

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
May 8, 2013 - 5:00PM

I. Call to Order

The May 8, 2013 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:01 by Dr. Robert Tankard, Co-Chair.

In attendance were:

Martha's Vineyard	Dr. Robert Tankard, Co-Chair
Falmouth	Terri Medeiros, Co-Chair
Cape Cod Technical High School	Dr. Joan Bentinck-Smith, Vice-Chair
Eastham	Mary Louse Sette
Monomoy Regional Schools	Stephen Davol
Sandwich	Susan Sundermeyer (in at 5:05 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
Director of Special Projects	Dr. Joseph Gilbert
AEP Director	Larry Carroll
STAR Program Director	Anita Woods

II. Cracker Barrel Discussion

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

Ms. Putnam informed the Board that Wellfleet voters have passed the school budget.

Dr. Tankard noted that Martha's Vineyard voters have also passed the school budget, and that there were no contested elections (all incumbents were running unopposed).

Mr. Hilton noted that the Board's representative from Provincetown was not reelected to the School Committee and that a new representative would need to be assigned. Mr. Hilton also noted that the Board representative from Nantucket would like to join meetings via Skype. Mr. McGee, the Board's representative from Mashpee, sent regrets that he was

unable to attend tonight's meeting due to a conflicting meeting of the Mashpee School Committee.

Dr. Tankard suggested that Board members recommend that their school committees consider appointing Board members for a period of 2 years after noting the difficulty in ensuring consistent Board function when Board Members are continually changing.

Ms. Medeiros asked if Board members had received notification of training from the DESE.

Mr. Hilton noted that Ms. Putnam had submitted a certificate of completion for the training and asked Ms. Putnam to describe her experience. He also directed the Board's attention to training information included under "Other Items" in this evening's agenda.

Ms. Putnam suggested that members allow about an hour for the training. She indicated that she did experience some challenges with the password issued.

Ms. Sette also voiced difficulties with the password issued.

Mr. Hilton reminded members to forward the certificate of training completion to the Collaborative.

III. Minutes

a. April 10, 2013

VOTE

Dr. Bentinck-Smith made the motion that the Board vote to approve the minutes of the April 10, 2013 meeting. Ms. Sette seconded the motion.

YEA – 7

NEA – 0

ABSTAIN – 1 (Tankard)

IV. Old Business

a. Transportation

- Invoicing

Mr. Brown discussed the current status of invoicing associated with Collaborative transportation services, noting that April invoicing is on track to be completed by May 15th. He explained that there were few minor issues associated with the March invoicing process. As improvements to the database continue, each month's invoicing process becomes more accurate.

- Special Education

Mr. Hilton noted that the Collaborative continues to assess the districts' needs for Special Education Transportation services for FY14. He explained that it is imperative for planning purposes that the Collaborative be involved in discussions regarding any changes that are being considered.

- General Education

Mr. Hilton also noted that the Collaborative continues to meet with districts to assess and to support the districts' needs for General Education Transportation services for FY14. The Collaborative is currently assisting the districts of Truro and Nantucket in evaluating their current needs and planning for FY14.

Mr. Hilton explained that the Collaborative received notice that the Mashpee Public Schools were soliciting pricing / bids for all of their transportation needs for FY14. He noted that the pricing / bids were due on May 6, 2013.

Mr. Hilton reviewed the Collaborative's response to the Mashpee bid request,

noting that it appears that the Collaborative was the only bidder for Special Education transportation, and that the Collaborative submitted the lowest bid (by \$200,000) for General Education transportation. He reminded the Board that any changes in the service delivery level for FY14 will require changes to the FY14 Spending Plan.

The Board of Directors Finance SubCommittee met on May 6, 2013 at 5:30PM to discuss the FY14 Spending Plan as well as the potential impact of any planned changes in service delivery for FY14. Mr. Hilton discussed the potential impact to the FY14 Spending Plan if Mashpee fails to renew its transportation contracts, including the reduction of administrative staff. Mr. Hilton stressed that communication regarding planned changes in services provided by the Collaborative is extremely important, especially as the budget process continues in the districts, and at the Collaborative. Dr. Tankard reminded the Board that changes in service delivery impact the operation of the Collaborative and thus directly impact (other) member districts.

b. Cape Cod Collaborative Articles of Agreement

Mr. Hilton continued a review of the proposed/potential changes to the Cape Cod Collaborative Articles of Agreement.

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. He explained that legislation mandates that the Articles of Agreement be approved by all member districts by July 1, 2013. Mr. Hilton noted that the Collaborative has not received initial feedback from the state regarding the changes and cannot begin to work toward meeting that deadline without the state's input.

