

Cape Cod Collaborative  
418 Bumps River Road  
Osterville, MA 02655



Cape Cod Collaborative

Board of Directors  
508.420.6950  
Fax 508.420.6959

**Board of Directors Meeting Minutes**  
**418 Bumps River Road, Osterville, MA 02655**  
**May 9, 2012 - 5:00PM**

## **I. Call to Order**

The May 9, 2012 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:01 PM by Marie Enochty, Chair.

The following Board members were in attendance:

Nauset	Marie Enochty, Chair
Martha's Vineyard	Dr. Robert Tankard, Co-Chair (depart 6:30 PM)
Falmouth	Terri Medeiros, Vice-Chair
Barnstable	Stephanie Ellis
Cape Cod Tech	Dr. Joan Bentinck-Smith
Chatham	Steven Davol
Eastham	Joanne Irish
Harwich	Sue Daggett
Upper Cape RTS	Robert Fichtenmayer

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Jim Brown
Director, AEP Program	Larry Carroll
Director, STAR Program	Anita Woods
Director, Special Projects	Dr. Joseph Gilbert
Secretary	Beth Deck

Dr. Tankard and Mr. Hilton reminded the Board that this is Ms. Enochty's last meeting as a member of the Cape Cod Collaborative Board of Directors and as Chair for the Board.

Mr. Hilton met with Ms. Medeiros prior to the meeting, informed the Board that Ms. Medeiros has been appointed to the new legislative commission formed to make recommendations to the Legislature regarding the future role of educational collaboratives.

## **II. Cracker Barrel Discussion**

### **a. Smarter Cape Summit – May 14-15, 2012**

This group will convene their second annual summit at the SeaCrest Resort in Falmouth. Mr. Hilton reminded the Board that this group explores the integration of a public and private partnership to harness the power of the internet by sharing resources. There was some discussion among Board members regarding the potential/projected impact of the OpenCape initiative which will bring significant internet bandwidth through the entire region. The SmarterCape Summit is particularly focused upon seizing opportunities for development in the region in concert with this major initiative.

Mr. Hilton will be participating in a workshop presentation regarding education in the region. Mr. Hilton will be presenting data associated with demographic trends and facilitating discussion regarding planning to meet evolving needs for the region.

### **b. Collaborative Oversight / Accountability Bill(s)**

Mr. Hilton shared that there continued to be publicity associated with the recent changes in the enabling legislation for educational collaboratives.

There is a continuing need to respond to these changes within operations at the Cape Cod Collaborative.

Mr. Hilton noted information from implementation timelines associated with this legislation was included with the Board information. (These timelines were reviewed later in the meeting.)

### **c. Local District Budget Preparation**

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

Ms. Daggett noted that the Town of Harwich has scheduled a property tax override vote (Proposition 2 ½ Override vote) regarding the need to fund approximately \$990,000 during the transition to the Monomoy Regional School District.

### **d. Questions / Concerns**

There were no questions and/or concerns expressed at this point of the meeting.

## **III. Minutes**

### **a. April 11, 2012**

### **VOTE**

Mr. Fichtenmayer made a motion that the Board vote to approve the minutes of the April 11, 2012 meeting. This motion was seconded by Dr. Bentinck-Smith.

VOTE 6 yea 0 nea 3 abstain (Tankard, Enochty and Medeiros)

## IV. Old Business

### a. Transportation

- Invoicing

Mr. Brown provided an update to the Board regarding the invoicing status for FY12. Invoices for March have been sent to districts; April invoices should be sent this week. Mr. Brown noted that, as the school year draws to a close, it is increasingly important to send invoices out to districts in a timely manner. The formation of the new Monomoy district requires estimated year-end billing to be in district hands by the end of May for the Chatham and Harwich Public Schools to ensure payment as these districts cease to exist on July 1, 2012.

- Reconciliation

Mr. Brown discussed the status of the reconciliation of costs and revenues projected for FY12. Revenue continues to track consistent with projections and that income continues to be sufficient to cover program expenses (excluding extraordinary items which were not covered in the original contracts - e.g. OPEB).

