BOARD OF DIRECTORS MEETING AGENDA
Collaborative for Educational Services
WEDNESDAY, JANUARY 25, 2017
6:30-9:00

This meeting will be at the Franklin Regional Council of Governments Building,
12 Olive Street, Greenfield, MA
Directions: [http://frcog.org/contact-us/](http://frcog.org/contact-us/)

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to Order</td>
<td>6:30</td>
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<tr>
<td>2. Public Session</td>
<td>6:35</td>
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<tr>
<td>3. Approve Minutes of November 18, 2016 Board Minutes and Minutes of January 17, 2017 Finance Committee Meeting (vote required)</td>
<td>6:40</td>
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<tr>
<td>4. SpEd P.D. Presentation – Sharon Jones and Laurel Peltier</td>
<td>6:45</td>
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<tr>
<td>5. CES Financial Report – Barbara Siegel (vote required)</td>
<td>7:15</td>
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<td>6. Proposal for CES Re-Organization</td>
<td>7:30</td>
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<tr>
<td>7. SalesForce and Infinite Visions - Update</td>
<td>7:50</td>
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<tr>
<td>8. Hires and Separations (vote required)</td>
<td>8:05</td>
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<tr>
<td>9. Discussion of Communication Among the Board Members and Districts and Identifying Additional Collaborative Efforts</td>
<td>8:10</td>
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<tr>
<td>10. Executive Director’s Report</td>
<td>8:40</td>
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<tr>
<td>11. Adjournment (vote required)</td>
<td>9:00</td>
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</table>
Call to Order and Introductions

Chair Dan Hayes called the meeting to order at 6:43 pm. Introductions were made.

Approve Minutes of 9/28/16 Board Meeting (Open Session) (vote required)

A motion was made by Cathy Englehardt and seconded by David Young to approve the minutes of the Open Session Board meeting on 9/28/16. All were in favor, and the motion passed. Three members abstained from voting.

Public Session/New Business

Chair Dan Hayes thanked the board members who serve on the Finance Sub-Committee. Dan also noted that CES recently hosted an SJE conference and it was a wonderful conference. Also, MASC had its conference recently at the Cape. Dan noted that Bill Diehl did a great presentation at that conference.

SEIS/DYS Presentation – Woody Clift/Terry Senio

Woody Clift, Director of the Department of Youth Services Education Initiative shared a video that was put together for PBS last year called “Broken Justice”. The PBS video highlighted the commitment to high quality education and transition services provided to youth through the partnership between DYS, the Collaborative for Educational Services (CES), and Commonwealth Corporation (CommCorp). CES began its partnership with DYS in 2003 and has increased the scope of our work with DYS and CommCorp since that time. Mr. Clift shared that we have approximately 150 educators who work for CES supporting a wide range of education and transition services to youth attending schools co-located in 53 residential programs across the state and once they return to the community. The range of services we offer has evolved as the demographics of the DYS population has shifted. For instance, Mr. Clift shared that the youth are older on average, more have or earn a high school diploma or its equivalent while in the care of the Department, and close to 60% are previously identified as having a learning disability. In response, our current contract focus areas include: personalization of services, future readiness, engaging youth and families, transition and re-entry, alignment and coordination of systems internally and externally. The board then asked questions about the DYS system.

Terry Senio, Director of the SEIS Program then presented to the Board. SEIS is an acronym for Special Education in Institutional Settings. In essence, SEIS provides all of the special education to students across the state in institutional settings and both general and special education to programs housed in DMH facilities and DPH. Terry stated that SEIS is the only direct care service contract provided by DESE. She also stated that we work with DPH and the Mass. Hospital School (state employees), and that SEIS works closely with
DYS. There are about 522 students, with DYS having the highest number of special education students. She noted the DPH student population is pretty constant with 80 students. The Dept. of Mental Health has 106 students. Professional Development is personalized for teachers to best meet the needs of their students. There is a “team” approach in SEIS - Coaches work with teachers throughout the facilities. We also have educational team liaisons and we utilize coordinators who act as principals. There is also a data team and a Tech team. Students take the regular MCAS exams. Bill Diehl then commended the work of both Woody and Terry in both the DYS and SEIS programs.

**Annual Audit (vote required)**

The CES Annual Audit was presented by Linda Wosko from Whittlesey & Hadley, P.C. The board had previously received the full audit. This evening a Financial Statements booklet was given to the Board as Linda explained each section. The areas that were covered were Audit Plan and Execution, Financial Statement Highlights, Footnotes, Schedule of Expenditure of Federal Awards and Uniform Financial Report. It was noted that Footnotes are an integral part of the financial statements. The financial statement indicated that as of June 30, 2015 net assets were $3,943,857 and as of June 30, 2016 net assets were $3,477,233, a change in net position of ($466,624). There were no new footnotes required by Financial Accounting Standards Board. Footnote #5 discloses accounting for pension costs Under Governmental Accounting Standards. There were no material subsequent events needing disclosure. Footnote #11 discloses temporarily restricted net assets and what restrictions were satisfied during the year. In the area of Schedule of Expenditures of Federal Awards – there were no audit findings. The UFR is consistent with the prior year.

