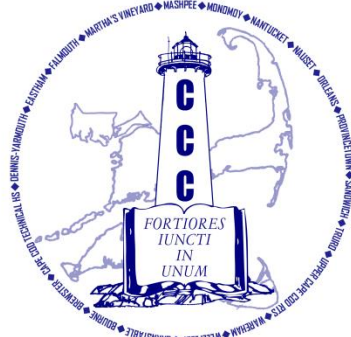


Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



Cape Cod Collaborative

Board of Directors
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Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
April 9, 2014

I. Call to Order

The April 9, 2014 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:05 PM by Dr. Joan Bentinck-Smith, Vice-Chair. In attendance were:

Cape Cod Technical HS	Dr. Joan Bentinck-Smith, Vice-Chair
Barnstable	Francis McDonald (in at 5:08 PM)
Brewster	Trish Hill
Eastham	Mary Louise Sette
Mashpee	Scott McGee
Monomoy	Stephen Davol (in at 5:10 PM)
Sandwich	Susan Sundermeyer
Wellfleet	Jill Putnam
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Jim Brown
Director of Special Projects	Dr. Joseph Gilbert (in at 5:39 PM)
STAR Program Director	Anita Woods
Waypoint Program Director	Larry Carroll (in at 5:13 PM)

II. Cracker Barrel Discussion

a. Request to move “Cracker Barrel” to end of agenda **VOTE**

Ms. Putnam suggested that the “Cracker Barrel” discussion be moved to the end of the agenda for the current meeting and for future meetings. She noted that many members of the Board are often attending with time constraints. She noted that moving the discussion to the end of the meeting would allow these members to be present when votes are taken.

Mr. McGee made a motion that the Board vote to move the “Cracker Barrel” discussion to the end of Board Meeting agendas. This motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

III. Minutes

a. March 12, 2014

VOTE

Mr. McGee made a motion that the Board vote to approve the minutes of the March 12, 2014 Board of Directors meeting. This motion was seconded by Ms. Putnam.

SO VOTED - UNANIMOUS

IV. Old Business

a. Transportation

- Invoicing

Mr. Brown updated the Board regarding the invoicing status for FY14 invoicing to districts. He noted that invoicing for March “large bus” services had been billed; and that invoicing for special education services will be mailed next Friday, April 18th.

- Reconciliation

Mr. Brown shared the status of the reconciliation of costs and revenues projected for FY14. Mr. Brown indicated that other than an adjustment that was necessary for the Silver Lake Regional School District services, projected costs and revenues remain on track. (The adjustment made to Silver Lake’s billing was a correction for monitor services.)

b. Cape Cod Collaborative Articles of Agreement Discussion

Mr. Hilton provided an update regarding the status of revisions to the Cape Cod Collaborative Articles of Agreement. He noted that the Collaborative received comments from Michelle Griffin at the MA-DESE regarding the DRAFT of the Articles of Agreement with suggested modifications. Mr. Hilton indicated that although many of the suggested changes were minor, there are a considerable number of changes recommended.

Mr. Hilton noted that he had forwarded the recommendations from DESE and correspondence regarding Collaborative revisions to Collaborative counsel, Murphy, Hesse, Toomey & Lehane. Mr. Hilton recommended that the Governance SubCommittee reconvene to further review recommended changes in late April following legal review.

Mr. Hilton reminded the Board that there are two issues that have been of particular interest to the state (in the Collaborative articles of Agreement): transportation pricing and the determination of the Collaborative Board quorum. Mr. Hilton noted that the “state” would prefer that the Collaborative use a “flat rate” for transportation billing, while the districts prefer the current (calculated based upon proportional use) billing system. Mr. Hilton also noted that, while the state prefers a

majority quorum, the Collaborative had suggested that districts who do not send members regularly to Board meetings could voluntarily suspend their voting rights. Mr. Hilton observed that, during his tenure as Executive Director, there have been very few votes taken which were not unanimous decisions by the Board. He strives to assure that the interests of all member districts are represented.

c. Executive Director Evaluation / Contract Discussion

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

The Evaluation SubCommittee met in January 2014 to discuss preparation for the evaluation of the Executive Director. It is recommended that this SubCommittee convene in the coming months to finalize goals for the next evaluation period.

d. Policy Review

- **Employee "Sick Bank"**
- **Military Leave**
- **Salary "Grid" Process Proposal (New)**
- **Itinerant Travel (New)**
- **Remote Participation in Board Meetings (New)**

Mr. Hilton noted that the Policy SubCommittee has not convened since the last Board meeting. Mr. Morris is, at present, the only member of this SubCommittee. As there are several issues which require review, Mr. Hilton recommended that a SubCommittee be scheduled and that these items be considered at a later Board meeting.

