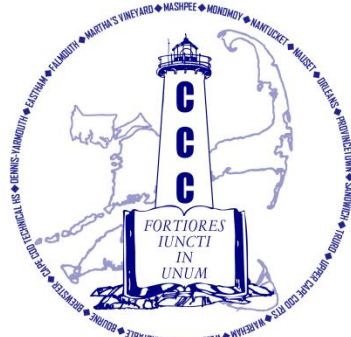


Cape Cod Collaborative  
418 Bumps River Road  
Osterville, MA 02655



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 11, 2013**

**I. Call to Order**

The September 11, 2013 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:00 PM by Dr. Robert Tankard, Co-Chair. In attendance were:

Martha's Vineyard	Dr. Robert Tankard, Co-Chair (out at 6:30 PM)
Falmouth	Terri Medeiros, Co-Chair
Cape Cod Technical HS	Dr. Joan Bentinck-Smith, Vice-Chair
Barnstable	Francis McDonald (in at 5:29 PM)
Bourne	Heather DiPaolo (in at 5:06 PM)
Dennis-Yarmouth	Phillip Morris
Eastham	Mary Louise Sette
Mashpee	Scott McGee (in at 5:05 PM)
Monomoy	Stephen Davol (out at 6:20 PM)
Sandwich	Susan Sundermeyer (out at 6:25 PM)
Wareham	Geoff Swett
Wellfleet	Jill Putnam
Treasurer	Judy Fitzgerald
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Jim Brown
STAR Program	Anita Woods
Waypoint Academy	Larry Carroll
Director of Special Projects	Dr. Joseph Gilbert

**II. Cracker Barrel Discussion**

**a. Local District Issues**

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

Mr. Swett shared with the board an article, *Can Teacher Evaluation Power School Improvement?* from the *Marshall Memo*. This research paper addressed 3 points regarding the teacher evaluation process:

- Who really influences teachers? Not administrative managers.
- Administrative control vs. teacher freedom
- Time constraints on school administrators

Discussion regarding this article followed. Dr. Tankard shared his experience supervising teachers. Most teachers he has worked with welcomed administration participation in the evaluation process, provided the administration was willing to provide resources and time to help the teacher get to the next level.

Ms. Medeiros spoke to the difficulty in establishing benchmarks for growth. She is watching how new certification requirements regarding ELL training are impacting teachers.

Ms. Sundermeyer felt that teachers are cynical about the new evaluation requirements. In Sandwich, curriculum coordinators are being tapped to solve the knowledge/content gap. Ms. Sundermeyer noted that teachers have confidence in the coordinators and have an existing relationship with them.

Mr. Morris reflected on the importance on relationships between the administration and staff and noted that pressure from local and national legislative changes regarding teacher accountability have exacerbated the cynicism. During his involvement with DY Schools (since 1972) he has observed the pressures created by testing. Rather than teach to the test, the proper response to MCAS might be to look at the relationships between the teacher and student, the teacher and administration, and teacher to teacher within the school.

Dr. Tankard spoke about the history of MCAS testing; indicating that the testing was not designed to put pressure on students, rather to help educators to determine areas of need.

### **b. Local Administration Changes**

There have been a considerable number of changes among the administration of member school districts. There have also been some changes in the assignment of Board members as a result of recent Town elections. Board members briefly shared information and suggestions regarding these coming changes.

### **c. Questions / Concerns**

## **III. Minutes**

### **a. August 8, 2013, 2013**

### **VOTE**

Dr. Bentink-Smith made the motion that the Board vote to approve the minutes of the August 8, 2013 meeting. This motion was seconded by Mr. Morris.

YEA – 10      NEA – 0      ABSTAIN – 2 (Putnam, Davol)

## **IV. Old Business**

### **a. Transportation**

- Invoicing

Mr. Brown updated the Board regarding the invoicing status for FY14 invoicing to districts. He noted that all summer invoicing has been completed and distributed to districts.

