

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
November 14, 2012 - 5:00PM

I. Call to Order

The November 14, 2012 meeting of the Board of Directors was called to order by Terri Medeiros, Co-Chair, at 5:05 PM. In attendance were:

Falmouth	Terri Medeiros, Co-Chair (left at 6:23 PM)
Barnstable	Patrick Murphy
Brewster	David Telman (arrived 5:20 PM)
Eastham	Mary Louise Sette
Mashpee	Scott McGee
Sandwich	Susan Sundermeyer (left at 6:30 PM)
Upper Cape RTS	Robert Fichtenmayer
Wareham	Geoff Swett
Wellfleet	Jill Putnam

Ms. Medeiros welcomed new Board members, Mr. Murphy and Mr. McGee.

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Jim Brown
Treasurer	Judy Fitzgerald
Director of Special Projects	Dr. Joseph Gilbert
AEP Program Director	Larry Carroll
STAR Program Director	Anita Woods
Secretary	Beth Deck

II. Cracker Barrel Discussion

a. Collaborative Oversight & Accountability (state legislation)

Mr. Hilton reviewed the Department of Elementary & Secondary Education DRAFT regulations associated with educational collaboratives in Massachusetts. A copy of this information was included with the Board information. The DRAFT regulations

await completion of a “comment period” before a final vote is taken to adopt new regulations.

Mr. Hilton reminded the Board that it will be necessary to revise the Collaborative’s current Articles of Agreement to comply with legislation. The revisions will need to be submitted in March 2013 to all member school committees as well as the DESE. Mr. Hilton observed that the DESE will be appointing a voting representative to our Board. Originally it was supposed that this representative would be an employee of the DESE. However, legislation stipulates that the representative shall not be paid. Discussions regarding the appointment of an objective expert to a position on the Board continue.

Ms. Medeiros, the Board co-Chair, is also a member of the Legislatively appointed commission reviewing the mission and operation of Massachusetts educational collaboratives. She informed the Board that she attended a meeting of the committee last week. She noted that there is a push to have collaboratives function regionally, as a part of the DESE, and also a developing “push back” to keep the control of collaboratives local to best identify and support local / regional needs.

Mr. Murphy asked if there had been any specific discussion regarding the appointment of a representative to the Collaborative’s Board by the Department of Elementary & Secondary Education.

Mr. Hilton indicated that the appointment process is evolving; he noted that input and candidates from MASS and MASC have been sought. He mentioned that those identified through MASS and MASC may have the most understanding of collaboratives, but, may also have conflicted interests. He further stated that the DESE Board appointment will require objectivity and commitment.

Mr. Hilton asked Board members to please submit any questions and/or comments regarding the proposed regulations 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

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

Mr. Hilton reviewed his appointment to a statewide task force that will 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). In association with the work of this group, Mr. Hilton has met with the local director of the Department of Children and Families as well as the directors of associated support agencies. Mr. Hilton observed that that state agency intervention with families continues to change in significant ways. He reminded Board members that he continues to solicit feedback from districts regarding the issues to bring to the Task Force.

c. Local Issues

Ms. Medeiros invited Board members to share current concerns and challenges in local education budget development and/or programming.

Mr. Swett spoke about a recent meeting with a pediatrician-oriented initiative “Reach Out and Read.” This program involves volunteers visiting pediatricians’ offices’ to read to children in the waiting rooms, as well as the donation of books to children. Mr. Swett inquired about other districts’ experience(s) with this program. Mr. Murphy responded that he had recently heard about a similar program and offered to get information.

Mr. Hilton noted that three member districts (Falmouth, Mashpee and Monomoy) are actively involved in searches for new Superintendents for the coming school year.

III. Minutes

a. October 10, 2012

VOTE

Ms. Putnam made a motion that the Board vote to approve the minutes of the October 12, 2012 meeting. Mr. Fichtenmayer seconded the motion.

