

**Collaborative for Educational Services
Board of Directors Meeting Minutes
May 30, 2018
12 Olive Street, Greenfield, MA 01031**

Present from the Executive Committee: Daniel Hayes, Cathy Englehardt, Michael Knapp, Hussain Hamdan, Don Sluter

Present from the Board: Jonathan Schmidt, Stephanie Conrod, Robert Decker, Don Sluter, Hussain Hamdan, Jennifer Eichorn, Carl Schlerman, Ed Sturverant, Michael Simpson, Michael Knapp, Suzanne Crawford, Jan Flaska

Present from CES: William Diehl, Barbara Siegel, Terry Senio, Allison Garriss, Sherry Smith, Angela Burke, Kathy Levesque

Call to Order and Introduce New Members

Dan Hayes called the meeting to order at 6:34 PM.

Due to unexpected absences which resulted in a lack of quorum, Dan Hayes called a meeting to order of the Executive Committee. Per the bylaws, an expectation of the Executive Committee is: "To meet and take action in lieu of the Board when the Board does not have a quorum and the Board needs to take action on a matter which is on the agenda". Dan explained that the quorum of the Executive Committee will vote on all necessary items and this allows us to keep the work moving forward. Only Executive Committee members will vote but the discussions are open to all. Dan does not predict any controversial votes on the agenda. If issues arise, the votes will be held off until a future meeting.

The room did roll call and introductions

Public Comment

Dan Hayes shared a recap of the Department of Youth Services (DYS) art show in Boston. Beautiful work in display by students in the DYS program. The event included art displayed on walls, food, and live performances.

Dan also shared his feedback after attending a viewing of the documentary "Resilience - The Biology of Stress and Science of Hope" which was hosted by the CES SPIFFY Coalition in collaboration with Clinical & Support Options in Hatfield. The documentary focuses on how toxic stress and trauma have a lifelong impact on a person's behaviors and capabilities.

A reminder was provided that the HEC Academy graduation is on Friday. All have been invited and are welcome

Ed Stuverant reported that he is glad we are continuing to use less paper and hopes we continue this trend.

Approve Minutes of March 28, 2018 Board Meeting (vote required)

A copy of the minutes of the March 28, 2018 meeting was provided to all board members in their packets. Cathy Englehardt had one amendment to the notes: Neither herself or Dan Hayes were listed in the heading as being present for the meeting. Allison noted and will update.

Michael Knapp moved that the Executive Committee approve the minutes of the March 28, 2018 Board of Directors meeting with Engelhardt's amendment. Don Sluter seconded the motion. The quorum of the Executive Committee all voted in favor and the motion passed.

Approve Minutes of May 22, 2018 Finance Committee (vote required)

A copy of the minutes of the May 22, 2018 Finance Committee meeting was provided to all board members in their packets

Don Sluter moved that the Executive Committee approve the minutes of the May 22, 2018 Finance Committee meeting. Michael Knapp seconded the motion. The quorum of the Executive Committee all voted in favor and the motion passed.

CES PRESENTATION

Moving Opportunities Forward - Terry Senio

Bill introduced Deputy Director of CES Terry Senio and talked about the the priority CES has to serve the member districts as best they can. Terry convenes a work group called "Moving Opportunities Forward" which includes Director of Finance and Operations Barbara Siegel and the Director of Business Development Kathy Levesque.

Terry presented information in a powerpoint which was viewable to all those in attendance.

The workgroup has 2 goals in mind:

GOAL 1: Needs and opportunities can get much more quickly to market

GOAL 2: New services/programs are well designed for a successful launch and implementation

The workgroup and the agency on a whole are working to achieve these goals by leveraging expertise and building Capacity in addition to building on our strengths

Kathy Levesque noted that CES is acutely aware about budget issues that all districts are having. The team has been thoughtful about this in their process and their development of their plan of action. CES remains respectful of budgets, being cost effective, and leverages CES internal strengths.

Board members questioned how they can be most informed of what CES offers - professional development and additional services.

