

II. Minutes

a. April 9, 2014

VOTE

Ms. Medeiros made the motion that the Board vote to approve the minutes of the April 9, 2014 meeting. This motion was seconded by Ms. Putnam.

SO VOTED – YEA – 6 NEA – 0 ABSTAIN – 1 (Tankard)

III. Old Business

a. Transportation

- Invoicing

Mr. Brown updated the Board regarding the invoicing status for FY14 invoicing to districts. He indicated that May invoicing had been completed for special education in-district routes; and that special education out-of-district invoicing should be completed by Friday.

- Reconciliation

Mr. Brown shared the status of the reconciliation of costs and revenues projected for FY14. He noted that actual income and expenses are in line with projections.

b. Cape Cod Collaborative Articles of Agreement Discussion

Mr. Hilton explained that members of the Governance SubCommittee (Ms. DiPaolo, Dr. Tankard, Ms. Medeiros) met on May 7th to discuss revisions to the Cape Collaborative Articles of Agreement following a substantial review with Attorney Sarah Catagnani of Murphy, Hesse, Toomey & Lehane. Mr. Hilton provided an update regarding the status of revisions to the Cape Cod Collaborative Articles of Agreement (included in May Board packet). He noted that the formatting, ordering and some content of the Articles of Agreement have changed; however, the initial intent of each section remains intact.

Mr. Hilton recommended that the Board review and discuss the (revised) Articles of Agreement (First Reading) in preparation for a vote (to submit to MA-DESE for technical review) in June. Mr. Hilton expected to have the revised version reviewed by the State (MA-DESE) and to be able to present the Articles to each member district in the Fall for a vote.

Ms. Hill asked if Mr. Hilton would be forwarding a copy of the revised Articles to each school committee. Mr. Hilton indicated that he would do so. Mr. Hilton will also ask Attorney Catagnani to be present at the next Board meeting (June) to answer any questions Board members might have.

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. Dr. Tankard recommended that this SubCommittee convene in the coming month to finalize goals for the next evaluation period (through School Year 2014-2015). Mr. Hilton scheduled a time to meet it with Dr. Tankard and Ms. Medeiros.

d. Policy Review

- **Employee “Sick Bank”**
- **Military Leave**
- **Salary “Grid” Process Proposal (New)**
 - “Step Freeze” for employees not making professional progress
 - Review of waiver “step freeze” process
- **Itinerant Travel (New)**
- **Remote Participation in Board Meetings (New)**

Mr. Hilton noted that the Policy SubCommittee has not convened since the last Board meeting. He indicated that a SubCommittee meeting will need to be scheduled and it is recommended that this item be considered at a later Board meeting.

e. MA-DESE Coordinated Program Review

Discussion

The Cape Cod Collaborative participated in its’ first Coordinated Program Review. The Coordinated Program Review (CPR) is a review conducted by the Massachusetts Department of Elementary Education Program Quality Assurance (MA-DESE PQA). This review is structured to assess the compliance of Collaborative programs with particular criteria in the areas of Special Education, Civil Rights and Public Day Programs.

Mr. Hilton explained that the MA DESE-PQA CPR team 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. The results of the Coordinated Program Review Report will be shared with the Board and available to the public once the process is complete. Initial discussions from MA-DESE PQA staff indicate that the Collaborative Review went well and that a commendation is likely regarding the use of student data in programming..

IV. New Business

a. Warrants

VOTES

- | | | | |
|-------|-------------|-------|-------------|
| • #41 | VOTE | • #44 | VOTE |
| • #42 | VOTE | • #45 | VOTE |
| • #43 | VOTE | | |

Dr. Bentinck-Smith made the motion that the Board vote to approve Warrant #41, Warrant #42, Warrant #43, Warrant #44 and Warrant #45. This motion was seconded by Mr. Morris.

