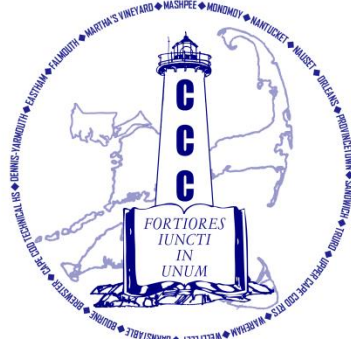


Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



Cape Cod Collaborative

Board of Directors
508.420.6950
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Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
September 10, 2014

I. Call to Order

The September 10, 2014 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:05 PM by Dr. Robert Tankard, Co-Chair. In attendance were:

Martha's Vineyard	Dr. Robert Tankard, Co-Chair
Falmouth	Terri Medeiros, Co-Chair (out at 6:15 PM)
Brewster	Trish Hill (out at 6:15 PM)
Cape Cod Technical HS	Ann Williams
D-Y Regional Schools	Phillip Morris
Eastham	Mary Louise Sette
Monomoy	Brian Widegren (out at 6:15 PM)
Upper Cape Cod RTS	Robert Fichtenmayer
Wareham	Melvin Lazarus
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
STAR Program Director	Anita Woods
Waypoint Academy Director	Larry Carroll

Dr. Tankard welcomed Ms. Williams and Mr. Widegren, new members of the Board. Mr. Hilton noted that Mr. McDonald will soon be replaced by Chris Joyce, to represent the Barnstable School Committee. He also noted that Chris Easley will be joining the Board as the Nauset Regional School Committee representative and indicated that the Collaborative is awaiting a new appointment from the Sandwich Public Schools.

II. Minutes

a. June 11, 2014

VOTE

Mr. Morris made the motion that the Board vote to accept the minutes of the June 11, 2014 meeting. This motion was seconded by Mr. Fichtenmayer.

SO VOTED - UNANIMOUS

III. Old Business

a. Transportation

- Invoicing

Mr. Brown updated the Board regarding the status for FY14 invoicing to districts. Mr. Brown noted that invoicing for the summer program is nearly complete, only in-district special education invoices for Mashpee Public Schools remain. The Mashpee invoices will be completed this week.

- Reconciliation

Mr. Brown shared the status of the reconciliation of costs and revenues projected for FY14. He noted that there are several issues that need to be addressed in "restating" the financials for FY14 to comply with guidance from the Collaborative auditors.

Dr. Tankard asked if all transportation business could be covered at this point in the meeting, rather than taking votes later in the agenda. The Board, by unanimous consent, agreed to vote on vehicle procurement and financing.

b. Vehicle Procurement

VOTE(s)

- *Procurement Award(s)*

VOTE

Mr. Hilton noted that in May 2014 an authorized bid to purchase vehicles was rescinded based on the failure of bidders to provide an adequate solution. Mr. Brown noted that it was subsequently determined, by the Chief Procurement Official (Mr. Brown), that an RFP should be used to secure vehicles suitable for the intended purposes. The original BOD purchase authorization (see April 9, 2014 minutes) included 3 vans; however, the single rear wheels van/bus (indicated below) was substituted for one of those vans. The procurement of remaining vans will be completed utilizing on the state bid or through a separate bid process at a later date.

An RFP was prepared and solicited for proposals for the purchase of 2 – 18 passenger (Dual rear wheels) pre-K vehicles; 1 - 16 passenger (single rear wheels) pre-K vehicle; and 3 – 12/1 wheelchair passenger Mini buses.

Based on the proposals submitted, the Collaborative requested a vote of the Board to award the RFP as follows:

2 - 18 passenger Thomas (Dual rear wheels) pre-K vehicles to New England Transit.

1 - 16 passenger Micro Bird (single rear wheels) pre-K vehicle to O'Connor Bus Sales.

3 – 12/1 passenger Collins Mini Buses to Dattco

Mr. Fichtenmayer made the motion that the Board vote to award the RFP as recommended by the Chief Procurement Official. This motion was seconded by Ms. Sette.

SO VOTED

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

• ***Vehicle Financing***

VOTE

Proposals for financing the vehicles were received from Balboa Capital, First Capital Equipment and TD Equipment Finance. Mr. Brown noted that the most advantageous proposal was submitted by First Capital Equipment. First Capital Equipment has provided the Collaborative with financing in the past. Mr. Brown noted that this authorization will increase the *statutory budget expenditures* for FY15 by \$395,839 as financing is recorded as both an expense and revenue line item in the (fiscal) year in which it occurs.

