



Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
September 13, 2017

I. Call to Order

The September 13, 2017 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:05 PM by Ms. Cummings, Co-Chair. In attendance were:

Sandwich	Beth Cummings, Co-Chair
Brewster	Jessica Larsen, Co-Chair
Bourne	Chris Hyldborg
Cape Cod Technical High	Ann Williams
Dennis-Yarmouth Regional	Phillip Morris (in at 5:06 PM)
Falmouth	John Furnari
Mashpee	Nicole Bartlett (out at 6:11 PM)
Nauset Regional	Judith Schumacher
Orleans	Hank Schumacher
Wareham	Mary Morgan (in at 5:10 PM)
Treasurer	William (Bill) Friel
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
District & School Finance, DESE	Paulajo Gaines
STAR Program Director	Dr. Anita Woods
Waypoint Program Director	Dr. Kevin Turner
	Dr. Christopher Bogden
	Marc Dupuis

Ms. Cummings asked Board members for a motion to suspend the voting rights for Martha's Vineyard, Provincetown, Nantucket and Truro, as allowed under the Cape Cod Collaborative Articles of Agreement, Article IV Section 4.9.2. (The Board may suspend a district voting rights when the appointed member fails to attend two consecutive Board meetings.)

Mr. Hyldborg made a motion that the Board vote to suspend voting rights for Martha's Vineyard, Provincetown, Nantucket and Truro. Mr. Morris seconded this motion.

SO VOTED

YEA – 9 NEA – 0 ABSTAIN – 1 (Furnari)

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Ms. Cummings welcomed members new to the Board and suggested members take a moment for introductions.

II. Cracker Barrel Discussion

Ms. Larsen reminded the Board that there had been a vote to move Cracker Barrel Discussion to the end of the meeting agenda. In the past, members have preferred to address issues requiring a vote prior to a general discussion. Ms. Bartlett noted the opportunity to have this exchange of information with other school committee members can be a compelling reason to attend these meetings. Mr. Furnari suggested the Cracker Barrel portion of the meeting could have a timed schedule, with the opportunity for further discussion at the meeting's end.

a. Local District Issues

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

Mr. Morris commented on upcoming town votes regarding financing the new Cape Cod Regional Technical High School building. Having served on the building committee for Dennis-Yarmouth Regional, he expressed an understanding for the tight finances faced by the member towns.

Ms. Cummings suggested Board members might visit the Wing School in Sandwich to have a tour of Waypoint Academy's new facility.

Mr. Hyldborg sought comments on the relationship between schools and the enforcement authority within the towns. Noting difficulties in communication can occur between schools and the police department, Mr. Hyldborg asked how other districts work together, and with surrounding towns in a school choice situation. Mr. Hilton suggested Dr. Turner could speak to this and observed that every police department handles enforcement differently. Dr. Turner noted the importance of establishing relationships and being able to communicate effectively. Mr. Hilton noted there is a difference between student support and enforcement. Mr. Hyldborg observed that using the school as a point of contact can create difficulties. Mr. Morris spoke about the advantage of a dedicated school resource officer.

The 2017 MASC/MASS Joint Conference will be held at the Resort and Conference Center in Hyannis November 1 through November 4. The Board entertained a brief discussion on changing the date of the November Board meeting to November 1st and holding the meeting at the conference. There will be further discussion at the October meeting.

b. Local Administration Changes

Mr. Hilton reviewed changes to the Board Members, and in the administration of member school districts.

Board:

- Chris Hyldborg will represent the Bourne School Committee, replacing Heather DiPaolo
- Phil Morris has been re-appointed to replace Michelle Conover in representing the Dennis-Yarmouth Regional School Committee
- John Furnari has been appointed to replace Terri Medeiros, who served as the Falmouth School Committee Board appointee for over a decade.
- Nicole Bartlett has been appointed to represent the Mashpee School Committee, replacing Scott McGee.