The Employee "Sick Bank" and Military Leave policies had been discussed at previous meetings of the Board, and there are several new(er) issues which will require discussion. Mr. Hilton noted that the salary "Grid" process may be modified to "freeze" the "step" for staff if there is a determination that there has been little (or no) progress made in professional growth (advancing in licensure and participation in professional development). Mr. Hilton also noted that the "Itinerant Staff Travel" is in need of a clear policy, as the current process is ambiguous regarding the starting/ending points for mileage reimbursement.

Mr. Hilton also noted that the Nantucket School Committee would like to participate in Board Meetings through remote means. Mr. Hilton noted that a majority quorum is needed (physically) in the meeting room for this to occur. Dr. Bentinck-Smith asked if the Collaborative was equipped to allow for remote participation. Mr. Hilton indicated the necessary technology is available in the current meeting room. Mr. McDonald noted that the process for remote participation can be cumbersome, but it is a good way to keep people connected.

V. New Business

a. Warrants

VOTES

- | | | | |
|-------|------|-------|------|
| • #37 | VOTE | • #39 | VOTE |
| • #38 | VOTE | • #40 | VOTE |

Mr. McGee made the motion that the Board vote to approve Warrants #37, #38, #39 and #40. This motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

b. Rockland Trust Investment Account

VOTE

Mr. Brown indicated that the Collaborative is seeking to minimize financial risk by appointing Rockland Trust as Investment Manager of Operating Funds (for amounts that are in excess of FDIC insurance limits). Mr. Brown explained that funds on deposit with a banking institution are “at risk” (called custodial risk) should the bank fail, unless they are insured through the FDIC. Mr. Brown further explained that, as funds in excess of the FDIC limit are at risk, it would be prudent to provide additional protection by investing excess funds in another insured or collateralized program. Mr. Brown reminded the Board that they agreed at the March meeting to appoint Rockland Trust, but this was not formalized by a vote at the time. Mr. Brown noted that the movement of these funds to an investment account allows for preservation of principal from custodial risk as well as providing a nominal return on investment.

Mr. Hilton observed that the OPEB Trust Board of Trustees had voted in March to appoint Rockland Trust as the investment manager for the OPEB trust funds. He explained that the first monthly statement reflects earnings of \$1,800.

Ms. Sundermeyer made the motion that the Board vote to approve the appointment of Rockland Trust as Investment Manager of operating funds that are in excess of insured limits. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

c. MA-DESE Coordinated Program Review

Discussion

The Cape Cod Collaborative has been participating in its first Coordinated Program Review. The Coordinated Program Review (CPR) is conducted by the Massachusetts Department of Elementary Education Program Quality Assurance (MA-DESE PQA). This review assesses the compliance of Collaborative programs with particular criteria in the areas of Special Education, Civil Rights and Public Day Programs. The MA DESE-PQA CPR team was “on-site” on Monday, March 10th and Tuesday, March 11th reviewing thirty (30) selected student records to assess compliance with particular regulatory issues associated with each of these students. Parent surveys were also sent to the families of students selected.

The MA DESE-PQA CPR team also toured our Special Education Public Day Programs, interviewed staff, and met with administrators to discuss our Program/Collaborative Policies and Procedures from April 1st through April 3rd. Mr. Hilton noted that during the exit interview, the CPR team indicated that there was one area which might receive a “partially implemented” rating. Mr. Hilton received a message shortly after – indicating that the review team determined that the Collaborative Public Day Programs were not required to meet that particular standard. Mr. Hilton further noted that verbal comments by the team indicated that the Collaborative could receive as many as 3 commendations for its use of data, professional development (paraprofessionals and transportation employees), and recognition of Ms. Woods for her contributions regarding MCAS alternative test scoring and training.

