

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
December 11, 2013

I. Call to Order

The December 13, 2013 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:05 PM by Dr. Robert Tankard Co-Chair. In attendance were:

| | |
|-----------------------|-------------------------------------|
| Martha's Vineyard | Dr. Robert Tankard, Co-Chair |
| Cape Cod Technical HS | Dr. Joan Bentinck-Smith, Vice Chair |
| Bourne | Heather DiPaolo |
| Brewster | Trish Hill (in at 5:20 PM) |
| Dennis-Yarmouth | Phillip Morris |
| Eastham | Mary Louise Sette |
| Mashpee | Scott McGee |
| Monomoy | Stephen Davol |
| Orleans | Edward Rohmer |
| Sandwich | Susan Sundermeyer (out at 7:00 PM) |
| Treasurer | Judy FitzGerald |
| Secretary | Beth Deck |

Also in attendance were:

| | |
|------------------------------|---------------------------------|
| Executive Director | Paul Hilton |
| Business Manager | Jim Brown |
| Director of Special Projects | Dr. Joseph Gilbert (in at 5:43) |
| STAR Program Director | Anita Woods |
| Waypoint Academy Director | Larry Carroll |
| Transporation Manager | Patti Pawloski |
| Croyle & Associates, PC | Paul Johnston |

II. Cracker Barrel Discussion

a. Local District Issues

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

Ms. Sundermeyer described a recent Sandwich School Committee meeting where Dr. Christopher Bogden spoke regarding opportunities to have foreign students attend local schools.

Mr. Hilton said that he will provide further details later in the agenda. He was pleased to inform the Board that Sandwich, Mashpee, Barnstable and Dennis-Yarmouth schools are well along in the approval process. The creation of a regional approach is unique to our area.

b. Questions / Concerns

No other questions or concerns were brought to the table.

III. Minutes

a. November 13, 2013

VOTE

Ms. Sundermeyer made the motion that the Board vote to approve the minutes of the November 13, 2013 meeting. This motion was seconded by Dr. Bentinck-Smith.

YEA – 7, NEA – 0, ABSTAIN – 3 (Tankard, Davol, DiPaolo)

IV. Old Business

a. Transportation

- Invoicing

Mr. Brown updated the Board regarding the invoicing status for FY14 invoicing to districts. He noted that in-district invoices have been mailed; and that out-of-district invoicing should be completed by the middle of next week.

- Reconciliation

Mr. Brown shared the status of the reconciliation of costs and revenues projected for FY14. He indicated that actual numbers are holding true to the forecast.

Mr. Hilton, reminding the Board of the history of transportation invoicing and reconciliation, noted the considerable achievement timely billing and accuracy in forecasting has been (especially with the complexity of the cost distribution). He also noted that transportation operations have been increasingly beneficial to districts, families and to the Collaborative as the operation increases efficiency and effectiveness.

Mr. Brown also informed the Board that Truro recently asked to extend transportation services for another two years.

b. Cape Cod Collaborative Articles of Agreement

Discussion

Mr. Hilton provided an update regarding the status of revisions to the Cape Cod Collaborative Articles of Agreement. Please note that there has not been significant action since the last meeting (November 13th). He asked that further discussion regarding Member District voting privileges and the associated establishment of a quorum is recommended during the meeting. He reminded the Board that there was

considerable discussion regarding “voluntary suspension” of voting rights at the November Board meeting.

Michelle Griffin from the MA-DESE Regional Governance group had been present at the November Board of Directors meeting. Mr. Hilton noted that the state had not been in further contact regarding the Collaborative Agreement. Mr. Hilton noted that this item remains on the Board’s agendas, as the revised Articles was due to be approved last July. Ms. Griffin had indicated that the MA-DESE was aware that the Cape Cod Collaborative, and others, continue to address technical issues with their collaborative agreements.

Ms. DiPaolo asked if other educational collaboratives in Massachusetts were experiencing similar delays.

Mr. Hilton indicated that most, if not all, of the state’s collaboratives were in the same or similar positions. Mr. Hilton explained that the state has continued to revise the regulations and to modify answers (received through technical assistance). Mr. Hilton noted that his preference would be to have all of the outstanding issues resolved prior to bringing the Articles of Agreement before member districts for approval.

c. Executive Director Evaluation

Discussion / Vote

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

The Board had not taken action regarding contract review and remuneration for FY14 following the review of the evaluation. A vote on the Executive Director’s contract is due to be discussed as a subject in Executive Session.

