes:

a. Board of Directors Meeting General Session Minutes: December 2, 2021
b. Executive Committee Meeting General Session Minutes: November 9, 2021

Attachments:

Board of Directors Meeting General Session Minutes: December 2, 2021
Executive Committee Meeting General Session Minutes: November 9, 2021

Valley Collaborative Board of Directors
General Session Meeting Minutes
December 2, 2021
10:00 a.m. – 10:31 a.m.
25 Linnell Circle, Billerica, MA

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

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

Also Present: Thomas Lent, Marathas Barrow Weatherhead Lent LLP

Call to Order: Mr. Timothy Piwowar, Chairman, convened the Collaborative Board Meeting at 10:00 a.m.

Mr. Timothy Piwowar and Dr. Scott welcomed all in attendance.

Approval of Minutes

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

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

VOTED: To approve the General Session Meeting Minutes for the Board of Directors dated November 18, 2021.

The vote was 4-0-3. Yes: Mr. Timothy Piwowar, Mr. Brad Morgan, Dr. Christopher Chew, Mr. Steven Stone. Dr. Denise Pigeon, Mr. Christopher Malone and Dr. Michael Flanagan abstained. (Dr. Jay Lang and Dr. Laura Chesson were absent for the vote).

The approval of the Executive Committee General Meeting Minutes for November 9, 2021 was continued because there was not a quorum of Executive Committee members present.

Financial Update

[Dr. Jay Lang and Dr. Laura Chesson arrived at 10:02 a.m.]

Executive Director's Report

Dr. Scott directed the Board to the financial update memo contained within the Board meeting materials. Dr. Scott reported that the Collaborative had been approved for a state-wide entitlement grant for Covid-19 related items. Dr. Scott reviewed the revenues, expenses, budget and enrollment. There was no further discussion.

Treasurer's Report

Ms. Heidi Kriger, the Collaborative Treasurer, was unable to attend the meeting.

Fiscal Year 2022 Budget Amendment Presentation

Dr. Scott directed the Board to the memo contained within the Board meeting materials regarding requested amendments to the Fiscal Year 2022 Budget. She reminded the Board that best and recommend practices issued by the Department of Elementary and Secondary Education was to review the budget process throughout the year and make amendments accordingly. Dr. Scott reviewed the revenues, expenses and proposed changes as evidenced by the financial data available for the four months of the fiscal year. Dr. Scott reviewed enrollment, adult service enrollment, salary increases and adjustments and capital expenses. There was no further discussion.

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

VOTED: That the Board of Directors amends the Fiscal Year 2022 operating budget, as presented and recommended by the Executive Director, including an operating budget for expenses of $19,040,076 and capital expenditures at $899,000.

The vote was 9-0. Yes: Mr. Timothy Piwowar, Mr. Brad Morgan, Dr. Christopher Chew, Mr. Steven Stone, Dr. Denise Pigeon, Mr. Christopher Malone, Dr. Michael Flanagan, Dr. Jay Lang and Dr. Laura Chesson.

Proposed Fiscal Year 2023 Budget and Tuition Rates

Dr. Chris Scott presented the proposed budget for fiscal year 2023, and explanatory written materials relating to the proposed budget were included within the Board materials. Dr. Scott identified relevant and substantive changes to operating expenses, salaries and capital expenditure requirements. She also reviewed the budget estimates related to DDS revenue and the Collaborative's small business program.

Dr. Scott made a substantial presentation to the Board regarding the proposed tuition rates and fees-for-services for fiscal year 2023 (School Year 2022-2023). She explained that there were no changes to the rates and fees for member districts, with certain rate and fee increases for non-

member districts. Dr. Scott reviewed her memo with the Board. There were no further questions from the Board.

[Dr. Jay Lang left the meeting at 10:18 a.m.]

Fiscal Year 2021 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. Mr. Timothy Piwowar asked for a motion relating to the Collaborative's Annual Report for Fiscal Year ending June 30, 2021.

On a motion made by Mr. Brad Morgan and seconded by Mr. Steven Stone, a quorum being present, it was voted:

VOTED: That the Board of Directors approves and accepts the Annual Report for Fiscal Year ending June 30, 2021 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 8-0. Yes: Mr. Timothy Piwowar, Mr. Brad Morgan, Dr. Christopher Chew, Mr. Steven Stone, Dr. Denise Pigeon, Mr. Christopher Malone, Dr. Michael Flanagan, Dr. Laura Chesson. Dr. Jay Lang was absent for the vote.

Surplus Equipment

Dr. Scott presented a list of equipment and supplies which she sought authorization to dispose of, and an estimated value of the surplus materials that totaled less than $10,000. The Board reviewed.

On a motion made by Dr. Michael Flanagan and seconded by Dr. Denise Pigeon, a quorum being present, it was voted:

VOTED: That the Board of Directors authorizes the Executive Director to dispose of the surplus equipment reviewed at this meeting through the procedures approved by the Collaborative.

The vote was 8-0. Yes: Mr. Timothy Piwowar, Mr. Brad Morgan, Dr. Christopher Chew, Mr. Steven Stone, Dr. Denise Pigeon, Mr. Christopher Malone, Dr. Michael Flanagan, Dr. Laura Chesson. Dr. Jay Lang was absent for the vote.

Fiscal Year 2021 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. Dr. Scott introduced the School Nurse, Jessica Scalzi, who provided an update with respect to testing protocols and general Covid-19 issues. Dr. Scott reviewed staffing related to COVID-19, testing. The Board discussed vaccination messages and availability.

Communications

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

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

VOTED: To adjourn the Board meeting.

The vote was 8-0. Yes: Mr. Timothy Piwowar, Mr. Brad Morgan, Dr. Christopher Chew, Mr. Steven Stone, Dr. Denise Pigeon, Mr. Christopher Malone, Dr. Michael Flanagan, Dr. Laura Chesson. Dr. Jay Lang was absent for the vote.

Mr. Timothy Piwowar adjourned the Collaborative Board Meeting at 10:31 a.m.

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

- School Year 2021-2022 Electronic Board Binder, December 2, 2021

Respectfully Submitted,

_____
Mr. Timothy Piwowar, Chairman
Dated: _____

Meeting of the Executive Committee of the Board of Directors
General Session Meeting
November 9, 2021
1:22 p.m. – 2:00 p.m.
25 Linnell Circle, Billerica, MA

Board Members Present: Mr. Timothy Piwowar, Dr. Denise Pigeon, Dr. Jay Lang

Collaborative Representatives Present: Dr. Chris Scott, Executive Director

Also Present: Catherine L. Lyons, Esq., Lyons & Rogers, LLC (via ZOOM); Frank L. DePasquale, Murphy & Riley, P.C. (via Zoom); Donna Suarez, Secretary, Valley Collaborative

Call to Order: Mr. Timothy Piwowar, Chairman, convened the Executive Committee of the Board of Directors Meeting in General Session at 1:22 p.m.

A motion was made by Dr. Jay Lang and seconded by Dr. Denise Pigeon to enter into Executive Session at 1:22 p.m.

