

Collaborative for Educational Services
Board of Directors Meeting Minutes (DRAFT)
SEPTEMBER 26, 2018
12 Olive Street, Greenfield, MA 01031

Present from the Board: Daniel Hayes, Cathy Englehardt, Matt Wilhelm, Ed Sturtevant, Maureen Nichols, Michael Simpson, Don Sluter, Robert Decker, Jennifer Eichorn, Carl Schlerman, Jan Flaska, John Cotton, Howard Moore, Humera Fasihuddin, Susan Ekstrom, Hussain Hamdan, Anastasia Ordonez, Jonathan Schmidt, Sarah Hall, Stephanie Conrod, Carol Bergeron from Hampshire Regional School Committee (attending to observe), Craig Cohen, David Young, Suzanne Crawford

Present from CES: William Diehl, Allison Garriss, Barbara Siegel, Terry Senio

Call to Order and Introduce New Members

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

The Board did introductions.

Public Comment

Dan Hayes thanked Bill Diehl and CES staff for all the work they do. Dan also thanked the Executive Committee for the work they did during the summer.

Approve Minutes of 6/27/18 Board of Directors meeting and 8/23/18 Executive Committee meeting

Board Meeting

Cathy Englehardt moved that the board approve the minutes of the June 27, 2018 Board of Directors meeting. John Cotton seconded the motion. All board members were in favor and the motion passed.

Executive Committee

Cathy Englehardt moved that the board approve the minutes of the August 23, 2018 Executive Committee meeting. Don Sluter seconded the motion. All board members were in favor and the motion passed.

ELECTION OF OFFICERS

Chair of the Board

Bill Diehl reviewed the the role of Chair of the Board. Cathy Englehardt and several members of the Board nominated Dan Hayes for the position of Board Chair. *Bill called for a vote and all members voted in favor of Dan Hayes continuing in the role of Chair of the Board.*

Vice Chair

Dan Hayes described the role of Vice Chair. Several board members nominated Cathy Englehardt to continue in the role. *Bill called for a vote and the Board all voted in favor of Cathy Englehardt continuing her role as Vice Chair*

APPOINTMENT OF SECRETARY & TREASURER

Bob Decker moved to keep Bill Diehl in the role as secretary and Don Scott in the role as Treasurer. Don Sluter seconded the motion. The Board all voted in favor and the motion passed.

Executive Committee

Dan Hayes described the role and responsibility of the Executive Committee. According to the CES by-laws, the Executive Committee must include the Chair and the Vice Chair of the Board and three additional members with no more than two of the three additional members being from the same county.

Don Sluter was nominated by Bob Decker. Don Sluter, who served last year, represents a Franklin County district.

Hussain Hamdan, who served last year, expressed his continued interest and he represents Franklin County.

Jonathan Schmidt expressed interest and he represents a district in Hampshire County

The board voted all in favor of Don Sluter, Hussain Hamdan and Jonathan Schmidt serving on the CES Executive Committee.

APPOINTMENT OF FINANCE COMMITTEE

Dan Hayes described the role and responsibility of the Finance committee. According to the CES bylaws, the Chair of the Board is an ex-officio member of the committee. Current Board members on the committee include Hussain Hamdan and Howard Moore. Both Hussain and Howard expressed interest in continuing with their roles.

Cathy Englehardt moved that the Board approve the appointment of Hussain Hamdan and Howard Moore to the Finance Committee. Don Sluter seconded the motion. The Board voted all in favor and the motion passed.

ESTABLISH OF WARRANT SUBCOMMITTEE

Dan Hayes described the committee and warrant process.

Dan Hayes and Don Sluter are currently on the committee and expressed interest in continuing in their roles. Dan expressed a need for a member of a Hampshire County district to join the committee. Michael Simpson of Granby (Hampshire County) volunteered.

Don Sluter moved that the Board approve the nomination of Michael Simpson to the Warrant Subcommittee and the continued participation by Daniel Hayes and Don Sluter. Dan Hayes seconded the motion. The Board all voted in favor of the motion and it passed.

CES PRESENTATION: CIVIC ENGAGEMENT/CIVICS EDUCATION REQUIREMENTS - ALISON WALTERS

Alison Walters was introduced by Bill Diehl. Alison is the Department Head and a History teacher at Frontier Regional School.

Alison explained new mandated frameworks for Civics Education.

Bob Decker questioned if this mandate is funded? Alison noted that the state has designated over \$1 million for Professional Development for educators to refocus into the skills. The mandates do not require the hiring of additional staff.

Members of the board inquired about any local PD workshops. Alison mentioned a local Professional Learning Community and noted that CES is providing workshops throughout this year. Bill Diehl also recommended reaching out to Richard Cairn for further information.

