



**BOARD OF DIRECTORS MEETING AGENDA**  
**Collaborative for Educational Services**  
**WEDNESDAY, JANUARY 31, 2018**  
**6:30-9:00**

**This meeting will be at the Franklin Regional Council of Governments Building,  
12 Olive Street, Greenfield, MA**

Directions: <http://frcog.org/contact-us/>

<b>AGENDA ITEM</b>	<b>TIME</b>
1. Call to Order and Introduce New Members	<b>6:30</b>
2. Public Session	<b>6:40</b>
3. Approve Minutes of November 15, 2017 Board Meeting and Minutes of January 23, 2018 Finance Committee Meeting <b>(vote required)</b>	<b>6:45</b>
4. Strategic Planning Initiative for Families and Youth Coalition (SPIFFY) Presentation – Heather Warner	<b>6:50</b>
5. CES Financial Report – Barbara Siegel <b>(votes required)</b>  Vote to accept the Financial Report for the five months ending November 30, 2017.  Vote to approve the FY19 HEC Academy Summer School Budget & Tuition Rates as presented.  Vote to approve the increase to bring Content Teachers onto the Teachers & Specialists Scale.	<b>7:20</b>
6. CCATT and OTC Update	<b>7:35</b>
7. Hires and Separations <b>(vote required)</b>	<b>7:55</b>
8. Conflict of Interest Statement	<b>8:00</b>
9. Discussion among members (topics could include reduced % of Circuit Breaker funding; Charter Schools, LOOK Act, Equity and inclusion; Foundation budget; etc)	<b>8:10</b>
10. Executive Director's Report	<b>8:35</b>
11. Adjournment <b>(vote required)</b>	<b>9:00</b>



# BOARD OF DIRECTORS

  

## MEETING MINUTES

### November 15, 2017

#### MEMBERS of the Collaborative for Educational Services

##### Hampshire County

Amherst-Pelham Regional Schools *	Amherst Public Schools *	Belchertown Public Schools *	Chesterfield-Goshen Public Schools
Easthampton Public Schools *	Granby Public Schools *	Hadley Public Schools *	Hampshire Regional Schools *
Hatfield Public Schools *	Northampton Public Schools *	Pelham Public Schools *	South Hadley Public Schools
Southampton Public Schools *	Ware Public Schools *	Westhampton Public Schools *	Williamsburg Public Schools
Smith Vocational & Agricultural School			

##### Franklin County

Conway Public School *	Deerfield Public School *	Erving Elementary School *	Franklin County Technical School
Frontier Regional School District *	Gill-Montague Regional *	Greenfield Public Schools *	Hawlemont Regional
Leverett Public School *	Mohawk Trail Regional *	New Salem School *	Orange Public School
Pioneer Valley Regional *	RC Mahar Regional *	Rowe Elementary School *	Shutesbury Public School
Sunderland Public School *	Wendell Public School *	Whately Public School	

*Everyone is a learner*

**Collaborative for Educational Services  
Board of Directors Meeting Minutes (DRAFT)  
Open Session  
September 27, 2017  
Greenfield Community College**

**Present from Board:** Michael Knapp, Howard Moore, Ed Sturtevant, Chrissa Young, Melissa Burke, Cynthia Kwiecinski, Cathy Englehardt, Dan Hayes, Don Sluter, Robert Decker, Maureen Nichols, Virginia Ahart, Patricia Smith, David Young, Cara Castenson (Guest), Michael Simpson

**Present from CES:** Bill Diehl, Terry Senio, Barbara Siegel, Kathy Levesque, Sarah Molloy

**Call to Order and Introductions**

Dan Hayes, Chair of the Board, called the meeting to order at 6:35 PM, but there was not a quorum so he opened the meeting with the Executive Committee. He explained that means that the Executive Committee are the ones who will be voting instead of the full Board. Cathy Englehardt added that they take the general consensus of the whole Board before they vote.

Don Sluter, Hussain Hamdan, Cathy Englehardt, Mike Knapp, and Dan Hayes make up the Executive Committee.

The Board did introductions.

Upon the arrival of other Board members, Dan Hayes officially called the meeting to order at 6:40 PM with a full quorum.

**Public Session / New Business**

Tom Grover, a History teacher employed by CES for the Department of Youth Services education initiative, addressed the Board concerning DYS and SEIS teacher salaries and salary schedules, as compared to public school peers. Dan Hayes thanked him for presenting.

**Approve Minutes of 9/27/17 Board of Directors Meeting (vote required)**

Don Sluter moved that the Board approve the minutes of September 27, 2017. Michael Knapp seconded. Pat Smith abstained; all others were in favor and the motion passed.

**Approve Minutes of the 11/7/17 Finance Committee Meeting (vote required)**

Cathy Englehardt moved that the Board approve the Finance Committee minutes of November 7, 2017 and Don Sluter seconded. Pat Smith abstained; all others were in favor and the motion passed.

**Approve Open Session Minutes of the three Property Committee meetings (vote required)**

Bob Decker moved that the Board approve the Property Committee open session minutes of October 19, 2017, November 6, 2017, and November 8, 2017 and Cathy seconded. Pat Smith abstained; all others were in favor and the motion passed.

**Decide upon procedure for approving Executive Session minutes of the three Property Committee meetings (vote required)**

The Board concluded that they will decide this during the Property Committee Report part of the agenda.

**New Initiatives in Technology**

The presenter, Angela Burke from CES, was sick so this was cancelled.

**Annual Report (vote required)**

The Board received the Annual Report for the period ending June 30, 2017. Bill Diehl informed the Board that the state requires us to submit this in December every year after we gain approval from the Board. In the report, we reflect on what we have done and reflect on any challenges or trends. This one is the longest we've had. Bill did a presentation with information from the report and went through our 5-year strategic plan. As part of his presentation, Bill listed the statistics for our programs and services. Kathy Levesque added that we have done a number of programs that are new to us and that were for the state. Dan reminded the Board of the Social Justice and Equity conference as well.

Bill then went through some fiscal highlights that are also in the Annual Audit report. We have \$125,255 revenue over expenditures. It's a \$250,000 turnaround from last year. Our General Fund had a 6% increase in revenue. 56 new continuation grants and contracts. This was a decrease from 60 in FY16. He noted that we faced the challenging trends of decreased federal and state grants and districts having to reduce expenditures. To deal with these challenges, we re-organized the agency and implemented new technology systems (IV, Salesforce, Applicant Tracking). We are also strategically growing our direct services, developing new business, and are working on strategic plans for current business (such as with OTC and CCATT). We have also increased focus on areas that are expected to grow in need and funding (eg. ELL, SJE, Poverty). We have also increased focus on the expansion of opportunities in services and programs and in geographic reach.

Bob Decker moved that the Board accept the Annual Report for FY17 and Cathy Englehardt seconded. Michael Knapp abstained. All were in favor and the motion passed.

**Annual Audit (vote required)**

Barbara introduced Steve Erickson and Linda Wosko from Whittlesey & Hadley, P.C.. Linda is the audit manager and Steve, the partner, ran the presentation. They gave a high level overview of the Annual Audit. The Board previously received the full audit. They noted that they keep the Finance Committee abreast of any issues so if there were any issues they would have been in touch with them before the presentation. There are no findings or issues. They use a risk-based approach so they use their generally accepted standards, talk to management, review minutes, and review internal controls. They determine the significant audit areas that are more likely to have mistakes and closely focus on those areas. The balance sheet between FY16 and FY17 is comparable and the only differences are due to timing. In regards to the statement of activities, there was a good improvement over FY16. The decrease in grants was a general decrease that changes a little each year normally. Because of the amount of federal funds we receive they do a federal single audit. Both were clean opinions with no audit findings. The filing deadline is today, but we have an extension to submit as soon as they have Board approval.

Dan thanked the Finance Committee for working on this.

There was a question about the office equipment etc. under net assets and if that is fair market value or the depreciated. That number is cost. They don't know what it is actually worth if we sold that today. Below those lines there is accumulated depreciation related to those equipment. That would be the number to compare.

A question was asked about the insured deposits at People's Bank – we only have \$250,000 insured deposits. The amount over \$250,000 is not federally insured, but is fully covered by the Depositors Insurance Fund of Massachusetts. So in fact all our deposits are 100% insured. They will tweak the report a little to show this more clearly.

A member asked why their old logo was still on the report. The said that they cannot legally use their new logo since it's still in DBA.

Another member asked about pension liability. OPEB, other post-employment benefits, such as health insurance, life insurance and deferred compensation upon retirement are not a consideration for CES. More than 20 years ago, the Board of Directors voted to not have retirement health insurance, except for those who were grandfathered. Districts who offer insurance in retirement are required to have a trust to hold the funds needed to provide the accrued value of the benefits. We pay monthly for the couple of grandfathered employees and are not required to have a trust. We offer coverage for employees who retire from CES with at least 25 years of service and who have yet to reach Medicaid eligibility.

