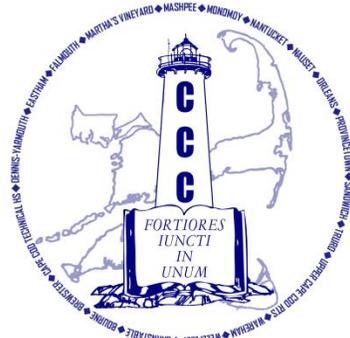


Cape Cod Collaborative  
418 Bumps River Road  
Osterville, MA 02655



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**  
**January 14, 2015**

**I. Call to Order**

The January 14, 2015 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:04 PM by Dr. Robert Tankard, Co-Chair. In attendance were:

Martha's Vineyard	Dr. Robert Tankard, Co-Chair
Falmouth	Terri Medeiros, Co-Chair
Bourne	Heather DiPaolo, Vice-Chair (in at 5:09 PM)
Barnstable	Chris Joyce
Cape Cod Technical HS	Ann Williams
Dennis-Yarmouth	Phillip Morris (out at 6:20 PM)
Eastham	Mary Louise Sette
Mashpee	Scott McGee
Monomoy Regional	Brian Widegren (out at 6:22 PM)
Orleans	Hank Schumacher (in at 5:08 PM)
Upper Cape Cod RTS	Robert Fichtenmayer (in at 5:09 PM)
Wellfleet	Jill Putnam (out at 6:40 PM)

Treasurer	Judy Fitzgerald
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Jim Brown
Director of Special Projects	Dr. Joseph Gilbert (in at 5:20 PM)
STAR Program Director	Anita Woods

**II. Minutes**

**a. December 10, 2014**

**VOTE**

Mr. McGee made a motion that the Board vote to approve the minutes of the December 10, 2014 meeting. This motion was seconded by Ms. Putnam.

SO VOTED - UNANIMOUS

### III. Old Business

#### a. Transportation

- Invoicing

Mr. Brown updated the Board regarding the status for FY15 invoicing to districts. Invoicing through the month of November has been completed. Analysis of December routes is being completed; it is expected that December invoicing will be mailed within two weeks.

Mr. Hilton noted that Mr. Brown will be meeting with business managers this week to discuss modifying transportation rates. Rather than billing based on calculations made to each portion of a mile, Mr. Brown will propose revisions to rates based on “categories” of mileage.

- Reconciliation

Mr. Brown shared the status of the reconciliation of costs and revenues projected for FY15.

#### b. Cape Cod Collaborative Articles of Agreement

#### Discussion

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, taking effect on May 31, 2012.

Mr. Hilton noted that The Collaborative has been required to change the Collaborative Articles of Agreement to comply with changes in statute and legislation. He 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 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 also explained that the Board of Directors cannot (statutorily) begin the approval process until the technical review of the Agreement is completed by MA-DESE.

Mr. Hilton noted that there have been several revisions/drafts of the Articles of Agreement submitted to MA-DESE for technical review/assistance. A revised agreement was submitted to MA-DESE for further review after Board recommended edits were made. He indicated that the MA-DESE returned comments regarding the most recent submission (last week) and that the Collaborative administration has forwarded these comments to Collaborative counsel (Murphy, Hesse, Toomey & Lehane) to prepare a proper response. Mr. Hilton recommended that the Governance Subcommittee reconvene before the February Board meeting to discuss and consider additional revisions.

Dr. Tankard noted that revising the Articles of Agreement has been a long process, which is now close to final resolution.

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

### **Discussion / Vote(s)**

Mr. Hilton noted that the Evaluation SubCommittee convened on November 24, 2014 and discussed the Executive Director's evaluation process. The Board subcommittee agreed to modify the existing instrument and process to conduct the evaluation of the Executive Director for FY14 (last fiscal/school year) as a basis for discussion and evaluation in the MA-DESE evaluation format (both included with your Board materials for this meeting).

Dr. Tankard reminded the Board that copies of a recommended evaluation instrument and process has been shared with the Board members. He suggested that the Board work to complete the evaluation process at this Board meeting.

