Call to Order and Introduce New Members

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

Dan provided the current regs around open meetings, allowing for remote participation as part of a quorum (GLC30A, Sec. 20)

The Board did introductions. Quorum was established.

Public Comment

No public comments were made.

Approve Minutes of January 29, 2020 Board of Directors Meeting & March 19, 2020 Finance Committee Meeting Minutes (Vote Required)

Dan reminded the Board that you didn’t have to attend the meeting in order to approve the minutes, but that you can abstain from voting on them if you would like. Dan thanked Kelly Hernandez for taking the minutes.

A copy of the Board of Directors meeting minutes and the Finance Committee meeting minutes are included in the Board packets.

Mike Knapp moved that the Board approve the minutes of the 1/29/2020 Board of Directors meeting. Stephanie Conrod seconded the motion. None opposed and the motion passed.

Mike Knapp moved that the Board approve the minutes of the 3/19/2020 Finance Committee meeting. Stephanie Conrod seconded the motion. None opposed and the motion passed. Suzanne Crawford abstained from voting.

Unofficial Finance Committee Report (No Vote Required)
The Finance Committee met without a quorum. Barbara presented the draft Financial Report which was then discussed. The members present for the meeting recommended that Barbara present this report to the Board.

**Policy review and approval of Pandemic and Disaster Response policies (Votes Required)**

Dan provided that the Policy Committee had met and the policies were presented and the plan was reviewed. The policies are located on page 117 of the Board packet. Dan contributed that these policies will be re-reviewed and modified for formality in numbering and formatting.

**Pandemic and Disaster Response (Votes Required)**

Bill reviewed and read the policy.

*Mike Knapp moved that the Board approve the Pandemic and Disaster Response policy. Stephanie Conrod seconded the motion. None opposed and the motion passed.*

**Delegation During Pandemic/Disaster (Votes Required)**

Bill reviewed the purpose and necessity of having delegation in key leadership positions that are at least three deep per position and then read the policy in the packet.

*Mike Knapp moved that the Board approve the delegation during a pandemic/disaster. Stephanie Conrod seconded the motion. None opposed and the motion passed.*

**Sick Leave During Pandemic (Vote Required)**

Dan reviewed the purpose of the policy. Bill added that this has been proposed in order to follow the new state regulations about leave time during the pandemic.

*Mike Knapp moved that the Board approve the sick leave during a pandemic. Stephanie Conrod seconded the motion. None opposed and the motion passed.*

**Review and comment on document outlining current procedures related to these policies (No Vote)**

The Board was asked to submit discussions to Bill Diehl by email.

**Process for making timely decisions about HR, budget & other areas during the pandemic (Vote Required)**

Dan informed the Board that Bill asked to add this topic to the agenda. Dan made the following motion:

*The Board of Directors recognizes that the executive director Bill Diehl and his cabinet need to make timely decisions during this pandemic crisis where local state and federal laws and guidelines are changing and where everything including funding streams are uncertain and health and safety conditions are unpredictable. The executive director has the authority to make decisions, including those that are financial and budgetary. The board has confidence in his leadership knowing he is in contact with state and local officials, collecting and analyzing data and information and with his cabinet executing a plan to protect the solvency of the collaborative for educational services. We appreciate his appraisal of the situation to the board. Mike Knapp seconded the motion. All were in favor and the motion passed.*
Laura asked if that is for the current emergency situation or all. Dan provided it is for the current pandemic situation only. The Board is providing the Executive Director with the empowerment to make decisions according to the needs of CES at the time. This statement has no bearings on what the Executive Director can and can not do after this pandemic situation is over.

This motion is a statement not a policy.

**CES Financial Report FY 20– Barbara Siegel (Votes Required)**

There is a deficit at this time of (335,969), which is in the normal range for this time of year. There is concern surrounding the Birth-22 years. Things are improving though and February numbers show improvement. DESE confirmed that they will be paying on their grants and contracts, which is relieving some of the concern. DESE has also been strongly encouraging school districts to pay for tuition and services in full.

There was a Professional Development departmental meeting to understand what contracts will be completed. It was determined that we can’t meet all the deliverables.

We are currently in a “no spending phase”, we are able to make payroll and pay our bills.

