

Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



Board of Directors
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Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
June 12, 2013 - 5:00PM

I. Call to Order

The June 12, 2013 meeting of the Cape Cod Collaborative Board of Directors was called to order by Dr. Joan Bentinck-Smith, Vice Chair, at 5:05 PM. In attendance were:

Cape Cod Technical HS	Dr. Joan Bentinck-Smith, Vice Chair
Barnstable	Fran McDonald
Bourne	Heather DiPaolo (in at 5:08 PM)
Dennis-Yarmouth	Phillip Morris
Eastham	Mary Louise Sette
Mashpee	Scott McGee (in at 5:09 PM, out at 6:06 PM)
Monomoy	Stephen Davol (out at 6:08 PM)
Upper Cape Cod RTS	Robert Fichtenmayer
Wellfleet	Jill Putnam
Treasurer	Judy FitzGerald (out at 6:08 PM)
Secretary	Beth Deck

Also in attendance were:

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

Mr. Hilton indicated that there were additional items which could be added to this evening's agenda and asked the Board to approve discussion on these items. The Board gave unanimous consent, agreeing to discuss the additional items later in the agenda.

II. Cracker Barrel Discussion

a. Local District Budget Preparation

Dr. Bentinck-Smith invited Board members to share current concerns and challenges in local educational budget development, suggesting comments might be kept brief in view of the number of items on the evening's agenda. There was not significant discussion in this area.

b. Local Administration Changes

Mr. Hilton noted that there are a considerable number of changes among the administration of member school districts. Four school districts have had, or are having, a change in the superintendent position, Martha's Vineyard is interviewing for an assistant superintendent.

There are also some changes in the assignment of Board members as a result of recent Town elections (Dennis-Yarmouth & Provincetown). Phillip Morris, the new representative from Dennis-Yarmouth briefly introduced himself to the Board. Board members were encouraged to share information and suggestions regarding these coming changes.

c. Questions / Concerns

III. Minutes

a. May 8, 2013

VOTE

Ms. Putnam made the motion that the Board vote to approve the minutes of the May 8, 2013 meeting. This motion was seconded by Mr. Fichtenmayer.

SO VOTED

YEA – 7 NEA – 0 ABSTAIN – 2 (McDonald, Morris)

IV. Old Business

a. Transportation

- Invoicing

Mr. Brown updated the Board regarding the invoicing status for FY13 invoicing to districts. Invoices for May have been completed and mailed. Mr. Brown indicated that June invoicing should be completed by June 13th.

- Reconciliation

Mr. Brown shared the status of the reconciliation of costs and revenues projected for FY13. At this time, Mr. Brown predicted that income will cover expenses for the year.

- Mashpee Special Education

The Mashpee Public Schools has solicited pricing for special education transportation for the next three years. The Memorandum of Understanding (MOU) associated with the provision of this service was discussed as a component of the "New Business" of this meeting.

- Mashpee General Education

Mr. Hilton provided a brief update regarding the Mashpee Public Schools general education bus service. Mr. Hilton and Mr. Brown discussed the status of Collaborative planning to meet the district needs. The Memorandum of Understanding (MOU) associated with the provision of this service was discussed as a component of the “New Business” of this meeting.

b. Cape Cod Collaborative Articles of Agreement – Status of Changes

The Massachusetts Legislature enacted changes to Massachusetts General Laws Chapter 40, Section 4e through legislation (S 2105) signed by the Governor on March 2012. The legislation took effect on May 31, 2012.

Mr. Hilton explained that the Collaborative is required to change the Collaborative Articles of Agreement to comply with changes in statute and legislation. The Collaborative submitted a “draft” of the Cape Cod Collaborative Articles of Agreement to the Massachusetts Department of Elementary & Secondary Education (MA-DESE) to comply with these changes. The MA-DESE had a conference call meeting with Collaborative representatives (Governance SubCommittee - Mr. Hilton, Dr. Tankard, Dr. Bentinck-Smith and Ms. DiPaolo) on June 7th at 11:00AM to discuss the “draft” Agreement.

The representatives of the Governance SubCommittee updated the Board regarding the feedback from MA-DESE and further changes to the Agreement that are likely to be necessary. It was noted that there were issues identified associated with the determination of a quorum as well as some confusion regarding the determination of transportation rates and processes for suspending and/or re-establishing the Collaborative. The DESE will submit written comments regarding their review for response from the Collaborative.

Mr. Hilton noted that the Collaborative will not meet the statutory timeline for approval of having an amended Agreement approved by the Board of Directors and each Member School Committee by June 30, 2013. The Board of Directors cannot (statutorily) begin the approval process until the technical review of the Agreement is completed by MA-DESE. During the conference call, the DESE recognized that this timeline was not viable and agreed to continue to work with the Collaborative towards completing this process.

