

Executive Director Meeting Summary
November 18, 2019
READS Collaborative
105 East Grove Street, Middleboro
Meeting Began: 10:10am Meeting Adjourned at 1:45pm

Attendees: Joanne Haley Sullivan, Cathy Lawson, Liz McGonagle, Cindy Landanno, Steve Donovan, Helen Deranian, Dympna Thomas, Allen Himmelberger, Jacki Clark, Donna Flaherty, Fran Rosenberg, Nadine Ekstrom (remote), Paulajo Gaines, Ruth Hersch

Approval of the September 9th Board Meeting Minutes ([DOCUMENT 1](#))

The September minutes were reviewed by the Board.

Motioned by Liz McGonagle and second by Steve Donovan *“That the minutes of the September Board meeting be adopted as presented.”*

Unanimous approval

Executive Director Report ([FOLDER 1](#))

Job Alike Groups:

Job alike meetings have continued; the HR Job Alike met on October 16th and discussed a variety of topics including onboarding, ethics rules, and dealing with 27 payrolls in a fiscal year. The Technology Leaders Job Alike group met on October 31st and discussed the MassCue conference, cybersecurity, website accessibility, and other topics. The Professional Development Job-Alike met on November 14th.

Suggestions for Job Alike groups: Data Specialist & Transportation Coordinator. Suggested by Fran Rosenberg that a call out be made if there is 5+ people are interested that the group will be created.

Discussion around whether or not it was expected that Joanne should continue to attend all of the Job alike meetings. The Board shared that it is NOT required or expected that she attend *all* of the Job alike meetings.

There were two MOEC presentations at the [MASS/MASC Conference](#). These presentations addressed our goal of advocating for greater recognition and use of Collaboratives. These presentations were very well attended and there was good information shared. A few attendees took brochures back to their School Committees as they do not belong to a collaborative at this time. Members of the Brockton and Westport school committees are very interested in joining and will be sharing with their respective committees at their next meetings.

- 1. Collaboratives and their Public Schools: High Quality/ Cost Effective Partnering Relationships:** This session focused on how Collaboratives serve as a resource to districts in developing a broad range of programming to meet the needs of educators and students and provided examples of how districts &

collaboratives have partnered to address the needs of districts in several areas including home based services, professional development, etc. The session also highlighted ways that Collaboratives have helped districts move from more restrictive private placements to a “step-down” less restrictive model to provide a continuum of services designed to return students to district programs.

Presenters: Joanne Haley Sullivan (moderator); Arlene Grubert, Bi-County Collaborative; Allan Cameron, Superintendent, Wrentham; Cindy Landanno, CAPS Collaborative; Chris Scott, Valley Collaborative; Tim Piwowar, Superintendent, Billerica; Ellen Holmes, Ashburnham Westminster Reg. School Committee

2. **Working with your Collaborative to Increase District Capacity:** This session featured a panel of collaborative Directors and Superintendents who shared strategies to grow and enhance the partnership between collaboratives and their member school districts.

Presenters: Joanne Haley Sullivan, Executive Director, MOEC (moderator); Cathy Lawson, SEEM Collaborative; Elizabeth McGonagle, TEC Collaborative; Nadine Ekstrom, EDCO Collaborative

There were two additional presentations that included Collaborative Directors:

1. **Recruiting a More Diversified Educator Workforce:** This session provided an overview of how recruitment efforts are working to create a more diverse environment and also included information on the benefits of the initiative and how EDCO’s IDEAS program is providing targeted professional development that focuses on culturally sensitive teaching practices.

Presenters: Nadine Ekstrom, EDCO Collaborative (moderator); John Sills, Superintendent, Bedford; Andrew Kelley, Director of Professional Learning, EDCO; Karen Thompson, Director—IDEAS Program, EDCO; Ventura Rodriguez, Associate Commissioner— Center for District Support, DESE

2. **Entrepreneurship in Public Schools: Innovation in Providing Equity and High Quality Transition Programing for Students Aged 18-22:** This session shared how Westborough’s BORO (Bridging Over to Right Opportunities) Program and the LABBB Collaborative in Lexington have encouraged opportunities for adult students with special abilities to actualize their potential through community-based academic, social and vocational experiences in entrepreneurial settings.

