

Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



Board of Directors
508.420.6950
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Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
December 12, 2012 - 5:00PM

I. Call to Order

The December 12, 2012 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:00 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
Eastham	Mary Louise Sette
Mashpee	Scott McGee (in at 5:05 PM, out at 5:35 PM)
Sandwich	Susan Sundermeyer (out at 6:30 PM)
Upper Cape Cod RTS	Robert Fichtenmayer (out at 6:03 PM)
Wareham	Geoff Swett
Wellfleet	Jill Putnam

Secretary	Beth Deck
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Administrative Representative:

Brian Davis	Superintendent – Truro
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Auditor	Martin Croyle, CPA, MST (Croyle & Associates, PC)
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Also in attendance were:

Paul Hilton	Executive Director
Jim Brown	Business Manager
Dr. Joseph Gilbert	Director of Special Projects
Larry Carroll	AEP Director
Anita Woods	STAR Program Director

Several Board members indicated that they had significant time constraints for the meeting due to conflicting school committee meetings. Dr. Tankard asked the Board to allow the agenda to be shuffled to assure the quorum is present for votes. Agreed by unanimous consent.

II. Executive Session

Mr. Hilton requested that the Board enter into Executive Session to discuss contract negotiations and personnel matters involving potential litigation. Dr. Tankard requested a motion to enter Executive Session. This motion was made by Mr. Fichtenmayer and was seconded by Dr. Bentinck-Smith. A roll call vote was taken:

Ms. Sette – yea, Ms. Putnam – yea, Mr. Fichtenmayer – yea, Ms. Sundermeyer – yea,
Ms. DiPaolo – yea, Dr. Bentinck-Smith – yea, Dr. Tankard – yea, Mr. Swett – yea

The Board entered into Executive Session at 5:02 PM. (Mr. McGee entered the meeting in Executive Session at 5:05 PM.)

Ms. Sundermeyer made the motion that the Board vote to exit Executive Session and return to open session. This motion was seconded by Dr. Tankard. A roll call vote was taken:

Ms. Sette – yea, Ms. Putnam – yea, Mr. Fichtenmayer – yea, Ms. Sundermeyer – yea,
Ms. DiPaolo – yea, Dr. Bentinck-Smith – yea, Dr. Tankard – yea, Mr. Swett – yea,
Mr. McGee – yea

The Board exited Executive Session and returned to open session at 5:12 PM.

III. Minutes

a. November 14, 2012

VOTE

Ms. Putnam made a motion that the Board vote to approve the minutes of November 14, 2012. Mr. Fichtenmayer seconded the motion.

Yea – 8 Nea – 0 Abstain – 1 (Bentinck-Smith)

IV. New Business

a. Warrants #5 Addendum – FY13

VOTE

(includes all weeks of November 2012 & November Payroll)

Mr. Brown explained that the Collaborative is transitioning to a new accounting system and will be generating warrants, to be signed by the Treasurer, on a weekly basis. In the past, warrants have been numbered in coordination with scheduled Board meetings. Mr. Brown presented the Board with Warrant #5 Addendum for a vote. The next warrant will be number 6; warrants will be numbered weekly starting with the next warrant.

Dr. Bentinck-Smith made a motion that the Board vote to approve Warrant #5 Addendum. This motion was seconded by Ms. DiPaolo.

SO VOTED – UNANIMOUS

Mr. Hilton updated the Board regarding the recent Finance Subcommittee meeting. The Finance Subcommittee recommended that warrants be reviewed on a weekly basis. Mr. Davol has offered to audit the warrants on behalf of the Board this, if the Board assented.

b. Approval of Executive Director Mentorship through Massachusetts Association of School Business Officials (MASBO)

VOTE

Mr. Hilton discussed a request from Mr. Patrick Murphy for mentoring in a state approved licensure mentorship program for aspiring School Business Administrators. Mr. Hilton is professionally licensed as a School Business Administrator and is among the few people in the region qualified to serve as a School Business Administrator Mentor for the MASBO Program. The mentorship program for individuals pursuing DESE licensure in public school settings is open to individuals pursuing licensure through established / approved licensure programs. A vote was requested as the vote had been recommended by the Massachusetts State Ethics Commission from whom Mr. Hilton sought guidance.

Patrick Murphy is a member of the Barnstable School Committee (a Member School Committee of the Cape Cod Collaborative) and served briefly (one meeting) as a Cape Cod Collaborative Board Member. Mr. Murphy stepped down from the Collaborative Board to avoid the appearance of a conflict of interest.

