

**Collaborative for Educational Services
Board of Directors Meeting Minutes
MAY 29, 2019
97 Hawley Street, Northampton, MA 01060**

Present from the Board: Daniel Hayes, Cathy Englehardt, Johanna Bartlett, Chrissa Young, Suzanne Crawford, Kyle Belanger, Anastasia Ordonez, Gene Stamell, Robert Decker, Don Sluter, Matt Wilhelm, Carl Schlerman, Susan Eckstrom, Jennifer Eichorn, Michael Knapp, Margaret Stancer, Michael Simpson, Jonathan Schmidt, Laura Fallon, Ed Sturtevant, Steven Sullivan, Stephanie Conrod

Present from CES: William Diehl, Barbara Siegel, Terry Senio, Allison Garriss, Suzanne Judson - Whitehouse, Allison Church, Liza Manchester, Sherry Smith, Angela Burke,

Call to Order and Introduce New Members

Dan Hayes called the meeting to order at 6:31 PM.

The Board did introductions.

Public Comment

Dan Hayes and Cathy Englehardt met with HEC Academy seniors due to neither being able to attend the upcoming graduation. Cathy noted that an 11th grader is currently fundraising to raise money for the Strong Swim Foundation. Last year her family lost her little sister to a drowning accident. Both Cathy and Dan were very inspired and provided information and a jar for anyone who might want to contribute.

Dan welcomed others to set up a time to visit if they wanted. Dan also noted that he attended Mt Tom Academy graduation last night and passed around an article about graduation.

Terry Senio noted that she received several calls from districts interested in accessing Mt Tom Academy for students after seeing all the press about the graduation.

Bill noted that Don Sluter will give a speech at HEC graduation on behalf of the Board. The commencement Speaker is Senator Jo Comerford. All are welcome and invitations were sent electronically.

APPROVE MINUTES OF:

Board Meeting 3/27/19

A copy of the draft minutes was provided to all Board Members in their packets.

Jonathan Schmidt moved that the Board approve the minutes of the March 27, 2019 Board of Directors meeting. Michael Knapp seconded the motion. All Board Members were in favor and the motion passed.

REPORT ON MAY 21, 2019 FINANCE COMMITTEE

There was no quorum at the Finance Committee due to technical difficulties which means there are no minutes to present.

CES PRESENTATION - LICENSURE AND CREDENTIALING

Suzanne Judson-Whitehouse, Director of Educator Licensure and Credentialing as well as Ali Church and Liza Manchester gave a presentation about the teacher licensure programs. A powerpoint presentation was reviewed and a handout was distributed to all Board Members which will be attached to these minutes. Suzanne noted that the program has a robust Facebook page and welcomed everyone to check it out.

NEW HIRES AND SEPARATIONS (VOTE REQUIRED)

A report outlining the new hires and separations March 1, 2019 through April 30, 2019 was distributed to members in their packets.

Jonathan Schmidt moved that the board approve the new hires and separations for March 1, 2019 through April 30, 2019. Michael Knapp seconded the motion. All board members were in favor and the motion passed.

CES SEXUAL ABUSE AND MOLESTATION POLICY (VOTE REQUIRED)

A draft of the CES Sexual Abuse and Molestation Policy was provided to all members in their packets.

Robert Decker moved that the board approve the CES SEXUAL ABUSE AND MOLESTATION POLICY. Jonathan Schmidt seconded the motion. All board members were in favor and the motion passed.

Several board members questioned why sexual harassment is not defined as sexual abuse. Additionally, it was questioned if CES cross references policies. Barbara noted that Sexual Harassment is a separate policy. This policy was specifically requested by our insurer and a template was provided and reviewed by our attorney. Barbara Siegel will ensure that Human Resources is aware of the Board recommendations around cross referencing policies.

Cathy Englehardt noted that as School Committee members, it is a major part of their role to continually review and update policies as needed. She recommended a subcommittee be created to carry out that function with the CES Board of Directors. She also recommended that a policy binder be created where all policies live and are available to whomever needs them.

Barbara noted that since it was brought up previously, CES has been working on creating a binder.

ACTION ITEM: Bill Diehl and Dan Hayes will work on the creation of a Policy Review/Creation Subcommittee

UPCOMING CHANGES IN LEADERSHIP STAFF

The Director of Human Resources Cynthia Miller has resigned. This has been in the works for a couple of months. She is staying on until mid-June. CES currently has a potential candidate in the final stages of the process and Cynthia is helping in the transition.

Terry Senio, Deputy Director, is leaving June 30, 2019. Terry has been with CES for four years, two of which was head of SEIS Contract. Terry made comments and shared appreciation for her experience.