The Collaborative requested a Board vote to authorize First Capital Equipment to provide the funding (2.38% plus \$687 fee) for vehicle purchases resulting from the request for proposals for financing \$395,839.

Mr. Lazarus made the motion that the Board vote to authorize the Collaborative to seek vehicle financing of \$395,839 through First Capital Equipment at the rate of 2.38% plus a fee of \$687. This motion was seconded by Mr. Fichtenmayer.

SO VOTED

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

c. Cape Cod Collaborative Articles of Agreement – Status of Changes

Mr. Hilton reminded the Board that the Massachusetts Legislature enacted changes to Massachusetts General Laws Chapter 40, Section 4e through legislation (S 2105) signed by the Governor on March 2012. The legislation took effect on May 31, 2012.

Mr. Hilton noted that the Collaborative continues to be required to change the Collaborative Articles of Agreement to comply with changes in statute and legislation. Mr. Hilton explained that the Collaborative has submitted multiple “drafts” of the Cape Cod Collaborative Articles of Agreement to the Massachusetts Department of Elementary & Secondary Education (MA-DESE) to comply with these changes.

Mr. Hilton informed the Board that there have been several meetings and teleconferences with MA-DESE staff regarding the “drafts” and “technical assistance” to resolve outstanding issues.

Mr. Hilton reminded the Board that the Collaborative did not meet the statutory timeline for approval of having an amended Agreement approved by the Board of Directors and each Member School Committee by June 30, 2013. Mr. Hilton reminded the Board of Directors that they cannot (statutorily) begin the approval process until the technical review of the Agreement is completed by MA-DESE.

Mr. Hilton noted that there are some issues associated with the Articles of Agreement that continue to necessitate discussion with the Board of Directors and the MA-DESE. He explained that these issues include:

- the need to have a “rate determination approval process” for transportation rates (some change frequently-daily), and
- the process for allocating extraordinary costs (for specific students/situations) to particular districts (when appropriate), and the process (and methodology) for allocating assets and/or liabilities in the event of a withdrawal of a Member District or the dissolution of the Collaborative (including Other-Post-Employment, or OPEB, liability).

Mr. Hilton asked Board members to refer to page 7 of the Draft Articles of Agreement. Mr. Hilton initiated discussion regarding “OPEB liability” He noted that language had been added to this DRAFT of the Articles of Agreement to seek feedback on a method to address this liability in the event that the Collaborative dissolved or if a member of the Collaborative withdraws. Mr. Hilton indicated that he would be discussing this issue and potential solutions with superintendents in individual meetings.

Mr. Hilton explained that the goal of this language is to protect remaining Collaborative members (districts) in the event that a Collaborative member (district) seeks to withdraw. Mr. Hilton noted that the Collaborative faced a situation where one member district requested services and subsequently rescinded their request (after staff were hired) then declined to utilize or to pay for the services, having (potential) financial implications for the other members (districts) of the Collaborative.

Dr. Tankard spoke to the position of each Collaborative Board member. He noted that, as members of local district school committees, Board members are involved directly with school budgets and finances. He indicated that the Cape Cod Collaborative was created to serve all member districts. He explained that it is up to Collaborative Board members to bring back to each school committee the importance of the Collaborative, which should be supported in a similar manner to any program of the district.

Ms. Hill expressed that each district should be aware of the cost savings realized by membership in the Collaborative, through participation in its programs. She noted recent requests from non-members who are seeking to participate in Collaborative programming, such as ASLP.

Mr. Hilton observed that it is not the Collaborative's current recommendation to increase program costs to address past OPEB liabilities.

Mr. Widegren asked for clarification. Would this create a new obligation for district contribution? Mr. Hilton responded that the (current) wording has been added to assure that the liability is noted. Mr. Widegren observed that this (Other Post-Employment Benefits) is a huge issue for each town and district.

Mr. Lazarus asked if Collaborative employees participated in the Teachers Retirement system, and sought clarification on what is considered in determining the OPEB liability. Mr. Hilton noted that retirees from the Collaborative are eligible to have a portion of their health insurance paid by the Collaborative based upon their years of service (over 10), and further restrictive criteria. He reflected that under state law, any former (public) employer can (legally) be held liable for a portion of the OPEB liability. He further noted that organizational OPEB liability is restated every 3 years.

Mr. Brown indicated that as the Collaborative continues to fund OPEB going forward, the existing OPEB liability will be diminished. Mr. Hilton and Mr. Brown noted that the current Actuarial Study which determines the amount of liability does not reflect actual conditions. For example, the actuarial study assumes that all employees will definitely retire at age 67. In reality, the Collaborative has several current employees who are well over this age.