*Mike Knapp moved that the Board approve the financial statement through January 2020. Stephanie Conrod seconded the motion. None opposed and the motion passed.*

It was stated that DESE was very timely in paying and there is no reason to think DESE payments will slow. The concern is around the tuition payments, but the districts were encouraged to pay CES so Barbara is optimistic.

Barbara reviewed the 5-year financial history and the curve on page 140 of the Board packet. She then described the information on page 141 and the adjusted budget to date.

*Mike Knapp moved that the Board approve the adjusted budget. Stephanie Conrod seconded the motion. None opposed and the motion passed.*

**Hires and Separations (Vote Required)**

Bill reviewed documentation of Hires and Separations and noted the numbers were normal during a change of semester.

*Mike Knapp moved that the Board approve the hires and separations from January 16th-March 15th, 2020. Stephanie Conrod seconded the motion. None opposed and the motion passed.*

**Executive Director Evaluation - Change in timeline (Vote Required)**

Bill requested a modified timeline due to the recent impact of the pandemic.

There was a question about whether the process will change if the Board changes. It was noted that it will not necessarily change, but the participants will.

*Mike Knapp moved that the Board approve the altered timeline for the Executive Director evaluation. Stephanie Conrod seconded the motion. None opposed and the motion passed.*
Executive Director’s Update (No Vote Required)

The Executive Director’s Update included the standard report of activities and a focus on CES’s responses to the pandemic, the Governor’s State of Emergency, and the recent closure of schools.

Bill noted that HEC Academy and Mt Tom Academy followed the district closures and that our teachers are still working full-time. Our SEIS and DYS educators are also working full-time, primarily conducting remote learning. Karen Reuter added that Mt. Tom is in a unique position for on-line learning because they have access to Apex learning and Google Classroom. They are in a good position to move forward.

Chris Taggart is going to a virtual afterschool program after obtaining approval from DESE. The children and youth are requesting this program and so our programs will be moving forward to do so.

Mike shared the importance of supporting staff is a time of change and uncertainty. Kyle asked what can be done to support the teachers with being on Zoom and maintaining their personal privacy. Bill said that he was meeting with the Superintendents who are also concerned, as well as attending DESE zoom meetings that relate to this and other topics. The CES tech team is keeping current with the technologies and providing guidance to our staff and our districts.

There are connectivity issues in the rural areas. This time showcases the need for technology in these areas. The member Superintendents sent a letter to DESE outlining the small and rural area impacts, such as the cost of Chromebooks and lack of connectivity.

Laura added that all of the Tech Directors are concerned about capacity and security and are planning to meet immediately and more frequently.

Next week, CES’ Professional Development department is rolling out up to 5 hours a day, over the course of four weeks, of professional development for educators, especially paraprofessionals, which we are providing to districts for free.

DYS and SEIS have suspended onsite learning and are rolling out remote learning, initially through packets and then with online learning and meetings. There are protocols and firewalls in place to ensure proper use of the technology by students.

CES closed the offices while allowing only limited access with strict rules for those providing essential functions. Staff are working from home and the Technology Department has provided the support for all to have the equipment they need in order to work remotely.

The Business Office, HR Department, Operations, and Technology staff are all doing amazing work.

CES leadership is investing a lot of time staying on top of the many changing circumstances, directives, regulations, and issues; with as much info as possible, CES continues to move forward. Bill is proud of CES staff and the work of the member districts, superintendents, and staff.

Matt requested clarity on the professional development and how it is being communicated. It was noted that it will be going out tomorrow to the curriculum directors.

Sharing about and discussion of district responses to COVID-19 pandemic (No Vote Required)
Dan mentioned the shared Google Drive for district materials. This is more evidence that CES is ahead of the curve and the staff is forward thinking.

Board members engaged in discussions and information sharing about district responses, including in the areas of:

- Maintaining food services, including free and reduced breakfast and lunch;
- Distribution of technology such as Chromebooks for students and teachers;
- Professional development;
- Budgets

At the end of the meeting, Dan welcomed Kelly as the CES liaison to the Board and thanked her for all the good work she’s already done.

**Adjournment**

Dan Hayes adjourned the meeting at 7:59 PM.