- Mashpee Special Needs Transportation

Mr. Hilton reviewed with the Board the status of the service agreement for Special Needs Transportation with Mashpee Public Schools. He reminded the Board that “bids” for special education transportation were solicited for service provision for the next three years. Mr. Hilton explained that the “bids” were due on March 15<sup>th</sup>. The Collaborative was the only party that responded to the Mashpee Public Schools’ solicitation. Mr. Hilton and Mr. Brown discussed Collaborative planning to meet the district’s needs. Although there has been verbal communication that the Collaborative will be continuing to provide these services, this has not been memorialized in writing.

- Mashpee General Education Transportation

Mr. Hilton briefly updated the Board regarding the Mashpee Public Schools general education bus service. The Mashpee Public Schools solicited bids for the provision of this service (responses due May 3, 2012).

Mr. Hilton explained that the following information continues to be included in the agenda to ensure that Board members are aware of these operational issues.

- i. Memorandum of Understanding

- ii. “Bid” of Mashpee Public Schools General Education Transportation this spring.

1. The Collaborative has invested in the purchase of sixteen (16) buses on behalf of the Mashpee Public Schools to support their requested service delivery. There is a considerable sum that will be outstanding at the close of this fiscal year on the financing that supported this purchase (approximately \$700,000)
2. The Collaborative has expected to continue providing the services (at least) through the next two years.
3. The Collaborative continues to discuss changes to the term and the pricing of the service delivery. The goal of the Collaborative continues to

be to provide effective and efficient services at the cost for the delivery of the service.

- iii. The equipment utilized for this service continues to necessitate considerable maintenance and time to address warranty issues and to maintain optimal operability. Staff from Blue-Bird Manufacturing have been meeting with Collaborative staff and developing plans to address outstanding issues.
  1. The Collaborative continues to work with the dealer (O'Connor of Maine) and the manufacturer (Blue-Bird) to address issues that are causing the extraordinary amount of maintenance.
  2. The issues include, but are not limited to:
    - a. Entry Door alignment and durability
    - b. Anti-Lock Braking System (ABS) sensor and alarm issue
    - c. Brake Rotor durability Issues
    - d. Seat Cover Durability
    - e. Transmission Filter sensor and durability issues

It continues to be imperative that the Collaborative has a clear plan for the provision of this service.

## **b. Legislative Bills**

The Massachusetts Legislature enacted changes to Massachusetts General Laws Chapter 40, Section 4e through legislation (S 2105) signed by the Governor on March 2012. Mr. Hilton noted that the legislation will take effect later this month, on May 31, 2012

Mr. Hilton suggested that the Governance Subcommittee meet prior to the Board meeting to make recommendations regarding these changes and provide recommendations to the full Board. Mr. Hilton stated that he would contact Subcommittee members with prospective dates.

Mr. Hilton also indicated that he has been meeting with a group of Collaborative Executive Directors regarding the implementation of these changes. The first meeting occurred on March 29, 2012 in Marlborough (Accept Collaborative). Mr. Hilton explained that this group developed projected timelines associated with collaborative compliance with this new legislation.

Mr. Hilton noted that a copy of the checklist of responsibilities and timelines associated with the legislation was included in the Board materials. Mr. Hilton reviewed these items, highlighting areas that will require attention. These items include:

- assuring that Board members are appointed annually;
- updating to the Collaborative website to include posting of the audit;
- Board meeting agendas and minutes;
- an increasingly active role of the treasurer; and
- revising the Articles of Agreement.

## V. New Business

### a. Warrants

**VOTE**

Warrant #10 was available for review.

Dr. Tankard made the motion that the Board vote to approve Warrant #10. This motion was seconded by Mr. Fichtenmayer.

SO VOTED - UNANIMOUS

### b. FY12 Spending Plan

- Updates

Mr. Brown reviewed Spending Plan projections, noting and explaining certain pending expenses (technology, occupancy, salaries & wages) and projected revenues (final billing for AEP & STAR tuitions, transportation). Mr. Brown noted that there is currently a positive variance projected at the end of the fiscal year. Mr. Hilton and Mr. Brown indicated that the Finance SubCommittee will be convened to consider and recommend allocation of any remaining funds after the close of the fiscal year.

- Personnel

- Additions

There were no additions, no vote required.

- Reductions

There were no reductions, no vote required.

