**FY19 June Board Minutes**

**June 19, 2019@READS Collaborative**

**Called to Order - 10:20 AM**

**Executive Director Report**

Joanne welcomed Emily Stephens, MOEC’s new administrative assistant. She is not able to join us at this meeting today, but she will be at our meetings next year. She brings a social media background, has her own blog and will get up to speed quickly.

**Discussion with MASS**

MASS has created a [link](https://www.massupt.org/educational-collaboratives/) on their webpage to the MOEC website. Erica has additional ideas that she will be discussing with Joanne at a later date.

The Board suggested the following edit regarding the website: “Special education programs, both in-district and outplacement, particularly for students with multiple, complex learning and therapeutic needs.” as first bullet

MOEC future steps

Ask that Executive Directors are recognized as full members of MASS. Many work under the superintendent's license.

Consider equity around special education extending to students - equal seats at the table, equitable educational experiences and facilities. Similar to a vocational school except for LEA status.

**Meeting with Commissioner Riley**

On May 28th, Catherine, Liz and Joanne met with Commissioner Riley and his DESE team that included Jeff Wulfson, Jay Sullivan, Chris Lynch, Ruth Hersch, Paula Jo Gaines, Ledamy Correia (Commissioner’s Chief of Staff), and Jessica Leitz, DESE Director of External Partnerships. See the attached Talking Points and the List of Statewide MOEC initiatives that was used as a general guideline for the discussion. At the meeting, the Commissioner committed to promoting Collaboratives going forward. The discussion included: the initiatives Collaboratives have completed with the Department and stressed the need to be involved early in the planning of these rollouts going forward. The group discussed licensure and the challenges of recruiting strong special educators given the challenges of the teacher tests, particularly the Math. Finally, the Commissioner was invited to the October General Membership meeting and he committed to attend pending calendar availability. Joanne sent a thank you letter on behalf of MOEC which is attached here.

Catherine - Ruth contributed how positive the relationship has been. Riley committed to including us in the work. Encourage Commissioner to visit Collaborative programs. He seems to be seeking ways to join the work with collaboratives. The meeting was very positive.

Chris suggested as a way to promote collaboratives could he work with MASS to recognize MOEC members as full members of MASS. A caution was raised that some Executive Directors have a license as a Special Education Director (which may be an issue if superintendent license is required).

Additionally, Joanne reported that Liz noted that collaboratives appear under finances on the DESE website. How do we enhance how we appear on the DESE website?

**MASS/MASC Proposals**

MOEC members have several proposals for the MASS/MASC Conference in November. There are two group presentations with superintendents: Working Effectively With Your Educational Collaborative to Increase District Capacity; and High Quality Special Education Programming and Unique Cost Saving Partnering Relationships between Collaboratives and Public Schools. Additionally, EDCO will be presenting about their work for recruiting diverse educators. LABBB will be joining a group presenting about transition programs and FLLAC will be joining a group about an Early Literacy project.

**Job-Alike Meetings**

* Joanne provided an update to the various Job-Alike groups and planning for FY20.
* **Special Education Transportation Task Force** will meet on June 17th and discuss a letter to the Commissioner about our work, a Presentation at MASBO, and scheduled reviews/presentations as well as the FY20 plans.
* **Coalition for Special Education Funding**: There was a meeting May 14th. At this meeting, we honored Jim Major on his retirement. Elizabeth Dello Russo Becker has been appointed as the new MAAPS Executive Director.

Circuit Breaker is currently funded at $345 million in the Senate Budget, $328 in House, and $323 in Governor’s budget. We agreed to advocate for the Senate amount which the group has determined to be 72% of what is needed, but the Senate believes is fully funded. There may be a need for a supplemental budget once it becomes clearer.

Another meeting was held on June 11th. The attached letter is to consider sending to the local Representative and State Senators to send to the conferees to ask for their support of the Senate amount. - ASK them to send it to their conferees.

