

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**  
**October 10, 2012 - 5:00PM**

**I. Call to Order**

The October 10, 2012 meeting of the Board of Directors was called to order by Terri Medeiros, Co-Chair, at 4:55 PM. In attendance were:

Falmouth	Terri Medeiros, Co-Chair
Cape Cod Tech	Dr. Joan Bentinck-Smith, Vice-Chair
Barnstable	Stephanie Ellis (left at 5:57 PM)
Bourne	Heather DiPaolo
Eastham	Mary Louise Sette
Monomoy	Stephen Davol (left at 6:05 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
Treasurer	Judy Fitzgerald
Business Manager	Jim Brown
Director of Special Projects	Dr. Joseph Gilbert
AEP Director	Larry Carroll
STAR Program Director	Anita Woods
Secretary	Beth Deck

**II. Cracker Barrel Discussion**

**a. Collaborative Oversight & Accountability (state legislation)**

Mr. Hilton explained that the Department of Elementary & Secondary Education is expected to publish DRAFT regulations associated with educational collaboratives in Massachusetts. He referred the Board to copies of this information had been included with the Board information. Mr. Hilton explained that the revised regulations associated with DESE oversight of educational collaboratives had been

presented to the Massachusetts Board of Elementary & Secondary Education (BESE) for consideration on September 25, 2012. He noted that the DRAFT regulations await completion of a “comment period” before a final vote is taken to adopt new regulations. Mr. Hilton advised the Board members that they should review the DRAFT regulations and submit any comments to:

Christine M. Lynch, Director  
Department of Elementary and Secondary Education, School Governance  
75 Pleasant Street  
Malden, MA 02148  
Phone: 781-338-6520  
Fax: 781-338-6530  
[clynch@doe.mass.edu](mailto:clynch@doe.mass.edu)

Mr. Hilton then introduced Judy Fitzgerald, Treasurer, to Board members. Mr. Hilton invited Ms. Fitzgerald to join the meeting. He explained that as the new legislation requires increase interactions between the Treasurer and the Board as well as increased responsibility for the Treasurer and more interaction between the Treasurer and the Board. Mr. Hilton also explained that, under the new regulations Board members will be asked to evaluate the Treasurer’s performance. Mr. Hilton informed the Board that he expects the new regulations to be approved in November.

**b. Court Improvement Program – Education Stability & Success Task Force**

Mr. Hilton explained that he had been appointed to a statewide task force that has been convened to 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 informed that Board that attended a meeting of this group on September 24, 2012. In association with the work of this group, Mr. Hilton noted that he has been meeting with the local director of the Department of Children and Families as well as the directors of associated support organizations/agencies.

Mr. Hilton observed that there are assumptions being made that are incorrect, possibly due to a lack of coordinated data. One example Mr. Hilton provided pertained to busing. Students under foster care are considered homeless and the state estimated a cost of \$7 per day to transport these students; the actual cost for students transported within district is closer to \$30 per day per pupil.

**c. Local Issues**

Ms. Medeiros invited Board members to share current concerns and challenges in local education budget development and/or programming. Ms. Medeiros noted that Falmouth schools are still operating without a new teacher contract. She also noted that recent MCAS scores for Falmouth students were positive.

Mr. Swett informed the Board that Wareham recently had the unfortunate experience of having to evaluate a Superintendent as “needs improvement.” He explained that factors contributing to this evaluation rating were four years of flat MCAS scores and decreasing projected enrollments. Mr. Swett inquired how Superintendent evaluations were progressing in the other districts.

Ms. Ellis noted that the Barnstable School Committee recently completed the review of the Superintendent, who has just completed her first year on the job and still has a “fire in her belly.” She noted that the Barnstable Superintendent received an excellent review.

Ms. Medeiros commented that in Falmouth the teachers’ union has accepted the new evaluation process. Falmouth, as a Race to the Top district, is on an accelerated schedule to implement the new evaluations.

Ms. Ellis noted that at a recently meeting held at the Barnstable High School the Collaborative ASLP became the topic of discussion during a presentation from representative of Massachusetts Maritime Academy. She noted that there was disappointment expressed as more students are not able to participate in the program, which was seen as an incredible opportunity.

