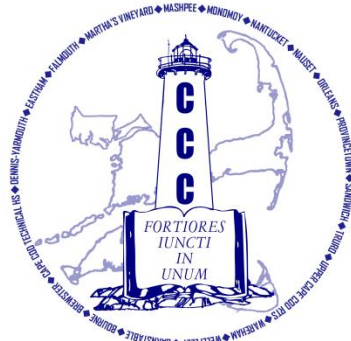


Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



Cape Cod Collaborative

Board of Directors
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Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
October 14, 2015

I. Call to Order

The October 14, 2015 meeting of the Cape Cod Collaborative Board of Directors was called to order by Terri Medeiros, Co-Chair, at 5:00 PM. In attendance were:

Falmouth	Terri Medeiros, Co-Chair
Barnstable	Chris Joyce
Brewster	Jessica Larsen
Cape Cod Technical HS	Ann Williams
Dennis-Yarmouth	Phillip Morris (in at 5:25 PM)
Eastham	Mary Louise Sette
Monomoy	Brian Widegren (in at 5:03 PM, out at 6:17 PM)
Nauset Regional	Deborah Beal
Orleans	Hank Schumacher
Sandwich	Beth Cummings (in at 5:13 PM)
Wareham	Melvin Lazarus
Wellfleet	Jill Putnam (out at 6:18 PM)
Treasurer	Judy FitzGerald
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
Director of Special Projects	Dr. Joseph Gilbert (in at 5:32 PM)
STAR Program Director	Anita Woods

II. Minutes

a. September 9, 2015

VOTE

Ms. Putnam made a motion for the Board to vote to approve the minutes of the September 9, 2015 meeting. This motion was seconded by Ms. Williams.

SO VOTED

Yea – 8 Nea – 0 Abstain – 1 (Sette)

III. Old Business

a. Transportation

- Invoicing

Mr. Hilton updated the Board regarding the invoicing status for FY16 invoicing to districts. He noted that invoices for September will be completed this week.

Mr. Hilton indicated that Mr. Brown will be meeting with the transportation group in the coming weeks to determine if additional efficiencies are possible. He noted that once the school year starts, minor routing changes may create efficiencies for the operation and for the district(s).

- Reconciliation

Mr. Hilton indicated that Mr. Brown was unable to attend this meeting due to an urgent family issue. Mr. Hilton indicated that Mr. Brown will share an overview of FY16 routing and associated costs.

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

Mr. Hilton noted that the Collaborative is required to change the Collaborative Articles of Agreement to comply with changes in statute and legislation.

He reminded the group that the timeline (and process) for the Board of Directors and Member School Committee approval of the Cape Cod Collaborative Articles of Agreement was a matter that would require attention throughout the fall.

Mr. Hilton reported on the current approval status of the Cape Cod Collaborative Articles of Agreement. He noted that the Dennis-Yarmouth Regional School Districts has voted to approve, as has most of the towns which comprise the Nauset Regional School District and three of the four members of the superintendency union (Brewster will be voting this week). Mr. Widegren noted that Monomoy voted to accept the Articles (unanimously) on August 26, 2015. Ms. Williams indicated that Cape Cod Regional Technical High School will vote this week.

Mr. Hilton indicated that once all school committees have voted, it would be necessary for a representative from each Board Member and School Committee Chairperson to sign an official copy of the Articles of Agreement.

Mr. Hilton also noted that Martha's Vineyard may eventually request a change to the Articles of Agreement. He indicated that the five school districts on the Vineyard (Martha's Vineyard Regional and four districts in a superintendency union) have historically shared one representative on the Collaborative's Board. Mr. Hilton noted that School Committees on the Vineyard have multiple representatives who would like to share Board responsibilities.

c. Previous Year Reconciliation and “Charge-Off” of “Uncollectable Invoices”

VOTE

Mr. Hilton noted that there are a number of “receivables” that have accumulated over the past few years that remain “open”.

He also noted that there are also invoices associated with the lunch program that have remained “uncollectable”.

Mr. Hilton recommended that the Board postpone further discussion and vote regarding this item at the September Board meeting until the October Board meeting.

Mr. Hilton again asked that the Board table discussion and vote on this issue until Mr. Brown can be present to address the particulars of each outstanding item.

