Collaborative for Educational Services
Finance Committee Meeting
January 19, 2021 at 8:00-9:00 AM
Minutes

Zoom Meeting: https://collaborative.zoom.us/j/82238192683
Meeting ID: 822 3819 2683

In Attendance:
  Committee Members: Dan Hayes, Jennifer Mallette, Anne McKenzie, Richard Martin
  CES Attendees: Karen Reuter, Barbara Siegel, Kelly Hernandez, Rebecca Lincoln
  Guest Board Members: Susan Hollins

Materials provided.

Call to order, welcome, introductions
Karen introduced and welcomed Rick Martin to the committee. Each of the attendees provided a brief introduction. The meeting was called to order at 8:06 AM

CES financial statements for the period ending November 30, 2020
Barbara Siegel gave an overview of the financial report ending November 30, 2020, that was emailed to the committee and linked above. Her high-level review included the following:

- Related services which have typically run at a deficit are currently breaking even despite the concern that there would be a need for reduced services based on COVID 19. The new pricing structure, which includes report writing time, has had a positive impact.
- MT Academy is doing well with its current enrollment. Their spending pattern is on track to break even.
- Professional Services are almost at the same dollar amount as last year and doing well.
- Early Childhood is running a small loss but it is believed to be due to a delay in billing the process.
- Licensure has some concerns and is being monitored closely. The new enrollment is low, approximately by 1/3 of last year’s enrollment. However, it is wonderful that the schools are still allowing practicums despite COVID and allowing candidates to move forward in the licensure process.
- HEC Academy has a significantly lower enrollment than what was used to create the budget with 32 students. This is creating a deficit and not the trajectory that had been hoped for. Karen contributed there are referrals in the cue that are interested in the program. They are also staffing for a smaller in-person learning cohort with a smaller staff as they have not staffed some vacant positions. With the limited faculty and restrictions, they need to accommodate smaller numbers for the time being.
- The indirect rate has surpassed the collection goal by 20K, as of this past Friday.
- Operational Continuity Team continues to meet regularly and has been instrumental in obtaining the details behind the numbers on this report.
- CES continues to work through the impact that COVID has on the numbers but are optimistically hopeful.
- Barbara proceeded to review the current figures on the report with comparisons to last year’s figures found on page 1 of the materials.

A conversation followed that included the following:

- An uptick in SJE interest may be contributing to the Professional Services figures
- The idea that Teacher Licensure is no longer being highly sought due to the impact COVID has had in this professional area. The career path of being a teacher does not seem to be as appetizing during this time compared to years past.
Barbara proceeded to give a high-level review of the Statement of Activities and contributed:

- Constant pivoting and adjusting continues to happen at the Collaborative.
- New grant contracts of approximately 218K are the only change to the budget and creates the need to request to have this change be voted on.

Dan Hayes motioned to vote to accept the financial report as presented and the updated budget. Jennifer Mallette seconded the motion. All in favor. The motion passed unanimously.

Some additional conversation points to include:

- CES’s has no expectation that they are eligible for the PPP second round.
  - ¼ that we went 25% below revenue will qualify CES for 24 weeks.
  - Dan is hopeful we may be eligible and requested Barbara reach out to People’s Bank
- The FTE calculations are the last step of the current PPP Loan Forgiveness application.
  - This is a tedious step being overseen by Rebecca Lincoln
  - The hope is to have it completed that by end of the week
  - It will then be sent off to the accountants for their approval before sending to the bank.
- CES is not eligible for the CARES act funds
- Consideration of expanding HEC Academy to provide the program within Franklin County.
  - It could provide some opportunity to overcome space issues with the 228 Pleasant Street facility.
    - The consideration of combining central office with the school was being considered
    - Potential locations were being sought prior to COVID.
  - Consideration of expanding MT Academy to Greenfield Community College was explored but did not materialize
  - Transportation issues could be eliminated as Greenfield has new vans to support these types of programs.

**FY22 HEC Academy Summer budget and summer tuition rates, effective July 1, 2021**
Barbara reviewed the HEC Academy Summer School budget provided on page 3 of the materials packet. She provided the following details to support the numbers presented:

- A 2% COLA was added to this budget as a space holder and CES is not asking for a vote on passing the COLA rather to provide the numbers for reference should a COLA be approved in the future
- The summer school budget is based on 10 students (10 students will graduate in June)
  - They kept in mind those in the program who have IEP support for an extended school year.
  - Currently has 9 students (2 may not attend) for ESY services
  - Adequate space for this number with the potential for 6 feet distancing
  - HEC Academy can accommodate more students if social distancing is lifted
  - More than 10 students will require an increase in staffing.

It was advised that a member district has surveyed their community about their perception of their mental health status. It provided that mental health is poor and will require additional student support academically. Therefore, using the number 7 may be very low, and if needed CES may want to seek unused space within member districts. It was also noted, these services are an allowable expense for districts. It was suggested to provide the Board with a reminder that these funds can be used for this at the upcoming meeting.

Jennifer Mallette motioned to vote to approve the HEC Academy summer budget and FY21 tuition rate. Richard Martin seconded the motion. All in favor. The motion passed unanimously.

Adjourn
The meeting adjourned at 8:59 am.