



Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
March 28, 2018

While waiting to establish a quorum, Board members present asked Mr. Hilton to begin a review of non-voting items on the agenda.

Mr. Hilton began with items listed under “**Old Business**” as follows:

a. Boston Ivy Lease

Mr. Hilton reviewed the the sub-tenant lease of space at the Wing School by Boston Ivy Global which had been authorized by the Board in the fall of 2017. (A copy of the draft lease was provided to Board members in their packets.)

b. Transportation

• Invoicing

Ms. Lipkind updated the Board regarding the status for FY18 invoicing to districts. She noted February invoicing was close to completion, and spoke about continual work being done to refine the system. Mr. Hilton observed invoicing for special education transportation is a challenge. Formulas have been developed which work well for most situations, but do require review. Mr. Hilton mentioned that the business office is currently working with Bourne regarding one student for whom the formula worked less well.

Ms. Lindahl asked if Dennis-Yarmouth would be requiring the Collaborative’s transportation services. Mr. Hilton indicated that the district received an acceptable bid from Five Star busing.

Mr. McGee asked how the Collaborative gets involved in the provision of district transportation services. Mr. Hilton observed the Collaborative acts as agent for the school district, providing services requested by the district. This can include work on pricing, evaluation of bids, or a proposal for services. The Collaborative does not submit bids without a specific request from the district.

II. Call to Order

The March 28, 2018 meeting of the Cape Cod Collaborative Board of Directors was called to order at by Ms. Larsen, Co-Chair, at 5:10 PM. In attendance were:

Brewster	Jessica Larsen, Co-Chair
Sandwich	Beth Cummings, Co-Chair (in at 5:10 PM)
Cape Cod RTS	Scott McGee
Dennis-Yarmouth	Phillip Morris (in at 5:07 PM)
Eastham	Judy Lindahl
Falmouth	John Furnari (in at 5:06 PM)
Mashpee	Nicole Bartlett
Wellfleet	Jill Putnam

III. Minutes

a. February 14, 2018

VOTE

Ms. Lindahl made a motion that the Board vote to approve the minutes of the February 14, 2018 meeting. The motion was seconded by Mr. McGee.

SO VOTED – UNANIMOUS

IV. Old Business

a. Memorandum of Agreement with Simmons College

Mr. Hilton discussed the status of a proposed contract with Simmons College for hosting four (4) courses for educators in the region in coordination with Simmons College, at a reduced rate. Collaborative's counsel has recommended, due to the cost, that the Collaborative should solicit RFPs for this service.

b. Executive Director Evaluation

Discussion / VOTE

The Board elected to defer the completion of the Executive Director's Evaluation until this meeting. Materials associated with the evaluation had been sent to each of the Board members.

A compilation of evaluations received from Board Members was provided to Board members in attendance and a discussion occurred regarding the evaluation of the Executive Director for the 2016-2017 school/fiscal year. It was noted that some comments made on the evaluations referenced events which occurred in the 2017-2018 fiscal year, not the 2016-2017 fiscal year.

Ms. Bartlett asked where it would be appropriate for Board members to assess Mr. Hilton's work across multiple school districts. Ms. Larsen suggested this could fall under "community relations." Ms. Cummings indicated that she had more comments she wanted to include in the evaluation, but was unsure where to make them. Ms. Putnam noted past reviews occurred through Board discussion rather than a bullet-by-bullet review of the evaluation results.

