

Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



Cape Cod Collaborative

Board of Directors
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Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
September 14, 2016

I. Call to Order

The September 14, 2016 meeting of the Cape Cod Collaborative Board of Directors was called to order by Mr. Fichtenmayer, Co-Chair, at 5:03 PM. In attendance were:

Upper Cape Cod RTS	Robert Fichtenmayer, Co-Chair
Barnstable	Mike Judge (in at 5:07 PM)
Brewster	Jessica Larsen
Cape Cod Technical HS	Ann Williams
Dennis-Yarmouth Regional	Michelle Conover
Eastham	Mary Louise Sette
Monomoy Regional	Brian Widegren
Nauset Regional	Debra Beal (out at 7:22 PM)
Orleans	Hank Schumacher
Sandwich	Beth Cummings
Wareham	Mary Morgan (in at 5:06 PM)
Wellfleet	Jill Putnam (in at 5:26 PM)
Treasurer	Judy FitzGerald
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Amy Lipkind
STAR Program Director	Dr. Anita Woods
Waypoint Academy Director	Larry Carroll
Director of Special Projects	Dr. Joseph Gilbert (in at 5:37 PM)

II. Cracker Barrel Discussion

a. Local District Issues

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

b. Local Administration Changes

Mr. Hilton reviewed the considerable number of changes among the Board Members as well as within the administration of member school districts. Mr. Hilton also discussed some changes in the assignment of Board members as a result of recent Town elections. Mr. Hilton encouraged Board members to share information and suggestions regarding these coming changes.

Board:

- Michael Judge attended meetings at the end of the last school/fiscal year after replacing Chris Joyce representing the Barnstable School Committee.
- Mary Morgan was appointed in the Spring to replace Melvin Lazarus in representing the Wareham School Committee
- Chris Hydlburg will represent the Bourne School Committee, pending the appointment of a replacement for Heather DiPaolo
- Michelle Conover has been appointed to replace Phil Morris in representing the Dennis-Yarmouth Regional School Committee

Districts:

- Meg-Mayo Brown replaced Bill Butler in the superintendency in Barnstable
- Dr. Pamela Gould replaced Dr. Richard Canfield as the superintendent in Sandwich
- Marilyn Vrontas replaced Matt Bridges as the Director of Pupil Personnel Services in Sandwich
- Melissa McGuire replaced Joan Goggin as the Special Education Director in Monomoy
- Nancy Dugan and Hope MacLeod will share the responsibilities of the Director of Student Services for the Martha's Vineyard Public Schools & Superintendency Union
- Abbie Lareau returned to work in Connecticut and curriculum responsibilities for Nantucket have been assumed by Michael Horton as Director of Curriculum & Assessment for Science, Technology, Engineering, and Math and a Jean Witt as Director of Curriculum & Assessment for the Humanities

c. Questions / Concerns

Ms. Beal mentioned a fundraising event which will be held at the Cape Cod Community College on September 24, 2016. This event will feature comedian Jimmy Tingle.

Proceeds will be used to fund grants for civic education. Anyone interested in more details was invited to contact Ms. Beal directly at dbeal053@gmail.com.

III. Minutes

a. June 8, 2016

VOTE

Ms. Larsen made a motion that the Board vote to accept the minutes of the June 8, 2016 Board of Directors meeting. Ms. Williams seconded the motion.

SO VOTED

Yea – 9

Nea – 0

Abstain – 2 (Conover, Morgan)

IV. Old Business

a. Transportation

- Invoicing

Ms. Lipkind provided a brief update regarding the invoicing status for FY16 & FY17 (summer) invoicing to districts. She noted that all invoicing for FY16 has been completed and that invoicing for the summer is expected to be completed this week.

- Reconciliation

Ms. Lipkind shared the status of the reconciliation of costs and revenues projected for FY16 & FY17.

Mr. Hilton reminded the Board that this item remains on the agenda due to the complexities involved in the billing process for transportation. He noted that, at times, districts have commented that invoices were slow to arrive. Mr. Hilton indicated that it has been helpful for Board representatives to understand the complexities behind the invoices which may delay the process.

b. Election of Officers

VOTE

Mr. Hilton noted that the Board elected to postpone the election of Officers from the June meeting until the fall.

Mr. Hilton suggested the Board might consider postponement the election of Officers until the October meeting, as there are a number of new Board members that are attending for the first time in September. The Board members discussed options and decided to proceed with the election of officers.

