

**Collaborative for Educational Services
Board of Directors Meeting Minutes
JUNE 27, 2018
97 HAWLEY STREET, NORTHAMPTON, MA 01060**

Present from the Board: Anastasia Ordonez, Haley Anderson, Joshua Wallace (on behalf of Michael Knapp), Don Sluter, Humera Fasihuddin, Patricia Smith, Stephanie Conrod, Sarah Hall, Ed Sturtevant, Cathy Englehardt, Daniel Hayes, Hussain Hamdan, Suzanne Crawford, Craig Cohen, Jennifer Eichorn, Carl Schlerman, Howard Moore, John Cotton, Susan Eckstrom, Maureen Nichols, Robert Decker

Present from CES: William Diehl, Barbara Siegel, Terry Senio, Allison Garriss, Angela Burke, Sarah Molloy

Call to Order and Introduce New Members

Dan Hayes called the meeting to order at 6:32PM.

The room did roll call and introductions

Public Comment

Daniel Hayes thanks Howard Moore for his attendance at the Cutchins Program birthday in Northampton.

Approve Minutes of May 29, 2018 Board Meeting (vote required)

A copy of the minutes of the May 29, 2018 meeting was provided to all Board members in their packets.

Don Sluter moved that the Board of Directors approve the minutes of the May 29, 2018 Board of Directors meeting. Cathy Englehardt seconded the motion. Patricia Smith, Humera Fasihuddin, Haley Andersen and Anastasia Ordonez abstained from voting. All other members voted in favor and the motion passed.

Approve Minutes of May 21, 2018 Executive Director Evaluation Subcommittee (vote required)

A copy of the minutes of the May 21, 2018 Executive Director Evaluation Subcommittee meeting was provided to all board members in their packets. Daniel Hayes requests we move forward and reconvene the subcommittee again to review the process in advance of next year. He also requested that a copy of the summary be included in these minutes (see end of minutes)

Cathy Englehardt moved that the Board of Directors approve the minutes of the May 21, 2018 Executive Director Evaluation Subcommittee meeting minutes. Patricia Smith seconded the motion. Haley Andersen, Anastacia Ordonez and Susan Crawford abstained from voting. All other board members voted in favor and the motion passed.

BOARD OF DIRECTORS PHOTO

Due to weather, the group photo was moved to 6:36 PM. All members of the Board went outside and a group photo was taken.

CES FISCAL YEAR 2019 AFFIRMATIVE BUDGET VOTE (vote required)

A copy of the talking points that Barbara presented during the May 30, 2018 Board meeting was provided to all Board members in their packets. Barbara noted that there have been no significant changes to the budget since it was presented.

On page 14 of the budget it was realized that the increase to non-member rates went over the 20% maximum threshold. Barbara made a reduction to bring it down to 20%. It does not have a significant impact to the overall budget.

Bob Decker inquired about the expected \$250k deficit from this year and how we will prevent such from the upcoming fiscal year. Barbara and Bill both confirmed information provided in the May meeting which included no cost of living adjustment for staff and decreases to budget expenses in several departments. Barbara further elaborated that we are not sure where we stand yet (end of year expected deficit) because still much to process for June and end of year. She expects it to stay around \$250k. Barbara noted that the Operations and Business Development line items have gone into the positive - \$35k ahead in fact. The budget that was presented for FY19 is expected to be a balanced budget.

Hussain Hamdan moved that the Board of Directors approve the CES FISCAL YEAR 2019 BUDGET. Ed Sturtevant seconded the motion. Haley Andersen and Anastasia Ordonez abstained from voting. All other board members voted in favor and the motion passed.

CCATT AND OTC UPDATES - Sarah Molloy

Last year it was decided that an internal group should be created to review the billing practices of the CCATT and OTC center due to revenue deficiencies. A report detailing the progress on the review of the CCATT and OTC program offerings was included in the packet to all Board members. Sarah Molloy presented a summary of the information.

ANNUAL SURVEY RESULTS - KATHY LEVESQUE

Kathy Levesque had a family emergency and could not attend to present the findings of the annual survey results. Bill Diehl presented on her behalf. A copy of the Powerpoint presentation was provided to each board member in their packet. The Powerpoint will be sent as a separate document electronically to all board members.