- Reconciliation

Mr. Brown shared the status of the reconciliation of costs and revenues projected for FY14. He indicated that the Collaborative is on budget for transportation invoicing. He noted that Nauset has seen cost savings since moving from the “per bus/per day” rate model to the “per student” model. (Mr. Hilton explained that that one student traveling a long distance can still change costs significantly.) Mr. Brown explained that cost prediction has become more accurate using the “per student” template.

Ms. DiPaolo asked if the accuracy in cost prediction and possible savings are a selling point for Collaborative transportation services.

Mr. Hilton indicated that there have been many discussions about this. In some districts, line item costs involved in school transportation are absorbed by the town budget rather than the school budget. He noted that although this is a definite “selling point” as the cost savings are clearly demonstrated, the local pressures associated with planning / managing Town and School personnel and budgets make the decision making more complicated.

Mr. Brown noted that he has had monthly discussions about this with business managers.

### **b. Cape Cod Collaborative Articles of Agreement – Status of Changes**

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.

The Collaborative is required to change the Collaborative Articles of Agreement to comply with changes in statute and legislation. The Collaborative submitted a “draft” 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 reviewed the teleconference meeting MA-DESE that occurred with Collaborative representatives (Governance SubCommittee) Mr. Hilton, Dr. Tankard, Dr. Bentinck-Smith, Ms. Medeiros and Ms. DePaolo) on June 7<sup>th</sup> from 11:00AM to discuss the “draft” Agreement. He noted that during this teleconference meeting, DESE concerns with how the Cape Cod Collaborative determines a quorum, how the transportation billing rate is set, the status of the Collaborative OPEB trust and the

status as a 501(c)3 were discussed. Mr. Hilton noted that he is seeking guidance from the Attorney General regarding the quorum issue.

Mr. Hilton further explained 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. The Board of Directors cannot (statutorily) begin the approval process until the technical review of the Agreement is completed by MA-DESE.

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. It is necessary to convene a meeting (or meetings) of the Governance SubCommittee as further feedback and guidance is offered by the MA-DESE.

### **c. Executive Director Evaluation**

### **VOTE**

The Board met on August 8, 2013 to discuss the evaluation of the Executive Director for FY13. There was considerable discussion (see minutes from meeting of August 8<sup>th</sup> – DRAFT included with your Board materials for this meeting) regarding the performance of the Executive Director for FY13.

Dr. Tankard compiled a summary report based upon the discussion and the associated written materials. A copy of Dr. Tankard's summary (DRAFT) has been included with Board materials for this meeting.

He noted that it was necessary to finalize the evaluation. Dr. Tankard asked Board members if there were any further comments, or if a vote could be taken at this meeting to formally accept / approve the evaluation (and associated materials).

Mr. McGee made the motion that the Board vote to accept and approve the evaluation and associated materials. Ms. Putnam seconded the motion.

SO VOTED - UNANIMOUS

It is also necessary to convene an Evaluation SubCommittee to discuss preparation for the evaluation of the Executive Director for FY14 (format as well as Goals / Objectives). Mr. Hilton can suggest a facilitator to assist in the process, if the Board desires.

Dr. Tankard asked if current members of the Evaluation SubCommittee would be willing to continue to serve. Mr. McDonald, Dr. Tankard and Mr. Swett agreed to continue. Dr. Tankard then asked if there were any other members present tonight who might be interested in joining the SubCommittee. Mr. McGee volunteered. Mr. McDonald suggested that Mr. Hilton draft goals and objectives and email these to Board members.

Mr. Hilton responded that he would do so, in line with the new educator evaluation requirements.

Dr. Tankard suggested Mr. Hilton email SubCommittee members with possible dates. Dr. Tankard suggested that a meeting of the SubCommittee could be held at the Massachusetts Maritime Academy.

The changes in the processes for evaluation of Superintendents and Administrators (new Educator Evaluation) do impact the process for evaluating the Executive Director.

