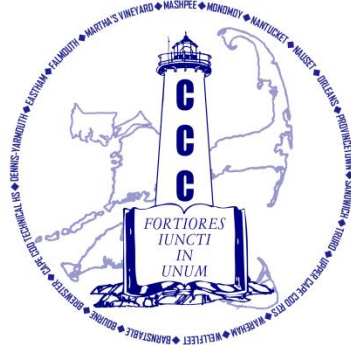


Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



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
April 13, 2016 5:00 PM

I. Call to Order

The April 13, 2016 meeting of the Cape Cod Collaborative Board of Directors was called to order by Ms. Medeiros, Co-Chair, at 5:05 PM. In attendance were:

Falmouth	Terri Medeiros, Co-Chair
Upper Cape Cod RTC	Robert Fichtenmayer, Co-Chair
Barnstable	Chris Joyce
Bourne	Heather DiPaolo (Out at 7:15 PM)
Cape Cod Tech	Ann Williams
Dennis-Yarmouth Regional	Phillip Morris
Eastham	Mary Louise Sette
Martha's Vineyard	Kate Devane (In at 5:20 PM, Out at 7:30 PM)
Monomoy Regional	Brian Widegren (Out at 6:07 PM)
Nauset Regional	Deborah Beal
Orleans	Hank Schumacher
Sandwich	Beth Cummings (In at 5:27 PM, Out at 6:29 PM)
Wareham	Melvin Lazarus (Out at 5:45 PM)
Wellfleet	Jill Putnam
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Jim Brown
STAR Program Director	Dr. Anita Woods
Waypoint Academy Director	Larry Carroll (In at 5:15 PM)
Director of Special Projects	Dr. Joe Gilbert (In at 6:00 PM)

Mr. Hilton asked that the Board consider a vote to allow Ms. Devane, the representative from Martha's Vineyard, to fully participate in this meeting.

Ms. DiPaolo made the motion that the Board vote to allow Ms. Devane to participate fully in the meeting and to have a vote counted. Mr. Morris seconded this motion.

SO VOTED – UNANIMOUS

II. Cracker Barrel Discussion

Ms. Medeiros asked the Board to consider eliminating the Cracker Barrel Discussion from this evening's agenda in light of the lengthy agenda. The Board unanimously consented.

III. Minutes

a. March 9, 2016

VOTE

Mr. Schumacher made a motion for the Board to vote to approve the minutes of the March 9, 2016 Board of Directors meeting. This motion was seconded by Mr. Morris.

SO VOTED – UNANIMOUS

IV. Old Business

a. Transportation

- Invoicing

Mr. Brown updated the Board regarding the invoicing status for FY16 invoicing to districts. He noted that calculations for March invoices have been completed and that it is expected that invoices will be mailed this Thursday.

- Reconciliation

Mr. Brown shared the status of the reconciliation of costs and revenues projected for FY16. Mr. Brown indicated that the Collaborative is on target to finish the year in a strong position.

b. Cape Cod Collaborative Articles of Agreement

Discussion

Mr. Hilton announced that the Cape Cod Collaborative Articles of Agreement were signed by Commissioner Chester on March 25, 2016. He noted that copies of the Articles of Agreement including signatures were distributed to Board Members with materials for this meeting, and will be distributed to District Superintendents and the Chairperson of each Member School Committee.

c. Executive Director Evaluation (2014-2015)

Action

Ms. Medeiros reviewed a summary of the evaluations received from Board members prior to this evening's meeting. She reviewed each category for evaluation and solicited comments from members in attendance. She explained that the overall rating based on evaluations received to date is 9.8 out of 10.

Mr. Joyce indicated that he deliberately decided not to complete the evaluation instrument. He stated his opinion that the evaluation process mandated for Superintendents, also applicable to the Executive Director, has no relevance.

Ms. Beal explained that she felt it was too soon for her to participate in the evaluation process, as she has just recently joined the Board.

Ms. Williams, noting how tedious the evaluation process can be, expressed appreciation for the simplicity of the evaluation instrument developed and used for this process.

Mr. Hilton observed that evaluative feedback is very important, as it provides opportunities for improvement. He explained that personal conversations are important, but there are always areas that need improvement.

Ms. Putnam spoke on the importance of goals as a framework for reflection. She would, however, rather have the Superintendent or Executive Director “on task” rather than wasting time compiling documentations which prove points in a rubric.