CHAIR - Mr. Fichtenmayer nominated Ms. Larsen as Chair of the Board of Directors. This nomination was seconded by Ms. Beal.

SO VOTED – UNANIMOUS

VICE CHAIR – Ms. Beal nominated Mr. Fichtenmayer to act as Vice Chair of the Board of Directors. This nomination was seconded by Ms. Williams.

SO VOTED – UNANIMOUS

EXECUTIVE COMMITTEE - Mr. Widegren nominated Mr. Judge, Mr. Schumacher, Ms. Cummings, Ms. Beal and Ms. Williams to serve on the Executive Committee. This nomination was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

TREASURER – Ms. Williams nominated Judy FitzGerald to act as Treasurer for the Cape Cod Collaborative. Mr. Fichtenmayer seconded the nomination.

SO VOTED – UNANIMOUS

SECRETARY – Ms. Beal nominated Elizabeth (Beth) Deck to act as secretary to the Board of Directors. This nomination was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

Ms. Larsen took over as Chair for the balance of the meeting.

V. New Business

a. Business Manager Position

- Introduction – Ms. Amy Lipkind

Mr. Hilton introduced Ms. Lipkind, who has been working with the Collaborative since mid-July. She has worked closely with the Business Office staff and with Mr. Brown over the past two months. He indicated that she is enrolled in Massachusetts Public Purchasing Officials (MCPPO) coursework beginning in October and had joined the Massachusetts Association of School Business Officials (MASBO).

- Disclosure of Appearance of Conflict of Interest

VOTE

Mr. Hilton noted that Ms. Lipkind has worked with Collaborative counsel to document the “appearance of conflict of interest” associated with her work with the Cape Cod Challenger Club, a fully volunteer non-profit organization that operates at the Osterville program site. (The Cape Cod Challenger Club is not affiliated with public school programs.) Ms. Lipkind indicated that, at counsel’s recommendation, she has resigned as president of the Cape Cod Challenger Club. Mr. Hilton suggested the Board should consider a vote authorizing Ms. Larsen to indicate the Board’s acceptance of the disclosure by signing as Chair of the Board.

Mr. Fichtenmayer made a motion that the Board vote to accept the Disclosure of the Appearance of Conflict of Interest submitted by Ms. Lipkind and authorize Ms. Larsen to sign the disclosure as Chair of the Board. This motion was seconded by Ms. Sette.

SO VOTED - UNANIMOUS

b. Finance Subcommittee

Mr. Hilton and Ms. Lipkind recommended that the finance Subcommittee be reconvened within the coming month. Mr. Hilton noted that it imperative that the subcommittee establish communication with the new Business Manager and advise the entire Board on financial matters that will arise in the coming fiscal year, including but not limited to: FY16 Audit, FY17 Spending Plan and Budget revisions, treasurer communication and evaluation, and consideration of a new site for Waypoint programming.

Mr. Widegren, who has served on this SubCommittee, indicated that he has been named Chair of the Monomoy School Committee. He explained that the increased demands on his time may make it necessary for him to step down for the Collaborative Board of Directors.

Ms. Larsen, as Chair, appointed herself to serve on the Finance SubCommittee and asked other Board members to consider serving. Mr. Judge and Mr. Fichtenmayer Indicated an interest in serving and were appointed by Ms. Larsen to the Finance SubCommittee. Mr. Widegren, who has served on this SubCommittee, indicated that he would continue to serve for the time being.

c. FY17 Warrants

VOTES

- | | | | |
|------|------|-------|------|
| • #1 | VOTE | • #7 | VOTE |
| • #2 | VOTE | • #8 | VOTE |
| • #3 | VOTE | • #9 | VOTE |
| • #4 | VOTE | • #10 | VOTE |
| • #5 | VOTE | • #11 | VOTE |
| • #6 | VOTE | | |

d. FY16 Warrants

VOTES

- | | | | |
|-------|------|-------|------|
| • #50 | VOTE | • #52 | VOTE |
| • #51 | VOTE | | |

Mr. Judge made a motion that the Board vote to approve Warrants #1 through #11 for FY17. This motion was seconded by Ms. Beal.

Mr. Schumacher asked for clarification on the check for \$400,000 issued to Rockland Trust. Ms. FitzGerald and Mr. Hilton explained this transaction moved funds to the Collaborative's long-term investment account.

