

**Valley Collaborative
Board of Directors Meeting
11 Executive Park Drive, N. Billerica, Massachusetts
Thursday, April 25, 2024 ▪ 10:00 a.m.**

Action Required

- I. Approval of Minutes
 - a. Board of Directors Meeting, General Session Minutes: January 11, 2024
- II. Financial Update
 - a. FY'24 Update
 - b. Prior 5 Year Enrollment Analysis
 - c. Treasurer's Report
 - d. PARS Statements
- III. Reapproval of Valley Collaborative's Finance, Human Resource, and Payroll Manual
- IV. Donations: 0 Linnell Circle & \$10,000 for the Establishment of a Green Space to Support the Outdoor Learning Program
- V. Private/Corporate Fundraising: to Develop a Green Space to Support Outdoor Learning Program

No Action Required

- VI. Executive Director IPDP for Professional DESE License Renewal
- VII. DESE Mid-Cycle Review
- VIII. Presentation of Draft DESE Financial Review for Collaboratives
- IX. Fleet Vehicle Replacement Strategy Update
- X. SPEDfi Admissions Module Demonstration
- XI. Communications
 - State Agencies
 - a. DESE Email re: Student Achievement Awards
 - b. DESE FY23 Valley Collaborative Annual Report Compliance Review
 - c. DESE FY23 Valley Collaborative Independent Audit Compliance Review
 - d. DESE Notification of Mid-Cycle Review
 - Valley Collaborative Program Updates
 - e. Elementary School Update & Newsletters
 - f. Transitional High School - Alternative Programming Update
 - g. Middle School and Transitional High School - Transitional Programming Update
 - h. Adult Services Update
 - i. Safety Committee Update
 - j. Professional Learning – Annual National ADP Pro Summit
 - k. Technology Department – Website Update Meeting
 - l. Valley Collaborative's Medical Behavioral Emergency Response Plan

Community and Staff Feedback

- m. Valley Spring Newsletter
- n. School Administrator March 2024 Highlight – Virtual Learning Answering the Academic Needs of Moderate Disabilities
- o. Email from Graduated Alt Program Student
- p. Message of Thanks from Richard Pelletier, Retiring Special Education Director, Tewksbury Public Schools



Central Administration

11 Executive Park Drive, N. Billerica, MA 01862 | Tel: (978) 528-7826 | www.valleycollaborative.org

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: April 25, 2024
Re: Approval of Minutes

Attached please find the minutes from the Board of Directors Meeting, General Session Minutes: January 11, 2024.

Required Action:

- Vote to approve the minutes from the Board of Directors Meeting, General Session Minutes: January 11, 2024.

Attachments:

- Board of Directors Meeting General Session Minutes: January 11, 2024

**Valley Collaborative Board of Directors
Annual Stakeholders' Meeting
General Session Meeting Minutes
January 11, 2024
10:05 a.m. – 11:14 a.m.
11 Executive Park, N. Billerica, MA**

Board Members Present: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon, Dr. Christopher Chew, Ms. Brenda Theriault-Regan, Mr. Steven Stone, Mr. Brad Morgan

Board Members Absent: Dr. Michael Flanagan, Dr. Kerry Clery

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

Also Present: Thomas Lent, Barrow Weatherhead Lent LLP

Call to Order: Dr. Jay Lang, Chairman, convened the Collaborative Board Meeting at 10:05 a.m.

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

Acknowledgements of the Students, Individuals and Staff of the Month

Dr. Scott and Members of the Collaborative Leadership team introduced and acknowledged the students, individuals and staff of the month.

Approval of Minutes

Dr. Jay 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 Ms. Brenda Theriault-Regan, and seconded by Dr. Denise Pigeon, a quorum of voters being present, it was voted:

VOTED: To approve the General Session Meeting Minutes for the Board of Directors dated December 7, 2023.

The vote was 5-0-2. Yes: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon, Dr. Christopher Chew and Ms. Brenda Theriault-Regan. Mr. Steven Stone and Mr. Brad Morgan abstained.

Fiscal Year 2025 Budget

Dr. Scott reviewed with the Board the proposed budget for fiscal year 2025, which had been reviewed and discussed previously by the Board at its prior meetings. She again reviewed with the Board the Fiscal Year 2025 Budget Presentation Memo, a copy of which was contained within the Board materials and which had been updated since the December 7, 2023 meeting. The Board discussed the proposed tuition and fee-for-services increase, the cost-of-living adjustment, and anticipated increase in healthcare costs. Dr. Lang asked for a motion relating to the proposed budget.

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

VOTED: That the Board of Directors approves the Fiscal Year 2025 Budget, including an Operating Expense Budget for the Collaborative in the amount of \$24,237,718 as presented and recommended by the Executive Director; and requests that the Treasurer certify and transmit the budget for Fiscal Year 2025 to each member district by no later than February 1, 2024.

The vote was 7-0. Yes: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon, Dr. Christopher Chew, Ms. Brenda Theriault-Regan, Mr. Steven Stone and Mr. Brad Morgan.

On a motion made by Ms. Brenda Theriault-Regan, and seconded by Mr. Steven Stone, a quorum being present, it was voted:

VOTED: That the Board of Directors accepts and approves the tuition rates and fees-for-services for member districts for Fiscal Year 2025 as presented; and requests that the Treasurer certify and transmit the tuition rates and fees-for-services for Fiscal Year 2025 to each member district by no later than February 1, 2024.

The vote was 7-0. Yes: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon, Dr. Christopher Chew, Ms. Brenda Theriault-Regan, Mr. Steven Stone and Mr. Brad Morgan.

On a motion made by Dr. Denise Pigeon, and seconded by Mr. Steven Stone, a quorum being present, it was voted:

VOTED: That the Board of Directors accepts and approves the assessment of surcharges on tuition rates and fees-for-services on non-member districts based on each student enrolled from a non-member district for Fiscal Year 2025 as presented and recommended by the Executive Director; and authorizes the Executive Director to publish the non-member district tuition rates and fees-for services for Fiscal Year 2025.

The vote was 7-0. Yes: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon, Dr. Christopher Chew, Ms. Brenda Theriault-Regan, Mr. Steven Stone and Mr. Brad Morgan.

Financial Update

Executive Director's Report and Fiscal Year 2024 Update

Dr. Scott reviewed the revenues, expenses, budget and enrollment for the School Year 2023-2024. Dr. Scott referred the Board to her Fiscal Year 2024 Budget Amendment Presentation memorandum within the Board materials which outlined the current revenue and expenses at the Collaborative and enrollment, operating expenses and vehicle needs. The Board discussed.

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

VOTED: That the Board of Directors approves the amendment of the Fiscal Year 2024 Operating Budget, with an expense budget in the amount of \$23,075,881, and an increase to the Capital Reserve, as presented and recommended by the Executive Director and certified by the Treasurer.

The vote was 7-0. Yes: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon, Dr. Christopher Chew, Ms. Brenda Theriault-Regan, Mr. Steven Stone and Mr. Brad Morgan.

Treasurer's Report

Ms. Heidi Kriger, the Collaborative Treasurer, provided the Board with her report which covered the months through November 2023. Ms. Kriger provided a verbal summary of her report, including available balances, transfers, withdrawals, interest income and ending balances. She also reviewed the OPEB Trust financial information and balances and PARS statements. A written summary report was contained within the Board materials. There was no further discussion.

On a motion made by Ms. Brenda Theriault-Regan, and seconded by Mr. Steven Stone, a quorum of voters being present, it was voted:

VOTED: That the Board of Directors accepts the report of the Collaborative Treasurer, as presented at this meeting, and requests that a copy of the report be filed and maintained at the Collaborative.

The vote was 7-0. Yes: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon, Dr. Christopher Chew, Ms. Brenda Theriault-Regan, Mr. Steven Stone and Mr. Brad Morgan.

[Mr. Brad Morgan left the meeting at 10:45 a.m.]

Academic Calendars

Dr. Scott reviewed the proposed 2024-2025 Academic Calendar, with proposed Board Meeting dates.

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

VOTED: That the Board of Directors approves the academic calendar and the Board meeting dates for the 2024-2025 School Year as presented, and authorizes the Executive Director to post such dates on the Collaborative website.

The vote was 6-0. Yes: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon, Dr. Christopher Chew, Ms. Brenda Theriault-Regan and Mr. Steven Stone. Mr. Brad Morgan was absent for the vote.

[Mr. Brad Morgan returned to the meeting at 10:48 a.m.]

DEI Surveys Presentation

Dr. Scott reviewed with the Board the results of DEI surveys conducted amongst students, staff and adult services. The Board discussed.

Fiscal Year 2023 Audit and Annual Report

Dr. Scott provided the Board with copies of the Fiscal Year 2023 Audit completed by Fritz DeGuglielmo and Annual Report. Dr. Scott also reported that copies were submitted to the state and circulated to the member districts. There was no further discussion.

[Mr. Steven Stone left the meeting at 11:03 a.m.]

Valley Collaborative Program Updates

Dr. Scott introduced separately Heather Mackay, Nick LeClair, Nicole Noska and Matthew Gentile, each of whom provided the Board with an update regarding their respective schools and/or programs. There was no further discussion.

Communications

Dr. Scott directed the Board to the communications contained within the Board materials, which she reviewed with the Board. There was no further discussion.

On a motion made by Ms. Brenda Theriault-Regan and seconded by Dr. Laura Chesson, a quorum of voters being present, it was voted:

VOTED: To adjourn the Board meeting.

The vote was 6-0. Yes: Dr. Jay Lang, Dr. Laura Chesson, Dr. Denise Pigeon, Dr. Christopher Chew, Ms. Brenda Theriault-Regan and Mr. Brad Morgan. Mr. Steven Stone was absent for the vote.

Dr. Jay Lang adjourned the Collaborative Board Meeting at 11:14 a.m.

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

- School Year 2023-2024 Electronic Board Binder for Board Meeting, January 11, 2024

Respectfully Submitted,

Dr. Jay Lang, Chairman

Dated: _____



Central Administration

11 Executive Park Drive, N. Billerica, MA 01862 | Tel: (978) 528-7826 | www.valleycollaborative.org

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Ph.D., Executive Director
James George, CPA, CVA, JD, Business Manager/Accountant
Date: April 25, 2024
Re: Third Quarter/March FY'24 Financial Update and Year End Projection

As of March 31, 2024 (158 of 210 days – 75.2%), Valley closed favorable with revenues on target at 77.32% and expenses at 75.7%.

Projections for the end of the year are better than our amended budget. This is due to the following factors:

- Tuition revenue is projected to be higher by approximately \$900,000. This increase is due to us adding students after the amended budget was created.
- State contract revenue is projecting to be approximately \$150,000 more than the amended budget.
- Total projected expenses for the year are projected to come in approximately \$210,000 more from our amended budget. This is primarily due to an increase in salaries and operating expense due to the increase in our total revenue for the year.

The total unexpended general funds for the year is projected to be above \$2 million.

Required Action:

- None

Attachments:

- | | |
|--|-------------------------------|
| • Projection Report | • Treasurer Report Jan 2023 |
| • Income Statement | • Treasurer Report Feb. 2023 |
| • Statement of Net Assets | • Treasurer Report March 2023 |
| • Cumulative Surplus Calculation - FY 24 | • December 2023 PARS |
| • HS Enrollment Analysis | • January 2024 PARS |
| • Enrollment Trends by School | • February 2024 PARS |
| • Treasurer Report Dec 2023 | |

Valley Collaborative
FY 2024 Projection

FY 2024 UNAUDITED PROJECTION					
	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL	FY 2024 Projection	Projected Final 3 Months
REVENUES					
Services	\$ 18,420,000	\$ 19,600,000	\$ 15,120,323	\$ 20,493,326	\$ 5,373,003
State Contracts	4,200,000	4,500,000	3,488,323	4,651,097	1,162,774
Other	650,000	700,000	526,197	701,596	175,399
Interest	5,000	5,000	44,544	59,392	14,848
Total Revenues	23,275,000	24,805,000	19,179,387	25,905,411	6,726,024
EXPENSES					
Salaries	15,531,226	16,431,226	12,671,548	16,591,188	3,919,640
Employee Benefits	2,935,498	2,935,498	2,091,463	2,888,617	797,154
Operating Expenses	2,364,910	2,364,910	1,846,801	2,462,401	615,600
Leases & Rentals	593,247	593,247	301,391	593,247	291,856
Depreciation	751,000	751,000	563,250	751,000	187,750
Total Expenses	22,175,881	23,075,881	17,474,453	23,286,454	5,812,001
Change in Net Assets - Operating	\$ 1,099,119	\$ 1,729,119	\$ 1,704,934	\$ 2,618,958	\$ 914,024
Non Operating Activities					
Return to Member Districts		-			
Non-Operating Expenses (1)	(905,000)	(1,015,000)	(833,978)	(1,015,000)	(181,022)
Change in Net Assets	\$ 194,119	\$ 714,119	\$ 870,956	\$ 1,603,958	\$ 733,002

Valley Collaborative
Interim Statement of Revenues, Expenses and Changes in Net Assets
For the Period Ending March 31, 2024
158 of 210 (75.2%) School Days

UNAUDITED		
	AMENDED BUDGET	ACTUAL
REVENUES		
Services	\$ 19,600,000	\$ 15,120,323
State Contracts	4,500,000	3,488,323
Other	700,000	526,197
Interest	5,000	44,544
Total Revenues	24,805,000	19,179,387 77.32%
EXPENSES		
Salaries	16,431,226	12,671,548
Employee Benefits	2,935,498	2,091,463
Operating Expenses	2,364,910	1,846,801
Leases & Rentals	593,247	301,391
Depreciation	751,000	563,250
Total Expenses	23,075,881	17,474,453 75.7%
Change in Net Assets - Operating	\$ 1,729,119	\$ 1,704,934
Non Operating Activities		
Return to Member Districts	-	
Non-Operating Expenses (1)	(1,015,000)	(833,978)
Change in Net Assets	\$ 714,119	\$ 870,956

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

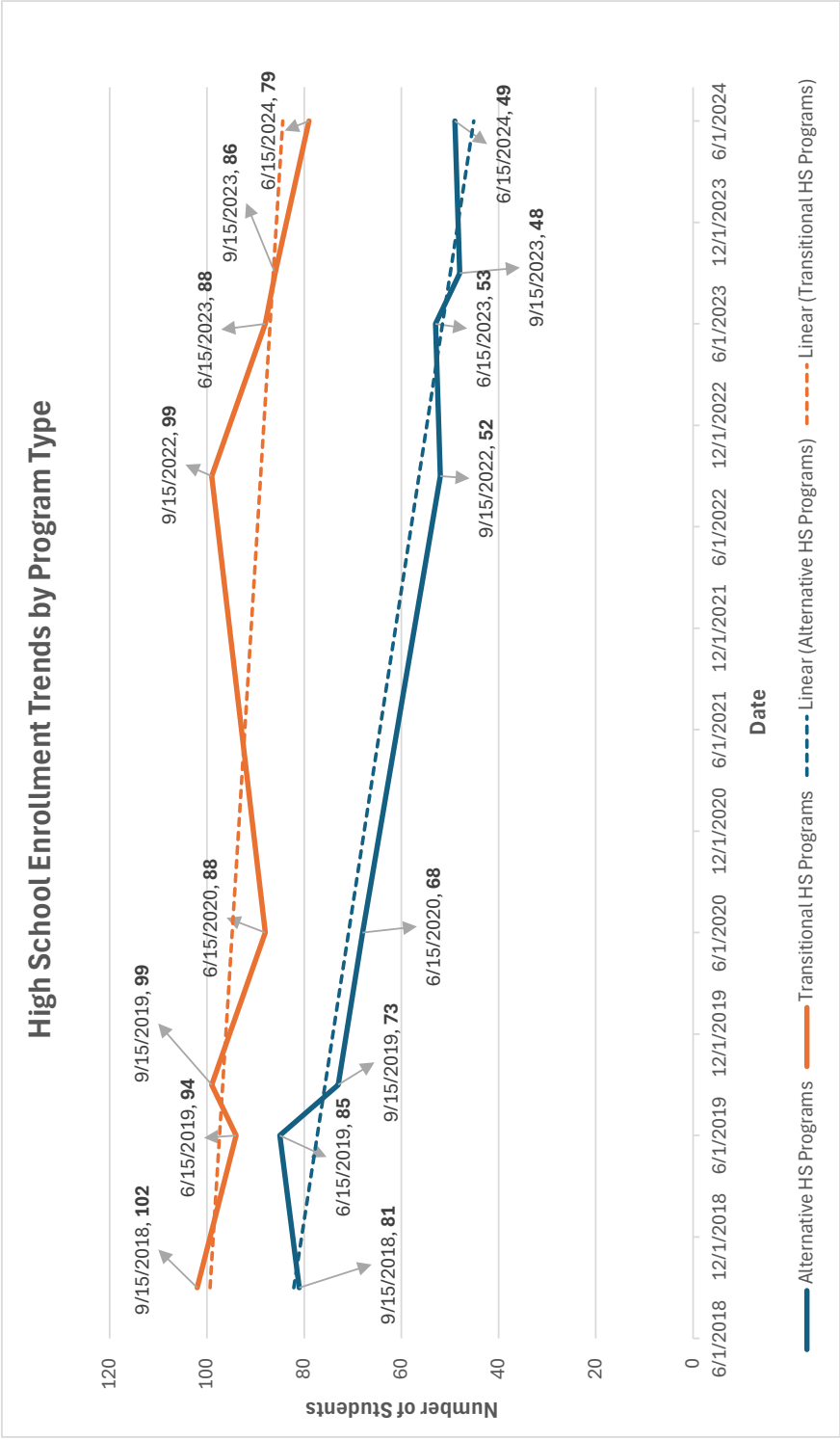
Valley Collaborative
Interim Statement of Net Assets
For the Period Ended
March 31, 2024

UNAUDITED	
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$ 4,824,265
Restricted Investments - OPEB	7,275,359
Accounts Receivable, Net	4,584,798
Prepaid Expenses and Other Assets	39,445
Cash Held for Member Districts	295,260
Total Current Assets	<u>17,019,127</u>
Non-Current Assets	
Land & Building	4,902,394
Furniture, Equipment, and Leasehold Improvements,	
Net of Depreciation	1,704,770
Construction in Progress	-
Total Non-Current Assets	<u>6,607,164</u>
TOTAL ASSETS	<u>\$ 23,626,291</u>
LIABILITIES AND NET ASSETS	
Current Liabilities	
Accounts Payable and Accrued Liabilities	\$ 1,519,768
Other Liabilities	2,516,129
Member District Accounts (Settlement)	295,260
Total Current Liabilities	<u>4,331,157</u>
Total Liabilities	<u>4,331,157</u>
Net Assets	
Operating - Unrestricted	5,541,023
Restricted - Student Activities	26,792
Reserved - OPEB Trust	4,786,163
Reserved - Capital	1,500,000
Invested in Capital Assets, Net of Related Debt	7,441,156
Total Net Assets	<u>19,295,134</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 23,626,291</u>
	-

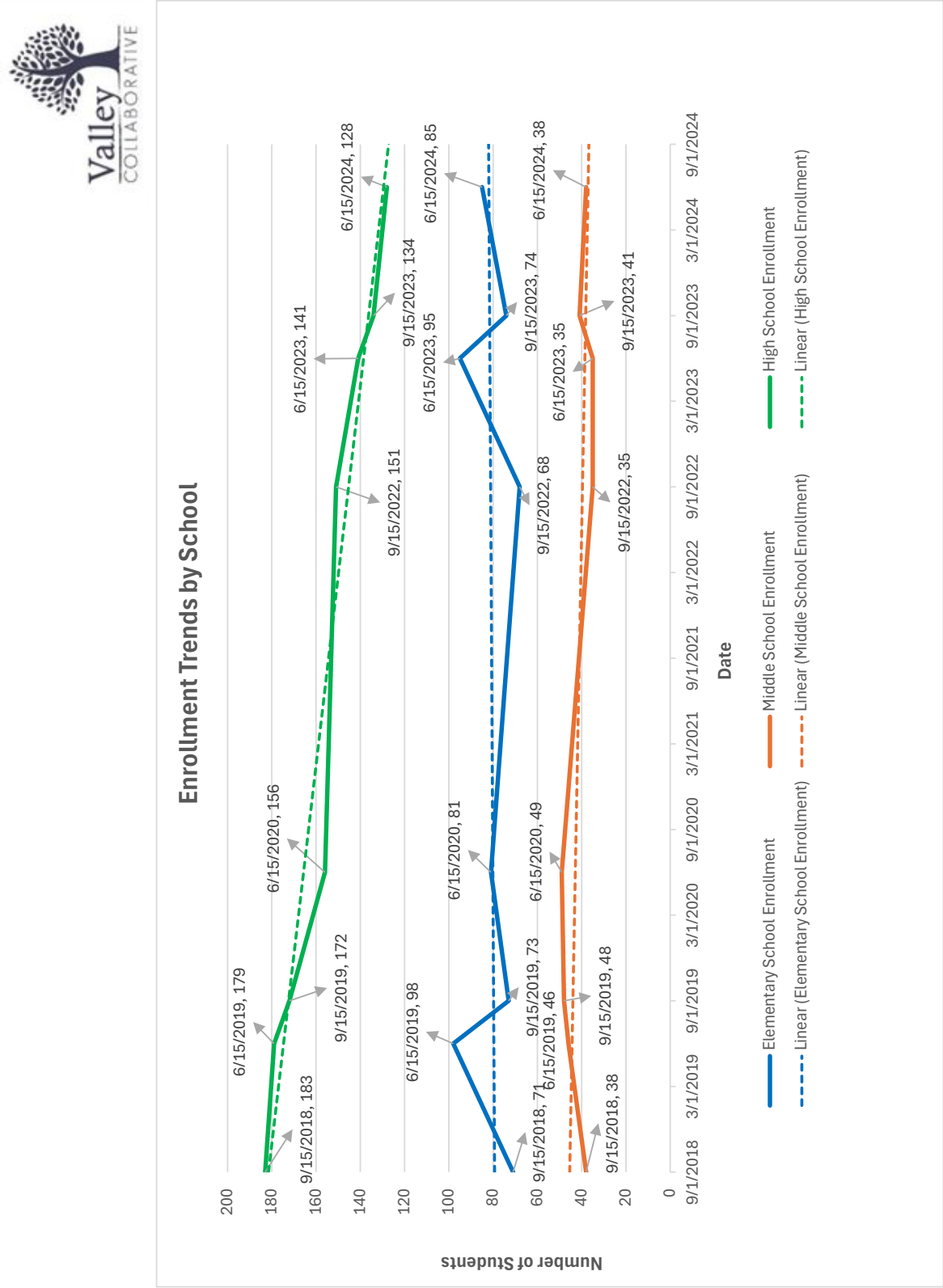
Substantially all disclosures and the Statement of Cash Flows required by GAAP are omitted.
No assurance is provided on these financial statements.

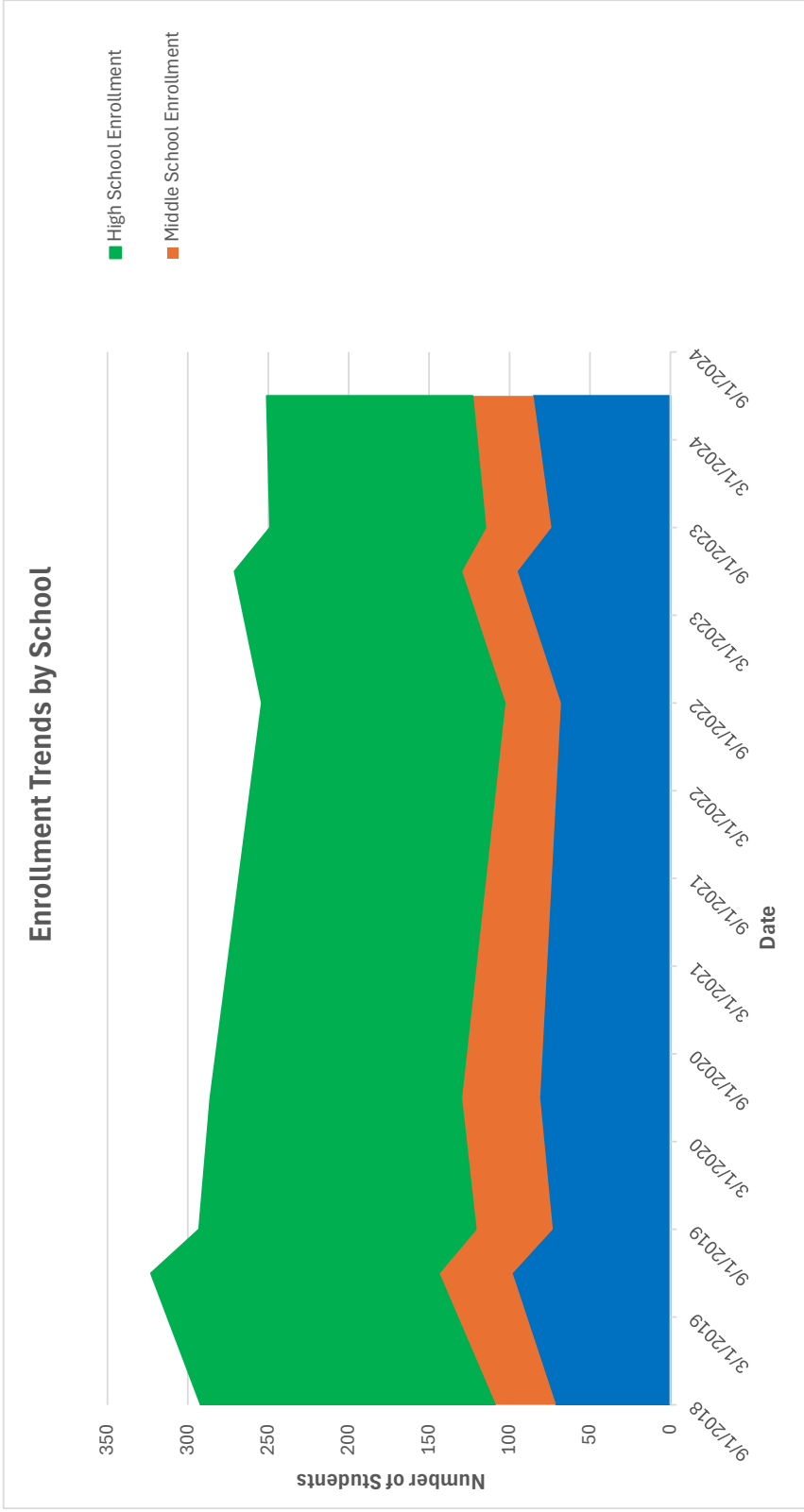
Valley Collaborative
Cumulative Surplus Calculation - FY 24
As of June 30, 2024

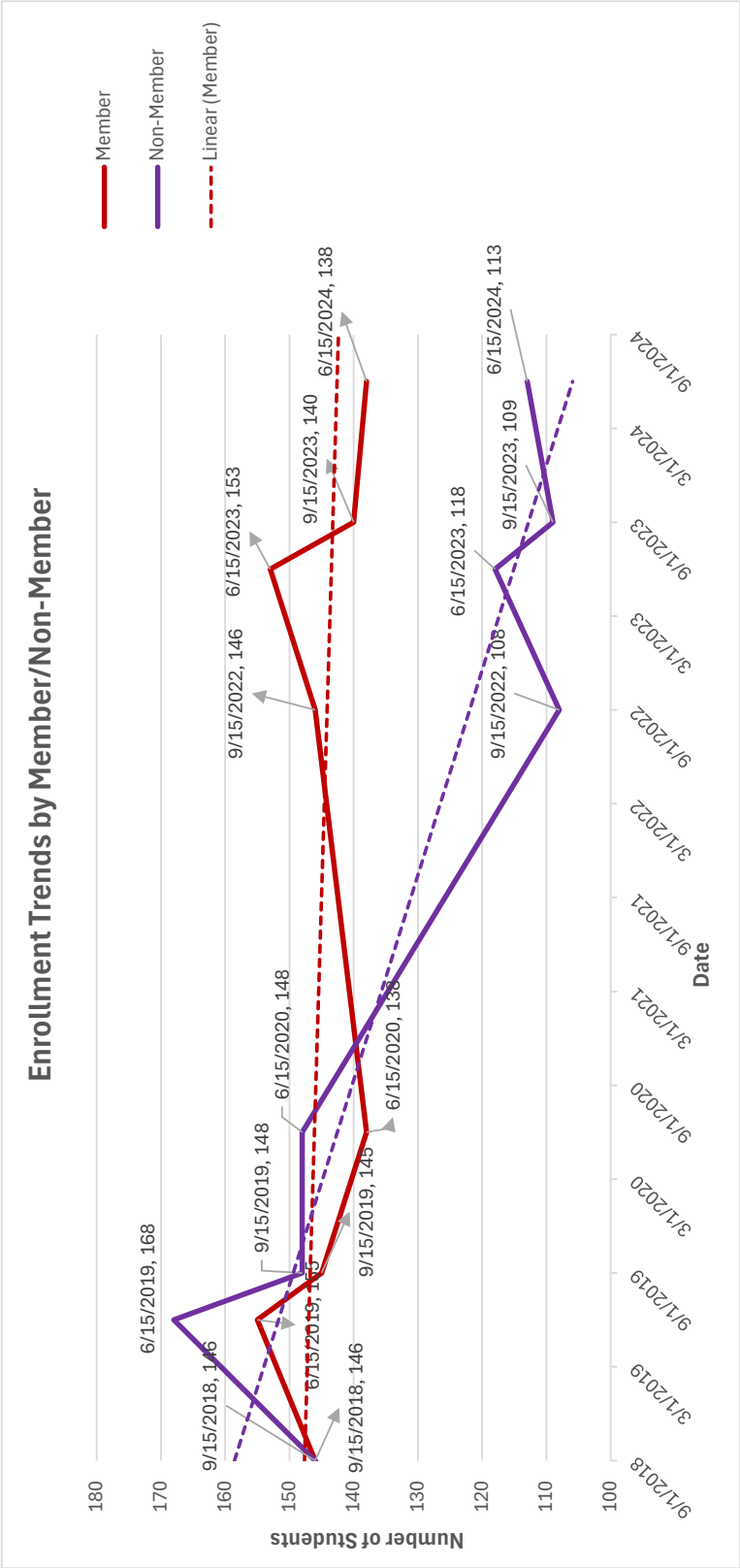
(A)	Voted Cumulative Surplus as of June 30, 2023	5,560,807
(B)	Amount of (A) used to make contribution to OPEB Trust PY	-
	Amount of Current Year Return Previously Voted	(304,552)
(c)	Unexpended FY 24 General Funds	2,354,958
(D)	Cumulative Surplus as of 6/30/24	7,611,213
(E)	FY 24 Total General Fund Expenditures	23,661,565
(F)	Cumulative Surplus Percentage	32.17%
	Estimated Amount of Excess Cumulative Surplus as of June 30, 2024	<u><u>1,695,822</u></u>

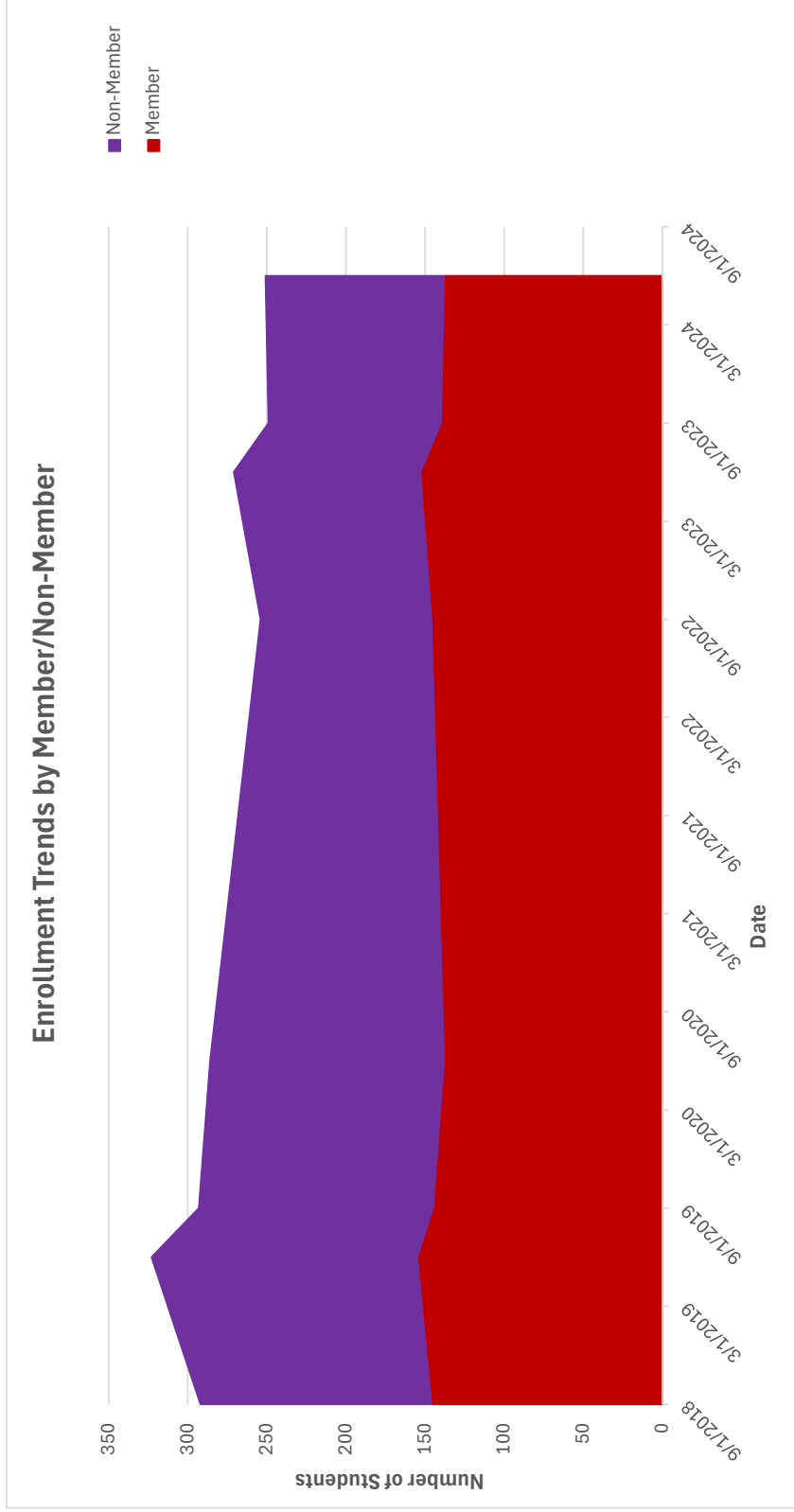


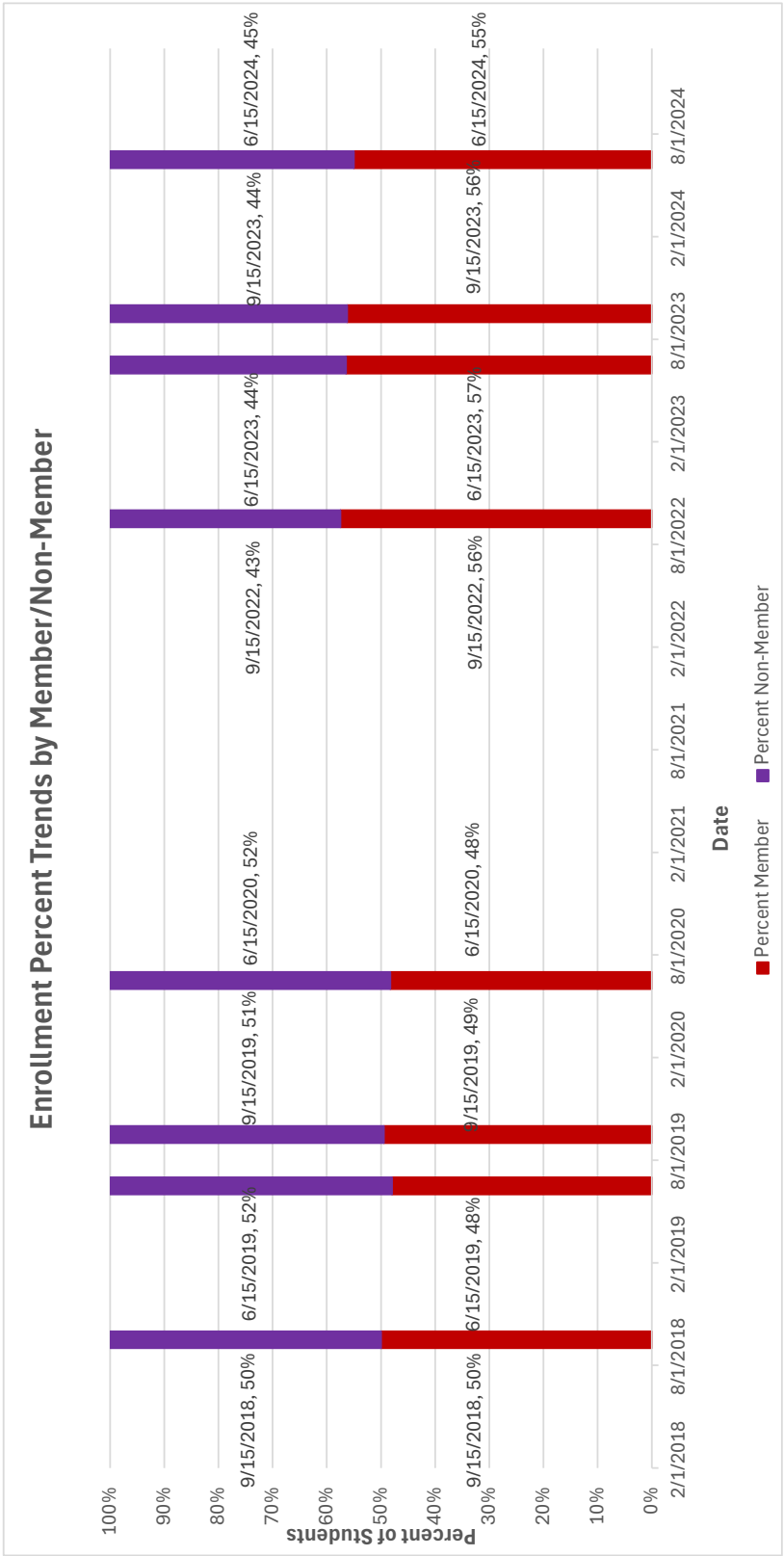
	9/15/2018	6/15/2019	9/15/2019	6/15/2020	9/15/2020	6/15/2021	9/15/2021	6/15/2022	9/15/2022	6/15/2023	9/15/2023	6/15/2024
Alternative HS Programs	81	85	73	68	68	68	68	68	68	68	68	68
Transitional HS Programs	102	94	99	88	88	88	88	88	88	88	88	88
TOTAL	183	179	172	156	156	156	156	156	156	156	156	156

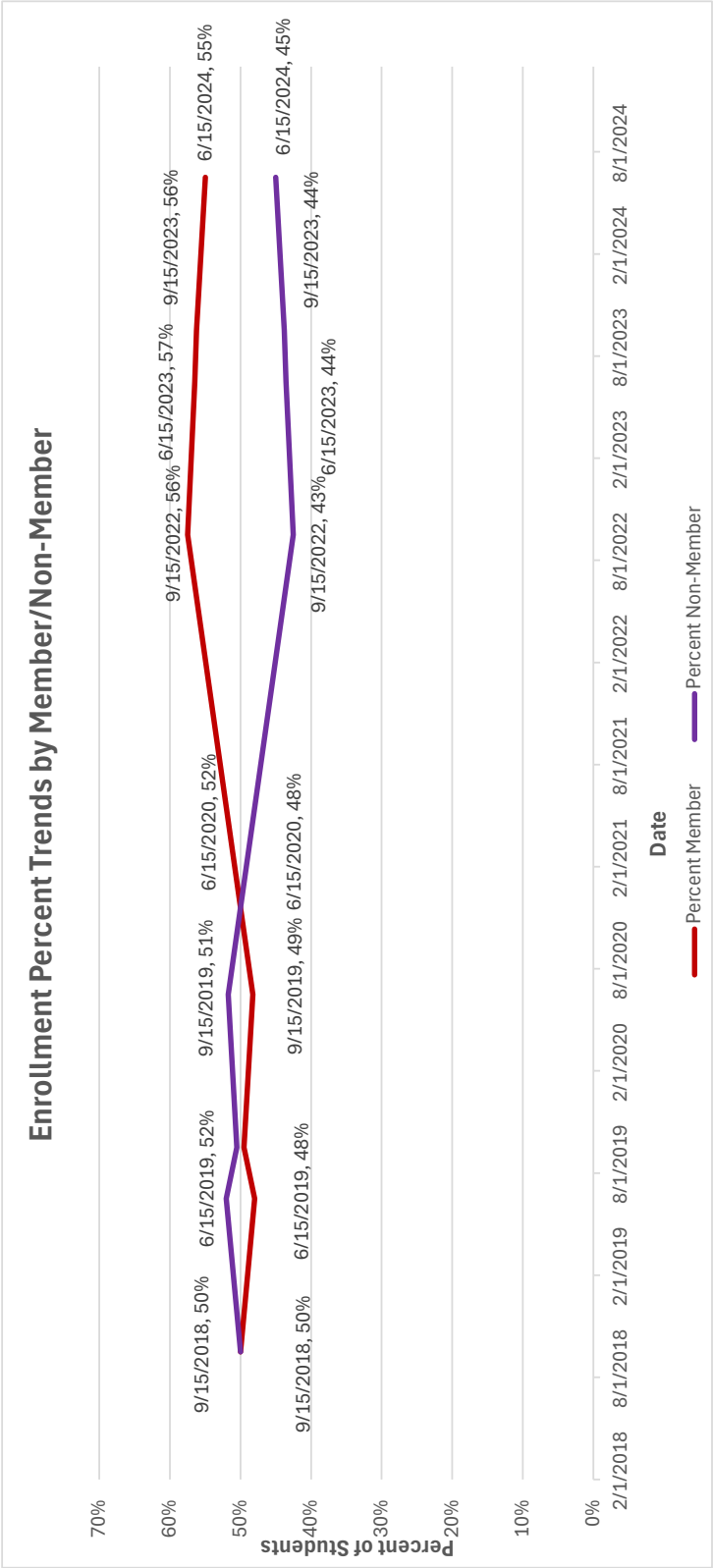












**VALLEY COLLABORATIVE
TREASURER'S REPORT
DECEMBER 31, 2023**

		<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	\$ 1,806,175.83	\$ 2,010,051.67		\$ (153,623.08)		\$ (1,600,207.50)	\$ 2,062,396.92
Payroll	a/c 795823	\$ 345,750.29		\$ (1,840,870.06)			\$ 1,596,000.00	\$ 100,880.23
Joe's Bistro	a/c 531401	\$ 4,272.19	\$ 1,480.39					\$ 5,752.58
ICS MMDA	a/c 856490	\$ 4,741.30				\$ 2.00		\$ 4,743.30
Capital Reserve	a/c 4063467	\$ 1,500,000.00						\$ 1,500,000.00
Independence Project	a/c 821315	\$ 864.36	\$ -	\$ -	\$ -	\$ -	\$ 4,207.50	\$ 5,071.86
TOTAL ENTERPRISE BANK ACCOUNTS		<u>\$ 3,661,803.97</u>	<u>\$ 2,011,532.06</u>	<u>\$ (1,840,870.06)</u>	<u>\$ (153,623.08)</u>	<u>\$ 2.00</u>	<u>\$ -</u>	<u>\$ 3,678,844.89</u>
MMDT	a/c 0044263747	<u>\$ 1,067,424.43</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,104.75</u>	<u>\$ -</u>	<u>\$ 1,072,529.18</u>
Total Unrestricted Cash		<u>\$ 4,729,228.40</u>	<u>\$ 2,011,532.06</u>	<u>\$ (1,840,870.06)</u>	<u>\$ (153,623.08)</u>	<u>\$ 5,106.75</u>	<u>\$ -</u>	<u>\$ 4,751,374.07</u>
PARS OPEB Trust		<u>\$ 6,681,777.89</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,599.30)</u>	<u>\$ 317,182.81</u>	<u>\$ -</u>	<u>\$ 6,997,361.40</u>
TOTAL CASH		<u>\$ 11,411,006.29</u>	<u>\$ 2,011,532.06</u>	<u>\$ (1,840,870.06)</u>	<u>\$ (155,222.38)</u>	<u>\$ 322,289.56</u>	<u>\$ -</u>	<u>\$ 11,748,735.47</u>

**VALLEY COLLABORATIVE
TREASURER'S REPORT
JANUARY 31, 2024**

		<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	\$ 2,062,396.92	\$ 2,638,247.51		\$ (449,317.44)		\$ (2,446,292.50)	\$ 1,805,034.49
Payroll	a/c 795823	\$ 100,880.23		\$ (1,791,231.91)			\$ 2,450,000.00	\$ 759,648.32
Joe's Bistro	a/c 531401	\$ 5,752.58	\$ 1,914.04					\$ 7,666.62
ICS MMDA	a/c 856490	\$ 4,743.30				\$ 2.00		\$ 4,745.30
Capital Reserve	a/c 4063467	\$ 1,500,000.00						\$ 1,500,000.00
Independence Project	a/c 821315	\$ 5,071.86	\$ 1,500.00	\$ -	\$ (2,750.00)	\$ -	\$ (3,707.50)	\$ 114.36
TOTAL ENTERPRISE BANK ACCOUNTS		<u>\$ 3,678,844.89</u>	<u>\$ 2,641,661.55</u>	<u>\$ (1,791,231.91)</u>	<u>\$ (452,067.44)</u>	<u>\$ 2.00</u>	<u>\$ -</u>	<u>\$ 4,077,209.09</u>
 MMDT	a/c 0044263747	<u>\$ 1,072,529.18</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,111.75</u>	<u>\$ -</u>	<u>\$ 1,077,640.93</u>
 Total Unrestricted Cash		<u>\$ 4,751,374.07</u>	<u>\$ 2,641,661.55</u>	<u>\$ (1,791,231.91)</u>	<u>\$ (452,067.44)</u>	<u>\$ 5,113.75</u>	<u>\$ -</u>	<u>\$ 5,154,850.02</u>
 PARS OPEB Trust		<u>\$ 6,997,361.40</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,673.66)</u>	<u>\$ (25,536.16)</u>	<u>\$ -</u>	<u>\$ 6,970,151.58</u>
 TOTAL CASH		<u>\$ 11,748,735.47</u>	<u>\$ 2,641,661.55</u>	<u>\$ (1,791,231.91)</u>	<u>\$ (453,741.10)</u>	<u>\$ (20,422.41)</u>	<u>\$ -</u>	<u>\$ 12,125,001.60</u>

**VALLEY COLLABORATIVE
TREASURER'S REPORT
FEBRUARY 29, 2024**

		<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	\$ 1,805,034.49	\$ 2,272,322.57		\$ (264,921.37)		\$ (1,290,000.00)	\$ 2,522,435.69
Payroll	a/c 795823	\$ 759,648.32		\$ (1,854,625.60)			\$ 1,295,000.00	\$ 200,022.72
Joe's Bistro	a/c 531401	\$ 7,666.62	\$ 1,440.22		\$ (17.00)		\$ (5,000.00)	\$ 4,089.84
ICS MMDA	a/c 856490	\$ 4,745.30				\$ 1.88		\$ 4,747.18
Capital Reserve	a/c 4063467	\$ 1,500,000.00						\$ 1,500,000.00
Independence Project	a/c 821315	\$ 114.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 114.36
TOTAL ENTERPRISE BANK ACCOUNTS		<u>\$ 4,077,209.09</u>	<u>\$ 2,273,762.79</u>	<u>\$ (1,854,625.60)</u>	<u>\$ (264,938.37)</u>	<u>\$ 1.88</u>	<u>\$ -</u>	<u>\$ 4,231,409.79</u>
 MMDT	a/c 0044263747	<u>\$ 1,077,640.93</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,765.02</u>	<u>\$ -</u>	<u>\$ 1,082,405.95</u>
 Total Unrestricted Cash		<u>\$ 5,154,850.02</u>	<u>\$ 2,273,762.79</u>	<u>\$ (1,854,625.60)</u>	<u>\$ (264,938.37)</u>	<u>\$ 4,766.90</u>	<u>\$ -</u>	<u>\$ 5,313,815.74</u>
 PARS OPEB Trust		<u>\$ 6,970,151.58</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,969.86)</u>	<u>\$ 149,609.25</u>	<u>\$ -</u>	<u>\$ 7,117,790.97</u>
 TOTAL CASH		<u>\$ 12,125,001.60</u>	<u>\$ 2,273,762.79</u>	<u>\$ (1,854,625.60)</u>	<u>\$ (266,908.23)</u>	<u>\$ 154,376.15</u>	<u>\$ -</u>	<u>\$ 12,431,606.71</u>



VALLEY COLLABORATIVE
PARS OPEB Trust Program

Account Report for the Period
12/1/2023 to 12/31/2023

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

Account Summary

Source	Beginning Balance as of 12/1/2023	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 12/31/2023
OPEB	\$6,681,777.89	\$0.00	\$317,182.81	\$1,599.30	\$0.00	\$0.00	\$6,997,361.40
Totals	\$6,681,777.89	\$0.00	\$317,182.81	\$1,599.30	\$0.00	\$0.00	\$6,997,361.40

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	4.75%	9.80%	15.36%	2.44%	8.19%	-	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

Headquarters - 4350 Von Karman Ave., Suite 100, Newport Beach, CA 92660 800.540.6369 Fax 949.250.1250 www.pars.org



VALLEY COLLABORATIVE
PARS OPEB Trust Program

Account Report for the Period
1/1/2024 to 1/31/2024

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

Account Summary

Source	Beginning Balance as of 1/1/2024	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 1/31/2024
OPEB	\$6,997,361.40	\$0.00	-\$25,536.16	\$1,673.66	\$0.00	\$0.00	\$6,970,151.58
Totals	\$6,997,361.40	\$0.00	-\$25,536.16	\$1,673.66	\$0.00	\$0.00	\$6,970,151.58

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	-0.36%	11.90%	8.53%	2.53%	6.90%	-	6/24/2015

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

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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

Headquarters - 4350 Von Karman Ave., Suite 100, Newport Beach, CA 92660 800.540.6369 Fax 949.250.1250 www.pars.org

**PUBLIC
AGENCY
RETIREMENT
SERVICES**

PARS

VALLEY COLLABORATIVE
PARS OPEB Trust Program

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/ 12/10/ - to / 1. 1/0/ -

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

Account Summary

9oSurc	BeaCtCa BEtEGrc EboT / 12/10/ -	e oCturi StrmCb	s EuGtCab	s gxcCxb	p rlturi StrmCb	DuECbEub	s GdtCa BEtEGrc EboT / 1. 1/0/ -
OPEB	\$6,970,151.58	\$0.00	\$149,609.25	\$1,969.86	\$0.00	\$0.00	\$7,117,790.97
DotEfb	1 \$6 7028238,	1 0300	12- . 60. 5 8	126 \$. 5 \$	1 0300	1 0300	1 722767. 05 7

Investment Selection

9oSurc

OPEB VECaSEnd BEtEGrcd 9tuEicay

Investment Objective

9oSurc

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

9oSurc	2M oCt3	4M oCt3b	2M cEu	ACCSEfized RctSuC			PfECb lCrcxtmCp Etc
				4M cEub	8M cEub	20M cEub	
OPEB	2.15%	6.62%	14.16%	2.88%	7.00%	-	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

Headquarters - 4350 Von Karman Ave., Suite 100, Newport Beach, CA 92660 800.540.6369 Fax 949.250.1250 www.pars.org



VALLEY COLLABORATIVE
PARS OPEB Trust Program

Account Report for the Period
3/1/2024 to 3/31/2024

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

Account Summary

Source	Beginning Balance as of 3/1/2024	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 3/31/2024
OPEB	\$7,117,790.97	\$0.00	\$159,269.13	\$1,701.12	\$0.00	\$0.00	\$7,275,358.98
Totals	\$7,117,790.97	\$0.00	\$159,269.13	\$1,701.12	\$0.00	\$0.00	\$7,275,358.98

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	2.24%	4.06%	14.09%	3.17%	7.12%	-	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

11 Executive Park Drive, N. Billerica, MA 01862 | Tel: (978) 528-7826 | www.valleycollaborative.org

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: April 25, 2024
Re: Re-approval of Valley Collaborative Finance, Human Resource & Payroll Manuals

Please find attached the updated Valley Collaborative Finance and Human Resource & Payroll Manuals

Required Action:

- Vote to reapprove Valley Collaborative Finance, Human Resources & Payroll Manuals

Attachments:

- Valley Collaborative Financial Policies & Procedures Manual
- Valley Collaborative Human Resources & Payroll Policies & Procedures Manual



Financial Policies & Procedures Manual

Approved by:
Valley Collaborative Board of Directors
April 25, 2024

**Valley Collaborative
Financial Policies & Procedures Manual**

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Valley Collaborative Financial Policies & Procedures Manual

100 INTRODUCTION

Educational Collaboratives are formed by local school committees and charter boards under the provisions of Chapter 40, Section 4E. The purpose of an educational collaborative is to supplement and strengthen the programs and services of member school committees and charter boards. All educational collaborative agreements and amendments must be approved by the member school committees and charter boards (Board of Directors) and the Board of Elementary and Secondary Education.

In an effort to achieve and ideally surpass these requirements, Valley Collaborative has developed this Policies and Procedures Manual. The Manual has been approved by the Valley Collaborative Board of Directors, and is intended to serve as a guiding resource towards best practices and stakeholder information.

The Valley Collaborative Board of Directors acknowledges the guidance provided by the Massachusetts Department of Education during the development of this document. For further information please see "[School Finance- Educational Collaboratives](#)" issued by the Massachusetts Department of Education.

101 Scope and Organization

This manual consists of three sections:

Part I - Policies
Part II- Procedures
Appendices- Sample Forms

102 Purpose of Policies and Procedures Manual

- A. The Policies and Procedures manual is the official document for the accounting and administrative functions conducted by Valley Collaborative. Please see attached Appendix A for separation of duties organizational chart and job descriptions.
- B. The Policies and Procedures manual provides standards and directives for sound management and promotes consistent, prudent financial and administrative practices. Also, it also provides guidance to the Collaborative in the application of various federal and Massachusetts laws and regulations and the Department of Education's requirements for the administration of grants and contracts awarded by the U.S. Government and other funding sources.
- C. The Policies and Procedures manual is used in conjunction with and referenced to Valley Collaborative's existing personnel policy manual, job descriptions and other policy manuals maintained by the collaborative.

103 Amending the Guide

This document contains the essential fiscal policies and procedures for Valley Collaborative, as of the above date of promulgation. From time to time, as additional matters require changes to this document, the management of Valley Collaborative shall amend this essential document. As the document changes, it will need to be reapproved by the Board of Directors.

Valley Collaborative Financial Policies & Procedures Manual

PART I – POLICIES

200 INTERNAL CONTROL POLICIES

Valley Collaborative, under the direction of the Valley Collaborative Board of Directors, is required to establish and maintain adequate accounting records and internal control procedures. Internal control consists of five components: control environment, risk assessment, control activities, information and communication, and monitoring. The objectives of internal control relate to financial reporting, operations, and compliance.

Valley Collaborative and all levels of management are responsible for preventing and detecting instances of fraud and related misconduct and for establishing and maintaining proper internal controls that provide security and accountability of the resources of the Collaborative. Management is also responsible for recognizing risks and exposures inherent to these areas of responsibility and for being aware of indications of fraud or related misconduct.

Any employee with a reasonable basis for believing fraudulent or related misconduct has occurred should report such incidents to the designated authorities within the Collaborative or the Office of the Inspector General as stated in M.G.L Chapter 12A, §14 'Complaints by public employees; investigation.'

Internal control policies provide Valley Collaborative with the foundation to properly safeguard its assets, implement management's internal policies, provide compliance with state and federal laws and regulations and produce timely and accurate financial information. The following policies highlight the areas of internal control that Valley Collaborative has considered:

201 Compliance with Laws

Valley Collaborative will follow all the relevant laws and regulations that govern Educational Collaborative within the Commonwealth of Massachusetts. Additionally, U.S. Government laws and regulations that relate to grant funding will be adopted as the grant funding is received. The following are specific policies of Valley Collaborative:

A. Political Contributions

No funds or assets of Valley Collaborative may be contributed to any political party or organization or to any individual who either holds public office or is a candidate for public office. The direct or indirect use of any funds or other assets of Valley Collaborative for political contributions in any form—whether in cash or other property, services, or the use of facilities—is strictly prohibited. Valley Collaborative also cannot be involved with any committee or other organization that raises funds for political purposes.

Following are examples of prohibited activities:

1. Contributions by an employee that are reimbursed through expense accounts or in other ways.
2. Purchase by the organization of tickets for political fundraising events.
3. Contributions in-kind, such as lending employees to political parties or using the Collaborative's assets in political campaigns.

Valley Collaborative Financial Policies & Procedures Manual

B. Record Keeping

To provide an accurate and auditable record of all financial transactions, the Collaborative's books, records, and accounts are maintained in conformity with generally accepted accounting principles as required by the Commonwealth's statutes, applicable to Educational Collaboratives.

Further, the Collaborative specifically requires that:

1. No funds or accounts may be established or maintained for purposes that are not fully and accurately described within the books and records of the Collaborative.
2. Receipts and disbursements must be fully and accurately described in the books and records.
3. No false entries may be made on the books or records nor any false or misleading reports issued.
4. Payments may be made only to the contracting party and only for the actual services rendered or products delivered. No false or fictitious invoices may be paid.

202 Organizational Conflict of Interest or Self-Dealing (Related Parties)

Valley Collaborative may not be operated for the benefit of an affiliated or unaffiliated organization or an individual in his or her own private capacity or individuals related to Valley Collaborative or members of its management, unless the private benefit is considered merely incidental. Valley Collaborative will follow M.G.L. Chapter 268A and M.G.L. Chapter 71, §89(v) conflict of interest laws and disclosures which restrict public officials and employees from taking advantage of their position to gain improper benefits for themselves, relatives, their associates, or their friends. The law also restricts board members from voting on matters affecting their financial interest and limits the circumstances under which they can receive anything of value because of their official position. A board member may not vote or enter into any discussion if one of the following groups will receive financial benefit:

- A. The Trustee, his/her immediate family, or his/her business partner;
- B. A business organization in which the Trustee is serving as an officer, Valley Collaborative, trustee, partner or employee; or
- C. Any person or organization with which the Trustee is negotiating or has any arrangement concerning prospective employment (M.G.L. Chapter 268a, §6).

The private benefit preclusion will extend to:

- A. Sale or exchange, or leasing, of property between the Collaborative and an affiliated or unaffiliated organization or a private or related individual.
- B. Lending of money or other extension of credit between the Collaborative and an affiliated organization (excluding component units) or unaffiliated organization or a private or related individual.