Districts:

- Dr. Pamela Gould has been appointed as the superintendent in Sandwich
- Maria Lopes replaced Jaime Curley as the Director of Pupil Services for the Dennis-Yarmouth Regional Schools
- Jaime Curley replaced Michele Brady as the Administrator of Special Education for the Mashpee Public Schools
- Michele Brady replaced Nancy Miller as the Director of Special Education for the Nantucket Public Schools upon Ms. Miller's retirement
- Melissa Fay was appointed as the Special Education Director for the Wareham Public Schools, replacing Beverly Shea upon her retirement
- Jordan Geist replaced Edward Donoghue as the Business Manager for the Bourne Public Schools. Mr. Donoghue accepted a position with the Mansfield Public Schools
- Kenneth Jenks was appointed as the Assistant Superintendent for Administration & Finance for the Dennis-Yarmouth Regional Schools.
- Hope Hanscom was appointed as the Assistant Superintendent for the Mashpee Public Schools

Cape Cod Collaborative

- Dr. Kevin Turner was appointed to replace Larry Carroll as the Director of Waypoint Academy, upon Mr. Carroll's retirement
- Dr. Joseph Gilbert announced his intention to "scale back" his work as the Director of Special Projects for the Collaborative as the school year opens. Dr. Christopher Bogden is being recommended to work with Dr. Gilbert and to increasingly assume responsibilities as the Director of Special Projects for the Collaborative.
- Mr. Thomas Ferzoco has indicated his intention to resign as the "Assistant Business Manager" for the Collaborative. Mr. Marc Dupuis is being recommended to assume many of the responsibilities met by Mr. Ferzoco as well as to develop the network of business managers and to provide mentorship and professional development to this group.

c. Wing School Lease

The Collaborative signed a lease with the Sandwich Public Schools on July 26, 2017. A copy of the executed lease was included with Board materials. The lease start date was August 1, 2017.

The Collaborative immediately started work preparing the space for occupancy. A large team participated in the preparation of the building, including Owen Miller, Dan Miller, Michael Turner, Connor Gilbert, Frank Dellamano, Dr. Kevin Turner, Tom Ferzoco, Esther Owen, Judy DelRaso, Gregory Pavao, Jim McMahan, Mary Jarabek, Kim Gainey, Melissa Goldstein, and Tom Klimm. Most of the instructional and support staff contributed additional time to prepare the space for students. A special thanks is due to many of the Transportation Staff that provided much needed cleaning and preparation assistance as the end of the summer break arrived. Jimmy Flynn, Adam Lovell, Deb Lovell, Jim Criasia, Maxine Daly, Mary Gemme.

The Collaborative worked with the Sandwich Fire Department and the Sandwich Building Department and followed their guidance closely.

On Tuesday, August 29th the Collaborative met the criteria necessary to open the program in Sandwich for August 30th. Fire Prevention Officer Don Campbell and Building Inspector Paul Spiro provided clear guidance regarding issues that were addressed. Mr. George Haille from the MA- Department of Elementary & Secondary Education returned twice in one week to observe (and judge) the progress in building preparation as the program prepared for operation.

Mr. Jon Nelson, the Director of Facilities for the Sandwich Public Schools, and the entire Sandwich Public Schools facilities department and school administration were instrumental in ensuring that the Collaborative was able to meet the demands of the various oversight and approval agencies to open school “on time”.

III. Minutes

a. June 14, 2017

VOTE

Mr. Morris made a motion that the Board vote to accept the minutes of the June 14, 2017 meeting. This motion was seconded by Ms. Larsen.

Ms. Cummings asked that a correction to the minutes be made, indicating that she had abstained from voting on issues regarding the Wing School in Sandwich.

Ms. Williams made a motion that the Board vote to accept the minutes as corrected. This was seconded by Ms. Larsen.

SO VOTED

YEA – 8 NEA – 0 ABSTAIN – 2 (Funari, J. Schumacher)

IV. Old Business

a. Transportation

- Invoicing

Ms. Lipkind updated the Board regarding the invoicing status for FY17 & FY18 (summer) invoicing to districts. Invoices for summer transportation services have been mailed.

- Reconciliation

Ms. Lipkind shared the status of the reconciliation of costs and revenues projected for FY17 & FY18. She indicated most transportation receivables for the FY17 have been received. Mr. Hilton noted the Collaborative is expected to finish FY17 in the

black, with revenues adequate to cover expenses.

b. Change of Address for Prudential Financial, Inc. VOTE

Ms. Lipkind requested a vote of the Board to authorize Prudential Financial, Inc. to update the address on record for the Cape Cod Collaborative to 418 Bumps River Road, Osterville, MA 02655.

Ms. Larsen made a motion to change the address on record with Prudential Financial, Inc. to the Collaborative's Osterville address. Mr. Hyldborg seconded the motion.