Mr. Schumacher asked about payment of \$79,000 to the Barnstable Public Schools, labeled as a "refund." Ms. Lipkind noted Barnstable receives a credit equal to two (2) student commitments to Waypoint Academy as lease payment associated with the Osterville facility. She indicated that if this credit is not applied, the associated amount is "refunded" to the district.

SO VOTED – UNANIMOUS

Ms. Beal made a motion to accept Warrants #50, 51 and 52 for FY16. When it was noted that the correct motion should have been for the board to "approve" rather than "accept" the Warrants, Ms. Beal withdrew her motion.

Ms. Conover made a motion that the Board vote to approve Warrants #50, #51 and #52 for FY16. This motion was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

e. FY17 Spending Plan

- Updates

- Recommended spending Plan Revision(s)

Ms. Lipkind and Mr. Hilton indicated that there were no recommended changes in the mandated budget items (statutory required budget line items) and the Annual Spending Plan to be recommended at this meeting.

- Facilities

- Conference Space & Offices – Osterville

Mr. Hilton welcomed Board members to the newly-renovated building at Osterville where Board meetings will now be held. He noted Board materials dating back to 1975 have been re-organized and are publically accessible in the new conference space.

- Conference Furniture – Osterville & Otis

Mr. Hilton indicated that the Collaborative procured furniture for conference/meeting space for both Collaborative buildings (Otis and Osterville). He explained that this furniture will facilitate the gathering of staff and outside groups for professional development and other activities.

- Additional Furniture

VOTE

Mr. Hilton recommended that the Board vote to authorize the purchase of classroom furniture for both Collaborative programs. Mr. Hilton discussed the need to procure furniture to promote consistency and cleanliness throughout the programs. He sought authorization to procure furniture in an amount not to exceed \$25,000 to be expended from Fund Balance (not Operating Budget).

VOTE

Ms. Beal made a motion that the Board vote to approve an amount not to exceed \$25,000 from Fund Balance to be used by the Collaborative for the purchase of classroom furniture for both programs. This motion was seconded by Ms. Williams.

Mr. Fichtenmayer asked if a vendor for this furniture has already been selected. Mr. Hilton noted that the vendor has been selected and that this vendor is on a “US Community” procurement list.

Ms. Conover asked if the need for furniture was aesthetic or functional. Mr. Hilton indicated that it was both. He noted that the Collaborative has been utilizing much “surplus” furniture from other districts’ programs. He indicated that this purchase would be part of long-term goals set for facility improvement.

Ms. Beal noted that the classroom environment is essential to stimulate learning.

SO VOTED – UNANIMOUS

- Personnel

- Business Manager Position – Appointment **VOTE**

Mr. Hilton explained that Jim Brown retired at the end of June 2016. He explained that Mr. Brown has been consulting with the Collaborative since his retirement. Mr. Hilton noted that Ms. Amy Lipkind was provisionally appointed to the Business Manager position in June 2016.

He indicated that Ms. Lipkind has been working at the Collaborative since mid-July. She has worked closely with Mr. Brown, Mr. Hilton and Collaborative staff to ensure continuity of business operations as Mr. Brown progressively transitions responsibilities.

Mr. Hilton recommended that the Board vote to appoint Ms. Lipkind as the Collaborative Business Manager.

Mr. Schumacher made a motion that the Board vote to appoint Ms. Lipkind as Business Manager of the Cape Cod Collaborative. This motion was seconded by Ms. Williams.

SO VOTED – UNANIMOUS

- Mentoring Program **VOTE**

Dr. Woods and Mr. Hilton presented a mentoring program for consideration by the Board of Directors. They explained that the MA Department of Elementary & Secondary Education requires that teachers entering the field (and a new district) receive mentoring in their new placement.

Mr. Hilton and Dr. Woods recommended that the Board adopt the mentoring program as described in the materials distributed for this Board meeting.

Ms. Conover asked if this mentoring program was a requirement of state law. Mr. Hilton noted that collaboratives are not currently required by the DESE to offer mentoring, however, it is anticipated that this will be a requirement within the next three years. Dr. Woods observed that mentoring has become a requirement for maintaining teaching certification.

