

Cape Cod Collaborative  
418 Bumps River Road  
Osterville, MA 02655



Board of Directors  
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**Board of Directors Meeting Minutes**  
**418 Bumps River Road, Osterville, MA 02655**  
**October 12, 2016 – 5:00 PM**

**I. Call to Order**

The October 12, 2016 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:03 PM by Jessica Larsen, Chair. In attendance were:

Brewster	Jessica Larsen, Chair
Barnstable	Mike Judge
Cape Cod Tech	Ann Williams
Dennis-Yarmouth	Michelle Conover
Eastham	Mary Louise Sette
Mashpee	Scott McGee
Nauset	Deborah Beal (in at 5:08 PM)
Orleans	Hank Schumacher
Sandwich	Beth Cummings (in at 5:18 PM)
Wareham	Mary Morgan
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
Financial Consultant	Jim Brown
Director of Special Projects	Dr. Joseph Gilbert (in at 5:50 PM)
STAR Program Director	Dr. Anita Woods
Waypoint Academy Director	Larry Carroll (in at 5:18 PM)

Ms. Larsen asked the Board for a motion to suspend voting rights for four member districts which have missed two or more consecutive meetings of the Board:

Nantucket, Bourne, Truro and Provincetown.

Ms. Beal made a motion that the Board vote to suspend voting rights for these four districts. This motion was seconded by Mr. McGee.

SO VOTED – UNANIMOUS

## II. Executive Session

Mr. Hilton indicated that it would be necessary to enter into Executive Session:

- a. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.
- b. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

Ms. Conover made a motion that the Board vote to enter into Executive Session.

This motion was seconded by Mr. McGee. A roll call vote was taken:

Ms. Conover – Yea, Ms. Cummings – Yea, Ms. Sette – Yea, Mr. Judge – Yea, Mr. Schumacher – Yea, Mr. McGee – Yea, Ms. Williams – Yea, Ms. Larsen – Yea

The Board entered into Executive Session at 5:04 PM.

The Board exited Executive Session and returned to Regular Session at 5:55 PM.

## III. Cracker Barrel Discussion

### a. Local District Issues

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

Ms. Beal observed the percentage of Massachusetts students identified as having disabilities is the highest in the nation. She questioned whether this high rate was due to over-identification, or whether more students were identified to enable them to use accommodations in testing. She asked whether the Collaborative has seen an increase in student population which correlates to the increased student identification. Mr. Hilton, noting that the Collaborative programs have not seen a correlation in program enrollments, suggested that there is no universal answer to the increase in student identification. Many factors, including legal definitions, physiology, family situations and the pursuit of testing accommodations may influence identification.

### b. Questions / Concerns

No additional questions or concerns were raised at this meeting.

## IV. Minutes

### a. September 14 , 2016

### VOTE

Ms. Conover made a motion that the Board vote to approve the minutes of the September 14, 2016 meeting. This motion was seconded by Ms. Cummings.

SO VOTED

Yea – 9                  Nea – 0                  Abstain – 1 (McGee)

## V. Old Business

### a. Transportation

- Invoicing

Mr. Brown updated the Board regarding the invoicing status for FY17 invoicing to districts. Summer invoicing has been completed. He noted that it is difficult to gather all necessary data during the first few months of the school year, as routes and students are continually in flux. He indicated that invoicing for September and October usually takes more time to produce. He explained that a significant amount of time is spent in developing and detailing the method for sharing costs that accounts for every student, every route, every day. There are a lot of moving parts. Mr. Brown noted that, by December, much of the associated data is consistent and detailed so that invoicing may occur within two weeks of the end of the associated month. Mr. Brown observed transportation billing components are complicated and he hopes to continue to improve the system so that it can be more easily transitioned to the new Business Manager.

- Reconciliation

Mr. Brown shared an overview of FY17 routing and associated costs (rate determination). At this time, it is anticipated that increased district utilization of transportation services will offset increased expenditures for vehicles and staff.

### b. FY16 Close-Out

Mr. Brown and Mr. Hilton discussed the status of the close-out of FY16. Mr. Brown noted the preliminary DRAFT of the financial statements audit has been completed. He indicated that the DRAFT will be brought before the Board for review in November, prior to final approval in December. He indicated that it would be productive to convene a Fiscal / Financial SubCommittee in advance of the November meeting to review and discuss progress to date.