SO VOTED – UNANIMOUS

b. FY14 Revised Spending Plan & Budget

- Spending Plan Revisions

VOTE

Mr. Hilton and Mr. Brown discussed the status of the FY14 Spending Plan. A vote was recommended to align the Collaborative F14 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 FY14. (An update regarding the financial projections was included with Board materials.)

Mr. Hilton observed that this vote will bring the Revised Spending Plan and Budget in line with the votes taken by the Board over the past several months. Mr. Brown reminded the Board that changes in district transportation services sometimes make it necessary to hire additional drivers and monitors.

Ms. Putnam made a motion that the Board vote to approve the Spending Plan Revisions. This motion was seconded by Dr. Bentinck-Smith.

SO VOTED – UNANIMOUS

- Personnel

- Conflict of Interest Disclosure

Mr. Hilton directed the Board's attention to the Conflict of Interest Disclosure provided in the packet. A member of the Board (Mr. McDonald) disclosed that his spouse applied for a position with the Collaborative's ASLP program.

- Additions

VOTE

- Cheryl Crowell - Spare Monitor
 - Susan Grevelis - Substitute Nurse
 - Beth Manhardt – Residential Assistant, ASLP

Mr. Hilton noted that Ms. Manhardt is the wife of Mr. McDonald, a member of the Collaborative's Board of Directors. Ms. Manhardt has been recommended by Dr. Gilbert following an in-depth interview process. Mr. Hilton reminded the Board that Mr. McDonald has completed a written disclosure.

Ms. Putnam made the motion that the Board vote to approve the addition of Ms. Crowell, Ms. Grevelis and Ms. Manhardt. This motion was seconded by Dr. Bentinck-Smith.

SO VOTED - UNANIMOUS

- Reductions

VOTE

- Stephen Cishek – CDL Driver, Mashpee

Mr. Hilton noted that Mr. Cishek has relocated to Florida where he is seeking employment and enjoying watching his son play for the Florida Marlins.

Ms. Putnam made the motion that the Board vote to approve the reduction. This motion was seconded by Ms. Hill.

SO VOTED – UNANIMOUS

- Other

- “Transportation Modular” Renovation

UPDATE

Mr. Hilton reminded the Board that work on the modular was temporarily stalled as various permits were required for the repair of this space (demolition permit, building permit, electrical permit). David Sampson, a former Upper Cape Cod Regional Vocational Technical High School Superintendent, has assisted in resolving the outstanding issues as a Licensed Construction Supervisor. He also noted that the Collaborative is seeking to solicit prices / bids for the completion of the exterior envelope of the building (labor & materials separately).

c. FY15 Budget & Spending Plan

Mr. Hilton noted that 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.

A revised DRAFT of the FY15 Proposed Spending Plan was included with Board materials. 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.

- FY15 Tuition Rates

VOTE

It is recommended that the Board adopt the projected FY15 Tuition Rates to ensure that participating districts can appropriately plan for FY15.

Mr. Morris made the motion that the Board vote to approve Tuition Rates for FY15. This motion was seconded by Ms. Putnam.

SO VOTED - UNANIMOUS

- FY15 Service Rates

VOTE

It is recommended that the board adopt the projected FY15 Service Rates to ensure that participating districts can appropriately plan for FY15.

Additional rates have been added to the “rate sheet” to further compliance with state collaborative regulations.

Ms. Medeiros made the motion that the Board vote to approve the FY15 Service Rates. This motion was seconded by Ms. Putnam.

SO VOTED - UNANIMOUS

d. Programs/Services

- Waypoint Academy
 - Enrollment Update
 - Programming
 - Facility Issues

Mr. Carroll discussed the status of enrollment and programming at the Waypoint Academy. He noted that there was an increase in enrollment during the month of April and predicted that the program would finish the year in a good position.

Mr. Carroll noted that students were looking forward to many upcoming events, including field day at Camp Burgess, multi-cultural day, a field trip to the Museum of Fine Arts, and graduation. He explained that the graduation this year will occur on Friday, June 6th and that there will be 7 students completing their time at Waypoint Academy this year. He asked that anyone who would like to attend the graduation is asked to contact him in advance to arrange for access to the Air Base.