Mr. Hilton will not receive any financial benefit associated with this mentoring. Mr. Hilton indicated that the stipend associated with this mentoring will be paid to the Collaborative and not to Mr. Hilton.

A copy of the requirements associated with this mentorship was included in the Board information.

There is expected to be a benefit to the Collaborative, and to Collaborative Member Districts, through Mr. Murphy's mentorship at the Collaborative as Mr. Murphy's mentored work will benefit the Collaborative

Mr. Swett made a motion that the Board vote to approve Mr. Hilton mentoring Mr. Murphy through the DESE approved MASBO School Business Administrator Mentorship Program, including Mr. Hilton's time commitment to provide mentoring. Ms. Sundermeyer seconded this motion.

SO VOTED – UNANIMOUS

c. FY13 Spending Plan – Personnel Changes

• Additions

VOTE

- Kathleen Knowles, Monitor
- David Borges, Paraprofessional - AEP
- Francis Dellamano, Part-Time Facilities

Ms. DiPaolo made a motion that the Board vote to approve these additions. Ms. Sette seconded the motion.

SO VOTED – UNANIMOUS

• **Reductions**

VOTE

- Jessica Rider, Voluntary Resignation
Dr. Bentinck-Smith made a motion that the Board vote to accept this reduction. Ms. DiPaolo seconded the motion.

SO VOTED – UNANIMOUS

• **Adjustments**

- John Nathan VOTE
 - Received Doctorate in Physical Therapy
 - Partial adjustment made in 2011-2012
 - Full salary adjustment is requested

- Marc Hauser VOTE

Mr. Hilton explained that Dr. Nathan had received his doctorate and that the full adjustment to his salary for this degree had not been made. Mr. Hilton explained that the Collaborative had not been aware of the pending degree and had not initially budgeted for the adjustment (last year).

Mr. Hilton explained that Dr. Hauser has been performing services as an Instructional Specialist at the Alternative Educational Program (AEP) throughout the Summer and Fall. He has requested an adjustment to his salary.

Ms. Putnam made the motion that the Board vote to approve the salary and position adjustments. This motion was seconded by Ms. DiPaolo.

SO VOTED – UNANIMOUS

d. FY12 Audit

VOTE

Mr. Croyle, from Croyle & Associates of Lynnfield, presented the printed, bound audit report and financial statements to Board members. He provided an overview of the audit report for FY2012, explaining the details of each section to the Board members. Mr. Croyle explained to the Board that the auditors sought to verify that internal controls are in place, they review processes, and select specific transactions to view the details of the transactions. Mr. Croyle also noted that requests are sent to confirm bank balances and income received from school districts, and stated that Board of Directors’ minutes are reviewed.

(Mr. McGee left the meeting at 5:35 PM)

Mr. Swett asked for clarification regarding OPEB (Other Post-Employment Benefits), a notation referenced in two areas on the audit.

Mr. Brown observed that one notation was for the amount the Board had authorized to be set aside against the current fiscal year liability, while the other referred to the accumulated liability.

Mr. Swett, referring to the table of expenses and liabilities, inquired about the rate of depreciation. He asked if the auditors seek to recommend changes with

depreciation calculations if the calculations used appear to differ from industry standards.

Mr. Croyle referred Mr. Swett to page 15 of the audit. He explained that the auditor seeks to assure that depreciation rates are consistently applied, looking to ensure that clear parameters are determined and followed consistently. He further noted that if there were an unexplained difference between industry standards and those currently in use by the Collaborative, the auditor would make a note of it via an adjusting entry. Mr. Croyle directed the Board's notice to Note 12 – Bus Contracts. Mr. Croyle explained that this note further explains Collaborative bus vehicle depreciation.

Ms. DiPaolo asked if Mr. Croyle had any recommendations based upon the auditing process.

Mr. Croyle noted that there were some minor items discussed with the management of the Collaborative during the audit process. Mr. Croyle noted that these issues were not of sufficient significance to include in the audit report and management letter. He noted that the issues included following: the timeliness for submission of (retirement) payroll deductions; and additional control within the payroll submission process.

Mr. Brown explained to the Board that there has consistently been internal (Collaborative) reconciliation of payroll. He explained that the Collaborative is seeking to enable Board of Directors' approval and review prior to payroll submission.

Mr. Hilton noted that the Collaborative has compensating controls in each area and that the changes would further enhance its system of checks and balances.

Mr. Swett asked what internal controls exist to detect fraud.