Additional Comments - Calculations look reasonable

Cathy Englehardt motioned to approve the CES audit ended June 30, 2016 and this was seconded by Hussain Hamdan. All were in agreement, and the motion passed.

**Cumulative Surplus Votes (vote required)**

CFO Barbara Siegel stated there is no surplus this year so there is nothing for CES to retain. David Young motioned and Hussain Hamdan seconded to vote to accept the cumulative calculation as presented in the audit at negative 2.2%. All were in favor and the motion passed.

**CES Employee Handbook (vote required)**

Director of Human Resources Cyndi Miller spoke about the brand new employee handbook. She stated it had been a long time since the handbook had been overhauled and vetted by legal. Both attorneys (labor and education) reviewed the document and their suggestions were incorporated into the handbook. She stated that a change to policy with regard to a substance free workplace had to be done since the handbook was printed. We needed to make a change at the last minute to incorporate into the handbook a policy about the legal possession of marijuana. CES employees are prohibited to use marijuana while on the workplace premises.

She also stated that in the spirit of our SJE initiative, we have eliminated gender specific references. Whenever we are scheduling CES events, we will consider holidays and religious observances and are mindful of that when scheduling these events. A motion was made to approve the CES handbook by Hussain Hamdan and seconded by Don Sluter. The motion passed.

In the near future, Board members will get copies of the employee handbook.
Annual Report (vote required)

The Board received our Annual Report for the period ending June 30, 2016. Bill Diehl stated that every year the state requires us to do an annual report. Cost effectiveness is also a piece of this report. New regulations from the state require this annual report to be sent to the Commonwealth along with the audit every year, and it has to be approved by the Board. Bill said this report really helps us to compile information about our programs and shows us how many people we impact with our work. Bill asked the Board to contact him with any questions. A motion to approve the Annual Report was made by David Young and seconded by Pat Smith. The motion passed, with one board member abstaining from voting.

Hires and Separations (vote required)

The group looked at the Hires and Separations report since they last met in September. We had one separation, and one of the hires replaced that person. Other people hired were replacements for people who had left CES. Hussain Hamdan motioned to approve the Hires and Separations Report and this was seconded by Cathy Englehardt. The motion passed.

Executive Director Report

Bill noted it is a very emotional time for some people around the recent Presidential election. There has been some discussion about the election at CES. Bill has sent out several messages to our employees. Bill encouraged CES employees to come together around community service. Also Monte’s March happens every year and students from HEC collect food or money for the Food Bank. We are also collecting Books for Reader to Reader, a company in Amherst.

Bill also spoke about our recent audit. Total revenue was over $38,000,000. We also managed over 60 grants. This is down from last year by about 15 because Race to the Top money sunsets. Also, the Feds had lesser grants, so we received less grants. Direct Services – we served over 5,500 individual educators. Professional Development served 3,400 educators. Many people took more than one workshop which ended up impacting over 8,000 people. The Early Childhood department had a lot of impact and expanded their PD a lot this year. The Tech. department also did a lot of trainings.

We have expanded services in areas of inclusive practices. We planned a team leadership institute as well, and fifty people were able to attend. We did a lot of PD this fall and had seven election-day workshops. We provided PD for low incidence professionals - librarians, etc. Also, our recent SJE conference was very successful. We will need a diversity of educators in the future. The Community Foundation of Western MA gave us a grant for our SJE work for our internal staff training and also to plan for our SJE work. The grant was for $25,000. Bill stated that he took part in two charter school panels. CES also has a Pride of Western MA Facebook page, and Bill asked the board members to please “like” it. We are also now doing a twice monthly CES newsletter.

Two weeks ago we were one of the recipients of the Springfield Regional Chamber’s top 60 agencies that had the most impact on the community.

We also received a grant through DESE with MA licensure academy for teachers who are on a waiver and can get a license to be special educator. Today there was a Legal Issues Workshop with Attorney Gini Tate. Board members are always invited to attend for no cost except for lunch and materials. Gini Tate is a lawyer and gives great workshops on employment law, special education, etc. Each year she gives a workshop.
Bill also noted that at our last Board meeting, we had a discussion about the Early Childhood department. He said that the employees who left the department were skilled, but they were not a good fit with the new management.

Conflict of Interest Statement

Each year DESE asks that each Board member sign a Conflict of Interest Statement. Anne Farrington asked the board to sign the statements to her and to return them to her this evening.

Approval of Finance Sub-Committee Minutes and Executive Session Minutes

Cathy Englehart motioned to approve the November 15, 2016 Finance Sub-Committee minutes and David Young seconded the motion. All were in favor, and the motion passed with three abstentions. David Young motioned to approve the Executive Session minutes from the September 28, 2016 Board meeting. Cathy Englehardt then asked to amend the minutes in several areas and Hussain Hamdan asked the minutes to be amended in one area. All were in favor of the minutes as amended, with two abstentions and the Motion passed.

