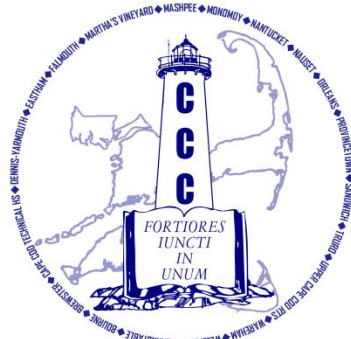


Cape Cod Collaborative  
418 Bumps River Road  
Osterville, MA 02655



Cape Cod Collaborative

Board of Directors  
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**Board of Directors Meeting Minutes**  
**418 Bumps River Road, Osterville, MA 02655**  
**March 12, 2014**

Representatives from Rockland Trust, Mr. Jeffrey Smith, CFP, and Mr. Michael Kopp, presented information regarding Rockland's investment management services to the Board prior to the start of the meeting.

**I. Call to Order**

The March 12, 2014 Board of Directors meeting was called to order by Terri Medeiros, Co-Chair, at 5:20 PM. In attendance were:

Falmouth	Terri Medeiros, Co-Chair
Cape Cod Tech	Dr. Joan Bentinck-Smith, Vice-Chair
Bourne	Heather DiPaolo
Brewster	Trish Hill
Dennis-Yarmouth	Phillip Morris
Eastham	Mary Louise Sette
Mashpee	Scott McGee
Wellfleet	Jill Putnam
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 (in at 5:30)
STAR Program Director	Anita Woods
Waypoint Academy Director	Larry Carroll (in at 5:55)

**II. Recess for OPEB Trustee Meeting**

**VOTE**

It was necessary to convene the OPEB Trustees to discuss and vote regarding investments for the OPEB Funds. Mr. Morris made the motion that the Board vote to adjourn the

meeting so that the OPEB Trustees could convene for a short meeting to discuss and vote regarding investment options. This motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

The OPEB Trustees meeting was adjourned and the Cape Cod Collaborative Board of Directors meeting resumed at 5:28 PM.

### **III. Cracker Barrel Discussion**

#### **a. Local District Issues**

Ms. Medeiros invited Board members to share current concerns and challenges in the local educational arena.

Ms. DiPaolo spoke about the school budget process in Bourne. She indicated that, after working for nine months on the FY15 budget, it had become necessary to re-work the budget due to fiscal limitations in the Town.

Ms. Hill discussed budget development in Brewster and noted that when it became necessary to find additional savings, it was decided to wait until negotiations for teacher contracts were completed before making further budget decisions.

Ms. Sette noted that the Eastham schools must find funds for bottled water, as the water from the well serving one of the schools has been potentially contaminated. She indicated that a proposal for a town-wide water system will be placed on the town meeting agenda once again.

Mr. Morris described the difficulties facing the D-Y District. He noted that he personally believed that both towns were currently working well together to resolve funding issues.

Mr. Hilton noted that by working together, districts can often find solutions. He noted that often the most significant question becomes how to restructure to better serve students.

Mr. Hilton observed that the Cape Cod Times had recently run a front-page article regarding the International Student Exchange program. The article explained that Chinese administrators were touring local schools in preparation for sending students. He noted that Mashpee, Sandwich, Barnstable and Dennis-Yarmouth school systems have been approved to take foreign students. He further explained that the Nauset Regional School District has been taking in foreign students through partnership with a different organization. Mr. Hilton explained that there continues to be interest in regionalizing the exchange program.

#### **b. Questions / Concerns**

### **IV. Minutes**

#### **a. February 12, 2014**

#### **VOTE**

Dr. Bentinck-Smith made the motion that the Board vote to approve the minutes of the February 12, 2014 Board of Directors meeting. This motion was seconded by Ms. DiPaolo.

SO VOTED – UNANIMOUS

## V. Old Business

### a. Transportation

- Invoicing

Mr. Brown updated the Board regarding the status for FY14 invoicing to districts. February invoicing has been completed for regular education; special education invoicing should be done by Friday.

- Reconciliation

Mr. Brown shared the status of the reconciliation of costs and revenues projected for FY14.