Mr. Schumacher, referring to the list of dates included in the Board packet, asked if mentoring was only to be offered on these dates. Dr. Woods clarified, indicating that these dates were meetings with the mentors intended to provide training and support to experienced teachers who will be acting as mentors. Dr. Woods described the six (6) hour training for mentors and periodic meetings to occur.

Mentors would be required to have worked as teachers for at least three years, maintain teaching certification, and maintain proficient or

better on teaching evaluations. Dr. Woods indicated that she would be providing the training to mentors. Dr. Woods also indicated that this would formalize the mentoring arrangement and provide compensation to mentors.

Ms. Conover asked if the stipend of \$1,000 indicated is a fair amount. Ms. Morgan stated it was a very fair amount. Dr. Woods noted that she had reached out to other districts and found the range was \$650 to \$1250.

Ms. Conover asked if mentors could mentor more than one new teacher and therefore be eligible for more than one stipend. She asked if language should be modified to put a cap on the total stipend amount paid. Dr. Woods explained that the appointment of mentors is subject to administrative approval and involves a commitment of fifty (50) hours plus time for observations. All mentors must apply and be approved.

Ms. Conover made the motion that the Board vote to adopt the mentoring program as described in materials presented to the Board. This motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

o Additions

VOTE

- Daniel Brogan Facilities Assistant (Temporary)
- Kimberley Clifford Paraprofessional, STAR
- Irene Decoteau Administrative Assistant, STAR
- Kristen French Teacher, STAR
- Melissa Gannon Transportation Monitor (Spare)
- Mark Goode Transportation Monitor (Spare)
- Mark Hauber CDL Driver, CCC Out of District
- MaryKate Healey Teacher, STAR
- Heather Hughes Transportation Dispatch
- Kim Ingram Paraprofessional, STAR
- Mary James Transportation Monitor (Spare)
- Brenda Johnson Transportation Monitor (Spare)
- Katharine Jones Transportation Monitor, Mashpee
- William Lappen CDL Driver (Spare)
- Amy Lipkind Business Manager
- RobertMcManus, Transportation Monitor (Spare)
- Erin Morgan Paraprofessional, STAR
- Rosemarie Sage Teacher, STAR
- Joseph Salviati, Transportation Monitor (Spare)
- Anthony Spallone Transportation Monitor (Spare)

Mr. Widegren made the motion that the Board vote to approve the additions noted on the agenda. This motion was seconded by Mr. Judge.

Ms. Conover and Mr. Schumacher, noting the length of the list of additions and reductions in the agenda, asked if this turnover was typical. Both were concerned about the high turnover of teachers. Dr. Woods noted that the teachers who left her program at the end of the school year did so for a variety of reasons. She explained that no single concern was brought out during exit interviews and that these changes were not related to the rate of pay.

SO VOTED - UNANIMOUS

○ Reductions	VOTE
• Marissa Alberti	Paraprofessional, STAR
• Jason Antonio	Paraprofessional, Waypoint
• Edward Canizaro	Transportation Monitor (Spare)
• Caitlyn Cashman	SLP, Therapy
• Dennis Ciarfella	Teacher, STAR
• Cheryl Cochran	CDL Driver, CCC Out of District
• Richard Cravenho	7D Driver, CCC Out of District
• Rhonda Eldridge	7D Driver (Spare)
• Andrew Ellis	Paraprofessional, STAR
• David Foor	CDL Driver, Mashpee
• Brenda Gaskill	Accounting Coordinator
• Jaclyn Hennessy	Transportation Monitor (Spare)
• Gail Manning	Paraprofessional, STAR (Retired)
• Caroline O'Callahan	Paraprofessional, STAR
• Karen Pineau	BCBA, Therapy
• Jennifer Pomocka-Coyner	Teacher, STAR
• Stephen Pothier	Paraprofessional, STAR
• Brie Reynolds	Transportation Monitor, Nauset
• David Sillars	Teacher, Waypoint
• Jennifer Stevenson	Teacher, STAR

Mr. Widegren made a motion that the Board vote to approve the reductions noted on the agenda. Ms. Morgan seconded the motion.