Mr. Piwowar welcomed the Executive Committee members in attendance. Mr. Piwowar introduced Attorney Catherine Lyons and Attorney Frank DePasquale.

Executive Session: Litigation

Both Attorney Catherine Lyons and Attorney Frank DePasquale gave a summary of the case. The complaint was received on October 27, 2021. A response is requested by November 16, 2021. This is only the beginning stages of the case. Valley staff has provided all paperwork that has been filed. Updates will be given as they are received. Both attorneys exited the ZOOM at 1:39 p.m.

Executive Session: To consider the lease and value of property located at 135 Coburn Road in the Town of Tyngsborough

Dr. Scott provided a summary of the situation for the committee. Memo presented with explanation of Tyngsborough lease proposal.

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

> **VOTED: The Executive Committee recommends the Board approve the Tyngsborough lease extension with the terms outlined in the meeting pending legal review and time certain date for completion of work.**

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

VOTED: To exit Executive Session and return to general session to adjourn.

The Board returned to General Session at 2:00 p.m.

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

VOTED: To adjourn General Session at 2:00 p.m.

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

- Memorandum from Dr. Chris A. Scott, re: Tyngsborough Lease

Respectfully Submitted,

_____
Mr. Timothy Piwowar, Chairman
Dated: _____

Valley COLLABORATIVE

Central Administration

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

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Mr. James George, Accountant/Business Manager
Date: December 2, 2021
Re: FY' 23 Budget Draft Presentation

- Overall, operating expenses are expected to remain steady between FY' 22 and FY' 23.
- Expenses by DESE Function and DESE object have remained at the same relative percentages between FY' 22 and FY' 23 (within 1%).
- Total expenses are up 2.39% compared to FY' 22 amended budget, not including capital expenditures.
- Salaries increased from $13,381,932 in the amended FY' 22 budget to $13,960,150 in FY' 23, equating to a 4.3% increase.
    - COLA for all salaries on a step schedule of 1%.
    - 3.0% COLA increase for salaries not included in a salary schedule.
    - We added a Step 13 to our salary schedules for FY' 23.
    - In order to be more competitive with salaries of other districts, we have changed the percentage increase between steps 7 and 13 to 4% from our original 3.75%.
    - Step 1 through 6 were kept at the original increase of 3.75% as our salaries in the lower steps were already competitive in relation to other districts. In addition, if we increased the lower 6 steps by 4%, the total increase in the top steps became higher than intended.
    - Increase the three principal's salaries 6.3% to be consistent with the Step 13 increases in the salary schedules.
- In addition to the increase in salaries, we are proposing that the employees on a 260 day contract receive an additional 5 days of vacation after 10 years of service (a total of 15 days).
- The budget assumes a 5% increase in health insurance cost for FY' 23.

- Overall capital items decreased by $69k, due to a decrease in technology and facilities improvement costs, however, there was an increase in vehicle expenses because we expect the supply chain to rebound.
- DDS revenue increased by approximately $50,000 between FY' 22 and FY' 23.
- Other revenue decreased $525,000 as we received several one-time COVID related grants in FY' 22 that we do not expect to receive in FY' 23.
- FY' 23's services revenues were projected to higher by $950,000. This increase is based on current trends that we are seeing in FY 22.

Required Action:
Vote to approve the FY'23 Budget will take place at the January 13, 2022 Board Meeting

Attachments:
FY'23 Budget Draft Presentation
2022-2023 Tuition Rates

VALLEY COLLABORATIVE

FY2023 BUDGET SUMMARY

Preliminary

	FY2020		FY2021		FY2022	FY 2022 Amendment	FY 2023		
	Budget	Actual	Budget	Actual	Original Budget	Request	Request	vs. 2022	% change
REVENUES									
Services	17,384,445	17,252,458	15,841,829	16,133,113	17,268,440	16,250,000	17,200,000	$ 950,000	
State contracts	2,500,000	2,927,148	2,100,000	2,702,043	2,521,300	3,050,000	3,100,000	50,000	
Other	600,000	552,304	200,000	414,507	300,800	925,000	400,000	(525,000)	
Interest	20,000	28,958	20,000	1,950	29,000	1,000	1,000	-	
Total Revenues	$ 20,504,445	$ 20,760,868	$ 18,161,829	19,251,613	$ 20,119,540	$ 20,226,000	$ 20,701,000	$ 475,000	2.89%
EXPENSES									
Salaries	13,337,922	12,519,586	11,619,363	11,559,371	13,181,932	13,381,932	13,960,150	578,218	
Operating Expenses	6,369,937	5,308,247	5,595,412	5,489,251	5,971,980	5,658,144	5,650,756	(7,388)	
Total Expenses	$ 19,707,859	$ 17,827,833	$ 17,214,775	17,048,622	$ 19,153,912	$ 19,040,076	$ 19,610,906	$ 570,830	2.39%
Revenues over/(under) Expenses	796,586	2,933,035	947,054	2,202,991	965,628	1,185,924	1,090,094	124,466	
NON-OPERATING									
Capital	525,000	0	675,000	241,871	625,000	899,000	830,000	(69,000)	-11.04%
Board Capital Reserve			-		-	-	-	-	
BUDGETED SURPLUS/(SHORTFALL)	$ 271,586	$ 2,933,035	$ 272,054	$ 1,961,120	$ 340,628	$ 286,924	$ 260,094	(80,534)	

VALLEY COLLABORATIVE

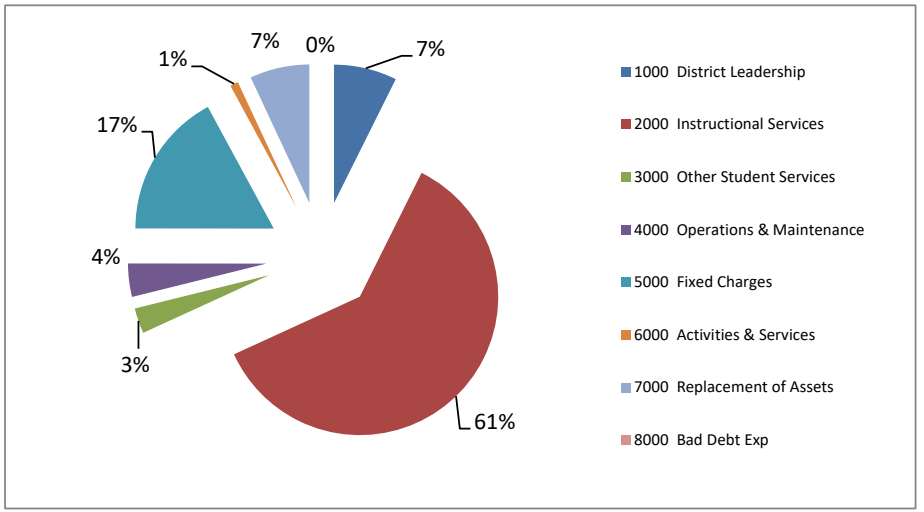
Fiscal Year 2023 Operating Budget, by Program