Dr. Tankard suggested that the Board begin by referring to the Superintendent's Rubric, voting on each Standard as a whole.

Members of the Board discussed the definition of the rating levels "Exemplary" and "Proficient" and how these terms should be applied during the evaluation process. There was also discussion regarding the value of the evaluation as structure for self-improvement.

Board members discussed each standard in the Superintendent Rubric. Board members provided feedback and specific examples used in arriving at the rating level for each standard.

#### **• Standard I: Instructional Leadership VOTE**

Mr. Morris made the motion that the Board vote to signify Mr. Hilton's performance level for Standard I as "Exemplary." This motion was seconded by Mr. Fichtenmayer.

VOTED:        YEA – 10        NEA – 0        ABSTAIN – 2 (Widegren, Joyce)

#### **• Standard II: Management and Operations VOTE**

Mr. McGee made the motion that the Board vote to signify Mr. Hilton's performance level for Standard II as "Exemplary." This motion was seconded by Mr. Morris.

VOTED:        YEA – 10        NEA – 0        ABSTAIN – 2 (Widegren, Joyce)

#### **• Standard III: Family and Community Engagement VOTE**

Ms. Medeiros made the motion that the Board vote to signify Mr. Hilton's performance level for Standard III as "Exemplary." This motion was seconded by Mr. Morris.

VOTED:        YEA – 10        NEA – 0        ABSTAIN – 2 (Widegren, Joyce)

#### **• Standard IV: Professional Culture VOTE**

Ms. Putnam made the motion that the Board vote to signify Mr. Hilton's performance level for Standard IV as "Exemplary." This motion was seconded by Ms. Sette.

VOTED:        YEA – 10        NEA – 0        ABSTAIN – 2 (Widegren, Joyce)

- **Goals**

Mr. Fichtenmayer observed that providing an “Exemplary” rating during any review process creates the fear that there is no place for further growth within the position. He has found that the best way to counter this is through goal setting.

Dr. Tankard suggested that one goal for Mr. Hilton would be to pursue a doctorate degree.

Mr. Hilton noted that goals for the future of the Collaborative include reinitializing the strategic planning process, and seeking an alternate location for Waypoint Academy.

Dr. Tankard also asked Board members to complete the evaluation instrument which was approved at the last Board meeting and return this to Ms. Deck, the Board’s Secretary, to ensure inclusion of comments in a summary document.

(Instruments may be emailed to [bdeck@capecodcollaborative.org](mailto:bdeck@capecodcollaborative.org) or mailed to 418 Bumps River Road, Osterville, MA 02655.)

## **IV. New Business**

### **a. Warrants**

### **VOTES**

- #24 **VOTE**
- #25 **VOTE**
- #26 **VOTE**
- #27 **VOTE**
- #28 **VOTE**

Mr. McGee made the motion that the Board vote to approve Warrants #24, #25, #26, #27 and #28. This motion was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

### **b. FY15 Spending Plan**

- **Updates**

#### **Discussion**

- Mr. Hilton asked the Board to enter into Executive Session later in the meeting to discuss restructuring and updates which will necessitate adjustments that will need to be considered to the FY15 budget. He reminded the Board that the Collaborative has a revenue-dependent Spending Plan, which needs to be reconciled to the statutory budget.

- **Budget Update**

#### **VOTE**

- It is recommended that the FY15 Budget be modified to reflect the current changes in the operational structure of the Collaborative. It has been necessary to add staff to meet the needs of the programs and transportation area as the numbers of students has increased. Current projections reflect adequate revenue to support these budget modifications.

Mr. Hilton noted that the (current) budget projections reflect expenditure projections based upon current spending, and that revenue projections reflect projected service provision through November (There has been an increase in services provided – increasing anticipated revenues).

Mr. Morris made a motion that the Board vote to approve the updated Budget. This motion was seconded by Ms. Settee.

