

Ms. Medeiros asked the Board to consider a vote, as allowed under the revised Articles of Agreement, to suspend voting rights for districts who have not sent representatives to meetings. Mr. Hilton observed that Mashpee, Nantucket, Provincetown and Truro representatives have missed two or more consecutive meetings. These districts will receive written notice that voting rights may be suspended for failure to attend meetings.

Ms. Beal made a motion asking the Board to vote to suspend the voting rights for the Mashpee, Nantucket, Provincetown and Truro districts. This motion was seconded by Mr. Widegren.

SO VOTED - UNANIMOUS

II. Minutes

a. April 13, 2016

VOTE

Ms. Williams made the motion that the Board vote to approve the minutes of the April 13, 2016 Board of Directors meeting. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

III. Old Business

a. Transportation

○ Invoicing

Mr. Brown updated the Board regarding the invoicing status for FY16 invoicing to districts. Calculations for April invoices were completed last Friday; invoices were mailed on Monday.

○ Reconciliation

Mr. Brown shared the status of the reconciliation of costs and revenues projected for FY16. He indicated that costs are in line with projected revenue, and indicated that he expects to close the year in a strong position.

b. Executive Director Evaluation

VOTE

The Board completed the evaluation at the April meeting. A summary of the ratings and comments was included with Board materials for review. Ms. Medeiros recommended that the Board vote to accept the summary documentation regarding the evaluation.

Ms. Beal made the motion that the Board vote to accept the summary of the ratings and comments included with the Board materials. This motion was seconded by Ms. Williams.

SO VOTED – UNANIMOUS

Mr. McGee, representative of the Mashpee School District, joined the meeting at 5:10 PM.

Mr. Widegren made a motion for the Board to vote to reinstate Mashpee's voting rights. This motion was seconded by Mr. Joyce.

SO VOTED – UNANIMOUS

c. Business Manager Search

Mr. Hilton provided a brief update. He explained that three (3) finalists were selected to spend a half-day at the Collaborative during the week following the last Board meeting. He noted that each candidate met with various Collaborative staff and engaged in in-depth discussions and tasks with staff from each of the functional areas of the Collaborative. The associated Collaborative staff then met as a group following the final visit.

Mr. Hilton noted that there was consensus in the group that the final three (3) candidates were excellent, but that Mr. James Albrecht was the best “match” for the particular needs of the Collaborative. The group asked that Mr. Albrecht's name be forwarded to the Business Manager Search Committee as their recommendation. Mr. Hilton indicated that the Business Manager Search Committee reconvened on May 4th to discuss the finalists' visits to the Collaborative with Collaborative staff and to consider recommending an appointment to the Board of Directors at that time.

A vote was taken to recommend Mr. Albrecht to the Board of Directors after reports from the Collaborative staff whom had participated in the half-day interviews.

Mr. Hilton spoke with Mr. Albrecht following that meeting that Wednesday afternoon. Mr. Albrecht met with Mr. Hilton on Monday, May 11 to discuss his consideration of the position. Mr. Albrecht indicated that he was excited to have his name put forward to the Board of Directors and asked for appointment and consideration in regards to the contracting for the position.

Mr. Hilton, asked the Board to note that Mr. Albrecht would take a lesser salary to work for the Collaborative, and indicated that they arrived at an agreement for a contract proposal to be brought to the Board for approval. Mr. Hilton indicated that the agreement was within the parameters specified by the Board of Directors with two exceptions:

- Offering \$500 toward a Flexible Spending Account (FSA) to be used for medical expenses, and
- Adding a clause to the contract requiring the Collaborative notify Mr. Albrecht by January 1st if his contract will not be renewed.

Mr. Hilton asked the Board for a vote to approve these negotiations and appoint Mr. Albrecht to the position of Business Manager.

Ms. Larsen made the motion that the Board vote to accept the contract terms and to appoint Mr. Albrecht to the Business Manager position. This motion was seconded by Ms. Williams.

