

Cape Cod Collaborative  
418 Bumps River Road  
Osterville, MA 02655



Cape Cod Collaborative

Board of Directors  
508.420.6950  
Fax 508.420.6959

**Board of Directors Meeting Minutes**  
**418 Bumps River Road, Osterville, MA 02655**  
**February 13, 2013 - 5:00PM**

**I. Call to Order**

The February 13, 2013 meeting of the Cape Cod Collaborative Board of Directors was called to order by Terri Medeiros, Co-Chair, at 5:07 PM. In attendance were:

Falmouth	Terri Medeiros, Co-Chair
Cape Cod Technical HS	Dr. Joann Bentink-Smith, Vice-Chair
Barnstable	Francis McDonald
Bourne	Heather DiPaolo
Eastham	Mary Louise Sette
Sandwich	Susan Sundermeyer
Upper Cape RTS	Robert Fichtenmayer
Wellfleet	Jill Putnam
Treasurer	Judy Fitzgerald
Secretary	Beth Deck
Administrative Representative	
Truro	Brian Davis, Superintendent

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Jim Brown
AEP Director	Larry Carroll
STAR Program Director	Anita Woods

**II. Cracker Barrel Discussion**

**a. Collaborative Oversight & Accountability (state legislation)**

Mr. Hilton indicated that the Board of Elementary & Secondary Education (BESE) voted affirmatively regarding the proposed regulations regarding educational collaboratives at their meeting January 29, 2013.

Mr. Hilton noted that the following information was included with the February Board materials:

- Revised Massachusetts General Laws Chapter 40, Section 4e
- New Massachusetts Department of Elementary & Secondary Education (DESE) regulations associated with educational collaboratives in Massachusetts (603 CMR 50.00)
- A copy of the DESE “model agreement” for educational collaboratives
- Information associated with comments made regarding the DESE regulations associated with educational collaboratives during the comment period

Mr. Hilton reminded the Board that the regulations approved on January 29, 2013 create a tight timeline, giving collaboratives until March 4, 2013 to submit revisions to the Articles of Agreement to member district school committees and the DESE.

Mr. Hilton also informed the Board that the Finance SubCommittee and the Governance SubCommittee met in advance of tonight’s meeting and that the recommendations made by these SubCommittees will be discussed later in the agenda.

**b. Court Improvement Program – Education Stability & Success Task Force**

Mr. Hilton indicated that he had attended a meeting of this Task Force on Monday, January 28, 2013. He discussed the status and the work of this group and sought comments and suggestions from the Board.

**c. Local Issues**

Board members were invited to share current concerns and challenges in local education budget development and/or programming.

**III. Minutes**

**a. January 9, 2013**

**VOTE**

Dr. Bentinck-Smith made the motion that the Board vote to approve the minutes of the January 9, 2013 meeting. This motion was seconded by Mr. Fichtenmayer.

Yea – 5      Nay – 0      Abstain – 3 (McDonald, Putnam, Sundermeyer)

**IV. Old Business**

**a. Transportation**

- Invoicing

Mr. Brown informed the Board that invoicing for January has been completed. He noted that projected income is predicted to cover the associated costs. Mr. Brown explained that the Collaborative has been further automating transportation data and invoicing. He noted that the upcoming vacation week will provide increased time to focus on this project. Mr. Hilton noted that the modifications in the billing process may result in cost reductions to districts, as automation of data will allow more specific cost allocation and tracking.

- **Special Education**

Mr. Hilton noted that the Collaborative continues to assess the districts' needs for Special Education Transportation services for FY14. The member districts are currently assessing their needs for the coming school year (2013-2014). He explained the (fiscal and programmatic) importance of the Collaborative involvement in discussions regarding changes that are being considered.

- **General Education**

Mr. Hilton noted that the Collaborative continues to assess the districts' needs for General Education Transportation services for FY14. He explained the member districts are currently assessing their needs for the coming school year (2013-2014). He explained the (fiscal and programmatic) importance of the Collaborative involvement in discussions regarding changes that are being considered.

