

**Valley Collaborative
Board of Directors Meeting
25 Linnell Circle, Billerica, Massachusetts
Thursday, October 20, 2022 ▪ 10:00 a.m.
Agenda**

Action Required

- I. Approval of Minutes
 - a. Board of Directors Meeting, General Session Meeting Minutes: September 15, 2022
- II. Financial Update
 - b. FY'23 Update
 - c. Treasurer's Report
 - d. PARS Statements

No Action Required

- III. Making a Difference Awards
 - IV. Valley Collaborative Facilities Update
 - V. Communications
- Valley Program Updates
- e. Elementary School Update
 - f. Alternative Programming Transitional High School Update
 - g. Transitional and Alternative Programming Middle School and Transitional High School Update
 - h. Adult Services Update
- Community and Staff Relations
- i. Valley Collaborative's Fall Newsletter



Central Administration

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

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: October 20, 2022
Re: Approval of Minutes

Attached please find the following minutes:

- a. Board of Directors General Session Meeting Minutes: September 15, 2022

Required Action:

Vote to approve the minutes:

- a. Board of Directors General Session Meeting Minutes: September 15, 2022

Attachments:

Board of Directors General Session Meeting Minutes: September 15, 2022

**Valley Collaborative Board of Directors
General Session Meeting Minutes
September 15, 2022
10:03 a.m. – 10:29 a.m.
25 Linnell Circle, Billerica, MA**

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

Board Members Absent: None

Collaborative Representatives Present: Dr. Chris Scott, Executive Director; Ms. Heidi Kriger, Treasurer; Mr. James George, Business Manager/Accountant; Members of the Collaborative Senior Leadership Team

Also Present: Thomas Lent, Barrow Weatherhead Lent LLP

Call to Order: Mr. Timothy Piwowar, Chairman, convened the Collaborative Board Meeting at 10:03 a.m.

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

Approval of Minutes

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

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

VOTED: To approve the General Session Meeting Minutes for the Board of Directors dated June 9, 2022.

The vote was 6-0-2. Yes: Mr. Timothy Piwowar, Mr. Brad Morgan, Dr. Christopher Chew, Dr. Laura Chesson, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan. Dr. Michael Flanagan and Mr. Steven Stone abstained. Dr. Jay Lang was absent for the vote.

[Dr. Jay Lang arrived at 10:05 a.m.]

Financial Update

Executive Director's Report

Dr. Scott directed the Board to the financial update memo contained within the Board meeting materials. Dr. Scott reviewed the revenues, expenses, budget and enrollment, including the

balance and income statements as of June 30, 2022. She reviewed additional expenses incurred this past year, including approximately \$585,000 in capital improvements made at the Collaborative or within its schools relating to furniture, vehicles, technology and general improvements. She further advised the Board that the annual audit and review had commenced recently and provided the engagement letter signed on behalf of the Collaborative with Fritz DeGuglielmo, LLC. The Board discussed.

Treasurer's Report/Contract

Ms. Heidi Kriger, the Collaborative Treasurer, provided the Board with her report which covered both the 2022 fiscal year statements through June 2022, and statements for the 2023 fiscal year through August 2022, except for the OPEB financials which were through July 2022. 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 Mr. Brad Morgan 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 maintained at the Collaborative

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

Approval of 2022-2023 Student & Family Handbook and Policies and Procedures Manual

Dr. Scott presented the student and family handbook, which had been approved during the June 2022 Board meeting. Dr. Scott explained that it had been revised slightly to include a provision relating to the voluntary participation in athletics, extra-curricular and co-curricular activities consistent with the advisory issued by the M.A.S.S. legal counsel. It contained no further revisions. There was no further discussion.

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

VOTED: That the Board of Directors approves the Student & Family Handbook and Policies and Procedures Manual in the substantive form presented at this meeting.

The vote was 9-0. Yes: Mr. Timothy Piwowar, Mr. Brad Morgan, Dr. Christopher Chew,

Dr. Laura Chesson, Dr. Denise Pigeon, Ms. Brenda Theriault-Regan, Dr. Michael Flanagan, Mr. Steven Stone and Dr. Jay Lang.

Today & Tomorrow Program Handbook & Policies and Procedures Manual

Dr. Scott presented the Today & Tomorrow Program handbook and manual seeking its approval by the Board. There was no further discussion.

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

VOTED: That the Board of Directors approves the Today & Tomorrow Program Handbook and Policies and Procedures Manual in the substantive form presented at this meeting.

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

Valley Collaborative Facilities Update

Dr. Scott presented the Board with a summary of the numerous facility improvements made at the Collaborative, which were also summarized within a memo contained in the Board materials. Dr. Scott highlighted ongoing issues with the elevator located at 40 Linnell Circle, which may require further review as the manufacturer and insurance companies evaluate. The Board discussed.

COVID-19 Update

Dr. Scott and the Collaborative Lead Nurse, Jessica Scalzi, provided a COVID-19 update. There was no further discussion.

Communications

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

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

VOTED: To adjourn the Board meeting.