Mr. Widegren noted that language added for discussion in the DRAFT Articles of Agreement indicates the (potential) liability is based on the length of the district's relationship with the Collaborative. He noted that the Monomoy Regional School District was recently created. Mr. Hilton noted that a discussion regarding liabilities should have taken place during the process of creating the new district.

Mr. Hilton continued to review proposed changes in the Articles, referring to:

- Page 10: Pro-rata distribution of assets and liabilities. Changes were made towards clarifying purchases made for specific district use.
- Page 22: Annual Spending Plan. The State has objected to the term "Spending Plan," the DRAFT Articles have been modified to remove this term from all but this page.
- Page 26: Extraordinary Expenditure. Language has been added to protect member districts from (any) one district's extraordinary expenses.

Mr. Hilton also referred to the Department of Elementary & Secondary Education struggle with the Collaborative's transportation cost (rate) structure. He explained that the Collaborative apportions the cost by student and by trip. Apologizing for the pun, Mr. Hilton reminded the Board that the districts (participation levels) are "driving" the rate.

Mr. Hilton reminded the Board that the timeline (and process) for the Board of Directors and Member School Committee approval of the Cape Cod Collaborative Articles of Agreement is an item that will need attention throughout the fall. He noted that it will be necessary to convene a meeting (or meetings) of the Governance Subcommittee as further feedback and guidance is offered by the MA-

DESE. Currently, Dr. Tankard, Ms. Medeiros and Ms. DiPaolo are members of this committee. Mr. Hilton welcomed any volunteers interested in serving. He noted that the next step in the process is a technical review of the Articles of Agreement (currently occurring) on the state level (DESE).

d. Executive Director Evaluation, Business Manager Evaluation and Treasurer Evaluation

Mr. Hilton reminded the Board that they must ensure the annual evaluation is completed for the Executive Director, The Business Manager, and the Board Treasurer on an annual basis.

He recommended that the Executive Director and the Business Manager meet with the Board Treasurer regarding performance and responsibilities for FY14 and recommendations for FY15 (for discussion and evaluation).

Mr. Hilton explained that the Board must develop and approve an instrument, and the process, to conduct the evaluation of the Executive Director for FY14 (last fiscal/school year). He noted that the materials associated with the evaluation from FY13 were included with the Board materials for reference. Mr. Hilton recommended that the Board consider further discussion of the evaluation process and complete the evaluation at, or before, the November Board of Directors meeting.

Mr. Hilton noted that it is also necessary to convene an Evaluation SubCommittee to discuss preparation for the evaluation of the Executive Director for FY15 (format as well as Goals / Objectives). Dr. Tankard, Mr. McDonald and Mr. Swett have served on this SubCommittee in the past. Mr. Hilton asked for volunteers interested in serving. Ms. Hill offered to serve, requesting a copy of the Superintendent Evaluation rubric for reference.

Mr. Hilton also reminded the Board that the changes in the processes for evaluation of Superintendents (Open Meeting references) do impact the process for evaluating the Executive Director.

IV. New Business

a. FY14 Warrants

- #50 **VOTE**
- #51 **VOTE**
- #52 **VOTE**

Ms. Putnam made the motion that the Board vote to approve Warrants #50, #51 and #52 for FY14. Ms. Sette seconded the motion.

SO VOTED – UNANIMOUS

(Mr. Widegren was absent from the room when this vote was taken.)

b. FY15 Warrants

VOTES

- | | | | |
|------|-------------|-------|-------------|
| • #1 | VOTE | • #6 | VOTE |
| • #2 | VOTE | • #7 | VOTE |
| • #3 | VOTE | • #8 | VOTE |
| • #4 | VOTE | • #9 | VOTE |
| • #5 | VOTE | • #10 | VOTE |

Ms. Putnam made the motion that the Board vote to approve FY14 Warrants #1 through #10. Mr. Fichtenmayer seconded the motion.

SO VOTED – UNANIMOUS

(Mr. Widegren was absent from the room when this vote was taken.)

c. FY15 Spending Plan / Budget

- Updates
 - Recommended Spending Plan Revision(s)

Mr. Brown and Mr. Hilton discussed recommended changes in the mandated budget items (statutory required budget line items) and the Annual Spending Plan.

