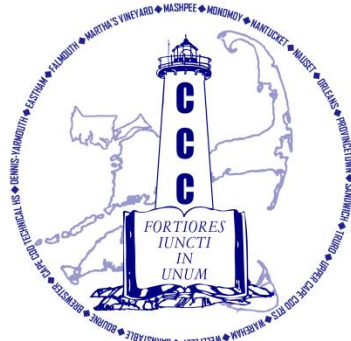


Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



Cape Cod Collaborative

Board of Directors
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Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
February 11, 2015

I. Call to Order

The February 11, 2015 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
Falmouth	Terri Medeiros, Co-Chair
Barnstable	Chris Joyce (in at 5:02 PM, out at 6:25 PM)
Cape Cod Technical HS	Ann Williams
Eastham	Mary Louise Sette
Mashpee	Scott McGee
Monomoy Regional	Brian Widegren (in at 5:04 PM, out at 6:26 PM)
Orleans	Hank Schumacher
Upper Cape Cod RTS	Robert Fichtenmayer
Wellfleet	Jill Putnam
Treasurer	Judy FitzGerald
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	James Brown
STAR Program Director	Anita Woods (in at 5:23 PM)
Waypoint Academy Director	Larry Carroll (in at 5:23 PM)
Guest	Dr. Marc Hauser (in at 5:23 PM)

II. Executive Session

Dr. Tankard opened the meeting at 5:00PM and asked that the Board vote to enter into Executive Session to discuss contract negotiations with non-union personnel. Mr. Fichtenmayer made a motion that the Board vote to enter into Executive Session for the purpose of discussing bargaining with non-union personnel. This motion was seconded by Mr. McGee. A roll call vote was taken:
Ms. Medeiros – yea, Ms. Sette – yea, Mr. Schumacher – yea, Ms. Putnam – yea,
Mr. McGee – yea, Mr. Fichtenmayer – yea, Ms. Williams – yea
The Board entered into Executive Session at 5:00 PM.

Ms. Medeiros made the motion that the Board vote to exit Executive Session to return to Regular Session. This motion was seconded by Mr. Fichtenmayer.

A roll call vote was taken:

Ms. Medeiros – yea, Ms. Sette – yea, Mr. Schumacher – yea, Ms. Putnam – yea,
Mr. McGee – yea, Mr. Fichtenmayer – yea, Mr. Widegren – yea, Mr. Joyce – yea,
Ms. Williams – yea

The Board exited Executive Session and returned to Regular Session at 5:22 PM.

III. Minutes

a. January 12, 2015

VOTE

Ms. Williams made a motion that the Board vote to approve the minutes of the January 12, 2015 meeting. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

IV. Old Business

a. Transportation

- Invoicing

Mr. Hilton and Mr. Brown updated the Board regarding the invoicing status for FY15 invoicing to districts. Mr. Hilton indicated that December invoicing had been completed and January invoicing should be completed and distributed during the last week of February.

Mr. Brown spoke regarding the process of invoicing for transportation of special education students. He indicated that frequent route changes present challenges for billing. These changes are made to ensure that routing continues to be effective and efficient. Mr. Brown indicated that one of his goals, before retirement, is to more completely automate the process, developing a “front end” system where updates are made by dispatchers and integrates directly into the billing process. He predicted that 4-5 months will be needed to complete the transition to an automated system.

Mr. Hilton provided background on district billing concerns which resulted in the current, district-approved system.

Mr. Schumacher asked for clarification on the number of students transported by the Collaborative and on current cost trends. In response, Mr. Brown and Mr. Hilton reviewed the transportation services provided to member districts, which includes both regular education and special education students. Mr. Brown indicated that cost trends are stable and that fuel costs are built into the billing template and are adjusted monthly. In this manner, any fuel cost savings are passed on to the districts (note that there had been a significant and somewhat sudden drop in the cost of fuel at the time of the Board meeting).

Mr. Hilton noted that private bus vendors are dealing with cost increases due to recent and developing personnel issues, which include the increasing costs for medical insurance and the (recently mandated) cost for providing sick time to employees. Mr. Hilton reminded Board members that the Collaborative is available to help member districts review transportation contracts, and that the Collaborative provides healthy competition to private companies.