Richard Cairn (not present), Program Director for Emerging America Library of Congress: Teaching with Primary Sources at CES, requested the below information be shared with the Board:

- Current info on New History and Social Studies Standards
<http://www.doe.mass.edu/frameworks/>
- DESE History and Social Science Network - Oct. 22 and Nov. 13 - Old Sturbridge Village - more events in spring
- 2018-2019 Western Mass Social Studies PLC - Oct. 4 and March 7 - Northampton
CES Social Studies Workshops and Courses - including Civic Engagement Projects, K-5 Social Studies, Grades 6-7 World History and Geography, and Accessing Inquiry for Students with Disabilities through Primary Sources

HIRES AND SEPARATIONS (VOTE REQUIRED)

Dan Hayes described that mandates require that the Board reviews and votes on this information at every meeting.

Bill Diehl explained that the lists are longer than usual due to requirements of how CES classify staff (employees versus contract staff) and those who were previously contracted staff are now hired and terminated and rehired as needed.

Cathy Englehardt moved that the Board approve the hires and separations as presented. Suzanne Crawford seconded the motion. David Young opposed the motion. All other members of the Board voted in favor and the motion passed.

David Young went on to explain that he is opposed to the vote because it is a meaningless vote.

VOTE THAT THE EXECUTIVE DIRECTOR OF THE COLLABORATIVE FOR EDUCATIONAL SERVICES (WILLIAM DIEHL) IS AUTHORIZED, EMPOWERED AND DIRECTED ON BEHALF OF THE COLLABORATIVE TO SIGN, SEAL, EXECUTE AND DELIVER ANY AND ALL CONTRACTS, AGREEMENTS, AND OTHER DOCUMENTS ON BEHALF OF THE ORGANIZATION, AS ALLOWED BY LAW

Dan Hayes explained that the Board is required to vote on this annually and why it is necessary for the Executive Director to have this authority.

Robert Decker questioned if the Board will hear about new programs before Bill Diehl authorizes such. Dan confirmed that the Board has expressed this to Bill and Bill does such. Bob emphasized that he doesn't want a broad authorization to mean the Board will not be informed of new initiatives. Bill confirmed that he will bring new initiatives that could have a significant impact on the mission or operations of CES to the Board.

Hussain Hamdan moved that the Board vote that the Executive Director of The Collaborative for Educational Services (William Diehl) is authorized, empowered and directed on behalf of The Collaborative to sign, seal, execute and deliver any and all contracts, agreements, and other documents on behalf of the organization, as allowed by law. David Young seconded the motion. The Board voted all in favor and the motion passed.

VOTE THAT THE DEPUTY DIRECTOR AND DIRECTOR OF FINANCE AND OPERATIONS ARE EACH AUTHORIZED, EMPOWERED AND DIRECTED TO ACT IN PLACE OF THE EXECUTIVE DIRECTOR TO SIGN, SEAL, EXECUTE AND DELIVER ANY AND ALL CONTRACTS, AGREEMENTS AND OTHER DOCUMENTS ON BEHALF OF THE ORGANIZATION, AS ALLOWED BY LAW, IF AND ONLY IF THE EXECUTIVE DIRECTOR IS UNABLE TO FULFILL THESE DUTIES IN A TIMELY MANNER SUFFICIENT TO MEET SPECIFIC DEADLINES

Bob Decker motioned the the Board vote that the Deputy Director and Director of Finance and Operations are each authorized, empowered and directed to act in place of the Executive Director to sign, seal, execute and deliver any and all contracts, agreements and other documents on behalf of the organization, as allowed by law, if and only if the Executive Director is unable to fulfill these duties in a timely manner sufficient to meet specific deadlings. Jonathan Schmidt seconded the motion. The Board voted all in favor and the motion passed.

FISCAL REPORT - STATUS UPDATE ON FY 18 AND CURRENT YEAR

Bill Diehl discussed that the fiscal year for 2018 ended in June. The books closed end of July but the business office is still working on final numbers. Staff are also currently working on the audit. After the audit CES will present final numbers as there still could be changes from audit. Auditors come and present those final numbers in November. We do know we are in a better position (less of a deficit) than CES thought in June.

For the current fiscal year, staff budgeted appropriately given the deficit. There was no COLA given to any staff and there was a freeze on hiring. Staff has been cooperative and understanding.

Some points to note of in the current fiscal year:

- \$850K in new grants, which is higher than the the 500K planned.
- Tuitions: HEC is full at 36. NBA: 9 and 2 on waitlist. Mt Tom – full. We are matching our top expectation.
- Professional Development: CES is well positioned in the new Civics & History changes. All of major state grants have been re-upped. DESE has master agreement - we are the list for 73 different topics. New contract for SEI Endorsement to develop course for vocational teachers. On site PD for districts: \$352k currently. Expanding our outreach to Southern VT as Collaborative has fallen apart and we are working to expand with them.
- Early Childhood: all major grants re-upped. New opportunities and grants coming in. New funding for EC Mental Health.
- New items: Web development for many districts. CES Connect for Superintendents. Accessibility audits for district websites. Connecting students to internships and shadowing opportunities (and STEM) – more money allocated for STEM from state. After School – 4 named exemplary which meant additional funding. New Research and Evaluation grant for Smith College.