Several Board members agreed upon the issues surrounding working with children dealing with trauma, mental health issues as well as being displaced (victims of hurricane in Puerto Rico for example) and how it is overwhelming special education teachers and departments. Also expressed a shared interest in identifying available resources to support children in the gap between Early Intervention (EI) and kindergarten who do not qualify for Special Education.

Several staff from CES confirmed the agency's commitment to providing and creating training opportunities that focus on trauma informed care, adverse childhood experiences, poverty and understanding bias. CES is working on programming to support children with adverse childhood

experiences (the younger children). Some examples include the creation of a stabilization team to provide interim support in one district. Also provide a classroom to support young children and help to transition them back to mainstream classroom. Also discussed was the possibility in partnering with a health agency so we can be reimbursed by health insurance programs for these types of programs. In addition, CES has several staff members providing Early Childhood Mental Health services; this is of support to districts and, while there is a waitlist, it appears additional funding from the state is possible.

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)

At this time there are no updates to provide on the ongoing negotiations between CES and the SEIU 509 union which represents educators in the DYS and SEIS programs, so the Executive Session is not necessary.

HIRES & SEPARATIONS (VOTE REQUIRED)

A copy of the new hires & separations for 5/18/18 through 6/15/18 was provided to all Board members in their packets. Bill noted that it doesn't reflect teachers hired for summer programs or the 4 different retirements for end of June.

There will be a summer Executive Committee meeting to review hires/separations during the summer

Don Sluter moved that the Board of Directors approve the hires & separations for 5/18/18 through 6/15/18. Cathy Englehardt seconded the motion. Haley Andersen and Anastasia Ordonez abstained from voting. All other board members voted in favor and the motion passed.

UPDATE ON CES PROGRESS IN FY 18 - WILLIAM DIEHL

A copy of the powerpoint presentation created and presented by Bill Diehl will be sent to all board members. Highlights include:

- New SPED program (Northern Berkshires Academy) exceeding enrollment expectations
- 5,700 educators participated in professional development courses last year
- Focus on many areas including trauma informed care, innovative practices, social justice and equity in education
- Growth continues in professional development and consultation
- Growth and expansion in web development and CES CONNECT for districts

CES staff and Board members also discussed the current practice by CES and member districts of networking and advocating with legislators and state leaders for educational needs. Bill noted that CES developed a list of 11 priorities with the districts' Superintendents. Everyone agreed on the need to educate and advocate and how effective it can be.

EXECUTIVE DIRECTORS REPORT

A copy of the report was provided to all Board members in their packets. Bill reiterated information about the recent graduations that occurred in many of the programs facilitated by CES. Bill requested that Board members review the full report and share it with their School Committees.

NEW BUSINESS AND TOPICS OF INTEREST

Dan Hayes reminded the group that they are welcome to contribute to the agenda by contacting himself, Bill or Allison directly.

Bob Decker noted that at the HEC graduation that the speech and scholarship award by the previous Executive Director was quite nice and recommended a thank you letter be sent to her on behalf of the Board of Directors. Dan Hayes accepted responsibility.

Jen Eichorn requested if anyone had any ideas or options to access more “fresh foods” for students. Barbara Siegel reviewed some details about the cooperative purchasing program at CES and how that might assist. Bill Diehl mentioned the idea that CES was exploring about a shared Food Service Manager to save districts money. Board member Stephanie Conrod offered to be a resource or used for consultation as she has education and background in food service in schools

Cathy Englehart recommended that the succession plan for the Executive Director be reviewed and updated if needed. The subcommittee developed for the Executive Director evaluation will review and bring it back to the board for recommendations.

Bill discussed the planned convening of superintendents and other administrators by CES staff Terry Senio, Barbara Siegel and Kathy Levesque. This convening is part of CES is being responsive to member districts by bringing superintendents, curriculum directors, special education directors, business managers and other key education stakeholders together to share ideas.

Many board members discussed regionalization across districts and how superintendents are exploring this or seeking guidance about exploring such.

Stephanie Conrod identified the need to create trainings for new school committee members to help them navigate the position and systems.