Mr. Croyle responded that fraud is usually detected by the management team first, when lifestyle or budget changes are noted.

Mr. Hilton reminded the Board of the controls currently in place. He noted that Mr. Brown and Mr. Hilton must sign off on every check being processed before the check is signed by the Treasurer.

Mr. Croyle observed that while audits are not designed to detect fraud, auditors are certainly alert to signs of fraud. Fraud questionnaires are sent to employees throughout the organization being audited. During the audit, numbers are compared year to year, expenses are tracked, and systems are reviewed and tested.

Ms. Putnam made the motion that the Board vote to accept the FY12 Audit for the Cape Cod Collaborative. This motion was seconded by Dr. Bentinck-Smith.

SO VOTED – UNANIMOUS

Mr. Fichtenmayer left the meeting after this vote was taken (6:03 PM).

V. Cracker Barrel Discussion

a. Local Issues

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

Mr. Hilton reminded the Board that there are four (4) superintendent searches currently occurring within member districts.

b. Collaborative Oversight & Accountability (state legislation)

Mr. Hilton explained that the Department of Elementary & Secondary Education (DESE) did not vote on the DRAFT proposed regulations regarding Collaboratives at their meeting on November 27th. Mr. Hilton noted that there had been indications that there would be substantial changes to be made to the DRAFT regulations. DESE has indicated that the REVISED DRAFT regulations will be released the week of December 10th. This information will be distributed to Board members once received.

Mr. Hilton further noted that the Collaborative must submit copies of the Collaborative Audit and the Collaborative Annual Report (new) for 2011-2012 for January 1, 2013 to ensure compliance with this legislation.

Ms. DiPaolo presented two questions for fellow Board Members:

- How other Members handle the task of presenting Collaborative information to their district school committee, and
- How often training sessions for new Board Members are held.

Ms. Putnam indicated that she provides highlights from the Collaborative meetings to her school board, and is available to answer any questions.

Ms. Sundermeyer reported that she provides information informally during the course of school committee meetings.

Mr. Hilton observed that Board Members should be prepared to bring the Collaborative's financial information back to their school committees. Mr. Hilton also noted that there has not been any training for Board Members, as the training has not (yet) been created by the state. Mr. Hilton indicated that he is seeking clarity on whether re-training will be necessary when Board Members are reappointed (annually).

VI. Old Business

a. Transportation

- Invoicing

Mr. Brown informed the Board that November 2012 billing was nearly complete and would be sent to districts in the following week. He explained that October 2012 invoices have been distributed to districts. He has received feedback from districts, and has found less anxiety regarding transportation invoices since the database is being managed daily from dispatch.

Mr. Hilton reported that three member districts are pursuing a study of off-Cape bus routes seeking cost savings. One member district is seeking to do more transportation services in-district.

- **Special Education**

Mr. Hilton explained that the Collaborative continues to assess the districts' needs for Special Education Transportation services for FY14. He noted that the member districts continue to assess their needs for the coming school year (2013-2014). Mr. Hilton explained 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 continues to assess the districts' needs for General Education Transportation services for FY14. He explained that member districts continue to assess their needs for the coming school year (2013-2014). Mr. Hilton further noted 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 has continued to work with the dealer (O'Connor of Maine) manufacturer (BlueBird) of the large school buses in resolving ongoing issues.

b. FY12 Close-Out

Mr. Hilton reviewed that the audit for FY12 was presented and favorably voted upon earlier in the meeting. He noted that a copy of the audit for FY12 will be sent to the state (DESE) by January 1, 2013.

VII. New Business (Part II)

a. Annual Report – FY2012

Mr. Hilton discussed the first Cape Cod Collaborative Annual Report. He explained that this report is a requirement of the new collaborative oversight legislation (March 2012). Mr. Hilton asked Board Members to contact him with thoughts and input regarding the development of the Annual Report for FY2012. According to the legislation passed in March 2012, this report must include:

- Information on the programs and services, including discussion of the cost-effectiveness and progress made towards achieving the objectives and purposes set forth in the collaborative agreement;
- Audited financial statements and the independent auditor's report

Mr. Hilton noted that this report will present an overview and review of the 2011-2012 school (and fiscal) year. He noted that a discussion regarding the programming and the financial aspects of the Collaborative will also be included. Mr. Hilton explained that the 2011-2012 year was a year of reflection, recommitment and stabilization for the Collaborative and the Member Districts.