CES staff members directed all to the website as it is up to date and can show current offerings as well as previous offerings which can be offered again if needed. CES is also capable of creating customized offers to meet the needs of the districts. CES mails out catalogs. CES depends on personal relationships and networking through various organized groups to spread the information as well. Many CES staff regularly attend meetings that include Special Education Directors, Superintendents, and other key stakeholder groups. CES is also reviewing budgets and district improvement plans to identify how they

can be most helpful and useful in the coming budget years. Bill will be going around in the Fall to school committee meetings and superintendent meetings to increase awareness.

CES FINANCIAL REPORT (vote required)

Barbara read a prepared statement that summarizes the financial report as well as gives an overview and context of the financial position of CES. This is a new format for presenting the information that was well received during the most recent finance committee meeting. Bullet points from the statement will be included in the June 2018 Board packet.

Financial Report of current year as of 3/31/18). Vote required to accept the FY18 financials (as of 3-31-18) as presented

Everyone was provided with the Financial Report in their packet which Barbara reviewed in detail.

Bob Decker questioned if CES reported an excess of income last year. He also questioned if CES will need to restate their financials based on the discovery that FY18 Licensure revenue was recognized in the FY17 financial statements. Barbara noted that CES did not have a surplus in FY17, however she will bring the information to the attention of the auditors.

Bill noted that typically the March deficit is reduced greatly by June. The current deficit is higher than previous years, however. We do expect to end the year in deficit; the budget plan for next year takes this into consideration.

Barbara noted that the cash flow for the agency is excellent and all bills are being paid.

Michael Simpson requested that the yearly comparables on the documents given to members include percentages so that it's easier to understand this years picture vs last years picture. Barbara will do so.

Dan Hayes requested a non binding poll (show of hands) of all members present before asking for vote of executive committee. A majority of the board members present raised their hands in favor of passing.

Hussain Hamdan moved to accept the the FY18 Financials as of 3-31-18 as presented. Don Sluter seconded the motion. The quorum of the Executive Committee all voted in favor of the motion and it was passed.

FY19 Budget Proposed Budget

All documents were provided to members in their packet and Barbara reviewed in detail.

Barbara noted that this is the first year for a new structure of budget. Any feedback is appreciated to make the data more meaningful for members

Bob Decker requested clarification on increase to fringe benefits and contracts

Barbara noted that the increase to fringe benefits includes the increase in costs for the health benefits. As noted in a previously meeting, the tiered system of contribution towards premiums is going away and a the new 70/30 structure is going into place on July 1. This change was approved by the board in order to help in recruitment and retention of staff and to support SJE internally.

Bob Decker inquired why the budget has a \$69K increase to the contractual line.

Barbara explained that represents a lot of changes within the entire agency from all divisions. For instance, just within the Operations & Business Development division there is an increase of \$45K for a compensation study and \$10K for additional legal council - both are needed in order to be compliant with the Massachusetts Equal Pay law that goes into effect on July 1, 2018. The other divisions have costs that are reflective of the work that they have been contracted to provide.

Barbara noted that she is still working on rates for the Early Childhood, Healthy Families & Communities and Research & Evaluation – as they are working to revise their rates based on actual costs and inclusive of indirect, supervision, etc. DESE requires all rates be based on costs. Our challenge is to cover costs, be marketable, and not profit.

Barbara reiterated that she is available for questions at any time. Per DESE requirements, there will be a vote on the budget in June. There will be no significant changes to the materials presented today.

Collective Bargaining Agreement Additions for Board Approval

Bill noted that CES is currently participating in collective bargaining negotiations with SEIU 509. As part of the negotiations, two changes to CES policies which the union requested are on the table with board approval

To allow school year employees for whom a DESE issued license is required to elect either a year round plan with lump sum balance in the last pay of the school year or a school year plan paid out over the ten months of the school year (vote required).

CES staff noted that this is more paperwork for CES but not an increase in costs. This would help teachers with their savings and process.

Hussain Hamdan moved to allow school year employees for whom a DESE issued license is required to elect either a year round plan with lump sum balance in the last pay of the school year or a school year plan paid out over the ten months of the school year. Don Sluter seconded the motion. The Executive Committee voted all in favor and the motion passed.