PROGRAM		PRELIMINARY BUDGET SALARIES	EXPENSES	OTHER	REVENUE	Net Fav/(Unfav)
ADMINISTRATION:						
100	CENTRAL ACTIVITIES	1,760,490	1,917,419	(3,676,909)	1,000	-
POST-SECONDARY:						
101	MRC - EVALUATION & TRAINING	177,715	29,672	47,865	300,000	44,749
102	MRC - SUPPORTED WORK	91,682	10,423	23,566	150,000	24,329
500	DDS - OVER 22	1,639,962	651,276	528,823	3,050,000	229,940
HIGH SCHOOL:						
200	SCHOOL AND VOCATIONAL TRAINING	2,742,876	1,175,990	904,483	5,724,322	900,973
400	HIGH SCHOOL ALTERNATIVE	1,394,554	571,693	453,814	3,386,130	966,069
MIDDLE SCHOOL:						
712	MIDDLE SCHOOL EBS	763,944	302,989	246,250	1,563,922	250,739
711	MIDDLE SCHOOL ASD	548,645	141,276	159,235	1,011,293	162,137
ELEMENTARY SCHOOL:						
660	EBS & BEHAVIORAL	2,868,189	834,018	854,478	5,514,333	957,649
OTHER SERVICES:						
450	CTR FOR ASSESSMENTS & SERVICES	1,972,094	14,000	458,395	0	(2,444,489)
650	HOME SERVICES REVENUE	0	2,000		0	(2,000)
	CAPITAL PLAN			830,000		(830,000)
	TOTALS	13,960,150	5,650,756	830,000	20,701,000	**260,094**

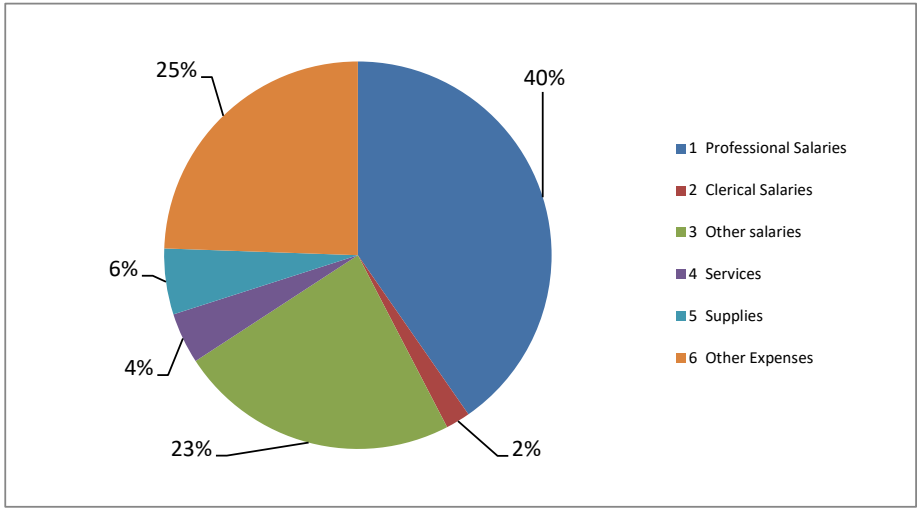
VALLEY COLLABORATIVE

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
	19,778,912



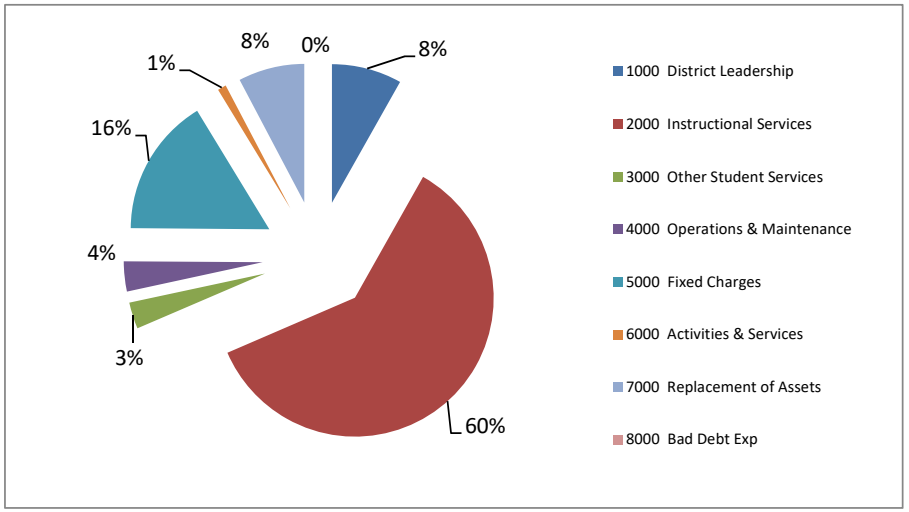
DESE OBJECT:	
1 Professional Salaries	7,977,448
2 Clerical Salaries	404,880
3 Other salaries	4,632,808
4 Services	841,900
5 Supplies	1,087,295
6 Other Expenses	4,834,581
	19,778,912



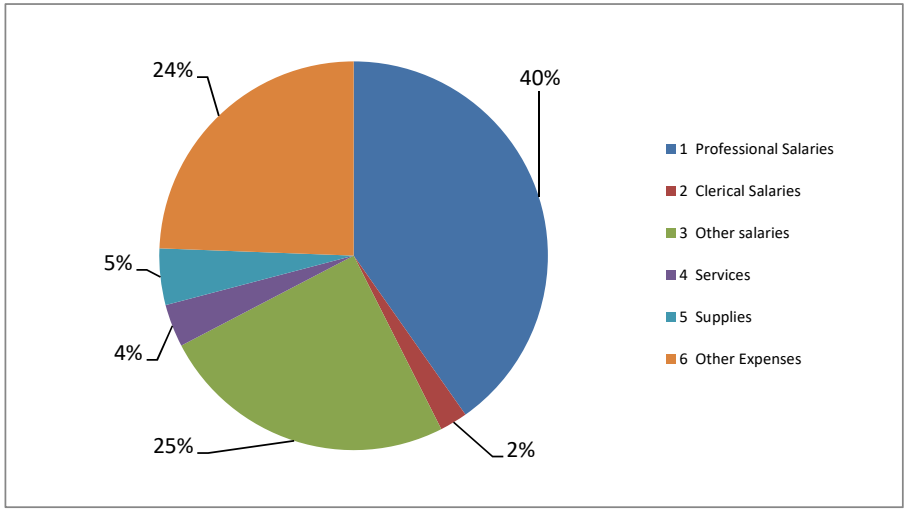
VALLEY COLLABORATIVE

Preliminary FY2023 Budget

DESE FUNCTION:	
1000 District Leadership	1,672,090
2000 Instructional Services	12,336,918
3000 Other Student Services	629,672
4000 Operations & Maintenance	713,542
5000 Fixed Charges	3,308,006
6000 Activities & Services	199,679
7000 Replacement of Assets	1,581,000
8000 Bad Debt Exp	0
	20,440,906



DESE OBJECT:	
1 Professional Salaries	8,222,428
2 Clerical Salaries	473,190
3 Other salaries	5,071,196
4 Services	727,200
5 Supplies	961,886
6 Other Expenses	4,985,006
	20,440,906