Mr. Lazarus reflected on his early experience with the evaluation process, where the evaluation was done on with a checklist. He indicated that he believed that evaluations are now the opposite extreme. Mr. Lazarus participated in the evaluation committee which established the evaluation process for Teachers, a 3-5 year process. He explained that DESE determined that the same process should apply to Superintendents. Mr. Lazarus noted that Superintendents and Executive Directors are the only public officials to be publicly “flogged” – and that no other paid town official must undergo this process.

Mr. Joyce noted the difference between the Cape Cod Collaborative and a school district. He explained that, if the Collaborative team ceases to do a good job providing services needed by the districts, they will cease to exist. He indicated that the Collaborative must provide the services needed by districts in order to be sustainable. He further noted that districts are often driven by “cost control” and that, the fact that they continue to utilize the Collaborative proves its value.

Ms. Putnam indicated that Mr. Hilton’s strength is having an informed Board. She appreciates the details.

Ms. DiPaolo reflected that her term on the Bourne School Committee is coming to a close. When she first joined the School Committee, she had no educational experience. Of all the interactions, she indicated that she was most comfortable with Mr. Hilton from the get go.

Each Board member present was given the opportunity to complete the evaluation instrument while at the meeting and/or submit evaluations to Ms. Deck by email. A complete summary of the evaluations received will be compiled and provided to Board members at the May meeting.

d. Policy Review

- **Employee “Sick Bank”**

Mr. Hilton noted the Policy Subcommittee has not convened in many months and suggested that the Subcommittee convene to discuss modifications to the “sick bank” policy. A Subcommittee meeting will need to be scheduled as it is likely that this item for action be considered at a later Board meeting.

The particular issues that require action are the refinement of rules for the contribution to the “sick bank”, rules governing access to the “sick bank”, and the development of a driver/monitor “sick bank” as these employees are now accruing sick time.

Mr. Morris, Mr. Fichtenmayer and Ms. Beal offered to serve on this SubCommittee.

V. New Business

a. Warrants

			VOTES
• #37	VOTE	• #40	VOTE
• #38	VOTE	• #41	VOTE
• #39	VOTE		

Ms. Beal made a motion for the Board to vote to approve Warrants #37, #38, #39, #40 and #41. This motion was seconded by Ms. Williams.

Mr. Hilton noted that the Board appointed Ms. Larsen to audit warrants and to provide preliminary approval. Mr. Widegren asked if Ms. Larsen had reviewed the warrants to be voted on at this meeting. Mr. Hilton responded in the affirmative.

SO VOTED – UNANIMOUS

b. Business Office

Mr. Hilton explained that Mr. Brown has announced his intention to retire at the close of the fiscal year (FY16). He indicated there are several items that need to be discussed as the Collaborative prepares for his departure.

- Business Office Functional Review **VOTE**

Mr. Hilton noted that a Request for Quotes (RFQ) was sent to some known consultants seeking a quote for a functional review of the Collaborative business office. Mr. Brown has made many significant and positive changes in the Collaborative operation. The focus of this review is to review and document the current processes and operation as well as to discuss areas that will need to be addressed with a new Business Manager.

Consulting Partners, Inc. was the only group that submitted a response to the Request for Quotes (copy of submission was included Board materials).

Mr. Hilton recommended that the board vote to authorize him to enter into an agreement with Consulting Partners, Inc. in an amount not to exceed \$15,000 for the completion of the Business Office Functional review. **VOTE**

Mr. Fichtenmayer made a motion for the Board to vote to authorize Mr. Hilton to enter into an agreement with Consulting Partners, Inc., in an amount not to exceed \$15,000, for the completion of the Business Office Functional Review. Mr. Morris seconded this motion.

SO VOTED – UNANIMOUS

Mr. Lazarus left the meeting at 5:45 PM.

- Business Manager Search

Discussion & VOTE

Mr. Hilton explained that the Business Manager Search Committee interviewed five (5) candidates from a selection of over twenty applicants for the position.

He explained that three (3) finalists were selected for further interview/discussion. He indicated that each of these three candidates will spend a half day at the Collaborative during the week of this Board meeting. He further explained that each candidate will meet with various Collaborative staff and will also be asked to complete a few analytical tasks similar to those that will be required for the position.

