<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to Order and Introduce New Members</td>
<td>6:30</td>
</tr>
<tr>
<td>2. Public Comment</td>
<td>6:40</td>
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<tr>
<td>3. Approve Minutes of May 30, 2018 Board Meeting and Minutes of May 21, 2018 Executive Director Evaluation Subcommittee (vote required)</td>
<td>6:45</td>
</tr>
<tr>
<td>4. CES Fiscal Year 2019 Affirmative Budget Vote (vote required)</td>
<td>6:50</td>
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<tr>
<td><strong>Note</strong>: Per Collaborative Agreement Section VII. Finance.C.12: Once approved, the Treasurer shall certify and transmit the budget and related tuition rates, membership dues and fees for services for the upcoming fiscal year to each member no later than June 30, 2018</td>
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<td>5. CCATT and OTC Update</td>
<td>7:10</td>
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<td>6. Annual Survey Results</td>
<td>7:20</td>
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<td>7. <strong>TENTATIVE</strong>: Motion to go into Executive Session (M.G.L. Chapter 30A, Section 21(a)(3)): “To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares” (vote required)</td>
<td>7:30</td>
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<td>8. Group Photo</td>
<td>7:50</td>
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<tr>
<td>9. Hires and Separations (vote required)</td>
<td>8:00</td>
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<tr>
<td>10. Update on CES progress in FY 18</td>
<td>8:10</td>
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<tr>
<td>11. Executive Director’s Report</td>
<td>8:20</td>
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<tr>
<td>12. New business and topics of interest</td>
<td>8:45</td>
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<tr>
<td>13. Adjournment (vote required)</td>
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</tbody>
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BOARD OF DIRECTORS

MEETING MINUTES

MAY 30, 2018
Call to Order and Introduce New Members

Dan Hayes called the meeting to order at 6:34 PM.

Due to unexpected absences which resulted in a lack of quorum, Dan Hayes called a meeting to order of the Executive Committee. Per the bylaws, an expectation of the Executive Committee is: “To meet and take action in lieu of the Board when the Board does not have a quorum and the Board needs to take action on a matter which is on the agenda”. Dan explained that the quorum of the Executive Committee will vote on all necessary items and this allows us to keep the work moving forward. Only Executive Committee members will vote but the discussions are open to all. Dan does not predict any controversial votes on the agenda. If issues arise, the votes will be held off until a future meeting.

The room did roll call and introductions

Public Comment

Dan Hayes shared a recap of the Department of Youth Services (DYS) art show in Boston. Beautiful work in display by students in the DYS program. The event included art displayed on walls, food, and live performances.

Dan also shared his feedback after attending a viewing of the documentary “Resilience - The Biology of Stress and Science of Hope” which was hosted by the CES SPIFFY Coalition in collaboration with Clinical & Support Options in Hatfield. The documentary focuses on how toxic stress and trauma have a lifelong impact on a person’s behaviors and capabilities.

A reminder was provided that the HEC Academy graduation is on Friday. All have been invited and are welcome

Ed Stuverant reported that he is glad we are continuing to use less paper and hopes we continue this trend.
Approve Minutes of March 28, 2018 Board Meeting (vote required)

A copy of the minutes of the March 28, 2018 meeting was provided to all board members in their packets. Cathy Englehardt had one amendment to the notes: Neither herself or Dan Hayes were listed in the heading as being present for the meeting. Allison noted and will update.

Michael Knapp moved that the Executive Committee approve the minutes of the March 28, 2018 Board of Directors meeting with Engelhardt’s amendment. Don Sluter seconded the motion. The quorum of the Executive Committee all voted in favor and the motion passed.

Approve Minutes of May 22, 2018 Finance Committee (vote required)

A copy of the minutes of the May 22, 2018 Finance Committee meeting was provided to all board members in their packets

Don Sluter moved that the Executive Committee approve the minutes of the May 22, 2018 Finance Committee meeting. Michael Knapp seconded the motion. The quorum of the Executive Committee all voted in favor and the motion passed.

CES PRESENTATION

Moving Opportunities Forward - Terry Senio

Bill introduced Deputy Director of CES Terry Senio and talked about the the priority CES has to serve the member districts as best they can. Terry convenes a work group called “Moving Opportunities Forward” which includes Director of Finance and Operations Barbara Siegel and the Director of Business Development Kathy Levesque.

Terry presented information in a powerpoint which was viewable to all those in attendance.

The workgroup has 2 goals in mind:

GOAL 1: Needs and opportunities can get much more quickly to market
GOAL 2: New services/programs are well designed for a successful launch and implementation

The workgroup and the agency on a whole are working to achieve these goals by leveraging expertise and building Capacity in addition to building on our strengths

Kathy Levesque noted that CES is acutely aware about budget issues that all districts are having. The team has been thoughtful about this in their process and their development of their plan of action. CES remains respectful of budgets, being cost effective, and leverages CES internal strengths.

Board members questioned how they can be most informed of what CES offers - professional development and additional services.

CES staff members directed all to the website as it is up to date and can show current offerings as well as previous offerings which can be offered again if needed. CES is also capable of creating customized offers to meet the needs of the districts. CES mails out catalogs. CES depends on personal relationships and networking through various organized groups to spread the information as well. Many CES staff regularly attend meetings that include Special Education Directors, Superintendents, and other key stakeholder groups. CES is also reviewing budgets and district improvement plans to identify how they
can be most helpful and useful in the coming budget years. Bill will be going around in the Fall to school committee meetings and superintendent meetings to increase awareness.

**CES FINANCIAL REPORT (vote required)**

Barbara read a prepared statement that summarizes the financial report as well as gives an overview and context of the financial position of CES. This is a new format for presenting the information that was well received during the most recent finance committee meeting. Bullet points from the statement will be included in the June 2018 Board packet.

Financial Report of current year as of 3/31/18. Vote required to accept the FY18 financials (as of 3-31-18) as presented

Everyone was provided with the Financial Report in their packet which Barbara reviewed in detail.

Bob Decker questioned if CES reported an excess of income last year. He also questioned if CES will need to restate their financials based on the discovery that FY18 Licensure revenue was recognized in the FY17 financial statements. Barbara noted that CES did not have a surplus in FY17, however she will bring the information to the attention of the auditors.

Bill noted that typically the March deficit is reduced greatly by June. The current deficit is higher than previous years, however. We do expect to end the year in deficit; the budget plan for next year takes this into consideration.

Barbara noted that the cash flow for the agency is excellent and all bills are being paid.

Michael Simpson requested that the yearly comparables on the documents given to members include percentages so that it’s easier to understand this years picture vs last years picture. Barbara will do so.

Dan Hayes requested a non binding poll (show of hands) of all members present before asking for vote of executive committee. A majority of the board members present raised their hands in favor of passing.

**Hussain Hamdan moved to accept the the FY18 Financials as of 3-31-18 as presented. Don Sluter seconded the motion. The quorum of the Executive Committee all voted in favor of the motion and it was passed.**

**FY19 Budget Proposed Budget**

All documents were provided to members in their packet and Barbara reviewed in detail.

