

**Minutes**  
**MOEC EXECUTIVE BOARD MEETING**  
**JUNE 17, 2013**  
**COLLABORATIVE FOR EDUCATIONAL SERVICES IN NORTHAMPTON**

Attendance: Joanne Sullivan, Richard Murphy, Cathy Cummins, Joan Schuman, Cathy Lawson, Catherine Cooper, Terry Craig, Bud MacDonnell, Teresa Craig, Colleen Dolan, Chris Lynch, Stephen Theall, Colleen Cavanaugh

1. **Call to Order** - The meeting was called to order at 9:45 a.m.
  
2. **Executive Director's Update** – Steve Theall
  - Steve will be meeting with people on Wednesday morning to get the latest feedback on MOEC's annual report. They are getting closer to being finished with the report and hoping to publish the annual report in the near future. They are attempting to keep the report to less than 20 pages.
  - They are still trying to get to meet with Secretary Malone, who is a strong advocate of collaboratives.
  - Steve attended Nancy Sullivan's retirement party and saw several retired executive directors.
  
3. **DESE Update** (Chris Lynch) – There is going to be an updated memo sent to the board of education for their meeting. We have provided a memorandum to them. Board training is ongoing with collaborative boards. If Collaboratives have new board members coming on to their respective boards, DESE needs to be sent their information. All board members must take the mandatory Collaborative board member training by June 30<sup>th</sup>. If reps. do not take the training, their school committees will be notified. Chris also reported that invitations were sent out to for volunteers to serve on each collaborative board. The state ethics commission is being tapped to gather information about board volunteers who may be an ethics violation. People who may be interested to serve as volunteers on Collaborative boards will be paid and will have to sign ethics documents. Chris stated there are no real parameters in place for these volunteers to date, so the group wondered today who these "volunteers" will be and where will they come from? These volunteers will be required to sign an assurance which will be vetted with state ethics. An RFP will be issued this week for volunteers. Chris also talked about Collaborative Agreements and stated that this is not an easy process to go through in terms of developing the agreements. The legal office at DESE is looking at all individual agreements. There is a need to move this forward as quickly as possible. All agreements have been reviewed. Some Collaborative have made changes to their agreements, and others have not. A lot of changes revolve around terminology. Regarding post retirement regulations – there is no allowance for a Collaborative to have separate reserve funds. Legislation is in process now around this topic. Chris will get the House Bill number to Steve Theall. Chris talked about scheduling meetings relative to budget issues. She will be meeting with South Coast Collaborative on Wednesday at 10:00. This is around the roles of the treasurer, business manager, surplus money, etc. These meetings will happen this summer and will be regional meetings.
  
4. **SpEd Transportation Task Force Update** – Colleen Cavanaugh
  - Colleen did a PowerPoint Presentation on SpEd Transportation (Slides included: Current Initiative, Ridership Data Collection, October 1 SIMS Data FY10-13, Grant Activities, and Cost Savings. The website developed is found at [www.spedtransavings.org](http://www.spedtransavings.org)
  - The SpEdTransSavings website was also demonstrated.

Coleen noted the type of data which is collected will enable districts to call one another for SpEd transportation issues/help.

The website also notes who is transporting (the vendor) the students.

- Colleen stated that this new system will allow Collaboratives to arrange transportation “big picture” style, using the stats from each transportation program.
- The DESE website also has a new directory of profiles of each towns regarding student transportation.
- Chris Lynch noted the need to instruct Collaboratives on how best to transport students with the help of this data.

**Action Plan: Colleen will export data into a spreadsheet and send to individual Collaboratives with a cover letter that explains what they should be looking for.**

#### **5. Planning – Summer Meeting with Commissioner Chester:**

Steve Theall and Joanne Haley Sullivan wrote to the Commissioner about his comments/response at the annual meeting in May. Boards and superintendents need to begin to meet to see what Collaboratives will look like in the future. We asked for a summer meeting with the Commissioner, and need to ask for this meeting again to begin processing all of the new regulations. The Commission’s newest report has just come out, and within the next few weeks the chairs will probably release the final report.

Chris Lynch talked about the nonprofit concept –There are issues that may require legislation in this Bill. Joanne will share the Recommendations with this Board.