ADJOURNMENT

Moved: Hussain Hamdan

Seconded: Patricia Smith

ALL IN FAVOR. Motion passed. Meeting adjourned at 8:27

Superintendent Evaluation of
William Diehl, Executive Director, Collaborative for Educational Services
May 2018

Introduction

In May of 2018, members of the CES Board of Directors were asked to complete an online evaluation form for William Diehl, the Executive Director of the Collaborative for Educational Services (CES).

Twenty-two board members completed the form. They were:

- Melissa Burke, New Salem
- Craig Cohen, Leverett
- Stephanie Conrod, Orange
- Suzanne Crawford, Mohawk Trail RSD
- Cassie Damkoehler, Gill-Montague RSD
- Robert Decker, Frontier RSD
- Ashley Dion, Conway
- Jenn Eichorn, Erving
- Catherine Englehardt, Hatfield
- Jan Flaska, Deerfield
- Hussain Hamdan, Hawlemont RSD
- Daniel Hayes, Shutesbury
- Mike Knapp, Belchertown
- Howard Moore, Northampton
- Maureen Nichols, Whately
- Carl Schlerman, Hampshire RSD
- Jonathan Schmidt, Easthampton

- Michael Simpson, Granby
- Donald Sluter, Franklin County Technical School
- Patricia A Smith, RC Mahar RSD
- Ed Sturtevant, Chesterfield-Goshen
- David Young, Pioneer Valley RSD

Results

With only two exceptions^[1] Mr. Diehl was rated as either proficient or exemplary in all categories by each of the Board members who offered ratings. In some categories, some Board members reported that they did not have enough information to assess his work. While all of the ratings were positive, there were a higher percentage of “exemplary” ratings in the categories of Professional Practice and Instructional Leadership than in District Improvement and Management and Operations.

The tables below summarize the Board members’ responses to each prompt in each category. While the category of “Unsatisfactory” was also offered as a response option, it is not included in the tables as no one selected it for any prompt. Ratings averages are on a 4-point scale, with “cannot address” responses not included in the average.

Table 1: Professional Practice

| | Needs Imp. | Proficient | Exemplary | Cannot Address | Rating Average |
|--|-------------------|-------------------|------------------|-----------------------|-----------------------|
| Maintains a working knowledge of current state laws, regulations and policies | 0% | 50% | 50% | 0% | 3.50 |
| Actively participates in local, state, and national organizations | 0% | 32% | 64% | 5% | 3.67 |
| Seeks out and takes advantages of opportunities to further job-related knowledge and skill development | 0% | 55% | 45% | 0% | 3.45 |

Professional Practice Comments:

- Bill seems to have extensive depth and breadth of the workings of the collaborative education system.
- In the packet and throughout the year I saw sufficient evidence of Bill's knowledge on state laws and his advocacy for improvement or changes in the laws. The one area I thought he could have done a bit more with was number 2 but there was the consultancy/ problems of practice and a reasonable explanation on the approach he took.

Table 2: Instructional Leadership

| | Needs Imp. | Proficient | Exemplary | Cannot Address | Rating Average |
|---|------------|------------|-----------|----------------|----------------|
| Fosters confidence in the organization among clientele, districts, state agencies and legislators | 0% | 59% | 41% | 0% | 3.41 |
| Inspires and empowers staff to implement quality, cost-effective, research-based programs that support all learners | 0% | 50% | 45% | 5% | 3.48 |
| Champions organizational commitment to high standards and positive expectations for all students | 0% | 36% | 59% | 5% | 3.62 |

Instructional Leadership Comments:

- Bill works very hard. He is organized and articulate. He always carries himself with integrity and listens well to all constituencies.
- There was sufficient evidence throughout the year in the Directors' report and artifact report.

● While not necessarily directly related to Instructional Leadership, I think Bill's commitment to rethinking and substantially changing the Collaborative's organizational structure, from the ground up, is an inspiration to take a similar approach in other areas. We live in a time of rapid change, and it's critical that we think outside of the box.