Barbara noted that this is the first year for a new structure of budget. Any feedback is appreciated to make the data more meaningful for members

Bob Decker requested clarification on increase to fringe benefits and contracts

Barbara noted that the increase to fringe benefits includes the increase in costs for the health benefits. As noted in a previously meeting, the tiered system of contribution towards premiums is going away and a the new 70/30 structure is going into place on July 1. This change was approved by the board in order to help in recruitment and retention of staff and to support SJE internally.

Bob Decker inquired why the budget has a $69K increase to the contractual line.
Barbara explained that represents a lot of changes within the entire agency from all divisions. For instance, just within the Operations & Business Development division there is an increase of $45K for a compensation study and $10K for additional legal council - bother are needed in order to be compliant with the Massachusetts Equal Pay law that goes into effect on July 1, 2018. The other divisions have costs that are reflective of the work that they have been contracted to provide.

Barbara noted that she is still working on rates for the Early Childhood, Healthy Families & Communities and Research & Evaluation – as they are working to revise their rates based on actual costs and inclusive of indirect, supervision, etc. DESE requires all rates be based on costs. Our challenge is to cover costs, be marketable, and not profit.

Barbara reiterated that she is available for questions at any time. Per DESE requirements, there will be a vote on the budget in June. There will be no significant changes to the materials presented today.

**Collective Bargaining Agreement Additions for Board Approval**

Bill noted that CES is currently participating in collective bargaining negotiations with SEIU 509. As part of the negotiations, two changes to CES policies which the union requested are on the table with board approval.

*To allow school year employees for whom a DESE issued license is required to elect either a year round plan with lump sum balance in the last pay of the school year or a school year plan paid out over the ten months of the school year (vote required).*

CES staff noted that this is more paperwork for CES but not an increase in costs. This would help teachers with their savings and process.

Hussain Hamdan moved to allow school year employees for whom a DESE issued license is required to elect either a year round plan with lump sum balance in the last pay of the school year or a school year plan paid out over the ten months of the school year. Don Sluter seconded the motion. The Executive Committee voted all in favor and the motion passed.

*To extend the CES member discount for Collaborative Professional Development offerings to members of the bargaining unit (vote required)*

Hussain Hamdan moved to extend the CES member discount for Collaborative for Educational Services Professional Development offerings to members of the bargaining unit. Michael Knapp seconded the motion. The members of the Executive Committee were all in favor and the motion passed.

**Hires and Separations (VOTE REQUIRED)**

The list of hires and separations for CES were provided to all board members in their packets.

Hussain Hamdan moved to approve the hires and separations. Cathy Englehardt seconded the motion. The Executive Committee voted all in favor and the motion was passed.

**Executive Director Evaluation Committee presents findings and recommendations (vote required)**
Dan Hayes distributed a summary from the evaluation subcommittee. The subcommittee included Dan Hayes, Don Sluter, Cathy Englehardt, and Patricia Smith. The subcommittee took the numerical info from the surveys and put it into words.

Ed Sturverant noted he had a difficulty getting link to work. Several board members agreed that the questions were meaningful but included a lot of jargon and big words- could be simpler.

The subcommittee agreed to reconvene to look at tool, wording, and see if we can create efficiencies.

Hussain Hamdan moved to approve the findings and recommendations for the Executive Director’s evaluation. Don Sluter seconded the motion. The Executive Committee voted all in favor and the motion was passed.

**Update on CES progress in FY18**

Bill will report more on this during the next meeting given time constraints. Couple of things to include now:

Bill and CES are advocating on issues important to districts. For example, Rural aid and Increasing circuit breaker reimbursement. A lot of those things were passed or close to going through the legislative process. Regional transportation and SPED transportation are also moving forward.

CES is looking to widen the available audience, including to districts formerly served by the Southern VT Collaborative, which apparently is closing; the districts don’t have the professional development opportunities that they did previously. Their catchment area is only 20 minutes from Greenfield – possible opportunity for CES to increase revenue.

CES is investmenting in its development work. Grants development were smaller and fewer, but we increased what we had compared to last year.

**Update on property sub-committee**

Dan reported that the Property Sub-Committee has not met in a while. Asking Board to reinvigorate if they want. The CES budget situation doesn’t really support a property move right now. We don’t feel the same urgency given that we are utilizing internal opportunities to maximize space. CES and Board members have advocated for assistance with legislators and the Mayor of Northampton. Dan recommends continuing committee to continue to explore options. There might be nothing better but we should continue to explore and be aware. Not a huge push- but a continual meeting to keep the door open. Cathy agreed we should be proactive.

Bob Decker questioned if we should go into executive session next time we discuss further and recommended that the subcommittee meet again before this. Also suggested having Sarah Molloy come back and bring us an update.

Barbara reminded the group that we don’t have financial capacity to do any feasibility studies. OK to keep our ear to ground but she shared concerns about taking anything to the next level given budget constraints.
Dan agreed and wants CES to continue to build on relationships. A motion was not necessary but Dan asked if the board supports continuing on with the subcommittee and requested the membership present raise their hands in favor. The majority of the membership raised their hands.

**Executive Director’s Report**

The Executive Director’s report was distributed to all members in their packets and Bill briefly reviewed due to time constraints. Bill verbally shared invites to HEC Graduation, DYS graduation and SEIS graduation.

Bill also requested that members promote the Summer Academy offerings in their districts.

Bill noted that CES is hosting a Project Based Learning training with the Buck Institute: CES received a great low cost for them to come and present to us and our districts. Please share with your districts. The training will be at CES in Northampton in August. The cost of the training is $550 and CES does intend to sell all seats.

**Board of Directors photo for June meeting**

Bill noted that we have not had a group photo of board in couple of years. We want to take a new one. Please plan on this to occur at our June meeting.

**2018-2019 Board Meeting Schedule**

The schedule for the upcoming year (September 2018-June 2019) was provided to members in their packets

**New business & Topics of Board Interest**

**FOLLOW UP NEEDED:**

Suzanne Crawford requested that the ED Report be sent to all BOD members separate so that they may be able to forward to the rest of the committee.

Send out Terry’s presentation to BOD members

Will send out emails to BOD about subcommittee meetings

**Adjournment**

Moved: Hussain Hamdan

Seconded: Michael Knapp

ALL IN FAVOR

Meeting adjourned at 9:00PM
EXECUTIVE DIRECTOR EVALUATION SUBCOMMITTEE

MEETING MINUTES

MAY 21, 2018
The Evaluation Sub-Committee met on Monday, 5/21/18 at the Transit Building in Greenfield. Dan Hayes called the meeting to order at 2:35. All members were in attendance (Dan Hayes, Cathy Englehardt, Pat Smith, Don Sluter).

The Board evaluations, along with their comments, were reviewed. Each standard and indicator were carefully reviewed. Last year’s results were on hand for comparison. It was noted that there were an increased number of “cannot address” responses despite all board members receiving all the same information – Bill’s artifacts, superintendent survey and staff 360.

There was discussion about each of the Board’s comments. Several words arose throughout the discussion and the committee decided it would be important to include them in the summative report. They were: willing, open, courageous, and integrity.

The committee was in agreement with the results presented and a draft report would be written and reviewed before submitting to the full Board at the May 30th meeting.