SO VOTED - UNANIMOUS

○ Changes	VOTE
• Leah Brodeur	Physical Therapist: .4 to .7 FTE
• Emilie Cataldo	Physical Therapist: 1.0 to .8 FTE
• Judith DelRaso	Admin Assistant- 1.0 to .6 FTE
• Kimberly Gainey	Para to Teacher, Waypoint

- Jennifer Heinlein Para to Teacher, STAR
- Kathleen Hennessy Monitor, Spare to FT
- Patricia Hughes Monitor, Spare to FT
- Beth Kerr COTA- 1.0 FTE to .8 FTE
- Jeanne Lamont, CDL Driver, Spare to FT
- Lee MacLeod SLP, .6 FTE to 1.0 FTE
- Joanne Servidori Monitor, Spare to FT
- Debra Shippelhute Spare CDL to 7D Driver

Mr. Hilton observed that some of the staffing changes were somewhat unusual. He noted that PT and SLP services were restructured to maintain capacity for Collaborative programs and to provide service to districts.

Ms. Cummings asked if the Collaborative was now fully staffed. Mr. Hilton indicated that staffing is adequate for the current level of enrollment and transportation service requirements.

Ms. Beal made the motion that the Board vote to approve the changes noted on the agenda. This motion was seconded by Mr. Fichtenmayer.

SO VOTED - UNANIMOUS

○ Request for “Carry-Forward of Vacation Accrual **VOTE(S)**

Mr. Hilton explained that the Board of Directors has allowed the Executive Director to consider the “carry-forward” of up to five days accrued vacation time for full-year employees.

Mr. Hilton recommended that the Board approve the “carry-forward” of vacation time for the following employees: **VOTE**

- Larry Carroll – Waypoint Academy
- Thomas Ferzoco – Business Office
- Corinne Savery - Transportation
- Lisa Stobbart – Transportation
- Rick Strawn - Facilities

Ms. Beal made a motion that the Board vote to approve the “carry-forward” of vacation time for the employees listed on the agenda.

This motion was seconded by Ms. Putnam.

Mr. Widegren asked if the time was limited to five (5) days per year or whether employees could then carry time forward to the subsequent year. Ms. Conover expressed concerns about creating the opportunity for staff to use a large number of days at once.

Mr. Hilton observed that only certain staff accrue vacation time. He explained that most staff (teachers, therapists, paraprofessionals) on ten-month contracts do not accrue vacation time. He noted that staff who have asked to carry forward time were unable to fully utilize the vacation time due them under the previous year’s contract.

Ms. Putnam, noting the presence of new members on the Board, expressed her observations that Collaborative staff go the “extra mile”

and that it is their concern for the continued operation that prevents them from using all the allowed time off.

Mr. Hilton also noted that staff “use or lose” vacation time annually.

Mr. Judge asked to move the question. This received unanimous Board approval.

SO VOTED – UNANIMOUS

- Service Commitments - Changes
 - Programs
 - STAR
 - i. September Enrollment of 45 students (*reduction of 3*)
 - ii. Initial Population Projection at 54 students by January 2017
 - Waypoint Academy/AEP
 - i. Commitments Projected at 50 (*increase of 1*)
 - ii. Total School Year Projected at 64.5 Full Time Equivalents (FTEs)
 - Transportation - Changes
 - Nantucket – Added Route (bus)
 - Therapy Changes
 - D-Y – OT(0.0), BCBA (0.0)– (*Reduction 1.0 OT & 1.5 BCBA*)
 - Martha’s Vineyard- SLP (3.0) (*Reduction 3.0*)
 - Pilgrim Area Collaborative – SLP (5.0) Committed – *new*
Mr. Hilton briefly reviewed current enrollments at both Waypoint and STAR programs, transportation commitment changes, and changes to the provision of therapy services.

f. FY16 Spending Plan / Budget / Close Out

Ms. Lipkind discussed the status of FY16 close out. She noted that the new Collaborative Auditors (Powers & Sullivan) have been on-site in and have made substantial progress. Mr. Hilton noted feedback received from the auditors is that Business Office staff do a good job and do much more than they have come to expect in other assignments.

g. Programs/Services

- Waypoint Academy
 - Enrollment
 - Programming
 - New Staff
 - Camp Burgess
 - Facility Issues
 - Status of Commitments – FY17

Mr. Carroll discussed the enrollment and programming at the Waypoint Academy. He indicated that current enrollment is 58 students and many

referrals have been made recently (11 in the previous week). Mr. Carroll noted that in a review of referrals for the last school year, 78 referrals were received which resulted in the admission of 38 students.

