

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
September 12, 2012 - 5:00PM

Mr. Hilton invited Amy Lipkind of the Cape Cod Challenger Club to address the Board of Directors regarding the Club's fundraising efforts. The Challenger Club uses the Osterville campus grounds, including the playground. The playground is in need of renovation or replacement; the Challenger Club is working to raise the estimated \$200,000 needed to demolish the existing structures and replace the playground equipment.

Mr. Hilton indicated that although the Collaborative strongly supports this effort, it would not be appropriate for the Collaborative to be directly involved with the fundraising at this time due to regulatory and legal issues.

Ms. Lipkind spoke to the Board regarding the Club's use of www.indiegogo.com/challengerclub, utilizing an email campaign to bring the site to the attention of the community. She invited Board members interested in participating to provide give her an email address where she could send further details.

Mr. Hilton gave high praise to the Challenger Club for the incredible things the Club has done for the Osterville facility, including ground maintenance, raised garden beds, walking track, game fields, improvements to bathrooms and much more.

I. Call to Order

The September 12, 2012 meeting of the Cape Cod Collaborative Board of Directors was called to order by Dr. Robert Tankard, Co-Chair, at 5:07 PM. The following Board Members were in attendance:

Martha's Vineyard	Dr. Robert Tankard, Co-Chair
Falmouth	Terri Medeiros, Co-Chair
Cape Cod Tech	Dr. Joan Bentick-Smith, Vice-Chair
Eastham	Mary Louise Sette
Sandwich	Susan Sundermeyer (left @ 6:21 PM)
Truro	Brian Davis, Superintendent (Administrative Representative)
Upper Cape RTS	Robert Fichtenmayer
Wareham	Geoff Swett
Wellfleet	Jill Putnam

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Jim Brown
Director of Special Projects	Dr. Joseph Gilbert
AEP Program Director	Larry Carroll
STAR Program Director	Anita Woods
Secretary	Beth Deck

II. Cracker Barrel Discussion

a. Collaborative Oversight & Accountability (state legislation)

Mr. Hilton indicated that the Department of Elementary & Secondary Education is expected to present DRAFT regulations associated with educational collaboratives in Massachusetts at the Board of Elementary & Secondary Education meeting on September 25, 2012. Mr. Hilton noted that regulations (and the legislation) include a requirement of the appointment by the Commissioner of DESE of a voting member to the Collaborative Board of Directors. He noted that there are additional regulations that empower DESE further in regulating educational collaboratives. (A copy of the DRAFT regulations was included in the Board Packet.)

Mr. Hilton reminded the Board that it will become necessary to reconvene the SubCommittee to review the Articles of Agreement to assure compliance with the new regulations. He also reminded the Board that revisions to the Articles of Agreement require approval of each school district and that these approvals will need to be accomplished within a tight timeframe.

Ms. Medeiros is sitting on a Commission at the state level which is investigating the feasibility of consolidating educational collaboratives. She informed the Board that she is happy to be able to participate on the state level and to speak on behalf of the Collaborative. She noted that the head of the DESE had mentioned the possibility of reducing to about 15 educational collaboratives (there are currently 30 collaboratives across the state).

Dr. Bentinck-Smith reminded the Board that educational collaboratives grew out of Chapter 766 (Special Education regulations in early 1970s) program funding issues. She noted that districts created collaboratives to provide and fund quality special education when the state failed to adequately do so.

b. SmarterCape / Smarter Education

Mr. Hilton informed the Board that he has continued to participate in discussion of a sub-committee of the SmarterCape initiative that promotes educational opportunities in the region. He noted that there has been significant discussion and research regarding coordinated databases for learning opportunities (all ages) throughout the region as well as the development of a virtual educational "event" that could occur simultaneously throughout the region. Mr. Hilton mentioned that Internet2, dedicated/reserved band-width reserved for academic institutions, is being investigated by the group

c. Court Improvement Program – Education Stability & Success Task Force

Mr. Hilton indicated that he has been appointed to a statewide task force that will investigate and suggest options to increase the stability and success of students that are involved with the court system (Department of Children & Families Foster Care and/or other state care options). Mr. Hilton noted that he would like to ensure that the issues and concerns of Cape Cod Collaborative stakeholders are properly represented in the deliberations of this Task Force. Mr. Hilton stated that he understands that some areas of the Cape are impacted more significantly with foster care issues, especially special-needs foster care placements.