Mr. Hilton noted that a copy of the Annual Report will be submitted to the Board for review. A copy of this Annual Report will be submitted to each Member School

Committee, to the DESE Commissioner and will also be posted on the Cape Cod Collaborative website (www.capecodcollaborative.org).

b. Cape Cod Collaborative Articles of Agreement

Mr. Hilton again reviewed the current Articles of Agreement, the plan that had been promoted as a result of the Strategic Planning (2010 – on hold due to Collaborative legislative changes), and discussed the need for a review and renewal due to the legislative and (anticipated) regulatory changes of 2012.

Mr. Hilton noted that copies of the Pre-2010 and the Strategic Planning suggested changes were enclosed with November Board materials. He also indicated that copies of the new legislation and pending (DRAFT) regulations were also included with November Board materials.

Mr. Hilton explained that it will be necessary to review and revise the Articles of Agreement to ensure compliance with the Legislation and Regulations. Mr. Hilton discussed the need for a timeline and a process for Board review and approval of the changes, and suggested that the Governance SubCommittee plan to meet prior to the January meeting. Ms. DePaolo volunteered to join the Governance SubCommittee, working with existing SubCommittee members: Superintendent Davis, Dr. Bentinck-Smith and Mr. Fichtenmayer. Mr. Hilton will be seeking a vote in January or February 2013.

A meeting of the Governance SubCommittee was scheduled for 3:00PM on January 9, 2013, immediately prior to the January Board of Directors meeting.

Mr. Hilton stated that the amended 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.

c. Massachusetts Ethics Review

• Board of Directors Online Testing

Mr. Hilton had forwarded a link to online ethics review information to each Board Member. He explained that it is probable that current Board members have completed this ethics testing due to a requirement associated with their participation on their member district school committee. Mr. Hilton noted that the Collaborative will need evidence of completion on file to fulfill its obligation under the ethics requirement.

• Disclosures of the Appearance of Potential Conflicts of Interest

Mr. Hilton discussed the ongoing need for the “disclosure” of the appearance of conflict of interest forms that must be filed by Collaborative staff if/when gifts are received from students and/or families

Mr. Hilton will also present two (2) “disclosures” to ensure compliance with Massachusetts Ethics requirements

- Francis Dellamano – Part-Time Facilities Worker
- Patrick Murphy – Mentee – School Business Administrator

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d. FY13 Spending Plan – Discussion

- **Enrollment Projection**

Mr. Hilton informed the Board that the FY13 Projection for enrollment within the STAR Program has not been met and is not projected to meet the initial enrollment targets. He noted that there have been a significant number of transitions of students into and from the program (families moving, transitions to more/less restrictive settings). Although the enrollment is stable and growing, it is not projected to reach the level initially anticipated. He explained that he; Ms. Woods and Mr. Brown have met to review the budgetary and programmatic impacts of the enrollment changes.

Ms. Woods told the Board that staff is aware of the situation and sensitive to the impact of enrollment fluctuations. She noted that there is a significant benefit of being in one location, where it is possible to cross-train staff and move staff as necessary.

- **Adjustments to FY13 Spending Plan**

Mr. Hilton noted that there have been some modifications to the FY13 Budget associated with the changes in enrollment projection as well as the changes in the needs of the students in Collaborative programs.

- Physical Education Teacher – Mr. Hilton explained that this position was projected for a .5 FTE; however, the programming currently supports an FTE of .3. Mr. Hilton indicated that this change is reflected in an adjustment to the FY13 Spending Plan
- Reading Teacher – Mr. Hilton explained that, although this position would enhance the STAR Program, the initial .6FTE that had been projected has not been realized. He noted that the classroom teachers and support staff continue to support each student’s reading needs. He indicated that the FY13 Spending Plan has been adjusted to reflect this position being filled for the 2012-2013 school year.

- **Modification to Projection Formatting**

Mr. Hilton and Mr. Brown indicated that there were changes to the formatting for the FY13 Projection. The changes, and associated comments, provide insight regarding the questions asked at the previous Board Meeting (revenue/costs for ASLP/ VHS and other cost centers).