Mr. Hilton stated that the Business Manager Search Committee will reconvene on May 4th to discuss the finalists' visits to the Collaborative with Collaborative staff and consider recommending an appointment at that time. Mr. Hilton respectfully recommended that the Board authorize him, as the Executive Director, to offer a provisional appointment to one of the candidates following the convening of the Business Manager Search Committee (if appropriate) with final appointment to be recommended to the Board meeting in May.

VOTE

Ms. Beal made the motion that the Board vote to authorize Mr. Hilton, as Executive Director, to offer a provisional appointment to one of the Business Manager candidates and to enter into contract discussions within the set limits already authorized by the Board. This motion was seconded by Ms. Putnam.

SO VOTED - UNANIMOUS

- Business Office Consultation

Discussion & VOTE

Mr. Hilton explained that Mr. Brown indicated his willingness to continue to work with the Collaborative to assist the incoming Business Manager with transition as well as to assist with the completion of the FY16 Audit. Mr. Hilton suggested that Mr. Brown's assistance through the audit would be valuable, especially as the Collaborative will be working with new auditors this year. Mr. Hilton recommended that the Board authorize him to negotiate terms (dates & responsibilities) and remuneration for Mr. Brown, subject to approval by the Board at a later meeting.

VOTE

Ms. Beal made a motion for the Board to vote to authorize Mr. Hilton, as Executive Director, to enter into negotiations with Mr. Brown to engage Mr. Brown's services as a consultant to the Collaborative. This motion was seconded by Ms. Williams.

Mr. Joyce clarified the time frame for Mr. Brown's services. Mr. Hilton explained that Mr. Brown would assist until the 2016 Audit has been completed.

SO VOTED - UNANIMOUS

c. FY16 Spending Plan

- Updates

Discussion

- Mr. Brown noted that current revenue projections are expected to be sufficient to support anticipated expenses for the fiscal year. Mr. Brown and Mr. Hilton discussed the current status of the FY16 Spending Plan as well as the status of various initiatives. Financial Updates for FY16 were included with Board Materials (Spreadsheet and Narrative).

- Parking

VOTE

- Mr. Hilton noted that the parking at the Osterville site continues to be overwhelmed and in need of relief. He explained that a “feasibility study” is in process with Coastal Engineering regarding long-term parking options, as had been voted at a previous Board meeting. Mr. Hilton discussed the need to develop “overflow” parking on-site to alleviate some of the congestion. He recommended that the Board vote to solicit quotes from landscapers to develop an area (gravel) on the property for “overflow” parking as there are an increasing number of vehicles parking on the lawn areas.

It was recommended that the Board vote to solicit quotes to develop “overflow” parking. Mr. Hilton estimated the cost of this project to be \$15,000.

VOTE

Mr. Hilton also recommended that the Board vote to authorize him to enter into an agreement to have this work performed for an amount not to exceed \$15,000.

VOTE

Mr. Widegren made a motion for the Board to vote to authorize Mr. Hilton to solicit quotes and to enter into an agreement to develop a gravel/stone overflow parking area. This motion was seconded by Ms. Beal.

Mr. Schumacher asked for clarification as to the need for this landscaping change. Mr. Hilton described the increasing use of the Collaborative facility as a meeting location and the increased use of parking by transportation and program employees.

Mr. Schumacher wondered if the number of days this additional parking was required necessitated this project and questioned why vehicles could not continue to park on the grass. Mr. Joyce indicated he drives by the Osterville location daily and there seem to be cars parked on the grass every day. Mr. Joyce noted that this is a conservative approach to meet the parking need with the greatest cost control.

Ms. Cummings asked if this was a transitional phase leading to a more permanent solution to the parking issue. Mr. Hilton indicated that it might be necessary to create more permanent parking at some point

in the future, but that the cost for creating this permanent parking immediately would be prohibitive. He explained that, if it becomes necessary, the Collaborative would put out a request for bids and obtain estimates.

Ms. Medeiros reminded the Board that there was a motion and a second and asked the Board to vote.

SO VOTED

YEA – 12 NEA – 1 ABSTAIN – 0

- Personnel

- Additions

VOTE

- David Aguiar (re-hire) Nantucket CDL Driver (Spare)
 - Christine Dailey STAR Reading Specialist (Hourly)
 - Kelly Hliva CDL Driver (Spare)
 - Madeline Marasa STAR Paraprofessional
 - Pamela Rosary CDL Driver
 - Thomas Thauer Maintenance & Carpentry (Temp)
 - Lillian O'Brien Administrative Assistant (05/09/2016)

- Reductions:

VOTE

- Amanda Rice STAR Teacher (Resignation)

Ms. Beal made a motion for the Board to vote to approve the additions and reduction noted on the agenda. This motion was seconded by Ms. Williams.