Mr. Swett asked if the Board should be working with the evaluation rubric for superintendents put forth by the DESE. Mr. Swett commented that Wareham had found this rubric to be cumbersome and had submitted a revised version to the DESE for review, but the revisions did not meet with approval.

Mr. Hilton responded that the evaluation should indeed be based on the superintendent rubric.

## V. New Business

### a. Warrants

### VOTES

Mr. Brown directed the Board's attention to a corrected Warrant #8, which was provided at the meeting. (The version included in the Board Packet included expenses from both Warrant #7 and Warrant #8.)

Mr. Hilton explained that he had received a question prior to the meeting regarding Warrant #7, which appeared to show an expense for "Employee Dishonesty" (see #29577). Mr. Hilton and Mr. Brown explained that this payment was an insurance premium.

Ms. DiPaolo asked about the \$1000 expense shown on Warrant #6 for the Cape Cod Times. Mr. Hilton and Mr. Brown noted that this expense covered required position postings, the advertising for the Noam Chomsky fund raiser, and the required legal advertisement for the RFP.

Mr. Swett noted an expense of \$17,000 on Warrant #10 payable to Research for Better Teaching. Dr. Gilbert explained that the Collaborative, acting on behalf of member districts, has arranged for trainings through RBT. The Collaborative acts as a "pass through," collecting tuition and paying the trainer.

- |       |      |
|-------|------|
| • #6  | VOTE |
| • #7  | VOTE |
| • #8  | VOTE |
| • #9  | VOTE |
| • #10 | VOTE |

Ms. Sundermeyer made the motion that the Board vote to approve Warrants #6, #7, #8, #9 and #10. This motion was seconded by Ms. Settee.

SO VOTED - UNANIMOUS

## **b. FY14 Spending Plan**

- Updates
- Personnel

Mr. Morris asked why the Board is voting on staffing changes. Within a school district, staffing is the Superintendent of the districts choice.

Mr. Hilton explained hiring at the Collaborative takes place at the Board level, not at the discretion of the Executive Director.

Ms. DiPaolo asked if this turnover was typical for the start of the school year; Mr. Hilton responded that it is.

- Additions

**VOTE**

- Jeffrey Barner, Paraprofessional - STAR
- William Kalagher, Paraprofessional - Waypoint
- Kiera Herrick, Teacher - Waypoint
- Heather Goodspeed - CDL Driver
- Regina Keller - CDL Driver
- Tammy Edwards – Monitor

Ms. Putnam made the motion that the Board vote to approve the additions as listed on the agenda. Dr. Bentinck-Smith seconded the motion.

SO VOTED – UNANIMOUS

- Reductions

**VOTE**

- Resignations
  - i. Carmen Amaral, Teacher - Waypoint
  - ii. Melanie DeCosta-Hill, CDL Driver (former dispatcher)
  - iii. Deborah Diperna, CDL Driver
  - iv. Anna Kipp, Monitor (Route Refusal)

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

SO VOTED – UNANIMOUS

- Workers' Compensation Issues

Mr. Hilton described to the Board a shoulder injury suffered by the facilities and food service employee in Osterville. The initial injury occurred while shoveling snow; the shoulder was reinjured later in the winter through the use of the snow blower. This employee has gone through the necessary treatment for the injury.

- Service Commitments

- Programs

- STAR

- i. September Projection of 52 students
      - ii. Increasing Population Projected at 59 students by January 2013
      - iii. Extended School Year (Summer) Projection at 62

- Waypoint Academy/AEP

- i. Commitments Projected at 50
        - ii. Total School Year Projected at 68 Full Time Equivalents (FTEs)
        - iii. Extended School Year (Summer) Projection at 36
- Mr. Hilton described a strong start to the 2013-2014 school year for both programs. The STAR projected enrollment for September was 52; the program has 53 students currently enrolled. Waypoint Academy currently has 67 tuitioned students.