Mr. Hilton noted the value of the feedback received through the valuation process. Ms. Lindahl indicated she had not completed an evaluation, as she had worked with Paul over the past two years regarding Nauset transportation. She commented her review would have, "sunshine and rainbows" because of her experience. Ms. Lindahl said the signing of the agreement with Nauset should be

evidence enough, but that she would willingly complete an evaluation if fellow Board members felt it was appropriate. Mr. Furnari strongly suggested Ms. Lindahl should complete an evaluation, noting it is “part of the charge here.” Ms. Cummings remarked when the last evaluation was done, she was involved with Mr. Hilton in negotiations for the lease of the Wing School. She agreed with Mr. Furnari; Ms. Lindahl should complete an evaluation based on her experiences. Ms. Cummings pointed out these experiences have given Ms. Lindahl a “bird’s eye view” of how Mr. Hilton gets work done. Mr. Hilton noted the Collaborative means different things to different districts. He indicated that he and Dr. Bogden were surveying districts to get a better sense of each district’s expectations. Mr. Hilton indicated he expects there will be an increasing response from districts for the provision of transportation-related services, and discussed the need for continual conversations with districts. Ms. Bartlett and Ms. Putnam both agreed that Ms. Lindahl should complete an evaluation. Ms. Putnam added that Ms. Lindahl’s experience has given her another “lens” and that the evaluation is intentionally open-ended to allow for comments.

Ms. Putnam asked the Board to consider the purpose of the evaluation. It is important that the Board provide meaningful feedback. She described Paul as being detail-oriented, and adaptable to changing district needs. He is reflective, and sets his own goals. This evaluation can be a useful tool to him.

Mr. Morris commented there is no set of instructions on how to do this evaluation. He noted he had worked with Mr. Hilton outside of Board meetings. Mr. Morris expressed his opinion that an evaluation is also a tool for determining if a person is worth keeping and advancing. For himself, he said he has been impressed with Mr. Hilton’s work.

Ms. Lindahl asked if the Board could have directions to assist this process. Ms. Larsen expressed concern the process is so delayed, making it more difficult to complete the review with comments pertaining to the correct year. Ms. Cummings observed the Evaluation Subcommittee had recommended a change to the evaluation process, seeking to complete the evaluation prior to election cycles which could impact the make-up of the Board.

Mr. Morris suggested an evidence-based evaluation portfolio could help remind the Board of accomplishments. Mr. Hilton referred to the 48-page summary which had been provided to all Board members. Ms. Bartlett noted she found it difficult to read, and suggested a more streamlined approach would be helpful. Ms. Cummings returned to the compilation of the evaluation results and asked Mr. Hilton if he is able to get what he needs from this evaluation.

Mr. Hilton mentioned the need for strategic planning, held in conjunction with superintendents, to find out what the Collaborative can be doing to help districts move forward. He expressed the need for Board members to help bring Superintendents together. Superintendents need to collaborative, and the Board needs time to retreat and have discussions. Districts may need to commit to work differently as there is a projected four percent loss in student population expected over the next few years. School choice and regionalized transportation can be items for discussion.

Ms. Lindahl asked who gives the Collaborative's Board its charge. Ms. Larsen responded, "we do." Mr. McGee observed that some educational collaboratives have Boards made up of school superintendents. Mr. Hilton noted it is up to school committees to determine representation on the Board.

Mr. Hilton indicated the Board is charged with ascertaining and determining methods of providing programs and services which strengthen school districts. He noted this requires commitment from the districts to work cooperatively.

Mr. Morris observed that even within regional school districts working cooperatively can be difficult. He fully supported Mr. Hilton's statement regarding the need for regional cooperation on issues such as declining school enrollment.

Mr. Furnari said it involves vision. His interpretation based on his experience on other Boards, has been that the Executive Director guides the Board and the Board guides the Executive Director. He wondered if there was a way to set up "succession planning" for Collaborative Board members or a way to be sure information on the Collaborative is passed to the next school committee member asked to serve on the Board. Ms. Lindahl indicated she takes the meeting minutes of Collaborative Board meetings to school committee meetings. She often gets good questions from other school committee members regarding the Collaborative. Mr. Morris indicated he distributes copies of the Board meeting minutes as well.

Returning to the evaluation process, Ms. Lindahl asked again if the process was meaningful to Mr. Hilton. If the process provide feedback of assistance, the Board should consider how to change the process. Mr. Hilton observed that getting feedback from each district is helpful. It reinforces what the Board had been discussing earlier, the need to engage based on the need to adapt to regional changes. Mr. Hilton remarked that honest discussion on what is happening can help drive regional planning and help districts get in front of changes. Do districts want to respond as nineteen separate entities or as a united region? The Collaborative will continue to provide support.