[**Social/Emotional Learning/Mental Health Academy**](https://drive.google.com/drive/folders/14L7BOhAlZj4m0ICTyYDQZ8z4UzBeGbNw)

The grant was not funded, it was awarded to EDC.

Approval of April Board Meeting Minutes (DOCUMENT 2)

“*That the minutes of the April 8, 2019 Board meeting be adopted as presented.*” **Motion: Theresa Second: Steve Donovan Approval: Unanimous**

**Process for Selecting MOEC Meetings Locations for FY20**

See the proposed meeting dates for FY20.

Process to follow in choosing locations.

1.) 3 General Membership Meetings -

**Criteria to consider for General Membership Meetings:**

1. Centrally located to allow access for the members - Agreed, What is central? Pay for location, AVC may be best location within membership - October meeting at EDCO to accommodate the commissioner. January at AVC, Legal Issue at South Shore, May - AVC

Motion - MOEC will compensate collaboratives and/or other locations for hosting for the General Membership 2019-2020 at their usual rate, not to exceed $500 - Motion - Theresa, Second - Jackie

1. Large enough space for full membership (30+ attendees)
2. Sufficient parking for full membership
3. Location may be changed to accommodate distance traveled for special guests

2.) 7 Board Meetings

**Criteria to consider for Board Meetings**

1. Priority should be given to board member locations - Central to all for January, February, March meetings due to weather
2. Space should be available at no cost
3. Central location or easy access is desirable
4. Executive Board members should see other collaboratives
5. Should be at a Board member’s location unless another location is offered/preferred
6. Other

**MOEC Meetings Calendar for FY20**

Dates for MOEC meetings in FY20 and locations based on the criteria that we establish above are listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Meeting Type** | **Location** | **Plans** |
| September 9 | Board | NRC | Welcome back, summer update, Dawn Brenski, DESE Arts Content Support Lead, goals for the year, set plans for October |
| October 7 | General | EDCO | Commissioner Riley, Workforce Investment Board, Adaptive Leadership Protocol, other |
| November 18 | Board | READS |  |
| December 16 | Board | Shore | MOEC Financial Review  MOEC Tax Return  Renewal of contract for O’Neill and Associates |
| January 13 | General | AVC | Adaptive Leadership Protocol |
| February 10 | Board | TEC |  |
| March 9 | Board | Valley |  |
| April 13 | Board | South Shore | Legal Issues Conference followed by Board discussion of Board nominees for FY21 and FY21 Budget  Board consideration of Executive Director’s contract |
| May 11 | General | AVC | Accept Budget, recognition of members who are leaving, election of board members |
| June 8 | Board | CES | Approve Budget |

**Treasurer’s Report**

MOEC’s bank was changed to Enterprise Bank and the auditor to Fritz Deguglielmo, LLC. We have updated the W9 and Attorney General’s forms for change of Treasurer and Treasurer’s address.

Chris will provide the Treasurer's report for the Board. We have the final numbers for the MOEC dues.

Chris’ report - Historically MOEC secretary has done the major work for the budget. Mandi will continue to support the process from a distance for a while. Accountant has asked for previous version of books to balance in the Quickbooks system currently in place. In future meetings, Board will review how they would like the budget presented. The budget has not changed since last voted.

Discussion regarding appropriate use of MOEC funds as a couple of items have come up recently. The Board determined the following:

* Parameters for meal expenses for members who attend meetings in Boston or other locations to conduct MOEC business:
  + 1. A specific agenda that overlaps with meal time.
    2. Meals reimbursable up to a reasonable expense or charged. No alcoholic beverages will be reimbursed.
    3. Travel expenses such as parking and tolls shall be reimbursed or charged.
* Second, there was a collection for the retirement of Jim Major (Executive Director of MAPS). Joanne did not feel that was an appropriate use of MOEC funds and so contributed out of pocket.
  + The Board decided to reimburse Joanne from the retirement line item of the budget.

**Executive Director Contract**

A revised Executive Director’s FY20 contract was considered for approval.