- Transportation

- Special Education – In-District

- i. Nauset - Committed through FY14
      - ii. Nantucket – Committed through FY14
      - iii. Mashpee – Committed through FY14
      - 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

Mr. Morris asked Mr. Hilton to elaborate on the “out of district” designation. Mr. Hilton responded that while some districts handle the transportation of students who travel out of district for services, the Collaborative does assist districts to work together by sharing a bus when possible.

- Therapies

- Barnstable – SLPA (3), BCBA (1), ABA-Home (as needed) - Committed
    - Bourne – PT (1.5), PTA (2.5) - Committed
    - CCT – OT (1), PT (.5) –Committed
    - D-Y – OT(.5), BCBA (1+)– Committed
    - Mashpee – BCBA (home services)
    - Monomoy – PT (1.0), PTA (1.5), BCBA(1.0),–Committed
    - Martha’s Vineyard- Tentative Commitment – OT (2.0) - Discontinued

- Nantucket – PT (2.0)Discontinued , BCBA (1.0), ABA-Home – Discontinued
- Provincetown – OT (1), PT (.5) –Commitment
- Sandwich – PT (3) Committed
- Truro – OT (2), PT (.5). BCBA (.5), ABA Home (TBD) – Committed
- UCT – OT (TBD) Awaiting Commitment Level
- Carver – SLP (2) – Committed – Status is Questionable

Mr. Hilton discussed the current status of commitments, observing that some districts have discontinued therapy services. The Collaborative has on payroll adequate staff to have met the higher therapy need.

Mr. Morris asked if this presents a staffing challenge.

Mr. Hilton explained that this does put the Collaborative at a risk of about \$80,000 over the course of the year. The Collaborative is trying to hold staff to be able to fit all district needs, and it is not unusual early in the school year to have differences.

Mr. Hilton told the Board he will continue to monitor the situation and will report back in October.

○ Other

- Data Specialist Contract (state) – Continues through FY14
- ASLP expected to continue at slightly modified levels – FY14
- Transportation Consulting –Retained “As Needed”

Mr. Hilton explained that Mr. Flahive works through the Collaborative to provide Transportation Consulting services.

**c. FY13 Close-Out**

The Mr. Hilton and Mr. Brown will discuss the status of the financial “close-out” of FY13.

- Therapy Billing

Mr. Hilton noted that there were some issues associated with the invoicing for FY13 Therapy services which created some inaccuracy in the projection(s) for FY13. Mr. Hilton discussed the cause, resolution and impact of this issue. Mr. Brown is working with staff and taking corrective action.

- There are issues associated with student assignment and responsibility (financial and programmatic) for students receiving services through the Collaborative.

Mr. Hilton discussed steps that are being taken to assist districts in clarifying responsibility and steps that are being taken to ensure that there is not a liability created for the Collaborative if/when there is disagreement.



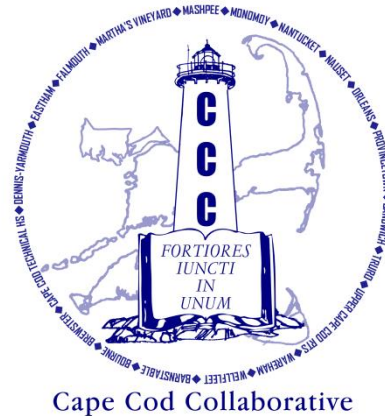
**d. Waypoint Academy – Logo**

Mr. Hilton explained that the staff and students of the Cape Cod Collaborative Alternative Education Program had asked to create a formal name for the program. The renaming of the program was approved at the June 2013 Board Meeting. A logo has been develop and accepted (by the staff and students of the program) to reflect the name change (please see attached).



**e. Cape Cod Collaborative Logo (correction)**

Mr. Hilton noted that the logo for the Collaborative had been approved by the Board over two years ago required an adjustment to more appropriately reflect the service area of the Collaborative. The logo has been adjusted to more appropriately reflect the Town of Wareham in the watermark map. Previously the map had included only a portion of Wareham. The “corrected” logo will be integrated to documents throughout the year.