A Board member questioned if we concerned with academy's being full and nowhere for students with need to go?

Terry Senio noted that CES is working with districts to develop internal programming so students don't have to go to private OOD placements and/or can return (bring them back from out of district placements). There are 12 seniors which will graduate from HEC this year. Some students will start attending college before HS graduation. So we know some departures are happening. The number is fluid.

Bill noted that out of district placements are extremely costly (and transportation) – so CES is working with districts and on plans to support keeping students in district. CES is also actively working on a transition program for kids to come back to their district and to give them the required support so that they remain in their district successfully. Currently working with 1 district right now and CES is looking for other districts to possibly get involved. CES hopes to roll something out possibly January or next September.

Bob Decker requested that draft budget sheets be provided to the board: Wants access to drafts of balance sheets – feels it's too unknown.

Barbara noted that no drafts exist that contain accurate information. The Business Office is going through hundreds of accounts. The work is extensive and is simply not done. In addition to it being a challenging task to begin with, the agency implemented a brand new software this last year so this is the first time they have handled their end of year process with it. There are 65 different grants to audit and there are 50 different sites for DYS - to just mention a few of the reasons it is a long process. It's very complicated and given current resources, they can not finish the work any quicker. In addition, the Business Office team continues to do and maintain all the other daily work that is required of them. It's a very challenging time.

The next FINANCE COMMITTEE MEETING will be held on Friday November 9th, 2018. It will start at 8am in the CES Board meeting. This meeting cannot be moved as it is already planned to have the auditors there to make their presentation. CES should have all end of year documents by that meeting and will send them out to The Board.

EXECUTIVE DIRECTOR EVALUATION

PROCESS & TIMELINE

The packet provided to Board members included information around process and timeline. Bill reviewed the documents in detail.

GOALS FOR 2018-2019 (VOTE REQUIRED)

The Executive Director's goals were provided in the packet. Bill Diehl reviewed each one in detail.

Don Sluter noted that interpersonal communication has been an area for growth in the previous evaluation and noted that he would like to see that in the first goal area. Bill noted that he will include such.

Don Sluter moved that the Board vote to approve the Executive Director's goals. Bob Decker seconded the motion. The Board voted all in favor and the motion passed.

EVALUATION COMMITTEE

Dan Hayes discussed the purpose of the Evaluation Committee and that the materials provided to Board members to complete the evaluation are very comprehensive.

Ed Sturtevant questioned why the evaluation occurs every year and wondered if it should be every other year since it is so comprehensive? Bill Diehl explained that it is part of the statute.

Anastasia Ordonez questioned why there was nothing about communicating about the services offered by CES to stakeholders. Humera Fasihuddin later noted that it is included in Goal #4 where there are a number of communications related line items.

Cathy Englehart recommended that the artifacts Bill provides for his evaluation be ordered so it's easier for members to find and review.

Dan noted that there will be approximately four meetings for the Evaluation Committee to attend and asked for volunteers. Cathy Englehardt, Don Sluter, Stephanie Conrod, and Dan Hayes volunteered. Dan noted that Pat Smith was not present at the meeting but believed she will likely express interest. Dan will follow up with her.

Bob Decker motioned that the Board approve the volunteers for the Executive Directors Evaluation Subcommittee. Jonathan Schmidt seconded the motion. The Board voted all in favor and the motion passed.

SUMMARY REPORT ON DISTRICT SUMMIT

A copy of the notes from the CES District Summit were provided to all Board members in their packets. Bill Diehl and Terry Senio reviewed them in further detail.

Board members suggested doing this type of event more frequently to get more results and more participation. Terry Senio noted this was an experiment and CES is very pleased with the results. It will definitely be a continued initiative.

EXECUTIVE DIRECTORS REPORT

The Executive Director's report was provided in the packet to all Board members. The Board packet also included the August report. Bill reviewed highlights and content.

Bill also distributed the 2018/2019 Professional Development offerings brochure. Bill reminded Board members that they can come for just the cost of materials and lunch so long as there are openings. New online self-paced course coming up to in the future to meet teacher needs.

Susan Ekstrom noted that the Health & Sex education being offered for special education students that is discussed in the report would be invaluable to other districts. Not much offered in Western Mass. Terry & Bill will work on further.

DISCUSSION

Board members requested that Allison send the Executive Directors report (separated from the packet) to all Board members for distribution.

Bill reminded the group of the "Proud of Western Mass Schools" Facebook page. This page was previously created to help small districts promote their schools and activities knowing that they cannot compete with marketing funds for charter schools.

Dan Hayes spoke of the Cutchins Superhero Run/Walk. Allison will forward the marketing flyer to all Board members in an email.

Bill and Dan reminded the Board members that if anyone has a topic to discuss, they can feel free to email it to Dan, Bill or Allison and it will be added to the agenda.

ADJOURNMENT

Jonathan Schmidt moved that the Board vote to adjourn the meeting. John Cotton seconded the motion. The Board voted all in favor and the meeting adjourned at 8:40PM