Suggestions made by the DESE included:

- Use of uniform language throughout the Articles of Agreement when referencing member school districts (which are currently referred to as “school districts” or “member districts”).
- Concerns were also raised with how the Collaborative’s Articles of Agreement establish a quorum.

- Ms. DiPaolo explained that the DESE would like to have attendance at Board meetings as a condition for (district) Collaborative membership, punishing failure to attend with the loss of the right to vote.
- Allowing Board members to participate remotely, in accordance with Open Meeting Law, was mentioned. Mr. Morris asked for elaboration on remote participation. Mr. Hilton described remote participation as a process which must be approved by the Board. He noted that the Governance SubCommittee would need to convene to discuss the possibility and process for remote participation further.
- Other areas of concern noted by the DESE were the use of the term “Spending Plan” instead of “budget”, and
- The rate structure used for Transportation. Mr. Hilton noted that the DESE feels that transportation rates should be set at the beginning of the fiscal year, where the Collaborative’s current formula allows for adjustments as the students and distances traveled change.

The timeline (and process) for the Board of Directors and Member School Committee approval of the Cape Cod Collaborative Articles of Agreement will be an agenda item for the September Board of Directors Meeting. It may be necessary to convene a meeting (or meetings) of the Governance SubCommittee during the summer.

V. New Business

a. Warrants

• #28- FY13	VOTES
• #29 - FY 13	VOTE
• #30 - FY13	VOTE
• #31 FY13	VOTE
• #32 - FY13	VOTE

Dr. Bentinck-Smith asked the Board to take a moment to review Warrants #28 through #32, (#32 presented for review at the meeting). Dr. Bentink-Smith asked that the Board consider voting on all Warrants in one motion.

Ms. Putnam made the motion that the Board vote to approve Warrants #28, #29, #30, #31 and #32. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

b. FY13 Spending Plan

- Updates
- Personnel

- Additions

VOTE

- Sarah Carvalho, Substitute Para, STAR
- Kathleen Hennessy, Monitor
- Anna Kipp, Monitor
- Diane Scannell, Monitor

Ms. Putnam made a motion that the Board vote to approve the Additions as noted in the agenda. This motion was seconded by Ms. DiPaolo.

SO VOTED - UNANIMOUS

- Reductions

VOTE

- Resignations (for FY14)
 - i. Amanda Rice, Paraprofessional STAR
 - ii. Susan Gainey, Paraprofessional, STAR
 - iii. John R Costello, Paraprofessional, STAR
 - iv. Pegeen Kostinas, Teacher, STAR

Ms. DiPaolo made a motion that the Board vote to approve the Reductions noted in the agenda. This motion was seconded by Ms. Putnam.

SO VOTED - UNANIMOUS

- Leaves of Absence

VOTE

- Pegeen Kotsinas (FY13)
- Suzanne Collins (FY13)

Ms. Putnam made the motion that the Board vote to approve the Leaves of Absence noted in the agenda. Ms. DiPaolo seconded the motion.

SO VOTED - UNANIMOUS

- Workers' Compensation Issues

- Close – Out status

Mr. Hilton discussed the need for a meeting of the Finance Subcommittee over the Summer. Mr. Fichtenmayer and Mr. Davol agreed to check their schedules; a meeting date will be determined.

Mr. Brown indicated that the Collaborative should close the year with approximately \$140,000 in available funds.

Ms. DiPaolo asked if this surplus would be returned to districts.

Mr. Brown noted that this would remain in the Collaborative's account, pending guidance from the Board.

c. FY14 Budget Development

Mr. Hilton and Mr. Brown reviewed the approved FY14 Spending Plan. The Spending Plan was approved at the May 2013 Board Meeting. It was recommended for "adoption" at this (June) Board Meeting.

Mr. Fichtenmayer made the motion that the Board vote to adopt the FY14 Spending Plan. This motion was seconded by Mr. McDonald.

SO VOTED – UNANIMOUS

Mr. Brown indicated that the FY14 Spending Plan adopted by the Board will be sent to member school committees.

Mr. Morris asked what form was used for this communication and whether this would be addressed to the superintendent.

Mr. Brown responded that the Spending Plan will be mailed to the Chairs of each school committee as required by legislation. Mr. Hilton added that copies are provided to Board members, as well.

Mr. Morris told the Board that he would take the FY14 Spending Plan to the next school committee meeting.