Pat Smith made a motion to adjourn at 4:03. Don Sluter seconded. All were in favor.

Submitted by

Cathy Englehardt
Director of Finance & Operations
Talking Points for May Board Meeting
Financial Presentation

May 30, 2018
Director of Finance & Operations Talking Points for May Board Meeting Financial Presentation

- **Districts & CES are struggling**
  - Committed to keeping costs down for our schools, districts, and the agency as well as finding ways to provide new services and programs that can help reduce costs for districts.

- **Focus on growth areas**
  - Early Childhood Consulting / PD / grants
  - Web Development and related products (accessibility surveys; CES Connect)
  - Social Justice & Equity and culturally-responsive practices (audits, professional development, youth engagement)
  - Special Education Consulting/PD (transition planning; CPR preparation; program reviews; training paraprofessionals)

- **Focus on new opportunities**
  - New Programs - like Northern Berkshire Academy
  - New services and programs that emerged from interviews and meetings with superintendents, business managers, Special Ed directors, Student Services, etc.
  - Cross Departmental Meetings to identify common areas to develop (e.g. Family Engagement work at CES & recent statewide meeting/RFP)
  - "Moving Opportunities Forward" workgroup (Terry Senio presented on this)

- **Focus on cutting costs**
  - Developing protocols
  - Staying aligned with our mission
  - No COLA (cost of living adjustment)
  - Hiring chill
  - Postponing move (part of new organizational structure)
  - Reducing expenses such as copying costs and conferences

- **Rethinking strategies**
  - Reduce CES’s vulnerability to deficit spending while being ready to respond to our member districts when they call with a need
  - Special Education - to get students back to their districts
  - Related Services - bringing OTC (Occupational Therapy Center), CCATT (Collaborative Center for Assistive Technology & Training) and the Itinerant specialists all under one umbrella
  - Limiting and strategically selecting the number of Professional Development courses
  - Increasing online courses
- Parsing current course content into smaller offerings, increasing points of access at varied costs

**Budget Planning**
- Conservative revenue estimates
  - Increased internal indirect charges to match our state rate of 9.8% (8% for years)
    - Special Education stayed at 8%
    - CBWE (Community Based Work Experience) closure
    - Content teachers onto Teacher’s scale
  - Increased anticipated new grant/contract indirect revenue from $50K to $60K (approximately $1.25M total grants/contracts)
    - FY17 $65,955 & FY18 $78,799 - to date
  - Anticipated revenue within program areas of $156K
    - Consulting/Professional Development contracts in the works but not yet confirmed
    - Support for department staff within the anticipated new grant/contract revenue

**Rates - Member vs Non-member**
- Finance Committee requested reviewing structure
- Possibility of increasing variance between the two
- Review revenue data from past years
- Reporting back to Finance Committee in the fall

**Establishing four priorities for the budget: as presented by Bill after Barbara’s remarks**
- To support our commitments to the goals of our Five-Year Strategic Plan, our focus on social justice, equity, and inclusion, and our goals of being more efficient, effective, collaborative, and sustainable, with a diverse and empowered staff.
- To continue to deliver the important programs and services that support our districts, state contracts, educators, community partners, and the families, children, and students we all serve.
- To strive to strategically build new programs and services that are responsive to our partners’ needs and are cost effective.
- To preserve staff members to the degree possible.
OCCUPATIONAL THERAPY CENTER (OTC)/
CENTER FOR ASSISTIVE TECHNOLOGY TRAINING (CCAT)
UPDATES

JUNE 27, 2018
Center for Assistive Technology (CCATT)

June Board Report

June 27, 2018

Overview

As reported in January, when looking at both the Occupational Therapy Center (OTC) and the Center for Assistive Technology (CCATT), the group agreed that the work on OTC’s business plan took priority due to the deficit level they were operating at. In addition, key members of the CCATT team retired in February and June. As a result, the team has been discussing how they will restructure the center and their services. One example of this is they have been re-thinking the structure of their evaluations and reports. Part of this effort has included adding a new evaluation tool and a Protocol for Accommodations in Reading (PAR) in order to add more information. They are also looking at changing the formatting of their reports to include current performance and recommendations to make them more easily digestible. Another strategy they have been working on is looking at their competitors and why a district may seek services from them instead of from CES.

The Special Education Department is also in the process of restructuring all of their related services by putting them into one umbrella cost center. A goal of this restructuring is to increase the efficiency and effectiveness of operating the centers by implementing standardized processes and procedures for all related services.

This summer, the Special Education Department will create a survey for special education directors. This survey will help inform how we restructure the related services in a way that meets district needs. With the help of the original strategic planning team, we will then use these findings to create a revised business plan. In the meantime, the team will continue their conversations around what they do, why they do it, and how they approach it.

Marketing & Service Mix Goals

The CCATT team has jointly identified professional development services and offerings for FY19. The team will be providing the morning program of a one day offering for special education team leaders in the fall on assistive technology, and providing multiple PD open enrollment offerings that are created from work accomplished in FY18.

The team is also working with the Deputy Director to re-envision the ways in which we present and communicate about evaluations and clinical services across the board.

Staff Time & Operations Goals

CCATT is currently in the process of bringing in someone to mentor as an Assistive Technology assistant who could support the team and observe the evaluations. This will allow the other members to stay specialized.
Overview

The Special Education Department is in the process of restructuring all of their related services by putting them into one umbrella cost center. A goal of this restructuring is to increase the efficiency and effectiveness of operating the centers by implementing standardized processes and procedures for all related services. The work that OTC has done on improving their billing policies and procedures will be able to support this standardization (detailed below).

Part of this restructuring will also include streamlining reports wherever possible in order to create efficiency and effectiveness without losing quality. One step in this process will be to compare the reports that each related service uses and look into the possibility of creating a more standardized report that still meets the needs of their clients.

Staff Time & Operations Goals

Staff Time

OTC is continuing to explore ways to increase their capacity to serve more clients and meet the needs of school districts and families, including bringing in clients from their waitlist.

Data Collection

OTC implemented a new time tracking and billing process in October 2017 and has been continually improving on it since. This has allowed them to track the time they spend on both billable and non-billable tasks in more detail and thus better inform their decisions around policy and administrative changes. It will also allow them to use FY18 data as a baseline to measure for future growth.

One example of data they are tracking in more detail is the reason for cancellations. With this data, they will be better able to see if there are patterns of frequent cancellations and the reasons behind them. The specialists can then use this information and work with the client in question to find a solution that will work for both the client and the center.

Billing Policies

In the Fall of FY19, OTC will implement the following policy changes in order to more accurately bill for their time spent and the billable hours lost due to cancellations. These policy changes will be reviewed with all clients beginning in September, followed up with a form acknowledging that the client received and understands the changes.

Cancellation Policy and Fee Structure

OTC will add language to their Policies and Standard Fee Agreement that outlines the process for and definition of frequent cancellations. In order to better prepare for frequent cancellations that may be
unavoidable, the specialists will now have a conversation with the parent prior to treatment to discuss any limiting factors to engaging in, or attending sessions on a regular basis (e.g. behavioral complications, medical needs, family factors, etc.). If a pattern of cancellations has been established, a case review will be conducted and a decision will be made in conjunction with the parent on how to proceed with treatment. A definition of emergency conditions that do not result in a cancellation fee will also be added to the Policies and Standard Fee Agreement, with a caveat that final determination as to whether a cancellation will qualify as an emergency situation will be made by the Occupational Therapy Center. If a pattern of frequent emergency cancellations has been established, a case review will be conducted.

