

**Collaborative for Educational Services
Board of Directors Meeting Minutes (Approved)
JUNE 26, 2019
97 Hawley Street, Northampton, MA 01060**

Present from the Board: Dan Hayes, John Cotton, Johanna Bartlett, Jennifer Mallette, Kyle Belnager, Don Sluter, Gene Stamell, Bob Decker, Margaret Stancer, Michael Knapp, Carl Schlerman, Laura Fallon, Suzanne Crawford, Jonathan Schmidt, Maureen Nichols

Present from CES: William Diehl, Barbara Siegel, Terry Senio, Sarah Molloy, Kathy Levesque, Albert Mussad, Don Scott

Call to Order and Introduce New Members

Dan Hayes called the meeting to order at 6:30 PM.

The Board did introductions.

PUBLIC COMMENT

Dan Hayes noted that he attended a DYS graduation at Westfield State. It was a very nice ceremony and well attended. Very inspiring to see young people who have overcome challenges.

Kathy Levesque noted that she also attended a DYS graduation in Lowell. Equally aspiring.

RECOGNITION OF SERVICE

Dan Hayes regrets to report that Cathy Englehardt has resigned from the Hatfield School Committee and thus the Collaborative Board of Directors. She was Vice Chair and she will be missed. Dan nominated her to MASC for a lifetime achievement award. Dan noted he admires her dedication to students and families. Cathy is very active and involved in many different ways at CES including showing up and participating at every single meeting. She is an active listener and has always done a wonderful job. There is a card going around if you would like to sign it. CES made a beautiful plaque for Cathy which will be sent to her.

Bill Diehl reminded everyone that Deputy Director Terry Senio's last day with CES is Friday. A farewell celebration will be happening at CES at 12:30 on Friday and all are welcome. CES posted the job last Friday and currently has 28 applicants. 8 are strong.

Margaret Stancer noted that this meeting is her last meeting today due to changes at her school committee. Sarah Hall will be returning in the fall.

Bob Decker motioned that the Board of Directors formally recognize and thank Cathy Englehardt for her many years of service. Don Sluter seconded the motion. All were in favor and the motion passed.

APPROVE THE MINUTES OF THE MAY 29, 2019 BOARD MEETING

Don Sluter moved that the Board approve the minutes of the May 29, 2019 Board of Directors meeting. Bob Decker seconded the motion. All board members were in favor and the motion passed.

CES PRESENTATION – PROFESSIONAL SERVICES

Albert Mussad with the Professional Services Department gave a presentation about the CES Title III Consortium program. A copy of the PowerPoint presentation will be included in the minutes.

ACTION ITEM: Attach PowerPoint to minutes

CES FISCAL YEAR 2020 BUDGET VOTE (vote required)

A copy of the proposed budget was provided to all Board Members in their packets.

Barbara Siegel noted that there are no changes from last month. Barbara did remove on the cover sheet that it had been reviewed by the Finance Committee. Of note – we have already covered \$37k of the expected \$60k in indirect. A glossary of terms was included in the packet with the budget for reference and future use.

Barbara notes that as a projection for the end of this fiscal year, it is likely we will break even and might have a surplus.

Bob Decker moved that the Board approves the FISCAL YEAR 2020 BUDGET. Suzanne Crawford seconded the motion. All board members were in favor and the motion passed.

CES TREASURER DON SCOTT

Don Scott noted that in 2012 Massachusetts passed a law for regional school districts that required separation of Business Managers and Treasurers, and this resulted in the Collaborative needing to do the same. Don noted that there were never any issues before this rule, but it made sense to make it an oversight position. Don comes in monthly and reviews the records to make sure all is in compliance and balanced. Don checks every check; reconciles bank statements; spot checks payees vs who has cashed them; contacts state to see what they send us for money, and makes sure it was received and booked properly. Verifies investment income (there isn't much of that any more). Investigates voided checks and adjustments to ledger. Don also noted that he is available to Bill and the Board should any issues arise. Don notes that there have been discrepancies, for example, a couple of years ago a batch of checks went out without signatures on them (the bank cashed them all anyway). He reviewed and made sure every check cashed was authentic. There have been no discrepancies in quite a while.

Barbara Siegel noted that she will send the approved budget to Don who will then certify it. The certified budget will be sent out to all districts for their records. Don will continue to come to one meeting per year with updates and for discussion.

