

**Minutes**  
**MOEC Board Meeting**  
**November 13, 2017 at Assabet Valley Collaborative at 1:00 pm**

**Attendees:** Steve Theall, Bill Diehl, Richard Murphy, Cindy Landanno, Fran Rosenberg, Paulajo Gaines (ESE), Catherine Cooper, Cathy Lawson (on phone), Cathy Cummins, Theresa Craig, Liz McGonagle, Chris Scott.

**Executive Director's Report:**

The meeting began at 1:00 pm with the Executive Director's report.

The first topic was an update on the ESE regional meetings for special education directors. Steve Theall recently met with Russell Johnston to review the feedback from the first regional meetings. The Q & A portion of the meeting seems to be of particular value to the attendees.

The speaker at the next round of regional meetings may be from the Autism Commission. Early Intervention will also be a topic for future meetings. Steve noted that there are about 11 people who travel from the Cape to the meetings. While ESE does not have the financial resources to hold the meetings on the Cape, ESE agreed that video conferencing could be available at the January 5 meeting for the Greater Boston regional meeting at EDCO. ESE also agreed to designate the January 31 meeting at Central Mass Collaborative as a make-up date for any meetings that are cancelled due to the weather. There will be a common invitation sent out for the next round of ESE regional special education meetings so that the same message goes out to all special education directors.

Steve then updated the board on his work with AESA. He noted that several states are contemplating forming statewide organizations of ESAs and Steve is offering his assistance.

**ESE Update:**

Board members brought up two situations in which collaboratives are not being recognized at public schools. SMEC is having difficulty obtaining a substance abuse toolkit being offered by *Project Here* (<https://www.mass.gov/project-here>) because *Project Here* does not recognize collaboratives as public schools. Collaboratives are running into the same issue with Safe and Supportive Schools. Paulajo Gaines of ESE will follow up on these issues.

**January General Meeting planning:**

The board agreed to have Jean Willoughby speak at the January meeting. Jean is the Outreach and Recruitment Specialist at RTSC, recruiting and training Special Education Surrogate Parent volunteers in the Eastern Massachusetts region.

**Discussion of selection of board meeting agenda items:**

The board then discussed the process for determining whether vendors should present at board meetings. The board agreed that before vendors are put on the agenda that the board weigh in. It was also suggested that if approved, that vendors speak at the end of the meeting.

**Professional Development:**

The board then discussed Professional Development and ways in which collaboratives can share information about the Professional Development courses they offer. One suggestion was that MOEC act as coordinator for PD offerings across the state. This suggestion will be added to the discussion about the structure of the new MOEC Executive Director position. The board requested that MOEC provide a link to each collaborative's PD offerings on the MOEC website to make the information easier to access.

**Searchable Database of Public Special Education Programs:**

Richard Murphy presented the Treasurer's Report. He made a motion to approve a contract with CES to develop a searchable database of public special education programs. The database will use the information in the current Microsoft Word-based MOEC Guide to Public Special Education Programs that is currently linked to the MOEC website. The board unanimously approved the motion to enter into the contract for \$6,375 and an annual \$500 hosting fee.

**Previous Meeting Minutes:**

The board unanimously approved the minutes of the September board meeting.

**Hiring Process for New MOEC Executive Director:**

The board then discussed the hiring process for the New MOEC Executive Director. Catherine Cooper, Cathy Lawson and Cathy Cummins will draft a proposed job description and share it at the December board meeting. At that meeting, the board will finalize the parameters for the search committee responsibilities. Participation on the search committee will be open to all members. Details will be announced at the January 8 general membership meeting at AVC.

The meeting adjourned at 2:20 pm

Respectfully submitted – AM Atallah