Other Issues

Bill Diehl wondered how communities are handling the recent election. It was noted that Amherst sent out a letter around the election and specifically around bullying. We need to help to protect all kids from being bullied. All schools should be talking to their students about this. We can channel the engagement of kids about the election to good use in the community. Adults need to be vigilant about the moments when kids need to be supported.

We need to model what is right. What is good civic engagement? - kids have to see it!

New Business

One board member does not like going to the Council of Governments building in Greenfield for every other Board meeting for a variety of reasons. It was noted that most board members appreciate going to both counties for meetings.

Barbara Siegel spoke with our Treasurer, Don Scott, yesterday, and he will be at the March board meeting.

Adjournment

A Motion to adjourn was made by Hussain Hamdan and seconded by Suzanne Crawford. All were in favor and the meeting adjourned at 9:02 p.m.

Respectfully submitted,
William Diehl
The meeting began at 8:05 a.m.

In attendance were:
- Committee members: Hussain Hamdan, Howard Moore, and Dan Hayes, Board Chair.
- From CES were Barbara Siegel, Director of Finance and William Diehl, Executive Director

Not in attendance were
- Committee members John Robert (Superintendent, Hatfield) and Michael Sullivan (Superintendent, Gill-Montague)

1. Barbara distributed two documents – both for the five months ended November 30, 2016
   a. Combined Statement of Revenues and Expenditures and Changes in Fund Balances
   b. Combined Statement of Revenues and Expenditures and Budget Vs. Actual.

2. Barbara reviewed the documents. Key points:
   a. Administration is doing very well. We have had more indirect income from grants that anticipated. We will invest the additional funds in staff development to increase our capacity to serve our members and in other expenses that were “below the line” in the budget presented to the Board last year for FY17
   b. Special Education is showing improvement from last year. With the exception of our two Centers (Assistive Technology and Occupational Therapy), all the cost centers are holding their own.
   c. Licensure is operating a loss. Much of this is due to cleaning up records and having to correct a multi-year problem of counting recognized revenue that was not received (e.g. because someone did not finish the program). Enrollments themselves are holding steady – a good thing since we no longer have the TESL grant that supported a number of candidates.
   d. Professional Development has experienced highs and lows this year, but continues to be operating at a loss. Barbara discussed the reasons for the situation and the plans that Bill and she have put or are putting into place to improve the situation.

3. The Committee asked clarifying questions, especially about Special Ed and Professional Development. These areas were discussed further, to the satisfaction of the Committee.

4. The Committee asked that this information be shared with the Board (in an abbreviated manner).

Hussain moved and Howard seconded adjourning the meeting. It was adjourned at about 8:40.

Respectfully submitted,

[Signature]

William Diehl
Acting Secretary
### Collaborative for Educational Services

**Combined Statement of Revenues and Expenditures and Budget vs Actual - Governmental Fund Types**

*For the Five Months Ended November 30, 2016*

<table>
<thead>
<tr>
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<th>FY17 Budget</th>
<th>Actual Through 11/30/2016</th>
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<th>58% Balance</th>
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<td>Administration</td>
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<td></td>
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<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
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<td>(239,157)</td>
<td>239,157</td>
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<tr>
<td>Depreciation</td>
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<td>(158,572)</td>
<td>(222,001)</td>
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<td>Net Change in Assets</td>
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<td>(397,729)</td>
<td>17,156</td>
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<td><strong>Program Net Amounts:</strong></td>
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<td>(239,157)</td>
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Collaborative for Educational Services  
Combined Statement of Revenues and Expenditures and  
Changes in Fund Balances - Governmental Fund Types  
For the Five Months Ended November 30, 2016 and 2015

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<td><strong>Expenditures:</strong></td>
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<td><strong>Total Expenditures</strong></td>
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<td>Excess of Revenues Over Expenditures</td>
<td>(239,157)</td>
<td>(240,096)</td>
<td>939</td>
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<td>Net Change in Assets</td>
<td>(397,729)</td>
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<td>Fund Balance - Beginning of Year</td>
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**Program Net Amounts:**

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<td>(4,608)</td>
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<td>Inservice Programs</td>
<td>(277,662)</td>
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<td>(136,561)</td>
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<td>Intergovernmental</td>
<td>(239,329)</td>
<td>(229,098)</td>
<td>(10,231)</td>
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<td><strong>Total Program Net Amounts</strong></td>
<td>(239,157)</td>
<td>(240,096)</td>
<td>939</td>
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1/17/2017
What are the Drivers for a Re-organization at CES?

