

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
April 10, 2013 - 5:00PM

I. Call to Order

The April 10, 2013 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:05 PM by Terri Medeiros, Co-Chair.

In attendance were:

Falmouth	Terri Medeiros, Co-Chair (left at 6:20 PM)
Cape Cod Regional Technical HS	Dr. Joan Bentinck-Smith, Vice-Chair
Barnstable	Fran McDonald
Eastham	Mary Louise Sette
Monomoy Regional	Steven Davol (left at 6:20 PM)
Sandwich	Susan Sundermeyer (left at 6:32 PM)
Upper Cape Cod RTS	Robert Fichtenmayer
Wellfleet	Jill Putnam
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Jim Brown
AEP Director	Larry Carroll
STAR Program Director	Anita Woods
Transportation Manager	Patti Pawloski
Guest	Dr. Christopher Bogden
Guest	Dr. Marc Hauser

II. Cracker Barrel Discussion

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

Ms. Medeiros, who sits on the Legislative Commission associated with collaborative oversight and accountability, spoke about a recent meeting of the Legislative Collaborative Commission. She explained that the Commission is discussing the potential for the creation of six collaborative regions within the state. She indicated that the proposal would allow

existing educational collaboratives located within each region to work together and to share resources and also avoid duplication of services.

Mr. Hilton, observing that many of the Board members present this evening were under tight time constraints, asked the Board if items on the agenda could be taken out of listed order in order to assure a quorum for all votes. The Board agreed by unanimous consent.

III. New Business

a. Programs/Services

• Alternative Education Program – Otis

○ Grants

VOTE

Dr. Hauser spoke to the Board about physical exercise and the impact of physical exercise upon brain development. He noted the Alternative Program's use of the facilities at Camp Burgess as a stride towards increasing physical movement within the educational programming for students. The physical resources at Camp Burgess are attractive to students and offer an opportunity for physical action in an educational environment.

Dr. Hauser discussed a grant proposal (\$2,500) that was recently funded by the Cape Cod Foundation. These funds will be used to enhance the facilities (grounds of the program) used for physical exercise at the school.

Mr. Hilton sought the Board's vote to accept the grant.

Dr. Bentinck-Smith made the motion that the Board vote to accept the grant. Mr. McDonald seconded the motion.

SO VOTED – UNANIMOUS

Dr. Hauser spoke about social/emotional programming at the Alternative Education Program. He explained that a system for tracking and collecting data associated with behavioral episodes at the program has been created and has been in use now for nearly two school years. Dr. Hauser explained that the tracking of detailed behavioral data has allowed staff to gain increased insight regarding particular student needs and successful interventions. This has allowed the program to make successful changes in programming that enhance and build a supportive educational environment. As an example, Dr. Hauser shared a graph detailing school-wide "student separation" frequency (both staff and self-directed). Dr. Hauser explained that the staff noted that the frequency of "student separations" increased as the day progressed. The staff further investigated the data and used the information to create programmatic changes (empowering students to have control of certain parts of the day) aimed particularly at decreasing the upward trend of "student separation" during the late morning and to track the

results to determine the impact of the programmatic change(s). Dr. Hauser explained that there was a 50% reduction of occurrences of “student separation” events during the current year as compared to the last. He indicated that ongoing data collection continues and the information is used to discuss potential programmatic changes. Dr. Hauser noted that reviewing and comparing results enables positive changes and assists in goal setting.

Ms. Sundermeyer observed that allowing students some control over their time in school (where possible) makes a difference when you need to assert control in other areas.

Mr. McDonald asked if there is opportunity for dialogue, sharing best practices.

Dr. Hauser expressed hope that the sharing of general principles will occur and make a difference across the Cape Cod Collaborative. He explained that the STAR Osterville Program has also implemented a system of data tracking. Dr. Hauser also expressed optimism that the sharing of models throughout the region would ease transitions between programs.

Ms. Woods noted that the new educator evaluation system is dependent upon data to determine “student growth” as a component of educator evaluation. She explained that specific data tracking helps to provide this required documentation.

Mr. Hilton noted that there are some difficulties in objectively measuring progress of students with special needs. He explained that the implementation and use of these data tracking systems and procedures has enabled the Collaborative to be ahead of the curve in producing data that may be used to determine successful interventions that increase student performance.

