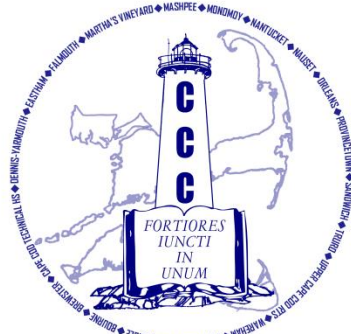


Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



Cape Cod Collaborative

Board of Directors
508.420.6950
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Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
October 9, 2013

I. Call to Order

The October 9, 2013 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:04 PM by Dr. Robert Tankard, Co-Chair. In attendance were:

| | |
|-----------------------|---|
| Martha's Vineyard | Dr. Robert Tankard, Co-Chair |
| Falmouth | Terri Medeiros, Co-Chair (in at 5:07 PM) |
| Cape Cod Technical HS | Dr. Joan Bentinck-Smith, Vice-Chair |
| Bourne | Heather DiPaolo |
| Brewster | Trish Hill |
| Dennis-Yarmouth | Phillip Morris |
| Eastham | Mary Louise Sette |
| Mashpee | Scott McGee |
| Monomoy | Stephen Davol (out at 6:20 PM) |
| Nauset | Christopher Galazzi (in at 5:20 PM) |
| Wareham | Geoff Swett (in at 5:07 PM) |
| Wellfleet | Jill Putnam |
| Truro | Brian Davis, Superintendent (Administrative Representative) |
| Treasurer | Judy FitzGerald |
| Secretary | Beth Deck |

Also in attendance were:

| | |
|------------------------------|-----------------------------|
| Executive Director | Paul Hilton |
| Business Manager | Jim Brown |
| Director of Special Projects | Dr. Joseph Gilbert |
| Waypoint Academy Director | Larry Carroll (out at 6:32) |
| STAR Program Director | Anita Woods (in at 5:40) |

II. Cracker Barrel Discussion

a. Local District Issues

Dr. Tankard invited Board members to share current concerns and challenges in the local educational arena. There were no concerns raised at this meeting.

b. Questions / Concerns

III. Minutes

a. September 11, 2013

VOTE

Dr. Bentinck-Smith made the motion that the Board vote to approve the minutes of the September 11, 2013 meeting. This motion was seconded by Ms. Sette.

YEA – 10 NEA – 0 ABSTAIN – 1 (Hill)

IV. Old Business

a. Transportation

- Invoicing

Mr. Brown updated the Board regarding the status for FY14 invoicing to districts. He reported that out-of-district transportation invoicing for September should be completed by Friday, October 11th. He noted that ongoing Mashpee, Nauset and Nantucket invoicing for September has been completed. Mr. Brown indicated that improvements to the invoicing system continue to enhance the accuracy of billing.

- Reconciliation

Mr. Brown shared the status of the reconciliation of costs and revenues projected for FY14. He noted that the fiscal projections associated with expenditures and revenues would be available for the November meeting as projection information is preliminary and very speculative just a few weeks into the school year.

b. Cape Cod Collaborative Articles of Agreement – Status of Changes

Mr. Hilton reminded the Board that the Massachusetts Legislature enacted changes to Massachusetts General Laws Chapter 40, Section 4e through legislation (S 2105) signed by the Governor on March 2012.

Mr. Hilton explained that a teleconference meeting between MA-DESE representatives and Collaborative representatives (Governance SubCommittee) Mr. Hilton, Dr. Tankard, Dr. Bentinck-Smith and Ms. DePaolo) occurred on June 7th from 11:00AM to discuss the “draft” Agreement.

Mr. Hilton indicated that the Collaborative did not meet the statutory timeline for approval of having an amended Agreement approved by the Board of Directors and each Member School Committee by June 30, 2013. He further noted that the Board of Directors cannot (statutorily) begin the approval process until the technical review of the Agreement is completed by MA-DESE.