Dilemmas

- trying to have a collaborative, inclusive, transparent organization while being flexible, responsive and quick-acting when needed.
- how do we organize an expansive, multi-service, customer-responsive, innovative agency? Right now we are trying the structure of organizing by departments (somewhat siloed) and also organizing by Platform
- addressing how we present ourselves to the outside world - now we often look like a fractured bunch of groups and projects, not a cohesive organization

Challenges

- changes in funding opportunities and the need to be more efficient, innovative, and responsive to new opportunities
- sustainability
- not burning out people - of having a healthy work-life balance
- the changing landscape of education and the evolving needs of our region
- we lack redundancy/sufficient capacity in many of our positions--when a person goes, their expertise tends to go; this tends to make us a collection of uniquely skilled individuals

Opportunities to

- strengthen overall leadership within budget constraints
- have greater synergy between people working on different types of work
- have greater synergy between people from different “depts” who work on similar types of projects (Social Emotional Learning - PD, EC, SpEd, etc)
- achieve economies / efficiencies in functions that are done in multiple departments
- reduce duplication of efforts
- develop new leadership within agency
- have a more logical structure, including a more efficient reporting structure
- have consistency in practices (standardize where it make sense)
- have more in depth, research- and data-informed conversations and collaborative thinking
- have more opportunities to collaborate across program areas to better meet needs of region
- create operational supports that allow our experts and program directors to build new services and products without learning to “reinvent the wheel” each time
Logic Model

**PROXIMAL:** if we...

- Have service standards and a set of common tools that are always used
- Have agency-wide business processes and workflows that are used across all like programs and projects
- Have common procedures for hiring and contracting
- Organize to support systematic collaborating by similar functions and roles, across content areas
- Increased distribution of management responsibilities
- Structured, articulated career paths and mentoring (vertical and horizontal trajectories - could be management, could be knowledge based)

**INTERMEDIATE:**

- Have consistent, shared quality standards and approaches for services that are consistently evaluated
- Have consistent business processes
- Increased internal relationships and cross-agency work (less competition, more ability to share practices)
- More bandwidth for increased and deeper external relationships
- Increased responsiveness and funding
- Increased staff diversity
- Increased development and leadership opportunities for staff

**DISTAL**

- EFFECTIVE
- EFFICIENT
- COLLABORATIVE
- SUSTAINABLE
- DIVERSE AND EMPOWERED STAFF
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Last</td>
<td>First</td>
<td>DATE HIRED</td>
<td>PROGRAM</td>
<td>POSITION</td>
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<tr>
<td>AUERBACH</td>
<td>KAREN</td>
<td>21-Nov-16</td>
<td>RESEARCH AND EVALUATION</td>
<td>RESEARCH ASSISTANT</td>
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<td>NOYES BUCHANAN</td>
<td>ALISON</td>
<td>31-Dec-16</td>
<td>EARLY CHILDHOOD</td>
<td>PROJECT SUPPORT SPECIALIST</td>
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| SEPARATIONS                                   |          |          |                  |                  |
| Last                                           | First    | DATE OF SEPARATION | PROGRAM               | POSITION                         |
| DAVIES                                        | DANTAE   | 31-Dec-16 | TECHNOLOGY            | BUSINESS INTELLIGENCE ANALYST |
| ALREJA                                        | JAISHREE | 21-Dec-16 | EARLY CHILDHOOD      | ASSOCIATE COORDINATOR STATE ASSESSMENT GRANT |
EXECUTIVE DIRECTOR’S REPORT TO THE BOARD OF DIRECTORS
January 25, 2017

Dear CES Board Members:

Since our meeting on November 16, 2016, CES staff and students have been engaged in many impactful activities. A few major ones are described below and more are in the next section of this report.

After the November election, to help bring CES staff members together in fruitful action, we launched several very successful service projects.

- We held a big food drive and collected 271 pounds of food that were donated to the Food Bank!
- We actively participated in the annual Hampshire County United Way Campaign.
- We are in the midst of a book drive for Reader to Reader, located in Amherst. Reader to Reader is a 501(c)(3) public charity dedicated to bringing books, free of charge, to under-resourced school libraries and public libraries across the United States. As they note on their website, “60% of underprivileged children do not own a single book. This makes a well-stocked school library a critical resource hub that is a necessity not a luxury.”
- Also of special note, for the fourth year in a row, HEC Academy students and staff supported Monte’s (Belmonte) March for Hunger through raising funds and walking beside Monty and US Representative Jim McGovern for a leg of their 43 mile journey by foot from Springfield to Greenfield. The March raised over $200,000 for the Food Bank of Western MA, surpassing the $150,000 from 2016. Thirteen of our students joined the march and our students raised $1,127 and collected several boxes of food.

In another major initiative, over two hundred educators, largely from member districts, attended CES’s 2017 Technology in Education (TiE2017) Conference, held on January 19 at Holyoke Community College. Keynote speaker Dr. Jacqueline Ryan Vickery, researcher and author of the forthcoming book, Worried about the Wrong Things: Youth, Risk, and Opportunity in the Digital World (MIT Press) opened the conference with a lively session best summarized by the conference description:

“Turn on the news, flip through TV channels, browse the magazine racks and it probably won’t take you long to find a story about a teen getting into trouble with digital media... We are constantly reminded of the dangers threatening young people online... But why don’t we also hear about all the positive and empowering opportunities available to young people via digital media? And even more so, why aren’t we talking about the ways teachers and parents can help youth embrace these opportunities? In this talk, media and youth scholar Dr. Jacqueline Ryan Vickery explains why, when it comes to youth and digital media, we’re often worried about the wrong things. Rather than trying
to help young people avoid risks, what students really need are adults who will help them safely navigate the web in healthy, positive, and empowering ways."