SO VOTED - UNANIMOUS

Mr. Albrecht thanked the Board. Mr. Hilton indicated that he is also seeking to establish a daily rate, as Mr. Albrecht will work some days in June to facilitate a smooth transition process.

d. Business Office Functional Review

Mr. Hilton noted the operational assessment of the Collaborative Business Office Operations authorized by the Board is in process. He explained that consultants from Consulting Partners, Inc. began meeting with staff on May 4th and will return to meet with staff and stakeholders on May 12th, May 13th, May 16th & May 17th. Mr. Hilton observed that this purpose of this review is to inform regarding potential refinements to Collaborative business practices. Mr. Brown noted that this is an interesting, interactive process. Mr. Hilton indicated that consultants will meet with the Treasurer, Ms. FitzGerald, tomorrow, and plan to meet with the Special Education Director in Plymouth.

Mr. Joyce asked why Plymouth, which is not a member district, would be included in this process. Mr. Hilton noted that Plymouth currently sends six to eight students to Collaborative programs. Mr. Hilton indicated that the Consultants believed that there was value in including both member and non-member districts (who utilize Collaborative services) in the process.

Mr. Hilton noted that a report will be generated with analysis and recommendations based upon the review. Mr. Schumacher asked when this report and its recommendations would be available for Board review. Mr. Hilton indicated the report should be completed and available to Board members prior to the first Board meeting in September.

Mr. Hilton asked that any Board member who would like to be interviewed as part of this process to indicate interest following the Board meeting.

e. Policy Review

A meeting of the Policy Subcommittee was held on April 27th and an additional meeting is scheduled to occur immediately following this meeting (May 11th). Mr. Hilton, Ms. Deck, Mr. Fichtenmayer and Ms. Beal discussed the implementation of a “Sick Bank” for transportation employees and the ongoing management and use of “sick bank” time by employees.

These topics will be further discussed at the Policy Subcommittee following this Board meeting.

IV. New Business

a. Warrants

			VOTES
○ #42	VOTE	○ #44	VOTE
○ #43	VOTE	○ #45	VOTE

Ms. Beal made a motion for the Board to vote to approve Warrants #42, #43, #44 and #45. Mr. Fichtenmayer seconded this motion.

Mr. Widegren asked if these Warrants had been reviewed prior to being brought before the Board. Ms. Larsen responded that she had reviewed each Warrant.

SO VOTED – UNANIMOUS

b. FY16 Revised Spending Plan & Budget

VOTE

○ Spending Plan Revisions

Mr. Hilton and Mr. Brown discussed the status of the FY16 Spending Plan. Mr. Hilton indicated that no vote was necessary at this meeting. He explained that, in June, the Board will be asked for a vote to align the Collaborative FY16 Spending Plan and Budgets to currently projected revenues and expenditures.

Mr. Hilton and Mr. Brown reviewed variances associated with the Spending Plan and Budget for FY16. There have not been significant unanticipated expenses since the last Board meeting.

An update regarding the financial projections was included with Board materials.

○ Personnel

○ Additions

VOTE

- Rhonda Eldridge Spare Monitor
- Jean Hamilton Rehire, Monitor
- Barbara Howard Spare Monitor
- Joseph Powers Spare Monitor

Ms. Beal made the motion for the Board to vote to approve the additions noted on the roster. This motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

○ Change of Status

VOTE

- Andrea Barbel CDL Driver, Paraprofessional
- David Foor CDL to Spare CDL
- Heather Gentry Spare CDL to CDL
- Kevin McGrath Spare CDL to CDL
- Brian Pratt CDL to Spare CDL

Ms. Williams made a motion for the Board to vote to approve the changes in status noted on the agenda. This motion was seconded by Ms. Larsen.

SO VOTED – UNANIMOUS

○ Reductions

VOTE

- Jean Hamilton Monitor
- Kelly Hliva Spare CDL

Ms. Beal made a motion for the Board to vote to accept the reductions noted on the agenda (with recognition that Ms. Hamilton was reduced only to be rehired). This motion was seconded by Ms. Larsen.