VALLEY COLLABORATIVE
Recommended Capital Plan
FY2023-2027

	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Budget	Five-Year Plan FY2023	FY2024	FY2025	FY2026	FY2027	5-year TOTALS
FACILITIES ACQUISITION										-
FACILITIES IMPROVEMENTS	419,368	1,154,778	129,459	489,000	380,000	125,000	125,000	125,000	125,000	880,000
SITE IMPROVEMENTS	-	-	-							-
LEASEHOLD IMPROVEMENTS	-	-	-							-
VEHICLES	93,288	142,751	67,871	160,000	250,000	250,000	250,000	250,000	250,000	1,250,000
TECHNOLOGY PLAN	115,499	273,685	331,899	200,000	150,000	150,000	150,000	150,000	150,000	750,000
FURNISHINGS & EQUIPMENT	5,964	32,897	32,297	50,000	50,000	50,000	50,000	50,000	50,000	250,000
TOTALS	**$ 634,119**	**$ 1,604,111**	**$ 561,526**	**$ 899,000**	**$ 830,000**	**$ 575,000**	**$ 575,000**	**$ 575,000**	**$ 575,000**	**$ 3,130,000**

Valley COLLABORATIVE

Central Administration

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: December 2, 2021
Re: Tuition Rates

Valley Collaborative is proposing no change to member district tuition rates and fees. In an effort to streamline all non-member district tuition rates and fees to a 25% increase over member district tuition and fees, we have made a few slight changes to the current non-member district tuition rates and fees ranging from a 3.76% decrease to a 0.27% increase over the current tuition rates and a 8.7% increase to contracted and related services rates. Please see below for the detailed list of changes.

- a decrease ranging from $.02 - $8.75 for five non-member programs' school year tuition
  - High School - School & Vocational Training (-$.02), Elementary School - Pragmatic, Sensory, and Behavior (-$1.50), Middle School - Pragmatic, Sensory, and Behavior (-$1.50), High School - School to Work Program (-$2.75), & High School - School & Life Skills Training (-$8.75)
- A $1.00 increase to the per diem of two non-member programs' school year tuition
  - Intensive Special Needs & High School & Middle School – School & Life Skills Training ISN
- non-member related services rates have increased by $10
- non-member hourly rate for tutoring increased by $5
- non-member day rate for transitional aide increased by $12.50
- non-member day rate for Behavioral Aide increased by $23.50
- non-member day rate for extended day programming increased by $2
- non-member extended evaluation hourly rate increased by $5

In addition, we have increased the summer school per diem rate for non-member districts by $50/day.

Required Action:
Vote to approve 2022-2023 Valley Collaborative Tuition Rates & Fees
will take place at the January 13, 2022 Board Meeting

Attachments:
2022-2023 Valley Collaborative Tuition Rates & Fees

Valley Collaborative 2022 - 2023 Tuition Rates

Program	Grades	Member District Rates				Non-Member District Rates				
		SY & Summer Per Diem	School Year (180 Days)	Summer (30 Days)	Total Tuition (SY+Summer)	School Year Per Diem	School Year (180 Days)	Summer Per Diem	Summer (30 Days)	Total Tuition (SY+Summer)
Intensive Special Needs (ISN) Member and Non-Member Tuition Includes: SLP, OT, PT, BCBA, SW	K – Age 22	$294.00	$52,920	$8,820	$61,740	$367.50	$66,150	$418	$12,525	$78,675
Elementary School - Emotional Behavioral Member and Non-Member Tuition Includes: SLP, OT, PT, BCBA, SW	K-6	$240.00	$43,200	$7,200	$50,400	$300.00	$54,000	$350	$10,500	$64,500
Elementary School - Pragmatic, Sensory, and Behavior Member and Non-Member Tuition Includes: SLP, OT, PT, BCBA, SW	K-6	$240.00	$43,200	$7,200	$50,400	$300.00	$54,000	$350	$10,500	$64,500
Middle School - Emotional Behavioral Member and Non-Member Tuition Includes: SLP, OT, PT, BCBA, SW	6-8	$240.00	$43,200	$7,200	$50,400	$300.00	$54,000	$350	$10,500	$64,500
Middle School - Pragmatic, Sensory, and Behavior Member and Non-Member Tuition Includes: SLP, OT, PT, BCBA, SW	6-8	$240.00	$43,200	$7,200	$50,400	$300.00	$54,000	$350	$10,500	$64,500
High School & Middle School - School & Life Skills Training ISN Member and Non-Member Tuition Includes: SLP, OT, PT, BCBA, SW	6- Age 22	$294.00	$52,920	$8,820	$61,740	$367.50	$66,150	$418	$12,525	$78,675
High School - School & Vocational Training Member District Tuition Includes: SLP, OT, PT, BCBA, SW Non-Member District Tuition Includes: BCBA, SW	9 – Age 22	$179.00	$32,220	$5,370	$37,590	$223.75	$40,275	$274	$8,213	$48,488
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	$179.00	$32,220	$5,370	$37,590	$223.75	$40,275	$274	$8,213	$48,488
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	$179.00	$32,220	$5,370	$37,590	$223.75	$40,275	$274	$8,213	$48,488
High School - Alternative Program Member District Tuition Includes: SLP, OT, PT, BCBA, SW Non-Member District Tuition Includes: BCBA, SW	9-12	$210.00	$37,800	$6,300	$44,100	$262.50	$47,250	$313	$9,375	$56,625
High School - Alternative Vocational Program Member District Tuition Includes: SLP, OT, PT, BCBA, SW Non-Member District Tuition Includes: BCBA, SW	9-12	$210.00	$37,800	$6,300	$44,100	$262.50	$47,250	$313	$9,375	$56,625

Valley Collaborative 2021 -2022 Contract & Related Services Rates

Hourly Services	Member District	Non-Member District
Speech, Occupational, and Physical Therapy	$100/hr.	$125/hr.
Board Certified Behavior Analyst	$100/hr.	$125/hr.
Social Work	$100/hr.	$125/hr.
Reading Specialist	$100/hr.	$125/hr.
Transition Specialist	$100/hr.	$125/hr.
Cognitive/Intelligence Testing – Three Year Evaluations	$100/hr.	$125/hr.
Tutoring	$50/hr.	$62.50/hr.
Transitional Aide	$125/day	$156.25/day
Behavioral Aide	$235/day	$293.75/day
Nurse	Contingent on qualifications	Contingent on qualifications
Extended Day Programming	$20/day (1:5 ratio)	$25/day (1:5 ratio)
Interim Alternative Education Setting – Extended Evaluation	program tuition day rate + 50/hr. related services	program tuition day rate + $62.50/hr. related services
Initial/Reevaluation/ 3 year Evaluations	N/A	billed at the hourly rate for the appropriate service

Valley Collaborative
Interim Statement of Revenues, Expenses and Changes in Net Assets
For the Period Ending November 30, 2021
83 of 210 (39.5%) School Days