SO VOTED - UNANIMOUS

V. New Business

a. Finance Subcommittee

Mr. Hilton recommended that the Finance Subcommittee be reconvened within the coming month. It important that the subcommittee meet to advise the entire Board on financial matters that will arise in the coming fiscal year, including but not limited to: FY17 Audit, FY18 Spending Plan and Budget revisions, treasurer communication and evaluation, and determination of long term financial planning. Mr. Judge, Ms. Larsen, and Mr. Fichtenmayer are currently members of the Finance Subcommittee. Ms. Larsen suggested the Finance Subcommittee convene at 4:00 PM on October 11, 2017, prior to the next Board meeting. She invited all interested Board members to attend.

Mr. Friel, Treasurer, indicated that he has been reviewing the Collaborative's investment policy. The current policy was created in bits and pieces by votes taken by the Board over the years. Mr. Friel has begun a broad draft on a clarified policy, which he would like to bring to the Finance Subcommittee for input. Statutory limitations apply, but some flexibility exists. He suggested the Finance Subcommittee could develop policy and parameters to bring before the Board.

Mr. Hilton observed the current Board policy has been memorialized in the Board minutes, but has never been consolidated. Priority has always been the preservation of capital.

Mr. Hilton noted there have been changes in the regulations governing the Collaborative's OPEB Trust Fund. In the past, the Collaborative's Board of Directors was able to act as the Board of Trustees for the Trust Fund. Under new regulations, the Trust Fund must have a separate Board, consisting of members with particular expertise. These changes should be reviewed by the Finance Subcommittee.

b. FY17 Warrants

VOTES

- | | | | |
|-------|------|-------|------|
| • #48 | VOTE | • #51 | VOTE |
| • #49 | VOTE | • #52 | VOTE |
| • #50 | VOTE | • #53 | VOTE |

c. FY18 Warrants

VOTES

• #1	VOTE	• #6	VOTE
• #2	VOTE	• #7	VOTE
• #3	VOTE	• #8	VOTE
• #4	VOTE	• #9	VOTE
• #5	VOTE		

Ms. Larsen made a motion that the Board vote to approve FY17 Warrants #48, #49, #50, #51, #52, #53 and FY18 Warrants #1, #2, #3, #4, #5, #6, #7, #8 and #9 as a slate. The motion was seconded by Mr. Hyldburg.

SO VOTED – UNANIMOUS

Ms. Larsen made a motion to approve the slate of Warrants. Mr. Morris seconded the motion.

SO VOTED – UNANIMOUS

Mr. Hilton noted the Board can establish a process for review of Warrants each week. Mr. Judge had been auditing on behalf of the Board. This summer, Ms. Cummings took over this role for the Board.

d. FY18 Spending Plan

- Updates

- Recommended Spending Plan Revision(s)

Ms. Lipkind and Mr. Hilton indicated there were no changes to the mandated budget items (statutory required budget line items) and the Annual Spending Plan at this time. Mr. Hilton noted the Spending Plan is adjusted as enrollment fluctuates. All Collaborative spending is revenue driven.

- Facilities

- Waypoint –

- Otis Memorial School

The Collaborative has moved most of the Collaborative equipment from the Otis Memorial School. There are items that remain at the site to maintain the site and for grounds maintenance. It will be necessary to determine the extent of maintenance of the building that will be provided for the remainder of the lease period (through June 2018)

- Wing School

The Wing School site is operational as of August 30, 2017. The Collaborative portion of the building has been painted and cleaned. The completion of the internet “hard” wiring was partially completed by the time of the Board meeting. There

have been interactive screens purchased to replace the interactive whiteboards (now being stored) that will be “built” within the coming two weeks.

The students, families and staff have responded positively to the “new” space. The school started with a bit of excitement as a charred piece of toast caused a fire response three minutes into the first day of school (the staff and students did very well with their first “evacuation” according to fire officials).

- Osterville

The Collaborative procured an additional interactive screen to deploy in classrooms at the STAR program. This equipment is expected to be operational within the coming week.

- Personnel

- Mentoring Program

Dr. Woods and Mr. Hilton reviewed the mentoring program that was approved by Board of Directors in June 2016. The MA Department of Elementary & Secondary Education requires that teachers entering the field (and a new district) receive mentoring in their new placement.