Mr. McDonald observed that learning in the classroom is not linear. He noted that opportunities for learning increase when behavioral issues are addressed.

Dr. Hauser agreed with Mr. MacDonald’s observation and noted that students who “are in better space” are better able to learn. He explained that there is an ongoing need to collect data/evidence, tie this data/evidence to psychological questions, then using this information to make adjustments to programming for students.

Ms. Medeiros suggested that documenting student progress and then sharing this with students would build self-esteem.

Dr. Hauser observed that it also ties in to STEM (statistics, graphing, etc.)

Mr. Hilton noted that if this model of data collection and intervention becomes a research-based study then further discussions with the Board will be forthcoming.

- **International Student Exchange – Opportunity**

Dr. Bogden, an educational consultant that has worked extensively in development of international school programs, facilitated a discussion with the Board regarding the creation of a regional approach for hosting international students who are studying in the United States through the “Student and Exchange Visitor Program” (SEV). Dr. Bogden noted that this initiative had been presented to Superintendents in the region, as well as some of local high school principals.

Dr. Bogden described that there is an increasing (international) desire for a “western” education as the size of the middle-class increases world-wide, especially in Asia. He explained that foreign students can enter currently enroll in public schools in the United States for one year on an F-1 visa. In this circumstance the school district in which the student is enrolled charges tuition to cover the cost of their education.

Mr. Hilton noted that the ability for the district to set a local tuition has been confirmed by the DESE. This tuition is usually between \$16,000 and \$18,000 per student, with additional fees added if additional support services are required. He further noted that the tuition should be set by the local school districts based in a methodology that determines the projected per-student costs for the district.

Dr. Bogden described the potential benefits of enrolling foreign students for local school districts. He explained that, in addition to the ability to set and collect tuition, enrolling foreign students increases the ethnic and cultural diversity within a district. He noted that most foreign students are very capable and talented and have undergone a significant screening process to determine eligibility to participate in an international opportunity.

Dr. Bogden observed that Cape Cod (and the Islands) has quality schools and housing availability as well as proximity to Boston and excellent colleges.

Mr. McDonald asked about host housing.

Dr. Bogden explained that most foreign students are housed with the families of students in the local school district or in homes located within the community (“home stays”). He explained that, in Maine, a relationship was created between the school district and a local college for use of a dormitory to house international students.

Mr. McDonald described the positive experience the Massachusetts Maritime Academy has had with foreign students.

IV. Minutes

a. March 13, 2013

VOTE

Ms. Sette made the motion that the Board vote to approve the minutes of the March 13, 2013 Board of Directors meeting. This motion was seconded by Dr. Bentinck-Smith.

YEA – 4, NEA – 0,
ABSTAIN – 4 (Putnam, Fichtenmayer, McDonald, Sundermeyer)

V. New Business

a. Warrants

- #20 – FY13 **VOTE**
- #21 – FY13 **VOTE**
- #22 – FY13 **VOTE**
- #23 – FY 13 **VOTE**

Ms. Sundermeyer made the motion that the Board vote to approve Warrants #20, #21, #22 and #23. This motion was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

b. FY13 Spending Plan – Personnel Changes

• Additions **VOTE**

- Joseph Tanner, Transportation Monitor
- Rhonda Fitzgerald, Transportation Monitor
- Charles Ouelette, Transportation Monitor

Dr. Bentinck-Smith made the motion that the Board vote to approve these additions. Mr. McDonald seconded the motion.

SO VOTED – UNANIMOUS

• Reductions **VOTE**

There were no reductions. No vote was required.

c. Programs / Services

• Transportation

○ Maintenance Building – Lease **VOTE**

Mr. Hilton described how the Collaborative fleet mechanic, Richard Bianco, has provided exceptional support to the Collaborative. He has ensured the safety of the students and improved the quality of the Collaborative transportation operations. Mr. Bianco is tireless in his efforts to conserve funds whenever and wherever appropriate. He has performed remarkably in maintaining and repairing vehicles in even the most inclement weather.

After considerable discussion and analysis, Mr. Bianco has recommended that the Collaborative secure a site (garage) where some of the vehicle maintenance (non-emergency) might be

completed. This maintenance would *not* include routine fluid changes, but could include other routine maintenance as well as considerable maintenance items (tires, brakes, electronics).