Yea – 6 Nea – 0 Abstain – 3 (Sundermeyer, Murphy, McGee)

IV. Old Business

a. Transportation

• Invoicing

Mr. Brown indicated that invoicing associated with Collaborative services for general education transportation is complete through November. Invoicing for special education transportation is complete through October. Mr. Brown had the opportunity to explain the transportation billing process at a meeting of district Business Managers held November 2, 2012.

Mr. Hilton noted that the development of the invoicing matrix has been an ongoing process. He indicated that the purpose for providing so much detail at the Board meetings is to ensure that the Board members have sufficient background about this process to add perspective to any issues that may arise.

• Special Education

Mr. Hilton noted that the Collaborative is currently assessing the districts’ needs for Special Education Transportation services for FY14. He indicated that the member districts are currently assessing their needs for the coming school year (2013-2014). Mr. Hilton stressed that it is imperative for planning purposes that the Collaborative be involved in discussions regarding any changes that are being considered.

- **General Education**

Mr. Hilton noted that the Collaborative is currently assessing the districts' needs for General Education Transportation services for FY14. He indicated that the member districts are currently assessing their needs for the coming school year (2013-2014). Mr. Hilton again stressed that it is imperative for planning purposes that the Collaborative be involved in discussions regarding any changes that are being considered.

Mr. Hilton also 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 elaborated indicating 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.

b. FY12 Close-Out

Mr. Hilton reminded the Board that the last part of FY12 Close-Out is the audit for FY12, a DRAFT of which will be presented under "New Business." Mr. Hilton noted that the audit must be completed with sufficient time for the Board to accept the audit before a copy is sent to the state (DESE) by January 1, 2013.

V. New Business

a. Warrant #4 – FY13

VOTE

Mr. Brown introduced Judy Fitzgerald, CPA, the Collaborative's Treasurer. Ms. Fitzgerald and Mr. Brown are working together to create a process wherein revenue, bank reconciliation and cash balances are reviewed together to assure each warrant is fully reconciled. He noted that the Finance Sub-Committee will further discuss how manage the payroll warrant process– especially the ongoing review of the payroll detail.

Mr. Hilton observed that some School Committees assign one member to review and sign (audit) the payroll warrant on behalf of the School Committee and that the entire School Committee subsequently votes upon the approval. Mr. Hilton indicated that this matter also should be discussed further in the Finance Sub-Committee, and that a meeting needs to be scheduled.

Mr. Murphy asked if the timing of the Board meeting would need to be changed to have the payroll warrant signed in order to assure that employees are paid on time. Mr. Hilton noted that it is likely that the process will necessitate at least one Board member to review and sign the payroll warrant and/ or payables warrant within a time frame for payroll to be processed.

Mr. Murphy wondered if this could be accomplished via a courier, or perhaps an electronic signature, as a further discussion topic for the Finance Sub-Committee.

Mr. Brown presented an additional Warrant, November 5 – November 9, 2012.

Mr. Telman asked about the apparent overlap in dates between the two warrants.

Mr. Brown responded that Warrant #4 provides information from the last Board meeting to tonight's meeting while the second warrant provides detail on actual checks.

Mr. Swett made the motion that the Board vote to approve Warrant #4 and the additional warrant, to be known as Warrant #5. This motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

b. Vehicle Purchase

Ms. Medeiros and Mr. Hilton asked the Board to consider an additional item for a vote at this time. The Transportation Department is requesting the purchase of a 2002 International 71 passenger School Bus for the sum of \$10,000, to be paid in four installments of \$2,500 each. This vehicle would be used to provide flexibility, offering an emergency back-up vehicle when needed. Mr. Hilton has mentioned in previous meetings the need for the purchase of additional vehicles.

Ms. Putnam asked about the vehicle's mileage.

Mr. Hilton indicated that there is just under 100,000 miles.

Mr. Telman questioned revenue generation. If this vehicle is to be used as a back-up, what revenue is generated when the vehicle is idle?

Mr. Hilton explained that the vehicle will produce savings due to cost avoidance. When a vehicle breaks down, there is significant cost in hiring a replacement vehicle or changing routes.