UNAUDITED

	AMENDED BUDGET	ACTUAL	
REVENUES			
Services	$ 16,250,000	$ 6,023,092	
State Contracts	3,050,000	1,522,983	
Other	925,000	219,041	
Interest	1,000	489	
Total Revenues	**20,226,000**	**7,765,605**	38.39%
EXPENSES			
Salaries	13,381,932	5,415,525	
Employee Benefits	2,484,635	912,761	
Operating Expenses	1,907,900	764,664	
Leases & Rentals	514,609	205,609	
Depreciation	751,000	-	
Total Expenses	**19,040,076**	**7,298,559**	38.3%
Change in Net Assets - Operating	**$ 1,185,924**	**$ 467,046**	
Non Operating Activities			
Return to Member Districts	-		
Non-Operating Expenses (1)	(899,000)	(315,049)	
Change in Net Assets	**$ 286,924**	**$ 151,997**	

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 Net Assets
For the Period Ended November 30, 2021

UNAUDITED

ASSETS

Current Assets		
Cash and Cash Equivalents	$	3,719,540
Restricted Investments - OPEB		6,451,631
Accounts Receivable, Net		3,413,119
Prepaid Expenses and Other Assets		117,197
Cash Held for Member Districts		1,195,987
Total Current Assets		14,897,474
Non-Current Assets		
Land & Building		5,452,398
Furniture, Equipment, and Leasehold Improvements, Net of Depreciation		2,225,875
Construction in Progress		-
Total Non-Current Assets		7,678,273
TOTAL ASSETS	**$**	**22,575,747**

LIABILITIES AND NET ASSETS

Current Liabilities		
Accounts Payable and Accrued Liabilities	$	1,400,928
Other Liabilities		2,516,129
Member District Accounts (Settlement)		1,195,987
Total Current Liabilities		5,113,044
Total Liabilities		5,113,044
Net Assets		
Operating - Unrestricted		5,121,268
Restricted - Student Activities		26,258
Reserved - OPEB Trust		2,821,855
Reserved - Capital		1,500,000
Invested in Capital Assets, Net of Related Debt		7,993,322
Total Net Assets		17,462,703
TOTAL LIABILITIES AND NET ASSETS	**$**	**22,575,747**
		-

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

November 30, 2021
83 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	$ -	$ 2,298,346	$ 902,220	$ 905,535	$ 1,916,617	$ 374	$ -	$ -	$ -	$ -	$ 6,023,092
State Contracts	-	-	-	-	-	-	-	1,316,620	152,087	54,276	1,522,983
Other	36,403	13,511	-	-	1,098	-	-	165,745	2,284	-	219,041
Interest	489	-	-	-	-	-	-	-	-	-	489
Total Revenues	36,892	2,311,857	902,220	905,535	1,917,715	374	-	1,482,365	154,371	54,276	7,765,605
EXPENSES											
Salaries	436,227	1,448,353	724,162	595,628	1,350,794	30,449	-	718,434	72,228	39,250	5,415,525
Employee Benefits	191,485	183,310	74,622	69,886	177,513	106,795	-	109,150	-	-	912,761
Operating Expenses	288,442	168,250	59,019	62,141	120,667	985	-	56,029	6,885	2,246	764,664
Leases & Rentals	13,187	-	5,275	-	127,976	-	-	47,475	9,357	2,339	205,609
Depreciation	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	929,341	1,799,913	863,078	727,655	1,776,950	138,229	-	931,088	88,470	43,835	7,298,559
Net Income Before Admin Allocation	(892,449)	511,944	39,142	177,880	140,765	(137,855)	-	551,277	65,901	10,441	467,046
Admin Allocation	(892,449)	248,638	119,225	100,517	245,466	19,095	-	139,663	13,271	6,575	0
Operating Net Income	$ -	$ 263,306	$ (80,083)	$ 77,363	$ (104,701)	$ (156,950)	$ -	$ 411,614	$ 52,631	$ 3,866	$ 467,046

VALLEY COLLABORATIVE
TREASURER'S REPORT
NOVEMBER 30, 2021

		Beginning Balance	Receipts	Payroll	Accounts Payable	Earnings	Transfers	Ending Balance
ENTERPISE BANK ACCOUNTS								
Operating	**a/c 493426**	$ 2,192,772.68	$ 1,346,957.32		$ (190,399.31)		$ (1,500,000.00)	$ 1,849,330.69
Payroll	**a/c 795823**	$ 438,841.82		$ (1,497,734.29)			$ 1,500,000.00	$ 441,107.53
Joe's Bistro	**a/c 531401**	$ 9,928.61	$ 4,510.00		$ (637.13)			$ 13,801.48
ICS MMDA	**a/c 856490**	$ 1,555,149.22				$ 38.88	$ (1,140,580.00)	$ 414,608.10
Capital Reserve	**a/c 4063467**	$ 1,500,000.00						$ 1,500,000.00
Independence Project	**a/c 821315**	$ 864.36	$ -	$ -	$ -	$ -	$ -	$ 864.36
TOTAL ENTERPRISE BANK ACCOUNTS		$ 5,697,556.69	$ 1,351,467.32	$ (1,497,734.29)	$ (191,036.44)	$ 38.88	$ (1,140,580.00)	$ 4,219,712.16
MMDT	**a/c 0044263747**	$ 1,003,791.79	$ -	$ -	$ -	$ 83.81	$ -	$ 1,003,875.60
Total Unrestricted Cash		$ 6,701,348.48	$ 1,351,467.32	$ (1,497,734.29)	$ (191,036.44)	$ 122.69	$ (1,140,580.00)	$ 5,223,587.76
PARS OPEB Trust		$ 5,395,987.27	$ -	$ -	$ (1,314.46)	$ (83,622.15)	$ 1,140,580.00	$ 6,451,630.66
TOTAL CASH		$ 12,097,335.75	$ 1,351,467.32	$ (1,497,734.29)	$ (192,350.90)	$ (83,499.46)	$ -	$ 11,675,218.42

PUBLIC AGENCY RETIREMENT SERVICES | PARS

VALLEY COLLABORATIVE
PARS OPEB Trust Program

Account Report for the Period
11/1/2021 to 11/30/2021

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

Account Summary

Source	Beginning Balance as of 11/1/2021	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 11/30/2021
OPEB	$5,395,987.27	$1,140,580.00	-$83,622.15	$1,314.46	$0.00	$0.00	$6,451,630.66
Totals	**$5,395,987.27**	**$1,140,580.00**	**-$83,622.15**	**$1,314.46**	**$0.00**	**$0.00**	**$6,451,630.66**

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	-1.40%	-1.35%	11.90%	12.65%	10.40%	-	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

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

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: January 13, 2022
Re: Academic Calendar with Board Meeting Dates for the 2022-2023 School Year

---

Following is a list of proposed Board Meeting Dates for the 2022-2023 School Year:

- Thursday, September 15, 2022
- Thursday, October 20, 2022
- Thursday, November 17, 2022
- Thursday, December 8, 2022
- Thursday, January 12, 2023
- Thursday, April 27, 2023
- Thursday, June 8, 2023

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

Required Action:
Vote to approve 2022-2023 Academic Calendar with Proposed Board Dates

Attachments:
2022-2023 Academic Calendar with Proposed Board Dates

2022 - 2023 Academic Calendar

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

July 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
24/31	25	26	27	28	29	30

August 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			

September 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	

October 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

November 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			

December 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

January 2023						
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				

February 2023						
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 2023						
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 2023						
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	25	26	27	28	29

May 2023						
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 2023						
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

2022 - 2023 Board Meeting Calendar

July 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
24/31	25	26	27	28	~~29~~	30

August 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			

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 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

November 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			

December 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

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
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 2023						
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 2023						
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	25	26	27	28	29

May 2023						
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 2023						
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 of Directors Meeting - 10:00 a.m.