Valley Collaborative Financial Policies & Procedures Manual

- C. Furnishing of goods, services or facilities between the Collaborative and an affiliated organization (excluding component units) or unaffiliated organization or a private or related individual.
- D. Payment of compensation, unless authorized by the Valley Collaborative Board of Directors or its governing body, by the Collaborative to an affiliated or unaffiliated organization or a private or related individual.
- E. Transfer to, use by, or for the benefit of a private or related individual of the income or assets of the Collaborative.

Thus, Valley Collaborative will be guided by the principle of arms-length standards with all affiliated or unaffiliated organizations or with a private or related individual(s). Annually, the Valley Collaborative Board of Directors will file a financial disclosure form as required by M.G.L. Chapter 40, section 4(e).

Related party transactions shall include transactions between a school and members of the board, management, contracted management organization, employees, related individuals and affiliated companies. Related individuals within the scope of this definition include spouses, parents, children, spouses of children, grandchildren, siblings, father-in-law, and mother in law, sister-in-law and brother-in-law of a board member or Collaborative employee.

203 Valley Collaborative Board of Directors Authorities

The Valley Collaborative Board of Directors is responsible for the operation of Valley Collaborative in accordance with the provisions of M.G.L. Chapter 40, Section 4E and all other state and federal laws and regulations and conditions as the Board or Commissioner of Education may establish from time to time. The Valley Collaborative Board of Directors is also responsible for operating the Collaborative in accordance with the representations made in its Educational Collaborative application submitted to and approved by the Board of Education.

Specifically, the Valley Collaborative Board of Directors shall have the sole authority to approve and will incorporate into its own minutes such matters as (i) change of the Collaborative's name, with the Department of Education's Educational Collaboratives office approval (ii) adoption of the annual operating and capital budgets, (iii) selection or termination of key employees (iv) key employees' salary and salary changes, (v) incurrence of debt, mortgages or other encumbrances and their covenants and restrictions, within the terms of the collaborative (vi) investment policies, (vii) depository and investment banks, (viii) purchase or sale of property (ix) opening up or closing checking or savings accounts, and (x) selection of Valley Collaborative's certified public accountants and (xi) other activities associated with the operations of Valley Collaborative.

The Valley Collaborative Board of Directors will meet regularly to ensure that its fiduciary duty is maintained. The Board will review the following: prior meeting minutes, business items, educational items, subcommittee reports, Executive Director Reports, new business and other items. For additional guidance on the regulatory and statutory obligations of a Valley Collaborative Board of Directors, please refer to the Commonwealth of Massachusetts Department of Education's publication, *Duties and Responsibilities of Collaborative Board Members and Boards of Directors*, which can be found at

<http://www.doe.mass.edu/finance/collaboratives/DutiesResponsibilities.pdf>

Valley Collaborative Financial Policies & Procedures Manual

204 Signature Authorities

All checks are signed by Valley Collaborative's Treasurer. Any check over \$10,000.00 requires the signature of both Executive Director and Treasurer. The Treasurer is responsible for authorizing all cash transfers between banking entities.

205 Government Access to Records

The Business Manager / Accountant will provide access to Valley Collaborative's records if requested to the Comptroller General of the Commonwealth of Massachusetts or his designee and provide supporting records, as requested by government auditors, to facilitate the completion of such audits or reviews in a timely manner.

206 Security of Financial Data

- A. The Collaborative's accounting software should be reviewed to ensure that general and application controls to unauthorized access to data is precluded (i.e., proper password protection and authorizations for inquiry or browse only functions.)
- B. The system's accounting data is hosted offsite and is continuously backed up offsite. This is done to ensure the recoverability of financial information in case of hardware failure.
- C. All other financial data, petty cash box, unused checks and unclaimed checks will be secured by the Business Manager / Accountant and his staff from unauthorized access.

207 Security of Collaborative Documents

Originals of the following corporate documents are maintained and their presence is verified on a periodic basis:

- A. Articles of Agreement and all related amendments
- B. Minutes of the Valley Collaborative Board of Directors
- C. Banking agreements
- D. Leases
- E. Insurance policies
- F. Vendor invoices
- G. Grant and contract agreements
- H. Fixed asset inventory list
- I. Contract and grant billings

208 Use of Collaborative Assets

Collaborative employees should not use any of the Collaborative's assets for personal use without prior approval and proper justification.

209 Use Of Collaborative Identification Cards

Valley Collaborative identification cards are limited to commercial charge accounts used by department heads of Operations and Technology. Each account has a spending limit based on an approved purchase order.

Receipts are required to be turned in post-purchase to match with commercial charge account monthly statements.

Valley Collaborative Financial Policies & Procedures Manual

300 FINANCIAL MANAGEMENT POLICIES

Educational Collaboratives are granted a program approval by the Board of Education of the Commonwealth of Massachusetts under MGL Chapter 40, Section 4E. Educational Collaboratives are considered public entities and shall follow all Commonwealth of Massachusetts and Federal Laws and Regulations as such.

301 Basis of Accounting

Valley Collaborative will maintain its accounting records and related financial reports on the accrual basis of accounting.

302 Accounting Policies

The accounting policies and financial reporting adopted are consistent with the special purpose governmental entity requirements of the Governmental Accounting Standards Board (GASB), including Statement of Governmental Accounting Standards No. 34 – *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*. GASB is the recognized standard setting body for establishing governmental accounting and financial reporting principles. Pursuant to GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting*, the Collaborative has elected to apply the provisions of all relevant pronouncements of Financial Accounting Standards Board (FASB) that do not conflict with or contradict GASB pronouncements.

303 Basis of Presentation

Valley Collaborative adheres to all Federal, State and Department of Education guidelines as they apply to Educational Collaboratives. As referred to as a "Special Education School District" by the Commonwealth, the Collaborative presents accounts as specified by the Commonwealth of Massachusetts and the Department of Elementary and Secondary Education.

304 Revenues

Under the accrual basis of accounting, revenues are recognized when earned, consistent with generally accepted accounting principles applicable to Educational Collaboratives.

305 Expenditures

Under the accrual basis of accounting, expenses are recognized when services are incurred or goods are received.

306 In-Kind Donations

The collaborative recognizes services that are donated.

307 Incurred Costs

For the purpose of invoicing funding sources for allowable costs under cost reimbursement grants or contracts, the term "costs incurred" is defined as follows: costs related to items or services incurred directly for the grant or contract and received at the time of the request for reimbursement and not specifically disallowed by the funding source.

Valley Collaborative Financial Policies & Procedures Manual

308 Cash Management

- A. The collaborative maintains the following cash accounts:
 - 1. Payroll
 - 2. Operating
 - 3. Community Catering
 - 4. Independence Project
 - 5. Insured Cash Sweep (ICS) Money Market Deposit Accounts (MMDA)
 - 6. Massachusetts Municipal Depository Trust (MMDT) Investments
 - 7. Other Post-Employment Benefits (OPEB) Liability
- B. A schedule of aged accounts and grants receivable is prepared monthly and reviewed by the Business Manager / Accountant for collection. Appropriate collection procedures are initiated, if necessary.

309 Accounts Receivable Aging Criteria

Outstanding accounts receivable are aged on a thirty, sixty, ninety, and over-ninety day basis.

310 Grant/Contract Invoicing

In accordance with state finance regulation 815 CMR 2:00, section 2.05 (4)(b), *Grant Effective Start Date*, grant recipients may expend state, federal, and other grant funds only as of the date their grant (the Standard Contract Form) was executed by the authorized signatory of the Department of Education. In the case of the Department of Education, this means the date that the grant is entered as **approved** into the Department of Education's grants management system.

- A. All invoices are submitted to the funding sources by dates specified in the grant or contract agreement.
- B. The invoicing format is that specified by the funding source.

311 Investments

Valley Collaborative shall follow, to the extent possible, M.G.L. Chapter 44 *Municipal Finance* in regards to purchasing investments.

312 Budgets

- A. Valley Collaborative shall prepare an annual operating budget of revenues and expenses, a cash flow projection, and a capital budget. These budgets and projections shall be reviewed and approved by the Valley Collaborative Board of Directors at the annual meeting and modified, as necessary.

Valley Collaborative Financial Policies & Procedures Manual

- B. Financial statements displaying budget vs. actual results shall be prepared by the Business Manager / Accountant and reviewed by Executive Director and the Treasurer and presented to the Valley Collaborative Board of Directors at each board meeting.

313 Insurance and Bonding

- A. The Collaborative maintains minimum levels of coverage, as deemed appropriate by the Valley Collaborative Board of Directors, for the follow policies:
1. General liability
 2. Business & personal property (including auto/bus)
 3. Computer equipment
 4. Workers' compensation
 5. Personal injury liability
 6. Fidelity bond
 7. Directors and Officers Insurance
 8. Excess Liability
 9. Cyber Liability

- B. The Collaborative requires proof of adequate insurance coverage from all prospective contractors, as deemed applicable.

314 Massachusetts Teacher Retirement System/Massachusetts State Employee Retirement System

The Massachusetts Teacher Retirement System (MTRS) and Massachusetts State Employee Retirement System (MSERS) are contributory retirement systems designed to provide benefits to Massachusetts Teachers, Administrators and State Employees per MGL Chapter 32. Staff members employed by the Collaborative who are eligible for membership are required to join the system. See <http://www.mass.gov/mtrb/> or <http://www.mass.gov/treasury/retirement/> for full details about eligibility, required payroll deductions and reporting deadlines.

315 Record Retention and Disposal

- A. Records are maintained for the following minimum periods:
1. Books, records, documents, and other supporting evidence including paid, cancelled, or voided checks, accounts payable records, vendors' invoices, payroll sheets and registers of salaries and wages, tax withholding statements, employee timesheets and other public documents are retained for seven years after the original entry date.
- B. The following records supporting federal contracts, as required by U.S. Office of Management and Budget, are retained for the indicated minimum periods:
1. For three years after submission of the final report of expenditures: general ledger, trial balance, accounts payable and accounts receivable ledger, payroll register, and petty cash book, check register and checks, invoices. Except for:
 - a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit

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findings involving the records have been resolved and final action taken.

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- b) Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.
- 2. Permanently: Audit reports, annual corporate reports, board minutes, tax and legal correspondence, labor contracts, insurance claims and policies, and retirement and pension records.
- C. The disposal date determined under this policy is the end of the fiscal year, or the date of final payment of government grants.
- D. All records not supporting government grants or otherwise covered by rules of the Internal Revenue Service are retained for three years from the end of the fiscal year in which the records were originally prepared.
- E. All financial records are maintained in chronological order, organized by fiscal year.
- F. In connection with the disposal of any records, a memorandum of record disposal shall be prepared by the Business Manager / Accountant listing the record or the class of records disposed of. The Valley Collaborative Board of Directors shall certify this memorandum of records disposal.

316 Financial Reporting

The Business Office maintains supporting records in sufficient detail to prepare the Collaborative's financial reports, including:

- A. Annually:
 - 1. Financial statements for audit
 - 2. Annual budget
- B. Monthly:
 - 1. Trial balance
 - 2. Internally generated budget vs. actual financial statements with explanations for significant variances
 - 3. Billing invoices to funding sources
 - 4. Updating of the cash flow projection
 - 5. Accounts receivable aging report
 - 6. Accounts payable listing
- C. Quarterly:
 - 1. IRS Form 941 and payroll tax returns and comparable state taxing authority returns
 - 2. Other reports upon request

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317 Audit

The Valley Collaborative Board of Directors shall contract annually with a qualified independent certified public accounting firm to conduct an audit of Valley Collaborative's financial statements in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States, 2003 Revision (GAS) and, if applicable, the *U.S Office of Management and Budget's Circular A-133*. The selected audit firm must be familiar with these standards, related Commonwealth of Massachusetts and Educational Collaborative regulations, specifically 603 CMR 50.07- (12): **Audit:** Each collaborative shall annually have an independent audit conducted of its accounts, in accordance with generally accepted government auditing standards, and consistent with any guidelines the Department may issue. Such audit will be conducted consistent with 603 CMR 50.08(2). Audit results shall be discussed annually at a public meeting of the collaborative board of directors.

318 Chart Of Accounts

The Chart of Accounts of Valley Collaborative is noted in *Appendix A*. The chart of accounts will assist Collaboratives in managing their operations, preparing financial statements and also facilitating their preparation of the *End of Year Financial Report* as required by the regulation 603 CMR 50.00 and Massachusetts General Law Chapter 40 section 4E.

319 Surplus Funds

At the end of the fiscal year, unexpended general funds, as defined by 603 CMR 50.07, plus any previous year's remaining surplus funds, as determined through the Collaborative's financial statements, will be considered cumulative surplus funds. On an annual basis, the Board shall, upon review of the Collaborative's audit results for the previous fiscal year, determine by a majority vote the final dollar amount of cumulative surplus funds. Surplus funds shall not include funds deposited in a capital reserve as provided for in 603 CMR 50.07(10), funds deposited in trust in accordance with Massachusetts General Laws, Chapter 32B, Section 20, or any amounts prepaid for tuition or services in accordance with Massachusetts General Laws, Chapter 40, Section 4E. As set forth in 603 CMR 50.07(9), in no event shall cumulative surplus funds exceed twenty-five percent (25%) of the previous fiscal year's general expenditures from the Collaborative Fund.

320 Unclaimed/Uncashed Checks and Unclaimed Wages/Payments

Valley Collaborative uses frequent reconciliation and diligence to determine the presence unclaimed or uncashed checks as well as unclaimed wages or payments. The Collaborative will continue to seek out the assignee by all contact means available. The Collaborative adheres to M.G.L. 200A when handling each instance.

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400 POLICIES RELATED TO ASSETS, LIABILITIES, AND NET ASSETS

401 Assets

Economic resources that are recognized and measured in conformity with generally accepted accounting principles. Assets also include certain deferred charges that are not resources, but are recognized and measured in conformity with generally accepted accounting principles. The following sections describe policies related to the recognition of assets.

402 Bank Accounts

Bank accounts have been authorized at Federal Deposit Insurance Corporation (FDIC) or Depository Insurance Fund of Massachusetts (DIFM) insured banks.

403 Petty Cash Payments

- A. Petty cash payments shall be made from a fund not to exceed \$2,000, and should be for cash advances, local expense reimbursement, and small-dollar vendor purchases, provided proper documentation is furnished with each request.
- B. The petty cash account shall be reconciled/balanced by the petty cash custodian. The replenishment check is made out to *Petty Cash "School Name"* on an as needed basis.

404 Criteria for Capitalizing and Depreciating for Property and Equipment

All tangible personal property with a useful life equal to or more than three years and a unit acquisition cost of \$5,000 or more is capitalized and recorded in the statement of net assets. Depreciation associated with the fixed asset will be calculated based on its useful life and straight-line depreciation method. The depreciation expense will be recorded in the statement of revenues, expenses, and changes in net assets.

405 Impairment of Assets

A recognized impairment of an asset is reflected when circumstances warrant. The appropriate adjustment is made for any impaired assets, accompanied by a description of the impaired asset and the measurement assumptions used in determining the impairment. All impairments shall be reported.

406 Betterments

Expenditures for significant betterments of existing leased/owned properties are recorded in fixed assets at cost. Maintenance and repairs are expensed as incurred. Depreciation associated with the betterment will be calculated based on its useful life and straight-line depreciation method. The depreciation expense will be recorded in the statement of revenues, expenses, and changes in net assets.

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407 Liabilities

Economic obligations that are recognized and measured in conformity with generally accepted accounting principles. Liabilities also include certain deferred amounts that are not obligated, but are recognized and measured in conformity with generally accepted accounting principles. The following sections describe policies related to the recognition of liabilities.

408 Accounts Payable

Only valid accounts payable transactions based on documented vendor invoices, receiving reports, or other approved documentation are recorded as accounts payable.

409 Accounts Payable Payment Policy

Vendors and suppliers are paid after goods and/or services are delivered. If cash flow problems exist, payments are made on a greatest dependency/greatest need basis.

410 Accrued Liabilities

Salaries, wages earned, and payroll taxes, together with professional fees, rent, and insurance costs incurred, but unpaid, are reflected as a liability when entitlement to payment occurs.

411 Liability for Compensated Absences

- A. Compensated absences arise from employees' absences from employment due to vacation leave or other school-designated circumstances. When Valley Collaborative expects to pay an employee for such compensated absences, a liability for the estimated probable future payments is accrued if all of the following conditions are met:
 - 1. The employee's right to receive compensation for the future absences is attributable to services already performed by the employee.
 - 2. The employee's right to receive the compensation for the future absences is vested or accumulates.
 - 3. It is probable that the compensation will be paid.
 - 4. The amount of compensation is reasonably estimable.
- B. Compensated absences not required to be paid upon employee termination are only recorded when paid.

412 Accrued Teachers' Salary

The portion of any teachers' salaries and benefits paid for a school year that extends into the next fiscal year (e.g., a twelve-month salary schedule from August 16th to August 15th of the following year) shall be accrued at the end of the fiscal year for which services were rendered.

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413 Debt

- A. When applicable, short-term debt consists of financing expected to be paid within one year of the date of the annual audited financial statements. Long-term debt consists of financing that is not expected to be repaid within one year.
- B. All short-term and long-term debt is approved by the Valley Collaborative Board of Directors and may not exceed the duration of the Educational Collaborative without the consent of the Board of Education.
- C. Loan agreements approved by the Valley Collaborative Board of Directors should be in writing and should specify all applicable terms, including the purpose of the loan, the interest rate, and the repayment schedule.

414 Net Assets

Net assets are recorded in accordance with generally accepted accounting principles applicable to special purpose governmental units. Net assets include the following:

- A. Unrestricted
- B. Restricted
- C. Investment in Capital Assets, net of related debt

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500 COST ACCOUNTING POLICIES

501 Consistency in Cost Accounting

Practices used by Valley Collaborative in estimating costs in grant/contract proposals shall be consistent with its accounting practices used in accumulating and reporting costs. Accounting practices used by Valley Collaborative in accumulating and reporting actual costs shall be consistent with its practices used in estimating costs in its grant and contract proposals.

502 Unallowable Costs

Costs expressly unallowable or mutually agreed to be unallowable shall be identified in separate general ledger accounts and excluded from billings to a grant or contract with the respective funding source. Available guidance includes, but is not limited to, OMB Circular A-87 - *Cost Principles for State, Local and Indian Tribal Governments*, OMB Circular A-102 - *Grant and Cooperative Agreements with State and Local Governments*, OMB Circular A-133 - *Audits of State and Local Governments and Nonprofit Organizations*.

503 Separate Records of Unallowable Costs

Valley Collaborative shall maintain separate records of all expressly and mutually agreed upon unallowable costs.

504 Cost Accounting Period

The fiscal year of Valley Collaborative shall be July 1st through June 30th. The same accounting period is used for all adjusting entries and accruals.

505 Gain or Loss on Disposition of Assets

Gains and losses from the sale or other disposition of property shall be recorded as revenue in the year in which they occur, and shall be reflected as such on the *Statement of Revenue, Expenditures, and Changes in Net Assets*.

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600 PROPERTY MANAGEMENT POLICIES

601 Property and Equipment

Valley Collaborative shall maintain detailed records of all government-furnished property and equipment, with an identification and segregation of property and equipment acquired through government contracts.

602 Identification of Property

Valley Collaborative shall tag all property upon receipt and shall assign an identification number to the property and all applicable documents.

603 Recording and Reporting of Property

A. Valley Collaborative shall maintain a log identifying all property in its possession, as follows:

1. Name and description
2. Serial number, model number, or other identification
3. Whether title vests with Valley Collaborative or a governmental entity
4. Vendor name, acquisition date, and cost
5. Location and condition of the equipment
6. Ultimate disposition data, including date of disposal and sales price or method of disposal

604 Physical Inventories

- A. Valley Collaborative shall perform a physical inventory of all property in its possession or control on an annual basis.
- B. The physical inventory records shall include at a minimum each asset, the related control number, location, and a brief description of its condition.
- C. The physical inventory shall be reconciled to the detailed fixed asset subsidiary ledger, and differences, if any, shall be investigated and reconciled.

605 Disposal of Property and Equipment

- A. No item of property or equipment shall be removed from the premises without prior approval from the Business Manager / Accountant and/or Executive Director.
- B. When property is retired, the appropriate asset in the fixed asset subsidiary shall be adjusted and properly reflected in the general ledger.

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700 PROCUREMENT POLICIES

701 Procurement – Goods and Services

Valley Collaborative shall procure only those items and services that are required in order to perform the mission and/or fill a bona fide need. Valley Collaborative is required to designate a procurement officer who must participate in the public purchasing official certification program conducted by the Office of the Inspector General.

Procurements shall be made using best value contracting which includes assessing the best value considering quality, performance and price. MGL, Chapter 30B is required to be followed by all Commonwealth Educational Collaboratives. Collaboratives shall use a competitive procurement process, which requires sound business practices for purchases less than \$10,000. The Collaborative will also select the best value by obtaining three written quotes for items greater than \$10,000 and less than \$35,000. Finally, a formal bid process will be used for items greater than \$35,000, in which bids will be received and evaluated using a formal evaluation process.

- A. The Collaborative shall adhere to the following objectives:
 1. Procurements will be completely impartial based strictly on the merits of supplier and contractor proposals and applicable related considerations such as delivery, quantity, etc.
 2. Make all purchases in the best interests of the Collaborative and its funding sources.
 3. Obtain quality supplies/services needed for delivery at the time and place required.
 4. Buy from responsible and dependable sources of supply.
 5. Obtain maximum value for all expenditures.
 6. Deal fairly and impartially with all vendors.
 7. Be above suspicion of unethical behavior at all times; avoid any conflict of interest, related parties or even the appearance of a conflict of interest in Valley Collaborative supplier relationships.
 8. Adhere to all MGL 30B requirements and guidelines.
- B. Valley Collaborative shall execute a *Purchase Order* for all purchases and it shall be approved by the Executive Director of Valley Collaborative.
- C. All lease agreements shall be evidenced by a lease or sublease agreement approved by the Valley Collaborative Board of Directors and signed by the Executive Director. The agreement will identify all the terms and conditions of the lease. Any real estate agreement to rent or sell will require a beneficial interest disclosure as required in MGL Chapter 7, §40J.

702 Emergency Purchases

An “emergency purchase” is the purchase of goods or services that are so badly needed that the Collaborative will suffer financial or operational damage if they are not secured immediately. A decision to purchase may be declared in an emergency at the Collaborative’s discretion and “best value” procurement guidelines must be followed. In addition, the purchase must be authorized by the Executive Director.

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703 Procurement – Construction

The Collaborative is required to comply with certain laws while constructing a new facility or performing construction on its current facility. These laws include numerous federal and state laws inclusive of the Commonwealth's public bidding and prevailing wage laws. When undertaking construction or renovation projects, the Collaborative shall seek advice from the Commonwealth of Massachusetts Office of the Attorney General and the Commonwealth of Massachusetts Division of Occupational Safety regarding the applicability of these laws and also the advice of legal counsel regarding the specific construction project. Educational Collaboratives will follow all regulations and guidelines set forth by M.G.L Chapter 30B.

Public Bidding Laws - This law applies to the "construction, reconstruction, installation, demolition, maintenance or repair of any building by a public agency estimated to cost more than \$35,000" (M.G.L. c. 149, § 44A(2)). Educational Collaboratives are considered public agencies under the statutes of the Commonwealth.

Prevailing Wage Statute - This law requires payment of a minimum hourly wage rate for certain classifications of labor performed on state and local construction projects. (M.G.L. c. 149, §§ 26-27D). The Division of Occupational Safety issues prevailing wage schedules for construction projects covered by the prevailing wage statute and determines whether the prevailing wage statute applies to certain construction projects.

704 Procurement – Educational Services

The Commonwealth of Massachusetts Board of Education must approve the terms of the contracts with individuals or organizations that provide "substantially all educational services" (M.G.L. 71, §89(j)(5)). These contracts are not valid or in effect prior to receiving final approval from the Board of Education.

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800 PAYROLL AND TRAVEL POLICIES

801 Payroll Policies

- A. Employee Types/Schedules:
 - 1. Year-Round Employees are paid on a 12-month, bi-weekly schedule from July 1st to the following June 30th.
 - 2. Extended School Year Employees are paid on a 12-month, bi-weekly schedule from July 1st to the following June 30th.
 - 3. School Year Employees are paid on a 10-month bi-weekly schedule from early September to late June.
- B. Employee's time is properly approved by both the individual and the supervisor and reported to the Business Office or designated representative.
- C. All employee payroll amounts are calculated based upon approved rates included in the individual's personnel file.
- D. Any changes to the pay rates or benefits are properly authorized.
- E. Valley Collaborative issues STIPENDS to Leadership and Mentorship positions that have taken on additional responsibilities from their contract in order to make Valley Collaborative better for Students and Adults.
- F. All payroll taxes—including MTRS and MSERS deductions—and benefits are properly calculated and any deposits made in a timely manner.
- G. Payroll liabilities and expenses are recorded in the general ledger by the Business Manager / Accountant after review and approval of the payroll register.
- H. All payroll tax reports are prepared in a timely manner and reviewed by a designated individual for accuracy prior to filing.

802 Employee Mileage Reimbursement

- A. All employees are reimbursed at a standard mileage rate per mile, as established annually by the Internal Revenue System. In addition, parking fees and tolls paid are reimbursable if properly supported.
- B. All employees requesting such mileage reimbursement are required to furnish a *Travel Report* containing the destination of each trip, its purpose and the miles driven, parking fees and tolls, within one month after the travel date. Each employee is responsible for detailing the travel and related expenses and including the required supporting documentation.
- C. The travel report must be signed by the employee and approved by their direct supervisor.

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900 CONSULTANTS AND CONTRACTORS POLICIES

901 Consultant Utilization

The utilization of all consultants and contract personnel shall be sufficiently evidenced by:

- A. Details of all agreements (e.g., work requirements, rate of compensation, and nature and amount of other expenses, if any) with the individuals or organizations providing the services and details of actual services performed.
- B. Invoices or billings submitted by consultants, including sufficient detail as to the time expended and nature of the actual services performed.
- C. The use of a management contract for educational and administrative services will clearly identify the contractor's performance requirements, including students' academic achievement, contractor's compensation and Valley Collaborative's rights to educational curricula and intellectual property developed. If the contract provides substantially all educational services, then the contract will be approved by the Commonwealth of Massachusetts Board of Education prior to signature by Valley Collaborative. (Also see *Section 704: Procurement – Educational Services*.)

902 Independent Contractors

The use of consultants shall be closely monitored so as not to vary from the rules of the Internal Revenue Code and M.G.L Chapter 193. In particular, consultants will:

- A. Be free from the employer's control and direction in performing the service, both under a contract and in fact.
- B. Provide a service that is outside the employer's usual course of business.
- C. Must be engaged in an independent trade, occupation, profession, or business of the same type.
- D. Not receive any fringe benefits as such, although their fee may include provision for fringe benefits.
- E. Not be assigned a permanent workstation.
- F. Use own stationery or time sheet in billing for services.

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PART II – PROCEDURES

The following section provides the procedures which will support the policies contained in Part I of this document.

1100 GENERAL ACCOUNTING PROCEDURES

In this section, procedures are described for the overall accounting system design, General Ledger activity and General Ledger closeout for Valley Collaborative.

1101 Overall Accounting System Design

Control Objective

To establish a coding structure that supports financial reporting and management's decision-making.

Major Controls

A. Business Manager / Accountant Involved in Designing the Chart of Accounts/Coding Structure

To support decision-making, the Business Manager / Accountant, along with assistance from additional resources, including Executive Director, management, and outside consultants, shall be involved from the outset in setting the chart of accounts/coding structure. The coding generally follows a four-digit general ledger account number with classes designated for grants or other funding to be accounted for separately.

B. Establishment of Control Accounts

Control accounts for fixed assets, accounts receivable and accounts payable shall be established with subsidiary detail listings and will be reconciled monthly to these control accounts.

C. Use of Contra Accounts

If necessary, the accounting structure shall provide for offsetting contra accounts (e.g. an allowance for doubtful accounts, accumulated depreciation) to adjust historical cost to current levels for financial reporting purposes.

D. Segregation of Unallowable Costs

Accounts shall be established to capture and segregate unallowable costs.

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1102 General Ledger Activity

Control Objective

To ensure that all General Ledger entries are current, accurate, and complete.

Major Controls

A. Timeliness of Entries

All entries shall be made soon after the underlying accounting event to ensure the financial records and reporting is current.

B. Support Documentation

All entries shall be supported by adequate documentation that clearly indicates the justification and authorization for the transaction.

C. Audit Trail

A complete audit trail shall be maintained by the use of reference codes, from source documentation through the books of original entry and general ledger, to periodic reporting statements.

Procedures

1. Financial data on source documentation shall be verified against original documents (e.g., invoice, purchase order, etc.) by the Business Manager / Accountant before entering into the accounting system.
2. Provisions shall be made for using recurring General Journal entries for certain transactions, such as recording the monthly portion of prepaid insurance.
3. Non-recurring entries, such as for correcting entries, recording accruals, and recording non-cash transactions, shall be prepared as circumstances warrant and on an as needed basis.
4. All entries in the books of original entry (e.g., cash receipts journal and disbursements) shall be made soon after the accounting event from authorized forms, and are prepared and reviewed by qualified accounting personnel.

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1103 General Ledger Close-Out

Control Objective

To ensure the accuracy of financial records and reports.

Major Controls

A. Trial Balance

Monthly, a trial balance shall be prepared to ensure the accuracy of the general ledger account balances.

Procedures

1. At the end of each month, a trial balance of all general ledger accounts shall be prepared by the Business Manager / Accountant.
2. At fiscal year-end and after the annual audit, all income and expense accounts shall be closed out, and the general ledger balances shall agree to the audited financial statements.

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1200 CASH MANAGEMENT PROCEDURES

In this section, procedures are described for cash receipts, cash disbursements, and petty cash funds and prepaid items.

1201 Cash Receipts

Control Objective

To record cash receipts completely and accurately and to prevent the diversion of cash assets.

Major Controls

A. Cash Receipts Policies

Valley Collaborative shall have internal control systems in place to monitor cash receipts, and to ensure that deposits are made in a timely manner.

B. Internal Accounting Controls

- (i) Opening of mail shall be assigned to an employee with responsibilities independent of access to files or documents pertaining to accounts receivable or cash accounts.
- (ii) Listed receipts and credits shall be compared to the accounts receivable and bank deposits.
- (iii) General Ledger control accounts shall be reconciled with the Accounts Receivable Subsidiary Ledger.

Procedures

1. Mail shall be opened by the Receptionist who sorts the checks and forwards them to the Business Office, if applicable, or Business Manager / Accountant
2. All checks shall be restrictively endorsed immediately by the Business Clerk or Executive Assistant.
3. The Accounting Manager, if applicable, or Business Manager / Accountant shall prepare all journal entries and deposit slips.
4. A copy of each check to be deposited shall be made via deposit software, and is able to be sourced as needed.
5. The Accounting Manager, if applicable or Business Manager / Accountant shall input all journal entries.
6. Accounting Manager shall make deposits on a daily or no later than on a weekly basis. If deposits are made other than daily, the deposit shall be maintained in a secure area with limited access.
7. The Business Manager / Accountant or Treasurer shall perform reconciliation of cash receipts to deposit slips and bank statements on a monthly basis.

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1202 Cash Disbursements

Control Objective

To disburse cash for authorized purposes and record cash disbursements completely and accurately.

Major Controls

A. Cash Disbursement Policies

Check preparation and signatures shall be delayed until the due date, consistent with discounts, if available.

B. Internal Accounting Controls

- (i) Checks shall be pre-numbered and printed on special check protective paper.
- (ii) The Executive Assistant shall match disbursement records against accounts payable/open invoice files on a monthly basis.
- (iii) Bank statements shall be reconciled to cash accounts and any outstanding checks verified by either the Business Manager / Accountant or the Accounting Manager, if applicable on a monthly basis.
- (iv) Supporting documentation shall be provided by to the Accounting Manager for all canceled invoices to prevent resubmission for payment.
- (v) The Business Manager / Accountant shall perform a detailed comparison of actual vs. budget disbursements on a periodic basis.
- (vi) Separation of duties shall be accomplished to the extent possible for an organization the size of the Collaborative.

Procedures

1. When the transaction is complete and payment is due, a pre-numbered check is prepared by the Accounting Manager who attaches all supporting documentation: (e.g. vendor invoice, purchase order, purchase requisition, etc.) and submits the package to the Executive Director or the Treasurer for approval.
2. All invoices submitted for signature will include approvals for payment, expense account(s) charged, grant account(s) charged, if applicable; check number and date of payment.
3. The Executive Director or the Treasurer signs checks, after examining the supporting documentation.
4. After having been signed, the checks shall be mailed directly to the payee by Business Clerk or Executive Assistant.
5. All supporting documents shall be canceled (i.e. stamped *PAID*) by the signatory and filed by Accounting Manager or assistant.
6. On a monthly basis, cash disbursement records shall be matched against accounts payable/open invoice files for any discrepancies.
7. Bank statements shall be reconciled soon after receipt by either the Business Manager / Accountant.

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1203 Petty Cash Funds

Control Objective

To control the use of petty cash funds for valid transactions.

Major Controls

Internal Accounting Controls

Reconciliation of petty cash funds shall be by employees with responsibilities independent of cash receipts, disbursements or custody.

Procedures

1. Valley Collaborative shall maintain a petty cash fund with a balance of not more than \$250, which will be maintained and secured by the Accounting Manager.
2. The Business Office shall maintain a log of all disbursements made from the petty cash fund and they shall use a *Petty Cash Voucher* for all petty cash disbursements.
3. When the fund needs to be replenished, the Accounting Manager shall prepare a check request. The check request will include the log of disbursements and the supporting vouchers as an attachment. See cash disbursement procedure above for payment.
4. Any differences between the check request to bring the fund up to the petty cash amount and total disbursements made shall be reviewed and a written justification for the variance shall be prepared.
5. Fund disbursements are entered into the general ledger by expense category when the fund is replenished.

1204 Prepaid Items

Control Objective

To ensure proper accounting for prepaid expenses.

Major Controls

Internal Accounting Controls

- (i) Preparation and updating of an amortization schedule to reflect the incurring of expenses for prepaid items (e.g., prepaid insurance).
- (ii) Detailed prepaid expenses reconciled with the general ledger control account.

Procedures

1. Vendor invoices shall be reviewed by the Business Office to identify all required prepayments.
2. For payment of prepaid items, the transaction shall be coded to reflect the appropriate portion of the payment representing the prepaid portion.
3. An amortization schedule shall be prepared to reflect the incurring of an expense for prepaid items.
4. A standard journal entry shall be prepared by the Business Office, if applicable to record the monthly expense.
5. Reconciliation shall be performed on a monthly basis between the subsidiary ledger and the prepaid expense General Ledger control account.

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1300 GRANTS MANAGEMENT PROCEDURES

In this section, the procedures are described that cover revenue recognition and invoicing, billing, accounts and contributions receivable.

1301 Revenue Recognition and Invoicing

Control Objective

To ensure that grant and contract billings are adequately supported, recorded on a timely basis, and reflect the terms and conditions of the grant or contract.

Major Controls

A. Invoicing Policy

Invoices shall be prepared based on contract agreement dates.

B. Invoice Format

Invoice formats shall vary depending on the funding source.

C. Segregation of Unallowable Costs

Accounts shall be maintained for explicitly unallowable costs.

D. Internal Accounting Controls

- (i) Verification of services shall be performed before invoice processing.
- (ii) A Reconciliation of expenditures incurred or units billed to invoices shall be prepared.
- (iii) Control of revenue shall be achieved with the use of General Ledger control accounts.
- (iv) Separation of duties between the preparation of the invoice and its review and approval shall be to the extent possible for an organization the size of the school.

Procedures

1. On a monthly basis, program costs, or an electronic spreadsheet/software noting total units served, shall be reviewed by the Interim Assistant Business Manager and recorded on an invoice format prescribed by the funding source. Unallowable or unbillable costs shall be excluded from claimed costs.
2. The invoice is entered in the Grants Receivable ledger, which, depending on the accounting software, should automatically prepare an entry to record the corresponding revenue.
3. Arithmetic extensions are verified and invoices shall be reviewed for accuracy and completeness by the Business Office and signed by the Executive Director.
4. Invoices shall be mailed to the funding source by the Business Office.
5. Copies of invoices and supporting documents shall be filed by funding source.

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1302 Grants Receivable

Control Objective

To ensure the accuracy, completeness, and timeliness of accounts receivable balances and collection.

Major Controls

A. Separation of Duties

To the extent possible, the responsibility for posting invoices shall be kept separate from those with responsibilities for cash functions.

B. Use of Control Accounts

A General Ledger control account shall be reconciled to individual receivable balances within the Grants Receivable subsidiary ledger.

Procedures

1. Payments and other adjustments shall be posted to the Grants Receivable subsidiary ledger.
2. The Grants Receivable subsidiary ledger shall be reconciled to the General Ledger control account on a monthly basis.
3. Any Grants Receivable balance greater than 90 days old shall be followed up and investigated.
4. A final report shall be submitted to the respective funding source after the end of the project period.

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1400 PAYROLL PROCEDURES

Payroll procedures shall be organized under six categories: personnel requirements, personnel data, timekeeping, and preparation of payroll, payroll payment, and payroll withholdings.

1401 Personnel Requirements

Control Objective

To ensure that the Collaborative hires only those employees—full or part-time—that it absolutely needs and exerts tight control over hiring new employees.

Major Controls

Payroll Policies

The Collaborative shall adopt payroll policies for installing new employees on the payroll system and removing terminated employees from the system, as well as monitoring vacation and sick pay.

Procedures

New Employees

1. Requests for new employees shall be initiated by the Principal or Manager and compared with the approved annual personnel budget. The request is approved or denied by the Executive Director.
2. A *Personnel Action Form* shall be initiated when hiring a new employee. Included on this form shall be the job description, approved pay rate, and grant funding, if any. Information on this form shall be reviewed by the Director of Student Services and Human Resources and communicated to the payroll office.
3. New employees shall complete an *Application for Employment*.
4. New employees shall complete an *IRS W-4 Form and Federal I-9 Form*.
5. A CORI (Criminal Offender Record Information) background check shall be conducted on all new employees and their CORI reports shall be placed in their employment files. Human Resources handles this processing.

Vacation and Sick Pay

1. Employees shall accrue vacation time based on personnel policy of Valley Collaborative.
2. Specific regular part-time employees shall earn vacation time on a pro-rata basis based upon the Employee Handbook of Valley Collaborative.
4. Employees' earned vacation balances shall be adjusted monthly to reflect vacation time earned and taken and these records shall be reviewed by Valley Collaborative Business Office on a monthly basis.
5. Sick leave taken shall be monitored against each employee's available sick time on accounting software and these records shall be reviewed by Valley Collaborative Business Office on a monthly basis.
6. Before vacation time is paid, a *Leave Request* shall be prepared by the employee, which shall be reviewed and approved by employee supervisor.
7. Program Principals and Managers shall monitor vacation and sick time by evaluating data in Accounting/Human Resources system.

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8. A General Journal entry shall be prepared at year-end to record the accrued vacation liability.
9. Unused vacation time shall be based on the Employee Handbook of Valley Collaborative.

1402 Personnel Data

Control Objective

To calculate and record payroll data accurately and completely for all employees.

Major Controls

Internal Accounting Controls

- (i) A precise paper trail covering all transactions shall be kept.
- (ii) Changes in personnel data shall be approved by responsible officials.
- (iii) Separate payroll and personnel files shall be periodically reviewed and reconciled.

Procedures

1. Changes to personnel data shall be initiated with a *Personnel Action Form* when making changes in new hires, terminations, pay rate changes, or payroll deductions.
2. Authorized changes shall be communicated to the payroll office.
3. A copy of the *Personnel Action Form* shall be retained in the employee's personnel file.

1403 Timekeeping

Control Objective

To ensure that payment for salaries and wages is made in accordance with documented time records.

Major Controls

A. Timekeeping Policies

Employees shall be instructed on the proper charging of time to assure the accuracy of recorded time to cost objectives.

B. Time Sheet

Labor hours shall be accurately recorded and any corrections to timekeeping records, including the appropriate authorizations and approvals shall be documented.

C. Internal Reviews

The Collaborative's supervisory personnel shall monitor the overall integrity of timekeeping.

D. Internal Accounting Controls

A reconciliation of the hours charged on time sheets to attendance records shall be completed by the Business Office on a bi-weekly basis.

Procedures

Electronic Time Entry Process

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1. Hourly employees shall approve of labor hours in Time and Attendance Software from ADP weekly.

Approval of Electronic Time Entry

1. Each employee's time entry is first approved by the employee. Supervisors require a second approval of the time before data is made available for payroll processing.
2. Approvals are again reviewed in Payroll Office before Payroll Processing. All exceptions are reported and corrected.

Reconciliation of Payroll to Time Entry

1. An overall payroll review shall be completed by the Interim Assistant Business Manager for each pay period.

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1404 Preparation of Payroll

Control Objective

To ensure that payment of salaries and wages is accurately calculated.

Major Controls

Internal Accounting Controls

- (i) Time records or contracts shall be periodically reconciled with payroll records.

Procedures

1. The Principals or a designee shall forward approved time sheets to the Business Office through ADP's online system.
2. The total time recorded on time sheets and the number of employees shall be calculated by the Payroll Staff.
3. Recorded hours from the bi-weekly time sheets shall be accumulated by the Payroll Office.
4. The payroll reports received from the payroll office (e.g., calculations, payrolls and payroll summaries) shall be compared with time sheets, pay rates, payroll deductions, compensated absences etc., by the Interim Assistant Business Manager.
5. The Interim Assistant Business Manager shall verify gross pay and payroll deductions.
6. The total hours and number of employees shall be compared with the totals in the Payroll Register by the Director of Student Services and Human Resources.
7. The Payroll Register shall be reviewed and approved by the Interim Assistant Business Manager prior to forwarding of the payroll checks to the Human Resources Coordinator for distribution.

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1405 Payroll Payment

Control Objective

To ensure payment for salaries and wages by check, direct deposit, cash or other means shall be made only to employees entitled to receive payment.

Major Controls

Internal Accounting Controls

- (i) Pre-numbered checks shall be used and all check numbers shall be accounted for. These come directly from ADP. Valley does not issue the live payroll checks.

Procedures

1. Checks and payroll register shall be available to be reviewed on the ADP system.
2. Payroll payments by check, direct deposit or cash shall be distributed by the Collaborative for forwarding to employees and the payroll register shall be filed.
3. The Interim Assistant Business Manager shall control and monitor all undelivered and uncashed payroll checks, respectively.
4. The payroll bank account shall be reconciled monthly by the Business Manager / Accountant and reviewed by the Executive Director.

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1406 Payroll Withholdings

Control Objective

To ensure that payment withholdings are correctly reflected and paid to the appropriate third parties.

Major Controls

A. Reconciliation of Payment and Payroll Withholdings

Payroll withholdings shall be recorded in the appropriate General Ledger control accounts and reconciled with payments made to third parties.

B. Internal Accounting Controls

The payroll office calculates payroll withholdings, which shall be reviewed and verified by the Director of Student Services and Human Resources.

Procedures

1. The payroll office calculates payroll withholdings—including MTRS and MSERS deductions—for each employee. These shall be summarized by pay period and recorded in General Ledger.
2. Payments for payroll withholdings shall be reconciled with the amounts recorded in the General Ledger control accounts by the Business Manager / Accountant.
3. The Business Manager / Accountant shall review the accuracy and timeliness of payments made to third parties—including MTRS and MSRES—for payroll withholdings.
4. Original withholding and benefit election forms, maintained in the employee file, shall be prepared by employees and reviewed and approved on a periodic basis by the Director of Student Services and Human Resources.
5. The Director of Student Services and Human Resources shall prepare and file the required MTRS and MSRES reports and Internal Revenue Service and Commonwealth of Massachusetts payroll tax forms.

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1500 PROPERTY AND EQUIPMENT (P&E) PROCEDURES

This section is organized into six parts: P&E acquisitions, record keeping over P&E, depreciation of P&E, inventory of P&E, disposal of P&E, and Government-furnished and Collaborative-acquired property and equipment.

1501 Property & Equipment Acquisitions

Control Objective

To control the acquisition of P&E and completely and accurately record fixed asset acquisitions in order to safeguard fixed assets from loss.

Major Controls

A. P&E Acquisitions Tied to Budget

All acquisitions of property and capital equipment shall either be designated in the approved budget, or subsequently approved by the Valley Collaborative Board of Directors.

B. P&E Acquisitions Based on Approved Requests

Official approval shall be obtained before a P & E purchase is made. This is performed by reviewing the *Purchase Requisition Form* prepared for the item.

C. Internal Accounting Controls

Fixed asset acquisitions shall be reconciled with capital expenditure authorizations by the Business Manager / Accountant on a quarterly basis.

Procedures

1. Capital budget requests shall be submitted annually for review and approval by the Valley Collaborative Board of Directors.
2. Authorization requests for the acquisition of fixed assets shall be reviewed against the capital budget and approved by the Treasurer, or Executive Director.
3. Each item of property and equipment received shall be identified and tagged in a visible area on the asset.
4. A copy of the *Purchase Order* for capital expenditures shall be entered into the fixed assets subsidiary or comparable worksheet for proper identification of all fixed assets.
5. Information on each tagged asset shall be entered in the fixed assets subsidiary or comparable worksheet.

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1502 Recordkeeping Over Property & Equipment

Control Objective

To completely and accurately record fixed asset acquisitions, transfers, and dispositions on a current basis.

Major Controls

A. Capitalization Policies

The Collaborative follows generally accepted accounting principles as applicable to special purpose business-type activity government entities. All fixed assets purchased shall be capitalized in the year of purchase, and recorded in the general ledger. The Collaborative follows the policy of capitalizing all fixed assets purchased greater than \$5,000 per unit.

B. Fixed Asset Classification

Fixed assets shall be accounted for by the following classifications: land, building, equipment, betterment, leasehold improvements, equipment, furniture, and computer hardware and software.

C. Complete Record of P&E Acquisition Costs

The fixed assets subsidiary ledger contains the full history of each capital asset acquired: original acquisition cost, and any costs incurred to prepare the asset for use.

Procedures

1. Asset acquisitions, transfers, and dispositions shall be entered in the fixed assets subsidiary ledger on a periodic basis.
2. The fixed assets subsidiary ledger shall be reconciled with the control account in the general ledger on a monthly basis. Any differences shall be analyzed and resolved by the Business Manager / Accountant.

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1503 Depreciation

Procedures

The Collaborative capitalizes all fixed assets when acquired, and records the historical cost of these items in the general ledger. In accordance with generally accepted accounting principles as they relate to special purpose business-type activity, government entities, under GASB 34, depreciation expense must be recorded in the general ledger. Valley Collaborative will use the straight-line method of depreciation over the assets useful life as determined as follow:

Computers	3 years
Office Equipment	5 years
Vehicles	5 years
Office Furniture	7 years
Leasehold Improvements	Useful life or life of lease, whichever is less
Building Improvements	20 years
Building	40 years

1504 Inventory of Property & Equipment

Control Objective

To ensure that all recorded assets exist and are in use.

Major Controls

Internal Accounting Controls

- (i) All property and equipment shall be tagged when received.
- (ii) Physical inventories shall be performed bi-annually.
- (iii) Differences between physical inventories and amounts recorded in the control account shall be analyzed and reconciled monthly.

Procedures

- 1. The Business Manager / Accountant shall prepare a printout of recorded fixed assets by asset classification.
- 2. An inventory of fixed assets shall be taken bi-annually.
- 3. The inventory of fixed assets shall be compared to the amounts recorded in the general ledger control account. Differences shall be investigated and resolved by the Business Manager / Accountant monthly.

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1505 Disposal of Property & Equipment

Control Objective

To ensure that assets no longer in use are disposed of in accordance with existing policies.

Major Controls

A. Disposal Policies

The Collaborative has adopted policies on the disposition of property and equipment.

B. Internal Accounting Controls

- (i) Disposal or transfer of fixed assets shall occur only with proper authorization.
- (ii) Periodic counts of fixed assets that is reconciled with the fixed assets recorded in the control account within the general ledger.

Procedures

1. A determination shall be made by the Collaborative personnel as to the usefulness of a fixed asset.
4. If an asset is disposed, it is recorded in the general ledger and fixed asset ledger. These accounts are reconciled quarterly.

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1506 Property & Equipment Acquired Through Government Grants/Contracts

Control Objective

To assure that property and equipment are properly obtained, used, and managed during the performance of government grants or contracts.

Major Controls

A. Record keeping

The Collaborative shall maintain detailed records on all property and equipment.

B. Custody

All property and equipment, when not in use, shall be stored in a secure area.

C. Inventory

All property and equipment shall be inventoried.

Procedures

1. All property and equipment acquired through government grants or contracts shall be assigned tag numbers and properly identified with this number in the fixed asset subsidiary ledger.
2. On a semi-annual basis, the Business Office shall request inventory of all property and equipment and shall ensure that fixed assets are being used for the purpose intended.
3. If necessary, the Collaborative shall obtain approval from the appropriate government agency for the disposition of property and equipment acquired through a government grant or contract, and only then shall the Business Manager / Accountant authorize the disposition as described in the previous section.

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1600 ACCOUNTS PAYABLE PROCEDURES

This section is organized into three major parts: accounts payable, purchasing, and expense reimbursement.

1601 Accounts Payable

Control Objective

To ensure that invoices shall be accurately recorded on a timely basis for authorized purchases.

Major Control

A. Reconciliation of Accounts Payable Records

Reconciliation of source data, subsidiary ledger totals, and general ledger control accounts shall be performed periodically to ascertain the accuracy of accounts payable entries.

B. Internal Reviews

Internal reviews shall be conducted to determine if duplicate payments or overpayments exist.

Procedures

Voucher Preparation and Review of Voucher

1. Invoices shall be received by the Account Payable Office.
2. Invoices shall be compared to the *Purchase Order* and the packing list.
3. The invoice shall be reviewed for:
 - (i) The nature, quality, and quantity of goods ordered and the related price
 - (ii) Accuracy of all arithmetic calculations and extensions
 - (iii) Allowance of expenditure
 - (iv) Proper general ledger account and department coding
4. The invoice shall be input into the general ledger through the accounts payable subsidiary ledger after it is reviewed by the Business Office.

Purchase Discounts

1. The Business Office shall establish all vendor accounts within the accounting system upon initial use of the vendor.
2. The Business Office shall review the invoice for any purchase discount date and ensures that the vendor file is established and properly capturing any discounts allowed.

Reconciliation of Accounts Payable Records

1. The total balance in the accounts payable subsidiary ledger shall be reconciled with the general ledger control account monthly.
2. Debit balances in the accounts payable subsidiary ledger shall be resolved appropriately (e.g., an offset against other amounts due the vendor, requesting payment from the vendor, etc.)

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1602 Purchasing

Control Objective

To ensure that goods and services shall be acquired at fair and reasonable prices and the highest personal standards of conduct shall be maintained in all relationships with vendors, suppliers, and subcontractors.

Major Controls

A. Purchase Requirements

The Collaborative shall develop cost-effective and efficient purchase requirements in order to achieve full and open competition, meet delivery schedules, control inventory and material, and expedite purchases.

B. Required Competition

The Collaborative shall utilize the following procurement guidelines (In accordance with M.G.L. 30B):

Contracts under \$10,000 - The Collaborative shall use sound business practices when procuring goods and services for amounts less than \$10,000.

Contracts from \$10,000 to \$35,000 - The Collaborative shall seek price quotes from at least three vendors and shall award the contract to the responsible vendor offering the supply or service needed for the lowest price.

Contracts greater \$35,000 - The Collaborative shall conduct a formal advertised competition using sealed bids or proposals. An award shall be offered to the qualified bidder who meets the Collaborative's specifications and offers the lowest price. M.G.L. 30B guidelines and regulations will be followed

Construction contracts – The Collaborative follows all state and federal guidelines inclusive of the Commonwealth's public bidding laws.

C. Selecting the Vendor

The Collaborative shall select the most responsive and responsible vendor to provide the required materials and services, and shall promote competition in order to obtain fair and reasonable prices.

D. Internal Accounting Controls

- (i) All unethical purchasing conduct shall be reported to management as required under Valley Collaborative's *Fraud Detection and Mitigation Policy*. Upon completion of an investigation, management shall recover restitution for any gain resulting from such conduct.

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Procedures

Purchase Requirements

1. After approval of the annual budget, the Business Manager / Accountant shall review the Collaborative's needs to uncover patterns of orders and opportunities for clustering orders. This shall be done to achieve volume discounts.
2. In preparing purchase requisitions, the Executive Director or designee shall identify minimum needs.

Processing Purchase Requisitions

1. The *Purchase Requisitions* shall include the following minimum requirements:
 - (i) A description of items ordered
 - (ii) A cost estimate
 - (iii) The required delivery information
 - (iv) A statement of the nature and purpose of the procurement
3. *Purchase Requisitions* shall be approved by the Principal or Executive Director, upon a careful review of the remaining budget.
4. The Principal's shall present all *Purchase Requisitions* to the Executive Director for review and approval.
5. Approved *Purchase Requisitions* shall be forwarded to the Accounting Manager.

Processing Purchase Orders

1. All *Purchase Orders* shall be created by Accounting Manager shall approve the *Purchase Order* information that may be input by the Accounting Manager
3. Purchase Orders shall only be approved by the the Executive Director.
4. A copy of the *Purchase Order* shall be prepared. One copy shall be forwarded to the vendor, and an electronic copy is kept in the accounting system.

Obtaining Bids and Quotations

1. The requester of the purchase order shall request bids or quotations verbally on transactions not expected to exceed \$1,000, and in writing for transactions between \$1,000 and \$5,000. Items greater than \$5,000 shall require formal bid requests and evaluation before a *Purchase Order* is issued.
2. In evaluating bids received, the requester shall perform and document in writing a cost or price analysis.

Negotiation and Award

1. Consistent with the Collaborative's goal of expanding opportunities for minority business enterprises, companies which are minority or women owned, to the extent they are available locally and qualified, shall be given an opportunity to bid on a procurement in the Collaborative's selection process.
2. Awards may be made to other than the low bidder in circumstances where the higher bid demonstrates best value contracting procedures to the Collaborative (can use MGL c.30B as a guide). In such situations, the Business Manager / Accountant shall prepare a justification statement for such awards, furnishing a brief explanation of the factors leading to such a decision.

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1603 Expense Reimbursement

Control Objective

To ensure Valley Collaborative shall pay only for properly authorized business expenses.

Major Controls

A. Travel Policies

The Collaborative shall adopt policies on travel reimbursement.

B. Employee Expense Reimbursement Documentation

Employees shall obtain and furnish documentation for individual expenses and company credit card purchases.

C. Internal Accounting Controls

- (i) Justification for travel shall only be approved by Principal or the Executive Director.
- (ii) Documentation shall be provided for incurred reimbursable employee expenses.
- (iii) Documentation and approval shall be required for all Collaborative commercial charge accounts.

Procedures

Expense Advance or Reimbursement

1. Soon after traveling, but not exceeding 30 days, an employee who seeks reimbursement for authorized expenses shall complete a *Travel Report* detailing the expenses incurred and also attached supporting documentation.
2. All commercial charge account purchases shall be supported by previously approved invoices in order to be reimbursed.
3. All employees' *Travel Reports* and associated invoices shall be directly reviewed and approved for payment by the Principal or Executive Director.

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1700 OTHER LIABILITIES PROCEDURES

This section describes procedures for recognizing and recording accrued liabilities and deferred revenue.

1701 Accrued Liabilities

Control Objective

To accurately control and record accrued liabilities.

Major Controls

A. Maintaining an Accrual Register

Valley Collaborative shall properly set up and monitor accrued liabilities and accrual accounts related to salaries and wages, vacation pay, and payroll taxes.

B. Reconciliation of the Subsidiary Schedules with the General Ledger Control Account

On a periodic basis, the Business Manager / Accountant shall perform a reconciliation between the subsidiary schedule and the general ledger control account.

Procedures

1. An accrual subsidiary schedule shall be established and maintained by the Business Manager / Accountant for each type of accrual.
2. The Collaborative shall record all accruals at fiscal year-end, or when determined necessary by the Business Manager
3. A general journal entry shall be prepared at year-end to record all accruals only after they have been reviewed and approved by the Business Manager / Accountant.

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1702 Deferred Revenue

Control Objective

To accurately control and record deferred revenue.

Major Controls

A. Maintaining a subsidiary schedule of revenue deferred

Valley Collaborative shall properly set up and monitor deferred revenue and properly record revenue in accordance with generally accepted accounting principles.

B. Reconciliation of the Subsidiary Schedule with the General Ledger Control Account

On a periodic basis, the Business Manager / Accountant shall perform reconciliation between the subsidiary schedule and the general ledger control account.

Procedures

1. A deferred revenue subsidiary schedule shall be established and maintained by the Business Manager / Accountant for each type or source of revenue for which the Collaborative receives advanced funding.
2. The Business Manager / Accountant shall determine the extent of revenue recognized and consequently the revenue deferred for all revenue sources for which the Collaborative receives advanced funding.
3. A general journal entry shall be prepared at year-end to record all deferred revenue only after the records have been reviewed and approved by the Business Manager / Accountant.

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1800 MANAGEMENT REPORTING PROCEDURES

In this section, procedures are covered for supporting the annual budget, financial reporting, and tax compliance.

1801 Annual Budget

Control Objective

Valley Collaborative shall develop systems to effectively support the preparation of the annual budget and its periodic review.

Major Controls

A. Budget Process

The Finance Committee shall work with the Executive Director and Business Manager / Accountant to prepare the annual operating and capital budgets and the annual cash flow projection. The budgets and projections shall be submitted to the Valley Collaborative Board of Directors for approval.

B. Internal Accounting Controls

Accuracy and completeness of the budgets and projection

Procedures

1. In preparation of the annual operating and capital budgets and cash flow projection, the Business Manager / Accountant shall prepare preliminary budgets and the projection for review by the Executive Director in consultation with the Finance Committee.
2. To support the budgets and projection estimates, the Business Manager / Accountant shall prepare current year-to-date financial data with projections of year-end totals.
3. The Executive Director and the Finance Committee shall review the budgets and projection submitted by the Business Manager / Accountant for completeness and reasonableness.
4. The Valley Collaborative Board of Directors shall approve and adopt the final budgets and projections.
5. The adopted budget totals shall be entered in the general ledger by the Business Manager/ Accountant for the new fiscal year, in order to prepare budget to actual reports.

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1802 Financial Reporting

Control Objective

Valley Collaborative shall develop systems to ensure the accuracy, completeness, and timeliness of financial reporting to support decision-making.

Major Controls

A. Schedule

Monthly managerial reports shall be prepared based on a pre-determined schedule.

B. Review and Approval

Financial reports shall be reviewed for accuracy and completeness.

