

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 12, 2014

I. Call to Order

The February 12, 2014 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 |
| Falmouth | Terri Medeiros, Co-Chair |
| Cape Cod Technical HS | Dr. Joan Bentinck-Smith, Vice-Chair |
| Barnstable | Francis McDonald (in at 5:20 PM) |
| Bourne | Heather DiPaolo (in at 5:13 PM) |
| Brewster | Trish Hill (in at 5:10 PM) |
| Dennis-Yarmouth | Phillip Morris (in at 5:10 PM, out at 6:02 PM) |
| Eastham | Mary Louise Sette |
| Monomoy Regional | Stephen Davol (out at 6:02 PM) |
| Upper Cape Cod RTS | Robert Fichtenmayer |
| Wareham | Geoff Swett (out at 6:02 PM) |
| Wellfleet | Jill Putnam |
|
 | |
| Treasurer | Judy FitzGerald |
| Secretary | Beth Deck |

Also in attendance were:

- | | |
|---------------------------|---------------|
| Executive Director | Paul Hilton |
| Business Manager | Jim Brown |
| STAR Program Director | Anita Woods |
| Waypoint Academy Director | Larry Carroll |

II. Recess for OPEB Trustee Meeting

It was necessary to convene the OPEB Trustees for discussion regarding investments for the OPEB Funds. Mr. Davol made the motion that the Board vote to recess (briefly) in order to convene a short meeting of the OPEB Trustees. This motion was seconded by Ms.

Putnam. By unanimous decision, the Board of Directors temporarily recessed from the Collaborative Board meeting at 5:06 PM.

Mr. Swett made the motion that the Board vote to re-convene the Board of Directors meeting. This motion was seconded by Dr. Bentinck-Smith. By unanimous consent, the board re-convened the regular meeting at 5:07 PM.

Dr. Tankard asked the Board to consider taking all items on the agenda which require a vote of the Board first, as several Board members had expressed the need to leave the meeting early. The Board assented.

III. Minutes

a. December 11, 2013

VOTE

Dr. Bentinck-Smith made the motion that the Board vote to approve the minutes of the December 11, 2013 meeting. This motion was seconded by Mr. Davol.

YEA – 9 NEA – 0 ABSTAIN – 1 (Putnam)

IV. New Business

a. Warrants

VOTES

- | | | | |
|-------|------|-------|------|
| • #24 | VOTE | • #29 | VOTE |
| • #25 | VOTE | • #30 | VOTE |
| • #26 | VOTE | • #31 | VOTE |
| • #27 | VOTE | • #32 | VOTE |
| • #28 | VOTE | | |

Mr. Swett made the motion that the Board vote to approve Warrants #24, #25, #26, #27, #28, #29, #30, #31 and #32. This motion was seconded by Dr. Bentinck-Smith.

SO VOTED - UNANIMOUS

b. FY14 Spending Plan

- Updates
 - Spending Plan Revisions

Mr. Hilton and Mr. Brown discussed the status of the FY14 Spending Plan. An update regarding the financial projections was included with Board materials. No revisions to the spending plan were brought forward at the Board meeting.

- Personnel

- Additions

VOTE

- Cheryl Cochran, CDL Driver
 - Patricia Fournier, Monitor
 - Philomena Gilbert, Monitor
 - William MacQueen, 7D Driver
 - Kelly Ann O'Brien, Monitor
 - Jessica Twitchell, Monitor

- Kaitlyn Hogan, Paraprofessional – STAR
Mr. Hilton indicated that most current “additions” were replacing staff (see reductions) that had left Collaborative service. Mr. Hilton noted, however that the addition of Ms. Hogan as a paraprofessional was necessitated by an increase in STAR enrollment.

Ms. Putnam made the motion that the Board vote to approve the additions listed on the agenda. This motion was seconded by Mr. Morris

SO VOTED – UNANIMOUS

Mr. Swett asked for clarification regarding the full time equivalency (FTE) for these employees. Mr. Hilton explained that most transportation employees work between 18 and 26 hours per week. He noted that transportation employees who work over 20 hours and are eligible for benefits; however, a significant percentage do not avail themselves of the option.