- June 12, 2013 Finance Subcommittee Meetings

- A Subcommittee Meeting was convened immediately prior to the Board meeting to review the FY14 Spending Plan as well as recommended changes to the format of the “approved budget”. Mr. Hilton indicated that changes to the Spending Plan were made to reflect the revenue associated with the Mashpee Transportation MOUs, which was discussed later in the meeting.

- Service Commitments

The “service commitments” that the FY14 Spending Plan is based upon were reviewed by the Board with Mr. Hilton (details following).

- Programs

- STAR

- i. September Projection of 52 students
- ii. Increasing Population Projected at 59 students by January 2013
- iii. Extended School Year (Summer) Projection at 62

- AEP

- i. Commitments Projected at 50
- ii. School Year Projected at 68 Full Time Equivalent (FTEs)
- iii. Extended School Year (Summer) Projection at 36

- Transportation

- Special Education – In-District

- i. Nauset - Committed through FY14
- ii. Nantucket – Committed through FY14
- iii. Mashpee – Committed through FY14
- iv. Truro – As needed

- Special Education – Out-of-District

- i. Nauset – Committed
- ii. Nantucket – As Needed
- iii. Truro – Committed
- iv. Monomoy – Committed
- v. Dennis-Yarmouth – Committed
- vi. UCT / CCT – If Needed; As Needed
- vii. Mashpee - Committed

○ Therapies

- Barnstable – SLPA (3), BCBA (1), 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
- Monomoy – PT (1.0), PTA (1.5), BCBA(1.0),–Committed
- Martha’s Vineyard- Tentative Commitment – OT (2.0)
- 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 Level
- Carver – SLP (2) - Committed

Mr. Hilton noted that Martha’s Vineyard’s commitment for OT is still pending, as is the commitment for PT services on Nantucket. The commitment for services for Provincetown has been received.

○ Other

- Data Specialist Contract (state) – Continues through FY14
- ASLP expected to continue at slightly modified levels – FY14
- Transportation Consulting – To be Retained “As Needed”

d. Mashpee Public Schools – MOUs – Transportation

The Collaborative responded to the Mashpee Public School solicitations for pricing for provision of General Education and Special Education Transportation Services. Mr. Hilton and Mr. Brown discussed the development of Memoranda that memorialize the pricing and agreement for the provision of these services.

- Special Education Transportation MOU (annual) **VOTE**
This MOU memorializes the pricing and service for the coming fiscal year. Mr. Fichtenmayer made the motion that the Board vote to approve the Mashpee Special Education Transportation MOU. This motion was seconded by Mr. Morris. Mr. McGee indicated that he would abstain as he is the Chair of the Mashpee School Committee.

SO VOTED

YEA – 8 NEA – 0 ABSTAIN – 1 (McGee)

- General Education Transportation MOU (3 years) **VOTE**
This MOU memorializes the pricing and service for the coming three years (FY14, FY15, FY16). Mr. Hilton noted that there are a few typographical errors that need to be corrected prior to the MOU being signed. Ms. Putnam made the motion that the Board vote to approve the Mashpee General Education Transportation MOU. Mr. Fichtenmayer seconded the motion. Mr. McGee indicated that he would abstain as he is the Chair of the Mashpee School Committee.

SO VOTED

YEA – 8 NEA – 0 ABSTAIN – 1 (McGee)

Mr. Hilton observed that Mr. Swett had recommended that the MOUs be reviewed by counsel prior to signing, as the MOUs call for the signature of the Chair of the Mashpee School Committee rather than the signature of the Superintendent of Schools.

Mr. McGee explained that Mashpee was experiencing a transition, the new Superintendent is expected to be in position as of July 1st. Mr. McGee told the Board that he did not believe that a signature by the Chair of the School Committee would create any issues.

e. Collaborative Handbooks	VOTE(S)
• Advanced Studies & Leadership Program 2013 Alternative Education Program (Waypoint Academy)	VOTE
Parent / Student Handbook	VOTE
○ Format and content updated	
• STAR Program Parent / Student Handbook	VOTE
• Employee Manual / Handbook	VOTE
○ Revised for:	
• Workers Compensation for Teachers Guidance	
• Teacher Certification Waiver Salary Guidelines	
• Job Descriptions	
• Transportation Employee Handbook	VOTE
• Health Care Procedures Manual	VOTE
○ Reformatted	
• Extended School Year Handbook (included with Program Handbooks)	

Ms. DiPaolo asked if there had been any major changes to the Handbooks.

Mr. Hilton responded that the Employee Handbooks had been updated to include additional information on benefits and workers compensation calculations. There has also been a change to the Salary Guidelines (teachers working with a certification waiver will be held to an entry level until the certification process has been completed).

