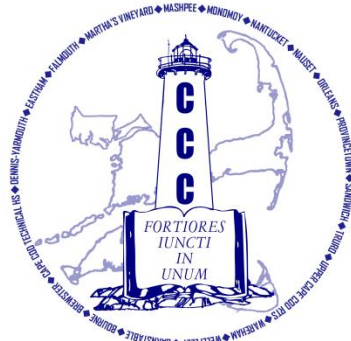


Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



Board of Directors
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Cape Cod Collaborative

Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
November 13, 2013

I. Call to Order

The November 13, 2013 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:04 PM by Terri Medeiros, Co-Chair. In attendance were:

Falmouth	Terri Medeiros, Co-Chair (out at 6:15 PM)
Cape Cod Technical HS	Dr. Joan Bentinck-Smith, Vice-Chair
Barnstable	Fran McDonald (out at 7:18 PM)
Brewster	Trish Hill (in at 5:43 PM, out at 7:20 PM)
Dennis-Yarmouth	Phillip Morris (in at 5:06 PM)
Eastham	Mary Louise Sette
Mashpee	Scott McGee
Nauset	Christopher Galazzi (in at 5:28 PM)
Orleans	Edward Rohmer
Sandwich	Susan Sundermeyer
Wareham	Geoff Swett
Wellfleet	Jill Putnam
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Jim Brown
DESE Liaison	Michelle Griffin
STAR Program Director	Anita Woods
Waypoint Program Director	Larry Carroll (in at 5:20 PM)
Director of Special Projects	Dr. Joseph Gilbert (in at 5:22 PM)

II. Cracker Barrel Discussion

a. Local District Issues

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

Mr. Swett mentioned that some towns/cities in Massachusetts are piloting a program that provides free meals to all students. This program eliminates the administrative expense for the program as well as any potential embarrassment of having to turn children away for non-payment. Mr. Swett indicated that he will be seeking further information and particulars regarding this program to determine if it might be beneficial to the Wareham schools, which currently have a free/reduced population of about 54%.

b. Questions / Concerns

Mr. Hilton introduced Michelle Griffin, a representative from the Massachusetts Department of Elementary & Secondary Education (MA-DESE), who is the Collaborative's liaison at MA-DESE.

III. Minutes

a. October 9, 2013

VOTE

Mr. McGee made the motion that the Board vote to approve the minutes of the October 9, 2013 meeting. This motion was seconded by Ms. Putnam.

9 – YEA 0 – NEA 3 – ABSTAIN (Sundermeyer, McDonald, Rohmer)

IV. Old Business

a. Transportation

- Invoicing

Mr. Brown updated the Board regarding the status for FY14 invoicing to districts. Mr. Brown noted that the database maintains and provides reliable data, resulting in increased accuracy. He indicated that October bills will be on November 14th (tomorrow).

Mr. Hilton reminded the Board that representatives from MA-DESE had expressed some concern about the (apparently) complicated “rate setting” process for transportation services during a review of the (proposed) Cape Cod Collaborative Articles of Agreement in June. Mr. Hilton explained that, after trying many different methods for collaboratively sharing transportation costs, the current system works and has been preferred by participating districts.

Mr. Swett remarked that the “KISS” system (simple) just doesn't work under these circumstances. In fact, it generated the perception that it was not fair to all parties. He stated that the “new” billing system creates both the perception and the reality of fairness.

Mr. McGee told the Board that he had a recent conversation with a parent concerned about policies regarding drug testing should an accident occur. He was able to speak with Mr. Hilton and relayed to the parent his feeling of security regarding Collaborative drivers.

Mr. Hilton noted that a recent transportation incident (school bus in traffic accident) in Falmouth has generated much discussion and questioning of policies. Mr. Hilton noted that there will always be issues in providing ongoing transportation services with (seemingly) infinite variables that may cause problems. He remarked that Collaborative staff makes additional effort to respond immediately, and to have drivers tested immediately after any accident that may occur.