SO VOTED - UNANIMOUS

d. FY17 Spending Plan / Budget Development

Mr. Hilton and Mr. Brown continued the discussion regarding the status and timeline for the Collaborative FY17 Budget Development, noting that the timeline for approval of the Collaborative Spending Plan / Budget is reflective of member district needs.

Mr. Hilton indicated that the initial DRAFT of the Spending Plan / Budget was included with Board materials and will be reviewed at subsequent Board meetings. He noted that the Board has previously approved preliminary rates at their May meeting(s) with final approval of the Spending Plan / Budget at the June Board meeting.

Mr. Hilton explained that the Finance SubCommittee convened at 4:00PM, immediately prior to this Board meeting. He indicated that there will need to be further SubCommittee meetings scheduled to ensure appropriate input from Board members.

Mr. Hilton referred to the final page of the DRAFT Spending Plan / Budget, which contains the proposed rates for 2016-2017. Mr. Hilton noted that most rates have been held to a 2.5% increase.

Mr. Widegren, a member of the Finance Subcommittee, indicated that these rates are consistent with district expectations and that the 2% raise in salaries is consistent with prior years. He noted the DRAFT Spending Plan / Budget was well put together.

Mr. Hilton observed that the salaries reflected in the Spending Plan / Budget are consistent with district salaries for the Cape, although the scale for paraprofessionals is somewhat higher. Mr. Hilton explained that paraprofessionals working in Collaborative programs perform a much different job than those working within school districts.

Mr. Widegren left the meeting at 6:07 PM.

Mr. Hilton noted that there are a few factors that each district and the Collaborative needed to consider and are included in formulation of the FY17 Budget:

- Health Insurance Costs
 - It was noted that the Cape Cod Municipal Health Group has indicated that the health insurance costs will increase nine percent 9% this coming fiscal year
 - Mr. Hilton also noted that the Affordable Care Act *may* necessitate some changes to the coverage provided by the Collaborative in the future (still an indeterminate impact at this point)

Mr. Schumacher sought clarification regarding health care costs. Mr. Hilton noted that the Collaborative is part of the Cape Cod Municipal Health Group (CCMHG), a municipal health insurance purchasing group. He explained that the Collaborative does not offer employees all health options available through the CCMHG, just two HMO offerings for active employees.

- Mandatory Sick Time

Mr. Hilton indicated that certain categories of employees of the Collaborative had been eligible for very limited paid time off. He explained that the impact of recent state mandates regarding sick time accrual was factored into the FY16 Spending Plan / Budget. He further noted that the continuation of the accrual for this time also impacts the FY17 Spending Plan (and subsequent Spending Plans).

e. Procurement

- Vehicle Procurement **VOTE**
 - Mr. Brown asked the Board to consider votes authorizing the Collaborative to solicit proposals for vehicle purchase and financing

as well as needed updates to the telephone system.

- He explained that the Collaborative will need to solicit proposals/bids for the procurement of additional vehicles to meet the needs of the districts being served by Collaborative transportation. Mr. Brown asked the Board to authorize the solicitation of proposals for the purchase of:
 - Six 12 passenger track seating Mini School Buses
 - Two 71 passenger Regular Ed Buses for Nantucket
 - Five 8 passenger 7D Vans

Ms. Beal made a motion for the Board to vote to authorize the Collaborative to solicit proposals for the purchase of these additional vehicles. This motion was seconded by Mr. Fichtenmayer.

SO VOTED - UNANIMOUS

- Phone System Procurement **VOTE**

Mr. Hilton indicated that the Collaborative has continued to utilize and support a phone system that is over twenty years old. He noted that the Collaborative had purchased components and expanded the systems to support the evolving needs of the program. Mr. Brown explained that the costs for equipment maintenance and replacement continue to escalate. Mr. Brown asked the Board to authorize the solicitation of proposals for a Voice over IP (VOIP) telephone system to replace the obsolete systems in Osterville and Waypoint Academy. He explained that it is expected that this can be acquired through the Massachusetts State Bid process and could be installed in July of 2016.