- Reclassification

**VOTE**

- Nancy Anjo, Counselor, AEP

Mr. Hilton explained that Ms. Anjo has been working as a paraprofessional with caseload responsibilities. Mr. Hilton noted that Ms. Anjo, recently received her Licensed Mental Health Clinician (LMHC) license, obtained her School Adjustment Counselor certification and obtained her Masters' in Education (Counseling) degree. Mr. Hilton recommended that the Board was asked to approve her reclassification as Counselor.

Ms. Daggett made a motion that the Board vote to approve this reclassification. This was seconded by Ms. Ellis.

SO VOTED - UNANIMOUS

- Workers' Compensation Issues

- Status of 4 situations reviewed

Mr. Hilton provided an overview of the current workers' compensation claim issues, which include 2 teachers, 1 monitor and 1 bus driver who were allegedly injured on the job.

- Requests for access to Sick Leave Bank
  - i. Mary Pomeroy
 

Mr. Hilton noted that Ms. Pomeroy is requesting 2.2 days to complete this school year. He recommended that this additional leave be granted.
  - ii. Sandra Smith
 

Mr. Hilton recently met with Ms. Smith and her attorney. He noted that Ms. Smith will not need additional days granted at this time.

Dr. Tankard made the motion that the necessary days from the Sick Leave Bank be allotted to Mary Pomeroy. Ms. Daggett seconded the motion.

SO VOTED - UNANIMOUS

### **c. FY13 Budget Development**

Mr. Hilton and Mr. Brown reviewed the revised Spending Plan Proposal. Mr. Brown brought some recently changed items to the Board's attention:

- Proposal to increase Brenda Gaskill's position from 80% to 100%, coinciding with the change to the new accounting system and an associated increase in responsibilities.
- STAR expenses – computer and equipment expense of \$2,850 for eSped data management system
- STAR expenses - \$7,500 *set aside* to provide educational encouragement for paraprofessionals, which will benefit both the employees and the program
- Adjustment of payroll rates for the summer AEP program, no change in rates for the past three years
- STAR expenses – 60% Physical Education Teacher position

Mr. Hilton and Mr. Brown also reviewed the expressed district service needs and programs proposed for FY13. They highlighted changes in the Proposed Spending Plan document made after the initial proposal.

- May 1, 2012 and May 3, 2012 Finance SubCommittee Meetings
  - Review of discussion
 

Mr. Brown thanked the Finance SubCommittee for a productive meeting which addressed the spending plan and changes to the Collaborative's health insurance plan (to be addressed later in this meeting).

- Service Commitments
  - Programs
    - STAR
      - i. September Projection of 51 students
      - ii. Increasing Population Projected at 66 students by January 2013
      - iii. Extended School Year (Summer) Projection at 56
    - AEP
      - i. Commitments Projected at 60 (currently 53 committed for FY13)
      - ii. Total School Year Projected at 68 Full Time Equivalents (FTEs)
      - iii. Extended School Year (Summer) Projection at 36
  - Transportation
    - Special Education – In-District
      - i. Nauset - Committed through FY13
      - ii. Nantucket – Committed through FY13
      - iii. Mashpee will have “bid opening” March 15, 2012
      - iv. Truro – As needed
    - Special Education – Out-of-District
      - i. Nauset – Committed
      - ii. Nantucket – As Needed
      - iii. Truro – Committed
      - iv. Harwich – Committed
      - v. Dennis-Yarmouth – Committed
      - vi. UCT / CCT – If Needed; As Needed
      - vii. Mashpee “bid opening” March 15, 2012
  - Therapies
    - Barnstable – SLPA (4), BCBA (1), DHH (10 hrs), ABA-Home (TBD) - Committed
    - Bourne – PT (1.5), PTA (2.5) - Committed
    - CCT – OT (1), PT (.5) –Committed
    - D-Y – OT(.5), BCBA (1)– Committed
    - Harwich – PT (1.0), PTA (1.5), BCBA(1.0), ABA– Home (TBD) – Committed – Reduction of OT (5.0)
    - Martha’s Vineyard- Tentative Commitment – OT (2)
    - Nantucket – PT (2.0)BCBA (1.0), ABA-Home (TBD) –Committed
    - Provincetown – OT (1), PT (.5) – Awaiting Written Commitment
    - Sandwich – PT (3) Committed
    - Truro – OT (2), PT (.5). BCBA (.5), ABA Home (TBD) – Committed
    - UCT – OT (TBD) Awaiting Commitment