Presenters: Lisa Edinberg, Westborough School Committee; Amber Bock, Superintendent, Westborough; Sherrie Stevens, Director of Student Services, Westborough; Patric Barbieri, LABBB Collaborative; Skip Avery, LABBB Transition Coordinator; Donna Goodell, LABBB Program Director

Special Education Regional Meetings. DESE Fall Regional Special Education Directors Meetings have been offered in October and were well attended. The Collaborative Leaders met with DESE on November 14th to talk about the January meetings. January meetings will be online (Zoom meetings); there will be three (3) scheduled and will offer a snow date as well. Feedback thus far is that DESE is presenting information that is broad based and wished their administrative teams, special education directors had attended - remote attendance will allow for additional attendees.

Coalition for Special Education Funding. Joanne continues to represent MOEC with this group that includes MASS, MAAPS, Mass Advocates for Children, Children's League, and others to advocate for adequate special education funding. The coalition's Day on the Hill will be on February 11th. Last year we said that we would start early to see if we could have a parent present about how important special education funding is for their son/daughter. It was discussed recruiting a parent from a collaborative so that we are represented at this event. Fran Rosenberg mentioned that a parent from her collaborative attended a few years ago. Liz McGonagle indicated she had a parent she thought might be interested. Joanne asked that others inquired and report back to her about interest in this.

Children's League. Joanne met with Tammy Mello Executive Director of the Children's League to see how MOEC and collaboratives intersect with their work. Tammy is the Executive Director for two years and has made some changes to how the meetings are run. She continues to encourage MOEC participation at the League and specifically on at least two coalitions, Transition Age Youth and the Family Preservation Coalition. Joanne will be attending a Transition Age Youth Coalition meeting on Friday, December 13th to observe and determine a recommendation for the Board to consider the match to our work. The Board discussed whether we want to recruit someone to serve as our representative on the Children's League in general and on the Family Preservation Coalition. Fran Rosenberg weighed in on her experience as the Children's League representative; she learned things that were personally interesting, but she couldn't make the connection to how relevant it was for MOEC to be in attendance. Joanne shared that the Family Preservation Coalition seems to be most tied to the work that collaboratives are doing. Joanne suggested that we put this out to the broader membership to see if there is any interest in someone serving as a representative.

Municipal Medicaid Reimbursement. Joanne has asked for volunteers who feel comfortable sharing how they have addressed processes and procedures for this purpose. Cathy Lawson wants to ensure there is a disclaimer during this session that these groups presenting may NOT be doing things the best/correct way. Action item:: Joanne will reach out to Nina Marchese at DESE for additional information. Joanne will also reach out to Sara Spataford. We are tentatively scheduling a session in January:

Three groups have agreed to shared their processes:: Chris Scott has put together processes and procedures; Linda Cullen (Southcoast) is using a web-based system for documenting services OT/PT/Speech services and will be able to track Medicaid reimbursement via this system; OT Association/PT Association/Massachusetts group put together a document for how Medicaid reimbursement should be presented.

AESA Regional Meeting

Joanne [enclosed a flyer](#) for a regional AESA meeting that will be held among multiple states. This is a similar type session to the one that we hosted in Cranwell Resort two years ago for executive directors where commissioners, legislatures, and panel presentations occurred. Connecticut, New York, and Vermont were invited to attend, even though they do not have state-wide organizations at this time.

There was discussion to consider hosting an event like this in the Fall of 2020.

MOEC Protocol for Responding to Legislative and other Regulatory Matters:

Catherine Cooper shared that there were two recent incidents that came up which MOEC needed a quick response where there wasn't time to convene as a board. The Legislative Committee discussed this on November 4th and we need to decide as a group how MOEC should respond. The [draft protocol](#) is available for your convenience. Collaboratives are always free to respond as they see fit, but MOEC needs to respond as an organization.

Matt Irish (our Legislative Liaison) has been asked to bring *all* bills to our attention on a quarterly basis so the Board can discuss our position, regardless of our prior position on issues. The Legislative Committee will discuss the bills and make a determination if MOEC will need to respond based on the status of the bill. If there is something we may need to respond to/testify about, the issue will be brought to the Board for discussion.