**V. New Business**

**a. Warrants**

- **#11- FY13** **VOTE**
- **#12 - FY 13** **VOTE**
- **#13 - FY13** **VOTE**
- **#14 FY13** **VOTE**

Mr. Fichtenmayer made the motion that the Board vote to approve Warrant #11, Warrant #12, Warrant #13 and Warrant #14. Ms. Putnam seconded the motion.

SO VOTED, UNANIMOUS

**b. Cape Cod Collaborative Articles of Agreement**

Mr. Hilton reminded the Board that the Finance SubCommittee (Mr. Fichtenmayer, Mr. Davol) and Governance SubCommittee (Dr. Bentinck-Smith, Ms. DiPaolo, and Superintendent Davis) met prior to this evening's meeting.

Mr. Hilton reviewed the revisions recommended by the SubCommittees, providing the Board with a copy of a DRAFT of the proposed changes as of February 13, 2013. He noted that many of the recommended revisions were a result of Strategic Planning (2010 - on hold due to collaborative legislative changes). Mr. Hilton explained that additional revisions have been suggested by the SubCommittees to bring the Articles of Agreement into compliance with the legislative and regulatory changes of 2012.

Mr. Hilton indicated that the Finance SubCommittee proposed a timeline for the creation of the annual spending plan which would result in approval of a plan in May.

Mr. McDonald asked if pricing for non-member districts were delineated in the revised Articles of Agreement.

Mr. Hilton explained that that the costs for non-member districts are described in each annual spending plan. He noted that non-member district fees (currently) are 10% above member district fees.

Mr. McDonald suggested that the Board may want to consider different cost structures for non-member districts dependent upon the program.

Mr. Hilton explained that the Board has control over setting these fees and can make changes as appropriate to the spending plan.

Mr. Brown described how the revisions to the Articles address transportation costs. Costs for the components of transportation are delineated; what is considered a cost is defined. These changes will allow the Board increased flexibility, which can be reflected in modifications to district MOUs.

Mr. Hilton noted that the process for amending the Articles of Agreement is considerable and involves votes and approval by each involved party. One goal of the SubCommittees, when recommending changes, was to maintain sufficient flexibility to eliminate the need for frequent amendments.

Ms. DiPaolo recognized the work put into the recommended modifications to the Articles of Agreement and observed that these were made with significant attention to detail.

Dr. Bentink-Smith made the motion that the Board vote to direct the Executive Director to submit the February 13, 2013 Articles of Agreement to member school committees, and to the Massachusetts DESE for review and consideration on or before March 4, 2013. This motion was seconded by Ms. DiPaolo.

Mr. Hilton observed that member school committees should review and consider the revised Articles of Agreement. Member district concerns can be noted while the Collaborative waits for legal review and DESE approval. Member districts may elect to have their own counsel review the modifications. Mr. Hilton noted that he will provide clean copies of the Articles, containing all proposed revisions, to each Board member as well as to the chairs of each member school committee.

SO VOTED - UNANIMOUS

Dr. Bentinck-Smith made the motion that the Board vote to direct the Executive Director to submit the February 13, 2013 Articles of Agreement to counsel for review. This motion was seconded by Mr. Fichtenmayer.

SO VOTED - UNANIMOUS

**c. Establishment of Other Post-Employment Benefit (OPEB) Trust**

Mr. Hilton suggested that the Board consider this a first reading of the Cape Cod Collaborative Retiree’s Health and Insurance Trust Fund Declaration of Trust. The Board consented (unanimous consent).

Mr. Brown and Mr. Hilton reviewed the document and discussed the process necessary for the establishment of an irrevocable trust for the Collaborative OPEB liabilities. Mr. Brown has been discussing the establishment of this “irrevocable trust” with the Collaborative Counsel (Attorney Brian Fox of Murphy, Hesse, Toomey & Lehane).

Mr. Brown directed the Board’s attention to Article III section 3 describing what constitutes a quorum. Mr. Brown said that he would seek clarification regarding this section to see if this should mirror the Articles of Agreement. Mr. Brown asked Board members to contact him at 508-420-6950 x 13 with further questions or concerns.

Mr. McDonald sought clarification regarding the outstanding OPEB liability. Mr. Hilton offered to forward additional information, including the associated actuarial studies performed to date.