Mr. Swett asked if this was due to the number of slots available from the district or to financial constraints of the families.

Mr. Hilton noted that the identification of program participants at the district level with the applicant pool limited to the students within the top 10% MCAS scores. Mr. Hilton and Dr. Gilbert explained that the program had initially been funded by STEM pipeline grants, which had specific criteria for funding.

Ms. Medeiros reminded the Board that the program was facing decreasing enrollment until NSTAR and the Bilezikian Foundation contributed funding.

Ms. Ellis informed the Board that discussion at the meeting centered on expansion of the program to students rated Proficient in MCAS, noting the program would be of benefit to these students as well as the higher performing students.

Ms. Medeiros asked for clarification on the selection process.

Dr. Gilbert referred members to the ASLP Catalog, which had provided to Board members for the meeting. He explained that limiting students to those who are in the top 10% in MCAS scoring allowed for districts to have a pool of students to select from. Dr. Gilbert noted that each district determines how to select from that group. He explained that the selection criteria have been the consistent since the program was started. Dr. Gilbert explained that ASLP was developed with some reflection upon PCC (Project Contemporary Competitiveness) program which was run out of Bridgewater State College (now through Stonehill College).

Dr. Gilbert observed that districts consider many different aspects of a student as part of the selection process. He noted that good citizenship skills and civility are important; students must have earned the level of collegial freedom afforded to them in a program such as ASLP. Supervision of students without these skills would create oversight issues. Dr. Gilbert said that these qualities are essential for participation in the program as the student must be able to handle the freedoms provided.

Mr. Swett explained that he was comfortable that we have a valuable program that the program is in high demand, but wondered about relying on a single test to create the pool of available students. He asked whether MCAS scores should/could be only a part of the determination matrix?

Dr. Gilbert indicated that these matters should be further explored in a subcommittee, with participation of the Massachusetts Maritime Academy. He noted that if the MCAS score were removed as the qualifying criteria, decisions regarding student selection may become very problematic. He stressed the need to have some specific and objective criteria otherwise discussions with parents regarding student selection become increasingly problematic. He explained that the more subjective the qualifying criteria, the more problematic the process becomes. Superintendent Davis stated that, from the administrative perspective, he does not particularly like the MCAS, but noted that it is the statewide standard which is used to measure teachers, schools and students. He explained that the top 10% of MCAS performing students often exceed the available slots in ASLP. Mr. Davis also noted that clear cut guidelines for admission are necessary, making a parallel to the kindergarten admission process. He also stressed that districts have very few programs that are particularly focused upon higher achieving, hard-working students.

Dr. Gilbert estimated that there are approximately 600 students in the region who achieve in the top 10% in MCAS annually and are eligible for application and selection for the program. He noted that the Summer 2012 program had 153 students participate.

Mr. Hilton noted that continued discussion including the input of the Board would be beneficial.

Dr. Gilbert reminded the Board that expansion plans have been discussed for implementation for Summer 201. He explained that panning for Summer 2014 will begin in earnest this December.

Mr. Hilton asked for volunteers to serve on a SubCommittee to explore the expansion of ASLP. Mr. Swett and Ms. Medeiros offered to serve.

### **III. Minutes**

#### **a. September 12, 2012**

#### **VOTE**

Dr. Bentinck-Smith made the motion that the Board vote to approve the minutes of the September 12, 2012 meeting. This motion was seconded by Mr. Swett.

8 – YEA

0 – NEA

Abstain – 2 (Davol, DiPaolo)

### **IV. Old Business**

#### **a. Transportation**

- Invoicing

Mr. Brown informed the Board that invoices for Collaborative transportation services for the Summer 2012 have been completed, and that September 2012 invoices are expected to be distributed this Friday. He explained that the billing template has been reworked. At the present time, income is projected to be sufficient to meet projected expenses.

