

MOEC Board Meeting Minutes

March 9, 2020

Valley Collaborative

25 Linnell Cir, Billerica, MA 01821

Attendees: Joanne Haley Sullivan, Cathy Lawson, Fran Rosenberg, Cindy Landanno, Steve Donovan, Chris Scott, Fran Rosenberg, Ruth Hersh, Paulajo Gaines, Karen Brann, Christine Romancewiz

Remote Attendees: Theresa Craig, Liz McGonagle, Nadine Ekstrom, Donna Flaherty

Meeting Began: 10:00am - Adjourned for Executive Session at 1:45pm

MOEC Financial Review and Taxes

Dan Schaffner, CPA, reviewed FY19 MOEC financials, 990 and form PC. The reports discussed at this meeting can be found in [this folder](#). Dan recommended reviewing Form 990 page 6B - especially Conflict of Interest and Document Retention policies. He recommended capitalizing items that cost \$1,000 or less, rather than depreciating over time. Dan recommended that MOEC develop Conflict of Interest and Document Retention policies.

Motions to accept these documents:

- ***Motion by Fran Rosenberg that the Board approves the acceptance of 2019 MOEC Financial Review as presented, second by Jacki Clark, unanimous.***
- ***Motion by Jacki Clark that the Board approves the acceptance of MOEC 2018 U.S. Form 990, Return of Organization Exempt from Income Tax as presented, second by Fran Rosenberg, unanimous.***
- ***Motion by Catherine Cooper that the Board approves the acceptance of MOEC Form PC as presented, second by Steve Donovan, unanimous.***

Dan recommends that it is in the best interest of MOEC that the Executive Director position be on payroll and not be paid as a contractor due to possible IRS may concern. There were some questions posed to Dan to assist the Board in making a decision about his recommendation: could the Executive Director use an EIN number (rather than a SSN) and continue on as a contractor. (that may be acceptable to the IRS). What the penalty may be from the IRS if MOEC did not move forward? If MOEC moves forward, could we make the transition in FY21. (The shift could happen for July 1. He also mentioned it was important to be ready to go for a new quarter - either April 1 or July 1).

- ***Motion by Steve Donovan that MOEC begin the process to move the Executive Director to payroll beginning on April 1, with a hard deadline of July 1 to have the process completed, second by Catherine Cooper, unanimous.***

There was a discussion surrounding payroll processing: Three companies were sought out and estimates were shared [here](#). It was decided that Quickbooks would meet MOECs needs.

Executive Director Report

MOEC joined the **Coalition for Special Education Funding** (including ASE, MASS, MAAPS, and others) in signing the [attached letter](#) about concerns we have with School Based Medicaid. Joanne attended a meeting with the assistant secretary to assist in improving these sessions and summarized the outcomes in an email to the full membership.

Additionally, there was a Massachusetts legislative briefing about the need for adequate **Circuit Breaker Funding**. Cindy Johnson, a parent from NEC, presented at that session. Joanne thanked Fran Rosenberg for encouraging Cindy Johnson to attend.

Special Education Regional Meetings. The organizers of these regional sessions and Joanne met with DESE on February 14th to plan for the April meetings. Topics for these sessions will include: Updates from Associate Commissioner Russell Johnston, IEP Project Update, 28.10 Advisory about enrollment in private/charter schools, dyslexia guidelines stakeholders, themes and opportunities for feedback on the work to date.

MOEC website with [InTouch Web Design](#). At this meeting we shared an update on the process and requested feedback on the design so far. Some suggestions were made.

Joanne has names of Data Specialists and Transportation Managers to start new job-alike groups. We only had interest from three Data Specialists, we put them in touch with one another but not form a group. For Transportation, there are six interested Managers/Coordinators form a new Job-alike if they continue to be interested.

Joanne announced that Southern Worcester County has appointed a new Executive Director, Arnold Lundwall, as of July 1, 2020. Arnold is currently the Special Education Director at SWCEC. Arnold has been encouraged by Joanne to attend the Legal Issues workshop and general meeting in April, as well as attend the May and June meetings.