- Additions

VOTE

- | | |
|------------------------|--------------------------------|
| • Atlak, George | CDL Driver, Bourne |
| • Cannon-Sala, Deborah | CDL Driver, Bourne |
| • Carduff, Donal | CDL Driver, Bourne |
| • Carrier, Jessie | CDL Driver, Bourne |
| • Conway, Kathleen | CDL Driver, Bourne |
| • Desruisseaux, Eugene | CDL Driver, Bourne |
| • Haskell, Robert | CDL Driver, Bourne |
| • Honan, Susannah | CDL Driver, Bourne |
| • Inglis, Derek | CDL Driver, Bourne |
| • Jolin, Stacey | CDL Driver, Bourne |
| • McGrady, Mary | CDL Driver, Bourne |
| • Rambert, Tony | CDL Driver, Bourne |
| • Richardson, Lucille | CDL Driver, Bourne |
| • Richardson, Stephen | CDL Driver, Bourne |
| • Tavares, Kelly | CDL Driver, Bourne |
| • Vaudreuil, Nancy | CDL Driver, Bourne |
| • White, Bruce | CDL Driver, Bourne |
| • Aguiar, Laurie | Paraprofessional, STAR |
| • Almas, Laura | Paraprofessional Sub, Waypoint |
| • Aucoin, Robert | 7D Driver (Spare) |
| • Bogden, Christopher | Director of Special Projects |

- Criasia, James Monitor (Spare)
- Cunha, Ashley Paraprofessional, STAR
- Daigle, Tracy Teacher, STAR
- Dellamano, Francis Custodial Assistant, Waypoint
- Dupuis, Marc Administration & Finance
- Edwards, Ashley Teacher, STAR
- Edwards, Billy Teacher, Waypoint
- Fryer, Michael Custodial Assistant, Waypoint
- Gerard, Dennis CDL Driver (Training), Nantucket
- Gervelis, Katelyn Paraprofessional, STAR
- Gilbert, Conor Janitorial Support (temporary)
- Johnson, Suzanne Paraprofessional, STAR
- Josselyn, Richard CDL Driver (Training)
- Lyons, Kevin CDL Driver (Spare)
- Mahoney, Robert Teacher, Facilities Management,
- Massa, Kimberly Monitor, CDL Driver (Spare)
- McKenley, O'Neil Paraprofessional, STAR
- Rockwood, Carmen Teacher, STAR
- Silva, Selina CDL Driver (Training)
- Tibbetts, David 7D Driver
- Turner, Michael Janitorial Support (temporary)

○ Reductions

VOTE

- Aguiar, David CDL Driver, Nantucket
- Andrews, Robert Teacher, Waypoint
- Archambault, Paula Paraprofessional, STAR
- Cooke, Casey Paraprofessional Level II, STAR
- Coomey, John Monitor (Spare)
- Cousins, Kristan Monitor (Mashpee Pilot)
- Elderkin, Renee Paraprofessional, Waypoint
- Flynn, James CDL Driver, Mashpee
- Gasquoine, Nicholas Paraprofessional, STAR
- Gilbert, Conor Janitorial Support (temporary)
- Healey, MaryKate Teacher, STAR
- Lappen, William CDL Driver (Spare)
- Maibaum, Toni CDL Driver
- Mason, John Monitor (Spare)
- Nathan, John Physical Therapist
- Sage, Rosemarie Teacher, STAR
- Schouler, Kevin CDL Driver (Spare)
- Silva, April Paraprofessional, STAR
- Teixeira, Anthony Paraprofessional, STAR
- Wilson, Margaret Monitor (Spare)

- Woodbury, Keith SLP/Assistive Technology
- Zent, Jeffrey Cafeteria Sub, STAR

○ Changes

VOTE

- Campbell, Maria CDL Driver Mashpee to Spare CDL
- Cannon-Sala, Deborah CDL Driver Bourne to Spare CDL
- Costello, John Robert Para- Level I to Level II, STAR
- Foley, Patricia Spare CDL to FT (Bourne)
- Fontaine, Alice CDL Driver PT to CDL Bourne
- Hauber, Marc CDL Driver to Driver/Lot Mechanic
- Leake, Michael CDL Driver to CDL Driver Mashpee
- Lyons, Kevin Spare Driver to CDL Driver Bourne
- Pratt, Brian CDL Driver to CDL Driver Mashpee
- Tavares, Kelly CDL Driver Bourne to Spare CDL
- Wyman, Maurice CDL Driver to CDL Driver/Site Coordinator (Bourne)

Mr. Hilton noted the Board voted to delegate personnel authority to the Executive Director at the June meeting. This authority allowed Mr. Hilton to add and/or terminate staff through the summer and prior to the September Board meeting. Mr. Hilton asked the Board for a formal vote to ratify personnel changes.