Mr. Hilton indicated that the Board of Directors Governance Subcommittee convened immediately prior to the Board Meeting (@ 3:30PM) to discuss changes necessary for resubmission to the MA-DESE for further technical review. Ms. DiPaolo, Dr. Bentinck-Smith, Ms. Medeiros and Mr. Hilton were in attendance.

Ms. DiPaolo described the concerns voiced by the DESE pertaining to the constitution of the Collaborative's quorum, billing practices and the establishment and maintenance of an OPEB Trust. (It was noted that concerns regarding the OPEB Trust have been resolved.). Ms. DiPaolo observed that the DESE would prefer that a quorum be a "simple majority" of Board Members. The initial submission regarding establishment of a quorum proposed that Board Members could be suspended and lose the right to vote for failure to attend 2 consecutive meetings. The proposed "articles" indicated that, should a Member miss 2 consecutive meetings, the School Committee would be notified and that that Board Member's vote could be suspended. The "articles" further proposed that the suspended Member (District) could attend a subsequent meeting and request to be reinstated. Ms. DiPaolo expressed her concern that some Members (Boards/Districts) could choose only to come to meetings where issues concerning their district were involved.

Mr. Hilton observed that there have been meetings in the Collaborative's Board history where 6 or 7 members were in attendance. Under the (previously) existing Articles, this attendance could constitute a quorum. Mr. Hilton noted that he has contacted the Attorney General's office regarding the issue of maintaining a quorum of less than a simple majority. Mr. Hilton further noted that "remote participation" in meetings is not allowed unless a quorum is physically present at the meeting. He observed that if members are suspended for non-attendance, reducing the number of members eligible to vote, the number of members required to be present to constitute a quorum could be reduced. He further explained that suspended Members (Districts/ Members) would require Board approval for reinstatement; the re-instatement of the voting rights would not be automatic.

Dr. Tankard noted that there are often legitimate conflicts which impact meeting attendance. He indicated that seeking to punish Members for failure to attend a meeting may not be the correct approach. Dr. Tankard suggested that the Board could stipulate that Board Members who fail to attend a meeting enforce any votes of the Board which were taken in their absence.

Ms. Putnam expressed concerns that, due to her schedule, she has in the past missed two meetings in a row. She would hate to lose her position on the Board because of this issue.

Dr. Tankard expressed his hope that the Board can move forward with the revised Articles of Agreement, seeking a balance which is acceptable to Collaborative, Member Districts and the DESE.

Mr. Morris spoke about the value of attendance and the importance of communicating back to district.

Dr. Tankard reminded the Board that the Collaborative was formed to accomplish together what districts could not handle individually.

Ms. DiPaolo referred the Board to the revised Articles of Agreement, noting that the DESE sought examples of specific language. This language has been added to the Articles; they will be resubmitted to the DESE for review and approval.

Conversation ensued regarding the great difficulty with the process that follows language approval– obtaining the approval and signatures of all member districts.

All agreed that the he Board review of the Articles of Agreement and the Member School Committee approval of the Cape Cod Collaborative Articles of Agreement is an item that will need attention at Board Meetings throughout the fall.

c. Executive Director Evaluation

The Board reviewed (and voted) regarding the Executive Director’s evaluation at the September 11, 2013 Board Meeting.

Mr. Hilton explained that it continues to be necessary to convene an Evaluation SubCommittee to discuss preparation for the evaluation of the Executive Director for FY14 (format as well as Goals / Objectives). It was determined that members of the Evaluation SubCommittee will be contacted via email to schedule a meeting.

V. New Business

a. Warrants

VOTES

- **#11**

VOTE

Dr. Bentinck-Smith made a motion that the Board vote to approve Warrant #11. This motion was seconded by Mr. Morris.

SO VOTED - UNANIMOUS

- **#12**

VOTE

Dr. Bentinck-Smith made a motion that the Board vote to approve Warrant #12. This motion was seconded by Ms. Putnam.

SO VOTED - UNANIMOUS

- **#13**

VOTE

Dr. Bentinck-Smith made the motion that the Board vote to approve Warrant #13. This motion was seconded by Ms. Putnam.