### b. Cape Cod Collaborative Articles of Agreement Discussion

Mr. Hilton provided an update regarding the status of revisions to the Cape Cod Collaborative Articles of Agreement. He noted that the Collaborative received comments from Michelle Griffin at the MA-DESE regarding the DRAFT of the Articles of Agreement with suggested modifications. He explained that, although many of the suggested changes were minor, there are a considerable number of changes recommended.

Mr. Hilton recommended that the Governance Subcommittee reconvene to further review recommended changes. He explained that these changes include several issues that the Board has discussed at length.

- Mr. Hilton noted that there was a suggestion that the Collaborative cannot call its budget a “spending plan” without inserting additional wording into the Articles.
- Mr. Hilton asked Board members to recall that there was considerable discussion regarding “voluntary suspension” of voting rights at the November meeting. The state would prefer a majority quorum. It has been suggested that voting rights for Board members who do not regularly attend meetings could be “voluntarily suspended,” thus decreasing the number of members required for a quorum. Mr. Hilton noted that this could create a situation wherein a suspended member could attend a meeting but not have the ability to vote reinstated.

Mr. Morris observed that Board members do have an obligation to attend meetings, but are often faced with conflicts.

Mr. Hilton noted that during his time as Executive Director, there have been only 2 votes taken which were not unanimous. He explained that he strives to have all members feel that they are well represented by the Collaborative and that the operations ensure that there is balance in responding to the needs of all members. Ms. Hill noted that meeting agendas are clear and provide detailed information. Ms. Putnam voiced that it is a real strength to have an informed Board. Ms. Medeiros observed that the Board is well informed on issues relating to the Collaborative.

**c. Executive Director Evaluation**

**Discussion**

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

The Evaluation SubCommittee met in January 2014 to discuss preparation for the evaluation of the Executive Director. It is recommended that this SubCommittee convene in the coming month to finalize goals for the next evaluation period.

**d. Policy Review**

- **Employee “Sick Bank”**
- **Military Leave**

The Policy SubCommittee has not convened since the last Board meeting. Mr. Hilton noted that a SubCommittee meeting will need to be scheduled and it is recommended that this item be considered at a later Board meeting.

**VI. New Business**

**a. Warrants**

**VOTES**

- |       |             |       |             |
|-------|-------------|-------|-------------|
| • #33 | <b>VOTE</b> | • #35 | <b>VOTE</b> |
| • #34 | <b>VOTE</b> | • #36 | <b>VOTE</b> |

Ms. DiPaolo made the motion that the Board vote to approve Warrants #33, #34, #35 and #36. This motion was seconded by Mr. McGee.

SO VOTED – UNANIMOUS

**b. MA-DESE Coordinated Program Review**

**Discussion**

Mr. Hilton reminded the Board that the Cape Cod Collaborative is participating in its first Coordinated Program Review in March and April. Mr. Hilton explained that the Coordinated Program Review (CPR) is conducted by the Massachusetts Department of Elementary Education Program Quality Assurance (MA-DESE PQA). This review assesses the compliance of Collaborative programs with particular criteria in the areas of Special Education, Civil Rights and Public Day Programs.

Mr. Hilton explained that the MA DESE-PQA CPR team was “on-site” on Monday March 10<sup>th</sup> and Tuesday March 11<sup>th</sup> reviewing thirty (30) selected student records to assess compliance with particular regulatory issues associated with each of these students. Mr. Hilton noted that that the Collaborative administration had a good discussion with the team and does not expect any citations will be issued.

Ms. DiPaolo asked if the process so far had been intrusive. Both Mr. Hilton and Ms. Woods indicated that they felt that the team was fair and reasonable.

Mr. Hilton observed that the MA DESE-PQA CPR team will tour our Special Education Public Day Programs, interview staff, and meet with administrators to discuss our Program/Collaborative Policies and Procedures from April 1<sup>st</sup> through April 3<sup>rd</sup>.

Ms. Hill asked when the Collaborative can expect to receive feedback about the review. Mr. Hilton explained that the team will share some feedback after the April visit, but the final report may not be issued until June or September. When they

become available, the results of the Coordinated Program review will be shared with the Board and available to the public.