In situations where we receive a last minute request, Joanne will send out to the general membership and if anyone disagrees, we stay silent on the issue. Steve Donovan feels that our opinion should be majority or two-thirds vote on an issue. If the majority wants it to move forward, that should be taken into consideration. The level of harm should also be taken into consideration. Fran Rosenberg suggested if there is a single member that disagrees, and what is the reason for disagreement, that we should move forward. Theresa Craig suggested that perhaps if we move forward we address that, too. "90% of MOEC membership agrees with this." Rather than a "vote" should we ask for a statement of opinion instead? Liz McGonagle wonders WHO has the final say - when do these situations come to the Board? In situations where it is NOT unanimous, should it come to the Board? Should the Legislative Committee be given the authority to make the final decision? Should each collaborative have a member on the Legislative Committee? It feels too heavy for the Legislative Committee to say "there are dissenting opinions but we're moving forward anyway". Steve Donovan: Legislative Committee with polling, then Legislative Committee presents to Board for final decision. Fran Rosenberg: Legislative Committee recommends to the Board and the Board gives the opinion because the Board is elected and the Legislative Committee is volunteer based.

What needs to be determined: Is this a unanimous or majority; is it a vote *or* a poll of opinions? IF it is unanimous, it goes out for a vote. IF it is not, it goes from Legislative Committee to the Board for a vote. Is the Board majority or unanimous?

Action item: Joanne and Catherine to clean up language and send updated version to Board. If everything is agreed upon, it will then be reviewed by full membership at the January meeting for potential approval.

Update on the Collaborative Law Steering Committee (FOLDER 2)

The Steering Committee met on October 17th and developed an [RFP](#) for a consultant to facilitate discussions related to the implementation of components of the collaborative law. Interested parties were requested to reply with a proposal by November 8, 2019. The proposals can be viewed [here](#).

Three proposals were made and details can be found in the meeting folder:

Creative Coaching, Lori Likis, Ed.D. in the amount of \$11,000

Lynne Mooney Teta, Ed.D. in the amount of \$2,800

Profound Knowledge Resources, Dr. Susan Leddick in the amount of \$14,000.

The steering committee made a recommendation for Creative Coaching, Lori Likis be awarded the contract based on the proposal found in the folder.

“A motion that Lori Likis of Creative Coaching be awarded a contract to facilitate two sessions of the MOEC Membership as outlined in the RFP and in the consultant's proposal with an hourly rate of \$125 with total hours to be negotiated. Motioned by Steve Donovan, second by Liz McGonagle.” Unanimous approval.

MOEC website

Emily and Joanne have begun to work on an update to the website. They have removed outdated information that was there, provided some up-to-date information, and tried to make it more helpful to users. They walked the group through some of the changes made to date and then had a brief discussion of where to go next.

For example, the following were revised:

1. Home Page
 - Added a photo of the members with Commissioner Riley
 - Added a search feature to the right sidebar.
 - Added a "follow on Twitter" button to the right sidebar.
 - Edited "Upcoming Events" list to display a maximum of ten events before splitting into a second page.
 - Added Job Alike Meetings to the “Upcoming Events”
 - Plan to: Update photos in the header and explore adding a drop down menu.
2. Board of Directors Page
 - Moved minutes to the Board page so they can be found more easily

- Plan to: Add Committees and Committee Members to a new page. We would like to include headshots of Board members on the Board page. Will you please send one to us for this purpose? We also would suggest that we add a [brief bio \[Document 2\]](#) for each board member to the website. We should consider whether you would like this added to the website.
- 3. Collaboratives Page
 - Added a descriptive paragraph from the 2018 Annual report
 - Added the MOEC map to the Collaboratives page
- 4. Professional Development Page
 - Added the work that MOEC is doing for Professional Development, including a descriptive paragraphs about each
 - Added the DESE Regional Meetings
 - Added the MOEC Job Alike Groups
 - Created a new page for Collaborative Professional Development and edited all of the link displays there as well as corrected outdated links.
- 5. Resources Page
 - Renamed from Publications to give an accurate depiction of contents
 - Organized by MOEC, DESE, and Laws and Regulations
 - Removed older, outdated newsletters
 - The MOEC section was cleaned up and made more user friendly
 - Would the Board like us to remove the Strategic Plan from the website? The current published plan is dated. Should we replace it with the [Strategic Goals](#)?
 - To the DESE section, we added October 2019 Newsletter, Summer 2019 Newsletter, and the September 2018 Newsletter. Due to the move from the Office of Regional Governance to the Center for Educational Options, DESE isn't sure if these updates will continue.
 - The Laws and Regulations Section includes the new Collaborative Law, MGL Chapter 40 section 4E
 - Created a new page for Report Archives; moved Donahue Institute report there and 1988 DESE Policy; apparently there is no new one with which to replace it.