SO VOTED - UNANIMOUS

- **#14**

VOTE

Ms. Putnam made the motion that the Board vote to approve Warrant #14. This motion was seconded by Dr. Bentinck-Smith.

SO VOTED - UNANIMOUS

b. Procurement – “P-Card”: Purchasing Card

VOTE

Mr. Brown and Mr. Hilton discussed a proposal to utilize a purchasing card (P-Card) to facilitate improvements and efficiencies in the procurement process. The P-Card program was developed through ASBO (Association of School Business Officials) and approved for use by the Commonwealth of Massachusetts last year. Information associated with this proposal, implemented in many other municipal entities, was distributed in paper copy the meeting, as was a sample contract.

Mr. Hilton observed that the Collaborative spends more on processing some purchases than making those purchases.

Mr. Brown reviewed the current purchasing process. He explained that, behind even the smallest purchase, there is a multi-person process and a “mountain of paper”. Mr. Brown explained that the P-Card program was created by ASBO (Association of School Business Officials) to decrease processing costs associated with procurement. Mr. Brown noted that Massachusetts districts were invited to participate in this program last year; the program is available through MASBO (Massachusetts Association of School Business Officials). Mr. Brown recommended the Collaborative explore P-Card implementation to gain efficiency in operations. He explained the process by which funding can be directed to a specific card (held by a staff member) to be used for a specific purchase. He explained that this process enables the business manager to control and manage how money is spent.

The appropriate “checks and balances” to processes and procedures were discussed. Ms. Hill asked about costs and fees for using the system.

Mr. Brown indicated that there were no costs, provided there are not any “late payments” to the provider of the card service.

Dr. Bentinck-Smith asked about the “ghost” card option. Was this is a card that anyone can use?

Mr. McGee asked if cards would be issued to specific employees rather than issuing “ghost” cards. He asked about savings. Would the savings be in time and money?

Mr. Brown responded that he is seeking efficiency.

Mr. McGee asked about contract terms and whether there was a penalty for termination.

Mr. Brown indicated that he would research all questions and provide answers if the program is considered further.

Ms. Hill, observing that many companies don’t accept purchase orders, felt that cost savings could be realized by having a wider number of vendors to choose from.

Mr. Morris noted that the controlled funding of the cards would allow for the business office to track all expenses, even small amounts. This should lower the threshold for potential fraud.

Ms. DiPaolo referred to page 8 of the information packet regarding the average costs of manually processing a purchase order. She questioned who would have the authorization to fund an increase on a card and what checks and balances would be in place.

Mr. Brown responded that as purchasing officer, he is ultimately responsible for all purchase orders.

Mr. Hilton suggested that any fraudulent use of these cards would warrant personnel action, up to and including dismissal. The Collaborative will seek feedback from the Board regarding specific implementation processes of P-Card use if the initiative is supported.

Dr. Tankard liked the ability to fund cards for the exact amount of purchase. This should allow for close monitoring and restrict spending.

Ms. Hill pointed out that under the purchase order process the bill is not paid until the item is received. Using these cards, the Collaborative could pay for an item prior to the receipt of that item. Would this create any issues with the state?

Mr. Brown indicated that P-Card use has state received state approval.

Mr. McGee made the motion that the Executive Director be authorized to enter into an Agreement with the Bank of Montreal to secure P-Cards for each authorized employee of the Collaborative under such terms and conditions as approved by the Board. This motion was seconded by Dr. Bentinck-Smith.

SO VOTED - UNANIMOUS

c. FY14 Spending Plan

- Updates
- Personnel

- Additions

VOTE

- Joseph Avitabile, 7D Driver
- Peter Bayard, Monitor, Nantucket
- Rene Elderkin, Paraprofessional, Waypoint
- Heather Kotchian-Borden, Dispatcher
- Kathleen McGrady, Cafeteria, STAR
- Kathleen Murray, Monitor
- Naomi Norcross, Monitor
- Walter Pierce, 7D Driver
- Estefania Von Hausen, Paraprofessional, Waypoint

Mr. Hilton noted that these positions were included in the spending plan for FY14.