d. Local Issues

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

Mr. Swett asked which districts have approved new state regulations for teacher evaluations with unions. Superintendent Davis responded that in Truro a memorandum of agreement to reopen negotiations when the final teacher evaluation regulations are approved has been passed. Dr. Tankard indicated that something similar had been done on Martha’s Vineyard. Ms. Medeiros indicated that this issue has been resolved in Falmouth. Ms. Sundermeyer noted that the state is looking for districts to “show progress toward implementation.”

III. Minutes

a. August 15, 2012

VOTE

Mr. Fichtenmayer made the motion that the Board vote to approve the minutes of the August 15, 2012 meeting. Dr. Bentinck-Smith seconded this motion.

YEA – 6 NEA – 0 ABSTAIN – 2 (Putnam, Sundermeyer)

IV. Old Business

a. Transportation

• Invoicing

Mr. Brown informed the Board that invoicing for the Summer 2012 is in process. He indicated that, by the next Board meeting, both Summer 2012 and September invoicing will be completed.

• Mashpee Special Education

Mr. Hilton noted that the Collaborative continues to provide this service to the Mashpee Public School based upon the “cost model” that had been established in previous years. Mr. Brown informed the Board that the Mashpee Public Schools completed a Memorandum of Agreement (MOA) regarding the service provision for 2012-2013, which has been signed by the Collaborative. (A copy was provided in the Board Packet.)

• Mashpee General Education

Mr. Hilton indicated that the Collaborative continues to provide this service also to the Mashpee Public School based upon the “cost model” that had been established in previous years. Mr. Brown informed the Board that the

Mashpee Public Schools completed a Memorandum of Agreement (MOA) regarding the service provision for 2012-2013. This MOA has been signed by the Collaborative. Mr. Brown noted that there have been some service changes adopted in the current school year (2012-2013). The pricing model that has been accepted protects both the Collaborative and the school district.

Mr. Hilton noted that the Collaborative continues to work with the dealer (O'Connor of Maine) manufacturer (BlueBird) of the large school buses in resolving ongoing maintenance issues. He indicated that the manufacturer has responded with an extended warranty for some of the major system issues identified. He further noted that the Collaborative continues to work with both the dealer and the manufacturer regarding resolution of issues with the Anti-Lock Braking (ABS) system sensors/alarms.

b. FY12 Close-Out

Mr. Brown and Mr. Hilton discussed the “close-out” of FY12. They noted that the Finance Subcommittee met in August and the Board adopted most of the recommendations regarding the funding of reserve accounts associated with projected Collaborative liabilities. Mr. Brown noted that the audit for FY12 is in process and must be completed with sufficient time for the Board to accept the audit before a copy is sent to the state (DESE) by January 1, 2013.

c. Executive Director Evaluation

Mr. Hilton indicated that the individual evaluation materials were reviewed at the August meeting. Dr. Tankard indicated that the Board agreed on that date to develop a summary of the evaluations for discussion at the September meeting. Dr. Tankard, Ms. Medeiros and Dr. Bentinck-Smith met with Mr. Hilton on September 10, 2012 to discuss the evaluation in advance of the September Board meeting.

Dr. Tankard directed the Board's attention to the graph at the top of the summary, which averaged scores from each evaluation received along with comments made by Board Members. Dr. Tankard indicated that he found both the scores and comments stellar. He noted that the marks left some room for continued improvement, which he felt was a good thing. He noted that the Board has enjoyed working with Mr. Hilton and will be inviting him back for a few more years.