C. Audit

The annual financial statements of the Collaborative shall be audited by a certified public accounting firm.

Procedures

1. The Business Manager / Accountant shall prepare monthly budget vs. actual financial reports and a cash flow projection for all regular Valley Collaborative Board of Directors meetings.
2. The Collaborative shall submit to an annual audit of its financial statements by a qualified certified public accounting firm, in accordance with 603 CMR 50.00 and M.G.L. Chapter 40 Section 4E
3. The Collaborative shall submit the audited financial statements to the Office of the State Auditor and the Commonwealth of Massachusetts Department of Education Educational Collaborative Office by the January 1 statutory deadline.

1803 Payroll Tax Compliance

Control Objective

Valley Collaborative shall develop systems to accurately prepare and file required tax documents on a timely basis.

Major Controls

A. Preparation

The Collaborative utilizes ADP to assist in the preparation of periodic payroll tax filings.

B. Approval of Tax Returns

Payroll tax documents shall be reviewed and approved by ADP.

Procedures

1. The Collaborative shall maintain a schedule of required filing due dates for at a minimum the following documents:
 - (i) *IRS Form W-2* - Wage and Tax Statement.

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- (ii) *IRS Form W-3* - Transmittal of Income and Tax Statements.
 - (iii) *IRS Form 941* - Employer's Quarterly Federal Tax Return for Federal Income Tax Withheld from Wages and FICA Taxes.
 - (iv) *IRS Form 1099 MISC* - U.S. Annual Information Return for Recipients of Miscellaneous Income.
 - (v) Quarterly and annual state(s) unemployment tax return(s).
 - (vi) MTRS and MSERS retirement deduction reporting
2. Before submission, all payroll tax documents and the supporting schedules shall be reviewed and approved by ADP for accuracy and completeness.

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Billing Process Guide

1. Send email to program database administrators (Jess S. & A. Murphy) to have databases updated by certain date (Tuesday of the first week of the following month of the month that is being billed).
2. Once program databases have been updated, update the main database and send contracts as needed.
3. Once database is updated, make a copy and label the month's billing name.
4. Open billing file, enter dates in columns GY, GZ, HA, & HB, columns HC, HD, HE, & HF will populate from columns GY, GZ, HA, & HB being populated, drag formulas down.
5. Sort whole database by "This Month Days To Use in Calculations."
6. Hide columns O – HF to confirm there should or should not be any days calculated.
7. Delete rows that do not have any # of days.
8. Sort database by Billing District then Last Name – Save.
9. Hide the following columns:
 - a. B
 - b. H
 - c. K – L
 - d. O – P
 - e. R – HE
 - f. HL – HN
 - g. HR – HS
10. Highlight columns A – HU, go to Page Layout , Print Area, & Select "Set Print Area."
11. Print in landscape mode – this is needed for the manual entries into the IVEE file.
12. Go to V:\2017_Business Office\IVEE Files\FY20 Billing to create a new month's billing file for import.
13. Copy previous month's file.
14. Update the following:
 - a. Invoice date
 - b. Invoice number
15. Insert column before column L and highlight yellow (as reminder to delete before import). This column is to confirm tuition. Add formula column I * column K = tuition cost.
16. Get printout and go line by line and add & delete students accordingly with correct program names & account numbers.
17. Manually enter service costs. (Some service costs can use the replace function but still need to review line by line; be careful using the replace function due to messing up other numbers).
18. Once done with services costs, delete the highlighted tuition column – SAVE.
19. Go back to billing file that was made from database and copy previous month's invoice.
20. Merge invoice to new billing file (not IVEE import file).
21. Print 2nd page of invoice (word document) from the billing (database) file. DO NOT PRINT 1ST PAGE.

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While 2nd page is printing:

IVEE Import:

22. Receivables

- a. Invoices
- b. AR Import From Excel
 - i. Actions
 1. Excel Import
 2. File Location
 3. Find File – Copy the end of the name onto the line above called “Report Name.”
 4. OK
 5. Once report is in system, system will tell you if any errors – fix accordingly.
 6. Before posting invoices, go to:
 - a. Receivables
 - b. Configuration
 - i. Accounts Receivable Default Settings
 - ii. Write down “Next Values Invoice Number” (highlighted in blue).
 - iii. Go back to Excel Report
 1. Actions
 2. Post Invoices
 3. If errors, fix accordingly.
 4. Once posted, close.
 5. Back to Receivables – Configuration – enter the invoice number that you had written down before posting invoices.
 7. Invoices
 - a. Print Invoices
 - b. Right click on Invoice Num and Sort Ascending (Invoices will print A –Z; easier for review and attaching to 2nd invoice).
 - c. “Invoice Note” box – enter FY## Month Invoice
 - d. Check off each individual invoice for that month’s billing.
 - e. OK – PRINT

23. Once both parts of the invoice have been printed, put them side by side – review, match them, & staple them.

24. Lowell & Tewksbury requested their invoices to NOT be stapled.

25. Boston & Dracut requested their invoices to be emailed.

26. Pelham & Salem NH have a different 2nd page that needs to be generated.

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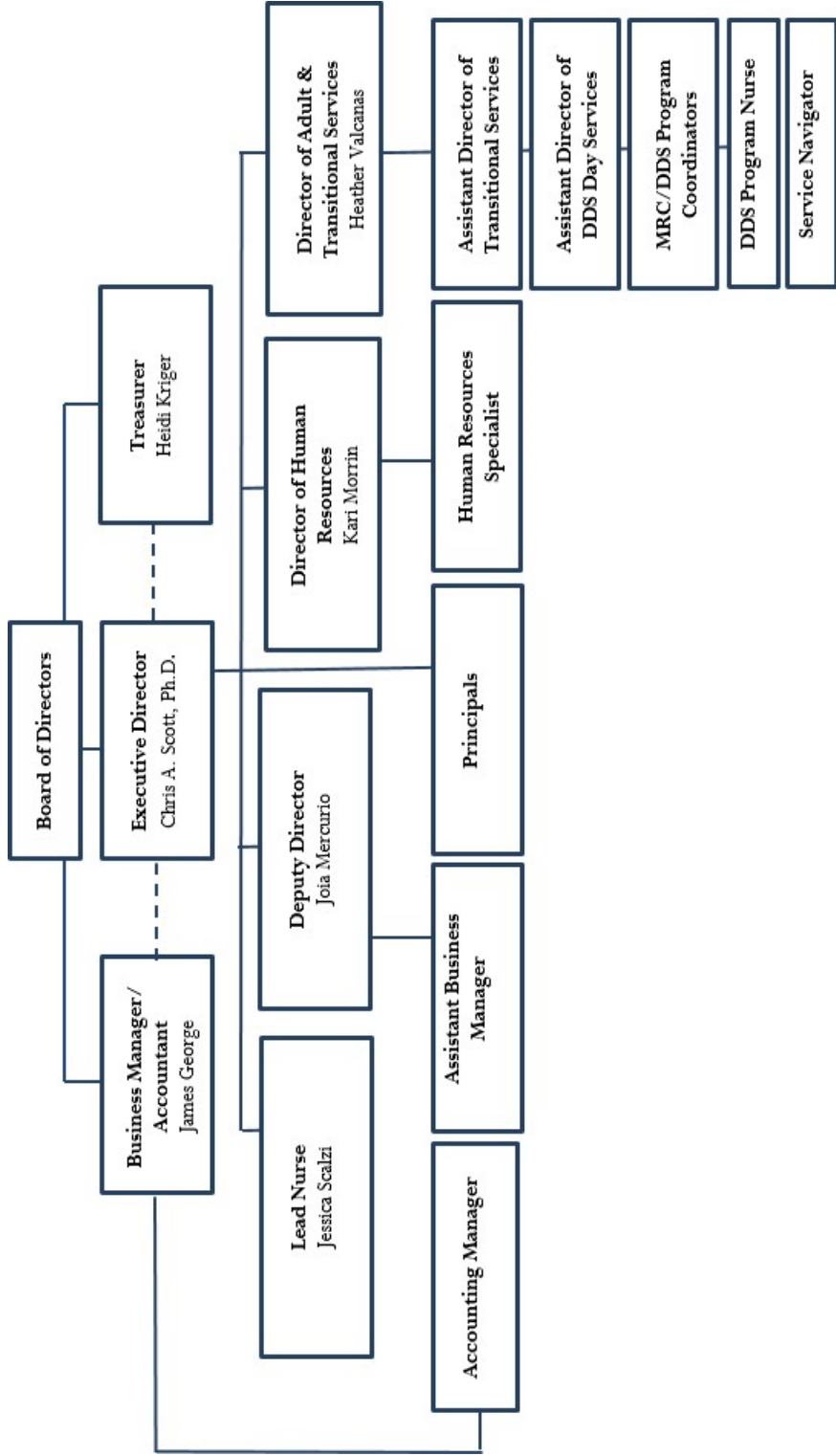
- a. Within the database billing file, generate a NH file folder. Copy over the NH template from previous month's billing.
 - b. Make copy of the database billing file and re-name it NH Month Billing. Delete all rows except for Pelham and Salem, NH.
 - c. Delete following columns(column letters will vary as you delete columns which is why I added title with the columns):
 - i. O: Original Valley Start Date
 - ii. AB: IEP Received Date – AU: Notes
 - iii. DC: Homeroom Teacher
 - iv. GV – GW: Cost Share 50/50 and Date 2nd Contract – SY
 - v. HW: Cost Share 50/50
 - d. Highlight information from Status – Program Code – COPY and paste onto NH Template.
 - e. NH Template – columns GT - IK drag formulas down. Column IF make change to zeros.
 - f. Save as NH Month Billing.
 - g. Merge to NH Month Billing file.
 - h. Print 2nd page.
 - i. Replace 2nd page from the original 2nd page.
27. Once reviewed, package, and mail.
28. After invoices are mailed:
- a. Invoices
 - i. Post Invoices
 - ii. Select invoices
 1. Actions
 2. Post invoices with the Date being the last day of the billing month.

Appendix A



Finance and Operations Organizational Chart

Separation of Duties





Central Administration Office

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

Position: Business Manager/Town Accountant

Location: 25 Linnell Circle

Reporting to: Valley Collaborative Board of Directors

Valley Collaborative is a Massachusetts Department of Elementary and Secondary Education approved public school entity. Valley also provides Massachusetts Department of Developmental Services (DDS) and Massachusetts Rehabilitation Commission (MRC) programs for Individuals over the age of 22 with special needs. Valley provides a robust pathway for students to continue their careers beyond high school by providing high quality academic, therapeutic, and vocational services to individuals referred by both local school districts and DDS and MRC. We provide programming within which students and Individuals with special needs can maximize educational and/or occupational skills. By sharing its resources with multiple school districts and social service agencies, Valley programs maintain superior quality and reasonable costs to those it serves, by meeting or exceeding state standards, and achieving economies of scale.

Qualifications:

- Be a Certified Public Accountant (CPA).
- Hold a Massachusetts School Business Administrator License, or be working towards licensure within reasonable time expectation.
- Demonstrate knowledge of financial and management practices, purchasing, supervision and motivation of personnel, and state and local regulations.
- Expert knowledge of public accounting and finance laws, standards, regulations, and best practices.
- Have excellent leadership and organizational skills and the ability to motivate people.
- Have excellent integrity and demonstrate good moral character and initiative.
- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

Finance and Operations Responsibilities:

- Supervise (along with the Executive Director) the work of business office personnel and co-evaluate the Accounting Manager and the Assistant Business Manager.
- Partner with the Executive Director to work with the Independent Auditor and Treasurer on an ongoing basis to ensure Valley is in full compliance.
- Use standard accounting and bookkeeping procedures to keep an accurate, continuous record of the cash and financial position of the school and manage the financial operation of the school so that the institution remains financially stable.
- Oversee accounts receivable and accounts payable.
- Monitor and control cash flow.
- Efficiently manage expenses within all Collaborative departments.
- Help to ensure that the Collaborative operates within budget.
- Partner with the Executive Director to develop the annual operating budget and maintain a long-range financial model for the school.
- Oversee all school purchasing, financial investments, and banking activities.
- Manage outsourced financial relationships.
- Work with the Executive Director to provide capital budgeting and project oversight for new construction and renovation projects.
- Evaluate, purchase and oversee property, liability, vendor and workers' compensation insurance programs.
- Work with the Deputy Director to manage all payroll functions.
- Work with the Director of Human Resources to budget employee annual contracts for all faculty.
- Work with the Director of Human Resources to review and analyze all benefit and retirement plans for accuracy.
- Work with the Director of Adult and Transitional Services to ensure Executive Office of Health and Human Services budget and revenue is
- Establish and maintain a system of financial records, controls, and accounting procedures for the repair and maintenance of the facilities, submitting all reports in a timely fashion. Correct immediately any audit exceptions.
- Maintain the Fixed Assets Inventory.
- Attend required meetings and serve, as appropriate on staff committees.
- Observe strictly, to avoid the appearance of conflict, conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
- Adhere to federal statutes and regulations, Massachusetts school law, construction codes, State Department of Education rules and regulations, Department of Education policies and procedures, and contractual obligations.
- Perform any duties and responsibilities that are within the Nature and Scope of the Job, as assigned by the Executive Director and Valley's Board of Directors, and not otherwise prohibited by law or regulation.

Employment Terms:

The Business Manager/Town Accountant shall be employed under the following terms:

- Work year of twelve months.
- Salary and benefits and leave time as specified in the written contractual agreement with the Board and the Valley Employee Handbook.
- Conditions established by all laws and codes of the State, Federal and all policies, rules, and regulations.

THE BUSINESS MANAGER/TOWN ACCOUNTANT IS RESPONSIBLE TO WORK WITH THE EXECUTIVE DIRECTOR AND BOARD OF DIRECTORS TO ENSURE THE FINANCIAL POLICIES & PROCEDURES MANUAL IS FULLY IMPLEMENTED. IN PARTICULAR:

Internal Control Policies

Valley Collaborative, under the direction of the Valley Collaborative Board of Directors, is required to establish and maintain adequate accounting records and internal control procedures. Internal control consists of five components: control environment, risk assessment, control activities, information and communication, and monitoring. The objectives of internal control relate to financial reporting, operations, and compliance.

Valley Collaborative and all levels of management are responsible for preventing and detecting instances of fraud and related misconduct and for establishing and maintaining proper internal controls that provide security and accountability of the resources of the Collaborative. Management is also responsible for recognizing risks and exposures inherent to these areas of responsibility and for being aware of indications of fraud or related misconduct.

Any employee with a reasonable basis for believing fraudulent or related misconduct has occurred should report such incidents to the designated authorities within the Collaborative or the Office of the Inspector General as stated in M.G.L Chapter 12A, §14 'Complaints by public employees; investigation.'

Internal control policies provide Valley Collaborative with the foundation to properly safeguard its assets, implement management's internal policies, provide compliance with state and federal laws and regulations and produce timely and accurate financial information. The following policies highlight the areas of internal control that Valley Collaborative has considered:

Compliance with Laws

Valley Collaborative will follow all the relevant laws and regulations that govern Educational Collaborative within the Commonwealth of Massachusetts. Additionally, U.S. Government laws and regulations that relate to grant funding will be adopted as the grant funding is received. The following are specific policies of Valley Collaborative:

A. Political Contributions

No funds or assets of Valley Collaborative may be contributed to any political party or organization or to any individual who either holds public office or is a candidate for public office. The direct or indirect use of any funds or other assets of Valley Collaborative for political contributions in any form whether in cash or other property, services, or the use of facilities—is strictly prohibited. Valley Collaborative also cannot be involved with any committee or other organization that raises funds for political purposes. Following are examples of prohibited activities:

- Contributions by an employee that are reimbursed through expense accounts or in other ways.
- Purchase by the organization of tickets for political fundraising events.

- Contributions in-kind, such as lending employees to political parties or using the Collaborative's assets in political campaigns.

B. Record Keeping

To provide an accurate and auditable record of all financial transactions, the Collaborative's books, records, and accounts are maintained in conformity with generally accepted accounting principles as required by the Commonwealth's statutes, applicable to Educational Collaboratives. Further, the Collaborative specifically requires that:

- No funds or accounts may be established or maintained for purposes that are not fully and accurately described within the books and records of the Collaborative.
- Receipts and disbursements must be fully and accurately described in the books and records.
- No false entries may be made on the books or records nor any false or misleading reports issued.
- Payments may be made only to the contracting party and only for the actual services rendered or products delivered. No false or fictitious invoices may be paid.

Organizational Conflict of Interest or Self-Dealing (Related Parties)

Valley Collaborative may not be operated for the benefit of an affiliated or unaffiliated organization or an individual in his or her own private capacity or individuals related to Valley Collaborative or members of its management, unless the private benefit is considered merely incidental. Valley Collaborative will follow M.G.L. Chapter 268A and M.G.L. Chapter 71, §89(v) conflict of interest laws and disclosures which restrict public officials and employees from taking advantage of their position to gain improper benefits for themselves, relatives, their associates, or their friends. The law also restricts board members from voting on matters affecting their financial interest and limits the circumstances under which they can receive anything of value because of their official position. A board member may not vote or enter into any discussion if one of the following groups will receive financial benefit:

- The Trustee, his/her immediate family, or his/her business partner;
- A business organization in which the Trustee is serving as an officer, Valley Collaborative, trustee, partner or employee; or
- Any person or organization with which the Trustee is negotiating or has any arrangement concerning prospective employment (M.G.L. Chapter 268a, §6).

The private benefit preclusion will extend to:

- Sale or exchange, or leasing, of property between the Collaborative and an affiliated or unaffiliated organization or a private or related individual.
- Lending of money or other extension of credit between the Collaborative and an affiliated organization (excluding component units) or unaffiliated organization or a private or related individual.
- Furnishing of goods, services or facilities between the Collaborative and an affiliated organization (excluding component units) or unaffiliated organization or a private or related individual.
- Payment of compensation, unless authorized by the Valley Collaborative Board of Directors or its governing body, by the Collaborative to an affiliated or unaffiliated organization or a private or related individual.
- Transfer to, use by, or for the benefit of a private or related individual of the income or assets of the Collaborative.

Thus, Valley Collaborative will be guided by the principle of arms-length standards with all affiliated or unaffiliated organizations or with a private or related individual(s). Annually, the Valley Collaborative Board of Directors will file a financial disclosure form as required by M.G.L. Chapter 40, section 4(e).

Related party transactions shall include transactions between a school and members of the board, management, contracted management organization, employees, related individuals and affiliated companies. Related individuals within the scope of this definition include spouses, parents, children, spouses of children, grandchildren, siblings, father-in-law, and mother in law, sister-in-law and brother-in-law of a board member or Collaborative employee.

Valley Collaborative Board of Directors Authorities

The Valley Collaborative Board of Directors is responsible for the operation of Valley Collaborative in accordance with the provisions of M.G.L. Chapter 40, Section 4E and all other state and federal laws and regulations and conditions as the Board or Commissioner of Education may establish from time to time. The Valley Collaborative Board of Directors is also responsible for operating the Collaborative in accordance with the representations made in its Educational Collaborative application submitted to and approved by the Board of Education.

Specifically, the Valley Collaborative Board of Directors shall have the sole authority to approve and will incorporate into its own minutes such matters as (i) change of the Collaborative's name, with the Department of Education's Educational Collaboratives office approval (ii) adoption of the annual operating and capital budgets, (iii) selection or termination of key employees (iv) key employees' salary and salary changes, (v) incurrence of debt, mortgages or other encumbrances and their covenants and restrictions, within the terms of the collaborative (vi) investment policies, (vii) depository and investment banks, (viii) purchase or sale of property (ix) opening up or closing checking or savings accounts, and (x) selection of Valley Collaborative's certified public accountants and (xi) other activities associated with the operations of Valley Collaborative.

The Valley Collaborative Board of Directors will meet regularly to ensure that its fiduciary duty is maintained. The Board will review the following: prior meeting minutes, business items, educational items, subcommittee reports, Executive Director Reports, new business and other items. For additional guidance on the regulatory and statutory obligations of a Valley Collaborative Board of Directors, please refer to the Commonwealth of Massachusetts Department of Education's publication, *Duties and Responsibilities of Collaborative Board Members and Boards of Directors*, which can be found at <http://www.doe.mass.edu/finance/collaboratives/DutiesResponsibilities.pdf>

Signature Authorities

All checks are signed by Valley Collaborative's Treasurer. Any check over \$10,000.00 requires the signature of both Executive Director and Treasurer. The Treasurer is responsible for authorizing all cash transfers between banking entities.

Government Access to Records

The Business Manager/Town Accountant will provide access to Valley Collaborative's records if requested to the Comptroller General of the Commonwealth of Massachusetts or his designee and provide supporting records, as requested by government auditors, to facilitate the completion of such audits or reviews in a timely manner.

Security of Financial Data

- The Collaborative's accounting software, Infinite Visions, should be reviewed to ensure that general and application controls to unauthorized access to data is precluded (i.e., proper password protection and authorizations for inquiry or browse only functions.)
- The Infinite Visions accounting data is web hosted by Tyler in order to provide continuous backup and to ensure the recoverability of financial information in case of hardware failure.
- All other financial data, unused checks and unclaimed checks will be secured by the Business Manager/Town Accountant or their staff in the Valley fireproof safe from unauthorized access.

Security of Collaborative Documents

Originals of the following corporate documents are maintained and their presence is verified on a periodic basis:

- A. Articles of Agreement and all related amendments
- B. Minutes of the Valley Collaborative Board of Directors
- C. Banking agreements
- D. Leases
- E. Insurance policies
- C. Vendor invoices
- D. Grant and contract agreements
- E. Fixed asset inventory list
- F. Contract and grant billings

Use of Collaborative Assets

Collaborative employees should not use any of the Collaborative's assets for personal use without prior approval and proper justification.

Use of Collaborative Commercial Charge Accounts

Valley Collaborative Commercial Charge Accounts are used only by department heads of Operations and Technology as well as Vocational Shops. Each account has a spending limit. Receipts are required to be turned in post-purchase to match with Commercial Charge Account monthly statements.

Financial Management Policies

Educational Collaboratives are granted a program approval by the Board of Education of the Commonwealth of Massachusetts under MGL Chapter 40, Section 4E. Educational Collaboratives are considered public entities and shall follow all Commonwealth of Massachusetts and Federal Laws and Regulations as such.

Basis of Accounting

Valley Collaborative will maintain its accounting records and related financial reports on the accrual basis of accounting.

Accounting Policies

The accounting policies and financial reporting adopted are consistent with the special purpose governmental entity requirements of the Governmental Accounting Standards Board (GASB), including Statement of Governmental Accounting Standards No. 34 – *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*. GASB is the recognized standard setting body for establishing governmental accounting and financial reporting principles. Pursuant to GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting*, the Collaborative has elected to apply the provisions of all relevant pronouncements of Financial Accounting Standards Board (FASB) that do not conflict with or contradict GASB pronouncements.

Basis of Presentation

Valley Collaborative adheres to all Federal, State and Department of Education guidelines as they apply to Educational Collaboratives. As referred to as a "Special Education School District" by the Commonwealth, the Collaborative presents accounts as specified by the Commonwealth of Massachusetts and the Department of Elementary and Secondary Education.

Revenues

Under the accrual basis of accounting, revenues are recognized when earned, consistent with generally accepted accounting principles applicable to Educational Collaboratives.

Expenditures

Under the accrual basis of accounting, expenses are recognized when services are incurred or goods are received.

In-Kind Expenses

The collaborative recognizes services that are donated, if these services would have been purchased by the collaborative if not donated (e.g., transportation). These expenses are recorded when incurred.

Incurred Costs

For the purpose of invoicing funding sources for allowable costs under cost reimbursement grants or contracts, the term "costs incurred" is defined as follows: costs related to items or services incurred directly for the grant or contract and received at the time of the request for reimbursement and not specifically disallowed by the funding source.

Evaluation

As per the Massachusetts Department of Elementary and Secondary Education September 2015 Memo (Page 4): The Valley Board of Directors must annually evaluate the performance of the executive director and the treasurer, and must ensure that the business manager is evaluated annually (but need not complete this evaluation).

I have read the 2015 letter from the Massachusetts Department of Elementary and Secondary Education regarding the Duties and Responsibilities of Individual Collaborative Board Members and Collaborative Boards. I have a full understanding of my role and responsibilities as Business Manager/Town Accountant.

Valley Collaborative is an Equal Opportunity Employer

Valley Collaborative Programs are committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.



Central Administration

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

Position: Deputy Director

Location: 25 Linnell Circle, Billerica

Reporting to: Executive Director

Contract Terms: 260 days, 8 hours per day, 5 days a week

Status: Exempt

FTE: 1.0

Valley Collaborative is a Massachusetts Department of Elementary and Secondary Education approved public school entity – “Special Education School District”. Valley is also a provider for the Massachusetts Department of Developmental Services (DDS), Massachusetts Rehabilitation Commission (MRC), Massachusetts Commission for the Blind (MCB), and Social Security Administration (SSA). By contracting with these aforementioned agencies, Valley provides a robust pathway for students to continue their careers beyond high school with high quality academic, therapeutic, and vocational services to individuals referred by both local school districts and SSA, DDS, MCB and MRC. We provide programming so students and adults with special needs can reach their educational and/or occupational goals. By sharing its resources with multiple school districts and social service agencies, Valley programs are able to maintain superior quality at reasonable costs to all those it serves while meeting or exceeding state standards.

Qualifications:

- Must have completed a Massachusetts Department of Elementary and Secondary Education approved educational program at Master degree level or higher.
- Must hold a Massachusetts Department of Elementary and Secondary Education School Business Administrator, All Levels, Initial license
- Must hold a Massachusetts Department of Elementary and Secondary Education Superintendent/Assistant Superintendent, All Levels, Initial license
- Five years minimum experience in administration.
- Must have acquired the competencies, skills and knowledge as identified by the Executive Director through experience in comparable management positions in education or other professions.
- Other qualifications as may be deemed essential for successful performance in the position

Finance and Operations Responsibilities:

- Supervising and maintaining the Payroll Department including but not limited to the ongoing implementation of ADP's Comprehensive Payroll package
- Collaborating with the Human Resources Department to maintain and re-create systems and work flow processes
- Collaborating with the Human Resources Department to process all employee terminations including pay breakouts

Overall Technical Responsibilities:

- Supervising the effective and efficient implementation of the Coordinated Program Review of its educational and instructional programs in compliance with local, state, and federal regulations
- Assisting in the creation of all state reports, records, and other documents as required by the Massachusetts Department of Elementary and Secondary Education, and the Federal Government, or documents that may be appropriate to the district's administration
- Collaborating with colleagues for the adherence to District Improvement Planning, its annual goals and action planning
- Monitoring systems (Aspen, eSped) to maintain individual student records and reports of pupil progress
- Promoting and assisting in the coordination of effective communication among all members of the school community
- Managing offsite contract services – requests from districts for related service providers
- Supervising Curriculum Department Leads to organize, develop, and maintain curricula as well as provide professional development across content areas
- Leading appropriate professional meetings with Curriculum Department Leads and District Committees.
- Supervising the Technology Department and overseeing its operations to ensure Valley's network infrastructure, hardware and software is current and optimized meeting the challenges and demands of the 21st century classroom
- Co-facilitating the formulation, planning, and implementation of the professional development program for all staff
- Collaborating with the Mentor and Induction Program facilitator to ensure compliance with DESE regulations as well as to provide intensive supervision of its participants that consists of structured guidance and regular ongoing support/teacher mentoring as well as offers high-quality professional development that is sustained, intensive, and classroom-focused.
- The supervision of state reporting (EPIMS, SCS, SSDR, Restraint) as dictated by the Massachusetts Elementary and Secondary Education
- Creating, maintaining, and implementing Mandated Trainings in compliance with the Massachusetts Elementary and Secondary Education regulations
- Performing other duties and assuming such other responsibilities as may be assigned by the Executive Director.
- Keeping the Executive Director informed and working cooperatively with all other administrators on school and district-related matters
- Promoting effective communication and cooperation among administrators

Other Competencies (skills, abilities, behavior):

- Ability to understand and follow both written and oral instructions.
- Adaptability to perform routine, repetitive tasks within a specific period of time.
- Prioritizes work assignments to be completed within time requirements.
- Must demonstrate a positive and caring attitude toward individuals and staff.
- Must remain flexible and adaptable in order to meet department needs.

Physical Demands:

- Constant standing or walking
- Requires ability to lift up to 50 pounds
- Bends, reaches, lifts, carries, twists, pushes, pulls, and handles equipment when performing duties
- Able to reach and operate equipment and systems safely and effectively

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Central Administration

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

Position: Director of Human Resources

Location: 25 Linnell Circle, Billerica

Reporting to: Executive Director

Terms: 260 days, 8 hours per day, 5 days a week

Status: Exempt

FTE: 1.0

Valley Collaborative is a Massachusetts Department of Elementary and Secondary Education approved public school entity. Valley also provides Social Security Administration (SSA), Massachusetts Department of Developmental Services (DDS), Massachusetts Commission for the Blind (MCB) and Massachusetts Rehabilitation Commission (MRC) programs for Individuals over the age of 18 with special needs. Valley provides a robust pathway for students to continue their careers beyond high school by providing high quality academic, therapeutic, and vocational services to individuals referred by both local school districts, SSA, DDS, MCB and MRC. We provide programming within which students and Individuals with special needs can maximize educational and/or occupational skills. By sharing its resources with multiple school districts and social service agencies, Valley programs maintain superior quality and reasonable costs to those it serves, by meeting or exceeding state standards, and achieving economies of scale.

Qualifications:

1. Must have completed a Massachusetts Department of Elementary and Secondary Education approved educational program at Master degree level or higher.
2. Must hold a Massachusetts Department of Elementary and Secondary Education School Business Administrator, All Levels, Initial license
3. Must hold a Massachusetts Department of Elementary and Secondary Education Superintendent/Assistant Superintendent, All Levels, Initial license
4. Five years minimum experience in administration.
5. Must have acquired the competencies, skills and knowledge as identified by the Executive Director through experience in comparable management positions in education or other professions.
6. Other qualifications as may be deemed essential for successful performance in the position

Finance and Operations Responsibilities:

- Interface directly with the Massachusetts Teachers Retirement System (MTRS) in uploading payroll files to MyTRS, provide deduction reporting coding and commentary on personnel file errors and exceptions, and communicate effectively and timely with the System regarding inquiries.
- Interface directly with the Massachusetts State Retirement Board (MSRB) in uploading payroll files to MARIS, correct file errors, provide commentary on personnel file errors, and communicate effectively and timely with the Board regarding inquiries.
- Administers a wide variety of personnel policies and programs (e.g. orientation, employment agreements, compensation schedule, etc.) for the purpose of conforming to district policies, relevant laws, and employment agreements.
- Develops, evaluates and updates HR procedures and policies for the purpose of ensuring department is operating effectively and efficiently.
- Directs employee insurance programs (e.g. medical, dental, vision, voluntary short/long term disability, FMLA) for the purpose of ensuring open enrollment, billing, and claims are processed in a

timely and accurate manner.

- Directs workers compensation program for the purpose of ensuring all work related injuries are properly reported, employees receive necessary safety information, medical treatment, and are returned to full work duties as quickly as possible.
- Assist in the creation of reports, records, and other paperwork as required by the State Department of Education, and the Federal Government, or paperwork that may be appropriate to the district's administration.

Overall Responsibilities:

- Continue to develop and implement process improvements which support positive change as part of an organizational effort to create a more diverse and engaged workforce.
- Directs employee background and fingerprint process for the purpose of ensuring District is in compliance with applicable state regulations.
- Manage day-to-day operations of Human Resources area (e.g. administers methods, systems and procedures) for the purpose of maximizing efficiency.
- Prepares a wide variety of written materials (e.g. reports, memos, letters, policies, district calendar, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Researches a wide variety of information (e.g. current personnel practices, policies, codes, laws, etc.) for the purpose of providing information, recommendations and/or addressing a variety of administrative requirements
- Collaborate with departments/school sites for the purpose of ensuring human resources practices are implemented as directed by District procedure, policy and/or state/federal regulation.
- Acts as an advisor to administrators, managers and supervisors on issues related to employee discipline and employment for the purpose of ensuring consistent application of policy.
- Keep the Executive Director informed and work cooperatively with all other administrators in school and district-related matters.
- Lead appropriate professional meetings with related service providers as well as with District personnel and committees.
- Co-facilitate the formulation, planning, and implementation of the professional development program for professional staff (teachers and administrators).
- Coordinate and conduct professional development activities for all staff working with students with special needs and disabilities, including the Mentor and Induction Program.
- Promote effective communication and cooperation among administrators.
- Supervise the effective and efficient implementation of the educational and instructional programs in compliance with local, state, and federal regulations.
- Be responsible for the adherence to District Improvement Planning annual goals and action planning.
- Serve on district committees, participates in district activities, and represents the district as warranted, or as directed by the Executive Director.
- Exercises good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs
- Promote and assists in the coordination of effective communication among all members of the school community.
- Perform other duties and assumes other responsibilities as may be assigned by the Executive Director.

Supervise Human Resource Staff to:

Complete verification of employment requests, respond to routine employee inquiries, support hiring process, track mandated training requirements, and interface with payroll department on an ongoing basis.

Other Competencies (skills, abilities, behavior):

- Ability to understand and follow both written and oral instructions.
- Adaptability to perform routine, repetitive tasks within a specific period of time.
- Prioritizes work assignments to be completed within time requirements.
- Must demonstrate a positive and caring attitude toward individuals and staff.
- Must remain flexible and adaptable in order to meet department needs.

Physical Demands:

- Constant standing or walking
- Requires ability to lift up to 50 pounds
- Bends, reaches, lifts, carries, twists, pushes, pulls, and handles equipment when performing duties
- Able to reach and operate equipment and systems safely and effectively

Valley Collaborative is an Equal Opportunity Employer.

Valley Collaborative Programs are committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.



Central Administration

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

Position: Director of Adult and Transitional Services

Location: 25 Linnell Circle, Billerica

Reporting to: Executive Director

Contract Terms: 260 days, 8 hours per day, 5 days a week

Status: Exempt

FTE: 1.0

Valley Collaborative is a Massachusetts Department of Elementary and Secondary Education approved public school entity. Valley also provides Social Security Administration (SSA), Massachusetts Department of Developmental Services (DDS), Massachusetts Commission for the Blind (MCB) and Massachusetts Rehabilitation Commission (MRC) programs for Individuals over the age of 18 with special needs. Valley provides a robust pathway for students to continue their careers beyond high school by providing high quality academic, therapeutic, and vocational services to individuals referred by both local school districts and SSA, DDS, MCB and MRC. We provide programming so Students and Individuals with special needs can reach their educational and/or occupational goals. By sharing its resources with multiple school districts and social service agencies, Valley programs are able to maintain superior quality at reasonable costs to all those it serves while meeting or exceeding state standards.

Overview:

Under the direction of the Executive Director of Valley Collaborative, the Director of Adult and Transitional Services is responsible for a wide variety of contracting, procurement and oversight activities which support Valley Collaborative's very diverse and dynamic educational, vocational and transitional programming. This position will manage all activities related to contracting with Social Security Administration (SSA), Massachusetts Department of Developmental Services (DDS), Massachusetts Commission for the Blind (MCB) and Massachusetts Rehabilitation Commission (MRC). This includes but is not limited to, the qualification process, compliance, program enhancement and utilization including budget development, tracking of revenues and expenses and submitting reports in a complete and timely manner for all of the contracts. The person who serves in this role will possess excellent organizational skills, knowledge of the state and federal procurement and contracting policies and a deep understanding of state agency services and procedures. Succeeding in this position requires representing The Collaborative in a positive, professional manner in all actions, which will include collaboration with state and federal agency central offices, local agency staff, external stakeholders, referral sources and internal staff.

Qualifications:

- Seven (7) years of professional, administrative or managerial experience working with individuals with disabilities the major duties of which involved program management, program administration, program planning and/or program analysis; of which at least three (3) years must have been in a project management, supervisory or managerial capacity.
- Demonstrated success developing and evaluating service models, and selecting and successfully operationalizing innovative programs.
- Thorough knowledge of the state and federal agency policies and procedures; particularly in regard to services provided by the Collaborative.
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth.



Central Administration

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- Experience having worked with a high-performance, collaborative, constructive peer group.
- Strength in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams.
- Deep understanding of human resources, employee performance improvement plans, and Collaborative corrective action policies.
- Excellent verbal and written communication skills with exceptional attention to details.
- Personal qualities of integrity, credibility, and leadership.
- A strong commitment to the goals, mission, and philosophy of the organization.
- Self-starter who is able to work independently as well as in a team.
- Proficient in Microsoft and Google Suite.
- Bachelor's Degree preferred. Knowledge of special education desirable.

Finance and Operations Responsibilities:

- This is a senior management position.
- Oversight and utilization of all state and small business contracts for the Adult Services Department which supports approximately 250 Individuals annually.
- Research and develop new contracting opportunities using COMMBUYS; the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments.
- Project Management and implementation of new services and contracts.
- Review and process master service agreements (MSA's) and amendments for all state agency contracts.
- Act as Authorized Signatory for Valley Collaborative (EOHHS), Executive Office of Health and Human Services contracts.
- Create and maintain systems for submitting and tracking billing, enrollment and amendments as needed throughout the fiscal year.
- Data management in Developmental Services Quality Management Reporting (HCSIS), Enterprise Invoice Mgmt. /Enterprise Service Mgmt. (EIM/ESM).
- Act as primary contact for all state audits and programmatic reviews.

Overall Responsibilities:

- Manage supervisory team and provide support for day to day operations of the Adult Services Department.
- Promote Valley Collaborative programs, through networking, marketing and meetings with state agencies, provider and community based groups.
- Prepare and maintain all state documents for the Adult Service Department including rosters, budgets and service delivery models while managing client enrollments and terminations.
- Oversee fundraising and community outreach activities for the Adult services Department.
- Manage Job Development Activities by tracking employment trends and identifying placement needs for students and adults.



Central Administration

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- Collaborate with State Agency Directors by participating in service delivery development and improvement.
- Coordinate all State Reporting submissions to the corresponding Adult Services Agencies.

Other Competencies (skills, abilities, behavior):

- Ability to understand and follow both written and oral instructions.
- Adaptability to perform routine, repetitive tasks within a specific period of time.
- Prioritizes work assignments to be completed within time requirements.
- Must demonstrate a positive and caring attitude toward individuals and staff.
- Must remain flexible and adaptable in order to meet department needs.

Physical Demands:

- Constant standing or walking
- Requires ability to lift up to 50 pounds
- Bends, reaches, lifts, carries, twists, pushes, pulls, and handles equipment when performing duties
- Able to reach and operate equipment and systems safely and effectively

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Central Administration

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

Position: Lead Nurse

Location: 40 Linnell Circle, Billerica

Reporting to: Executive Director

Contract Terms: 260 days, 7.5 hours per day, 5 days a week

Status: Exempt

FTE: 1.0

Valley Collaborative is a Massachusetts Department of Elementary and Secondary Education approved public school entity. Valley also provides Social Security Administration (SSA), Massachusetts Department of Developmental Services (DDS), Massachusetts Commission for the Blind (MCB) and Massachusetts Rehabilitation Commission (MRC) programs for Individuals over the age of 18 with special needs. Valley provides a robust pathway for students to continue their careers beyond high school by providing high quality academic, therapeutic, and vocational services to individuals referred by both local school districts and SSA, DDS, MCB and MRC. We provide programming so Students and Individuals with special needs can reach their educational and/or occupational goals. By sharing its resources with multiple school districts and social service agencies, Valley programs are able to maintain superior quality at reasonable costs to all those it serves while meeting or exceeding state standards.

Overview:

Under the direction of the Executive Director of Valley Collaborative, the Lead Nurse is responsible for managing the school health services program and oversight of the nursing team within the Adult Program, providing nursing leadership within Valley Collaborative. The Nurse Leader develops a needs assessment, plans and implements programs, and provides for continuous quality assurance and evaluation. She/he coordinates the clinical aspects of the comprehensive school health program, collaborating with other members of the health services and health education team, The Nurse Leader collaborates with community providers, other community organizations, and coalitions addressing health issues of children and adults.

As a nurse registered through the Massachusetts Board of Registration in Nursing (BORN), the Nurse Leader must adhere to the Nurse Practice Act, pertinent regulations governing nursing practice and standards of care established by the professional organizations.

Qualifications:

- Graduate of a Nursing Program approved by the Massachusetts Board of Nursing, current license as a *Registered Nurse* in Massachusetts.
- Bachelors in Nursing Degree.
- Licensed as a school nurse through Department of Education.
- Maintain certification in cardio-pulmonary resuscitation, including AED training (trainer's certification for the Nurse Leader or her delegate is recommended).
- A strong commitment to the goals, mission, and philosophy of the organization.
- Flexibility to meet identified student and staffing needs.
- Self-starter, ability to work independently.



Central Administration

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

Finance and Operations Responsibilities:

- Maintains Student Database, Data entry of Middle and High School IEP (billable hours)
- Notify Educators, Principal, and Lead Therapist when IEP has been received, and refer to student
- Update ESPED with signed and received IEPs
- Document 30/60/90 letters in student database
- Coordination of Medicaid billing from therapist to sending districts

Overall Responsibilities:

- Provides clinical consultation to the health education staff, physical educators, and other administrative and teaching staff
- responds to frequently encountered health issues, providing counseling and crisis intervention when required (e.g., adolescent pregnancy, substance abuse, death of a family member, suicide); responds to child neglect or abuse issues (as required by Massachusetts statute)
- Participates in interdisciplinary teams (e.g. crisis, child abuse, safety, emergency planning) to ensure that integrated systems are in place which address comprehensive health needs of the student population.
- Maintains medical equipment and supplies in the health office, as well as first aid kits located in the school building
- Ensures that there is an emergency care plan in place, which is communicated to all staff and is closely coordinated with community emergency care protocols
- Carries out communicable disease prevention and infection control based on current guidelines for universal precautions, prevention of blood borne pathogens exposure, and hazardous medical waste disposal
- Audit SNAP (school based electronic medical record system) to ensure proper nursing documentation and physician orders
- Participates in the development of an interdisciplinary plan for each building to ensure that students in need of services are identified and appropriate intervention is initiated
- Implements a school health services data system, capable of tracking trends, activities and outcomes. Reviews trends and assess the outcomes to determine need for revision.
- Collaborates with the Medical Director in collecting standing orders or need for evaluations of health care
- Contact person for Massachusetts Immunization Information System
- Collaborates with parents to develop and implement individual health care plans for students.
- Collaborates with the Department of Public Health School Health Unit and the local boards of health, and other community agencies
- Develops and implements written policies and protocols for the clinical services and programs addressing health issues (e.g. immunizations, medication administration, services for children with special health care needs, schoolwide injury prevention) and special program groups (e.g. overweight prevention, eating disorders, violence prevention)



Central Administration

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Other Competencies (skills, abilities, behavior):

- Ability to understand and follow both written and oral instructions.
- Adaptability to perform routine, repetitive tasks within a specific period of time.
- Prioritizes work assignments to be completed within time requirements.
- Must demonstrate a positive and caring attitude toward individuals and staff.
- Must remain flexible and adaptable in order to meet department needs.

Physical Demands:

- Constant standing or walking
- Requires ability to lift up to 50 pounds
- Bends, reaches, lifts, carries, twists, pushes, pulls, and handles equipment when performing duties
- Able to reach and operate equipment and systems safely and effectively

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Central Administration

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

Position: Principal

Location: 135 Coburn Rd, Tyngsboro

Reporting to: Executive Director

Contract Terms: 220 days, 7.5 hours per day, 5 days a week

Status: Exempt

FTE: 1.0

Valley Collaborative is a Massachusetts Department of Elementary and Secondary Education approved public school entity. The Elementary program prides itself on providing an enriched school experience while supporting our students with the tailored therapeutic environment they require. All students have access to writing, reading, language arts, math, science and social studies instruction along with social and life skills programming. Students access this curriculum throughout the school day via multi-modal approach. The program is rich in trained professionals, supports, and technology specific to our population. By sharing its resources with multiple school districts and social service agencies, Valley programs are able to maintain superior quality at reasonable costs to all those it serves while meeting or exceeding state standards.

Overview:

Under the direction of the Executive Director of Valley Collaborative, the Business Principal is responsible for a wide variety of daily operations in the elementary school program. This role requires the supervision of clinical, educational, and guidance directors, maintaining balance between the clinical and educational needs of students, and a commitment to Valley Collaborative mission. The Business Principal works directly with students, parents, staff, and collaterals, to provide leadership around admissions, crisis intervention/behavioral support and program development. The person who serves in this role will possess excellent organizational skills, knowledge of the state and federal special education laws and a deep understanding of special education procedures. Succeeding in this position requires representing The Collaborative in a positive, professional manner in all actions, which will include collaboration with member and non member districts, families and community partners.

Qualifications:

- Five (5) years progressively responsible supervisory/administrative experience
- Experience in alternative elementary school setting and/or with children who have significant mental health challenges
- Preferred: License educational administrator with high-level management experience in similar setting.
- Education: Masters degree in special education, social work or related field.
- MA DESE Principal (K-12) required, and Special Education Administrator licensure preferred.

Finance and Operations Responsibilities:

- Oversight of intake and acceptance process for referrals
- Oversight of billing/database process
- Act as primary contact for all state audits and programmatic reviews for the school.



Central Administration

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Overall Responsibilities:

- Touring potential students and families
- Oversight for extended evaluations
- District contact for referrals, IEP and evaluations
- Team chair for IEPs and 3 year evaluations
- Develop protocols surrounding IEP process
- Review IEP/Evaluations prior to meetings for compliance
- Incident reporting to the state
- Review progress reports
- Supervise daily incident report process
- MCAS/NH state testing
- Oversight on related service providers and completing observations, yearly evaluations
- Payroll/ADP process

Other Competencies (skills, abilities, behavior):

- Ability to understand and follow both written and oral instructions.
- Adaptability to perform routine, repetitive tasks within a specific period of time.
- Prioritizes work assignments to be completed within time requirements.
- Must demonstrate a positive and caring attitude toward individuals and staff.
- Must remain flexible and adaptable in order to meet department needs.

Physical Demands:

- Constant standing or walking
- Requires ability to lift up to 50 pounds
- Bends, reaches, lifts, carries, twists, pushes, pulls, and handles equipment when performing duties
- Able to reach and operate equipment and systems safely and effectively

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Central Administration

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

Position: Assistant Business Manager

Location: 25 Linnell Circle

Reporting to: Executive Director, Deputy Director, Business Manager/Town Accountant

Contract Terms: 260 days, 8 hours per day, 5 days a week

Status: Exempt

FTE: 1.0

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Qualifications:

- Seven (7) years of professional, administrative or managerial experience.
- Knowledge in ADP Payroll System.
- Understanding and knowledge of Infinite Visions Financial Software.
- Experience with Excel and Word Document.
- Demonstrated success developing and evaluating service models, and selecting and successfully operationalizing innovative programs.
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth.
- Experience having worked with a high-performance, collaborative, constructive peer group.
- Deep understanding of human resources, employee performance improvement plans, and Collaborative corrective action policies.
- Excellent verbal and written communication skills with exceptional attention to details.
- Personal qualities of integrity, credibility, and leadership.
- A strong commitment to the goals, mission, and philosophy of the organization.
- Self-starter who is able to work independently as well as in a team.
- Proficient in Microsoft and Google Suite.
- Bachelor's Degree preferred.



Central Administration

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Finance and Operations Responsibilities:

Payroll:

- Work with Valley Collaborative's ADP Payroll Processing Assigned Team of Specialists to process payroll.
- Maintains payroll information by collecting, calculating, and entering data.
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- Prepares payroll processing reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Resolves payroll discrepancies by collecting and analyzing information before accepting payroll.
- Provides payroll information by answering questions and requests.
- Maintains payroll operations by following HR and Finance Policies and Procedures Manual; report needed changes.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Works closely with Director of Human Resources and Human Resources Specialist to manage new hires, staff changes, terminations, benefits, and all other deductions.
- Mails/distributes live paychecks due to pre-note process & direct deposit receipts for adults and students.
- Maintains student database and gathers all current information from program secretaries.
- Performs all Valley Collaborative billings by sending monthly invoices for all programs, Home and Contract Services.

Billing:

- Coordinate with Billing Database Administrators timelines and procedures to ensure accuracy
- Program databases have been updated, update the main database and send contracts as needed.
- Database is updated, make a copy and label the month's billing name.
- Print the file, go line by line and add & delete students accordingly with correct program names & account numbers.
- Manually enter service costs. (Some service costs can use the replace function but still need to review line by line; be careful using the replace function due to messing up other numbers).
- IVEE Import
- Once both parts of the invoice have been printed, put them side by side – review, match them, & staple them.
- After invoices are mailed – Post invoices.



Central Administration

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Overall Responsibilities:

- Maintains security and log-in information in ASPEN for all Valley Collaborative employees
- Generates contracts for all enrolled Valley Collaborative students and delivers to districts.
- Generates contracts for Valley Collaborative's Home and Contract Services and delivers to districts.
- Generates contracts for Learnwell Education and delivers to districts.
- Generates financial projections per IEP grids.
- Generates monthly therapy hours for all disciplines for programmatic allocation.
- Generates and provides monthly enrollment reports.
- Receives purchase orders from districts and enters purchase order numbers into database for invoices.

Other Competencies (skills, abilities, behavior):

- Ability to understand and follow both written and oral instructions.
- Adaptability to perform routine, repetitive tasks within a specific period of time.
- Prioritizes work assignments to be completed within time requirements.
- Must demonstrate a positive and caring attitude toward individuals and staff.
- Must remain flexible and adaptable in order to meet department needs.

Physical Demands:

- Constant standing or walking
- Requires ability to lift up to 50 pounds
- Bends, reaches, lifts, carries, twists, pushes, pulls, and handles equipment when performing duties Able to reach and operate equipment and systems safely and effectively

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Central Administration

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

Position: Accounting Manager

Location: 25 Linnell Circle, Billerica

Reporting to: Executive Director, Business Manager/Town Accountant

Contract Terms: 260 days, 8 hours per day, 5 days a week

Status: Exempt

FTE: 1.0

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Qualifications:

- Experience in Office Management and Accounting practices, maintaining reporting deadlines as mandated by federal and state agencies filing manually and electronically.
- Accounting for Massachusetts Public Schools under DESE guidelines following District Policies. Demonstrating integrity, discretion, and responsibility to the taxpayers of the children we serve.
- Possess the initiative and knowledge to maintain administrative details. Compose detailed letters and statistical reports from outline notes, verbal instruction, or independently from knowledge of circumstances.
- Self-starter able to work independently as well as with a group.
- Proficient in a variety of financial software platforms as well as Microsoft, Google Suite and vendor web portals

Finance and Operations Responsibilities:

- Work cooperatively with the Business Manager/Town Accountant
- Deliver monthly check listings and statements to our Treasurer for reconciliation
- Evaluate cash balances online Enterprise Bank, transfer funds to payroll account bi-weekly
- Assist in the preparation of fieldwork for the annual financial audit
- Assist in the preparation of annual insurance review
- File and pay monthly meal tax to Massachusetts Department of Revenue

Accounts Payable:

- Monitor accounting and financial activity of the Accounts Payable Department
- Create annual requisitions for utilities, rents and insurances
- Verify account number accuracy on purchase requisitions; review with Executive Director to create PO
- Execute bi-weekly AP warrants, print checks, process warrant for board member approval signatures
- Track employee course reimbursement requests
- Maintain Vendor W-9 file, process and distribute annual form 1099 to vendors and the IRS
- Prepare revenue and expenditure reports monthly and track status of open purchase orders

Central Administration

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Accounts Receivable:

- Post customer invoices for vocational shops and adult small business billing to accounts receivable module
- Timely Deposits to Enterprise Bank, Process invoice payments and deposits to accounts receivable module
- Communication with sending districts and billing specialist on tuition and service issues
- Create monthly customer account statements

General Ledger:

- Enter miscellaneous deposits to both Operating Account and Joe's Bistro check book
- Enter monthly miscellaneous bank statement activity Operating Account, Payroll Account, and Joe's Bistro

Payroll and Human Resources:

- Edit and run bi-weekly payroll reports in ADP for all payroll deductions
- Analyze payroll deduction reports for accuracy and reasonableness
- Upload payroll deduction reports to vendor web portals and make payments as required
- Generate Enterprise Bank ACH payments for MA State Retirement and GIC Insurance
- Work with Director of Human Resources to audit Valley Collaborative offered benefit premiums regularly

Other Competencies (skills, abilities, behavior):

- Ability to understand and follow both written and oral instructions.
- Adaptability to perform routine, repetitive tasks within a specific period of time.
- Prioritizes work assignments to be completed within time requirements.
- Must demonstrate a positive and caring attitude toward individuals and staff.
- Must remain flexible and adaptable in order to meet department needs.

Physical Demands:

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Central Administration

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

Position: Human Resource Specialist

Location: 25 Linnell Circle, Billerica

Reporting to: Executive Director, Deputy Director, Director of Human Resources

Contract Terms: 260 days, 8 hours per day, 5 days a week

Status: Non-exempt

FTE: 1.0

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Qualifications:

- Seven (7) years of professional, administrative or managerial experience.
- Knowledge of ADP.
- Knowledge of Infinite Visions Financial Software.
- Knowledge of ASPEN.
- Experience with Excel and Word document.
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth.
- Experience having worked with a high-performance, collaborative, constructive peer group.
- Strength in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams.
- Deep understanding of human resources, employee performance improvement plans, and Collaborative corrective action policies.
- Excellent verbal and written communication skills with exceptional attention to details.
- Personal qualities of integrity, credibility, and leadership.
- A strong commitment to the goals, mission, and philosophy of the organization.
- Self-starter who is able to work independently as well as in a team.
- Proficient in Microsoft and Google Suite.
- Bachelor's Degree preferred. Knowledge of special education desirable.



Central Administration

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Finance and Operations Responsibilities:

- Assist and perform payroll processing with Assistant Business Manager.
- Assist Director of Human Resources with Workman's Compensation claims and cases, in conjunction with Valley Collaborative HR Policies and Procedures Manual.
- Assist Director of Human Resources by processing FMLA paperwork in conjunction with Valley Collaborative HR Policies and Procedures Manual.

Overall Responsibilities:

- Assist Director of Human Resources with all HR functions.
- Assist Deputy Director with payroll, terminations, and audits.
- Assist all Valley Collaborative employee's with questions regarding company policies, insurance, FMLA, etc.
- Process New Hire requests from Principals to draft employment agreements using the New Hire Request Form and New Hire Checklist.
- Conduct Pre-Employment Meetings in order to facilitate and collect all necessary and required onboarding documents and materials from candidates prior to start date.
- Process onboarding documents internally, as well as sending documents to appropriate agencies for enrollment.
- Enter new hires into a variety of Valley Collaborative systems, including ADP, IVEE, ASPEN, ESPED, ect.
- Work with the Director of Human Resources to identify when a new hire has been 'cleared to work.
- Work with the Director of Human Resources to communicate to new hires and Principals that a cleared to work status has been assigned, along with confirming a start date.
- Work with the Deputy Director to process terminations, provide a close-out memo, information regarding MA Unemployment, and COBRA information utilizing a termination checklist to ensure proper maintenance of all Valley Collaborative systems, including ADP, IVEE, ASPEN, ESPED, etc.
- Work with Director of Human Resources to process position changes to current staff by drafting new employment agreements, noting changes in the Employee Status Changes Google Sheet, and working collaboratively with Assistant Business Manager to update all Valley Collaborative systems of changes.
- Update Employee Training and Cleared to Work spreadsheet, ASPEN, ESPED with employee/employment changes.
- Assist Director of Human Resources to frequently audit and maintain all annual mandated trainings through the Valley Collaborative Mandated Trainings Google Sheet.
- Perform and complete a variety of employment verifications and return to original requestor within 5 business days.
- Perform and complete requests from employees to access personnel records, both current and previous.
- Assist Director of Human Resources with the coordination and execution of annual GIC Benefit Open Enrollment.



Central Administration

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- Complete CORI Acknowledgement and Authorization forms as well as requesting CORI information via iCORI and record results on Employee Training and Cleared to Work spreadsheet.
- Ensure complete Intellicorp Disclosure Form and Authorization and Acknowledgement form have been completed by employee's who drive Valley Collaborative vehicles and perform Motor Vehicle Records request verifications; update Employee Training and Cleared to Work spreadsheet.
- Complete DESE Fingerprinting verifications for staff as well as ensure onboarding procedures secure appropriate documentation of this security check; and record results on Employee Training and Cleared to Work spreadsheet.

Other Competencies (skills, abilities, behavior):

- Ability to understand and follow both written and oral instructions.
- Adaptability to perform routine, repetitive tasks within a specific period of time.
- Prioritizes work assignments to be completed within time requirements.
- Must demonstrate a positive and caring attitude toward individuals and staff.
- Must remain flexible and adaptable in order to meet department needs.

Physical Demands:

- Constant standing or walking
- Requires ability to lift up to 50 pounds
- Bends, reaches, lifts, carries, twists, pushes, pulls, and handles equipment when performing duties
- Able to reach and operate equipment and systems safely and effectively

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Central Administration

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

Position: Administrative Support Coordinator

Location: 25 Linnell Circle, Billerica

Reporting to: Executive Director

Contract Terms: 260 days, 8 hours per day, 5 days a week

Status: Non-exempt

FTE: 1.0

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Qualifications:

- Minimum AA Degree; Bachelor's Degree preferred
- Two to three years' experience in an office environment, school district or municipal office, or a similar setting that is people centered.
- Excellent personal and communication skills in working with school personnel and community members.
- Excellent organizational, communication, human relations, customer service and technology/computer skills.
- Proficient in technology and computer applications such as but not limited to Google Suite (Docs, Spreadsheets, Forms, etc.), Microsoft Office (Word, Excel, PowerPoint), and other web based applications.
- Highly organized with an ability to perform detailed work accurately and efficiently within strict deadlines in a fast-paced environment.
- Demonstrates ability to manage complex/varied tasks simultaneously and with high level of confidentiality.

Finance and Operations Responsibilities:

- Enter Invoices to be paid
- Mail/disburse checks



Central Administration

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Overall Responsibilities:

- Answers phone calls in a pleasant, informed manner for the purpose of providing information and creating a good image of the Collaborative. Screening calls, transferring calls, responding to inquiries and/or taking messages.
- Ordering and maintaining supplies for building copy machines. Including ink and paper.
- Process Amazon and WB Mason supply request.
- Greets individuals entering the building (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries; and/or directing individuals to appropriate party within the building in a pleasant and informed manner.
- Distributes items within the site (e.g. special delivery and overnight mail/packages, messages, application packets, new student applications, etc.) for the purpose of ensuring receipt to addressee and/or providing material/s.
- Maintains building information (e.g. use schedules, staff directories, emergency contacts, etc.) for the purpose of providing reference information.
- Maintains reception area materials (e.g. newsletters, event calendars, etc.) for the purpose of providing resource information to visitors.
- Performs general secretarial and clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations.
- Performs general secretarial and clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations.
- Be willing to learn new technology and recordkeeping protocols that will improve efficiency.
- Routinely review website for corrections, needed updates and additions.
- Prepares all documents and information in Diligent Board Books for Board of Directors Meetings
- Prepare and complete mailings of reports or correspondence.
- Answer phone/ takes message.
- Participate in in-service training as requested by Executive Director.
- All additional administrative support and office duties.
- File as needed
- A strong commitment to the goals, mission, and philosophy of the organization.

