



October 2019

Happy Autumn!

The beginning of the school year is always an excellent time to thank all of you for the work you do each day to provide students in Massachusetts with high quality educational experiences. The 2019-2020 school year begins with a total of 25 Massachusetts Education Collaboratives directly serving over 4,000 students and thousands of educators through a range of professional development offerings.

As most of you already know, in order to or better support programmatic integration between Education Collaboratives and districts across the wide range of educational options in Massachusetts—the Education Collaboratives' Team (ECT), is now part of the Center for Educational Options in the Department of Elementary and Secondary Education (Department). As you are aware, education collaboratives are involved with a range of educational options, including but not limited to special education programs, alternative programs, Recovery High Schools, and virtual learning.

We are focused on implementing the key provisions as outlined in the revised law, including but not limited to:

- Working with Massachusetts Organization of Education Collaboratives (MOEC) to establish regions consistent with the aspirations of the law;
- Serving on MOEC steering committee;
- Promoting the use of Education Collaboratives as providers of educational services and programs for local school districts; and
- Encouraging the inclusion of Education Collaboratives as eligible recipients for a variety of grant opportunities.

The ECT will continue to liaise with Education Collaborative boards of directors and will continue with our technical assistance and annual oversight responsibilities. We are hoping to attend as many of the board meetings as we can, where the annual independent audits are presented.

If you have not already done so, please take some time to review the Commissioner's [Back-To-School message](#). We encourage you to keep abreast of key updates from the Department by reading the Commissioner's Weekly message each Friday. If you do not receive the commissioner's weekly message, please register for it [here](#).

Important Reminders

Boards of Director Meetings - Each collaborative:

- must hold at least 6 (six) board meetings,
- must post the 2019-20 board meeting schedule to the collaborative website, noting the date for the annual independent audit,
- must post all agendas and approved board meeting minutes per [Open Meeting Law requirements](#), and
- should submit an electronic (pdf) board packet to [ECT](#), prior to each scheduled board meeting.

FY19 Annual Report (*due no later than January 1, 2019*) – Required content includes:

- information on all programs and services provided by the collaborative,
- discussion of the cost-effectiveness of all programs and services offered, and
- discussion of the progress made toward achieving the objectives/purposes as outlined in the collaborative agreement.

FY19 Annual Independent Audit Report (*due no later than January 1, 2019*) – Required content includes:

- the names, duties and total compensation of the five most highly compensated employees,
 - transactions between the collaborative and any related for-profit or non-profit organization,
 - amounts expended on services for individuals aged 22 years and older,
 - amounts expended on administration and overhead,
 - accounts held by the collaborative that may be spent at the discretion of another person/entity,
 - transactions or contracts related to purchase, sale, rental or lease of real property, and
 - annual determination and disclosure of cumulative surplus.
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For Your Information

Board Member Training Updates

As of this keystroke, the Board Member Management System is back online!!!!

As you know, the Department has been working with the vendor to restore the full functionality of the training platform, and we will continue to monitor the system in the days ahead. We will reach out to individual users who have contacted us previously.

At this point, everyone should have access to the training; all systems a go! Please have your board members respond accordingly to the system notifications.

Amendments to Education Collaborative Agreements

As part of the Commissioner approval process, all amendments to agreements **MUST** be submitted for a preliminary review by the ECT **prior** to seeking approval by the collaborative's member school committees. Additionally, amended agreements submitted for preliminary review, **must show all proposed changes** (including additions and deletions of text).

Membership Changes and/or Language Changes Steps:

- ECT must review proposed changes prior to presentation to the collaborative board for vote of approval
- Collaborative board vote of approval
- School Committee votes of approval
- Final ECT Review and Commissioner Approval

Reporting Times

October 1 SCS - 12/5/19

October 1 EPIMS – 12/5/19

EOY SCS 8/6/20

EOY EPIMS – 8/6/20

SSDR – 7/16/20

Restraint Data – 6/30/20

Speak with your data liaison for details

Education Collaborative Team

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Center for Educational Options

We expand and enhance high quality educational options for learners of all ages, and ensure equitable access for all, especially for those who have been historically underserved.

Con Ganas · Kaizen · Ujima · Stewardship · Learner-Centered · Equity and Racial Equity