The results of the Coordinated Program review will be shared with the Board and will be made available to the public once the process is complete.

d. 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. Mr. Hilton observed that the state does not appreciate the term “spending plan.” Mr. Hilton noted that the Collaborative uses this term as all services are “revenue dependent”, and, as income can (and does) vary dependent upon the needs of the districts, a “spending plan” is revised to accommodate these changes (as opposed to a “budget” which has developed a one-sided expenditure limit meaning in contemporary municipal financing).

- Personnel

- Additions

VOTE

- Jane L. Daly, DSAC Data Specialist
- Ashley Foster, Monitor
- John R. Glorioso, Jr., Maintenance (on-call)
- Thomas Piscatelli, CDL Driver, Spare
- Gail Taylor, Cafeteria Sub
- Cory Whelan, BCBA, & Speech Therapist (per diem)

Ms. Putnam made the motion that the Board vote to approve the additions as listed in the agenda. This motion was seconded by Ms. Sundermeyer.

SO VOTED - UNANIMOUS

- Reductions

VOTE

- Robert E Johnson, CDL Driver (Spare)

- Reinstated

VOTE

- Peter Nielsen, CDL Driver (Spare)

- Charles Ouellette, Monitor (Spare)

Ms. Hill made the motion that the Board vote to approve the reduction and reinstatements listed on the agenda. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

- Other

- “Transportation Modular” Renovation

UPDATE

Mr. Hilton and Mr. Brown explained that the work on the modular has continued to be (temporarily stalled) as the Town of Barnstable Building Department has indicated that various permits are required for the repair of this space (demolition permit, building permit, electrical permit). Mr. Hilton explained that these permits are required as it was determined that the space is technically classified as “commercial” space and is required to follow particular guidelines associated with the repair, despite the limited size/scope. Mr. Hilton indicated that David Sampson, a former Upper Cape Cod Regional Vocational Technical High School Superintendent, has been contracted to assist in resolving the outstanding issues as a Licensed Construction Supervisor.

e. FY15 Budget & Spending Plan

The Finance SubCommittee has started review and consideration for the FY15 Collaborative Spending Plan (& Budget). Mr. Hilton and Mr. Brown discussed the status of the development of this information and shared current documents. An initial draft of the FY15 Proposed Spending Plan was included with Board materials. Mr. Hilton noted that it would be necessary for a Finance SubCommittee to convene to discuss this spending plan. Mr. Hilton recommended that this SubCommittee meeting be scheduled within the next two weeks, if possible. Ms. Hill, recognizing that the Collaborative’s spending plan is fluid depending upon the services needed by districts, suggested that a description for spending plan/budget changes would be helpful during the review process.

f. Requests for Proposals

Mr. Brown indicated that it is necessary to begin solicitations for equipment, leases and other items through a procurement process. The Collaborative is developing Requests for Proposals associated with the following items and seeks permission to publish the associated requests for proposals (RFPs) once the specifications and legal review(s) are completed:

- **Transportation Purchase and Financing**

VOTE

- Five (5) short buses to replace aging equipment with excessive mileage (well in excess of 200,000 miles).
- Three (3) vans or minivans to prepare to replace ten (10) passenger vans with excessive mileage (over 200,000 miles).

- One to two full sized buses to serve the needs of the Nantucket Public Schools. Their current vehicles are five (5) years old and will be cycled into service on the “mainland.”

Ms. Sundermeyer made the motion that the Board vote to authorize the solicitation of bids for the purchase and financing of new school buses and financing for a period of 3 years or more. This motion was seconded by Mr. Davol.

SO VOTED - UNANIMOUS

- **Global Positioning System (GPS) three year service agreement** **VOTE**

The Collaborative is seeking competitive pricing to incorporate GPS technology to enhance routing, billing and to improve student/family experience. Mr. Brown explained that the procurement will be for a limited number of vehicles at the request of the Mashpee Public Schools as well as additional vehicles as a pilot.