Other Competencies (skills, abilities, behavior):

- Ability to understand and follow both written and oral instructions.
- Adaptability to perform routine, repetitive tasks within a specific period of time.
- Prioritizes work assignments to be completed within time requirements.
- Must demonstrate a positive and caring attitude toward individuals and staff.
- Must remain flexible and adaptable in order to meet department needs.



Central Administration

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Physical Demands:

- Constant standing or walking
- Requires ability to lift up to 50 pounds
- Bends, reaches, lifts, carries, twists, pushes, pulls, and handles equipment when performing duties
- Able to reach and operate equipment and systems safely and effectively

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Central Administration

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

Position: DDS Program Nurse/Administrative Assistant
Location: 25 Linnell Circle, Billerica
Reporting to: Director of Adult and Transitional Services
Contract Terms: 260 days, 8 hours per day, 5 days a week
Status: Non-exempt
FTE: 1.0

Valley Collaborative is a Massachusetts Department of Elementary and Secondary Education approved public school entity. Valley also provides Social Security Administration (SSA), Massachusetts Department of Developmental Services (DDS), Massachusetts Commission for the Blind (MCB) and Massachusetts Rehabilitation Commission (MRC) programs for Individuals over the age of 18 with special needs. Valley provides a robust pathway for students to continue their careers beyond high school by providing high quality academic, therapeutic, and vocational services to individuals referred by both local school districts and SSA, DDS, MCB and MRC. We provide programming so Students and Individuals with special needs can reach their educational and/or occupational goals. By sharing its resources with multiple school districts and social service agencies, Valley programs are able to maintain superior quality at reasonable costs to all those it serves while meeting or exceeding state standards.

Overview:

Under the supervision of the Director of Adult and Transitional Services and Valley Collaborative Lead Nurse, the DDS Program Nurse will primarily be responsible for administrative support for all individuals in the Today & Tomorrow Program, which will include Developmental Services Quality Management Reporting (HCSIS) Administration, Monthly Billing and Program Compliance activities. In addition the Program Nurse/Administrative Assistant will coordinate the delivery of health care services and participate in direct care activities. The Nurse shall be on-site 7.5 hours per day and any additional hours necessary to meet requirements for the provision of health and personal care services

Essential Functions of the Job:

Nursing and Administrative Support for all individuals in the Today & Tomorrow program including coordinating with Adult Services Coordinator, Teachers, Social Workers, Vocational Coaches, and Job Developers on assessments and Individual Service Plans (ISP) as well as coordinating ISP meetings and activities with all interested parties.

Qualifications:

- Graduate of a Nursing Program approved by the Massachusetts Board of Nursing
- Current license as a Nurse in Massachusetts (Registered Nurse or License Practical Nurse).
- A strong commitment to the goals, mission, and philosophy of the organization.'
- Able to work independently, one-one with individuals, as well as coordinate small groups.
- Experience working with students/ adults with special needs.
- Ability to mentor, coach, and advocate for individuals.
- Experience writing, critiquing and editing strong resumes and cover letters.
- Interpersonal/ communication and organizational skills.
- Proficient with Microsoft Word, Outlook, and Excel.



Central Administration

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

Finance and Operations Responsibilities:

- Maintain systems for submitting and tracking attendance based billing.
- Create service delivery reports in Enterprise Invoice Mgmt/Enterprise Service Mgmt. (EIM/ESM).
- Submit all required documents through the Home and Community Services Information System (HCSIS).
- Monitor daily HCSIS alerts and communicate documentation requests to staff

Nursing Responsibilities:

- Communicate with healthcare professionals involved in the individual's care regarding the provision of the individual's healthcare.
- Evaluate individual health status and report changes to the appropriate responsible medical care provider and/or caregiver .
- Maintain individual records and documentation in accordance with the DPH and Board of Nursing.
- Triage and treat individuals with acute health concerns.
- Document any health visits and interventions performed.
- Document medication administration per MAP guidelines.
- Consult with individuals, caregivers and staff on concerning acute and ongoing medical concerns.
- Assist with service coordination efforts that maintain and/ or improve individual health, quality of life, and/ or functioning.
- Assessment and training of individuals who self-medicate and those who need medication during the day (short term and long term medication every three months for newly trained individuals).
- Providing nursing coverage for the 1:1 nurse in his/her absence.

Administrative Support Responsibilities:

- Monitor HCSIS alerts daily. Notify relevant Valley Staff of pending meetings and documentation.
- Submit in HCSIS all DDS documents as required.
- Access and print the Health Care Record from HCSIS and file in Individual's binder.
- Access HCSIS and print all necessary documents to share at the Individual's ISP:
- Print and file all approved documents in Individual's binder.
- Participates in pre-admission review/ screening of new adults.
- Review and enter data for monthly billing.
- Support Vocational Coaches by reviewing daily/weekly progress reports
- Maintain databases to track individual, services and interests
- Communicate with Valley team to ensure individual are receiving high quality services

Other Competencies (skills, abilities, behavior):

- Ability to understand and follow both written and oral instructions.
- Adaptability to perform routine, repetitive tasks within a specific period of time.
- Prioritizes work assignments to be completed within time requirements.
- Must demonstrate a positive and caring attitude toward individuals and staff.
- Must remain flexible and adaptable in order to meet department needs.



Central Administration

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

Physical Demands:

- Constant standing or walking
- Requires ability to lift up to 50 pounds
- Bends, reaches, lifts, carries, twists, pushes, pulls, and handles equipment when performing duties
- Able to reach and operate equipment and systems safely and effectively

Valley Collaborative is an Equal Opportunity Employer.

Valley Collaborative Programs are committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.



Central Administration

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Position: MRC/DDS Program Coordinator

Location: 17 Bridge Street, Billerica

Reporting to: Director of Adult and Transition Services

Contract Terms: 260 days, 8 hours per day, 5 days a week

Status: Exempt

FTE: 1.0

Valley Collaborative is a Massachusetts Department of Elementary and Secondary Education approved public school entity. Valley also provides Social Security Administration (SSA), Massachusetts Department of Developmental Services (DDS), Massachusetts Commission for the Blind (MCB) and Massachusetts Rehabilitation Commission (MRC) programs for Individuals over the age of 18 with special needs. Valley provides a robust pathway for students to continue their careers beyond high school by providing high quality academic, therapeutic, and vocational services to individuals referred by both local school districts and SSA, DDS, MCB and MRC. We provide programming so Students and Individuals with special needs can reach their educational and/or occupational goals. By sharing its resources with multiple school districts and social service agencies, Valley programs are able to maintain superior quality at reasonable costs to all those it serves while meeting or exceeding state standards.

Overview:

Under the direction of the Director of Adult and Transitional Services, the MRC/DDS Program Coordinator is responsible for a wide variety of contracting, procurement and oversight activities which support Valley Collaborative's very diverse and dynamic educational, vocational and transitional programming. This position will oversee all activities related to contracting with and supporting Competitive Integrated Employment Supports (CIES) components with Massachusetts Rehabilitation Commission (MRC) as well as tasks with Massachusetts Department of Developmental Services (DDS). This includes but is not limited to, the management of contracts across MRC CIES components including supervision of services as well as financial tracking, qualification process, compliance, program enhancement and utilization including budget development, tracking of revenues and expenses and submitting reports in a complete and timely manner for all of the contracts. The person who serves in this role will possess excellent organizational skills, knowledge of the state and federal contracting policies and a deep understanding of state agency services and procedures. Succeeding in this position requires representing The Collaborative in a positive, professional manner in all actions, which will include collaboration with state and federal agency central offices, local agency staff, external stakeholders, referral sources and internal staff.

Qualifications:

- Seven (7) years of professional, administrative or managerial experience working with individuals with disabilities the major duties of which involved program management, program administration, program planning and/or program analysis; of which at least three (3) years must have been in a project management, supervisory or managerial capacity.
- Thorough knowledge of the state and federal agency policies and procedures; particularly in regard to services provided by the Collaborative.
- Experience having worked with a high-performance, collaborative, constructive peer group.
- Strength, managing, developing, coaching, and retaining individuals and teams.
- Excellent verbal and written communication skills with exceptional attention to details.



Central Administration

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- Personal qualities of integrity, credibility, and leadership.
- A strong commitment to the goals, mission, and philosophy of the organization.
- Self-starter who is able to work independently as well as in a team.
- Proficient in Microsoft and Google Suite.
- Bachelor's Degree preferred. Knowledge of special education desirable.

Finance and Operations Responsibilities:

- Managing state and small business contracts billing for MRC and DDS which supports approximately 250 Individuals annually.
- Maintain systems for submitting and tracking billing, enrollment and amendments as needed throughout the fiscal year.
- Data management in Enterprise Invoice Mgmt. /Enterprise Service Mgmt. (EIM/ESM) and Infinite Visions accounting software.
- Maintain records and schedules for DDS individuals in TimeClock Plus.

Overall Responsibilities:

- Supervise team and provide support for day to day operations of the MRC contract.
- Promote Valley Collaborative programs, through networking, marketing and meetings with state agencies, provider and community based groups.
- Maintain relationships with community partners as well as MRC Vocational Rehabilitation Counselors.
- Collaborate with DDS supervisory team on various projects throughout the year including scheduling and program enhancements.

Other Competencies (skills, abilities, behavior):

- Ability to understand and follow both written and oral instructions.
- Adaptability to perform routine, repetitive tasks within a specific period of time.
- Prioritizes work assignments to be completed within time requirements.
- Must demonstrate a positive and caring attitude toward individuals and staff.
- Must remain flexible and adaptable in order to meet department needs.

Physical Demands:

- Constant standing or walking
- Requires ability to lift up to 50 pounds
- Bends, reaches, lifts, carries, twists, pushes, pulls, and handles equipment when performing duties
- Able to reach and operate equipment and systems safely and effectively



Central Administration

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Valley Collaborative Human Resources & Payroll Policies & Procedures Manual

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Recruitment

Identified Hiring Need

1. Supervisor communicates to the Director of Human Resources a need to hire
 - a. the Director of Human Resources checks if there is an available “control code” - if yes proceed to step 2
 - b. If no available “control code” - STOP – Supervisor must seek approval from the Executive Director
2. Hiring Supervisors Post to School Spring
 - a. Use a bank of approved job descriptions
3. Supervisors login to School Spring and review all applications
4. Supervisors schedule interviews
5. At the interview, Supervisors are to ensure:
 - a. the candidate's School Spring application includes necessary documentation for the role. (i.e. proof of degree, diploma, certifications, etc.)
 - b. Log into ELAR and check the status of any applicable licenses and obtain MEPID if applicable.
6. Supervisors identify a candidate they would like to hire and complete the Google Form [“New Hire Request”](#)
7. HR reviews completed “New Hire Request” form. If all applicable fields are completed an [“Offer Letter”](#) and [“Employee Agreement”](#) can be sent to the candidate.
 - a. New hires can only begin employment on the Monday of a new pay period. [Pay Periods](#) (Appendix A)
 - b. New hires can only begin employment a minimum of 5 days after HR receives an accepted employment agreement
8. Candidate accepts or declines the offer.
 - a. If the candidate accepts the offer, proceed to step 9
 - b. If the candidate declines the offer, return to step 1
9. HR sends out the [“Acceptance & Pre-Employment Meeting”](#) email.
10. Employee attends the Pre-Employment meeting and completes the Pre-Employment Process
11. HR/Payroll personnel must input new hire into all Valley systems before they can begin employment.

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

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

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

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

Onboarding

Human Resources Pre-employment

Signed Employment Agreement

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

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

Voluntary EEO Identification Form

<https://tinyurl.com/Voluntary-EEO>

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

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

Meal Break Waiver Form

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

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

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

Electronic Consent Form

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

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

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

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

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

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

Payroll Pre-Employment

Employee Direct Deposit Authorization Agreement & Voided Check

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Benefits Pre-Employment

GIC Enrollment/Change Form (Form-1)

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

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

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

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

<https://tinyurl.com/GIC-Dental>

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

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

GIC Employment Status Change Form (Form-1A)

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

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

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

State Employment Acknowledgement Form for GIC Eligible Employees

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

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

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

Short Term Disability Form - The Hartford

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

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

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

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

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

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

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

GIC Overview of Health Insurance Marketplaces & Notice of Healthcare Exchange

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

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

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

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

Health Care Spending Accounts and Dependent Care Assistance Program

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

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

Retirement Pre-Employment

MTRS

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

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

HR logs into [MyTRS](#) and selects ‘register employee.’

Step 1: HR enters data fields to register new hire based on contract terms and receives a confirmation email of this registration.

Step 2: HR emails confirmation email and steps for employee to complete the registration process within 5 days of receipt of email correspondence

Valley Collaborative’s human resources/payroll personnel sets up the employee’s MTRS deductions as a payroll deduction in ADP.

MSRB

<https://tinyurl.com/MSRB-Form>

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

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

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

OBRA-457 Smart Plan

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

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

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

OBRA-457 Smart Plan Voluntary

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

Mass Mutual Voluntary

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

AXA Voluntary – 403(b)

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

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

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

Fingerprinting

SAFIS

<https://tinyurl.com/Valley-SAFIS>

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

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

Valley Collaborative HR staff should:

1. Direct new hire to Valley Collaborative website to find required SAFIS fingerprinting information.
2. HR Valley Collaborative staff receive SAFIS results via email
3. HR Valley Collaborative staff are to record SAFIS results on the "Employee Training and Clear to Work" spreadsheet columns

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

CORI

iCORI

<https://tinyurl.com/Valley-CORI>

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

Valley Collaborative Human Resources is to:

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

Motor Vehicle Reports

Intellicorp

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

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

All Valley Collaborative employees whose position requires them to drive Valley Collaborative vehicles, are required to complete "Acknowledgement and Authorization for Background Check (MVR)" and "Disclosure Regarding Background Check (MVR)" forms. These forms allow Valley Collaborative to check a person's driving record and compare it against a Matrix of driver acceptability (Appendix T & U).

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

DESE Primary Licenses System Onboarding

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

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

Mandated Trainings System Onboarding

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

1. HR enters a new hire's first name, last name, and supervisor into the Mandated Training Tracker in Google in order to populate trainings for the employee
2. During pre-employment meetings, HR provides employees with his/her Valley Google credentials
3. New hire employees are directed to the Mandated Trainings via the Valley Collaborative website at: <https://www.valleycollaborative.org/domain/53> .
 - a) Anti-bullying
 - b) Behavior Management
 - c) Bloodborne Pathogens
 - d) Collaborative Safety and Runaway Students
 - e) Conflict of Interest
 - f) Driver Training
 - g) EpiPen
 - h) IDEA/504
 - i) Reporting Child Abuse and Neglect
 - j) Student Discipline

- k) Student Rights Confidentiality
 - l) Acknowledgement of Orientation Day Training 2019-2020
- 4. New Hires are required to complete all 12 of the above listed mandatory training modules before they can begin employment, by clicking on each training, reviewing the materials, uploading a certificate of completion if the training requires it, and then completing the google form.
- 5. New hires alert HR to confirm they have completed all mandatory trainings and uploaded appropriate documentation.

IVEE System Onboarding

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

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

- Edit Employee Positions & Pay - YES - OK - OK
- Edit Employee Deductions – CANCEL
- Supplemental Pays
 - Medical Waiver
 - Stipends

ADP System Onboarding – General

Valley Collaborative uses Automatic Data Processing (ADP) as its comprehensive payroll and HR system and as such all new hires must be entered into ADP.

When entering employees into the ADP system, **although there are exceptions**, generally speaking, certain categories of employees will default to certain settings. Please see below.

Teachers/Therapist - School Programs
Pay Type: Salaried do not use time & attendance or schedules
Pay Rates: Need pay breakout/professional salary calculator
Work Calendar: Salary 212/182
Retirement: MTRS (aka teachers)
Check Controls: Pay Group 2
Time Off Policies: Bereavement, Jury Duty, Sick & Personal
Hours Per Day: 7.5

Aide - School Programs
Pay Type: Hourly - uses time & attendance & schedules
Pay Rates: can be calculated using hourly rate and work calendar
Work Calendar: Hourly 207
Retirement: MSRB (aka MARIS, state)
Check Controls: Pay Group 1
Time Off Policies: Bereavement, Jury Duty, Sick & Personal
Hours Per Day: 6.5

Substitute - School Programs
Pay Type – Hourly - does not use time & attendance & schedules
Pay Rates – hourly rate only
Work Calendar – Substitute
Retirement: OBRA
Check Controls: Pay Group 1
Time Off Policies: None
Hours Per Day: Not Specified

Direct Support Professional - Adult Programs
Pay Type – Hourly - uses time & attendance & schedules

Pay Rates – can be calculated using hourly rate and work calendar
Work Calendar – Hourly 260
Retirement: MSRB (aka MARIS, state)
Check Controls: Pay Group 1
Time Off Policies: Bereavement, Jury Duty, Sick, Personal & Vacation
Hours Per Day: 8

Other Adult Program Staff
Pay Type – Hourly or Salary dependent on job description
Pay Rates – can be calculated using hourly rate
Work Calendar – 260 (Hourly or Salary)
Retirement: MSRB (aka MARIS, state)
Check Controls: Pay Group 1
Time Off Policies: Bereavement, Jury Duty, Sick, Personal & Vacation
Hours Per Day: 8

Please navigate to “New Hire” or “Rehire” (depending on the candidate) below for step by step instructions on entering new hires into the ADP online system.

ADP System Onboarding – New Hire

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

- Log into [ADP's Workforce Now Administrator web portal](#)
- Navigate to “Process”, “HR”, “Hire/Rehire”, choose either “Hire” and then choose “Payroll HR & Time”
- Complete all sections starting with:

Personal

- Name
- Tax ID Type - Select United States SSN
- Tax ID - enter employee's SS#
- Re-enter Tax ID
- Hire Date
- Reason for Hire
- Company Code
- Gender
- Birth Date

Address

- Country
- Address Line 1
- Address Line 2 & 3 if needed
- City
- State/Territory
- Postal Code
- When entering address, make a note of the county, you will need this information in the Employment portion

Contact Information

- Home Phone
- Cell Phone

- Home e-mail (do not check “use for notification)

Demographic

- More Fields (on right) Ethnicity/Race ID Method - Self ID (Voluntary EEO Identification Form)
Visual ID (Employee's license/passport picture)
- More Fields (on right) Ethnicity Dropdown
- More Fields (on right) Race Dropdown

Employment

- File # & Position ID will be automatically generated by the system
- Job Title - select from dropdown - Required field for MTRS reporting. Consistently populating this information will also help ensure you can leverage the “Analytics” reporting as well as the Performance management functionality for reviews. **If any new values added, please notify ADP so this can be included in the MTRS report mapping.
- Worker Category: Specify if the employee is FT, PT, Temporary, Retired, Substitute
- Reports To – Chose Supervisor the individual will report to
- Time & Attendance Supervisor: This indicates the employee's manager who is responsible for approving their timecard in Time & Attendance. This automatically populates once the “Reports To” manager is chosen but can be changed if needed. For Valley, this is typically the same as the “Reports to” manager but must be separately maintained. This is a required field although it doesn't have a red asterisk.
- Business Unit: Required field in Workforce Now with a single default value for Valley that must be selected.
- Location - enter employee's county
- Home Department - Specify the department for the employee for information-tracking purposes
- Benefits Eligibility Class – Specifies whether an employee is eligible for benefits – DO NOT CHOOSE “GF-Hired After July 1, 2003”
- ACA Benefit Status: If the employee is Full Time, select “Designate Full Time”, If the employee is Part Time, select “Calculate Using Measurement Periods”.
- NAICS Worker's Comp - select which applies - Workers Compensation code designation:
 - 7382 - Drivers - employees hired as DRIVERS only
 - 8868 – Professionals - teachers, therapies, office workers, TA, subs our major class
 - 9101 – All Other - all employees description “vocational” coach woodshop Etc. adult and students, custodians, food service, “at risk” type employees
- More Fields (on right)
 - FLSA - Non-Exempt or Exempt
 - Home Cost # - This is the “account number” that needs to be assigned to the employee to determine how their PR amounts should be recorded for the General Ledger. See list.

Payroll

- Pay Frequency - already populated and defaulted to bi-weekly
- Regular Pay Rate – Specify if the employee is Hourly or Salary. Refrain from using the “Daily” option. Populate the corresponding Hourly or per pay period biweekly salary amount for the respective pay rate type. Box to the right of the Regular Pay Rate - enter hourly rate for Non-Exempt and Bi-weekly amount for Salary – a pay- breakout/calculation is needed for salary 212 or 182 employees. If pay breakout is needed, save pay breakout in shared drive > 40 Linnell > HR_LINN > PAYROLL > then choose the corresponding fiscal year- and the pay breakouts folder

- Rate 2 Amount: For Salary employees, put in their hourly rate equivalent. This field is unnecessary for Hourly employees.
- Standard hours: Do not populate a value for hourly employees. For Salary employees, populate the expected amount of hours worked for a bi weekly pay period so this can be reported on PR reports and the pay statements.
- Pay group: Defaults to Use Period End Date 1 on checks. 182 & 212 exempt staff are Pay Group 2
- Clock: Identifies the FTE % and contract term for employees for the MTRS report. **This field can be maintained on the "Pay Profile" screen and under the "clock & Data control" area.
1st three numbers: Indicates the FTE % (i.e. 100 = FTE 1 or 100%, 060 = FTE 0.6 or 60%, etc)
Last 2 numbers: value of 10 or 12 to indicate whether the employee is contracted for 10 months or 12 months.
 EXAMPLE: FTE=1.0 & WORK CALENDAR = 212 > CLOCK CODE=10012
 EXAMPLE: FTE=0.6 & WORK CALENDAR = 182 > CLOCK CODE=06010
 For months worked, all contracts are 12 months except 180/182 which are 10 months
- Data Control: Identifies whether the employee is enrolled in MARIS or MTRS Retirement plans. This information is used to qualify whether an employee should be included on MARIS or MTRS files. **This field can be maintained on the "Pay Profile" screen and under the "clock & Data control" area.
- Custom Area 1: Identifies whether an employee is contributing 8% or 9% to MARIS retirement to ensure the appropriate code appears on the MARIS files. **This field can be maintained on the "Pay Profile" screen and under the "custom area" section.
 Input the value "RSB004" if the employee is contributing 8% toward MARIS
 Input the value "RSB005" if the employee is contributing 9% toward MARIS

The screenshot shows the '3 Payroll' form with the following fields and values:

- Pay Frequency: Biweekly
- Regular Pay Rate: [empty] USD
- Data Control: MARI
- Clock: [empty]
- Rate 2 Amount: [empty] USD
- Rate Multiplier: 1.5 * 10
- Standard Hours: [empty]
- Pay Group: Use Period End Date 1 on
- Custom Area 1: RSB005
- Rate 6 Amount: [empty]
- Rate 7 Amount: [empty]

Red arrows point to the Data Control field (set to MARI) and the Custom Area 1 field (set to RSB005).

More Fields *

- Rate 5 Amount – Daily rate
- Rate 6 Amount: Scheduled Weekly hours which can be up to 2 decimal points out. This information is used on the MARIS reporting, but should be populated for all employees for consistency. (i.e. FTE 1 employee who works 8 hrs/day would have a value of "40"). This will also populate as a memo WH amount on the PR register.

- Rate 7 Amount: FTE 1.0 + Annual Salary as of July 1 - Calculated annual pay for employees since the system generated annual pay is not accurate for many of your employees because they don't receive pay for all 26 pay periods in a year.
- Rate 8 Amount: Actual FTE & Annual Salary as of July 1
- *If pay breakout needed to calculate pay, and pay breakout resulted in a balance of salary owed in August, ensure the employee is entered into payroll items for the corresponding August payroll date

Tax

- Federal Filing Status
- Worked in State - Indicate Massachusetts
- State Marital Status - Indicate the marital status the employee would like to claim for state income taxes
- SUI/SDI Tax Code – Choose MA -02Massachusetts from drop down list
- State Exemptions - Indicate the marital status the employee would like to claim for state allowances/exemptions
- SUI/SDI Tax code: Indicate Massachusetts
- Federal Exemptions: NEW W4! * More Fields (to right) if employee is withholding extra for state or federal.
- Worked in Locality – Leave blank for Valley
- Local Exemptions – Leave blank for Valley

Direct Deposit

- Deduction Code: Select either the CK1 or SV1 deduction code depending on whether it is a checking or savings account. **click "ADD AN ACCOUNT" in upper right hand corner once all steps completed if there is an additional bank account to add.
- Amount to Deposit:
 - Full Net: Full net pay to be deposited to that account. Can also mean *remaining net pay* is deposited into this account if the employee has multiple direct deposit accounts. (i.e. \$100 going into a savings account then selecting "full net" for their checking account to having the remaining net after the \$100 is deposited to go into this checking account.)
 - Partial Net: Dollar amount to be deposited into the bank account indicated. **If another account with "full net" is not set up, the employee will receive their remaining net pay as a physical check.
 - Percent Net: Percentage of net pay to be deposited into the bank account indicated. **If another account with remaining percentage to total to 100% is not setup, then the employee will receive their remaining net pay as a physical check.

- For Bonus Pay Only: Select box if this bank account is reserved to be used only when bonus payments are made. Click the question mark icon for further details on how the system identifies a bonus pay.
- Priority #: If there are multiple partial net direct deposits, this will prioritize which accounts receive the partial net direct deposit first in case the total net is not enough to cover all partial net direct deposits.
- Verify the account— This is toggled to “yes” as a default for Valley. The process is to verify the account by using the prenotification method described below. In rare circumstances, this could be toggled off to allow the very first check of the new hire to be direct deposit instead of following the prenotification method.
- Transit ABA Number: Routing number that identifies the employees’ bank.
- Bank deposit Account Number: Bank account number
- Prenotification Method: Prenotification submission to send a \$0 direct deposit for the first processing (employee will get a physical check).
 - Company Default Date: USE THIS FOR VALLEY Direct deposit account is not active for direct deposits to post for 10 business days to ensure enough time for the employees’ bank to confirm direct deposit information is accurate.
- Bank Deposit Prenote Date: Alternative date for when the prenotification hold should be lifted to make the direct deposit account active. Leave this blank for Valley.

Time & Attendance

- Pay Class:
 - Hourly FT—Hourly employees who have hours worked and time off tracked in their timecards
 - Hourly FT 260—Hourly employees who have hours worked and time off tracked in their timecards, and also receive Holiday hours
 - Salary
 - Substitute—Substitute teachers only
 - Hourly PT
- Include in Time Summary/Payroll: Should default as being selected. This should always be selected to ensure the employee’s hours are sent to PR to be paid out
- Badge Number: Skip this field
- Time Clocks:
 - Time clocks assigned – leave blank
 - Timeclock Groups Assigned - leave blank
 - Timeclock Registration Group - leave blank
- Labor Charge Fields:
 - Department – Choose from drop down
 - Time Zone: Populate the time zone.
- Schedule Template:
 - Choose schedule template from drop down
 - Start Week – defaults to 1
 - Start Date – defaults to start date
 - End date – leave blank

Emergency Contacts

- Populate emergency contact information using New Hire Emergency Contact Form.
- Click the “ADD ADDITIONAL CONTACT” option in the upper right-hand corner if more than one contact available.
- Doctors Information – leave blank

Custom Fields

- Workflow Event – leave blank
- Hours per day – populate the hours per day
- Work Calendar– populate work calendar from drop down list
- MEPID – enter MEPID #

Time Off

- Blackout Calendar, Default Hours, Default Start Time and Accrual Date – Leave blank for Valley
- Click assign time off policies.
- Time-Off Policies: Expand the “assign time-off Policies” icon then move policies over from the left to right to indicate which policies the employees should be assigned.
 - Add Bereavement & Jury Duty
 - Personal day policy - Choose policy based on hours per day. 2 days (converted to hours) for new hires hired before December 31st; 1 day for new hires from January 1st – May 31st, and 0 days for individuals hired in June.
 - Sick Time: Choose policy based on hours calendar year and hours per day. Sick Time upfront is prorated based on DOH and added later in the process (see page...).
 - For months worked, all contracts are 12 months except 180/182 which are 10 months.
- Start date: Put in the effective date (DOH) for when the employee should begin accruing. The monthly accruals are awarded precisely on the 15th of each month so the effective date should coincide on or after this day for any given month to ensure the employee receives their first accrual in the intended month.
- End date: Leave blank

Review all the sections of the new hire record you populated then click “SUBMIT” in the upper right-hand corner.

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

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

Click Done.

NEXT STEPS

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

Deductions:

If employee elects BL, STD, LTD, or OPL, calculate correct amounts for employee using formulas for each benefit. Once the calculation is done, set up in employee's pay profile. STD is effective as of hire date. BL, LTD & OPL use GIC matrix – ensure deduction begin 1 month prior to effective date.

NEW HIRES		
Start Date	Deductions Begin - 1st pay in	Coverage Begins
January 2- February 1	March	April 1
February 2 - March 2	April	May 1
March 3 - April 2	May	June 1
April 3 - May 2	June	July 1
May 3 - June 2	July	August 1
June 3 - July 3	August	September 1
July 4 - August 2	September	October 1
August 3 - September 2	October	November 1
September 3 - October 2	November	December 1
October 3 - November 2	December	January 1
November 3rd - December 3	January	February 1
December 4 - January 1	February	March 1

Add in MTRS, Maris, or OBRA deduction code: Add any deductions that might be applicable such as MARIS, MTRS and/or OBRA deductions.

- Teacher's Retirement/ MTRS – deduction code 84 = 11%
- State Retirement/ MARIS/MSRB – deductions codes 83 = 9%, deduction code 86 = 2%
- OBRA – deduction code 96 mandatory = 7.5%
- OBRA – deduction code KV voluntary – XX%

OBRA Eligible employees - add 'Status Flag'

- Status Flag 1 - Plan 02 for Mandatory OBRA
- Status Flag 2 - Plan 03 for Voluntary OBRA

Make MLI and FLI Exempt –

- Valley is exempt from Family Leave Insurance and Medical Leave Insurance
- Select “Exempt/Do Not Calculate FLI/MLI” for both drop downs. – after employee is entered into ADP – very important

Family Leave Insurance ⓘ
Exempt/Do not calculate FL ▼

Medical Leave Insurance ⓘ
Exempt/Do not calculate M ▼

EMPLOYEE TYPE FOR QUARTERLY REPORTING ⓘ

○

Shut off SS

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

Tax Withholdings

Federal ⓘ

Marital Status: Single

Additional Tax

Exemptions: 2

Tax Blocks: Social Security

State ⓘ

STATE	TYPE	SUI/SDI
Massachusetts	Worked In	MA-02-Massachusetts

Local ⓘ

LOCALITY	TYPE
----------	------

Changes to Federal Tax Calculation

☐ Do not calculate Federal Income Tax ⓘ

☐ Do not calculate FUTA Taxable

☐ Do not calculate Federal Taxable ⓘ

Employee Access to Form W-4 (IRS Lock-In) ⓘ

☐ Block the employee from updating the Form W-4 federal tax exemptions. ⓘ

Social Security/Medicare ⓘ

☒ Do not calculate Social Security ⓘ

☐ Do not calculate Medicare ⓘ

Additional Work Schedule Details:

- Navigate to the People> Employment> Employment Profile screen then click the edit icon that will appear in the upper right-hand corner of the “Work Schedule” section to populate the following fields for informational purposes only.
 - FTE

- Scheduled Hours

Add prorated sick time off

- Use the Google Sheet “Employee Status Changes” and navigate to the “prorate sick – new hire” tab. Add new hire to the bottom of the sheet and calculate the number of hours owed. Then in ADP go to People > Time OFF > TIME OFF BALANCES – click on sick>transactions> make adjustment – enter in the amount of prorated sick time upfront the employee is owed and enter a note stating “Prorated Sick Time Upfront”

Add prorated personal time off

- If an employee is hired between July and through December, no change is needed as the system will generate the correct amount of personal time off (2 days in hours) when the policy is assigned.
- If an employee is hired between January and through the end of May, the system will generate the incorrect amount of personal time off when the policy is assigned. The employees hired during this timeframe should only receive one day (to be converted to hours). Go to People > Time OFF > TIME OFF BALANCES – click on Personal>transactions> make adjustment (deduct one day in hours)
- If an employee is hired in the month of June, the system will generate the incorrect amount of personal time off when the policy is assigned. The employees hired during this timeframe should NOT receive any personal time off. However, the policy still needs to be assigned as the system will correctly generate two days on July 1st. Go to People > Time OFF > TIME OFF BALANCES – click on sick>transactions> make adjustment – deduct the two days in hours

Benefit Enrollments – GIC HEALTH & DENTAL (for eligible employees):

- People>Benefits>Enrollments - **This is only for GIC health and/or dental. All other benefits are handled through payroll deductions.**
- On the Enrollments page, select the plan type on the left then click the “ACTION” icon then “view/enroll” next to the plan you would like to enroll the employee in.



- Populate the effective date for the benefit then click DONE. The system will automatically ensure the benefit deduction populates in the employee's pay profile screen 2 payrolls prior to the effective date indicated for the benefit for medical, dental and vision.
- Populate the coverage level for this benefit in the drop down box, which will automate the other fields to display the cost breakout
- Deduct from Payroll will automatically be selected to ensure the employee will have the employee premium withheld from their paycheck.
- Populate the Change reason for the enrollment in the drop down box
- Click "ENROLL" at the bottom of the screen

Add Enrollment - Health and Welfare (Medical): TUFTS HEALTH PLAN, TUFTS HEALTH PLAN SPIRIT, POST JULY 1 2003

Enrollment Details

Coverage Level: Employee a

Cost Period: **Monthly**

Employee Cost: **142.20**

Employer Cost: **426.58**

Total Cost: **568.78**

Enrollment Start Date: **11/1/2018**

Enrollment End Date:

Eligibility Date: **11/1/2018**

New Signature Date: **1/10/2019**

Dependents

ENROLLED	DEPENDENT NAME	RELATIONSHIP	START DATE	END DATE	ACTION
There are currently no entries.					

Deduction Information

i This employee position is not paid by ADP.

Deduct from Payroll: ☒ Yes ☐ No b

COMPANY CODE	FILE NUMBER	PAY FREQUENCY	DEDUCTION CODE	AMOUNT	FREQUENCY	EXISTING TIMELINE

Change Reason: REENROLL - Re-Enrollment c

CANCEL ENROLL d

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

DONE – NEW HIRE COMPLETE

ADP System Onboarding –Rehire

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

- Log into [ADP's Workforce Now Administrator web portal](#)
- Navigate to "Process", "HR", "Hire/Rehire", choose "Rehire", and then
- Follow the rehire wizard and update/confirm/edit all fields.
- Once all fields have been confirmed/edited/updated with the rehire wizard, navigate to the following pages to update all sections:
 - People > Employment Profile - if applicable, update:
 - Custom Fields
 - Additional Earnings
 - Time & Attendance
 - Corporate Groups > Home Cost Number & Allocations
 - Work Schedule
 - People > Personal Profile - if applicable, update:
 - Emergency Contacts
 - People > Pay Profile- if applicable, update:
 - Deductions – add/edit all retirement deductions and benefit deductions
 - Direct Deposit – ensure banking information is updated
 - Tax Withholding > Federal & State – update to recent elections
 - Other Pay Settings
 - Clock & Data
 - Status Flags
 - Custom Areas
 - People > Time & Attendance > Schedule – if applicable, update:
 - Assign correct daily schedule
 - People > Time Off > Policy Assignment – if applicable, update:
 - Assign new time off policies and ensure balances are correct
 - People > Benefits > Enrollments – if applicable, update:
 - Enroll in new medical or dental

Goals - for FSA and DPC plans

People → Pay → Pay profile

In the "Deductions" Box, there is a "Goals" button. Click on this.
A new tab will open, click "Add Deduction Goal"

Choose the deduction to link the goal with "FSA" or "DPC", and enter the new goal amount.
Click save

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

The screenshot shows a payroll system interface with three main sections: Regular Pay, Deductions, and Direct Deposits. The Regular Pay section displays a gross pay of \$16,430.00, an annual salary of \$34,174.40, and a biweekly pay frequency. The Deductions section shows a table with columns for Description, Category, and Amount. The Direct Deposits section shows a table with columns for Description and Amount. A red arrow points to the 'Show as of' date field, which is set to 1/10/2019.

DESCRIPTION	CATEGORY	AMOUNT
83-STATE RETIR...	Other	9.0000%
86-STATE ADDL ...	Other	2.0000%
DV-dental vision	Other	2.98
GAC-GAC HEALTH	Other	63.37

Company code T4P new hires:

Need New hire sheet, I9, tax forms, direct deposit forms to enter. Get from Dave Illg, Scott Morin, Matt Gentile.

Process → HR → Hire/Rehire
Select "New Hire"
Select "Payroll Only" (System)

Section 1 – Personal

Enter First and Last Name
Enter SSN
Enter Hire Date
Enter Reason for New Hire
Company code – T4P
Language – English
Gender
Birth Date
Enter Address
Enter any relevant personal contact information

Section 2 – Employment

Enter File# - Last 6 digits of the person's SSN*** very important
Worker Category – pick appropriate
Location – pick appropriate

Home Department – pick appropriate Site from New Hire form (only use 200 Scott, 400 Dave, 500 Matt)
Click Home Cost Number on the right hand side in the “More Fields” box
Pick home cost number from drop down field (DDS Adults = 01.500.3520.03.5182; Site 3= 01.200.3520.03.5181; Site 1 & 2 = 01.400.3520.03.5181)

Section 3 -- Payroll

Pay Frequency – Biweekly
Regular Pay Rate – Hourly
\$13.50 minimum wage for Adults, \$5 for students
Rate 2 - \$13.50 for Adults, \$10 for students
Basis of Pay – Hourly
Period End Date 1

Section 4 - Tax

Federal Filing Status – enter from W4
Worked in State – MA
SUI/SDI Code – MA
State Marital Status – enter from W4 and M4 state tax form
State Exemptions – enter from M4 state tax form

Click “Done”
Employee is now entered in ADP

Now you need to go to their pay profile to make updates***

People → Pay → Pay Profile

Enter Direct Deposit Information under the “Direct Deposit” field
Enter Effective Date
Pick proper deduction code depending on what type of account you are setting up
Enter Routing #
Enter Account #
Click “Done”

Now, shut off MLI and FLI, as they should not be deducted as Valley is exempt.

In the same pay profile screen, click on the State Tax box
Click on SUI/SDI Tax Code hyperlink (typically MA-02-Massachusetts)
Under the “Family Leave Insurance” and “Medical Leave Insurance” dropdowns, select “Exempt” for both
Click done

Employee is now fully entered into ADP company code T4P.

Follett Aspen System Onboarding

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

- Log onto [Aspen](#)
- Click on 'Staff' on menu at top of screen
- Click on 'Options' and choose 'Add'
- Enter information on the Valley Collaborative Default Template (located on the right)
- Enter First Name, Last Name, Gender, Date of Birth, primary email address (use the employee's Valley email address). Navigate to the drop down and choose the school the new employee will be working in. Add the local ID and the MEPID number in the state identifier field, go to the drop down for Type and choose the position for the employee, check off Special Education box. Make sure Status is 'Active' and then put in the hire date for the staff member. Click 'save' button at the bottom of the screen.
- Navigate to the 'Ethnicity' tab next to the Demographics tab.
- Look to the right of the screen and click on the 'Add' button.
- Click on the Race code drop down menu and click on the ethnicity and click on the 'ok' button.
- Always remember to click on the 'save' button at the bottom to save your information.
- Click on the drop down where it says 'Valley Default Template' on top right of screen.
- Choose EPIMS SIF Template.
- You are in the Staff Record (SR01-SR38) tab.
- SR09 Status should be 'Active' (drop down menu)
- SR01 MEPID number
- Make sure that SR08 (Ethnic Code) copied from Valley Default Template. If not, enter race code in again.
- Go to SR11 Date of Hire and enter
- Go to SR38 Beginner Educator and check this box off if they are in the first year of a new role.
- Make sure you click on 'save' at the bottom of the page.
- Navigate to the 'Work Assignments (WA01-WA12) tab.
- SR09 should say 'Active'
- Click on 'Add' button for WA06-WA12 Staff Positions
- WA06 Fill in School
- WA07 Fill in Job Classification
- Always click SIF SFP Primary Assignment
- WA08 Assignment
- Subject are Course - Leave Blank
- WA12 FTE - Fill in
- Do not enter End Date
- Nothing in Adjusted District ID
- Exclude from EPIMS should only be checked off for Today & Tomorrow Staff Members
- Complete all staff education fields

eSped System Onboarding

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

- eSped set up for Teachers & Therapists
 - Users
 - Create/Edit Users
 - New
 - Email
 - First Name
 - Last Name
 - Role - Dropdown
 - First Restriction Values: enter school staff works at - Add
 - Save - employee will receive an invitation from eSped to set up their account.

Caseload Tracker System Onboarding

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

Staff Evaluation Tracker System Onboarding

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

1. Non-professional staff are evaluated using a Valley Collaborative developed evaluation tool with 8 outlined criteria for discussion, long with an open dialogue box for overall comment.
 - a. Principal/Supervisor initiates the evaluation process each spring and completes the evaluation tool.
 - b. Then, Principals/Supervisors and staff conference to review the evaluation, provide commentary as well as feedback, and gather signatures and dates as acknowledgement.
2. Professionally Licensed Staff are evaluated using the Department of Elementary and Secondary Education (DESE) rubrics to ensure each professional's performance aligns with state standards, indicators, and elements.

3. The DESE Educator Evaluation Process is accessed via an employee's Valley Collaborative Google log-in and lives in Google Drive.
4. HR emails David Illg, Assistant Principal, that a new hire who is required to complete a DESE Educator Evaluation has begun employment with Valley Collaborative and provides Mr. Illg with the new hire's first name, last name, and supervisor.
 - a. If new hire employee is hired after January 1 of a calendar year, he/she is exempt from Educator Evaluation process for that school year
5. New Hires are subject to participate in a one year DESE Educator Evaluation cycle as they are 'in a new assignment'
6. Valley Collaborative's One year educator plan is an 11 Step process and the timeline for this process spans one school year (10 months)
7. Professionally Licensed New Hires need to begin the process by completing Step 1 via the following link: <https://forms.gle/hJxtRZNkgvK5es9F6>.
8. Once a new employee has access to his/her workbook, he/she can begin the annual process, outlined below:
 - Step 1: Self-assessment & Educator Evaluation Information
 - Step 2: Goal Setting
 - Step 3: Educator Initiated Educator Plan
 - Step 4: First Observation
 - Step 5: Artifacts (1st Set)
 - Step 6: Formative Evaluation
 - Step 7: Educator Response Form
 - Step 8: Second Observation
 - Step 9: Artifacts (2nd Set)
 - Step 10: Summative Evaluation
 - Step 11: Educator Response Form

Mentor Program Tracker System Onboarding

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

First Aid/CPR/MAP Certification System Onboarding

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

Restraint Training Tracker System Onboarding

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

Medical Waiver Tracker System Onboarding

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

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

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

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

Current Staff Changes (change forms & salary action notices)

Staff Contract/Position Changes Checklist

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

IVEE

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

ADP

☐	Change MTRS/MARIS if applicable
☐	Change all applicable pay rates
☐	Change timeclock fields if applicable
☐	Search for the employee's name in the search bar in the right hand corner
☐	Click People – Employment – Employment Profile
☐	Employment Profile – Position – Edit – choose effective date, change all appropriate fields such as job title, job reason, click management position if applicable, NAICS Worker's Comp,
☐	Employment Profile – Corporate Groups – Edit – choose effective date, change reason, change all applicable fields such as Home Department, Home Cost Number
☐	Employment Profile – Work Schedule – Edit – choose effective date, change all applicable fields such as FTE
☐	Employment Profile – Regular Pay – Edit – choose effective date, change reason, change all applicable fields such as regular pay rate amount (from IVEE), basis of pay, standard hours (for salary individuals only not hourly), click on more rates (to the right of rate 2) → rate 6 = (MARIS) hours per week, rate 7 = (MTRS & MARIS) annual salary full year FTE 1.0
	Employment Profile – Time and Attendance – Edit – choose effective date, toggle using time and attendance if applicable (hourly employees changing to salary must have time and attendance toggled off.) , chose pay class if applicable, chose supervisor, toggle if the employee is now in a supervisor position,
	Employment Profile – Custom Fields – Edit – change work calendar and hours per day if applicable
	Click People – Pay – Pay Profile
	<p>Pay Profile – Other Pay Settings – Clock and Data Control – choose effective date, choose appropriate code for “Full”</p> <ul style="list-style-type: none"> • <u>Clock</u>: Identifies the FTE % and contract term for employees for the MTRS report. **This field can be maintained on the “Pay Profile” screen and under the “clock & Data control” area. • <u>1st three numbers</u>: Indicates the FTE % (i.e. 100 = FTE 1 or 100%, 060 = FTE 0.6 or 60%, etc) <u>Last 2 numbers</u>: value of 10 or 12 to indicate whether the employee is contracted for 10 months or 12 months. EXAMPLE: FTE=1.0 & WORK CALENDAR = 212 > CLOCK CODE=10012 EXAMPLE: FTE=0.6 & WORK CALENDAR = 182 > CLOCK CODE=06010 • <u>Data Control</u>: Identifies whether the employee is enrolled in MARIS or MTRS Retirement plans. This information is used to qualify whether an employee should be included on MARIS or MTRS files. **This field can be maintained on the “Pay Profile” screen and under the “clock & Data control” area.
☐	<p>If the employee will now be contributing to State Retirement go to Pay Profile – Other Pay Settings – Custom Areas – choose effective date</p> <ul style="list-style-type: none"> • <u>Custom Area 1</u>: Identifies whether an employee is contributing 8% or 9% to MARIS retirement to ensure the appropriate code appears on the MARIS files. **This field can be maintained on the “Pay Profile” screen and under the “custom area” section.

	Input the value "RSB004" if the employee is contributing 8% toward MARIS Input the value "RSB005" if the employee is contributing 9% toward MARIS
☐	People – Time Off – Policy Assignments – Change any policy assignments impacted by the staff/contract change

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

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

Is the employee entered into all Valley systems?

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

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

☐	Technology
☐	Facilities
☐	Nursing
☐	Restraint Trainers

Staff Contact Information Changes

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

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

Staff Contract/Position Changes

<https://forms.gle/8QxsarQYbDn9yaTr8>

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

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

IVEE

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

ADP

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

Employment Profile – Regular Pay – Edit – choose effective date, change reason, change all applicable fields such as regular pay rate amount (from IVEE), basis of pay, standard hours (for salary individuals only not hourly), click on more rates (to the right of rate 2) → rate 6 = (MARIS) hours per week, rate 7 = (MTRS & MARIS) annual salary full year FTE 1.0

Employment Profile – Time and Attendance – Edit – choose effective date, toggle using time and attendance if applicable (hourly employees changing to salary must have time and attendance toggled off.) , chose pay class if applicable, chose supervisor, toggle if the employee is now in a supervisor position,

Employment Profile – Custom Fields – Edit – change work calendar and hours per day if applicable

Click People – Pay – Pay Profile

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

- Clock: Identifies the FTE % and contract term for employees for the MTRS report. **This field can be maintained on the “Pay Profile” screen and under the “clock & Data control” area.
- 1st three numbers: Indicates the FTE % (i.e. 100 = FTE 1 or 100%, 060 = FTE 0.6 or 60%, etc)

Last 2 numbers: value of 10 or 12 to indicate whether the employee is contracted for 10 months or 12 months.

EXAMPLE: FTE=1.0 & WORK CALENDAR = 212 > CLOCK CODE=10012

EXAMPLE: FTE=0.6 & WORK CALENDAR = 182 > CLOCK CODE=06010

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

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

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

Input the value “RSB004” if the employee is contributing 8% toward MARIS

Input the value “RSB005” if the employee is contributing 9% toward MARIS

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

- Time & Attendance Schedule

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

The screenshot shows the 'Schedule Templates' page. At the top, there's a header with 'Schedule Templates' and a search bar. Below the header, there's a table with the following columns: NAME, DESCRIPTION, STATUS, ACCESS, and ASSIGNED EMPLOYEES. The table lists several templates, each with a 'Manage Assignments' link. The first row is highlighted with a red box around the 'Manage Assignments' link.

NAME	DESCRIPTION	STATUS	ACCESS	ASSIGNED EMPLOYEES	
10am-6pm M-F	10am - 6pm M-F	Active	Public	1	Manage Assignments
11am-2pm MW Sa...	11am - 2pm MW, 8am - 2pm T...	Active	Public	1	Manage Assignments
1pm - 9pm M-F	1pm - 9pm M-F	Active	Public	2	Manage Assignments
6:15am-2:15pm M-F	6:15am - 2:15pm M-F	Active	Public	2	Manage Assignments
6:30am-2:30pm M-F	6:30am - 2:30pm M-F	Active	Public	7	Manage Assignments
6am - 1:30pm M-F	6am - 1:30pm M-F	Active	Public	1	Manage Assignments
6am-2pm M-F	6am - 2pm M-F	Active	Public	3	Manage Assignments

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

FMLA

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- HR communicates to Accounts Payable that an employee is expected to be out on FMLA and provides the anticipated date range of the leave along with a copy of the pay breakout for the employee.

- Accounts Payable drafts monthly invoices for the employee's GIC premiums and emails the invoices to the employee.
- Accounts Payable communicates to the employee that benefit premium payments are due by 15th of each month he/she is on leave.

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

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

ADP Biweekly Payroll Procedures

Pay Data

A new "Pay Data" needs to be created weekly for any changes to F9Q regular payroll. This is an excel spreadsheet formatted by ADP to except any changes to regular payroll. A "Pay Data Template" is electronically stored in the Processes and Checklists electronic folder on the Valley shared drive at the following location:

Shared (V:) > 40 Linnell > HR_LINN > Processes and Checklists

Payroll Items

Every payroll, Valley Collaborative's payroll representative checks the "Employee Changes" Google sheet. This Google sheet has many tabs. The "Payroll Items" tab tracks small payroll related items and can be sorted by pay period. For example, if an employee has a change in their 403(b) contribution, the Valley Collaborative Human Resources/Payroll representative would enter this information on the "Payroll Items" tab. **All** tabs on the **2021-2022 Employee Changes** sheet need to be reviewed before processing weekly payroll.

The following steps should be taken each biweekly payroll for company code F9Q:

Timeline	Action
Friday after a pay date	Confirm terminated employees who received their last pay last pay have been terminated
Friday after a pay date	Mark all items complete in Google sheet for that pay period
Monday of off payroll week	Unlock next pay and start new time cycle
Wed. prior to pay date at 9:00 a.m.	Attend HR/Payroll biweekly meeting. Analyze New Hires GIC 1 st premium deductions at HR/Payroll bi-weekly meeting. Ensure all new hires and contract changes are entered into ADP for the following pay date.
Thurs. or Friday prior to a pay date	Check "2023-2024 Employee Changes" to determine what information needs to be processed in the next pay cycle.
Thurs. or Friday prior to a pay date	Check Smart Compliance for any Pay Garnishments that need to take effect the next pay cycle.
Mon. - processing week before 8:00 a.m.	Run a "Timecard Exception Report" in ADP. Check report and email with supervisors who need to approve their timecards.
Mon. - processing week	Run a "Timecard with Supervisor Approval" report in ADP. Analyze all timecards that have supervisors' approval and make all applicable corrections in timecards.
Mon. - processing week	Run an "Employee Total Hours Report" in ADP. Check total hours and breakdowns for each employee.
Mon. - processing week	Once all timecards are approved and analyzed – Process → Payroll Dashboard → Manage All Time Cycle and lock the time cycles → start new time cycle (ensure dates are correct) → go back to Payroll Dashboard → Manage payroll → +Add time/time off worksheet and click on include pay group 1 and pay group 2 and add the worksheets. Go back to manage payroll and validate any worksheet
Mon. - processing week	Check all emails for pay date specific communication from supervisors (i.e. unpaid time off, paper timesheets, etc.)
Thurs. or Friday prior to a pay date	Create a "Pay Data" spreadsheet for any changes to regular payroll for the next pay cycle (i.e. vacation payout for terminating employees) and ensure it is saved as CSV and names using the following naming convention" EPIf9qAA (whereas AA equals ADP week #) Import pay data. Process → Utilities → Import → Pay Data → +Add → Browse For Files → Add Files → Upload → Checkbox → Done → Checkbox → Other Actions → Start If errors, fix the errors on the file. Delete the file from Paydata screen by checking box and clicking "delete". The file also needs to be removed from payroll by going to payroll dashboard and find the worksheet created (usually name epi000) and clicking the three dots to the right of the worksheets and then "delete". Once the paydata has been fixed and removed from both locations, re-import the file using the directions above. Once the paydata has been imported successfully and the status column is listed as "completed", move onto the next step. The file automatically goes to payroll dashboard as a "worksheet".
Mon. or Tues. prior to a pay date	Payroll Dashboard → Manage Payroll → Ensure all worksheets are correct → Calculate Payroll → View Details → Click on payroll register (excel) and download selected. Check downloaded register for all special pays including stipends, stem, phone, travel, and extra hours payments. New hires and Terms - vacation payouts. Check all sheets on HR/Payroll Google Sheets. Run all ADP reports. No FLI/MLI deductions, SS for 3 employees only (C.Dunn, Jasilewicz, Baxter) To remove retirement deductions – got to Payroll Dashboard > Manage Payroll > click on the pay data worksheet > if employee is not there > Insert Employee, if employee is there, > Insert column > special action > now on the corresponding employee row, choose special action column drop down to special action "K – bypass mainframe special calcs"
Mon. or Tues. prior to a pay date	Review corrections to the payroll register with Deputy Director or Executive Director for approval

Tues. prior to pay date	Once you feel all corrections have been made – seek approval from Deputy Director or Executive Director to accept payroll>Payroll Dashboard> Accept Payroll
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Analyzing Payroll Registers:

Once HR/Payroll personnel receives a payroll register from ADP, it must be analyzed. Once available, the payroll registers can be found by navigating to **Process > Payroll > scroll down to payroll registers**

- 1.) Go to company totals tab and ensure there are no FLI & MLI deductions in the deductions columns.
- 2.) Confirm any/all changes are correct using **all** tabs of the “2023-2024 Employee Changes” and cross referencing all data submitted on pay data
- 3.) Skim over the hour’s column for anything unusual.
- 4.) Once all corrections have been completed, review with Deputy Director or Executive Director prior to accepting payroll.

Traditional Payroll Steps/Timeline (T4P) – Service Center 0056 – Great lakes

Log into ADP (T4P Log in)

Entering a new hire:

Process:

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

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

- 400 = Site 1 & Site 2
- Payroll
 - Pay Frequency – Biweekly
 - Regular Pay Rate – Dropdown: Hourly; tab over & enter \$5.00
 - Data Control – N/A
 - Clock – N/A
 - Rate 2 Amount - \$10.00
 - Basis of Pay – N/A
- Tax
 - Federal Marital Status – Reference form completed by student
 - State Marital Status – Reference form completed by student
 - State Exemptions – Reference form completed by student
- Done
- Enter student's name in blue search bar in upper right corner of screen
- Click on little box next to student's name to get options
 - Select Pay option

- Pay Profile



The screenshot shows a dropdown menu for 'State' with a blue arrow icon. Below the dropdown is a table with three columns: STATE, TYPE, and SUI/SDI. The table contains one row with the following data: STATE: Massachuset..., TYPE: Worked In, SUI/SDI: MA-02-Massachus. There is a small blue information icon next to the state name.

STATE	TYPE	SUI/SDI
Massachuset... 	Worked In	MA-02-Massachus

- Click on MA-02 Massachusetts

- Change will be effective – Date of Hire
- Family Leave Insurance – Dropdown: select Exempt/Do not calculate FLI
- Medical Leave Insurance – Dropdown: select Exempt/Do not calculate MLI
- Direct Deposit
 - Click Add
 - Effective On – Hire Date
 - Deduction Code – Dropdown: select either checking or savings
 - Routing Number
 - Account Number
 - Prenote End Date – Company Default
 - DONE

Generating T4P Payroll:

*New WFN Layout (Trial – March 2022) Instructions:

- Process > Payroll Dashboard > Start New Payroll
- Process > Utilities > Import > Pay Data > +Add > Browse For Files > Add Files > Upload > Checkbox > Done > Checkbox > Other Actions > Start
- Process > Payroll Dashboard > Calculate Payroll > View Details > (righthand side)
Checkbox Payroll Register (Excel)

*Previous WFN Layout Instructions:

- Go to: Process, Payroll, Payroll Cycle

- Select “start new cycle”
- Continue
- Confirm pay date is correct
- Email personnel responsible for student/adult timecard hours import that the pay cycle has been moved forward and ready for import. Typically, this staff person (Collette Elliott as of 09/29/2021) saves the file ready for import in the respective pay period folder on Tuesday morning of payroll week)
- To import the file, select “Add Paydata Batch”
- Select “Import from file”
- Click “+ ADD” (small font on left right above the list of files)
- Select “Browse for file”
- Select “Add file”
- Choose the file (Typically saved in the respective pay period folder on the shared drive and starts with “epit”)
- Select “Upload”
- Check box next to file name that you just uploaded and click “done”
- On next screen, choose the file you just uploaded by selecting the circle next to the file name and then click “run”
- Wait for it to process and then make sure “View/edit the paydata batch” is selected and select “done”
- Confirm number of hours on import with uploaded file.
- Select “Go to Payroll Cycle”
- Select “Preview Payroll”
- Download payroll register by scrolling to the bottom of the page and under the Download Reports section, select “Payroll Registers” and then “download”
- Confirm on register
 - Total number of hours
 - No FLI & MLI deductions
 - Review register.
- Accept.

Termination Process

When a Valley Collaborative employee notifies Human Resources of a voluntary resignation, Human Resources writes the employee a closeout letter. This closeout letter serves to close out the employee's employment at Valley Collaborative and contains information on the employee's termination date, details regarding his/her last pay, and may contain a pay breakout (salaried staff). This pay breakout will explain what monies the employee is owed and how their salary has been distributed throughout their work year.

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

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

Termination Check List:

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

Valley Systems

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

IVEE termination

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

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

ADP termination

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

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

GIC termination

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

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

HCSA/DCAP (FLEX) termination

The Human Resource/Payroll representative logs into the Benefit Strategies employer portal at:

<https://benstratemployer.navigatorsuite.com>.