Mr. Morris asked how often the handbooks are updated and how updates are done and whether Board members recommend updates or are they handled by Collaborative staff?

Mr. Hilton indicated that updates are made annually through staff review to assure handbooks reflect actual programming and that most adjustments are “housekeeping” changes. He further noted that major changes to handbooks are brought before counsel for review and to the Board for review and approval.

Ms. Woods explained that the STAR Program Handbook is also brought before her Parent Advisory Council for review.

Ms. Putnam made the motion that the Board vote to approve all handbooks listed in the agenda. This motion was seconded by Mr. Fichtenmayer.

SO VOTED - UNANIMOUS

f. Annual Appointment of School Physician **VOTE**

Dr. Mathew H Baldasarro was recommended for appointment as School Physician for Cape Cod Collaborative Programs for the 2013-2014 School Year. Dr. Baldasarro has served in the capacity for the past three (3) years. He is a pediatrician in practice at Bass River Pediatrics in South Yarmouth. Mr. Hilton reminded the Board that there is a stipend of \$5,000 for this position. For the last three years Dr. Baldasarro has elected not to invoice the Collaborative for his services.

Mr. Morris (Mr. Fichtenmayer) made the motion that the Board vote to appoint Dr. Baldasarro as the School Physician for Collaborative 2013-2014 programs. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

Ms. Woods expressed her appreciation in recognition of Dr. Baldasarro’s support for the STAR Program.

g. Executive Director Evaluation **VOTE**

Mr. Hilton noted that it is necessary to convene an Evaluation SubCommittee to discuss the evaluation of the Executive Director. Mr. Hilton observed that new and/or revised goals had not been established after last year’s evaluation. Mr. Hilton suggested that information be sent out to Board members regarding the evaluation (as Co-Chairs Dr. Tankard and Ms. Medeiros and members of the Evaluation SubCommittee, were not present at this meeting) and that a meeting of the Board be scheduled during the summer to finalize the evaluation (as well as take care of any housekeeping items).

Mr. Hilton noted that the changes in the processes for evaluation of Superintendents and Administrators (new Educator Evaluation) impact the process for evaluating the Executive Director and that the Board had not yet elected to utilize the new method/process for evaluation for FY13.

Mr. Hilton noted that it was possible to utilize the previous evaluation instrument and to convene a meeting over the summer for the sole purpose of the evaluation of the Executive Director.

Mr. McDonald recognized that the Board had been lax in goal setting and wondered if last year’s evaluation could be used as a starting point.

Ms. DiPaolo asked if each Board member would be asked to complete an evaluation.

Mr. Hilton explained that each Board member completes an evaluation and that these evaluations are shared, becoming part of the public record.

Mr. Morris asked if the instrument being used is similar to the instrument used during the review of a Superintendent.

Mr. Hilton, recognizing that the review process is changing, indicated that the current review evaluates effective leadership and would most likely be similar to what was used last year.

h. Alternative Education Program – Program Name VOTE

Mr. Carroll explained that the staff and students of the Cape Cod Collaborative Alternative Education Program have asked to create a formal name for the program. The group explained a desire to further develop a program identity. The group has asked to rename the “Cape Cod Collaborative Alternative Education Program” as “Waypoint Academy” effective July 1, 2013.

Ms. DiPaolo asked for further details regarding the history of the name change.

Mr. Carroll described the process, involving the entire school, by which the name was selected. A “waypoint” is a compass setting/point used in navigation.

Mr. Hilton described the design of a logo, presently under development, which would include a compass rose.

Ms. DiPaolo and Mr. Fichtenmayer indicated that they had recently attended the graduation ceremony at the Alternative Education Program. Ms. DiPaolo described it as being very personal; Mr. Fichtenmayer discussed the graduation as an open and easy celebration. Mr. Hilton reminded the Board that the actual graduation occurs within the students’ home districts, but the ceremony and celebration held by the Alternative Education Program celebrated and “marked” the transition for these students.

Ms. Putnam made the motion that the Board vote to approve the name change from “Alternative Education Program” to “Waypoint Academy” effective July 1, 2013. Ms. DiPaolo seconded the motion.

SO VOTED - UNANIMOUS

i. Personnel Recommendations 2014 VOTE(S)

- Advanced Studies & Leadership Program VOTE
- Extended School Year Program(s) VOTE
- Waypoint Academy /Alternative Education Program VOTE
- STAR Program VOTE
- Transportation Recommendations VOTE
- Therapy Recommendations VOTE
- Administrative Recommendations VOTE

Mr. Fichtenmayer made the motion that the Board vote to approve the Personnel Recommendations for 2014 for the ASLP Program, the Extended School Year programs, Waypoint Academy/Alternative Education Program, STAR Program, the Transportation department, Therapy hires and Administrative staff. Mr. Morris seconded this motion.