- Reconciliation

Mr. Brown shared the status of the reconciliation of costs and revenues projected for FY14.

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.

Mr. Hilton explained that the Collaborative has been required to change the Collaborative Articles of Agreement to comply with changes in statute and legislation. Please recall that the Collaborative had submitted a “draft” of the Cape Cod Collaborative Articles of Agreement to the Massachusetts Department of Elementary & Secondary Education (MA-DESE) as required to comply with these regulations

He further noted 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.

He explained that the Board of Directors cannot (statutorily) begin the approval process until the technical review of the Agreement is completed by MA-DESE. Ms. Griffin, the MA-DESE Liaison to the Collaborative affirmed the information shared and noted that progress continues to be made with collaborative agreements throughout the state and that she (and others at MA-DESE) will continue to provide assistance with this process.

Mr. Hilton discussed that the Board of Directors Governance SubCommittee convened immediately prior to the October Board Meeting to discuss changes necessary for resubmission to the MA-DESE for further technical review (all were invited to attend).

Mr. Hilton explained that the Board review of the Articles of Agreement and the Member School Committee approval of the Cape Cod Collaborative Articles of Agreement is an item that will continue to need attention at Board Meetings throughout the fall.

Mr. Hilton indicated that he met with representatives from MA-DESE (Ms. Griffin and Ms. Lynch) during the morning of Friday, November 8, 2013 (at the MASS/MASC Conference in Hyannis) to discuss the technical aspects of the currently proposed Articles of Agreement. He noted that there are several minor issues as well as two more significant issues that remain unresolved: the constitution of a quorum, and transportation rate setting. Mr. Hilton noted that MA-DESE had expressed a preference to simplify transportation rate setting.

Mr. Hilton noted that the Massachusetts Attorney General's Office had agreed to assist in addressing the establishment of formulating the constitution of *quorum* for the Collaborative. He noted that the MA-AGs Office sought to have the Collaborative present an argument to support the establishment of *quorum* through the Collaborative Agreement, including statutory citation regarding Collaborative agreements. Mr. Hilton explained that this situation is likely to produce a circular argument, as the statute indicates that all collaborative agreements must be reconsidered for July 1, 2012, and that the former agreement(s) may not be strong enough as "governing documents" to support the argument.

Mr. Hilton referred to the DRAFT "Articles of Agreement" included with Board materials for further discussion. Mr. Hilton directed the Board to Page 1 of the DRAFT Proposed Articles of Agreement that had been distributed for reference for the meeting. He directed the Board's attention to particular language (in red) that attempts to address this issue. He noted that the Collaborative Board may be able to simplify the (majority) quorum by allowing Member School Districts / School Committees to have their voting rights "suspended" in a voluntary manner. Mr. Hilton noted that some Board Members (individuals that represent the school committees / school districts) have great difficulty in coming to meetings due to geographical and or weather issues, particularly Provincetown, Truro and Nantucket. Mr. Hilton noted that the voting process must work to the benefit of all Board members who attend and for all member districts. He noted that the Collaborative Articles of Agreement also indicates that districts are responsible to the Collaborative obligations, even while their vote is suspended. He further noted that although the Board may immediately re-instate voting privileges, they are not obligated to re-instate voting privileges, especially if a Board Member/District is suspended for failing to meet particular Collaborative obligations (negatively impacting other districts).

Mr. Swett noted that remote participation does not count toward a quorum.

Mr. Hilton responded that he is correct, and that a majority quorum must be present physically at a meeting to allow for remote participation (voting).

Mr. Swett suggested that the Board consider the issue of remote participation, asking if a vote of the Board was required.

Mr. Hilton suggested that a simple vote of the Board could allow remote participation.

Mr. McDonald asked if this vote could occur at the next meeting.

Mr. Hilton observed that the vote could be taken, however it would result in a temporary measure until the Collaborative has finalized the Articles of Agreement. Mr. McDonald suggested that Board members should be soliciting feedback from their School Committees and relaying this information back to the Governance SubCommittee and Mr. Hilton.

