

**Collaborative for Educational Services
Board of Directors Meeting Minutes
NOVEMBER 14, 2018
12 Olive Street, Greenfield, MA 01031**

Present from the Board: Daniel Hayes (Executive Committee), Cathy Englehardt (Executive Committee), Humera Fasihuddin, John Cotton, Jonathan Schmidt (Executive Committee), Robert Decker, Maureen Nichols, Carl Schlerman, Anastasia Ordonez, Michael Knapp, Howard Moore, Sarah Hall, Hussain Hamdan (Executive Committee), Stephanie Conrod, Jan Flaska

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

Steven Erikson & Linda Wosko from Whittlesey & Hadley, P.C. were present to discuss the Annual Audit

CALL TO ORDER

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

In the absence of a full Board of Directors quorum, a quorum of the Executive Committee was present and will be conducting all the votes necessary for the meeting. Dan Hayes noted that he would appreciate all members of the Board raise their hands during votes to make sure the quorum of the Executive Committee understands how the full Board intended to vote.

The agenda was switched around to accommodate the attendance of the Auditors

The Board did introductions.

PUBLIC COMMENT

Dan Hayes thanked CES and Terry for hosting the Division 5 meeting.

Anastasia Ordonez reminded everyone that DESE is currently accepting public comment in regards to the proposed Pioneer Valley Chinese Immersion Charter School enrollment expansion. If the expansion is approved it will be the largest of its size in this area and will drastically reduce financial resources from area public schools. The deadline to submit comment is December 3rd. Please have your committees, and elected officials send in letters to the commissioner. The final decision is being made around January or February.

Bob Decker recommended that the Board should consider drafting a resolution to submit to DESE.

Jonathan Schmidt moved that the quorum of the Executive Committee approve a plan to draft and submit to DESE a resolution on behalf of the Collaborative for Educational Services Board to oppose the expansion of the Pioneer Valley Chinese Immersion Charter School. Hussain Hamdan seconded the

motion. The quorum of the Executive Committee and all Board Members present voted in favor and the motion passed.

MINUTES APPROVAL

9/26/18 Board of Directors Meeting

Hussain Hamdan moved that the quorum of the Executive Committee approve the minutes of the September 26, 2018 Board of Directors meeting. Cathy Englehardt seconded the motion. The quorum of the Executive Committee were all in favor and the motion passed.

11/9/18 Finance Committee Meeting

There was not a quorum present for the Finance Committee on 11/9/18. The members present at the meeting discussed the audit in preparation for the full Board of Directors meeting. The minutes from the meeting were provided to all Board Members in their packets. A vote is not required.

ANNUAL AUDIT (vote required)

Bob Decker requested that the audit be reviewed before the cumulative surplus vote occur. Barbara explained that the surplus vote was scheduled ahead of the audit because it is part of the audit. If the audit is voted on before the surplus, the Board is automatically accepting the surplus as stated in the audit. The Board Members understood and the audit was moved up on the agenda.

Steven Erikson & Linda Wosko from Whittlesey & Hadley were present to review the audit. A copy of the audit documents were provided to all Board Members in their packets. The auditors reviewed highlights and answered questions. The auditors reported that there we no findings. They also discussed emerging accounting issues on the horizon for nonprofits which will affect their report in coming years.

Bill and Barbara also reviewed Financial Highlights. Struggling areas include Licensure and Special Education Services (Itinerants). All other areas ended the year in the black.

Bob Decker requested that more notice be provided next year to the Board about the Finance Committee meeting that is held to review the audit. He also requested that it be scheduled outside of the annual conference that occurs on Cape Cod. The request was noted.

Once approved by the Board, the certified audit will be sent out to Board of Directors as well as all other necessary stakeholders.

Jonathan Schmidt moved that the quorum of the Executive Committee approve the Annual Audit. Cathy Englehardt seconded the motion. The quorum of the Executive Committee were all in favor and the motion passed

CUMULATIVE SURPLUS VOTE (vote required)

Barbara noted that the Cumulative Surplus for FY18 is -.42%. A negative number means that there is no surplus. Barbara noted that the Board is still required to vote to accept the number as well as vote on the disbursement.

Jonathan Schmidt moved that the quorum of the Executive Committee approve the Cumulative Surplus. Cathy Englehardt seconded the motion. The quorum of the Executive Committee were all in favor and the motion passed

Jonathan Schmidt moved that the quorum of the Executive Committee approve that the negative Cumulative Surplus funds not be disbursed and remain in the CES domain. Cathy Englehardt seconded the motion. The quorum of the Executive Committee were all in favor and the motion passed

YEAR TO DATE BUDGET (VOTE REQUIRED)

The year to date financial sheet was provided to all Board Members in their packets.. Bill and Barbara reviewed highlights. They also explained that for future meetings the information will be provided in a new format which will show a comparison to the previous fiscal year.

Barbara noted that CES is doing well in tuitions and in obtaining new grants and contracts. CES has full enrollment at all Special Education programs.

Jonathan Schmidt moved that the quorum of the Executive Committee approve the Year To Date Budget. Cathy Englehardt seconded the motion. The quorum of the Executive Committee were all in favor and the motion passed

CES PRESENTATION - After School Programs

The presentation did not occur due to the presenter being unable to attend the meeting at the last minute.

ANNUAL REPORT (vote required)

A copy of the Annual Report was provided to all Board of Directors members in their packets. Bill and Kathy reviewed highlights of the report and answered questions.

Bob Decker noted that the list of Board Members did not appear accurate. Kathy and Bill noted that the list reflected the Board on June 30, 2018; they would verify and make corrections as needed.

Cathy Englehardt moved that the quorum of the Executive Committee approve the Annual Report with the anticipated changes as discussed. Jonathan Schmidt seconded the motion. The quorum of the Executive Committee were all in favor and the motion passed

HIRES AND SEPARATIONS SEPTEMBER 22 - OCTOBER 31, 2018

The hires and separations report was provided to all Board Members in their packet. Bill reviewed highlights.

Hussain Hamdan moved that the quorum of the Executive Committee approve the HIRES & SEPARATIONS FOR DATES SEPTEMBER 22 - OCTOBER 31, 2018. Jonathan Schmidt seconded the motion. The quorum of the Executive Committee voted all in favor and the motion passed.

EXECUTIVE DIRECTOR'S REPORT

A copy of the report was provided to all Board Members in their packets. Bill reviewed highlights. A copy of the report will be emailed to all Board Members for easy distribution to their districts.

Bill noted that he has been meeting with various elected officials to share CES and district priorities. CES is also considering hosting a Legislative Breakfast in February.

Anastasia Ordonez recommended more in office visits with elected officials with Board and community participation.

Stephanie Conrod suggested CES coordinate a field trip for the MASC Day on the Hill (date yet to be announced).

TOPICS OF BOARD INTEREST AND OTHER ISSUES

Stephanie Conrod noted that she recently went to a presentation on new history standards and wondered if CES is providing Professional Development on this topic. Angela Burke noted that CES employee Rich Cairn was on the committee that created the new standards and professional development offerings are currently available and more are being created through CES.

Dan Hayes shared information about the Virtual Learning Academy that he recently obtained at a conference. Howard Moore noted that some students have a desire to leave the Pioneer Valley Chinese Immersion Charter School but remain because of the language opportunity. Howard wondered if a Virtual Learning opportunity could be created to meet the need and bring students back to their districts.

ADJOURNMENT

Jonathan Schmidt moved that the quorum of the Executive Committee adjourn the meeting. Cathy Englehardt seconded the motion. The quorum of the Executive Committee voted all in favor and the motion passed.

Meeting adjourned at 8:27PM