Chris would like Collaboratives to ask their respective Boards if they are behind this new concept, are they approving the concept of individual Collaboratives participating in a bigger group that may go above and beyond what the Collaboratives currently do. Do our school committee members and superintendents understand what we have proposed for the next generation of Educational Collaboratives, per Steve Theall? We need a firm commitment to have school committee members and superintendents on board to work closely with the Department with the coordination and implementation of new initiatives. There is a need to identify six people the Commissioner will interact with for perhaps a year and who will have regular meetings with the Commissioner. They will help him plan, coordinate and implement. People need to be committed to this new model – it will take a few years to see how it all rolls out.

We will need a mock-up of what this would look like across the state.

#### **Next Steps:**

- 1. Can we use the Discipline bill as an initiative to begin? What could we have done with RETELL? What does this mean for a memorandum of agreement? The general membership should be invited to attend. Bring Susan Leddick back to facilitate these discussions.**
- 2. Need to define items of concern about regionalization and then bring in Susan Leddick. Schedule a meeting first and then bring in Susan.**
- 3. Draft up some of the struggles we foresee and pick a date amendable to the board and meet on these issues. What kind of initiatives could we roll out and how can we foresee that our superintendents will agree to this model? Not everyone will be able to attend because it is summer. Each region will schedule a meeting and discuss some initiatives and then see how the discussion goes using the regional model. Every region is committed to doing this. Steve will approach Susan Leddick about her availability after each region has met.**

6. **Upcoming MOEC Meeting Dates:** The first board membership meeting will be on Sept 23<sup>rd</sup> at Assabet. Oct. 21<sup>st</sup> is the general membership meeting at EDCO. The Board meeting is on November 18<sup>th</sup> at CES, and on Dec. 16<sup>th</sup>, January 13<sup>th</sup> and 27<sup>th</sup> and March 10<sup>th</sup> at TEC; April 7<sup>th</sup> at South Shore; May 12<sup>th</sup> at North River and June 9<sup>th</sup> at READS.
7. **Professional Development Committee** – This committee is losing members because of retirements. Richard and Cathy Lawson are willing to stay on the committee. Cathy Cummins and Colleen Dolan will volunteer as well. Annie McKenzie will be ex officio. Cecelia Buckley would also be good to have on this committee. The first meeting is in September.
8. **Previous Minutes - Approval of minutes of March 11<sup>th</sup>** Richard motioned to approve the minutes of the March 11<sup>th</sup> meeting and Cathy Cummins seconded the motion. The Minutes were approved.
9. **Compensation Recommendations for Steve Theall and Alison Atallah:**  
Joanne recommended that we settle at a 3% compensation raise for Steve Theall. Cathy Cummins then motioned for a 3% raise for Steve Theall and this was seconded by Bud MacDonnell. All were in favor, and the Motion passed. It was recommended that Alison Atallah be given a raise in compensation to \$23.00 an hour. Joan Schuman noted that both Steve and Allison need formal evaluations in the years ahead. Joan Schuman motioned that Allison's salary be upgraded from \$22.00 to \$23.00 per hour. This was seconded by Cathy Cummins, and the Motion passed.
10. **Finances:** Richard Murphy, MOEC Treasurer, projects \$35,000 remaining in the checking account. This year we will bring money left in this year's budget (\$12,000) to next year's budget. This leaves us a total savings of \$18,309 dollars. Right now Richard asks that we move the money into Sovereign Bank into another account with \$8,000. He also stated that we would take \$18,000 minus \$4,000 for consultant Susan Leddick and move \$13,000 into the mass municipal depository trust or put it into Sovereign bank. Richard recommends putting the money into Sovereign. Joan Schuman motioned to move \$13,000 into Sovereign Bank and this was seconded by Cathy Cummins.

The group noted they would be available to meet with Susan Leddick on August 19<sup>th</sup> and if not they could meet with her on August 21<sup>st</sup>. Where will the meeting be? Settle on the date first. Steve Theall will invite Susan to meet with this group. Steve will send confirmation to the board. In the meantime, each of the regions will have met and will have gotten their work to Steve to get to Susan Leddick.

Meeting adjourned at 1:45 pm.

Respectfully submitted,

Anne Farrington  
Executive Assistant to Joan Schuman, CES