Attendees later chose from over forty breakout sessions on topics that included digital learning resources, connecting teachers and students digitally, online best practices for teachers, digital resources for STEM programs, creating an interactive classroom, digital storytelling and more. **Over 25% of the workshops were conducted by educators from western MA districts, including a workshop that featured 25 wonderful students from Hatfield Elementary School!** TiE is held annually by the technology department of the CES.

In early December, Dan Hayes, Chairperson of the CES Board, joined several CES staff members at the **annual conference of the Association of Education Service Agencies (ESA)**. There were many excellent sessions, and the CES team brought back many ideas for CES. CES staff members also gave several presentations – more than almost every other ESA. **CES was well represented among the presenters:**

- Angela Burke (CES Chief Technology Officer) with colleagues from Assabet Valley, Columbus, Nebraska, and Syracuse, NY gave the National Association of Media and Technology Centers (NAMTC) presentation on “Fostering Relationships and Collaborations with No Boundaries” Angela is President-elect of NAMTC!
- Casey Daigle-Matos and Safire DeJong (with our Tech Department) presented a session on Technology for Engagement: A Google Apps for Education Implementation Model. This was partly based on their outstanding work with our member school districts.
- Rich Cairn (PD Department) presented on Making Inquiry and Primary Sources Accessible for All Students. This is part of his work to take our Library of Congress Primary Sources work, with a focus on Special Education and EL students, to other collaboratives in the country.
- Sherry Smith, Darnell Thigpen Williams, and Safire DeJong (SJE), with Cathy Cummins from the Assabet Valley Collaborative, presented on Advancing Culturally Proficient, Socially Just Leadership: a Foundation for Innovation, based on the SJE efforts at each collaborative.

In addition, for the first time, the Association of Educational Service Agencies (AESA) is having a Regional meeting for the northeastern states. This will be in May in Lenox, MA, and two CES staff members had presentations accepted for this event. Rich Cairn will present a session on Accessing Inquiry for Struggling Learners and Albert Mussad will present on Improving Outcomes for Students Living in Low Income

**Following this letter are additional highlights.**

Best regards,

[Signature]

February 2017 Executive Director Report to the Board of Directors
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.

A FEW SELECTED ACTIVITIES

- Our Spring 2017 open-enrollment schedule offers **20 workshops in seven discipline areas**. These include six workshops focused on social emotional learning (SEL) and social justice and equity (SJE); five on English Language Learners; five for special education (including paraprofessionals) as well as content areas of history and math.

- Our Professional Development Director met with Franklin and Hampshire County school leaders on the Summer Academy Planning Committee to help build the **Summer Academy 2017 roster of workshops**.

- Beginning in January, the PD Dept. will offer **10 site-based and two open-enrollment SEI courses**. The open-enrollment administrators’ course beginning in April has 16 seats available; the open-enrollment teacher course beginning in February has 5 seats available.

- Our Focus on K2 early literacy initiative supports teachers and instructional leaders in five school districts, including **two member districts**, through professional development and inter-district networking opportunities.

- We are preparing for January 27th legislative breakfast hosted by the Human Service Forum. Seven CES staff members are attending, each of whom **will sit with one of the Senators or Representatives who serve our member districts**. Our Communications Team has been helping to coordinate and facilitate our process to prepare CES attendees for the event and has prepared one-page “asks” in key areas.

  Topics we will be focusing on are: issues that affect small and rural districts, including a need for ‘sparsity aid,’ support for early literacy programs, especially Reading Recovery; support for immigrant students and ELs; establishment of a taskforce from the Starting Strong Summit; and additional support to address the opioid crisis.

- CES manages a Title III Consortium involving **many of our member districts**. One common concern is about the testing that EL students must complete for placement. In late October, ESE notified school district EL educators that **2016 ACCESS results provided skewed proficiency ratings**. This standardized assessment of English language proficiency mandated by ESE is a key indicator in an overall determination of English learners’ (dis)continued classification as English learners. This has potential impact on most of our member school districts.
In response to this notification, Bill Diehl and Northampton Superintendent John Provost co-signed a letter expressing a number of concerns to ESE. Dr. Dan Wiener, Administrator of Inclusive Assessment, did not provide a remedy for the problems, but he did commend CES in his response -- "I admire and am grateful for the commendable work of the Collaborative on behalf of English learners and their teachers, especially regarding technical assistance and training."

- A new website page for **Cooperative Purchasing** has been created, and we’ve begun to send messaging out to support the kickoff of Cooperative Purchasing, which began early in January. Many of our member districts achieve cost savings through this initiative and we are hoping to encourage districts that have not been participating to join in.