Valley COLLABORATIVE

Central Administration

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

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: January 13, 2022
Re: Valley Collaborative Student and Family Handbook and Policies and Procedures Manual

---

The 2021 – 2022 Student and Family Handbook and Policies and Procedures Manual has been updated in accordance with new laws, regulations, and in compliance with the Department of Elementary and Secondary Education's upcoming Coordinated Program Review criteria.

Below is a summary of additional revisions that needed to be made.

- Updated School Wide Educational Services Plan as there was a typo that cutoff the last sentence. Please see attached.
- Updated Immediate Notification Procedures to include revised regulations. Please see attached.
- Updated Curriculum Review subtitle to "Curriculum and Counseling Materials Review"

Required Action:
Reapprove Valley Collaborative Student and Family Handbook and Policies and Procedures Manual

Attachments:
Valley Collaborative Student and Family Handbook and Policies and Procedures Manual – Updated Sections

direct and substantial relationship to the disability or was the direct result of the failure to implement the IEP—"a manifestation determination."

3. If the Collaborative, the sending district, the parent(s), and other relevant members of the Team determine that the behavior is not a manifestation of the disability, then the suspension or expulsion may go forward consistent with Collaborative policies and procedures. The sending district, however must offer the student:
    a. services to enable the student, although in another setting, to continue to participate in general education curriculum and to progress toward IEP goals; and
    b. as appropriate, a functional behavior assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.
4. If the Collaborative, the sending district, the parent(s), and other relevant members of the Team determine that the behavior is a manifestation of the disability, then the Team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews it and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting, the student returns to the original placement unless the Collaborative, parent(s) and sending district agree otherwise or the hearing officer orders a new placement.
5. No later than the date of the decision to take disciplinary action, the parent(s) is notified of that decision and provided with written notice of procedural safeguards. Any party may requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

School Wide Educational Services Plan

To ensure that students who are suspended or expelled for more than 10 consecutive days have the opportunity to make academic progress during the period of suspension or expulsion, professional tutoring is provided by LearnWell or Valley Collaborative Staff. These tutoring services are based on and provided in a manner consistent with the academic standards for all students. It is the responsibility of the Program's Principal to notify the student and their parent or guardian of the opportunity to receive education services and to arrange such services at the time that the student is expelled or placed in long-term suspension.

INTERNET USE POLICY

Students should read this policy and complete the Student Internet Use Agreement and Parental Permission Form (Appendix F). The permission form is required for internet use.

Introduction

Valley Collaborative's aims to provide students with accessible, up-to-date and reliable information to support them in their studies and educational experience. This goal requires the Collaborative to provide access to the vast information resources on the Internet to help students in their studies and to be well informed. The Internet is an educational tool for the Collaborative. Users must understand that this access is for educational purposes and not for non- educational activities. Students will be utilizing the Internet, but WILL NOT have access to email or instant messaging.

Student Record.

- If the student has an on-going case with DCF, a member of the Child Protection Team will initially attempt to contact the On-Going Worker of the case at DCF. If the students' On- Going Case Worker is unavailable, the On-Going Case Worker's supervisor will be contacted. In the event that neither person is available, the Team will follow the reporting policy as outlined above.
- If the student is 18 years of age or older, follow the above procedure and contact the Massachusetts Disabled Persons Protection Commission to file a report.

IMMEDIATE NOTIFICATION

In the event of a serious or unusual incident occurs, the Collaborative's Executive Director is notified immediately. Upon notification, the Executive Director directs the gathering of all available pertinent information from involved parties. The Executive Director meets with involved parties as necessary. The Collaborative Incident Report Form is to be completed by staff and included in the student record. The incident report form documents the incident, precipitating events prior to the incident, and follow up needed. The report form also documents notification to all parties of the incident. Serious incidents are those that result in injury, safety concerns, substantial discipline code violations, or emergency personnel responses.

In the event of a serious or unusual incident occurs, immediate notification by telephone, and by letter when appropriate, will be sent to the parents, Local Educational Agency ("LEA") representatives, any state agency involved in student care or program placement, and the Massachusetts Department of Elementary and Secondary Education using its online portal.

The protocol described below is followed for incidents that require immediate notification of the Department of Elementary and Secondary Education (DESE) or Department of Public Health (DPH). An Incident Report Form is submitted to DESE within 48 hours of the following types of incidents:

1. Death of a student;
2. The filing of a 51A report with DCF or a DPPC complaint alleging abuse or neglect of any student, against the school or a school staff member; and
3. Any action taken by a federal, state or local agency that might jeopardize the school's approval with the Department: Examples include change in EEC licensure status, frozen intake, investigation by another state agency, complaints or ongoing concerns from sending public school districts; and
4. Any legal proceeding brought against the school or its employee(s) arising out of circumstances related to the care or education of any of its students; and
5. The hospitalization of a student (including out-patient emergency room and urgent care visits) due to physical injury at school or previously unidentified illness, accident or disorder which occurs while the student is in the program; and
6. Whenever a student runs from the program:
7. Any other incident of a serious nature that occurs to a student: Examples include police involvement, community involvement and media coverage
8. Emergency termination of a Massachusetts student consistent with 603 CMR 28.09(12)(b) and 18.05(7)(d): (Day School AND Residential Hours)

COORDINATION WITH PUBLIC SCHOOL DISTRICTS AND THE IEP PROCESS

Valley COLLABORATIVE

Central Administration

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

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: January 13, 2022
Re: Valley Elementary School, 135 Coburn Road, Tyngsborough Window Project: Phase 2 Timeline Update

---

Tyngsborough Public Schools is in the process of issuing an RFP for Phase 2 of the window project for the Valley Elementary School. Due to supply chain disruptions we have been advised that the project may take an additional eight weeks or more to complete (October 31, 2022 to December 31, 2022).

Although our target date for completion is August 2022, given the uncertainty of the pandemic disruptions to this project, we will have to proactively plan for some of the Elementary School programming to be relocated to either another Tyngsborough school or the new Valley location in North Billerica, for a brief period of time. (e.g. During Phase 1 of the window project Valley Elementary School was relocated to the Tyngsborough Middle School.) Every attempt will be made to avoid disruption to student learning and programming but we believe it is prudent to have a backup plan. We will continue to keep the Board apprised of any impactful changes.

Required Action:
None

Attachments:
Second Lease Amendment with updated timelines

SECOND LEASE AMENDMENT

This Second Amendment to the Third Lease Agreement (the "Second Amendment"), effective February 1, 2022, is hereby entered into by and between the Town of Tyngsborough and the Tyngsborough Public Schools, (hereinafter, together, "Tyngsborough"), and the Valley Collaborative, (hereinafter, the "Collaborative").