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

e. Program / Services

- **Alternative Education Program – Otis**

Mr. Carroll discussed the current enrollment and programming at the Alternative Educational Program. He also discussed the ongoing 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 indicated that the enrollment for the program has been trending upward, but slowly.
- Programming
 - Camp Burgess
Mr. Carroll noted that the facility is currently in use by counseling groups with a full-time classroom planned for January.
 - Sandwich Food Service
Mr. Carroll noted that the program plans to transfer to the Barnstable Lunch program in January (from the Sandwich Food Service Program).
- Facilities
 - Upper Cape Cod Tech - Horticultural Project Development
Mr. Hilton and Mr. Carroll shared photographs showing work which has been accomplished.
 - Mr. Hilton noted that new tables and chairs have been ordered for the Alternative Education Program site(s).
- Cape Cod Foundation Grant
Mr. Carroll indicated that he had been informed immediately before the meeting that the program had received funding through the Cape Cod Foundation Kingston Fund. The Fund notified the program that it will provide a grant in the amount of \$1,200 to support the cognitive development program. Mr. Carroll noted that Dr. Hauser was integral in receiving this grant.

- **STAR - Osterville**

Ms. Woods provided an overview of the current and projected enrollment for the STAR Program.

- Enrollment
The enrollment for the program was discussed earlier in the meeting (FY13 Spending Plan Discussion).
- Programming
Ms. Woods informed the Board that the STAR Family Luncheon, held immediately before Thanksgiving, was highly successful with more than half the families participating.
- Donations
 - Ms. Woods noted that the STAR Program recently received a donation of \$25 from a family friend of one of the students. The funds were donated to the program in appreciation of the gains that the student has made.
 - Ms. Woods also indicated that the chair of the Parent Advisory Council (PAC) solicited donations from Stop & Shop Corporation to benefit the STAR Program's vocational

program. Gift cards totaling \$250 had been received at the time of the meeting.

• **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 continues to assist 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 continue the review of the need for the Collaborative to replace vehicles within the (short) bus fleet. These buses will be procured in the coming six months and will require Board votes for the procurement and the financing.

- Large Buses

- Mr. Brown and Mr. Hilton reviewed the Collaborative operations associated with large buses in the region. Mr. Brown and Mr. Hilton will discuss the long-term planning associated with the vehicles (assets) and associated costs.

• **Therapies**

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

- FY13 Service Commitments

- Physical Therapy

- i. One (Collaborative) Physical Therapist is on leave from their 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 Collaborative continues to assist the district in securing appropriate services.

- Assistive Technology / Augmentative Technology

- i. Mr. Hilton discussed the districts’ use of Mr. Woodbury’s time, as well as the referral and invoicing process for the service provision.

- **Southeastern Massachusetts Collaborative Regional Organization (S-CRO)**

Mr. Hilton participated in a presentation regarding the work of this organization at the Annual MASS/MASC Conference in November 2012. Mr. Hilton noted that the S-CRO has continued to promote inter-collaborative cooperation in the development of opportunities for students, families and districts. The group has submitted a grant proposal that strives to integrate the professional development opportunities through all of the collaboratives, and the entire Southeastern Massachusetts region. This submission is based upon the successful grant submission of the Cape Cod Collaborative (SmartPD).

- **Special Projects**

- **Early Childhood Network Development**

Dr. Gilbert noted that the providers of early childhood services (including school districts) have been convening regularly through the Collaborative with the facilitation of Dr. Gilbert. The group developed and submitted a collaborative grant proposal in December with the Barnstable Public Schools serving as the fiscal agent. Dr. Gilbert reported that this grant, in the amount of \$24,500, is likely to receive funding through the state. He noted that the funds will be used for strategic planning and to explore using SmartEdu to track professional development activities for “Early Childhood Services”.

- **Center for Executive Search**

Dr. Gilbert noted that the Collaborative’s Center for Executive Search (CES) will be assisting the Falmouth School Committee in conducting their search for a Superintendent to start in July 2013. Dr. Gilbert informed the Board that CES ran an advertisement in the Boston Globe on December 9, 2012 with other advertisements to follow in other publications. He noted that applications for this position close February 13, 2013.

Mr. Hilton reminded the Board that the Mashpee School Committee and the Monomoy Regional School Committee are also searching for Superintendents to start in July 2013.

VIII. Other

a. School Choice

Mr. Hilton spoke about a recent Superintendents meeting where School Choice generated much discussion. He explained that there is considerable impact of School Choice upon member districts. Mr. Hilton noted that the role and the impact of Charter schools was also discussed.

b. RETELL

Mr. Hilton spoke about the new DESE Teacher Certification requirement: 45 hours of training for teachers of ELL learners. He explained that recent state correspondence (from the Commissioner of DESE) affirms that this training is the responsibility of teachers, not districts, and is to be done on the teachers' own time.

IX. Adjournment

Mr. Swett made the motion that the Board vote to adjourn the meeting. This was seconded by Ms. Settee. The meeting was adjourned at 6:47 PM.