Mr. Hilton recommended the Board vote to approve the hiring of Dr. Christopher Bogden, as Director of Special Projects. Dr. Gilbert, who has held this position for many years, is seeking to scale back his involvement.

Mr. Hilton also recommended the Board vote to approve the hiring of Marc Dupuis, as Administration and Finance Coordinator. Mr. Dupuis is a former Superintendent and Business Manager who will assist the Collaborative and provide mentoring services.

Mr. Hilton recommended the Board vote to approve the hiring of Robert Mahoney, as Teacher of Facilities Management, a grant-funded position.

Ms. Larsen made a motion that the Board vote to approve all personnel additions, reductions and changes as noted on the agenda as a slate. Mr. Furnari seconded the motion.

SO VOTED – UNANIMOUS

Ms. Larsen made a motion that the Board vote to approve the slate of personnel changes. Mr. Morris seconded the motion.

SO VOTED – UNANIMOUS

Mr. Hilton mentioned position descriptions for Site Coordinator / CDL Driver and Site Coordinator /CDL Driver – Trainer included in the Board packet. These Site Coordinators are assigned to a district and act as substitute drivers and /or trainers. Mr. Hyldburg asked if there will be an increased cost associated with the hiring or change of job title. Mr. Hilton, noting the Collaborative now offers paid sick time, indicated that having a sub on the lot who knows the routes makes sense financially. Mr. Furnari suggested that these job descriptions have a line added for the supervisor signature and date.

- Service Commitments - Changes
 - Programs
 - STAR
 - i. September Enrollment of 52 students
 - ii. Initial Population Projection at 54 students by January 2018
 - Waypoint Academy/AEP
 - i. Commitments Projected at 43-44
 - ii. Current Paid Enrollment at 53-54
 - iii. Total School Year Projected at 64.5 Full Time Equivalents (FTEs)
 - Transportation - Changes
 - Nantucket – Added Route (bus) ... on-hold with resignation and training
 - Therapy Changes
 - Martha’s Vineyard- OT (2.0 days) *(Increase 2.0)*

e. FY17 Spending Plan / Budget / Close-Out

Ms. Lipkind discussed the status of FY17 close out. The Collaborative Auditors (Powers & Sullivan) have been on-site in August and have made substantial progress. Ms. Lipkind’s Financial Status Update Narrative was included in the Board packet.

Mr. Friel indicated that he has spoken with the Auditors on behalf of the Board. He asked the Auditors if AccuFund software is able to give the detail and level of reports required to review the Collaborative’s financial situation. He was assured that AccuFund provides thorough and comprehensive reports and that no additional information was required for the audit.

f. Programs/Services

- Waypoint Academy
 - Enrollment
 - Programming
 - New Staff
 - Camp Burgess
 - Facility Issues

VOTE

- Status of Commitments – FY18

Dr. Turner discussed the enrollment and programming at the Waypoint Academy. Waypoint is off to a great start. Students and staff are responding positively to the change in school location. Everyone did an amazing job getting the Wing School ready for the move. Some work is being completed to get the technology working, and finishing the “quiet spaces” for students. Billy Edwards, recently hired as a Waypoint teacher, spent a year teaching in Alaska. He brings a wide variety of expertise to this position.

The program’s counselors provide a therapeutic setting which allows teachers to teach while supporting student needs. Camp Burgess provides an opportunity for experiential learning.

Dr. Turner noted referrals are coming in, and that he expects an increase in enrollment in late October.

Ms. Lipkind asked the Board for a vote to authorize the continuation of the Burgess lease for the 2017-2018 school year. Ms. Cummings asked for lease details; Mr. Hilton responded that the cost remains consistent with the past 3 years at \$60,000. This includes staff time and use of the entire camp including lodge and mess hall.

Ms. Larsen made a motion to authorize the continuation of the Burgess lease for the 2017-2018 school year. Mr. Morris seconded the motion.