Illness guidelines will also be added to the Standard Fee Agreement using the bullets already defined in the HEC Academy Illness Guidelines. This language will inform their clients that if their child meets the criteria as outlined in the Illness Guidelines, they are to call with at least 24-hour notice or they will incur a cancellation fee.

The fee structure for cancellations will be updated as well with the addition of a 100% service charge for cancelling a direct or consult service with less than 24-hours notice (non-emergency only). If an evaluation is cancelled and not rescheduled or cancelled with less than 24-hour notice (non-emergency only), OTC will bill for the time spent preparing for the evaluation. More specifically, if an evaluation parent meeting is cancelled and rescheduled (non-emergency only), then OTC will bill the client for 1 hour of work at the hourly rate in order to mitigate the billable time lost.

**Evaluation Fee Structure**

After reviewing the actual time spent on evaluations and determining that the set rates do not always cover the time spent on evaluations, it has been determined that OTC will increase the minimum hours for each type of evaluation by one hour and bill for each additional hour at the hourly rate.

**Consultations**

The specialists will continue to more strictly adhere to their policy of a 45-minute hour with the remaining 15 minutes of a session reserved for note taking, setup, and 5 minutes consulting with a parent. If further consultation is required, the client will be billed at the hourly rate at 15-minute increments.

**Marketing & Service Mix Goals**

OTC is working with the Deputy Director to re-envision the ways in which they present and communicate about evaluations and clinical services across the board. This work will also utilize the market research that has been done by the Business Development Department.

OTC will hold off on major marketing efforts until they have more capacity to handle an increased caseload.
ANNUAL SURVEY RESULTS

JUNE 27, 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
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  *  Shutesbury Public School

Everyone is a learner
GOAL

CES gathers information from current customers annually about awareness, satisfaction and needs, from professionals benefitting from our services.
Similar to last year’s levels, and higher than when we originally started in 2013-2016. 62% work in a public school or district. Majority of responses from (descending order): Teachers, evenly distrib High School, Elementary, Middle, Special Education. Then Directors of Special Education, Early Childhood Educators (in Public), Paraprofessionals, Principals, ELL spec. 199 resp were EC from mixed delivery system.
What is the primary member benefit they can identify (new question this year). 64% said the PD classes and courses they get from CES. 38% said discounts for members, primarily on PD and courses, although some identified consulting and student program discounts. Other benefits included online learning, assistive tech evaluations and lending library, professional networks beyond their county, website assistance, PLCs, legal retainer, and funding for after school programs.
PD—Even with last year at high levels: 80-90% aware of PD events, PLCs, Licensure, most consulting. Increases in SJE practice, Google Apps, and Special Ed consulting over last year - when all were relatively new, but also scored high.

Student Programs—All programs increased in awareness from 10-15% over last year. These are typically less top of mind for teachers and EC professionals, 40-50% awareness. CCATT and OTC services both came in 10% higher than last year. HEC Academy, N Berkshire, Itinerants, After School, Mount Tom, and ECMH

Business Services—only those Central office contacts most likely to use these were aware of them. 25-40% awareness. Coop purchasing, Evaluation Services, Web development, Data analysis.
“One child. One teacher. One book and one pen can change the world. Education is the only solution.”

– Malala Yousefzai

Growth in SJE Initiatives: We asked this 2 years in a row, and the % describing active projects in progress rose from 12% to 22%. 21% were taking no action, and 57% offered issues and concerns, but no specific projects. Projects included active pursuit of PD and coaching for educators, developing curricula with a social justice lens (such as civic engagement, cultural sensitivity, or readings and projects about social justice. There were projects focusing on elevating student voice and engaging students in group work. A number described restorative justice initiatives, and some are planning events dedicated to social justice.

Image source: https://flic.kr/p/nW4HAo
299 told us about a key workplace challenge or goal for the year. Among the answers - help to integrate technology or upgrade classroom technology; increasing diversity in the classroom, including increases in ELL students and a need for best practices for their instruction; challenges with engaging parents; increased social emotional needs of students, including behavioral and mental health needs that require more training; 504 training; and the vast amount of parent requests for initial special education evaluations (“staggering-we cannot keep up”) - (“many students are being referred for special education services due to trauma or family circumstances - we can’t manage the volume”). Among the specific ways they felt CES could help: more of all kinds of PD including online learning, PLCs for special education teachers and assistive technology, help with developing curriculum aligned with science, math and social studies/civics standards.
MEMBERS of the Collaborative for Educational Services

Hampshire County

- Amherst-Pelham Regional Schools
- Easthampton Public Schools
- Hatfield Public Schools
- Southampton Public Schools
- Smith Vocational & Agricultural School

Franklin County

- Conway Public School
- Frontier Regional School District
- Leverett Public School
- Pioneer Valley Regional
- Sunderland Public School

Other

- Deerfield Public School
- Gill-Montague Regional
- Mohawk Trail Regional
- RC Mahar Regional
- Wendell Public School

- Belchertown Public Schools
- Hadley Public Schools
- Pelham Public Schools
- Westhampton Public Schools

- Chesterfield-Goshen Public Schools
- Hampshire Regional Schools
- South Hadley Public Schools
- Williamsburg Public Schools

97 Hawley Street
Northampton, MA 01060
413.586.4900 | 413.586.0180 fax

HIRES & SEPARATIONS

5/18/18 – 6/15/18

Everyone is a learner
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Date HIRED</th>
<th>Program</th>
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<td>Arce</td>
<td>Joel</td>
<td>06/05/2018</td>
<td>Prof Dev</td>
<td>Educator</td>
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<tr>
<td>Burke</td>
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<tr>
<td>Gazda</td>
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<tr>
<td>Gasper</td>
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<tr>
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**Notes:**
- Part-time: 35 + hrs/wk
- Part-time: 20 - 34 hrs/wk
- Part-time: less than 20 hrs/wk
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Part-time: less than 20 hrs/wk
Part-time: 20 - 34 hrs/wk
Full-time: 35+ hrs/wk
EXECUTIVE DIRECTOR’S REPORT

JUNE 27, 2018
EXECUTIVE DIRECTOR’S REPORT TO THE BOARD OF DIRECTORS
June 27, 2018

There is much to report since our last meeting at the end of May. Our multiple graduations are, of course, both major news and a nice snapshot of key work that we do – so I’ve included a first section of the report just on those.

SPECIAL SECTION – GRADUATIONS and AN END OF YEAR CELEBRATION

Mt. Tom Academy graduated seven students on May 30. The students, who officially graduated from their home districts, are from Hampshire Regional, Longmeadow, and Minnechaug high schools. The Gazette published a great article that describes the event, as well as the program:

KUDOS to lead teacher extraordinaire Barbara Cheney; co-teachers Lauren LeClair and Carole Jackewicz; Therapeutic Consultant Allyson Mazzuchi; and CES administrator Pedro Gomes and Deputy Director Terry Senio.