Mr. Hilton described discussions with Mr. Brown, Ms. Pawloski and Mr. Bianco regarding the need for a maintenance site. They support the leasing of a site for one year. Mr. Brown and Ms. Pawloski have researched the costs and appropriately procured a potential lease. The lease has been approved by Collaborative counsel.

Mr. Hilton recommended that the Board approve the lease of Unit #7 at 25 Foster Howard Road in Pocasset, Massachusetts. The property consists of 1000 rentable square feet on the first floor of the property and a second floor mezzanine containing approximately 600 square feet.

Ms. Sundermeyer asked about the property's current use.

Mr. Brown described the property as vacant; Ms. Pawloski added that an auto repair business is located in a bay of the same complex.

Ms. Sundermeyer questioned the Collaborative's environmental responsibilities regarding the property.

Mr. Hilton responded that the Collaborative's insurance provider has been consulted. No fluid changes will be done at the location and no liquids will be stored at the site.

Dr. Bentinck-Smith made the motion that the Board vote to approve the lease of Unit #7 at 25 Foster Howard Road in Pocasset, Massachusetts. This motion was seconded by Ms. Sundermeyer.

SO VOTED – UNANIMOUS

VI. Other (Additional Items)

a. Purchase 2 new copiers

VOTE

Mr. Hilton asked the Board to authorize the replacement of 2 copiers in the AEP program with new copiers off the State Bid, as the monthly cost to service the existing copiers exceeds the monthly cost for the new machines.

The new copiers:

Savin MP 6002 – cost \$326.76/month – 60 copies per minute, black & white, 3 hole punch, apple compatible, staple finisher, fax option, network support

Savin MP C2051 – cost \$136.67/month – 20 copies per minute, color, staple finisher

Ms. Putnam made the motion that the Board vote to approve the purchase of 2 new copiers. This motion was seconded by Mr. Davol.

SO VOTED – UNANIMOUS

b. Declare 2 existing copiers surplus

VOTE

Mr. Hilton asked the Board to declare 2 existing copiers surplus:

Konica Minolta 600 (purchased in 2007)

Konica Minolta C252 (purchased in 2007)

Ms. Sundermeyer made the motion that the Board vote to declare 2 existing copiers surplus. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

c. Request for tuition waiver

VOTE

Mr. Hilton asked the Board to consider a request from the Mashpee Public Schools to waive the tuition fee for a student who was enrolled in the Alternative Education Program but who failed to attend.

Mr. Carroll noted that the student went through the interview process, completed the intake packet, and transportation for the student was arranged. The student never came. The program held a place for the student for 10 days.

Mr. McDonald asked what the tuition fee would be.

Mr. Hilton responded that it would be about \$2,000.

Ms. Sundermeyer recommended that the Board consider assessing an administrative fee, observing that the Collaborative did go to some expense for the student (interviews, enrollment, placement in classes).

Mr. Hilton asked the Board if a fee of 10% would be appropriate.

Ms. Sundermeyer made the motion that the Board vote to assess an administrative fee of 10% of the tuition invoice. This motion was seconded by Mr. McDonald.

SO VOTED – UNANIMOUS

d. Purchase of three (3) 7D Vans with driver & passenger steps **VOTE**

Mr. Brown asked the Board to approve the purchase of three (3) 7D vans (2013) from the State Bid list at a cost of \$18,566 per van plus an additional fee of \$279 per van for driver and passenger steps. These vehicles would be expensed next year. If the purchase is approved, Mr. Brown will seek financing and bring options to the Board for approval.

Mr. Hilton noted that the need for the purchase of these vehicles has previously been brought before the Board.

Mr. MacDonald asked if this expense had been included in the Spending Plan for FY14. Mr. Hilton indicated that this expense had been included in the FY14 Spending Plan.

Mr. Davol made the motion that the Board vote to approve the purchase of three (3) 7D vans from the State Bid list. Mr. Fichtenmayer seconded the motion.

SO VOTED – UNANIMOUS

Mr. Davol and Ms. Medeiros left the meeting at 6:20 PM. Dr. Bentinck-Smith, Vice-Chair, took over as chair for the remainder of the meeting.

VII. Old Business

a. Transportation

- Invoicing

Mr. Brown discussed the current status of invoicing associated with Collaborative services for transportation. He noted that March invoicing is on track to be completed by this Friday, April 12, 2013.