SO VOTED – UNANIMOUS

• OPEB Transfer

**VOTE**

Mr. Hilton asked the Board to consider a vote to transfer the 2013 OPEB appropriation to the OPEB Trust Fund. Mr. Hilton indicated that these funds had been accrued as obligated for “OPEB” in FY13; however, the Board had previously recommended that the actual transfer of the OPEB funds to the irrevocable trust not occur until the completion of the FY14 audit process. Mr. Hilton noted that this process provides an 18 month period from the accrual of funds to the actual transfer of funds.

Mr. Morris made the motion that the Board vote to authorize the irrevocable transfer of \$180,000 from the operating account to the Cape Cod Collaborative OPEB Trust account at Rockland Trust. This motion was seconded by Mr. Widegren.

SO VOTED - UNANIMOUS

• Personnel

○ Additions

**VOTE**

- Marissa Alberti, STAR - Paraprofessional
- Andrea Barbel, CDL Driver - Spare
- Mariel Martinez, STAR – Paraprofessional
- James Styche, 7D Driver/Monitor – Spare

Ms. Putnam made the motion that the Board vote to approve the personnel additions noted on the agenda. Mr. Fichtenmayer seconded the motion.

SO VOTED – UNANIMOUS

○ Reductions

**VOTE**

- Marilyn Lewis, Monitor
- F. William MacQueen, 7D Driver (Resignation)

Ms. Sette made the motion that the Board vote to accept the reductions noted on the agenda. This was seconded by Ms. DiPaolo.

SO VOTED – UNANIMOUS

- Change of Status

**VOTE**

- Caherine McKernan, Monitor to CDL Driver (Mashpee)
- Toni Maibaum, CDL Driver to Monitor (Temporary)

Ms. Medeiros made the motion that the Board vote to approve the changes of status noted on the agenda. This motion was seconded by Ms. DiPaolo.

SO VOTED – UNANIMOUS

**c. Programs/Services**

- Waypoint Academy
  - Program Application (Status)
  - Enrollment Update
  - Programming
  - Status of Commitments – FY15

Mr. Carroll was unable to attend the Board meeting. Mr. Hilton discussed the enrollment and programming at the Waypoint Academy. Mr. Hilton suggested that Dr. Hauser attend the February Board of Directors meeting to discuss his work with the program(s), as Dr. Hauser continues to be involved with both Collaborative public day programs.

- STAR / Osterville
  - Program Application (Status)
  - Enrollment
  - Programming

Ms. Woods discussed the status of enrollment and programming at the Osterville STAR Program. She noted that there are currently 56 students enrolled. STAR staff continues to work with Dr. Hauser in defining and measuring “student engagement” for populations within the program.

- Transportation

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

- Staffing
  - Mr. Hilton explained that the administrative staffing of Transportation area of the Collaborative continues to be modified to meet the needs of the students, districts and staff.
  - Mr. Hilton asked the Board to enter into Executive Session later in the meeting to discuss a plan for reorganization of this unit.
- Staffing / Routing

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

- Special Education Transportation
  - Equipment Review / Needs
 

Mr. Hilton reminded the Board that the Collaborative procured six (6) “mini-buses”. These vehicles replace buses that have in excess of 200,000 odometer miles.

Five (5) of the vehicles have arrived at the Collaborative, a sixth is expected to be delivered in February 2015.

These vehicles have been placed “in service.”
  - Mr. Hilton noted that, as these new vehicles have been added to the fleet, 2 older vehicles (13-14 years old) with high mileage (200,000+) have been taken out of service. Mr. Hilton noted that the Board will be asked to vote at a future meeting to declare these “surplus.”

- Therapies

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

- FY15 Service Commitments

- The Collaborative continues to receive and review commitments for the utilization of Collaborative staff to provide services in school districts for FY15.
- Mr. Hilton indicated that there have been some unexpected reductions in the services sought by districts. Mr. Hilton indicated that he will continue the discussion regarding 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 – ½ to 1 day
    2. OT – 2½ days (current pending contract for January through June)
    3. Speech (assistant) – 2 days (current pending contract for January through June)
  - ii. Mr. Hilton discussed the timeline(s) that he is recommending for further decisions regarding staffing in this area. He noted that recent increases in demand for Speech services have made it necessary to post for a part-time Speech-Language Pathologist. Mr. Hilton recommended that the Collaborative continue to offer these services for contracting through the calendar year with further decisions to be discussed at the Board meeting in February.