Mr. McDonald asked if Mr. Brown had a rough idea of the cost for this GPS system, whether this was a specific request from Mashpee, and whether there was a greater benefit to the Collaborative. Mr. Hilton responded that the system tracks in real time the location of buses. He noted that this capacity assists with invoicing, tracking speed, location and miles traveled. Mr. Brown, responding to the question regarding the cost, indicated that he anticipates the cost to be approximately \$30,000.

Ms. Hill asked if there were any insurance savings which could be realized. Mr. Brown indicated that there were not any immediate savings expected. He noted that reports available through the system would assist in better management of the bus fleet.

Ms. Sundermeyer made the motion that the Board vote to authorize the solicitation of bids for a Global Positioning System (GPS) three year service agreement. This motion was seconded by Ms. Hill.

SO VOTED - UNANIMOUS

- **Facility Leases** **VOTE**

- Transportation Maintenance Facility – Mr. Hilton and Mr. Brown explained that the Collaborative has leased a garage bay for the past year. The Collaborative seeks to solicit proposals for a longer term to optimize the opportunity for competitive pricing.

- Camp Facility Lease –Mr. Brown indicated that the Collaborative has leased a facility from Camp Burgess for the last two years and needs to solicit a lease bid annually.

Ms. Sundermeyer made the motion that the Board vote to authorize the solicitation of bids for the lease of a bus maintenance facility for a three year term, and a camp-type facility to compliment the Waypoint program. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

g. Programs/Services

- Waypoint Academy
 - Enrollment Update
 - Programming
 - Camp Burgess
 - Dr. Marc Hauser Consultation
 - Coordinated Program Review
 - Facility Issues
 - The Davenport Companies Donation – 6 iPads VOTE
 - Nancy Anjo – remuneration of \$1,400 VOTE

Mr. Carroll discussed the status of enrollment and programming at the Waypoint Academy. He indicated that enrollment is up to 66, but that students continue to transition in and out of the program. Some students are transitioning back to their home districts; some students, unfortunately, are dropping out. Mr. Carroll said that he is currently working with districts regarding commitments for the upcoming school year. Personnel adjustments will be made next year, if necessary.

Mr. Carroll described a recent trip to Camp Burgess where 20 students had the opportunity to try cooking in the wild.

Mr. Carroll asked the Board to consider approval for the donation of 6 iPads received from the Davenport Companies.

Ms. Putnam made the motion that the Board vote to accept the donation of 6 iPads from the Davenport Companies. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

Mr. Carroll also asked the Board to consider awarding Ms. Anjo the amount of \$1,400 in recognition of her efforts. The program coordinator for the middle school was on medical leave from December until early April. During her absence, Ms. Anjo did an excellent job covering her co-worker's duties as well as her own.

Mr. McGee made the motion that the Board vote to award \$1,400 to Ms. Anjo in recognition of her efforts. Ms. Sundermeyer seconded the motion.

SO VOTED - UNANIMOUS

- STAR / Osterville
 - Enrollment
 - Programming
 - Dr. Marc Hauser Consult
 - Program Activities
 - Coordinated Program review
 - Presentation at NSTA April 6, 2014

Ms. Woods discussed the status of enrollment and programming at the Osterville STAR Program. Students have been enjoying the spring-like weather and have begun planting in the school garden. Preparation for the

summer program is underway. At this time, it appears that there may be over 60 students enrolled in the summer program.

Ms. Woods noted that several Osterville students would be taking a trip to Waypoint Academy the day after the Board meeting. Ms. Woods explained that this trip is important, especially for students who may be transitioning at the end of this school year. She noted that the trip was coordinated by Ms. Anjo, from Waypoint Academy, and by Ms. Brooks, the STAR-Osterville Program Social Worker.

Ms. Woods indicated that she met recently with Ms. Gin Hoeck. Ms. Hoeck will be working with STAR Students providing yoga classes each week over the next few months.

Ms. Woods also noted that she had been asked to present at the NSTA (National Science Teachers Association) conference on April 6th with Deirdre from Massachusetts Audubon Society. Ms. Woods explained that the presentation focused on the teaching of science to non-traditional learners.

- Transportation

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

- Staffing / Routing

Mr. Hilton updated the Board regarding staffing and routing. Please note 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. Hilton provided an update regarding the provision of services within the Collaborative and to districts (and others).