Dr. Tankard asked Board Members to review Mr. Hilton's contract, noting that he perceived Mr. Hilton to be a very unselfish individual. He indicated that Mr. Hilton would not accept an increase beyond that which the rest of his administrative staff received. In addition to a 4% increase, Dr. Tankard suggested that the Board vote to modify Mr. Hilton's contract to allow Mr. Hilton to carry forward up to five (5) vacation days, as was recently voted for the administrative staff, that the Executive Director evaluation process begin in March and be brought before the Board at a meeting when completed. Dr. Tankard further noted that Mr. Hilton's previous contract allowed \$2,500 to be used toward professional development. Mr. Hilton had asked that he be able to carry the remainder of unused funds during the last

contract period (FY12) forward (to FY13). Dr. Tankard suggested the Board vote to approve these changes

Ms. Putnam made the motion that the Board vote to approve a new contract for Mr. Hilton under the terms stated by Dr. Tankard. This motion was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

Mr. Hilton informed the Board that he would begin working on new goals, which he will bring forward in October. These goals will include steps toward implementing the new Educator Evaluation process. The Collaborative is not a district, and is thus not eligible for Race to the Top funds (requiring implementation of Educator Evaluation processes in FY13), but Mr. Hilton indicated that the Collaborative will begin parts the process in order to be ready to implement this during 2014.

V. New Business

a. Warrant #1 – FY13

b. Warrant #2 – FY13

VOTE

Ms. Medeiros made the motion that the Board vote to approve both Warrant #1 and Warrant #2. This motion was seconded by Dr. Bentinck-Smith.

Mr. Hilton noted that significant IT purchases were reflected in the warrants, including the purchase of iPads and laptop computers. He also noted that the Transportation Department purchased shirts with the Collaborative logo, and these are being worn by Transportation staff for work purposes.

Ms. Medeiros made a motion to approve Warrants #1 & #2. This motion was seconded by Dr. Bentinck-Smith.

VOTE TO APPROVE WARRANT #1 AND WARRANT #2

SO VOTED – UNANIMOUS

c. FY13 Spending Plan – Personnel Changes

• Additions

VOTE

- Dr. Marc Hauser, AEP Instructional Specialist – Increased time
Mr. Hilton indicated that Dr. Hauser worked with the students at the AEP throughout the previous school year (2011-2012) as a half-time instructional consultant/specialist. Mr. Hilton indicated that Dr. Hauser's work with the students as an instructional specialist and teacher has promoted very positive results with the staff and students in the program. Mr. Hilton proposed that Dr. Hauser's time allocation for the program be changed to full-time and that he be paid at a daily rate of \$175/day.

Mr. Hilton mentioned that there had been a significant amount of media attention drawn to Dr. Hauser during the week before the Board meeting. Mr. Hilton stated that he would be happy to answer any questions that the Board might have regarding Dr. Hauser or the media coverage. Mr. Hilton stated that he believed that Dr. Hauser has been an incredible asset to the program. Mr. Hilton noted that the

issues associated with the media attention were outside of the Collaborative did not impact Dr. Hauser's work at the Collaborative. Mr. Carroll, AEP Program Director, spoke to the Board regarding Dr. Hauser contributions in providing clearer academic and instructional focus for teachers. He also noted that Dr. Hauser has been instrumental in promoting research by AEP students and in the development of the school radio program (student run).

Mr. Carroll explained that Dr. Hauser's presence at the program has created a cultural shift. He noted that students have been demonstrating improved self-control and increased focus and interest in activities. Mr. Carroll stated that he recommends that the Collaborative take advantage of Dr. Hauser's presence (and work) in the program as long as possible.

Mr. Swett questioned why a person with this resume would work for so little?

Mr. Hilton indicated that while the Collaborative has been able to contract with Dr. Hauser for a minimal amount over the past year, it is not expected that Dr. Hauser would/could work at this rate for a considerable period of time. Mr. Hilton voiced his agreement with Mr. Carroll that Dr. Hauser has been a catalyst for positive changes within the AEP program.