These changes included:

- \$64,000 Professional Development – Wilson Training

The Collaborative is hosting training for the Wilson Reading Program on behalf of Member Districts. Mr. Hilton noted that the workshop was initially coordinated through the Wareham Public Schools. The costs of the (year-long) workshop are covered entirely (shared) through commitments by the participating districts.
- \$395,839 Vehicle Purchase and Financing

• Personnel

○ Additions

VOTE

- Susan Atterstrom, Speech & Language Pathologist - STAR-ESY
- Jake Donehy, Paraprofessional- STAR – ESY
- Cheyenne Lambert, Paraprofessional – STAR - ESY
- Amy Chausse, ASLP
- Heidi Dykeman, Monitor – Transportation
- Debra Kay, Monitor – Transportation
- Laurie Lomba, Monitor – Transportation
- Demosthenes Marken, Monitor- Transportation
- Charles Landry, CDL Driver / Monitor – Transportation
- Maura Kronmiller, 7D Driver – Transportation
- Anne-Marie Roderick, Monitor – Transportation
- Maryanne Worth, Monitor - Transportation

- Evonnne Carvalho, Counselor – Waypoint
- Leslie Potter, Teacher/Counselor – Waypoint
- Lauren Maggiacomo, Teacher/Counselor – Waypoint
- Tristan Reilly, Teacher - STAR
- Christopher Andrade, Administrative Assistant – STAR & ED
- Mary C Roughneen, Temp/ Part-Time Office Support – STAR
- Rachel Marotta, Transportation – Dispatch Support/ Driver

Ms. Putnam made the motion that the Board vote to approve the additions to staff noted on the agenda. This motion was seconded by Mr. Morris.

SO VOTED – UNANIMOUS

Mr. Fichtenmayer asked if the Collaborative had an exit interview process. Mr. Hilton noted that the Collaborative does have a process, but not all staff elect to participate.

○ Reductions

VOTE

• Resignations

- i. Robert Andrews, Teacher – Waypoint
- ii. Peter Andrade, Teacher – Waypoint
- iii. Denise Beaton, Teacher - Waypoint
- iv. Nancy Anjo, Counselor -Waypoint
- v. Estafania Von Hausen, Paraprofessional - Waypoint
- vi. Joshua Major, Paraprofessional – Waypoint (9/12/14)
- vii. Kristen French, Teacher – STAR
- viii. Nicole Ashworth, Paraprofessional – STAR
- ix. Caitlyn Briody, Paraprofessional – STAR
- x. Haidee Wong, Speech & Language Pathologist
- xi. Paula Desmond, Dispatch Support, - Transportation
- xii. Stacy Fitch, CDL Driver – Transportation
- xiii. Loretta Roche, CDL Driver - Transportation
- xiv. Linda Heil, Monitor – Transportation

○ Retirement

- Donna Langlois, Paraprofessional – Waypoint
- Corinne Savery, Dispatch & Support – Transportation

Mr. Morris made the motion that the Board vote to approve the staff reductions listed on the agenda. This motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

- Request to Carry Over Vacation Time **VOTE**
 - Larry Carroll, Waypoint Academy Director – 7 days
 - Brenda Gaskill, Accounting Coordinator – ½ day
 - Patricia Pawloski, Transportation Manager – 5 days
 - Rick Strawn, Custodial Staff – 7 days
 - Anita Woods, STAR Program Director – 4 days
 - Elizabeth (Beth) Deck, Payroll/Personnel Coordinator – 9 days

Mr. Hilton asked the Board to consider allowing the staff listed on the agenda to carry forward unused vacation time.

Ms. Putnam made the motion that the Board vote to approve these requests. Mr. Morris seconded the motion.

SO VOTED – UNANIMOUS

- Workers' Compensation Issues
No Workers' Compensation issues were brought forward at this meeting.
- Service Commitments
Mr. Hilton reviewed district commitments for the 2014-2015 school year.
 - Programs
 - STAR
 - i. September Projection of 52 students
 - ii. Increasing Population Projected at 56.5 students by January 2014
 - iii. Extended School Year (Summer) Projection at 55
 - Waypoint Academy/AEP
 - i. Commitments Projected at 51
 - ii. Total School Year Projected at 64.5 Full Time Equivalents (FTEs)
 - iii. Extended School Year (Summer) Projection at 32
 - Transportation
 - Special Education – In-District
 - i. Nauset - Committed through FY15
 - ii. Nantucket – Committed through FY15
 - iii. Mashpee – Committed through FY15
 - iv. Truro – As needed
 - Special Education – Out-of-District
 - i. Nauset – Committed
 - ii. Nantucket – As Needed
 - iii. Truro – Committed
 - iv. Monomoy – Committed
 - v. Dennis-Yarmouth – Committed