- Special Education

The Collaborative continues to assess the districts' needs for Special Education Transportation services for FY14. Member districts are continuing to assess their needs for the coming school year (2013-2014). Mr. Hilton stressed that it is imperative for planning purposes that the Collaborative be involved in discussions regarding any changes that are being considered. Ms. Pawloski, Mr. Brown and Mr. Hilton met with the Eastham School Committee on March 26th to discuss Collaborative transportation services being provided to the district.

Mr. Hilton also noted that communication regarding planned changes in services provided by the Collaborative is extremely important, especially as the Budget progresses in the districts, and the collaborative, progress.

- General Education

The Collaborative continues to meet with districts to assess and support the districts' needs for General Education Transportation services for FY14. Collaborative is currently assisting the districts of Truro, Nantucket and Mashpee in evaluating their current needs and planning for FY14. Please note that communication regarding planned changes in services provided by the Collaborative is extremely important, especially as the Budget progresses in the districts, and the collaborative, progress.

b. Cape Cod Collaborative Articles of Agreement

Mr. Hilton continued the review of the proposed/potential changes to the Cape Cod Collaborative Articles of Agreement. Each Collaborative Board Member was mailed a copy of the proposed/potential changes in late February. Copies of the document were also sent to the Chairperson of the School Committee of each member district and the Superintendent of each Member district. The document includes changes that have been recommended by Collaborative counsel (Edward F Lenox and Sarah Catignani of Murphy, Hesse, Toomey & Lehane).

Mr. Hilton discussed the timeline and a process for further Board review and approval of the changes as well as the ongoing need for subcommittee discussion.

Mr. Hilton suggested that Board members continue to review the Articles of Agreement document and prepare for discussion with district school administration and School Committees as the process of amending the current agreement progresses.

- ***Governance SubCommittee***

The Governance SubCommittee met on March 20, 2013 to discuss the proposed changes to the Collaborative Articles of Agreement.

Dr. Tankard, Dr. Bentinck-Smith and Ms. DiPaolo met with Mr. Hilton at the Martha's Vineyard Public Schools Central Office to conduct in-depth review of the proposed changes.

Mr. Hilton reviewed few of the items recommended by the SubCommittee for further deliberation and discussion, including:

- Article 4.7: Discussion regarding the current Collaborative operation with policies and protocol contained in handbooks for each programmatic area.
- Article 4.8.1: Discussion regarding the possibility of moving towards electronic posting of meeting schedules, as opposed to posting in each town clerk's office.
- Article 4.10: Discussion reaffirming the desire to maintain a quorum that is not (necessarily) a majority of the Board Members.
- Article 4.13: Discussion about the potential for suspending vote. Members of the SubCommittee supported the discretion included in the current language.
- Article 4.15: Discussion regarding the "required training" for Board Members.
 - Concern regarding availability (time and place) for training. Issues include "off-cycle" appointment and timeliness of training and geographical location of training.
 - Concern regarding cost for training. Issues include whether the district, Collaborative, or State is responsible for associated costs (travel, lodging).
 - Will training be available at the MASC/MASS Conference?
 - Significant concern regarding potential for Collaborative to be placed on "probationary status" if all Board Members do not complete training (specific citation for this not found in legislation or regulations).

Ms. Sundermeyer observed that members of the Sandwich School Committee have been reviewing the Articles of Agreement and that some questions have arisen.

Mr. Hilton suggested that these questions be shared with him as soon as possible so that they may be addressed early in the process.

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

Mr. Brown and Mr. Hilton reviewed the process necessary for the establishment of an irrevocable trust for the Collaborative OPEB liabilities. Mr. Brown has discussed some changes in the language of the Trust Document with Collaborative Counsel (Attorney Brian Fox of Murphy, Hesse, Toomey & Lehane). (These changes were included in the new draft found in the Board Packet).

Mr. Hilton observed that Mr. Swett, who was unable to attend this meeting, had several questions regarding the trust document. Mr. Hilton and Mr. Swett have been in communication.

Mr. Brown noted that the Trust document has been reviewed for IRS and State reporting requirements. He suggested that the Finance SubCommittee review the draft prior to being brought before the Board for a vote.

d. FY13 Spending Plan – Discussion

• Enrollment Projection

Mr. Hilton reviewed 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. Hilton reviewed 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. FY14 Spending Plan – Initial Draft

The revised draft of the FY14 Spending Plan included changes that had been recommended at the March 11th Finance SubCommittee as well as the March 13, 2013 Board of Directors Meeting. The changes include the elimination of wireless internet in the buildings from the Capital Plan for FY14.