Ms. Sundermeyer asked if Board members should be bringing revised Articles of Agreement before their School Committees for a vote.

Mr. Hilton asked that Board members continue to discuss the Articles of Agreement document with district school administrations and School Committees as the process of amending the current agreement progresses.

• ***Collaborative Governance***

Mr. Hilton explained that the Legislative Commission on Educational Collaboratives has issued a draft report of their recommendations. He noted that copies of the reports and recommendations of the Commission were distributed with the May Board meeting materials. Mr. Hilton explained that the recommendations include the development of six regional collaborative networks in the state to support regional efforts as well as to promote efficient and effective programming. This change, if adopted in legislation, would change the southeast regional network and develop two separate regions in southeastern Massachusetts.

Ms. Medeiros, who served as a member of this Legislative Commission, discussed the recommendation that a position of *Associate Commission of*

Collaboratives be created and the funding that would be necessary for the creation of that within the MA Department of Elementary and Secondary Education (DESE). She also discussed the necessity for selection of a lead/liaison district spokesperson from each region.

Dr. Tankard observed that incentives through the Massachusetts Building Authority, which could potentially assist collaboratives with building modifications, could become available if the recommendations of the Commission are adopted. Dr. Tankard, citing the recommendation that collaboratives be grandfathered to allow continued services for adults (over 22 years), asked if the Collaborative would consider the provision of these services.

Mr. Hilton observed that, under the 2006 modification to the Articles of Agreement, the Collaborative could indeed provide these services if the districts required the services, although the Collaborative does provide adult services currently.

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

Mr. Brown and Mr. Hilton reviewed and discussed 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). Mr. Hilton noted that these changes had previously been discussed at the April meeting.

Mr. Hilton recommended that the Board vote to establish the OPEB Trust utilizing the document that was distributed and reviewed at the April meeting and included in the Board Packet for the May meeting.

Dr. Bentinck-Smith made the motion that the Board vote to establish the Other Post Employment Benefit (OPEB) Trust as per the trust document. This motion was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

d. FY13 Spending Plan – Discussion

• Enrollment Projection

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

Adjustments to FY13 Spending Plan

Mr. Brown reviewed the highlights of the Spending Plan and reiterated his projection that the Collaborative will end this year in the black. Although the Collaborative will come in slightly under the enrollment targets, spending has been adjusted accordingly.

Mr. Brown discussed the Collaborative’s hope to be able to work within the

State bid process for the procurement of buses, but there was no response to the request for bids put out by the State. Mr. Brown asked the Board to consider approval of the Collaborative's Request for Bids, which occurred later in the meeting.

Mr. Brown also discussed the Collaborative's transition to AccuFund accounting software, which should be fully implemented for FY 2014.

V. New Business

a. Warrants

- #24- FY13 **VOTE**
- #25 - FY 13 **VOTE**
- #26 - FY13 **VOTE**
- #27 FY13 **VOTE**

Ms. Sundermeyer made the motion that the Board vote to approve Warrants #24, #25, #26 and #27 for FY13. This motion was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

b. FY13 Spending Plan – Personnel Changes

- **Additions** **VOTE**
 - Margaret Aherne, Transportation Monitor - Spare
 - Loretta Roche, Transportation, CDL Driver
 - Jessica Rider, Substitute Teacher AEP
 - Kelvin Ing
 - Transportation Monitor – Spare
 - Substitute Teacher/Aide – AEP

Ms. Medeiros made the motion that the Board vote to approve the additions as described in the agenda. Ms. Putnam seconded the motion.

SO VOTED – UNANIMOUS

- **Reductions** **VOTE**
 - Kathleen Knowles, Transportation Monitor
 - Troy Vanderhoop, CDL Driver

Ms. Sundermeyer made the motion that the Board vote to approve the reductions as described in the agenda. Ms. Putnam seconded the motion.

SO VOTED - UNANIMOUS

c. FY14 Spending Plan – Draft & Revisions **VOTE(s)**

The revised draft of the FY14 Spending Plan included changes that had been recommended at the May 6th Finance SubCommittee. Adjustments may become necessary if there are significant changes in service delivery (Mashpee Transportation). Mr. Hilton believes, although there has been no formal notice (expected after May 22nd) regarding the continuity of service,

the Collaborative will continue to provide services at a similar service level to FY13.

Mr. Hilton recommended that the Board *approve* the FY14 Spending Plan at this meeting. The FY14 Spending Plan will be reviewed and considered for formal *adoption* at the June 2013 Board of Directors Meeting.