- vi. UCT / CCT – If Needed; As Needed
- vii. Mashpee – Committed
- viii. Wareham – Coordinated/Selective Use
- Therapies
 - Barnstable – SLPA (3), BCBA (1), ABA-Home (as needed) – Rescinded Commitment
 - Bourne – PT / PTA (4.5) - Committed
 - CCT – OT (1), PT (.5) –Committed
 - D-Y – OT(3.5), BCBA (1+)- Committed (OT increased 2.5 in August)
 - Monomoy – PT (1.0), PTA (1.5), BCBA(1.0),–Committed – **PT 1.0 added August 2014**
 - Martha’s Vineyard- Tentative Commitment – **OT (1.0) - Rescinded**
 - Provincetown – OT (1), PT (.5) –Commitment
 - Sandwich – PT (3) Committed
 - Truro – OT (2), PT (.5+). BCBA (.5), ABA Home (TBD) – Committed
 - UCT – OT & **PT** (TBD) Awaiting Commitment Level (**selective hours**)
- Other
 - Data Specialist Contract (state) – Continues through FY15
 - ASLP expected to continue at slightly modified levels – FY15

d. FY14 Spending Plan / Budget / Close Out

VOTE

- Recommended Budget Revision(s)

Mr. Brown and Mr. Hilton discussed recommended changes in the mandated budget items (statutorily required budget line items). Mr. Hilton indicated that these changes are recommended to comply with statutory requirements (specific line item expense detail) and do not change the revenue/expense methodology of the Collaborative Spending Plan.

Mr. Hilton explained that the increase in “budget” has been recommended by the Collaborative auditor as some of the “fund balance” expenses that have been approved and voted upon by the Board are expenses that occur within the fiscal year, although not (necessarily) part of the operational budget (spending plan) for the fiscal year (revenues and expenses). Please see information included with your Board Materials that reconciles the Budget Modifications for FY14 Close Out.

Mr. Brown spoke about changes in the governmental accounting standards (GASB) which delineate what items must now be included in revenue and expense categories. He asked that the Board consider voting to “restate” the budget, bringing it into compliance with GASB requirements and the auditor’s recommendations, to include the following expenses from Fund Balance:

- \$497,718 School Bus Financing
- \$180,000 FY12 Accrual Transfer Into OPEB Trust
- \$179,500 FY14 Reserve for Future Transfer to OPEB Trust
- \$92,500 Tuition Stabilization

- \$50,000 Risk-Eraser Consult Increase
- \$41,000 Radio Upgrade-transportation
- \$39,000 Modular renovation
- \$44,000 Virtual High School – Special Revenue Fund, not in previous budget approval

Ms. Hill sought to verify that these are not new expenses, rather expenses that have already been approved by the Board, and that these changes will have no effect on rates charged to school districts. Mr. Hilton clarified that this restatement will not affect districts.

Mr. Morris observed that in his experience serving on the district finance committee, he had never heard of modifying a budget after approval. Mr. Morris wondered if this vote would stand.

Mr. Hilton explained that the (statutory) “budget” presented for the previous vote did not contain the items stated in the agenda as these items were not revenues and expenses specific to the fiscal year (FY14). Mr. Brown observed that the Collaborative is seeking to comply with the law by taking this step.

• Board Vote(s) to Adopt Revised 2014 Budget: VOTE

Based on statutory changes to include OPEB, General Fund transfers and financing as part of the adopted budget it is requested that the Board vote to adopt the modified 2014 Budget as follows:

Budget modifications:	
Salaries Wages & Benefits	8,205,888
Instructional Expenditures	47,908
Rental expenses	260,000
Capital Expenses (including debt service)	940,000
OPEB	359,500
Other Operating Expenses	<u>1,723,113</u>
Total	<u>\$11,536,409</u>
Includes Central Office (Admin) expenditures	\$670,000

Mr. Morris clarified that what the Board is being asked to do is to “re-state” the budget in the format acceptable to the DESE, rather than “re-vote” the budget.

Ms. Hill made the motion that the Board vote to restate the FY14 budget in the format approved by the DESE as suggested by the Collaborative’s auditors. This motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

(Dr. Tankard was not present in the room when this vote was taken.)

e. Cape Cod Collaborative Coordinated Program Review (CPR)

The Cape Cod Collaborative participated in its’ first Coordinated Program Review. The Coordinated Program Review (CPR) is a review conducted by the Massachusetts Department of Elementary Education Program Quality Assurance (MA-DESE PQA). This review was structured to assess the compliance of Collaborative programs with particular criteria in the areas of Special Education,

Civil Rights and Public Day Programs.