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

Short Term Disability

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

Terminating Retirement Benefits

MTRS

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

MSRB

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

OBRA-457 Smart Plan

OBRA-457 Smart Plan Voluntary

Mass Mutual Voluntary

AXA Voluntary

ASPEN Termination

When Terminating Staff:

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

eSped Termination

To terminate employee from eSped:

- Users
 - Create/Edit Users
 - Find - enter employee's name
 - Click on email to open row - DELETE - OK

DESE Primary Licensure System Termination

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

Mandated Trainings System Termination

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

Caseload Tracker System Termination

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

Educator Evaluation Tracker System Termination

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

Mentor Program Tracker System Termination

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

Employee Training and Clear to Work

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

Medical Waiver Tracker System Termination

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

Unemployment Insurance

In accordance with Massachusetts Employment and Training Law, Valley Collaborative provides a copy of the guide “How to apply for Unemployment in Massachusetts” to each of our employees who separate from

work, permanently or temporarily. Please note, decisions regarding eligibility for and amounts of unemployment benefits are made by the relevant state agency, not by the Collaborative.

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

Employment Verifications

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

Personnel Records

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

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

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

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

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

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

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

Suitability Determination Procedures

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

- (a) The name and date of birth of the employee or applicant;
- (b) The date on which the school employer received the national criminal history check results; and,
- (c) The suitability determination (either "suitable" or "unsuitable").

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

Reliance on a Favorable Suitability Determination: When an individual for whom a school employer or the Department of Elementary and Secondary Education has made a suitability determination

applies to work for Valley Collaborative, Valley Collaborative obtain and may rely on a favorable suitability determination, if the following criteria are met:

- (a) The suitability determination was made within the last seven years; and
- (b) The individual has not resided outside Massachusetts for any period longer than three years since the suitability determination was made; and **either**
- (c) The individual has been employed continuously for one or more school employers or has gaps totaling no more than two years in his or her employment for school employers; or
- (d) If the individual works as a substitute employee, the individual is still deemed suitable for employment by the school employer who made a favorable suitability determination. Upon request of another school employer, the initial school employer shall provide documentation that the individual is still deemed suitable for employment by the initial school employer.

CORI Procedures

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

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

I. CONDUCTING CORI SCREENING

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

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

II. ACCESS TO CORI

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

Authorized iCORI Users & Representatives

<u>Name</u>	<u>Role</u>	<u>Username</u>
Kari Morrin	Representative	kmorrin
Sean Curran	User	scurran
Kathleen Diaz	User	kdiaz

NEED TO KNOW

Chris A. Scott, Executive Director

Joia Mercurio, Deputy Director

Nicole Noska, Principal

Nicholas LeClair, Principal

Heather MacKay, Principal

Matthew Gentile, Director of DDS Services

III. CORI TRAINING

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

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

IV. USE OF CORI IN BACKGROUND SCREENING

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

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

V. VERIFYING A SUBJECT'S IDENTITY

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

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

VI. QUESTIONING A SUBJECT ABOUT HIS/HER CRIMINAL HISTORY

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

VII. DETERMINING SUITABILITY

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

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

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

VIII. ADVERSE DECISIONS BASED ON CORI

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

(Appendix X)

(Appendix Y)

IX. SECONDARY DISSEMINATION LOGS

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

Workman's Compensation

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

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

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

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

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

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

- Claims to cover medical bills only, no missing wages
- Claims to cover medical bills and missing wages
 - If the injured employee is not able to return to work immediately following the incident HR will determine the last day worked and place the individual on a leave of absence until the employee is released by their doctor.
 - Valley Collaborative covers the first 5 work days missed – no benefit time applied.
 - Workman's Compensation begins on the 6th day of missed work and provides the employee with 60% of his/her wages and Valley Collaborative applies sick/personal/vacation time to supplement 40% of the employees pay to keep whole during this time.
 - If an employee is tracking to miss 5 days of work due to injury, inform Executive Director.
 - Human Resource department must fill out A.I.M. FORM 127 (Average Weekly Wage Form)
 - Employee's wage will be calculated as a weekly average based on the previous 52 weeks of pay from the date of injury.

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

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

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

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

GIC's Annual Benefits Enrollment/Open Enrollment

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

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

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

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

Annual Contracting

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

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

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

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

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

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

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

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

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

Pay Period	Start Date	End Date	Paydates
1	6/16/2024	6/29/2024	7/5/2024
2	6/30/2024	7/13/2024	7/19/2024
3	7/14/2024	7/27/2024	8/2/2024
4	7/28/2024	8/10/2024	8/16/2024
5	8/11/2024	8/24/2024	8/30/2024
6	8/25/2024	9/7/2024	9/13/2024
7	9/8/2024	9/21/2024	9/27/2024
8	9/22/2024	10/5/2024	10/11/2024
9	10/6/2024	10/19/2024	10/25/2024
10	10/20/2024	11/2/2024	11/8/2024
11	11/3/2024	11/16/2024	11/22/2024
12	11/17/2024	11/30/2024	12/6/2024
13	12/1/2024	12/14/2024	12/20/2024
14	12/15/2024	12/28/2024	1/3/2025
15	12/29/2024	1/11/2025	1/17/2025
16	1/12/2025	1/25/2025	1/31/2025
17	1/26/2025	2/8/2025	2/14/2025
18	2/9/2025	2/22/2025	2/28/2025
19	2/23/2025	3/8/2025	3/14/2025
20	3/9/2025	3/22/2025	3/28/2025
21	3/23/2025	4/5/2025	4/11/2025
22	4/6/2025	4/19/2025	4/25/2025
23	4/20/2025	5/3/2025	5/9/2025
24	5/4/2025	5/17/2025	5/23/2025
25	5/18/2025	5/31/2025	6/6/2025
26	6/1/2025	6/14/2025	6/20/2025



Valley Collaborative

Voluntary EEO Identification

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

Race/Ethnicity:

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

VALLEY COLLABORATIVE IS AN EQUAL OPPORTUNITY EMPLOYER

Valley Collaborative

Voluntary EEO Identification

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

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

Disabled/Veteran Classification(s):

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

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

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

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



Appendix C

Central Administration Office

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

Meal Break Waiver

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

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

Print Name: _____ Sign Name: _____ Date: _____



Valley Collaborative Electronic Consent Form

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

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

Name of Employee (print)

Signature of Employee

Date

Appendix E



Valley Collaborative

Central Administration Office

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

Employee Direct Deposit Authorization Agreement

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

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

Employee Name (please print): _____

Bank Name: _____

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

Checking ☐

Savings ☐

Routing Number _____ Account Number _____

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

Checking ☐

Savings ☐

Routing Number _____ Account Number _____

Memo _____		
1: 0123456781:	123456789	0101

Routing/Transit #
(A 9-digit number always
between these two marks)

Checking Account #

Check #
(this number matches the number
in the upper right corner of the check-
not needed for sign-up)

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

Employee Signature: _____ Date: _____

Appendix F

FORM
M-4

MASSACHUSETTS EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE


 Print full name
 Print home address

 Social Security no.
 City State Zip
Employee:

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

Employer:

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

HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS

1. Your personal exemption. Write the figure "1." If you are age 65 or over or will be before next year, write "2"
2. If married and if exemption for spouse is allowed, write the figure "3." If your spouse is age 65 or over or will be before next year and if otherwise qualified, write "4." See Instruction C
3. Write the number of your qualified dependents. See Instruction D
4. Add the number of exemptions which you have claimed above and write it
5. ☐ Additional withholding per pay period under agreement with employer \$
- ☐ Check if you will file as head of household on your tax return.
- ☐ Check if you are blind. C. ☐ Check if spouse is blind and not subject to withholding.
- D. ☐ Check if you are a full-time student engaged in seasonal, part-time or temporary employment whose estimated annual income will not exceed \$8,000.

EMPLOYER: DO NOT withhold if Box D is checked.

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

Date Signed

THIS FORM MAY BE REPRODUCED**THE COMMONWEALTH OF MASSACHUSETTS, DEPARTMENT OF REVENUE**

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

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

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

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

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

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

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

60M 1/01 CRP0101



printed on recycled paper

Appendix G

Form W-4	Employee's Withholding Certificate		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service	<p>▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.</p> <p>▶ Give Form W-4 to your employer.</p> <p>▶ Your withholding is subject to review by the IRS.</p>		2020
Step 1: Enter Personal Information	<p>(a) First name and middle initial _____ Last name _____</p> <p>Address _____</p> <p>City or town, state, and ZIP code _____</p> <p>(c) ☐ Single or Married filing separately ☐ Married filing jointly (or Qualifying widow(er)) ☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)</p>		<p>(b) Social security number _____</p> <p>▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.</p>
<p>Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.</p>			
Step 2: Multiple Jobs or Spouse Works	<p>Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.</p> <p>Do only one of the following.</p> <p>(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4); or</p> <p>(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or</p> <p>(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. ▶ ☐</p> <p>TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.</p>		
<p>Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)</p>			
Step 3: Claim Dependents	<p>If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):</p> <p>Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____</p> <p>Multiply the number of other dependents by \$500 ▶ \$ _____</p> <p>Add the amounts above and enter the total here</p>		<p>3 \$ _____</p>
Step 4 (optional): Other Adjustments	<p>(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income</p> <p>(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here</p> <p>(c) Extra withholding. Enter any additional tax you want withheld each pay period</p>		<p>4(a) \$ _____</p> <p>4(b) \$ _____</p> <p>4(c) \$ _____</p>
Step 5: Sign Here	<p>Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.</p> <p>▶ Employee's signature (This form is not valid unless you sign it.) _____ ▶ Date _____</p>		
Employers Only	Employer's name and address _____	First date of employment _____	Employer identification number (EIN) _____
For Privacy Act and Paperwork Reduction Act Notice, see page 3.		Cat. No. 10220Q	Form W-4 (2020)

General Instructions

Future Developments

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

Purpose of Form

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

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

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

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

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

1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as the additional Medicare tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

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

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

Specific Instructions

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

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

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

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



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

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

Step 4 (optional).

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

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

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

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

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

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

- 1 Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, **skip** to line 3. **1** \$ _____
- 2 Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
 - a** Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a. **2a** \$ _____
 - b** Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b. **2b** \$ _____
 - c** Add the amounts from lines 2a and 2b and enter the result on line 2c. **2c** \$ _____
- 3** Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. **3** _____
- 4** **Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld). **4** \$ _____

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

- 1** Enter an estimate of your 2020 itemized deductions (from Schedule A (Form 1040 or 1040-SR)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income. **1** \$ _____
- 2** Enter: $\left\{ \begin{array}{l} \bullet \$24,800 \text{ if you're married filing jointly or qualifying widow(er)} \\ \bullet \$18,650 \text{ if you're head of household} \\ \bullet \$12,400 \text{ if you're single or married filing separately} \end{array} \right\}$ **2** \$ _____
- 3** If line 1 is greater than line 2, subtract line 2 from line 1. If line 2 is greater than line 1, enter "-0-". **3** \$ _____
- 4** Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040 or 1040-SR)). See Pub. 505 for more information. **4** \$ _____
- 5** **Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4. **5** \$ _____

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

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

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

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

Form W-4 (2020)

Page 4

Married Filing Jointly or Qualifying Widow(er)

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

Single or Married Filing Separately

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

Head of Household

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



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9

OMB No. 1615-0047
 Expires 10/31/2022

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

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

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

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number [][] - [][] - [][][][]		Employee's E-mail Address		Employee's Telephone Number	

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

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

☐ 1. A citizen of the United States	
☐ 2. A noncitizen national of the United States (<i>See instructions</i>)	
☐ 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
☐ 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (<i>See instructions</i>)	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p>	<p align="center">QR Code - Section 1 Do Not Write In This Space</p>

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

Preparer and/or Translator Certification (check one):

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

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

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code



Employer Completes Next Page





Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

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

Section 2. Employer or Authorized Representative Review and Verification

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

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

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				

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

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

Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)		Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative		First Name of Employer or Authorized Representative		Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)			City or Town	State	ZIP Code

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

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

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

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

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

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

LISTS OF ACCEPTABLE DOCUMENTS**All documents must be UNEXPIRED**

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

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

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

Refer to the instructions for more information about acceptable receipts.

Appendix I

GIC ENROLLMENT/CHANGE FORM (FORM-1)

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

Commonwealth of Massachusetts
Group Insurance Commission

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

REQUIRED		
Select all that apply: ☐ New Enrollment ☐ Annual Enrollment ☐ Adding Dependent(s) ☐ Address Change ☐ Dropping Dependent(s) ☐ Name Change ☐ Decline GIC Health Insurance ☐ Decline All GIC Coverage		
Qualifying Status Change ☐ Marriage ☐ Birth/Adoption ☐ Divorce/Legal Separation ☐ Change in Dependent Eligibility Status ☐ Gain of Other Coverage		
Date of Event: ____/____/____ ☐ Involuntary Loss of Other Coverage ☐ Return from FMLA or Military Leave ☐ Death of spouse/dependent ☐ Spouse's Annual Enrollment ☐ Moved out of health plan's service area		

HEALTH, BASIC LIFE, OPTIONAL LIFE AND LTD

Effective Date: ____/____/____

Health Plan	☐ Basic Life Only ☐ Long Term Disability (LTD) ☐ Basic Life and Health	<i>(For GIC Coordinator use only)</i> Annual Salary: \$_____ Salary Effective Date: ____/____/____	Cancel Coverage ☐ Long Term Disability (LTD) ☐ Health Insurance ☐ Optional Life Insurance	
	☐ AllWays Health Partners Complete (HMO) ☐ Fallon Direct (HMO) ☐ Fallon Select (HMO) ☐ Harvard Pilgrim Independence (POS)	☐ Harvard Pilgrim Primary Choice (HMO) ☐ Health New England (HMO) ☐ Tufts Health Plan Navigator (POS) ☐ Tufts Health Plan Spirit (HMO-type)	☐ UniCare State Indemnity/Basic ☐ UniCare Community Choice (PPO-type) ☐ UniCare/PLUS (PPO-type)	Coverage Election ☐ Individual ☐ Family
Optional Life	Enrollment/Change: (check one) ☐ Automatic Increase – select multiple of salary 1x 2x 3x 4x 5x 6x 7x 8x Multiple Factor 2-8 times is allowed only with Automatic Increase. ☐ Fixed Amount – Amount \$_____ Will not increase as your salary increases. No more than \$1,000 less than annual salary rounded down to the nearest \$1,000.		Family Status Change: <i>(Check one and complete Qualifying Status Change box above)</i> ☐ Automatic Increase – select multiple of salary 1x 2x 3x 4x ☐ Fixed Amount – Amount \$_____ Will not increase as your salary increases. No more than \$1,000 less than annual salary rounded down to the nearest \$1,000.	
	Please Check One: ☐ Smoker ☐ Non-Smoker Yes, I have been tobacco free for the past 12 months and choose the lower optional life insurance rates.			

SPOUSE/DEPENDENT INFORMATION (See instructions on back)

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

FORMER SPOUSE INFORMATION – If Listed Above

Date of Divorce: ____/____/____

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

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

ENROLLMENT/CHANGE FORM (FORM-1) INSTRUCTIONS

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

Deadlines and Required Documentation

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

Work Hours and Eligibility

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

Long Term Disability

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

Optional Life Insurance

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

Dependent Information and Required Documentation

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

Form and Documentation Submission

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

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

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

(See over for Form-1)

3/19

Appendix J

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



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

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

REQUIRED	Select all that apply:	Qualifying Status Change	Date of Event: ____/____/____
	☐ New Enrollment (New Eligibility) ☐ Adding Dependent(s) ☐ Dropping Dependent(s) ☐ Address Change ☐ Name Change ☐ Annual Enrollment ☐ Promotion	☐ Marriage ☐ Birth/Adoption ☐ Divorce/Legal Separation ☐ Change in Dependent Eligibility Status	☐ Gain of Other Coverage ☐ Involuntary Loss of Other Coverage ☐ Death of spouse/dependent ☐ Spouse's Annual Enrollment

DENTAL AND VISION PLAN			Effective Date: ____/01/____
Dental Benefit (check one) ☐ Indemnity Plan (Classic) ☐ PPO Plan (Value)	Vision Benefit (contact the vendor for participating providers)	Coverage Election (check one) ☐ Individual ☐ Family	Cancel ☐ GIC Dental/Vision Coverage

SPOUSE/DEPENDENT INFORMATION (See instructions on back)							
For Changes Only	LAST NAME	FIRST NAME	MI	SSN (REQUIRED)	DATE OF BIRTH	SEX	RELATIONSHIP
☐ Add ☐ Drop					/ /	☐ M ☐ F	
☐ Add ☐ Drop					/ /	☐ M ☐ F	
☐ Add ☐ Drop					/ /	☐ M ☐ F	
☐ Add ☐ Drop					/ /	☐ M ☐ F	
☐ Add ☐ Drop					/ /	☐ M ☐ F	

FORMER SPOUSE INFORMATION – If Listed Above			Date of Divorce: ____/____/____
Are you remarried? Yes No	Date of your remarriage: / /	Has your former spouse remarried? Yes No	Date of former spouse's remarriage: / /

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

For GIC Use Only	Entered	Verified	Political Subdivision

(See over for Form-1DV instructions)

1DV -3/19

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

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

Eligibility

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

Deadlines and Required Documentation

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

Dependent Information and Required Documentation

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

Enrolling in or Changing Coverage

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

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

Form and Documentation Submission

Return completed form and documentation to your GIC Coordinator.

(See over for Form-1DV)

3/19

Appendix K

GIC EMPLOYMENT STATUS CHANGE FORM
(FORM-1A)Commonwealth of Massachusetts
Group Insurance Commission

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

LEAVE OF ABSENCE			Effective Date (for GIC use only) / 01 /	
Select One: ☐ Leave with pay ☐ Leave without pay		Cancel Coverage: ☐ Long Term Disability (LTD) ☐ Health Insurance ☐ Optional Life Insurance ☐ GIC Dental/Vision		
Select Type of Leave (Form-11) required for Industrial Accident, Maternity and Personal Illness			Leave Start Date: / /	
☐ Personal Illness	☐ Personal Reason	☐ Military	Leave End Date: / /	
☐ Industrial Accident	☐ Educational	☐ Military Caregiver (26 weeks)	Last Day on Payroll: / /	
☐ FMLA (12 weeks)	☐ Sabbatical	☐ FMLA Military Exigency (12 weeks)	Return from Leave Date: / /	
☐ Maternity	☐ Suspension	☐ Other		

TRANSFERS AND TERMINATION		Effective Date (for GIC use only) / 01 /	
Transfer from	Name of Agency/GIC Municipality	Last Day of Work: / /	
Transfer to	Name of Agency/GIC Municipality	Hire Date: / /	
Termination of Service Coverage (if elected)	Termination reason	Last Day of Work: / /	
☐ 39-week Layoff ☐ Deferred Retiree (Life only) ☐ Deferred Retiree (Life & Health) ☐ COBRA (must complete application) ☐ Conversion (contact carrier for application) (See reverse) (See reverse)			

RETIREMENT		Date Retired: / /	Effective Date (for GIC use only) / 01 /	
Health Insurance Election (If enrolling in GIC benefits for the first time, also complete Form-RS) Medicare Eligibility – check if applicable and attach copy of Medicare Claim Card(s): ☐ Insured ☐ Spouse Medicare plan election form will be mailed to eligible members.				☐ Cancel Health Insurance
Non-Medicare Plan Election for insured or spouse not eligible for Medicare: ☐ Keep current health plan ☐ Change Non-Medicare Plan election to Plan name: _____				
Optional Life Insurance Election ☐ Cancel Optional Life ☐ Reduce Optional Life to Fixed Amount: \$ _____ ☐ Keep current Optional Life coverage Reduce Optional Life multiple of salary to: 1X 2X 3X 4X 5X 6X 7X				
GIC Retiree Dental ☐ I wish to enroll in GIC Retiree Dental and have attached the completed GIC Retiree Dental Enrollment and Change Form ☐ I do not wish to enroll in the GIC Retiree Dental at this time				

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

(See over for Form-1A instructions)

1A - 3/19

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

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

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

Leave of Absence

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

Transfers and Terminations

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

Deferred Retirement

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

Retirement

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

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

The following plans are available:

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

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

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

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

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

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

Form and Document Submission

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

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

(See over for Form-1A)

3/19



Appendix L

State Employee Acknowledgement Form For GIC Eligible Employees

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

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

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

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

Name: _____
(Please print)

Signature: _____

Date: _____

Employee: Return this signed form to your GIC Coordinator with your benefit elections.

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

Appendix M

Short Term Disability Form

Hartford Life and Accident Insurance Company

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

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



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

EMPLOYEE INFORMATION

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

VOLUNTARY SHORT TERM DISABILITY INSURANCE

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

Additional Information:

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

CONFIRMATION & SIGNATURE

By signing below:

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

Employee Signature	Date of Signature
---------------------------	--------------------------

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

Benefits Enrollment Form

Important Notice – Fraud Warning Statements

Hartford Life and Accident Insurance Company

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Premium Worksheet



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

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

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

Your Annual
Earnings

÷ 52 =

Your Weekly
Earnings

x 70% =

Weekly Benefit Max
= \$1,500

÷ 10 =

x

Rate

=

Premium Amount

5962e NS 08/16 © 2016.The Hartford Financial Services Group, Inc. All rights reserved. Disability Form Series includes GBD-1000, GBD-1200, or state equivalent.

Prepare. Protect. Prevail. With The Hartford. ®

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

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

VALLEY COLLABORATIVE "PREMIUM ONLY" SECTION 125
CAFETERIA PLAN

**Employee Waiver /Election Form/
Compensation Reduction Agreement**

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

Valley Collaborative

Employee Name (First, Middle Initial, Last)

2019-2020 Fiscal Year

Election of Pre-Tax Benefits

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

Election of Dental and Medical Care Coverage

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

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

Waiver of Pre-Tax Benefits

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

Waiver of Medical Care Coverage

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

I understand that:

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

Employee Signature

Date

Accepted and agreed to by the Employer's

Authorized Representative

Date

Appendix O



Overview of Health Insurance Marketplaces

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

This notice is meant to help you understand health insurance Marketplaces, which were set up to make it easier for consumers to compare health insurance plans and enroll in coverage. In Massachusetts, the state Marketplace is known as the Massachusetts Health Connector. Your employer is required by law (§ 1512 of the ACA, which creates 29 U.S.C. 218b) to provide you the information contained in this notice. You may or may not qualify for subsidized health insurance through

the Health Connector. If you are offered coverage by your employer that is considered “affordable” and meets a “minimum value” standard according to federal definitions (see below), you most likely will not qualify for the subsidized coverage offered through the Health Connector described in this notice. However, it may still be helpful for you to read and understand the information included here. Please ask your employer for more information if you have questions.

Overview:

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

What is the Massachusetts Health Connector?

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

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

Continued on next page >>>

Questions?

Visit **MAhealthconnector.org** or call **1-877 MA ENROLL** (1-877-623-6765) or TTY: 1-877-623-7773, Monday to Friday, 8:00 a.m. to 6:00 p.m.

1 of 3

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

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

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

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

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

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

Is your employer's individual health insurance coverage affordable?

Coverage for 2016	9.66% of household income
Coverage for 2017	9.69% of household income

or

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

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

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

Continued on next page >>>

Questions?

Visit **MAhealthconnector.org** or call **1-877 MA ENROLL** (1-877-623-6765) or TTY: 1-877-623-7773, Monday to Friday, 8:00 a.m. to 6:00 p.m.

2 of 3

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

EMPLOYER-SPONSORED HEALTH COVERAGE

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

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

Check one: ☒ Yes ☐ No

If yes, and if the employee receiving this notice qualifies

for such benefits, they can find out more by contacting: Kari Morrin, Director of Human Resources
(may be an HR contact, a resource, or an appendix to this document)

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

Questions?

Visit **MAhealthconnector.org** or call **1-877 MAENROLL** (1-877-623-6765)
or TTY: 1-877-623-7773, Monday to Friday, 8:00 a.m. to 6:00 p.m.

3 of 3

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



Central Administration

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

Acknowledgeable of Receipt of GIC Overview of Health Insurance Marketplaces

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

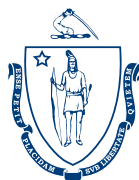
Print Name: _____ Date: _____

Sign Name: _____

HR Signature: _____ Date: _____

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

Appendix P



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

NEW MEMBER ENROLLMENT FORM ***FOR NON-COMMONWEALTH EMPLOYEES***

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

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

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

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Deborah B. Goldberg".

Deborah B. Goldberg,
Treasurer and Receiver General, Chair

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

**NON-COMMONWEALTH
 AGENCY NEW MEMBER
 ENROLLMENT FORM**

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

SECTION A - TO BE COMPLETED BY MEMBER

1. MEMBER INFORMATION

Name (Print)		Former Name		SSN	
Street Address		Date of Birth		Gender: M ☐	
City	State	Zip Code	Phone Number	F ☐	
E-Mail					
Marital Status:					
☐ Married	☐ Single	If Divorced , are you subject to a Qualified Domestic Relations Order?			
☐ Widowed	☐ Divorced	☐ Yes	☐ No		
Are you a Veteran?				Spouse Date of Birth	
☐ Yes	☐ No			Spouse Name	
The retirement law establishes specific periods of active service, which may qualify you for certain Veteran benefits.					
to		Employment Position			
Start Date		Valley Collaborative - 6020			
Agency or Department		(978) 528-7801			
Agency Phone Number					

Dates of Military Service

A copy of your military discharge may be requested

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

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

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

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

☐ Yes ☐ No

4. STATEMENT AND SIGNATURE OF MEMBER

I certify the above information to be true and correct to the best of my knowledge and hereby accept membership in the Massachusetts State Employees' Retirement System. This statement is signed under penalties of perjury.

Member Signature

Date

Continued on reverse

Main Office: One Winter Street, 8th Floor, Boston, MA 02108. Phone: 617-367-7770 Fax: 617-723-1438 Toll Free (within MA): 1-800-392-6014

Regional Office: 436 Dwight Street, Room 109A, Springfield, MA 01103. Phone: 413-730-6135 Fax: 413-730-6139

mass.gov/retirement

03/2016 NON-Commonwealth Form

NEW NON-COMMONWEALTH MEMBER ENROLLMENT FORM - PAGE 2**SECTION A (CONTINUED)****5. BENEFICIARY INFORMATION**

Beneficiary or beneficiaries nominated will receive in the proportion designated any amount due at your death, if you pass away prior to retirement. The right to change any nominated beneficiary is reserved by the member.

A beneficiary blank with corrections or erasures is not acceptable

Give Complete Name and Address of Each Beneficiary			
Name:	Designation	Proportion*	DOB:
Street:	☐ Primary	☐ All	Relationship:
City, State, Zip:	☐ Contingent	☐ _____% (Percent)	SSN:
Name:	Designation	Proportion*	DOB:
Street:	☐ Primary	☐ All	Relationship:
City, State, Zip:	☐ Contingent	☐ _____% (Percent)	SSN:
Name:	Designation	Proportion*	DOB:
Street:	☐ Primary	☐ All	Relationship:
City, State, Zip:	☐ Contingent	☐ _____% (Percent)	SSN:
Name:	Designation	Proportion*	DOB:
Street:	☐ Primary	☐ All	Relationship:
City, State, Zip:	☐ Contingent	☐ _____% (Percent)	SSN:

**Must Total 100% - If Contingent Please Specify*

6. PLEASE SIGN BELOW

Member Signature

Date

Witness Signature

Witness may not be beneficiary

A Change of Beneficiary Form must be used if you wish to change your designated beneficiary(ies). You may obtain this form from the State Retirement Board or mass.gov/retirement.

SECTION B - TO BE COMPLETED BY THE AGENCY

Position: _____ Start Date: _____

Position: _____ Start Date: _____

State Police Start Date: _____ Date of First Deduction: _____ ☐ New ☐ Transfer

Rate to be deducted for retirement: ☐ 5% ☐ 7% ☐ 8% ☐ 9% ☐ 12%

Service Status: ☐ Full-Time ☐ Part-Time _____% ☐ Temp/Sub _____% ☐ Other _____

Authorized Signature

Date

Valley Collaborative - 6020

Agency and Payroll Number

Appendix Q



Participant Enrollment Governmental 457(b) Plan

Massachusetts Deferred Compensation SMART Plan - Mandatory OBRA

98966-02

Participant Information

Last Name First Name MI
(The name provided MUST match the name on file with Service Provider.)

Mailing Address

City State Zip Code

() ()
Home Phone Work Phone

☐ Check box if you prefer to receive quarterly account statements in Spanish.

Social Security Number

E-Mail Address

☐ Married ☐ Unmarried ☐ Female ☐ Male

Mo Day Year

Date of Birth

Mo Day Year

Date of Hire

Do you have a retirement savings account with a previous employer or an IRA? ☐ Yes or ☐ No

Important Notice: Employees participating in the Massachusetts Deferred Compensation SMART Plan - OBRA Mandatory Plan (the Plan) must complete Social Security Form SSA-1945. The Plan has been designated as an alternative retirement system for part time employees not covered by their employers retirement system. The SSA-1945 explains the potential effects of the Windfall Elimination Provision and Government Pension Offset Provision under the Social Security law which may reduce the amount of your Social Security retirement or disability benefits, and/or benefits received by you as a spouse or an ex-spouse. If you have any questions regarding SSA-1945 or if you have not completed SSA-1945, please contact your employer.

Payroll Information

<p>_____ Division Name</p>	<p>To be completed by Representative: _____ Division Number</p>
--------------------------------	---

Investment Option Information (applies to all contributions) - Please refer to your communication materials for information regarding each investment option.

I understand that funds may impose redemption fees on certain transfers, redemptions or exchanges if assets are held less than the period stated in the fund's prospectus or other disclosure documents. I will refer to the fund's prospectus and/or disclosure documents for more information.

INVESTMENT OPTION NAME

INVESTMENT OPTION CODE (Internal Use Only)

SMART Capital Preservation Fund..... MELINC.....100%

Last Name	First Name	M.I.	Social Security Number	98966-02 Number
-----------	------------	------	------------------------	--------------------

Plan Beneficiary Designation

This designation is effective upon execution and delivery to Service Provider at the address below. I have the right to change the beneficiary. If any information is missing, additional information may be required prior to recording my beneficiary designation. If my primary and contingent beneficiaries predecease me or I fail to designate beneficiaries, amounts will be paid pursuant to the terms of the Plan Document or applicable law.

You may only designate one primary and one contingent beneficiary on this form. However, the number of primary or contingent beneficiaries you name is not limited. If you wish to designate more than one primary and/or contingent beneficiary, do not complete the section below. Instead, complete and forward the Beneficiary Designation form.

Primary Beneficiary

100.00%

% of Account Balance () Phone Number (Optional)	Social Security Number	Primary Beneficiary Name Relationship (Required - If Relationship is not provided, request will be rejected and sent back for clarification.) ☐ Spouse ☐ Child ☐ Parent ☐ Grandchild ☐ Sibling ☐ My Estate ☐ A Trust ☐ Other ☐ Domestic Partner	Date of Birth
---	------------------------	---	---------------

Contingent Beneficiary

100.00%

% of Account Balance () Phone Number (Optional)	Social Security Number	Contingent Beneficiary Name Relationship (Required - If Relationship is not provided, request will be rejected and sent back for clarification.) ☐ Spouse ☐ Child ☐ Parent ☐ Grandchild ☐ Sibling ☐ My Estate ☐ A Trust ☐ Other ☐ Domestic Partner	Date of Birth
---	------------------------	--	---------------

Participation Agreement

Withdrawal Restrictions - I understand that the Internal Revenue Code (the "Code") and/or my employer's Plan Document may impose restrictions on transfers and/or distributions. I understand that I must contact the Plan Administrator/Trustee to determine when and/or under what circumstances I am eligible to receive distributions or make transfers.

Compliance With Plan Document and/or the Code - Participation in this Plan is mandatory. A deduction will be taken from your wages and invested on your behalf based on your employer's Plan Document. I agree that my employer or Plan Administrator/Trustee may take any action that may be necessary to ensure that my participation in the Plan is in compliance with any applicable requirement of the Plan Document and/or the Code. I understand that the maximum annual limit on contributions is determined under the Plan Document and/or the Code. I understand that it is my responsibility to monitor my total annual contributions to ensure that I do not exceed the amount permitted. If I exceed the contribution limit, I assume sole liability for any tax, penalty, or costs that may be incurred.

Incomplete Forms - I understand that in the event my Participant Enrollment form is incomplete or is not received by Service Provider at the address below prior to the receipt of any deposits, I specifically consent to Service Provider retaining all monies received and allocating them to the default investment option.

Account Corrections - I understand that it is my obligation to review all confirmations and quarterly statements for discrepancies or errors. Corrections will be made only for errors which I communicate within 90 calendar days of the last calendar quarter. After this 90 days, account information shall be deemed accurate and acceptable to me. If I notify Service Provider of an error after this 90 days, the correction will only be processed from the date of notification forward and not on a retroactive basis.

Last Name	First Name	M.I.	Social Security Number	98966-02 Number
-----------	------------	------	------------------------	--------------------

Signature(s) and Consent**Participant Consent**

I have completed, understand and agree to all pages of this Participant Enrollment form. I understand that Service Provider is required to comply with the regulations and requirements of the Office of Foreign Assets Control, Department of the Treasury ("OFAC"). As a result, Service Provider cannot conduct business with persons in a blocked country or any person designated by OFAC as a specially designated national or blocked person. For more information, please access the OFAC Web site at:

<http://www.treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx>.

Deferral agreements must be entered into prior to the first day of the month that the deferral will be made.

Participant Signature**Date**

A handwritten signature is required on this form. An electronic signature will not be accepted and will result in a significant delay.

Participant forward to Service Provider at:

Great-West Retirement Services®

P.O. Box 173764

Denver, CO 80217-3764

Phone #: 1-877-457-1900

Fax #: 1-866-745-5766

Web site: www.mass-smart.com

Securities offered through GWFS Equities, Inc., Member FINRA/SIPC, and/or other broker-dealers. Retirement products and services provided by Great-West Life & Annuity Insurance Company, Corporate Headquarters: Greenwood Village, CO; Great-West Life & Annuity Insurance Company of New York, Home Office: New York, NY, and their subsidiaries and affiliates, including GWFS and registered investment advisers Advised Assets Group, LLC and Great-West Capital Management, LLC.

Appendix R

Massachusetts Executive Office of Public Safety and Security



Statewide Applicant Fingerprint Identification Services (SAFIS) Program

Registration Guide

Pre-K-12th Grade Education (ESE)



Contents

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About the Statewide Applicant Fingerprint Identification Services (SAFIS) Program

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

NOTE: This Registration Guide is intended to provide guidance to individuals who are employed or seek employment in Pre-K-12 public and private schools in the Commonwealth. If you work for a Pre-K program run by a public or private K-12 school, follow these instructions. If you work for a standalone private early education program, please consult the registration instructions for Early Education and Care (EEC) entities.

Overview of the Fingerprinting Process

The following is a overview of the SAFIS fingerprinting process:

- An applicant/employee registers for a fingerprinting appointment via either the MorphoTrust USA IdentoGo™ registration website or the MorphoTrust Massachusetts Customer Service Center;
- An applicant/employee goes to a MorphoTrust USA IdentoGo™ enrollment center on the date and time selected by him/her and has his/her fingerprints taken;
- The applicant's/employee's fingerprints are sent electronically to the Massachusetts State Police (MSP) for a statewide criminal history record check and to the Federal Bureau of Investigation (FBI) for a nationwide criminal record check;
- The results of both the State and National fingerprint based criminal history record check are returned to the Massachusetts Department of Criminal Justice Information Services (DCJIS) for review; and
- The State and National fingerprint based criminal history record check results are returned to the district or school identified by the applicant/employee during the registration process.

Important Requirements

1

Information Required at Registration

To register for an appointment to have your fingerprints taken at one of the MorphoTrust USA IdentoGo™ enrollment centers, the following information is required:

Provider Identification Number (Provider ID) - Each public school district and private school has been assigned an Organization Code by the Massachusetts Department of Elementary and Secondary Education (ESE). This code will serve as the **Provider Identification Number** for SAFIS registration. Please contact your Human Resource Department or School Administrator to obtain your ESE assigned Organization Code.

Fee - The fee charged will be \$55 for licensed educators and \$35 for all other school personnel. Online payment options include credit cards and e-Check. Onsite payments must be made by check or money order.

2

Your Registration Confirmation and an Acceptable Form of Identification are Required at Your Fingerprint Appointment

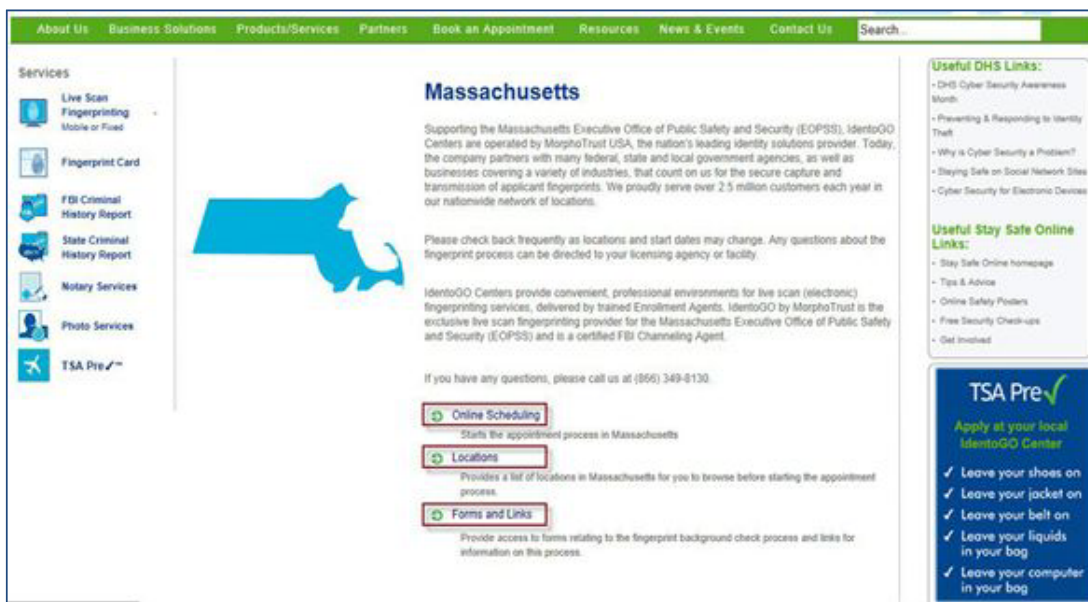
You must bring your **Registration Confirmation Number** with you to your fingerprinting appointment. You must also bring an acceptable form of identification (see page 21). The MorphoTrust USA IdentoGo™ enrollment center staff will match the information in the registration system with the identification provided to confirm your identity. **Fingerprints will not be taken without acceptable identification.**

Registering with MorphoTrust USA for a Fingerprinting Appointment

To get your fingerprints taken, you must register for an appointment. There are two methods available: 1). Register on-line on the MorphoTrust USA IndentoGo™ registration website; or 2). Register by phone.

MorphoTrust USA IndentoGo™ Massachusetts Registration Website

- Go to <http://www.identogo.com/FP/Massachusetts.aspx>
- Click the **Online Scheduling** link.
- To see a complete list of MorphoTrust USA IndentoGo™ enrollment centers in Massachusetts, click on the **Locations** link.
- To access online resources, click on **Forms and Links**



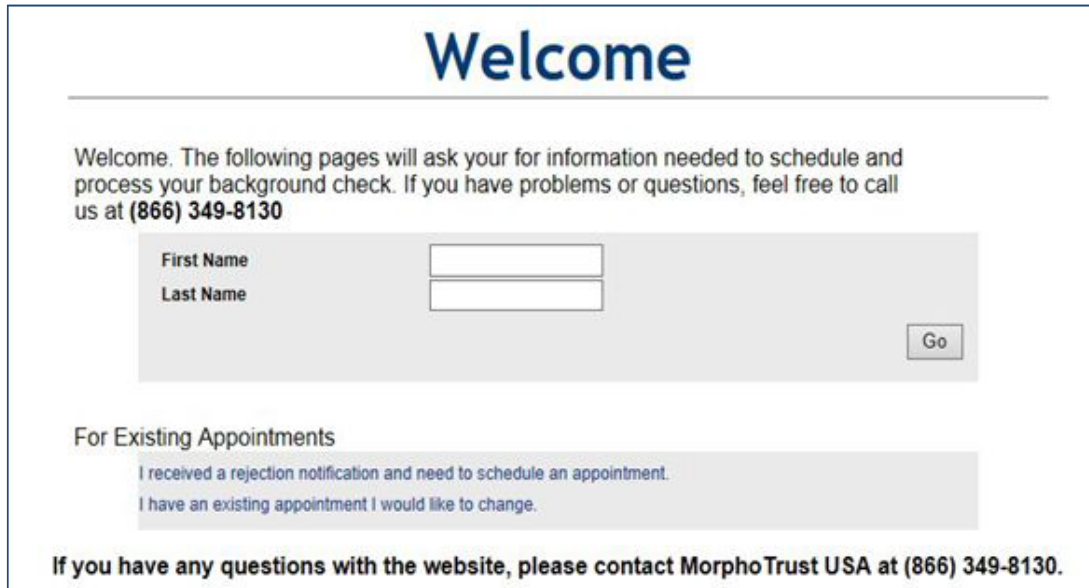
Registering Online

To begin the registration process:

- Go to <http://www.identogo.com/FP/Massachusetts.aspx>
- Click the **Online Scheduling** link.

APPLICATION DETAILS

- Enter **First Name** and **Last Name**.



Welcome

Welcome. The following pages will ask your for information needed to schedule and process your background check. If you have problems or questions, feel free to call us at **(866) 349-8130**

First Name

Last Name

Go

For Existing Appointments

I received a rejection notification and need to schedule an appointment.

I have an existing appointment I would like to change.

If you have any questions with the website, please contact MorphoTrust USA at (866) 349-8130.

- Click the **Go** button on the page.
- In the Agency/Sector drop-down list, Select **Pre-K-12th Grade Education (ESE)** and Click **Go**



Application Details

Please select agency/sector from the list below.

Agency/Sector

Department Of Early Education and Care (EEC)

Pre-K-12th Grade Education (ESE)

Go

- Select either **Licensed Educator** or **All Other School Personnel** and Click **Go**

Application Details

Please indicate the applicant type below:

☐ Licensed Educator

☐ All Other School Personnel

Go

- Based on your Applicant Type selection, Click **Yes** to confirm your Agency/Sector and Applicant Type is Pre-K-12th Grade Education (ESE)-Licensed Educator or Pre-K-12th Grade Education (ESE) - All Other School Personnel.

Confirm Agency

This will require that a search of Massachusetts and/or FBI records be conducted and you will be charged accordingly. If you are working, applying to work, or volunteering in or for a Massachusetts Pre-K-12 school and are unsure of your applicant type and/or agency, please contact your agency point of contact.

Please be aware that if you select the wrong agency and a change is required to be made at a later date, you will be required to pay the applicable fees again.

Please confirm your agency is
Pre-K-12th Grade Education (ESE) - Licensed Educator.

(By selecting No, you will be returned to the previous screen to make another choice. Selecting Yes will continue on.)

no

yes

Confirm Agency

This will require that a search of Massachusetts and/or FBI records be conducted and you will be charged accordingly. If you are working, applying to work, or volunteering in or for a Massachusetts Pre-K-12 school and are unsure of your applicant type and/or agency, please contact your agency point of contact.

Please be aware that if you select the wrong agency and a change is required to be made at a later date, you will be required to pay the applicable fees again.

**Please confirm your agency is
Pre-K-12th Grade Education (ESE) - All Other School Personnel.**

(By selecting No, you will be returned to the previous screen to make another choice. Selecting Yes will continue on.)

- ☐ Enter the **Provider ID** you obtained from your Human Resources Department or school administrator and click **Go**.

Application Details

Please enter your Provider ID in the box below.

Provider ID:

- ☐ The Organization name associated with the Provider ID you entered will be displayed. Please verify that the Organization name is correct.
- ☐ If correct, click the **Correct** button.
- ☐ If not correct, click the **Incorrect** button and reenter the Provider ID.
- ☐ If you have more than one Provider ID, click the **Add Another Provider** button and enter the next Provider ID. Continue to Click the **Add Another Provider** button until you have entered all your Provider IDs.
- ☐ When you have finished entering all of your Provider IDs, Click **Go**.

CONFIRM PROVIDER

Please confirm you are being fingerprinted for the below company:

Provider Name: Abington
Company Address: 171 Adams St
Abington, MA 02351

NOTE: If one or more of your Provider IDs does not match the Organization name displayed on the screen, please contact your Human Resources Department or School Administrator to verify the Provider ID(s).

APPOINTMENT DETAILS

- To find the location of the nearest MorphoTrust USA IdentoGo™ enrollment center, enter Zip Code in the box provided and click **Go**.
- To see a list of all MorphoTrust USA IdentoGo™ locations in a particular region of the state, select the region in the Region drop-down list and click **Go**.

Appointment Details

If you are using assistive technology (such as a screen reader) or have problems using the scheduler below, please follow this link to our alternative appointment scheduler.

[<-- Return to Start](#)

Enter a zip code to determine the closest fingerprinting location.

or

Please choose the region you will be in for your identification appointment.

METRO BOSTON

- ☐ Available appointments during the next seven (7) days will be presented.
- ☐ To view future dates, click the **Next Week** link.
- ☐ Click on the **Click to Schedule** link for the date and location you want.
- ☐ Select the preferred time.
- ☐ Click, **Go**.

Appointment Details

If you are using assistive technology (such as a screen reader) or have problems using the scheduler below, please follow this link to our alternative appointment scheduler.

[<-- Return to Start](#)

 is a supercenter location offering passport, id theft protection and more.

Showing locations in the Metro Boston of MA in alphabetical order

<< Previous Week **January 17 - January 23** Next Week >>

[Select Another Region or Zip Code]

	Friday 1/17/2014	Saturday 1/18/2014	Sunday 1/19/2014	Monday 1/20/2014	Tuesday 1/21/2014	Wednesday 1/22/2014	Thursday 1/23/2014
Dorchester MorphoTrust USA 11 Bay St. Dorchester, MA 02125	Click to Schedule	Click to Schedule	Closed	Click to Schedule	Click to Schedule	Click to Schedule	Click to Schedule

If you have any questions with the website, please contact MorphoTrust USA at (866) 349-8130.

A consent form to authorize the fingerprint-based background check will be presented for review by the applicant.

- ☐ If you agree to the terms and conditions, select **I Affirm that I have read and fully understand the above and consent to the aforementioned background check.**
- ☐ If you do not agree to the Terms and Conditions, select **I DO NOT Agree to the terms and conditions of the Massachusetts background check** and the registration process will be cancelled.
- ☐ If the applicant is less than eighteen (18) years of age, a parent or legal guardian will also need to review and electronically provide consent.
 - ✓ Enter **First Name** and **Last Name** of the parent or legal guardian.
 - ✓ Select, **I Affirm that I have read and fully understand the above and consent to the aforementioned background check.**
- ☐ Click **Go**.

Acknowledgement/Release

IMPORTANT - PLEASE READ CAREFULLY BEFORE SIGNING Fingerprint-Based Criminal History Record Request Authorization and Notification Form

By signing this authorization, I consent to the collection of my fingerprints as part of the application/employment/licensing process.

I acknowledge and understand that my fingerprints will be searched against the fingerprint databases maintained by the Federal Bureau of Investigation and the Massachusetts State Police.

I acknowledge that I have been notified of the procedures to challenge the accuracy or completeness of my record, which are set forth in Title 28 CFR 16.34. I am aware that a copy of these procedures can be downloaded from FBI.gov and the DCJIS website at mass.gov/cjis.

☐ I do NOT agree to the terms and conditions of the Massachusetts background check. By checking this box, the registration process will be terminated.

☐ I am 18 years of age or older and affirm that I have read and fully understand the above and consent to the aforementioned background check. By checking this box, you are electronically signing this document and indicating your agreement with the terms and conditions of the background investigation.

☒ I am under 18 years of age, and affirm that I have read and fully understand the above and consent to the aforementioned background check. By checking this box, you are electronically signing this document and indicating your agreement with the terms and conditions of the background investigation.

☐ I, am the parent/legal guardian of Tracy Varano. I have read and understand the information provided above and consent to the collection of fingerprints as part of the application/licensing/employment process. By checking this box, you are electronically signing this document and indicating your agreement with the terms and conditions of the background investigation.

Go

APPLICANT DETAILS

- ☐ You will be required to provide standard demographic data, including Name, Date of Birth, Home Address, and Contact Information.
- ☐ Enter the required information and click the **Send Information** button.
- ☐ Please note the **Applicant Employer Information Section** is **NOT** mandatory. If you choose to complete that section, please follow these guidelines:
 - If you are a contractor, please list your employer information and not the district or school who holds the contract.
 - If you are a volunteer, please list your employer and not the district or school where you volunteer.
 - If you are employed or seek employment at more than one district or school, please list the employer that corresponds to the first Provider ID entered under Application Details.

Applicant Information

Instructions
 Items marked with an * are required. A red exclamation mark will appear to the right of any field that has an error. Click on the exclamation mark for a description of the error.

Applicant Name

Prefix *	First Name *	Middle Name	Last Name *	Suffix *
----------	--------------	-------------	-------------	----------

Applicant Alias or Maiden Name

Prefix	First Name	Middle Name	Last Name	Suffix
--------	------------	-------------	-----------	--------

Add Alias (up to 5)

Applicant Home Address

Number *	Direction *	Street Name *
Unit Designator		
Country *	City *	State
United States		Zip Code

Methods of Contact

Daytime Phone Number *	Daytime Phone Type *	Evening Phone Number *	Evening Phone Type *
Daytime Email		Evening Email	
Preferred Contact Method	Preferred Contact Time	Contact Notes/Comments	

☒ Yes, please email me education materials, special offers and information about after L.T products and services

Applicant Demographic Data

Date of Birth (MM/DD/YYYY) *	Gender *	Height *	Weight *	Race *
Hair Color *	Eyes Color *	Place of Birth *		
Current Country *	Social Security Number *			
United States				

Applicant Employer Information

Employer Name		Employer Phone	
Number	Direction	Street Name	Apt/Suite #
Country	Employer City	Employer State	Employer Zip
UNITED STATES			

Employer Contact Name

Prefix	First Name	Middle Name	Last Name	Suffix
Occupation				

After You Have Entered All Required Information --> [Send Information](#)

- ☐ You will then be required to verify the information provided for the registration process.

Information Verification

YOUR APPOINTMENT IS NOT YET COMPLETE

Please review all of the following information.
If any of this information is incorrect, please click the change button at the bottom of each section to make any needed changes to that section.

If All Information Appears Correct —> [go](#)

Application Details

Agency Name: Department of Education
Fingerprint Reason: MDOE Education Personnel - 20.A MRSA 6103

To change any information in this section >>>> [Change Application Details](#)

Appointment Details

Location: Bourne
IdentoGO
80 Western Avenue, Suite 3
Bourne, MA, 02532
United States

Appointment Date: 08/26/2013
Appointment Time: 06:50 AM

To change any information in this section >>>> [Change Appointment Details](#)

Applicant Details

Name: test tester
Alias:

Home Address: 15 Century Boulevard
Nashville, TN 37214
United States

Daytime Phone Number: 615-871-8047@ Daytime Phone Type: Work
Evening Phone Number: Evening Phone Type:
Daytime Email: test@tester.com
Evening Email:

Preferred Contact Method:
Preferred Contact Time:

Contact Notes/Instructions:

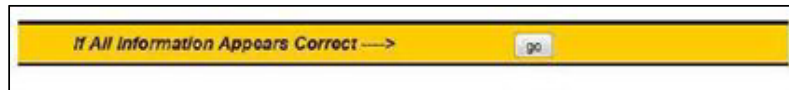
Date of Birth: 01/01/1950
Gender: Male
Height: 07 ft. 11 in.
Weight: 100 lbs.
Race: American Indian
Hair Color: Bald or Unknown
Eye Color: Black
Place of Birth: Alabama
Citizen Country: United States
Employer Name:
Employer Phone:
Employer Address:

Employer Contact Name:
Occupation:

To change any information in this section >>>> [Change Applicant Details](#)

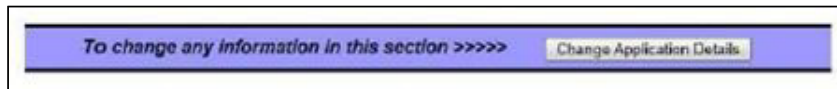
If All Information Appears Correct —> [go](#)

- ☐ If all of the information provided is correct, click the **GO** button at the top of the page.



If All Information Appears Correct ----> go

- ☐ If any of the Application Details are incorrect, click the **Change Application Details** button.



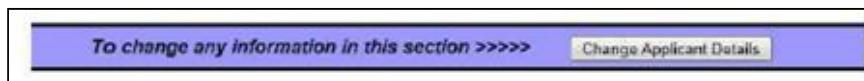
To change any information in this section >>>> Change Application Details

- ☐ If any of the Appointment Details are incorrect, click the **Change Appointment Details** button.



To change any information in this section >>>> Change Appointment Details

- ☐ If any of the Applicant Details are incorrect, click the **Change Applicant Details** button.



To change any information in this section >>>> Change Applicant Details

PAYMENT

- ☐ Select the **Method of Payment**.
- ☐ Click the **Send Payment Information** button.

Payment Collection

Your total is \$55.00. Please choose a payment method below.

1) Method of Payment

Money Order (pay onsite)
 Personal Check (pay onsite)
 American Express (pay now)
 Discover (pay now)
 Visa (pay now)
 Mastercard (pay now)

select

Need to start over?

<-- Return to Start

COMPLETE REGISTRATION

- ☐ If Onsite Payment is selected, please bring a business check, personal check or money order in the exact amount with you to your appointment, along with an acceptable form of identification.
- ☐ If Online Payment is selected, click the **Continue to Make Payment** button. You will be routed to a secure e-Payment portal provided by MorphoTrust USA partner US Bank. All payment information is collected on the US Bank e-Payment portal and only transaction reference numbers are provided to MorphoTrust USA by US Bank. The reference number is attached to the fingerprint appointment to ensure no collections will be required onsite.
- ☐ Print a copy of the **Registration Confirmation** and bring the Registration Confirmation with you to your appointment.

Registering by Phone

Although online registration is the best way to register for a fingerprinting appointment, you may also register by calling the MorphoTrust Massachusetts Customer Service Center toll free at (866) 349-8130. You will be asked the same information as required

by the online registration process, so please have all information available to provide to MorphoTrust Massachusetts Customer Service Representative. Please note you will be provided with a Registration Confirmation Number, so please be prepared to record this number for future reference.

Rescheduling an Appointment

If you need to reschedule your fingerprinting appointment, you must do the following:

- ☐ Go to <http://www.identogo.com/FP/Massachusetts.aspx>
- ☐ Select **I have an existing appointment I would like to change** link at the bottom of the page.

- Enter either your email address or your Registration ID. If you don't have either or the website does not locate your record, please contact the MorphoTrust Massachusetts Customer Service Center at (866) 349-8130 for assistance.
- ☐ Click **Go**.

Edit Appointment

To change your appointment, please follow the instructions below.

Method 1

Enter the email address provided during scheduling of the original appointment. The system will send you an email with a link to continue this process.

Please Enter the Email Address:

or

Method 2

Enter your registration id (regid). Your registration id was provided on the last screen when your appointment was scheduled.

Please Enter Your Registration ID (regid):

Cancelling an Appointment

To cancel an appointment, you must call the MorphoTrust Massachusetts Customer Service Center toll free at (866) 349-8130. Once your appointment is cancelled, a refund will be issued. Before cancelling, you should be certain you do not need an alternate appointment.

Missed Appointments

If you miss your appointment, you can contact the MorphoTrust Massachusetts Customer Service Center at (866) 349-8130 to schedule a new appointment. You can also visit the MorphTrust USA IndentoGO™ registration web site and change your appointment online. Please note refunds will not be issued if the appointment is not rescheduled within the two (2) week period after the original appointment. In addition, if a second appointment is missed, a refund will not be issued. For a copy of the refund policy, please click on **Form and Links** located on the MorphoTrust USA IndentoGo™ Massachusetts Registration homepage. If you wish to cancel your appointment completely, please follow the instructions in the Cancelling and Appointment section above.

Rejection Notification

In some instances, an applicant's fingerprints are rejected by either the Massachusetts State Police or Federal Bureau of Investigation due to poor fingerprint quality.

If you receive a rejection notification, you must do the following:

- ☐ Go to <http://www.identogo.com/FP/Massachusetts.aspx>
- ☐ Click **I received a rejection notification and need to schedule an appointment** link at the bottom of the page.

Welcome

Welcome. The following pages will ask your for information needed to schedule and process your background check. If you have problems or questions, feel free to call us at **(866) 349-8130**

First Name

Last Name

For Existing Appointments

I received a rejection notification and need to schedule an appointment.

[I have an existing appointment I would like to change.](#)

- ☐ Enter your email address, Registration ID, or Transaction Control Number (TCN) in one of the boxes provided. Please note the TCN is a unique thirteen (13) character alphanumeric field which is assigned to each civil fingerprint submission and is printed on the receipt provided at the conclusion of the fingerprint appointment. If you do not have the required information, or if the web site does not locate your record, please contact MorphoTrust Massachusetts Customer Service Center at (866) 349-8130 for assistance.
- ☐ Click **Go**.

Retake Appointment

To process a retake appointment follow the instructions below.

Method 1

Enter the email address provided during scheduling of the original appointment. The system will send you an email with a link to continue this process.

Please Enter the Email Address:

Go

or

Method 2

Enter your registration id (regid). Your registration id was provided on the last screen when your appointment was scheduled.

Please Enter Your Registration ID (regid):

Go

or

Method 3

Please enter your Transaction Control Number (TCN). The number must be entered exactly.

Please Enter Your TCN:

Go

Acceptable Forms of Identification

All applicants will be required to present an acceptable form of identification at the time of fingerprint capture at a MorphoTrust USA IdentoGO™ Center. Acceptable forms of identification are as follows:

Primary Identification Documents

The following documents are acceptable forms of identification:

- Driver's License from any U.S. state or territory
- ☐ Valid State Identification Card from any U.S. state or territory
- ☐ U.S. Passport or U.S. Passport Card
- ☐ Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- ☐ Foreign Passport with temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa
- ☐ Foreign Passport and Form I-94 or Form I-94A
- ☐ Employment Authorization Document which contains a photograph (Form I-766)
- ☐ U.S. Military Card with identifiable photograph.
- ☐ U.S. Coast Guard Merchant Mariner Document or Merchant Mariner Credential
- ☐ Transportation Worker Identification Credential
- ☐ Enhanced Tribal Card

All documents must include an identifiable photo, the applicant's full name, and date of birth. All documents must be verifiable and unexpired.