HEC Academy held their graduation ceremony on June 1. Four students graduated – two from Northampton, one from Frontier Regional and one from Pioneer Valley Regional. CES Board Members David Young (Pioneer Valley) and Bob Decker (Frontier Regional), Superintendent Lynn Carey (Frontier Regional) and Pam Plumer (Northampton Director of
Student Services) attended to support and congratulate their students. At the ceremony, one Joan Schuman Scholarship and one Ben DeMarino scholarship were awarded. Presentations by students, Board Chair Dan Hayes (Shutesbury), and Keynote Speaker Joyce Vincent were among the highlights.

The program booklet, designed by Lauren Parent, featured a picture of a beautiful mural that now adorns the Academy. Congrats and to our 30 staff members at the Academy who diligently, compassionately, and successfully support the social emotional and academic growth of our students.

SEIS (Special Education in Institutional Settings)

Under our SEIS contract with DESE, we have staff members who provide educational services, coaching, and support to Pappas Rehabilitation Hospital for Children (PRHC; formerly the MA Hospital School).

PRHC "provides medical, rehabilitative, educational, recreational, habilitative, transitional, and complementary alternative medical services to children and young adults (ages 7 – 22+) with multiple disabilities. PRHC assists them to achieve their optimal level of independence in all aspects of life." Our staff members, along with many other outstanding educators and specialists provide incredible work that led to Commencement on Wed. June 6.

I had the good fortune to attend the ceremony this year and was deeply touched by the caring relationships between and among staff and students, by the courage and tenacity of students who faced significant challenges to learning, and by the focus throughout the school on the talents, aspirations, and strengths of every individual student.

Cohannet Academy, one of the Department of Mental Health sites served by SEIS, held their graduation on June 8. Jaime Bell, SEIS Department of Mental Health Coordinator, wrote this description: “What a great start to the weekend! Cohannet Academy held an amazing graduation for 2 graduating seniors this afternoon. Families, friends, and numerous caring adults were in attendance! Cohannet's graduation program included: a processional; opening remarks from program director Bryan Lary; teacher remarks by Teaching Coordinator Shawn Fogg; and 2 outstanding graduation speeches by our super seniors! To highlight these students, a graduation video and diplomas were presented. One student received her diploma from Bridgewater-Raynham Regional School District, the other student from Tewksbury High School. I felt very honored to attend this special event!

A quote from our Cohannet teachers to the graduating class of 2018: “You came, you saw, you conquered! Never stop learning, growing, exploring and challenging yourselves to be the best. Congratulations!” The Cohannet Program Director responded: “It was a great afternoon and so meaningful to the families and kids and could not have happened had we not had such amazing collaboration with school and teachers who go above and beyond making the academics so enriching! Kudos to the teachers who helped the kids graduate on time too!”
DYS (Department of Youth Services) Graduations (to date):

Northeast Region:
More than 150 families, friends and DYS staff enthusiastically congratulated Northeast Region's graduates on June 14, at Lowell's United Teen Equality Center (UTEC). MC'ed by Kimberly Johnson (Northeast Regional Education Coordinator), the program featured a moving slideshow (produced by Tony Del Signore, Assistant Regional Education Coordinator) and speakers including Geoff Foster (UTEC Director of Organizing & Policy Making), DYS Commissioner Peter Forbes, Bob Turillo (DYS Assistant Commissioner of Program Services), and two graduates.

Foster's opening remarks provided tremendous energy: Sharing the building's century-plus history, he challenged graduates to emulate historical figures who worshiped, met and incited political and social changes in the building now occupied by UTEC. "This building holds great power," said Foster. "You're the experts who can harness the power and follow in the footsteps of those who came before you."

Commissioner Peter Forbes followed Foster, encouraging graduates to "celebrate today a piece of your education" and "use this building block to move forward." Forbes urged graduates to get involved in DYS' Youth Engaged in Services (YES) programming.

After expressing his personal gratitude to "all the adults who made this day possible," Assistant Commissioner Turillo brought attention back to the graduates, saying: "Today, it's all about you in a good, positive way."

Graduate speakers Mo N. and Joana A. earned standing ovations for their brief, heartfelt remarks. After thanking DYS staff, Mo shared his academic aspirations to earn a college degree in computer science. Joana said: "We worked hard to get to this point but we didn't do it ourselves. What you did for us was beyond the call of duty. Now it's up to us to live up to your expectations."

Western Region:
The Western Region's 2nd Annual Graduation was June 4th in Scanlon Hall at Westfield State University. Featuring remarks by State Sen. Donald Humason, DYS Commissioner Peter Forbes, Western Region Director Ja'Net Smith, Case Worker Allison Odom, Regional Education Coordination Robin Warner, Assistant REC Karina Monroe and others. At the beginning of the ceremony, the Western Region honored Joanne Gramarossa on her retirement following a 30+ year career as a DYS educator.

Additional Graduations for DYS were: June 18, Southeast Region; June 20, Central Region; June 21, Metro Region.

**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.**
As mentioned in May, the 2018 Franklin-Hampshire Summer Academy is set to begin. We have publicized the 27 workshops, not only in our counties, but in Hampden and Berkshire Counties and in southern Vermont and northern Connecticut. Workshops are in the areas of Behavior, English Learners, Special Education, Leadership, Educator Evaluation, History and social Studies, Educational Technology, Effective Teaching, Math, Physical Education, Arts Integration, Reading and Literacy and Early Childhood.

Also as reported in May, and in response to requests from our schools and districts, we are partnering with the Buck Institute to bring to our area a workshop on Project Based Learning. It starts on August 13th but will fill fast and will provide valuable approaches and foundational learning for teams or trainers from districts interested in adopting this approach or deepening their PBL programs.

In a change from past practice, we are developing a year-long calendar for professional development opportunities for educators in our member and non-member districts. We expect this longer-term planning will help districts and educators use limited PD funds most wisely and prudently in support of their priorities.

We submitted the 2018-19 application for our Title III consortium to provide needed supports to our districts with fewer than 100 English Language Learners (ELs). The current consortium provided services to 17 member districts, including tutoring for English learners; professional development for teachers; and family literacy events to support ELs' literacy development at home.

Our Research and Evaluation team is supporting Easthampton Public Schools in their agreement with the Attorney General’s office. CES will conduct an audit of disciplinary data to assess completeness of the data and analyze for any variance or bias related to protected categories.

In our Alternative Youth Services area, implementation of the STEM Paid Internship grant for Hampshire and Franklin counties was the first of five programs in Massachusetts to hit its benchmark of 20 placements. We exceeded that goal by 50%. Almost all students have met with their internship supervisors and most internships will kick into gear full force come summer. We learned recently that we qualify for a second year of funding to continue the program. We hope to add to our placement total with an additional 10 placements at the minimum.

The Perkins program completed the work this year with Amherst, South Hadley, and Easthampton. In June, consortium teachers (including Gateway) are submitting “wish lists” in planning supplies and PD for the FY19 school year. The grant will be written over the summer and submitted in September.