### c. FY14 Spending Plan

- Updates

- Spending Plan Revisions

Mr. Hilton and Mr. Brown discussed the status of the FY14 Spending Plan. An update regarding the financial projections was included with Board materials.

- Personnel

- Additions

**VOTE**

- David Aguiar, CDL Driver – Nantucket (Training)
    - Robert E Johnson, CDL Driver (Spare)
    - Tristan Daniels, Monitor
    - Jacqueline A Frasier, Monitor
    - John R Golden, CDL Driver
    - Karen M Kaser, Monitor (Spare)
    - Karen Ryan, CDL Driver
    - Anne M Shannon, Monitor

Mr. Hilton observed that some of the names of “additions” are also listed under “reductions.”

Ms. DiPaolo asked if this was a normal occurrence. Mr. Hilton responded that staffing for the transportation department is “fluid” at times. Changes to district busing routes often result in calls to the Collaborative. The Collaborative will add staff if/when the need is present.

Dr. Bentinck-Smith made the motion that the Board vote to approve the additions as listed in the agenda. Mr. Morris seconded the motion.

SO VOTED – UNANIMOUS

- Reductions

**VOTE**

- Patricia Fournier, Monitor
    - Peter Nielsen, CDL Driver
    - Naomi Norcross, Monitor
    - Charles Ouellette, Monitor (Spare)
    - Karen Ryan, CDL Driver
    - Anne M Shannon, Monitor

Dr. Bentinck-Smith made the motion that the Board vote to approve the reductions shown on the agenda. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

- Maternity Leave Extension

**VOTE**

- Melanie Goldstein, Waypoint Academy

Dr. Bentinck-Smith made the motion that the Board vote to approve Ms. Goldstein's request to extend her Maternity Leave. This motion was seconded by Ms. DiPaolo.

SO VOTED - UNANIMOUS

- Other

- "Transportation Modular" Renovation

**UPDATE**

Mr. Hilton reminded the Board that the "Transportation Modular" was damaged in 2013 when a large portion of the metal roof blew off in a significant weather event. He explained that the Collaborative continues to work with the Barnstable Public Schools regarding insurance issues. Mr. Hilton indicated that work on the building initially started with parents and volunteers. Mr. Hilton noted that the work on the modular has temporarily stalled as the Town of Barnstable indicated that various permits are required for the repair of this space (demolition permit, building permit, electrical permit). Mr. Hilton explained that these permits are required as it was determined that the space is technically classified as "commercial" space and is required to follow particular guidelines associated with the repair, despite the limited size/scope.

**d. FY15 Budget & Spending Plan**

Mr. Hilton and Mr. Brown discussed the status of the development of the proposed FY Spending Plan (and Budget). Historically, the Finance SubCommittee starts the review in March, bringing to the Board proposed tuition and service rates in May for approval. At this time the budget is being developed based on a 2.5% increase in tuition and a 2% increase in wages. The Collaborative will be seeking to add technological and transportation capacity. Mr. Brown stressed the need for the Financial SubCommittee to meet to review the proposed spending plan and make recommendations.

Mr. Morris asked if the Financial SubCommittee was empowered to make decisions on behalf of the Board or served to make recommendations. Mr. Hilton observed that historically no votes are taken at the SubCommittee meeting. It is up to the Board to vote approval of the Spending Plan.

**e. District Determined Measures Meeting**

Mr. Hilton explained that the Collaborative hosted a meeting of over forty (40) district staff for an interactive session ("office hours") with representatives from MA-DESE to discuss various issues associated with the development and implementation of District Determined Measures (DDMs). Mr. Ron Noble and Mr. Craig Waterman spent 2 ½ hours presenting and discussing DDMs on March 6<sup>th</sup>. Ms. Hill indicated that she was present at this meeting. She commented that both Mr. Noble and Mr. Waterman lead this issue at the state level. She stated that it was greatly beneficial to have them at the Collaborative and available to answer questions, especially as there has been a lot of confusion about DDMs around the

state. Ms. Hill felt it was important for Mr. Noble and Mr. Waterman to hear the questions, both answerable and not. She explained that, in Sandwich (where she works), there is no “data” person. There has been concern about measures tied to student performance and teacher evaluation and how these measures are determined to be accurate and valid measures of both (student performance and teacher quality).