It was asked if the conflict of interest statement is a requirement. The auditors replied that we are required to ask to make there's no collusion or business with Board members or parties related to Board members, as defined by the statute. There is no standard form. The auditors confirmed that CES had created the document that was passed out at the meeting. There was a Board suggestion that the Executive Director ask our legal counsel to review and update, if needed, the Board form. The ED is to bring the reviewed / revised form to the next meeting.

It was confirmed that we have insurance to cover litigations.

Bob Decker moved to accept the audited Financial Statements for FY17 as presented by Whittlesey with the clarification that deposits over the FDIC level (\$250,000) are fully insured by the Depositors Insurance Fund of Massachusetts and Cathy Englehardt seconded. All were in favor and the motion passed.

### **Cumulative Surplus Vote (vote required)**

We are required to calculate the cumulative surplus which includes looking at the audited unexpended funds and any prior year surplus that was used in the current year. The surplus is not allowed to exceed 25% of the previous year's general fund expenditures. The Board votes to accept the figure and they vote as to how they want to manage any positive surplus. The Board can vote to distribute the surplus back to the membership or to leave it in place for CES to use to fund our work. In the past, at the suggestion of the Executive Director and auditors, the Board has voted to keep it for CES to use. Last year the cumulative surplus percentage was -2.2%.

Bob Decker motioned to accept the final dollar \$(10,550) amount of the cumulative surplus percentage of -.12% as presented by Whittlesey and Don Sluter seconded. All were in favor and the motion passed.

### **Hires and Separations (vote required)**

Cathy Englehardt motioned to approve the hires and separations as presented and Maureen Nichols seconded. All were in favor and the motion passed.

### **Conflict of Interest Statement**

The Conflict of Interest statement and signature sheet were reviewed. This is a requirement for Board members to sign.

David Young asked about two parts of the statement and whether members were required to sign the CES statement since they've already signed a statement for their School Committee. Collaboratives and school districts are in an unusual situation in this regard. Don brought up that for his district, every two years they do an ethics training. Dan said that their auditors say we need to say this. There was a question if taking the training and providing a certificate from the School District is adequate to meet the Collaborative requirement. Bill said that this has been standard in the past, but he will bring this up with our legal counsel. He will also request that counsel review and update the CES statement, as needed.

### **Executive Director's Report**

Bill pointed out several key points from his report (please see complete report for more highlights).

- We've been doing increased site-based PD offerings. We have 38 new ones just in September. This is promising to him as it represents the fact that we are building our PD service capacity. We can keep our staff capacity up to serve our member districts while staying fiscally viable.
- Albert Mussad has been trained in Planning for Success, a district strategic planning process sponsored by DESE. He is working with one district and can work with others.
- We are doing a lot of integration of technology into the classroom as well.
- We just got a grant to develop 20 high school internships in STEM areas. We are developing collaborations with UMass and local industry partners for these internships. Bill told the Board that if their districts are interested, then they should let us know. Matt Rigney is the key person for this grant. He has contacts in each school district who do connecting activities. It's not directly publicized to the students.
- Bill also noted that the state is increasing focus on having vocational work in comprehensive schools. We have a consortium that other schools can join and we may be able to build you into the grant. They are offering things that vocational schools don't have so it is similar, but not competing.
- The SPIFFY Coalition and Healthy Families have been doing a lot of work as well: farm to school, healthy eating, bike pathways, etc.
- We sponsored the annual safe school summit for the first time.
- SPIFFY had a data release meeting. This data looks at a snapshot and over the years of the different prevention factors and risk factors that youth face. The use of alcohol and smoking has been going down slowly. Bill noted that it's district-based.
- Bill then listed some statistics for our direct services. We are doing well and meeting our goals.

- We are also keeping CBWE afloat with 3 Springfield students.
- As far as our work with educators goes, Bill mentioned our work teaching educators about kids in poverty, our personalized learning initiative, and teaching with primary sources.
- Rich Cairn is in charge of the history workshops and has a great website. We also have a grant to make it more accessible to special needs students and second language students.
- Bill briefly mentioned and let the Board know there is more information in the report about marketing, research and evaluation, finance, and HR.
- Bill brought up that this year we are a part of Mohawk Trail's grant to provide web-based support. We are also helping the Berkshires develop a collaborative.

### **Charter Schools and Other Issues - Discussion**

At our last meeting, charter schools came up in the context of our Professional Development department doing work for them. It was fine with the Board, but the Board raised more questions around it so we said we would bring it to this meeting. Bill brought up the following areas of discussion:

- Membership in the Collaborative – one area Charter school has asked about this.
- Services we provide – how does the Board feel about offering services to Charter schools
- Best practices - Opening avenues for Charter schools to share their best practices with our non-charter public schools

**Best Practices:** Dan brought up his experience at the MASC / MASS Conference where he went to a workshop about charter schools working with school districts. He said that there are superintendents in the state who are very involved in working with leaders of charter organizations to solve issues. They also work together on areas they agree upon that need to make legislative changes. The superintendents were thinking that these charter school students are their students for that area and all of those students should be served and best practices shared between them. Dan said it was a good model about how people can come together and change legislation.

**Membership in the Collaborative:** The Board then reviewed the process for adding new members to the Collaborative. Gateway Regional School District, which used to be a member, has requested to rejoin. They will have to send us a letter requesting consideration for admission. The Board has to agree with 2/3 majority. We then amend the agreement to include them and that has to be approved by 2/3 of the school committees and then has to be signed by all of the school committees. Charter schools probably recognize that they won't be able to pass those hurdles due to current politics. Bill noted that no collaboratives that he contacted in Massachusetts have charter schools as members.

**Services we provide:** We are currently looking for opportunities to expand the services in our reach. Bill pointed out that if we have empty seats, then we can fill those seats with whoever and that would benefit everyone. Bill mentioned that CES had a good meeting with Pioneer Valley Arts and that they have a good leader. They want to buy from us a set of Licensure programs for them to get their teachers licensed as a job perk. It doesn't take anything away from our membership. He brought this up as an example of things we are investigating. Bill wants to know if the Board is okay with us pursuing those non-member fee-for-service opportunities. The Board expressed support of this; it helps students in the region and helps CES since charter schools are going to pay like non-members.

### **Property Subcommittee Report**

Dan Hayes declared that it's in the best interest to go into Executive Session due to a detrimental effect an open meeting would have on our negotiating position when discussing real estate. Since there was no longer a quorum at this point, Don Sluter motioned to go into Executive Committee while inviting the rest of the Board members to be present, along with CES staff members Sarah Molloy, Bill Diehl, and Barbara Siegel. There was a roll call vote and all were in favor.

[EXECUTIVE SESSION MINUTES IN SEPARATE DOCUMENT]

Don Sluter motioned to go back into open session and Michael Knapp seconded. A roll call vote was done and all were in favor. The motion passed.

The Board decided that we will wait to approve the Property Committee executive session minutes until publicizing them will no longer have a detrimental effect on our negotiating position.

Don Sluter moved to add Cathy Englehardt to the Property Committee. Michael Knapp seconded. All were in favor and the motion passed.

**New Business**

Cathy asked if anyone has asked MASC to do a policy review. Bob said Frontier did, but he was not involved. Pat said they are in the process of doing it in the consolidated districts. She's not on the committee, but she said people who are involved in it seem to appreciate it. It's not a short term project.

Mike said that for his school, at one point it wasn't clear where policies stood. The policies now are curated and updated by MASC and they pay an annual fee.

Bill reminded the Board that there will be a training for new school committee members in December. It is a free training.

**Adjournment (vote required)**

Cathy Englehardt motioned to adjourn at 8:58 PM and Michael Knapp seconded. All in favor and the meeting was adjourned.



# FINANCE COMMITTEE

  

## MEETING MINUTES

### January 23, 2018

#### MEMBERS of the Collaborative for Educational Services

##### Hampshire County

Amherst-Pelham Regional Schools *	Amherst Public Schools *	Belchertown Public Schools *	Chesterfield-Goshen Public Schools
Easthampton Public Schools *	Granby Public Schools *	Hadley Public Schools *	Hampshire Regional Schools *
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Smith Vocational & Agricultural School			

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Sunderland Public School *	Wendell Public School *	Whately Public School	

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**Collaborative for Educational Services  
Finance Committee Meeting  
January 23, 2018**

The meeting began at 8:00 a.m.

In attendance were:

- All Finance Committee members were present: Hussain Hamdan, Howard Moore, John Robert, Michael Sullivan, and Dan Hayes, Board Chair, ex officio.
- From CES were Barbara Siegel, Director of Finance and Operations; Sherry Smith, Director of Special Education, Terry Senio, Deputy Director, and William Diehl, Executive Director

1. Barbara distributed two documents: the “Combined Statement of Revenues and Expenditures and **Budget vs Actual** for the Five Months Ended November 30, 2017;” and “Combined Statement of Revenues and Expenditures and **Changes in Fund Balance** for the Five Months Ended November 30, 2017.”