Ms. Griffin noted that the DESE has not approved any of the agreements submitted by any educational collaboratives to date.

Mr. Morris reflected on the flow of information, observing that each Board member represents their own school system yet communication also flows through the strong contacts the Collaborative has made on the professional level.

Ms. Putnam expressed her appreciation for the amount of information and detail provided in Board materials. Although it is sometimes necessary for her to miss a meeting due to professional conflicts, she feels well informed thanks to the information provided.

Mr. Hilton observed that this information is also presented to superintendents, curriculum administrators, business manager, special education directors, and facilities managers. Board members are, however, the pivot point. Often the Cracker Barrel discussion is the most important part of the meeting. Thanks to the attention of the Board members, this Collaborative was not ill prepared when changes were made at the state level.

Mr. Hilton reminded the Board that a vote regarding the Articles of Agreement will be sought after a technical review by MA-DESE.

c. Executive Director Evaluation

The Board reviewed (and voted) regarding the Executive Director's evaluation at the September 11, 2013 Board Meeting.

It continues to be necessary to convene an Evaluation SubCommittee to discuss preparation for the evaluation of the Executive Director for FY14 (format as well as Goals / Objectives). It is recommended that this subcommittee convene before the December Board meeting.

Mr. Hilton suggested that the Board consider tabling this matter until a meeting of the Evaluation SubCommittee has been held.

V. New Business

a. Warrants

- | | VOTES |
|-------|--------------|
| • #15 | VOTE |
| • #16 | VOTE |
| • #17 | VOTE |
| • #18 | VOTE |
| • #19 | VOTE |

Ms. Medeiros asked if there were questions regarding the warrants which

needed discussion prior to votes being taken. Mr. Swett asked for clarification regarding the \$10,000 payment made to Dr. Hauser. Mr. Brown indicated that this payment was the 3rd payment of 5 to be made under Dr. Hauser's contract (\$50,000) which began in July. Dr. Hauser is working as an independent contractor and will be receiving a 1099. Mr. Hilton observed that Dr. Hauser is also consulting with two other collaboratives and with a state-wide program (private non-profit school). Mr. Hilton explained that Dr. Hauser is working for the Collaborative to assist in the development of District Determined Measures. Ms. Woods described the 3 data systems that Dr. Hauser has helped to create for the STAR Program. These systems now track behavioral data, social-emotional objectives, and a separate level system. Mr. Swett noted that the Collaborative is moving toward a position where this data will be used in educator evaluation, and asked if the Collaborative was in a position to support this. Mr. Hilton noted that the data is used to reflect on current practices, and to enhance and modify practice as it applies to special needs children. Data is measured daily. Educators and administrators can see trends and modify practice. He further noted that there are no District Determined Measures for special educators. Mr. Morris expressed a desire to learn more about the impact new educator evaluations would have in the area of special needs. Mr. Hilton responded that this is an area that has not gotten a lot of attention (consistent and measurable data in special education populations). It was noted that a significant issue is that within a special education setting, District Determined Measures aren't applicable across grade levels, especially given very small groupings of students by grade level or performance level. Mr. Hilton noted that many students with special needs have very diverse needs and reach educational milestones at different times. Ms. Woods felt that this is part of the learning curve the Collaborative will have going forward. She noted that it has always been critically important to record progress data, but how the data is analyzed and what decisions are made using the data (reflective practice) are areas which provide opportunity for great professional and programmatic growth.

Mr. McGee made the motion that the Board vote to approve Warrants #15, #16, #17, #18 and #19. This motion was seconded by Mr. Morris.

SO VOTED - UNANIMOUS

b. Procurement – “P-Card”: Purchasing Card

Discussion

Mr. Brown and Mr. Hilton discussed the status of the purchasing card (P-Card) initiative that the Board approved in October. Mr. Brown has been in communication with the bank. The Collaborative’s application was received and a credit review is now taking place. When the review has been completed, the bank will provide training.