Mr. Hilton also recommended that the Board *adopt the tuition rates* that were included as the basis for the FY14 Spending Plan (Programs). The adoption of the FY14 tuition rates and the “approval” of the FY14 Spending Plan are necessary to maintain compliance with recent state legislation and Department of Elementary & Secondary Education (DESE) regulations.

Mr. Hilton reminded the Board that the FY14 Spending Plan may be revisited in the event of changes in the projections for district use of programs and services for FY14 during the coming month(s).

Dr. Bentinck-Smith made the motion that the Board vote to adopt tuition and service rates for Collaborative Programs as proposed as the basis for the FY14 Spending Plan as indicated in the FY14 Tuition and Service Rates sheet.

Ms. Putnam seconded the motion.

SO VOTED – UNANIMOUS

Mr. Davol made the motion that the Board vote to approve the FY14 Spending Plan in the amount of \$10,383,178. This motion was seconded by Mr. Fichtenmayer.

SO VOTED - UNANIMOUS

d. Program / Services

- **International Student Exchange - Opportunity**

Mr. Hilton discussed the development of a regional approach for hosting international students that are studying in the United States through the “Student and Exchange Visitor Program”.

He noted that Dr. Chris Bogden had presented information associated with this initiative at the April Board meeting.

Mr. Hilton explained that this initiative has been presented to Superintendents in the region as well as some of the high school principals. Dr. Bogden and Mr. Hilton discussed the project with the Barnstable School Committee during their April 24th meeting. Mr. Hilton and Dr. Bogden also met recently with Dr. Cox from the Cape Cod Community College.

Ms. Medeiros asked how foreign students would be housed.

Mr. Hilton reviewed some possible options, including home stays (similar to how Cape League players are housed). The Community College may be interested in building housing. In addition to tuition, student families would be responsible for the cost of housing (approximately \$800-\$1000 per month).

Ms. Medeiros asked if planning included transportation for students who could potentially be housed outside of the district of enrollment.

Mr. Hilton explained that various options for transportation were also being discussed. In Newton, for example, students who are struggling with English receive extra assistance – at an additional cost. It is probable that any additional transportation costs would also be borne by students and their families.

- **Alternative Education Program – Otis**

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

- Enrollment

Mr. Carroll discussed current enrollment, describing a busy April. Although 4 students left the program, 5 students were added between April 26 and May 6.

- Programming

Mr. Carroll also discussed current programming as well as end-of-the-year activities planned for students & staff.

- Otis

Mr. Carroll noted that Multi-Cultural Day will be held on May 22nd. Lunch will include a variety of ethnic foods.

Students recently completed a field trip to the Museum of Fine Arts (at no charge, thanks to Kathy Richerson). Students were so well behaved that they have been invited to take 2 field trips next year.

A trip to the Museum of Science, funded by a grant from Target (written by Dr. Hauser), is also planned.

The campus will host a science fair and a “wax museum;” parents are invited to attend both events.

Summer students will have the opportunity to take a sailing trip through Nantucket Sound. Kayaking and a deep sea fishing trip are also planned.

- Camp Burgess

Mr. Carroll explained that a Field Day has been planned to take place at Camp Burgess. Mr. Carroll hopes that the program will be able to continue use of the Camp Burgess facilities next year. Last Friday, the AEP and STAR programs both had students on grounds.

- Facilities

- Development of grounds

Mr. Carroll noted that work continues on the school grounds. Use of a bobcat was donated, as were sand and flowers. The Cape Cod Foundation Grant of \$2500 will be put toward the development of an outdoor activity area for students.

- **Annual Scholarship Golf Tournament**

Mr. Carroll noted that the annual Walter E. Healey Scholarship Golf Tournament will occur at Bay Pointe Country Club in Onset on June 1st. All are welcome to participate.

- **Waypoint Academy**

Mr. Carroll discussed a recent proposal to change the program name to Waypoint Academy. “Waypoint” is a nautical term meaning “side trip.”

Mr. Hilton reflected that the program is called “the Base” which carries with it a somewhat militaristic connotation. The tone of the school is much different than the phrase “the Base” might imply.

- **STAR - Osterville**

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

- Enrollment

Ms. Woods discussed the current enrollment and the trends for programming and planning. Ms. Woods also discussed ongoing adjustments of the programming due to shifts with the projected enrollment for the program for the 2013-2014 school year. She noted that the ability to operate the program in one location allows for some overlap of students, placing students into classes based on their individual instructional needs rather than the nature of their disability.

- Programming

Ms. Woods discussed ongoing programmatic changes that have occurred during the year as well as end-of-the-year activities planned for students & staff.