- Reconciliation

Mr. Brown shared the status of the reconciliation of costs and revenues projected for FY15.

b. Cape Cod Collaborative Articles of Agreement

Discussion

Mr. Hilton indicated that the Collaborative has submitted multiple “drafts” of the Cape Cod Collaborative Articles of Agreement to the Massachusetts Department of Elementary & Secondary Education (MA-DESE) to comply with these changes.

He noted that there have been several revisions/drafts of the Articles of Agreement submitted to MA-DESE for technical review/assistance.

Mr. Hilton noted that the Governance Subcommittee had a meeting scheduled prior to the Board meeting this evening to discuss and consider revisions that are proposed for resubmission. Dr. Tankard was the only member present.

Mr. Hilton explained that MA-DESE recommended three changes to the wording of the Articles pertaining to how assets and liabilities would be allocated in the event of dissolution, clarification on the use of membership dues, and amendments which would require each district vote to approve transportation billing changes. Noting that this last recommendation would create challenges as route changes occur frequently, Mr. Hilton suggested that the Board have counsel draft a Memorandum of Understanding (MOU) for transportation services. Mr. Hilton asked the Board to approve submission to the state with the revisions noted.

Ms. Medeiros made the motion that the Board vote to approve submission of the Cape Cod Collaborative Articles of Agreement, as revised by counsel, to the state for review and approval. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

c. Executive Director Evaluation

Discussion

The Evaluation of the Executive Director occurred at the January 12, 2015 Board Meeting.

Board Members were encouraged to submit comments and completed evaluations to Dr. Tankard for inclusion in the final evaluation document.

Dr. Tankard reviewed the evaluation process and the votes which occurred at the last Board meeting. Understanding why new Board members abstained from voting, he suggested that Board members seek to remain on the Board for at least 2 years, if possible. This would allow Board members time to gain perspective on Collaborative operations, including the performance of the Executive Director. Dr. Tankard reviewed the evaluation summary and asked Board members who have not yet submitted evaluations to do so. (These may be sent to Ms. Deck via email to bdeck@capecodcollaborative.org or mail to 418 Bumps River Road, Osterville, MA 02655.)

Mr. Hilton asked Board members to submit comments, noting that feedback from the Board helps him respond to district needs.

V. New Business

a. Warrants

VOTES

- #29 **VOTE**
- #30 **VOTE**
- #31 **VOTE**
- #32 **VOTE**

Mr. Widegren made the motion that the Board vote to approve Warrants #29, #30, #31 and #32. This motion was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

b. FY15 Spending Plan

• Updates

Discussion

- Mr. Hilton noted that there were no pending adjustments that needed to be considered to the FY15 budget at this meeting.
- He noted that the current revenue projections were expected to be sufficient to support anticipated expenses for the fiscal year.
- He also explained that there have been a series of extraordinary expenses associated with the inclement (winter) weather. He indicated that these expenses were not expected to necessitate any budgetary transfer(s) at the time of the Board meeting.
 - Snow Removal
 - i. Extraordinary amounts – contracted
 - ii. Additional commercial snow blowers purchased after engine failure
 - HVAC – Loss of (one phase of) electricity resulted in boiler failure at Osterville. This issue necessitated specialist response

to repair components of heating system damaged due to the power failure. He also noted that three (3) unit ventilator (heating/ ventilation unite) systems damaged (frozen pipes) necessitating repair.

- Personnel

- Additions

VOTE

- Tom Ferzoco, Administration – Assistant Business Manager
 - David Foor, Monitor
 - Brian Pratt, Spare Monitor
 - Cynthia McNeely, Spare Monitor

- Reductions

VOTE

- Karen Kaser, Spare Monitor (Resignation)

- Change of Status

VOTE

- Elizabeth Deck, Administration (HR/Payroll- Business Office to HR/Personnel / Payroll – Administration)
 - Brenda Gaskill, Administration (Accounting Coordinator to Transportation Support Manager)

Mr. McGee made the motion that the Board vote to approve the Additions, Reductions and Changes of Status as listed on the agenda. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

c. Legislative Breakfast

The Fourth Annual Collaborative Legislative Breakfast occurred on February 6, 2015. This event was co-sponsored by the MASC Division VII group. Mr. Hilton noted that the event was well attended and included discussion between regional legislators and regional education stakeholders regarding pertinent issues that impact the Cape Cod & Islands region.