Mr. Hilton indicated that it continued 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). He recommended that this subcommittee convene to discuss and establish goals for the Executive Director, and the Collaborative.

V. New Business

a. Warrants

VOTES

- #20 **VOTE**
- #21 **VOTE**
- #22 **VOTE**
- #23 **VOTE**

Mr. McGee made the motion that the Board vote to approve Warrants #20, #21, #22 and #23. Mr. Morris seconded the motion.

SO VOTED – UNANIMOUS

b. Policy Review – *Employee Sick Bank*

Discussion

The Board discussed the issue of maintaining and utilizing the “Employee Sick Bank” at the November Board meeting. Copies of the current policy, as well as recommended changes (discussed in FY11) were included with Board materials. Mr. Hilton directed the Board’s attention to the changes which were recommended in March of 2010. At the time, it was recommended that an employee be allowed to draw 25 days from the sick bank per request, with reevaluation to occur after that period.

Dr. Tankard clarified that employees must use their available time prior to making a request to draw from the Sick Bank.

Mr. Hilton reviewed member district practices regarding the donation of days to the Sick Bank. About 1/3 of member districts have 1 day automatically deducted annually and donated to the bank, the other 2/3 make this deduction voluntary. Mr. Hilton suggested that he attempt to bring back to the Board a policy which will draw together recommendations made in 2010 and reflect local district practices.

Dr. Tankard reflected that, on Martha’s Vineyard, Sick Bank requests go before a commission made up of administration and employees. Employees are usually allowed 15 days, and can come back before the commission to ask for additional time.

Mr. Hilton noted that 90-100 employees at the Collaborative are eligible for sick time. He noted that it will be a different challenge to establish the Sick Bank administration in a representative manner in a non-union situation. Mr. Hilton noted that “checks and balances” will need to be in place to ensure that Sick Bank decisions are appropriate (not arbitrary).

c. Policy Review – *Military Leave and Remuneration* Discussion

The Board discussed the issue of establishing clear guidance for employees regarding remuneration for Military Leave at the November Board Meeting. The current Collaborative policy is to allow employees to take personal time or Leave Without Pay (LWOP) for military leave, although Collaborative practice has included maintaining health care contribution if/when employees are deployed.

Mr. Hilton indicated that he had reviewed district collective bargaining agreements. He explained that most districts allow Military Leave as “leave of absence” (LOA), and maintain salary step eligibility for 2 years. He noted that the Nauset Regional Schools has a collective bargaining agreement that provides for payment of salary (the difference between salary and military pay) for a limited period of time.

Dr. Tankard questioned if differentiation should be made between short term and long term deployments.

Ms. Hill noted that families depend on a certain income level.

Mr. Hilton and Dr. Tankard explained that military pay can vary and that often military benefits are quite comprehensive.

Mr. Morris inquired about Guard/Reserve obligations which require weekend service and summer duty. He asked if these obligations could be scheduled around school obligations.

Mr. McGee asked which district offered military employees the most beneficial scenario.

Mr. Hilton suggested that Nauset provided a comprehensive and beneficial program. He explained that the first 17 days of military leave are paid and that additional periods of time offer some payment opportunities.

Mr. Hilton suggested that a Collaborative policy should be drafted carefully. He indicated that ideally a policy would not discourage employees from service. He asked for Board guidance regarding resolving the extent to which a Collaborative Policy should address the issues as to whether a military vocation should take precedence over a teaching vocation if/when individuals pursue both vocational opportunities.

Dr. Tankard asked if voluntary deployment should be considered differently from mandatory deployment. He asked whether those on reserve or inactive duty may still be recalled to service at times not of their choosing.

Mr. McGee asked if it was possible to draft policy that would cover all these angles. Mr. Hilton suggested that he would like to represent the will of the Board in policy development regarding this issue. He suggested that the Nauset policy addresses several of these issues. He indicated that he would consult with Collaborative Counsel and will draft a policy to bring it back before the Board for review.