○ Reductions

VOTE

- Cynthia Burke, Monitor
- Ryan Murphy, Monitor
- Walter Pierce, Monitor
- Rhonda Colburn, Monitor
- Cynthia Corsaro, CDL Driver
- Laura Tilton, DSAC Data Specialist
- Faith Harvey, CDL Driver

Mr. Hilton noted that the Data Specialist position, from which Ms. Tilton has resigned, is a state contract funded contract position that serves districts throughout Southeastern Massachusetts.

Ms. Medeiros made a motion that the Board vote to approve the reductions listed on the agenda. This motion was seconded by Ms. Putnam.

SO VOTED - UNANIMOUS

○ Other Changes

VOTE

- Kelvin Ing, Monitor to Volunteer Coordinator & Renovation Coordination – Temporary
- Sandra Baldini, Substitute Nurse - \$25 per diem increase
- Casey Cooke, IT Coordination Stipend – Osterville

Mr. Hilton referred the Board to Mr. Ing’s resume, which was included in the Board packets. He noted that Mr. Ing is the (co)founder and director of the Cape Cod Challenger Club, and that he has extensive experience with construction and management. Mr. Ing has agreed to assist the Collaborative by overseeing volunteers and workers during the transportation office renovations. Mr. Hilton asked that the Board consider

approving a temporary 4-6 week position at a rate of \$30/hour for approximately 40 hours per week.

Mr. Hilton explained that Ms. Baldini, a long-time substitute nurse for the Collaborative's STAR Program, requested an increase in her daily rate from \$125 to \$150 per diem. Mr. Hilton recommended that the Board approve this request. Ms. Woods observed that med-delegation training has decreased the need to have a substitute nurse present for field trips and other events.

Mr. Cooke, a paraprofessional working for the STAR Program, has agreed to assist with IT support at the Osterville campus. For this assistance, Mr. Hilton is recommending that Mr. Cooke receive a stipend of \$50/week.

Mr. Davol made the motion that Board vote to approve these personnel changes. Ms. Putnam seconded the motion.

SO VOTED – UNANIMOUS

c. Policy Addenda

VOTE

• Bullying Policy

Mr. Hilton explained that recent changes in state law (September 2013) extend the protections of law to students bullied by school staff. Prior to these amendments, the law's protections were limited to student-student bullying.

Mr. Hilton recommended that the phrase "or by a member of a school staff including, but not limited to, an educator, administrator, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and professionals" be added to the program anti-bullying policy(ies), student/parent handbooks and employee handbooks as indicated in the information included in the Board packet. Mr. Hilton asked the Board to approve this change to the Collaborative's bullying policy(ies).

Mr. Morris made a motion that the Board vote to approve changes in the Collaborative bullying policy(ies) to include language regarding staff as recommended. Ms. Putnam seconded the motion.

SO VOTED - UNANIMOUS

• Non-Discrimination and Gender Identity **VOTE**

Mr. Hilton noted that changes in state law (effective July, 2012) extended prohibitions on discrimination to include (specifically) discrimination on the basis of specific categories, including gender identity. In February 2013 MA-DESE released guidance regarding practice changes associated with the changes in state law.

Mr. Hilton recommended that the Collaborative Handbooks be revised to specifically prohibit discrimination on the basis on "gender identity" as indicated in the document included within the Board packet.

Ms. DiPaolo made the motion that the Board vote to approve changes in the Collaborative Handbooks to prohibit discrimination on the basis of “gender identity.” Ms. Putnam seconded the motion.

SO VOTED - UNANIMOUS

d. Dr. Marc Hauser Contract

VOTE

Mr. Hilton introduced Dr. Hauser to the Board. Dr. Hauser made a presentation at the Board meeting regarding the specific work that he has done with Collaborative programs during the past six (6) months. He described and demonstrated software programs which have been developed specifically for the Waypoint and STAR Programs, and also discussed how staff is currently using these programs to enter and use student data.

Dr. Tankard and Mr. Morris asked particular questions about the types of data that are being tracked and how the use of this data is affecting student learning practices. Mr. Swett pointed out that the success of these systems is completely dependent upon staff usage.