The Finance SubCommittee will convene to discuss this process further and recommend funding processes and procedures for the full Board to consider.

**d. FY13 Spending Plan – Discussion**

**• Enrollment Projection**

Mr. Brown and Mr. Hilton discussed the status of enrollment projections as they impact the FY13 Spending Plan. The enrollment in both “public day programs” has trended towards meeting the current projections (as modified in December).

**• Adjustments to FY13 Spending Plan**

Mr. Brown and Mr. Hilton discussed the potential for changes to the FY13 Spending Plan. Factors associated with changes in enrollment and in expressed needs for districts may necessitate changes to the Spending Plan.

**e. FY13 Spending Plan – Personnel Changes**

**• Additions**

**VOTE**

- Alex Ellis, Paraprofessional – STAR
- Janet Berrio – Driver (CDL)
- Paula Desmond – Admin. Assistant, Transportation (Part-time)
- Linda Neil, Monitor – Transportation
- Troy Vanderhoop – Driver (CDL)

**• Reductions**

**VOTE**

- Rebecca Burrows, Paraprofessional - STAR

Ms. Sundermeyer made the motion that the Board vote to approve the Additions and Reductions described in the agenda. Ms. Putnam seconded the motion.

SO VOTED - UNANIMOUS

**f. Program / Services**

**• Alternative Education Program – Otis**

Mr. Carroll noted that the Otis school survived the Blizzard of 2013 with heat and power, although removal of the 6' plus snowdrift surrounding the school created an additional expense.

○ Enrollment

Mr. Carroll informed the Board that 8 students have recently been enrolled and two are scheduled to begin after vacation. Students have also left the program, due to changes in district placements or moves out of the area. He noted that there has been a net gain of 4 students to the program to date.

○ Programming

• Camp Burgess

Programming at Camp Burgess is running full time, with two groups rotating one week at Burgess with one week at school. Mr. Hilton shared a photograph of students and staff taking part in a boating experience. Mr. Carroll observed that the impact of various social pragmatic opportunities, such as this boating experience, has been notable. Students are demonstrating improved conversation and interpersonal skills.

**• STAR - Osterville**

Ms. Woods observed that the Osterville Campus fared less well during the blizzard. She noted that power was lost during the storm (Friday evening), and was not active again until Monday afternoon. The building did suffer from some damage to the heating system (radiator leaks/ damage), but thanks to the Collaborative and Barnstable Public Schools facilities departments, there was no (additional) loss in program time once school reopened Tuesday.

○ Enrollment

Ms. Woods noted that current enrollment in the STAR program has trended upward to 55 and that referrals are continuing to come. She noted that recent referrals have been for younger students with significant emotional/behavioral needs.

○ Programming

Ms. Woods described a shift in programming for the older (age 18-22) ASD group. She explained that this has led to an increased focus upon vocational and life skills to assist these students as they prepare for transition.

Ms. Woods and the staff have developed of a Professional Learning Community (PLC). Ms. Woods described the introduction of the 5-step cycle in teacher evaluation as the group works toward goal development.

Ms. Woods also noted that inter-program collaboration continues with the AEP's Latency Program. She explained that a field trip is planned for February 14, 2013 providing STAR students with an opportunity to visit the Otis Campus programming.

### • **Transportation**

Mr. Hilton reviewed the current status of Collaborative transportation initiatives and services.

- Support / Consultation

- Dennis-Yarmouth Public Schools

- James Flahive continues to assist the Dennis-Yarmouth Regional School District in developing bid specifications for large bus transportation as well as a review of their current transportation programming.

- Staffing / Routing

Mr. Hilton updated the board regarding ongoing changes to staffing and routing associated with Collaborative transportation services.

- Special Education Transportation

- Equipment Review / Needs

- Mr. Hilton and Mr. Brown explained the ongoing review of the need for the Collaborative to replace vehicles within the (short) bus fleet. Mr. Hilton noted that these buses will be procured in the coming six months and will require Board votes for the procurement and the financing.

- Large Buses

Mr. Brown and Mr. Hilton reviewed the Collaborative operations associated with large buses in the region. Mr. Brown and Mr. Hilton discussed the long-term planning associated with the vehicles (assets) and associated costs.