Noting the current time (5:43 PM) and the length of the agenda, Mr. Hilton suggested that the Board allow the representative from Croyle & Associates, PC. (the Auditor) to speak next on the agenda.

d. FY13 Close-Out

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

- FY13 Annual Audited Financial Statements **VOTE**
 - The FY13 Annual Audit was presented, reviewed and discussed with the contracted auditors. A DRAFT of the FY13 Audit had been discussed at the November Board meeting. Copies of the updated DRAFT Audit were forwarded to board Members in advance of the December Board meeting.

Mr. Brown reviewed some changes from the draft audit and introduced Mr. Johnston from Croyle & Associates.

Mr. Johnston explained that he had been working with the Collaborative for 7 years, preparing financial statements. He described the past year’s audit as being very straight forward, with no major issues found.

During the past year, Mr. Johnston worked with Mr. Brown and Mr. Hilton to stay informed regarding GASB changes. Mr. Johnston explained that as part of the audit process, confirmations were sent to the bank to confirm account balances, and to school districts to confirm account receivable balances. He also noted that letters were mailed to the Collaborative’s attorneys seeking hidden liabilities. He

further explained that system reviews, procedural reviews, interviews, and a review of payroll procedures and Collaborative W-2s were completed. He noted that, as required with new state regulations, the “Audited Financial Statement” disclose the top 5 highest paid employees of the Collaborative.

Mr. Johnston reviewed the audit format, and changes from last year’s format which were made to comply with GASB requirements.

Ms. DiPaolo asked if reviews are conducted throughout the year or just at year end.

Mr. Johnston explained that planning for the audit begins in May and that conversations occur through the year about changes in governing regulations.

Mr. Brown indicated that while the audit process begins in May or June, it is not completed until now (December).

Mr. Rohmer questioned a statement on the audit’s last page regarding “Compliance and Other Matters”.

Mr. Johnston indicated that this is standard wording for the type of audit performed.

Mr. Hilton added that the “audit report” was an audit of the Collaborative’s compliance in regards to financial reporting (Audited Financial Statements), not an audit which encompasses programmatic requirements.

Mr. Morris asked how the audit is circulated after approval, observing that towns present audits within their annual reports.

Mr. Brown said the audit will be sent to each school committee, to the DESE, and will be posted on the Collaborative’s web site.

Mr. Morris asked if it was usual to receive feedback on the audit from school committees.

Mr. Hilton observed that most of the discussion occurs at the Board level. He noted that the goal of the Collaborative is to provide transparency in programs, transportation and therapy services.

Mr. Morris asked about other reviews or audits that impact the Collaborative.

Mr. Hilton described the Coordinated Program Review, which attempts to measure the Collaborative on program compliance measures. He explained that the state has been striving to refine measures that assess the programming and the programmatic compliance of educational collaboratives.

Dr. Bentinck-Smith made a motion that the Board vote to accept the audit. Ms. Sundermeyer seconded the motion.

SO VOTED – UNANIMOUS

Mr. Johnston left the meeting at 6:12 PM.

e. FY14 Spending Plan

- Updates

VOTE

- Spending Plan Revisions

Mr. Hilton and Mr. Brown reviewed the changes in the FY14 Spending Plan that had been discussed during the November Board meeting. Mr. Hilton explained that a vote to approve the changes in projected revenue and expenses was recommended. Mr. Hilton noted that information regarding the recommended changes had been included with Board information.

Mr. Hilton directed the Board's attention to the front page of the Spending Plan. He explained that the line items shown on this page are those mandated by the state. He noted that the following changes to the Spending Plan: Dr. Hauser's position was changed from employee to contractor, transportation changes have been revised to reflect the current (as opposed to projected) service delivery. Mr. Hilton asked that the Board consider a vote to adopt this spending plan. He explained that as further changes occur, these changes will be brought before the board for review and approval.

Mr. Morris made the motion that the Board vote to adopt the Spending Plan as revised. This motion was seconded by Dr. Bentinck-Smith.

SO VOTED – UNANIMOUS

- Personnel

- Additions

VOTE

- Ingrid Jaeger, Administrative Assistant, STAR and Admin
Ms. DiPaolo made the motion that the Board vote to approve the hiring of Ingrid Jaeger as Administrative Assistant. This motion was seconded by Mr. Morris.