Mr. Rohmer, new to the Board, asked for further information regarding the P-Card. Mr. Brown indicated that he would send out the packet for review.

c. FY14 Spending Plan

• Updates

Discussion

- Updates were presented regarding adjustments that will need to be considered to the FY14 spending Plan.

Mr. Hilton noted a few changes to the FY14 Spending Plan:

- Dr. Hauser moved from a salaried employee to an independent contractor;
- And, there has been an increase in the use of transportation services.

Mr. Hilton referred to the forecast as of October 31st, noting that the Collaborative is still projected to finish with a positive balance.

Mr. Brown reminded the Board that the Collaborative was required to adopt a Spending Plan. Mr. Brown directed the Board to the Spending Plan document that had been distributed for this Board meeting. He noted that the MA-DESE had suggested the Spending Plan be limited to lines items shown on the first and second pages to limit the number of votes that might be required. Mr. Brown noted that the Board may be asked to vote on the revisions in December to bring the Spending Plan into agreement with current projections.

• Personnel

○ Additions

VOTE

- Annibel McNeil, Paraprofessional, STAR
- Joanne Page, CDL Driver – Special Education

Dr. Bentinck-Smith made the motion that the Board vote to approve the additions listed in this agenda. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

Mr. Swett asked what would happen if a new hire did not receive the approval of the Board. Mr. Hilton explained that that person’s employment would end. He also noted that there would be minimal exposure to the Collaborative regarding unemployment as the term of employment was limited to the “provisional period” between the initial “hire” and the official Board “appointment”.

○ Reductions

VOTE

• Resignations

- i. Francine Cummings, Payroll / Personnel Coordinator
- ii. Jane Berry, CDL Driver – Special Education
- iii. Colleen Austin, CDL Driver, Mashpee

Mr. Hilton suggested that he may come back before the Board to seek special consulting status for Ms. Cummings. He noted that the position of Payroll/Personnel Coordinator requires some training; her assistance may be needed.

Ms. Sundermeyer made the motion that the Board vote to approve the personnel reductions listed in the agenda. This motion was seconded by Mr. Morris.

SO VOTED - UNANIMOUS

○ Medical Leave Extension – Sick Bank Request **VOTE**

• Denise Beaton, Teacher, Waypoint Academy

Mr. Hilton reminded the Board that the Collaborative is between readings (First & Second Reading of Policy Adoption) regarding the Sick Leave Bank. This matter had been postponed/tabled approximately three (3) years previous. Mr. Hilton discussed a request from Ms. Beaton to extend her current sick time until January.

Mr. McGee made the motion that the Board vote to approve Ms. Beaton's draw on the Sick Bank until January. This motion was seconded by Mr. Morris.

SO VOTED – UNANIMOUS

Mr. Swett asked about the use of a Sick Leave Bank in a non-union situation.

Mr. Hilton described the Collaborative's working policy by which employees contribute one day to the sick bank annually. This policy needs to be updated and tracking put in place.

Mr. Swett clarified that employees donate by choice rather than Collaborative direction.

Mr. Hilton responded that the intent was to have the Bank available to those employees who elected to contribute.

Mr. Swett suggested that the Collaborative should work to improve the integrity of this system, hopefully prior to the next request to draw from the Bank.

Mr. Morris expressed concerns about maintaining employee privacy and wondered how HIPAA impacts sick leave requests. Mr. Hilton responded that by making the request to draw from the Bank, the requesting employee was in essence waiving part of HIPAA with the request. He felt that the challenge is to restrict access to the Bank unless it is really needed.

Mr. Swett noted that he is aware of at least one situation where denial of a Sick Bank draw resulted in a lawsuit. He asked if the Collaborative's policy was clearly articulated.

Mr. McDonald described a situation faced by the Massachusetts Maritime Academy where the policy language was clear, but record keeping was not. He suggested that the Collaborative's policy be brought before the Board for review.