Mr. Hilton noted that the stability and accuracy of the invoicing is remarkable, explaining that districts are finding few “surprises” in transportation invoicing. He explained that there are some students with special needs who travel “high mile” routes with increased staffing. Under

these situations, billing per student can reach \$80,000 per year. Mr. Hilton noted that districts are involved in the planning and pricing of these (and other) routes and are involved in discussions regarding options to impact the costs of the route where and when possible.

- **Special Education**

Mr. Hilton noted that the Collaborative is currently assessing the districts' needs for Special Education Transportation services for FY14. In the coming month, there will be meetings with districts to further assess their projected needs.

- **General Education**

Mr. Hilton explained that The Collaborative is currently assessing the districts' needs for General Education Transportation services for FY14. In the coming month, there will be meetings with districts to further assess their projected needs.

He noted that the Collaborative continues to work with the dealer (O'Connor of Maine) manufacturer (BlueBird) of the large school buses in resolving ongoing issues. He noted further 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 and discoloration of set covers.

Mr. Swett asked if the Collaborative had investigated the Maine Military Authority, which has built a business in refurbishing older buses for the military and is now branching out to work on school buses in Maine. He explained that the organization renovates the bus bodies, which tend to wear out before the engines, at a base price of \$35,000.

**b. FY12 Close-Out**

Mr. Brown discussed revisions to the previous projection for the "close-out" of FY12, noting that. The field work for the audit for FY12 has been completed. Mr. Brown noted that he expects to have the completed Audit report for the November Board meeting.

**V. New Business**

**a. Warrant #3 – FY13**

**VOTE**

Mr. Brown provided the final Warrant #3 to Board members at the meeting. He is working with the Treasurer (Ms. Fitzgerald) to refine the Warrant process. Mr. Hilton reminded the Board that a preliminary Warrant was included in the Board Packet, noting that the final Warrant provides updates to the meeting date.

Mr. Fichtenmayer made the motion that the Board vote to approve Warrant #3. Dr. Bentinck-Smith seconded this motion.

SO VOTED – UNANIMOUS

Mr. Brown drew the attention of Board members to the Budget information found in the Board Packet. Mr. Brown explained that he had indicated a change in enrollment figures to reflect changes from the programs. He also noted that Board members will no longer find reference to Transportation Consulting in the spreadsheet and highlighted some payroll changes. He explained that Mr. Carroll

and Ms. Woods had requested additional positions pending enrollment meeting projections; however, these requested changes have been removed as the current enrollment projection does not fully support these positions at this time. Mr. Brown reviewed components of the spending plan with the Board, indicating where members can find information pertaining to payroll, allocation of program expenses, central office expenses, and operating & capital reserves.

Mr. Hilton commented that Board members will note that the documents are not being referred to as a "Budget" but rather a "Spending Plan." He explained that the Collaborative cannot spend unless it receives income. He noted that a Spending Plan reflects changes in income (revenue) and adjusts expenses, whereas a Budget is often considered as only Expenses Mr. Hilton noted that the Collaborative will continue to update the Board based upon changes approved by the Board each month. Mr. Brown explained that each change will require the vote of the Board; Mr. Hilton said that it was likely that the Board would face 10-11 votes during the 2013-2014 year.

Mr. Swett inquired about what spending items will be brought before the Board, and how detailed (or specific) the categories should be.

Mr. Hilton explained that changes to the face page of the Spending Plan will be brought to the Board for a vote. He further noted that the Board may determine that a higher, or lower, level of detail may be determined as appropriate by the Board.

**b. FY13 Spending Plan – Personnel Changes**

**• Additions**

**VOTE**

- Joseph Hennesy, 7D (van) Driver
- Robert Joyce, CDL (bus) Driver

Mr. Fichtenmayer made the motion that Board vote to approve the additions noted in the agenda. Dr. Bentinck-Smith seconded the motion.

SO VOTED - UNANIMOUS

**• Reductions**

There were no reductions to report at this meeting.

**c. Program / Services**

**• Alternative Education Program – Otis**

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

- Enrollment

Mr. Carroll informed the Board that enrollment has remained stable. He explained that commitments were reduced by 9 at the start of the year (reducing enrollment projections from 61 to 52) but non-commitment students currently in the program have produced a current paid enrollment at 62.