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

Mr. Timothy Piwowar adjourned the Collaborative Board Meeting at 10:29 a.m.

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

- School Year 2022-2023 Electronic Board Binder Board Meeting, September 15, 2022

Respectfully Submitted,

Mr. Timothy Piwowar, Chairman

Dated: _____



Central Administration

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

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
James George, Business Manager/Accountant
Date: October 20, 2022
Re: FY'23 Financial and First Quarter Update

Valley's first quarter (48 of 210 days – 22.9%) for FY'23 closed with an operating deficit of \$702,834. Our tuition revenue is trending at our budgeted numbers and our state contract revenue is trending above budget due to the program growth. Our revenue is at 22.71% of our annual budget. Our expenses are at 27.6% of our budget which is ahead of budget due to increased payroll and higher than budgeted operating expenses due to inflation.

We will be in the position at the November 17, 2022 Board of Directors Meeting to realign/re-vote the FY'23 budget as inflation and rising staffing costs have significantly changed the original budget voted in the prior year. We still anticipate a positive net income year but believe that revenues and expenses will both be coming in above our original voted budget.

Required Action:

None

Attachments:

Interim Statement of Revenues
Interim Statement of Net Assets
Income Statement by Program
Treasurer's Report
PARS Statements

Valley Collaborative
Interim Statement of Revenues, Expenses and Changes in Net Assets
For the Period Ending September 30, 2022
48 of 210 (22.9%) School Days

UNAUDITED					
	ORIGINAL BUDGET	48 Days ACTUAL	47 Days FY 2021	Difference	
REVENUES					
Services	\$ 17,200,000	\$ 3,685,258	\$ 3,252,975	\$ 432,283	Revenue increase \$7,000 per day.
State Contracts	3,100,000	868,813	545,819	322,994	Trending higher for year.
Other	400,000	140,706	101,486	39,220	Higher due to small business income.
Interest	1,000	5,711	246	5,465	
Total Revenues	20,701,000	4,700,488	3,900,526	799,962	
EXPENSES					
Salaries	13,960,150	3,723,413	2,813,803	909,610	One less payroll in FY 2021
Employee Benefits	2,654,656	657,761	516,798	140,963	On target with 2023 budget.
					11 Executive Drive, implementation of new billing system, facility improvements for programs, food costs.
Operating Expenses	1,914,950	719,523	528,658	190,865	
Leases & Rentals	330,150	109,551	190,082	(80,531)	Rent for Tyngsborough
Depreciation	751,000	193,074	191,024	2,050	
Total Expenses	19,610,906	5,403,322	4,240,365	1,162,957	
Change in Net Assets - Operating	\$ 1,090,094	\$ (702,834)	\$ (339,839)	\$ (362,995)	
Non Operating Activities					
Return to Member Districts	-				
Non-Operating Expenses (1)	(830,000)	(484,475)	(256,084)	(228,391)	Extra payment for Tyngsborough
Change in Net Assets	\$ 260,094	\$ (1,187,309)	\$ (595,923)	\$ (591,386)	September 30 - \$600K more than last year.

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
September 30, 2022

UNAUDITED	
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$ 5,255,918
Restricted Investments - OPEB	5,670,824
Accounts Receivable, Net	2,093,194
Prepaid Expenses and Other Assets	83,310
Cash Held for Member Districts	-
Total Current Assets	13,103,246
Non-Current Assets	
Land & Building	5,177,396
Furniture, Equipment, and Leasehold Improvements,	
Net of Depreciation	2,121,276
Construction in Progress	-
Total Non-Current Assets	7,298,672
TOTAL ASSETS	\$ 20,401,918
LIABILITIES AND NET ASSETS	
Current Liabilities	
Accounts Payable and Accrued Liabilities	\$ 1,820,915
Other Liabilities	2,516,129
Member District Accounts (Settlement)	-
Total Current Liabilities	4,337,044
Total Liabilities	4,337,044
Net Assets	
Operating - Unrestricted	3,578,281
Restricted - Student Activities	21,818
Reserved - OPEB Trust	3,181,628
Reserved - Capital	1,500,000
Invested in Capital Assets, Net of Related Debt	7,783,147
Total Net Assets	16,064,874
TOTAL LIABILITIES AND NET ASSETS	\$ 20,401,918
	-