SO VOTED – UNANIMOUS

- Administrative Salary Recommendations VOTE(S)
 - Jim Brown
 - Laurence Carroll
 - Anita Woods
 - Patricia Pawloski
 - Joseph Gilbert

Mr. Hilton recommended that the Board vote to approve an increase of 2.5% for Jim Brown, Laurence Carroll, Anita Woods, Patricia Pawloski and Joseph Gilbert. Mr. Hilton recognized the excellent work done by these staff members through a rather stressful year.

Mr. McDonald asked for some historical background.

Mr. Hilton described increases of 0%, 1%, 4% and 2.5% over the previous years.

Mr. McDonald made the motion that the Board vote to approve an increase of 2.5% for the administrative employees named in the agenda. This motion was seconded by Ms. DiPaolo.

SO VOTED – UNANIMOUS

- Delegation of personnel authority to Executive Director VOTE

Mr. Hilton explained that it may become necessary for the Executive Director to add and/or terminate staff during the summer and/or before the school year. The Board may delegate this authority to the Executive Director. He explained that the Executive Director would notify the Board at the first meeting following the personnel action for a formal vote by the Board regarding the action(s).

Mr. Hilton asked the Board vote to delegate personnel authority, should it be required, until the Board can convene again.

Mr. Morris asked about the process.

Mr. Hilton explained that, technically, only the Board has the authority to hire and fire personnel. He explained that there are situations which occur during the summer where staff may be hired and/or terminated during the Board's recess. Mr. Hilton explained that the Board would be fully informed and asked to vote on these personnel changes at the next meeting.

Ms. Putnam made the motion that the Board vote to delegate personnel authority to the Executive Director while the Board is in recess. This motion was seconded by Mr. Fichtenmayer.

SO VOTED - UNANIMOUS

j. Programs/Services

- Opportunities

DISCUSSION

- Camp Burgess

Mr. Carroll discussed the programming that has occurred at, and in coordination with, Camp Burgess during the 2012-2013 school year. Students were able to participate in vocational and leadership training, including working at the farm, in the kitchen and learning forestry skills. Counseling groups noticed a significant change in the interpersonal relationships of students who participated. Mr. Hilton noted that Dr. Hauser is working with staff to further establish methods for establishing measurable outcomes. Mr. Hilton noted that staff, students and the administration recommended that the programmatic coordination continue to occur during the coming (2013-2014) school year.

- Waypoint / Alternative Education Program / Otis

- Enrollment

- Programming

- Additional Grant Opportunities

- Report regarding Annual Scholarship Golf Tournament (June 1, 2013)

Mr. Carroll reported that the annual golf tournament was well attended and that the weather cooperated beautifully. Mr. Brown indicated that approximately \$2,500 was netted from this event, which will be added to the Walter E. Healy Scholarship Fund.

Ms. DiPaolo asked if the scholarship fund provided the means for the graduation celebration.

Mr. Carroll explained that funds are used to continue the education of program graduates – to help pay for courses, testing or other expenses which might be incurred in furthering their education.

- Facility Issues were not discussed at this meeting

- Status of Commitments – FY14

Mr. Carroll noted that the enrollment for the 2013-2014 school year is expected to maintain at the same level as the 2012-2013 school year. He noted that more districts are using the program, but the districts are “committing” less (to “slots” for students).

- Calendar Approval – FY14

VOTE

Mr. McGee made the motion that the Board vote to approve the Waypoint Academy/Alternative Education Program calendar for 2014. This motion was seconded by Ms. Sette.

SO VOTED - UNANIMOUS

- STAR / Osterville

- Enrollment

Ms. Woods indicated that enrollment is holding at 58 students. She noted that during the previous week, she had one student leave the program and one student start.

- Programming

- Projected Enrollment – FY14

Ms. Woods noted that the enrollment projections for FY14 are viable and reflect the student / district needs.

- Calendar Approval FY14

VOTE

Mr. McDonald made the motion that the Board vote to approve the STAR Program calendar for 2014. This motion was seconded by Ms. DiPaolo.

SO VOTED - UNANIMOUS

- Family Fun Day – June 7th

Ms. Woods described a busy, fun-packed day which was well attended. Over 30 families came, most with multiple family members.