ANNUAL CUSTOMER SERVICE RESULTS

Kathy Levesque reviewed highlights of the results of the annual customer service results. Kathy noted that CES began surveying our customers in 2013 to evaluate the level of awareness and satisfaction of programs and services. A copy of a PowerPoint was provided to all Board Members in their packets. Kathy Levesque reviewed highlights.

At the request of Dan Hayes, Kathy highlighted how CES has used feedback from the survey to make changes. Very often CES hears about new topics for Professional Development, and that always guides

the calendar of offerings. For example, CES is developing more professional development for nurses and librarians.

Gene Stamell requested a 1 or 2 page sheet that highlights how CES helps small districts - something very simple to bring to his district. Dan noted that something like that exists and it will be brought to a future meeting.

Bill Diehl noted he tries once per year to meet all the school committees and he brings documents and marketing materials.

MOTION TO GO INTO EXECUTIVE SESSION (M.G.L. Chapter 30A, Section 21 (a) (6), “to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.”(Vote required)

Dan Hayes requested that the Board of Directors invite Sarah Molloy, Allison Garriss, Barbara Siegel and Terry Senio from CES to join the Board of Directors in Executive Session.

Robert Decker moved that the Board go into Executive Session to consider the purchase, exchange, lease or value of real property per MGL Chapter 30A, Section 21 (a) (6). Michael Knapp seconded the motion. A roll call was performed and all Board Members voted in favor and the motion passed.

The minutes from the Executive Session are in a separate document.

MOTION TO GO BACK INTO OPEN SESSION

Jonathan Schmidt moved that the Board go back into open session. Gene Stammell seconded the motion. A roll call was performed and all Board Members voted in favor and the motion passed.

CHANGE IN FUNERAL/BEREAVEMENT LEAVE (VOTE REQUIRED)

A copy of the proposed Funeral/Bereavement Leave policy was provided to all Board Members in their packets. Bill noted that the change recommended is to expand the number of days to 5, adding in-law relatives (parental and children), and also includes language so that the leave does not have to be taken consecutively.

Laura Fallon noted that FMLA policies for state includes step relatives and that is not included here.

Carl Schlerman also brought up making sure to include foster children

Barbara Siegel noted that we do not define what is a “parent” at CES. We include them all and are very inclusive.

Bill Diehl suggested we take the policy back for consideration and not vote on it at this time until more clarifying language can be added.

NEW HIRES AND SEPARATIONS FOR MAY 1, 2019 – MAY 31, 2019 (VOTE REQUIRED)

A report that provided the new hires and separations for May 1, 2019 through May 31, 2019 was provided to all Board Members in their packets.

Bob Decker moved that the Board approve the new hires and separations for May 1, 2019 – May 31, 2019. John Cotton seconded the motion. All Board Members were in favor and the motion passed.

ADDITION OF TEMPORARY SIGNATORY AT CES - ITEM UNEXPECTED AND NOT ON THE AGENDA

Bill Diehl noted that his father was recently placed in Hospice care in Pennsylvania. Due to the vacancy of the Deputy Director position, if he needs to leave town suddenly (like he did just a few days ago), this would leave only one person on site who can provide legal signatures on behalf of the agency. Bill has recommended Kathy Levesque be granted these temporary rights should the need arise. Bill confirmed that this is only temporary until the vacancy is filled of Deputy Director position.

Bob Decker moved that the Board approve Kathy Levesque being a temporary signatory for CES while the Deputy Director position is vacant. Michael Knapp seconded the motion. All Board Members were in favor and the motion passed.

FINANCE COMMITTEE SCHEDULE

A copy of the Finance Committee scheduled for 2019-2020 was provided to all Board Members in their packets. All dates are also on the CES website

Bob Decker requested that the Finance Committee meeting listings online also include the agenda when it is available. Bill noted they will do their best.

APPOINTMENT OF A NEW MEMBER TO THE WARRANT SUBCOMMITTEE

Dan reviewed the purpose of the Warrant Subcommittee and the CES process. CES is down a member due to a resignation from a Board Member and we need a volunteer. Maureen Nichols volunteered.

ACTION ITEM: Allison Garriss will give to Barbara Siegel th email address of Maureen Nichols so that she may be added to the warrants.