- CES staff member Safire DeJong will be conducting four social justice and equity (SJE) training sessions with the staff at **Hopkins Academy in Hadley**. She also has ongoing SJE training sessions at the Veritas Prep Charter School in Springfield.

- CES has recently provided SJE and Unconscious Bias workshops and Professional Learning Communities which were attended by educators from a **number of member districts**; more workshops are planned for the spring.

- As described in “Development,” CES was awarded a grant from the Community Foundation of Western MA to support ongoing SJE work in the Valley. We will be hosting **day-long sessions in Franklin, Hampshire and Hampden counties as a follow-up to the SJE conference we held, and we will launch a pilot program to support planning and PD in a member district.** We will also be holding an additional training for CES staff to build our capacity for additional outreach and support to districts.

- CES hosts meetings of the member districts’ Special Ed Directors. At the January meeting, CES staff and the Directors discussed potential new programs. One was an **early childhood mental health / special education program to support PreK, K and 1st grade students who are coming to school with significant issues in self-regulation and attention.** The second was in response to the need for a **step-down program in a public school for middle-school students leaving high-needs private placements** (e.g. May Center). One district may have space; additional conversations are planned.

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

**SELECTED ACTIVITIES – SPECIAL EDUCATION**

Total Enrollment as of January, 2017: 39 Students (Academy = 35 and CBWE = 4)

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January 2017 Executive Director Report to the Board of Directors
- Members = 24 Students or 62% of Total Enrollment (69% of Academy Enrollment)
  o Hampshire County = 67% enrollment
  o Franklin County = 33% enrollment

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- Non-Members = 15 Students or 38% of Total Enrollment (11 students or 31% at Academy; 4 students or 100% CBWE)

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Other Highlights
- **Member districts** are providing positive feedback; they are increasingly reaching out for resources/s support in regards to some of our work.
- CES organized the *Fall Special Olympics* in Granby, 10/20/16
- We are organizing the *Winter Special Olympics* on March 2nd at 9:45-11:45 at South Hadley High School.
- We've been able to secure work opportunities for some of our students at Smith College Dining Services during the Fall and Spring semesters
- **One of our Northampton** students graduates in January
- **One student is taking courses at HCC**, did well in fall semester, and will be taking more classes in the spring
- We have much more wrap-around case management and support with our clinical team & internship program
• We’ve developed partnerships with Springfield and Smith Colleges to evolve our clinical internship program; this year, we have 3 Clinical Interns (1 from Smith, 1 from Springfield, 1 New Hampshire School)

• We created a Wellness Committee (comprised of nurse, clinical staff, teaching staff and admin); tasked with integrating SEL, Health, general student welfare and nutrition and transition

• We continue to have struggles securing a PT to provide supervision

• We’re developing a fruitful and ongoing collaboration with Assabet Valley Collaborative’s Educational and Clinical Staff

SELECTED ACTIVITIES – EARLY CHILDHOOD

Coordinated Family and Community Engagement (CFCE): There has been much activity at our Family Centers and Playgroups in Amherst, Belchertown, Chesterfield, Easthampton, Goshen, Hatfield, Palmer/Monson, Southampton, South Hadley, Ware, Westhampton, and Williamsburg.

A few representative highlights in the last month:

• **Amherst** Family center has a new family center coordinator Susan McGinn who is adjusting well. They are preparing for a Preschool Fair to be held on 1/28/17 at the UMASS Student Ballroom from 10am - 1pm.

• **Belchertown** Family Center - During the fall, there was a lot of construction on the road in front of the Family Center. Our coordinator took this as an opportunity to talk about construction vehicles, and took the kids outside each day to look at the vehicles on the road.

• **HRSD** - Saw a rise in attendance of the playgroups after mailing out postcards to the community to invite them to playgroups.

• **Easthampton** - Hosted a Milk & Cookies night (during the snowstorm) which was successful! 25 families came, and many local businesses agreed to sponsor the event.

• **Granby** - Going strong, with many families attending regularly.

• **Hatfield** - A wonderful playgroup for children who do better in a quiet setting.

• **Palmer/Monson** - Hosted a Teddy Bear sleepover at the library. They were able to provide supper with left overs from their spaghetti supper. 40+ people (adults and children) showed up for supper, a story, and kids activities. Each child brought a stuffed animal that slept over in the library and got into some over-night mischief. The adults were later emailed a PDF of a book with pictures and narrative describing the stuffed animals’ night in the library.

• **Pelham** - With the constant growth, the families are feeling more like a cohesive group, and are even donating snacks and time to clean up the playgroup.

• **South Hadley** - Hosted a book fair at Barnes & Noble with crafts for the kids, and a story time from a local author.

• **Ware** - Hosted a Musical Petting Zoo for the kids, with a person from the Springfield Symphony coming to the Family Center to teach kids about musical instruments. The kids were encouraged to touch and play the instruments as well as learn about them, which was a huge hit with the kids!

