Collaborative for Educational Services  
Board of Directors Meeting Minutes  
January 26, 2022 at 6:30pm-9:00pm  
(FINAL)  

Join Zoom Meeting: https://collaborative.zoom.us/j/84981011490  
Meeting ID: 849 8101 1490

| Present: Colin Black, Suzanne Crawford, Patrick Davis, Mallory Ellis, Cathy Englehardt, Dan Hayes, Ben Hersey, Erica Boyd Jacob, Paul Kennedy, Heather Klesch, David Lubbers, Keith McFarland, Maureen Nichols, Jill Pelletier, Irv Rhodes, Don Sluter, Julie Spencer-Robinson, Julianne Tauscher, William Tomb. |
| Present from CES: Todd Gazda, Emily Hoffman, Judy Houle, Kathy Levesque, Victoria Lucadello. |
| Absent: Johanna Bartlett, Aaron Buford, Michael Foran, Geof Gougeon, Sarah Hall, Mike Knapp, Lyn Roberts, Alli Schlachter, lan Stith, Denise Storm, Steve Sullivan, David Young. |

**Call to Order and Introductions**  
The meeting began when Board Chair Hayes confirmed a quorum at 6:32pm.  

**Public Comment**  
A commenter raised the issue of equitable pay for teachers and asked the Board to address this concern, as well as the difficulty of teacher retention during the pandemic. Hayes thanked the speaker for their comments.  

A commenter noted that the Greenfield Community College building in downtown Greenfield is being sold and suggested this could be an option for expansion if CES needs a new site in Franklin County. Hayes thanked the speaker for this information. There was no additional public comment.  

**Notes - Board Chair Dan Hayes**  
Hayes noted that he produces a letter for the CES staff newsletter to inform staff about the events taking place at Board meetings. He thanked Vice Chair Cathy Englehardt and Executive Director Todd Gazda for their input and support over the past months.  

**Minutes of November 17, 2021 Board Meeting**  
*Don Sluter motioned to approve the minutes of the November 17, 2021 Board of Directors meeting. Cathy Englehardt seconded the motion. A roll call vote was taken. Hersey and Rhodes abstained. None opposed and the motion carried unanimously.*
Minutes of the January 21, 2022 Finance Committee Meeting
Patrick Davis motioned to approve the minutes of the January 21, 2022 Finance Committee meeting. Mallory Ellis seconded the motion. A roll call vote was taken. Hersey and Rhodes abstained. None opposed and the motion carried unanimously.

Minutes of the December 6, 2021 CES Special Board Meeting
Cathy Englehardt motioned to approve the minutes of the December 6, 2021 Special Board Meeting. Don Sluter seconded the motion. A roll call vote was taken. Hersey and Rhodes abstained. None opposed the motion carried unanimously.

Hires and Separations
Hayes introduced the most recent hires and separations report. He reminded the Board that this vote is required at all educational collaboratives.

David Lubbers motioned to approve hires and separations for the period ending January 2, 2022. Englehardt seconded the motion. A roll call vote was taken. Davis, Hersey and Rhodes abstained. None opposed and the motion carried unanimously.

Financial Report
Judy Houle presented the statement of activities through December 31, 2021. The organization currently is in good shape overall and has a net surplus of approximately $382,992. The situation is expected to improve as revenues continue to be posted. New business office staff and TMS staff continue to develop more precise estimates for the rest of the fiscal year. Houle also reviewed the changes in fund balances. There were questions from Board members about the way that financial information is presented and whether adjustments would make the documentation easier to review. Gazda reminded the Board that the organization is continuing with its plan to shift payroll to an outside vendor. Houle reviewed the outlook for the rest of FY22 and stated that the trends in revenue and expenses currently look good for the rest of the year.

Don Sluter motioned to accept the FY22 Statement of Activities and the Changes in Fund Balance for the period ending December 31, 2021, and the update on the FY22 budget as presented. Englehardt seconded the motion. A roll call vote was taken. Rhodes abstained. None opposed and the motion carried unanimously.

Chief Procurement Officer
Gazda informed the Board that the current Chief Procurement Officer (CPO) Rebecca Lincoln is moving to a new role within CES. An educational collaborative is required to have a registered CPO to handle procurement issues as necessary. Gazda put forward Judy Houle as the most experienced and appropriate person to serve in this role going forward.