Mr. Swett noted that not every organization would be so receptive to such change and commended Mr. Carroll for creating an atmosphere which allowed such a shift to take place.

Dr. Tankard noted that the Cape has drawn others who have made their fortunes doing research and work in other places. He further noted that Dr. Hauser has done well for the students within the Collaborative and has earned the respect of the students he has influenced.

Mr. Hilton provided an anecdote regarding a student that he had shared with the Superintendents last Friday. Mr. Hilton indicated that Dr. Hauser was co-teaching a biology class at the AEP. In the course of the instruction, a student indicated that she wished to discuss the impacts and ramifications of personal behavior and consequences (moral and otherwise). Although the discussion was put off until after the lesson, the topical relevance for a student (or groups of students) that has difficulties with self-control and personal behaviors was profound. Students with behavioral issues were having positive and insightful discussions associated with the moral consequences of the individual's behavior and how this behavior impacts (or reflects upon) other people.

Mr. Carroll also shared a number of individual interactions wherein students have been open to talking about themselves and what they are thinking in classroom discussions of particular relevance to their

academics and/or personal needs. He noted that Dr. Hauser seems to have an ability to make students, even introverted students, comfortable and at ease in deep, though-provoking discussions.

Ms. Putnam, observing that Dr. Hauser is clearly doing more than he was hired to do, made the motion that the Board vote to approve Dr. Hauser's time allocation for the program be changed to full-time and that he be paid at a daily rate of \$175/day. This motion was seconded by Dr. Bentinck-Smith.

SO VOTED - UNANIMOUS

- Mary Jarabek, AEP Food Service
Mr. Hilton noted that Ms. Jarabek replaces the former food service worker at the Alternative Education Program. The food service program is being supported through the Sandwich Public Schools for the 2012-2013 school year. He indicated that Ms. Jarabek will coordinate this service and work with students in the program for vocational purposes.
- Nichole Ashworth, STAR Paraprofessional (replacement)
- Kevin Berzinis, Monitor (replacement)
- Rebecca Burrows, STAR Paraprofessional (replacement)
- John Robert Costello, STAR Paraprofessional (replacement)
- Chantal Cummings, Monitor (replacement)
- Neal Cunningham, CDL Driver (replacement)
- Molly Flynn, STAR Teacher (replacement)
- Kristen French, STAR Teacher (replacement)
- Amy Gage, Monitor (replacement)
- Stephanie Killorin, STAR Paraprofessional
- Beverly O'Connell, Monitor (replacement)
- Amanda Rice, STAR Paraprofessional (replacement)

Mr. Hilton reviewed the list of personnel changes. Mr. Swett made the motion that the Board vote to approve the hiring of the balance of the additions noted in the agenda as a group. This motion was seconded by Dr. Bentinck-Smith.

SO VOTED - UNANIMOUS

• **Proposed Changes**

- Nancy Anjo, AEP Counselor – Contract Adjustment
Mr. Hilton noted that Ms. Anjo received her Masters' degree in the spring of 2012. He indicated that, at that time, her salary was adjusted to reflect this achievement. Mr. Hilton explained that the "Counselor" salary schedule was converted in 2011 from the administrative scale (percentage raises only) to a Teachers scale (steps and lanes along

with percentages). Mr. Carroll, the AEP Program Director, recommended that Ms. Anjo be placed within the salary schedule for 2012 at the same starting range that counselors had been placed in previous years (low to mid \$50,000). Mr. Carroll notes that Ms. Anjo has been performing exceptionally in her role for many years. Mr. Hilton has discussed this issue at length with Mr. Carroll. Based upon these discussions, Mr. Hilton supports Mr. Carroll's evaluation and recommendation regarding staff.

