

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
March 13, 2013 - 5:00PM

I. Call to Order

The March 13, 2013 meeting of the Cape Cod Collaborative Board of Directors was called to order by Dr. Robert Tankard, Co-Chair, at 5:07 PM. In attendance were:

Martha's Vineyard	Dr. Robert Tankard, Co-Chair
Falmouth	Terri Medeiros, Co-Chair
Cape Cod Regional Technical HS	Dr. Joan Bentinck-Smith, Vice-Chair
Bourne	Heather DiPaolo
Brewster	David Telman (arrived at 5:12 PM)
Eastham	Mary Louise Sette
Monomoy	Stephen Davol (left at 6:22 PM)

Treasurer	Judy Fitzgerald
Secretary	Beth Deck

Administrative Representative	
Truro	Brian Davis, Superintendent

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Jim Brown
AEP Director	Larry Carroll
STAR Program Director	Anita Woods

II. Cracker Barrel Discussion

a. Collaborative Oversight & Accountability (state legislation)

The Legislative Commission associated with regarding educational oversight and accountability met (again) on Monday, February 25th. Mr. Hilton attended the Commission Hearing and provided an update regarding the work of the Commission. Mr. Hilton noted that there was a discussion about dividing the state into regions, partnering collaboratives within the regions to create efficiencies with shared resources. Mr. Hilton noted that a change in the regional structure was

presented that would create two (2) regions within southeastern Massachusetts (currently one region) to create more opportunity for collaboration amongst the districts and the collaboratives (currently nine collaboratives in the region and 88 districts).

Mr. Hilton noted that this proposal did not meet with overwhelming agreement by superintendents at a recent meeting of the southeastern Massachusetts Collaborative Regional Organization Governing Board (S-CRO). Mr. Hilton explained that some superintendents among the S-CRO Governing Board believed that the “split” of the region would decrease the capacity of the S-CRO. Mr. Hilton also noted that a potential benefit of the “split” may be an increase in resources as there would be two (2) regions receiving state allocations of funds, instead of one. Mr. Hilton noted that if the region were to “split” the Cape Cod Collaborative would be in a region with the Southeastern Massachusetts Educational Collaborative (SMEC, office – New Bedford), the South Coast Collaborative (office - Swansea) and READS Collaborative (office - Middleborough).

Ms. Medeiros, who sits on the Legislative Commission, observed that there was considerable discussion regarding the need to ensure that all school districts belong to at least one collaborative.

Mr. Hilton noted that neither Westport nor Fall River is currently a member of a collaborative.

Ms. DiPaolo inquired about main issues currently under discussion by the Commission.

Mr. Hilton responded that there appear to be two divergent points of view. Some members advocate that collaboratives work best in smaller groupings. These members are resistant to changing the current system. Others believe that there are efficiencies to be gained by cooperation in larger, regional groupings.

Mr. Hilton and Ms. Medeiros indicated willingness to take concerns back to the Commission. Ms. Medeiros reminded the Board that legislative change could result in the state dictating how collaboratives work together.

b. Local Issues

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

Ms. Medeiros informed the Board that Falmouth had hired the Collaborative’s Center for Executive Search (CES) to assist the district in finding a new superintendent. She announced that the search was successful; Falmouth has chosen a new superintendent, Bonny Gifford.

Dr. Tankard asked if, based on the Falmouth School Committee’s experience with the Center for Executive Search, Ms. Medeiros would recommend the CES to other districts seeking to fill administrative positions.

Ms. Medeiros responded in the affirmative, providing kudos to both Dr. Gilbert and Mr. Cannone.

Mr. Hilton observed that the Collaborative strives to provide the best product/service to member school districts. MASC provides a similar search

service, but the Collaborative seeks to offer a personalized approach. With four school districts across the Cape seeking superintendents, the Collaborative's service had to be both personal and fast.

Dr. Tankard noted that Dr. Gilbert and Mr. Cannone are very familiar with the culture of the Cape and each individual district, an important aspect when trying to find the right fit for a position within a local district.