CES FINANCIAL REPORT (vote required)

Barbara reviewed the documents provided to all Board Members in their packets. Barbara noted we are in a very healthy picture. Of note, there is a change to the fund balance of \$113k in excessive revenue over expenditures.

Bob Decker questioned if that revenue has been collected. Barbara explained that the revenue has been billed for, but it has not all been received. Bills go out daily and funds come in regularly.

Jonathan Schmidt moved that the board approve to accept the financial report as presented. Cathy Englehardt seconded the motion. All board members were in favor and the motion passed.

Jonathan Schmidt moved that the board approve to accept the revised 2019 budget as presented. Cathy Englehardt seconded the motion. All board members were in favor and the motion passed.

PRESENTATION OF 2019-2020 BUDGET

Barbara reviewed the documents that were provided to all Board Members in their packets.

Highlights of new budget include a 2% COLA which was approved previously. 1% decrease to health insurance costs. Potential for \$100k of income from new programs starting up for Pioneer Regional District.

HEC Academy School year program – proposed 4.97% increase. Part of this supports the increase in clinical staffing. Also getting a 2nd van when NBA closes in a couple of weeks (it is a leased vehicle that will be returned to us).

Licensure & Credentialing: costs are increasing annually to cover the cost of living and inflation.

SEIS – CES receives the same amount every year. DYS fluctuates based on number of programs in the state. DYS closed 4 programs this year potential due to incarceration rates and recidivism rate decreasing.

District Membership dues: \$3.50 per student is what is charged to member districts based on numbers reported to DESE.

Barbara noted that there could be a potential vote in the fall to consider increasing our prices (that would go into effect at a later time) as CES reviews the current costs vs charges. The goal is to keep member prices down

Anastasia Ordonez requested that Board Members receive advanced notice of any potential changes so that they can be reviewed with their districts. Barbara noted that CES will do this.

Laura Fallon inquired as to what the 50% discount fee is listed under Early Childhood? Barbara noted that it is one particular set of programs that CES runs through Early Education and Care. Some daycare providers received vouchers to attend professional development, which is a discount of 50% offered through the funder.

Margaret Stancer inquired about how much of the business of CES is for non members? Bill Diehl noted that CES does receive a lot of business from non members.

Gene Stamell questioned about how many salaried people are at CES. Barbara noted that there are around 550 people in a typical payroll. \$1.1 million every two weeks. Less in summer.

Michael Simpson noted that the West Street School noted on page 6 of the budget no longer exists. East Meadow is where the Granby Afterschool program is located.

Suzanne Crawford requested more information about the pay equity study, including gender equity. She also questioned if CES was aware if public schools are required to do the same. Barbara noted that she is not sure if public schools are required. Changes in law required that people that are doing similar type of work, be paid similarly. The study CES commissioned is to make sure we are operating in an equitable manner; the report is almost completed. Whomever the new Human Resources Director is will implement the new process.

Bob Decker noted that on page 2 of the proposed budget there is a decrease in FY20 from FY19. He questioned if we can do the same with less? 900k less? Barbara noted that CES hopes to replenish the money we have trimmed in the future with new (unpredictable) revenue in the future. Bill noted that Barbara budgets conservatively due to so many unpredictable factors

Cathy Englehardt questioned what compromises travel. Barbara noted that it includes driving (which CES reimburses at .45 per mile) and some out of state travel (flying, lodging and meals).

Bob Decker noted that Barbara should remove date on page 1 that it was reviewed by the finance committee since the finance committee did not formally meet.

Barbara requested that next year the Board might have a group that gets together to talk about long term planning, specifically for a capital improvement plan. CES has owned the administrative office for 21-22 years. Collaborative legislation can be restrictive about how the Board goes about doing this. Barbara will have a more formal proposal in fall.

Barbara also noted that she is working on getting a Finance Committee schedule for FY20. Once it is finalized, it will be distributed to Board Members. All are welcome.

Bob Decker offered to make a motion to approve the proposed budget. Barbara noted that the vote will take place in June and that this was just meant to be an initial presentation.

ACTION ITEM: Barbara and Bill will work on providing a list of each grant funded program and their mission for the June meeting.

ACTION ITEM: Add a glossary to the budget in future years.

WORTHINGTON SCHOOL DISTRICT REQUEST TO JOIN CES

Letter received from Worthington requesting CES membership and provided to all Board Members in their packets. Last meeting the Board approved Gateway's request to join.

Robert Decker moved that the Board approve the request from the Worthington School District to become a member of the Collaborative for Educational Services. Jonathan Schmidt seconded the motion. All Board Members were in favor and the motion passed.