She explained key areas, and answered questions from the Finance Committee. Key points were:

- a. Currently have a deficit.
  - i. Among the factors – in summer we have less revenue; in the fall, programs are getting up to speed and don't have full revenue
  - ii. We count indirect when funds are expended. Since expenditures are lower, so was indirect
- b. Operations deficit due to unanticipated expenses in personnel, legal fees, and consultant as part of the re-organization.
- c. Professional Development was \$110,000 behind, but it was better than last year
- d. Special Education reflects the fact that HEC Academy is not at full student capacity. We believe that will improve.
- e. We are behind in billing in some areas.
- f. Overall, the November report each year has a higher deficit, which lessens over the year, and usually is close to projections by June.
- g. Barbara added that CES is taking actions to help meet the challenges posed by the current fiscal reports. Meetings are already scheduled with department heads to develop action plans.

Dan made a motion to accept the reports. Hussain seconded and all were in favor

2. Barbara distributed the recommended summer tuitions for HEC Academy and pointed out the comparison figures. Summer enrollment is projected at 18 - 9 from member + 9 from non-member districts.
  - a. Barbara was asked about the reasons for an increase from last year. Reasons include – the addition of adaptive PE; salary increases for content teachers; and increased insurance costs.

- b. Barbara also noted that CBWE will be closing; since some administrator costs are built into CBWE tuition, that will also have an impact on HEC Academy tuitions.

**Dan made a motion to recommend the rates as presented to the Board. Hussain seconded and all were in favor.**

3. Barbara presented the Special Education Detail Budget for Summer School and for FY 2019. She noted:
  - a. Recommending the last increase for Content Specialists, as approved by the Board two years ago, to get the Specialists on to the teacher scale at the proper level.
  - b. A COLA was not estimated; CES wants to wait until we know status of our budget later in the year.
  - c. The Committee and Barbara discussed wages for paras. Barbara explained we have 6 steps – most are not there yet.
  - d. Discussed health insurance, including possible change in % covered by newer employees.
  - e. Dan asked about DYS / SEIS in terms of insurance (same as all other employees) and in terms of raises especially for veteran employees
  - f. Discussed possible adjustments in vacation time to achieve more equity
  - g. Barbara reported we will be using a consultant to examine our salaries and scales to make sure we're compliant with fair labor regulations.

**No motion was necessary.**

4. Adjourn: A motion to adjourn was made by Dan and seconded by Hussain. The meeting was adjourned at 8:45.

Respectfully submitted,

Handwritten signature of William Diehl in cursive script.

William Diehl  
Acting Secretary



# FINANCIAL REPORT

## FOR THE FIVE MONTHS ENDED

### NOVEMBER 30, 2017

#### MEMBERS of the Collaborative for Educational Services

##### Hampshire County

Amherst-Pelham Regional Schools *	Amherst Public Schools *	Belchertown Public Schools *	Chesterfield-Goshen Public Schools
Easthampton Public Schools *	Granby Public Schools *	Hadley Public Schools *	Hampshire Regional Schools *
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Collaborative for Educational Services  
 Combined Statement of Revenues and Expenditures and  
 Budget vs Actual - Governmental Fund Types  
 For the Five Months Ended November 30, 2017

	FY18 Budget	Actual Through 11/30/2017	42%	58% Balance Remaining	
<b>Revenues:</b>					
Operations & Business Development	3,314,494	1,107,737		2,206,757	
Birth to Age 22	3,082,794	825,561		2,257,233	
Professional Services	1,854,354	474,284		1,380,070	
Grants & Contracts	29,056,373	9,229,290		19,827,083	
<b>Total Revenues</b>	<b>37,308,015</b>	<b>11,636,872</b>		<b>25,671,143</b>	
			31%	69%	
<b>Expenditures:</b>					
Operations & Business Development	3,314,494	1,254,422		2,060,072	
Birth to Age 22	3,082,794	963,315		2,119,479	
Professional Services	1,854,354	703,095		1,151,259	
Grants & Contracts	29,056,373	9,229,290		19,827,083	
<b>Total Expenditures</b>	<b>37,308,015</b>	<b>12,150,122</b>		<b>25,157,893</b>	
			33%	67%	
<b>Excess of Revenues Over Expenditures</b>		(513,250)		513,250	
<b>Depreciation</b>	(400,739)	(166,975)		(233,765)	
<b>Net Change in Assets</b>	(400,739)	(680,224)		279,485	
<b>Fund Balance - Beginning of Year</b>	3,328,588	3,328,588		3,706,963	
<b>Fund Balance - End of Period</b>	2,927,849	2,648,364		3,986,448	
<b>Program Net Amounts:</b>					
Operations & Business Development	-	(146,685)		146,685	4.43%
Birth to Age 22	-	(137,755)		137,755	4.47%
Professional Services	-	(228,810)		228,810	12.34%
	-	(513,250)		513,250	
<b>Grants &amp; Contracts</b>	-	(0)		0	
	-	(513,250)		513,250	

Collaborative for Educational Services  
 Combined Statement of Revenues and Expenditures and  
 Changes in Fund Balances - Governmental Fund Types  
 For the Five Months Ended November 30, 2017 and 2016

	11/30/2017	11/30/2016	Difference
<u>Revenues:</u>			
Operations & Business Development	1,107,737	1,403,032	(295,295)
Birth to Age 22	825,561	884,198	(58,637)
Professional Services	474,284	424,706	49,578
Grants & Contracts	9,229,290	10,095,140	(865,850)
<b>Total Revenues</b>	<b>11,636,872</b>	<b>12,807,076</b>	<b>(1,170,204)</b>
<u>Expenditures:</u>			
Operations	1,254,422	1,360,091	(105,669)
Birth to Age 22	963,315	888,806	74,509
Professional Services	703,095	702,368	727
Grants & Contracts	9,229,290	10,094,968	(865,678)
<b>Total Expenditures</b>	<b>12,150,122</b>	<b>13,046,233</b>	<b>(896,111)</b>
Excess of Revenues Over Expenditures	(513,250)	(239,157)	(274,093)
Depreciation	(166,975)	(158,572)	(8,403)
Net Change in Assets	(680,224)	(397,729)	(282,495)
Fund Balance - Beginning of Year	3,328,588	3,477,233	(148,645)
Fund Balance - End of Period	2,648,364	3,079,504	(431,140)
 <u>Program Net Amounts:</u>			
Operations & Business Development	(146,685)	42,941	(189,626)
Birth to Age 22	(137,755)	(4,608)	(133,147)
Professional Services	(228,810)	(277,662)	48,852
	(513,250)	(239,329)	(273,921)
Grants & Contracts	(0)	172	(172)
	(513,250)	(239,157)	(274,093)



# FY19 HEC ACADEMY SUMMER

## SCHOOL BUDGET & TUITION RATES

### MEMBERS of the Collaborative for Educational Services

#### Hampshire County

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**Collaborative for Educational Services  
HEC Academy Summer School Budget  
Fiscal Year 2019**

	<b>HEC Academy Summer</b>
<u>Revenue</u>	<u>106,178</u>
<u>Expenditures</u>	
Salary	70,500
Fringe	18,915
Contractual	
Supplies	6,585
Travel	300
Other	2,013
Indirect	7,865
Total Expenses	<u>106,178</u>

Net

	<b>HEC Academy Summer</b>	<b>Day Rate</b>
<b>Proposed FY 2019</b>		
Member Rate	\$ 5,618	\$ 224.72
Non-Member Rate	\$ 6,180	\$ 247.19

<b>Budget FY 2018</b>		
Member Rate	\$ 5,260	\$ 210.40
Non-Member Rate	\$ 5,785	\$ 231.40

<b>\$ Difference</b>		
Member Rate	\$ 358	\$ 14.32
Non-Member Rate	\$ 395	\$ 15.79

<b>% Difference</b>	
Member Rate	6.80%
Non-Member Rate	6.82%

***Non-Members assessed an added fee for additional administrative costs of 10%.***

Collaborative for Educational Services  
 Special Education Detail Budget  
 Fiscal Year 2019

Dept Description	Summer HEC Academy
<b><u>Personnel services</u></b>	
Total Staffing Salaries	70,500.35
<i>Fringe Benefits</i>	18,915.24
<b>Total Fringe Benefit</b>	<b>18,915.24</b>
<b>Total Personnel Services</b>	<b>89,415.59</b>
<b><u>Materials &amp; Services</u></b>	
Office Supply Expense	200.00
Consumables	50.00
Food Expense	150.00
Instructional Expense	300.00
Token Expense	5,850.00
Postage	25.00
Copying Expense	10.00
Travel	300.00
Copier Rental Expense	300.00
Maint. Expense	200.00
Field Trip Expense	200.00
Vehicle Maint. / Registration Expense	1,312.50
<b>Total Materials &amp; Services</b>	<b>8,897.50</b>
Admin OH Expense	7,865.05
<b>Total Other Expenses</b>	<b>16,762.55</b>
<b>TOTAL EXPENSES</b>	<b>106,178.13</b>
<b>NET RESULTS (LOSS) GAIN</b>	
Projected Students/Visits members	9
Projected Students/Visits non-members	9
Member Rate	\$ 5,618
Non-Member Rate	\$ 6,180