Mr. Carroll also discussed the upcoming golf tournament, which is being held as a fund-raising event to benefit Waypoint Academy. Mr. Hilton asked the Board to refer to a vote requested later in the agenda.

- STAR / Osterville
 - Enrollment
 - Programming
 - Dr. Marc Hauser Consult
 - Program Activities
 - Coordinated Program review

Ms. Woods discussed the status of enrollment and programming at the Osterville STAR Program. Students in the program will be participating in Special Olympics on May 29th at Dennis-Yarmouth High School. They will also be attending the last Best Buddies Dance of the year on June 2nd, and the YMCA's annual picnic. Gen Hoeck, Director of Yoga Neighborhood will be holding yoga classes for STAR students on Fridays in May and June.

Ms. Woods described the ongoing staff meetings and evaluations occurring as the year draws to a close in preparation for the recommendations for hire which will be brought before the Board at the June meeting.

- **Essential School Health Services (ESHS) Program Grant**

VOTE

Ms. Woods noted that the Cape Cod Collaborative has been awarded \$3,000 through the ESHS Program. These funds will be used to benefit both Waypoint Academy and the STAR Program through improvements in nursing-related software. Ms. Woods described how Susan Blaha, the Collaborative's nurse, had been instrumental in obtaining this grant. She noted that the

Collaborative has been partnered with a mentor school district (Taunton).

- **Cape Cod 5 Grant**

VOTE

Ms. Woods discussed a \$2,357 grant that has been awarded to the Collaborative by Cape Cod 5 Bank. She explained that Emilie Cataldo, a Collaborative physical therapist, was instrumental in securing this grant, which will be used to purchase a “power adjustable table” for the “changing” room.

Ms. Woods and Mrs. Hilton asked the Board to vote to approve acceptance of these grants.

Ms. Putnam made the motion that the Board vote to approve the acceptance of the ESHS and the Cape Cod 5 grants. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

- **Transportation**

Mr. Hilton provided an update regarding current issues and opportunities with Collaborative transportation. He noted that the Collaborative is seeking to hire a dispatcher and will provide a recommendation for hire at the next meeting.

- **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 and will present an MOU for approval at the June Board Meeting.

- **Therapies**

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

- **FY14 Service Commitments**

- Mr. Hilton updated the Board regarding the timeline(s) that he is recommending for further decisions regarding this area. He noted that a Collaborative Physical Therapist Assistant has recently required an extended medical leave. Mr. Hilton recommended that the Collaborative continue to offer the current level of 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 discussed the status of activities associated with a grant secured through the Department of Early Education & Care (EEC) for \$188,611 (Information was included with Board materials)

- i. 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. The intent of the grant is to support coordination of services for children ages birth through third grade.
- ii. Two of three consultants “alignment coaches” have been secured to assist with the implementation: Lauren Melillo and Julie Hall. The “alignment coaches” will be housed (for the duration of the grant) in space that has been secured through the Mashpee Public Schools.

- **ASLP**- Dr. Gilbert updated the Board regarding planning for the Summer 2014 ASLP Program. He noted that there has been an increase in the number of scholarships donated through National Grid (26 to 40) and a continued commitment to programmatic support through the Bilezikian Foundation (\$10,000). Dr. Gilbert indicated that students have already been identified to participate in this summer’s program and is proposing that the additional scholarships (14) awarded by National Grid can be deferred until next year (proposal to Massachusetts Maritime Academy & National Grid). He noted that this option could allow more low income students to take part in the program.

Dr. Gilbert noted that there are currently 6 students on the waiting list. He is projecting enrollment to be 207. Mr. Hilton indicated that the increased enrollment in this program speaks to the program’s draw.

- **Cape-Wide Youth Action Plan**

VOTE

Mr. Hilton indicated that the Collaborative has been asked to partner with the Cape Cod Foundation and other community members in creating a Cape-Wide Youth Action Plan which would provide support to young people on the Cape. Mr. Hilton asked the Board to authorize the Collaborative’s participation.