Mr. Morris made the motion that the Board vote to approve the additions shown on the agenda. This motion was seconded by Dr. Bentinck-Smith.

SO VOTED – UNANIMOUS

At this point, Mr. Hilton directed the Board's attention to the Additional Items, which pertain to personnel.

○ Reductions

VOTE

• Resignations

Sarah Carvalho, STAR Paraprofessional

Ms. Carvalho has accepted a position as a family service provider.

Ms. DiPaolo made the motion that the Board vote to accept Ms.

Carvalho's resignation. This motion was seconded by Dr.

Bentinck-Smith.

SO VOTED - UNANIMOUS

○ Hourly Wage Increase

VOTE

Frank Dellamano, Waypoint Academy

In recognition of Mr. Dellamano's reliability and dedication to maintaining the facilities and grounds of the Waypoint Academy, Mr. Carroll asked the Board to approve an increase in Mr. Dellamano's hourly rate to \$15.00 per hour.

Mr. Hilton observed that Mr. Dellamano has been employed by the Collaborative for one year. He was promised consideration for an adjustment after 6 months, but action did not occur at that time.

Ms. Medeiros made the motion that the Board vote to increase Mr. Dellamano's hourly rate to \$15 per hour. Ms. Putnam seconded the motion.

SO VOTED - UNANIMOUS

○ Workers' Compensation Issues

Mr. Strawn, the primary Facilities and Food Service employee has been on leave following surgery to address an injury sustained on the job. Mr. Strawn continues to work towards a quick recovery and is anxious to return. Mr. Hilton noted that Mr. Strawn has volunteered his time supervising his replacements to be sure "his" building is being appropriately cared for during his absence.

• Additional Service Commitments

Mr. Hilton provided the following brief update regarding therapy services.

○ Therapies

• Dennis- Yarmouth – Occupational Therapy (leave replacement) 2 days per week

• In discussion – Martha's Vineyard Charter School, Physical Therapy, 1 day per week

○ Other

• BCBA Consultation – Cape Cod Tech

d. FY13 Close-Out

The Mr. Hilton and Mr. Brown discussed the status of the financial “close-out” of FY13. Mr. Brown indicated that the audit work has been done and no additional adjustments will be required. Mr. Brown observed that the Collaborative will end FY13 with a positive variance. Mr. Brown apologized for not having a financial report as of yet. He explained that he and his staff have been working with ADP to upload files directly to AccuFund. He noted that the first successful upload occurred today. He projected that he will have a report sometime next week.

- **Therapy Billing**

Mr. Hilton explained that there were some issues associated with the invoicing for FY13 Therapy services which created some inaccuracy in the projection(s) for FY13. Mr. Brown noted that the issue involved duplicate billing early in the year; the error was not discovered until close to the year’s end. The error provided false data in revenues – the late discovery date prevented the Collaborative from being able to correct and adjust. This year, every member district has a contract and the billing schedule is monitored with increased counter-checks.

- **Mr. Hilton also noted that there are issues associated with student assignment and responsibility (financial and programmatic) for students receiving services through the Collaborative).**

Mr. Hilton discussed steps that are being taken to assist districts in clarifying responsibility and steps that are being taken to ensure that there is not a liability created for the Collaborative if/when there is disagreement.

e. Other Post-Employment Benefit (OPEB) Trust Fund Deposit VOTE

Mr. Brown and Mr. Hilton reviewed the process that had been recommended by the Board and Finance SubCommittee regarding the timing and accrual of funds for deposit into the OPEB Trust. Mr. Hilton noted that the first cycle audit has been completed, the deposit was recommended, and the six month waiting period has lapsed. He recommended that the Board vote to approve the deposit of \$180,000 to the OPEB Trust Fund.

Ms. DiPaolo asked if this will be the initial deposit to the fund, and what deposits might be going forward. Can monies be taken out by the Collaborative once they are on deposit?