Mr. Carroll shared with the Board that Ms. Anjo's experience runs deeper than this newly awarded degree. He noted that Ms. Anjo has worked with difficult populations, including in prison and group home settings. Mr. Carroll shared that Ms. Anjo's educational path was slowed somewhat by the needs of a young family. Mr. Carroll voiced that he would like to see her moved to a pay rate placing her on a par to a new hire for the same position.

Ms. Medeiros asked if this pay increase would be made retroactive to the beginning of the school year. Mr. Carroll and Mr. Hilton indicated that it would be retroactive.

Dr. Bentinck-Smith made the motion that the Board vote to approve the change as recommended by Mr. Hilton. Ms. Sundermeyer seconded the motion.

SO VOTED - UNANIMOUS

• **Reductions**

- Robert Ballotta, 7D Driver – Voluntary Termination
- Lynda Everett, 7D Driver – Voluntary Termination
- James Flahive, Consultant – Contract Not Renewed
- Sara Jacobson, STAR Paraprofessional– Resignation
Ms. Jacobson resigned her position as a Paraprofessional to accept a teaching position with another organization.
- Thomas F. Klimm, AEP Paraprofessional – Resignation
Mr. Klimm resigned his position as a Paraprofessional to accept another position with Dennis-Yarmouth public schools.
- Robin Moore, Monitor – Voluntary Termination
- Sandra Smith, STAR Teacher – Contract Not Renewed

Mr. Hilton reviewed the list of reductions. Ms. Sette made the motion that the Board vote to approve the reductions as noted on the agenda. Ms. Putnam seconded the motion.

SO VOTED – UNANIMOUS

d. Grant Reports

• Fund 115 Grants

Mr. Hilton noted that the Collaborative coordinated three (3) grants on behalf of the districts in the region. The reports were distributed to the Board and to district representatives at stakeholder meetings.

- Regional Transitional Services Feasibility

Mr. Hilton noted that a copy of the completed report was included in the Board Packet. Mr. Hilton indicated that the study was not as successful as anticipated and that it was difficult to coordinate transitional services across the many parties and areas involved.

- Regional Transportation Study

Mr. Hilton noted that a copy of the study was included in the Board Packet. He indicated that this report provides an overview regarding transportation contracts and operations throughout the region. Mr. Hilton pointed out that special education transportation area will require further discussion and coordination among districts (and the Collaborative).

- Coordinated Professional Development

Dr. Gilbert spoke about the use of SmartEDU to tie professional development offerings from all Cape districts together through a web-based program. He noted that training on the new system continues; the 4th session will be held on Friday. Dr. Gilbert explained that uniting professional development offerings in one system allows the generation of one report showing all trainings available. He noted that individuals can create their own training portfolios and retrieve their own educational history.

e. Program / Services

• Alternative Education Program – Otis

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

- School Year Opening

Mr. Carroll indicated that the 2012-2013 school year has started positively.

- Enrollment

Mr. Carroll shared that currently the enrollment is 57, including 8 non-committed students.

- Programming

- Camp Burgess

- Mr. Carroll noted that, in the past, the program was limited to the Otis Campus and as a result, had a somewhat limited capacity. Mr. Carroll indicated that he (and the staff) is looking forward to the opportunities that expansion into the Camp Burgess facility will allow. Mr. Carroll shared that next Tuesday the program is hosting a Field Day at Camp Burgess, which will include all students and faculty. The Field Day will be hosted and facilitated by the Camp Burgess faculty.

- Transportation Collaboration & Training

- Mr. Hilton noted that Ms. Woods will address a recent collaboration in training later in the agenda.

- Sandwich Food Service

- Mr. Carroll explained that, starting with the 2012-2013 school year, AEP will be utilizing Sandwich Food Service to provide program meals. He noted that there have been a few “bumps” getting this implemented, but that these were being smoothed out.

- Facilities

- Gymnasium Floor – Installed

- Mr. Carroll indicated that the floor was installed prior to the school opening, delighting returning students and staff.