Applicants Under 18 Years of Age

If you are under eighteen (18) years of age and unable to present one of the primary identification documents listed above, you must provide an original or certified copy of a Birth Certificate issued by an authorized U.S. agency with an official seal or Certification of Birth Abroad (issued by U.S. Department of State) **AND** one of the following documents:

- ☐ School Identification Card (Public or Private School)
- ☐ School Record or Report Card
- ☐ Home Schooling Education Plan
- ☐ U.S. Social Security Card

Fingerprint Appointment

You are expected to visit a MorphoTrust USA IdentoGo™ enrollment center at the scheduled date and time. You should be sure to have all required documentation and

identification with you, and should expect the fingerprinting process to take from 5-10 minutes. The Enrollment Agent onsite will verify your identity with the provided identification document, scan your identification to verify authenticity, verify all of your demographic data, and then proceed to fingerprint you using electronic scanning equipment. Any questions prior to or after the fingerprint appointment should be directed to the MorphoTrust Massachusetts Customer Service Center at (866) 349-8130 or to the school employer.

At the conclusion of your fingerprint appointment, you will be provided with a receipt. A single receipt will be provided to you and please be sure to retain that original receipt. Multiple copies will not be provided. Please provide a copy of the receipt to your Human Resources Department or school administrator. If you are an Out of State Applicant, please send a copy of your registration confirmation to your Human Resources Department or school administrator.

Pre-K-12th Grade Education (ESE) Applicant Types

The following sub-sections provide additional information concerning the various applicant types that fall under the Massachusetts Department of Elementary and Secondary Education (ESE).

Licensed Educator

The fee charged will be \$55 for educators licensed by the Commissioner of Elementary and Secondary Education.

Other School Personnel

The fee charged will be \$35 for all other school personnel (i.e., school secretaries, cafeteria workers, custodians, bus drivers, etc.) and designated volunteers and vendor employees.

Multiple Provider IDs

There may be instances in which an ESE applicant is seeking employment at multiple schools or districts and has been instructed to undergo a fingerprint-based criminal background check conducted for each employer. Furthermore, there may be instances where an ESE applicant is currently employed at more than one school or district. As part of the fingerprint registration process, up to ten (10) Provider ID's may be submitted. The fingerprint-based criminal background check results will be disseminated to each of the schools identified at during the registration process.

EEC and ESE Employment

There may be instances in which an applicant is either employed or seeking employment with an ESE organization and a Massachusetts Department of Early

Education and Care (EEC) organization. Federal rules and regulations prohibit EEC and ESE from sharing/disseminating an individual's criminal history record information (CHRI). In order to be compliant with the new law, an individual who works for both EEC and ESE organizations will have to submit, and pay for, two separate fingerprint-based criminal record checks. If back-to-back appointments are unavailable, please select an appointment time that is as close to the first appointment as can be obtained. An applicant will be fingerprinted for both submissions at the same time, and will not be made to wait for the later time.

Out of State Applicants

There may be instances in which an applicant does not reside in the Commonwealth of Massachusetts and his/her work does not require travel to the Commonwealth of Massachusetts.

Applicants who meet the above criteria may use MorphoTrust's Card Scan Processing Program. This program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. Converting a "hard card" into an electronic record enables an applicant to have his/her fingerprint record processed as quickly as if he/she had traveled to an electronic fingerprint processing location. The section below details the procedures for submitting fingerprints to the Card Scan Processing Unit.

- Applicants must go online to the MorphoTrust USA IdentGo™ registration website <http://www.identogo.com/FP/Massachusetts.aspx> or call the MorphoTrust Massachusetts Customer Service Center toll free at (866) 349-8130 and complete the registration process.
- If using the online registration process, you must select "**Pay for Ink Card Submission**" on the Appointment Details page. This will identify to MorphoTrust that a hard card will be mailed to them for conversion to an electronic fingerprint record which will then be submitted to the Massachusetts State Police (MSP) and to the Federal Bureau of Investigation (FBI). Please note the fee charged for out of state applicants is \$55 for educators licensed by the Commissioner of Elementary and Secondary Education and \$35 for all other school personnel

Massachusetts Registration

Appointment Details

If you are using assistive technology (such as a screen reader) or have problems using the scheduler below, please follow this link to our alternative appointment scheduler.

[Return to Start](#) [Pay for Ink Card Submission](#)

Enter a zip code to determine the closest fingerprinting location. [go](#)

or

Please choose the region you will be in for your identification appointment. North [go](#)

[Click here for a map of Massachusetts](#)

Need to start over?
[Return to Start](#)

If you have any questions with the website, please contact MorphoTrust USA at (866) 349-8130.

- ☐ You must complete the entire registration process. All information entered during the registration process will be submitted to the Massachusetts State Police as part of the fingerprint transmission. **Any data discrepancies or errors found during this process may result in additional submissions, at the expense of applicant.**
- ☐ A confirmation number (Registration ID) will be supplied at the end of the registration process. You should retain this number for tracking purposes. This confirmation number must be recorded on the fingerprint card when it is submitted to MorphoTrust for proper processing.
- ☐ You must complete payment during the registration process via the online e-Payment portal. Options include debit and credit card as well as e-Check. (Applicant cards with unpaid or declined payments will not be processed and cards will be returned to the applicant.) A payment reference number will be supplied during the registration process. You should retain this number for tracking purposes.
- ☐ Once the application process has been completed, the Massachusetts Department of Criminal Justice Information Services (DCJIS) will mail you a package which will include a Massachusetts Applicant Fingerprint Card (Form 1-

9) and a Fingerprint Certification Form. *MorphoTrust does not provide fingerprint cards to applicants.*

- ☐ You must obtain a set of fingerprints from a local law enforcement agency. These fingerprint cards may be either traditional ink rolled fingerprints or electronically captured and printed fingerprint cards. In addition to the fingerprint card, the Fingerprint Certification Form must also be completed by the local law enforcement agency.
- ☐ You need to make sure the fingerprint card is complete prior to the submission to MorphoTrust. Required information includes: **Full name, date of birth, date and signature of person fingerprinted, date and signature of person taking the fingerprints, and the confirmation number provided at the end of the registration process.**
- ☐ The Massachusetts Fingerprint Card and the Fingerprint Certification Form, along with Registration ID and payment reference number, must then be sent to the following address (for tracking and security reasons, it is recommended that a shipping service with package tracking capabilities be utilized):

IdentoGo™ by MorphoTrust

MA SAFIS Cardscan

1650 Wabash Ave Suite D

Springfield, IL 62704

- ☐ Please include at least two (2) means of contact with your fingerprint card submission (for example, a daytime and evening telephone number or a cell phone number and email address).
- ☐ If you want to verify that your fingerprint card has been processed, you may call the MorphoTrust Massachusetts Customer Service Center at (866) 349-8130 and speak with a customer service representative. Please allow at least 3 days from date of mailing before contacting MorphoTrust regarding processing status.

Failure to complete the process as stated on these instructions will result in the card being returned to you, which will delay the process.

Contacting Customer Service

For assistance with scheduling, rescheduling, or cancelling an appointment, refunds, or directions to a MorphoTrust USA IdentoGo™ enrollment center. Monday-Friday 7:00 a.m. – 6 p.m. EST	MorphoTrust Massachusetts Customer Service Center Phone: (866) 349-8130
For assistance with obtaining a status or interpretation of your fingerprint-based criminal history check results. (NOTE: Please do not contact the Department of Criminal Justice Information Services until 72 hours has passed since your fingerprints were taken at a MorphoTrust USA IdentoGo™ enrollment center.) Monday-Friday 9:00 a.m.-5:00 p.m. EST	Massachusetts DCJIS Phone: (617) 660-4640 TTY: (617)-660-4606 Email: safis@state.ma.us

Appendix S



Massachusetts Department of Criminal Justice Information Services 200
Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973
MASS.GOV/CJIS



This form is not to be faxed. Please return form to organization.

Criminal Offender Record Information (CORI) Acknowledgement Form

To be used by organizations conducting CORI checks for employment or licensing purposes.

_____ is registered under the
(Organization)
provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, or current licensees.

As a prospective or current employee, subcontractor, volunteer, license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to

_____ to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing _____
(Organization)

with written notice of my intent to withdraw consent to a CORI check.

I also understand, that _____ may conduct
(Organization)
subsequent CORI checks within one year of the date this Form was signed by me.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Signature of CORI Subject

Date



Department of Criminal Justice Information Services

2000 Ali ng i Glego Sule 2200, Cherse, M 02150
 TEL: 617-660-4640 FAX: 617-660-5973
 M SS.GOV/CJIS



SUBJECT INFORMATION

Please complete this section using the information of the person whose CORI you are requesting.
 The fields marked with an asterisk (*) are required fields.

* First Name: _____ Middle Initial: _____

* Last Name: _____ Suffix (Jr., Sr., etc.): _____

Former Last Name 1: _____

Former Last Name 2: _____

Former Last Name 3: _____

Former Last Name 4: _____

* Date of Birth (MM/DD/YYYY): _____ Place of Birth: _____

* Last **SIX** digits of Social Security Number: ____ -- ____ ☐ No Social Security Number

Sex: _____ Height: ____ ft. ____ in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

Father's Full Name: _____

Mother's Full Name: _____

Current Address

* Street Address: _____

Apt. # or Suite: _____ *City: _____ *State: _____ *Zip: _____

SUBJECT VERIFICATION

The above information was verified by reviewing the following form(s) of government-issued identification:

Verified by:

Print Name of Verifying Employee

Signature of Verifying Employee

Date

Appendix T



Human Resources

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

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate stand alone Disclosure and certify that I have read and understand it and this authorization. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by **alley olla orati e** at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **Intelli or ecords Inc u urn ri e uite eachwood hio el o** www.intellicor.net.

I do _____do not_____ authorize you to contact, through IntelliCorp Records, Inc., my current employer for Employment and Reference Verifications. (Checking "**I do**" will authorize inquiries to the Human Resources Department and to any listed supervisors.)

I also consent to have any legally required notices sent electronically.

- ☐ By checking this box, you are acknowledging that you have been informed of your right to request a copy of the investigative consumer report we obtained on you and you are exercising your right to obtain a copy of that report.

Printed Name

Signature

Date

Parent or Legal Guardian Signature
(for searches conducted on minors under
the age of 18)

Date



Human Resources

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

BACKGROUND INFORMATION

Last Name

First Name

Middle Name

Current Address

Dates Lived Here

Date of Birth

Other Names Used (including maiden name)

Years Used

Social Security Number

Driver's License #

DL State

Email address (may be used for official correspondence)

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>

Appendix U



Human Resources

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

DISCLOSURE REGARDING BACKGROUND CHECK

Valley Collaborative ("the Company") may obtain information about you from a third party consumer reporting agency for **consideration for employment**. Thus, you may be the subject of a "consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records").

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by **Intelli or records Inc** **urn**
ri e uite eachwood hio el o
www.intellicor.net

Signature: _____

Date: _____



Human Resources

Employee Information Change Form

Appendix V

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

Employee Name			Location	
Item being changed/updated ☐ Name ☐ Address ☐ Home Phone ☐ Cell Phone ☐ Email ☐ Emergency Contact ☐ Degree/Certificate/License				
New Name				
New Address	Street Address			
	City			
	State			
	Zip Code			
New Home Phone		New Cell Phone		
New Email				
New Emergency Contact				
New Degree/Certificate/License				
Submission Date	Signature			

Completed EIC form can be scanned and emailed to hr@valleycollaborative.org



Send Completed Form to:
Human Resources
hr@valleycollaborative.org
978-528-7801

Appendix W

S E C T I O N A — S U P E R V I S O R	Employee Name (Last, First, MI):		Employee Telephone: () -		Social Security Number: -- --	
	Employee Address:		Sex: () F () M		Date of Birth: / /	
	Insurer: ☒ A.I.M. Mutual ☐ MEIC ☐ AEIC ☐ NH Employers PO Box 4070, Burlington, MA 01803-0970		Location Code: - -		Marital Status: () Single () Married	
	Employer: VALLEY COLLABORATIVE - WMZ-800-8006928-2015		Employer Telephone: (978) 528-7801		Policy Number: 8006928	
	Employee Occupation:		Witness to Accident:		Date of incident: / /	
	Date of hire: / /		Date assigned to present position: / /		Date incident reported: / /	
	To Whom:		Returned to work: () Yes () No		Time of incident: () AM () PM	
	Address where injury occurred (If different from Employer above):		Date of Return to Work: / /		Returned to Regular Job: () Yes () No	
	Type of injury (Burn, Fracture, Cut, etc.):		Average 52 Week Wage: \$ () Estimated () Actual			
	Injured Body Part(s) (Arm, Leg, Back, etc.):		Source of injury (Chemicals, Machinery, etc.):		Name of Employer's Claim Coordinator:	
Height: ft. in. Weight:		Smoker: () Yes () No If yes, # pack(s) per day:				
Describe what happened:						
Supervisor Signature: _____ Date: ____/____/____						
S E C T I O N B	Medical Authorization: In accordance with state law, I, the undersigned, authorize A.I.M. Mutual Insurance Companies, as a workers compensation insurer, and its authorized agents or representatives, as well as my employer to be furnished with any information or facts regarding this injury only, including records, diagnosis, medical treatment and prognosis, estimates of disability and recommendations for further treatment. This information is to be used for the sole purpose of evaluating and handling my claim and to assure timely medical care as a result of the incident occurring on or about the above noted date and for no other purpose, now or in the future. I also agree that a photocopy of this release is as valid as the original.					
	Employee Signature: _____ Date: ____/____/____					
I do not want medical treatment for this injury – Employee Signature: _____ Date: ____/____/____						
S E C T I O N C — M E D I C A L P R O V I D E R	TREATMENT AREA USE ONLY (To be filled out by Medical Care Provider)					
	Name of Provider: _____ Date: ____/____/____ Arrival Time: ____ () AM () PM					
	Accident Description: _____					
	Preliminary Diagnosis: _____ New Injury/Illness: () Yes () No					
	Related to above incident at work: () Yes () No () Undetermined Pre-existing Condition: () Yes () No					
	Height: ____ ft. ____ in. Weight: ____ lbs. Smoker: () Yes () No If yes, # pack(s) per day _____					
	Recommended Work Status: (Check one and provide additional information as appropriate)					
	Full Duty () Modified Duty ()					
	Full Duty to resume on: ____/____/____ Unable To Immediately Return To Work ()					
	Modified duty to begin: ____/____/____ Full Duty to resume on: ____/____/____					
May lift up to: 5 lbs. () 25 lbs. () 40 lbs. () 75 lbs. () No lifting ()						
May carry up to: 5 lbs. () 25 lbs. () 40 lbs. () 75 lbs. () No carrying ()						
May Push/Pull up to: 5 lbs. () 25 lbs. () 40 lbs. () 75 lbs. () No pushing/pulling ()						
Other Duty Modifications: _____						
Physician Comments: _____						
Follow-Up Appointment With: _____ Date: ____/____/____ Time: ____ () AM () PM						
Physician/Clinician Name: _____ Tel. #: () - _____ (Please print legibly)						
Physician/Clinician Signature: _____ Date: ____/____/____						
SUPERVISOR ACTION: () Returned to Work () Modified Duty () Send Home () Send for Treatment () Notice Only () Medical Only () Lost Industry Code: _____ (see Instruction sheet)						

Appendix X

INFORMATION CONCERNING THE PROCESS IN CORRECTING A CRIMINAL RECORD

1. If you have undergone a background check by an agency that has received a criminal record from the DCJIS, you may ask the agency to provide you with a copy of the criminal record. You may also request a copy of your adult criminal record from the Department of Criminal Justice Information Services, 200 Arlington Street, Suite 2200, Chelsea, MA 02150 or by calling (617)660-4640 or go to the [Massachusetts iCORI service](#)
2. The DCJIS charges \$25.00 fee to provide an individual with a copy of his/her criminal record. You may complete an affidavit of indigency and request that the DCJIS waive the fee.
3. Upon receipt, review the record. If you need assistance in interpreting the entries or dispositions, please contact the Constituent Assistance and Research Unit at 617.660.4640 between 8:00AM and 6:00PM Eastern Time, Monday – Friday or via email at iCORI.INFO@state.ma.us
4. The DCJIS does not offer “walk-in” service but you may call our Legal Division at (617)660-4760 for assistance or the CARI Unit of the Office of the Commissioner of Probation at (617)727-5300.
5. If you believe that a case is opened on your record that should be marked closed, you may contact the Office of the Commissioner of Probation Department at the court where the charges were brought and request that the case(s) be updated.
6. If you believe that a disposition is incorrect, contact the Chief Probation Officer at the court where the charges were brought or the CARI Unit at the Office of the Commissioner of Probation and report that the court incorrectly entered a disposition on your criminal record.
7. If you believe that someone has stolen or improperly used your identity and were arraigned on criminal charges under your name, you may contact the Office of the Commissioner of Probation CARI Unit or the Chief Probation Officer in the court where the charges were brought. For a listing of courthouses and telephone numbers please click [here](#).
8. In some situations of identity theft, you may need to contact the DCJIS to arrange to have fingerprints analysis conducted.
9. If there is a warrant currently outstanding against you, you need to appear at the court and ask that the warrant be recalled. You cannot do this over the telephone.
10. If you believe that an employer, volunteer agency, housing agency or municipality has been provided with a criminal record that does not pertain to you, the agency should contact the CORI Unit for assistance at (617)660-4640.

Appendix Y



**THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
DEPARTMENT OF CRIMINAL JUSTICE INFORMATION SERVICES**

200 Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-4613
MASS.GOV/CJIS

STATEWIDE APPLICANT FINGERPRINT IDENTIFICATION SERVICES (SAFIS)

The Federal Bureau of Investigation (FBI) Identification Division maintains fingerprint-supported national criminal history record information (CHRI) and also provides access to CHRI maintained by the states. Organizations authorized to submit CHRI checks pursuant to state and federal laws are required to provide individuals with information on how to change, correct, or update their criminal records in accordance with 28 CFR 16.34.

If, after reviewing your CHRI, you believe it contains incomplete or incorrect information, you may submit a request to the law enforcement agency which submitted the information to correct or update your CHRI. The information provided in this document outlines the steps that you must follow to change, correct, or update your CHRI.

INCOMPLETE INFORMATION

If you believe an arrest listed on your CHRI submitted by a Massachusetts law enforcement agency is incomplete (i.e. the disposition is missing), you must first request a certified copy of the docket sheet associated with the arrest. You can obtain a certified copy of the docket sheet by going to the clerk's office at the court where you were arraigned on the charges.

For a listing of courts and contact information, please go to:

<http://www.mass.gov/courts/court-info/courthouses/>

If you are not sure which court heard your case, you may request a copy of your Massachusetts Criminal Offender Record Information (CORI) from the Department of Criminal Justice Information Services' (DCJIS) iCORI system. The CORI will contain information regarding the docket number and phone number for the court that heard the case.

For information on how to register for an individual iCORI account to request your own CORI online:

<http://www.mass.gov/eopss/crime-prev-personal-sfty/bkgd-check/cori/icori-training-documents.html>



SAFIS-FORM-004



**THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
DEPARTMENT OF CRIMINAL JUSTICE INFORMATION SERVICES**

200 Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-4613
MASS.GOV/CJIS

**STATEWIDE APPLICANT FINGERPRINT IDENTIFICATION SERVICES
(SAFIS)**

Alternatively, you may submit a personal CORI request by mail to the DCJIS by completing the form available at:

<http://www.mass.gov/eopss/crime-prev-personal-sfty/bkgd-check/cori/cori-forms-and-applications.html>

I _____ It is possible for Massachusetts arrest information to not appear in
a _____ response. If this occurs, please contact the _____ at _____.

After obtaining a certified copy of the docket sheet, in order to update an incomplete CHRI arrest, you must complete and submit the Massachusetts State Police (MSP) Disposition Update Request form (see attached) to:

ATTN: DISPO UPDATE
Massachusetts State Police
State Identification Section
59 Horse Pond Road
Sudbury, MA 01776

Please be sure to include the docket sheet with the completed Massachusetts State Police Disposition Update Request form.

INCORRECT INFORMATION

If you believe your CHRI contains a Massachusetts arrest that is incorrect (i.e. does not belong to you or the offense is incorrect), you will need to contact the police department that submitted the arrest information to the State or to the FBI to request a review of the arrest report or a fingerprint comparison to the fingerprints on file for the arrest. The police department that submitted the information will be listed on the CHRI. *Please be sure to call the police department and schedule an appointment for this type of review.*

If after reviewing your information, the police department finds the CHRI submission should be corrected, the police department will submit a request on your behalf to the Massachusetts State Police State Identification Section (MSP SIS). The MSP SIS will correct the information in the SIS database and forward the corrected information to the FBI.



SAFIS-FORM-004



**THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
DEPARTMENT OF CRIMINAL JUSTICE INFORMATION SERVICES**

200 Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-4613
MASS.GOV/CJIS

**STATEWIDE APPLICANT FINGERPRINT IDENTIFICATION SERVICES
(SAFIS)**

Requests to change, correct, or update arrest information submitted to the FBI by an out-of-state law enforcement agency must be made to the agency that submitted the information to the FBI. You may also contact the repository in the state that submitted the arrest data for more information on how to change, correct, or update a record in that state.

A listing of state criminal history repository contact information is available at:
<http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/state-identification-bureau-listing>

The FBI has published information on its website on how to correct a criminal history record.

This information is available at:
<http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks/challenge-of-a-criminal-history-summary>



SAFIS-FORM-004

DISPOSITION UPDATE REQUEST

Full Name: _____
First Name Middle Name Last Name

Date of Birth Social Security Number Phone Number

Reason for Request: _____

Requestor's Signature: _____ Request Date: _____

Arresting Department:	OBTN:
State ID Number:	FBI Number:

Date of Arrest	Charges	Disposition to Be Added

SIS ID Tech: _____

Date Completed: _____

SIS Comments:

Send this coversheet with certified court records and documentation.



Central Administration

11 Executive Park Drive, N. Billerica, MA 01862 | Tel: (978) 528-7826 | www.valleycollaborative.org

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: April 25, 2024
Re: Donations from MEC: 0 Linnell Circle & \$10,000 for the Establishment of a Green Space to Support the Outdoor Learning Program

Valley has recently been informed the Merrimack Education Center (MEC) will be donating 0 Linnell Circle, Billerica and \$10,000 for the Establishment of a Green Space to Support the Outdoor Learning Program.

Required Action:

- None

Attachments:

- None



Central Administration

11 Executive Park Drive, N. Billerica, MA 01862 | Tel: (978) 528-7826 | www.valleycollaborative.org

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: April 25, 2024
Re: Private/Corporate Fundraising: to Develop a Green Space to Support the Outdoor Learning Program

One of Valley's 2025-2030 district improvement plan strategic objectives is "all students and adults will be provided with high quality programming preparing them for successful adult living." Strategic Initiative 1b states "develop the outdoor learning program with the newly acquired green space at 0 Linnell Circle so that students will be prepared for successful adult living in the natural world."

Valley would like to begin fundraising efforts for this initiative. Valley enjoys the support of many private/corporate partnerships throughout the Merrimack Valley for its transitional programming in both DESE programs and DDS/MRC programs and we believe they will be happy to support this initiative.

Required Action:

- None

Attachments:

- Draft Valley Collaborative District Improvement Plan 2025-2030

Valley Collaborative's District Improvement Plan

Designed to achieve the Purpose and Objectives set forth in the Collaborative Agreement
2025-2030

Plan Overview

Valley Collaborative's Articles of Agreement	
ARTICLE II	
Mission, Objectives, Focus, and Purpose	
<p>The mission of the Collaborative is to conduct educational programs and/or services for member districts in a cost-effective manner and to increase educational opportunities and to improve educational outcomes for its students. The purpose of the Collaborative is to provide high quality intensive educational, therapeutic and transitional programs and related services to individuals with disabilities referred by member districts, non-member districts and social service agencies, including both children and adults, and to provide professional development to educators. The focus of the Collaborative is the provision of special education, transitional, occupational, and therapeutic programs and services in the least restrictive environment and comprehensive professional development within the local communities of the member districts. The overall objectives of the Collaborative include improving the academic achievement and/or occupational skills of students and individuals with disabilities in the least restrictive environment through high quality programs and services; offering a variety of high quality professional development opportunities to general and special education teachers and related service providers; and offering its programs and services in a cost-effective manner.</p>	
<i>Mission</i>	
<p>To work collaboratively in order to create a diverse, equitable, inclusive, and responsive learning environment that recognizes individuals and empowers them to navigate confidently with optimal independence in their community and fosters lifelong learning.</p>	
<i>Vision</i>	
<p>Valley Collaborative partners with families, districts, and the community to provide innovative programming that empowers all students and adults to discover their diverse individual strengths, interests, and abilities. In doing so, those we serve become self-actualized members of society who contribute in a responsible manner.</p>	
<i>Theory of Action</i>	
<p><i>If we...</i></p> <ul style="list-style-type: none"> ● Identify students' immediate and long-term individualized goals, strengths, and needs and provide support to meet them, and... ● Build the capacity of, and invest in, our staff, and... ● Invest in community building across the Collaborative, with all stakeholder groups, <p><i>Then we will...</i></p> <ul style="list-style-type: none"> ● Increase student independence and prepare students for successful post-secondary placement and adult living ● Increase staff professional capacity and the retention of certified staff ● Improve the engagement of all stakeholders in the Collaborative community 	

<i>Strategic Objectives</i>		
<i>1. All students and adults will be provided with high quality programming preparing them for successful adult living.</i>	<i>2. Valley Collaborative will provide professional development to build capacity and retain high quality staff while fostering and promoting a diverse, equitable, and inclusive environment.</i>	<i>3. Valley Collaborative will foster diversity, equity and inclusivity to promote a sense of belonging and engagement for all stakeholders (students, adults, families, staff, districts, community partners).</i>
<i>Strategic Initiatives</i>		
a.) Develop and implement new programming to meet the IEP and ISP goals and objectives of Valley's K-12 students and adult services participants (for example TECCA, Union vocational placements, community life skills opportunities, community-based day supports activities)	a.) Create and implement a robust professional development academy in order to train Special Education Assistants and other professional staff for their unique roles at Valley Collaborative through various learning modules spanning special education topics, therapies, school safety, etc.	a.) Strengthen outreach and two-way communication between staff students and families in order to foster a sense of belonging
b.) Develop the outdoor learning program with the newly acquired green space at 0 Linnell Circle so that students will be prepared for successful adult living in the natural world.	b.) Implement Vector, a professional development and educator evaluation management system which will assist Valley in leveraging data to plan, manage, track, and evaluate employees and their training and professional development activities.	b.) Redevelop Valley's communication materials to reflect Valley's mission & vision and assists in educating community members about Valley's program offerings through updated informational materials including Valley's website
c.) Complete the DESE Mid-Cycle Review- Self-Assessment of Valley's practices and policies by August of 2024 and complete the review in its entirety by the Spring of 2025 to ensure high quality programming	c.) Implement a professional development management system that expands professional development offerings that align with Valley's District goals and ensure IPDIP compliance.	c.) Work with stakeholders to expand vocational placements for students and adults in order to be contributing members of their communities
d.) Complete the new DESE Collaborative Financial Review by the Spring of 2025 to ensure financial stability and health so that Valley maintains sustainable and successful programming.	d.) Improve educator evaluation tracking and organization and goal alignment to Valley's District goals	d.) Develop and administer a survey for member district Special Education Directors to gather their feedback on student experiences and program effectiveness in order to maintain responsive programming
e.) Complete the DDS Adult Services Licensure and Certification Audit – Mid Cycle Review by the Spring of 2026 to ensure high quality programming		e.) Analyze student referral data by implementing a new admissions module in SpedFi to ensure Valley continues to offer diverse, equitable and inclusive programming to promote a sense of belonging.
f.) Complete DESE Coordinated Program Review- Self-Assessment of Valley's practices and policies by August of 2027 and complete the		

review in its entirety by the Spring of 2028 to ensure high quality programming		
g.) Complete the DDS Adult Services Licensure and Certification Audit – Full Audit by the Spring of 2029 to ensure high quality programming		
Outcomes		
1.1 Receive no findings on 85% of DESE CPR criteria	2.1 Increase staff retention by the end of 2030 by 25%	3.1
1.2 Receive no findings on 80% of DDS Adult Services Licensure and Certification Audit		
1.3 Receive no findings on 85% of DESE Mid Cycle Review criteria		
1.4 Receive no findings on 80% of DDS Adult Services Licensure and Certification Mid Cycle Review		



Central Administration

11 Executive Park Drive, N. Billerica, MA 01862 | Tel: (978) 528-7826 | www.valleycollaborative.org

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: April 25, 2024
Re: Executive Director IPDP for Professional DESE License Renewal

Please find attached Executive Director IPDP for Professional DESE License Renewal

Required Action:

- None

Attachments:

- Executive Director IPDP for Professional DESE License Renewal



Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000

TTY: N.E.T. Relay 1-800-439-2370

INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)

NAME: Chris A. Scott**MEPID#:51662633****NAME OF SCHOOL/NAME OF DISTRICT: Valley Collaborative**

An Individual Professional Development Plan (IPDP) must be in place for the five-year validity cycle of the Professional level license(s) issued, according to 603 CMR 44.04(1). This applies to all educators renewing, whether working in a Massachusetts public school or not. If employed, the district must provide each educator with a copy of the district/school goals. The educator, potentially with support from their supervisor, selects the goals s/he will address in the IPDP (603 CMR 44.05). For additional information on completing your IPDP, and as it may correlate to your Educator Plan, please refer to the **License Renewal Guidelines for Massachusetts Educators**, and reference the section on *Educator Evaluation and License Renewal*, Page 11 at: <http://www.doe.mass.edu/licensure/advance-extend-renew-license.html>.

The IPDP should focus on the educator's goals for strengthening his or her content knowledge and professional skills in his or her license area(s) and for remaining current with other educational developments. The IPDP also should identify the expected goals for improvement in teaching and learning to be achieved over the five-year period. In addition to the educator's goals, if employed, the Plan must address the goals of the school and/or the district. At least 80% of the proposed PDPs in the educator's plan must be consistent with the educational needs identified by the school and/or district plan. As outlined in 603 CMR 44.04, educators working in a Massachusetts public school must obtain initial approval and final endorsement of their Plan from their supervisor.

LICENSES TO BE RENEWED

(Use a new line for each grade level)

LICENSE FIELD & GRADE LEVEL	EXPIRATION DATE	PRIMARY or ADDITIONAL AREA DESIGNATION
Superintendent/Asst Superintendent (all levels)_____	06/15/2024	Primary
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ENDORSEMENT (Level Depends)

Endorsement

When renewing an Endorsement, such as the Autism or Transition Specialist Endorsement, unlike licenses these are not deemed as a Primary or Additional area, but simply as "Endorsement," and may be renewed with the accrual of 30 relevant PDPs.

GOALS AND ACTIVITIES

Educators of the Commonwealth are continually improving their content (subject matter knowledge) and pedagogy (professional skills and knowledge) through the implementation of well-planned Professional Development (PD) activities that include high-quality professional development training opportunities that address the needs of our growing student population, school communities, and the rapidly changing educational landscape. When developing goals and activities as part of the IPDP, we recommend that educators consider each area of PDPs required to renew a license (Content, Pedagogy, SEI/ESL/Bilingual, and Training in strategies for effective schooling for student with disabilities and the instruction of students with diverse learning styles). Proposed activities should be designed to improve student learning and professional practice

SCHOOL AND/OR DISTRICT IMPROVEMENT PLAN GOALS

The following are the school and/or district Improvement Plan goals that my IPDP addresses include at least one):

1. Strengthen Outreach and Two-Way Communication with Students and Families (Improve the use and effectiveness of the Aspen Family Portal)
2. Ensure Valley Offers Programming that Meets Student Needs (Improve the use and effectiveness of the Referral System)
3. Support Student, Family, and Staff Sense of Belonging During the Pandemic (Administer Sense of Belonging Survey in winter and spring and use data to improve stakeholders' experience)
4. TBA

Individual Professional Learning Goals and Activities *(At least one goal is required)*

Goal and Activities Sample

ESL/SEI/Bilingual: Enhance instruction in teaching academic language by developing a curriculum unit to include academic language for ELLs.

Pedagogy: Increase skills in writing instruction by participating in professional learning related to writing across the curriculum.

Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Excel.

MY PROPOSED GOAL(S) AND ACTIVITIES:

Content: Enhance safety protocols and training identified through an independent Risk Assessment conducted in 2020,

Pedagogy: Increase leadership skills by attending district leadership meetings with consultant Dr. Anthony Bent

ESL/SEI/Bilingual: attending/providing SEI/ESL/Bilingual workshops

Training in strategies for effective schooling for student with disabilities and the instruction of students with diverse learning styles: Increased use of technology platforms for meeting the needs of diverse learners

PROFESSIONAL DEVELOPMENT ACTIVITY LOG

PRIMARY AREA: 150 PDPs

- ✓ **Minimum Required distribution of PDPs for all academic educators renewing a Primary area:**
- ✓ At least 15 PDPs in content (subject matter knowledge)
- ✓ At least 15 PDPs in pedagogy (professional skills and knowledge)
- ✓ At least 15 PDPs related to Sheltered English Immersion (SEI) or English as a Second Language (ESL) or Bilingual,
- ✓ At least 15 PDPs related to training in strategies for effective schooling for students with disabilities and the instruction of students with diverse learning styles

The remaining required 90 PDPs may be earned through either "elective" activities that address other educational issues and topics that improve student learning, or additional content, and/or pedagogy.

ADDITIONAL AREA (s): 30 PDPs each

Minimum Required distribution of PDPs for all academic educators renewing any Additional areas:

- ✓ 30 PDPs, of which At least 15 PDPs need to be in content.

The remaining 15 PDPs may be earned through either "elective" activities that address other educational issues and topics that improve student learning, or additional content, and/or pedagogy.

"INVALID"

ADDITIONAL AREA: 150 PDPs

A license in an Invalid status that is designated as an Additional Area for renewal will require 150 PDPs. A total of 150 PDPs is required to renew each Additional area license that has been deemed Invalid:

Unlike a "Primary Area, however, the minimum required distribution for an Invalid Additional area is

- ✓ At least 15 PDPs in content (subject matter knowledge)

The remaining required 135 PDPs may be earned through any combination of "elective" activities that address other educational issues and topics that improve student learning, or additional content, and/or pedagogy.

ENDORSEMENTS: 30 PDPs

(Autism and Transition Specialist): 30 PDPs

Like Licenses, the Autism Endorsement and the Transition Specialist Endorsement are each valid for five calendar years and may be renewed for successive five-year terms. However, since they are endorsements, and not licenses, the Autism and Transition Specialist Endorsements can be renewed without the need for an active Primary Area license.

The renewal of either of the endorsements will require a total of 30 relevant PDPs and an active prerequisite license, which could be active at the Initial or Provisional stage and not necessarily a Professional.

ACTIVITY LOG**LICENSE FIELD & GRADE LEVEL or ENDORSEMENT****PRIMARY or ADDITIONAL AREA**

Superintendent/Assistant Superintendent; All Levels

Primary

(Please copy this blank Activity Log for the listing of activities for each Additional License or Endorsement being renewed)

Professional Development Provider	Activity	Date Completed	Activity Type (Please Indicate Content, Pedagogy, ESL, SEI, Bilingual, Special Needs, Diverse Learners, or Elective)	Total PDPs
<i>EXAMPLE</i> DESE	Course: Foundations for Inclusive Practice	6/17/2018	Pedagogy	15
M.A.S.S.	Executive Summer Institute	7/15/2021	Content	9
Valley Collaborative	Creating & Implementing Learning Plans for Diverse Learners - COVID Academic Resource Manual	2020	Content	30
Valley Collaborative	Creating & Implementing Learning Plans for Diverse Learners - COVID Related Services Resource Manual	8/5/2020	Content	30
Valley Collaborative	Creating & Implementing Learning Plans for Diverse Learners - COVID Staff Training		Content	30
Valley Collaborative	Creating & Implementing Learning Plans for Diverse Learners - COVID19 Social Emotional Emergency Closure Resource	3/13/2020	Content	30
Valley Collaborative	Creating & Implementing Learning Plans for Diverse Learners - Development &	6/3/2020	Content	30

	Implementation of Remote Learning Plans			
M.O.E.C./M.A.S.C	Presenter: Annual Institute: Collaboratives & their Public Schools	11/1/2019	Content	
M.A.S.B.O.	Presenter at Annual Institute: SPEDfi & Special Education Finance	5/17/2023	Content	30
M.A.S.S. Global Studies (GS-21)	Leadership Academies Program	2020 - 2021	Content	3
M.O.E.C.	Presenter: Financial Seminar Collaborative Cumulative Surplus	1/13/2021	Pedagogy	10
M.O.E.C.	Presenter: Leadership Academy - Articles of Agreement	11/1/2019	Pedagogy	
M.O.E.C.	Presenter: Leadership Academy: - Annual Report	10/18/2023	Pedagogy	
Valley Collaborative	Leadership Series with Dr. Anthony Bent - 3 times, annually	2019 - 2020	Pedagogy	7.5
Valley Collaborative	Leadership Series with Dr. Anthony Bent - 6 times, annually	2020 - 2021	Pedagogy	10
Valley Collaborative	Leadership Series with Dr. Anthony Bent: 6 times, annually	2021 - 2022	Pedagogy	10
Valley Collaborative	Leadership Series with Dr. Anthony Bent: 6 times, annually	2022 - 2023	Pedagogy	10
Valley Collaborative	Leadership Series with Dr. Anthony Bent: 6 times, annually	2023 - 2024	Pedagogy	10

Future Management Systems, Inc.	Leadership Development Executive Leadership Group - Education	2020 - 2021	Pedagogy	10
Future Management Systems, Inc.	Leadership Development Executive Leadership Group - Education	2021 - 2022	Pedagogy	10
Future Management Systems, Inc.	Leadership Development Executive Leadership Group - Education	2022 - 2023	Pedagogy	10
Future Management Systems, Inc.	Leadership Development Executive Leadership Group - Education	2023 - 2024	Pedagogy	10
Valley Collaborative	Creation of SPED Assistant Academy & Position	2022 - 2023	Diverse Learners/Students with Disabilities	10
Valley Collaborative	Participation in DESE Coordinated Program Review	2021 - 2022	Diverse Learners/Students with Disabilities	30
Valley Collaborative	Creating & Implementing Learning Plans for Diverse Learners - COVID19 Fall 2020 Reopening Plan	9/1/2020	Diverse Learners/Students with Disabilities	30
Valley Collaborative	District Improvement Planning	5/15/2024	Diverse Learners/Students with Disabilities	30
M.O.E.C.	Family Supports Session	5/11/2022	Diverse Learners/Students with Disabilities	
M.O.E.C.	Legal Issues Workshop	4/8/2024	Diverse Learners/Students with Disabilities	
Lyons & Rogers	Special Education Summit: COVID19 Q/A, Case Law Year	10/2/2020	Diverse Learners/Students	3.5

	in Review, Top 10 Comp Service Cases		with Disabilities	
Lyons & Rogers	'Swing into Spring Legal Strategies for Managing the New Normal'	3/31/2021	Diverse Learners/Students with Disabilities	1.5
Lyons & Rogers	Title IX Training	5/5/2021	Diverse Learners/Students with Disabilities	1
Valley Collaborative	Creating & Implementing English Learner Education Program	5/12/2022	SEI	30
TOTAL PDPS:				355.5

IPDP REVIEW AND APPROVAL

Educators who are currently employed in a district are required to obtain signatures for approval (within six months of issuance or renewal of their Professional level license) and final endorsement. Educators who are not employed in the role of the license do not need to obtain signatures. (603 CMR 44.04 (5).

Guidelines for Reviewing, Approving, and Endorsing Individual Professional Development Plans may be accessed via: <http://www.doe.mass.edu/pd/01guideline>.

Initial Review and Approval by Supervisor:

The signature below indicates that 80% of this educator's Individual Professional Development Plan is consistent with the educational needs of the school and/or district and is designed to enhance the ability of the educator to improve student learning.

NAME Dr. Jay Lang, Chelmsford Public Schools

TITLE: Board of Directors Chair

SIGNATURE: _____

DATE: _____

Final Endorsement:

The signature below indicates that the supervisor has reviewed this educator's professional development activities and that the reported activities are consistent with the approved professional development plan. **The educator remains responsible for the final accounting and documentation of all activities for licensure renewal (See Section on Audits).**

NAME _____

TITLE _____

SIGNATURE _____

DATE _____

PD RESOURCES AND TOOLS FOR EDUCATORS

The **PD Provider Registry** is a database option that allows the public to search the list of registered PD Providers for professional development according to several criteria (e.g., [content area](#) , grade level, PD format). Educators looking for current Department PD offerings and Registered PD Providers should visit: www.doe.mass.edu/pd .

PROFESSIONAL LICENSE RENEWAL AUDIT

License Renewal is applicable to all educators who hold a Professional level license or Endorsement issued pursuant to M.G.L. c. 71, § 38G. To ensure the integrity of the renewal process, a random sampling of renewal applications is selected periodically via ELAR for an audit. Selected candidates for an audit may include any educators who renewed one or more Professional level license(s) within the past five years, including those who are retired, employed, or not currently employed in the role of the license. It is, therefore, important that educators maintain their plan (IPDP and/or Educator Plan), verification of Plan approvals received, and documentation of all professional development used for renewal for five years following a renewal. An audit selection may occur anytime during the five years following the renewal application date.

During an audit, a team of auditors will review the educator's audit packet which will include evidence of the educator's professional development plan that has been reviewed and approved the educator's supervisor or supervisor's designee. Documentation of the earned PDPs in the form of an official certificate of completion, PD transcript issued by the school district, college transcripts, a My Learning Plan with an official signature from the administrator, etc.

For more information on the audit process, please refer to the Professional License Renewal Audit FAQs at: <http://www.doe.mass.edu/licensure/advance-extend-renew-license.html>.

Carrying over PDPs earned through the completion of the RETELL/SEI course

When an educator chooses to carry over PDPs earned in one renewal cycle to the next as a result of the completion of the RETELL/SEI course, s/he must maintain the records for both cycles to ensure their eligibility to carry over the PDPs.



Central Administration

11 Executive Park Drive, N. Billerica, MA 01862 | Tel: (978) 528-7826 | www.valleycollaborative.org

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: April 25, 2024
Re: DESE Mid-Cycle Review

Valley has recently been informed that its programmatic mid-cycle review process for FY25 will begin on April 25, 2024. The self-assessment is to be completed by the end of August 2024 and Valley is scheduled for the on-site portion of the review in November 2024. As you are aware, the self-assessment is the most labor-intensive part of the process. Given that Valley's Independent Financial Audit also begins in August and Valley has been selected to be the "guinea pig" for the DESE financial review in FY25, it promises to be a very busy time for our little team.

Required Action:

- None

Attachments:

- None



Central Administration

11 Executive Park Drive, N. Billerica, MA 01862 | Tel: (978) 528-7826 | www.valleycollaborative.org

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: April 25, 2024
Re: DESE Draft Financial Review Protocol

Please find attached the DESE's draft Financial Review Protocol for Collaboratives. I was asked to critique the guidelines and provide feedback. Overall, the protocol is comprehensive and a much-needed review of the financial health of collaboratives across the Commonwealth. Given Valley's unique position and history, we will be the first collaborative in the state to go through this new financial review process. I anticipate this work beginning in FY25. We look forward to helping the state perfect this protocol.

Required Action:

- None

Attachments:

- DESE Financial Review Protocol

MASSACHUSETTS EDUCATION COLLABORATIVES

FINANCIAL REVIEW PROTOCOL

INTRODUCTION

The Massachusetts Department of Elementary and Secondary Education (Department) is responsible for overseeing the governance, and compliance of the Commonwealth's education collaboratives (collaboratives). Included in the oversight is the Department's obligation to conduct a financial review of each collaborative's fiscal condition and operations once every six (6) years as outlined in [M.G.L. c. 40, § 4E](#) and [603 CMR 50.00](#).

Collaboratives are public entities, formed by their member districts to pool education resources and provide services and programs in a cost-effective manner. This review protocol (protocol) will serve as a resource for collaborative leaders, Department staff, and contractors conducting reviews on behalf of the Department. It articulates the purpose for and process of the financial review (review) and the roles and responsibilities of all parties. The protocol is meant to provide useful information about the reviews so that collaborative staff, leadership, and board members know what to expect and how to prepare. Familiarity with the protocol will ensure that reviews run smoothly. Additionally, contained in this protocol you will find a checklist to assist in organizing materials and preparing for the review.

Reviews are an important part of ensuring the accountability and transparency of collaboratives. Finally, reviews are one method by which the Department examines the policies of each collaborative and informs collaborative boards and member districts about the collaborative's financial condition.

The purpose of the review is to gather and document evidence about a collaborative's fiscal condition as compared to criteria established by the Department. A strong fiscal condition for a collaborative indicates that the organization is stable, financially healthy, and capable of meeting its financial obligations while maintaining sustainable and successful operations. The review will be carried out in accordance with the criteria and scope outlined in this document in order to identify and assess financial practices that may have an impact on the organization's fiscal stability. The review will include a financial profile of the education collaborative, including indicators of success/promising practices and indicators of distress/risk identification.

As a result of the review, the collaborative's leadership, and board of directors (board) will receive actionable information about the collaborative's financial condition and operations. It is designed to provide a comprehensive assessment that identifies areas where financial vulnerabilities may exist. The identification of these risk areas can be instrumental in facilitating proactive risk management and mitigation strategies, enabling leaders to make informed decisions and take preventive actions to insure financial stability.

The review criteria (criteria) form the foundation of the financial review process and are the basis on which this review protocol (protocol) was written and are outlined on subsequent pages. During the review, the collaborative is assessed on all of the indicators contained in the criteria.

CRITERIA, INDICATORS, AND ANALYSIS

Criterion 1: Sufficient and Diverse Funding Sources

The collaborative should have diverse and sufficient funding sources, including tuitions and assessments from member districts, tuitions, assessment, and or surcharges from non-member districts, and grant funds. Over-reliance on one revenue source may lead to financial instability. This could put the collaborative at risk if any given funding source were threatened or discontinued or if member districts are not requiring the services of the collaborative and are supplementing the non-member districts.

Indicators

- 1a Evidence that the collaborative has a diverse mix of funding sources. This could be from a mix of revenue from various member districts or a mix of revenue from member and nonmember districts, grants and other sources. Without depending too heavily on one funding source.
- 1b Percentage and amount of revenues over the past five fiscal years, from member districts.
- 1c Percentage and amount of revenues over the past five fiscal years, from non-member districts.
- 1d Percentage and amount of grant revenues over the past five fiscal years.
- 1e Percentage and amount of other sources of revenue over the past five fiscal years.

Analysis

- 1a The reviewer will evaluate the primary revenue sources for the collaborative and calculate the percentage of revenues from member districts (1b), non-member districts (1c), grants (1d), and other sources over the past five fiscal years. If the collaborative relies heavily on one funding sources (1e), it could indicate that they are vulnerable to changes or uncertainties related to that source. Shifts in revenue trends over five fiscal years could highlight vulnerabilities such as shifts from member to nonmember district revenue.
- The reviewer will document any observed threats to current revenue sources such as changes in grant opportunities, unexpected program changes or a shift in revenue derived from member districts (from interviews and analysis of 1a – 1e).
- The reviewer will obtain the revenue projections and evaluate the management processes for making projections of future revenue sources/streams. (from interviews and analysis of future revenue projections)
- 1a through 1e The reviewer will review the mix of funding sources (members, non-members, grants, etc.) to assess the sufficiency of the collaborative's revenue streams.

Criterion 2: Consistent and Stable Revenue Stream

A strong financial condition involves consistent revenue generation. This can be achieved through stable enrollment and program utilization.

Indicators

- 2a Evidence of consistent revenue generation through stable enrollment in collaborative programming.
- 2b Evidence that management monitors program utilization and reacts timely to change programming, as necessary.

Analysis

- 2a The reviewer will determine if enrollment has trended down or up in collaborative programs over the past five fiscal years.
- 2b The reviewer will determine if the collaborative monitors program utilization to ensure that resources are allocated efficiently and adapts to changing circumstances by adjusting programs accordingly.

Criterion 3: Adequate Cash Flow

Positive cash flow indicates that the collaborative's cash on hand is sufficient to meet obligations as they come due, allowing the collaborative to pay bills timely without the need to borrow for operating costs.

Indicators

- 3a Evidence of adequate cashflow to support current operations without the need to borrow for operations.

Analysis

- 3a The reviewer will evaluate the collaborative's history of managing cashflow and the process for managing cashflow and whether management has any issues or concerns regarding future cashflows through the interview process.
- 3a The reviewer will determine, to the extent possible, if management has borrowed for operating cashflow within the past five years by review of financial statements.
- 3a The reviewer will evaluate, to the extent possible, whether the collaborative has found it necessary to postpone paying any obligations due to inadequate cash on hand, for the past five fiscal years. This will primarily be done through the interview process and a review of the audit reports.

Criterion 4: Adequate Cumulative Surplus

The collaborative should maintain a sufficient operating reserve to cover unexpected expenses or revenue fluctuations. Cumulative surplus is the unexpended general fund balance that may be carried forward by the collaborative. Cumulative surplus is limited to 25% of the previous fiscal year's general fund expenditures. Cumulative surplus acts as a safety net during challenging financial times and ensures the collaborative's ability to meet its financial obligations in the event of unexpected revenue fluctuations.

Indicators

- 4a Reported cumulative surplus and percentage of prior year expenditures for each of the past 5 years.
- 4b Compliance – cumulative surplus is 25 percent or less, of prior year expenditures, each year.
- 4c Evidence that a collaborative estimates the cumulative surplus as prescribed by the Department of Elementary and Secondary Education (Department) prior to the annual audit and knows the approximate number well before the date it is voted by the board of directors and uses this information to plan for the subsequent fiscal year.
- 4d Evidence that the collaborative has written policies and procedures for utilizing or maintaining cumulative surplus.

Analysis

- 4a The reviewer will record and evaluate the collaborative's cumulative surplus over the previous five fiscal years.
- 4b The reviewer will verify whether the collaborative recorded an excess cumulative surplus (above 25 percent of prior year expenditures) at any time in during the past five fiscal years.
- 4b The reviewer will evaluate the collaborative's uses of cumulative surplus over the past five fiscal years.
- 4c The reviewer will evaluate if the collaborative has systems in place to accurately project cumulative surplus during the year and prior to the close of the fiscal year.
- 4c The reviewer will evaluate the collaborative's process for calculating the cumulative surplus.
- 4d The reviewer will confirm that the collaborative has and follows written policies and procedures for utilizing or maintaining cumulative surplus.

Criterion 5: Adequate Capital Plan and Capital Reserves

The collaborative may choose to establish and maintain a capital reserve fund which includes a limit on the balance that may be held in the reserve pursuant to 603 CMR 50.00, and an approved capital plan to support costs associated with the acquisition, maintenance, and improvement of fixed assets, including real property. Establishing a capital reserve fund can ensure that the collaborative has funds readily available for capital expenditures. Collaboratives often manage various large assets such as buildings, technology, and equipment. A capital reserve can ensure that funds will be available to maintain and upgrade these assets when needed, ensuring their longevity and effectiveness.

Indicators

- 5a Evidence of a written capital plan that is monitored and updated regularly.
- 5b Evidence of the establishment of a capital reserve account with a maximum limit.

Analysis

- 5a and 5b The reviewer will obtain and review evidence of the date of the approval and limit to any voted capital reserve account and the capital plan.
- 5a and 5b The reviewer will determine if the capital plan is used by management to determine the adequate level of capital reserves.
- 5a The reviewer will determine and identify if the collaborative uses funds other than the capital reserve, such as borrowing or appropriations in the annual budget, to support the capital plan.
- 5a The reviewer will evaluate how the collaborative manages long-term capital asset maintenance and purchases.

Criterion 6: Low Debt and Liabilities

Minimizing debt and liabilities is crucial for financial stability. Excessive debt can burden the collaborative's operating budget with high lease, interest and principal payments which will limit its budgetary flexibility.

Indicators

- 6a Evidence of reasonable percentage of debt and mortgage/lease expenditures to total expenditures.
- 6b Evidence of low overall outstanding debt.
- 6c Evidence of debt that is structured in a manner to require annual debt service payments that are reasonable and that will not impair the collaborative's ability to fund programs.

Analysis

- 6a The reviewer will calculate the collaborative's debt service as a percentage of the annual operating budget.
- 6b The reviewer will review financial policies for issuing debt to fund capital expenditures.
- 6c The reviewer will determine if the collaborative has a method for balancing debt service outpayments to maintain a consistent level of the operating budget.
- 6c The reviewer will review the debt out-payment schedules for any balloon payments or increasing debt service payments that could impact the collaborative's financial flexibility in the future.

Criterion 7: Effective Budgeting and Financial Management

A strong financial condition requires effective budgeting and ongoing budget monitoring. Collaboratives should create realistic budgets, monitor their financial performance regularly, and make adjustments when necessary to ensure financial sustainability. The collaborative should have a written process for obtaining budget amendments as needed throughout the year.

The collaborative should maintain an accounting system (general ledger) that accurately reflects the collaborative's financial condition and compliance with the adopted budget and other financial reporting requirements.

Indicators

- 7a Evidence of an effective budget process that includes input from departments and member districts. The budget should align with the collaborative's goals and objectives and consider the collaborative's short-term and long-term financial needs.
- 7b Evidence that approved budgets are balanced (i.e., all appropriations are supported by estimated revenues) and that any budgetary amendments include funding sources.
- 7c Evidence that the general ledger that is accurately maintained, up-to-date and can produce accurate and timely financial data. The approved budget should be reflected in the general ledger system.
- 7d Evidence that management evaluates budget performance throughout the year, reports budget performance to the board, and makes adjustments when necessary.
- 7e The collaborative should demonstrate fiscal responsibility by adhering to the budget, avoiding overspending, and controlling costs.

Analysis

- 7a The reviewer will evaluate the collaborative's budget development and approval processes by gathering all relevant budget documents, including the approved budget and budgetary results provided in the audit report, the general ledger or in reports to the collaborative board.
- 7b The reviewer will verify that all appropriations are supported by realistic revenue sources. The estimated revenues should be based on past trends or currently known facts.
- 7c The reviewer will evaluate the collaborative's budgetary controls maintained through the general ledger system and the collaborative's ability to produce and report budget to actual data throughout the year (upon request).
- 7d The reviewer will assess the collaborative's process for evaluating and reporting budgetary results throughout the year.
- 7e The reviewer will review the budget to actual results for the past five fiscal years in the collaborative's audit reports to identify any expenditure categories that have been overspent in an effort to verify that controls to restrict overspending are working as designed.

Criterion 8: Transparency and Accountability

Financial transparency and accountability are key principles that guide collaboratives in their financial management and reporting practices.

Financial transparency refers to the openness and accessibility of the collaborative's financial information, allowing members to easily access, understand, and assess financial data. It involves providing clear financial information to the collaborative boards and member districts. Financial transparency is essential to build trust and confidence among member districts by ensuring that financial information is readily available, accurate, timely and used responsibly.

Financial accountability is the concept of taking responsibility for the use of financial resources and being accountable for the results and consequences of financial decisions.

Financial transparency and accountability go hand in hand, with transparency often being a means to achieve accountability.

Indicators

- 8a Evidence of clear financial reporting mechanisms both to the collaborative board and to the member districts.
- 8b Evidence that each member school committee and charter school board received quarterly reports on collaborative business.
- 8c Evidence of timely annual independent financial audits with unmodified audit opinions with limited management letter comments; the results of which are communicated to the board and the member districts.
- 8d Evidence that findings or comments resulting from the audit are addressed in a timely manner.
- 8e Evidence that minutes to meetings and the results of annual audits are publicly available.

Analysis

- 8a and 8b The reviewer will verify that quarterly financial reports are presented to the board and to the member districts.
- 8c The reviewer will verify that the results of the annual independent audits have been communicated to the collaborative board, and member districts.
- 8d The reviewer will verify that any significant deficiencies or material weaknesses identified during the independent audit have been addressed and that corrective action plans have been written for any management letter comments.
- 8e The reviewer will verify that board meeting minutes, annual independent audits and annual reports are publicly available on the collaborative's website within a reasonable amount of time.

Criterion 9: Strong Governance and Leadership by the Collaborative Board

Strong governance, led by competent and experienced leaders, can contribute to better financial decision-making and strategic planning, leading to a more financially stable collaborative. Strong governance refers to the system of decision-making, policy-setting, and oversight within the Collaborative. The Collaborative board is responsible for establishing policies, setting strategic goals and ensuring compliance with regulations.

Strong leadership involves management (finance director, executive director) guiding the stakeholders toward achieving the Collaborative's goals. Financial conditions can fluctuate over time and maintaining a strong financial position requires ongoing monitoring, evaluation, and adaption to changing circumstances by experienced and competent leaders. The collaborative board in conjunction with the executive director and business manager should regularly assess the collaborative's financial health and make necessary adjustments to achieve long-term sustainability and success.

Indicators

- 9a Evidence that consistent and accurate financial reports delivered to the board on a regular schedule and indication that the board is actively reviewing financial information and acting on financial trends, as necessary.
- 9b Evidence that the collaborative board fulfills all required duties and responsibilities as required by the regulations and the collaborative agreement.
- 9c Evidence that the collaborative board is conducting annual performance evaluations as required in the regulations.

Analysis

- 9a The reviewer will look at evidence that shows that the collaborative board is regularly assessing the collaborative's financial health and make necessary adjustments to achieve long-term sustainability and success. This will be done through the review of minutes and through interviews.
- 9a The reviewer will verify that collaborative board members attend scheduled meetings and are active and engaged voting members of the collaborative board.
- 9b The reviewer will verify that collaborative board members fulfill all duties as may be required by the regulations (603 CMR 50.00), and the collaborative agreement.
- 9c The reviewer will verify that the collaborative board conducts annual evaluations of the executive director and treasure, and that the board ensures that the executive director performs an evaluation of the business manager.

Criterion 10: Compliance with Legal and Regulatory Requirements

Compliance with all relevant financial regulations and reporting requirements ensures that the collaborative is operating within the bounds of the law and avoids potential penalties or legal issues. Massachusetts Education Collaboratives must follow, at a minimum, the requirements in M.G.L. c. 40 SS 4E and 603 CMR 50.00.

Indicators

- 10a The collaborative adheres to the financial requirements in M.G.L. Chapter 40, § 4E and 603 CMR 50.00:
- 10b Evidence that the collaborative has a finance team that has the skills, knowledge, and expertise to ensure that the collaborative is following the financial requirements of M.G.L. Chapter 40, § 4E and 603 CMR 50.00, and state procurement laws.
- 10c In any fiscal year that a collaborative spends \$750,000 or greater in federal awards, a single audit in compliance with uniform guidance is required. The collaborative must have systems in place to accurately account for federal awards and to comply with federal award requirements.