Ms. Lindahl made a motion that the Board vote to accept the evaluation of the Executive Director as discussed in this meeting. Mr. Furnari seconded the motion.

SO VOTED – UNANIMOUS

Ms. Lindahl made a motion that the Board vote to move the evaluation process for 2017-2018 to start in June of 2018 with a vote no later than October 2018. Mr. Furnari seconded.

Mr. McGee spoke in favor of setting dates, but questioned what the correct dates for this process should be. Mr. Furnari stated he was fully behind the start date, but voiced concerns about the October vote.

Ms. Lindahl amended her motion to read with a vote no later than November 2018.

Mr. Hilton observed that the evaluation would have to be more qualitative, based on feedback, as the Collaborative will not have completed the fiscal year by June. No end of year data will be available for the Board to review.

Mr. Furnari asked when Mr. Hilton conducts staff evaluations. Mr. Hilton responded that evaluations occurred at different times, some as early as December or as late as June. Mr. Furnari asked if the evaluation process could be moved to a calendar year schedule, citing how powerful it can be to evaluate others and to be evaluated. Ms. Lindahl stressed the evaluation should be completed before towns go to the polls. Ms. Bartlett expressed concerns about evaluating prior to the end of the evaluation period.

Ms. Larsen reminded the Board of the amended motion on the table. Mr. McGee seconded the motion as amended.

SO VOTED – UNANIMOUS

Mr. Furnari made a motion that the Board conduct a “bridge” evaluation for the period from June 1, 2018 to December 31, 2018, and that the Executive Director evaluation will be conducted on a calendar-year cycle beginning in 2019. Ms. Lindahl seconded the motion.

Ms. Bartlett asked about the evaluation’s impact on salary. Mr. Hilton indicated that it presents an opportunity to discuss an increase. Ms. Cummings reminded the Board that Mr. Hilton’s current contract is up in 2019. Ms. Bartlett noted this increased the importance of conducting the evaluation on time and on schedule, tied to the academic schedule. Ms. Lindahl expressed her opinion that the motion to change the evaluation process has two positives – Mr. Hilton’s ability to be evaluated as he evaluates others, and the opportunity for the Board to provide direction and course-correction in January, if required. Ms. Bartlett felt the second argument was more compelling.

Ms. Putnam voiced her opinion regarding the need to have an efficient meeting process. She indicated the timing of the evaluation is less important than the value Mr. Hilton get from the process. Ms. Lindahl felt the process could be improved and streamlined, so other matters can be discussed.

Ms. Larsen called for a vote on the motion.

Yes: 5 (Furnari, Putnam, Morris, Lindahl, McGee)
No: 1 (Bartlett)
Abstain: 2 (Cummings, Larsen)

THE MOTION PASSED

V. New Business

a. Warrants

- #31
- #32
- #33
- #34

VOTES

VOTE
VOTE
VOTE
VOTE

Ms. Cummings made a motion that the Board vote to approve Warrants #31, #32, #33 and #34 as a slate. Mr. Morris seconded the motion.

SO VOTED – UNANIMOUS

Ms. Cummings made a motion that the Board vote to approve the slate of Warrants. This was seconded by Ms. Bartlett.

SO VOTED – UNANIMOUS

Ms. Cummings told the Board that she is not running for re-election to the Sandwich School Committee. She reminded the Board that she currently authorizes the Payroll Warrant and the Warrants on a weekly basis. She suggested that an item be added to the April agenda, voting another Board member to take on this responsibility. (The election will be held May 9th.)

b. Auto-Debit Authorization

VOTE

- Ms. Lipkind asked the Board for authorization to sign the Auto-Debit Authorization for the following TD Equipment Finance Leases:

- #40103171
- #40106172
- #40130519
- #40130518
- #40138896

This authorization will allow TD Equipment Finance to debit the Collaborative's account for monthly lease payment fees.