### c. Facilities SubCommittee

### VOTE

Mr. Hilton noted that the Facilities SubCommittee met on Thursday, September 29<sup>th</sup> to discuss the progress in securing a new site for the Waypoint Academy program. He explained that there was a recommendation made to consider a feasibility assessment on another property as the process with the currently considered property seems to have stalled.

Mr. Hilton recommended that the Board authorize the Executive Director to procure a "feasibility study" to locate Waypoint Academy on the grounds of Upper Cape Cod Technical School.

Mr. McGee made a motion that the Board vote to authorize the Executive Director to procure a feasibility study to locate Waypoint Academy on the grounds of the Upper Cape Cod Technical School. This motion was seconded by Ms. Williams.

SO VOTED – UNANIMOUS

Mr. Hilton also recommended that the Board authorize the Executive Director to execute a contract for the aforementioned “feasibility study” following an appropriate procurement process for an amount not to exceed \$5,000.

Ms. Cummings moved that the Board vote to authorize the Executive Director to execute a contract for the feasibility study, following an appropriate procurement process, for an amount not to exceed \$5,000. This motion was seconded by Mr. Schumacher.

Mr. Judge asked if the amount of \$5,000 was adequate to complete the study. Mr. Hilton noted the Board voted to approve a feasibility study on the adjacent property in an amount not to exceed \$15,000. Ms. Cummings observed that using the previous vendor could result in cost savings.

SO VOTED – UNANIMOUS

Mr. McGee made a motion that the Board vote to make the Collaborative’s appraisal of the abutting property public. This motion was seconded by Ms. Conover.

SO VOTED

Yea – 9

Nea – 1 (Cummings)

Abstain – 0

#### **d. Executive Director Evaluation, Business Manager Evaluation & Treasurer Evaluation**

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

He explained that the (retired) Business Manager has been evaluated by the Executive Director.

The Executive Director and the Business Manager have scheduled a meeting with the Board Treasurer regarding performance and responsibilities for FY16 and recommendations for FY17 (for discussion and evaluation).

Mr. Hilton advised the Board that a decision must be made regarding an instrument and process to conduct the evaluation of the Executive Director for FY16 (last fiscal/school year) as well as a format/instrument to be used for FY17.

Mr. Hilton asked the Board to convene an Evaluation SubCommittee to discuss preparation for the evaluation of the Executive Director for FY17 (format as well as Goals / Objectives).

Mr. Hilton also explained that the changes in the process for the evaluation of Superintendents (Open Meeting Process) do impact the process for evaluating the Executive Director.

Ms. Larsen asked if any Board members present would be interested in serving on the Evaluation SubCommittee. Four members of the Board offered to serve (Mr. McGee, Ms. Cummings, Mr. Schumacher and Ms. Beal) and were appointed to the SubCommittee by Ms. Larsen.

## VI. New Business

### a. Appointment of Treasurer

Ms. Beal made a motion that the Board vote to appoint Frank Colvario as Treasurer for the Cape Cod Collaborative. This motion was seconded by Mr. McGee.

SO VOTED – UNANIMOUS

### b. Appointment of Assistant Treasurer

Mr. McGee made a motion that the Board vote to appoint Judy FitzGerald as Assistant Treasurer, to serve through the month of November. This motion was seconded by Ms. Williams.

SO VOTED - UNANIMOUS

### c. FY17 Warrants

#### VOTES

- |       |      |       |      |
|-------|------|-------|------|
| • #12 | VOTE | • #14 | VOTE |
| • #13 | VOTE | • #15 | VOTE |

Ms. Conover made a motion that the Board vote to approve Warrants #12, #13, #14 and #15 as a slate. This motion was seconded by Ms. Beal.

SO VOTED – UNANIMOUS

Ms. Conover made a motion to approve the slate of Warrants. This motion was seconded by Ms. Beal.