III. Minutes

a. February 13 2013

VOTE

Ms. DiPaolo noted a typo on the middle of page 3. Dr. Bentink-Smith made the motion that the Board vote to accept the minutes, with this correction. Ms. Medeiros seconded the motion.

YEA – 5 NEA – 0 ABSTAIN – 2 (Davol and Telman)

IV. Old Business

a. Transportation

- Invoicing

Mr. Brown discussed the current status of invoicing associated with Collaborative services for transportation. While the Budget Forecast provided in Board packets indicated that invoicing for February would be completed in advance of this evening's meeting, Mr. Brown told the Board that it has not yet been issued but would be out by this Friday. Mr. Brown noted an improvement in the accuracy of the billing data, indicating that Paula Desmond is having a positive impact.

- Special Education

The Collaborative continues to assess the districts' needs for Special Education Transportation services for FY14. Mr. Hilton noted that Member Districts are currently assessing their needs for the coming school year (2013-2014). Mr. Hilton reaffirmed that it is imperative for planning purposes that the Collaborative be involved in discussions regarding any changes that are being considered. He noted that there is an increased urgency regarding communication of planned changes as the Budget processes in the districts, and the collaborative, progress.

- General Education

The Collaborative continues to assess the districts' needs for General Education Transportation services for FY14. Mr. Hilton noted that Member Districts are currently assessing their needs for the coming school year (2013-2014). Mr. Hilton reaffirmed that it is imperative for planning purposes that the Collaborative be involved in discussions regarding any changes that are being considered. He noted that there is increased urgency regarding communication of planned changes as the Budget processes in the districts, and the collaborative, progress.

Mr. Hilton indicated that discussion regarding vehicle purchase would occur later in the agenda.

b. Cape Cod Collaborative Articles of Agreement

Mr. Hilton reviewed the proposed/potential changes to the Cape Cod Collaborative Articles of Agreement. Mr. Hilton noted that each Collaborative Board Member was mailed a copy of the proposed/potential changes in late February. Mr. Hilton also explained that copies of the document were also sent to the Chairperson of the School Committee of each member district and the Superintendent of each member district. Mr. Hilton explained that the document includes changes that have been recommended by Collaborative counsel (Edward F Lenox and Sarah Catignani of Murphy, Hesse, Toomey & Lehane).

Mr. Hilton discussed the necessity to review and revise the Articles of Agreement to ensure compliance with the recent Legislation and new (DESE) Regulations. Mr. Hilton explained that he submitted copies of the documents to the Massachusetts Department of Elementary & Secondary Education as Directed by the Board to ensure compliance with the March 4, 2013 legislatively mandated timeline.

Mr. Hilton noted that he had received confirmation from the DESE that the Articles were received and will be reviewed by DESE. Mr. Hilton noted that DESE staff indicated that they hope to have the review completed by the end of April.

Mr. Hilton directed the Board's attention to Section 4, which describes requirements for Board training. Mr. Hilton indicated that Board Members can expect to be contacted directly from the DESE regarding the "training" that will be required for all Board members. Mr. Hilton noted that failure of a Board Member to complete the mandated training could cause the Collaborative to be placed on probationary status according to the new DESE Regulations.

Mr. Hilton observed that, while this training is required within 60 days of appointment to the Board, the training has not yet been finalized by the state. Mr. Hilton is seeking clarification from DESE to determine if Board members who are re-appointed annually require re-training annually.

Ms. Medeiros asked for clarification regarding the penalties for districts whose Board members fail to attend meetings. The state recommended the wording that the district "shall" lose the right to vote on the Board. Mr. Hilton observed that current wording leaves the loss of "voting rights" to the discretion of the Board.

Mr. Hilton discussed the timeline and a process for further Board review and approval of the changes as well as the ongoing need for subcommittee discussion.

The amended agreement must be accepted and signed by Member School Committees, but not before initial MA-DESE review.