Mr. Brown estimated the installed cost of such phone system to be \$42,000 and indicated that this could be financed with the vehicle purchases. **VOTE**

Ms. Beal made a motion for the Board to vote to authorize the Collaborative to solicit proposals for a "VOIP" telephone system. Mr. Morris seconded this motion.

SO VOTED - UNANIMOUS

- Vehicle and Equipment Financing **VOTE**

Mr. Brown asked the Board to authorize the solicitation for proposals for financing of vehicles and equipment for more than three (3) years and up to seven (7) years.

Ms. Williams made the motion that the Board authorize the solicitation for proposals for financing of vehicles and equipment for more than 3 and up to 7 years. This motion was seconded by Mr. Morris.

SO VOTED - UNANIMOUS

Ms. Cummings exited the meeting at 6:29 PM.

f. Preliminary FY17 Collaborative Rate

VOTE

Mr. Hilton noted that the development of rates associated with services to districts is dependent upon the allocation of costs in the Collaborative Spending Plan.

Mr. Hilton and Mr. Brown recommended that the Board vote to approve (preliminary) service rates for FY17 at this meeting to provide sufficient information to member district personnel for planning purposes. They explained the recommendation that the rates be approved as Preliminary Rates, as the Board may elect to make modifications before the Board formally adopts the FY17 Budget / Spending Plan in June.

Mr. Schumacher observed that the cost for the ASLP program has not increased. Mr. Hilton noted that this is a parent-paid program and the operational costs have been partially offset by grants. Dr. Gilbert reminded the Board that scholarships are available to assist families in need.

Ms. Beal made a motion that the Board vote to approve Preliminary FY17 rates. This motion was seconded by Ms. Williams.

SO VOTED - UNANIMOUS

g. Collaborative Policies / Handbook Review

Mr. Hilton indicated that the accrual of sick time is among the items that must be considered in the development of the FY17 Employee Handbook (and Collaborative Policies).

Mr. Hilton recommended that a meeting of the Policy Subcommittee be scheduled to discuss the development of Employee Handbooks for FY17.

Among the pending topics for clarification and/or revision are:

- “Sick Bank” – accounting, use, oversight process
- “Military leave” – determination of process for approval and remuneration
- Mandatory Sick Time Accrual

The Collaborative has implemented a creative and generous “buy back” provision for Drivers & Monitors. It is necessary to further refine the policies that were established or FY16 based upon the experience of administering the policy throughout the year.

- Health Insurance – Review of current Collaborative policies to prepare for further discussion

h. Surplus Equipment

VOTE

Mr. Hilton recommended a vote to declare one wheelchair van as surplus equipment. This 2000 Ford Van had formerly served as a transportation mechanic van. This vehicle no longer is road-worthy. The Collaborative will be seeking to dispose of the vehicles through a “fair market value” sale or trade.

Mr. Joyce made a motion for the Board to vote to declare this 2000 Ford Van, formerly used by the mechanic, as surplus equipment. The motion was seconded by Mr. Fichtenmayer.

SO VOTED - UNANIMOUS

i. Collaborative Fundraiser

VOTE

- Waypoint Annual Golf Tournament

Mr. Hilton explained that the Waypoint Academy Program was seeking permission to host the Annual Waypoint Academy Golf Tournament fundraiser at the Bay Pointe County Club in Onset, MA in June 2016. Mr. Carroll explained that there will be a brand new automobile as the hole-in-one prize on the 4th Hole and that every par 3 will have a prize for a hole-in-one.

It was further noted that participants, event volunteers, and any and all donations to assist the success of this fund raiser are being sought. The tournament is also in need of Corporate, Banquet, Tee-Shirt, Golf Cart, and Tee Sponsors.

VOTE

Ms. Putnam moved that the Board vote to provide permission for Waypoint Academy to host the annual golf tournament fundraiser. This motion was seconded by Ms. Williams.

SO VOTED - UNANIMOUS

j. Programs/Services

- Waypoint Academy

- Proposed Site Change

DISCUSSION

- Proposed Location
 - Planning

Mr. Carroll and Mr. Hilton discussed an evolving opportunity to consider the relocation of Waypoint Academy to a location contiguous (or on) the campus of Upper Cape Cod Tech.

Mr. Hilton discussed the completion of a “fair market value” study of the property as well as the “feasibility study” completed by Coastal Engineering. He noted that the site seems to be feasible; however, there is a need to gather cost estimates for site preparation and utilities at the site.