Mr. Hilton concurred, suggesting that this could be added to the agenda for December or January.

○ Military Leave

Discussion

The current Collaborative policy regarding military leave for employees indicates that the time that an employee is on military leave will be "leave without pay". There are two current employees that serve in the military reserves and/or may be activated. It has been requested from employees and their supervisors that the Collaborative consider remuneration in some manner while these employees complete their military obligations. Mr. Hilton suggested that the Board review personnel policy. In the past, these issues were addressed on an individual basis.

Mr. McDonald suggested that the Board consider district policies to be sure the Collaborative is consistent.

Mr. Hilton will review district policies and bring recommendations to Board members.

Mr. Morris recalled a discussion by the Dennis-Yarmouth School Committee regarding this issue that became quite intense before the decision was made to provide support.

Mr. Galazzi asked Mr. Morris to recall how support was provided.

Mr. Morris responded that the DY district made up the difference in the employee's income while deployed.

Mr. Hilton recommended that the Board convene a Personnel Subcommittee to consider this issue, as well as the Sick Bank issue, and make a recommendation to the full Board.

Mr. Hilton suggested the Board consider entering into Executive Session to allow Ms. Medeiros' participation. (A commitment required Ms. Medeiros to leave the meeting by 6:15 PM.)

Ms. Putnam made the motion that the Board vote to enter into Executive Session. Ms. Sundermeyer seconded this motion.

A roll call vote was taken. All Board members responded affirmatively: Medeiros – Yea, Bentinck-Smith – Yea, McDonald – Yea, Hill – Yea, Mr. Morris – Yea, Ms. Sette – Yea, Mr. McGee – Yea, Mr.

Galazzi – Yea, Mr. Rohmer- Yea, Ms. Sundermeyer – Yea, Mr. Swett – Yea, Ms. Putnam – Yea.

The Board exited Regular Session and entered Executive Session at 6:08 PM.

Dr. Bentinck-Smith made the motion that the Board vote to exit Executive Session, returning to Regular Session. This motion was seconded by Ms. Sundermeyer.

A roll call vote was taken. All Board members responded affirmatively: Medeiros – Yea, Bentinck-Smith – Yea, McDonald – Yea, Hill – Yea, Mr. Morris – Yea, Ms. Sette – Yea, Mr. McGee – Yea, Mr. Galazzi – Yea, Mr. Rohmer- Yea, Ms. Sundermeyer – Yea, Mr. Swett – Yea, Ms. Putnam – Yea. The Board returned to Regular Session at 6:15 PM.

Ms. Medeiros left the meeting at 6:15. Dr. Bentinck-Smith, Vice Chair, assumed the chair for the remainder of the meeting.

- Workers' Compensation Issues
 - Richard Strawn
Mr. Strawn, the primary Facilities and Food Service employee has been on leave following surgery to address an injury sustained on the job. Mr. Strawn has returned to work under a combination of Workers' Compensation and hourly pay, 25 hours per week with modified duties.
- Additional Service Commitments
 - Therapies
 - Dennis- Yarmouth – Occupational Therapy (leave replacement) 2 days per week
 - Carver – speech – 1-2 days per week
 - In discussion – Martha's Vineyard Charter School, Physical Therapy, 1 day per week
- Other
 - BCBA Consultation – Cape Cod Tech
 - Mr. Brown directed the Board's attention to important differences in the FY14 Spending Plan (in the FY4 Spending Plan Projection Document). He noted that the Board will now find encumbrances included in expenses. Mr. Brown noted that this change will further refine the accuracy of projections. Mr. Brown will be meeting with AccuFund on November 26th to revise reporting processes.
 - Mr. Brown indicated that a high percentage of the expected revenues have already been invoiced as billing occurs early in the year. He noted that the transportation budget for the year has maintained within determined rate "margins"; he further noted that service needs

were determined in September and are projected to remain on track for the balance of the year.