SO VOTED - UNANIMOUS

### d. FY17 Spending Plan

#### • Personnel

##### ○ Additions

#### VOTE

- |                           |                            |
|---------------------------|----------------------------|
| • Erik Beaudoin           | Paraprofessional, Waypoint |
| • Victoria Hunter-Barrett | Monitor, Nantucket         |
| • Roland Stewart          | 7D Driver, Spare           |

##### ○ Reductions

#### VOTE

- |                  |                            |
|------------------|----------------------------|
| • Erik Beaudoin  | Paraprofessional, Waypoint |
| • Brenda Gaskill | Accounting Coordinator     |
| • Kelvin Ing     | Volunteer Coordinator      |

##### ○ Change in status

#### VOTE

- |                  |  |
|------------------|--|
| • David Aguiar   | From Spare CDL to CDL Driver                                   |
| • Donna Langlois | From Substitute Paraprofessional to Paraprofessional, Waypoint |

Ms. Conover made a motion to approve the Additions, Reductions and Changes in Status as noted on the agenda. This motion was seconded by Ms. Morgan.

SO VOTED - UNANIMOUS

Mr. Hilton noted the following changes in Collaborative service utilization.

- Service Commitments
  - Transportation
    - Increased utilization
    - Increased participation
  - Therapies
    - Pilgrim Collaborative
    - Sandwich Public Schools – hourly individual

## **e. Programs/Services**

- Waypoint Academy
  - Program Application
  - Enrollment
  - Programming
    - New Staff
    - Camp Burgess
  - Facility Issues
  - Status of Commitments – FY17

Mr. Carroll discussed the enrollment and programming at the Waypoint Academy. Mr. Carroll reported the school year is off to a good start. He noted that there was a reduction in district commitments from 51 to 43 for the 2016-2017 school year. He explained that there are currently 16 non-commitment students enrolled and that the current program enrollment is 59 with the target enrollment of 64. Mr. Carroll also reminded the Board that Waypoint experiences revolving enrollment.

Ms. Conover asked Mr. Carroll to explain the terms “commitment” and “non-commitment”. Mr. Carroll noted districts will often pre-pay for a certain number of slots to guarantee student admission to the program. He explained that districts who do not pre-pay for these “commitments” are not guaranteed student admission, although every attempt is made to accommodate students, if possible. He also noted that districts who send non-commitment students pay a higher tuition cost.

- STAR / Osterville
  - Enrollment
  - Programming

Dr. Woods provided an overview of the current and projected enrollment for FY17. Dr. Woods will also discuss the programming changes that have occurred for FY17.

Dr. Woods indicated that the STAR school year has also gotten off to a good start. She explained that students and staff are settling in and working on student learning goals. She indicated that staff are working on targeted data elements to measure student progress; and that several teachers are attending training in MCAS Alternative Assessment portfolio development. (Dr. Woods noted that the development of these portfolios is a year-long process.)

Dr. Woods noted that the STAR Program would host the annual STAR open house on October 26<sup>th</sup> from 4:30 to 6:30 PM. She indicated that this is an informal open house, interested Board members were invited to attend. Dr. Woods noted that the current enrollment is 47, but it will increase the following day to 48. She indicated that it had been anticipated that enrollment would be 49, but that one student suddenly moved out of state. Dr. Woods indicated the target enrollment for the STAR Program is 55.

- **Transportation**

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

- **Staffing / Routing**

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

- **Large Buses**

- **Equipment Review / Needs**

Mr. Hilton indicated that the Collaborative has received two (2) large buses to support the Nantucket service provision. He explained that these vehicles have been operated “on-Cape” for a few weeks before being sent to Nantucket. Mr. Hilton further noted that one (1) of the two (2) buses was found to have minor mechanical warranty issues that were resolved before being sent to Nantucket.

- **Truro**

Mr. Hilton updated the Board regarding the current operation in Truro.

- **Special Education Transportation**

- **Vans**

Mr. Hilton indicated that the Collaborative procured six (6) vans that replace vehicles that have in excessive odometer miles. He noted that the older vehicles are being evaluated for further use.

Mr. Hilton explained that four of these vehicles have been received and the remaining two (2) are due to be received in mid-October.

- **Mini-Buses / Short Buses**

Mr. Brown noted that the Collaborative received three (3) of the four (4) wheelchair “mini-buses” that were ordered in the Spring.