Mr. Hilton has consulted with Collaborative counsel and has affirmed that the potential purchase of the property would be exempt from Chapter 30B due to the unique nature and location of the property (adjacent to a school that would have coordinated programming).

Ms. DiPaolo asked about the projected timeline for constructing a new building. Mr. Hilton suggested that a private contractor could complete the process in approximately one year, but if the construction is done utilizing the expertise of the tech school and offering student learning opportunities, the project could take about two and a half years.

Mr. Hilton respectfully recommended that the Board convene in Executive Session to vote authorize him (and the Collaborative Business Manager) to enter into negotiations with the owner of the property for the purchase of the land.

- Enrollment Update
- Programming
- Status of Commitments – FY16

Mr. Carroll discussed the enrollment and programming at the Waypoint Academy. Mr. Carroll also discussed the status of current school program initiatives that continue at the Waypoint campus. The program has maintained enrollment throughout the year. Mr. Carroll described how changes which were implemented through work done by Dr. Hauser have increased time on instruction. Mr. Carroll described Waypoint’s recent multi-cultural meal, an annual event which includes parents.

- STAR / Osterville

- Enrollment
- Programming
- FY16 Planning
- Equipment Donation

VOTE

Dr. Woods noted that

The STAR Program has received the donation of a power lift chair and lift (estimated value \$2,000). A vote to accept this donation is suggested.

Ms. Putnam made a motion that the Board vote to accept the donation of a power lift chair and lift, with gratitude. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

Dr. Woods discussed the status of enrollment and programming at the Osterville STAR Program. Dr. Woods also discussed the status of initiatives that continue at the program. STAR students recently completed MCAS ELA testing, and MCAS-Alternative portfolios have been mailed. Paraprofessional and teacher evaluations are underway. The program’s Friendship Garden will soon include a weather station and space for outdoor science work. Dr. Woods and Mr. Hilton discussed ongoing planning for FY17.

There are a significant number of students that have demonstrated success in the program and have been / will be transitioning back to their local school(s).

- Transportation

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

- Staffing / Routing

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

The Collaborative recently posted an opening for a transportation dispatcher; Mr. Hilton explained that this position may prove tough to fill.

- Equipment Review

- Mr. Hilton noted that the Collaborative will be soliciting proposals/bids for the procurement of additional vehicles to meet the needs of the districts being served by Collaborative transportation.
- It is expected that there will be a number of vehicles that will need to be procured in the coming months.
 - i. Two full sized buses to serve the needs of the Nantucket Public Schools. Some of the current vehicles are five (5) years old and will be cycled into service on the “mainland”
 - ii. Five (5) or more short buses to replace aging equipment with excessive mileage (many well in excess of 200,000 miles).
 - iii. Five (5) or more vans or minivans to replace ten (10) passenger vans with excessive mileage (over 200,000 miles).
 - iv. The exact number(s) and configuration will be determined in the coming weeks following further consultation with the Collaborative mechanic and transportation staff.

Mr. Hilton explained that the Board voted to authorize the solicitation of proposals for the purchase and financing of these vehicles earlier in the meeting.

- Therapies

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

- FY16 Service Commitments

- Mr. Hilton continued the discussion regarding the status of the employees providing these services
 - i. The Collaborative currently has the capacity to contract out the following services:
 - 1. PT – ½ to 1 day
 - ii. Mr. Hilton recommended that the Collaborative continue to offer these services for contracting through the calendar year with further decisions to be discussed at the Board meeting in May.

- Special Projects

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

- Professional Development / Grants

- PreSchool Expansion (Planning) Grant

Dr. Gilbert discussed the activities associated with this grant. There are a number of public school and private pre-school providers that serve the Dennis, Yarmouth, Chatham and Harwich areas that meet regularly to develop a strategic plan for the expansion of PreSchool opportunities in the region. Dr. Gilbert gave credit to curriculum administrators for moving this initiative forward. This grant (\$39,000) supports the planning activities as well as coordination with a strategic plan facilitator, *Strategies for Children*. Dr. Gilbert observed Jan Rotella, the grant manager, is doing a great job.

Mr. Schumacher asked if there is good data from school districts on the number of students entering kindergarten who have had experience in preschool, and what type of experience they have had. Dr. Gilbert noted that districts do not have good data on students’ preschool experience or lack thereof.

Mr. Schumacher expressed his belief in the wisdom of investing in three and four year-olds. Mr. Hilton suggested that some parents are unaware of preschool opportunities, others cannot afford preschool, and some parents choose to opt out.