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

Profit and Loss by Program

September 30, 2022
48 of 210 Days

	100	200	400	712	660	450	665	500	101 MRC	102 MRC	
	Central Admin	HS Site 3	HS Site 2	Middle School	Elementary	Therapy	Home Services	DDS	Education & Training	Supportive Work	Total
REVENUES											
Services	\$ -	\$ 1,375,935	\$ 440,437	\$ 538,985	\$ 1,334,624	\$ -	\$ (4,723)	\$ -	\$ -	\$ -	\$ 3,685,258
State Contracts	-	-	-	-	-	-	-	807,643	61,170	-	868,813
Other	7,448	7,588	-	-	-	-	-	125,670	-	-	140,706
Interest	5,711	-	-	-	-	-	-	-	-	-	5,711
Total Revenues	13,159	1,383,523	440,437	538,985	1,334,624	-	(4,723)	933,313	61,170	-	4,700,488
EXPENSES											
Salaries	272,304	965,091	413,911	457,874	878,920	35,378	-	636,975	41,943	21,017	3,723,413
Employee Benefits	210,410	109,621	38,600	49,420	102,204	66,706	-	80,800	-	-	657,761
Operating Expenses	288,821	164,541	40,688	48,680	103,152	393	-	67,894	3,970	1,384	719,523
Leases & Rentals	10,548	-	-	-	1	-	-	99,002	-	-	109,551
Depreciation	24,965	65,178	40,737	15,636	17,334	1,657	162	25,968	1,362	75	193,074
Total Expenses	807,048	1,304,431	533,936	571,610	1,101,611	104,134	162	910,639	47,275	22,476	5,403,322
Net Income Before Admin Allocation	(793,889)	79,092	(93,499)	(32,625)	233,013	(104,134)	(4,885)	22,674	13,895	(22,476)	(702,834)
Admin Allocation	(793,889)	233,344	95,514	102,253	197,063	18,628	29	136,596	7,091	3,371	0
Operating Net Income	\$ -	\$ (154,252)	\$ (189,013)	\$ (134,878)	\$ 35,950	\$ (122,762)	\$ (4,914)	\$ (113,922)	\$ 6,804	\$ (25,847)	\$ (702,834)



Central Administration

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: October 20, 2022
Re: Treasurer's Report

Attached is the Treasurer's Report for September 2022.

Required Action:

None

Attachments:

Treasurer's Report for September 2022

**VALLEY COLLABORATIVE
TREASURER'S REPORT
SEPTEMBER 30, 2022**

		<u>Beginning Balance</u>	<u>Receipts</u>	<u>Payroll</u>	<u>Accounts Payable</u>	<u>Earnings</u>	<u>Transfers</u>	<u>Ending Balance</u>
ENTERPRISE BANK ACCOUNTS								
Operating	a/c 493426	\$ 3,101,177.45	\$ 649,349.64		\$ (301,577.69)		\$ (1,191,000.00)	\$ 2,257,949.40
Payroll	a/c 795823	\$ 707,673.92		\$ (1,443,577.17)			\$ 1,200,000.00	\$ 464,096.75
Joe's Bistro	a/c 531401	\$ 10,415.93	\$ 2,954.50		\$ (1,428.59)		\$ (9,000.00)	\$ 2,941.84
ICS MMDA	a/c 856490	\$ 4,727.17				\$ 0.19		\$ 4,727.36
Capital Reserve	a/c 4063467	\$ 1,500,000.00						\$ 1,500,000.00
Independence Project	a/c 821315	\$ 864.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 864.36
TOTAL ENTERPRISE BANK ACCOUNTS		<u>\$ 5,324,858.83</u>	<u>\$ 652,304.14</u>	<u>\$ (1,443,577.17)</u>	<u>\$ (303,006.28)</u>	<u>\$ 0.19</u>	<u>\$ -</u>	<u>\$ 4,230,579.71</u>
MMDT	a/c 0044263747	<u>\$ 1,010,211.14</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,190.95</u>	<u>\$ -</u>	<u>\$ 1,012,402.09</u>
Total Unrestricted Cash		<u>\$ 6,335,069.97</u>	<u>\$ 652,304.14</u>	<u>\$ (1,443,577.17)</u>	<u>\$ (303,006.28)</u>	<u>\$ 2,191.14</u>	<u>\$ -</u>	<u>\$ 5,242,981.80</u>
PARS OPEB Trust		<u>\$ 6,126,081.54</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,479.19)</u>	<u>\$ (453,778.52)</u>	<u>\$ -</u>	<u>\$ 5,670,823.83</u>
TOTAL CASH		<u>\$ 12,461,151.51</u>	<u>\$ 652,304.14</u>	<u>\$ (1,443,577.17)</u>	<u>\$ (304,485.47)</u>	<u>\$ (451,587.38)</u>	<u>\$ -</u>	<u>\$ 10,913,805.63</u>



Central Administration

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: October 20, 2022
Re: PARS Statements

Attached are the PARS Statements for August 2022 and September 2022.

Required Action:

None

Attachments:

PARS Statements for August 2022 and September 2022

VALLEY COLLABORATIVE
PARS OPEB Trust ProgramAccount Report for the Period
8/1/2022 to 8/31/2022Heidi Kriger
Treasurer
Valley Collaborative
40 Linnell Circle
Billerica, MA 01821*Account Summary*

Source	Beginning Balance as of 8/1/2022	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 8/31/2022
OPEB	\$6,356,638.47	\$0.00	-\$229,023.88	\$1,533.05	\$0.00	\$0.00	\$6,126,081.54
Totals	\$6,356,638.47	\$0.00	-\$229,023.88	\$1,533.05	\$0.00	\$0.00	\$6,126,081.54

Investment Selection

Source

OPEB Vanguard Balanced Strategy

Investment Objective

Source

OPEB The Balanced Portfolio invests in Vanguard mutual funds using an asset allocation strategy designed for investors seeking both a reasonable level of income and long-term growth of capital and income.