Approval of Prior Meeting Minutes (Folder 1)

Jacki Clark moved *that the minutes of the February Board meeting be adopted as presented*, second by Cindy Landanno. Unanimous

Collaborative Law Implementation Sessions (Folder 2)

As a follow up to the three planning sessions held in response to the Collaborative Law, Joanne shared a [one page summary](#) from Lori Likis. In addition, Joanne [drafted a letter](#) to DESE and would like your feedback before sharing it with Commissioner Riley. There was discussion surrounding the letter to the Commissioner regarding the number of regions and the map of MOEC regions. The consensus was to move the map to be an addendum and to note that it is subject to change. The letter will be updated based on the discussion at today's meeting.

Ruth Hersh (DESE) reported that some modifications will be made to the collaborative regulations. At the Board Meeting on March 31, representatives of MOEC will be in attendance (Joanne Haley Sullivan and Cathy Lawson). The public comment period will be at least five (5) weeks and will begin after the Board Meeting on March 31. Three votes will take place: to allow these regulations to go to public comment; to delegate the ability for the Commissioner to establish no more than six (6) regions in consultation with MOEC; to delegate the ability that they may designate a Lead Collaborative with consultation with MOEC. Once the public comment period begins, Ruth will provide a copy of the proposed regulations.

Joanne laid out some topics for the Board's attention that tied back to MOECs strategic plan. The Board decided to wait until next year for this work so the new regulations will be finalized.

By-law revisions will be a summer project for the By-laws Committee: Jacki Clark and Chris Scott are current members. MOEC will request additional members for the By-laws Committee. The committee will address Conflict of Interest and Document Retention Policy as well.

COVID-19 Coronavirus:

The Board discussed implications of the letter from the Commissioner dated March 2nd regarding DPH recommendations about coronavirus COVID-19. Joanne reminded the Board that In addition to the letter, DPH has more detailed information and resources available on its [coronavirus web page](#), which is updated daily. She also provided a [Toolkit for Communicating About Coronavirus Disease COVID 19 for School Leaders](#) which was shared via AESA.

DESE Physical Restraint Data

The Board discussed DESE Physical Restraint Data. Karen Brann (DESE) shared that restraint data overall shows a reduction in restraints, and less injuries. The trends are positive and encouraging. There was a brief discussion about Board members' experiences internally to their own collaborative. There is no expressed need for MOEC to address this for the membership.

Treasurer Report

Chris Scott shared that we do not need further discussion on the Treasurer Report

Committee Updates

Professional Development Committee (Liz McGonagle): Ready for next Let's Open Your Door tour, with 16+ attendees registered.

MASBO presentation: Joanne encourages those presenting to forward a bio for the program.

MASS/MASC: Proposals should be submitted asap.

Nominating Committee: June 30 will be the end of terms for Board members and notification should be sent out soon about the open positions (all positions are open except Past President, President, and Treasurer). A decision was made to send a form to the membership with the expectations of each role to use for members to volunteer.

Steve Donovan motion to change the Regional Rep position to a three (3) year-term to align with new legislation, Catherine Cooper seconds. Vote was unanimous.

Legislative Committee: Joanne discussed the time sensitive need for the Ethics Bill because hiring for summer would begin soon. There was consensus that preparations begin in March/ April and hopefully conclude by the end of May. Joanne will inform Matt Irish of this timeline.

Circuit Breaker concerns: Liz shared concern that districts are encouraged by the legislation to send their students to private schools because of the reimbursement methods. Are there ideas that could be summarized and shared with Jason Lewis about this? There is the question about in-district programming and the transportation reimbursement they will receive (or not receive) based on where the student resides and where they attend school.

Advocacy with DESE: Fran drafted [this letter](#) and welcomes feedback from others.

Executive Session

The Board will begin contract negotiations for the Executive Director earlier than in the so the MOEC budget will reflect the determined amount. The Board will enter Executive Session to discuss Executive Director contract negotiations.

Catherine Cooper moved that the Board take a roll call vote to enter into Executive Session for the purpose of Executive Director Contract Negotiations, not to return to general session, Fran Rosenberg second.

Roll Call Vote: Catherine Cooper, Jacki Clark, Chris Scott, Liz McGonagle, Steve Donovan, Fran Rosenberg, Cathy Lawson, Theresa Craig