SO VOTED - UNANIMOUS

c. FY17 Budget & Spending Plan

Mr. Hilton noted the Finance SubCommittee has continued their review and consideration for the FY17 Collaborative Spending Plan (& Budget). Mr. Hilton and Mr. Brown discussed the status of the development of this information and share current documents.

A revised DRAFT of the FY17 Proposed Spending Plan was included with Board materials. Mr. Hilton noted that a final vote on the Spending Plan and Budget must occur in June. It will be necessary for a Finance SubCommittee to continue to convene to discuss issues that are associated with this Spending Plan.

Mr. Hilton asked the Board to consider a vote to adopt FY17 Tuition Rates and FY17 Services Rates to ensure that participating districts can appropriately plan for FY17.

- **FY17 Tuition Rates**

VOTE

Ms. Beal moved that the Board adopt the projected FY17 Tuition Rates for FY17. This motion was seconded by Ms. Williams.

SO VOTED - UNANIMOUS

- **FY17 Service Rates**

VOTE

Ms. Beal made a motion for the Board to vote to adopt the projected FY17 Service Rates for FY17. This motion was seconded by Ms. Williams.

SO VOTED - UNANIMOUS

d. Programs/Services

- Waypoint Academy
 - Enrollment Update
 - Programming
 - Facility Developments
 - Camp Burgess Programming
 - Planning to Meet Future Facility Needs

Mr. Carroll discussed the status of enrollment and programming at the Waypoint Academy. Mr. Carroll indicated that Waypoint projected to “close out” the school year with student/tuition enrollment and attendance higher than projected. He indicated that students and staff have been busy with MCAS, the upcoming Field Day, Senior Dinner (Graduation) and “Earth Day”. Mr. Carroll indicated the expected enrollment in the Extended School Year program is 30-32 students. He has already received 10 referrals, which may indicate that 2016-2017 will be a strong year for program enrollment. Mr. Carroll suggested Board members who might wish to participate in the upcoming Golf Tournament fundraising event could save \$15 per person by

registering by May 13th. Mr. McGee asked if he could obtain a copy of the brochure to share. Mr. Carroll indicated that he would send one via email. Mr. Schumacher asked how many students will be graduating from Waypoint this year. Mr. Carroll responded that five (5) students will participate in graduation, two (2) of which completed school in January. He explained that this year's senior class was smaller than in the past. Mr. Carroll indicated that the increased population in the lower grades should reflect in an increased number of graduates in the future.

Mr. Schumacher asked what plans the graduating students have made, and if there is any follow-up with students post-graduation. Mr. Carroll noted that two (2) students will be attending the Cape Cod Community College, and that others will receive mentorship which will hopefully lead to employment opportunities. Mr. Carroll also observed that some students prefer not to be contacted after graduation. Mr. Hilton mentioned a recent call from a former student who relocated out of state, but who called Waypoint staff seeking help with meeting graduation requirements

Ms. Beal asked if students receive a high school diploma upon graduation. Mr. Carroll responded that students do receive a high school diploma from their home districts.

Mr. Fichtenmayer recommended that any interested Board member should attend the graduation. Mr. Hilton suggested that Board members should let Mr. Carroll know if they are interested in attending so access to Air Station can be arranged.

○ STAR / Osterville

- Enrollment
- Programming
- STAR 2016-2017 Calendar

VOTE

Dr. Woods discussed the status of enrollment and programming at the Osterville STAR Program. Staff evaluations for both paraprofessionals and teachers is currently underway. Students recently completed an educational unit with Audubon, and upcoming events include the Family Fun Day, Best Buddies Dance, and the YMCA Swim Picnic.

Dr. Woods updated the Board regarding changes in enrollment patterns that have been experienced as the school year enters the last two months (increase in enrollments/referrals). Dr. Woods observed that the current enrollment is the highest since the year that the program relocated to its current site in Osterville. She indicated that the program is likely to "lose" 16 to 19 students at the end of the school year, a substantial decrease. She explained that some of these students are returning to home districts due to their successes in the program, and that other students are relocating or aging out of the program. Dr. Woods discussed the difficulty in planning for the upcoming school year. She further explained that maintaining staff and

capacity yet adjusting for the reduced student population is a difficult process.