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	-3.60%	-4.08%	-13.84%	4.79%	5.40%	-	6/24/2015

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

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

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

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

**PUBLIC
AGENCY
RETIREMENT
SERVICES**

PARS

VALLEY COLLABORATIVE
PARS OPEB Trust Program

Account Report for the Period
9/1/2022 to 9/30/2022

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

Account Summary

Source	Beginning Balance as of 9/1/2022	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 9/30/2022
OPEB	\$6,126,081.54	\$0.00	-\$453,778.52	\$1,479.19	\$0.00	\$0.00	\$5,670,823.83
Totals	\$6,126,081.54	\$0.00	-\$453,778.52	\$1,479.19	\$0.00	\$0.00	\$5,670,823.83

Investment Selection

Source

OPEB **Vanguard Balanced Strategy**

Investment Objective

Source

OPEB The Balanced Portfolio invests in Vanguard mutual funds using an asset allocation strategy designed for investors seeking both a reasonable level of income and long-term growth of capital and income.

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	-7.41%	-5.89%	-17.85%	1.82%	3.58%	-	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



Central Administration

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: October 20, 2022
Re: Student, Individual and Staff of the Month Award Presentation

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

Valley Elementary School

Student of the Month: **Keeshawn Weinert**

Staff of the Month: **Janette Casey**

Valley Alternative Programming High School

Student of the Month: **Shane Young**

Staff of the Month: **Joshua Plunkett**

Valley Transitional Programming Middle School

Student of the Month: **John Vincent Tringali**

Staff of the Month: **Lilly King**

Valley Transitional Programming High School

Student of the Month: **Elliot Urban**

Staff of the Month: **Tatyana Feliciano**

Valley Adult Services

Individual of the Month: **Adam Guild**

Staff of the Month: **Beth Tanguay**

Valley Staff of the Month

Francisco Laureano

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
Renato Silva, Administrative Coordinator
Date: October 20, 2022
Re: Valley Collaborative Facilities Update – October 20, 2022

Facilities Update – October 20, 2022

Elevator Update

The elevator is being repaired from October 24th through November 4th. We are still working with the insurance company to determine if they will cover cost.

11 Executive Park Drive – North Billerica

- All Town of Billerica inspections have been completed
- Parking lot has been striped
- Have begun moving furniture and a/v equipment into building
- Additional furniture and small appliances have been ordered, assembled and/or installed throughout the building.
- Interior signage has been installed

135 Coburn Road – Tyngsborough

- Window Project in South Street wing of building continues
 - New windows delivered week of 10/17/22.
 - Windows to be installed beginning this Saturday October 22, 2022. Installation should conclude within three weeks.
- Exterior painting project has begun. Roofline trim as well as all doors and handrails are being repainted.
- New 3-basin commercial steam/heating tray ordered for cafeteria kitchen.

- Purchased new custom high-traffic area rug for main lobby entrance with Valley Collaborative logo.
- Installed new 6" navy blue cove baseboard in main lobby.
- Deep cleaned and disinfected entire building

40 Linnell Circle - Billerica

- First floor construction project continues. Walls being erected to partition hallway and separate student sites. In addition, additional wall being erected in large administration room to create two classrooms.
- New mats and wall padding ordered and installed in all time-out rooms throughout building.
- New commercial floor cleaner/scrubber purchased for deep-cleaning and degreasing of kitchen floors.
- Replaced all three aging water heaters in the building
- Deep cleaned and disinfected entire building



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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: October 20, 2022
Re: Communications

The following communications are attached for your review:

Valley Program Updates

- Elementary School Update
- Alternative Programming Transitional High School Update
- Alternative & Transitional Programming Middle School and Transitional High School Update
- Adult Services Update

Community and Staff Relations

- Valley Collaborative's Fall Newsletter

Required Action:

None



Central Administration

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: October 20, 2022
Re: Monthly Update from
Heather Mackay, Principal Elementary School

The start of the school year has been an exciting and busy time at the Elementary School.

With our library being a favorite spot for students, our new Library Data System has been implemented and students are learning to check out books and return back through a check out system. Our teachers are able to find books for curriculum with ease with all our books inventoried.

Looking ahead to our next couple of weeks, we have a great Halloween event scheduled where parents will be welcomed to participate in trunk 'o' treating with their students along with crafts and activities planned throughout the day. We also have an in person Open House planned for October 18th. Parents will be invited to the classroom for a tour, meet their students' staff and view our curriculum with teachers and therapists.

As part of our programming, students have continued to access the community by participating in trips such as community lunches, food shopping at Market Basket, hiking through trails and visiting the Constitution. We are also looking forward to our school wide trip to Parlee Farms to pick apples, pumpkins and enjoy their warm apple cider donuts.