Ms. Putnam described the event as a wonderful opportunity for sharing and sincere, authentic listening. She indicated that attendance by legislators was outstanding, and that the event created a tremendous opportunity to talk about issues of concern. Ms. Medeiros spoke about the difference it makes when one is able to have a face-to-face conversation with the local representatives and senators regarding current and pending issues. She noted that the Breakfast provides a unique opportunity for give and take discussions.

Mr. McGee, noting Representative Madden did not attend the event, sought assurance that he had been invited. Mr. Hilton responded that Mr. Madden had attended this event in the past but was unable to attend this year as he was at the memorial service for a Nantucket resident, Robin Harvey. [Mr. Hilton noted that Ms. Harvey had served on the Collaborative Board of Directors as representative from Nantucket until she was injured as she was hit by a vehicle while riding her bicycle a number of years earlier. Mr. Hilton explained that she was jogging (recently) when she was hit by a motor vehicle and killed earlier this month.]

Ms. Williams observed that a number of local school superintendents were present at the Legislative Breakfast.

Mr. Hilton noted that having split representation (3 Democrat, 3 Republican) provides the Cape (& Islands) region unique political access.

The Board members indicated that, as the coordinating entity, the Collaborative should take pride in hosting this event.

d. Programs/Services

- Dr. Marc Hauser / Risk-Eraser

Mr. Hilton introduced Dr. Marc Hauser. He explained that Dr. Hauser has been working for the Collaborative for the past three (3) years, working with program staff in developing and analyzing measures associated with student engagement and performance. He has also been working with staff to formulate interventions that are intended to address issues that are deduced through analysis of the data gathered. Mr. Hilton described how data-driven responses to student needs are enhancing instructional practices in Collaborative programs.

Dr. Hauser observed that both Mr. Carroll and Ms. Woods have done an extraordinary job with program staff. He noted that the Collaborative is at the forefront in the area of using data in developing a more “reflective” practice with at-risk and disabled students (using data). Dr. Hauser noted that the process hasn’t always been easy. He indicated that staff had previously (primarily) relied upon pencil and paper for data collection. He discussed that the work that has been done at the Collaborative has allowed for the creation of a “needs-based” system which has evolved into computerized database and analysis system, “Goal Seeker”. He explained that, using Goal Seeker, staff can enter data and immediately view charts and quick reports which show values and variations. He explained that this process is saving staff time and enabled staff to enter and use data immediately (in their work with students).

Dr. Hauser explained that he had recently attended a meeting of collaboratives from across southern Massachusetts. He noted that there is energy to “unite forces” to harness data to affect special education. He noted again, that the (Cape Cod) Collaborative is leading the process.

Noting pressure on school districts regarding the creation of District Determined Measures (DDM), Dr. Hauser discussed how this process was “opaque” when it came to developing appropriate measures for students in special education programs. He explained that many students in collaborative programs attend programs for social/emotional and behavioral issues. He explained that, when students are engaged, behavioral issues diminish. He noted that there is little or no information on what constitutes “engagement” for a special education student. Dr. Hauser has been meeting with teachers in the STAR Program to develop an objective description of what an “engaged” special needs student looks like. He explained that, using

staff observations, work is being done to create rubrics which help to measure and to describe engagement and learning. He also explained that this information and documentation has been shared with other collaboratives to promote a shared “best” practice.

Dr. Hauser also noted that, at Waypoint Academy, issues regarding “separation” and “restraint” are being further investigated through measuring baselines for each student to determine what “growth” looks like. He explained that, with an identified target (for diminished/ decreased episodes), the data collected provides meaningful information directly related to student growth.

Ms. Putnam asked Dr. Hauser to speak about “curiosity” and whether use of data help find student passions which lead to direct learning.

Dr. Hauser described “curiosity” as a sister concept to “engagement,” indicating that, ultimately, the goal is to help staff to understand that “directed” data collection (and effective use) *can* be used to help shape student behavior.

Ms. Woods observed that this approach does not begin with a concrete definition, but evolves from teacher observations. She noted that; what teachers see, how they describe it, and how observations are shared with other staff are all part of the process.