# FY19 PRIVATE SUMMER SCHOOL RATES VS. HEC ACADEMY

## MEMBERS of the Collaborative for Educational Services

### Hampshire County

Amherst-Pelham Regional Schools *	Amherst Public Schools *	Belchertown Public Schools *	Chesterfield-Goshen Public Schools
Easthampton Public Schools *	Granby Public Schools *	Hadley Public Schools *	Hampshire Regional Schools
Hatfield Public Schools *	Northampton Public Schools *	Pelham Public Schools *	South Hadley Public Schools
Southampton Public Schools *	Ware Public Schools *	Westhampton Public Schools *	Williamsburg Public Schools
Smith Vocational & Agricultural School			

### Franklin County

Conway Public School *	Deerfield Public School *	Erving Elementary School *	Franklin County Technical School
Frontier Regional School District *	Gill-Montague Regional *	Greenfield Public Schools *	Hawlemont Regional
Leverett Public School *	Mohawk Trail Regional *	New Salem School *	Orange Public School
Pioneer Valley Regional *	RC Mahar Regional *	Rowe Elementary School *	Shutesbury Public School
Sunderland Public School *	Wendell Public School *	Whately Public School	

*Everyone is a learner*

**Collaborative for Educational Services  
PROPOSED HEC Academy Rates for Summer 2018  
January 31, 2018**

Collaborative Programs	Location	Effective	# Days	Summer Tuition - Member	Summer Day Rate - Member	Summer Tuition - Non-Member	Summer Day Rate - Non-Member
HEC Academy	Northampton	7/1/2018	25	\$5,618	\$ 224.72	\$6,180	\$ 247.19

**PRIVATE SCHOOL RATES WITH SUMMER PROGRAMS**

Private School Programs	Location	Effective	# Days	Summer Tuition Based on 25	(Summer) Day Rate
Clearway School, Inc.	Newton	FY18	24	\$5,481.	\$228.38
Compass, Inc.	Dorchester	FY18	24	\$7,315	\$304.80
Cotting School, Inc.	Lexington	FY18	25	\$7,376	\$295.04
Margaret Gifford School	Weston	FY18	20	\$5,642	\$282.12
Children's Study Home*	Springfield	FY18	36	\$8,267	\$229.64
Cutchins Program for Children & Fam*	Northampton	FY18	38	\$9,777	\$257.30
NE Adolescent Research Institute*	Holyoke	FY18	40	\$11,806	\$295.14
Northeast Center for Youth & Families	Easthampton	FY17	31	\$11,462	\$369.74
RF Kennedy Action Corps	Holyoke	FY18	36	\$9,797	\$272.13
Valley West Day School**	Chicopee	FY18	30	\$5,900	\$196.66
				<b>Average Daily Rate</b>	<b>\$273.10</b>

Average of all Private Summer Programs		<b>\$271.60</b>
--	--	-----------------

\* Schools with year round programming

\*\* School Year day rate = \$275.00



# OCCUPATIONAL THERAPY CENTER

  

## BOARD REPORT

### January 31, 2018

#### MEMBERS of the Collaborative for Educational Services

##### Hampshire County

Amherst-Pelham Regional Schools *	Amherst Public Schools *	Belchertown Public Schools *	Chesterfield-Goshen Public Schools
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# Occupational Therapy Center (OTC)

## January Report for the Board of Directors

### How We Will Measure Success

On January 5th, the planning group met to identify the indicators that we will use to monitor the success of the OTC Business Plan. The planning group consists of Bill Diehl, Terry Senio, Sherry Smith, Barbara Siegel, Kathy Levesque, and Sarah Molloy. The group came up with the below indicators based on previous work and conversations and reviewed them with the two specialists, Liz Etheridge and Noel Kesselheim.

**Outcome 1: OTC will increase their revenue in areas of service where they have not billed for all of the time spent on that service, or where billable time is lost due to cancellations.**

FY18 Goal: Collect more data in order to create a baseline to measure future years' growth, while beginning to implement the changes to the fee structures and policies.

**Outcome 2: OTC specialists and key staff will be able to spend their time more efficiently and in a cost-effective way in order to increase the overall number of available billable hours for specialists.**

FY18 Goal: Collect more data in order to create a baseline to measure future years' growth, while beginning to implement the changes to the billing process and staff time.

**Outcome 3: OTC will have greater visibility in the community and be known as a reliable support for school districts and families.**

FY18 Goal: Collect more data in order to create a baseline to measure future years' growth in the number of inquiries and proposals OTC receives. We will also have the marketing ready for when our capacity increases.

**Outcome 4: OTC will develop new partnerships in order to enhance their support of schools and families.**

FY18 Goal: Continue the conversations around developing at least (3) new partnership opportunities to pursue in FY19.

**Outcome 5: OTC will have a better understanding of the needs of their current and potential client base, which will aid in the development of a marketing strategy and the development of new services to meet the identified needs.**

FY18 Goal: Complete the market research by the end of the fiscal year and have at least one new product or service identified.

**Outcome 6: OTC will have greater capacity to serve more clients and meet the needs of school districts and families.**

FY18 Goal: Run a trial period of different support options, which will include investigating the options to increase current staff time and potentially hire a new COTA. This will be successful if OTC is able to serve the clients that are currently on our wait list.

## Staff Time & Operations Update

The team has been working on improving OTC's billing policies and procedures in order to become more efficient and effective. As a part of this effort, a new time tracking and billing process was created. This process allows all individuals involved to access all of the information, decreases the time spent on data entry, and collects more detailed data so we are able to make data-informed decisions about policies and fee structures.

The team spent October learning the new system and adjusting it to fit their needs. In November, the two specialists started using Google Forms to record their time spent on non-billable and billable tasks. This information feeds into a Google Sheet that assists in generating billing statements and other data collection reports. The Business Office and OTC started using these statements and reports in December to bill for the November services.

The team also discussed changing the fee structures and policies for some of their services in order to more accurately bill for the time the specialists spend. These include:

- Evaluations: In the current fee structure, specialists bill based on a predetermined set of hours and as a result, the full amount of time they spend on evaluations is not always covered.
- Consultations with Clients: The specialists will more strictly adhere to their written policy of 45 minutes direct time with the client, 5 minutes of consult with the parent, and 10 minutes of note taking and setup. Alternatively, they will offer the parents additional consult time for an additional charge should they like to do so.
- Cancellations: The specialists lose billable time when there is a last minute cancellation. Accordingly, the team is looking at ways to decrease the number of last minute cancellations and recoup some of the lost revenue.

As a part of the effort to increase support and capacity, OTC is in the midst of developing a job description for a COTA.

## Marketing & Service Mix Update

- A competitive scan was completed and shared with OTC/CCATT teams.
- Work to finalize branding and naming have begun and will continue as we hone our story focus on services. We hope to finalize messaging and begin awareness building later in the spring, and launch marketing for specific services in late summer and fall.
- Began Market Research for both centers, which will continue on into March and April with interviews and a report out to OTC/CCATT teams.
- Received feedback via survey from 60 area professionals - Primarily special education directors, teachers, team leaders, speech language therapists and occupational therapists, in all 5 western counties are represented, and the majority serve on IEP or evaluation teams.
- Very preliminary trends:
  - Majority (approx. 80%) said their specific school specialist (OT, PT, SLP, AT) in the relevant area completes clinical evaluations for IEPs. 15-20% said they bring in an outside specialist.
  - Asked if they have a specialist on staff (full or part time) in the various specialties, a majority have OTs, PTs, SLPs, and behavioral specialists, but far more are part time than full time, and most do **not** have an assistive tech specialist. In some cases, the school Ed Tech specialist is charged with assistive technology.
  - **Assistive Tech training**: Areas of greatest need were how different types of AT can support students with either learning disabilities or communication disorders; and staying up to date on

emerging AT tools and resources. Significant interest for a graduate level course on assistive technology leading to a specialization certificate.

- **OTC training:** Areas of greatest need were therapeutic supports for students with autism spectrum disorder, and general understanding of sensory processing disorder/how to recognize it.
- **AT and OTC Consulting services:** Highest interest for the sharing library of tools; one time observation and coaching in classroom situations, and ongoing observation, coaching, and consultation. Also great interest in a behavioral specialist who could conduct evaluations.