Analysis

- 10a The reviewer will verify that the collaborative adheres to the financial requirements in M.G.L. Chapter 40, § 4E and 603 CMR 50.00. (see Appendix)
- 10b The reviewer will verify that the collaborative has policies and procedures that ensure compliance with state and federal procurement laws.
- 10b The reviewer will verify that the collaborative has a system to ensure compliance with state and federal procurement laws.
- 10c The reviewer will verify that the collaborative has complied with the single audit requirements in any year that federal expenditures are \$750,000 or greater.

Criterion 11: Documented Internal Control Systems

Internal control is a set of processes, policies, and procedures implemented by an organization to safeguard its assets, ensure financial accuracy, promote efficiency, and comply with laws and regulations. Below are five commonly recognized sub-criteria or principles of internal control.

Control Environment: This criterion emphasizes the importance of establishing a positive and ethical control culture within the organization. It involves creating a tone at the top that sets the standard for ethical behavior, integrity, and accountability. A strong control environment encourages employees to follow established policies and procedures.

Risk Assessment: Organizations should identify and assess risks that could affect their ability to achieve their objectives. This involves evaluating both internal and external factors that may impact the organization. Effective risk assessment helps in prioritizing control activities and allocating resources appropriately.

Control Activities: Control activities are the specific policies, procedures, and practices put in place to mitigate risks and achieve organizational objectives. They include activities such as authorization processes, segregation of duties, reconciliation of accounts, and physical security measures. These controls help prevent errors, fraud, and inefficiencies.

Information and Communication: Effective internal control systems rely on timely, relevant, and accurate information. It is important to ensure that information flows throughout the organization, both vertically and horizontally, to support decision-making and control processes. Communication should be open and transparent, enabling employees to understand their roles and responsibilities regarding internal control.

Monitoring: Continuous monitoring and evaluation of internal controls are essential to ensure they remain effective over time. This includes regular assessments, audits, and reviews of control activities. Monitoring helps identify weaknesses, deviations, or emerging risks so that corrective actions can be taken promptly to address them.

Indicators

- 11a Evidence of a documented system of internal controls that addresses the listed criteria.
- 11b Evidence of documented control activities that specifically address:
 - Cash and Investments
 - Revenue and accounts receivable
 - Capital assets
 - Purchasing, disbursements and accounts payable, including payroll
 - Debt and other long-term liabilities
 - Fund equity and cumulative surplus
 - Budgetary controls
 - Journal entries
 - General ledger maintenance
 - Financial reporting

Analysis

- 11a and 11b The reviewer will evaluate the collaborative's documentation of a system of internal controls and verify that the system is working as intended.

VISIT COMPONENTS

The Department staff may conduct the financial review, or the Department may contract with an independent organization to conduct the financial review.

The scope of the financial review will include an assessment and analysis of the financial condition and operations of the collaborative over the previous five fiscal years, based on criteria 1 through 11 detailed previously.

Fiscal Review Components

1. Scheduling

- The Department has an obligation to conduct financial reviews of each of collaborative's fiscal condition and operations once every six (6) years and will select the collaboratives to be reviewed each year.
- The review team will schedule an introductory meeting with the collaborative leader and finance director. During this meeting, they will confirm a timeline for the review and schedule interviews and an on-site visit.
- During the scheduling process the reviewer will provide the protocol to the collaborative leader containing a list of required documents and a timeline for submission.
- The review team will confirm the agreed upon review dates with the collaborative. If the suggested dates are not feasible, the review team will find mutually convenient alternate dates for the review. In the event of an unexpected scheduling conflict, the party with the conflict must notify the Department and the review team as soon as possible.

2. Data collection

The review team will gather the necessary documents to conduct the review. Including, but not limited to:

- Independent audit reports from the previous five fiscal years (including financial statements, management letters, auditor memos and board communications, and single audit reports (if applicable))
- Financial reports provided to the collaborative board of directors (board) (for each of the previous five fiscal years)
- Annual budgets for the previous five fiscal years
- Collaborative Agreement
- Written financial policies and procedures
- Documented risk assessments and internal controls
- Mortgages, leases, or borrowing agreements
- Significant grant agreements
- Collaborative Board meeting minutes for the previous five fiscal years
- School Committee Agenda/Meeting Minutes - Evidence that board members report to their school committees quarterly
- Organizational chart with the administrative structure of the collaborative
- Capital plan, including evidence of the formal approval of the plan (board and member school committee votes)
- Capital reserve fund, including the formal approval of the reserve fund plan (board and member school committee)

3. Interviews with the executive director, business manager and treasurer

At a minimum, the reviewer will interview the executive director, business manager, and treasurer. The reviewer may also request to interview additional staff or board members if deemed necessary to complete the analysis in the criteria detailed above. The interviews will allow the reviewer to collect information regarding the analysis directly from individuals involved in the management and financial processes. This firsthand information can provide context and details that might not be evident from documentation alone. The interviews will also help to verify the accuracy of supporting documentation. By discussing the transactions and processes with individuals, the reviewer can cross-reference the information provided with the documents on hand to ensure consistency and completeness. The interviewer will discuss the relevant indicators and analysis above with each interviewee. Additionally, the interviewer will ask other questions to identify areas of concern.

Non exhaustive list of interview questions:

- Can you provide an overview of your role as it relates to the financial operations of the Collaborative?
- How long have you been in this role?
- Do you have any concerns about the Collaborative's long-term sustainability?
- Do you have concerns about budget deficits, increasing expenses or declining revenues?
- Do you have concerns about fraud or abuse, even if they have not been substantiated?
- Do you have concerns about the Collaborative board or other management or staff?
- How do you oversee and ensure the financial health of the Collaborative?

Specific to Executive Director:

- Discuss your involvement in the Collaborative's budget development and financial planning? What are the main challenges in this role?
- What is your role in making financial decisions for the Collaborative?
- How are financial reports prepared and communicated to you and with the Board?
- How does the Collaborative identify and manage financial risks?

Specific to Business Manager:

- What is your role in making financial decisions for the Collaborative?
- Do you believe the Collaborative's financial decisions align with and support the goals of the Collaborative?

- Can you discuss any challenges or success in balancing financial constraints with educational priorities?

Specific to Treasurer:

- Can you describe the procedures you follow to maintain, reconcile, and report the cash and investment position of the Collaborative?
- Are the treasurer's roles and responsibilities documented?
- Are internal controls over cash and investments that will prevent and detect financial errors or fraud in place and are they documented?
- Is the treasurer involved in the Collaborative's cashflow management? If so, describe this process?
- Have you had to borrow funds to finance operations other than capital projects?
- Have you ever had the delay paying bills for the Collaborative due to cashflow issues?
- Explain your role, if any, in long-term debt management for the Collaborative.

4. Onsite visit

The onsite visit will provide the reviewer with the opportunity to physically inspect and verify information related to the Collaborative's internal controls and operational process. During the onsite visit the reviewer will conduct interviews if they were not done remotely, the reviewer will inspect documents that were not provided electronically. The reviewer can also use this time to meet with management to discuss the status of the financial review.

Advancements in technology have reduced the necessity for on-site visits. In many cases, documents can be shared electronically, and interviews can be conducted with video meetings, reducing the required time on-site. However, some on-site time can still be an important aspect of evaluating an organization. Spending some time on-site allows the reviewer to observe the operations first-hand, giving insight to workflow and operational aspects. Even if formal interviews are conducted remotely, face to face discussions with management can provide valuable information and can give management the opportunity to discuss the Collaborative's financial operations and any concerns with the reviewer in person. These personal interactions can build trust and understanding between the parties that can lead to a more quality review.

The amount of on-site time required will vary depending on the amount of information that is shared electronically and the preference of management.

The following chart is an example of what an on-site visit may look like:

Time	Activities
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9:00-9:30	Orientation for Executive Director - Discuss Logics and Gather Additional Documentation
9:30-10:30	Interview with Executive Director
10:30-11:30	Interview with Business Manager
11:30-12:30	Interview with Board Treasurer1
12:30-1:30	Lunch
1:30-2:30	Onsite Document Review
2:30-4:30	Q/A Based on offsite Desk Review and Onsite Document Review
4:30-4:45	Exit with Executive Director

5. Review and analysis of evidence

- The reviewer will analyze the data collected and complete financial indicators,
- The reviewer will review the documents for compliance with the financial requirements in M.G.L. c. 40, § 4E and 603 CMR 50.00,
- The reviewer will create a comprehensive inventory of all data collected,
- The information will be organized in a system that will facilitate easy access and reference.

6. Draft fiscal review report

- The reviewer will discuss the results of the review with collaborative management.
- The draft report will be provided to DESE for review and comment.
- The draft report will be provided to the collaborative executive director and business manager, and treasurer to review for factual corrections.

7. Finalize report

- The reviewer will issue the final report including management's responses and corrective action plans if necessary.

Appendix A

Enumerating the financial requirements in M.G.L. Chapter 40, § 4E and 603 CMR 50.00.

From 603 CMR 50.07: Finance

(1) Financial Accounting System: Each collaborative shall adopt and maintain a financial accounting system in accordance with generally accepted accounting principles as prescribed by the governmental accounting standards board and any supplemental requirements prescribed jointly by the Commissioner and the Commissioner of Revenue, in consultation with the State Auditor. At a minimum, the financial accounting system shall delineate:

- a) Administration and overhead;
- b) Rental of real property;
- c) Program costs;
- d) Capital expenditures, including fixed assets, real property or the improvement of real property;
- e) Debt payments;
- f) Deposits into a capital reserve; and
- g) All additional disclosures required in 50.08(2).

(2) Education Collaborative Fund: The collaborative board of directors shall establish and manage an education collaborative fund. All monies paid by the member districts and non-member districts and all grants or gifts from the federal government, state government, charitable foundations, private corporations, or any other source shall be paid to the collaborative board of directors and deposited in the fund. The treasurer of the collaborative, subject to the direction of the collaborative board of directors, shall receive and disburse all money belonging to the collaborative without further appropriation.

(3) Revenues: The collaborative board of directors may apply, through an appropriate vote, for state, federal, corporate, or foundation grants, and may enter into contracts to obtain the funds necessary to carry out the purpose for which the collaborative was established.

(4) Purchasing: An educational collaborative, acting through its board of directors, may, subject to M.G.L. c.30B, enter into contracts for the purchase of supplies, materials and services and for the purchase or leasing of land, buildings and equipment as considered necessary by the board of directors.

(5) Creating the Annual Budget:

- (a) The collaborative board of directors shall follow the process outlined in the collaborative agreement for the development and approval of the collaborative budget, tuition rates, membership dues and fees-for-service. On an annual basis the collaborative board of directors shall propose a budget for the upcoming fiscal year. The proposed budget shall contain all planned financial activity. Expenditures from grant funds, trust funds and other funds not designated as general funds that bylaw may be expended by the collaborative board of directors without further appropriation shall be segregated in the budget. The general fund budget shall segregate all operating expenditures, capital expenditures, debt service payments and deposits to capital reserve. The proposed budget shall be classified into such line items as the collaborative board of directors shall determine.
- (b) All financial activity for the operation of the collaborative shall be considered general fund activity with the exception of activities relative to grants, gifts or contracts.
- (c) The budget shall delineate the tuition rates, membership dues and fees-for-service or surcharges, if applicable, to be paid by the member districts and non-member districts.
- (d) Tuition rates and fees-for-service shall be based on the combined cost of providing collaborative programs and services.
- (e) The proposed budget shall be discussed at a public meeting of the collaborative board of directors. Public notice shall be given to member districts.

(6) Approving the Collaborative Budget:

- (a) At a collaborative board meeting at least ten working days following the board meeting at which the collaborative budget was first proposed, the collaborative board of directors shall approve, by at least a majority vote, the collaborative budget for the upcoming fiscal year.
- (b) The treasurer of the educational collaborative shall certify and transmit the budget and the tuition rates, membership dues and fees-for-service for the upcoming fiscal year to each member district in a timeframe specified in the collaborative agreement.

(7) Amendments to Approved Budgets:

- (a) Any amendment to the budget must be approved by the collaborative board of directors.
- (b) Any amendment to the budget that results in an increase in the tuition rates, non-member surcharges, membership dues or fees-for-service shall also be provided to the member districts in accordance with a timeframe and process outlined in the collaborative agreement.

(8) Borrowing: The collaborative, by an appropriate vote of the board of directors, may borrow money or enter into short- or long-term agreements or mortgages, provided that when the borrowing or short- or long- term agreements or mortgages are for the approved acquisition or improvement of real property:

- (a) the collaborative board of directors shall provide notice to each member district within 30 calendar days of applying for real estate mortgages; and
- (b) the collaborative board of directors shall discuss its intent to apply for a real estate mortgage at a public meeting of the board of directors prior to the meeting of the collaborative board of directors at which the final vote is taken.

(9) Limitation on Surplus Funds: At the close of the fiscal year, unexpended general funds may be carried forward and used in subsequent budget cycles. These unexpended general funds are determined to be

the current surplus. Cumulative surplus is derived by adding prior year surplus funds to the current year surplus funds. The collaborative agreement shall include a limit on the amount of cumulative surplus funds that may be maintained by the collaborative. The collaborative board of directors shall annually approve by majority vote the dollar amount designated as cumulative surplus. The board of directors shall vote annually to retain the cumulative surplus funds for the collaborative's use or return all, or some portion, of the funds to the member districts. The collaborative agreement shall address how and under what conditions such surplus funds may be returned to member districts or credited to support programs and services offered to member districts and how such funds will be allocated to such member district(s) upon the withdrawal of a member district or the termination of the collaborative. The determination of surplus funds shall not include funds deposited in a capital reserve as provided for in 603 CMR 50.07(10), funds deposited in trust in accordance with M.G.L. c. 32B, § 20, or funds prepaid to the collaborative for tuition or services in accordance with M.G.L. c. 40, § 4E. In no event shall such cumulative surplus funds exceed 25 percent of the previous fiscal year's general fund expenditures.

(10) Capital: The educational collaborative may create a capital reserve fund to support costs associated with the acquisition, maintenance, and improvement of fixed assets, including real property, pursuant to a capital plan.

- (a) Funds in a capital reserve account may be used only for the project or purpose for which the account was established.
- (b) The establishment of a capital reserve shall be subject to the approval of 2/3 of the member districts. The request for approval must state the reason for the reserve and a limit on the balance that may be held in the reserve.
- (c) Deposits into and withdrawals from the capital reserve shall be proposed and approved through the budget process.
- (d) In the event that the purpose for which the capital reserve was created requires modification, the collaborative board of directors shall revise its capital plan and provide notice to all member districts. If the member district does not vote to disapprove the revised capital plan within a 45-day period, that member shall be deemed to have approved the revised capital plan. Two-thirds (2/3) approval of the member districts is required to revise the capital plan.

(11) Annual Financial Statements: Each collaborative shall annually prepare:

- (a) a statement of net assets (government-wide);
- (b) a statement of activities (government-wide);
- (c) a governmental funds balance sheet;
- (d) a governmental funds statement of revenues, expenditures, and changes in fund balance;
- (e) a general fund statement of revenues, expenditures, changes in fund balance, budget and actual;
- (f) a statement of fiduciary net assets;
- (g) a statement of changes in fiduciary fund net assets; and
- (h) a capital plan identifying current capital obligations or future planned capital projects.

(12) Audit: Each collaborative shall annually have an independent audit conducted of its accounts, in accordance with generally accepted government auditing standards, and consistent with any guidelines the Department may issue. Such audit will be conducted consistent with 603 CMR 50.08(2). Audit results shall be discussed annually at a public meeting of the collaborative board of directors.

Appendix B

Time-Bound Checklist for Collaborative Leaders

The collaborative leaders should use the following checklist to prepare for the financial review.

WHEN YOU ARE CONTACTED TO SCHEDULE THE REVIEW

- ☐ Verify that the suggested timing works for all relevant stakeholders.
- ☐ Confirm the dates with the reviewer, including both the desk-review and any on-site date(s).
- ☐ Share the Financial Review Protocol with all relevant stakeholders.
- ☐ You and any designee will be given access to a secure portal to share documents.
- ☐ Determine who will be providing information through the portal and agree on a timeframe to provide documents.

TWO WEEKS PRIOR TO THE REVIEW

- ☐ Verify that all documents have been provided to the reviewer.
- ☐ Confirm timing and extent of virtual meetings during the desk review.
- ☐ Speak with the reviewer to finalize logistics for the visit, reconfirm availability and timeframe for any in-person interviews.

DURING THE DESK REVIEW

- ☐ Attend scheduled virtual meetings.
- ☐ Be available during this time for questions as the review team works through the information received.

DURING THE ON-SITE VISIT

- ☐ Ensure that the meeting room remains private and that any additional requested documents are provided and clearly labeled.
- ☐ Bring any concerns or questions to the attention of the reviewer.
- ☐ Be available to the site visit team for a morning orientation, interviews, and afternoon follow-up.



Central Administration

11 Executive Park Drive, N. Billerica, MA 01862 | Tel: (978) 528-7826 | www.valleycollaborative.org

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Dale Bragan, Fleet Maintenance Supervisor
Date: April 25, 2024
Re: Van Fleet Finance Replacement Strategy

Valley Collaborative's current Van Fleet Finance Replacement Strategy focuses on purchasing new/replacement vans in lieu of leasing the same vehicle, as it was found to be more financially advantageous due to our ability to outright buy vehicles without the need to finance over time.

The major considerations to analyze when deciding whether to lease or buy include:

- **Residual value on lease verses ownership equity after 3 years:** in a lease, the lessee only pays for the difference between the purchase price and residual value. In a purchase, the buyer pays for the entire vehicle up front and then owns the equity, which is generally equal to the residual value. Neither have an advantage.
- **Maintenance and "Wear and Tear":** in a lease, the lessee is required to pay for excess damage in order to return the lease which would increase the cost of that lease. In a purchase, damage would lower the vehicle's equity by an equal amount at the time of trade. Neither have an advantage.
- **Factory Warranty:** the warranty period from the factory is the same whether a vehicle is leased or a purchased. Both a leased vehicle and owned vehicle would be out of warranty if they are owned after the warranty period has expired. Neither has an advantage.
- **Cost of Lease vs Cash Purchase:** the only major difference between the two scenarios (lease vs purchase) is total cost. A lease will have an upfront acquisition fee at the time of purchase (Ford's current acquisition fee is \$645). Upon termination of the lease, there is a disposition fee of \$395. In addition, a money factor is also applied to the lease, which becomes the interest rate for the length of the lease. Currently, the average cost of the lease money factor is .0025, which is equivalent to a 6% interest rate on a loan. For example, a \$50,000 vehicle with a 55% residual value after 36 months and a money factor of .0025, would be charged approximately \$6,975 in interest. Adding the acquisition fee, disposition fee, and interest paid on the lease term, each vehicle would cost approximately \$8,000 more to lease than to purchase outright.

Based on one lease costing an additional \$8,000 per vehicle over a 3 year term (for fees and interest), the annual cost of each van would total \$2,666 more to lease than purchase. The collaborative currently has 40 vans in the fleet. Purchasing vans outright verse leasing will save the collaborative **\$106,640** per year in fees and interest, on average.

Required Action:

- None

Attachments:

- Valley's Fleet Replacement Strategy



Central Administration

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Valley Collaborative Fleet Replacement Plan & Strategy

SCOPE & PURPOSE

This plan and strategy provide for the planned replacement of all fuel consuming vehicles and equipment, their attachments and implements. These procedures will outline the criteria for effective vehicle replacement. All factors of a vehicles mission, purpose, age, mileage, and cost of ownership will be assessed annually to create a benchmark for relinquishment. Careful consideration and operational consistencies while following these procedures will help reduce costs and ensure the safe and reliable vehicles. The current fleet's replacement value is approximately \$1.6 million and covers 40 vehicles. The Replacement Strategy and Plan will be annually reassessed and administered by the Executive Director, Business Manager/Accountant, and Fleet Manager. The Replacement Plan will be based on criteria and a point system as defined below.

VEHICLE REPLACEMENT CRITERIA

Valley Collaborative adopted the American Public Works Association (APWA) vehicle replacement guide, which uses a weighted point system based on age, usage, type of service, maintenance and repair costs and overall condition of the vehicle. The collaborative's ranking system is used to help inform the Vehicle Replacement Strategy by developing vehicle replacement costs.

TABLE 1.	
1. Vehicle Age (years)	Points
>15	5
13 – 15	4
10 – 12	3
7 – 9	2
4 – 6	1

TABLE 2.	
2. Vehicle Mileage	Points
>100 K	5
70 – 99 K	4
50 – 69 K	3
30 – 49 K	2
<30 K	1

TABLE 3.	
3. Annual Maintenance Cost (\$)	Points
>\$2,000	5
\$1,500 – 1,999	4
\$1,000 – 1,499	3
\$500 – 999	2
<\$500	1

TABLE 4.	
4. Vehicle Use (Specialty)	Points
Special built/purpose	5
Medium duty	4
Single purpose w/attachments	3
4-wheel drive	2
Standard vehicle	1



Central Administration

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Table 5:

Score	Condition	# of Vehicles
<9 points	Excellent to Very Good	
9 – 12 points	Good	
13 – 19 points	Qualifies for Replacement	
>19 points	Needs immediate replacement	
Total		

OBJECTIVES

- Budget the Capital Reserve to provide funds for vehicle replacement in advance of need.
- Smooth the outflow of capital funding and the rotation of incoming and outgoing vehicles year to year to prevent spikes in cash and asset flow.
- Provide a central point of control to account for all fleet specifications, acquisition, assignment, utilization, maintenance, and repair.
- Maximize fleet resources by providing timely acquisition and disposal of vehicles and equipment.
- Right size the fleet. Ensure Valley Collaborative has the optimum number and type of vehicles and equipment and that fleet growth is planned and controlled to meet the needs of Valley's programmatic enrollment and DDS transportation contracts.
- Promote standardization. This is needed for promoting cost effective maintenance/repair.
- Optimize vehicle utilization.
- Comply with Massachusetts state purchasing laws and financial procedures for special education transportation.
- Reduce per unit maintenance costs by eliminating old, expensive to maintain vehicles and equipment.

FLEET REPLACEMENT PLAN IMPLEMENTATION

- Each year prior to budget preparation, the Fleet Manager, Executive Director, and Business Manager/Accountant will hold a meeting to confirm vehicle replacements for the upcoming budget.
- When new vehicle/equipment is purchased, a replacement cost will be established based on its economic life.
- Proceeds from vehicle/equipment sales will be credited to the transportation line item in the Capital Reserve.
- At the end of the vehicle's economic life, funding for its replacement will be provided by the Capital Reserve.

Valley Collaborative Van Inventory (1 van per 9 individuals+driver)															
Valley Fleet #	VIN #	Year	Make	Model	Date Purchased	Trade-in Schedule/factory Warranty Expiration Date	MVR Registration Expiration Date	Last Recorded Mileage	Last Recorded Mileage Date	Purchase Price	Current Year Estimated Value (KBB)	Total Repair Costs	Accident Involvement	Valley Location	Date of Last Location/Route Rotation
1	1FMZK1ZM1HKA18032	2017	Ford	Transit	2/21/2018	11/29/2021	10/1/2025	49,771	8/21/2023	\$20,980.00	\$33,291.00	\$1,746.93	N/A	40	
4	1FMZK1ZM6HKA13196	2017	Ford	Transit	2/21/2018	11/29/2021	1/1/2026	50,825	9/25/2023	\$20,980.00	\$33,291.00	\$2,736.60	N/A	40	
5	1FMZK1ZM4HKA13195	2017	Ford	Transit	2/21/2018	11/29/2021	8/1/2024	68,428	12/20/2023	\$20,980.00	\$29,508.00	\$5,087.58	N/A	40	
23	1FMZK1ZM1HKA18031	2017	Ford	Transit	2/21/2018	11/29/2021	8/1/2024	32,687	11/8/2023	\$20,980.00	\$37,941.00	\$2,540.54	N/A	40	
25	1FMZK1ZM5HKA16185	2017	Ford	Transit	2/21/2018	11/29/2021	8/1/2024	30,611	9/18/2023	\$20,980.00	\$36,372.00	\$2,059.49	N/A	40	
39	1FMZK1ZM5HKA18034	2017	Ford	Transit	2/21/2018	11/29/2021	8/1/2024	76,816	9/29/2023	\$20,980.00	\$27,237.00	\$6,892.39	N/A	40	
41	1FMZK1ZM2HKA13194	2017	Ford	Transit	2/21/2018	11/29/2021	1/1/2026	46,973	10/25/2023	\$20,980.00	\$34,202.00	\$3,332.98	N/A	40	
10 or 42	1FMZK1ZM3HKA13197	2017	Ford	Transit	2/21/2018	11/29/2021	1/1/2026	67,844	10/4/2023	\$20,980.00	\$27,126.00	\$2,546.39	N/A	40	
2	1FMZK1ZM1JKA44408	2018	Ford	Transit	1/31/2018	1/31/2022	8/26/2024	56,339	8/22/2023	\$20,980.00	\$37,169.00	\$714.73	N/A	40	
6	1FMZK1ZM0JKA44403	2018	Ford	Transit	1/31/2018	1/31/2022	8/1/2025	68,836	9/18/2023	\$30,556.00	\$33,286.00	\$4,546.73	N/A	40	
8	1FMZK1ZM4JKA44405	2018	Ford	Transit	1/31/2018	1/31/2022	1/1/2026	51,340	9/15/2023	\$30,556.00	\$37,685.00	\$1,818.66	N/A	40	
9	1FMZK1ZM2JKA44404	2018	Ford	Transit	1/31/2018	1/31/2022	8/1/2024	51,340	9/15/2023	\$30,556.00	\$35,618.00	\$3,118.06	N/A	40	
7	1FMZK1ZM9JKA44402	2018	Ford	Transit	1/31/2018	1/31/2022	1/1/2026	46,298	10/24/2023	\$30,556.00	\$33,656.00	\$2,002.92	N/A	40	
18	1FMZK1ZM6JKA44406	2018	Ford	Transit	1/31/2018	1/31/2022	1/1/2026	53,000	10/24/2023	\$30,556.00	\$31,383.00	\$2,474.52	N/A	40	
32	1FMZK1ZM1JKA44409	2018	Ford	Transit	1/31/2018	1/31/2022	8/1/2025	69,284	9/28/2023	\$30,556.00	\$32,767.00	\$7,108.29	N/A	Tyngsboro	
46	1FMZK1ZM4JKA48611	2018	Ford	Trans WC	1/31/2018	1/31/2022	8/1/2024	23,604	3/18/2024	\$30,556.00	\$47,270.00	\$2,422.54	N/A	11	
47	1FMZK1ZM1KKA40605	2019	Ford	Transit	9/19/2019	12/27/2022	8/1/2024	46,777	9/16/2023	\$41,464.00	\$34,796.00	\$4,749.46	N/A	11	
48	1FMZK1ZM8KKA40603	2019	Ford	Transit	9/19/2019	12/27/2022	8/1/2024	30,134	10/2/2023	\$41,464.00	\$42,600.00	\$374.85	N/A	Tyngsboro	
49	1FMZK1ZMXXKA40604	2019	Ford	Transit	9/19/2019	12/27/2022	8/1/2024	51,989	3/21/2024	\$41,464.00	\$35,301.00	\$6,911.20	N/A	11	
50	1FMZK1ZM1KKB31759	2019	Ford	Transit	9/19/2019	12/27/2022	9/1/2024	63,043	3/7/2024	\$41,464.00	\$34,343.00	\$4,685.05	N/A	11	
3	1FMZK1Y89LKA12279	2020	Ford	Transit	11/30/2019	11/29/2024	1/1/2026	23,121	10/24/2023	\$31,995.00	\$47,030.00	\$980.51	N/A	40	
7	1FMZK1Y84LKA05093	2020	Ford	Transit	11/30/2019	11/29/2024	8/1/2024	32,502	2/7/2024	\$31,995.00	\$44,737.00	\$1,751.72	N/A	11	
21	1FMZK1Y8XJKA05096	2020	Ford	Transit	11/30/2019	11/29/2024	1/1/2026	24,200	3/21/2024	\$31,995.00	\$47,394.00	\$802.44	N/A	40	
22	1FMZK1Y82JKA05092	2020	Ford	Transit	11/30/2019	11/29/2024	1/1/2026	33,212	1/19/2024	\$31,995.00	\$43,837.00	\$22,281.89	YES	11	
35	1FMZK1Y86JKA05094	2020	Ford	Transit	11/30/2019	11/29/2024	8/1/2025	46,274	2/21/2024	\$31,995.00	\$39,046.00	\$3,197.41	N/A	11	
43	1FMZK1Y81JKA05097	2020	Ford	Transit	11/30/2019	11/29/2024	10/1/2025	33,477	2/2/2024	\$31,995.00	\$44,472.00	\$9,949.60	YES	11	
51	5TDKSKFC3M003526	2021	Toyota	Sienna	6/28/2021	6/18/2025	8/1/2024	32,688	3/19/2024	\$45,084.50	\$33,626.00	\$1,265.28	N/A	40	
27	1FMZK1Y89NKA44751	2022	Ford	Transit	2/8/2023	1/1/2027	1/1/2025	13,322	3/14/2024	\$31,141.25	\$45,404.00	\$1,437.38	N/A	11	
28	1FMZK1Y82NKA44719	2022	Ford	Transit	8/16/2022	8/1/2026	7/1/2024	27,018	2/24/2024	\$31,141.25	\$42,023.00	\$1,646.82	N/A	11	
29	1FMZK1Y86NKA20262	2022	Ford	Transit	5/20/2022	5/1/2026	5/1/2024	17,010	9/25/2023	\$31,141.25	\$43,474.00	\$337.61	N/A	11	
40	1GNEVLKW9J154323	2022	Chevy	Traverse	3/11/2022	7/1/2026	6/1/2024	9,903	8/25/2023	\$33,995.00	\$26,990.00	\$290.55	N/A	11	
26	1FBAXY918PKB9627	2023	Ford	Transit 350	12/13/2023	12/1/2027	1/26/2024	842	1/12/2024	\$58,675.00	\$50,927.00	\$505.78	N/A	11	
30	1FBAX2C8XPKB12014	2023	Ford	Transit 350	10/12/2023	11/1/2027	9/1/2025	1,882	12/7/2023	\$49,436.44	\$50,010.00	\$1,043.19	N/A	11	
31	1FBAX2Y87PKA37255	2023	Ford	Transit 350	7/12/2023	7/1/2027	1/26/2024	291	7/28/2023	\$56,980.00	\$49,135.00	\$437.48	N/A	11	
33	1FBAX2Y88PKB34831	2023	Ford	Transit 350	7/17/2023	7/27/2024	8/1/2024	4,621	1/12/2024	\$66,283.00	\$49,691.00	\$703.90	N/A	11	
34	1FBAX2C88PKB11749	2023	Ford	Transit 350	8/14/2023	8/1/2027	8/1/2024	7,541	3/12/2024	\$49,399.76	\$49,741.00	\$1,107.86	N/A	11	
36	1GNEVLKW8P202297	2023	Chevy	Traverse	2/15/2023	2/1/2027	8/1/2025	7,267	1/12/2024	\$37,394.50	\$28,759	\$170.76	N/A	11	
37	1GNEVLKW3P202305	2023	Chevy	Traverse	2/15/2023	2/1/2027	1/1/2025	7,753	3/14/2024	\$37,394.50	\$28,639	\$70.00	N/A	11	
38	1FTNEZEW0EDA50896	2013	Ford	E250			8/1/2024	19,553	1/19/2024		\$19,235	\$3,138.97	N/A	Tyngsboro	
52	2C4RDGR191431	2013	Dodge	Caravan			8/1/2024	40,916	11/16/2023		\$5,555	\$7,198.77	N/A	40	
44	3C6LRVPGPE509848	2023	Dodge	Promaster 2500	8/22/2023	8/22/2027	8/1/2024	#N/A	#N/A	\$88,076.40	\$44,055	\$0.00	N/A	40	
45	3C6LRVPG1NE134718	2023	Dodge	Promaster 2500	10/7/2022	10/7/2026	1/1/2026	5,692	1/26/2024	\$84,055.00	\$43,726	\$480.09	N/A	40	
53	2C4RC1BG3PR603205	2023	Chrysler	Pacifica	10/12/2023	10/1/2027	8/1/2024	1,815	11/20/2023	\$42,635.66	\$30,115.00	\$35.00	YES	11	

Valley Collaborative Board of Directors Meeting Year 12 Book 6 - IX. Fleet Vehicle Replacement Strategy Update

VIN	1FMZK1ZM8HKA13197
Year	2017
Make	Ford
Model	Transit

Annual Mileage History	
Date Recorded	Vehicle Mileage
3/10/2021	39,413
6/4/2021	40,070
11/23/2021	48,690
4/22/2022	56,372
7/6/2022	60,722
10/13/2022	66,187
4/26/2023	
10/4/2023	67,844

[illegible]

LAST RECORDED MILEAGE	67,844
LAST RECORDED MILEAGE DATE	10/4/2023

TOTAL REPAIR & MAINTENANCE COST \$2,546.39



Central Administration

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Ph.D., Executive Director
Date: April 25, 2024
Re: SPEDfi Admissions Module Demonstration

In FY25 Valley will be adopting the SPEDfi admissions module. Dr. Camelia Rosca has developed this module in collaboration with Valley Administration. This module will professionalize and streamline the enrollment process at Valley. Dr. Rosca will give a brief demonstration for the Board.

Required Action:

None

Attachments:

SPEDfi Admissions Process Description



Admissions Process Module Brief Description

The Admissions Process Module meets several needs:

- Provides step-by-step guidance and automated reminders during the student admission process (if the process stalls).
- Automates the communication between special education institutions and sending districts.
- Saves information about all prospective students in an easy-to-use system.
- Saves in one repository and in electronic format the documents required for student enrollment.
- Provides the required notifications to staff assigned to serve the admitted student.
- Allows the generation of reports to identify what, if any, documentation might be missing from student records, calculates the admissions rate and other statistics relevant for administrators.
- If used in conjunction with the Billing & Contracts module, after a student starts programming, it transfers at the click of a button the information collected throughout the admissions process to the Billing & Contracts module where monthly invoices are generated automatically.

From: "Zorich, Thomas (DESE)" <Thomas.Zorich@mass.gov>

Date: January 24, 2024 at 2:51:03 PM EST

To: Chris Scott <cscott@valleycollaborative.org>

Subject: [EXTERNAL] Student Achievement Awards

CAUTION: This email came from someone outside Valley Collaborative. Please use caution when clicking on any links or images in this message.

Dear Chris Scott,

Congratulations! There are students at Valley Transitional High School who will be receiving the Student Achievement Award from the Department of Elementary and Secondary Education (Department). By way of these awards, the Department is honoring high achieving, high needs students across the Commonwealth in an exciting and inclusive manner. High-needs students who scored Exceeds Expectations or Progressing on the 2023 MCAS and MCAS-Alt in English Language Arts or Math will be receiving the award.

Starting next week, Student Achievement Award Packets will be mailed directly to your school. Along with the award packets will be a memo from the Commissioner requesting your school's assistance in verifying that the packets contained in the mailing belong to students who currently attend your school and then distributing the packets. My contact information will also be contained in the memo in case you have any questions. Please note, I also notified your district's superintendent about the Student Achievement Award Packets and informed them that I would be emailing you this week as well.

The Department looks forward to implementing the second year of this Student Achievement Awards program. We believe it has the potential to deliver meaningful benefits for student learning. These awards packets, which are designed to raise awareness of each student's success and encourage families to respond accordingly, include a certificate of excellence, tips to help families and caregivers support their child's education at home, and a gift card for the student to buy a special treat. By making achievement vivid, tangible, and memorable, we aim to ensure that more high-achieving students continue to do well year after year, and that they and their families feel inspired and proud.

Thank you for your participation in this program and for your support for all children in your school. Please let me know if you have any questions.

Best,

Thomas Zorich

Thomas Zorich

Director of Strategic Initiatives

W 781-338-3528

thomas.zorich@mass.gov

Pronouns: he, him, his

[Center for Strategic Initiatives](#)

Massachusetts Department of Elementary and Secondary Education

Please note: The Department have moved from Malden to 135 Santilli Highway, Everett, MA 02149. The Malden office is now closed. Our phone numbers and email addresses will remain the same.

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 Caring for each other. Growing together. Back to school, better. [Learn more.](#)



Jeffrey C. Riley
Commissioner

Massachusetts Department of Elementary and Secondary Education

135 Santilli Highway, Everett, MA 02149

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

TO: Chris Scott, Executive Director
FROM: Paulajo Gaines and Ruth Hersh, Education Collaborative Team
DATE: February 23, 2024
RE: Valley Collaborative FY23 Annual Report

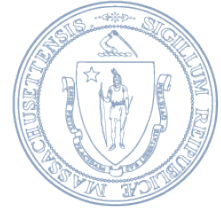
Thank you for submitting the Valley Collaborative (Valley or the Collaborative) FY23 Annual Report. We have reviewed your submission to determine its compliance with the reporting requirements of M.G.L. c. 40, § 4E and CMR 603 CMR 50.00. We ask that you share this memo with the Valley Board of Directors (Board) at the next meeting.

The Annual Report Compliance Review table below outlines the reporting requirements, and whether or not the Collaborative has satisfied those requirements. **As a result of this review, if it is determined that additional information is needed to complete our review, it is noted at the end of this memo.**

Annual Report Compliance Review

REPORTING REQUIREMENTS - M.G.L. c. 40, § 4E AND CMR 603 CMR 50.00	SATISFIED
Information on the programs and services provided by the Collaborative.	Yes
Discussion of the cost-effectiveness of all programs and services.	Yes
Progress made toward achieving the objectives and purposes set forth in the Collaborative agreement.	Yes
Evidence of approval of the annual report by the Board.	Yes
The annual report is posted to the Valley website.	Yes

If you have any questions about this memo, please email the Education Collaborative Team at educationcollaborativeteam@mass.gov.



MEMORANDUM

To: Chris Scott, Executive Director
From: Paulajo Gaines and Ruth Hersh, Education Collaborative Team
Date: April 2, 2024
Subject: FY23 Valley Collaborative Annual Independent Audit Submission

Thank you for submitting the Valley Collaborative (Valley or the Collaborative) FY23 Annual Independent Audit Report. This memo confirms that the education collaborative team at the Massachusetts Department of Elementary and Secondary Education (Department) has reviewed the submission to determine its compliance with the reporting requirements of [M.G.L. c. 40, § 4E](#) and [CMR 603 CMR 50.00](#).

As a part of this review, we examined the Collaborative's independent audit report and financial statements. The table below outlines the key audit reporting requirements, and whether or not the Collaborative has satisfied those requirements. If we have determined that additional documentation is required to complete our review, specific instructions will be provided at the end of this memo. We ask that you share this memo with the Valley Board of Directors (Board) at their next meeting.

REPORTING REQUIREMENTS	SATISFIED
Per M.G.L. c. 40, § 4E(d) and 603 CMR 50.00:	
Names, duties, and total compensation of the five most highly compensated employees.	Yes
Transactions between the collaborative and any related for-profit or non-profit organization.	Yes
Amounts expended on services for individuals aged 22 years and older.	Yes
Amounts expended on administration and overhead.	Yes
Any accounts held by Valley that may be spent at the discretion of another person or entity.	Yes
Transactions or contracts related to purchase, sale, rental, or lease of real property.	Yes
Per M.G.L. c. 40, § 4E(c)(m) and 603 CMR 50.07(9):	
Reported collaborative fund cumulative surplus within the 25 percent limitation.	Yes*
Per M.G.L. c. 40, § 4E(d) and 603 CMR 50.08(2):	
Evidence of approval of the collaborative independent audit by the Board.	Yes
Audit report is posted to the collaborative website.	Yes
* The Collaborative's reported cumulative surplus as of June 30, 2023, was \$5,560,807 or 26.45 percent of the FY23 total general fund expenditures, which exceeded the regulatory limitation on cumulative surplus. Upon certification of the cumulative surplus, the Board took action to reduce said surplus by voting to credit member districts \$304,552 to be expended by June 30, 2024. This action reduced the surplus to the permissible level of 25.00 percent.	

As in years past, please ensure that the FY23 Annual Independent Audit Report remains publicly available on the Valley website. Contact the educationcollaborativeteam@mass.gov with questions.

Valley Collaborative Board of Directors Meeting Year 12 Book 6 - Communications

From: [Scarcell, Fabio \(DESE\)](#)
To: Chris Scott
Cc: [Romancewicz, Christine \(DESE\)](#); [Brann, Karen \(DESE\)](#); [Roberts, Jannelle K. \(DESE\)](#)
Subject: [EXTERNAL] Valley Collaborative - Mid-Cycle - Week of 11/4/2024
Date: Friday, March 29, 2024 3:39:16 PM
Attachments: [image001.png](#)

CAUTION: This email came from someone outside Valley Collaborative. Please use caution when clicking on any links or images in this message.

Dear Dr. Scott,

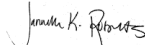
The Department of Elementary and Secondary Education (Department) informs you that your agency is scheduled for a Mid-Cycle Review during the 2024-2025 school year using our Communication Hub and Monitoring Portal (CHAMP). The purpose of the Mid-Cycle is to verify implementation of the Department's approval standards. The Department wants to assure you that the OASES team will be available to provide you support with the enhanced processes and software as you prepare for your data collection and onsite review.

Collaborative Name:	Valley Collaborative
Onsite Week:	November 4, 2024
Cohort:	1
Chairperson:	christine.romancewicz@mass.gov

Soon, you will receive notification from Elizabeth Ahern, our training specialist, with a registration link for your cohort's training session.

Please be sure to share this announcement letter with key administrative staff within your School. If you have any other questions, please feel free to contact the Chairperson.

Sincerely,



Jannelle K. Roberts, M.Ed., Assistant Director
Office of Approved Special Education Schools

Jannelle Roberts
Assistant Director
W 781-338-3738 / WC 781-873-9520
jannelle.k.roberts@mass.gov

Center for District Support
[Office of Approved Special Education Schools](#)
Massachusetts Department of Elementary and Secondary Education
135 Santilli Hwy, Everett, MA 02149
[Web](#) | [Twitter](#) | [Facebook](#) | [YouTube](#) | [Newsletters](#)

 **Caring for each other. Growing together. Back to school, better. [Learn more.](#)**

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Central Administration

11 Executive Park Dr., N. Billerica MA 01862 | Tel: (978) 528-7826 | www.valleycollaborative.org

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: April 25, 2024
Re: Monthly Update - Amy Murphy, Interim Elementary School Principal

We are proud to announce that Principal Mackay had a beautiful baby girl on February 27th! She and baby are healthy and doing well. In March, we were teased with the first hints of spring. After the April snowstorm, we've waited patiently for the fresh snow to clear and we are now able to spend well-deserved time outside!

We have enjoyed many fun and educational events this springtime. The Elementary School celebrated literacy throughout Read Across America Week from March 4th - 8th by participating in a reading themed spirit week: fun literacy activities, buddy reading, and a guest reader event. Guest readers included local firemen and police, parents, and Valley administrators including Executive Director Dr. Chris A. Scott.

We had some familiar visitors from the "Acton Discovery Center Traveling Science Program" return to run a hands-on "Force and Magnetism" science workshop for all classes. "Eyes on Owls," a rescue and educational program, visited on April 1st to teach our students all about owls, including how important it is to take care of our environment for all of its animals.

To raise awareness about Autism Spectrum Disorder (ASD), we held our annual Autism Awareness Walk on April 12th. This year each classroom donned a different color to make up a giant school-wide rainbow! Leading up to the walk, students and staff participated in spirit week, wearing their favorite sports gear, representing what they are passionate about, and dressing comfy! Officially, Earth Day is celebrated on April 22nd and another spirit week helped us celebrate by exploring, learning about, and celebrating our planet!

May is our month to dedicated to Mental Health Awareness. During the month, we will focus on positive thinking, stress relief, self-awareness, self-care, and mindfulness. We are eagerly anticipating our school-wide Yoga event, when one of our BCBA's teaches/leads all students through a yoga class! Rounding out the school year, we are in the midst of planning our annual Field Day and Graduation for students moving up to Middle School!

We are continuing to tour new students from a number of districts that include Tyngsborough, Westford, North Middlesex and North Andover. Our current enrollment is 91 students at the Elementary School.

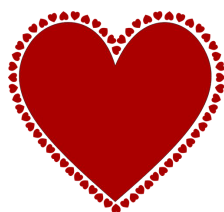
Thank you for the continued support.

Required Action:

None

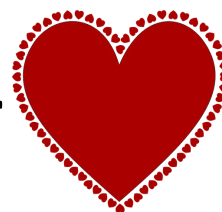
Attachments:

None



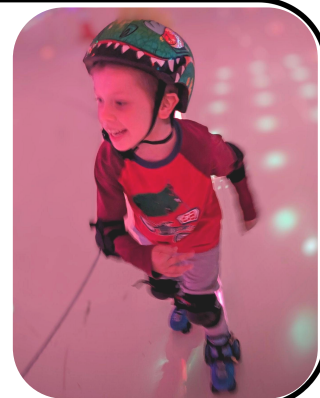
Valley Collaborative Elementary School Newsletter

February 2024



Last Month in Review

Last Month, the school participated in a field trip to Roller Kingdom in Tyngsboro. Students exercised perseverance as they learned and practiced skating. Many students tried on skates for the first time and others built upon their experiences from past trips. Students also supported and entertained each other on the Roller Kingdom stage as they sang Karaoke!



February Events

February 12th-16th: Love & Kindness Spirit Week:

This month we will encourage and celebrate kindness through a spirit week, a “caught-being-kind” incentive program, and kindness themed activities.

February 14th: Valentine’s Day Events:

On Valentine’s Day we will celebrate with a dance, a photo booth, and crafts!

February 28th: Dr. Martin Luther King Jr. Assembly:

In this school assembly students will learn about the life, work, and lasting influence of Doctor Martin Luther King Jr.

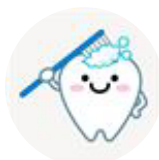
Dentist Visit

The dentist is coming to Valley on March 21st!

Permission slips were recently sent home with students.

You can also visit:
www.myschooldentist.com
and select Valley Collaborative - Special Education to sign up!

If you have any questions or would like more information, please contact Nurse Kathryn (978)-528-7805



February Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7 <i>Early Release for Students</i>	8	9
12 <i>Spirit Week</i>	13 <i>Spirit Week</i>	14 <i>Spirit Week Valentine’s Day Event</i>	15 <i>Spirit Week</i>	16 <i>Spirit Week</i>
19 <i>School Vacation</i>	20 <i>School Vacation</i>	21 <i>School Vacation</i>	22 <i>School Vacation</i>	23 <i>School Vacation</i>
26	27	28 <i>Dr. Martin Luther King Jr. Assembly</i>	29	



Valley Collaborative Elementary School Newsletter

March 2024



Last Month in Review

In February, we celebrated love and kindness with a kindness themed spirit week, a “caught-being-kind” incentive program, kindness themed activities, and a food drive. We celebrated Valentine’s day with a dance, photo booth, and crafts. To honor Black History Month, we hosted a Dr. Martin Luther King Jr. Assembly where students learned about the life, work, and lasting influence of Doctor Martin Luther King Jr.

March Events

March 4th - 8th: Read Across America

We will celebrate Read Across America Week with a reading themed spirit week, buddy-reading on the 5th, and guest readers on the 7th.

March 12th: Acton Discovery Center Event:

The Acton Discovery Center Traveling Science Program will return on the 12th to run hands-on “Force & Magnetism” science workshops.

March 15th: St Patrick’s Day Event:

Students will enjoy festive crafts and activities on the 15th.

Dentist Visit

The dentist is coming to Valley on March 21st!

Permission slips were recently sent home with students.

You can also visit:

www.myschooldentist.com
and select Valley Collaborative -
Special Education to sign up!

If you have any questions, need a new permission slip, or would like more information, please contact Nurse Kathryn (978)-528-7805



March Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 <i>Spirit Week</i>	5 <i>Spirit Week</i>	6 <i>Spirit Week</i> <i>Early Release</i> <i>for Students</i>	7 <i>Spirit Week</i> <i>Guest Readers</i>	8 <i>Spirit Week</i>
11	12 <i>Acton</i> <i>Discovery Event</i>	13	14	15 <i>St Patrick’s Day</i> <i>Event</i>
18	19	20	21 <i>Dentist Visit</i>	22
25	26	27	28	29 <i>Good Friday</i> <i>No School</i>



Central Administration

11 Executive Park Dr., N. Billerica MA 01862 | Tel: (978) 528-7826 | www.valleycollaborative.org

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: April 25, 2024
Re: Monthly Update - Nick LeClair, Principal Valley Transitional High School Alternative Program

This school year, 2 students completed the basic electrical certificate program at the Peterson School. One student landed an internship with a local electrician. For two days of the week, the student drives out to the job site, receives instruction from a mentor, and works alongside a work crew. This student will graduate this year and plans to pursue his Journeyman's license.

On our Psi cohort, sophomores completed the ELA MCAS. Many students were nervous going into testing, but every student finished with no behavioral issues or refusals. Prior to testing, our Literacy Coach and Assistant Principal ran a workshop with students on how to access their MCAS accommodations. Student feedback was positive—many students reported feeling more prepared to access IEP accommodations after the workshop.

The Delta cohort recently took part in an experiential learning week culminating in an adventurous overnight camping trip, fostering teamwork and outdoor skills. With a total of 9 students participating and 5 experiencing their first overnight adventure, the trip proved to be both memorable and educational. In the week leading up to the trip, students participated in community-based lessons demonstrating hobbies, nutrition, positive environments, and healthy habits.

We have enjoyed the onset of spring and look forward to our end-of-the-year activities! Thank you for your continued support.

Required Action:

None

Attachments:

None



Central Administration

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: April 25, 2024
Re: Monthly Update - Nicole Noska, Principal of Valley Middle School & Valley Transitional High School, Transitional Programs

During Outdoor Education, middle and high school students had the opportunity to travel to Mount Monadnock to witness the Great North American Eclipse. Students buzzed with excitement as they donned their special ISO solar filtering glasses and discussed the historical significance of the event. Students enjoyed calculating how old they will be the next time an eclipse is visible from the United States and imagining what the future would hold as they watched the moon obscure the sun.

April is Occupational Therapy Month and with that The Occupational Therapy Department launched a Spring movement challenge. This month, each class is competing for prizes, as students earn points for each lap they walk. In keeping with the spirit of movement, eight classrooms in the Transitional Middle and High School have been participating in swimming classes at the Beade Center in Concord, MA.

Vocational Services continued to expand the vocational opportunities offered to students in the Transitional High School. Two new works sites were added and two more are being developed with the goal of starting up by the end of the school year. In addition to vocational experience, Valley students also learn how to prepare for work. This includes everything from soft-skills to dress and hygiene. As part of this curriculum, ten students received haircuts from a local hairdresser who volunteered to provide free haircuts, on-site, for students in the Transitional High School and Middle Schools. Students benefited from the opportunity to practice navigating this functional life skill with the support of their teachers and therapists. The team hopes to make this an ongoing experience for students to continue developing their ADLs and functional living skills.

With MCAS two-thirds of the way complete for the year, students in the MS and HS are enjoying the Spring weather by learning outside of the classroom. Students have participated in travel training out in the community and attended field trips to various local attractions such as the Stone Zoo, the Museum of Science, Mount Watatic, Breakheart Reservation, North Shore Music Theater, Wachusett Mountain, Wonder Museum, and Fenway Park.

The Parent Advisory Group has partnered with the Student Council to sponsor a fundraiser by collecting gently used clothing and soft goods for Savers. Students set a goal of \$500 and will collect goods during the month of April.

Students, staff, and families are making their final preparations for the annual School Trip. In less than one month, 28 travelers from Valley Collaborative will fly to Chicago, IL where they will follow a deluxe itinerary of sights and experiences.

Thank you for the continued support.

Required Action:

None

Attachments:

None



Central Administration

11 Executive Park Dr., N. Billerica MA 01862 | Tel: (978) 528-7826 | www.valleycollaborative.org

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: April 25, 2024
Re: Monthly Update - Matthew Gentile, Director of DDS Services

As we head into the Spring season, Valley's Adult Program is excited by the ability to expand programming with the changing of the weather. Valley's community partners operate in many different settings and in varied environments. Some of the sites are more available and accessible based on the weather, and as Spring approaches, so do expanded opportunities for the individuals we serve.

Two prominent volunteer sites will be available for programming as the temperature continues to rise.

Drumlin Farm is a wildlife sanctuary located in Lincoln, MA which is also part of the Mass Audubon Society. Drumlin is home to a number of native species of animals living in their natural habitat. Beyond a place to live for these native animals, the farm is comprised of a number of different walking trails, a nature center/museum and multiple farms harvesting a variety of crops. Our individuals have shown a great appreciation for the opportunity to lend their volunteer services to help keeping the grounds tidy, feeding the birds and other wildlife, and assisting in the early season harvesting of crops that begins in the greenhouses on the grounds of the farm.

Strongwater Farm is a therapeutic equestrian center located in Tewksbury, MA. Strongwater specializes in providing life-changing equine-assisted services to individuals with mental, physical, cognitive, and behavioral disabilities. While these therapeutic services are not being rendered to our individuals while they volunteer, Valley initially connected with Strongwater Farm based on positive feedback we received from some of our individuals who do receive services from the farm outside of program hours. Any time our individuals get the opportunity to volunteer in a setting that has personally benefited themselves or someone they know, they are often eager to offer their services. Individuals ensure the Farm is well taken care of, including aiding in keeping the horses fed and their living areas clean and comfortable.

The majority of the Valley Collaborative Adult Program work and volunteer sites run year-round, but with some of them being based outdoors, the Spring season provides a great deal of excitement for the individuals as they are afforded these very specific volunteer opportunities.

Required Action:

None

Attachments:

None



School Safety Team

Billerica - Tyngsborough

School Safety Team Meeting

April 9, 2024

Agenda

1. Add Active Shooter Drill to Future PD Day – Eli and Renato
2. Private Ambulance Discussion – Officer Phil O’Loughlin
3. “Go Buckets” for Classrooms Update – Renato Silva
4. BeSafe Technologies Update – Renato Silva
5. Window Covering Options Presentation – Renato Silva
6. Classroom Signs Presentation – Renato Silva
7. Push-Button Door Locks – Eli and Renato
8. Tyngsborough Fence Discussion – Mazyar Moshtaghi
9. Security camera system update and discussion – Mazyar Moshtaghi
10. GoGuardian Update – Mazyar Moshtaghi
11. School Pass Update - Mazyar Moshtaghi



Central Administration

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: April 24, 2024
Re: Professional Learning

Last school year, Valley Collaborative's Executive Cabinet (Executive Director, Deputy Director, and Director of Human Resources) attended and presented at the Massachusetts Association of School Business Officials (MASBO) Annual Institute in May. This school year, the Executive Cabinet will be attending the National ADP Pro Summit from May 15 – 17, 2024 which is being held this year in Florida. We took advantage of "early bird" registration and the benefits of discounted conference costs - \$749 per person, as compared to \$1,199 per person for onsite registration. Please see attached for a short list of sessions we plan to attend while at the Next Level Solutions.

Required Action:

- None

Attachments:

- Pro Summit Sessions – Next Level Solutions Offerings

Pro Summit Sessions – Next Level Solutions

Please note session dates and times will be published at a later date. Popular sessions are repeated throughout the week.

PPL-02 Let's Talk Payroll (People)

Join Workforce Now payroll product leaders for a lively discussion about our most recent updates, upcoming innovations, challenges that you're facing, and any questions you have. Here's your chance to engage directly with the team and influence the future of payroll in Workforce Now!

Accey Bunch - *ADP Senior Director, Product Management*

Lurline Gillespie-Cornwall - *ADP Director, Product Management*

PPL-05 What's Happening in the World of HR? (People)

Join us for a freewheeling discussion on how you can manage your HR operations using Workforce Now® Enhanced HR solutions. From onboarding to transfers to leave of absence to employment terminations – ADP Workforce Now HR has everything you need to build an engaging employee experience.

Vamshi Koralla - *ADP Senior Director, Product Management*

Syed Fazal - *ADP Director, Product Management*

STR-01 Advanced Reporting in ADP Workforce Now® (Strategy)

Do you feel that you could add value to your organization if you were able to customize and refine your reports? In this session you will explore many capabilities that Advanced Reporting offers and learn how to best use those features to address your specific challenges. Topics discussed include using the Advanced Reporting wizard, specifying sorting and formatting, adding total and subtotals, scheduling reports, and much more.

Mike Hubbard - *ADP Senior Learning Consultant*

TCH-01 Utilizing the Reports Dashboard to Get What You Need (Technology)

Take a deep dive into the Reports Dashboard, search and favorites functionality and get some great tips on how to get the most out of the reports that are available in ADP Workforce Now®! Taking this session will prepare you to meet your reporting needs.

Kris Howard - *ADP Learning Consultant*

TCH-03 ADP Workforce Now® Hidden Gems (Technology)

Join us for this 45-minute session where we will share helpful hints and hidden gems of Workforce Now®. Have you ever wondered if there is a better way to navigate The Bridge? Or wanted to see a highlight of recent enhancements? How about some useful tips and tricks that you can take back to your teams? Come to our Workforce Now® treasure box and see what hidden gems you can take away!

Matthew Puzio - *ADP Executive Relationship Manager*

Gail Calhoon - *ADP Client Relationship Consultant*

Pro Summit Sessions – Next Level Solutions

Please note session dates and times will be published at a later date. Popular sessions are repeated throughout the week.

STR-03 Advanced Reporting: Filters and Derived Fields within ADP Workforce Now® (Strategy)

Are you creating simple reports in ADP® DataCloud and interested in developing your skills? This session will teach you how to leverage advanced features of the custom reporting tool in ADP Workforce Now®, create advanced filters to refine report results and use derived fields to perform calculations and conditional requirements.

Kris Howard - *ADP Learning Consultant*

STR-05 Building Great Hiring Practices with ADP Workforce Now® Recruitment (Strategy)

ADP Workforce Now Recruitment offers industry leading candidate sourcing and application process automation capabilities. Join this session to learn about the latest updates with ADP Workforce Now Recruitment that enable implementing efficient hiring workflows with robust automation.

Varchas Subrahmanya - *ADP Director, Product Management*

Vamshi Koralla - *ADP Senior Director, Product Management*

STR-07 Health Compliance: ACA Penalties and Burdens are Real (Strategy)

ACA Federal and State mandate requirements continuously change causing increased burden and complexity on employers. This session is an opportunity to support your understanding of the current legislative environment around ACA and how it impacts your organization. You will learn how ADP's Health Compliance solution's approach of ACA proactive penalty avoidance will support your ACA compliance strategy and help prepare you for the 2023 ACA reporting year.

Wendy Delgado-King - *ADP Senior Project Manager*

Kimberly Freeman - *ADP Senior Director, Health Care Reform - Compliance Solutions*



Central Administration

11 Executive Park Drive, N. Billerica, MA 01862 | Tel: (978) 528-7826 | www.valleycollaborative.org

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: April 25, 2024
Re: Technology Department – Website Updates

Valley Collaborative is in the process of creating a new and improved website, which dovetails with our District Improvement Plan to improve two-way communication with all stakeholder groups. Please see the attached Website Meeting Agenda, which provides an overview for the work currently being completed. The anticipated launch for this endeavor is fall 2024.