Mr. Hilton explained that the MA DESE-PQA CPR team toured the Collaborative Special Education Public Day Programs, interviewed staff, and met with administrators to discuss our Program / Collaborative Policies and Procedures from April 1st through April 3rd.

Mr. Hilton indicated that a draft of the results of the Coordinated Program Review Report was included with Board materials for reference. Mr. Hilton provided copies of the final report to Board members at the meeting, noting that there were not any negative findings (issues of non-compliance) and that the report included a “commendation” from MA DESE PQA regarding the Collaborative’s behavioral interventions and especially the “data driven practices” of the Collaborative in this area.

Mr. Hilton asked that the Board consider the Additional Items requiring a vote of the Board, as several Board members have time constraints and will be required to leave the meeting. The Board assented.

f. FY15 Spending Plan – Additional Items

• Additions

VOTE

- Jochebed Amaral, Teacher Assistant – Waypoint
- Michael Walsh, Teacher Assistant Level II – Waypoint
- Natalia Von Hausen, Teacher Assistant Level II – Waypoint
- Mary Ann Mulhern, Part-Time Office Support – STAR
- Toni Maibaum, CDL Driver/Office Support – Transportation

• Reductions

VOTE

- Christopher Andrade, Administrative Assistant – declined position

Ms. Hill made the motion that the Board vote to approve the additions and reduction listed under Additional Items. Mr. Fichtenmayer seconded the motion.

SO VOTED – UNANIMOUS

Mr. Hilton noted that these additions are to replace personnel, not adding to staff.

• Camp Burgess Lease

VOTE

Mr. Hilton reminded the Board that an RFP had been approved for the off-site 10-month lease of space to use for instructional time. The \$60,000 Camp Burgess lease offered for approval contains an increase of \$2,000 over last year. Mr. Hilton described the Camp Burgess facilities and unique programmatic offering it provides for Collaborative staff and students.

Mr. Morris made the motion that the Board vote to approve the Camp Burgess Lease. This motion was seconded by Mr. Lazarus.

SO VOTED – UNANIMOUS

- **S-CRO Letter from the DESE**

Mr. Hilton presented for review a letter from the DESE in praise of the Southeast Massachusetts Regional Collaborative Organization and its accomplishments.

- **Cape Cod Challenger Club Mini-Golf Tournament Sponsorship VOTE**

Mr. Hilton, reminding the Board of all that the Cape Cod Challenger Club has done to support the Collaborative in Osterville (including improvements to the building and grounds), asked the Board to consider sponsoring the Cape Cod Challenger Club's Mini-Golf Tournament fundraising event. He indicated that the cost for sponsorship is \$500.

Mr. Morris made the motion that the Board vote to approve sponsoring the Cape Cod Challenger Club's Mini-Golf Tournament with a donation of \$500. This motion was seconded by Ms. Williams.

SO VOTED - UNANIMOUS

g. Programs/Services

- **Special Projects – Additional Item**

- **Center for Executive Search (CES) Nauset Contract VOTE**

Mr. Hilton asked the Board to approve the \$9,990 contract between the Collaborative's Center for Executive Search and the Nauset Regional Schools. Dr. Grenier will be the lead consultant for this search.

Ms. Medeiros made the motion that the Board vote to ratify the contract between the CES and the Nauset Search Committee. This motion was seconded by Mr. Morris.

SO VOTED – UNANIMOUS

Ms. Medeiros, Ms. Hill, and Mr. Widegren left the meeting at 6:15 PM.

- **Waypoint Academy**

- Enrollment
- Open House – Date to be determined
- Programming
 - New Staff
 - Camp Burgess
- Facility Issues
- Status of Commitments – FY15

Mr. Carroll discussed enrollment and programming at the Waypoint Academy. Enrollment is currently at 55 students and referrals have been strong, including referrals coming in from Westport and Martha's Vineyard.

Mr. Carroll thanked the Board for their approval of the Camp Burgess Lease and spoke about the increase in student use, and of refining the program schedule to facilitate participation of more students, to increase the students' opportunities. Mr. Carroll discussed some of the personnel changes, including the addition of a licensed mental health counselor who is also an art therapist.

Mr. Carroll spoke about using the data which has been collected through Risk-Eraser programs to develop a baseline for measuring student growth. He noted that counselors, teachers and teacher assistants are working hard on the process of setting measurable goals for each student.