- Mr. Brown further explained that therapy revenues are projected to be short of expenses, as staffing is in place to meet a demand for service that has not materialized. Originally projected to create a shortfall of \$150,000, the projection is now well under \$100,000. Mr. Swett recalled this situation resulted from the Collaborative keeping underutilized staff, retained at a cost lower than what would result if they were let go.

Mr. Hilton explained that underutilized staff has been accessed for program development, contracting internally for services as opposed to externally.

d. FY13 Close-Out

The Mr. Hilton and Mr. Brown discussed the status of the financial “close-out” of FY13.

- **Therapy Billing**

Mr. Hilton reminded the Board that there were some issues associated with the invoicing for FY13 Therapy services which created some inaccuracy in the projection(s) for FY13. The cause, resolution and impact of this issue were discussed.

- Mr. Hilton explained that there continue to be issues associated with student assignment and responsibility (financial and programmatic) for students receiving services through the Collaborative).

Mr. Hilton discussed steps that are being taken to assist districts in clarifying responsibility and steps that are being taken to ensure that there is not a liability created for the Collaborative if/when there is disagreement.

- **Audit Update**

Mr. Brown provided a “draft” copy of the FY13 Audited Financial Statements. Mr. Brown asked that Board members return the “draft” copies to him at the end of the meeting. The formal Board review and vote regarding the Audit must occur during the December Board meeting. The auditors will be present at the December meeting.

Mr. Brown reviewed the Audit with Board members, describing the difference between Governmental Funds and Governmental Activities. One includes depreciation and OPEB; one does not. Some of the terms used in the Audit have been modified to coincide with GASB regulations. For example, find the “Statement of Net Position” rather than the “Net Assets.”

Mr. Brown continued the review, touching on the various pages within the Audit and providing explanation of terms. He concluded the review by telling the Board that he felt proud to be associated with this document. Board members who have questions should reach Mr. Brown at 508-420-6950 x 13 or by email to j.brown@capecodcollaborative.org.

e. Programs/Services

- Waypoint Academy

- Program Application

Mr. Carroll discussed the status of the Program Application that has been submitted to the MA-DESE for the Waypoint Program.

- Enrollment Update

Mr. Carroll described increasing daily attendance and many student transfers within districts. He predicted that enrollment should increase by 6 to 8 students by January based on current referrals.

- Programming

- Camp Burgess

Mr. Carroll noted that twenty (20) students have signed up to participate in a team building program which includes emergency shelter construction.

- Dr. Marc Hauser Consult Status

Mr. Carroll indicated that data collection and analysis continues. He explained that Dr. Hauser has developed a means of documenting administrator “walk-throughs” to be used in teacher evaluations.

Mr. Hilton described Dr. Hauser’s excitement when a paraprofessional reviewed data, suggested some modifications to the arrival routine, and increased student time on task.

Mr. Morris wondered if there was an opportunity to share some of this with districts.

Mr. Hilton noted that district representatives do visit Collaborative programs.

Mr. Morris noted a shift in teaching modes. The use of data is reaching all levels of education.

Mr. Carroll observed that education is becoming more evidence based, both in the classroom and in the teacher evaluation process.

Mr. Carroll noted that MCAS retests have been completed. He also reported that, on November 19th students will attend a showing of *The Diary of Anne Frank* in New Bedford and, in December, students will attend a showing of *A Christmas Carol*.

Mr. Carroll also indicated that parents have been invited to conferences and to a Thanksgiving meal on the Tuesday of Thanksgiving week, with strong expectations of increased participation.

Mr. Hilton described how funds raised earlier this year (Noam Chomsky) are being distributed as “learning grants” within the program. He noted that teachers applied for these grants; \$5,000 has been distributed within the program.

- STAR / Osterville

- Program Application

- The STAR – Osterville Program received approval for the 2013-2014 School Year. A copy of the approval was included with Board materials.