We are continuing to tour new students from a number of districts that include North Middlesex, Chelmsford, Wilmington, Tewksbury and Woburn. Our current enrollment is 73 students at the Elementary School.

Thank you for the continued support.



Central Administration

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: October 20, 2022
Re: Monthly Update from
Nicholas LeClair, Principal Alternative Programming Transitional High School

All of our high school students entered the 2022-2023 school year with a new side of the building for their program. Students did a fantastic job settling into the new space, making the transition seamless.

Our vocational shops in the high school are approaching pre-COVID strength. Our current offerings are: Landscaping, Culinary, Multimedia, and Furniture Restoration. Our landscaping crews are back to servicing residential and commercial properties. All of our other shops are back out into the community. Our hope is to return to off-site community internships this school year.

Joshua Plunkett has taken over as our Outdoor Education leader. He has recently completed a re-certification in Wilderness First Aid. The first Outdoor Education trip of the year is scheduled for Friday. Students will be hiking up Mount Monadnock.

Valley Collaborative Alternative High School currently has 8 referrals. Prospective students are being toured, interviewed, and offered shadow days. Currently one student has been accepted.

Our students have gone on campus tours of multiple colleges and a trade school program. This year, students have visited UMASS Lowell, UMASS Amherst, and Framingham State. We currently have one student dual-enrolled at Middlesex Community College with other students looking forward to joining.



Central Administration

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

MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: October 20, 2022
Re: Monthly Update from
Nicole Noska, Principal Middle School, Transitional & Alternative Programs
Transitional High School, Transitional Programs

All of our programs across the middle and high school are enjoying the fall season! The after school rec program started back up in October. Students have enjoyed activities such as mini golf and apple picking. Students and staff are excited for Frisbee golf this week along with our annual Halloween dance at the end of the month.

In the classroom, the curriculum has been enhanced with hands-on opportunities and field trips to our local farms. Students have enjoyed apple picking and pumpkin picking and observing real-life working farms. Lastly, our classes are incorporating seasonal produce in their cooking classes by making delicious recipes such as pumpkin muffins, and apple crisp.

Our vocational opportunities continue to expand. We recently added a landscaping work site based on student interest and are working on expanding our retail opportunities.

It looks to be a busy fall with IEP meetings and referrals in full swing across all programs.



Central Administration

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MEMORANDUM

To: Valley Collaborative Board of Directors
From: Dr. Chris A. Scott, Executive Director
Date: October 20, 2022
Re: Monthly Update from
Matthew Gentile, Director of DDS Services

As the Adult Program launches into the fall season we are excited about the changes that took place during the summer as well as the unlimited potential in front of us. After a summer full of both in person and remote programming, the Today & Tomorrow program brought all the individuals back to in-person, on site programming on September 7th. While individuals and families were appreciative of the remote programmatic offerings throughout the pandemic, there was overwhelming joy and relief to finally get back to in-person programming. All the individuals in the Today & Tomorrow Program now once again have the opportunity to access paid and supported employment while also connecting with their communities and reinforcing their daily living skills through our Community Based Day Supports.

With a constant eye toward all Valley programming taking place in person, the Job Development team has been hard at work procuring new and exciting group employment opportunities. We now have more group employment and volunteer sites open and operating than at any time before the pandemic hit. Over the last two months we have;

- Re-opened our group employment site at Curriculum Associates, where we build curriculum specific binders for use by school systems and other teaching organizations.
- Started a new group employment site at the Chelmsford High School kitchen, where we help to prepare and serve meals to students in the Chelmsford School District.
- Re-opened our Community Catering volunteer site, where individuals help to prepare and serve food to the elderly through the Billerica Housing Authority.
- Re-opened our Career Planning day placement where individuals dive deeper into employment skills and trends with the goal of one day being independently and competitively employed.

Along with new opportunities comes new individuals to serve. The Today & Tomorrow program is currently supporting 118 individuals through the Group Employment and Community Based Day Supports model. This is the highest number ever served by Valley Collaborative in this capacity, and with many new referrals already in process and on the horizon, the sky truly is the limit for the impact we can make in our surrounding communities by supporting the individuals we serve.



We are: Making our Mark

■ Page 2: Valley Elementary recently participated in International Dot Day, a celebration of creativity and courage.



We are: Leading

■ Page 3: Valley Alternative High School welcomes a new principal: Valley veteran Nicholas LeClair.



We are: Staying Safe

■ Page 5: Valley's School Resource Officers are keeping students safe and becoming an integral part of the Valley community.