To extend the CES member discount for Collaborative Professional Development offerings to members of the bargaining unit (vote required)

Hussain Hamdan moved to extend the CES member discount for Collaborative for Educational Services Professional Development offerings to members of the bargaining unit. Michael Knapp seconded the motion. The members of the Executive Committee were all in favor and the motion passed.

Hires and Separations (VOTE REQUIRED)

The list of hires and separations for CES were provided to all board members in their packets.

Hussain Hamdan moved to approve the hires and separations. Cathy Englehardt seconded the motion. The Executive Committee voted all in favor and the motion was passed.

Executive Director Evaluation Committee presents findings and recommendations (vote required)

Dan Hayes distributed a summary from the evaluation subcommittee. The subcommittee included Dan Hayes, Don Sluter, Cathy Englehardt, and Patricia Smith. The subcommittee took the numerical info from the surveys and put it into words.

Ed Sturverant noted he had a difficulty getting link to work. Several board members agreed that the questions were meaningful but included a lot of jargon and big words- could be simpler.

The subcommittee agreed to reconvene to look at tool, wording, and see if we can create efficiencies.

Hussain Hamdan moved to approve the findings and recommendations for the Executive Director's evaluation. Don Sluter seconded the motion. The Executive Committee voted all in favor and the motion was passed.

[Update on CES progress in FY18](#)

Bill will report more on this during the next meeting given time constraints. Couple of things to include now:

Bill and CES are advocating on issues important to districts. For example, Rural aid and Increasing circuit breaker reimbursement. A lot of those things were passed or close to going through the legislative process. Regional transportation and SPED transportation are also moving forward.

CES is looking to widen the available audience, including to districts formerly served by the Southern VT Collaborative, which apparently is closing; the districts don't have the professional development opportunities that they did previously. Their catchment area is only 20 minutes from Greenfield – possible opportunity for CES to increase revenue.

CES is investing in its development work. Grants development were smaller and fewer, but we increased what we had compared to last year.

[Update on property sub-committee](#)

Dan reported that the Property Sub-Committee has not met in a while. Asking Board to reinvigorate if they want. The CES budget situation doesn't really support a property move right now. We don't feel the same urgency given that we are utilizing internal opportunities to maximize space. CES and Board members have advocated for assistance with legislators and the Mayor of Northampton. Dan recommends continuing committee to continue to explore options. There might be nothing better but we should continue to explore and be aware. Not a huge push- but a continual meeting to keep the door open. Cathy agreed we should be proactive.

Bob Decker questioned if we should go into executive session next time we discuss further and recommended that the subcommittee meet again before this. Also suggested having Sarah Molloy come back and bring us an update.

Barbara reminded the group that we don't have financial capacity to do any feasibility studies. OK to keep our ear to ground but she shared concerns about taking anything to the next level given budget constraints.

Dan agreed and wants CES to continue to build on relationships. A motion was not necessary but Dan asked if the board supports continuing on with the subcommittee and requested the membership present raise their hands in favor. The majority of the membership raised their hands.

Executive Director's Report

The Executive Director's report was distributed to all members in their packets and Bill briefly reviewed due to time constraints. Bill verbally shared invites to HEC Graduation, DYS graduation and SEIS graduation.

Bill also requested that members promote the Summer Academy offerings in their districts.

Bill noted that CES is hosting a Project Based Learning training with the Buck Institute: CES received a great low cost for them to come and present to us and our districts. Please share with your districts. The training will be at CES in Northampton in August. The cost of the training is \$550 and CES does intend to sell all seats.

Board of Directors photo for June meeting

Bill noted that we have not had a group photo of board in couple of years. We want to take a new one. Please plan on this to occur at our June meeting.

2018-2019 Board Meeting Schedule

The schedule for the upcoming year (September 2018-June 2019) was provided to members in their packets

New business & Topics of Board Interest

FOLLOW UP NEEDED:

Suzanne Crawford requested that the ED Report be sent to all BOD members separate so that they may be able to forward to the rest of the committee.

Send out Terry's presentation to BOD members

Will send out emails to BOD about subcommittee meetings

Adjournment

Moved: Hussain Hamdan

Seconded: Michael Knapp

ALL IN FAVOR

Meeting adjourned at 9:00PM