Mr. Swett, observing that the Maine Military Authority won't take a bus older than 10 years due to body problems, and expressed concern about the integrity of the vehicle's body.

Mr. Hilton noted that Ms. Pawloski and Mr. Brown looked at several vehicles before recommending the purchase of this one. The vehicle recommended for purchase has not been damaged and has not been in a salt air environment. There is no guarantee, but it is expected that the vehicle should serve for 2-3 years.

Mr. Swett questioned whether the cost for this vehicle was figured into charges to the districts. How will the expense be allocated?

Mr. Hilton, recognizing that the vehicle may not generate revenue for the Collaborative, did expect that the vehicle purchase would be in part offset by the use of the vehicle in existing Collaborative programs while not being specifically allocated to a program.

Ms. Putnam made the motion that the Board vote to approve the purchase of a 2002 International 71 passenger school bus for \$10,000, to be paid in four installments of \$2,500. This motion was seconded by Mr. Telman.

SO VOTED - UNANIMOUS

c. FY12 DRAFT Audit Review

Mr. Hilton and Ms. Medeiros asked that the Board table discussion on the FY12 Draft Audit Review until later in the agenda. Agreed to by unanimous consent.

d. Cape Cod Collaborative Articles of Agreement

Mr. Hilton directed the Board's attention to an item inserted into the Board packet regarding Open Meetings & Advisory Sub-Committees. This refers to the establishment of advisory committees, which are subject to Open Meeting law. Member District Superintendents and Special Education Directors have expressed some interest in the influence that they may have on the Board. He noted that some Superintendents would like to explore whether Superintendents should have a formal advisory role. Mr. Hilton noted that the creation of an advisory sub-committee would necessitate compliance with open meeting laws regarding the need to have a quorum, posted agendas and posted minutes.

Mr. Hilton reviewed the current Articles of Agreement, the plan that had been promoted as a result of the Strategic Planning (2011 – on hold due to Collaborative legislative changes), and discussed the need for a review and renewal due to the legislative and regulatory changes of 2012.

Copies of the various documents associated with the Articles of Agreement were enclosed with Board materials. Copies of the new legislation and pending (DRAFT) regulations were also included with Board materials.

Mr. Hilton noted that it will be necessary to review and revise the Articles of Agreement to ensure compliance with the Legislation and Regulations.

Mr. Hilton noted some specific areas where changes are known to be necessary:

- Article III – MEMBER SCHOOL DISTRICTS, ADDITION, WITHDRAWAL REMOVAL AND TERMINATION – conditions will need to be spelled out more specifically
 - 3.5 – TERMINATION AND RECONSTITUTION – current wording refers to dissolution of assets based on the total number of pupils then enrolled by district. Consideration should be made for other assets as well as distribution formula(s) as student enrollment may not be the only consideration.
- Article IV – CAPE COD COLLABORATIVE BOARD OF DIRECTORS
 - 4.10 – review the definition of a quorum with attention to votes per district and the potential impact of regional districts composed of multiple towns; add the DESE member who will have a vote
- Article IX – APPROVAL OF PROGRAMS/APPROVAL OF PROGRAMS & SERVICES
 - 9.1 – enrollment deadline
- Article X – FINANCIAL ARRANGEMENTS
 - 10.2 – budgetary deadline (DRAFT regulations may require earlier Budget development)

Mr. Hilton also discussed the need for a timeline and a process for Board review and approval of the changes (need for subcommittee meetings). The amended Articles of Agreement must be submitted to the MA Department of Elementary and Secondary Education and to Member School Committees for review and approval by March 2, 2013. The Collaborative has 3 months to complete the proposed revisions and provide them to the School Committees and DESE for review.

e. FY13 Spending Plan – Personnel Changes

• Additions

VOTE

- Carol Costa, 7D (van) Driver
- Catherine McKernan, Monitor
- Linda Roy, Physical Therapist, Part-Time, Temporary/Leave Replacement