VALLEY COLLABORATIVE

Volume 11, Issue 1 News for the extended Valley Collaborative community Fall 2022

Welcome Back

Dear Valley Community:

Valley has had a smooth opening to the school year. On opening day, we were inspired by the messages of two Keynote speakers – Deputy Commissioner Regina Robinson of the Massachusetts Department of Elementary and Secondary Education (DESE) and the Facilitator for Valley's "Leadership at Every Level" professional development series - Dr. Anthony Bent. Dr. Bent discussed the Ten Principles embedded in *Leading with Dignity* by Donna Hicks. These elements represent the values at the heart of Valley's culture. These values are at the core of our work to ensure Valley continues to be a diverse, equitable, and inclusive organization where all students and staff feel like they belong. Maintaining a culture where all people feel they belong is hard work but some of the most important work we do. I share with you Donna Hicks' Ten Essential Elements (*Weatherhead Center for International Affairs, Harvard University*) are below:

Acceptance of Identity

Approach people as neither inferior nor superior to you; give others the freedom to express their authentic selves without fear of being negatively judged; interact without prejudice or bias, accepting how race, religion, gender, class, sexual orientation, age, disability, etc. are at the core of their identities. Assume they have integrity.

Recognition

Validate others for their talents, hard



VALLEY COLLABORATIVE EXECUTIVE DIRECTOR, DR. CHRIS A. SCOTT

work, thoughtfulness, and help; be generous with praise; give credit to others for their contributions, ideas and experience.

Acknowledgment

Give people your full attention by listening, hearing, validating and responding to their concerns and what they have been through.

Inclusion

Make others feel that they belong at all levels of relationship (family, community, organization, nation).

Safety

Put people at ease at two levels: physically, where they feel free of bodily harm; and psychologically, where they feel free of concern about being shamed or humiliated, that they feel free to speak without fear of retribution.

Fairness

Treat people justly, with equality, and in an evenhanded way, according to agreed upon laws and rules.

**continued on back page*

VALLEY COLLABORATIVE

At Valley Elementary, Making Our Mark

On September 15, 22 million schools around the globe participated in International Dot Day. This year, for the first time, Valley Elementary joined in the fun, participating in what has become a unique celebration of creativity and courage. The special day is actually based on Peter H. Reynolds' best-selling children's book called *The Dot*, about a little girl who doesn't believe that she can draw, until her teacher encourages her to 'make her mark.'

Valley Elementary BCBA, Erin Frazier, knows the book well—her daughter has it—and led the effort to bring Dot Day to Valley. "It's a day about celebrating kids' uniqueness and letting them flourish, and that's exactly what we do at Valley," says Erin. What followed was a school-wide celebration and lots of dots.

On the big day, all Valley students and staff wore dots. Each student was given a blank circle on which to 'make their mark.' How they chose to design their dot was up to them, says Erin. "So many of the dots stood out. We had one student who used her own paper and came up with a design that was completely different than everyone else's," says Erin. "She took the idea and ran with it, and that's really the whole point of the day."

All Valley classrooms read the book, while other classes did further activities. One class did a STEM activity that featured candy dots, while younger students used toilet paper rolls dipped in paint to create another masterpiece.

Erin says that as soon as she learned of the world-wide event, she wanted Valley to join. "Seeing our students be so creative and knowing that they were part of something bigger was really special," says Erin. ■

2



VALLEY ELEMENTARY STAFF AND STUDENTS CELEBRATE INTERNATIONAL DOT DAY.

A Great Year, Now Underway



SAVANNAH BARNOSKI, IVY LEFEBVRE AND ELI SANCHEZ, FIFTH GRADERS IN MR. JAKE'S CLASS, PICTURED DOING A READING GROUP WITH READING SPECIALIST MEGHAN WATERS.

The school year is off to a great start at Valley Elementary! Thanks to the work of a strong community of dedicated educators, the school's themes of kindness, courage and creativity are evident everywhere these days. And Valley's students have lots to look forward to in the months ahead. We recently surveyed some of them to find out what they're excited about. Here's what they said:

Andrew Hirst, 3rd grade: "Our trip to the USS Constitution!"

Evan Ciaccio, 3rd grade: "Recess! because it's fun to play 'lava monster' with Ms. Melissa and my friends on the playground."

Louis Lorino, 4th grade: "Using iPads in class!"

Quentin May, 4th grade: "Going on field trips!"

Savannah Barnoski, 5th grade: "Starting an art club!"

Ivy Lefebvre, 5th grade: "I'm most excited about going pumpkin picking and the Halloween party."

Eli Sanchez, 5th grade: "Drawing and hanging out with friends." ■

VALLEY COLLABORATIVE

For Alternative High School, a New Year and a New Leader

Valley News Congratulations on becoming the new principal of the Alternative High School! This is one of many roles you've had at Valley. Take us back to the start.

Nicholas LeClair I have a degree in creative writing and wanted to write for television. I was making a living delivering pizzas and I realized that writing wasn't going to do it for me. And so I started thinking about becoming a teacher. When I floated the idea to a friend of mine, he said 'I would have loved it if you were my teacher in high school.' That did it and I started looking for jobs. Valley was looking for a job coach at the time, and they said they also had a position at the front desk. I worked there while I was studying to take the MTEL. Three months later I passed the test and took a teaching job in Valley's vocational program.

Valley News You went on to lead a literacy initiative at Valley. How did that come about?