SO VOTED - UNANIMOUS

- Reductions

VOTE

- Resignations

- i. Francine Cummings, Payroll / Personnel Coordinator
Dr. Bentinck-Smith made the motion that the Board vote to accept the resignation of Francine Cummings. Ms. DiPaolo seconded the motion.

SO VOTED - UNANIMOUS

- Other Changes

VOTE

- Elizabeth Deck, Payroll / Personnel Coordinator
Dr. Bentinck-Smith made the motion that the Board vote to approve Elizabeth (Beth) Deck as Payroll/Personnel Coordinator. Ms. DiPaolo seconded the motion.

SO VOTED - UNANIMOUS

- **Contracted Services**

- Dr. Marc Hauser

Discussion

The Collaborative has continued to work with Dr. Hauser as a contracted consultant. Mr. Hilton explained that Dr. Hauser has worked tirelessly with program administrators and program staff regarding program development, educator evaluation, and with creating (and maintaining) effective data systems to improve practice. Mr. Hilton noted that the initial contract with Dr. Hauser will end in early December. He explained that the Collaborative administration is working with Dr. Hauser to develop a work plan (and contract) to focus in additional areas (Transportation and Osterville Program) while working with program staff to ensure that the benefit of work already completed is sustained. Mr. Hilton respectfully recommended that Dr. Hauser be present at the January Board meeting to discuss his work with our staff. Mr. Hilton expects to recommend an additional six (6) month contract with Dr. Hauser (with deliverables, expected outcomes and focus currently being discussed).

- Dr. Margaret Tompsett

VOTE

Dr. Margaret Tompsett is a Child Psychiatrist who has relocated to the Cape Cod region after a career of practice in New Jersey. Mr. Hilton met with Dr. Tompsett several times to discuss possible consulting opportunities, and she has spent time with program staff at each of our program sites. Mr. Hilton recommended that the Collaborative contract with Dr. Tompsett to provide clinical consultation to the Collaborative. It is expected that Dr. Tompsett will provide case consultation (specific cases) as well as ongoing clinical guidance for our clinical staff. Mr. Hilton expects that Dr. Tompsett will work with our staff twice per month for approximately four (4) hours each visit at a rate of \$200 per hour. This opportunity has been discussed with a group of our Special Education Directors, each of whom see a growing need for psychiatric consultation and are very supportive of this opportunity.

Mr. McGee made the motion that the Collaborative contract with Dr. Tompsett as an independent contractor to provide clinical consultation. Mr. Davol seconded the motion.

SO VOTED – UNANIMOUS

Mr. Hilton suggested that he would like to bring Dr. Tompsett to a future Board meeting.

- Additional Service Commitments

- Therapies

- Dennis- Yarmouth – Occupational Therapy (leave replacement) 2 days per week (Short Term)
 - Carver – Speech – 1-2 days per week
 - Riverview – Occupational Therapy - additional ½ day per week
 - Nauset – (Occupational Therapy) requesting 12 hours per week
 - Barnstable – 2 days per week SLPA services

Mr. Hilton discussed changes in contracted therapy services and the decreasing exposure due to these changes.

f. Programs/Services

- Waypoint Academy

- Program Application

Mr. Carroll noted that Waypoint Academy Program received approval for the 2013-2014 School Year. A copy of the approval has been included with your Board materials.

- Enrollment Update

- Programming

- Camp Burgess
 - Dr. Marc Hauser Consultation

- Facility Issues

- Status of Commitments – FY14

Mr. Carroll discussed the status of enrollment and programming at the Waypoint Academy. He noted that more students are entering the program than are leaving. He commented that three students entered the program this past week and additional referrals continue to come in. He noted that a student from Acushnet was recently accepted into the program.

Mr. Carroll described the program's Thanksgiving dinner as a success. He noted that nine students had parents attend, a significant increase from the previous year.

- STAR / Osterville

- Enrollment

- Programming

- Dr. Marc Hauser Consult
 - Program Activities

Ms. Woods discussed the status of enrollment and programming at the Osterville STAR Program. She noted that the program has enrolled 3 or 4 students since last month. She explained that there is a trend toward younger students with emotional/behavioral disorders (K-2) being referred to the program which has created the need to make programmatic changes. She also explained that the STAR Thanksgiving luncheon was a success – 70 guests representing 26 families attended.