• **Warren** - has a nice consistent group of families. Playgroup hosted a STEM parent/child workshop and activities. 2 Successful referrals one to Early intervention and one to Parent Child Home Program
**Strong Foundations for Young Children (SFYC):** SFYC provides expanded ECMH services to families in Easthampton and Ware. ECMH consultation is being provided to 9 families (5 in Easthampton and 4 in Ware).

**Assessment for Responsive Teaching:** The past two months have been a very busy time for training educators serving children birth to five through the state-funded Assessment for Responsive Teaching project. During that time, ART held nine courses across the state in high-quality observational formative assessment that is useful for individualizing student learning, attended by 207 people. Three of the courses were presented in Spanish. In addition, we are adding a new course - Improving Developmental Screening in Early Childhood Settings

**Special Projects**
- Coordinated a meeting hosted by the Superintendent of Gill-Montague RSD to explore ways CES and the district could collaborate to address social-emotional and early childhood mental health needs they have identified
- Invited and participated in December meeting to meet with the Springfield Early Literacy Coalition to introduce the SEL/APL Standards PD created by CES
- Represented CES at a statewide SEL networking meeting in Marlboro that was sponsored by the Children's Trust
- Working on a grant application to EEC to coordinate a pilot rollout of the Parent-Child Home Program for Family Child Care Educators in six geographically diverse MA communities

**SELECTED ACTIVITES - Department of Youth Services Education Initiative**

- As part of our partnership with the Center for Educational Excellence in Alternative Settings, we were invited to apply for the College Now initiative. Two of our sites were accepted into the national pilot and will start offering these classes beginning in February. “College Now is a program designed for juvenile justice agencies interested in helping their students earn college credits during their term of confinement, and providing support and planning to help students continue and persist at college once they are released. Participating students have the opportunity to both earn transferrable college credit, by passing CLEP tests, and complete other aspects of college exposure and readiness (increasing their Accuplacer/SAT/ACT scores, completing admission and financial aid paperwork, etc.), with the intended goal of successfully transitioning to college (full or part-time) upon release.”
- The Math and Science instructional guides are nearing completion. As well, the Math guide will incorporate the newest changes to the MA frameworks.
- Our ePortfolio pilot that relies on the Google Apps for Education ecosystem will launch the week of January 17th and as we gear up, the first set of Chromebooks have been issued, the Blended Learning Fellows have been trained on “Sites” and “Classroom,” and the youth have engaged in their digital citizenship classes as we
introduce this technology into our classrooms to support engaged learning, collaboration, college and career readiness, and improved transitions for our youth.

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

**SELECTED ACTIVITIES (SEE ALSO GOAL 1)**

- In a contract with DESE, CES designed and just completed delivering an intensive six-day train-the-trainer series for the Low-income Education Access (LEAP) initiative. This series, which ended in early December, provided professional development for educators from 12 collaboratives and four urban districts who want to work with their colleagues to improve educational outcomes for students living in low-income circumstances. The six-session training sequence closed with strong participant reviews. Approximately 90% of participants provided a favorable rating across six indicators of training quality.

- Also in a contract with DESE, we continue to implement the Special Education Teacher Leaders' Institute (SETLI), a program to develop Educational Team Leaders, IEP Chairs and other non-administrative leaders across the Commonwealth. This initiative involves a year of courses and technical assistance that foster the ability to lead Individualized Education Plan (IEP) teams in the development of educational plans that reflect the individual needs of students.

- The Library of Congress Teaching with Primary Sources program is offering two new courses: Accessing Inquiry for Students with Disabilities through Primary Sources and Accessing Inquiry for English Learners through Primary Sources. Each two-day course is offered in late March and April.

- The agency's administrator mentoring program currently serves one member district.

- In Licensure:
  - 35 candidates for the Initial License completed their practicums this fall and are ready to be endorsed for licenses in Moderate Disabilities, ESL, Reading, and mathematics
  - 30 new enrollees were welcomed into licensure programs, including five candidates for the Principal license
  - Registration for the spring semester is underway. Teacher courses began on January 18, with over 170 participants registered.
  - 20 educators completed one of two no-cost courses for special education teachers working on a waiver or seeking an Initial License. Funded by the Massachusetts Department of Elementary and Secondary Education, these courses are part of a two-year program, the Massachusetts Licensure Academy, offering hybrid online coursework in Northampton and Marlboro
  - Two licensure courses will pilot use of Mixed Reality Simulations - teachers demonstrating their skills in mixed reality settings, working with an avatar
  - Six Reading Recovery interventionists completed the first semester of the two-semester Reading Recovery Teacher Training
OTHER AREAS – A FEW HIGHLIGHTS