Mr. Hilton responded that this will be the initial deposit. It is expected that future deposits to the fund will be handled in the same manner through an 18-month process. Funds could only be removed to fund health benefits for retirees, through approval of the Fund’s Trustees.

Mr. Swett made the motion that the Board vote to deposit \$180,000 into the Cape Cod Collaborative Other Post-Employment Benefits Trust Account, to be managed by the Funds Board of Trustees. This motion was seconded by Dr. Bentinck-Smith.

SO VOTED - UNANIMOUS

Mr. Brown suggested that Trustees of the Cape Cod Collaborative OPEB Trust, comprised of members of the Cape Cod Collaborative Board of Directors, convene for a brief meeting following the Board meeting to appoint someone to manage Trust Funds, as directed by the Trustees, and to authorize the establishment of an investment account to hold Trust Funds. Some Board members indicated a need to leave the meeting early.

Mr. Morris made the motion that the Board vote to recess the Board of Directors meeting in order to call to order a brief meeting of the Board of Trustees. This motion was seconded by Dr. Bentinck-Smith. A roll call vote was taken: 12 YEA votes were recorded. The Cape Cod Collaborative Board of Directors Meeting recessed at 6:07 PM and called to order once more at 6:10 PM.

Mr. Hilton, noting that several Board members would need to leave the meeting at 6:30, asked the Board to consider modifying the agenda to allow for votes to be taken regarding the Advanced Studies and Leadership Program (ASLP) prior to that time. The Board agreed, by unanimous consent.

f. Programs/Services

- Special Projects

- ASLP

VOTES

Dr. Gilbert discussed the status of planning for the Summer 2014 ASLP Program. Dr. Gilbert toured the Massachusetts Maritime Academy campus with the volunteers from the Board (Ms. Medeiros and Mr. Swett) in September and met with them immediately before the October Board Meeting to discuss planning options for expansion of the ASLP Program.

The ASLP Parent-Student Catalogue – Summer 2014 was included in Board materials. This catalogue includes information associated with the **proposed expansion of ASLP by 50 students**. The added revenue generated by the expanded enrollment, along with Mass. Maritime Academy's generous commitment to providing its facilities, allows the Collaborative to propose a **\$77.00 reduction** in the program fee for Summer 2014. Please recall that the Summer 2013 fee was \$1,317. The proposed fee for Summer 2014 is \$1,240. The application fee of \$60 is proposed to remain the same as the previous year, however, it is proposed that this fee be waived for students eligible for free and reduced school meals.

Other expansion related items outlined in the catalogue include the addition of another "STEM Pathway" and the addition of 2 humanities courses. The added STEM Pathway will allow for the reduction in class size for the ASLP science related offerings.

Also included with the Board Packet is a copy of the proposed (revised/expanded) ASLP “slot” distribution list for participating districts including North River Collaborative (NRC).

Mr. Swett explored the ASLP budget in detail and indicated that he was fully satisfied with the recommendations.

Ms. Medeiros reminded the Board about the growth of the program. There was a time when loss of grant funding almost caused the program to fold.

Dr. Gilbert expressed his appreciation for the scholarship funding which has come from National Grid, as well as grants which were achieved through the assistance of the Mass Maritime Academy.

Mr. Swett expressed his thanks to Dr. Gilbert, noting that agreeing to waive the application fee for students who are eligible for free or reduced school meals will assist many Wareham students. Wareham is also working on establishing a scholarship for this program.

Ms. DiPaolo asked about the scholarship funds received. How many scholarships were provided?

Dr. Gilbert explained that the \$25,000 received from National Grid provided 25 scholarships of \$1,000. An additional scholarship of \$1000 was received from NStar. Dr. Gilbert expressed his sincere thanks to Mass Maritime Academy for agreeing to subsidize scholarships, allowing for early promotion of scholarship funds.