## f. Programs/Services

- Waypoint Academy
  - Enrollment
  - Open House – October 8<sup>th</sup> – 11AM-4PM
  - Programming
    - Camp Burgess
    - Dr. Marc Hauser Consult
  - Additional Grant Opportunities
  - Facility Issues
  - Status of Commitments – FY14

Mr. Carroll discussed the enrollment and programming at the Waypoint Academy, describing a strong start to the school year. He noted that the current enrollment is excellent for the start of a school year, and student attendance is also good. He indicated that attendance improvement is likely reflective of the improvements in the culture of the school. Mr. Carroll also noted that the program has a revolving admissions policy with students constantly entering and leaving the program.

Mr. Carroll extended an invitation to Board members to attend the Program open house to be held October 8<sup>th</sup>, and provided brochures describing the planned program and how base passes can be arranged.

He also explained that Waypoint Academy continues to use the Camp Burgess facility. He indicated that two instructors are currently alternating switching the Otis and Camp Burgess sites with groups of students to maintain educational continuity.

Dr. Marc Hauser continues to consult with staff and was instrumental in arranging for the fund raiser with Noam Chomsky. Funds raised will benefit student projects and facility improvements.

Mr. Carroll noted that Waypoint has received a grant of \$3,800 to be used for health related activities. The program has established “nature’s classroom” and will be using funds to establish an area for volley ball and tether ball as well as ground maintenance. Mr. Carroll hopes to involve the Upper Cape Cod RTS in the projects.

Ms. DiPaolo asked if the asbestos issues had been addressed at the Otis School. Mr. Hilton indicated that many tiles were replaced during the summer, and extended his thanks to Bourne for the (appropriate) removal and replacement of 175 tiles.

Mr. Hilton encouraged Board members to visit Waypoint Academy and also suggested a visit to Camp Burgess.

- STAR / Osterville
  - Enrollment
  - Open House – September 25<sup>th</sup> – 4PM-6:30PM
  - Programming
    - Dr. Marc Hauser Consult
    - Program Opening
  - OCR Status
  - Age Waiver Applications

Ms. Woods provided an overview of the current and projected enrollment for FY14. Current program enrollment is 53, several referrals have been received. Ms. Woods shared copies of the program’s Extended School Year newsletter. She indicated that the school garden has become part of the program; students and staff ate from the garden on Thursdays during the summer. She noted that picking and preparing the food was incorporated into students’ therapies. Ms. Woods also noted that “Farmer Jim” from Miss Scarlett’s Blue Ribbon Farm visited the program and brought with him several farm animals. She explained that students enjoyed interacting with the animals, and that Farmer Jim was impressed with the school’s garden. She noted that he came back to video staff and students in the garden for the Farm Bureau’s local show. Ms. Woods explained that the video is currently being edited and that she will bring it to the Board when it becomes available.

The STAR Program open house will be held on September 25<sup>th</sup>. Ms. Woods welcomed Board members interested in the program to visit at any time. She explained that Dr. Hauser continues to consult with program staff to develop more efficient and effective systems for working with program data. She explained that two databases have been created and development continues on a third. She explained that these systems will become part of the District Determination Measures (DDMs) required for the program as a component of the new educator evaluation system.

Mr. Swett applauded the Collaborative’s measures to stay ahead of the state in this evaluation process change.

Ms. Woods described the positive reaction staff has had to training regarding the change in evaluations. Prior to the start of the school year, she devoted one training day to working with teachers and therapists regarding the evaluation process.

Ms. Woods explained that, when the STAR Program first opened in Osterville, a complaint was filed with the US Department of Education Office of Civil Rights (US DOE-OCR) alleging that all special needs students throughout the Cape Cod region would be “warehoused” in a single location for the administrative convenience of school districts. She explained the US DOE-OCR investigation process and that the Collaborative cooperated throughout the investigation and volunteered to a monitoring period involving submission to the OCR of certain documents over a two year period to assist in completion of the

investigation and dismissal of the complaint. Ms. Woods has completed the required filing and it is expected that the matter is closed.