Mr. Hilton asked Board Members to review the Articles of Agreement document and to review/discuss with their district school administration and School Committee as the process of amending the current agreement progresses. Mr. Hilton noted that each School Committee must vote to accept the Articles of Agreement and that requests for changes late in the process could necessitate re-visiting earlier votes.

- ***Governance SubCommittee***

Mr. Hilton indicated that there is a need for the Governance SubCommittee to schedule times to convene over the coming months to review and recommend changes in the Collaborative articles of agreement. Members of the Governance SubCommittee (Ms. DiPaolo, Dr. Bentinck-Smith and Dr. Tankard) agreed to meet on March 20th at Martha's Vineyard.

c. Establishment of Other Post-Employment Benefit (OPEB) Trust – 2nd Reading

Mr. Brown and Mr. Hilton reviewed and discussed the process necessary for the establishment of an irrevocable trust for the Collaborative OPEB liabilities. Mr. Brown continues to discuss the establishment of this “irrevocable trust” with the Collaborative Counsel (Attorney Brian Fox of Murphy, Hesse, Toomey & Lehane).

The Board, by unanimous consent, designated this as the second reading.

d. FY13 Spending Plan – Discussion

- **Enrollment Projection**

Mr. Brown and Mr. Hilton discussed the status of enrollment projections as they impact the FY13 Spending Plan. The enrollment in both “public day programs” has trended towards meeting the current projections (as modified in December). Mr. Brown indicated that, at this time, the Collaborative is projecting to end this fiscal year without a negative variance.

- **Adjustments to FY13 Spending Plan**

Mr. Brown and Mr. Hilton discussed the potential for changes to the FY13 Spending Plan. Mr. Hilton noted that, at this time, enrollment is expected to cover program expenses. Mr. Brown noted that factors associated with changes in enrollment and in expressed needs for districts could necessitate changes to the Spending Plan.

Ms. DiPaolo wondered if snow removal expenses were having an impact on the Spending Plan. Mr. Brown explained that snow removal costs were minimal last year and that snow removal funds from FY12 were “carried forward” and have allowed coverage of snow removal costs so far this year.

V. New Business

a. Warrants

- #15- FY13 **VOTE**
- #16 - FY 13 **VOTE**
- #17 - FY13 **VOTE**
- #18 FY13 **VOTE**
- #19 - FY13 **VOTE**

Mr. Telman made the motion that the Board vote to approve Warrants # 15, #16, #17, #18 and #19. This motion was seconded by Mr. Davol.

SO VOTED – UNANIMOUS

Mr. Hilton reminded the Board that he and Mr. Brown are still developing a web-based method to have payroll warrants reviewed prior to payroll being issued. Mr. Davol has offered to review payroll warrants on behalf of the Board. Mr. Brown is working with ADP, the payroll company, to allow Mr. Davol to access payroll information electronically for review.

b. FY13 Spending Plan – Personnel Changes

- **Additions** **VOTE**
- **Reductions** **VOTE**

There were no additions or reductions; no votes were necessary.

c. FY14 Spending Plan – Initial Draft

The initial draft of the FY14 Spending Plan was reviewed by the Finance SubCommittee at the meeting Monday, March 11, 2013. Printed copies of the Spending Plan were available at the March 13, 2013 meeting. Mr. Brown reminded Board Members that the Spending Plan is in the draft phase and will be brought before the Board monthly through June, when a final vote of the Board will be required. The format and priorities for the Spending Plan noted within this document will change as the projections for district use of programs and services for FY14 change during the coming month(s).

Mr. Hilton explained that the Collaborative has made efforts to keep within a 2% tuition/service increase. He explained that adjustments in the FY14 Spending Plan reflect changes to the student population as well as changes with associated staffing requirements. Mr. Hilton noted that the Treasurer will need to transmit tuition rates in May and that the Board will be asked to vote upon FY14 tuition rates prior to transmission. Mr. Hilton also explained that the "salary grid" for staff reflects a 2% increase in the DRAFT Spending Plan as well as a 2 ½ % increase for staff not "on the salary grid".