Dr. Hauser described how the system has been implemented. He noted that initially, the software duplicated some record keeping processes already in use by the staff, but by maintaining the data in an organized and quickly accessible database allowed staff to complete the data entry process more quickly. Ms. DiPaolo asked if there had been any “push-back” by staff. Dr. Hauser indicated that this approach has had minimal staff resistance and is “intuitive” in process and data recording.

Ms. Hill asked about teacher training and professional development.

Ms. Woods answered, describing the implementation as a process rather than an event. She also noted that the day-to-day data tracking makes everyone responsible for the data.

Mr. Hilton observed that the primary focus of recording and maintaining the data and associating progress with staff is to promote increasingly reflective “practice” by staff, especially as each Collaborative student’s needs are unique. Mr. Hilton and Dr. Hauser noted that ongoing training (reflective practice using data) is becoming part of the Collaborative’s culture and will promote sustainability.

Ms. Hill applauded how the Collaborative has been able to dovetail the needs of its students with directives from the state.

Dr. Hauser described the (software) programs as being intuitive and requiring little staff training. He noted that a key to sustainability is to have one person in each district/program with extensive knowledge of the system and the ability to work with and train staff.

Mr. Fichtenmayer asked about the systems in the event that Dr. Hauser ceases his affiliation with the Collaborative. Mr. Hilton explained the Collaborative would continue to have access to the software through payment of software license fees. Mr. Hilton reminded the Board that the Collaborative had worked with Dr. Hauser as a volunteer, as an employee and as a contracted consultant and that Dr. Hauser has worked tirelessly in each of these roles with program administrators and staff

regarding program development, educator evaluation, and with creating and maintaining effective data systems to improve practice.

Mr. Hilton noted that the initial (contracted consultant) contract with Dr. Hauser ended in December 2013. Mr. Hilton indicated that the Collaborative administration worked with Dr. Hauser to develop a focused work plan (and contract) to focus in additional areas (Transportation and STAR/Osterville Program) while working with all program staff to ensure that the benefit work already completed is sustained. Mr. Hilton suggested that the Board vote to approve an extension of Dr. Hauser's contract through June 30, 2014. (A DRAFT of the contract was included in Board materials.)

Ms. Medeiros asked if this vote could be tabled. Mr. Hilton reminded the Board that Dr. Hauser had been working without a contract since January.

Mr. Swett, Mr. Morris and Mr. Davol departed from the meeting at this time (6:02 PM).

Ms. Hill made the motion that the Board vote to approve the extension of Dr. Hauser's contract through June 30, 2014. Ms. Putnam seconded this motion.

YEA – 8 NEA – 0 ABSTAIN – 1 (Medeiros)

V. Cracker Barrel Discussion

a. Local District Issues

Mr. Hilton discussed the Legislative Breakfast, which was held at the Collaborative on February 7, 2014. Dr. Tankard told members of the Board that the presentations (PARCC, Legislators and Gubernatorial Candidates) had been recorded and were available for Board members on CD this evening, and can soon be viewed by visiting MVTV.org, video on demand, Tank talk.

Ms. Medeiros told the board that the PARCC presentation, put on by the DESE, was very informative. She expressed concern about the potential cost to districts for broadband access and computer equipment.

b. Questions/Concerns

Mr. Hilton reminded the Board that the Lighthouse Charter School had applied to the Collaborative for membership, and that Board discussion on this request had been tabled pending final approval of the Articles of Agreement. (The Articles are still under DESE review.) Lighthouse Charter would like to participate in the Collaborative's ASLP program, but may not want or need to participate in other Collaborative programs and services. The Board discussed Lighthouse Charter's application for membership, and it was again decided to table this issue pending the finalization of the Articles of Agreement.