### • **Therapies**

Mr. Hilton updated the Board regarding the provision of services within the Collaborative and to districts.

- FY13 Service Commitments

- Physical Therapy

- i. One (Collaborative) Physical Therapist continues to be on leave from their position and will return at the start of March.

- ii. The Collaborative has secured "leave replacement" coverage for the leave of absence.

- Assistive Technology / Augmentative Technology
  - i. The Collaborative continues to coordinate the development of a consultation program with Keith Woodbury, a specialist in this area that is also a certified Speech & Language Pathologist. Mr. Hilton mentioned that READS Collaborative and Pilgrim Collaborative are interested in collaboration with regards to this service.

- **Southeastern Massachusetts Collaborative Regional Organization (S-CRO)**

Mr. Hilton discussed the grant that has been received that aims to integrate the professional development opportunities through the collaboratives in southeastern Massachusetts as well as districts in the region. Mr. Hilton reminded the Board that this grant proposal was based upon the successful grant submission of the Cape Cod Collaborative (SmartPD).

- **Special Projects**

- Professional Development

Mr. Hilton updated the Board regarding Professional Development activities.

- Observing & Analyzing Teaching (OAT)
- Data Coaching
- Center for Executive Search

- Early Childhood Network Development

Mr. Hilton explained that the providers of Early Childhood Services (including school districts) continue to meet with the facilitation of Dr. Gilbert. A grant was funded through the Department of Early Education & Care (DEEC) to support strategic planning for the providers of early childhood services throughout the Cape & Islands region. Mr. Hilton noted that structured interviews are now being conducted of Cape early childhood providers by grant consultants in order to obtain “needs” related information for strategic planning.

- Advanced Studies & Leadership Program (ASLP)

Mr. Hilton updated the Board with information associated with the ASLP Program planning for Summer 2013. Mr. Hilton noted that facility programming issues may require that students could be asked to remove belongings over the weekend to allow another group use of the facilities.

Ms. Sundermeyer observed that, due to the blizzard, Sandwich schools will be in session through June 26<sup>th</sup>. Any further school closings could potentially impact the start date for the ASLP program.



- Center for Executive Search

Mr. Hilton noted that the Collaborative's Center for Executive Search continues to assist the Falmouth School Committee in conducting their search for a Superintendent to start in July 2013. Mr. Hilton explained that the search closed at 5:00 PM today.

Mr. McDonald lauded the CES' efforts in the recent Barnstable superintendent search.

## VI. Other – {New Business (additional)}

- **Principal Mentoring Services**

### VOTE

Mr. Hilton explained that Anita Woods and Larry Carroll have directed their programs effectively for many years. Both Ms. Woods and Mr. Carroll are seeking further administrative licensure through the Department of Elementary and Secondary Education. Mr. William Fisher, former Principal and Superintendent at Cape Cod Regional Technical High School agreed to mentor both Ms. Woods and Mr. Carroll in this process.

Mr. Hilton suggested the Board discuss a vote to approve a contract with Mr. Fischer at a rate of \$90 per hour of meeting time to a maximum obligation of \$2,700. Information regarding Mr. Fisher's credentials and an outline of the agreement were available for review at the meeting. Several members reviewed the available materials (scope of services and Mr. Fisher's CV).

Mr. Fichtenmayer made the motion that the Board vote to approve a contract with Mr. Fisher as described. Ms. Sette seconded the motion.

SO VOTED - UNANIMOUS

## VII. Executive Session (if necessary)

- a. Personnel Matters – Litigation Strategy*

Mr. Hilton observed that the Workers Compensation hearing which would have necessitated entering Executive Session has been postponed. Mr. Hilton indicated that there was no need for the Board to enter into Executive Session

Mr. McDonald, noting his recent return to the Board, asked if there were issues pending that he should be aware of.

Mr. Hilton noted that there are two Workers Compensation disability cases pending.

## VIII. Adjournment

Ms. Sundermeyer made the motion that the Board vote to adjourn. This motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

The meeting was adjourned at 7:00 PM.