Mr. Hilton observed that the goal of these measures is to seek validity, not perfection; and, to inform practice.

Ms. Hill felt there has been an over-reliance on MCAS test scores. She noted that it is important to know how to adjust teaching while the student is with you, not when they’ve moved to the next grade.

Mr. Hilton mentioned that questions regarding special education will continue to arise as different means of measuring progress are proposed.

## **f. Programs/Services**

- Waypoint Academy
  - Enrollment Update
  - Programming
    - Camp Burgess
    - Dr. Marc Hauser Consultation
  - Facility Issues

Mr. Carroll discussed the status of enrollment and programming at the Waypoint Academy. Enrollment has been holding steady. Mr. Carroll indicated that he believed that the program should be close to the target enrollment by year end. He noted that it seems that districts have been cautious with referrals.

He explained that students at Waypoint are looking forward to getting outside as the weather improves. Mr. Carroll also spoke about the change in the Waypoint academy school schedule, “flipping” non-academic and cognitive development activities to the start of the school day (handout was included with Board information). He also explained that the program is also offering a family-style breakfast three mornings per week. Mr. Carroll indicated that student “time on learning” has increased since these scheduling changes were made.

Ms. Hill said that this is a great example of using data to adapt practice.

Mr. Carroll remarked that he felt lucky to have Dr. Hauser’s input. The data tracking systems he helped to put in place are making this kind of change possible.

- STAR / Osterville
  - Enrollment
  - Programming
    - Dr. Marc Hauser Consult
    - Program Activities



- Donation
  - Mr. Frank Ward
  - Whalley Computers

Ms. Woods discussed the status of enrollment and programming at the Osterville STAR Program. She noted that the program enrollment will be at 59 next week when a new student starts.

Ms. Woods asked the Board to approve donations made to the STAR Program. Mr. Ward generously provided iPads and cases for every STAR student. Whalley Computers, the chosen vendor for the iPads, donated 3 locking cabinets where iPads can be stored and charged.

Dr. Bentinck-Smith made the motion that the Board vote to accept the donations from Mr. Ward and from Whalley Computers. Mr. Morris seconded this motion.

SO VOTED – UNANIMOUS

Ms. Woods asked if any districts had schools with iPad programs. She is seeking information on how best to manage and monitor a large number of iPads.

- Transportation

Mr. Hilton provided an update regarding current issues and opportunities with Collaborative transportation. The purchase of vehicles will be brought before the Board at upcoming meetings.

- 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.

- Truro

Mr. Hilton updated the Board regarding the current operation in Truro. Mr. Hilton and Mr. Brown will discuss the status and costs for future year contracts with the Truro Public Schools.

- Therapies

Mr. Hilton provided an update regarding the provision of services within the Collaborative and to districts (and others). He noted that the Collaborative continues to deploy staff to meet district needs in the best way possible. The Collaborative's exposure has been reduced from over \$100,000 at the start of the year to less than \$20,000 currently.

- FY14 Service Commitments

- The Collaborative currently has the capacity to contract out the following services:
  - i. OT – 1 day
  - ii. SLP < ½ day (April through June)
- Mr. Hilton noted that a Collaborative Physical Therapist Assistant has recently required an extended medical leave. Mr.



Hilton will recommend that the Collaborative continue to offer these services for contracting through the calendar year with further decisions to be discussed at upcoming Board meetings.

- Special Projects

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

- Professional Development / Grants

- Early Learning Network – Fund 808 Collaborative Grant Application

Dr. Gilbert discussed the status of an application for a Department of Early Education & Care (DEEC) grant application for funding to support efforts to move the Early Learning Network Strategic Plan forward and to further coordinate efforts within the region. Dr. Gilbert explained that, due to staffing difficulties at the State level, there have been delays in notification regarding grant awards. He remains optimistic about funding.

- ASLP

Dr. Gilbert updated the Board regarding the planning for the Summer 2014 ASLP Program. He provided updated numbers on student enrollment by district. Dr. Gilbert reminded the Board that the number of students enrolled is important, as the program has increased enrollment to 205 this year. He explained that the budget for the program was built around this increase.