- Extended School Year Programs

- Waypoint / Alternative Education Program

- Enrollment Projections were reviewed

- Activities were described

- Calendar

VOTE

- STAR / Osterville

- Enrollment Projections were reviewed

- Activities were described

- Calendar

VOTE

Ms. Putnam made the motion that the Board vote to approve the Waypoint/Alternative Education and STAR Program Extended School Year calendars. (These dates are included within the School Year calendars for both programs.) This motion was seconded by Mr. Fichtenmayer.

SO VOTED - UNANIMOUS

- Transportation

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

- Staffing

Mr. Hilton, Mr. Brown and Ms. Pawloski recommended changes to the transportation staffing for FY14.

- Changes in Transportation “office”

- Eliminate current “dispatcher” role (currently 2 FTEs)

- Replace with one (1) person, paid hourly, that is responsible for the dispatch radio and particular clerical responsibilities (Plan-of-the-Day).
 - Add office support for Routing and fill-in / back-up dispatching
 - Increase hourly rate for drivers that also serve as certified (registry) “instructors” for other drivers.
- 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.

○ Large Buses

- Nantucket

Mr. Hilton reviewed the plan of the Nantucket Public Schools to utilize the same equipment through FY14. The Collaborative has developed pricing for the FY14 operation based upon this request. The proposal and pricing continues to be refined by Nantucket and by the Collaborative. He noted that a memorandum of understanding is in process.

- **Equipment Review / Needs**

VOTE

Mr. Hilton explained that the Collaborative is in the process of securing financing for the two (2) large buses to support the Nantucket service provision. He noted that the vehicles currently serving the Nantucket Public Schools are five (5) years old and have increasing maintenance needs. The Nantucket Public Schools had formerly used buses for three (3) years. In coordination with the Collaborative and consultation with the Collaborative mechanic, the replacement schedule for Nantucket buses was changed. It is recommended that this fleet of six buses be replaced over the coming three years (2 each year). This recent procurement supports the first year of the replacement schedule.

Mr. Hilton recommended that the Board vote to support the procurement of financing for these vehicles which are scheduled to arrive in November. Mr. Hilton reminded the Board that financing terms would be brought before the Board for a vote of approval.

Mr. Fichtenmayer made the motion that the Board vote to approve the procurement of financing for two (2) large buses. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

- Truro
Mr. Hilton updated the Board regarding the current operation in Truro. Mr. Hilton discussed recent and necessary maintenance of the equipment.

- Special Education Transportation

- **Equipment Review / Needs** **VOTE**
Mr. Hilton noted that the Collaborative is in the process of securing financing for the five (5) twelve (12) passenger “mini-buses”. He explained that these vehicles will replace buses that have in excess of 200,000 odometer miles. Mr. Brown discussed the process for the procurement of financing associated with this vehicle purchase.
It was recommended that the Board vote to support the procurement of financing for these vehicles.
Mr. Davol made the motion that the Board vote to approve the procurement of financing for five 12-passenger mini-busses.
Mr. Morris (Mr. Fichtenmayer) seconded the motion.

SO VOTED – UNANIMOUS

At this time, Mr. Hilton asked Mr. Morris, the Board member from Dennis-Yarmouth Regional Schools, to introduce himself.

Mr. Morris described his nine (9) years of previous service on the Dennis-Yarmouth School Committee, and his service on the Cape Cod Collaborative Board of Directors in the past. Mr. Morris indicated that he had also served on the Yarmouth Finance Committee. He described himself as a strong advocate for education.

Mr. Hilton observed that Mr. Morris, upon his election to the School Committee, volunteered to act as representative to the Collaborative Board. He noted that the School Committee’s actual appointment of Mr. Morris to the Collaborative Board might still be in process. Mr. Fichtenmayer indicated that he would back any motion made or seconded by Mr. Morris, should there be (or have been) and issue.

- **Therapies**

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

- FY14 Service Commitments

- The collaborative is currently receiving and reviewing commitments for the utilization for Collaborative staff to provide services in school districts for FY14.
- 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) needs.

- Southeastern (Massachusetts) Collaborative Regional Organization (S-CRO) Memorandum of Understanding (MOU) renewal for 2013-2014. **VOTE**
 - Mr. Hilton explained that the collaboratives throughout southeastern Massachusetts formed a cooperative / collaborative group in 2009 to alleviate some duplicity in services and to enhance resource efficiency. He noted that this collaboration has allowed for increased development in regional capacity and service delivery throughout the region. There have been grant programs and state projects that have been facilitated through this group including, but not limited to:
 - Regional Data Specialist Support (DSAC) – multiple grants
 - Regional DSAC Administrative Support – grant funding
 - Shared Professional Development
 - Regional Information Technology Grant Funding
 - Staffing of Executive Director for Southeast Readiness Center

Mr. Hilton asked the Board to consider a vote to approve the Collaborative's continued participation in S-CRO for 2013-2014.