- Upper Cape Cod Tech - Horticultural Project Development

- Mr. Carroll shared that the grounds of the Otis School are in dire need of attention. He noted that Upper Cape Tech has been working with the Collaborative to create a landscape design. He explained that the Upper Cape Tech Horticulture class which will remove beds of pea stone (in the rear of the school) and replace them with field for student plantings. Mr. Carroll noted that a plan is in process and it is possible that the Collaborative will be seeking to budget for 20 yards of mulch soon. Mr. Carroll indicated that he may seek donations of appropriate plant materials from parents and the community.

- Bourne AHERA (Asbestos Hazard Emergency Response Act) Plan

- i. Training

- ii. Maintenance

- Mr. Hilton noted that approximately twenty (20) cracked tiles containing asbestos have been found in the Otis facility. These have been duly flagged and will require removal at some point. Mr. Hilton explained that the Collaborative will be working with the Town of

Bourne on this issue. The Collaborative's maintenance person will be participating in AHERA training in late September.

- Communication System
Mr. Carroll reported that the reception on the new radio communication devices is quite clear and that the system is working well.
- Emergency Response Plan VOTE
Mr. Hilton noted that the Collaborative was required to develop and submit Emergency Response Plans for each school site. He indicated that the Collaborative developed these plans and integrated use of the recently procured the Automatic External Defibrillators (AED). Mr. Hilton recommended that the Board approve the Emergency Response Plan as submitted. Both sites are using the same plan, which contains a page specific to each location.

- **STAR - Osterville**

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

- School Year Opening
Ms. Woods reported that this school year has gotten off to a wonderful start. She noted that this was/is the third year in the current location (Osterville).
- Enrollment
Ms. Woods noted that the current enrollment has been volatile; Ms. Woods reported that there are several students who will be aging out of the program during the next few weeks, but there have also been several new referrals. She will not be seeking to replace the resignation or to hire a reading specialist at this time, and will gauge further personnel recommendations with attention to enrollment needs.
- Programming
Ms. Woods provided a copy of the STAR Program Focus/Goals for this year. She informed the Board that this is her 10th year working on the Massachusetts MCAS Alternative Advisory Board
 - OCR Monitoring Update
Ms. Woods indicated that she had recently completed submission to the DESE as required. She noted that each team meeting during the past school year was documented, noting

discussion that the STAR Program is the least restrictive setting.

Mr. Hilton reminded the Board that the Collaborative did not do anything inappropriate. He noted that a complaint was filed with OCR claiming that districts were going to place all special needs students in one location as a matter of administrative convenience.

Ms. Woods explained that a component of the response to the complaint was educating OCR officials regarding the function of collaboratives, especially that the Collaborative does not place students in this program, districts (and parents) make the placement(s).

- Classroom iPads and technology

Ms. Woods noted that iPads have been purchased and introduced in each classroom that serves students with autism. These iPads have been provided for use as a classroom tool. She noted that interactive whiteboards are in place in each ED/BD classrooms and are increasingly in use as an aid to instruction.

- Transportation Collaboration Training

Ms. Woods described a recent training designed to provide support to transportation employees. She noted that approximately 20 people attended including 4 from Barnstable with a majority from the Collaborative. She noted that positive feedback was received regarding the training from the participants.

Ms. Medeiros observed that she had once visited the program during dismissal and was able to witness the care and the time involved in loading wheelchair students.

Mr. Hilton also noted that some students are with us because they can't maintain behaviors in classroom settings. He noted that training for transportation providers is extremely important to help drivers and monitors to work with the range of behaviors that the students exhibit.

- Facilities

- Independent Living Skills Development Area

Mr. Hilton noted that the Osterville program is developing an area (formerly the "receiving area") as an "Independent Living Skills" area to assist with the development of independent living skills for students in the STAR Program. He indicated that the Collaborative will need to solicit (or purchase) washing machines and dryers for this area.