Ms. Larsen asked Mr. Carroll to describe programming at Camp Burgess. Mr. Carroll explained that the science curriculum for all high school students includes some time at Camp Burgess. He indicated that students attend Burgess with a teacher and teaching assistant from the program and participate in outdoor instruction with the Collaborative staff and Camp Burgess staff. He noted that students are fully engaged and participating; and that faculty are excited.

Ms. Larsen asked about ongoing facility issues. Mr. Carroll noted that the age of the school and the lack of preventative maintenance (before Collaborative tenancy) contribute to the ongoing issues, including leaks. Mr. Hilton observed that the school's roof was scheduled for replacement in 1994, but was not replaced. Mr. Hilton noted that additional discussion regarding program relocation will occur during Executive Session.

Mr. Schumacher noted the effect unexpected repairs could have on the Collaborative's budget and the uncertainty of hosting a program in a facility that is no longer has a commitment for long term maintenance by the Air Base or the District.

- STAR / Osterville
 - Enrollment
 - New Staff
 - Open House – October 26, 2016 – 4:00PM-6:30PM
 - Programming
 - Current Initiatives
 - Program Opening
 - Age Waiver Applications
 - Policies & Procedures Manual

Informational

Dr. Woods noted the STAR Program began the school year with 48 students, and had 48-49 students enrolled in the Extended School Year program this past summer. She explained that there are four new teachers – one who taught previously worked the Collaborative as has relocated (back) from VT, one who has assumed a teaching position that had previously been a Collaborative paraprofessional, and two who are new to teaching in the Collaborative, but have teaching experience in other districts.

Dr. Woods noted that district needs and current student needs created the need for some scheduling changes and classroom reconfigurations. She explained that the number of students with emotional-behavioral needs has decreased; and that there are now two classrooms for these students. She also noted that the population of students with more complex cognitive needs and/or who are on the autism spectrum has increased; and the associated number of classrooms for these students has increased. Dr. Woods also noted,

four classrooms exceed the 48-month age range for students (this year). Dr. Woods applied for and received age range waivers from MA-DESE for these classrooms.

Dr. Woods invited Board members to attend her Program open house on October 26th from 4:00 to 6:30 PM.

- **Transportation**

Mr. Hilton provided an update regarding current issues and opportunities with Collaborative transportation. Mr. Hilton observed that the Collaborative continues to work closely with the Nauset Regional School District to assess transportation needs for FY18. He also noted that Barnstable, Bourne and Falmouth are seeking to review options after experiencing an increase in costs with their current vendors.

- **Staffing**

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

- They explained that there had been some significant changes Transportation “office”

- The Transportation Manager role was assumed by Lisa Stobbart. She has worked closely with the Business Office staff and districts to ensure continued quality in programming.
 - Additional part-time staffing has been continued to support the Transportation area on both an “as-needed”, and temporary basis.
 - Ms. Corinne Savery decreased to a part-time schedule in July 2016.
 - Interviews continued for a full-time dispatcher were successfully. Heather Hughes started working in the office in August 2016. Wendy Pennini began working full time as a Dispatcher of September 1, 2015 and has been integral to the continuity of the programming in the area.
 - Mr. Richard Bianco has continued as the lead mechanic and has worked closely with our second mechanic, Nathan Bach to ensure the ongoing quality of the Collaborative fleet.

- **Staffing / Routing**

Mr. Hilton updated the Board regarding staffing and routing. He noted that routing and staffing is continually monitored and modified to ensure efficiency (and effectiveness) in operation.

- Large Buses
 - Equipment Review / Needs

Mr. Hilton noted that the Collaborative has procured two (2) large buses to support the Nantucket service provision. He explained that these buses arrived at the Collaborative towards the end of August. He noted that the buses have recently been inspected and outfitted with radios and will be sent to the island during the coming few weeks after they are driven for a short period to ensure that there are no required maintenance issues that should be addressed in advance of use on Nantucket.
 - Truro

Mr. Hilton explained that the primary vehicles in Truro are now 2009 model buses.
- Special Education Transportation
 - Equipment Review / Needs

Mr. Hilton informed the Board that the Collaborative procured six (6) “mini-buses” and five (5) vans to support the transportation needs for students with special needs. He noted that four of the vans have been received and the remaining vehicles are expected to be delivered in late September or early October.

Ms. Larsen spoke about her personal experience as a parent of a student transported by the Collaborative. She indicated that communication has been very good – in all, a great experience.