SO VOTED – UNANIMOUS

- STAR / Osterville
 - Enrollment
 - New Staff
 - Programming
 - Current Initiatives
 - Program Opening
 - Age Waiver Applications

Dr. Woods provided an overview of the current and projected enrollment for FY18. She describe the three general populations of students served by the STAR Program as those with social/emotional needs, multiple medical needs, and cognitive and behavioral issues. Currently ten member districts have students enrolled, as do two non-member districts (Duxbury & Plymouth).

Dr. Woods spoke about staffing changes, with three new teachers and several new paraprofessionals joining the team.

The STAR Program collaborates with Yoga Neighborhood and Tones in Motion (music therapist) to provide programs for students. A food program, run in conjunction with Waypoint Academy, provides vocational tasks for students as well as food for families and staff.

Dr. Woods indicated that she has applied for two age waivers for classrooms which exceed a 48-month difference in student ages. These students are in an appropriate educational setting for their needs.

- **Transportation**

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

- **Surplus Vehicles**

VOTE

The Collaborative has secured (or is in the process of securing) several new vehicles to replace an aging fleet. Ms. Lipkind reviewed an inventory of vehicles that the Collaborative would like to consider for disposal as surplus vehicles. She asked the Board to consider a vote to declare the following vehicles as “surplus.”

Bus#	VIN #	YEA R	Seat/ WC	Make/ Model	Mileage
Van 18	1FTNE24W28DB29265	2008	8/0	Ford/E250	323,234
Van 19	1FTNE24W48DB29266	2008	8/0	Ford/E250	338,217
Van 20	1FTNE24W38DA65401	2008	8/0	Ford/E250	310,021
Van 26	1FTNE24W58DA74472	2008	8/0	Ford/E250	334,520
01	1GBJG31U651242817	2006	18/0	Bluebird	366,375
03	1GBJG31U451241746	2005	12/1	Bluebird	313,322
06	1GBJG31UX71210293	2007	12/2	Bluebird	Down
10	1GBJG31U371210569	2007	12/2	Bluebird	321,807
301	1GBJG31U261267134	2006	29/0	Bluebird/ B2VC16	352,583
305	1GDJG31U361265321	2006	22/0	Bluebird	337,930

Mr. Hyldborg made a motion that the Board vote to declare the vehicles listed in the agenda as “surplus.” Mr. Morris seconded the motion.

SO VOTED – UNANIMOUS

- **Authorization to Award Financing**

VOTE

The Board voted to authorize the purchase of the following vehicles and related equipment at the June meeting:

- 2 x 29 Passenger Sped Mini-Buses from Anderson Bus
- 4 x Wheelchair/21 Passenger full-track Sped Mini-Buses from Dattco
- 5 x 350T Transit 7D Special Education Vans from Quality Van Sales

At the June meeting, the Board also voted to allow the Executive Director to execute all documents related to the purchase and financing of these vehicles.

Ms. Lipkind asked the Board for a vote to award financing in the amount of \$585,293 for these vehicles to TD Equipment Finance, Inc.

Ms. Larsen made a motion that the Board vote to award vehicle financing in the amount of \$585,293 to TD Equipment Finance, Inc. Mr. Hyldborg seconded the motion.

SO VOTED – UNANIMOUS

- Staffing

Mr. Hilton and Ms. Lipkind discussed ongoing coordination and changes in staffing for the Transportation area.

 - There have been some significant changes Transportation “office.”
 - The Collaborative began supporting the Bourne Public Schools in the provision of General Education transportation services. The drivers were trained with the new buses and the Collaborative protocol and started service successfully on August 29th. There have been a few minor issues with the new buses (one mirror damaged, one with mechanical issues); however, the vehicles have been well received.
 - Brenda Gaskill has been an exceptional addition to the Transportation Department (3 days per week). Marc Dupuis has also been assisting in planning and operations in this area.
 - Responsibilities were refined in the Bourne and Mashpee bus lots. A position of “site coordinator” was added to assist in coordination of activities with the district and Collaborative office, to substitute for drivers as needed and to ensure activities are covered. This position is guaranteed 25 hours a week of work. This has not created an increased cost, but has provided opportunity for increased efficiency and quality in service delivery.
- Staffing / Routing

Mr. Hilton updated the Board regarding staffing and routing. Routing and staffing is continually monitored and modified to ensure efficiency (and effectiveness) in operation.
- Large Buses
 - Truro

Mr. Hilton updated the Board regarding the current operation in Truro. The Collaborative continues to work with the school administration to procure a vehicle that will transport a child with special needs along with the larger population (full sized bus with wheelchair lift). At this time there is uncertainty whether a large bus can access the student’s home without tying up traffic or having to back out onto a busy street.
- Special Education Transportation
 - Equipment Review / Needs

The Collaborative procured six (6) “mini-buses” and five (5) vans to support the transportation needs for students with

special needs. These vehicles will replace buses and vans that have in excess of 200,000 odometer miles.