A copy of the revised Spending Plan was sent electronically to Board Members prior to the meeting and paper copies were available at the Board Meeting.

Mr. Brown and Mr. Hilton reviewed changes to the Collaborative Spending Plan during the meeting. The format and priorities for the Spending Plan are noted within the document and will continue to change as the projections for district use of programs and services for FY14 change during the coming month(s).

Changes that are included in this revision to the Collaborative Spending Plan include the elimination of the wireless installation (- approximately \$6,000) from the capital plan as well as the addition of utility costs for the maintenance rental (+\$2,500).

f. Program / Services

• Alternative Education Program – Otis

Mr. Carroll discussed the current enrollment and programming at the Alternative Educational Program.

- Enrollment

Mr. Carroll noted the enrollment continues to trend upward; 2 students started with the program recently and he has 6 referrals.

- Programming

- Camp Burgess

Mr. Carroll observed that students continue to enjoy the facilities, especially now that the weather has improved. He noted that students have recently completed construction of a shed for hay storage.

- Facilities

- Windows

Mr. Hilton noted that winter storms damaged 23 windows at the Otis school facility.

• STAR - Osterville

Ms. Woods provided an overview of the current and projected enrollment for the STAR Program.

- Enrollment

Ms. Woods indicated that enrollment has remained steady. There are currently 57 students enrolled and there have been a couple of recent inquiries.

- Programming

Ms. Woods spoke about the donated greenhouse, which suffered damage from the winter storms. She indicated that, thanks to the Cape Cod Challenger Club, the greenhouse is now up and secure and students are planting seeds in anticipation of warmer weather.

Ms. Woods discussed a recent fundraiser for the garden hosted by Kim McArdle and her husband at their home. Almost \$1,500 was raised.

Ms. Woods also noted that 4th and 5th grade students from the STAR Program have been travelling to Camp Burgess on Fridays to take part in farm activities. She explained that the 18-22 year old vocational students have also recently been participating in Camp Burgess farming activities.

Ms. Woods also noted that these vocational students continue to visit Barnstable High School weekly to participate in programming and have lunch. She indicated that the Audubon Society will visit the Osterville STAR program in May to continue a science unit on the Cape Cod environment.

On April 25th, the Program will host its first Art Show timed in conjunction with parent-teacher conferences.

Ms. Sundermeyer left the meeting at 6:32 PM. The meeting's quorum was lost; the meeting continued for informational purposes only.

- **Transportation**

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

Ms. Pawloski noted that evaluations for driver and monitor teams are currently taking place.

- Support / Consultation

- Dennis-Yarmouth Public Schools

James Flahive recently assisted the Dennis-Yarmouth Regional School District in developing bid specifications for large bus transportation.

- Staffing / Routing

Mr. Hilton updated the Board regarding ongoing changes to staffing and routing associated with Collaborative transportation services. Mr. Brown, Ms. Pawloski and the Collaborative dispatchers participated in two days of training with a specialist from Transfinder, a software service provider for a software product that provides routing, maintenance and invoicing/tracking assistance. The training was focused upon enhancing the capacity of the Collaborative through increased utilization of components of the software.

- Special Education Transportation

- Equipment Review / Needs

Mr. Hilton and Mr. Brown continued the review of the need for the Collaborative to replace vehicles within the (short) bus fleet. 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.

The Collaborative will be seeking to purchase, through financing, several vehicles to support district needs in the coming year(s).

- Large Buses

- Nantucket Public Schools – Purchase of two (2) large school buses to replace two (2) of six (6) in the Nantucket large bus “fleet”. This purchase will allow for appropriate replacement of aging buses before

significant maintenance is required (Note: much of the significant maintenance cannot be completed “on-island”). The “staggered” purchase of buses in the Nantucket “fleet” will also allow for acclimation of staff, and maintenance, to vehicles with more significant emissions controls and technology. This increased technology will require increased routine maintenance. The current “fleet” are five (5) years old and had been replaced every three (3) years previous to the current equipment (fleet).