Ms. Woods reminded the Board of her participation in the MCAS Alternate Advisory Council. She commented that recent discussion turned to Massachusetts participation as part of a consortium parallel with PARCC. She noted that Massachusetts will not be using the current PARCC alternative assessment.

Ms. Woods noted that the STAR Program has developed a collaboration with Mass Audubon- Long Pasture Sanctuary during the Fall. She explained that Deirdre from Audubon has developed a presentation on the topic of teaching science to non-traditional students. Ms. Woods indicated that she was invited to speak at a conference in Boston with Deirdre.

Ms. Woods also noted that the STAR program "Friendship Garden" was filmed as part of the local Farm Bureaus "Meet your Local Farmer" series during the fall. Anyone wishing to view the program can access it through this link: <http://www.youtube.com/watch?v=gXl-43cN8HU>

Dr. Tankard asked if the trend in upward enrollment for both programs was due to students moving into the district.

Mr. Carroll responded that at Waypoint Academy, this trend is typical for the time of year. He explained that districts often initially attempt to provide supportive services within the district. He further explained that it is not unusual for changes to occur during the second marking period if the supportive services provided to students in their home-districts are not sufficient to meet their particular needs.

Ms. Woods asked the Board to consider one additional personnel vote pertaining to personnel and referred Board members to the request for a stipend for breakfast service which was included in the packet. Ms. Woods explained that Beth Deck changed positions within the collaborative, and was no longer available to run breakfast service for STAR students.

Mr. Morris made a motion that the Board vote to pay a stipend of \$10 per day to Jacqueline Anderson for coordinating the student breakfast service for the STAR Program. This motion was seconded by Dr. Bentinck-Smith.

SO VOTED - UNANIMOUS

- **Transportation**

Mr. Hilton provided an update regarding current issues and opportunities with Collaborative transportation. He observed that the increase in students with significant psychiatric disorders who are riding buses to day programs has caused the need for strategizing on how transportation can be safely provided. He explained that these students are often in classrooms which provide 1:1 or 2:1 support. He noted that when placed on a bus, they may be riding with several other students with only a driver and monitor. He indicated that the Collaborative is recommending additional monitor and driver training. He noted that Ms. Woods provided training in CPI techniques to 30 transportation employees earlier in the day.

Mr. Hilton noted that, as DMH, DDS and DCF continue to maintain students with mental health issues in community based programming rather than

residential care, the Collaborative will continue to strategize as to the best methods to support the students, families and districts.

Mr. Morris asked Mr. Hilton to elaborate on the state's shift in services.

Mr. Hilton explained that there is an increase in the quality of services that are available in less restrictive settings (non-residential school programs) and that services are being provided by agencies to support children in their community(ies) to the extent possible, and decreasing the use of residential programming.

- Flahive Consulting Status

Mr. Hilton updated the Board regarding the status of Mr. Flahive's current projects. Mr. Hilton noted that Mr. Flahive is offering these services directly, and not through the Collaborative this (fiscal) year.

- Nauset (Regional) Public Schools – 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 – The Monomoy Public Schools are also preparing to “re-bid” their student transportation. 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 noted that the routing and staffing is continually monitored and modified to ensure efficiency (and effectiveness) in operation.

- Truro

Mr. Hilton updated the Board regarding the current operation in Truro. Mr. Hilton and Mr. Brown discussed the status of preparing costs for future year contracts with the Truro Public Schools.

- 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.
- 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 – ½ - 1 day
2. OT - 1 day
3. SLP < ½ day (February through June)

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.

- 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. He noted that the districts that participated in the consortium for this application are Martha’s Vineyard and Mashpee.

- All-Cape In-Service

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

He explained that the Cape & Islands Superintendents discussed invoicing for FY14 and planning for the FY15 All-Cape In-Service at their December meeting. Dr. Gilbert provided a handout to the Board which provided a detail of charges per district for FY14.

Dr. Gilbert noted that a new method for calculating fees has been proposed. He noted that this allocation method was designed to cover the costs incurred through the use of SmartEdu. He indicated that there was general consensus amongst the Superintendents that the All-Cape In-Service Day provides a cost effective opportunity for districts to participate in high quality, professional training.