Mr. Morris asked about staff response to this data-driven format (What reactions do staff have to this approach?). Mr. Carroll indicated that the most common response was an initial lack of confidence. He noted that recently hired staff are excited about this approach, although some more experienced staff view this as an additional job responsibility.

- STAR / Osterville
 - Enrollment
 - Open House – September 30th – 4PM-6:30PM
 - Programming
 - Current Initiatives
 - Program Opening
 - Age Waiver Applications

Ms. Woods provided an overview of the current and projected enrollment for FY15. The STAR Program started the school year with 51 students. Ms. Woods extended an invitation for Board members to attend the STAR Program's open house on September 30th.

- Transportation

Mr. Hilton provided an update regarding current issues and opportunities with Collaborative transportation. He indicated that it would be necessary to enter into Executive Session later in the meeting to discuss a particular issue.

- Staffing

Mr. Hilton, Mr. Brown and Ms. Pawloski had recommended changes to the transportation staffing for FY15.

- There were significant changes Transportation "office"
 - The former "dispatcher" role (currently 2 FTEs) was replaced with one (1) person, paid hourly, that is responsible for the dispatch radio and particular clerical responsibilities (Plan-of-the-Day).
 - An additional "dispatch" person was added to support the "second shift" dispatch. This person is also an hourly

employee that reports to the primary dispatcher and the Transportation Manager.

- A stipend is being discussed for drivers that also serve as certified (registry) “instructors” for other drivers.
- Although the structure worked well throughout FY14, there have been personnel changes within the Transportation that necessitated further changes.
 - The primary dispatcher (re)retired at the end of FY14, and has continued part-time to assist with transition to a new primary dispatcher (salaried).
 - The secondary support (dispatch) resigned in August 2014 to accept another position. Mr. Hilton noted that the Transportation “team” is currently assessing particular needs as the positions are redefined.
 - Mr. Hilton noted that it is (currently) necessary to utilize other staff on an hourly basis to provide support as the central transportation team is developed to effectively support this operational area.
- Staffing / Routing
Mr. Hilton updated the Board regarding staffing and routing. Please note that the routing and staffing is continually monitored and modified to ensure efficiency (and effectiveness) in operation.
- Large Buses
 - Equipment Review / Needs
Mr. Hilton explained that the Collaborative has procured one (1) large bus to support the Nantucket service provision. The Nantucket Public Schools had formerly used buses for three (3) years. He explained that this fleet of six buses is being on a schedule that will stabilize the lease costs for the district (and the Collaborative). He noted that this recent procurement supports the second year of the replacement schedule. Mr. Hilton stated that this vehicle is scheduled to arrive in November.
 - Truro
Mr. Hilton updated the Board regarding the current operation in Truro. Mr. Hilton noted a few minor maintenance issues at the start of the school year that were handled well by Transportation staff (drivers and support).

- Special Education Transportation
 - Equipment Review / Needs

Mr. Hilton noted that the Collaborative procured two (2) 18-passenger, dual rear wheel buses, one (1) 16-passenger bus, and three (3) twelve passenger/one wheelchair “mini-buses”. He explained that these vehicles will replace buses that have in excess of 200,000 odometer miles.

He noted these vehicles are expected to be delivered in late November.

- Therapies

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

 - FY15 Service Commitments
 - He noted that the Collaborative continues to receive and review commitments for the utilization for Collaborative staff to provide services in school districts for FY15.
 - He explained that most other districts had committed to maintaining the same (or similar) levels of services through the Collaborative to meet therapeutic (Occupational Therapy, Physical Therapy, Speech Therapy, Behavioral Consultation) needs.
 - Mr. Hilton noted that there has been some unexpected reduction in the services sought by districts. He discussed the the status of the employees that had provided these services as well as efforts that continue to solicit appropriate work for these employees with member (or non-member) districts.
 - i. Mr. Hilton noted that the Collaborative currently has the capacity to contract out the following services:
 1. PT – ½ to 1 day
 2. OT – ½ day
 3. Speech (assistant) – 2 -3 days
 - ii. Mr. Hilton discussed the timeline(s) that he is recommending for further decisions regarding staffing in this area. He recommended that the Collaborative continue to offer these services for contracting with districts though September with further decisions to be discussed at the Board meeting in October.