- Enrollment

- Programming

- Dr. Marc Hauser Consult

Ms. Woods discussed the status of enrollment and programming at the Osterville STAR Program. She indicated that enrollment has remained even, currently at 55 students. She explained that referral trends have been toward 5-7 year old students with emotional needs. This has generated discussion regarding program development among special education directors.

On November 7th Ms. Woods held a CPI Parent Training course. She noted that no parents enrolled, however she had 4 teachers enroll from Cape Cod Child Development.

Ms. Woods explained that students attended the Cape Cod Symphony concert earlier in the day at Barnstable High School. She indicated that other activities for students at the program have included programs by the Mass Audubon Society, a field trip to Plimoth Plantation, and the upcoming Family Luncheon.

Ms. Woods described the Thanksgiving luncheon, which is prepared by staff for students and their families. Ms. Woods extended her thanks to Kim McArdle, who has been instrumental in coordinating this event (each year).

Ms. Woods noted that last year over 220 people attended.

Ms. Woods also indicated that a training session was held in the morning (of the Board meeting day) to support transportation employees. She noted that Collaborative staff attended, as did staff from Falmouth, Barnstable and Wareham.

Mr. McDonald said that he had the pleasure of attending the STAR Open House in September. He noted that the event was “eye opening”, and “a great reinforcement as to why we do this”.

- Transportation

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

- Staffing

- Mr. Hilton explained that a stipend will be paid to Transportation drivers and monitors for the Thanksgiving and Christmas holidays. He explained that the stipend is for \$25 for

each holiday. He reminded the Board that Transportation drivers and monitors do not receive any holiday pay.

○ Flahive Consulting Status

Mr. Hilton updated the Board regarding the status of Mr. Flahive's current projects.

- Nauset (Regional) Public Schools – Mr. Hilton noted that the Nauset Schools are preparing to “re-bid” their large bus pupil transportation. They are seeking to (again) utilize the services of Mr. Flahive to assist with this process / project.
- Monomoy Public Schools – Mr. Hilton also indicated that the Monomoy Public Schools are also preparing to “re-bid” their student transportation. He explained that they are (again) seeking the services of Mr. Flahive, especially given the further consolidation of their buildings and programs as the Monomoy High School building nears completion and the middle school and high school programs begin to operate in a regional manner.

○ Staffing / Routing

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

○ Large Buses

- Equipment Review / Needs

Mr. Hilton explained that the Collaborative has procured two (2) large buses to support the Nantucket service provision. He explained that these vehicles arrived at the Collaborative in late October. Mr. Brown, Ms. Pawloski (Transportation Manager) and Mr. Bianco (Collaborative mechanic) inspected the buses at delivery (prior to completing payment for). The vehicles are being outfitted with two-way radios and are expected to be in service by late November (after “trial” runs on mainland).

- Truro

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

○ Special Education Transportation

- Equipment Review / Needs

Mr. Hilton discussed the recent Collaborative procurement of five (5) twelve (12) passenger “mini-buses”. These vehicles replace buses that have in excess of 200,000 odometer miles. These vehicles arrived at the Collaborative in October. Mr. Brown, Ms. Pawloski (Transportation Manager) and Mr. Bianco

(Collaborative mechanic) inspected the buses at delivery (prior to completing payment). These vehicles were placed in service during the week of the Board meeting.

- Therapies

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

- FY14 Service Commitments

- The Collaborative continues to receive and review commitments for the utilization for Collaborative staff to provide services in school districts for FY14.
 - Most districts had committed to maintaining the same (or similar) levels of services through the Collaborative to meet therapeutic (Occupational Therapy, Physical Therapy, Speech Therapy, Behavioral Consultation) needs.
 - There had been some unexpected reduction in the services sought by districts. At the October Board meeting, Mr. Hilton reviewed 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 – 1 day (pending MVCS decision)
 - 2. OT –2 days (dependent upon length of service for D-Y)
 - 3. Speech – 1 day
 - 4. Speech (assistant) – 1- 2 days (potential Barnstable commitment)

- 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 through the calendar year with further decisions to be discussed at the Board meeting in January. He did not recommend reductions at this time.