Dr. Bentinck-Smith made the motion that the Board vote to approve the Collaborative's participation in the Cape-Wide Youth Action Plan. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

- **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. He explained that 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.

e. International Student Exchange

Discussion

Mr. Hilton provided an update regarding the status of the development of a regional consortium of school districts to host international students. He explained that 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. He noted that steering Committee meetings continue to occur on a semi-monthly basis. Mr. Hilton indicated that Dr. Bogden is currently in China, working on the coordination of this exchange. He noted that this opportunity may provide scholarships for 10 local (cape) students to study in China for a year and also an opportunity for two staff members to work in the partner high school in China. He noted that current plans are for some Chinese students to attend schools on Cape for 2 to 4 months as an introduction.

Mr. Hilton suggested that Dr. Bogden could return to speak before the Board at a future meeting.

Dr. Tankard asked if other school districts would be allowed to participate in this program. Mr. Hilton indicated that other districts were welcome to apply.

Mr. Morris indicated that he had met with Dr. Bogden and was very impressed. Mr. Morris described his participation in the Rotary's exchange program for 20+ years. He specifically liked the opportunity for local students to immerse themselves in the culture without the necessity of learning Mandarin Chinese.

Mr. Hilton described the program's supports, which includes partnership with Virtual High School.

f. Fingerprint-based Criminal History Record Information (CHRI)

Mr. Hilton noted that Massachusetts law now requires school districts to obtain fingerprint-based criminal history record information (CHRI) in addition to criminal offender record information (CORI). He indicated that this immediately impacts employees who were hired on or after July 1, 2013. (Employees hired prior to this date will need to meet the requirement on a schedule to be provided by the DESE at a later date.) Mr. Hilton asked the Board to refer to the DRAFT policy included with Board materials. This policy will become part of the Collaborative’s Employee Handbook (vote to occur in June).

Collaborative employees (bus drivers, monitors, therapists) often provide services to more than one school district. Letters were mailed to the superintendents of each district for which the Collaborative provides services, asking whether the district’s policy will allow reliance on the Collaborative’s Suitability Determination. Mr Hilton noted that five (5) districts (superintendents) have responded to date, four (4) indicating that they will rely on the Collaborative’s determination of suitability.

V. Other

a. Cape Cod Collaborative 6th Annual Golf Tournament VOTE

The Collaborative will be sponsoring a golf tournament as a fund-raising event with the proceeds used to benefit Collaborative students who seek education and training beyond their time at the Collaborative. Mr. Brown and Mr. Hilton recognized Jerry Ouellette’s efforts in organizing this event.

Mr. Brown described the Business Office’s involvement in the upcoming golf tournament. Mr. Brown observed that special events such as this have become a “hot button” for state auditors. He explained that the Business Office will have staff on site during the tournament and will supervise and monitor all transactions associated with the event including documentation and reconciliations of funds associated with the tournament.

Noting that this event occurs under the Collaborative’s non-profit status, Mr. Hilton asked for the Board’s authorization of the event.

Dr. Bentinck-Smith made the motion that the Board vote to authorize the Cape Cod Collaborative 6th Annual Golf Tournament. This motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

VI. Cracker Barrel Discussion

a. Local District Issues

Board members were invited to share current concerns and challenges in local educational arena.

Mr. Morris spoke at a recent Rotary program regarding the services provided by the Collaborative. The parent of a Collaborative student, who is also a Rotarian, spoke about his child's personal experience and the positive difference attending the program has made.

Mr. Hilton had the opportunity to take part in the *Support Our Schools* show.

b. Questions / Concerns

There were no questions or concerns raised.

VII. Adjournment

VOTE

Dr. Bentinck-Smith made the motion that the Board vote to adjourn the meeting. This motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

The May 14, 2014 meeting of the Cape Cod Collaborative Board of Directors adjourned at 6:10 PM.