Our Quarter 4 data and narrative highlights have been collected for Connecting Activities in Hampshire County and have been submitted to the Franklin/Hampshire REB. We have participated in crafting the narrative for the FY19 submission and hope to increase our efforts in strengthening ties to STEM employers as part of this coming year’s work. We are likely to receive increased funding in 2018-19.

The Afterschool Department submitted the 21st CCLC Exemplary funds application for Neil A. Pepin Elementary and Maple Elementary in Easthampton; Palmer Middle;
and Sheffield Elementary in Gill-Montague. DESE should notify all applicants by late July, 2018.

- We are also working with the Ware School District to apply for a brand new after school / 21st CCLC site at their Stanley M. Koziol Elementary School.
- We continue to conduct research into potential structures and designs for new services to meet curriculum development, coaching, and mapping needs in the districts, in-district therapeutic classroom models, and ways to support districts on their needs for other services and ways of having greater efficiencies.
- The Early Childhood department finished up most of our PD for the year in May, with the exception of an early June on Foundations in the Pyramid Model for Behavioral Health Network (BHN) and a late June; Trauma Informed Teaching at Bridge Street School. **We are now preparing for our first Summer Academy** with our PD department. We have four offerings from our department:
  - Introductory Course on the MA Standards for Pre-K and K Social and Emotional Learning and Approaches to Play and Learning.
  - Foundations in the Pyramid Model for Promoting Social Emotional Competence in Young Children (new course)
  - Early Childhood: An Important Time to Introduce Social Justice and Diversity to Young Children
  - Understanding and Addressing Young Children’s Challenging Behaviors

- Our Healthy Hampshire has been active; among initiatives are:
  - Secured a $20,000 grant from United Way of Hampshire County to work on community gardens and resident-led cooking classes at subsidized housing complexes in Northampton, Easthampton, and Amherst
  - Began convening monthly meetings of a Mobile Market Working Group that is overseeing three regional mobile market research projects funded by Healthy Hampshire
  - Secured a $12,600 grant from Cooley Dickinson Hospital to conduct inclusive community engagement around mobile markets and purchase supplies for a mobile market pilot project being carried out in partnership with Grow Food Northampton
  - Developed signage and placement plans for Cooley Dickinson Hospital Cafeteria and two Big Y locations to encourage shoppers to make healthy choices
  - Delivered a workshop at the statewide Ounce of Prevention Conference on "Meaningful Community Engagement for Healthy Food Access" and was asked to speak at the Massachusetts Roundtable on Community Benefit and healthy food, where we will be presenting on a case study, authored by Healthcare Without Harm, of our partnership with Cooley Dickinson Hospital to advance regional healthy food access goals through an inclusive county-wide Food Access Assessment
SPIFFY continued to partner with Community Action Youth Programs in Franklin and Hampshire Counties on the **Youth Leadership Initiative** to provide training and support to teens interested in becoming public health leaders.
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.

*(See also Goal 1)*

SELECTED / REPRESENTATIVE ACTIVITIES – SPECIAL EDUCATION

<table>
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<tr>
<th>COUNTY</th>
<th>Percentage of MEMBER Enrollment by County (members = 23.5 students)</th>
<th>Percentage of TOTAL Enrollment by County</th>
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<tr>
<td>Berkshire = (8) students</td>
<td>Adams-Cheshire Central Berkshire North Berkshire North Adams</td>
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<tr>
<td>Hampshire = (16) students (MEMBER DISTRICTS)</td>
<td>Belchertown = 1 Easthampton Granby Hadley Hampshire Regional Hatfield Northampton Ware</td>
<td>70%</td>
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<tr>
<td>Franklin = (7.5) students (MEMBER DISTRICTS) *Student has dual fiscal LEA</td>
<td>Frontier Gill-Montague Greenfield = 0 Pioneer Valley</td>
<td>30%</td>
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<tr>
<td>Berkshire = (1) student</td>
<td>Lenox</td>
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<td>Hampden = (6.5) students *Student has dual fiscal LEA</td>
<td>Agawam = 1 East Longmeadow = 1 Holyoke = 1 Monson =1</td>
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HEC Academy – of Special Note

- We are currently working through 7 possible new referrals for placement; enrollment for next year looks like it will be strong.
- Projections for the Academy summer program are currently at 28. The Summer program runs from July 9 - August 10 for students; staff start on July 6.
- Dale Gardner-Fox, our wonderful co-director of the CCATT center, has just retired. Our new staff member, Maggie Wurm is an Assistant AT Specialist in the CCATT Center; she started part-time in May to do some shadowing/training with Dale and Jeanne Tuthill prior to Dale’s retirement; Maggie will assist both Jeanne and Erin MacEachen-Travis, M.Ed.

- **SELECTED / REPRESENTATIVE ACTIVITIES – Mt Tom Academy**

### MT. TOM ENROLLMENT DATA: JUNE 2018

<table>
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<th>COUNTY</th>
<th>Percentage of MEMBER Enrollment By County</th>
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<td>67%</td>
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<td>Belchertown</td>
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<td>South Hadley</td>
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<tr>
<td>Ware</td>
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<td>Franklin = (2) students (MEMBER DISTRICTS)</td>
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<tr>
<td>Ralph C. Mahar</td>
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<td>Hampden = (2) student</td>
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<tr>
<td>East Longmeadow</td>
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North Berkshire Academy (NBA) Highlights:

- NBA finished the year last week. CES’s Executive and Deputy Directors joined the NBA staff on 6/22 for an end of year celebration and recognition of NBA Director Jodi Drury and her staff.
NBA ended the year with 8 students (from 4 districts) – meeting our goal for this phase! All 8 are expected to return and two more students were recently referred.

Jodi completed evaluations on all 5 of her staff; she is also looking to hire 2 paraprofessionals for next year.

Jodi is wrapping up her SETLI courses for this year; she is working with Dalton and Pittsfield on a new Berkshire SETLI course and other PD for next year. In addition, superintendents in the region are requesting more professional development from Jodi and other CES staff.

For next year for NBA, Jodi created 6 courses with Odysseyware; is working on a master schedule; and is working with MCLA to secure mentors for NBA.

Plans for the summer include weekly potlucks with NBA families to stay connected to them.

SELECTED/REPRESENTATIVE ACTIVITIES – Early Childhood

Coordinated Family and Community Engagement (CFCE): Programming in all our 17 communities continues with strong consistent attendance at our playgroups and activities. A few of those include:

- 350 children and adults attended our end-of-year gathering and celebration, “Morning at Look Park” on June 22. The families and friends came from all our Family Centers in Hampshire County as well as from programs in both counties. It was a fantastic event, ably organized and run by Early Childhood Department staff, other CES volunteers, and even family members of staff. We had games, face-painting, story walks, parachute activities, read-alouds, pizza, and so much more!

- The year has been winding down, with our last parenting workshop, Baby Sign Language at Warren Playgroup. This was held in response to a special request as parents want to learn sign language to engage with a young deaf boy in the playgroup.

- We said our goodbye to Lynne Guyette, the coordinator at the Easthampton Family Center for the past 8 years. We also welcomed our new Easthampton Family Center Coordinator, Johanna “Jo” Andreoli.