- Special Projects

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

- Professional Development / Grants

- Title III – Collaborative Application

- Dr. Gilbert discussed the status of an application for an entitlement grant to support efforts of a group of districts in English Language Acquisition. The districts that participated in

the consortium for this application are Martha's Vineyard and Mashpee. The grant has been submitted and is awaiting final approval.

- All-Cape In-Service

Dr. Gilbert discussed the status of planning (and registration) for this annual programming coordinated through the Collaborative.

There were over 650 participants for the All-Cape In-Service.

Seventeen (17) workshops were offered. Dr. Gilbert described participant evaluations as positive. District participation ranges from 10 to 120 participants. Districts are invoiced based on the numbers who attend. Mr. Hilton noted that for the past two years trainings have focused on the new teacher evaluation process. For FY15, workshops will be offered in other content areas.

Dr. Gilbert explained that he and Mr. Hilton will be meeting with the Cape & Islands Superintendents in December to discuss invoicing for FY14 and planning for the FY15 All-Cape In-Service.

- ASLP

Dr. Gilbert updated the Board regarding the planning for the Summer 2014 ASLP Program. A recent liaison meeting had near perfect district attendance.

The ASLP Catalogue was approved along with the fees and expansion of the program for Summer 2014. The preparation for student applications/selection and staffing for Summer 2014 is already in process.

Mr. Hilton observed that Wareham has been successful in raising scholarship funds for this program. The Collaborative would like to help other districts who are interested in establishing similar opportunities.

- Data Coaching Course

Dr. Gilbert provided an update regarding the planning for the latest sessions of the "Data Coaching" courses. These courses were offered through Research for Better Teaching (RBT).

- Professional Development Tracking & Integration - Update

- Grant Funded through DESE
- Funds establishment of functionality for every district in the region and first year operation
- Is an annualized cost for districts beginning July 1st.
- Replicated for entire southeast Massachusetts area

Mr. Hilton noted that many other regions and collaboratives are utilizing this system, increasing opportunities for course sharing.

f. 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. Several school committees / districts have applied for Homeland Security approval to host international students (Cape Cod Tech, Barnstable, Dennis-Yarmouth, Mashpee and

Sandwich) and others continue discussions with their school communities and school committees regarding the application process. The Dennis-Yarmouth application was recently approved and site visits have been scheduled (by Homeland Security) for Mashpee and Sandwich. Mr. Hilton noted that Nauset has been hosting foreign students for years, but has expressed interest in joining a regional approach.

A Steering Committee convened on October 30th to discuss the status of the regional coordination of this initiative.

VI. Other

a. Seaside LeMans Opportunity

Mr. Hilton indicated that there has been no response from the Davenport Foundation regarding the Collaborative's selection process. Mr. Hilton noted that the Collaborative was pleased to be among the final 6 organizations considered.

b. Donation from John Henderson

VOTE

Mr. Henderson, former Board representative from the Dennis-Yarmouth Regional Schools, sent a donation of \$100 from the disbursement of his campaign fund. Mr. Hilton asked that the Board vote to accept this donation.

Dr. Bentinck-Smith made the motion that the Board vote to accept this donation.

This motion was seconded by Mr. Morris.

SO VOTED - UNANIMOUS

VII. Executive Session (if necessary)

a. *Executive Director Evaluation & Contract Review / Negotiation*

b. *Negotiation – Non-Union Personnel*

Workers Compensation case resolution

c. *Executive Session – Minutes – December 14, 2011, August 8, 2013* VOTE(S)

The Board entered into executive session earlier in the meeting to allow for a vote of all members.

VIII. Adjournment

Mr. Swett made the motion that the Board vote to adjourn the November 13, 2013 meeting of the Cape Cod Collaborative Board of Directors. This motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

The meeting was adjourned at 7:30 PM.