Dr. Gilbert explained that three districts have yet to reach their enrollment allocation, but the other districts have met their targeted enrollment and have waiting lists. Dr. Gilbert felt that the current interest in the program indicates that the program will reach its enrollment goal.

Ms. Hill asked when the program would be seeking to place “wait listed” students into slots. Dr. Gilbert will be reaching out to all districts this week, as he needs to notify students by March 28<sup>th</sup> of their acceptance.

Dr. Gilbert observed that, with thanks to Mass Maritime Academy, parents are able to learn if their child can receive a scholarship early in the process. The scholarship assurance, together with the waiver of the program application fee for students eligible for free and reduced lunch, has seemed to increase the group diversity.

Dr. Gilbert noted that there is a need for the Board to discuss a recent development associated with a “home school” student seeking consideration for acceptance into this program. Mr. Hilton observed that each district addresses relationships with of home schooled students differently. He noted that in some districts, home schooled students are able to participate in extra-curricular activities, such as sports, and in others the relationships are more distant. Mr. Hilton suggested that any determination regarding relationships between the district and “home schooled students” in the town could and should be made at the district level.

Dr. Gilbert noted that the Collaborative would stand ready to assist with any issues regarding standardized testing vs. MCAS, and could reserve the right to interview a home-schooled student prior to admission.

Ms. Medeiros indicated her opinion that it would be best to work with each district and child on an individual basis to determine the appropriateness of admission.

- Fund 235 – Inclusive Concurrent Enrollment Grant Application

Mr. Hilton discussed the recent award of a \$20,000 planning grant to Cape Cod Community College. This grant application was coordinated through the Collaborative in mid-2013 and submitted by the College in October 2013. The purpose of this grant is to develop inclusive opportunities at the College for students with severe disabilities between the ages of eighteen and twenty-two (18-22).

The districts of Barnstable, Bourne, Dennis-Yarmouth, Mashpee and Monomoy participated in development of the initial application. The districts of Falmouth, Nauset, Sandwich, Wareham and Cape Cod Tech committed to participation at a later stage in the development of this initiative.

Mr. Hilton asked Board members to refer to the grant application included with our Board materials for further information.

### **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, Barnstable, Dennis-Yarmouth, Mashpee and Sandwich) and others continue discussions with their school communities and school committees regarding the application process. Steering Committee meetings continue to occur on a monthly basis.

The currently committed districts (Barnstable, Dennis-Yarmouth, Mashpee and Sandwich) were visited by representatives from the An'qing Huide High School of Susong, Anhui Province, China during the week of the Board meeting. This school seeks to become part of the Cape Cod Global Education Initiative that has been developed by the districts in this region. A copy of an agreement between the participating districts, the Community College, the Collaborative and this district is included in your Board materials. He noted that the purpose of this agreement is to outline a commitment to partner with this district in developing opportunities.

## **VII. Other**

## **VIII. Executive Session**

Mr. Hilton informed the Board that it was necessary to enter Executive Session to discuss litigation strategy.

Mr. McGee made the motion that the Board enter into Executive Session. This motion was seconded by Ms. DiPaolo. A roll call vote was taken: Ms. DiPaolo – Yea, Ms. Hill – Yea, Dr. Bentinck-Smith – Yea, Mr. Morris – Yea, Ms. Sette – Yea, Mr. McGee – Yea, Ms. Putnam – Yea, Ms. Medeiros – Yea.

Ms. DiPaolo made the motion that the Board exit from Executive Session and adjourn from Regular Session. This motion was seconded by Ms. Putnam. A roll call vote was taken: Ms. DiPaolo – Yea, Ms. Hill – Yea, Dr. Bentinck-Smith – Yea, Mr. Morris – Yea, Ms. Sette – Yea, Mr. McGee – Yea, Ms. Putnam – Yea, Ms. Medeiros – Yea.

## **IX. Adjournment**

The March 12, 2014 meeting of the Cape Cod Collaborative Board of Directors was adjourned at 6:55 PM.