Mr. Carroll noted that the ultimate goal is to become better educators, working to increase student engagement and to act as facilitators rather than lecturers.

Mr. Widgren asked if local school districts would also benefit from this process.

Dr. Hauser indicated that he felt that a system allowing transfer of data between the settings would be helpful, as students do transfer into collaborative programs and back to school districts.

Ms. Woods indicated that both direct and indirect District Determined Measures exist. She explained that many educators are working with regular education students and are focused on direct, content specific measures. She noted that special education measures are often indirect and most appropriate for use in the special education realm.

Mr. Hilton recalled the recent legislative process which created regulations governing collaboratives. He noted that data on MCAS scores for collaborative students was published. It was found that students who attend collaborative programs are special education students. He indicated that MCAS data may not be a measure that effectively defines success (or progress) for a special education student. He indicated that the pertinent questions were how to develop student-centered development (growth) measures.

Dr. Hauser observed that all districts would benefit from a system which would encourage measurable goals for special education students, reflected in student IEPs. He explained that, when goals are clearly stated, team

members (teachers, counsellors, teacher assistants & often students) can work together effectively to communicate and progress in meeting those goals.

Mr. Joyce left the meeting at 6:25 PM.

Mr. Widegren left the meeting at 6:26 PM.

- Waypoint Academy

Mr. Carroll discussed the enrollment and programming at the Waypoint Academy. He indicated that recent snow days have played havoc with students and schedules.

- STAR / Osterville

Ms. Woods discussed the status of enrollment and programming at the Osterville STAR Program. She echoed Mr. Carroll's sentiments regarding snow days.

- Transportation

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

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

Mr. Hilton also indicated that the Collaborative procured six (6) "mini-buses" during this fiscal year and that five (5) of vehicles have arrived at the Collaborative, with a sixth is expected to be delivered in February 2015.

- Therapies

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

Mr. Hilton indicated that the Collaborative currently has the capacity to contract out the following services:

- PT – ½ to 1 day
- OT – 2½ days (current pending contract for February through June)
- Speech (assistant) – Current/Pending contract for February through June. The Collaborative is seeking additional part-time assistance to assist districts.

Mr. Hilton discussed the timeline(s) that he is recommending for further decisions regarding staffing in this area. He 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 March.

- Special Projects
 - Mr. Hilton provided updates regarding items considered as “Special Projects” of the Collaborative.
 - Professional Development / Grants
 - Early Learning Network (Fund 808) Strategic Plan Implementation Grant
 - Mr. Hilton discussed the activities associated with this grant. There has been great response to the activities associated with this grant by the school districts throughout the region
 - The activities for this grant that occurred in FY14 were audited by the Department of Early Education & Care (DEEC).
 - ASLP
 - Mr. Hilton updated the Board regarding the planning for the Summer 2015 ASLP Program. He explained that the application deadline for the program was extended due to inclement weather impacting school access and coordination.
 - Center for Executive Search
 - Mr. Hilton provided an update regarding the current activities associated with the Nauset Public Schools (and Superintendency Union) Superintendent Search (Dr. Patricia Grenier – Lead Search Consultant).

e. Virtual High School

Mr. Hilton discussed the consortium for Virtual High School that has existed through the Cape Cod Collaborative since 2001. Enrollment has trended downward recently, and the Collaborative may be impacted by a loss of \$600 to \$700 as a result.

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. He discussed recent developments including the potential to have Chinese teachers work with school districts in the region through the Confucius Institute.

He noted that there is a current opportunity for a few elementary teachers from the region to work with a school district in Shanghai (China) from March through June associated with the Cape Cod International Educational Initiative and Lesley University.

VI. Other

Mr. Brown provided Board members with a copy of the most recent statement for the OPEB Trust Account. This statement reflects the January OPEB transfer of \$180,000 approved by the Board.

VII. Cracker Barrel Discussion

a. Local District Issues

No issues were raised at this meeting.

b. Questions / Concerns

No questions or concerns were raised.

VIII. Adjournment

Ms. Medeiros made the motion that the Board vote to adjourn the meeting. This motion was seconded by Ms. Williams.

SO VOTED – UNANIMOUS

The February 11, 2015 meeting of the Cape Cod Collaborative Board of Directors was adjourned at 6:30 PM.