• Reductions

- Nancy Allen, 7D(Van) Driver
- John Pollard, CDL (short bus) Driver, Voluntary
- Nancy Pollard, Monitor, Voluntary
- Krystal Pimental, STAR Nurse, Resignation

• Request for Leave of Absence

- Emilie Cataldo, Physical Therapist
 - Reduced FTE: October – December
 - Full Leave: January-February

Mr. Telman made the motion that the Board vote to approve the personnel changes as outlined in the meeting agenda. This motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

Further discussion regarding the FY13 Spending Plan was tabled until later in the meeting.

f. Program / Services

• Alternative Education Program – Otis

Mr. Carroll discussed the current enrollment and programming at the Alternative Educational Program. He also discussed the development of programming at the Camp Burgess site as well as modifications to the structure of some of the operations within the Program.

○ Enrollment

Mr. Carroll informed the Board that enrollment has remained stable; more students have moved into the program than out. Mr. Carroll explained that, if this trend continues, the program will remain on track for its anticipated enrollment. He also noted that the program recently enrolled its first student from the Monomoy School District.

Mr. Murphy requested clarification as to the difference between commitments and non-commitments as pertaining to enrollment figures.

Mr. Carroll explained that member districts commit to a specific number of students before the start of each school year. He noted that there is often a difference between a district's commitments and the actual number of students enrolled in the program at any given time.

Mr. Telman requested an explanation of the difference between the enrollment and cumulative tuitions shown on the AEP report.

Mr. Carroll noted that the AEP program has a rolling enrollment; students transition into and out of the program during the course of the school year.

Mr. Hilton explained that "commitments" are like "slots" in the program and that many students may use the same commitment. He further noted that the enrollment is the actual number of students enrolled at the start of each month. Mr. Hilton also mentioned that the tuitions are based upon the actual FTE (Full Time Equivalency) enrollment for the "commitments" plus the non-committed enrollment.

- Anti-Hazing Policy Review (Handbook) VOTE

Mr. Hilton reminded the Board that Collaborative programs are required to have an anti-hazing policy which must be distributed to members of all clubs and activities. (Mr. Hilton observed that neither of the Collaborative programs has any applicable clubs or activities.) Mr. Hilton directed the attention of Board members to copies of the anti-hazing law included in the Board packet. He asked that Board vote to improve the insertion of this language into handbooks for both the AEP and STAR Programs, bringing both programs into compliance. Ms. Putnam made a motion that the anti-hazing policy wording be inserted in handbooks for each program. Mr. Fichtenmayer seconded the motion.

SO VOTED – UNANIMOUS

- Programming
 - Camp Burgess

Mr. Carroll informed the Board that the Camp Burgess facilities are being used for programs specific to both the middle school and high school age groups. Mr. Brown noted that computers and telephones are in the process of installation.
 - Sandwich Food Service

Mr. Hilton mentioned that, like many food service operations in school settings, there have been a few "bumps" in AEP's collaboration with the Sandwich Food Service for school meals. These issues are being resolved with Collaborative and District staff.

- Facilities
 - Upper Cape Cod Tech - Horticultural Project Development
Mr. Carroll told the Board that the landscaping project is progressing.
- **STAR - Osterville**
Ms. Woods provided an overview of the current and projected enrollment for the STAR Program.
 - Enrollment
Ms. Woods, while noting that the enrollment number appears to have remained stable, informed the Board that 7 students have entered the program and that 6 students have been discharged from the program since the beginning of the school year. She stated that there are currently 52 students enrolled.
 - Anti-Hazing Policy Review (Handbook) VOTE
Mr. Hilton observed that the addition of anti-hazing policy to the program handbook was voted on earlier in the meeting (see Alternative Education Program).
 - Programming
Ms. Woods provided Board members with copies of the STAR Program newsletter for November. She also provided each Board member with an invitation to the program's Family Luncheon, to be held on Tuesday, November 20th. She described how attendance at this luncheon grew from 20 people the first year to 90 people last year. For families of children with significant impairments, this event provides an opportunity to socialize without the stigma often attached to the child's disabilities. Ms. Woods explained that the STAR staff provides the food; one staff member from a restaurant family brings her family members to help serve.
 - Facilities
 - Independent Living Skills Development Area
Mr. Hilton noted that the program is in the process of 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
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>. Mr. Hilton told the

Board that the Challenger Club has raised between \$9,000 and \$10,000 to date.