Ms. Woods, following Mr. Carroll’s comments regarding Camp Burgess, reiterated how students from the STAR Program benefit by utilizing the Camp Burgess facilities. The older emotional/behavioral students visit the farm weekly; vocational 18-22 year old students with cognitive issues are also enjoying exposure to farm work. Work in the garden at the Osterville campus is in full swing. She noted that Osterville students have been busy planting in the greenhouse, the 5 raised garden beds, and the area around the garden. Ms. Woods explained that the STAR Parent Advisory Council recently hosted a “Staff Appreciation Breakfast” which included both STAR and transportation staff. The breakfast was followed by a transportation support meeting. Ms. Woods extended her thanks and appreciation to Ms. Loveland and Ms. Zugel for their efforts and continued support of the program.

Ms. Woods also noted that Parent Conferences were held after April vacation, together with the STAR Program’s first Art Show. A record number of parents and family members attended. (Ms. Woods

directed the Board to the Collaborative’s website where photos of the art work can be found under “News and Events.”)

Ms. Woods indicated that Family Fun Day is scheduled for June 7th. She explained that this is a popular event, which provides an opportunity for students’ families to socialize. She also noted that high school students will be attending the Best Buddies dance in June. Ms. Woods indicated that the school will participate in the Special Olympics, held May 24th at Dennis-Yarmouth Regional High School. The school will also be visited by the Audubon Society staff for an on-site program, then return to host a “field trip” onto the school grounds and the Audubon property beyond.

Ms. Woods explained that Dr. Hauser has visited the STAR Program where he has begun to work with 7-11 year old emotional/behavioral students by introducing them to simple games which involve impulse control and problem solving.

• **Transportation**

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

○ **Procurement of Vehicles**

VOTES

Mr. Hilton explained that the Collaborative needs to replace aging (and high mileage) equipment in the fleet of vehicles. The Board authorized the procurement of three (3) vans at the April meeting of the Board of Directors. This item was discussed and the vote affirmed. Ms. Sundermeyer made the motion to authorize the purchase of three (3) 7D vans, purchased under the commonwealth purchase contract, in accordance with MGL Chapter 30B procurement regulations, to be used for providing special needs transportation for our member districts. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

Mr. Hilton also noted that the Collaborative must issue an Invitation for Bids (IFB) to facilitate the process of procuring vehicles to meet the currently projected needs of our member districts. He explained that the IFB does not authorize the purchase of the vehicles, but authorizes the procurement process. Mr. Hilton noted that it will be necessary to complete some (or all) of the purchase following the procurement regardless of the service delivery needs of the Mashpee Public Schools.

Mr. Davol made the motion that the Board vote to confirm the issuance of an invitation for bids for soliciting price proposals on two (2) 71 passenger type “D” school buses and five (5) 12 passenger type “A” mini-buses. The IFB is to be completed under the provisions of

MGL Chapter 30B procurement regulations. Mr. Fichtenmayer seconded the motion.

SO VOTED - UNANIMOUS

○ Support / Consultation

• Dennis-Yarmouth Public Schools

Mr. Hilton indicated that 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.

○ Special Education Transportation

○ Large Buses

Mr. Brown and Mr. Hilton reviewed the Collaborative operations associated with large buses in the region. Mr. Brown and Mr. Hilton will discuss 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 five (5) 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 actual 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 has initiated the purchase of three (3) “7D” vans similar to the current fleet of vans used by the Collaborative.
 - 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 special 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 (well) in excess of 100,000 miles.
 - The Board voted to approve this purchase (for FY14 service) at the April Board meeting. These vehicles will be needed regardless of the Mashpee Public Schools service delivery needs.
 - 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 as appropriate and necessary.

- **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. Martha's Vineyard now has its own OT on staff and will be reducing the need for OT services provided by the Collaborative. Mr. Hilton indicated that he expected that the availability of the OT service will be picked up by another district. Otherwise, there has been no significant change.
 - 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).

Mr. Hilton reviewed the possibility for change to the organization as regionalization of collaboratives moves forward.

- **Special Projects**

- **Professional Development**

Dr. Gilbert updated the Board regarding Special Project and Professional Development activities.

- Educator Evaluation Training
- Smart.edu user-group(s)
- Data Coaching (RBT)
- Observing and Analyzing Teaching (OAT)
- Studying Skillful Teachers

- **Early Childhood Network (ELN) Strategic Plan Development**

Dr. Gilbert discussed the ongoing strategic planning process that is being facilitated through the Collaborative.

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)**

Dr. Gilbert 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. 155 notices have been mailed to accepted candidates; pending final payment of tuition. Dr. Gilbert extended thanks to National Grid as twenty-five (25) scholarships will be awarded again for ASLP 2013. Dr. Gilbert noted that twenty (20) applicants have been identified and notified of their scholarship award.