- Programming

- Camp Burgess

Mr. Carroll noted that the field day held at Camp Burgess involved both students and staff from the program and was a

great success. He explained that a second field day is being planned for this month. He informed the Board that staff from Camp Burgess will be coming into the Otis School to run a program for middle school students during the current week. He noted that a high school therapy group has been visiting Burgess each Thursday to developing relationships (social pragmatics) and develop leadership qualities. He also noted that the younger group (latency and middle school) has been involved in a project on the Burgess farm.

(Ms. Woods noted that the STAR Program has also enjoyed visiting the Burgess farm and has done so regularly.)

Mr. Hilton explained that Camp Burgess is run by the South Shore YMCA. He noted that the Cape and Islands YMCA runs Camp Lyndon, the camp recently in the news, and is a separate and organization and a separate site.

- Sandwich Food Service

Mr. Hilton noted that the Sandwich Public Schools provide food service for the program. He explained that the program continues to work on some issues with the Sandwich staff.

- Facilities

- Upper Cape Cod Tech - Horticultural Project Development

Mr. Carroll noted that the UCCRTS Horticulture Class has visited the program and is currently developing a landscape plan for the front of the building.

- Bourne DPW – Old Playground Equipment Removal

Mr. Carroll informed the Board that the old playground equipment at the Otis School site was considered a hazard to students. He explained that the Bourne DPW has removed the old equipment and that the site has been substantially improved by the removal of this equipment.

- Open House

Mr. Carroll invited all Board members to attend the AEP Open House on Tuesday, October 16<sup>th</sup> from 3:30 to 5:30 PM. He asked that any Board members interested in attending contact him so that he could arrange access to the air Base.

- **STAR - Osterville**

Ms. Woods provided an overview of the current and projected enrollment for the STAR Program. She welcomed Board members and offered a tour of the STAR Program and information about the program upon request.

The STAR Program Open House was held September 26<sup>th</sup>. Ms. Woods noted that she was pleased she was to see several new parents attend the Open House.

- Enrollment

Ms. Woods described current student enrollment as a “revolving door.” She noted that, since September, 5 students have left the program and 4 new students have started. She also noted that just before the Board meeting she received 2 more referrals.

- Programming

- Classroom iPads

Ms. Woods explained that iPads are currently being used in ASD (Autism Spectrum Disorder) classrooms and that staff has been excited to be able to use this technology with the students.

Mr. Swett asked how involved Apple, the company, was in the integration of these devices into the classroom.

Ms. Woods responded that Apple had not been involved. She noted that the program is only 4 weeks into the integration process. She explained that the staff is currently working with free applications and participating in training. She also explained that therapists (Occupational Therapists, Speech Therapists) who are using these devices with students have had specific training with respect to individual students. She also noted that the program staff have further training in the use of the iPads to explore differences between an iPad as a communication device for individual students and the use of an iPad as a tool for access or enhancement of the curriculum. She also noted that the current infrastructure of the school limits wireless connectivity which has delayed the integration of some uses of the devices.

- Audubon Collaboration

Ms. Woods noted that the STAR Program has begun a collaboration with the Audubon Sanctuary. She noted that a recent field trip schedule for October 9<sup>th</sup> had to be cancelled because of inclement weather.

- Integration Opportunities

Ms. Woods described some of the integration opportunities available to STAR students:

- i. Camp Burgess Farm Program
- ii. YMCA Swim Program
- iii. Shopping/Recycling Trips
- iv. Barnstable High School visits

Ms. Woods indicated that the Collaborative will meet with the Superintendent of the Barnstable Schools to explore the expansion of integration opportunities with the Centerville Elementary School and/or the Horace Mann School.



- Facilities
  - Independent Living Skills Development Area  
Mr. Hilton noted that the program is developing an area as an “Independent Living Skills” area to assist with the development of independent living skills for students in the STAR Program.
  - Cape Cod Challenger Club Fundraising for new playground  
Mr. Hilton also reviewed with the Board 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>.