Ms. Woods described inclusion opportunities, including reverse inclusion – encouraging students to come into the program to fulfill community service requirements. She noted that the program welcomed one (1) student from Falmouth High School this week, that Collaborative students regularly visit Barnstable High School, and that community outings to Stop & Shop, YMCA and Camp Burgess occur on a regular basis.

Mr. McDonald inquired if there was anything Board members could do. Should members encourage interns?

Ms. Woods noted that interns are always welcome and appreciated, and she would welcome Board assistance. She indicated that she does interview potential interns to try to determine their level of interest. The program offers opportunities, not just in classrooms, but for students interested in OT, PT, Speech and Social Work.

Ms. Woods submitted two age waivers (to the MA DESE) for classrooms where the difference in student ages exceeds 48 months. She explained that both of these classrooms have students with significant medical, multiple needs and have instructional levels that are similar to others in their classrooms.

Ms. Woods also noted that she has scheduled meetings with the transportation department (and other transportation providers) as well as a parent workshop to be held in November. She noted that the workshop will provide CPI instruction to parents – not in restraint, but in ways to be proactive and to deescalate a situation.

- **Transportation**

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

- **Staffing**

Mr. Hilton, Mr. Brown and Ms. Pawloski had recommended changes to the transportation staffing for FY14.

- There have been 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 will be proposed for drivers that also serve as certified (registry) “instructors” for other drivers.

- Flahive Consulting Status

Mr. Hilton updated the Board regarding the status of Mr. Flahive's current projects.

  - Nauset (Regional) Public Schools – Mr. Hilton noted that the Nauset Schools are preparing to “re-bid” their large bus pupil transportation. They are seeking to (again) utilize the services of Mr. Flahive to assist with this process / project.
  
- 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 two (2) large buses to support the Nantucket service provision. The vehicles currently serving the Nantucket Public Schools are five (5) years old and have increasing maintenance needs. The Nantucket Public Schools had formerly used buses for three (3) years. It is recommended that this fleet of six buses be replaced over the coming three years (2 each year). This recent procurement supports the first year of the replacement schedule.

These vehicles are scheduled to arrive in November.
  - Truro

Mr. Hilton updated the Board regarding the current operation in Truro. Mr. Hilton will discuss recent and necessary maintenance of the equipment.
  
- Special Education Transportation
  - Equipment Review / Needs

Mr. Hilton noted that the Collaborative procured five (5) twelve (12) passenger “mini-buses”. These vehicles will replace buses that have in excess of 200,000 odometer miles. These vehicles are expected to be delivered in late September or early October.

- Therapies

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

- FY14 Service Commitments

- The Collaborative continues to receive and review commitments for the utilization for Collaborative staff to provide services in school districts for FY14.
- 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.
- There has been some unexpected reduction in the services sought by districts. Mr. Hilton discussed 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. The Collaborative currently has the capacity to contract out the following services:

1. PT – 1-2 days
2. OT – 2 days
3. Speech – 2-4 days
4. Speech (assistant) – 2 days

- ii. Mr. Hilton discussed the timeline(s) that he is recommending for further decisions regarding staffing in this area. Mr. Hilton recommended that the Collaborative continue to offer these services for contracting with districts through September with further decisions to be discussed at the Board meeting in October.

Mr. Swett asked if there were any proactive actions which could be taken. Mr. Hilton noted that he has been contacting districts throughout the region and will be meeting with Special Education Directors during the current week (Friday).

Mr. Swett asked why there was a decrease in requested services. Mr. Hilton noted that Nantucket had hired its own consulting staff, and that the merging of two districts to create the Monomoy Regional District impacted the need for speech services. He also explained that Martha's Vineyard sought to hire an occupation therapist for a 2-day week and had two successful candidates.