Nicholas Dr. Scott approached me about starting a Middle/High School literacy initiative. I already had my master's degree in curriculum and instruction from UMass Lowell, so I went back to become a reading specialist. The driving force behind the project was that I realized that many of my students struggled with reading. Some were reading at a 3rd or 4th grade level. At the time, there was room for improvement in how we packaged reading instruction, set goals and monitor for growth. So over the next three years I built that. When the opening for a Principal of the Alternative High School Programming became available this summer, I spoke with Dr. Scott about my consideration for the role.



PICTURED, FROM LEFT: LILYANA KIMBALL-HILL (SENIOR, CURRENTLY DUAL ENROLLED AT MCC, PLANS TO GO INTO SOCIAL WORK); NICK LECLAIR (PRINCIPAL); DAVE ILLG (ASSISTANT PRINCIPAL); KEVIN SURETTE (SENIOR, PLANS TO ENTER THE MILITARY.)

Valley News The last few years have been challenging for everyone. What is your major focus going to be during this school year?

Nicholas We're trying to get back to where we were pre-COVID. That means that we want our community outings program to be as strong and robust as it was prior to the pandemic. All of our high school programs are out of the building twice a week. Whether students are out in the community or touring a college, these are experiences they can use as they transition to adulthood. We like to focus on trips that are academic—like a visit to the USS Constitution or the Charlestown Navy Yard that includes history lessons. But at the same time, students have to have a reason to be excited about being there. We're also looking for more ways to give the kids some kind of vocational experience. Everyone is interested in getting some hands-on volunteer opportunities.

Valley News This has been a time of transition for the Alternative High School, but what won't change?

Nicholas The centrality of relationships to everything we do remains key. Whether we are in the building or out in the community, the goal here is to build relationships. Students have to trust you and feel like they can talk to you at a human level. In an attempt to connect with the students, we go by first names. Our goal is to figure out what kids want out of life. Yes, we teach to the DESE standards like all K-12 school districts, and we also have a strong focus on the students as individuals. The focus on quality relationships is what has kept me coming back all these years. ■

VALLEY COLLABORATIVE

The 'Valley Way': Transitional High School Student Puts Skills and Passion to Work

Valley Transitional High School student Evan Olson was working at Tyngsborough High School this summer when he spotted a weed-strewn flower bed next to the handicapped ramp at the school's entrance. "It was out of control, messy and overgrown," recalls Evan. "This is what people see when they drive by or come up to the building so I decided to make it look nicer."

Drawing on his landscaping background—Evan has done yard work and gardening projects around his neighborhood for several years—he got straight to work.

First up: removing the weeds, an effort that took a full day. Then it was time to select some flowers to plant in the now pristine bed. Fortunately, school-to-work teacher David Callaghan was able to assist. "I was able to get some flowers donated from Bruckman's Garden Center in Lawrence," says David, who also notified the custodial crew at Tyngsborough High about Evan's proposed project. Ready for planting took another day. Once the holes were dug, the soil prepared, Evan filled the area with perennials. "It looks immaculate now," says Evan. "A lot better than it did before."

Evan says he first realized his passion for landscaping when he was 14. Mowing the lawn and planting flowers around his house was work he enjoyed and left him with a sense of accomplishment. David says that finding a similar project for Evan to work on this summer was one of his missions. "Evan was looking for a project and he already had a strong sense of what he was interested in," says David. "He's got the basic knowledge and the drive



ABOVE: EVAN OLSON REMOVES WEEDS FROM AN OVERGROWN GARDEN IN FRONT OF TYNGSBOROUGH HIGH SCHOOL. RIGHT: EVAN SURVEYS THE RESULTS OF HIS HARD WORK.



and he's the type of student who not only can work on his own but enjoys working on his own."

Karen Rowe, Valley Team Chairperson, says that she wasn't at all surprised by Evan's contribution. Says Karen: "Since coming to Valley six years ago, Evan has emerged as a leader in the school community with many students looking up to him." And landscaping is far from his only passion, she notes. "He is also well known for his wide range of interests; among them music, which we have been fortunate to have him share with our school community. Evan has played guitar for numerous holiday performances and talent shows here at Valley and he abso-

lutely shreds!"

Today, a colorful display greets visitors to Tyngsborough High School, a vivid reminder of one Valley's student's drive and hard work. The pristine perennial bed also demonstrates Valley's unique approach to job training and student development. "Finding opportunities that fit the interests and skills of our students is definitely the Valley way," says Karen.