He explained that these vehicles were received in late September and are not yet in service (radios not yet installed as required per bid specification – payment has not yet been made for the vehicles). Mr. Hilton indicated that the final wheelchair bus was found to have several equipment issues, which will require a few additional weeks to be resolved. Mr. Hilton noted that the Collaborative is also awaiting the receipt of two (2) “full seat” mini-buses. These vehicles are expected to be received by November 1<sup>st</sup>.

- Surplus Vehicles

**VOTE**

Mr. Hilton indicated that the Collaborative is seeking to have the following vehicles declared as surplus to facilitate to disposal and/or sale of the vehicles as required by statute:

- i. M19 - VIN 4UZAAXAL32CJ24926 - 2002 Freightliner 71 passenger
- ii. 302 - VIN 1GBJG31U961267390 - 2006 Bluebird 2 w/c bus
- iii. 306 - VIN 1GDJG31U061264496 - 2006 Bluebird full seat bus
- iv. 04 - VIN 1GBJG31UX51242318 - 2005 Bluebird 1 w/c bus

Ms. Conover made a motion that the Board vote to declare the vehicles described in the agenda as surplus. Mr. Judge seconded the motion.

Ms. Cummings asked if the Collaborative will be seeking to sell or to donate these vehicles. Mr. Hilton indicated the Collaborative would prefer to hold a reverse auction or advertise a sale as authorized under 30B regulations.

Ms. Cummings asked how the money received for these vehicles would be allocated. Mr. Brown indicated that the funds would be placed in the general fund under “sale of fixed assets.”

SO VOTED – UNANIMOUS

- Therapies

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

- FY17 Service Commitments

- Mr. Hilton noted that the Collaborative continues to receive and review commitments for the utilization for Collaborative staff to provide services in school districts for FY17.
- Mr. Hilton indicated that there were some unexpected reductions in the services sought by districts. Mr. Hilton noted

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. He explained that the Collaborative currently has the capacity to contract out the following services:

1. OT – 2 days
2. PT – hours upon request

Please note that the Collaborative has continued to receive requests for occasional use of these personnel for evaluations.

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 October with further decisions to be discussed at the Board meeting in November.

- Special Projects

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

- All-Cape In-Service

Dr. Gilbert discussed that status of planning (and registration) for this annual programming coordinated through the Collaborative. He noted that the All-Cape In-Service will occur in November (November 8<sup>th</sup>) and that a copy of the activities for the day was included with the Board materials for the September meeting.

Dr. Gilbert noted that, this year, programs will be held at several locations including: D-Y High School; Mattacheese Middle School; Mashpee Middle/High School; the Hollows in Sandwich; and, at the Collaborative’s Osterville campus.

Dr. Gilbert indicated that just 3 weeks in to the registration process, there were already 480 participants enrolled. He indicated that he expected that total enrollment will reach 600-700.

Dr. Gilbert observed that the All-Cape In-Service day is uniquely successful thanks to the cooperation of the Cape’s superintendents and curriculum administrators.

- ASLP

Dr. Gilbert discussed the status of planning for the Summer 2017 ASLP Program. He noted that the annual planning meeting for district contacts will be held on November 3<sup>rd</sup>. He explained that this meeting, which includes luncheon at the Mass Maritime Academy, is attended by guidance representatives from member districts.

There was a suggestion that ASLP programming be shifted to a later start date. Dr. Gilbert noted that there have been issues starting the three week program at the end of June, and then having to transport students home around the July 4<sup>th</sup> holiday. He indicated that it would be beneficial to start the program after July 4<sup>th</sup>. He further explained that any changes to the program dates would not take effect until Summer 2018.

Dr. Gilbert indicated that the 2017 ASLP Student-Parent Handbook should be ready to present to the Board at the November meeting. Dr. Gilbert indicated that it is likely that the Board will be asked to consider a modest increase to the tuition cost for this program, perhaps \$20, to cover the increasing costs for facilities and meals. Dr. Gilbert noted that it is anticipated that 210 students will participate in the summer 2017 program.

- Multi-Tiered Systems of Support Grant

Mr. Hilton provided an update regarding the activities that are occurring with the districts throughout the region. He noted that this grant was secured through the Tower Foundation and is fiscally administered by the National Center for Learning Disabilities. Mr. Hilton explained that Dr. Magdalene Giffune was hired under this grant and has been providing support services to local districts.