Table 3: District Improvement – Meeting Strategic Goals

| | Needs Imp. | Proficient | Exemplary | Cannot Address | Rating Average |
|--|-------------------|-------------------|------------------|-----------------------|-----------------------|
| Articulates a clear, inspiring vision for the Collaborative | 0% | 45% | 55% | 0% | 3.55 |
| Solicits collaboration from superintendents, Board members, and CES staff on mission, core values, and goals | 0% | 43% | 48% | 10% | 3.53 |
| Develops goals and priority areas for the Collaborative that are appropriate and specific | 0% | 73% | 27% | 0% | 3.27 |
| Develops strategies related to the goals and priority areas that facilitate monitoring and accountability | 0% | 59% | 36% | 5% | 3.38 |
| Identifies, analyzes, and makes recommendations regarding new educational trends, ideas, and strategies, ensuring that the agency continues to provide relevant services in a changing environment | 0% | 50% | 50% | 0% | 3.50 |

District Improvement Comments:

- Bill is reflective on the organization - its efficiency and effectiveness. He is always abreast of trends and tries to keep CES in the forefront of best educational practices.
- Bill's knowledge of the District is to be commended.
- There is sufficient evidence and work done in this area to meet the requirements.
- I appreciate all the time and effort that clearly went into assembling Bill's evidence, which speaks to the way he develops his goals and the strategies related to them.
- I continue to appreciate Bill's deep commitment to social justice in education.

Table 4: Management and Operations Goal – Manage and Improve the Operations of the Agency

| | Needs Imp. | Proficient | Exemplary | Cannot Address | Rating Average |
|--|-------------------|-------------------|------------------|-----------------------|-----------------------|
| Ensures delivery of high-quality, cost-effective, evidence-based programs and services for students, teachers, and districts | 0% | 64% | 32% | 5% | 3.33 |
| Ensures continual assessment of the success of programs and services for those who use them | 0% | 50% | 45% | 5% | 3.48 |
| Effectively monitors agency financial resources and creates sustainable budgets | 0% | 50% | 45% | 5% | 3.48 |
| Ensures adequate financing including grants, contracts, and other funding opportunities | 0% | 55% | 41% | 5% | 3.43 |

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|---|----|-----|-----|-----|------|
| Demonstrates sound professional judgment in planning, implementing, and monitoring educational programs and services | 0% | 55% | 41% | 5% | 3.43 |
| Demonstrates understanding of programs, facilities, and resources | 0% | 36% | 64% | 0% | 3.64 |
| Communicates clearly and effectively with staff, Board and Steering Committee members, and others, making comprehensible presentations, sharing information, and giving recommendations with rationale, if appropriate, and engaging in careful listening | 5% | 45% | 50% | 0% | 3.45 |
| Hires qualified staff, provides respectful employee supervision, and encourages an organizational climate that is inspirational, collegial and collaborative | 5% | 45% | 36% | 14% | 3.37 |
| Effectively interprets and executes the intent of Board decisions. | 0% | 59% | 41% | 0% | 3.41 |

Management and Operations Comments:

- Bill does a great job in all areas of communication. I would recommend that he speak a bit slower when addressing a large audience, he can sometimes speak quickly.
- Bill appears to be making progress in his communications with faculty and staff.

- There was sufficient ratings in the 360 evaluation with regards to some of these traits. It appears it may be too soon or still with the reorganization for all staff to see benefits.
- I think there is still room for improvement in communication across the agency. There still appears to be some occasions where miscommunication happens, or even there isn't knowledge from one dept to another. There has been improvement in the climate, but again, room for more growth in this area.
- I agree with the superintendent comment that the materials about the collaborative (perhaps especially the annual report) seem too glossy. They look very professional, but it gives the impression that the Collaborative is spending money on promoting itself rather than on keeping programs affordable for districts. Bill clearly has a deep respect for his staff and often highlights their accomplishments.
- Bill is very good to work with. I find him to be trustworthy and a person of integrity. I think he does a great job.

[1] One rating each of “Needs Improvement” in “Communicates clearly and effectively with staff, Board and Steering Committee members, and others, making comprehensible presentations, sharing information, and giving recommendations with rationale, if appropriate, and engaging in careful listening” and “Hires qualified staff, provides respectful employee supervision, and encourages an organizational climate that is inspirational, collegial and collaborative.”