Development

• Submitted Title III application for consortia of 18 districts in Hampshire and Franklin counties for 18 school districts for $75,208. Award pending.
• Awarded FY17 Fund Code 245-B Enhanced Programs for Students on an IEP 21st CCLC (Afterschool) Grant for $10,000 for FY17.
• Awarded a Fiscal Year 2016-2017 (FY17) Massachusetts 21st Century Community Learning Centers – Exemplary Programs Grant through Fund Code 647-B2 in the amount of $50,000 for an Out-of-School Time (OST) Site at the Philip G. Coburn Elementary School in West Springfield.
• Awarded under the Berkshires+ District and School Assistance Center- Literacy Support program - $49,999.87 for one year.
• Awarded Focus on Early Literacy renewal by DESE to continue working with Holyoke Public Schools K, 1, and 2 teachers on early literacy for one year. $75,200 award.
• Awarded status as a Pre-qualified Educational Consultant Supporting Curriculum and Instruction under agreement number 17MACCING1 by DESE.
• Awarded STARS Residency grant by the Massachusetts Cultural Council for DYS Arts Integration work with DYS youth.
• Awarded by the Massachusetts Cultural Council, Amherst Local Cultural Council, for a bilingual family program “Reading Alive-Leyendo Juntos” to be held at Grace Church Amherst as part of family literacy programming. $400 award.
• Awarded Improving Instructional Support/Literacy and Humanities Services (Writing Standards in Action) by DESE for $57,200 for PD for one year.
• Efficiency and Regionalization Grant from the Executive Office of Education as awarded to North Adams. This consortium of districts in the northern Berkshires are working with CES; the majority of the grant work subcontracted to CES. Total budget $148,099.

• Submitted a response to the Special Education Planning and Policy Development Office (SEPP) at DESE for Early Childhood Special Education (ECSE) experienced providers to create and implement training and/or coaching services as part of the agency’s Comprehensive System of Personnel Development (CSPD). Ten CES staff members included, eight from EC and two from PD. Budget request was for $448,850 total over four years and $112,950 annually.
• Submitted a Letter of Interest to the Caplan Foundation for Early Education and implementation support of Social Emotional Learning and Approaches to Play and Learning interventions in poor, rural school districts in western Massachusetts. Not awarded.
• Submitted a preliminary application to the Community Foundation of Western Massachusetts for its first Innovation Grant competition for our Healthy
Families/SPIFFY program. The request is for a planning process for a coordinated, unified, comprehensive Community Health Improvement Plan (CHIP) for Hampshire County. Not awarded.

- Submitted League of Innovation Schools evaluation proposal to the Nellie Mae Foundation for $199,991 with Lonnie Kauffman for the Evaluation Department. Not awarded.

- Submitted a Letter of Interest for Leadership and Identity Development, a proposed program of After School at the VELA After School Program at Amherst Regional School. $60,000 requested over three years. While this is a very competitive fund, structuring the program and getting the partners puts us on course to search for other funding. “(CES) seeks funding to engage young women of color in career and college exploration with partnering businesses and colleges. The 12 and 13 year old participants will be enrolled in the VELA after school program at Amherst Regional Middle School...the Leadership and Identity Development course will be offered for selected female students twice a week throughout the school year. Participants will engage in dialogue around social issues; obtain practical study skills; collaborate with high school and college mentors; collaborate with private and public business; and explore potential career paths with partnering colleges and businesses.” Partners include Mt. Holyoke College, HCC, UMass, and two local businesses.

Communications

- Just completed: Annual Highlights Report for FY 2016!

- Just completed: The new Services Overview brochure! This provides a summary view of all the services provided across the agency.

- Working with PD to create a new approach to outreach for spring that will include, but not be limited to, open enrollment events. We’ll be creating communications that highlight our ability to bring training/coaching and services on site in key topic areas as well, especially as that work is a prioritized target this spring; and there is a new brochure covering this content.

- Communications is now working with Tech to create tools and training which will take place sometime in January 2017; to support consistent use of best practices in creating presentations, either for conference presentations or training we create for external clients. The training will be required for CES staff members that give presentations or facilitate PD. It will include content about slides (both Google slides and PPT), but also presentations in general.

- Working with PD to identify improvements around how we integrate customer evaluations as well as customer needs input into the design of new events and services.

- We are working with our After School department to create and pilot an online enrollment web form that can gather “signups” for any/all of our after school program.

- Working with Early Childhood on the Starting Strong Recommendations paper.
BUSINESS OFFICE

- Audit is complete and posted on our website
- Infinite Visions accounting software implementation in process
- Collaborated with SpEd to develop a new specialist invoice tracking system
- Completed MA State Indirect Calculation for FY18 to be submitted in the spring upon release of the application - rate of 9.4%

CROSS-AGENCY

The Salesforce CRM is making great progress. Our Events Managers have been working in the system since August of 2016, and the design of the part of the system that will hold Licensure program and student information is almost complete and ready to activate by mid January. In the meantime, training has been conducted with several pilot users to support directors and liaisons in entering customer “needs” information into the system based on meetings and customer discussions. Our designers are well underway to design and build the part of the system that will capture all of our contract and grant activity; and we hope to pilot that phase of the system in the coming months. Users are enthusiastic so far about the impact the system has had in terms of saving time, making workflows more efficient, and promoting transparency, collaboration, and shared practice.