- Other
  - Data Specialist Grant – Continues through FY13
  - Medicaid – Assistance to be purchased “per diem” - FY13
  - Literacy Grant Expected to continue for FY13
  - ASLP expected to continue at slightly modified levels – FY13
  - Regional Data Analyst – Barnstable may seek to hire current regional analyst directly, Collaborative will review need with other districts and pursue further if/when appropriate
  - Transportation Consulting – To be Retained “As Needed”

- Items to be Considered

- Health Insurance Changes **VOTE**

- i. Cape Cod Municipal Health changes to GIC like plan
- ii. Mitigating Health Insurance Change

Mr. Hilton explained that recent state legislation regarding municipal health insurance plans requires that resulting employer savings be shared with employees during the first year of implementation (25% of employer savings).

After meeting with the Employee Insurance Advisory Group, and with the support and recommendation of this group, Mr. Hilton and Mr. Brown recommended the following mitigation plan based upon the recommendations of this group.

1. Establishment of a Health Reimbursement Account that may be accessed by participating employees to mitigate the impact of increased deductibles and copayments associated with the new health insurance plan offerings.
2. Maintaining the rates for employees participating in the “Rate Saver” health insurance plans during the current fiscal year. These employees would have an increase in their health insurance costs as well as increased co-payments and deductibles. This subsidy would cease after the first year.

Dr. Tankard made the motion that the Board vote to approve the adoption of the new Cape Cod Municipal Health Group Plan design changes (GIC look alike) as required by Massachusetts legislation. The motion further asked that the Board vote to authorize the implementation of a mitigation plan to share the resulting savings by:



- 1) Supplementing the “rate saver” premium increase for the first year; and
- 2) Setting up a Health Reimbursement Account which will be available to reimburse employees (up to the amount of the 25% first year employer savings); and
- 3) Authorizing the Collaborative to create a Flexible Spending Account system ; and
- 4) Authorizing the Collaborative to offer gap Insurance.

This motion was seconded by Mr. Fichtenmayer.

SO VOTED - UNANIMOUS

- OPEB – Other Post-Employment Benefits
  - i. Level of funding for FY13 to be determined (3%)
  - ii. Need Process for establishment and allocating funding to this reserve fund
- Personnel
 

Mr. Hilton explained that it has become necessary to revise the titles of the columns in the salary schedule to reduce any confusion regarding new staff placement on the salary schedule. The title of the right column (Bachelors Used in Class) has led to significant confusion regarding whether new staff were eligible for salary placement in this area.

Mr. Hilton recommended that the Paraprofessional Salary Schedule be revised in the following manner: the left column shall be renamed “Level I” and the right column renamed “Level II.”

**VOTE**

Mr. Fichtenmayer made the motion that the Board vote to approve the change to the titles as recommended by Mr. Hilton. This motion was seconded by Mr. Davol.

SO VOTED - UNANIMOUS

- Dental Insurance Changes
  - i. Cessation of Collaborative contribution for Dental Insurance for Future Retirees (notice after July 1, 2012)
    1. Dental Coverage is a considerable percentage of OPEB liability
    2. Decrease in exposure for this liability would produce significant efficiency
    3. Collaborative will offer 100% Voluntary Plan for this group.

Mr. Hilton noted that this change is recommended after considerable discussion with, and support from, the Employee Insurance Advisory Group. The decrease in the OPEB liability associated with this offering will allow for allocation of resources in a manner supportive of employees, students and districts.

Dr. Tankard made a motion that the Board approve the cessation of the Collaborative contribution for Dental Insurance for future retirees. This motion was seconded by Ms. Medeiros.

SO VOTED - UNANIMOUS

#### **d. Programs/Services**

- Alternative Education Program / Otis
  - Enrollment
  - Programming
  - Additional Grant Opportunities
  - Status of Commitments – FY13

Mr. Carroll updated the Board on the current enrollment and programming at the Alternative Education Program. Enrollment has been steady, with cumulative enrollment now at 66.25. Mr. Carroll informed the Board that enrollment should reach 68 as projected. Mr. Carroll noted that students in the AEP program are sometimes very transient and may not be enrolled in the program for long periods of time. There have been several students this year that have not stayed in the program consistently due to changes in their living situations, incarcerations and/or hospitalizations.