Bill noted that all school committees will be given letters and ask them to vote on these two new additions to membership at their committee meetings. The petitioning districts would need 2/3 approval from current membership in order to move on in the process. From there, the process moves on to DESE approval, then the Board of Education. The process typically can take up to one year. DESE noted that the two petitioning districts can begin paying dues, attending Board Meetings and accessing services at the member rate. However, they will not be allowed to vote at Board Meetings until the approval process is complete.

ACTION ITEM: Bill will work on creating letters to go out to all school committee members in the coming weeks.

CONTINUING SERVICES FROM THE CLOSING OF HAMPSHIRE COUNTY COUNCIL OF GOVERNMENTS

As reported in the news, the Hampshire County Council of Governments is closing. Bill reviewed the write up that was included to all Board Members in their packets. That agency approached 4 different organizations to take over some of their services. We have proposed to take over some of their services including Cooperative Purchasing of school related goods and services (e.g. milk; ice cream)

Robert Decker questioned if taking on any of their programs will result in CES adding new staff. Barbara noted that there are no plans to hire new staff at this time. Rebecca Lincoln, Chief Procurement Officer, manages Cooperative Purchasing and will continue that.

CES will also take over their Tobacco Cessation Program Grant – We have similar programs through SPIFFY. CES intends to take on the last year of that grant and then CES will decide if we want to apply for it when it runs out.

PERFORMANCE EVALUATION - TREASURER

Bill & Barbara reviewed the documents provided to all Board Members in their packets. Don Scott, Former Regional School Business Manager, serves as the CES Treasurer and has for several years. He is paid \$5000.00 for his services. Don Scott will be at the June meeting..

Robert Decker moved that the Board approve the performance evaluation of Treasurer Don Scott. Don Sluter seconded the motion. All Board Members were in favor and the motion passed.

PERFORMANCE EVALUATION - DIRECTOR OF FINANCE & OPERATIONS

A document which intends to obtain Board feedback on the review of the Director of Finance and Operations was provided to all Board Members in their packets. The questions developed came from school business managers evaluation and from our personnel committee. Bill evaluates Barbara every year and this new document obtains Board Member input and in future years the Board will have more involvement (to be more in-line with Bill's evaluation).

Michael Knapp moved that the Board approve the tool to obtain Board Member feedback on the annual performance review of the Director of Finance and Operations. Jonathan Schmidt seconded the motion. All Board Members were in favor and the motion passed.

EXECUTIVE DIRECTOR EVALUATION SUBCOMMITTEE FINDINGS AND RECOMMENDATIONS

A summative of the full survey results report was distributed to Board Members at the meeting. Board Members were given time to review the document and ask questions. That document will be attached to these minutes.

Don Sluter noted a small inconsistency. In the original report, there were no negative comments and he wanted that noted for the record.

Dan noted that as Chair of the Board, he has a lot of interaction with Bill. In his experience, Bill does a phenomenal job. His advocacy and professionalism – he handles himself extremely well and Dan thinks he does a great job.

Cathy Englehardt requested that the group please be sure to pass on any feedback to the subcommittee. The annual performance review of the Executive Director is a challenging task and the subcommittee would appreciate any thoughts or feedback.

The full survey results from the CES Research & Evaluation team will be distributed at a later date to Board Members electronically.

Ed Sturtevant moved that the Board approve findings and recommendations for the evaluation of Executive Director William Diehl. Anastasia Ordonez seconded the motion. All Board Members were in favor and the motion passed.

EXECUTIVE DIRECTORS REPORT

Board Members were provided with a copy of the Executive Directors report in their packets. Due to time limitations, Bill did not review the entire document but touched on highlights including upcoming graduations. The document will be sent to all BOD members separate from the packet to share and distribute with district stakeholders.

Suzanne Crawford wondered when the annual video about students from SEIS will be completed. Bill noted that he believes he will have it available at the June meeting.

Laura Fallon recommended that CES/the Board join some of the national efforts around education finance. Bill noted that CES's primary function is to educate not advocate, however if this group wants to take that on CES can help organize that. Bill will come back in June with ideas.

2019-2020 BOARD MEETING SCHEDULE

A copy of the proposed meeting schedule of the Board of Directors was provided to all members in their packet.

NEW BUSINESS & TOPICS OF BOARD INTEREST

Robert Decker recommended that the Property Subcommittee reconvene to consider potential properties. Barbara noted that Sarah Molloy is already working on it and will be in touch with members soon. CES is aware of a couple of ideal properties that should be considered.

ACTION ITEM: include on next agenda an executive session to consider real estate purchase or sale

ADJOURNMENT

Jonathan Schmidt moved that the Board meeting adjourn. Robert Decker seconded the motion. All other Board Members voted in favor and the motion passed.

Meeting adjourned at 9:10PM