Mr. Hilton noted that some of the most recent items relate to unpaid tuition for this year’s summer programs. He noted that the policy is to charge tuition once the district enrolls the student(s) for the summer programming. Mr. Hilton explained that the Collaborative hires the staff to ensure the program capacity for students enrolled in the program.

Mr. Hilton explained that some students were enrolled in summer programming who, for various reasons, did not attend. Mr. Hilton indicated that districts have asked that tuition for these students be waived due to the non-attendance of the students. Mr. Hilton noted that each district was informed that only the Board may make a decision to waive a tuition bill.

d. Executive Director Evaluation, Business Manager Evaluation and Treasurer Evaluation

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

Mr. Hilton noted that the Business Manager has been evaluated by the Executive Director.

The Executive Director and the Business Manager will schedule a meeting with the Board Treasurer regarding performance and responsibilities for FY15 and recommendations for FY16 (for discussion and evaluation).

Ms. Medeiros asked the Board to consider forming a subcommittee to set goals and objectives for the Executive Director, and to determine the instrument and process used in the evaluation. [The Board must agree upon an instrument and process to conduct the evaluation of the Executive Director for FY15 (last fiscal/school year) as well as a format/instrument to be used for FY16.]

Ms. Larsen expressed an interest in the process. Mr. Joyce asked if the Board would be using the Superintendent rubric put forth by the DESE. Mr. Joyce expressed frustration with the evaluation process experienced at the district level and suggested he not be asked to serve due to this frustration. Mr. Schumacher, Ms. Medeiros and Mr. Widegren expressed an interest in participating.

IV. New Business

a. FY16 Warrants

VOTES

- #11 VOTE
- #12 VOTE
- #13 VOTE
- #14/15 VOTE

Ms. Medeiros asked the Board to consider voting on all Warrants together. The Board unanimously consented. Mr. Lazarus made a motion for the Board to vote to approve Warrants #11, #12, #13 and #14/15. This motion was seconded by Ms. Sette.

Mr. Schumacher asked for clarification on payments made to Blum Shapiro and payments for health insurance coverage. Mr. Hilton noted that the Blum Shapiro costs are associated with payroll system migration and are for transitional assistance costs.

Mr. Joyce noted that the Collaborative is paying "Barnstable Lunch" and asked how Barnstable works with the Collaborative for the provision of school meals. Mr. Hilton noted that the food service programming has been greatly beneficial for the program. He explained that the food service system is slightly different at each location, but that the quality and efficiency were very good.

SO VOTED - UNANIMOUS

b. FY16 Spending Plan

- Personnel

- Additions

VOTE

- Bonnie Eaton, Spare Monitor
- Paul Gaskill, Administrative Assistant
- Heather Gentry, Monitor
- Annette Jackson, Monitor
- Steven LeVangie, Spare CDL Driver
- Lee MacLeod, SLP
- Kevin McGrath, CDL Driver (Training)
- James Piver, CDL Driver
- Maurice Wyman, CDL Driver (Training)

Ms. Larsen made the motion that the Board vote to approve the additions listed in the agenda. This motion was seconded by Ms. Williams.

SO VOTED - UNANIMOUS

- Reductions

VOTE

- Kuaf Barbel, CDL Driver
- Diane DePaul, Monitor
- Elizabeth Whalley, Spare CDL (Nantucket)

Ms. Beal made the motion that the Board vote to approve the reductions as listed in the agenda. This motion was seconded by Ms. Putnam.

SO VOTED - UNANIMOUS

- Change in status **VOTE**
 - Joseph Avitabile from 7D Driver to CDL Driver
 - Cheryl Cochran from CDL Driver to 7D Driver
 - Helen Ho from Spare Monitor to Monitor
 - Brian Pratt from Spare CDL Driver to CDL Driver (Mashpee)

Ms. Williams made the motion that the Board vote to approve the status changes listed in the agenda. This motion was seconded by Ms. Larsen.