- Special Projects

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

- Professional Development / Grants

- Early Learning Network (Fund 808) Strategic Plan Implementation Grant

Dr. Gilbert discussed the activities associated with this grant. He indicated that there has been great response to the activities associated with this grant by the school districts throughout the region including the upcoming “Building Families, Building Futures” conference, a Dad’s Group for new fathers which has been established at local hospitals, and the upcoming Curriculum Alignment Conference (May 6, 2015). Dr. Gilbert noted that the activities for this grant that occurred in FY14 are currently being audited by the Department of Early Education & Care (DEEC). He explained that the grant award was for \$188,000 over 4 periods of time. Dr. Gilbert noted that reports for through the 2<sup>nd</sup> period have been completed.

- ASLP

Dr. Gilbert updated the Board regarding the planning for the Summer 2015 ASLP Program. Applications are expected in February. Twenty-six (26) scholarships are available to help students who qualify for the program.

- Center for Executive Search

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

- Nauset Public Schools (and Superintendency Union) Superintendent (Dr. Patricia Grenier – Lead Search Consultant)

#### **d. Acceptance of Donations**

#### **VOTE(S)**

Mr. Hilton recommended the Board of Directors vote to accept the following donations which were made to the Collaborative:

- Mr. & Mrs. George McLaughlin - \$100 to STAR – Osterville (directed gift)
- Susan Grevelis - \$50 to STAR – Osterville (directed gift)
- Walter E. Healey, Jr. - \$250 to (split) STAR – Osterville & Waypoint Academy
  - Intended as an annual (directed) gift
  - Donation made in memory of (George) Randy McCormick – former transportation manager for the Cape Cod Collaborative
- Davenport Trust – 2 printers

Ms. Putnam made the motion that the Board vote to accept these donations, with gratitude. This motion was seconded by Mr. Fichtenmayer.

SO VOTED - UNANIMOUS

Mr. Morris exited the meeting at 6:20 PM.

Mr. Widgren exited the meeting at 6:22 PM.

## **V. Other**

### **a. Sick Bank Request**

An employee of the Collaborative who has been out on medical leave since November 4, 2014 is asking to draw 17 days from the sick bank. She has used all accrued and available sick time for 2014-2015. A note from her surgeon indicates that she can return to work on February 9, 2015.

Mr. McGee made a motion that the Board vote to approve the request to draw 17 days from the sick bank. Mr. Joyce seconded the motion.

SO VOTED – UNANIMOUS

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

Mr. Hilton indicated that it would be necessary to enter into Executive Session to discuss negotiations with non-union personnel.

Ms. DiPaolo made the motion that the Board vote to enter into Executive Session to discuss negotiations with non-union personnel, exiting only to adjourn from regular session. This motion was seconded by Ms. Medeiros. A roll call vote was taken:

Ms. Medeiros – YEA, Ms. Sette – YEA, Ms. Putnam – YEA, Mr. Fichtenmayer – YEA,  
Mr. McGee – YEA, Ms. DiPaolo – YEA, Mr. Schumacher – YEA, Mr. Joyce – YEA,  
Ms. Williams – YEA, Dr. Tankard - YEA

The Board entered into Executive Session at 6:25 PM.

Ms. Putnam exited the meeting at 6:40 PM.

## **VII. Adjournment**

Ms. Medeiros made the motion that the Board vote to exit Executive Session and to adjourn from regular session. This motion was seconded by Ms. Sette. A roll call vote was taken:

Ms. Medeiros – YEA, Ms. Sette – YEA, Ms. Mr. Fichtenmayer – YEA, Mr. McGee – YEA,  
Ms. DiPaolo – YEA, Mr. Schumacher – YEA, Mr. Joyce – YEA, Ms. Williams – YEA,  
Dr. Tankard – YEA

The January 14, 2015 meeting of the Cape Cod Collaborative Board of Directors adjourned at 6:45 PM.