VI. Old Business

a. Cape Cod Collaborative Articles of Agreement Discussion

Mr. Hilton updated the Board regarding the status of revisions to the Cape Cod Collaborative Articles of Agreement. He noted that further discussion regarding voting privileges and establishment of a quorum is recommended when feedback is received from DESE. Mr. Hilton also asked the Board to recall that there was considerable discussion regarding “voluntary suspension” of voting rights at the November meeting. Mr. Hilton informed the Board that the current draft has been shared with MA-DESE and comments are expected in the coming month.

b. Executive Director Evaluation / Contract Discussion

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

The Board met in Executive Session to take action regarding contract review and remuneration for FY14 following the December Board Meeting.

The Evaluation SubCommittee met in January 2014 to discuss preparation for the evaluation of the Executive Director for FY14 (format as well as Goals / Objectives).

It was recommended that this subcommittee convene in the coming month to finalize goals for the next evaluation period.

c. Policy Review

- Employee “Sick Bank”
- Military Leave

The Policy SubCommittee had not convened since the last Board meeting.

VII. New Business (Continued)

a. FY14 Spending Plan

- Other

- “Transportation Modular” Renovation

Mr. Hilton informed the Board that the “Transportation Modular” was damaged in 2013 when a large portion of the metal roof blew off in a significant weather event. Mr. Hilton noted that the Collaborative continues to work with the Barnstable Public Schools and the Town of Barnstable regarding insurance issues. Mr. Hilton noted that the roofing has been repaired and work is currently occurring to prepare the building for re-occupancy. Mr. Hilton noted that the Collaborative seeks to move the Business Office and the Transportation Office together into the renovated space

Mr. Hilton indicated that some of the work for the renovation is occurring with volunteer work and coordination through Mr. Ing, a former property developer. Mr. Hilton indicated that it is expected that there is a need to have professional work completed for the

replacing the walls. Mr. Brown has developed the associated work project and posted appropriately.

Mr. Brown and Mr. Hilton discussed the status, progress and expected costs of the work associated with repairing the space. Mr. Brown indicated that moving the Business Office and Transportation office together has already perceived to have increased efficiency.

Mr. Hilton described the changes to the heating and ventilation system, which should result in cost savings through reduced energy consumption. Mr. Brown indicated that the Cape Compact might be of assistance with the lighting fixtures.

Mr. Fichtenmayer asked if the renovations would require an upgrade to the fire alarm system.

Mr. Hilton noted that the fire department had reviewed the situation, and as long as there were no structural changes the Collaborative can continue to use the current system.

Ms. DiPaolo asked about the continued use of the building. Will the cost of the renovations be balanced by the extended building life of the portable?

Mr. Hilton explained the plan to re-seal the outside of the building after the interior work is completed. The building now has a new roof and the interior was taken down to the studs during the renovation process. He projected that this will increase the life of the building for an additional 15-25 years, and that the 'return-on-investment' for the expense of the renovations should occur over a 3-5 year period with occupancy (heat/electricity savings).

- Capital Reserves

Mr. Brown described funds that the Board has set aside but can't reserve until the Collaborative has a vote of all school committees. Mr. Brown and Mr. Hilton met with the Finance Subcommittee prior to this evening's meeting. They are working to develop a plan which will be brought before the Board and then presented to the School Committees.

b. Programs/Services

- Waypoint Academy

- 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. Enrollment remains stable, trending upward. He noted that, during the past month, three Waypoint students were hospitalized and two were incarcerated. Mr. Carroll indicated that students are often dealing

with hardships outside of the school, including homelessness, mental health issues and/or delinquency.

Mr. Carroll thanked the Board for the vote to continue Dr. Hauser's contract. He described the positive changes he has seen during the past two plus years, including a positive change in school culture, more time in class focused upon academics and renewed commitment to improvement in teaching.

Ms. Woods echoed Mr. Carroll's thanks.

Dr. Tankard expressed his appreciation for the collaborative atmosphere, where all levels work together.

Mr. Hilton also noted the cooperation and culture, observing that the work Dr. Hauser has been doing has contributed to a culture of trust where teachers feel that they will be fairly evaluated on how they respond to student needs rather than finding a "cure" for the student.