- Ms. Woods noted that the school garden program has been very successful. She informed the Board that some students simply enjoy a sensory experience while others find the garden integrates with classroom science and math projects. Ms. Woods shared that the program has also collaborated with Camp Burgess and a group of students regularly visited the Camp farm.
- Ms. Woods noted that, through the Cape Cod Challenger Club, the program may soon receive the donation of a (simple) greenhouse.
- Mr. Hilton reminded the Board that Cape Cod Challenger Club Fundraising for new playground. He noted that the Cape Cod Challenger Club is raising funds to install a new (fully accessible) playground on the site of the STAR- Osterville Program. The proposed playground is projected to cost \$200,000. The fundraising method being used by the Cape Cod Challenger Club requires that \$20,000 of “seed money” be raised before the equipment company begins to assist with the fundraising. The website associated with this fundraising is <http://www.indiegogo.com/challengerclub>.

○ Communication System

Ms. Woods expressed her thanks to the Board for the new radio communication system.

○ Emergency Response Plan

VOTE

Mr. Hilton again noted that the Collaborative was required to develop and submit Emergency Response Plans for each school site. The Collaborative developed these plans and integrated use of the recently procured the Automatic External Defibrillators (AED). Mr. Hilton recommended that the Board approve the Emergency Response Plan as submitted.

Dr. Bentinck-Smith made the motion that the Board vote to approve the plan, with one typo (closet to closest) corrected. Ms. Putnam seconded this motion.

SO VOTED – UNANIMOUS

(Ms. Sundermeyer left the meeting after this vote was taken.)

• **Transportation**

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

- Support / Consultation
 - Upper Cape Cod Technical High School
Mr. Hilton noted that Patricia Pawloski assisted (new) Upper Cape Tech staff in preparing and publishing bus routes for the 2012-2013 school year.
 - Dennis-Yarmouth Public Schools
Mr. Hilton explained that James Flahive will be assisting 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
 - Equipment Review / Needs
Mr. Hilton and Mr. Brown reviewed the need for the Collaborative to replace vehicles within the (short) bus fleet. These buses will be procured during the Fall of 2012 and will require Board votes for the procurement and the financing. No specs have been received yet.
- Large Buses
 - Nantucket
Mr. Brown and Mr. Hilton reviewed FY13 pricing and Memorandum of Agreement regarding student transportation for FY13. A contract has been signed.

• **Therapies**

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

- Speech / Language
 - Personnel Status Haidee Wong
Mr. Hilton noted that Ms. Wong will likely receive her Visa on or about October 1, 2012. The Collaborative continues to need her services for the 2012-2013 school year. Mr. Hilton indicated that he has had recent communication with the attorneys via email.
- FY13 Service Commitments
 - Speech / Language
 - i. Mr. Hilton noted that the Barnstable Public School reduced their need for Speech and Language Therapy Assistant (SLPA) services to 3 days per week. The SLPA

assigned has been redeployed to assist in Collaborative programming.

- Occupational Therapy
 - i. Mr. Hilton explained that the Monomoy Regional School district reduced the Occupational Therapy need by 5 days per week as the district hired an occupational therapist. Mr. Hilton noted that the Collaborative occupational therapist was not hired for the district position.
 - ii. Mr. Hilton noted that the Barnstable Public Schools contracted for an occupational therapist for five days per week for the month of September to cover a “leave replacement”. The Occupational Therapists that had covered Harwich through the Collaborative will cover this leave.
 - iii. Mr. Hilton noted that the Provincetown Public Schools has indicated that they will need 1.5 days per week of Occupational Therapy services. This commitment is down from the 2 days per week from the previous school year (2011-2012), but up from the 1 day per week initially projected for 2012-2013.
- Physical Therapy
 - i. Mr. Hilton noted that the Nantucket Public Schools will be increasing their commitment for this service by $\frac{1}{2}$ day per week (to $2 \frac{1}{2}$ days/ week) in October as the caseload is projected to increase at that time.
 - ii. Mr. Hilton also noted that the Provincetown Public Schools has indicated a need for $\frac{1}{2}$ day per week.
- Services to the Deaf & Hard of Hearing
 - i. Mr. Hilton explained that the Barnstable Public Schools had contracted for 10 hours per week during 2011-2012. The specialist that had provided this service had a medical issue and is unable to provide the service for 2012-2013. He indicated that the Collaborative is currently assisting the district in locating an appropriate service provider.
- Assistive Technology / Augmentative Technology
 - i. Mr. Hilton explained that the Collaborative is exploring 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 noted that the S-CRO continues to promote inter-collaborative cooperation in the development of opportunities for students, families and districts. He explained that the group is currently developing a grant proposal that strives to integrate the professional development opportunities throughout the collaboratives, and the region, based upon the successful grant submission of the Cape Cod Collaborative (Smart.edu).