Ms. Beal asked if the decrease in the student population would lead to staff reductions. Dr. Woods observed that all staff are on annual contracts and are evaluated each year.

Dr. Woods also indicated that she had once again participated in the MCAS Alternative Assessments School Advisory Report in April. She also participated in the RFR process for MCAS Alternative Assessments this year. Dr. Woods asked the Board to consider a vote to approve the preliminary calendar for the STAR Program's 2016-2017 school year. She indicated this calendar is based on the calendar for Barnstable Public Schools, with some differences in staff in-service days.

Mr. Joyce made a motion for the Board to vote to approve the preliminary 2016-2017 school calendar for the STAR Program. This motion was seconded by Ms. Larsen.

SO VOTED - UNANIMOUS

o Developing Needs

DISCUSSION

o Language Based Classroom (District – Based)

Mr. Hilton noted there is an expressed need for the development of a shared Language-Based classroom at the middle school level within the mid-Cape region. Mr. Hilton explained that he is working with the school administrators from the Monomoy and Dennis-Yarmouth region to develop a program to meet the needs expressed.

Mr. Widegren asked for clarification on the term "Language-Based" and what it means for classroom services. Mr. Hilton observed that some students struggle with reading and comprehension. This classroom would include the support of a Speech and Language Pathologist. Dr. Woods noted that the classroom would provide supports focused on language processing. Mr. Hilton noted that students would access the general curriculum without supports. Ms. Larsen asked whether this program would be housed in each district, or in one location, and if it is to be in one location, would students require transportation services.

Mr. Hilton indicated that currently a single location is being discussed. Transportation requirements would be dependent upon the district. Mr. Widegren asked if there would be several classrooms for the different grades (grade 5 through grade 7). Mr. Hilton suggested that students could be accommodated in one classroom with intense supports.

Mr. Hilton will provide further information at the June meeting regarding the capacity and costs associated with the development of this program/classroom.

- 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. He indicated that routing and staffing is continually monitored and modified to ensure efficiency (and effectiveness) in operation.

- Nauset

Mr. Hilton updated the Board regarding the work with Nauset Regional Schools to determine if efficiencies can be found in routing.

- Truro

Mr. Hilton update the Board regarding the current operation in Truro. He indicated that the MOU for the provision of transportation services for the Truro Public Schools will need to be voted at the next Truro School Committee meeting.

- Nantucket

Mr. Hilton updated the Board regarding the current operation on Nantucket. The purchase of two (2) large school buses will be required to support the needs of the district for FY17.

- Therapies

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

- FY16 Service Commitments

- FY17 Service Planning

Ms. FitzGerald left the meeting at 5:52 PM.

- **Special Projects**

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

- **Professional Development / Grants**

- **Early Learning Network – Pre-School Expansion Grant**

Dr. Gilbert discussed the status and activities associated with the Pre-School Expansion Grant. There have been several community forums and significant progress has been made in strategic planning for preschool expansion. Dr. Gilbert praised Ms. Rotella for her efforts to move forward with strategic planning. He explained that the meetings have been well attended and participation has been active and substantive. Groups participating in the process include small, private schools, agencies and Head Start. He noted that an upcoming

forum to present the Strategic Plan is to be held at the Cape Cod Regional Technical High School.

Mr. Widegren asked if Dr. Gilbert was aware of the proposed changes in school start times. Mr. Widegren noted the Monomoy School Committee will be voting on a proposal to start elementary schools earlier and the high school later.

Ms. Larsen observed this change of start times could put younger children home alone for a period of time without the supervision of their older siblings. After school programming might need to be adjusted.

Mr. Widgren noted the later start to high school programming could have an impact on sports and after school activities.