# HIRES AND SEPARATIONS

## NOVEMBER 2017 – JANUARY 2018

### MEMBERS of the Collaborative for Educational Services

#### Hampshire County

Amherst-Pelham Regional Schools *	Amherst Public Schools *	Belchertown Public Schools *	Chesterfield-Goshen Public Schools
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## HIRES AND SEPARATIONS NOVEMBER 9, 2017 - JANUARY 23, 2018

<b>HIRES</b>				
NAME	DATE HIRED	PROGRAM	POSITION	Part-time or Full-time*
Duncan, Matthew	1/8/2018	DYS	Teacher	FULL-TIME
Heywood, Robert P III	1/2/2018	DYS	Teacher	FULL-TIME
Pontes, Alicia B	1/2/2018	SEIS	Teacher	FULL-TIME
Goyette, Jill E	11/28/2017	SEIS	Instructional Coach	FULL-TIME
Donahue, Patricia M	11/13/2017	SEIS	Teaching Coordinator	FULL-TIME
<b>SEPARATIONS</b>				
NAME	DATE OF SEPARATION	PROGRAM	POSITION	Part-time or Full-time*
Curtis, Ami-Jo	12/19/2017	SEIS	Teacher	FULL-TIME
McCarthy, Kathleen	12/22/2017	DYS	Teacher	FULL-TIME
Walsh Lopez, Susan	12/22/2017	DYS	Teacher	FULL-TIME
Mihaila, Andrada E	11/21/2017	DYS	Teacher	FULL-TIME
* Full-time: 35 + hrs/wk				
* Part-time 20 - 34 hrs/wk				





# CES BOARD OF DIRECTORS

## CONFLICT OF INTEREST STATEMENT

### MEMBERS of the Collaborative for Educational Services

#### Hampshire County

Amherst-Pelham Regional Schools *	Amherst Public Schools *	Belchertown Public Schools *	Chesterfield-Goshen Public Schools
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## **Collaborative for Educational Services**

### **Rules Governing Conflict of Interest for Board Members**

All members of the Board of Governors are subject to the Commonwealth's Conflict of Interest Law. If in doubt about any perceived, potential or real conflict between the interests of the Collaborative and the personal, professional or financial interests of the individual, the Board member is advised to request clarification from the Executive Director of the Collaborative or the State Ethics Commission (888) 485-4766. A copy of M.G.L. Chapter 268A is available in the Human Resource Department and on-line at [www.mass.gov/ethics](http://www.mass.gov/ethics). Highlights of the general rules include:

1. Family Considerations:

- a. A conflict of interest exists for a Board member if a member of the Board member's immediate family is an employee of the Collaborative.
  - b. A member of the immediate family, as defined by the Collaborative, includes father, mother, stepfather, stepmother, brother, sister, grandparents, father-in-law, mother-in-law, son, daughter, son-in-law, daughter-in-law, wife, husband or domestic partners.
2. Board members may not ask for or accept gratuities from any organization or individual who does business or seeks to do business with the Collaborative. Board members are prohibited from accepting gifts or gratuities with a value in excess of \$50 because of his/her position with the Collaborative. It is the practice of the agency that any honoraria provided an employee and/or a Board member is put into a Program's revolving account for use by the Program. Anyone with a question regarding the offer of a gift should request clarification from the Executive Director of the Collaborative or the State Ethics Commission (888) 485-4766. A copy of M.G.L. Chapter 268A is available in the Human Resources Department and on-line at [www.mass.gov/ethics](http://www.mass.gov/ethics).
3. Board members may not disclose information about individuals served by the Collaborative or other confidential data or material gained or learned as a Collaborative Board member. This prohibition extends to any information gained or obtained during an executive session of the Board or from access to records specifically excluded from the definition of a public record.
4. Board members may not use or permit others to use Collaborative resources for any purpose other than Collaborative business. The Board and the Executive Director or his/her designee must approve the use of Collaborative resources. Resources that are off-limits for this purpose include, but are not limited to, agency staff, office computers, email, voice mail, telephones, fax machines, postage machines, copiers and company letterhead.
5. Board members, as well as any organization, corporation, partnership, and/or other business entity of which the Board member and/or a member of the Board member's immediate family is a director, officer partner, controlling stockholder and/or other decision-maker of such entity, may not participate

in any matter involving a contract (including purchases, acquisitions and disposals of property) or business arrangement to which the Collaborative is a party.

6. Board members must not take any action that could create an appearance of impropriety, such as rendering services to students, parents of students, or to school districts in Massachusetts by private agreement when such services would normally be contracted through the Collaborative.
7. The above is only a short summary of the Conflict of Interest statute and its regulations. Each Board Member must review the statute and its regulations on a regular basis. If the Board member has any specific questions about his/her situation and the interpretation of the statute and/or its regulations, the Board member should contact the State Ethics Commission for its advice and/or guidance.

**I ACKNOWLEDGE RECEIPT OF THE COLLABORATIVE FOR EDUCATIONAL SERVICES' CONFLICT OF INTEREST POLICY. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO GET CLARIFICATION, IF NEEDED, FROM THE MASSACHUSETTS ETHICS COMMISSION AND TO COMPLY WITH THIS POLICY.**

\_\_\_\_\_  
**Name of Board Member (please print)**

\_\_\_\_\_  
**District Represented**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**



# EXECUTIVE DIRECTOR

  

# REPORT TO THE BOARD OF

  

# DIRECTORS

## January 31, 2018

### MEMBERS of the Collaborative for Educational Services

#### Hampshire County

Amherst-Pelham Regional Schools *	Amherst Public Schools *	Belchertown Public Schools *	Chesterfield-Goshen Public Schools
Easthampton Public Schools *	Granby Public Schools *	Hadley Public Schools *	Hampshire Regional Schools *
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Sunderland Public School *	Wendell Public School *	Whately Public School	

*Everyone is a learner*



**collaborative.org**

*Collaborative for Educational Services*

## **EXECUTIVE DIRECTOR'S REPORT TO THE BOARD OF DIRECTORS January 31, 2018**

Since our meeting on November 16, 2017, CES staff and students have been engaged in many impactful activities. A few general ones are described below and more specific ones are later in this report.

We had a wonderful **Holiday party** in December, with lots of food and fellowship, singing led by CES-CES (Choir of Excellent Singing), and a Yankee Swap. CES staff also continued to demonstrate an **impressive generosity of spirit and action** in helping others in need! Two of the many efforts were: pitching in with the Chamber of Commerce's last minute request for the Salvation Army's Angel Tree program; and co-organizing a Three Kings' Day Celebration (El Día De Los Reyes) event to welcome new families from Puerto Rico who arrived in Northampton. For the holiday party, Kathy Levesque compiled and displayed a list of over **100 organizations and causes that are supported by CES staff members!**

In early December, Dan Hayes, Chairperson of the CES Board, joined Executive Director Diehl, Deputy Director Terry Senio, and other CES staff members at the **annual conference of the Association of Education Service Agencies (ESA)**. There were many excellent sessions, and the CES team brought back many ideas for CES. CES staff members Safire DeJong, Albert Mussad, Laurel Peltier and Angela Burke all presented workshops over the course of the 3 day event. Angela Burke, who is President of National Association of Media & Technology Centers (NAMTC), also presided over a 2 day pre-conference on Equity and Personalized Learning.

CES was a founding member of "The Diverse Teacher Workforce Coalition of Western Massachusetts," organized by Five Colleges and involving most of the teacher preparation programs in the Pioneer Valley and several districts, including Amherst, Greenfield, Hadley, and Northampton. Just last week, the Community Foundation of Western MA gave the Coalition a one-year Innovation Fund implementation grant of \$133,000 targeted at "Building a Pathway for Black and Latino Paraprofessionals to Become Teachers."

**On the education and advocacy front**, six CES staff members attended the Human Service Forum's Legislative Forum last Friday, Jan. 26. Our staff were able to interact with almost all of the state Senators and Representatives from our member districts. Armed with a summary handout, we are able to educate and advocate in **ten key areas**:

1. support of legislation to strengthen the ability of collaboratives in Massachusetts to serve member districts through the pending "Act Relative to Educational Collaboratives;"
2. support of small and rural schools, including additional funding as recommended by the Rural Schools Coalition;
3. additional support for regional transportation;
4. the implementation and funding of the recommendations of the Foundation Budget Review Commission (FNRC)

5. an increase in the Circuit Breaker funding. The amount of funds set aside for Circuit Breaker is about the same as last, but it can only cover 65% now, rather than 75% in the past;
6. additional salary enhancements for educators of youth in Department of Youth Services custody;
7. support for early literacy skills, specifically for Reading Recovery – one of the few interventions in first grade that has proven to be effective with long-lasting positive effects. Several of our districts implement Reading Recovery with notable success;
8. support for primary prevention and community-based youth health promotion;
9. support for any efforts by the Legislature to address educational issues related to equity and inclusion;
10. increased funding for Early Childhood Education and for EC Mental Health services.

Lastly, I am pleased to present to the Board our **FY2017 Highlights Report**. Copies will be distributed at the meeting.

All the wonderful work of CES is the result of close collaboration with local districts, educators, caregivers and community partners; an engaged Board of Directors; two invested Superintendent Steering Committees; and regional and state partners. Most importantly, these successes result from an impressive staff at CES. We are so fortunate to have so many people working for and with us who are undauntedly determined to make positive impacts on all the lives they touch.

Best regards,

A handwritten signature in black ink that reads "Will Dull". The signature is written in a cursive style with a horizontal line under the name.