Mr. Furnari made a motion the Board vote to authorize the signing of the authorization for auto-debit payments for these TD Equipment Financing leases. The motion was seconded by Ms. Lindahl.

SO VOTED – UNANIMOUS

c. FY18 Spending Plan

- Updates

Discussion

Mr. Hilton noted that current revenue projections are expected to be sufficient to support anticipated expenses for the fiscal year. Mr. Hilton provided a brief review of the FY18 Spending Plan and modifications which may be necessary to the Statutory Budget.

- Personnel

- Additions

VOTE

- Nichole Alexander ASLP Residential Advisor
- Carole Cantwell 7D Driver / Monitor, Spare
- Gayle Starratt ASLP Program Nurse
- Richard Ward Lot Mechanic

- Reductions

- Angela Bergonzi ASLP Consultant Teacher
- Thomas Gainey Admin Assistant, Transportation
- Trina Underwood Monitor, Spare

○ Status Change

VOTE

- Michael Kellett Spare Monitor to Monitor

Ms. Cummings made a motion that the Board vote to approve personnel additions, reductions and the status change listed on the agenda as a slate. The motion was seconded by Ms. Lindahl.

SO VOTED – UNANIMOUS

Ms. Cummings made a motion that the Board vote to approve the slate of personnel changes. This was seconded by Ms. Lindahl.

SO VOTED – UNANIMOUS

d. FY19 Spending Plan & Statutory Budget Development

- Mr. Hilton noted the meeting of the Finance SubCommittee, which had been scheduled prior to the March 14, 2018 Board meeting, did not occur. The SubCommittee agenda included the development and refinement of the FY19 Spending Plan and Statutory Budget.

Mr. Hilton and Ms. Lipkind provided copies of the DRAFT FY19 Spending Plan and Statutory Budget to Board members. Mr. Hilton reviewed some items which will impact FY19, including the provision of transportation services to Nauset, the purchase of vehicles, and proposed salary changes. These documents reflect the restructuring of the school programs under a Director of Special Education and an Assistant Director.

Mr. Hilton noted the Collaborative Articles of Agreement require that the FY19 Spending Plan and Statutory Budget be approved at the June meeting of the Board.

Mr. Hilton noted the initial DRAFT of the Spending Plan/Budget will be reviewed by the Finance SubCommittee prior to the April meeting. As refinements occur, it will continue to be presented and reviewed at subsequent Board meetings. The Board has historically approved preliminary rates at their May meeting(s) with final approval of the Spending Plan/Budget at the June Board meeting.

- **Solicitation of Proposals for Equipment for FY19** **VOTE**

Ms. Lipkind noted the Collaborative's need to replace aging equipment in the Collaborative fleet of vehicles to effectively meeting the needs of member districts in FY19. Mr. Hilton recommended the Board vote to authorize Ms. Lipkind, as Chief Procurement Officer, to solicit proposals and/or negotiate through the NJPA for the following vehicles:

- Four (4) "Full-Seat" Special Education Buses with built-in car seats
- Four (4) "Mid-Roof" 7D Vans

Mr. Morris made a motion that the Board vote to authorize Ms. Lipkind, as Chief Procurement Officer, to solicit proposals and/or

negotiate with the NJPA for the vehicles described. Ms. Putnam seconded the motion.

SO VOTED - UNANIMOUS

e. Programs/Services

- Waypoint Academy
 - Enrollment Update
 - Programming
 - Future Site Planning

Mr. Hilton discussed enrollment and programming at Waypoint Academy. He noted enrollment has continued to increase. Mr. Carroll and Dr. Woods have been visiting districts to review programmatic needs and enrollment for the 2018-2019 school year.

- STAR / Osterville
 - Enrollment
 - Programming

Dr. Woods discussed the status of enrollment and programming at the Osterville STAR Program. At the end of February, the STAR Program offered dental services for the first time. Eight students participated; positive feedback was received from families.