SO VOTED - UNANIMOUS

c. Programs/Services

- Waypoint Academy
 - Program Application
 - Enrollment
 - Programming
 - New Staff
 - Camp Burgess
 - Facility Issues
 - Status of Commitments – FY16

Mr. Hilton indicated that Mr. Carroll was unable to attend the meeting due to a family issue. Mr. Hilton provided an update regarding the enrollment and programming at the Waypoint Academy. Mr. Hilton noted that current program enrollment is currently projected to meet the initial “year-end” target. He indicated that if the enrollment trend continued, staffing might need to be adjusted to address student needs.

Mr. Hilton explained that Camp Burgess continues to provide opportunities for “hands-on” and programming. He noted that students from Waypoint recently participated in “Field Day” activities held at Camp Burgess, including leadership development courses, climbing activities and zip-lines.

Mr. Hilton explained that facility issues remain a continued concern for the program. He noted that even after recent roof repairs, there are leaks still occurring (some in new places). He mentioned that the Collaborative continues to explore other sites as it may be necessary to relocate the program.

- STAR / Osterville
 - Enrollment
 - Programming
 - Age Waiver Applications –Status

Ms. Woods provided an overview of the current and projected enrollment for FY16. Ms. Woods noted that current enrollment for the program is 57 students. She explained that the STAR program currently supports 3 differing student populations: K-5 students with social/emotional needs, students with

significant medical needs (age 3 – 22 years) and students with cognitive, communication and behavior needs, such as students with Autism (age 3 – 22 years).

The STAR program currently hosts 10 multi-age classrooms. Six (6) of the classrooms exceed the 48 month age range requirement. Ms. Woods explained that she has submitted age waivers for these classrooms to MA-DESE.

Ms. Woods noted that the STAR Program is working with Audubon on an educational unit on amphibians. She further indicated that students from the program also visit Barnstable High School as well as participating in swim programs at the YMCA.

Ms. Woods noted that the program is hosting an open house on October 21st and invited Board members to attend.

- **Transportation**

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

- **Staffing**

Mr. Hilton reminded the Board that there were significant changes to the Transportation “office” over the past several years in response to changing service needs as well as employee needs. Mr. Hilton described current staffing of the department with 3 full-time dispatchers working under the assistance and direction of Mr. Brown and Mr. Ferzoco.

- **Staffing / Routing**

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

- **Large Buses**

- **Equipment Review / Needs**

Mr Hilton noted that the Collaborative has received three (3) large buses to support the Nantucket service provision. These vehicles have been operated “on-Cape” for a few weeks before being sent to Nantucket. He noted that two (2) of the three (3) buses were found to have mechanical warranty issues that needed to be resolved before being sent to Nantucket.

- **Truro**

Mr. Hilton updated the Board regarding the current operation in Truro. Mr. Hilton described the process for utilizing buses previously in service on Nantucket. He noted that buses replaced in Truro are “rotated out” to become “spare” buses. He explained that this cycling of equipment creates considerable efficiencies for all districts participating.

- Special Education Transportation

- Vans

Mr. Hilton indicated that the Collaborative procured five (5) vans that replace vehicles that have excessive odometer miles. He noted that the older vehicles will be evaluated for further use.

He explained that the new vehicles are due to be received in mid-October.

- Mini-Buses / Short Buses

Mr. Hilton noted that the Collaborative received five (5) “mini-buses” that replace buses that have in excess of 200,000 odometer miles.

Mr. Hilton explained that these vehicles were received in late September and found to have several equipment issues that would need a few weeks to resolve.

- Therapies

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

- FY16 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 FY16.

- Mr. Hilton noted that there were some unexpected reductions in the services sought by districts. Mr. Hilton indicated that there will continued 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. Mr. Hilton further explained that recent employee health issues have required additional staffing to meet demands (medical leave).

- i. Mr. Hilton noted that the Collaborative had capacity to contract out the following services:

- 1. OT – 2 days

- 2. Speech (assistant) – 3+ days (after December)

- ii. Mr. Hilton did not recommend any changes to staffing at this time. 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 provided updates regarding items considered as “Special Projects” of the Collaborative.

- Early Learning Network Strategic Plan Implementation Grant

Dr. Gilbert reminded the Board that this grant was funded over two (2) years ago and will conclude December 30, 2015. He explained that the grant provided no cost professional development offerings to early learning professionals. He noted that eight (8) workshops were offered on October 9, 2015 as part of the All-Cape In-Service.