AMENDMENT TO THE ARTICLES OF AGREEMENT

Bill noted that a few corrections were needed in the agenda / articles. Those are discussed below.

The articles of agreement draft in the document has a different purpose than what is indicated on the agenda. It's meant for us the Board to approve changes to include the two new districts joining us per DESE regulations as well as some other minor changes

Page 4 – removal of DESE having a voting member

Page 10 – Increase our non-member district above 20%.

Last Page – Adding the two districts that will be joining the Collaborative.

Fallon noted there is a discrepancy between law and our agreement. Section 5 page 7: Fallon thinks new law says we have to report back to school committees quarterly not 6 times per year? The Executive Directors report fulfills this need. Bill is not aware that the requirement has changed but will look into this further.

ACTION ITEM: CES will follow up on the new law and make sure Articles are more in line with new collaborative legislation

AMENDMENT TO THE CES BY LAWS AND POLICY SUBCOMMITTEE ESTABLISHMENT

In order to create a Policy Subcommittee as suggested in a previous meeting, a change must be made to the CES By laws not the Articles of Agreement, as originally stated in the agenda

Each member received a copy of the proposed language to add to the CES BY Laws in regards to the Policy Subcommittee in their packets.

Fallon moved that we change the sentence to read “there shall be no more than one member....from a **single member school district**” as the current wording is confusing. Michael Knapp seconded the amendment and all Board Members were in favor.

Laura Fallon moved that the board approve the establishment of a Policy Subcommittee language amendment to the CES By-Laws as amended. Jonathan Schmidt seconded the motion. All board members were in favor and the motion passed.

POLICY SUBCOMMITTEE

Dan Hayes requested volunteers to join the Policy Subcommittee

Volunteers: Laura Fallon and Don Sluter

Bill will ask for a Superintendent volunteer at an upcoming Superintendents roundtable

Bob Decker moved that the Board approve the Policy Subcommittee volunteers. Laura Fallon seconded the motion. All Board Members were in favor and the motion passed.

EXECUTIVE DIRECTORS REPORT

A copy of the Executive Director’s report was provided to all Board Members in their packets. Bill reviewed highlights.

At the back of the report is a list of bids the Hampshire Council of Governments handled. At the last meeting we discussed how CES was taking many over, but not all of them. The HCG came back and asked us to assume more, including some in purchases or with towns / districts that we do not currently handle or have the internal capacity to handle. We are investigating this further and will come back to the Board Members with more information.

ACTION ITEM: Send the Executive Director’s report to all Board Members so that they might send to their school committees and stakeholders

DISCUSSION OF TOPICS FOR 2019-2020 PRESENTATIONS AND DISCUSSIONS

At every meeting we often have a CES presentation. Sometimes we end up without enough time for every agenda item. What would be good to talk about next year?

Johanna Bartlett – Rural Schools Initiative. Scarcity aide.

Jonathan Schmidt – SJE stakeholder workgroups currently happening in Easthampton. Valuable to discuss what the CES groups doing with us are doing elsewhere and with us

Michael Knapp – Afterschool childcare. Feels like it is becoming universal need

Maureen Nichols – Now that marijuana is legal, more topics around that. Huge recent discussions in Whately

Laura Fallon – Marijuana education initiative was created in Colorado. Being brought to Plymouth. Maybe check that out. Also – Test strips for marijuana which can test vape oil and edibles. More information about this and how districts are considering these things. Also would be interested in hearing more about Vaping detection systems that some districts are using in bathrooms

Michael Knapp – Different approaches to knocking vaping down amongst students

Kyle Belanger – Special education funding, regional pictures of where everyone is around CHERISH and PROMISE act, circuit breaker, etc.

Bob Decker – Do we give people reimbursement for the expenses they occur when students or Joan Schuman come to graduations? Barbara Siegel noted that we do not, however, thank you notes are sent. Bob also recommended a formal letter be sent to Joan Schuman thanking her for her presence

ACTION ITEM: Dan Hayes will send letter to Joan Schuman

September – Regional MASC might be coming to give a presentation.

NEW BUSINESS AND TOPICS OF INTEREST

Please let Bill/Allison/Dan know if you want items added to the agenda.

ADJOURNMENT

Bob Decker moved that the Board adjourn the meeting. Don Sluter seconded the motion. All Board Members were in favor and the motion passed.

Meeting adjourned at 9:00PM