On the following pages are a few highlights of CES's recent work. **The highlights are arranged according to our strategic goals.**

**STRATEGIC GOAL 1: MEETING MEMBER DISTRICT NEEDS** *by collaborating to build needed strength and capacity based upon recognition of current and upcoming demands and trends in education.*

***SELECTED / REPRESENTATIVE ACTIVITIES***

- A full slate of **winter / spring professional development open-enrollment workshops** is successfully underway, and our Summer Academy offerings are in development. These workshops primarily serve **educators in our member districts**.
- We have over 45 new site based contracts since September. We are proud to be able to provide **custom on-site PD for our members and non-members** in the Pioneer Valley and across the state.
- We continue to grow our **Social Justice and Equity consulting and training** services for schools and districts. We have had new training engagements at Minnechaug Regional High School, as well as our ongoing work with **Greenfield, Easthampton, Hadley and Hatfield**.
- We are teaching sections of the **Understanding and Teaching Students in Poverty** courses, sponsored by the Department of Elementary and Secondary Education. These courses are in collaboration with Lesley University. Audrey Morse will be offering the Spring Semester course in **Northampton**.
- On behalf of **Turners Falls High School** and with a number of partners, CES was awarded a grant from the Barr Foundation titled "Powertown in the 21st Century: Access to the Wider Learning Ecosystem for All Secondary Students in the Gill-Montague Regional School District." The planning funds will support an 18-month community planning process aimed at transforming Turners Falls High School to give all TFHS students access to competency-driven pedagogy, community-based and early college experiences, and a high-performing school culture that can innovate as economic and social conditions and student needs change. CES is serving on the Design Team and providing project management support.
- The **Early Childhood** department held **six PD events** since our last meeting.
  - Having Difficult Conversations with Parents (21 participants)
  - Identifying and Supporting Children with Special Needs in Your Program (36)
  - Social Emotional Learning / APL (on-line course - 36 + face to face - 17)
  - Trauma, Children, Educators, and School Environments - **Greenfield** Public Schools (15)
  - Promoting Brain Building Through Curriculum (30)
- In our **Alternative Youth Services** area, CES has begun implementation of the **STEM Paid Internship** grant for **Hampshire and Franklin counties**, meeting with area employers and guidance counselors to discuss the program and to establish sites and slots for paid STEM internships for high school students. Internships will pay the Massachusetts minimum wage of \$11/hour and will run for anywhere from 50 to 100 hours, with 100 hours being the goal for each placement. Employers are being sought from some of the top industries and professional fields identified in western

Massachusetts as being likely to face an increased need for qualified employees in the near future. It is the intention of the Alternative Youth Services Director, Matt Rigney, to establish these 20 slots not as one-time placements, but as permanent slots to be filled by area high school students into the foreseeable future.

- The **Perkins and Connecting Activities** programs continue at a good pace, with the majority of teachers already receiving most of their year's supply of materials and supplies for their classrooms. The Perkins Consortium involves **Easthampton, South Hadley, and Amherst**, and Connecting Activities involve **high schools throughout Hampshire County (there is a similar program in Franklin County)**.
- Our Healthy Families / **SPIFFY Department** has had many initiatives in our member districts since our last meeting. These include:
  - **Vaping presentations** to staff at **Amherst Regional and Hampshire Regional high schools**.
  - Finalization of **Youth Prevention Needs Assessment** survey profile reports for **Hampshire County and Quabog school districts**.
  - Presented at the Community Food Systems Conference in Boston with resident leaders on **the innovative Hampshire County food planning process**.
  - Helped **Belchertown** wrap up their "Lake Wallace Trail Design" study that will create a network of trails and a living educational laboratory at Lake Wallace, connecting the school complexes, Senior Center, and new assisted living facility.
  - Completed design for the **Huntington River Walk**.
  - Assisted **Amherst** in completing a draft of their Complete Streets Policy (not passed yet), a municipal policy that will ensure that infrastructure in the Town is designed to accommodate all users, including pedestrians and bicyclists, and makes streets safer for children walking to school and elders getting around town.
  - Provided support at **area winter markets** for new staff and vendors learning about the **Healthy Incentives Program**, which provides a reimbursement to families on SNAP who buy fruits and vegetables at farmers' markets.
  - With our assistance and funding, the **Jacob's Ladder Business Association** and the **Worthington Trails Committee** both released maps that highlight accessible walking paths in their communities.

**STRATEGIC GOAL 2: FOSTERING THE SUCCESS OF CHILDREN, YOUTH AND FAMILIES, WITH A FOCUS ON THOSE PLACED AT RISK** – by providing educational programs, policies and practices that foster the success of families, youth and children.

### ***SELECTED/REPRESENTATIVE ACTIVITIES – Special Education***

**SPECIAL EDUCATION PROGRAM ENROLLMENT DATA**  
January 2018

<b>All Special Education Programs = (34)</b> <b>HEC Academy = (28)      CBWE= (2)      North Berkshire Academy (NBA)= (4)</b>		
<b>TOTAL PERCENTAGE OF MEMBER ENROLLMENT (Academy &amp; CBWE) = 77%</b>		
<b>TOTAL PERCENTAGE OF NON- MEMBER ENROLLMENT (Academy &amp; CBWE) = 23%</b>		
COUNTY	Percentage of Total <i>Member</i> Enrollment By County	County Percentage of <i>Total</i> Enrollment
<b>Berkshire = (4)</b> North Berkshire North Adams	N/A	<b>100%</b> <b>(for NBA only)</b>
<b>Hampshire = (17) Students (MEMBER DISTRICTS)</b> <hr/> Amherst Hampshire Regional Belchertown Hatfield Easthampton Northampton Granby South Hadley Hadley Ware	74%	57%
<b>Franklin = (6) students (MEMBER DISTRICTS)</b> Frontier Pioneer Valley Ralph C. Mahar	26%	20%
<b>Hampden = (5) students</b> East Longmeadow Monson Springfield	N/A	17%
<b>Worcester = (2) students</b> Athol	N/A	6%

<b>MT. TOM ENROLLMENT DATA January 2018</b>		
<b>Total Student Enrollment = 9</b>		
<b>TOTAL PERCENTAGE OF MEMBER ENROLLMENT = 89%</b>		
<b>TOTAL PERCENTAGE OF NON- MEMBER ENROLLMENT = 11%</b>		
COUNTY	Percentage of Total <i>Member</i> Enrollment By County	County Percentage of <i>Total</i> Enrollment

Hampshire = (5) students (MEMBER DISTRICTS) Hatfield Hampshire Regional	62%	56%
Franklin = (3) students (MEMBER DISTRICTS) Greenfield Ralph C. Mahar	38%	33%
Hampden = (1) student Hampden-Wilbraham	N/A	11%

## SPECIAL ED HIGHLIGHTS:

### HEC Academy

- We took **ownership of our new Ford Transit van**, which can seat 10 passengers plus the driver, on December 22, 2017. It was a great surprise for our students when they returned from break, and everyone loves it--drivers and students alike!
- Our **dual-enrolled HCC student** had a successful semester, earning a B in one class and a C in another. He will be returning for an additional class in the spring.
- We have an amazing **mural under way in the TLC space!** Our new clinicians/art therapists--Adid Roman and Kristin Luttinen-- have helped the students to design the theme and begin the painting. It is an 8x11 foot mural that speaks to the power of one's voice, and commitment to change.
- One of our special education teachers, **Chrissy Beebe, is piloting a trial use of LiFT (a personalized learning platform for which we have a free trial period this year)** with her SEL class. The platform is powerful, engages students on an individual level, and is intended to help students focus on personal and transition-related goals by using a user-friendly social media type of approach.

### Mt. Tom

- Mt. Tom just **graduated a Hampden-Wilbraham student** in early January.
- Pedro Gomes has nominated **Barbara Cheney for the Summit Learning Award** for her commitment to, and implementation of the Summit Learning Personalized Learning Platform.

### CBWE

- **We expect the program to close this year;** we're waiting to hear from the new director in Springfield whether they are opting to go for a sooner transition for their students than the end of the school year.

### MCAS results

- **MATH:** Of the two students remaining enrolled with HEC Academy who took the math retest, one student passed with a score of 240 (Proficient), while another student did not achieve a passing score.
- **ELA:** The one student remaining enrolled with HEC Academy who took the ELA retest passed with a score of 228 (Needs Improvement).

### Eva Gibavic Retires (School Psychologist)

- Eva will be retiring from CES as of February 22, 2018. She currently serves as our school psychologist and assistive technology specialist, and has worked with the Collaborative **since April of 1989--a total of 29 years!!**

- She is currently working furiously to complete a slew of 3 year re-evaluations for our enrolled students, as well as a number of assistive tech evaluations for member and non-member districts.
- Eva has been an incredible asset to the Collaborative over the years with her wide range of skills and knowledge, and we will miss all that she brings to her work.

### **North Berkshires Academy**

- The **North Berkshire Academy opened on January 2**, with four students in attendance. Referrals are coming in for additional students. The staff and students are working well together to establish the rhythm and routines of a new program, and have done a great job!
- The program has received Provisional Approval from DESE, and Full Approval is expected soon.
- Key special education staff (Sherry Smith, Pedro Gomes and Jonathan Brody) are providing ongoing and active support for the new program.

### **Other**

- The **CCATT Team continues its work with the year-long DESE funded assistive technology course**; the course focuses on accessing and using a variety of AT tools and software within the general education setting; today was the fourth meeting of the course, with two more sessions to follow.
- In conjunction with MOEC and DESE, CES (one of five regional partners) hosted the second (of three) **Regional Meetings for special education administrators** on January 12, 2018. The event was well attended and well received, with approximately 50 participants. The next and last regional meeting of the year will occur on April 13, 2018.