Mr. Carroll informed the Board regarding the status of grant proposals that have been being submitted. He stated that the program has sought grant funding (awaiting response) to support the school's radio program, a "podcast" available from the school site. Mr. Carroll also noted that the program has sought grant funding to support an animal science study of the turkey and coyote population(s) on the air base. Mr. Carroll further explained that two Tower Foundation grants are also awaiting review; one a large multi-year grant opportunity.

Ms. Daggett indicated that there are also several smaller Tower Foundation grants that may be more readily available and flexible. She encouraged the Collaborative staff to explore these options further.

Mr. Hilton informed the Board of an upcoming visit that he and Mr. Carroll will be making to Camp Burgess in Sandwich. "Project Excel," a program established by the Sandwich school system, proved too costly to maintain for a very small enrollment. Mr. Hilton explained that there are features of this

program and resources available at Camp Burgess that may fit well with Collaborative programming.

- STAR / Osterville
  - Enrollment
  - Programming
  - Projected Enrollment – FY13
  - Facility Update

Ms. Woods updated the Board regarding enrollment at the STAR Program. Current enrollment is 64, as one student was transitioned from the program today. She indicated that enrollment will be back at 65 quickly, as a new student will be starting soon. Ms. Woods spoke about the unusual number of students who will be exiting the program by September. She noted that six 6<sup>th</sup> grade students are transitioning from the program, some to less restrictive settings. She also noted that two younger students are returning to their home districts. In addition, the program has an unusual number of students who will be turning 22 early in the fall. Ms. Woods expressed confidence that the enrollments will again increase as the school year continues. Projected enrollment is 51 for the start of the 2012-2013 school year.

Mr. Hilton noted that Board members have had a chance to see changes to the reception area. On the new entrance wall, Board members can see art work created by STAR students in an art enrichment project paid for with Parents' Advisory Council funds. Mr. Hilton also explained that air conditioning was also installed during April vacation in classrooms where particular students' medical needs dictated.

Mr. Hilton asked the Board for unanimous consent to address the Other (Additional Items- Section VI in minutes) on tonight's agenda prior to the departure of Dr. Tankard. The Board agreed through unanimous consent.

## **TO SECTION VI OF MEETING**

\*\*\*\*\*

- Transportation
    - Flahive Consulting Status
      - Flahive Consulting Status
      - Flahive Consulting Status
    - Flahive Consulting Status
- After the departure of Dr. Tankard at 6:30 PM, Mr. Hilton continued with the agenda by providing an update regarding current issues and opportunities with Collaborative transportation.
- Mr. Hilton updated the Board regarding the status of Mr. Flahive's current projects.

- Sandwich Public Schools Special Education transportation review
    - Productive with recommendations to Sandwich School administration
  - Bourne Public Schools Bid Development (Very positive results from vendors)
    - Significant savings achieved
  - Middleborough Public Schools bid specification review
    - Resulted in two excellent bids with very minor increases
  - Regional Capacity Study (Grant Funded)
    - In Process – to be completed for June 30<sup>th</sup>
- Staffing / Routing  
Mr. Hilton again noted that the routing and staffing is continually monitored and modified to ensure efficiency (and effectiveness) in operation.
- Large Buses
- Nantucket  
Mr. Hilton reviewed the plan of the Nantucket Public Schools to utilize the same equipment through FY13. The Collaborative has developed pricing for the FY13 operation based upon this request. Mr. Hilton explained that the proposal and pricing continues to be refined by Nantucket and by the Collaborative.
  - Truro  
Mr. Hilton updated the Board regarding the current operation in Truro.
- Special Needs Transportation  
Mr. Hilton explained the need for the Collaborative to consider equipment purchase for FY13. He explained that it is likely that the Collaborative will need to replace vehicles over the summer. He noted that the impact of potential changes with Mashpee services will impact this decision. This will become an agenda item for the June meeting.
- Equipment Review / Needs
  - Mashpee Public Schools  
Mr. Hilton again reminded the Board that the Mashpee Public Schools solicited “bids” for special education transportation for the next three years. The Collaborative had been asked to submit pricing reflecting the expressed needs (in the bid) of

the district. There were no “bids” received, the Collaborative submitted pricing as requested

- Therapies

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

- Speech / Language

- Personnel Status – Wong

Mr. Hilton discussed the current status of Ms. Wong. The Collaborative had sponsored her Visa application. Mr. Hilton stated that there is a continued need for Speech & Language Pathologists in the area. He noted that a visa application is in the process of submission for Ms. Wong. Ms. Wong, however, is reconsidering her move as her fiancé recently accepted a job in another area. Mr. Hilton indicated that he will update the Board further regarding this matter at the June meeting.