Dr. Gilbert recommended that the Board vote to approve:

- The expansion of the Advanced Studies and Leadership Program (ASLP) by 50 students for Summer 2014 **VOTE**
- The ASLP Summer 2014 Application Fee of \$60 **VOTE**
- The waiver of the ASLP Summer 2014 Application Fee for students that qualify for Free and/or Reduced School Meals. **VOTE**
- The ASLP Summer 2014 Program Fee of \$1,240 **VOTE**
- The “slot” distribution as proposed **VOTE**
- The ASLP Program Summer 2014 Catalogue as submitted **VOTE**

Mr. Morris made the motion that the Board vote to approve the expansion of ASLP by 50 students for the Summer of 2014; to set the application fee for 2014 at \$60; to allow the program to waive the application fee for students that qualify for free or reduced school meals; to set the 2014 program fee at \$1,240; to accept the slot distribution as proposed; and to accept the program Summer 2014 catalogue as submitted. Dr. Bentinck-Smith seconded this motion.

SO VOTED – UNANIMOUS

Mr. McGee asked if it would be possible for the Collaborative to create an informational document about ASLP which could be distributed to organizations who might be able to contribute to a scholarship fund. Dr. Gilbert agreed to do so, and suggested that Gil Newton could be contacted to do a presentation about the program.

- Waypoint Academy
 - Program Application

Mr. Carroll discussed the Program Application that has been submitted to the MA-DESE for the Waypoint Program. Program applications for Public Day Programs must be submitted and approved annually. Mr. Carroll does not expect any issues to be raised.
 - Enrollment

Mr. Carroll indicated that enrollment is down from September, to about 64 tuitions. He indicated that he does expect enrollment to increase after November 1st, as schools end the first marking period.
 - Open House – October 8th – 11AM-4PM

Mr. Carroll expressed his pleasure to see many parents and one Board member, Ms. DiPaolo, at the program open house.

Ms. DiPaolo told the Board that she enjoyed the opportunity to tour the campus with a student and to see the outdoor classrooms and activity areas.
 - Facility Issues

Mr. Carroll thanked the Lawrence-Lynch Corp. for the donation of 40 tons of sand, including the delivery, which is being used to create a volley ball court.

He also noted that 28 windows were replaced earlier during the day of the Board meeting.

- STAR / Osterville
 - Program Application

Ms. Woods discussed the Program Application(s) that have been submitted to the MA-DESE for the Osterville STAR Program. She indicated that the Collaborative has submitted two applications for the STAR Program, one for the Extended School Year and one for the regular school year.

Ms. Woods reminded the Board that the program had also applied for age waivers for 2 classrooms. She noted that approval has been received; districts have been notified, and that parents will be notified.
 - Enrollment

Ms. Woods noted that the school year has gotten off to a great start. The program began the year with 53 students. She explained that one student has transitioned out of the program; and another will be starting next week.
 - Open House – September 25th – 4PM-6:30PM – review / Discussion

Ms. Woods indicated that thirteen families attended the recent open

house, as did representatives from two districts, and Mr. McDonald, a member of the Board.

- Programming

Ms. Woods described the ongoing program about trees, which involved a visit by an instructor from the Audubon Society as well as art projects. She met recently with a representative from the Cape Cod Symphony to discuss the possibility of beginning the “Music Works” program at the Osterville campus. She noted that a paraprofessional is seeking to write a grant or grants to help with musical instruments for program use. She explained that any funds received would also be used for tuning of the two pianos on the campus. Ms. Woods also indicated that a(nother) paraprofessional holds a weekly art class where all classrooms participate.

The program’s Parent Advisory Council (PAC) continues to meet monthly. Ms. Woods also stated that she will be holding a parent workshop in November on Crisis Prevention Intervention (not including restraint training).

Ms. Woods finished her report indicating that there are two high school interns volunteering in the program.

- Transportation

Mr. Hilton provided an update regarding current issues and opportunities with Collaborative transportation.

- Staffing

- A stipend is being discussed for drivers that also serve as certified (registry) “instructors” for other drivers.

- Flahive Consulting Status

Mr. Hilton updated the Board regarding the status of Mr. Flahive’s current projects.