WHEREAS, Tyngsborough and the Collaborative entered into the Third Lease Agreement (the "Lease Agreement"), effective July 1, 2018, for the Leased Premises located at 135 Coburn Road in the Town of Tyngsborough; the said property having been and being known commonly as The Lakeview Elementary School/Early Childhood Center;

WHEREAS, Tyngsborough and the Collaborative entered into a Lease Amendment, effective July 1, 2019, (the "First Amendment");

WHEREAS, Tyngsborough and the Collaborative mutually agree and desire to amend the Lease Agreement, as amended, on the terms and conditions set forth in this Second Amendment;

WHEREAS, this Second Amendment is the second amendment to the Lease Agreement;

NOW THEREFORE, in consideration of the exchange of the promises and covenants set forth in this Second Amendment and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, Tyngsborough and the Collaborative mutually agree that effective as of the date hereof, the Lease Agreement, as amended, shall be further amended and modified as follows:

1. Lease Term. Pursuant to the Lease Agreement and the First Amendment, the Lease Term, as amended, is scheduled to end June 30, 2030. Tyngsborough and the Collaborative mutually agree to extend the Lease Term, as amended, for an additional period of three (3) years, through June 30, 2033, on the terms and conditions set forth in this Second Amendment. The period of time beginning on July 1, 2030 and ending June 30, 2033 shall be referred to herein as the "Second Extended Term."

2. Rent. The Collaborative shall pay rent to the Tyngsborough School Committee for the Leased Premised based on the following amended and modified terms and schedules:

A. The Building Premises.

(i) Prior to July 1, 2028, the Collaborative shall continue to make rent payments for the Leased Premises in accordance with the terms and schedules set forth within the Lease Agreement, except as amended and modified as follows:

(a) For Year Five (July 1, 2022 to June 30, 2023), the Collaborative will pay the total rental sum of $1.00 to Tyngsborough on or before July 31, 2022;

(b) For Year Six (July 1, 2023 to June 30, 2024), the Collaborative will pay the total rental sum of $1.00 to Tyngsborough on or before July 31, 2023; and

(c) For the remainder of the Term, as defined in the Lease Agreement, recommencing on July 1, 2024, rent payments for the Leased Premises will be paid to Tyngsborough quarterly on or before the first day of each quarter in the amount of $63,987.50.

(ii) During the Extended Term, as defined in the First Amendment as beginning on July 1, 2028 and ending June 30, 2030, the Collaborative shall pay rent to the Tyngsborough School Committee for the Lease Premises based on the terms and schedules set forth within the First Amendment.

(iii) During the Second Extended Term, as defined herein, the total rental sum per annum will equal Three Hundred Seventy-Six Thousand Seven Hundred Twenty Four Dollars ($376,724). Commencing on July 1, 2030, and for the remainder of the Second Extended Term, rent payments for the Building Premises will be paid quarterly on or before the first day of each quarter in the amount of $94,181.

B. The Classroom. The total rental sum per annum for the Second Extended Term for the Classroom, as defined within the First Amendment, will equal One Dollar ($1.00). Rent payments for the Classroom will be paid annually on or before the first day of each year.

3. Alterations and Improvements:

A. Capital Improvements. As used herein, the term “Capital Improvements” shall have the same respective meaning as is given such term in

the Lease Agreement and the First Amendment. Notwithstanding, for clarification, the certain Capital Improvements, and the respective funding contributions, contemplated within this Second Amendment are (i) the total window replacement (including window frame materials) and (ii) asbestos removal and remediation.

B. The Collaborative's Additional Funding Contributions towards Capital Improvements. Tyngsborough acknowledges that the Collaborative has fully made all payments towards Capital Improvements required under both the Lease Agreement and the First Amendment. Subject to the terms and conditions stated within the Lease Agreement and the First Amendment, and in consideration for Tyngsborough undertaking the total window replacement (including window frame materials) and asbestos removal and remediation and completing these projects on or before ~~October 31, 2022~~ December 31, 2022 pending no further pandemic related delays, the Collaborative agrees to make additional payments towards these Capital Improvements on the following schedule: (i) payment in the amount of $255,950 on or before June 30, 2022; and (ii) payment in the amount of $255,950 on or before July 31, 2022.

C. Reimbursement of Funding Contributions towards Capital Improvement for Failure to Complete Timely or in the Event of Early Termination. In the event that Tyngsborough fails to complete the Capital Improvements contemplated by this Second Amendment (total window replacement (including window frame materials) and asbestos removal and remediation) on or before October 31, 2022, the Collaborative shall be entitled to reimbursement of the Collaborative's financial contributions made under this Second Amendment, in the total amount of $511,900, toward the total window replacement (including window frame materials) and asbestos removal and remediation. In the event Tyngsborough terminates the Lease Agreement, as amended, at any time prior to the expiration of the Lease Term, as amended, Tyngsborough shall reimburse the Collaborative of its financial contributions under this Second Amendment consistent with the terms, conditions, schedules,

and provisions of Section 4.D of the Lease Agreement, which shall remain unmodified, unchanged and in full force and effect.

4. No Further Modification. Except as specifically set forth in this Second Amendment, all of the terms, conditions, sections, schedules, commitments, and provisions of the Lease Agreement and the First Amendment shall remain unmodified, unchanged and in full force and effect.

5. Governing Law: This Second Amendment shall be governed, construed and interpreted by, through and under the Laws of the Commonwealth of Massachusetts.

IN WITNESS WHEROF, Tyngsborough has caused these presents to be executed in its name and behalf by its Selectmen and School Committee in duplicate originals and the Collaborative has cause the same to be executed as duly authorized by its Board of Directors.

Town of Tyngsborough
By Selectmen:

_____

_____

_____

Tyngsborough Public Schools
By:

_____

Chairman, School Committee

Dated:

Valley Collaborative
By:

_____

Chairman, Valley Collaborative
Board of Directors

Dated:

Valley COLLABORATIVE

Central Administration

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

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: January 13, 2022
Re: Retirement of Christopher Malone, Superintendent, Tewksbury Public Schools

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Valley Collaborative would like to thank Christopher Malone for his years of service in public education and the leadership he faithfully provided to Valley Collaborative.

Required Action:
None

Attachments:
None

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: January 13, 2022
Re: Joe Reilly – Staff Retirement

Joe Reilly (of Joe's Bistro) has worked at Valley Collaborative for over two decades. Joe has been a dedicated and committed member of the Valley staff. We thank him for his many years of service and wish him all the best in his retirement.

Required Action:
None

Attachments:
Retirement Letter

Dr.Scott, 1/12/2022

As I sit here writing this I think back on the first time we met, I was sitting in the Bistro with my crew and you came in and introduced yourself to the students and adults first, which from that moment showed me you were here to make sure they knew who you were and that you would be there for them if they ever needed it, as I stood to shake your hand and introduce myself you introduced yourself as "Chris" Dr. Scott and said that if I need anything just let you know. This was comforting to know as many of us were unsure of where OUR school was headed as there had been much turmoil recently. From that day on you have been my biggest supporter in any way that was needed. You have made all students, adults and staff working and attending Valley a positive experience. With that being said I am submitting to you my retirement date that as of Tuesday March 22nd, 2022 I will be leaving my second home and beginning the next adventure in my life.