- FY13 Service Commitments

Mr. Hilton discussed the status of service commitments for FY13.

- Mr. Hilton noted that the collaborative is currently receiving and reviewing commitments for the utilization for Collaborative staff to provide services in school districts for FY13.
    - Mr. Hilton stated that the evolving Monomoy Regional School District expects to hire an Occupational Therapist in place of the five (5) days of contracted Occupation Therapy that has been provided through the Collaborative for the past several years.
    - Mr. Hilton explained that most other districts have committed to maintaining the same (or similar) levels of services through the Collaborative to meet therapeutic (Occupational Therapy, Physical Therapy, Speech Therapy, Behavioral Consultation, Teacher of the Deaf/hard of Hearing) needs.

- Southeastern Massachusetts Collaborative Regional Organization (S-CRO)

Mr. Hilton briefly discussed the ongoing activities of this regional collaboration of collaboratives. He noted that this group will be renewing the (annual) Memorandum of agreement (MOU) in May/June and that a vote will be scheduled for the June Board meeting to consider this matter.

- Special Projects

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

- Professional Development / Grants
  - Fund 115 – Service Innovation Grant
    - i. Regional Professional Development Sharing & Tracking  
Training dates – May 2 & June 15  
Dr. Gilbert reported that the May 2<sup>nd</sup> training was well attended and that good feedback has been received from districts.
    - ii. Regional Transportation Study  
In process – Jim Flahive is in contact with the school districts
    - iii. Regional Transitional Services Feasibility Study  
Southeastern Massachusetts Educational Collaborative to complete the study – in process.

DR. TANKARD LEFT THE MEETING AT THIS POINT (6:30PM)

- ASLP  
Dr. Gilbert discussed the current planning for the Summer 2012 ASLP Program.
  - ASLP enrollment – 156 students – increasing number of financial aid
  - Acceptance letters were mailed out at the beginning of April
  - Scholarship notices were also mailed at the beginning of April
  - Bilezikian Foundation will underwrite some programming again for Summer 2012.
- Regional Literacy  
Dr. Gilbert provided an update regarding the continued activities of the Regional Literacy group.
  - The Data Use and Literacy Planning met again on March 26, 2012. An additional meeting is scheduled for May 24, 2012.
  - Participation in these sessions continues to be significant
- Data Coaching Course  
Dr. Gilbert provided an update regarding the planning for this session of the “Data Coaching” course that will occur this summer
  - Scheduled for July @ Sandwich High School
  - District teams needed to be registered by March 14<sup>th</sup>
- Center for Executive Search  
Dr. Gilbert provided an update regarding the current activities supported through the Center for Executive Search
  - Martha’s Vineyard Special Education Director  
Dr. Gilbert told the Board that there are two finalists for this position. Site visits are scheduled to take place in the near future.
  - Nauset Director of Finance and Operations  
Dr. Gilbert spoke about the high number of applicants for this position (27) resulting in 8 interviews and 4 finalists. He noted that an appointment is likely to be made on May 10<sup>th</sup>.

- Professional Development Tracking & Integration
  - Grant Funded through DESE
  - Funds establishment of functionality for every district in the region and first year operation
  - Considerable savings in future years
  - First training occurred May 2, 2012 – Excellent response

**e. Changes in Educator Evaluation**

- Collaborative staff have been attending workshops offered through the MA Department of Elementary & Secondary Education (DESE) regarding regulatory changes in educator evaluation.
- The Collaborative is not a formal Local Education Agency (LEA) and (thus) did not receive Race to the Top (RTTT) Funds.
- The Collaborative will need to implement the changes in Educator Evaluation for the 2013-2014 School Year (FY14).
- The changes in evaluation processes for the Executive Director, Program Administrators and for teachers must be reviewed and revised during the coming school year.
- Please note that there may be changes necessary in the recommended processes and procedures due to particular issues associated with educational collaboratives.