- **Transportation**

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

- Support / Consultation
  - Dennis-Yarmouth Public Schools  
Mr. Hilton noted 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. Four (4) vehicles (car/van/bus) will be required. Mr. Hilton explained that these buses will be procured during the Fall of 2012 and will require Board votes for the procurement and the financing. Mr. Hilton reminded the Board that it has been 3 years since the last replacement of vehicles.  
Ms. DiPaolo asked if the expense is part of the Spending Plan. Mr. Hilton indicated that the expense is not currently included in the Spending Plan. He noted that the Collaborative is still in the process of determining the type of vehicles which will be required and obtaining cost specifications. He explained that all of the information will be brought before the Board for approval before a purchase is made.

- Large Buses

- Nantucket

- Mr. Brown and Mr. Hilton reviewed the Collaborative operations associated with large buses in the region.

- **Therapies**

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

- FY13 Service Commitments

- Speech / Language

- i. Mr. Hilton indicated that Ms. Haidee Wong began her orientation with the Collaborative on October 4, 2012.

- Occupational Therapy

- Physical Therapy

- i. Mr. Hilton noted that the Nantucket Public Schools will be increasing their commitment for this service by ½ day per week (to 2 ½ days/ week) in October as the caseload is projected to increase at that time.

- ii. Mr. Hilton also noted that the Collaborative is seeking “leave replacement” coverage for an upcoming leave of absence.

- Services to the Deaf & Hard of Hearing

- i. Mr. Hilton also indicated 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. The Collaborative is currently assisting the district in locating an appropriate service provider.

- Assistive Technology / Augmentative Technology

- i. Mr. Hilton explained that the Collaborative continues to explore 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 reviewed the Collaborative involvement with the S-CRO. He explained that the S-CRO continues to promote inter-collaborative cooperation in the development of opportunities for students, families and districts. Mr. Hilton discussed a grant proposal recently submitted by the S-CRO that strives to integrate the professional development opportunities throughout the collaboratives, and the region. He noted that this proposal is 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 and other Professional Development activities that will occur in November (6<sup>th</sup>) this year.

- All-Cape In-Service

Dr. Gilbert explained that there are 21 workshops scheduled. He noted that the new educator evaluation process has created complications for the All-Cape In-Service Day this year, as some districts are not participating or are limiting the number of teachers who can attend. As of the date of the Board meeting, he explained, there are 400 people already registered to participate in the All-Cape In-Service Day (3+ weeks remaining to register).

Mr. Hilton reminded Board members that they are welcome to attend In-Service workshops and that they should contact Sheila Murray if interested.

Mr. Swett asked Dr. Gilbert that, if the goal for workshops were to be to help teachers to reduce the number of failing or needs improvement students regarding MCAS, what changes would be made?

Dr. Gilbert responded that more specific outcomes have to be stated with augmentation of student learning. He explained that he works with consultants and a delegation of educators across the Cape seeking suggestions for topics and courses.

- Other

Dr. Gilbert discussed the changes in teacher evaluation processes and noted that Research for Better Teaching (RBT) is working to upgrade to match new educator standards with their Observing & Analyzing Teaching (OAT) and Skillful Teacher Training courses. He explained that most districts in the region require participation in these programs for administrators (OAT) and teachers (Skillful Teacher).

Mr. Swett observed that some districts have required OAT training for every evaluator.

Mr. Hilton noted that RFPs have been put out for training evaluators under the new educator evaluator guidelines and that RBT has responded.

Mr. Swett, seeking emphasis on competency of trainers, suggested that the Collaborative could perform a service for member districts by vetting training programs.

- Advanced Studies & Leadership Program (ASLP)

Dr. Gilbert provided the Board with information associated with the ASLP Program planning for Summer 2013.

**VI. Other**

Mr. Hilton informed the Board that the Alternative Education Program and the STAR Program have submitted program applications to the DESE. Copies of the applications were available at the meeting.

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

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

**VIII. Adjournment**

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

SO VOTED – UNANIMOUS

The meeting was adjourned at 6:20 PM.