- **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 is assisting the Dennis-Yarmouth Regional School District in developing bid specifications for large bus transportation as well as a review of their current transportation programming.

- 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. Mr. Hilton observed that the equipment needs are continually changing. In addition to the large bus purchase authorized earlier in the meeting, the Collaborative will need to purchase some combination of short buses and/or vans. Mr. Brown noted that these buses will be procured in the coming six months and will require Board votes for the procurement and the financing.

- Large Buses

- Nantucket

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

- Procurement

Mr. Hilton noted that the Board voted earlier in the meeting to acquire an additional large bus to increase capacity and responsiveness to districts. The costs for the procurement for this vehicle will not be assigned to a particular contract.

- **Therapies**

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

- FY13 Service Commitments

- Physical Therapy

- i. The Collaborative is working with the Nantucket Public Schools to meet their needs. The assigned (Collaborative) Physical Therapist is on leave from the position and will return at the start of March.

- ii. The Collaborative is seeking “leave replacement” coverage for the leave of absence.
- Services to the Deaf & Hard of Hearing
 - i. 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 securing appropriate services.
- Assistive Technology / Augmentative Technology
 - i. 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.
 - 1. The Collaborative, in coordination with Mr. Woodbury, is corresponding with Assistive/Augmentative Technology manufacturers and distributors to acquire sample technology for use with evaluating students.
 - 2. Mr. Hilton will be meeting will be meeting with representatives from Member Districts regarding projected use of this consultation model.
- **Southeastern Massachusetts Collaborative Regional Organization (S-CRO)**

Mr. Hilton indicated that he was a presenter regarding the work of this organization at the Annual MASS/MASC Conference (Wednesday, November 7 @ 12:45).

The S-CRO continues to promote inter-collaborative cooperation in the development of opportunities for students, families and districts. The group recently submitted grant proposal that strives to integrate the professional development opportunities throughout the collaboratives, and the region, based upon the successful grant submission of the Cape Cod Collaborative (Smart.edu).

- **Special Projects**

- Professional Development

Dr. Gilbert updated the Board regarding the All-Cape In-Service and other Professional Development activities.

- All-Cape In-Service

Dr. Gilbert informed the Board that the All-Cape In-Service Day held November 6, 2012 was a success. Approximately 550 people attended 21 workshops coordinated throughout the Cape region. Dr. Gilbert extended special thanks to the Dennis-Yarmouth Regional School district as nearly one-half of the workshops were held at DY High School.

- Observing & Analyzing Teaching (OAT)

Dr. Gilbert reminded the Board that OAT classes are at about the midpoint. He noted that Research for Better Teaching (RBT) is providing instruction.

- Data Coaching

Dr. Gilbert explained that the last Data Coaching session has been completed. Dr. Gilbert told the Board that the sessions were very popular, with 80 people attending. He extended a special thanks to Sandwich Public Schools and to Ellin Booras for hosting workshops in the library of the Sandwich High School.

- Early Childhood Network Development

The providers of Early Childhood Services (including school districts) are convening with the facilitation of Dr. Gilbert. Dr. Gilbert described a recent meeting which had over 22 people in attendance. Dr. Gilbert is working to bring curriculum administrators into communication with the group. Dr. Gilbert pointed out the necessity for a “needs analysis” and for strategic planning. He explained that, in an era of stubborn test scores, especially in urban areas, a spotlight has been shone onto early childhood education and its importance in the overall learning process. Dr. Gilbert indicated that these providers will be submitting a collaborative grant proposal to the state in December.

Mr. Murphy asked for further information on this group, wondering if there was a model of a similar group or another collaborative program.