Four of the vans have been received and the remaining vehicles are expected to be delivered in late September.

- Therapies

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

- FY18 Service Commitments

- The collaborative continues to receive and review commitments for the utilization for Collaborative staff to provide services in school districts for FY18.
 - Mr. Hilton discussed the status of the employees that had provided these services as well as efforts that continue to solicit appropriate work for these employees with member (or non-member) districts.

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

1. PT – ½ to 1 day
2. PTA – 1-5 days

- Special Projects

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

Dr. Gilbert indicated his intention to “scale back” significantly and to relinquish the title of Director of Special Projects. He has indicated his intent to work through the all-Cape In-Service in October and to remain involved (but less so) with ASLP.

Mr. Hilton proposed that Dr. Chris Bogden assume the responsibilities of the Director of Special Projects and work with Dr. Gilbert to ensure consistency.

The responsibilities include, but are not limited to:

Development and Support of Grant Initiatives

- Examples
 - i. Massachusetts Tiered Systems of Support Grant (with National Center for Learning Disabilities)
 - ii. Pre-School Expansion Grant
 - iii. Literacy Grant
- Work strategically with districts to coordinate and secure additional grants

Coordinate Professional Development Activities

- Internal
 - i. Assess Annual Need

- ii. Oversee and Support Smart.Edu local and regional platform
- iii. Develop professional development programming to support collaborative programming and services
 - External
 - i. Work with various job-a-like groups to discern professional development needs for each group
 - ii. Work with administrators throughout the region to develop professional development opportunities to meet the current evolving needs

Work Strategically with and in support of various school administration professional groups (development of agenda, support of initiatives, meeting coordination, maintenance of records, coordination of activities)

- Curriculum Administrators
- Special Education Directors
- Business Managers
- Facility Directors
- Superintendents (as appropriate)
- Early Childhood Administrators
- Various other administrator groups (elementary principals)

Support of Various Initiatives and Program Development in Coordination with Executive Director (and other associated staff)

- Cape Cod Global Education Initiative
- Advanced Studies & Leadership Program
- All-Cape In-Service
- Other initiatives as determined

Mr. Morris asked about the interaction of member districts and how the Collaborative is able to discern and fill district needs through Special Projects. Mr. Hilton described the need for a Collaborative representative to attend meetings and “weave the threads together.”

- Multi-Tiered Systems of Support (MTSS)
Mr. Hilton discussed the status of the work being done in coordination with the National Center for Learning Disabilities and the Tower Foundation.
- All-Cape In-Service
Mr. Hilton discussed that status of planning (and registration) for this annual programming coordinated through the Collaborative. The All-Cape In-Service will occur in October. A draft copy of the offerings was included in Board materials for this meeting. Mr. Hilton noted that through the Collaborative, districts can offer high quality professional development at a low cost per attendee. Ms. Cummings observed that Board members can participate in the professional development offerings.

- ASLP

Mr. Hilton discussed the operations and events of the Summer 2017 ASLP Program as well as the status of planning for the Summer 2018 ASLP Program.

Mr. Schumacher asked about ASLP enrollment as compared to district need. He wondered if enrollment could be increased to accommodate more students. Mr. Hilton noted enrollment was increased by one-third a few years ago. There will be a change in the starting date of the 2018 program. In the past the program has begun during the last week of June. In 2018 the program will begin after July 4th. This change in start date could impact the number of students able to attend.

Mr. Hilton noted the discussion about enrollment must occur on a local level. Falmouth and Sandwich have been over-enrolled, not able to fill all available slots.