## ***SELECTED/REPRESENTATIVE ACTIVITIES – Early Childhood***

### **Coordinated Family and Community Engagement (CFCE)**

Through the Coordinated Family and Community Engagement (CFCE) grant from the Department of Early Education and Care, our Early Childhood Department has implemented many programs and services since our last meeting. As examples:

- Sites have been using **Early Learning Backpacks** that families are enjoying. These are signed out on a loaner basis and give families access to high quality toys and activities to use with their children at home. “Each backpack is themed and typically includes several high-quality picture books, three to four educational games or toys, and an activity guide showing how to use the items. The activity guide provides easy-to-follow instructions, along with tips on fostering healthy development, in-home connections, and a variety of ideas to support children’s learning beyond the backpack.”
- **School & Library mini-grants** – this collaboration with elementary schools and community libraries helps us promote CFCE priorities and community building. Examples of some of the ways these funds are proposed to be used are: purchase books on kindergarten transition, Zoo on the Go, Magnet Tiles, Maker Space presentation, and hold a STEM program. As of 1/24/18, 15 out of 37 schools and libraries plan on using funds.
- Use of the “**Ages & Stages Questionnaires® (ASQ)** which provides reliable, accurate developmental and social-emotional screening for children between birth and age 6. We also now have Ages and Stages Questionnaire (ASQ) online.

- We have **Family Centers** in several communities. A few highlights are:
  - **Amherst Family Center** - Prioritized making the space welcoming to people for whom English is not their first language. They made Amherst Family Center informational handouts with the help of someone with a background in ESL. These are used to help people break the ice and feel welcome, and to help them reach out and interact with others.
  - **Belchertown Family Center** - This year, they helped a family with seven children. The mom was diagnosed with MS recently, so it's been a tough year for them. Families got them coats, boot, and other items. One of the selectmen knit 20 hats and brought them to the center for families. People have been very generous money-wise, so there are lots of warm, fuzzy feelings at the BFC.
  - **Easthampton Family Center** – EFC and the Montessori School are exploring collaborating on an early childhood/preschool fair at the center during one of their playgroup days. The Parent Advisory Council set up a subcommittee to work on the fair.
  - **Palmer/Monson Family Network**- collected donations of hats, scarfs and mittens over the holidays. Got so many there are some leftover!
- **We also run Playgroups in several communities. A few highlights are:**
  - **Hampshire Regional Playgroups**– These communities enjoy and attend community special events, e.g. a hayride.
  - **Granby Playgroup** is working on cooking and baking.
  - **Hatfield Playgroup** is working on how to support the sensory seeking child when the family isn't there.
  - **Spanish Playgroups** are still happening in Amherst.
  - The playgroups in **Pelham, South Hadley, Warren** are all thriving.
- **Parent workshops** held recently include:
  - Early Reading Skills in **Easthampton, Granby, and Chesterfield**
  - Hola Amigos Y Amigas/Hello Friends in **Granby, Ware, South Hadley, Goshen, and Pelham**
  - Dads Rock in Palmer

**Early Childhood Mental Health (ECMH).** We are currently serving 6 classrooms, 13 children and families and 15 programs. We also have a lengthy waitlist of 16 children/families and 1 classroom referral that we are trying to move through. We provide some phone consultation and send out resources via email to support programs on the waitlist. Luckily, we anticipated an increase in funding from BHN.

**Strong Foundations for Young Children (SFYC)** SFYC renewed programming at the beginning of January. New parameters are: Hampshire county resident, child aged birth to right before kindergarten, child has challenging behaviors and is NOT in a childcare program.

**Parent-Child Home Program for Family Child Care (PCHP-FCC)** continues at full capacity, providing early literacy support and visits to 6 family child care educators. We are serving 37 families whose children are enrolled in these 6 programs. PCHP-FCC programming is occurring in the following towns: **South Hadley, Hadley, Southampton, Easthampton and Belchertown.** In addition, the family home-based PCHP program is currently serving 29 families and has only one opening.

**Building Inclusive Communities** is a statewide project that is designed to support school districts in improving their inclusive practices. We began this project in October and have held three introductory webinars, and one question & answer webinar. The 10 participating school district communities are: Berkshires, Boston, Clinton, Holyoke, Lawrence, Lowell, New Bedford, Northampton, Springfield, and Sandwich. We have been supporting these communities in creating their vision statements about improving their inclusive practices. They will be using the Preschool Inclusion Toolbox as a reference in this project, and a Google Group to help them connect with each other. This project is guided by a steering committee which includes member from ESE, EEC, Higher Education, and the Early Childhood Technical Assistance Center.

### ***SELECTED/REPRESENTATIVE ACTIVITIES – Afterschool Programs***

CES manages **twelve after-school sites, most located in Hampshire and Franklin Counties**. Some highlights of programming in December 2017 include:

- The **Easthampton High, Greenfield High, and West Springfield High** after school sites were awarded an **AmeriCorps member** who will provide services to select students. Services will range from guitar lessons, lessons in music studio work, and outdoor adventure and survival work.
- The **Greenfield High School** site is partnering both with the Greenfield School District and Amherst College to offer students Amherst College's 'Blue Print for Success' program. This program is designed for juniors and seniors to enhance their college readiness by taking practice SAT's and learning to write college essays.

### ***SELECTED/REPRESENTATIVE ACTIVITIES – Special Education in Institutional Settings***

Through a contract with ESE, SEIS provides Special Education services to; the Department of Youth Services (DYS); County Houses of Correction (CHC); the Department of Mental Health (DMH); and the Pappas Rehabilitation Hospital for Children (formerly the Massachusetts Hospital School). Activities since the November Board meeting include:

- SEIS teachers and teachers in DYS and CHC settings have completed their face to face professional development series for the FY18 school year. Educators have been actively submitting coaching requests to get followed up support from their instructional coach in the classroom setting.
- Coaches have continued to engage in their PD series becoming more familiar with the student centered coaching approach. They have also spent time exploring implicit bias and the way in which personal biases can impact their coaching.
- The CES technology department is supporting SEIS/DYS educators in becoming more comfortable using Google Apps for Education (GAPE) tools to support DYS students in creating E-Portfolios.
- Student attendance in DMH has been on a steady incline over the last two years. The Teaching Coordinators have been working diligently with their residential and clinical colleagues to get every student into every class, every day!

- ESE/SEIS has approved CES/SEIS proposal for a refined assessment system. Educators will be implementing pre and post Aimsweb, QRI VI, and Math Level Indicator (MLI) assessment as an additional measure of student growth.
- Roll out of the pilot Academic Program Descriptions began at U-Mass programs (DMH)

### ***SELECTED/REPRESENTATIVE ACTIVITIES – Department of Youth Services (DYS)***

A few of the many highlights from DYS since the last Board meeting include:

- Two additional days of Professional Development were held in December. These days focused on Google Apps for Education and how to set up and use Google Classroom, the implementation of the e-Portfolio using Google SITES and other specialized workshops.
- Our application to the Executive Office of Higher Education Early College for preliminary designation was approved. We are now in the process of applying for final designation to begin offering classes next fall with our community college partners from across the state.
- The Common Core-aligned math and science curriculum guides are completed and they are available for download on the CES website.

**STRATEGIC GOAL 3: DEVELOPING EXEMPLARY EDUCATORS** - through the delivery of high-quality and distinctive professional development.

### ***SELECTED / REPRESENTATIVE ACTIVITES (PLEASE ALSO SEE GOAL 1)***

- The Professional Development department was included on a grant with the Massachusetts Personalized Learning Edtech Consortium (MAPLE) and DESE for **providing leadership training for principals as they transition their buildings to student centered learning environments**. CES will be working with The Friday Institute and Dr. Barbara Tracey to develop the curriculum and deliver the workshops. This project is funded by the Nellie Mae Foundation.
- CES is migrating from Moodle to Canvas for our Learning Management Platform. We have just launched our **first course in Canvas - Understanding Teaching Students in Poverty**. This 3 credit graduate course is a blended format course which has 4 face to sessions with the balance of the instruction taking place on-line. We are also developing instructor tutorials and face to face class materials which will be used to train our licensure and PD instructors over the Summer. Our goal is to be fully migrated to Canvas by the end of December 2018.
- Casey Daigle is working with the Worcester Public Schools to conduct a train the trainer course for 35 teachers who will become Google Certified Trainers.
- We continue to offer a MA Focus Academy course entitled **Collaborative Co-Teaching in the Inclusive Classroom**.
- **In Educator Licensure and Credentialing:**

- Spring Semester Licensure courses for teachers started on January 3. We had 150 registrations in 13 Teacher Licensure courses. Courses for Administrative Leadership and Master's degrees began on January 17. We have 21 registrations in two Administrative Leadership courses and 10 registrations in two separate courses that count towards a Master's Degrees outside of a Licensure Program.
- We continue our work with ESE (and other Teacher Preparation Programs across the Commonwealth) to pilot a mixed reality simulation program called Mursion. Through this system, teacher licensure candidates participate in low-risk authentic scenarios through the use of virtual reality technology with a human element. We hope to find a way to continue to use this technology to help prepare teacher candidates for classrooms on Day One.
- SEI Endorsement Center - during the Spring Semester, we are offering 2 sections of the Administrator SEI course (one is an open-enrollment course in Northampton, and the other in Stockbridge for Berkshire Hills Regional School District). In addition, we are offering one open-enrollment Teacher SEI course and one in-district Teacher SEI course in Springfield
- Reading Recovery - We are pleased to report that the Governor has released earmark funds, which include a line item for Reading Recovery programs across the state. Our Reading Recovery Site will apply for funding as soon as ESE opens the application process. Once that process is complete, we will provide updates to districts on any remaining financial obligations.
- The **Assessment for Responsive Teaching (ART)** project held ten trainings, including one in Spanish, attended by 175 educators, since our November meeting. In addition, ART supported: three ongoing Professional Learning Communities focused on supporting educators' use of the Teaching Strategies GOLD assessment system, including one in Spanish, attended by 21 educators; and one ongoing Professional Learning Community focused on increasing educators' skills in assessing children's growth and development through observation and documentation, attended by 10 educators.