At this point, we'd like to explore the conversation of updating the MOEC website. The board will need to determine whether we want to continue to improve the current website as it stands or develop a new website. The current site has not been updated in more than 6 years and lacks the dynamic user experience visitors have come to expect. The technology the site was built on is outdated and we are limited in the changes we can make ourselves. About 25% of our website traffic is coming from mobile users - the site as built, is not mobile responsive which results in a frustrating experience of the user. It was also brought to our attention that the site did not meet accessibility standards, we have since made revisions so that we meet the basic level of accessibility.

To help us plan going forward, we'd like you to think about the following questions:

- What do you use the website for?
- What is the focus?
- Who is the audience?
- What do we need the site to do for the audience?
- What websites do you like? And, what do you like about those sites?

We have only \$600 budgeted for the website upkeep so we will need to identify other funds if we wish to go forward.

Action Item:: Send a google survey asking the questions above to the Board.

Reports: (FOLDER 3)

- Executive Directors were reminded to complete the Salary Survey.
- **Treasurer's Report**
Chris Scott was not present to provide the Treasurer's report for the Board; Joanne briefly discussed the need to make a journal entry to move \$22,500 from FY20 to FY19.
“Move to accept Treasurer’s report with the caveat that a journal entry be made to move \$22,500 from FY20 to FY19. Motioned by Liz McGonagle to accept, second by Catherine Cooper.”
- **Regional Representative Reports**
We heard reports from our regional representatives who have met with their region since our September meeting.
 - The Arts Ambassador program may be held at SMEC. Catherine Cooper will confirm. Steve Donovan and Theresa Craig also responded. Central Mass may also be involved in the Arts Ambassador program.
 - Steve Donovan - met regarding SCRO and how they could collaborate around issues this may lay the groundwork for future MOUs. Steve proposed a three region model (Southeast, Northeast, and West) for consideration when we begin this discussion.
- **Professional Development Committee**
 - The first Learning Tour was successful and exciting. Thank you to Fran Rosenberg for volunteering to host.
 - The next Learning Tour will be March 24 at TEC.
 - The new Mentoring Program will be spearheaded by Dympna Thomas.
 - Medicaid Panel Discussion
- **Legislative Committee**
 - The Legislative Committee met on November 4th.
 - Catherine Cooper, Bill Diehl, Matt Irish, and Joanne met with the House Speaker’s Office about our ethics bill on November 14th. A copy of the changes to the bill will be sent to a representative of Speaker DeLeo’s staff.
- **DESE Report**

- Ruth Hersch and Paulajo Gaines will be having a meeting in January with people who work with collaboratives in various capacities.
- Collaborative Law - DESE appreciates being part of the Steering Committee. In light of the recent law changes, Ruth and Paulajo received the go ahead from Jeff Wolfson to discuss the issues that need to be addressed with how we define the regional liaison, clarify language for flexibility, and make targeted changes to the regulatory revisions.
 - The goal now is to have conversations with MOEC, MASS, the unions, MASC, and other stakeholders and let them know the types of things that need to be revised. The law is about how the partnership exists between DESE and MOEC. The Board will get a memo about the proposed changes, then the proposal is sent out for public comment by individuals.
- Paulajo and Ruth have been attending the audit meetings.
- Education Collaboratives on the DESE site.
- DLAC (Digital Learning Advisory Commission) - Angela Burke (CES) is a co-chair

Plans for January 13th General Membership Meeting

Thus far, considerations for the January meeting include:

- We will spend 2 hours with the consultant working on the response to the new law.
- We could spend the additional 2 hours on one of the following:
 - Joan Wade - AESA (Action item:: Joanne will invite Joan to May meeting)
 - Workforce Investment Board (Action item:: Ask collaboratives to come prepared to speak about their work with WIB/Transitioning Students speak first, then have WIB speak?)
 - Cliff Chuang
 - Tammy Mello - Children's League
 - Update from MOEC committees to keep them informed of your work on their behalf.
 - School safety measures that collaboratives have taken and what, if any, training might be helpful to support their programs going forward.
 - Mass School Mental Health Consortium
 - Adaptive Leadership Protocol
 - MOEC Protocol for Responding to Legislative and other Regulatory Matters