- FY14 Service Commitments

- The Collaborative currently has the capacity to contract out the following services:

- i. OT – 1 day

- ii. SLPA < ½ day (May through June)

- Mr. Hilton updated the Board regarding the timeline(s) for further decisions regarding this area. He noted that a Collaborative Physical Therapist Assistant has recently required an extended medical leave. Mr. Hilton will recommend that the Collaborative continue to offer these services for contracting through the fiscal year to ensure that student (and district) needs are met.

- Special Projects

Dr. Gilbert and Mr. Hilton provided updates regarding items considered as “Special Projects” of the Collaborative.

- Professional Development / Grants

- Early Learning Network – Fund 808 Collaborative Grant Application

Dr. Gilbert shared the exciting news regarding the receipt of a grant through the department of Early Education & Care (EEC) for \$188,611. He explained that this grant will support the implementation of an Early Learning Network Strategic Plan that was facilitated through the Collaborative through a grant in the previous fiscal year. He noted that the intent of the grant is to support coordination of services for children ages birth through third grade.

The Cape Cod Early Learning Network continues to meet to coordinate services for the same age group. Dr. Gilbert noted that the first meeting of the grant advisory council was earlier on the day of the Board meeting.

Dr. Gilbert spoke about the plans to expand and enhance professional development opportunities across the Cape. Parent training opportunities will also be held.

Ms. Putnam expressed her appreciation for the efforts Dr. Gilbert has made on behalf of the Early Learning Network. Mr. Hilton expressed his opinion that Dr. Gilbert has done an incredible job.

Ms. Sundermeyer made the motion that the Board vote to accept the grant received from Early Education & Care. This motion was seconded by Ms. Putnam.

SO VOTED - UNANIMOUS

- ASLP

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

Dr. Gilbert noted that the acceptance information (acceptance letters, handbooks and forms to be completed) was mailed to students/families during the last week of March/first week of April. Dr. Gilbert indicated that the program is projected to meet the increased enrollment (205). This year’s program will begin June 30, 2014.

- Fund 235 – Inclusive Concurrent Enrollment Grant Application

Mr. Hilton discussed the recent award of a \$20,000 planning grant to Cape Cod Community College. This grant application was coordinated through the Collaborative in mid-2013 and submitted by the College in October 2013. The purpose of this grant is to develop inclusive opportunities at the College for students with severe disabilities between the ages of eighteen and twenty-two (18-22).

The districts of Barnstable, Bourne, Dennis-Yarmouth, Mashpee and Monomoy participated in development of the initial application. The

districts of Falmouth, Nauset, Sandwich, Wareham and Cape Cod Tech committed to participation at a later stage in the development of this initiative.

h. 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. Steering Committee meetings continue to occur on a monthly basis.

The currently committed districts (Barnstable, Dennis-Yarmouth, Mashpee and Sandwich) were visited by representatives from the An'qing Huide High School of Susong, Anhui Province, China during the week of the March Board meeting.

The visit was well received by the hosting school districts and received accolades from the visitors. This school signed an agreement to become part of the Cape Cod Global Education Initiative, a group that has been developed through the Collaborative, by the districts in this region.

Copies of some of the press coverage of the visits was included with Board materials

VI. Cracker Barrel Discussion

Mr. McGee spoke about the National School Board Association meeting. Mashpee sent 3 members. Mr. McGee found the conference to be informative and affirming, and very worthwhile.

Ms. Hill described her recent attendance at the National Science Teachers Association in Boston. She spent a fantastic four days and came away with a great desire to share what she had learned. She is working with colleagues at the University of New Haven, and offered to connect with Ms. Woods as some of their work might benefit her students. She will also be attending the all-day program on STEM for Early Childhood being held in Sandwich on the coming Saturday.

Mr. Hilton observed that Wareham is facing a \$4.5 million override and/or potential school closings.

Ms. Sundermeyer shared her regret that this is her last meeting on the Board of Directors. She is not running for re-election to the Sandwich School Committee.

Ms. Sette suggested that the STEMfest being held in Stamford, CT would be worth a visit.

VII. Adjournment

Ms. Sette made the motion that the Board vote to adjourn the April 9, 2014 meeting of the Cape Cod Collaborative Board of Directors. This motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

The meeting adjourned at 6:20 PM.