- Special Projects

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

 - Professional Development / Grants

- Title III – Collaborative Grant
- Early Learning Network (Fund 808) Strategic Plan Implementation Grant

Dr. Gilbert spoke about a recent visit to the Collaborative by EEC staff, who were impressed by the progress and cooperation demonstrated by partners in the Early Learning Network. He explained that this is a new and exciting experience and provides a direct benefit to 3 and 4 year-olds across the Cape. He explained that the grant set the platform for professional development opportunities, including nine (9) workshops which will be offered as part of the All Cape In-Service Day this fall.

- All-Cape In-Service

Dr. Gilbert discussed that status of planning (and registration) for this annual programming coordinated through the Collaborative. He noted that the All-Cape In-Service will occur in October. A copy of the offerings was included in Board materials for the Board meeting. Dr. Gilbert predicted that enrollment in this year's In-Service workshops will be somewhat less than last year's, as Barnstable focuses instead on completion of District Determined Measures.

- ASLP

Dr. Gilbert discussed the operations and events of the Summer 2014 ASLP Program as well as the status of planning for the Summer 2015 ASLP Program. He noted that the enrollment increased by 40% for the 2014 Program, with expanded offerings including two (2) new humanities and three (3) new STEM programs. Dr. Gilbert expressed his appreciation to the Bilezikian Family Foundation's \$10,000 presentation. He explained that discussion will continue regarding the second step in the program's expansion and whether it would be beneficial to postpone further growth for a year.

- Center for Executive Search

Dr. Gilbert provided an update regarding the current (and prospective) activities supported through the Center for Executive Search

- Nauset Public Schools (and Superintendency Union) Superintendent

h. Virtual High School

Mr. Hilton discussed the consortium for Virtual High School that has existed through the Cape Cod Collaborative since 2001. The Consortium recently increased in participation and contract renewal (Collaborative with Virtual High School and Collaborative with Districts) is in process. Mr. Hilton shared information about Virtual High School as well as the renewed interest in the Consortium. Cape Cod Technical Regional High School will become part of the Cape Consortium for FY15. Their participation provides increased savings for them and also for other consortium members.

i. 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. Mr. Hilton discussed the status of the partnership that Inspiritas (organization through which Cape districts were partnering with districts internationally). He noted that the relationship that Inspiritas had established with An'qing Huide High School of Susong, Anhui Province, China experienced a delay in the implementation of the visitation program due to permitting issues in China. Mr. Hilton also discussed the developing relationship with the Confucius Institute to place teachers of the Chinese languages in American Schools.

j. Changes in Educator Evaluation

Mr. Hilton, Ms. Woods and Mr. Carroll discussed the status of the implementation of the educator evaluation. The (MA-DESE certified) staff in each Collaborative program have met and discussed the evaluation process and are developing professional goals for the year.

V. Cracker Barrel Discussion

a. Local District Issues

Board members were invited to share current concerns and challenges in local educational arena.

b. Local Administration Changes

Mr. Hilton briefly noted the changes in district administrations throughout the Cape & Islands.

c. Questions / Concerns

No questions or concerns were raised.

VI. Other

a. Donations

b. Waypoint Golf Tournament Report (Mr. Carroll & Mr. Brown)

Mr. Brown indicated that the Business Office assisted with the Waypoint Golf Tournament which was held in June. Mr. Brown did not have a final report, but indicated that the event had raised approximately \$3,600.

c. Thank you – Cape Cod Challenger Club

VII. Executive Session (if necessary)

a. Litigation – Personnel

- *It will be necessary to enter Executive Session to discuss litigation strategy*

b. Executive Director Evaluation

c. Contract Discussion for non -union Personnel

- ***Renewal(s)***
- ***Changes***
- ***Non-Renewal(s)***

Mr. Hilton indicated that it would be necessary to enter into Executive Session to discuss personnel matters.

Dr. Tankard made the motion that the Board vote to enter Executive Session, exiting this session only to adjourn. Mr. Fichtenmayer seconded this motion. A roll call vote was taken: Ms. Williams – yea, Mr. Morris – yea, Mr. Lazarus – yea, Mr. Fichtenmayer – yea, Ms. Putnam – yea, Ms. Sette – yea.

Dr. Tankard made the motion that the Board vote to exit Executive Session and to adjourn. This motion was seconded by Mr. Fichtenmayer. A roll call vote was taken: Ms. Williams – yea, Mr. Morris – yea, Mr. Lazarus – yea, Mr. Fichtenmayer – yea, Ms. Putnam – yea, Ms. Sette – yea.

VIII. Adjournment

The September 10, 2014 meeting of the Cape Cod Collaborative Board of Directors adjourned at 6:47 PM.