Mr. McGee made the motion that the Board vote to authorize the S-SCRO MOU renewal for 2013-2014. This motion was seconded by Ms. DiPaolo.

SO VOTED – UNANIMOUS

Dr. Bentinck-Smith asked the Board to consider taking items on the agenda out of order to assure that all members had a chance to participate in the necessary votes. The Board agreed, by unanimous assent.

k. Virtual High School

VOTE

Mr. Hilton discussed the consortium for Virtual High School that has existed through the Cape Cod Collaborative since 2001. He noted that the Consortium recently increased in participation and contract renewal (Collaborative with Virtual High School and Collaborative with Districts) is in process. Mr. Hilton shared information about Virtual High School as well as the renewed interest in the Consortium. Cape Cod Technical Regional High School will become part of the Cape Consortium for FY14. Their participation provides increased savings for them and also for other consortium members.

Mr. Hilton recommended that the Collaborative execute a new contract with Virtual High School for the 2013-014 School Year on behalf of the districts participating in the consortium.

Ms. Putnam made the motion that the Board vote to approve the execution of a new contract with Virtual High School for the 2013-2014 school year. This motion was seconded by Mr. Morris (Mr. Fichtenmayer).

SO VOTED – UNANIMOUS

VI. Other – Additional Items/Votes

a. Dr. Marc Hauser, Consulting Contract

Mr. Hilton explained that Dr. Hauser has worked for the Cape Cod Collaborative over the past year (plus). He noted that Dr. Hauser has had a remarkably positive impact upon the students and the programming. Mr. Hilton indicated that Dr. Hauser will be consulting with other collaboratives and non-profit organizations in the coming year. Dr. Hauser cannot continue to work with our Collaborative without restructuring his contract (personnel status) to support the work.

Mr. Hilton recommended that a contract be developed to continue Dr. Hauser's work with our Collaborative (draft contract shared)

Mr. McDonald asked if Dr. Hauser's work at the Collaborative was wrapping up.

Mr. Hilton indicated that the nature of Dr. Hauser's work was changing. Mr. Hilton explained that Dr. Hauser had been part of the program and worked with staff and students in reflecting and improving programming as an employee. Dr. Hauser would like to work with the Collaborative administration, and other organizations to impact reflective practices in programming in a more consultative manner, guiding and assisting in the process(es) as opposed to being part of the organization and the process. Mr. Hilton also noted that Dr. Hauser was responsible for bringing Noam Chomsky in to do a fund raising event for the Collaborative (August 10th @ Woods Hole).

Mr. Carroll quoted Dr. Hauser, who described his work at the Collaborative as the "most meaningful work" he's ever done.

Mr. Hilton reminded the Board that there had been significant discussion by the Board about the issues involved with Dr. Hauser's relationship Harvard with Harvard University. Mr. Hilton asked the Board to consider the positive impact Dr. Hauser has had at the Collaborative.

Mr. Fichtenmayer made the motion that the Board vote to develop a contract to continue Dr. Hauser's work with the Collaborative. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

b. Noam Chomsky Fund Raiser

Mr. Hilton described the fund raiser to be held August 10th in Woods Hole. Mr. Chomsky has offered this talk pro-bono. Proceeds will go to benefit Waypoint Academy/Alternative Education Program.

c. Virtual High School Partnership

Mr. Hilton discussed a recent meeting with Dr. Christopher Bogden and representatives from the Virtual High School Collaborative (VHS). During this meeting, a partnership with VHS was explored. VHS programming could be developed to assist in the preparation of foreign students for a year of study in a local high school. Representatives from VHS are very interested in "partnering" in

this initiative. Mr. Hilton reminded the Board that the next step in preparing local school districts for foreign students is the submission of the SEVIS application.

d. Massachusetts Legislative Joint Committee on Education

Mr. Hilton discussed his recent testimony provided to the Joint Committee on Education. The Committee was exploring Innovation Schools and the rolls of collaboratives. Mr. Hilton testified that the statutory structure to support collaboratives in this roll does not exist. Mr. Hilton also suggested that the Committee revisit the rolls of the collaborative boards vs. school committees, and the roll of the executive director vs. superintendent.

e. Lighthouse Charter School

During the recent conference call with the DESE, Mr. Hilton was informed that Lighthouse Charter School has filed a complaint stating that the Collaborative won't let them join. Mr. Hilton provided a copy of the recent correspondence with Lighthouse Charter, indicating that the Board had tabled discussion on membership until the Articles of Agreement have been finalized. Mr. Hilton noted that a Board Member of the Lighthouse Charter School has indicated that a desire to join the Collaborative especially to participate in the Advanced Studies and Leadership Program.