- Our programming sites are having their end of the year events, and some have started on their summer hours

Growing Gratitude and Generosity (G3):

This new 2-year parenting grant kicked off this spring, with significant training and supports provided by the funder, the Greater Good Science Center (GGSC) of Berkeley, CA. On June 8 and 9, Desiree Lalbeharie-Josias and Corky Klimczak attended a two-day conference in Berkeley with the other 15 grantees and a cadre of academic advisors selected by GGSC to guide implementation of the grants. Program design with an eye to high quality evaluation was the main focus of the conference, which was very stimulating and helpful for all. We are thrilled to be part of this amazing group of high quality international programs, and to be working with our world renowned advisor, Prof Richard Lerner from Tufts who is a leader in the field of youth development. The next phase of our work will be to form a Steering Committee and begin to publicize the program in order to recruit Franklin and Hampshire county communities interested in offering the program in school year 2020. Watch for our recruitment materials this summer!
Training & Technical Assistance on Developmental Screening to Support QRIS Improvement: This project is intended to promote universal screening of young children using Ages and Stages (ASQ). Since our last update the amazing ASQ Grant Team has been extremely busy!

- The FY18 EEC deliverables had a very quick timeline to engage the 68 approved grant recipients in a full day training, then begin to provide 5 additional hours of Technical Assistance for each grantee before June 30, 2018.
- Nancy Ward and Nicole Coakley have been the skilled point people, with assistance from Jill Flanders, Alison Noyes and Christine Kenneally. Ten full day ASQ Trainings were scheduled on two Saturdays in May, and another eleven sessions were established between June 10-20. EEC opened the training sessions up to other programs who had not been awarded the grant, looking to provide additional support to programs in our state. Our eight ASQ Specialists have been in contact with every approved grantee and have scheduled technical assistance with providers, at their convenience. ASQ Specialists have had their own continuing trainings with Brookes Publishing with the ASQ Online data system and cohort support among themselves.
- FY 19 will see the continuation of this extensive grant, with the goal of reaching 200 more providers, supporting them in putting this terrific screening tool in the hands of parents. As Jill Flanders will be leaving the team on July 1, she extends her heartfelt thanks to CES and Desiree for inviting her to participate in this grant. It has been a wonderful experience to work with the Early Education Department, and learn so much from everyone.

Strong Foundations for Young Children (SFYC)

- We continue to do outreach to other programs in Hampshire County. Sarah Lusardi did an in-person presentation to REACH, Early Intervention about SFYC in early June.
- By the end of June, we will have 9 open cases.
- A fundraising event was held in June. The Teddy Bear Tea was a huge hit with families and children.

Early Childhood Mental Health (ECMH) Consultations Program:

- Our new part-time clinician and the clinical supervisor, Sarah Lusardi, both increased hours over the last three months due to a sudden increase in budget from the Legislature. The funding increase is expected to end on June 30th and hours will be reduced. We have provided professional development to early educators at no cost to them with the additional funds
- We have purchased social emotional tool kits for programs, along with a wide variety of other social emotional tools that will be provided to programs.
- Current status: three cases were closed in June; 20 families are currently open and receiving services; 3 Classrooms are currently open and receiving services; 8 children and three classrooms are on the Waitlist

Assessment for Responsive Teaching (ART)

June has been an extremely busy month for the Assessment Grant Team. The funding for this grant is ending on June 30, but the demand for our courses in screening and formative assessment, as well as our Professional Learning Communities, has not diminished since the grant began in 2014.
• Six separate assessment courses were presented across the state, two of which were presented in Spanish. The courses were Assessing Diverse Learners, Understanding and Implementing Developmental Screening, and Teaching Strategies GOLD Online
• Four Art of Observation PLC sessions were held
• One Teaching Strategies GOLD PLC was facilitated in Spanish
• Five 2-day events presented by Teaching Strategies GOLD were held in each EEC region of the state. The first day of each event was targeted to coaches and other administrators who support educators. The aim was to familiarize them with the Teaching Strategies GOLD Online system and the resources available within the tool itself. The second day of each event was targeted to educators who are using the tool, but in need of additional hands-on support in accessing all its features. The intent behind these events was to ensure that educators and coaches know how to access supports within the GOLD tool after our grant ends.

Parent-Child Home Program for Family Child Care (PCHP-FCC)

Programming ended in May for this project serving 6 family child care educators in Hampshire County. Each received 24 weeks of 2 visits per week from an Early Learning Specialist, with the focus on providing educational books and toys and modeling for/coaching the educator in ways to use them to improve early literacy curriculum and interactions in their programs. June activities are mostly related to program evaluation. Evaluations of the program reflect significant growth of the educators and improvement in the quality of early literacy supports they are providing for children. CES has chosen not to continue with this program in the coming year because of changes in the program's design which do not match the needs and resources in our region.

Building Inclusive Communities (BIC) is a statewide effort managed by CES. In June, we:

• Facilitated a Zoom meeting for the BIC Steering Committee
• Conducted update interviews with 9 Communities. All of the communities indicated that the structure of the series helped bring greater intention towards early childhood inclusion and all communities would like to see the series continue with some revisions to the format.
• Conducted one site visit to the Berkshires
• Worked on the final report to EEC

SELECTED/REPRESENTATIVE ACTIVITIES – Department of Youth Services

Please see the Graduation section for some of the DYS updates. Other highlights:

• On May 23rd, students in MA DYS setting in Southeast MA, joined in a nationwide Academic Bowl in seventeen secure schools across nine states. Selected students represented their school in up to four elimination rounds of academic questioning. With each ensuing round, the questions got tougher. One by one, students dropped from the competition, leaving only five students from Florida, Massachusetts, and Texas in the final round. In a battle for the top three spots, first place went to G.B., a student in the Southeast Region’s Residential Program (led by Teaching Coordinator Dana Buckner). Robert Alexander, a very competitive Florida teacher remarked, “It was an incredible experience for both me and my students. We look forward to the next for sure!” Alexander’s students took 2nd and 3rd place and are ready for a rematch.

• Urban College Pilot: In February, with extensive staff support, Metro became the first DYS region to pilot an in-person Urban College class: PRO 101 HSA Professional Development Seminar I. Taught by Adjunct Professor Charlie Virga in MYSC's Loughran Library, the
three-credit course enrolled three students from Suffolk Detention and Metro Pre-Trial Detention. One youth remarked, “this is the best class I’ve ever taken” and through our Early College efforts, we expect to add more face to face and online classes to youth in DYS.

- **Personnel Announcement:** Regional Education Coordinator, Renee Heywood, has been hired as the new DYS Director of Educational Services. Renee has worked for CES in the capacity of a Regional Education Coordinator in the Metro Region for 8 plus years. She has been instrumental in leading high quality educational programming tailored to the distinct needs and strengths of the region and we wish her the very best in this new role.

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

- SEIS has serviced an average of 448 students across all four host agencies during the 2017-2018 academic year.
- SEIS/DMH programs have all hosted several science fairs during the last few months. Each student presented their work to a group of caring adults. The time that was devoted in the DMH Afternoon Workgroup was apparent at each event. All of the science teachers deserve a round of applause for their commitment to student learning.
- On Friday, June 15th ESE announced that they were pleased to inform CES that the SEIS contract was renewed for FY19.