## ***ADDITIONAL SELECTED HIGHLIGHTS***

### **Research and Evaluation**

- The R&E department was recently awarded a contract from ESE to evaluate their Safe and Supportive Schools program. This program provides funding to school districts to assess school climate, develop action plans to improve the climate, and implement the plans. **Easthampton** is a current grantee, and **Northampton and Gill-Montague** have received funding in the past.
- R&E has compiled a comprehensive profile of after school participation in nine elementary schools served by the Manchester (CT) Early Learning Center. Guided by the program's logic model, we developed an integrated database that allowed analysis of participant characteristics, enrollment patterns, participation in different types of activities and school attendance and achievement.
- Kate Lytton, Director of Research and Evaluation is providing strategic planning and evaluation technical assistance for a high school with an innovative vision to expand college and career readiness opportunities beyond the high school walls. We are helping

their design team use structured planning tools, identify important stakeholders, establish feasible timelines, and collect information to document progress.

- R&E staff are supporting CES leadership in refining a logic model initially designed to generate a shared understanding of the purpose of the re-organization. The revised model will clearly describe the goals and corresponding strategies essential to achieve the stated goals. In this process, we will build staff capacity for backward planning and build leadership ownership of this model as a useful tool to guide further re-organization efforts.

## **Business Development and External Relations**

- Kathy Levesque joined our Executive Director in co-developing and leading a day long workshop for the MOEC Leadership Academy II series on marketing, branding and fundraising. The workshop focused on growing relationships and was delivered to 16 members of leadership teams from collaboratives across the state.
- During the months of December and January, the marketing team conducted an audit and report of recommendations for the ACCEPT Education Collaborative website, as part of a multi-phase consulting project for ACCEPT. The web audit included a website accessibility assessment conducted by our Travis Johnston. ACCEPT is now considering a redesign of their web presence.
- We began a small consulting project during January with Pilgrim Area Collaborative to provide general recommendations on their marketing and branding.
- Work was completed during January on the design of new marketing for our Reading Recovery program, presenting the program overview, effectiveness data infographics, and stories about the program's impact in new ways. These will be distributed over the course of the coming months.
- The marketing team is working on supporting an early March ribbon cutting ceremony for the new North Berkshire Academy special education program.
- Great progress was made by our workgroup that is focusing on developing an effective and high quality process for identifying, designing and building new services and programs. The group will be proposing the new process to the Cabinet in the next month, and is at work to create tools to support the rapid and effective design of successful programs, including sample budgets, workplans, checklists and a google site to be used by our program and department directors.
- Marketing met with our HR department in December to begin identifying strategies for enhancing and strengthening our recruitment program for new staff.
- New marketing for HEC Academy has been developed and is almost complete. The marketing team will be meeting in February to review our student program marketing programs and upgrade and refresh our approach to outreach on behalf of these programs.
- Work is continuing on the project to reposition and refresh the marketing presence and messaging for the OTC and CCATT Centers. We met with OTC and CCATT teams in December to present early directions on the branding and positioning and are working over the next two months to finalize that work and begin to take steps in mid-spring to increase overall awareness of these services. Market research to identify services areas, new and existing, with strong potential for growth is continuing. A survey was fielded in late November for this project and customer interviews will be conducted over the coming weeks.
- Outreach has begun to build the March Transforming Education conference. Registration is open for the conference now.

- We will be starting to message out very soon on a brand new offering from Professional Development on supporting students with trauma. The offering is particularly needed at this time in response to the influx of new students to the area from Puerto Rico.
- Planning has begun for Summer Academy, and we are supporting the Professional Services team in that work. In a new development this year, our Early Childhood Department will be joining Professional Development to build out our summer schedule with significant offerings for early educators.

### **Grants Applications and Bid Responses**

- Awarded Early College Preliminary Designation by the Department of Higher Education for the DYS Program and invited to apply for Final Early College Designation and for grant funding by Feb. 9th, 2018. Partners include Holyoke Community College, Bunker Hill Community College, Quincy College, and the Urban College of Boston. Will request approximately \$140,000. Award decision pending.
- Awarded a Title III consortia grant by MA DESE for \$88,579 for FY18.
- Awarded \$16,000 by MA DESE for the 21st Century Community Learning Centers - Enhanced Programs for Students on an IEP for after school programs at Converse Middle School (Palmer and Philip G. Coburn Elem. (W. Springfield).
- Awarded \$67,046 for the Perkins Secondary Program by MA DESE for work with Amherst-Pelham Regional School District, Easthampton Public Schools, and South Hadley Public Schools.
- Awarded a \$200,000 grant by the Barr Foundation for an 18-month planning grant for the redesign of Turners Falls High School (TFHS). TFHS, CES, and other project partners will work with students, families, school staff and community members to identify, evaluate and select a model for a redesigned high school experience by 2019.
- Submitted an application to the Greater Good Parenting Foundation for \$50,000 for the CES Early Childhood Dept. The proposed project aims to “increase the understanding among adults who work with parents and children of the importance and benefits of being intentional about encouraging prosocial values and behavior, focusing specifically on gratitude and generosity. Award decision pending.
- Submitted Inclusive Tier 1 Instruction Academy to MA DESE for the CES PD Department. Requested \$1.4 million total, or \$350,000 annually for four years. Not awarded.
- Submitted a Farm to School grant application to USDA for Healthy Hampshire. Requested \$43,278 for a planning process that will engage schools in Northampton and Easthampton and will incorporate a third high-needs district to be identified. Award decision pending.
- Submitted a response to the Nellie Mae Education Foundation Request for Qualifications for “Equity-Focused Technical Assistance Providers”. Qualified provider selection is pending.
- Submitted Civics Education Institute and Network to US Dept. of ED for Professional Development. Requested \$200,000. Award decision pending.
- Submitted response to MA EEC for the Training and Technical Assistance on Developmental Screening to Support FY2018 QRIS Improvement Grant. Estimated request of \$4,300,000 for Fy18-FY20. Award decision pending.

- Letter of Interest submitted for Healthy Families to United Way of Hampshire County. Full application due Feb. 23rd, 2018.
- Letter of Interest submitted to the Caplan Foundation for Early Childhood. Request estimated at \$50,000. Decision pending.

## **Finance and Operations**

### **Finance**

- Hired the Administrative Support Supervisor
- Leased a 10 passenger van for HEC Academy
- Prepared 2017 W-2's & 1099's for distribution by 1-31-18
- Hired Accounts Receivable Specialist
- Developed an SJE plan for the year with Safire DeJong
- Prepared final step for Content Specialists to move onto the Teachers Scale for FY19
- Prepared SpEd Summer School Budget and Tuition Rate for FY19

### **Human Resources**

- Search in progress for Talent Acquisition Specialist/HR Coordinator
- Reviewed & streamlined hiring processes through increased use of Applicant Tracking System
- Hired part-time staff person (area college student) to support HR while we are short staffed
- Planning for next year's open enrollment has begun - health insurance claims experience such that we expect only a modest increase! Exploring options for dental insurance in order to offer employees richer benefits
- Supporting and coordinating professional development for cabinet
- Continuing to provide supervisory training to SEIS Coordinators

### **Technology (internal)**

- Since last Board meeting, the Tech Department has triaged 789 tickets, and closed 802 (including backlogged tickets)
- Managed the planning and implementation of technology rollout at North Berkshire Academy
- Continued work on supporting rollout of Infinite Visions and Salesforce systems
- Began E-Rate bidding process for SEIS and HEC Academy to provide funding for infrastructure upgrades for several programs, as well as reduced cost of bandwidth for existing lines, and several other necessary services
- Provided support for several large scale state-wide webinars

***I hope you find this selection of recent activities informative and helpful. Please feel free to call me if you have any questions or want further information about the activities outlined in this report.***