Mr. McDonald asked if the implementation of “Obamacare” was impacting the Collaborative. Mr. Hilton responded that it does impact the Collaborative, especially in regards to paraprofessionals and bus drivers. He explained that the Cape Cod Municipal Health Group will be reviewing how the implementation impacts clients in the region.

Mr. Brown noted that an employee of the Collaborative is eligible for health benefits with a 20 hour work week. Most employees who work that number of hours can’t afford the cost of the health benefits. He feels the risk to the Collaborative will be low.

Mr. Swett questioned the use of the term “risk.”

Mr. Hilton indicated that that there is a provision of the law which describes “affordable” as being 9.5% of the household income or less.

Dr. Tankard left the meeting at 6:30 PM. Ms. Medeiros, Co-Chair, assumed the chair for the balance of the meeting.

- Special Projects

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

- Professional Development / Grants

- Title III – Collaborative Application

Dr. Gilbert discussed the status of an application for an entitlement grant to support efforts of a group of districts in English Language Acquisition. He noted that this application is a first (Title III) for the Collaborative. He explained that, until this year, the threshold for application was a minimum of 100 students. He explained that districts are now allowed to band together through a consortium. He noted that, through the Collaborative, Sandwich, Mashpee and Martha’s Vineyard are seeking \$23,500 in grant funds

- All-Cape In-service

Dr. Gilbert discussed that status of planning (and registration) for this annual programming coordinated through the Collaborative. The All-Cape In-Service will occur in October. He noted that a copy of the offerings had been included in Board materials for this meeting. He further explained that offerings for this year’s in service day will include offerings for the Early Learning Network (ELN) as well as workshops for English Language Learners (ELL). Dr. Gilbert

expressed his appreciation to the Dennis-Yarmouth school system for the use of their facilities.

Dr. Gilbert projects enrollments for the in-service day to be 600-650, up from last year. Board members who are interested in attending any of the workshops can email Sheila Murray ([s.murray@capecodcollaborative.org](mailto:s.murray@capecodcollaborative.org)) to register.

○ ASLP

Dr. Gilbert discussed the status of planning for the Summer 2014 ASLP Program. Dr. Gilbert discussed the need to convene the volunteers from the Board (Ms. Medeiros and Mr. Swett) immediately before the October Board Meeting to discuss planning options for expansion of the ASLP Program. The 2013 program had 155 students participate. It is hoped that the program can expand to serve another 50 students by next summer, and an additional 25 by 2015. Dr. Gilbert explained that increasing student participation will increase the course needs – he projects that 3 modules of STEM activities, and 2 humanities will need to be added. The program will also need to increase the number of dorm monitors. Dr. Gilbert hopes that fees can be held to current levels. The Mass Maritime Academy facilities provide outstanding opportunities to ASLP students.

○ Educator Evaluation – New Administrator Training

The Collaborative coordinated an administrator training on behalf of the Member Districts. This training was provided through Teachers21 for new administrators. Mr. Hilton informed the Board that the enrollment (20+) in this two-day course allowed for a significant decrease in the cost for each participant.

○ Data Coaching Course

Dr. Gilbert provided an update regarding the planning for this session of the “Data Coaching” courses, coordinated through Research for Better Teaching.

○ Center for Executive Search

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

- Martha’s Vineyard Assistant Superintendent
- Martha’s Vineyard Director of Student Services

Although there were limited applications for these positions, Dr. Gilbert explained that applicants were well qualified. Both positions have been filled.

○ Professional Development Tracking & Integration

- Grant Funded through DESE
- Funds establishment of functionality for every district in the region and first year operation
- Is an annualized cost for districts beginning July 1<sup>st</sup>.
- Replicated for entire southeast Massachusetts area

Mr. Hilton observed that Provincetown and Bourne have decided not to renew contracts with SmartEDU for this year. Provincetown’s decision was based on declining student



enrollment and staff need. Bourne decided to return to using a previous vendor.