Mr. Brown reminded the Board that the Collaborative will need to purchase 2 buses for Nantucket, 3 short-buses with a flexible seating structure for wheelchair transport, and some (7D) vans. Mr. Brown requested that the

Board vote to authorize the Collaborative to pursue financing for a period longer than 3 years.

Mr. Telman asked why financing would need to be for a term longer than 3 years.

Mr. Brown explained that financing vehicles is a factor in the determination of the cost of transportation. Financing over a longer term allows for lower district transportation rates. Financing a large bus over shorter periods increases the annual cost of transportation for districts.

Mr. Hilton discussed depreciation and the associated “useful life” of buses and vans. Mr. Hilton and Mr. Brown explained that large buses are typically depreciated over a 10 year period and financed over 7 years. They also explained that shorter buses (and vans) are typically financed over 5 years (or less), keeping within the useful life of the vehicles.

Dr. Bentinck-Smith made the motion that the Board vote to authorize the Cape Cod Collaborative to seek financing for vehicle purchases for a term longer than 3 years. Mr. Davol seconded the motion.

SO VOTED - UNANIMOUS

d. Program / Services

• Alternative Education Program (AEP) – Otis

○ Enrollment

Mr. Carroll discussed the current enrollment and trends for program planning. He noted that, over the school year 88 students attended the AEP program; and that current enrollment is 65 students. Mr. Carroll indicated that the program has 12 referrals pending. He explained that most of the students who transferred out of AEP were either hospitalized or moved to a more restrictive, residential setting. Mr. Carroll noted that the “drop-out” rate at the high school level remains low.

○ Programming

• Camp Burgess

Mr. Carroll remarked that the Middle School attendance rate has increased to 96%, a trend he partially credits to the Camp Burgess experiences. Students are enjoying the opportunity for hands-on learning and the outdoor opportunities afforded by Camp Burgess

• Barnstable Food Service – Mr. Carroll noted that the implementation continues to be successful.

○ Facilities

• Roof

Mr. Carroll observed that the roof continues to leak in a few places, but the impact to staff and students is minimal

• Asbestos abatement work (Bourne)

Mr. Hilton and Mr. Carroll noted that asbestos abatement work

in the boiler room of the Otis School was completed over the school break in February.

- **STAR - Osterville**

- Enrollment

Ms. Woods discussed the current enrollment and the trends for programming and planning. She noted that the current enrollment is 56; a new student started with the program today. Ms. Woods observed that inquiries about placement in the program continue to come in, predominantly for emotional/behavioral students. She explained that the students referred are younger students. Ms. Woods noted that the program has enrolled the first Pre-K student.

- Programming

Ms. Woods explained that the needs of the districts were changing in regards to the services needed from the STAR Osterville Program. She noted that for many years, districts required that programming be available for students with medical, multiple severe needs. Ms. Woods noted that the Program has maintained classes for this student population, but decreasing enrollment (need) has resulted with one class that only has two students. Ms. Woods explained that programming for this student population requires specialized staffing – nursing, therapists and specialized paraprofessionals.

Ms. Woods explained that the decrease in enrollment has resulted in a challenge in maintaining the Collaborative programming option for this student population. “Should the Collaborative maintain staffing to be able to handle referrals quickly, or delay enrolling students while hiring necessary staff?”

Ms. DiPaolo asked why program inquiries increase at this time of year. Mr. Hilton indicated that teachers/schools are more familiar with the needs of particular students and seek programming to appropriately meet their needs.

Ms. Woods noted that the demands and stresses on districts are felt by this time of year. She explained that some students and their families have needs that exceed the capacity of individual districts to respond. Additionally, many of the students with special needs require summer programming to prevent loss of skills (regression). Rather than create a summer program for one (or a few) students, districts often seek a Collaborative placement.

Mr. Hilton discussed the decreasing student enrollment in developmental training programs and increasing enrollment in the emotional-behavioral classrooms.

Ms. Woods explained that, since the move to the Osterville location, classes for students with autism have tended to “blend” more with the emotional-behavioral classrooms. She also noted that staff were once

specialized for a particular group, but are now able to assist across programs. The ability to successfully combine students in blended classrooms allows the program to adapt to accept referrals quickly.