- Nauset (Regional) Public Schools – The Nauset Schools are preparing to “re-bid” their large bus pupil transportation. They are seeking to (again) utilize the services of Mr. Flahive to assist with this process / project.
- Monomoy Public Schools – The Monomoy Public Schools are also preparing to “re-bid” their student transportation. They are (again) seeking the services of Mr. Flahive, especially given the further consolidation of their buildings and programs as the Monomoy High School building nears completion and the middle school and high school programs begin to operate in a regional manner.

- Staffing / Routing

Mr. Hilton updated the Board regarding staffing and routing. Please note that the routing and staffing is continually monitored and modified to ensure efficiency (and effectiveness) in operation.

- Large Buses

- Equipment Review / Needs

- The Collaborative has procured two (2) large buses to support the Nantucket service provision. The vehicles currently serving the Nantucket Public Schools are five (5) years old and have increasing maintenance needs. The Nantucket Public Schools had formerly used buses for three (3) years. It is recommended that this fleet of six buses be replaced over the coming three years (2 each year). This recent procurement supports the first year of the replacement schedule.

- These vehicles are likely to arrive at the Collaborative within a few days of the Board meeting. Mr. Brown, Ms. Pawloski (Transportation Manager) and Mr. Bianco (Collaborative mechanic) will inspect the buses at the dealership (in Augusta, Maine) prior to accepting delivery (and completing payment for) the vehicles.

- Truro

- Mr. Hilton updated the Board regarding the current operation in Truro. Mr. Hilton will discuss recent and necessary maintenance of the equipment.

- Special Education Transportation

- Equipment Review / Needs

- The Collaborative procured five (5) twelve (12) passenger “mini-buses”. These vehicles will replace buses that have in excess of 200,000 odometer miles.

- These vehicles are likely to arrive at the Collaborative within a few days of the Board meeting. Mr. Brown, Ms. Pawloski (Transportation Manager) and Mr. Bianco (Collaborative mechanic) will inspect the buses at the dealership (in Augusta, Maine) prior to accepting delivery (and completing payment for) the vehicles.

- Therapies

- Mr. Hilton provided an update regarding the provision of services within the Collaborative and to districts (and others).

- FY14 Service Commitments

- The Collaborative continues to receive and review commitments for the utilization for Collaborative staff to provide services in school districts for FY14.

- Most districts had committed to maintaining the same (or similar) levels of services through the Collaborative to meet therapeutic (Occupational Therapy, Physical Therapy, Speech Therapy, Behavioral Consultation) needs.
- There has been some unexpected reduction in the services sought by districts. At the September Board meeting, Mr. Hilton discussed the status of the employees that had provided these services, as well as efforts that continue to solicit appropriate work for these employees with member (or non-member) districts.
 - i. The Collaborative had (at the time of the Board meeting) the capacity to contract out the following services:
 1. PT – 1-2 days (pending MVCS decision)
 2. OT – 2 days (dependent upon length of service for D-Y)
 3. Speech – 2-4 days
 4. Speech (assistant) – 2 days
 - ii. Mr. Hilton discussed the timeline(s) that he is recommending for further decisions regarding staffing in this area. Mr. Hilton will recommend that the Collaborative continue to offer these services for contracting through October with further decisions to be discussed at the Board meeting in November. Mr. Morris spoke about the balance the Collaborative needs to achieve, providing services to districts when there is often pressure within the district to provide these services “in house.” Mr. Hilton indicated that the goal is to provide services for the students regardless of the “job security” of maintaining positions within a building and/or district. The Collaborative studies population trends to determine what is beneficial to the districts that it serves, hoping to build district capacity to serve the long term rather than having districts staff to service a “bubble” or temporary need. Mr. Hilton explained that Collaborative therapists can be deployed for fractions of time as needed to different buildings and different districts. Mr. Morris recognized that the Collaborative straddles the line between the school district and more expensive private or residential programs.

Ms. Woods observed that students in Collaborative programs are continually evaluated and that there is ongoing communication with the home district to determine where the student will be best served.