Ms. Cummings observed that criteria for enrollment includes the student's performance on standardized tests (MCAS or PARCC). Mr. Hilton noted that students must also be recommended to the program.
- Bridgewater State University – Off-Campus Programming

Dr. Woods discussed planning for offering coursework towards Preliminary Licensure for Teachers of Students with Moderate Disabilities and Preliminary Licensure for Teachers of Students with Intensive Disabilities. She indicated Collaborative paraprofessionals and teachers have been taking courses, and noted the importance growing and keeping skilled teaching staff.
- Sheltered English Immersion (SEI) Course Development

Mr. Hilton discussed planning activities that are occurring with districts to discern the need for courses and professional development to assist districts (and staff) in meeting the evolving Sheltered English Immersion needs.
- Career & Vocational Technical Education Partnership Grant

Mr. Hilton discussed the activities associated with the “Competitive Career and Technical Education Partnership Grant” that was awarded to Upper Cape Cod Regional technical School.

Mr. Hilton facilitated the submission of this (\$117,000) grant proposal which will fund planning activities with school districts to effectively and efficiently increase access to vocational/technical opportunities utilizing existing resources.

The partnership applied for this grant (approximately \$150,000) to implement the activities as determined by the partnership participants through a previously funded planning grant.

Although the partnership may expand, the initial partners include:

 - Upper Cape Cod Regional Technical School
 - Cape Cod Collaborative
 - Barnstable Public Schools
 - Bourne Public Schools
 - Cape Cod Regional Technical High School
 - Dennis Yarmouth Regional School District
 - Falmouth Public Schools

- Martha's Vineyard Regional School District
- Monomoy Regional School District
- Wareham Public Schools
- Massachusetts Facility Administrators Association
- Massachusetts Maritime Academy

g. International Programming

Mr. Hilton & Dr. Bogden discussed recent and upcoming activities associated with the Cape Cod Global Education Initiative. Dr. Bogden indicated that opportunities are increasing for districts on the Cape. He was encouraged by the ongoing discussion and the opportunity for the Collaborative to assist. Dr. Bogden spoke about the exciting things which can happen when resources are shared through collaboration.

Mr. Schumacher asked if foreign students pay tuition to the hosting school district. Dr. Bogden explained that tuition payment is a requirement under the F1 student visa program. The school district formalizes the tuition cost.

Ms. Cummings asked if the school district was required to undergo security clearance before hosting a foreign student. Dr. Bogden noted that each district seeking to host foreign students must meet this requirement.

h. Virtual High School

Mr. Hilton discussed the consortium for Virtual High School that has existed through the Cape Cod Collaborative since 2001. Mr. Hilton shared information about Virtual High School as well as the renewed interest in the Consortium. The Wareham Public Schools joined the consortium for the 2016-2017 school year and Waypoint Academy will utilize some courses during 2017-2018.

VI. Other

Ms. Cummings referred Board members to a note of thanks written by Dr. Woods for the donation of toys and games to the STAR Program. Dr. Woods expressed her appreciation. A SLP in private practice retired and generously donated materials to the STAR Program.

VII. Executive Session

Mr. Hilton indicated that was necessary to enter into Executive Session to briefly update the Board regarding a few items:

- To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.
- To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

Ms. Larsen made a motion that the Board vote to adjourn from Open Session and enter into Executive Session. The motion was seconded by Mr. Hyldburg. A roll call vote was taken:

Ms. Larsen – Yea, Ms. Williams – Yea, Mr. Morris – Yea, Mr. Furnari – Yea, Mr. Hyldburg – Yea, Ms. Morgan – Yea, Mr. Schumacher – Yea, Ms. Schumacher – Yea, Ms. Cummings – Yea

Ms. Gaines, Dr. Woods, Dr. Turner and Dr. Bogden left the meeting.

The Board entered into Executive Session at 7:01 PM.

Ms. Larsen made a motion that the Board adjourn from Executive Session and return to Open Session. Mr. Hyldburg seconded the motion.

A roll call vote was taken:

Ms. Larsen – Yea, Ms. Williams – Yea, Mr. Morris – Yea, Mr. Furnari – Yea, Mr. Hyldburg – yea, Ms. Morgan – yea, Mr. Schumacher – Yea, Ms. Schumacher – Yea, Ms. Cummings – Yea

The motion passed unanimously.

The Board exited Executive Session at 7:23 PM.

VIII. Adjournment

Ms. Larsen made a motion that the Board vote to adjourn the meeting. The motion was seconded by Ms. Morgan.

SO VOTED – UNANIMOUS

The September 13, 2017 meeting of the Cape Cod Collaborative Board of Directors adjourned at 7:24 PM.