Mr. McDonald indicated that the Mass Maritime Academy has also been contacted by Lighthouse Charter regarding this issue.

VII. New Business, Continued

a. 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. Mr. Hilton and Dr. Bogden (consultant with Leadership K12) met with the Virtual High School Collaborative on June 11th to explore supportive programming options and also met with Dr. John Cox (in May) to discuss potential options to include Cape Cod Community College in the initiative.

Mr. Morris, a member of the Rotary Club, expressed his support of international student exchanges. He asked if this was being established to support both inbound and outbound students.

Mr. Hilton explained the plan is to have students enter this country under an F-1 visa to attend a year at a local public high school.

Mr. McDonald remarked that this could become a revenue stream for the receiving district.

Mr. Morris spoke about his experience with the Rotary and the difficulties assuring that the proper staff and curriculum were available.

Mr. Hilton described students attending local public high schools as a "pathway," effectively preparing these students to attend college in the United States.

Mr. Morris expressed a desire to learn more about this opportunity.

b. Changes in Educator Evaluation

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

c. 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
 - Early Learning Network (ELN)

Dr. Gilbert discussed the status of the strategic planning that has been coordinated through the Collaborative on behalf of Early Education and Care (MA-DEEC) providers, including school districts. Utilizing grant funds, Dr. Gilbert facilitated structured interviews of early learning providers, reviewing the results for reported needs. Dr. Gilbert noted that 75 to 80 people attended the “Connecting the Dots” event held in May, and worked to create a strategic plan prioritizing goals and objectives.

- ASLP

Dr. Gilbert discussed the current planning for the Summer 2013 ASLP Program.

- ASLP enrollment

Dr. Gilbert indicated that 159 Students are currently enrolled. He described plans to expand the program by 50 seats in 2014 and an additional 25 seats in 2015. Planning meetings are underway.

 - i. Acceptance letters were mailed out at the beginning of April
 - ii. Scholarship notices were also mailed at the beginning of April

- iii. Bilizikian Foundation will underwrite some programming again for Summer 2013. Dr. Gilbert indicated that final confirmation for this summer's program has yet to be received.
- iv. National Grid continues to support students with financial need through a scholarship program (twenty-five \$1,000 scholarships)
- Data Coaching Course
 - Dr. Gilbert provided an update regarding the planning for this session of the "Data Coaching" course that will occur this summer. There are currently 37 people enrolled; a minimum of 40 are needed.
 - Scheduled to occur @ Sandwich High School
 - District teams needed to be registered by May 27th.
- Center for Executive Search
 - Dr. Gilbert provided an update regarding the current activities supported through the Center for Executive Search.
 - Martha's Vineyard Assistant Superintendent
- Professional Development Tracking & Integration
 - Dr. Gilbert described using SmartPD to track training opportunities throughout the area. Over 200 trainings a year are offered across the Cape and Islands. This application has proven so successful that it is being replicated across southeastern Massachusetts.
 - Grant Funded through DESE
 - Funds establishment of functionality for every district in the region and first year operation
 - Is an annualized cost for districts beginning July 1st
 - Replicated for entire southeast Massachusetts area

VIII. Executive Session (if necessary)

Mr. Hilton indicated that it would be necessary to enter Executive Session to discuss items listed on the agenda. Mr. McDonald made the motion that the Board enter into Executive Session, returning to regular session only for the purpose of adjournment. This motion was seconded by Mr. Fichtenmayer.

A roll call vote was taken:

Ms. Putnam – YEA, Ms. Sette – YEA, Mr. McDonald – YEA, Mr. Fichtenmayer – YEA, Ms. DiPaolo – YEA, Dr. Bentinck-Smith – YEA, Mr. Morris – YEA

The Board entered into Executive Session at 6:28 PM.

- a. Litigation – Personnel**
- b. Executive Director Evaluation**
- c. Contract Discussion for non –union Personnel**
 - **Renewal(s)**
 - **Changes**
 - **Non-Renewal(s)**
- d. Executive Session – Minutes – December 14, 2011**

Mr. Fichtenmayer made the motion that the Board vote to exit Executive Session for the purpose of adjournment. This motion was seconded by Ms. Sette.

A roll call vote was taken:

Ms. Putnam – YEA, Ms. Sette – YEA, Mr. McDonald – YEA, Mr. Fichtenmayer – YEA, Ms. DiPaolo – YEA, Dr. Bentinck-Smith – YEA, Mr. Morris – YEA

IX. Adjournment

The Board returned to regular session. The meeting was adjourned at 6:36 PM.