Dr. Gilbert provided “save the date” information on the culminating event to be held December 10, 2015 at the Cape Codder Resort in Hyannis: “Collaborating for Early Childhood Education & Services with Mixed Delivery Systems.”

Ms. Putnam suggested that children’s librarians be included in the conference, as providers of early childhood programs in local public libraries. Ms. Larsen inquired as to whether providers of after school and summer programs were participants (yes).

Dr. Gilbert described the success of programs funded by the ELN grant, and that he hoped to continue funding for professional development opportunities through additional grant opportunities, possibly through the Tower Foundation.

- All-Cape In-Service

Dr. Gilbert discussed the status of planning (and registration) for this annual programming coordinated through the Collaborative. He noted that the All-Cape In-Service occurred on October 9th. He directed the Board to the copy of the activities for the day which was included with Board materials in September, and registration information included with materials for the October meeting.

Dr. Gilbert noted that Superintendents in the region have committed each year to create an opportunity that is unique in the state, as schools across the Cape close for the same day to allow staff the opportunity to attend these workshops. He noted that other regions have attempted to replicate the success of the All-Cape In-Service with limited success.

- ASLP

Dr. Gilbert discussed the status of planning for the Summer 2016 ASLP Program. He indicated that he will be meeting with contact liaisons from each school district on November 5th at the Academy. He explained that application materials are provided to districts at this meeting.

Mr. Hilton indicated that there is an opportunity for Board participation and direction as the Massachusetts Maritime Academy is seeking to allocate seats in this program to non-Cape districts. Ms. Larsen, Mr. Morris and Ms. Medeiros volunteered.

Mr. Schumacher asked Dr. Gilbert and Mr. Hilton to review how slots are allocated and how students are selected. Dr. Gilbert noted that each district determines which students are qualified to apply for the program based on the results of standardized testing (MCAS) and on leadership qualities. He explained that each district has a pre-determined number of slots which are allocated to the district based on a formula using population.

Ms. Cummings expressed a desire to make this program more widely available. Dr. Gilbert observed that the program is now reaching the limits of available dormitory space.

Mr. Joyce asked about the current tuition cost. Dr. Gilbert responded that the tuition has been \$1,300 per student for the 3 week program.

- Center for Executive Search

Mr. Hilton provided an update regarding the current activities supported through the Center for Executive Search (CES).

- Barnstable Public Schools Superintendent

- Mr. Hilton noted that the CES is working in conjunction with MASC on the Barnstable search. He explained that there were nineteen (19) qualified candidates whose materials will be reviewed.

- Falmouth Public Schools Superintendent (consulting and information).

- Mr. Hilton noted that the Falmouth Public Schools has an interim superintendent and is currently exploring options for a permanent superintendent.

d. Virtual High School

Mr. Hilton discussed the status of the consortium for Virtual High School (VHS) that has existed through the Cape Cod Collaborative since 2001. He noted that programs offered through VHS supplement district programming.

e. International Student Exchange

Mr. Hilton provided an update regarding the status of the development of a regional consortium of school districts to host international students. Mr. Hilton noted that districts continue to work both separately and as a group to draw foreign students to the area.

f. Multi-Tiered Systems of Support Grant (MTSS)

Mr. Hilton explained that the National Center for the Learning Disabled (NCLD) is working with the Tower Foundation to establish grand funding for a consultant who would work to support school districts throughout the region. Mr. Hilton indicated that he had drafted a letter to be submitted as a letter of support.

V. Cracker Barrel Discussion

a. Local District Issues

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

Ms. Medeiros asked the Board to consider, as an agenda item at the next meeting, moving the Cracker Barrel Discussion to the start of the meeting and setting a time limit for the discussion, noting that it would be the chair's job to break off discussion when the time limit has been met.

b. Questions / Concerns

No questions or concerns were brought forward at this meeting.

VI. Other

Mr. Hilton noted that the Substance Abuse Council is seeking volunteers to work on intervention plans. There is increasing interest in the establishment of a Recovery High School and recovery support systems which would be available to students in the area.

VII. Adjournment

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

The October 14, 2015 meeting of the Cape Cod Collaborative Board of Directors was adjourned at 6:30 PM.