Dr. Woods indicated she has been splitting her time between Waypoint Academy and the STAR Program. Mr. Hilton observed the current feedback from the districts has been very positive.

- Transportation

Mr. Hilton discussed current issues and opportunities with Collaborative transportation.

- Equipment

Ms. Lipkind discussed the status of the procurement and financing for the equipment needed to service the Nauset Public Schools (28 full sized buses) and the Mashpee Public Schools (replace four buses).

- Consultation

- Mr. Hilton discussed recent and ongoing consultation with districts regarding their current and future transportation services:

- i. Bourne Public Schools
- ii. Monomoy Regional Schools
- iii. Dennis-Yarmouth Regional Schools

- Therapies

Mr. Hilton provided an update regarding the provision of services within Collaborative programs and to serve school districts. Mr. Hilton discussed the reduction in services associated with Speech therapy services being provided to Pilgrim Area Collaborative.

Mr. Hilton discussed the ongoing review of future needs for districts as they re-evaluate their needs for FY19. Districts have been submitting their “commitments” for therapists for FY19.

- **Special Projects**

Dr. Bogden and Mr. Hilton will discuss the current initiatives and answer questions associated with the project summaries.

- **Executive Search**

Dr. Bogden and Dr. Patricia Grenier supported the Falmouth School Committee in their search for a superintendent. Over twenty-five completed application packets were received. The Falmouth School Committee has appointed a new superintendent. Mr. Furnari commented that this process went well.

- **Professional Development / Grants**

Dr. Bogden provided an update regarding the development of the All-Cape In-Service for October 2018. Mr. Hilton noted four districts have elected to do in-district professional development and will not be participating in the All-Cape this fall.

- **ASLP**

Mr. Hilton provided an update regarding the status of planning for Summer 2018. Applications have been received and confirmation letters have been sent. It is expected that the program will be fully enrolled for the summer (205 students). The program will be starting after July 4th this year to avoid the interruption caused by a mid-week holiday.

- **Multi-Tiered Systems of Support Grant**

Mr. Hilton provided a brief update regarding activities that are occurring with the districts throughout the region.

- **Career Vocational and Technical Education (CVTE) Partnership Grant**

Mr. Hilton discussed the awarding of a Partnership Implementation Grant (Fund Cod 406) to Upper Cape Cod Regional Technical School (OCCRTS) and the Cape Cod Collaborative. Programming has been held at Waypoint Academy. Along with Collaborative students, students from Monomoy and Falmouth have also participated.

f. Virtual High School

Mr. Hilton discussed the consortium for Virtual High School that has existed through the Cape Cod Collaborative since 2001.

g. International Student Exchange

Mr. Hilton and Dr. Bogden provided an update regarding the status of the development of a regional consortium of school districts to host international students. It is expected that a group of eighteen or nineteen school administrators from Cape Cod will be visiting the Daxing district of Beijing

during April vacation through Boston Ivy Global as a part of an ongoing exchange program with the districts.

VI. Executive Session (if necessary)

Mr. Hilton indicated that it would be necessary to enter into Executive Session to discuss negotiations with non-union personnel.

Ms. Lindahl made a motion that the board exit Open Session and enter into Executive Session. This was seconded by Mr. McGee. A roll call vote was taken”

Ms. Cummings – Yes, Mr. Furnari – Yes, Ms. Putnam – Yes, Ms. Bartlett – Yes, Ms. Larsen – Yes, Mr. Morris – Yes, Ms. Lindahl – Yes, Mr. McGee – Yes

The Board entered into Executive Session at 7:34 PM.

The Board exited Executive Session and returned to Open Session at 7:57 PM.

VII. Adjournment

Ms. Putnam and Mr. Furnari left the meeting at 7:58 PM. At this time, the quorum was lost.

The remaining Board members entered into a **Cracker Barrel** discussion regarding local district issues for informational purposes.