Mr. Hilton responded that he is unaware of a parallel group. He noted that the Collaborative is involved with a number of job-alike groups (business managers, special education directors, facilities managers, etc.). Mr. Hilton explained that, as the DESE increases regulatory oversight of many areas, the Department of Early Education and Care (DEEC) has also been increasing oversight of providers. Mr. Hilton noted that there less structure to help providers of early childhood

services. Mr. Hilton noted that Dr. Gilbert was approached about two months ago and asked to facilitate this group.

- **Advanced Studies & Leadership Program (ASLP)**

Dr. Gilbert provided the Board with information associated with the ASLP Program planning for Summer 2013. A meeting scheduled for later this week will address procedural changes and discuss possible expansion of the program in the future.

VI. Other

- a. See **Vehicle Purchase** addressed under **New Business**.

VII. Executive Session (if necessary)

- a. ***Contract Negotiations***

Mr. Hilton told the Board that there was no need to enter Executive Session at this meeting.

Mr. Hilton suggested that the Board sit with Judy Fitzgerald, CPA, the Collaborative's Treasurer, in the near future, in either open or executive session, to discuss her contract. The recently passed legislation has dramatically increased the responsibilities of a Treasurer in an educational collaborative.

Ms. Medeiros, Co-Chair, left the meeting at 6:23 PM. Ms. Putnam, the Board member with the longest standing, assumed the Chair for the rest of the meeting.

At this time, Ms. Putnam turned the Board's attention to the items tabled earlier in the meeting:

- **FY13 Spending Plan**

Mr. Brown explained that a budget narrative and budget forecast are produced for each Board meeting to show progress toward the spending plan. He indicated that the Collaborative is transitioning to a new accounting program, which may impact the future format of these reports. At this time, Mr. Brown projected that the Collaborative would complete the year without a deficiency in each category; and that the income and expenses are tracking as predicted.

Mr. Brown informed the Board that district billing has been completed for commitments to the Alternative Education Program. He noted that invoicing for the STAR Program is done in three increments. The first billing for the STAR Program increment has been completed. Mr. Swett asked for clarification regarding the Educational Consultant listing under Special Projects, and regarding the Virtual High School. Mr. Brown will provide these details.

Ms. Sundermeyer left the meeting at this time (6:30 PM).

- **FY12 Draft Audit Review**

Mr. Brown provided DRAFT copies of the FY12 Audit to each Board member present for review. He asked that these copies either be returned to him or destroyed after review, to avoid confusion when the final Audit is presented.

Mr. Brown reviewed the Audit's four sections:

- Management Discussion and Analysis,
- Basic Financial Statements,
- Notes to Financial Statements, and
- Supplementary Information.

Mr. Swett asked the source for the information in Note 13: Other Post Employment Expenses (OPEB). Mr. Brown responded that this information was provided by an actuarial firm. Mr. Hilton explained that Collaborative is required to do periodical actuarial studies regarding OPEB liabilities.

Mr. Murphy asked if the Collaborative had created the OPEB trust fund and whether the Collaborative was required to set up its own trust or whether the duty of money management could be assigned.

Mr. Hilton explained that it is necessary for the Collaborative to create its own, separate trust.

Mr. Murphy also noted the deficit under the Advanced Studies and Leadership Program, seeking assurance that any expansion of the program would not increase the deficit.

Dr. Gilbert assured the Board that the goal is to have ASLP's costs covered by the revenue. Mr. Brown indicated that he will investigate Mr. Murphy's question about ASLP further and provide details of the ASLP financial summary for the next Board meeting.

The auditors (Croyle & Associates of Lynnfield) will present the final report to the Board at the December Board meeting. Please note that a copy of the audit must be submitted to several state agencies by January 1, 2013. It will be necessary to have a vote to accept the audit at the December meeting. Mr. Hilton asked Board members to review the DRAFT audit and prepare any questions.

VIII. Adjournment

Mr. Swett made a motion that the meeting be adjourned. This motion was seconded by Mr. Fichtenmayer. The meeting was adjourned at 6:57 PM.

SO VOTED - UNANIMOUS