Collaborative for Educational Services
Board of Directors Meeting Minutes
December 6, 2021 at 6:00pm-7:00pm
APPROVED

Join Zoom Meeting - https://collaborative.zoom.us/j/87208177547
Meeting ID: 872 0817 7547


CES Staff Present: Angela Burke, Todd Gazda, Rebecca Lincoln, Victoria Lucadello, Isolda Ortega-Busamante, Karen Reuter.

Absent: Colin Black, Aaron Buford, John Cotton, Michael Foran, Geof Gougeon, Susan Hollins, Erica Boyd Jacob, Paul Kennedy, Heather Klesch, David Lubbers, Jill Pelletier, Alli Schlachter, Jonathan Schmidt, Ian Stith, Julianne Tauscher, William Tomb, David Young.

Call to Order - Board Chair Dan Hayes
The meeting was called to order at 6:03pm when Chair Dan Hayes confirmed that a quorum of the full Board was not present and a quorum of the Executive Committee was present.

Proposal for Business Management Consultant Firm
CES Executive Director Todd Gazda began the meeting with a discussion of the shift to a business management consultant for the organization. He reviewed ways in which the growth of the organization has put undue strain on the business and operations office. As previously discussed, the current Director of Finance and Operations will remain as Director of Operations going forward. Roles that were fulfilled by the Director of Finance will be fulfilled by the new entity. The current Assistant Director of Finance is shifting to a role within CES as part of its Department of Youth Services (DYS) work. A business office staffer certified in procurement will remain with the office.

Invitations For Bid (IFBs) were developed in concert with the business office staff. There was interest for 16 firms and ultimately CES received one bid. National firms may not have been able to fulfill the requirement to be regularly on site. However this is considered essential. The bid being brought forward this evening is from TMS. The cost of the bid $120,000 for the year which will be fiscally neutral for CES. Gazda recommended that the organization move forward with this firm.

The Board discussed the proposal in greater detail and posed questions about the TMS staff who would be assigned to the project. These include a certified school business manager and an accountant who specializes in this work. They would provide supervision to the current
business office staff. The group reviewed possible efficiencies including automating the payroll system, which has been under consideration for some time.

The new consultants would also offer more opportunities for the Operations office to develop a capital program to address space needs and building maintenance and modernization. CES has also been exploring space for a program that provides services to students in long-term detention, which is in demand with member school districts. The Board reviewed longer term capital needs, how staffing for operations would look moving forward, and funding for space and improvements. Some funds could come from the sale of current properties, PPP loan forgiveness, and other sources. This is not expected to use grant funding at this time.

TMS would be available for an immediate start date if the Board approves the proposal. This would give the maximum time to onboard them with the current staff before they begin their new role at DYS. The contract is structured for one year with the option for CES to renew for two more years. There are also other options to withdraw from the contract if this partnership is not working.

Board members also asked about diversity issues in hiring and staff retention, as well as working for better technology access, particularly for students in rural school districts.

Hayes confirmed that a quorum of the full Board was still not present. Due to the lack of a quorum, Hayes asked the directors to speak freely about their support or concerns about the TMS proposal before the Executive Committee took its vote. The Board expressed agreement with the proposal and no rejections of the proposal were offered.

_Cathy Englehardt motioned to approve the recommended proposal brought forward by the Executive Director to hire TMS. Don Sluter seconded the motion. A roll call vote of the Executive Committee was taken. None abstained. None opposed and the motion carried unanimously._

Hayes expressed his appreciation to the Board for their thoughtful consideration of this issue and for their attendance at a special meeting. Gazda thanked the Board for their support on this decision which represents an opportunity to change and move forward.

_Don Sluter made a motion to adjourn the meeting. Englehardt seconded the motion. A roll call vote was taken. None abstained. None opposed and the motion carried unanimously._

Meeting was adjourned at 6:42pm.