(Mr. Davol left the meeting at 6:22 PM.)

Mr. Hilton described how the recent storm “removed” about one-third of the transportation department’s roof. An insurance claim has been filed by the Town of Barnstable.

Ms. Woods described the donated greenhouse, which had just been rebuilt for the third time due to damage from previous storms. The greenhouse held up to this latest blizzard, only to have the transportation roof land on it.

• **Transportation**

Mr. Hilton reviewed the current status of Collaborative transportation initiatives and services.

- Support / Consultation
 - Dennis-Yarmouth Public Schools
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. Mr. Hilton noted that recent regional changes will impact transportation services within that district.
- 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 continued 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 reviewed the Collaborative operations associated with large buses in the region. Mr. Brown and Mr. Hilton discussed the long-term planning associated with the vehicles (assets) and associated costs. Purchasing new buses for Nantucket will allow the shift of vehicles to replace older vehicles in Truro, creating spare vehicles for sale or back-up use.

- **Therapies**

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

- FY13 Service Commitments
 - Assistive Technology / Augmentative Technology
 - i. The Collaborative continues to coordinate the development of a consultation program with Keith Woodbury, a specialist in this area that is also a certified Speech & Language Pathologist. Mr. Hilton noted that Pilgrim and READS Collaboratives have expressed interest in using Mr. Woodbury's services.

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

Mr. Hilton discussed the progress of the regional grant that has been secured to integrate the professional development opportunities throughout collaboratives and districts in southeastern Massachusetts. The grant proposal was based upon the successful grant submission of the Cape Cod Collaborative (SmartPD).

- **Special Projects**

- Professional Development

Mr. Hilton updated the Board regarding Professional Development activities.

 - Observing & Analyzing Teaching (OAT)
 - Data Coaching
- Early Childhood Network Development

The providers of Early Childhood Services (including school districts) continue to meet with the facilitation of Dr. Gilbert. These providers developed and submitted a collaborative grant proposal in December with the Barnstable Public Schools as the fiscal agent. This grant was funded through the Department of Early Education & Care (DEEC) and will support strategic planning for the providers of early childhood services throughout the Cape & Islands region. Mr. Hilton explained that structured interviews are now being conducted of Cape early childhood providers by grant consultants in order to obtain "needs" related information for strategic planning.
- Advanced Studies & Leadership Program (ASLP)

Mr. Hilton updated the Board with information associated with the ASLP Program planning for Summer 2013. He noted that the ASLP applications have been reviewed, students have been accepted and waiting lists have developed.

Mr. Hilton discussed the status of planning the dates for the program as the dates were impacted by the school cancelations during the

February blizzard. He noted that the week of the program has been pushed forward and will now run into July 4th. He explained that districts and students have been notified.

Mr. Hilton discussed evolving grant opportunities to support the program, including funding from the Bilezikian Foundation, National Grid Scholarships and potential donations from NSTAR.

- Center for Executive Search

The Collaborative's Center for Executive Search recently completed their contract to assist the Falmouth School Committee in conducting their search for a Superintendent to start in July 2013.

VI. Other

a. Cape Cod Lighthouse Charter

Mr. Hilton recently received correspondence from Cape Cod Lighthouse Charter School, requesting (again) that the school be considered for membership in the Cape Cod Collaborative. Mr. Hilton reminded the Board that the charter school had put forward a similar request last year and would like to participate in the ASLP.

The Board, by unanimous consent, tabled discussion on this issue. Discussion on whether the Cape Cod Collaborative should serve charter schools will be added to the agenda of a future meeting.

VII. Executive Session (if necessary)

a. Personnel Matters – Litigation Strategy

It was not necessary to enter into Executive Session at this meeting.

VIII. Adjournment

Mr. Telman made the motion that the Board vote to adjourn the meeting of March 13, 2013. Dr. Bentinck-Smith seconded the motion.

SO VOTED – UNANIMOUS

The meeting was adjourned at 6:30 PM.