**TO EXECUTIVE SESSION SECTION VII**

\*\*\*\*\*

**VI. Other (additional items) (earlier in time in agenda through unanimous consent)**

The Board addressed these additional items prior to the departure of Dr. Tankard.

**a. Revised CORI Policy**

**VOTE**

Mr. Hilton explained that changes in access to CORI records (transition to the iCORI system) created a need for review of Collaborative CORI policy. During the review, it was found that the current policy was not sufficient to address recent regulatory changes. Working with counsel, Mr. Hilton drafted a revised policy which was provided to Board members for consideration.

Mr. Fichtenmayer made a motion that the Board vote to approve the Collaborative’s revised CORI policy and to have the policy added to the Employee Handbook. This motion was seconded by Mr. Davol.

SO VOTED - UNANIMOUS

**b. Evaluation of Executive Director**

Mr. Hilton reminded the Board as to the need to perform the Executive Director’s evaluation and provided information used in last year’s evaluation process for reference. Mr. Hilton indicated that he would like to include the evaluation on the June agenda. Included with the evaluation materials were draft goals, which Mr. Hilton explained that he was in the process of determining/formalizing with the

evaluation subcommittee when these were set aside to address with the legislative issues/changes in the fall.

Ms. Enochty told Board members that she would continue to assist with the evaluation process. Board members can return evaluation forms to her via mail or email, and suggested that Board members get the forms in by the end of May. Mr. Hilton reminded the Board that the evaluation instrument will need to be changed in the future as part of the changes to the Educator Evaluation.

**c. Proposed Billing Rates (as Included in Spending Plan) VOTE**

Mr. Hilton indicated that Proposed Billing Rates for 2013 were provided for Board review. These rates formed the basis for the FY13 Spending Plan.

Dr. Tankard moved that the Board vote to accept the proposed billing rates for FY13. This motion was seconded by Mr. Fichtenmayer.

SO VOTED - UNANIMOUS

**d. Agenda Items for June Meeting**

Mr. Hilton reminded the Board that Manuals and Handbooks for the 2012-2013 school year will need to be approved by the Board at the next Board meeting. Printing and mailing these handbooks will create a large mailing package. Mr. Hilton asked that Board members who wish to receive this material via email contact him.

**• Manuals / Handbooks**

- Health Care Manual
- Employee Handbook
- Transportation Handbook
- Student / Parent Handbook

**• Re-Organization of Board**

Although re-organization of the Board will need to wait until town elections in member districts have been completed, Mr. Hilton suggested that the Board address the need to fill the vacancy created with Ms. Enochty's departure from the Board. Ms. Enochty made the motion that the Board vote to approve Dr. Tankard and Ms. Medeiros as Co-Chairs, and to approve Dr. Bentinck-Smith as Vice-Chair. This motion was seconded by Ms. Daggett.

SO VOTED - UNANIMOUS

**• Executive Director Evaluation**

- Discussion
- Goals for FY13

**• Donation**

Mr. Hilton told the Board that the STAR Program has received a donation of \$100 from the Collaborative's former Executive Director, Walter Healey. He asked the Board to accept this donation.

Dr. Bentinck-Smith made a motion that the Board vote to accept this donation. This was seconded by Mr. Fichtenmayer.

SO VOTED - UNANIMOUS



# RETURN TO SECTION V - Transportation

\*\*\*\*\*

## VII. Executive Session

It was deemed necessary to enter Executive Session to address the following issues.

### *a. Litigation – Personnel*

- *It will be necessary to enter Executive Session to discuss litigation strategy*

### *b. Personnel Issues*

### *c. Executive Session – Minutes – December 14, 2011*

Ms. Medeiros made the motion that the Board vote to enter Executive Session for the purpose of litigation strategy and discussion of confidential/protected personnel matters with return to open session for the sole purpose of adjournment. A roll call vote was taken with all Board members in agreement (Bentinck-Smith – Y; Daggett – Y; Davol – Y; Ellis – Y; Enochty – Y; Fichtenmayer – Y; Medeiros – Y)

Executive Session entered 6:44 PM.

## VIII. Adjournment

The Board exited Executive Session at 7:05 PM; the meeting was adjourned.