Dr. Gilbert discussed the status of planning as well as the residential program calendar for the program, as the scheduling has been impacted by the inclement weather during the school year. Originally scheduled to begin on June 23rd, the start date has been changed to June 30th due to the impact of weather cancellations on school calendars.

Dr. Gilbert noted that new staff has been hired for the health office and for a new STEM course unit. He explained that sixteen (16) Massachusetts Maritime Academy cadet proctors will monitor student housing.

Dr. Gilbert identified Ms. Medeiros and Mr. Swett as members of the ASLP expansion committee. The program now has sixty (60) students on a waiting list.

○ **Educator Evaluation Training**

Dr. Gilbert discussed a series of workshops offered through the Collaborative by Robert McKay of Teachers21. These workshops were developed to assist in training supervisors/administrators of educators of related service providers (non-teachers).

VI. Other

a. Collaborative Oversight & Accountability (state legislation)

- Instructions for Collaborative Board Members Accessing Online Training through the Department of Elementary and Secondary Education's Learning Management system were provided to Board members.

Mr. Hilton reminded Board members about the need to complete training and submit certificates to be kept on file at the Collaborative.

b. Clinical Affiliation agreement – Upper Cape Cod Regional Technical School Practical Nurse Program

Mr. Hilton discussed the Collaborative hosting nursing students who have been coming in to observe the STAR Program.

c. FY14 Spending Plan – Personnel Changes

• Reductions

VOTE

- Ellen Schour, Classroom Teacher – AEP

Mr. Hilton has received a letter of resignation from Ms. Schour, who will be ending her employment at the Collaborative at the end of this school year. Mr. Hilton asked the Board to vote to accept her resignation.

Ms. Medeiros made the motion that the Board vote to accept Ms. Schour's resignation. This motion was seconded by Ms. Putnum.

SO VOTED - UNANIMOUS

d. Cape Cod Lighthouse Charter School

Mr. Hilton provided a copy of a letter from the Chairman of Cape Cod Lighthouse Charter School asking for clarification regarding the Board's decision to table the school's membership request. The Chairman, Mr. Michaud, seeks information regarding the reason for tabling the request and the date of the meeting on which membership will be placed on the agenda for action.

Ms. Putnam reminded the Board that the previous decision to table the request for membership was based on the Board's efforts to comply with recent legislation. The Articles of Agreement have not yet been finalized. The Board had decided to get through this process prior to entertaining a vote for membership. Ms. Putnam suggested that this matter be brought up for further discussion at the September 2013 meeting.

Board members concurred with Ms. Putnam's recommendation and directed Mr. Hilton to respond accordingly.

e. Agenda Items for June 2013 Meeting

• FY14 Spending Plan Adoption

• 2013-2014 School Year Calendars

• FY14 Manuals and Handbooks

- Health Care Manual
- Employee Handbook
- Transportation Handbook
- Student/Parent Handbook(s)

• Executive Director Evaluation

- Discussion
- Goals for FY14

• FY14 Personnel Recommendations

Mr. Hilton reminded Board members that the June agenda will contain several items requiring Board action.

VII. Executive Session (if necessary)

a. Personnel Matters – Litigation Strategy

Mr. Hilton asked that the Board enter into Executive Session to discuss an item regarding litigation.

Ms. Medeiros made the motion that the Board vote to enter Executive Session. This motion was seconded by Mr. Davol. A roll call vote was taken: Ms. Putnam – YEA, Ms. Sundermeyer – YEA, Mr. Fichtenmayer – YEA, Ms. Sette – YEA, Mr. Davol – YEA, Dr. Bentinck-Smith – YEA, Ms. Medeiros – YEA, Dr. Tankard – YEA.

The Board entered into Executive Session at 6:05 PM.

Ms. Medeiros made the motion that the Board return to regular session for the purpose of adjournment. This motion was seconded by Ms. Putnam. A roll call vote was taken: Ms. Putnam – YEA, Ms. Sundermeyer – YEA, Mr. Fichtenmayer – YEA, Ms. Sette – YEA, Mr. Davol – YEA, Dr. Bentinck-Smith – YEA, Ms. Medeiros – YEA, Dr. Tankard – YEA.

The Board exited Executive Session at 6:16 PM

VIII. Adjournment

Mr. Fichtenmayer made the motion that the Board vote to adjourn the May 8, 2013 meeting. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

The May 8, 2013 meeting of the Cape Cod Collaborative Board of Directors adjourned at 6:17 PM.