- Career Vocational and Technical Education (CVTE) Partnership Grant

Mr. Hilton presented an update regarding the activities associated with this grant. He explained that the purpose of this grant is to expand capacity for students for access CVTE opportunities utilizing existing resources. He noted that this “Planning Grant” is fiscally administered through the Upper Cape Cod Regional Technical School. Mr. Hilton indicated that he has coordinated activities associated with the grant process and that Mr. William Fisher, former superintendent of Cape Cod Regional Technical High School, has been contracted to assist with grant activities.

Mr. Hilton explained that there have been two visits to programs offered by other organizations that may inform the development of opportunities that would benefit our region. Mr. Hilton noted that the planning group visited a “tech center” program model operated by the Lower Pioneer Valley Educational Collaborative on behalf of their member districts. He further indicated that the planning group also visited a broad spectrum of programming operated by the Broome-Tioga BOCES (Bureau of Cooperative Educational Services) in Binghamton, New York.

Mr. Hilton informed that Board that there are also plans to develop a workshop to discuss Project Based Learning models for “content delivery” as part of the planning grant (expires at the end of October).

- Bridgewater State College Off-Campus Programming

Mr. Hilton explained that he met with Dr. Edward Carter at the Bridgewater State University on Monday October 3<sup>rd</sup> to discuss the development of coursework pathways for individuals in the region that have Bachelor’s degrees and are seeking special education teacher licensure. Mr. Hilton noted that Dr. Carter coordinates off-campus special education offerings on behalf of the University.

Mr. Hilton indicated that he continues to communicate with the Office of Communications and Outreach for the School of Graduate Studies regarding the financial arrangements that are necessary for the start of this programming.

Mr. Schumacher asked where these Bridgewater courses would be held. Mr. Hilton indicated that they could be either held at the Osterville campus or at Bridgewater's South Yarmouth location but that a decision had not been made.

Ms. Conover asked when these classes might begin. Mr. Hilton expressed his desire to have classes underway in January 2017.

- Sheltered English Immersion (SEI) Course Development

Dr. Gilbert discussed the status of the assessment of programmatic needs for each of the districts throughout the region. Dr. Gilbert explained that he has been working closely with Jan Rotella and Julie Hall to discern the particular needs (coursework and timelines) for Sheltered English Immersion issues. He indicated that research is underway that involves interviews with curriculum administrators in each school district. He noted that it is expected that, within a six month time line, courses could be offered. Dr. Gilbert indicated the goal is to produce a comprehensive report which will project district needs for the coming three years and will assist the Collaborative in serving the districts by offering appropriate professional development to meet those needs.

- EPIC Partnership Innovation Grant (due November 30<sup>th</sup>)

Mr. Hilton discussed the progress that has been made in the development of a proposal for the Massachusetts Department of Elementary and Secondary Education (DESE) EPIC Partnership Innovation Grant (Fund Code 178). Mr. Hilton explained that he met with the leadership in the Dean's Office at Bridgewater State University on Monday, October 3<sup>rd</sup>. He explained that the group was excited to consider a regional approach improving and supporting induction and mentoring for new teachers.

Mr. Hilton indicated that he also met with program staff and the Grants Office at Bridgewater State University on Wednesday, October 5<sup>th</sup> to discuss the formalization of the focus for a proposal and a timeline for submission. Mr. Hilton explained that he will be discussing this opportunity with superintendents throughout the region at a previously scheduled meeting on October 7<sup>th</sup>.

## **f. Virtual High School**

Mr. Hilton discussed the status of the consortium for Virtual High School that has existed through the Cape Cod Collaborative since 2001. He noted that Wareham has recently joined as a member of the consortium.

Ms. Morgan asked about student participation in the program. Mr. Hilton observed that the VHS is most often utilized to provide low incidence subjects, such as Latin or certain AP classes, which are not always offered in the student's home district.

**g. 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. Brown and Ms. Conover left the meeting at 7:29 PM.

**VII. Other**

No other items were brought forth for discussion at this meeting.

**VIII. Adjournment**

Ms. Beal made a motion that the Board vote to adjourn the meeting. This motion was seconded by Mr. Judge.

SO VOTED – UNANIMOUS

The October 12, 2016 meeting of the Cape Cod Collaborative Board of Directors adjourned at 7:32 PM.