- Short Buses / Special Education Buses
 - The Collaborative seeks to purchase three to four (3-4) short buses to support special education transportation services being provided to school districts. The “configuration” of these buses (wheelchair lifts and seating) will be determined in the coming month. The number of buses to be purchased will be determined based upon responses to the Collaborative bid for the purchase of these buses (cost factors).
 - The current fleet of “short buses” continues to be utilized. Several vehicles are nearing ten (10) years old and have run well in excess of 200,000 miles. This fleet will be assessed for disposition of some vehicles as the new vehicles are purchased.
 - The Collaborative has not purchased new short buses since July 2009.

- “7D” Vans / Minivans
 - **Vans:**
 - The Collaborative seeks to purchase three to four (3-4) vans to support the special education transportation services being provided to school districts.
 - The current fleet of vans continues to be fully utilized. Three (3) of the eleven (11) vans purchased in 2009 are utilized full-time by the Collaborative Public Day programs (Otis & Osterville) for student programming. One of the eleven (11) vans was converted for use by the Collaborative Fleet Mechanic as a mobile maintenance vehicle. Each of the four (4) vehicles that ceased operations of especial

education transportation routes had considerable mileage (over 180,000 miles).

- Eight (8) of the eleven (11) vans purchased in July 2009 continue to be in-service as vehicles providing special education transportation service for districts. Each of these vehicles has in excess of 100,000 miles.
- The Board voted earlier in this meeting to purchase these vehicles through the “state bid” list.
- Minivan(s)
 - The Collaborative has not purchased a minivan for the provision of services
 - The purchase of a (1) minivan will be explored to support single student (ridership) transportation over considerable distances.
 - The Collaborative will seek to purchase these vehicles through the “state bid” process.

• **Therapies**

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

- FY13 Service Commitments
 - Revision of Revenue Estimates for FY13
 - i. Mr. Hilton discussed the revision of revenue estimates (and expense projections) associated with the provision of therapies.
 - ii. Mr. Hilton discussed the discontinuation of Occupational Therapy through the Collaborative in one district as well as the discontinuation of direct contracting with the Collaborative for Deaf and Hard of Hearing (DHH) specialist services for another district.
 - 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.

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

Mr. Hilton discussed the progress of the regional grant that has been secured to integrate the professional development opportunities throughout collaboratives and districts in southeastern Massachusetts. The regional

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 Special Project and Professional Development activities.

- Educator Evaluation Training
 - Smart.edu user-group(s)

- **Early Childhood Network Development**

- Mr. Hilton noted that, in the Spring of 2012, a conference, “Connecting the Dots”, was convened by the Cape Early Learning Network (ELN) of Cape Cod partners to discuss unmet needs including future expansion of services and programs. As a follow up to this well attended activity, Massachusetts Department of Early Education and Care (EEC) grant funding for strategic planning was sought (Community Support Grant 119) and approved in the amount of \$20,000. The Early Learning Network is seeking to develop a critique and receive feedback of a draft of a 3 year strategic plan that is now being developed from input provided by area early childhood service providers. Input has been sought and provided through the structured interviews of more than 80 providers during the months of February and March. The final strategic plan will be developed and submitted to EEC and area Early Childhood providers in June.

- On **May 22nd** a second ELN conference “**Connecting the Dots II**” will be convened at the Cape Codder Resort in Hyannis from **1:00-3:30PM** facilitated by Dr. Gilbert. Those interested in an expanded and enhanced alignment of Early Childhood Services within and among the Cape and Islands’ communities/school districts (including Wareham) are invited to attend (note: limit of 80 participants).

- **Advanced Studies & Leadership Program (ASLP)**

- Mr. Hilton updated the Board with information associated with the ASLP Program planning for Summer 2013. The ASLP applications have been reviewed, students have been accepted and waiting lists have developed.

- Mr. McDonald expressed his pleasure that the earlier grant opportunity helped with outreach to free and reduced eligible students. He was pleased to tell the Board that a grant guarantee will allow for early scholarship notifications in the future.

- **Center for Executive Search**

- The Collaborative’s Center for Executive Search assisted the Falmouth School Committee in conducting their search for a Superintendent to start in July 2013. Dr. Bonnie Gifford has been selected as the Superintendent of the Falmouth Public Schools to begin in July 2013.

VIII. Executive Session (if necessary)

a. Personnel Matters – Litigation Strategy

Without a quorum available, the Board was unable to enter into Executive Session during this meeting.

IX. Adjournment

The informational portion of the Board of Directors meeting adjourned at 6:42 PM.