- **Special Projects**

- Professional Development

Dr. Gilbert updated the Board regarding the planning for the All-Cape In-Service that will occur in November this year.

- All- Cape In-Service

Dr. Gilbert explained that the All-Cape In-Service day will be held November 6, 2012 with 21 workshops including science workshops located at Green Briar Nature Center and at Waquoit Bay.

- Advanced Studies & Leadership Program (ASLP)

- Summer 2012 Review

Dr. Gilbert noted that this summer's program was a success, with 156 students participating. He informed the Board that this (past) year, a music module was introduced for the first time. He noted that John New worked with the students and was able to pull off a concert – in only three weeks.

- Planning Summer 2013

Dr. Gilbert indicated that planning for next summer's program will begin in earnest in November. The Massachusetts Maritime Academy has expressed a desire to expand the program for the summer of 2014.

- Regional Literacy

Dr. Gilbert discussed the Regional Literacy Grant that was a coordinated and cooperative effort of several school districts in the region (through the Collaborative). Dr. Gilbert noted that this grant has been completed. Dr. Gilbert further noted that the funding for FY13 may not allow similar opportunities for FY13 as fewer districts are eligible and there are different restrictions upon the use of funds.

- Data Coaching Course(s)

Dr. Gilbert described this summer's Data Coaching course as one of the largest in-service classes offered, with 80 people attending. He noted that the course was held at the Sandwich High School. Dr. Gilbert explained that, in spite of an issue with the air conditioning, feedback was very favorable. Dr. Gilbert explained that two additional days of training will be offered this fall.

- **Virtual High School**

- Contracts

- Mr. Hilton provided information associated with this service and the contracts that have been executed to support the initiative for the coming school year.

VI. Other

a. Personnel Adjustment

VOTE

Mr. Hilton discussed a request from an employee to have the wage structure for his position reclassified. He explained that this employee has consistently worked 10+ hours of overtime each week. The employee has proposed that the projected overtime wages be considered as part of a salary

- **Richard Bianco, Transportation – Mechanic**

Mr. Hilton noted that this position and wage reclassification is requested by the employee and supported by the Transportation Manager, Patricia Pawloski, and the Business Manager, Jim Brown. Mr. Hilton explained that the Business Office has tracked and monitored the earnings for this employee over the past year (plus). He indicated that the recommended salary is based upon the earnings for this employee over the entire period.

Mr. Hilton recommended that the request for position and wage reclassification be supported with conditions included that are associated with ongoing monitoring of the hours committed. He further recommended that this classification be reviewed in March 2013 to ensure that the reclassification has been appropriate for the employee and the Collaborative. Mr. Bianco currently makes approximately \$45,000 plus overtime. Mr. Hilton recommended reclassification to \$53,000 inclusive.

A motion was made by Dr. Bentinck-Smith that Mr. Bianco's salary be reclassified as described. This motion was seconded by Ms. Medeiros.

SO VOTED - UNANIMOUS

VII. Executive Session (if necessary)

It was not deemed necessary to enter into Executive Session at this meeting.

VIII. Adjournment

Ms. Medeiros made a motion that the meeting be adjourned at 6:34 PM. This motion was seconded by Mr. Swett and vote unanimously by Board members. Meeting adjourned.