- Therapies

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

 - FY17 Service Commitments
 - Mr. Hilton noted that the collaborative continues to receive and review commitments for the utilization for Collaborative staff to provide services in school districts for FY17.
 - Mr. Hilton explained that there has been some unexpected reduction in the services sought by districts. He noted the current assignment status of the associated employees as well as efforts that continue in soliciting appropriate work for these employees with member (or non-member) districts.
 - i. He noted that the Collaborative had the capacity to contract out the following services:
 1. PT – ½ to 1 day
 2. OT – 2-3 days

3. Speech (assistant) – 2 -3 days

- ii. Mr. Hilton recommended that the Collaborative continue to offer these services for contracting with districts into October with further decisions to be discussed at the Board meeting in October.

Mr. Schumacher, observing that Nauset recently hired an OT, wondered if this contributed to the “unexpected” reduction in services sought by districts. Mr. Hilton observed that it is often most efficient to use therapists hired by the Collaborative to work in school districts, as districts can purchase only the time needed by their students. There are, however, times when schools find that their choices are limited due to contractual or union obligations. Mr. Hilton noted that the current “school choice” atmosphere sometimes leads to less collaboration. He suggested it might be beneficial to bring stakeholders together to discuss all district needs in a “summit” event.

- Special Projects

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

Pre-School Expansion Grant

Dr. Gilbert discussed the culminating activities and resulting Strategic Plan from the PreSchool Expansion Grant that ended in June 2016. This two-district grant (Monomoy and Dennis-Yarmouth) awarded \$39,000 to be used to explore the expansion of preschool opportunities. Dr. Gilbert described the scope of the project which involved an intensive steering committee and planning meetings, and praised Jan Rotella, the project manager. He noted that the goal was to create a plan to provide preschool through a partnership of private and public preschools and that neither group had worked together prior to this project. It had been hoped that Chapter 70 would provide funding allowing the districts to move forward with direct service to students. He explained that, unfortunately, many districts don’t qualify for increased funding due to declining overall enrollment.

- 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. He explained that a “Summer Institute” occurred in July facilitated by Dr. Magdalene Giffune and Dr. Stevan Kukic. He also noted that Dr. Giffune will work three days per week for the next two years to support local districts.

- All-Cape In-Service

Dr. Gilbert discussed that status of planning (and registration) for this annual programming coordinated through the Collaborative. He

explained that the All-Cape In-Service will occur in November and that a draft copy of the offerings had been included in Board materials for this meeting. Dr. Gilbert indicated that the list of offerings has been finalized; and registrations opened the afternoon of the meeting. He explained that a total of 24 workshops will offered, including seven workshops on early childhood open to both public and private preschool employees. Dr. Gilbert indicated that he expects 600-700 educators to attend.

- ASLP

Dr. Gilbert discussed the operations and events of the Summer 2016 ASLP Program as well as the status of planning for the Summer 2017 ASLP Program. He noted that 209 students attended the 2016 program.

Dr. Gilbert indicated that, during a recent program evaluation meeting, staff indicated that this summer's program was one of the most successful yet. He further explained to Board members that the three-week residential program provides students with hands-on STEM learning together with humanities offerings.

Mr. Schumacher wondered why, if the program is in such high demand, the Collaborative doesn't consider holding two 3-week sessions. Dr. Gilbert noted that the program has grown from 100 students to over 200 and that the program was designed and implemented by school districts to provide opportunities for students who achieved scores in the top 15% of MCAS (and now PARCC) testing.

Ms. Cummings observed that the program might benefit students who aren't good test takers and that other measures might be considered in addition to the MCAS/PARCC rating. Dr. Gilbert noted there is a planning meeting scheduled for November 3rd. Program changes are made based upon recommendations from school districts.

- Bridgewater State University – Off-Campus Programming **VOTE**

Mr. Hilton discussed the evolution of planning for offering coursework towards Preliminary Licensure for Teachers of Students with Moderate Disabilities and Preliminary Licensure for Teachers of Students with Intensive Disabilities.

Mr. Hilton proposed that the Board consider supporting the 6-7 core courses for the licensure in coordination with Bridgewater State University.

He noted that the estimated cost to sponsor these courses (up to twenty participants per course) over two years would be approximately \$75,000.

Mr. Hilton indicated that the Collaborative would like to begin offering these courses as soon as mid-October 2016.