### **g. 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. He noted that Cape Cod Technical Regional High School will become part of the Cape Consortium for FY14. Their participation provides increased savings for them and also for other consortium members.

### **h. 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 and Dr. Bogden (consultant with Leadership K12) met with the Virtual High School Collaborative on June 11<sup>th</sup> to explore supportive programming options and also met with Dr. John Cox (in May) to discuss potential options to include Cape Cod Community College in the initiative.

He explained that Sandwich is preparing to vote on the (SEVIS) application, that Dennis-Yarmouth has completed the application and that Falmouth and Mashpee are in the process of school committee discussions. Mr. Hilton also noted that Nauset completed the application process 2 years ago.

Mr. McGee observed that Mashpee has authorized additional research on the topic. Mr. McGee asked where the tuition money for foreign students would go.

Mr. Hilton responded that tuition may be deposited to a tuition account within the school department. He noted that, while these accounts are not part of the “Town” budget, a Town Meeting could decide to reduce the school budget by reciprocal amounts of projected tuition to be received. Mr. Hilton noted that he will be meeting with the Superintendents on Friday. He indicated that among the topics for discussion could be the setting of the tuition rate for foreign students.

- Should one rate be set for the region?
- Another topic may be a discussion on the best way for the money to be handled.
- Should schools receive the funds directly?

Ms. Medeiros noted that Falmouth had concerns about foreign students remaining within a tight group and not interacting with other students in the school.

Mr. Hilton indicated that a program may be considered, perhaps similar to the ASLP program, which would allow the students to interact with local students and begin engaging in social opportunities immediately prior to attending local schools. He also noted that it may be possible that local students could be paid or given scholarships to participate in this type of program.

## **i. 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.

- Collaborative administrators have attended (are attending) the Educator Administrator Training offered through Teachers21 (August/September)
- Collaborative staff also attended workshops offered through the MA Department of Elementary & Secondary Education (DESE) regarding regulatory changes in educator evaluation.
- The Collaborative is not a formal Local Education Agency (LEA) and (thus) did not receive Race to the Top (RTTT) Funds.
- The Collaborative will need to implement the changes in Educator Evaluation for the 2013-2014 School Year (FY14).
- The changes in evaluation processes for the Executive Director, Program Administrators and for teachers must be reviewed and revised during the coming school year.
- Please note that there may be changes necessary in the recommended processes and procedures due to particular issues associated with educational collaboratives.

Mr. Hilton mentioned that Collaborative staff found the training through Teachers21 surprisingly relevant for collaborative purposes (vs. district purposes). Ms. Woods indicated that she was able to implement some of the things in her staff training prior to the start of the school year.

## **VI. Other**

### **a. Donations**

Ms. Woods described donations to the STAR Program. The family of a student who attended the summer program (from out of state) donated a swing which provides adequate support for disabled students. The Program also received a donation of a weighted vest from a parent.

### **b. Noam Chomsky Fundraiser report**

Mr. Brown reported that \$14,765 was raised, from which ad expenses will be deducted.

Mr. Swett, who attended the event, found there was little time allotted for questions and response. He noted that he emailed Noam Chomsky with a question he had been unable to ask, and had a response the same evening.

Dr. Hauser has been thinking ahead to the next fundraising event, and has suggested Steven Pinker as a possible candidate.

### **c. Thank you – Cape Cod Challenger Club**

## **VII. Executive Session (if necessary)**

Mr. Hilton, noting the length of the meeting and the lateness of the hour, suggested there was no need to enter into Executive Session. The Board could vote to approve the minutes from previous sessions another time.

*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)*

*d. Executive Session – Minutes – December 14, 2011, August 8, 2013*

## **VIII. Adjournment**

Mr. Swett made the motion that the Board vote to adjourn the September 11, 2013 meeting. This motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

The meeting was adjourned at 7:04 PM.