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

**SELECTED/ REPRESENTATIVE ACTIVITIES**

(SEE ALSO GOAL 1 and 2)

- In addition to the 27-course Summer Academy (see Goal 1), CES has summer open-enrollment courses in several areas, including history and social studies (free!); English learners; and struggling learners.
- Training for instructors on Canvas, our new learning management system, are taking place in June and July. We are hosting 2 licensure courses in Canvas this summer semester. We are also in the process of developing 2 self-paced courses that will be available for the Fall; they are Social Emotional Learning and Reading and Writing Workshop.
- The custom Special Education Team Leader Institute we developed for the Holyoke Public Schools concluded on May 14th with a celebration at Gateway City Arts. All of the participants shared their capstone projects, it was a wonderful celebration and fitting end for the year-long efforts of the ETL’s. This program built the group into a strong professional learning community striving to meet the needs of the special education students in Holyoke.

**ADDITIONAL SELECTED HIGHLIGHTS**

Research and Evaluation

- Submitted draft report to DESE assessing the implementation of the Safe and Supportive Schools Program grants in districts across the Commonwealth. Districts are
consistently focusing on using these resources to bolster educator understanding and skills to better support student social emotional growth and manage positive behavior support systems.

- Submitted end-of-year evaluation report to DESE on CES’s Leading Educational Access Project (LEAP). This report summarizes statewide training activities, the reach of the train-the-trainer model, challenges, and recommendations for refining the model moving forward.

- R&E staff managing internal evaluation projects conducted surveys, focus groups, and interviews with staff on perceived benefits and challenges related to the Collaborative’s internal re-organization. We are analyzing the data and will share with the Cabinet in July.

- R&E staff have created standard tools to support CES program staff in backward planning, creating program logic models, and identifying essential data to monitor program progress and effectiveness. CES Licensure Department has tested and provided feedback on these tools, which we are currently using to support HEC Academy with evaluation planning.

**Business Office**

- Cooperative Purchasing process completed
- Prepared Financials for Board
- Prepared and presented to Board in May the draft FY19 Budget Presentation
- Continued implementation of IV (Infinite Visions) – ongoing

**Human Resources**

- Open Enrollment for 2019 for insurance has been completed.
- Our summer recruiting for summer programs and to fill year-long vacancies is in full swing.

**Business Development**

- As we prepare to have Travis Johnston, our Web Systems Architect, join our team in the new fiscal year; we’ve been working through a business plan for the services that he delivers to districts and organizations both inside and outside of our member counties. Many of you may know Travis’ work on designing and developing new websites for school districts, but he has also completed a project this spring to conduct a website accessibility audit for a fellow collaborative in Eastern Mass. He’s ready to do more of these projects, and we are working on creating some basic training in website accessibility and why it’s important. In addition to this work and several new district websites in the pipeline (including a new post-secondary resources website for our DYS contract), Travis is continuing to refine and complete work on the pilot for CES Connect. It is a busy time in web development!

- Business Development is partnering with our Deputy Director, Terry Senio, and our Director of Operations, Barbara Siegel, to plan a summer convening including superintendents, principals, curriculum directors, business managers, and special education directors from our member districts. The convening is part of the work of our Moving Opportunities Forward group, supporting new systems and processes to respond to the needs that we are hearing about from our districts. We’re excited to be able to talk with you all about the most pressing concerns you have, while also taking some time to “go deep” with you about possible solutions for some of the most challenging shared problems that we’ve been discussing.
• Our summer data intern from Smith College, Cas Sweeney is making great progress on a series of projects that will update, enhance, and clean data in our Salesforce customer database. She’s completed work to update contact information for our key relationships across schools and districts in Hampshire, Franklin, Berkshire, and Hampden counties - and is continuing forward to conduct research on contacts in southern VT. Along the way, she is supporting CES departments in developing brand new reports from the system that can be adapted and used by all. She’s fast! And is working through our data projects at super speed. The internship program is supported financially by Smith College, and we are contributing to Cas’ learning around statistics (part of her double major), and information systems.

Marketing and Communications

• We are embarked on a new project for our DYS Education Initiative work, and will be developing several articles about this work, and the teachers and professionals who do the work, over the course of the upcoming year. Right now, it’s graduation time, and each graduation (of five) holds many great stories about the impact of this work and how it has changed and evolved over our time with the program. This is inspiring, and we’re looking forward to learning more and sharing it!

• We just completed work on both our spring fundraising campaign, and a first-ever fundraising event for Strong Foundations for Young Children. The Teddy Bear Tea event was held on a beautiful Sunday (June 3rd) in Hadley, and thanks to the incredible creativity and skills of our Early Childhood team, everyone had a wonderful time. We forged some new relationships in the community for the program, which has expanded this year in scope from only Easthampton and Ware to all of Hampshire County. The children and families served by this program with our skilled Early Childhood Mental Health consultants are not served or funded in any other way, so it’s a service that we are working hard to support.

• We are putting the finishing touches on the FY19 annual marketing plan to support our CES Licensure program - which has just launched a new facebook page of their own! Please find and visit our CES Licensure facebook page. It’s full of great information on how to become a new teacher and improve practice if you are already teaching, and we hope that it will strengthen our efforts to reach out to the educator community, our licensure program alumnae included! We are moving forward in July to work with our student programs (HEC Academy, North Berkshire Academy, Mount Tom Academy, and our itinerant therapeutic specialists) to plan for outreach for FY19 as well.

• Outreach continues on behalf of our Summer Academy professional development offerings as we near the end of the school year. We’ll continue to bring everyone updates on these events into July. the workshops are taking place this year over a wider range of dates than in the past, from June on into and through August.

• Our graphic designer, Lauren Parent, is completing work on design for the final program, signage, and presentation templates for the July Civics Education Institute, sponsored by Massachusetts Elementary and Secondary Education (DESE). CES will also support the conference with printing for the programs and overview handouts of the draft standards.

Grants Applications and Bid Responses

• Our major contracts with DYS and with DESE (for Special Education in Institutional Settings (SEIS) have both been extended for another year!
• Submitted an application to Early Education and Care for a renewal of the Coordinated Family and Community Engagement Grant for the CES Early Childhood Department. Requested $502,563. Award decision pending.

• Submitted a letter of intent to MA DESE’s 21st CCLC program for After School. Requested $175,000 for a program at the Stanley M. Koziol Elementary School in Ware, for K-4th grade.

• Submitted a SAMHSA Mental Health Awareness Training Grant application to U.S. Department of Health and Human Services for a Mental Health Youth Training Program for CES Healthy Families and Communities. Requested $375,000 for three years.

• Submitted a letter of intent to MA DESE for the FY19 Title III application that includes the 21 districts who are members of the CES Title III Consortia.

• Submitted a "Seed Grant" application to the PHS Commissioned Officers Foundation. Requested $5000 for the SPIFFY Coalition to support implementation of the Prevention Needs Assessment Survey.

• Submitted a renewal application for the Departmental Master Agreement to the Special Education/Office of Tiered System and Support at MA DESE. The services included spanned 73 discrete topics, divided over nine service areas.