As for Evan, while he isn't sure what his next big project will be, he couldn't be happier with the outcome of his summer flower bed renovation. "It was such a mess and now it looks great. Now when someone drives by or walks up to the building they see these nice flowers, not just messy weeds." ■

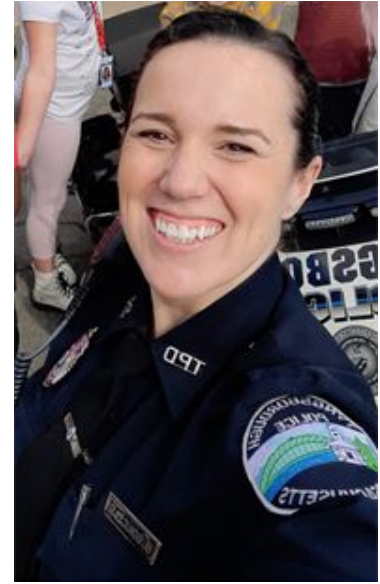
VALLEY COLLABORATIVE

Safety and Security is Our Job: Meet Valley's New School Resource Officers

Valley Collaborative is pleased to introduce our two new School Resource Officers: Sean Dougherty (Billerica) and Bethany Bonczar (Tyngsborough). School Resource Officers or SROs are carefully selected, specifically trained law enforcement officers that have been specially trained in school-based law enforcement and crisis response using community-oriented policing concepts. We recently had the opportunity to talk to Sean and Bethany about their work at Valley, how they see their roles at their respective schools, and what they enjoy most about being part of the extended Valley family.

When the Billerica Chief of Police learned that there was an opening for an SRO at Valley, Sean Dougherty was a natural candidate. Prior to joining the Billerica Police Department in 2018, he worked for a juvenile facility and a state psychiatric facility. "The chief knew my background and suggested that I apply," says Sean. "The transition so far has been pretty smooth. Having experience in this field has definitely made it easier."

Bethany Bonczar is part of a team of officers who are assigned to the SRO division of the Tyngsborough Police Department. The officers cover seven local schools, going where they are needed. For Bethany, a typical day starts at the high school and elementary school in Tyngsborough, managing traffic. Then she's usually joined by the department's comfort and therapy dog, a four-year-old mutt named George whom the officers refer to as the Community Resource Dog. "I usually track with him in the mornings and then visit the other schools depending on where I'm needed," says Bethany.



FROM LEFT: JJ JASILEWICZ WITH OFFICER SEAN DOUGHERTY; OFFICER BETHANY BONCZAR.

Like Sean, Bethany's interest in criminal justice has a heavy emphasis on 'justice.' She comes from a family of attorneys and judges, and when she started college, she was eager to go a different route. "I felt like I'd grown up seeing what the system looks like after people get into trouble. I wanted to find the most effective way to help people," says Bethany. "That's how I got into police work."

While the SROs are trained police officers, Sean stresses that the role they play in their school-based work is different. "The biggest adjustment is that you kind of take your police hat off. You're not law enforcement, you're a friendly face," says Sean. That's because SROs utilize the principles of community-based policing, a strategy of policing that focuses on developing relationships with community members to collaboratively identify and solve problems. Explains Sean: "The goal is to make kids more comfortable around police in the long term."

For Bethany, that community-based approach means making connections with kids at Valley Elementary. In addition to visiting classrooms to provide education on issues of safety and security, Bethany has participated in Valley's running group. Last year, she and her colleague Matt Koziol, an SRO at Greater Lowell Tech, would drop by to join in Football Fridays. "We try to integrate in the community," explains Bethany.

Asked what he likes best about his new job as Valley SRO in Billerica, Sean doesn't hesitate. "The kids I get to see on a daily basis. They can really brighten up your day," says Sean. That's an opinion that Bethany shares. While Valley is just one stop on her SRO route, she says that her visits to the elementary school are her favorite part of the job. "It's so refreshing to get to hang out with the kids. And I can't speak highly enough of the staff. They really do amazing work." ■

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Valley Collaborative Board

Chair: Mr. Timothy Piowar

Superintendent, Billerica Public Schools

Dr. Jay Lang

Superintendent, Chelmsford Public Schools

Mr. Steven Stone

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Dr. Laura Chesson

Superintendent, Groton-Dunstable Regional School District

Dr. Denise Pigeon

Superintendent, Nashoba Valley Technical School District

Mr. Brad Morgan

Superintendent, North Middlesex Regional School District

Ms. Brenda Theriault-Regan

Superintendent, Tewksbury Public Schools

Dr. Michael Flanagan

Superintendent, Tyngsborough Public Schools

Dr. Christopher Chew

Superintendent, Westford Public Schools

Letter from the Executive Director

**continued from front page*

Independence

Empower people to act on their own behalf so that they feel in control of their lives and experience a sense of hope and possibility.

Understanding

Believe that what others think matters; give them the chance to explain their perspectives, express their points of view; actively listen in order to understand them.

Benefit of the Doubt

Treat people as trustworthy; start with the premise that others have good motives and are acting with integrity.

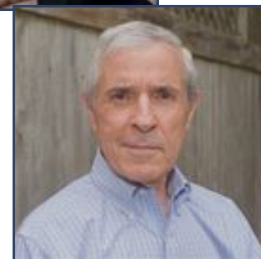
Accountability

Take responsibility for your actions; if you have violated the dignity of another, apologize; make a commitment to change hurtful behaviors.

My best to you always,

Chris

Chris A. Scott, Ph.D.
Executive Director



THIS YEAR'S VALLEY ORIENTATION FEATURED TWO KEYNOTE SPEAKERS: MASS. DESE DEPUTY COMMISSIONER REGINA ROBINSON AND DR. ANTHONY BENT.