Mr. Schumacher sought clarify use of grant funds for planning. Dr. Gilbert indicated that the funds will be used to create strategic plans that will be utilized to engage with other funding opportunities. Mr. Hilton observed that it is helpful to get the conversation started. Cape districts are dealing with a decreasing population of students.

Ms. Putnam described preschool opportunities in Truro, Wellfleet and Eastham. Ms. Putnam noted that research indicates provision of preschool services in the private sector helps the local economy. In Wellfleet, voters approved vouchers which allow parents to enroll in the program of choice.

- Multi-Tiered Systems of Support (MTSS) Tower Foundation Grant

Discussion & VOTE

Mr. Hilton noted that the Collaborative partnered with the National Center for Learning Disabilities in submission of a (successful) grant proposal (\$291,893 over 2 ½ years) to support districts throughout the region in implementation of MTSS while also further developing regional capacity for the Collaborative to support districts. He noted that the grant also requires some investment by participating districts (between \$1,000 and \$4,000 each year).

Mr. Hilton explained that he has worked with the National Center for Learning Disabilities to recruit and interview candidates to support

this initiative locally/regionally. The part-time (approximately .6FTE) will be maintained through NCLD fiscally with programmatic coordination through the Collaborative.

Dr. Magdalene Giffune was officially hired into the position in March 2016. She has met with the leadership in several districts with scheduled meetings with most of the remaining districts.

A copy of a proposed Letter of Agreement between the Collaborative and the National Center for Learning Disabilities was included with your Board materials.

Mr. Hilton recommended that the Board vote to approve the Letter of Agreement and also authorize him to sign on behalf of the Collaborative.

VOTE

Ms. Beal made the motion that the Board vote to approve the Letter of Agreement and authorize Mr. Hilton, as Executive Director, to sign on behalf of the Collaborative. This motion was seconded by Ms. Putnam.

SO VOTED - UNANIMOUS

○ New Venture Fund Grant Opportunity

VOTE

Mr. Hilton noted that an additional grant opportunity has recently come to the attention of the Collaborative that may enhance the work that is being done with the NCLD and school districts throughout the region. He explained that the “Massachusetts School District Network Development Opportunity” is a grant opportunity that is being coordinated through the New Venture Fund with funding provided by the Bill & Melinda Gates Foundation. He explained that materials associated with this opportunity are included with your Board materials. He indicated that the grant will fund the development of up to three networks (grants of between \$500,000 and \$1,500,000 over two years).

Mr. Hilton explained that he has been in communication with NCLD and several Member School District administrators to further evaluate the interest and eligibility for this grant opportunity. Mr. Hilton also noted that he and NCLD staff have participated in conference calls regarding the opportunity and continue to evaluate the viability of a successful grant proposal.

Mr. Hilton recommended that the Board authorize him to submit a grant proposal to the New Ventures Fund on behalf of the Collaborative and Member School Districts if sufficient interest is present and eligibility proves appropriate with interested districts. He noted that it is necessary to secure authorization in advance of a proposal being developed as there is a very short turnaround time for the grant proposal (due April 29th).

VOTE

Ms. Putnam made a motion for the Board to vote to authorize Mr. Hilton to submit a grant proposal to the New Venture Fund on behalf of the Collaborative. Ms. Beal seconded this motion. Mr. Morris expressed his support, noting the relevance in the provision of services to the Collaborative's member districts.

SO VOTED – UNANIMOUS

○ ASLP

Dr. Gilbert updated the Board regarding the planning for the Summer 2016 ASLP Program. He explained that there has been a tremendous class applying to the program with 220 students accepted as well as a waiting list. Dr. Gilbert described a recent meeting with Gil Newton, Mass Maritime cadets, who will be assisting as RAs in the dorms, and staff teachers. Students attending the program will be offered a range of “pathways” which include nine STEM module options, taught by highly-qualified instructors, as well as humanities options.

Ms. DiPaolo exited the meeting at 7:15 PM.

k. Virtual High School

Mr. Hilton discussed the consortium for Virtual High School that has existed through the Cape Cod Collaborative since 2001. The consortium provided benefits for many students and districts throughout the year as an increasing number of districts were able to gain cost efficiencies by “selling” their excess capacity to other Consortium districts, who achieved cost efficiency also as they were able to gain seats at a significantly lower cost than purchasing independently.

l. 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.