Respectfully,

Joseph Reilly

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: January 13, 2022
Re: Coordinated Program Review (CPR) Update

The Massachusetts Department of Elementary and Secondary Education (DESE) has rescheduled the Valley onsite Coordinated Program Review (CPR) from January 10 -12, 2022 to March 2-4, 2022 due to staff shortages caused by Covid.

We are ready for the review and look forward to its completion.

Required Action:
None

Attachments:
None

Valley COLLABORATIVE

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Jessica Scalzi, Lead Nurse
Date: January 13, 2022
Re: COVID-19 Update

Positive COVID cases since September 2021: 95

Positive cases from 12/23/22 to 1/11/22
Elementary: 15
Middle: 5
High: 24
Adult Program: 6

Valley Collaborative has hosted 4 COVID vaccine clinics. This has allowed over 150 adults and children to receive their COVID-19 vaccines and boosters. These clinics were held on December 15th, December 20th, January 5th and January 10th. We are awaiting dates from the state to hold additional vaccine clinics.

All COVID-19 protocols are in line with DESE, DPH and CDC.

Required Action:
None

Attachments:
None

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: January 13, 2022
Re: Communications

The following communications are attached for your review:

- Valley Program Updates

Required Action:
None

Attachments:
d. Elementary School Update
e. Alternative Programming Middle School and Transitional High School Update
f. Transitional Programming Middle School and Transitional High School Update
g. Adult Services Update

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: January 13, 2022
Re: Monthly Update from
Heather Mackay, Principal Elementary School

The transition back from December break is bringing some exciting events for our students. The Elementary School will be celebrating Random Acts of Kindness Week starting on the 18th. Staff have planned activities for students to engage in different random acts that promote kindness and positivity throughout the school. This event is always a favorite year after year as it brings our community closer and shows the amazing culture at the Elementary School.

Our students have also worked together to earn an Ice Cream Social that will be taking place next Thursday. The students earned this by wearing their masks around school and receiving pom poms when spotted in the building. They have put their pom poms together and filled up a bucket! Now that the bucket is full- they have reached their goal! There will be a traveling ice cream cart at the end of next week to reward the students.

The school itself has had a bit of a facelift in the past few weeks. The maintenance team has worked hard in giving our interior doors a fresh coat of Valley navy blue paint throughout the hallways. There have been carpets replaced and our chill-ville space is coming together.

We are looking forward to a school wide trip to Roller Kingdom on January 25th. Students will have the opportunity to use their skating skills they have been working on while getting out of the building for some fun!

We are continuing to tour new students from a number of districts that include Westford, North Middlesex, Tewksbury, Dover, Clinton and Methuen. Our current enrollment is 78 students at the Elementary School.

Thank you for the continued support.

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: January 13, 2022
Re: Monthly Update from
Julie Fielding, Principal Alternative Programming Middle School and Transitional High School

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It's been busy since returning back from the much needed winter break. Quarter 2 midterms ended right before the break and midterms were sent out. We have a lot of IEP meetings and 3 year evaluations happening.

We continue to make changes, as needed, to programming to support the current students enrolled and future students.

In the fall students had been back to attending regular field trips, those have been put on hold for January and February. We are currently only doing outdoor field trips-weather permitting.

In November the Site 2 high school students completed a walkathon fundraiser and bake sale for St. Jude's and raised $1,338.24.

For Thanksgiving the Alternative Admin cooked breakfast for the staff and students while students and staff participated in fun thankful themed activities.

In December students participated in our annual gingerbread house competition along with other various holiday activities.

In the last month we received 20 referrals (with many from previous months still pending). We are trying to get tours set up as quickly as we can. Covid and CPR has slowed us down though.

We are looking forward to the "surge" ending.

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: January 13, 2022
Re: Monthly Update from
Nicole Noska, Principal Transitional Programming Middle School and Transitional High School

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The extracurricular clubs at the Transitional High School have been focused on charitable initiatives this school year. In early November, the student council collected 35 pounds of Halloween candy for the Soldier's Angels Treats for Troops program. Student Council members took on different roles to make the candy drive a success; from communications and advertising to boxing and delivering the candy, student council facilitated the entire process.

In December, the Student Council held two charitable drives during the holiday season. First, the student council collected non-perishable food for the Merrimack Valley Food Bank (MVFB). All totaled, Valley Collaborative donated 122 pounds of food. Deb Callery, the Assistant Executive Director of the MVFB thanked the students for their donations writing to the Student Council President, "Thank you so much to you and your fellow students! We love when people reach out to help us feed our neighbors!"

The second drive benefitted Toys for Tots. Students collected new and unwrapped toys and delivered them to a local registered donation site. Thanks to the generosity of students, families, and staff we were able to provide more than 20 children with a new toy to open on Christmas.

Students in the Transitional Programs closed off the year with a trip to the North Shore Music Theater to see a production of A Christmas Carol. Many students opted to dress up for the event in their holiday finest. They were dazzled by the special effects, singing and dancing. The annual field trip was put on hold last year due to Covid restrictions. We were excited to bring back this New England holiday tradition this year for students to safely enjoy.

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: January 13, 2022
Re: Monthly Update from
Matthew Gentile, Assistant Director of Adult Services

Over the past several months, the Valley Collaborative Today and Tomorrow program has continued to grow despite the pandemic. As of January 10th, we have returned to Bristol Myers Squibb as a group employment worksite. BMS has been a great support throughout the pandemic, and our individuals are thrilled to be able to go back to a site that has been such a mainstay in our programming for many years. We are also excited to share that as of January 17th, we are contracting with PRIMARK in the Burlington Mall. PRIMARK is a retail clothing store and it gives our individuals another outstanding chance to integrate into the community, while also honing a specific set of employment skills. The addition of PRIMARK as a group worksite adds to the variety of opportunities the individuals have on a daily basis, and it creates areas of learning and growth for the program as a whole.

The individuals continue to show their resilience through the ever-changing adult services world. With many restrictions and protocols still in place due to the pandemic, the individuals have become accustomed to following specific safety measures to be able to access different opportunities in the community. Through the hard work of job developers and work placement specialists, Valley continues to form strong relationships in the community, which in turn create new opportunities for the individuals. After helping an individual to secure independent employment at the Tyngsboro Sports Center, Job Developer Chris Woodward was able to expand that relationship, and now all the individuals in the program have a chance to go out and access those facilities twice a week to participate in some light exercise.

With an eye toward normalcy, the Direct Support Professionals continue to safely bring the individuals out into the community, with the most recent being a holiday shopping activity. The Direct Support Professionals guided and supported the individuals to identify, budget, and ultimately secure gifts for their friends and families.

While Valley has been able to bring roughly 60% of the individuals back to in person programming, we still connect with the other 40% through our remote programming model, focusing on employment skills through daily lessons and activities. As eager as everyone is to return to the program on site, the remote programming continues to be a strong alternative to help keep the individuals connected to their peers and to the program.