Mr. Hilton observed that these changes can also increase transportation costs. Mr. McGee noted Mashpee explored this same issue years ago and that transportation issues were the hardest to overcome.

Ms. Putnam observed change is hard, even positive change. She noted her involvement when Nauset went through this process. Nauset did adjust start times and now has good data which demonstrates the benefits of this change. Mr. Widegren observed supporters of the change have been using Nauset information in the discussion.

Ms. Larsen added an additional positive aspect; the change has allowed some students to participate in both music and sports.

- **Massachusetts Tiered System of Supports – Tower Grant**

Mr. Hilton discussed the status of work with the school districts throughout the region. Dr. Giffune has established contact with many of the school districts in the region and has scheduled visits with schools to visit classrooms and meet with administrators as further planning is explored. She has visited both Tech schools, Mashpee, Monomoy and Falmouth, and is planning to visit Nantucket and Martha's Vineyard soon. He also noted that he and Dr. Giffune are scheduled to meet with Barnstable during the day following the Board meeting.

- **ASLP**

Dr. Gilbert updated the Board regarding the planning for the Summer 2016 ASLP Program. He noted that the staff continues to refine programming and staffing to meet the needs of the exceptional class that has been accepted for this summer. Dr. Gilbert indicated that 213 students are expected to attend the program. Noting the increased number (25) of students who committed to the program in December

only to change plans in the spring, Dr. Gilbert suggested it may be beneficial to consider an increase in the amount of the initial deposit. He explained that this change would have no impact on the overall tuition, but might help to avoid “false positives” filling available slots. He further noted that there is a considerable administrative burden created when 25 students commit to, then drop from the program.

○ **New Venture Fund – Grant Application**

Mr. Hilton noted that the Board (at the April meeting) authorized the Collaborative to submit a grant proposal on behalf of member districts.

He indicated that he had worked with staff from member districts and the National Center for Learning Disabilities (NCLD) towards developing an appropriate proposal.

Following prolonged discussion and analysis, a grant proposal was determined not to be feasible at this time due to time limitations and eligibility issues.

e. International Student Exchange

Discussion

Mr. Hilton discussed his recent trip to visit schools in mainland China over the April school vacation. Mr. Hilton was invited by several schools to visit to discuss potential partnership opportunities.

Mr. Hilton discussed meetings with local school and provincial education officials in the Shandong region who express strong interest in increasing the connection with the Cape & Islands region.

Mr. Hilton suggested local school districts could act as a group to increase educational opportunities, such as teaching Mandarin in schools, developing support for teachers and looking regionally at exchange opportunities could benefit students throughout the area.

f. Cape Cod Collaborative Waypoint Academy 8th Annual Golf Tournament

Mr. Hilton noted that, as Mr. Carroll had earlier indicated, the Collaborative will be sponsoring a golf tournament again this year as a fund-raising event with the proceeds used to benefit Collaborative students who seek education and training beyond their time at the Collaborative. He noted that the Board approved this event at the April Board meeting and that a copy of the tournament brochure was included with Board materials.

Mr. Hilton reminded the Board that the Business Office will supervise and monitor all transactions associated with the event including documentation and reconciliations of funds associated with the tournament.

The event this year will occur at Bay Pointe Country Club in Onset (Wareham) on June 4th.

V. Cracker Barrel Discussion

a. Local District Issues

Board members were invited to share current concerns and challenges in local educational arena. No additional items were brought forth for discussion.

b. Questions / Concerns

VI. Adjournment

VOTE

Ms. Larsen made the motion that the Board vote to adjourn the May 11, 2016 meeting of the Cape Cod Collaborative Board of Directors. This motion was seconded by Ms. Williams.

SO VOTED – UNANIMOUS

The meeting was adjourned at 6:20 PM.

Ms. Griffin, attending the meeting as a representative of the Department of Elementary and Secondary Education, thanked the Board for their assistance in completing the required Board Member training. She noted the Department is undergoing reorganization, and suggested Board members feel free to call her if they have difficulty locating the contact they need.