A motion “*That the proposed FY20 MOEC Executive Director contract be approved as presented.*” Motion -Steve Second - Catherine, Unanimous vote

* Discussion - In future years, the Executive Board shall meet prior to the General Meeting in May to approve the Executive Director’s contract.

**Discussion of MOEC Brochure**

CES has developed a revised [MOEC Brochure](https://drive.google.com/file/d/0B0-HIZQPWhZAVzQ4YVBFbm5yMFlKQnJVLWxlamFWRzR6Tjhn/view?usp=sharing) that will reflect a more current view of our work.

Suggested changes as result of discussion:

Change last page - Municipal Medicaid Reimbursement Claims of $22 Million has been reimbursed to districts and towns through Collaborative support each year. (remove inference that collaboratives are returning funds to districts)

**Discussion of Legislative Decision Making Procedures**

MOEC was recently asked to be a signatory to a letter to Congressman Neal about an education bill getting attached to an unrelated item. The request from AESA was for an urgent response which came in on a Friday and was needed over the weekend. This has raised questions about how these decisions should be made going forward.

Another illustration is a letter that the Coalition for Special Education Funding has written to the legislature to advocate for Circuit Breaker to be funded at three times foundation. Joanne needs to let the coalition know if we will provide a signature for this letter by Friday.

The Board felt that MOEC should weigh in on Circuit Breaker letter. This is what we are advocating for. It benefits every collaborative.

Things to consider for future decisions:

* Has the issue been discussed previously?
* Is it something that directly affects or benefits our work? If it doesn’t, do we remain silent.
* Is it in the AESA Legislative Priorities that were accepted by our Liaison?
* When do we need to survey the full membership vs. the Board?
* What is the role of the Regional Representatives in this process?
* When do we need response to be unanimous vs. majority?
* Do any members raise a concern about a direct impact on their collaborative?
* Other

Discussion - A process is needed. If the organization makes a political statement that doesn’t reflect the views of each individual board or member there may be an impact. General membership needs to be made aware of such decisions.

Education on issues needs to precede request for response.

Suggested: Executive Director will send future such correspondence through the legislative subcommittee to decide if it needs to go through full general membership vote or a Board vote? Does either vote need to be unanimous? Is it state or federal level? And all questions above.

**Return of Collaborative Surplus Funds to Districts**

Catherine became aware of some questions that were raised at the MASBO meeting about excess funds that were returned to districts by a collaborative this year and how the district should be reporting it. There was some response that led to an interest in the board discussing this issue further.

Next step - reach out to Jay Sullivan after Cathy, Chris and Patric meet with him

Chris has already emailed him, Patric Barbieri has had many conversations with Jay Sullivan

LLABB and Valleys board chairs and Cathy Lawson are meeting.

Reports: (The Board did not discuss these reports.)

* Reports on commissions or committees that have met
  + Legislative Committee
    - Ethics testimony
    - MSBA Discussion--June 20th
  + Collaborative Law Steering Committee
  + Digital Learning Subcommittee
  + Professional Development Committee

The professional development committee has developed a Learning Tour that we will review for your approval at the meeting.

* + Special Education Advisory Committee
  + Children’s League

As we discussed previously, Fran Rosenberg has been the MOEC representative on the Children's League.. She indicates that she has always questioned whether or not it really made sense for MOEC to be represented at these meetings. Fran doesn’t really think it's essential, and she is willing to stay on top of the minutes, etc. We should discuss if this membership makes sense to continue. Bob Gass was the big proponent of membership because many of the MAAPS schools are involved, and it seemed important to be "at the table" to interface with DCF, DYS, DMH, etc.....but Fran reports that the focus is really not on schools.

Subsequently Joanne had a conversation with the meeting organizer who was interested in having collaboratives continue to be represented in the group and in a coalition on transition that convenes quarterly. Joanne plans to attend the June 14th coalition meeting and will report out about a recommendation for the Board.

The Board will discuss whether we want to recruit someone else to serve as our representative.

* Regional Representative Reports (Not discussed)
* DESE Report (Not discussed)

The meeting adjourned at 1:15pm.