- STAR / Osterville
 - Enrollment
 - Programming
 - Dr. Marc Hauser Consult
 - Program Activities
 - OCR Release
 - Donation
 - Cape Cod 5 Mini-Grants

Ms. Woods discussed the status of enrollment and programming at the Osterville STAR Program. She noted that enrollment has remained stable. A classical music program was implemented six or seven weeks ago and everyone loves it. In addition to providing cultural exposure, the music provides a quiet moment so settle in before the start of the school day. Two STAR staff members were awarded Cape Cod 5 mini-grants which will be used to purchase musical instruments for the program and to support the school garden. It was noted that Ms. Baldini, the substitute nurse, was instrumental in introducing the STAR Program with a generous donor, who has provided funds for the purchase of iPads for all students in the program.

- Transportation

Mr. Hilton and Mr. Brown provided an update regarding current issues and opportunities with Collaborative transportation. Mr. Brown noted that the current invoicing system has proven to be very well received and that he has been sought out for advice by school districts.

- Flahive Consulting Status

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

- Nauset (Regional) Public Schools – The Nauset Schools are preparing to "re-bid" their large bus pupil transportation. They

utilized the services of Mr. Flahive to assist with this process / project independently of the Collaborative.

- Monomoy Public Schools – The Monomoy Public Schools are also preparing to “re-bid” their student transportation. They utilized the services of Mr. Flahive independently of the Collaborative.

Mr. Brown and Mr. Hilton noted that the Collaborative submitted pricing to both Nauset and Monomoy Public Schools which initially seem to be 15-20% less than the bids received.

- 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 and costs for future year contracts with the Truro Public Schools.

- Therapies

Mr. Brown provided an update regarding the provision of services within the Collaborative and to districts (and others). The Collaborative has made up some of the shortfalls caused by a change in district needs.

- FY14 Service Commitments

- Mr. Hilton noted that there had been some unexpected reduction in the services sought by 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 (April through June)

- ii. Mr. Hilton discussed the timeline(s) that he is recommending for further decisions regarding staffing in this area. Mr. Hilton recommended that the Collaborative continue to offer these services for contracting through the calendar year with further decisions to be discussed at future meetings of the Board.

- **Special Projects**
 - Mr. Hilton provided updates regarding items considered as “Special Projects” of the Collaborative.
 - Professional Development / Grants
 - Early Learning Network – Collaborative Application
 - Mr. Hilton discussed the status of an application for a Department of Early Education & Care (DEEC) grant application for funding to support efforts to move the Early Learning Network Strategic Plan forward and to further coordinate efforts within the region.
 - ASLP
 - Mr. Hilton updated the Board regarding the planning for the Summer 2014 ASLP Program.
 - 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
 - Ms. Hill asked what annualized costs were covered by the grant. Mr. Hilton offered to send information to Ms. Hill regarding the particular costs.
 - Ms. Sette asked if a survey had been done regarding professional development needs. Mr. Hilton observed that a survey had been taken, with few requests for changes. This information will be reviewed further with curriculum administrators and with superintendents at meetings in the coming months.

c. International Student Exchange

Mr. Hilton provided an update regarding the status of the development of a regional consortium of school districts to host international students. Several school committees / districts have applied for Homeland Security approval to host international students (Cape Cod Tech, Barnstable, Dennis-Yarmouth, Mashpee and Sandwich) and others continue discussions with their school communities and school committees regarding the application process. The Dennis-Yarmouth, Sandwich and Mashpee applications have been approved and site visits have been scheduled (by Homeland Security) completed for Barnstable and Cape Cod Tech. Steering Committee meetings occurred in October, November, December and January to discuss the status of the regional coordination of this initiative. Mr. Hilton noted that districts are currently determining the tuition and associated costs for prospective students. It is anticipated that student selection will occur in April or May.

VIII. Executive Session

Mr. Hilton informed the Board that there was no need to enter into Executive Session at this time. Mr. Hilton noted that he had been approached to settle a workers compensation claim and would provide an update at the next Board meeting.

IX. Adjournment

Ms. Sette made the motion that the Board vote to adjourn the February 12, 2014 meeting of the Board of Directors. This motion was seconded by Ms. DiPaolo.

SO VOTED - UNANIMOUS

The meeting adjourned at 6:55 PM.