Dr. Gilbert stressed the need to be informed regarding which training opportunities districts are seeking, as it is necessary to begin to plan workshops well in advance.

- ASLP

Dr. Gilbert updated the Board regarding the planning for the Summer 2014 ASLP Program.

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

- Data Coaching Course
Dr. Gilbert provided an update regarding the planning for the latest sessions of the “Data Coaching” courses. He noted that the course was postponed until January 31, 2014.
- 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
 - Early Learning Network participation possible

Mr. Hilton noted that the All-Cape does an excellent job in getting well-priced workshops. He explained that other collaboratives and their associated districts are attempting to recreate opportunities for shared educational offerings using SmartEdu/SmartPD. He stressed that sharing educational programs allows for cost savings.

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. He noted that 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. He explained that the Dennis-Yarmouth and Sandwich applications have been approved and that site visits have been completed for Mashpee (by Homeland Security) and scheduled for Barnstable. Mr. Hilton informed the Board that Steering Committee meetings occurred on October 30th and November 17th to discuss the status of the regional coordination of this initiative.

Mr. Hilton indicated that Dr. Bogden has met with the guidance staff throughout the region (December 3rd conference) and presented regarding this initiative to the Sandwich School Committee on December 4th. Mr. Hilton noted that Dr. Bogden visited China in early November seeking to establish partnerships there. He explained that there is opportunity to have foreign students move quickly into local districts. Mr. Hilton observed that we are late in the process to start preparing students for entry into local schools this September.

Mr. Morris, recalling his experience with the Rotary exchange program, said that usually discussions begin in September or October and students are approved by January for the following September.

h. Transportation Communication System

VOTE

Mr. Hilton asked the Board to review an additional item requiring a vote at this meeting. The Collaborative was notified recently of a change in communication towers in our service area. He explained that this change necessitates the conversion from analog to digital radio equipment for our entire fleet of vehicles.

Mr. Hilton and Mr. Brown explained that the Collaborative investigated costs related to this change and that the conversion could cost as much as \$39,000 for installed radio equipment in the vehicles and a central control station. Mr. Brown and Mr. Hilton further indicated that “monthly trunk fees” would increase from \$1,035.00 to around \$2,000.00.

Mr. Hilton recommended that the Board approve authorization for the Collaborative to purchase the equipment from amounts previously set aside by the Board.

Mr. Hilton also asked that the Collaborative be given authority to enter into a contract.

Mr. Davol made the motion that the Board vote to authorize the Collaborative to allocate \$39,000 from funds from those previously set aside by the Board of Directors for the purchase of new radio equipment. This motion was seconded by Dr. Bentinck-Smith.

Ms. DiPaolo asked when the Collaborative might face this need again.

Mr. Hilton responded that this equipment should last for the next 6 years.

Mr. Morris asked what bids were received.

Mr. Brown responded that two bids were received, one a state bid and the other GSA. Either of these bids can be used without issue.

The vote was taken:

SO VOTED - UNANIMOUS

VI. Other

VII. Executive Session (if necessary)

Mr. Hilton indicated that there was a need to enter into Executive Session.

Dr. Bentinck-Smith made a motion to enter into Executive Session, to exit only for adjournment. This motion was seconded by Ms. Sette. A roll call vote was taken:

Ms. Sette – Yea, Mr. McGee – Yea, Mr. Davol – Yea, Dr. Tankard – Yea, Dr. Bentinck-Smith – Yea, Mr. Rohmer – Yea, Ms. DiPaolo – Yea, Mr. Morris – Yea, Ms. Hill – Yea.

The Board entered into Executive Session at 7:02 PM.

a. Litigation – Personnel

b. Executive Director Contract Review

VIII. Adjournment

Ms. Sette made the motion that the Board vote to exit Executive Session and adjourn the December 11, 2013 meeting of the Cape Cod Collaborative Board of Directors. This motion was seconded by Dr. Bentinck-Smith. A roll call vote was taken:

Ms. Sette – Yea, Mr. McGee – Yea, Mr. Davol – Yea, Dr. Tankard – Yea, Dr. Bentinck-Smith – Yea, Mr. Rohmer – Yea, Ms. DiPaolo – Yea, Mr. Morris – Yea, Ms. Hill – Yea.

The Board exited Executive Session and the meeting was adjourned at 7:12 PM.