Required Action:

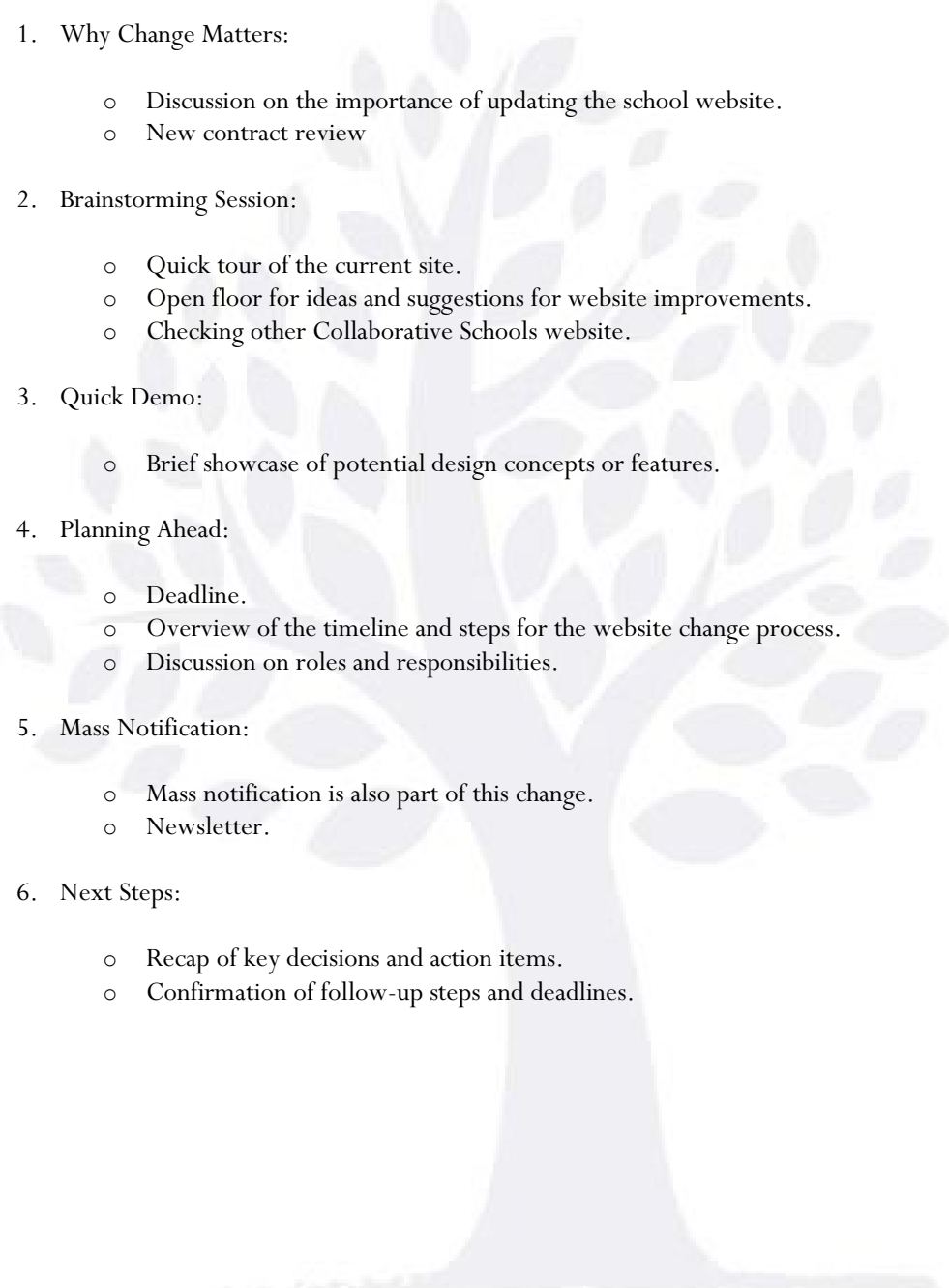
- None

Attachments:

- Technology Department Meeting Agenda

Valley Collaborative
Website Update Meeting
11 Executive Park Drive, North Billerica, Massachusetts
Wednesday, March 6, 2024 ▪ 10:00 a.m.

Website Update Meeting

- 
1. Why Change Matters:
 - Discussion on the importance of updating the school website.
 - New contract review
 2. Brainstorming Session:
 - Quick tour of the current site.
 - Open floor for ideas and suggestions for website improvements.
 - Checking other Collaborative Schools website.
 3. Quick Demo:
 - Brief showcase of potential design concepts or features.
 4. Planning Ahead:
 - Deadline.
 - Overview of the timeline and steps for the website change process.
 - Discussion on roles and responsibilities.
 5. Mass Notification:
 - Mass notification is also part of this change.
 - Newsletter.
 6. Next Steps:
 - Recap of key decisions and action items.
 - Confirmation of follow-up steps and deadlines.



Central Administration

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: April 25, 2024
Re: Medical Behavioral Emergency Response Plan

Attached please see Valley Collaborative's recently updated Medical Behavioral Emergency Response Plan, which will be submitted to DESE by September 1, 2024. Updates in this most current plan include Behavioral Health Help Line criteria and responses for interventions as well as small changes to nomenclature.

Required Action:

- None

Attachments:

- Valley Collaborative's Medical Behavioral Emergency Response Plan



Central Administration

11 Executive Park Drive, N. Billerica, MA 01862 | Tel: (978) 528-7826 | www.valleycollaborative.org

Medical/ Behavioral Emergency Response Plan

Valley Collaborative has developed this Medical Emergency Response Plan in consultations with the members of the school community including, principals, lead teachers, Lead Nurse, Facilities, school nurses, school physician, Billerica Police, Fire and Ambulance Service. The purpose of this plan is twofold:

1. To reduce the incidence of life threatening emergencies, and
2. To promote efficient responses to such emergencies

The complete plan has been posted in the Principal's office, lead teachers office, main office and school nurses' office. The complete plan will be modified as needed and updated whenever there are physical changes to the school campus, including new construction. The plan will be submitted to the Department of Elementary and Secondary Education every three years.

Safety Assessment

To prevent injuries and accidents on school property, the school district follows Occupational Safety and Health Administration (OSHA) guidance. Prior to the opening of the school each year, key school administrators and the facility management director in cooperation with the Hopedale Fire Department conduct a safety assessment of all buildings using the National Institute for Occupational Safety and Health (NIOSH) Safety Program Checklist for Schools. Safety guidelines are posted in all classrooms. Science, engineering, physical education, and fine arts instructors as well as athletic coaches educate students on specific safety precautions and injury prevention measures relevant to their disciplines.

Community Emergency Responders

School leaders and administrators have ongoing relationships with fire and police chiefs as required under the Multi-hazard Evacuation Plan, developed under Section 363 of Chapter 159 of the Acts of 2000. Law enforcement and fire/safety personnel have connected the district administration building and the district schools with local emergency medical services (EMS) personnel. EMS has assisted in establishing a rapid communication system linking all parts of the school campus; determining response times to all parts of campus; and providing a methodology for directing EMS personnel to an ill or injured individual(s) and to available rescue equipment when they arrive in response to an emergency call for assistance. Our school

has established relationships with the Mobile Crisis Center and our local Community Based Health Center.

911 and Access

- The school has a dedicated landline that connects directly to 911 local mobile crisis.
- Key personnel, including those involved in after-school and extracurricular activities, have access to radios that can directly access 911.
- Medical and Behavioral Health Emergency Response protocols and 911 radios are in all vehicles owned and operated by the district.

Contact Information

All staff are required to carry a walkie-talkie on their person at all times while with the students. The school maintains an updated list of key faculty and staff, with phone numbers and a call tree that indicates when each individual is to be contacted during a medical or behavioral health emergency and their respective roles, such as directing EMS, providing first aid, supporting students, and providing class coverage. This resource information is available in the school's main office and in the school nurse's office.

The school maintains an updated list of community-based providers including our local Community Based Health Center that includes names and phone numbers of behavioral health professionals who can provide long- and short- term mental health services on campus following incidents and emergencies. This resource information is available in the school's main office along with information on the state's Behavioral Health Help Line.

The school's main office will contact parents/guardians of students and emergency contact persons for faculty and staff if the student, faculty, or staff person has a medical/behavioral health emergency. The school maintains a list of names and phone numbers of parents/guardians, updated at the beginning of each school year, who should be contacted in case of a medical/behavioral health emergency concerning a student. The school maintains a list of names and phone numbers of individuals who should be contacted in case of a medical/behavioral health emergency concerning faculty and staff. Faculty and staff are directed to provide updated contact information as needed to the main office.

Medical/Behavioral Health Emergency Response Protocols

The school's Medical/Behavioral Health Emergency Response Protocols are posted in the main office, the school nurse's office, classrooms, cafeteria, and public areas on campus with instructions on how to activate the local emergency medical services (EMS).

In case of a medical incident, school staff will immediately:

- Contact the school nurse and the main office; and

- Escort an injured person who is ambulatory to the school nurse's office or notify the school nurse if the person cannot be moved.

Main office personnel/ school nurses will ensure that designated individuals are directed to remain with the injured or ill person until medical assistance arrives.

Faculty and staff who are involved in school-related activities outside of regular school hours have been trained in the medical emergency response protocols and keep a copy of the protocols with them during all school-sponsored activities and events. The protocols identify who is to be contacted during activities outside of the regular school hours.

The school's medical response will proceed as follows:

- The nurse will assess the condition of the person(s) to determine the category of injury, illness, or condition:
 - i. *Life-threatening or potentially disabling*: Because these medical conditions can cause death or disability within minutes, they require immediate intervention, medical care, and, usually, hospitalization. Examples of this category include airway and breathing difficulties, cardiac arrest, chest pain, and/or cyanosis.
 - ii. *Serious or potentially life-threatening or potentially disabling*: Burns, major multiple fractures, and insect bites are examples of this category. These occurrences may result in a life-threatening situation or may produce permanent damage, so they must be treated as soon as possible.
 - iii. *Non-life-threatening*: These are defined as any injury or illness that may affect the general health of a person (e.g., mild or moderate fever, stomachache, headache, seizures, fractures, cuts). The school nurse will evaluate the incident and make decisions regarding further treatment. The school nurse may notify the parent/guardian and recommend follow-up medical evaluation or treatment.
- When an injury, illness, or condition is determined to be potentially life-threatening or disabling, the school nurse will inform main office personnel to:
 - call EMS (911) using the dedicated emergency phone line and provide the location of the injured or ill person and available rescue equipment.
 - activate the medical emergency contact list to use designated school staff in their respective roles.
 - direct designated school personnel to remain stationed at the specific location on campus where the medical incident occurred and greet emergency responders upon arrival, providing updates on the situation. EMS response time to the Valley Middle/ High School is estimated at 3-4 minutes, Valley Elementary is estimated 4-5 minutes.

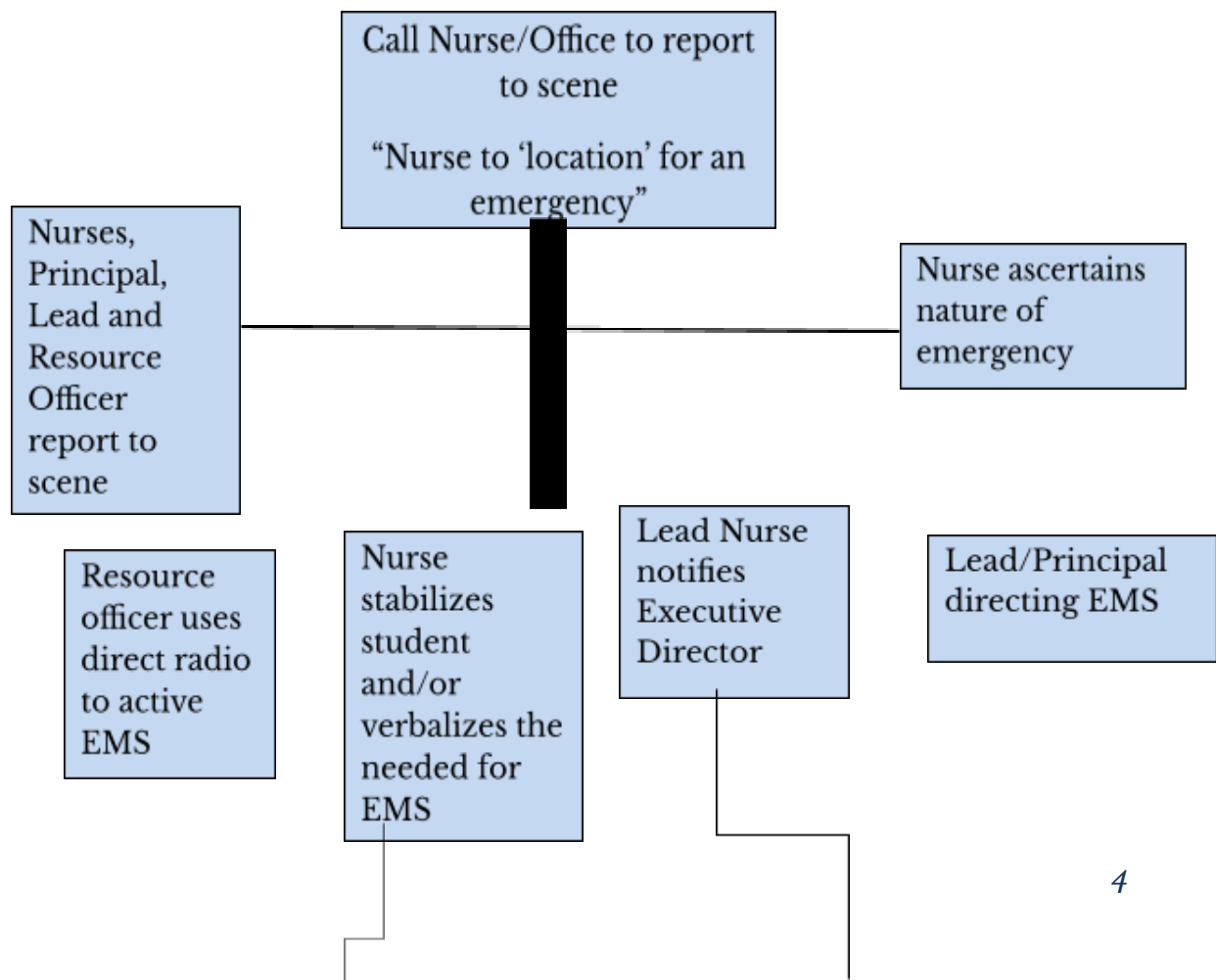
- Principal or Social Worker will notify the parent/ legal guardian of the student or the emergency contact for faculty/ staff and inform them that the person is ill or has been injured and is being transported to a medical facility if the information is known at the time of the call.

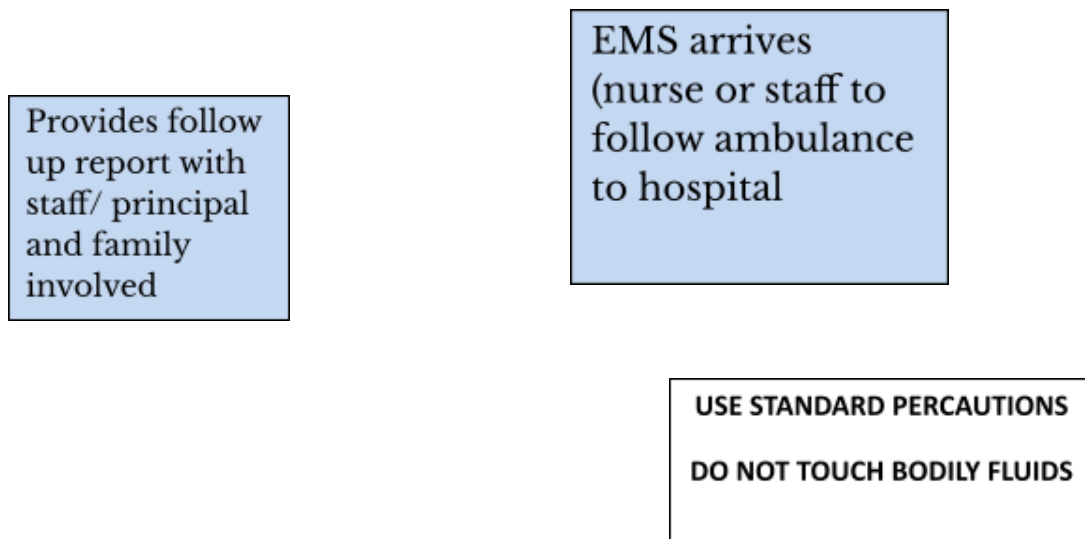
If the school nurse is not in the building at the time of the medical incident, main office personnel will notify the administrator and the lead nurse. They will assess the situation and direct main office personnel to place the 911 call in the event of a potentially life-threatening or potentially disabling injury, illness, or condition. Other steps will be taken as described above.

If the school nurse or other medically trained individual determines that the injury, illness, or condition is non-life-threatening, first aid and or medical services will be provided onsite, as appropriate. Main office personnel will notify the involved student's parent/guardian.

All faculty and staff must adhere to the following during all medical incidents:

- Standard Precautions must be followed at all times (see Definitions).
- Avoid moving the ill or injured person unless there is more danger if left there.
- Remain with the person until assistance arrives and remain calm.
- Direct other staff to manage bystanders.





In case of a behavioral incident, school staff will immediately:

- Refer to the student's individualized behavior plan
- Contact the school counselor/clinical staff, BCBA , school nurse, administrator if needed
- Encourage the person to the counselor's office or quiet space if indicated

The school's behavioral health response will proceed as follows:

- The teacher, school counselor, BCBA or clinical staff will assess the condition of the person(s) to determine the category of behavioral need:
 - i. *Life-threatening Situation (Emergent)*: A behavioral emergency is defined as a situation in which a person presents as being at imminent risk of behaving in a way that could result in serious harm or death to self or others. Examples of this category include signs of self-injury, suicidal or irrational thoughts, and increased agitation demonstrated as verbal or physical threats.
 - ii. *Serious or in need of immediate crisis intervention (Urgent)*: Signs might include inability to perform daily tasks, rapid changes in personality, mood, or behavior, signs of alcohol or substance use, history of suicide attempts or other self-harming behaviors, or significant withdrawal from friends, family members, or enjoyed activities.
 - iii. *Non-life-threatening behavioral health need (Routine)*: These are defined as any behavioral needs that may affect the general health of a person (e.g., mild or moderate feelings of anxiety, irritability, frustration, sadness, anger, etc.).

iv. The school counselor may consider calling the Behavioral Health Help Line (BHHL) 833-773-2445 for additional support coordinating services.

- The BHHL can support the school counselor or others with the assessment and response to behavioral incidents as follows:

Behavioral Incident	ROUTINE	URGENT	EMERGENT
Criteria	When the person manifests an adequate premorbid level of functioning with adequate social/family support and resources, and when the person demonstrates only mild impairment in judgment, functioning, and impulse control.	The person may be distressed, or multiple risk factors are present, but there is no current potential danger of harm to self or others. The person indicates a plan and ideation to harm self or others, but no apparent means or intent are present, and protective factors are sufficient to not warrant a higher risk rating. The person indicates intoxication or mild withdrawal symptoms.	Failure to obtain immediate care would place the person's life, another's life, or property in jeopardy, or cause serious impairment of bodily functions. If the person is determined to be at imminent risk, the school counselor will initiate the outreach to active rescue and request community dispatch and safety assessment.
Response	Refer to students individual behavior plan or coping strategies, offer quiet space or sensory room, encourage talking about concern with clinical staff	Refer to school wide crisis intervention plan, Refer to social worker, contact students family and offer connection to local Community Based Health Center or Behavioral Health Urgent Care	Mobile Crisis Intervention Section 12 Or 911

When in a life-threatening situation, the school counselor or clinical staff will inform main office personnel to:

- call EMS (911) and provide the location of the person.
- activate the medical and behavioral emergency contact list for designated school staff in their respective roles.
- direct designated school personnel to remain stationed at the specific location on campus where the behavioral incident occurred and greet emergency responders upon arrival, providing updates on the situation. EMS response time to the school is estimated at 4-5 minutes
- The administrator will decide if there should be a stay in place while emergency services are on the premises.
- notify the parent/guardian of the student or the emergency contact for faculty/ staff and inform them that the person is experiencing a behavioral health emergency and is being transported to a medical facility if the information is known at the time of the call.

When an individual is in need of immediate crisis intervention, the teacher, social worker or clinical staff will:

- contact the schools BCBA or clinical staff to assess the situation and refer to students individual behavior response plan
- call their local Community Behavioral Health Center (CBHC) or Mobile Crisis Provider using the dedicated phone line and provide the location of the person in need of immediate crisis support if necessary.
- activate the medical emergency contact list to use designated school staff in their respective roles.
- Direct designated school personnel to remain stationed with the person identified as needing crisis intervention and be prepared to greet crisis responders. If school personnel experience unforeseen delays and behavioral symptoms worse, they can then direct the main office personnel to place the call to 911.

If the school counselor or clinical staff are not in the building at the time of the behavioral emergency, main office personnel will notify the administrator in charge. The administrator will assess the situation and direct main office personnel to place the 911 call in the event of a potentially life-threatening situation. Other steps will be taken as described above.

If the behavioral condition is later determined by the school counselor or other trained personnel to be minor, the EMS call will be canceled, or EMS units will clear the scene.

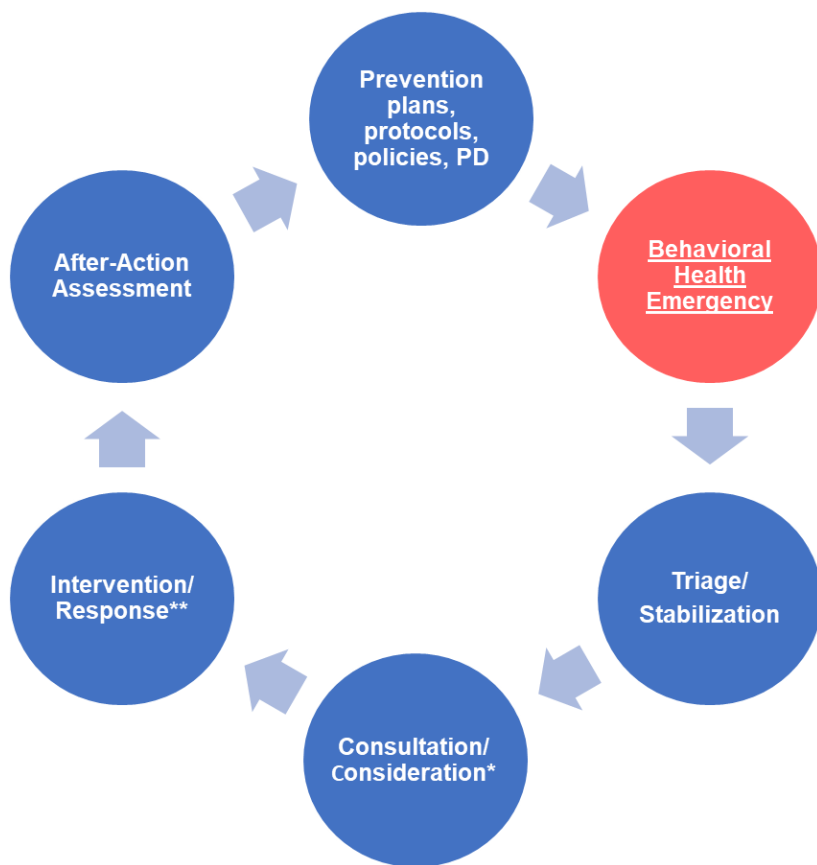
If the school counselor, clinical staff, school psychologist or other trained personnel determines that the behavioral condition is non-life-threatening, behavioral health services can be offered

onsite. Main office personnel will notify the involved student's parent/guardian or the emergency contact for faculty/staff.

All faculty and staff must adhere to the following during all behavioral incidents:

- Standard Precautions must be always followed (see Definitions).
- Avoid moving the person unless there is more danger if left there.
- Remain with the person until assistance arrives and remain calm.
- Direct other staff to manage bystanders.

Faculty and staff who are involved in school-related activities outside of regular school hours have been trained in the medical and behavioral emergency response protocols and keep a copy of the protocols with them during all school-sponsored activities and events. The protocols identify who is to be contacted during activities outside of the regular school hours.



Goals of Crisis Intervention:

- Stabilization/De-escalation
- Safety
- Reduce symptoms
- Return to adaptive functioning or facilitate access to continued care

*Consultation per protocols with Supervisor, Admin, SAC, Nurse, SRO, Parent, etc.

****Examples of Possible Interventions/Responses**

- Refer to Social Worker, LMHC, Nurse, BCBA
- Refer to students Individualized Behavior Plan or Safety Care
- SW/LMHC assessment for suicide, self-harm, violence, mental status
- Nurse to assessment for substance use or self injury
- Referral for community-based Emergency MH Risk Assessment
- Refer to Resource Officer if available
- Referral for new and/or coordination with existing community services (i.e. DCF, MH, Probation, dating/domestic violence, etc.)
- Refer for medical exam

Cardiopulmonary Resuscitation (CPR) and First Aid Training¹

Valley Collaborative Lead Nurse is a certified BLS instructors through the American Heart Association. They provide training to designated school staff in cardiopulmonary resuscitation (CPR), automated external defibrillators (AEDs), and first aid with the recommendations from DPH. All individuals who attend the nurses' class will be certified through the American Heart Association Heartsavers Program. The names of the individuals who successfully completed the training will be posted in the nurses' offices.

Medical/ Behavioral Response Drills

The Valley Collaborative Safety Committee will work together to schedule different drills and Professional Development situations where “medical and behavioral health emergency situations” are staged so as to monitor response times and procedures. Staff will run through different medical drills during First Aid and CPR training. Staff will run through different behavioral/de-escalation drills during Safety Care Training.

Automated External Defibrillators (AEDs) (All AEDs are portable)

AED's are located here at each location:

- Elementary School: Across the hall from main office/ next to the gym
- Middle/ High School: Across from main office

¹ DPH recommends that, as a minimum standard, at least five person trained in first aid/CPR be available in each school at all times, when students are on school grounds, including before and after school. The actual suggested ration is one trained staff member for every 50 students (1:50). In high-risk populations, it is recommended that there be one first aid trained person for all medically fragile person (1:1).

All AED's are housed in a wall mounted cabinet. All AED's are located in site that make them readily accessible for campus-wide access during school hours, after-school activities, and public events held at the school, and the number is sufficient for the size of the school. A list of school personnel who are trained in AED use, a map of the school's floor plan, and instructions on communicating in emergencies are in the same location and included in the Plan. Only persons trained and certified in the American Heart Association Heartsaver Program or another CPR course may have access to and use the AED during regular school hours. The school nurses are responsible for checking and documenting the status of the AEDs in accordance with the manufacturer's recommendations. The Lead Nurse ensures that the AED units are maintained according to the manufacturer's recommendations.

Contact Information

School District or Charter School: Valley Collaborative
Superintendent or Charter School Leader: Dr. Chris Scott
Email: cscott@valleycollaborative.org
Phone: 978-528-7827

School: Elementary School
School Address: 135 Coburn Rd Tyngsboro, MA 01879
School Principal: Heather Mackay
Email: hmackay@valleycollaborative.org
Phone: 978-528-7817

School: Middle School, Transitional High School, Transitional Program
School Address: 40 Linnell Circle Billerica, MA 01821
School Principal: Nicole Noska
Email: nnoska@valleycollaborative.org
Phone: 978-528-7865

School: Transitional High School, Alternative Program
School Address: 40 Linnell Circle Billerica, MA 01821
School Principal: Nick LeClair
Email: nleclair@valleycollaborative.org
Phone: 978-528-7834

Contact Person for the School Plan: Jessica Scalzi RN, BSN

Email: jscalzi@valleycollaborative.org

Phone: 978-528-7896

Section 1: The Medical and Behavioral Health Emergency Response Plan

A. *Essential Plan Components*

At each school, procedures must be in place to manage injury or illness of faculty, staff, students, and visitors and to respond in a timely and efficient manner to medical and behavioral health emergencies. Under the Medical Emergency law, each school's Plan must include:

(1) **Requirement:** a method for establishing a rapid communication system linking all parts of the school campus, including outdoor facilities and practice fields, to the emergency medical services system and protocols to clarify when the emergency medical services system, youth mobile crisis intervention teams or other emergency contact people shall be called.

School's Response: *Describe the school's method for establishing a rapid communication system.*

Valley Collaborative has purchased two way radios to be used by administrators, faculty and staff and on the school playgrounds or gymnasiums. Cell phone numbers have been shared with essential personnel for those individuals who will be off of the school grounds for field trips. The cell phones will be the primary form of communication in emergency situations that may arise on field trips.

(2) **Requirement:** a determination of emergency medical service response time to any location on campus.

School's Response: *Describe the emergency medical service response times to locations on the school campus.*

Response time to any location at 40 Linnell Circle by EMS personnel is 3-4 minutes as confirmed by Billerica Fire Department. Response time to any location in the town of Tyngsboro by EMS personnel is within 6 minutes confirmed by Tyngsboro Fire Department.

(3) **Requirement:** a list of relevant contacts and telephone numbers including behavioral health providers with a protocol indicating when each person shall be called, including names of professionals to help with post-emergency support. The plan should also include clear guidelines for the roles and responsibilities of behavioral and other health professionals, including, but not limited to, school counselors and community intervention professionals and, where applicable, school resource officers or police officers on school campuses; provided, however that such model plan shall be designed to limit referrals to law enforcement or arrests on school property to cases in which an imminent risk to the health and safety of individuals on school property necessitates such referral or arrest.

School's Response: *Provide a list of relevant contacts and telephone numbers with information indicating when each person should be called. Include names of professionals to help with post-emergency support.*

40 Linnell Circle (High School/ Middle School)
Dr. Chris Scott (Executive Director): 978-528-7827
To be contact in the event of all emergency situations
Renato Silva (Facilities Manager): 978-528-7831
To be contact if there is an emergency in relation to the buildings and facilities at any of the schools
Jessica Scalzi (Lead Nurse): 978-528-7896
To be contact in the event of all emergency situations
Nick LeClair (Transitional High School. Alternative Program Principal): 978-528-7834
To be contact in the event of an emergency at the High School, Site 2
Nicole Noska (Middle School, Transitional High School, Transitional Program): 978-528-7865
To be contacted in the event of an emergency at the Transitional High School or Middle School.
Ashley McNamara (Social Worker) ext 823
Brittany Maiuri (Social Worker) ext 842
Dana Williams (LMHC) ext 802
Tracey Marinelli (LMHC) ext 833
Jacklyn Squeglia (LMHC) ext 897
Alyse Scanlon (Social Worker) ext
To be contacted in the event of a Behavioral Health Emergency

135 Coburn Rd (Elementary School)

Kathryn Mari (Nurse): 978-528-7805

To be contacted in the event of an emergency at the Elementary School.

Heather Mackay (Elementary School Principal): 978-528-7817

To be contacted in the event of an emergency at the Elementary School.

Nicole Spampinato (Social Worker) ext: 835

Alyson Norman (Social Worker) ext: 847

Jennifer Glow (Guidance Counselor) ext 828

To be contacted in the event of an Behavioral Health Emergency

- (4) **Requirement:** a method to efficiently direct emergency medical services personnel to any location on campus, including to the location of available rescue equipment.

School's Response: *Describe how emergency medical services personnel will be directed to the emergency site(s) and to available rescue equipment.*

Fire, police and EMS may obtain maps of each building in the main office of each location or from the Director of Facilities. A school administrator or their designee will meet with emergency medical services personnel at the front door of the building to escort them to the individual.

- (5) **Requirement:** safety precautions to prevent injuries in classrooms and on the facilities.

School's Response: *Describe the safety precautions the school has in place to prevent injuries in classrooms and on the facilities.*

School nurses present information yearly to staff members on safety precautions to prevent injuries in the classrooms. The nurses also provide each classroom teacher and paraprofessional with a blood pathogen kit that includes gloves and first aid supplies, as to prevent the spread of blood borne illnesses. A review of Epipen use and AED trained personnel are identified. The Fire Chief also tours each building and subsequent premises to alert each school's administrator as

to what changes need to be made both to the interior and exterior of the building to maximize student safety and crisis prevention.

- (6) **Requirement:** a method of providing access to training in cardiopulmonary resuscitation (CPR) and first aid for teachers, athletic coaches, trainers, and other school staff, which may include training high school students in cardiopulmonary resuscitation.

School's Response: *Describe how the school will provide access to CPR and first aid training for the staff listed above. Describe if the school will provide CPR training for high school students.*

The Valley Collaborative takes volunteers to become CPR/AED and first aid trained during non-school hours. Valley Collaborative follows DPH's recommendation that, as a minimum standard, at least five person trained in first aid/CPR be available in each school at all times, when students are on school grounds, including before and after school. The actual suggested ration is one trained staff member for every 50 students (1:50). In high-risk populations, it is recommended that there be one first aid trained person for all medically fragile person (1:1). The Valley Collaborative Lead Nurse and is certified AHA Instructors. Online classes are offered through National CPR Foundation.

- (7) **Requirement:** in the event the school possesses an automated external defibrillator (AED),
- the location of the device;
 - whether or not its location is either fixed or portable; and
 - those personnel who are trained in its use.

With respect to item (7) on AEDs, the law further requires information on:

- the total number of AEDs in each school (*note: the law does not require schools to possess AEDs*);
- any volunteers (and personnel) who are trained in the AED use;
- personnel who have access to AEDs during regular school hours and after school; and
- the total estimated number of AEDs necessary to ensure campus-wide access during school hours and in after-school activities and public events (*the estimate is required whether or not the school currently has AEDs*).

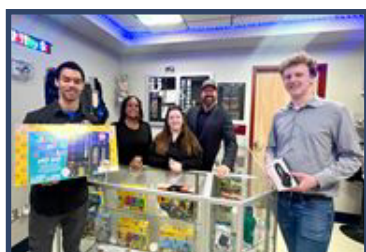
School's Response: *If the school has AEDs, provide the information on the items listed above. If the school does not have AEDs, provide information on the estimated number of AEDs needed. A sample form is provided for your use in displaying the required AED information.*

Valley Collaborative has a total of 3 AED's (1 at 40 Linnell, 1 at 135 Coburn Rd and 1 at 11 Executive Drive). Valley Collaborative's Lead Nurse maintains a list of staff who are certified in CPR and AED training.



We are: Taking a Break

■ Page 2: Valley Elementary now offers a range of spaces for students who are looking to recharge.



We are: Shopping!

■ Page 4: The school store at Valley Middle/Transitional High School now has its own designated space.



We are: Feeding the Birds

■ Page 6: The arrival of spring means the return of highly anticipated volunteering opportunities for Individuals in Valley's Adult Program.

VALLEY COLLABORATIVE

Volume 12, Issue 3 News for the extended Valley Collaborative community Spring 2024

Spring Has Sprung at Valley Collaborative!



DR. CHRIS A. SCOTT, VALLEY COLLABORATIVE EXECUTIVE DIRECTOR, READS TO STUDENTS IN MS. CHANELLE'S CLASS AS PART OF READ ACROSS AMERICA. THE ANNUAL EVENT TO PROMOTE LITERACY IS HELD ACROSS THE COUNTRY ON THE BIRTHDAY OF BELOVED CHILDREN'S AUTHOR DR. SEUSS. DR. SCOTT WAS ONE OF SEVERAL GUEST READERS WHO VISITED VALLEY ELEMENTARY TO JOIN IN THE READING FUN.

Dear Valley Community:

Spring has sprung! Like all of you, we are enjoying this season of renewal and growth here at Valley. Outside, the grass is greening and trees are budding while inside we welcome a new energy and excitement for learning with our students and staff alike. Of course, new growth and learning is not limited to spring here in our schools and programs. We see it each and every day as our teachers, therapists, assistants, support staff and administrators work together to provide the best possible social/emotional and academic learning experiences for all of our students.

That is the Valley way of bringing to life our mission statement: *Building a community that empowers children and adults to find their own way.* What better way to do that than by cultivating a culture of continuous learning for everyone at Valley?

Throughout this school year we have had a renewed focus on professional learning (a/k/a professional development) for all staff. While students are enjoying time with family and friends on our early release Wednesdays, their teachers, assistants and administrators are focusing on their own professional learning.

>continued on back page

VALLEY COLLABORATIVE

Valley Elementary: Space to Thrive

On a recent morning, Valley Elementary's newest student-centered space was a scene of quiet industry. As Gabe 'chilled' in a hammock swing, Zac dropped by the Sensory Room to burn off a little extra energy in between classes with the help of a mini basketball and hoop. While students have all kinds of reasons for visiting the space, they all agree that they love it. "The swing is my favorite part," says Nate Skorik. Lucas Harrington couldn't narrow down his favorite part of space, which in addition to the swing features a treadmill and tents for students who need a quiet retreat. "I like everything!" said Lucas.

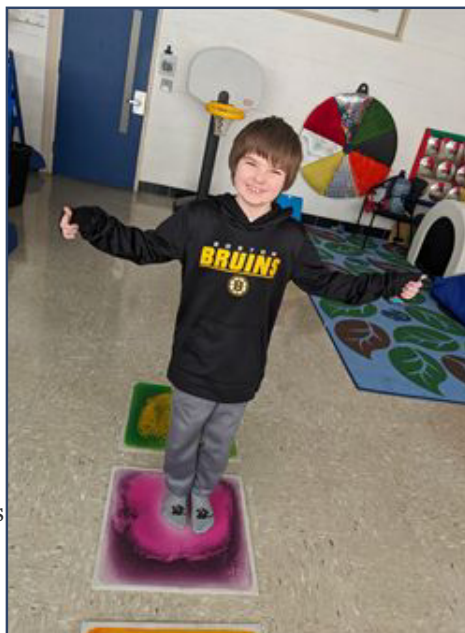
The idea for the space came from a popular gym called We Rock the Spectrum in Westford. With its mission of inclusion and learning through sensory play has made the gym a natural destination for Elementary School field trips. Staff members were inspired to try to adapt We Rock the Spectrum's emphasis on positive social, emotional and physical development back at Valley. Before long, a former classroom had been reinvented as a space for sensory breaks complete with stations. "The students are taking full advantage of our amazingly unique Sensory room, participating in balance, deep pressure, visual and tactile experiences supporting their self-regulation and attention in the classroom and beyond!" says Occupational Therapist Madison Pesa.

The Sensory Room is just one of a whole suite of spaces available for students, whether they need a movement break, a quick reset between classes, or some quiet time. And whether that visit is just a few minutes or a bit longer, there is a space available for almost any student need. The gross motor room features a slide, a cargo

net, and full rock wall for students to climb, with crash mats for them to land on safely.

Students in need of some downtime can also visit Chillville, a peaceful enclave outfitted with bean bags and caves and featuring soothing images and quiet music. A Zen Den welcomes students who need a quiet spot to work on class materials, while another movement room is now available behind the stage in the auditorium. "We are very lucky to have these great spaces and all the wonderful resources within them," says PE Teacher Rosa DeMauro.

Assistant Principal Bryan Thomas says that with warming temperatures, the school's many outdoor spaces will become available as well, meaning that there will be even more opportunities for students to find a space that is just right for them. "We're focused on finding what kids need from a sensory, motivation and regulation point of view and giving them the space to do that." ■



TOP: SECOND GRADER LUCAS HARRINGTON IN THE SENSORY ROOM; ABOVE: FIRST GRADER PRESTON BITTENCOURT RELAXES IN THE SENSORY ROOM SWING; LEFT: FOURTH GRADER OLIVIA BUONOMANO WITH SLP JILLIAN WENDLER.

VALLEY COLLABORATIVE

Valley Elementary Celebrates Reading

Ordinarily the site of emergency vehicles in the Valley Elementary parking lot would have been cause for alarm. But the recent visit by firefighters and paramedics was nothing to worry about. Instead, members of the Tyngsboro Fire Department and a full complement of emergency professionals were on hand to be guest readers—part of Valley Elementary’s week of reading-related activities in coordination with Read Across America. In addition to Fire Chief Wes Russell and several firefighters and EMTs, the Valley guest readers included parent members of the Parent Advisory Group, Dr. Chris Scott, Valley’s Executive Director, along with members of her leadership team, and School Resource Officer Chris Gustafson. The week-long celebration of all things reading also featured “buddy reading” in which students from older classrooms read to their younger peers. “It was an all around amazing week of reading,” says Assistant Principal Bryan Thomas. Congrats to Special Education Teacher and Wilson Dyslexia Practitioner Meghan Waters, and Jillian Wendler, Speech-Language Pathologist, for coordinating these great events! ■



ABOVE: FOURTH GRADER MADELINE CLARK READS TO SECOND GRADER ETHAN BARRY. TOP RIGHT: A LIST OF READ ACROSS AMERICA EVENTS AT VALLEY ELEMENTARY; RIGHT: VALLEY SCHOOL RESOURCE OFFICER CHRIS GUSTAFSON READS TO STUDENTS.

 A graphic with a red and white striped border. At the top is the Cat in the Hat. The title "Read Across America Week" is in large blue letters. Below it are five days of events, each with a list of activities. At the bottom left is a stack of books with "Read Across America" written on them. At the bottom right is a Dr. Seuss tree.

Read Across America Week

On the Places You'll Go Monday - March 4th

- Wear Valley or other school spirit shirts

Pajama Tuesday - March 5th

- Wear your coziest set of pajamas

Read My Shirt Wednesday - March 6th

- Wear a shirt with words

Reading is Relaxing Thursday - March 7th

- Dress in vacation clothes
ex. Hawaiian shirts/hats/sunglasses

Green Eggs and Ham Friday - March 8th

- Wear green in honor of one of Dr. Seuss's well-known books



VALLEY COLLABORATIVE

Good Things In Store for Valley Middle/Transitional High School Program

The new improved school store at Valley Transitional High School has been years in the making. The concept, which began as a program for middle school students, was simple: kids would amass points for the kinds of positive behaviors that Valley tries to cultivate—everything from internal and emotional regulation to meeting community norms and expectations. Every Friday, students would make their way to a temporary shop set up in the second floor kitchen and cash in the points they'd earned for items they'd ordered and that Assistant Principal Brian Mihalek had purchased. But COVID put in-store shopping on hold. Like the rest of the Valley school experience during the pandemic, the store moved online, with Valley staff delivering items to students. Now, the store is open for business once again, and finally has its own designated space.

While the store may look more like a real retail space than in previous incarnations, Brian says that the concept has remained the same since he first came up with the idea two decades ago. "It's all about a fun experience for kids that connects to the Valley mission: be safe, responsible and respectful," says Brian. "It builds our culture but most importantly, kids love it."

In its post-pandemic incarnation, the store has ascended to a whole new level thanks to the hands-on oversight of BCBA Mackenzie Bemis, who describes the store as her 'baby.' Mackenzie has carefully stocked the store with a wide range of items for students to purchase using the points they've accumulated. With each point worth a quarter, students can cash in a small number of points for ring pops or Hershey's kisses or



FROM LEFT: TAEJON VILELA-MARTINEZ, STUDENT; DANA WILLIAMS, SCHOOL ADJUSTMENT COUNSELOR; MACKENZIE BEMIS, BCBA; JOHN SHEA, CLASSROOM TEACHER AND COREY ERICKSON, STUDENT, SHOW OFF THE NEW SCHOOL STORE.

save up their points over weeks or even months and cash them in for a big ticket item. The costliest items include a Lego set and a set of Xbox headphones.

Mackenzie says that her decisions on what to stock are based on student interest. "I really try to gauge what our students are interested in."

By the time the store opens each Friday a long line of students has formed outside. "The store is really motivating for them," Mackenzie says. "They can't wait for it to open." And these Valley Transitional High School students agree.

"At Valley, we get a lot of incentives, but the school store is by far my favorite," says Corey. "I like the Legos and the happy place," says Gabby. "My favorite part about the school store is seeing Mackenzie," says Con-

nor. "I like the school store because it has candy," says Vanessa. "I think of the school store when I'm having a difficult time during the week," says Taejon. "I know if I work hard to be successful that I will get Dojo points and be able to get something cool like a basketball at the school store on Fridays." "My favorite thing about the school store is requesting my own items," says Andrew.

For Brian, the realization of his vision of having a real school store after so many years is immensely satisfying. "It's not just that we've got a dedicated space, but that the store is part of a very solid behavior system that rewards good behavior and increases self advocacy among our students," says Brian. "The store and its success is a visible symbol of all that we've accomplished here." ■

VALLEY COLLABORATIVE

All About Hands on Learning at Transitional High School Alternative Programming

Need a birdhouse? Or how about a planter bearing the Valley logo? These crafts, made with love and attention to detail by Valley students are now available to purchase from the Valley Craft Shop. Even better, these handmade crafts, perfect for Mother's Day, Father's Day or an any-day gift, are available at the incredibly affordable price of \$5. You read that right—just \$5 for a handmade craft that would cost five or even ten times as much at a retail store.

The new Valley Craft Shop is the latest spin on the Valley vocational experience. When temperatures drop, students who are part of the Landscaping Shop head inside for indoor gardening and light woodworking, including developing hands-on skills in woodworking, carpentry and assembly. They're also applying knowledge they've been learning in the classroom. "Measurement, area, perimeter, geometry, basic algebra—making these small crafts lets students see how all of the things they're learning in math class has a practical application," explains teacher Jeff Keefe, who is overseeing the project. Jeff says that the new approach has been a hit with students. "They recognize that if you put in the time, not only can you make these cool items but you can sell them," says Jeff. "We've had students take a lot of initiative, not just with using tools in the shop, but with leadership."

The Craft Shop is just one of the new vocational opportunities for Valley students. Also in the works: an expanded landscaping program that includes an indoor garden. Jeff, who is a serious landscaper, says that the grow room will function as an experimental classroom.

5

"Now, in addition to learning

about the life cycle of a plant in a classroom, we're growing different kinds of vegetables and flowers," says Jeff, who has been at Valley on and off for the past eight years. "We're learning about biology, weather and sustainable living. The vegetables we grow will then go to our culinary program." On the menu so far: green beans, kale and lettuce. But that's just the beginning, says Jeff, who is also working with the Elementary School to refurbish their greenhouse. "As the weather gets better, we're going to keep expanding what we grow. It's going to be very wide ranging." ■



AUSTIN MCHUGH BEAULIEU AT WORK ON A PROJECT IN THE VALLEY CRAFT SHOP.

The Valley Craft Shop is Open!
Purchase our amazing crafts, handmade by Valley students, for just \$5.

To place your order, follow the QR code



VALLEY COLLABORATIVE

Meet the Latest Valley Club: Jiu Jitsu

The word “jiu jitsu” derives from the Japanese “Jū” meaning “gentle” and “Jutsu” meaning “art.” But for a growing number of students in Valley’s Transitional High School Alternative Programming, the more accurate translation might be “fun”.

Valley’s new Jiu Jitsu Club was born when two staff members, Eli Gioumbakis and DJ MacDonald, noticed that a number of students were interested in Mixed Martial Arts or MMA. Eli happened to have a friend who now runs Team Flo, a Brazilian Jiu Jitsu gym in Tyngsboro, and a partnership was formed. Twice a week DJ and Eli transport students to the gym to train. Tuesdays are devoted to Jiu Jitsu, a ground-based martial art that uses the principles of leverage, angles, pressure and timing. Thursdays, students step into the ring to work on boxing, including playing different boxing games and learning basic defense skills.

While the lessons start slow, the pace quickly picks up, says DJ. “Jiu Jitsu is all about grappling and submission. The students are learning how to use their body and how to move around.” For high schoolers, this ancient practice turns out to be a great way to burn off extra energy. DJ

says that almost as soon as the trips to the gym began he noticed a transformation in these budding martial artists. “We’ve seen a tremendous growth in the maturity of the students who participate. The self confidence boost has also been tremendous,” says DJ.

According to Team Flo, which offers classes and other training opportunities to kids of all ages, the skills learned apply beyond the mat. Classes for kids teach “the correlations between hard work and dedication to payoff and reward. We see our young grapplers build confidence through their training that carries over to school and home.”

For DJ, the Jiu Jitsu club is yet another example of Valley meeting students where they are. Students would often show up at school on Monday excited to talk about the Mixed Martial Arts fights they’d



TOP: JOSH SENCABAUGH WORKS ON HIS BOXING SKILLS. BELOW: TAVERNIER HARRIS, GRAYSON ALAJAJIAN AND RICKY MARQUES PRACTICE THEIR GRAPPLING MOVES ON THE MAT.

watched on TV over the weekend. “These fighters are real athletes,” says DJ. “So we started thinking about how to translate that interest from just watching sports to actually getting active.” While the club started with three students it has grown rapidly, something DJ expects to continue as word of the training sessions gets out.

The success of the new club is also confirmation for DJ that his decision to return to Valley after a two year hiatus in which he worked construction was the right one. A special education assistant who provides individual student support as well as whole group support in history, DJ is now returning to school to earn his certification in special education with a focus on mild to moderate disabilities. Says DJ: “Valley is a really special place.” ■



VALLEY COLLABORATIVE

Adult Services: New Volunteering Opportunities are In Bloom

As we head into the spring season, Valley's Adult Program is excited by the ability to expand programming with the changing of the weather. Valley's community partners operate in many different settings and in varied environments. Some of the sites are more available and accessible based on the weather, and as Spring approaches, so do expanded opportunities for the individuals we serve.

Two prominent volunteer sites will be available for programming as the temperature continues to rise.

Drumlin Farm is a wildlife sanctuary located in Lincoln, MA which is also part of the Massachusetts Audubon Society. Drumlin is home to a number of native species of animals living in their natural habitat. In addition to providing a place for these native animals to live, the farm is comprised of a number of different walking trails, a nature center/mu-

seum and multiple farms harvesting a variety of crops. Our individuals have shown a great appreciation for the opportunity to lend their volunteer services to helping keep the grounds tidy, feeding the birds and other wildlife, and assisting in the early season harvesting of crops that begins in the greenhouses on the grounds of the farm.

Strongwater Farm, a therapeutic equestrian center located in Tewksbury, MA., is another site where our individuals are eager to offer their services. Strongwater specializes in providing life-changing equine-assisted services to individuals with mental, physical, cognitive, and behavioral disabilities. While these therapeutic services are not being rendered to our individuals while they volunteer,

Valley initially connected with Strongwater Farm based on positive feedback we received from some of our individuals who do receive services from the farm outside of program hours. Any time our individuals get the opportunity to volunteer in a setting that has personally benefited themselves or someone they know, they are often eager to rise to the challenge. Individuals ensure the Farm is well taken care of, including aiding in keeping the horses fed while their living areas are clean and comfortable.

The majority of the Valley Collaborative Adult Program



BOTTOM: MATT GEOFFROY REPLENISHES THE BIRDSEED AT DRUMLIN FARM IN LINCOLN, MA. TOP: GREG MILNER, MATT GEOFFROY, STACY FRANCIS AND JASON DOYLE ON ONE OF THE FIRST TRIPS TO DRUMLIN FARM OF THE SEASON, SOMETHING THEY'VE BEEN LOOKING FORWARD TO ALL WINTER.



work and volunteer sites run year round, but with some of them being based outdoors, the arrival of the spring season is a time of great excitement for the individuals as they are afforded these very specific volunteer opportunities.

"I like helping the animals out when we go to Drumlin Farm," says Jason Doyle. "They can't speak for themselves so it feels good to give them something we know they need like food." ■

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Superintendent, Westford Public Schools

Spring Has Sprung at Valley Collaborative!

»continued from cover

We have dubbed them Wicked Smaaht Wednesdays because we all end those Wednesdays feeling smaahta than when we began them!

Just as we tailor instruction for the individualized needs of our students, we have done the same for our adults with different topics for staff members with different roles and in different programs. These professional learning groups help build a sense of community and collaboration among adults as they learn and grow together. Research has shown that the more professional learning that educators participate in,

the more likely their students are to succeed. So our students become smaahta as their teachers become smaahta. We know that builds confidence in themselves as learners and, going back to our mission statement, empowers them to find their way.

Our thoughts about the importance of professional learning at Valley are expressed by the words of an influential American poet and writer, Maya Angelou, who said, *“Do the best you can until you know better. Then, when you know better, do better.”* Great words of advice that we follow every day at Valley, especially on our Professional Learning Days!

Happy Spring to all. We wish for you the same growth, learning and optimism that we see all around us here at Valley!

Chris A. Scott, Ph. D.
Executive Director

Virtual Learning Answering the Academic Needs of Moderate Disabilities

BY NICHOLAS E. LECLAIR

In the 2022-23 school year, Valley Collaborative administrators took on a unique challenge. We considered the diverse needs of our students in the wake of forced online learning during COVID-19 and the effects on classroom dynamics.

This prompted an exploration in virtual learning support for 9th to 12th graders in the Alternative High School program run by our collaborative in eastern Massachusetts. The goal was to help a range of students, including those dealing with moderate disabilities, behavior issues and school avoidance. It's also an option for meeting specific graduation or postsecondary goals and students interested in challenging themselves.

We formed a partnership with TEC Connections Academy, a respected online virtual high school serving Massachusetts. We launched a pilot program in spring 2022. After a year, we have recognized the impact of dual enrollment of virtual learning on students with moderate disabilities.

The dual-enrollment virtual learning program serves a diverse group of students with autism, emotional impairment and health impairments. The students enroll for a wide range of reasons. They may be wrestling with severe classroom-based anxiety. Others face significant dysregulation within their peer group, leading to disruptions in their learning environment. Other students exhibit gifted abilities in specific subjects and require more challenging content. Some students simply want to learn Japanese.

Illustrative Successes

One of the critical aspects of the program is the flexibility it offers students. If a student's postsecondary vision aligns with virtual learning and the IEP team agrees it's an appropriate path, the student has the option to enroll in a TEC Connections Academy course.



Nicholas LeClair

Students typically access online learning using school-provided Chromebooks on the Valley Collaborative's campus. Their schedules are adjusted to allow them time to engage with virtual learning and connect with online teachers, while still receiving in-person support from special education teachers. In-person therapeutic supports are foundational to our students' success.

The COVID-19 pandemic taught us valuable lessons about the challenges of virtual learning, which have been intentionally incorporated into the instructional support process of this program. Students with moderate disabilities often struggle with the executive functioning aspects of online learning. Skills such as self-starting, managing assignments, time management, effective communication and self-advocacy posed challenges during the pandemic.

The Valley Collaborative team discovered that when the proper supports were introduced, students not only accessed the content but, in some cases, proved to be highly proficient. Special education staff implemented a

gradual release of responsibility, guiding students toward greater independence.

The case of a high school senior who experienced severe dysregulation, presenting safety concerns in the classroom, is illustrative of the real possibilities. This student experienced a major social-emotional shift in her senior year, manifesting in serious behaviors, including property destruction. The student was referred to other programs and denied, so Valley Collaborative and the IEP team implemented a hybrid model, combining dual-enrollment academic classes with therapeutic support services in person. This proved to be the right formula, allowing her to graduate last June.

Another success story revolves around a student on the gifted end of the autism spectrum. With a postsecondary vision of studying computer science in college, the IEP team determined that a virtual coding class, supported by in-person special educators for executive functioning, would pave the way for the student's future.

Unique Needs

Valley Collaborative remains committed to individualized education through dual enrollment virtual learning for students with moderate disabilities and other special needs. By recognizing and addressing the unique needs of each student, the program has opened up new avenues for academic and personal growth.

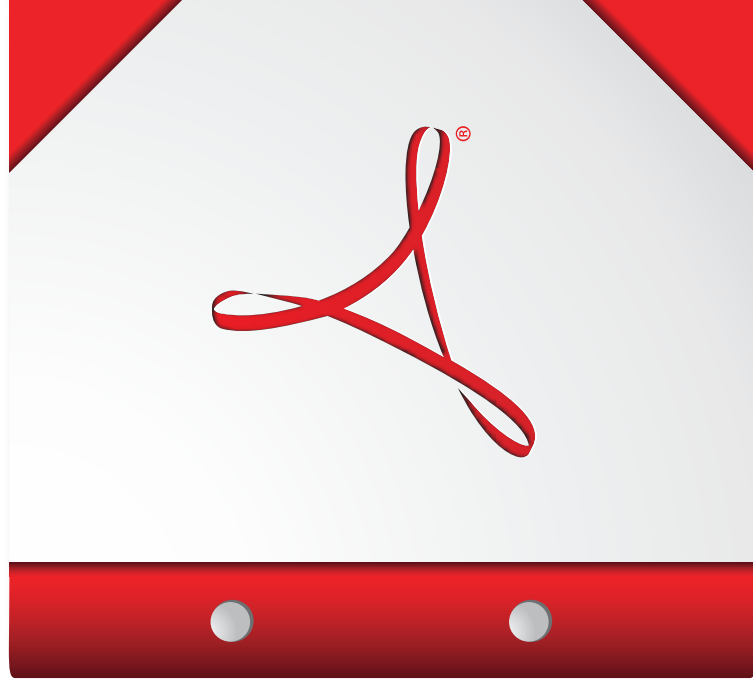
What our staff discovered from the challenges of virtual learning during the pandemic has been paid forward to provide the necessary support and guidance for students to succeed.

NICHOLAS LECLAIR is the principal of Valley Collaborative's Alternative High School Program in Billerica, Mass. E-mail: nleclair@valleycollaborative.org

ing flexibility. Students may want to prioritize a pursuit such as a varsity sport or career interests. Parents of younger students may prioritize family time.

Other students have discovered a traditional school and classroom setting wasn't "a good fit,"

a phrase we hear often from online and hybrid school students. Some students have fallen behind in credit accumulation and must work faster than usual to make up classes. Some students and their families are looking to avoid stereotyping, such as the African-American families



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From: [Richard Pelletier](#)
To: [Chris Scott](#)
Subject: [EXTERNAL] Message of Thanks
Date: Tuesday, April 23, 2024 12:35:20 PM

CAUTION: This email came from someone outside Valley Collaborative. Please use caution when clicking on any links or images in this message.

Dear Chris,

I am writing to express my sincere appreciation for the remarkable turnaround of Valley Collaborative under your exceptional leadership.

Twelve or so years ago, the state of the Collaborative faced substantial challenges and much negative publicity. However, since you assumed the role of Executive Director, you have revitalized its value to our membership communities and positioned Valley Collaborative as a leading example for others to emulate across the Commonwealth.

Your leadership, vision, and guidance have brought about this transformation. From revamping and adopting new programming and schools to assembling a dedicated and passionate team, your steadfast commitment has driven Valley Collaborative forward, setting it apart as a shining example of excellence.

As I embark on another chapter, I am grateful for the wonderful experience of witnessing Valley Collaborative's innovative transformation under your tutelage. It has indeed been an honor to be part of this journey.

With warm regards,

Rick

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