- Special Projects

Dr. Gilbert and Mr. Hilton provided updates regarding items considered as “Special Projects” of the Collaborative.

- Professional Development / Grants

- Title III – Collaborative Application

Dr. Gilbert discussed the status of an application for an entitlement grant to support efforts of a group of districts in English Language Acquisition. The districts remaining in the consortium for this application are Martha’s Vineyard and Mashpee.

- All-Cape In-Service

Dr. Gilbert discussed the status of planning (and registration) for this annual programming coordinated through the Collaborative. He noted that the All-Cape In-Service will occur on Friday, October 11th. The report included in the Board Packet noted 643 registrations at the time of the mailing. He noted that registrations have continued to occur and that total registration for the day was close to 700 at the time of the Board meeting. Dr. Gilbert expressed his appreciation to the Dennis-Yarmouth Regional Schools for hosting 60% of the scheduled workshops.

- Educator Evaluation – New Administrator Training

The Collaborative coordinated trainings on behalf of the Member Districts. This training was provided through Teachers21 for new administrators. The enrollment (20+) in this two-day course allowed for a significant decrease in the cost for each participant. Mr. Hilton observed that the Collaborative was able to realize cost efficiencies by coordinating this training and offering it to member districts.

- Data Coaching Course

Dr. Gilbert provided an update regarding the planning for this session of the “Data Coaching” courses. He expressed appreciation to Ellin Booras, Principal at the Sandwich High School, for her assistance.

- Professional Development Tracking & Integration

- Grant Funded through DESE
- Funds establishment of functionality for every district in the region and first year operation
- Is an annualized cost for districts beginning July 1st.
- Replicated for entire southeast Massachusetts area

Dr. Gilbert described the interest the Early Learning Network has in tying into this network and using it to centralize professional development offerings. They are seeking to write a grant to obtain funding.

Mr. Hilton recognized the leadership taken by the Cape districts in initiating the integration of professional

development offerings through the use of SmartEDU/SmartPD. This is now being replicated throughout Southeastern Massachusetts.

g. International Student Exchange

Mr. Hilton provided an update regarding the status of the development of a regional consortium of school districts to host international students. Several school committees / districts have applied for Homeland Security approval to host international students (Cape Cod Tech, Dennis-Yarmouth, Mashpee and Sandwich) and others (Barnstable and Falmouth continue discussions with their school communities and school committees regarding the application process. The superintendents throughout the region met on September 13th and discussed their interest in establishing a planning committee as this process moves forward.

VI. Other

a. Dennis-Yarmouth Surplus Property

Mr. Hilton spent the previous Saturday moving useful school items from the McArthur School in Yarmouth as the Collaborative took advantage of surplus property by picking up furniture for use in Collaborative programs.

Mr. Morris noted that the surplus was caused by the closing of a DY school. Surplus property was offered to DY staff, other educators and the public.

b. Seaside LeMans Opportunity

The Collaborative was identified as a potential recipient of funding raised through the LeMans. Mr. Hilton and Ms. Woods met with representatives and identified 3 areas of importance: technology, the playground at the Osterville campus, and the possible relocation of the Waypoint Academy program.

VII. Executive Session (if necessary)

Mr. Hilton indicated that it would not be necessary to enter into Executive Session at this meeting. The minutes of previous meetings can be approved at another time.

a. *Litigation – Personnel*

- *It will be necessary to enter Executive Session to discuss litigation strategy*

b. *Executive Director Evaluation & Contract Review / Negotiation*

c. *Contract Discussion for non –union Personnel*

- *Renewal(s)*
- *Changes*
- *Non-Renewal(s)*

d. *Executive Session – Minutes – December 14, 2011, August 8, 2013 VOTE(S)*

VIII. Adjournment

Ms. DiPaolo made the motion that the Board vote to adjourn the meeting. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

The October 9, 2013 meeting of the Cape Cod Collaborative Board of Directors was adjourned at 7:01 PM.