Davis motioned to approve Judy Houle as the Chief Procurement Officer for CES. Englehardt seconded the motion. A roll call vote was taken. None abstained. None opposed and the motion carried unanimously.
Presentation: Massachusetts Migrant Education Program (MMEP)
Emily Hoffiman presented on the work of the MMEP and the ways that it supports students and families across the commonwealth. The MMEP helps migratory students and youth meet their academic goals, ensures that migratory students fully benefit from the same program and supports provided to non-migratory students, and guides students on a pathway that leads to high school graduation or its equivalent. Hoffman described many of the program’s outreach methods and the ways entire families benefit from migrant students’ achievements. Hoffman also detailed eligibility criteria and discussed cooperative efforts with school districts. Hoffman described life skills classes, other training opportunities, and shared the success stories of several participants. Hayes thanked Hoffman for providing a valuable look at how programming touches the lives of students and families throughout the state.

CES 2021 Annual Highlights
Kathy Levesque presented the annual highlights for FY21. This reporting is brought to the Board each January. This report provides an insightful overview of the previous year at CES. This year’s theme was change and moving forward, including adding programs such as MMEP and 21st Century. Highlights from prior years are available on the CES website.

CES Executive Committee Membership
Hayes explained the purpose of the Executive Committee and when it can meet and take action according to the CES Bylaws. Board members were contacted earlier this month about their interest in serving on the committee. Two Board members expressed interest: Mike Knapp from Belchertown and Irv Rhodes from Amherst. After a brief review of each candidate’s history and interest, Hayes asked for any other nominations or offers to serve.

Englehardt motioned to nominate Knapp for membership on the Executive Committee. Sluter seconded the motion. Lubbers motioned to nominate Rhodes for membership on the Executive Committee. Jacob seconded the nomination. Because there was only one open seat, Hayes asked each Board member present to vote for one of the two nominees, either Knapp or Rhodes. A roll call vote was taken. Hersey abstained. Rhodes carried the majority vote with four votes for Knapp.

Hayes welcomed Rhodes to the Executive Committee and offered to provide any information or support that would assist Rhodes in his service on the committee.

Executive Director’s Report
Todd Gazda gave his report to the Board, detailing a busy time at CES. Negotiations are currently underway with the union and the organization is working intently to resolve open issues. Gazda stated that progress has been made and the organization is focused on developing a positive resolution. Weekly meetings with Hampshire and Franklin County superintendents continue to be useful. Gazda has set a meeting with the new acting commissioner of DYS. In addition, Gazda has focused on learning more about what districts need and finding ways that CES can be of service. Recently this led to a cooperative program to obtain COVID testing kits through a connection at the Hilltown Community Health Center.
Gazda reminded the Board that the Policy Committee would be meeting later this spring to review matters to be brought before the Board. If Board members have any questions or recommendations for topics, please contact the Board Chair.

**CES and the Massachusetts Organization of Educational Collaboratives (MOEC)**

Hayes provided an update on a recent meeting with the Executive Director of MOEC, Joanne Haley Sullivan. The most recent MOEC annual report will be forwarded to the Board for their review. Hayes hoped that there would be future opportunities to work more closely with MOEC on issues affecting educational collaboratives in the state.

**CES Executive Director Annual Review Preparation**

Hayes reminded the Board that Gazda has been with the organization for six months. The Executive Director (ED) is evaluated each year by the Board. Hayes shared an outline of the process with the Board. This will be sent to the Board following the meeting. Hayes reminded the Board of their valuable role in this process and the importance of continuing to offer feedback on the ED’s performance throughout the year so that any issues can be addressed and corrected. The evaluation process includes performance surveys, assessments of progress on goals, and a compensation review. The Evaluation Committee was elected at the September 2021 meeting and includes Hayes, Crawford, Ellis, Englehardt, and Sluter. The committee welcomes feedback from Board members throughout the year.

**Topics of Board Interest**

Englehardt raised an issue she had submitted to the Board Chair regarding Special Education Parent Advisory Councils (PACs). There was general discussion about the efficacy of various approaches to PACs, PAC membership, and effective activities. Board members discussed roles for PACs including support for parents and their informational and/or educational component. Englehardt thanked the members for their input and ideas on this issue.

Hayes reminded Board members to send topics to the Chair and the Executive Director for consideration at a future meeting.

**Adjournment**

The meeting adjourned at 8:37pm.