There will two groups of elementary students (ages eight to eleven) visiting districts in the region from mainland China during the beginning of May. He noted that two educators from the “host” district(s) will be invited to visit the school that these students came from with all expenses paid.

Mr. Hilton discussed his pending trip to visit schools in mainland China over the April school vacation. Mr. Hilton was invited by six schools to visit to discuss potential partnership opportunities. He provided the Board with a written disclosure regarding the trip, although he will be paying his own transportation costs.

He explained the purpose of the trip is to discuss opportunities for various types of partnerships between schools in the Cape & Islands region with schools in China (particularly the Shandong province). He explained that provincial education officials in the Shandong region have expressed an interest in increasing the connection with the Cape & Islands region.

Mr. Hilton indicated that he will discuss any developments from trip with the Board at the May Board of Directors meeting.

VI. Other

a. Association of Educational Services (AESAs) Student Loan

Forgiveness Program

VOTE

Mr. Hilton and Dr. Woods recently attended a conference in New Orleans, where they learned about the AESA Student Loan Forgiveness Program. This program works with Innovative Loan Solutions, who partners with educational services to enable them to offer a voluntary benefit to their staff. Innovative Loan Solutions (ISLS) provides free expertise and no-obligation consultations for employees, their affiliated school districts and other non-profit employers who want to understand their savings potential and forgiveness options related to the Public Service Loan Forgiveness (PSLF) Program. Individuals can choose to contract with ISLS (for a fee), or can pursue loan forgiveness based on the free plan received from ISLS. There is evidence that this program has been effective in reducing related student loan debt.

Mr. Hilton recommended the Board vote to allow the Cape Cod Collaborative to enter into a Secondary Partner Organization Agreement with AESA to provide this service to its employees and employees of local school districts. Mr. Hilton noted that the initial eligibility audit and the creation of a plan to pursue student loan forgiveness are performed at no charge to the employee. The employee may, however, choose to enter into a contract with ISLS (for a fee) and have ISLS manage the procedure. Should an employee elect to enter into a paid contract, the Collaborative will receive \$30.

VOTE

Ms. Putnam made a motion that the Board vote to allow the Cape Cod Collaborative to enter into a Secondary Partner Organization with AESA to provide Student Loan Forgiveness Services. Mr. Fichtenmayer seconded the motion.

SO VOTED

YEA – 9 NEA – 0 ABSTAIN – 1 (Schumacher)

Ms. Devane exited the meeting at 7:30 PM.

VII. Executive Session

VOTE

Mr. Hilton indicated that it was necessary for the Board to enter into Executive Session for the following reasons.

a. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;

Generally, a public body must identify the specific piece of property it plans to discuss before entering into executive session under Purpose 6. A public body may withhold the identity of the property if publicly disclosing that information would compromise the purpose for which the executive session was called. While we generally defer to public bodies' assessment of whether

the inclusion of such details would compromise the purpose for an executive session, a public body must be able to demonstrate a reasonable basis for that claim if challenged.

Under this purpose, as with the collective bargaining and litigation purpose, an executive session may be held only where an open meeting may have a detrimental impact on the body's negotiating position with a third party. At the time that the executive session is proposed and voted on, the chair must state on the record that having the discussion in an open session may be detrimental to the public body's negotiating position

Mr. Hilton will recommend that the Board vote authorize him (and the Collaborative Business Manager) to enter into negotiations with the owner of the property for the purchase of property. **VOTE**

b. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;

To negotiate contracts for non-union personnel relating to post-employment benefits and continued services. **VOTE**

Mr. Fichtenmayer made the motion that the Board vote to exit Regular Session and enter Executive Session. This motion was seconded by Ms. Beal. A roll call vote was taken:

Ms. Medeiros – yea, Mr. Fichtenmayer – yea, Mr. Morris – yea, Ms. Beal - yea, Ms. Putnam – yea, Ms. Sette – yea, Mr. Joyce – yea, Mr. Schumacher – yea, and Ms. Williams – yea.

The Board entered into Executive session at 7:30 PM.

VIII. Adjournment

The Board exited from Executive Session at 7:36 PM. Mr. Fichtenmayer made the motion that the Board vote to adjourn the April 13, 2016 meeting of the Cape Cod Collaborative Board of Directors. Mr. Joyce seconded this motion.

SO VOTED – UNANIMOUS

The meeting adjourned at 7:36 PM.