Mr. Hilton proposed that Collaborative staff be allowed to enroll at no cost and that any remaining space in the courses be offered through the districts to their staff at the (reduced) rate made possible by sponsoring these courses.

Mr. Hilton will also propose that any (Collaborative) staff participating in the coursework make a commitment to remain at the Collaborative for at least one year following completion or to repay the Collaborative for the cost of the coursework.

Mr. Hilton recommended a motion be made to allow the Executive Director to develop an agreement to sponsor these courses with Bridgewater State University and to commit up to \$75,000 from Fund Balance (non-operating year funds) over the next two years.

(Mr. Hilton will seek to bring this item forward to the Board at the October meeting for the formal adoption of a Memorandum of Agreement with Bridgewater State University.)

Ms. Fichtenmayer made a motion that the Board vote to allow the Executive Director to develop an agreement to sponsor courses with Bridgewater State University and to commit up to \$75,000 from Fund Balance over the next two years. This motion was seconded by Ms. Morgan.

SO VOTED – UNANIMOUS

- Sheltered English Immersion (SEI) Course Development
Dr. Gilbert 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. He noted that an in-depth, major needs analysis is needed to determine resources (who is qualified to teach required trainings) and to develop a training schedule that meets the needs of member districts. He noted that it is probable the Collaborative can help in this regard (provision of the coursework).
Mr. Judge noted that the lack of qualified trainers has caused training cancellations. Mr. Widegren expressed support for this concept as teachers are under intense pressure to complete required trainings but are often dealing with less than optimal instructors.
Dr. Gilbert will present formal recommendations for the development of professional development activities following further planning discussions with district administrators.

Ms. Beal left the meeting at 7:22 PM.

Mr. Widegren asked Ms. Larsen if it would be inconvenient to postpone discussion on some of the information items due to the late hour.

- Career & Vocational Technical Education Partnership Grant
Mr. Hilton briefly discussed the activities associated with the “Competitive Career and Technical Education Partnership Planning Grant” that was awarded to Upper Cape Cod Regional Technical School. He noted that he will provide further information at the October meeting of the Board as much activity associated with the grant will occur in the coming month.
- EPIC Partnership Innovation Grant (due November 30th)
Mr. Hilton briefly reviewed the Massachusetts Department of Elementary and Secondary Education (ESE) EPIC Partnership Innovation Grant (Fund Code 178). He explained that this is a competitive grant opportunity to support partnerships between

educator preparation organizations and school districts designed to improve the recruitment, development, and placement of high quality teachers in K-12 employment. Mr. Hilton discussed the feasibility of developing a partnership and the submission of a grant proposal to support such a partnership.

Mr. Hilton indicated that he will report back to the Board at the October meeting about the progress in determining the feasibility of an application for this grant with member school districts.

h. International Programming

Tabled until October Meeting.

i. Virtual High School

Tabled until October Meeting.

VI. Other

- a. Mr. Hilton asked the Board for a vote to appoint voting representatives to the Cape Cod Municipal Health Group (CCMHG) **VOTE**

He explained that Jim Brown has been the primary voting representative at meetings of the CCMHG. It was recommended that the Board vote to appoint Paul Hilton, Executive Director, as the primary voting representative with Elizabeth (Beth) Deck, Human Resources / Personnel, as the alternate.

Ms. Williams made a motion that the Board vote to approve Mr. Hilton, Executive Director, as the primary voting representative to the Cape Cod Municipal Health Group with Elizabeth (Beth) Deck, Human Resources / Personnel, as the alternate. This motion was seconded by Mr. Schumacher.

SO VOTED - UNANIMOUS

VII. Executive Session

Mr. Hilton indicated that it was necessary to enter into Executive Session:

- 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.

VIII. Adjournment

Ms. Conover made a motion that the Board adjourn from Regular Session to enter into Executive Session and to adjourn from Executive Session. This motion was seconded by Ms. Williams. A roll call vote was taken:

Mr. Judge – yea, Mr. Widegren – yea, Mr. Schumacher – yea, Ms. Williams – yea, Mr. Fichtenmayer – yea, Ms. Morgan – yea, Ms. Conover – yea, Ms. Putnam – yea, Ms. Cummings – yea, Ms. Sette – yea, Ms. Larsen – yea.

The Board adjourned from Regular Session at 7:28 PM.