

**BOARD OF DIRECTORS' MEETING MINUTES**  
**October 12, 2017, 10:00 AM to 11:30 AM**  
**Center for Learning and Growth 4 Tech Circle, Natick**

**In Attendance:**

Jim Adams, Ashland  
Sara Ahern, Franklin  
Cathy MacLeod, Hopkinton  
Nancy Gustafson, Millis  
Dan Gutekanst, Needham

Robert Tremblay, Framingham  
Brad Jackson, Holliston  
Jeffrey Marsden, Medfield  
Peter Sanchioni, Natick

**Also in Attendance:**

Marcia Berkowitz, ACCEPT  
Bill Hurley, ACCEPT  
Kellee Beck, ACCEPT

Cathy Ellis, ACCEPT  
Karen Jewett, ACCEPT  
Michael Joyce, Esq.

**Not in Attendance:**

Andrew Keough, Dover-Sherborn  
Jon Evans, South Middlesex Regional  
David Lussier, Wellesley

Armand Pires, Medway  
Anne Wilson, Sudbury

**1) Welcome and Introductions**

Marcia Berkowitz welcomed the board and introduced Kellee Beck, ACCEPT's Human Resource consultant. Kellee helped ACCEPT bring our on-line application process live, enhanced the on-boarding program, and is reviewing and updating the Personnel Manual to ensure we remain in compliance.

**2) Review of Minutes**

Dan Gutekanst requested a motion to approve the Meeting Minutes from September 14, 2017. Jim Adams put forth the motion to approve the meeting minutes as presented and Jeff Marsden seconded the motion. All were in favor and the minutes were accepted.

**3) Financial Update**

Cathy Ellis reported that as of September 30<sup>th</sup> ACCEPT is operating in line with the budget for the first quarter of the year. The Extended School Year program had a small surplus, primarily due to enrollment exceeding budgeted levels. This trend has continued to this point for the current school year with 10 more students than had been budgeted. July and August had new expenses specifically related to settling into our new building. Operating expenses for 4 Tech Circle are being closely monitored.

Cathy shared that Transportation continues to be an area requiring attention. Single rider vans, used to keep the duration of the student trip to less than an hour, are costly. Single rider vans cost \$200 - \$250 daily; the equivalent of \$40,000 per van for the 180 school days. Last year, there were 18 single rider vans, representing \$720,000 of the Transportation loss. This year the use of single rider vans is increasing.

Work is beginning on the FY19 Transportation Assessment Model for districts using ACCEPT Transportation. This budget will be presented at the next Business Managers meeting for discussion and review.

#### **4) Executive Director's Report**

Marcia Berkowitz convened a new Transportation Subcommittee, comprised of business managers and special education directors, met in October. Participants included representatives from Ashland, Dover-Sherborn, Framingham, Holliston, Hopkinton, Medfield, Natick, and Sudbury. Marcia shared some underlying assumptions about transportation and reminded everybody that as a collaborative ACCEPT is an extension of the districts and that we need to reach consensus on practices and policies.

Marcia reviewed the regulations found in 603 CMR 28.06: "The district shall not permit any eligible student to be transported in a manner that requires the student to remain in the vehicle for more than one hour each way except with the approval of the Team. The Team shall document such determination on the IEP." Several issues require resolution including the duration of the trip to and from school and wait times.

Marcia reported Business Managers are in unanimous agreement that the certainty of costs is a definite advantage of the assessment model. Further they agreed to review a proposed adjustment to the assessment model that will factor in the cost of requests for single ridership and other extenuating circumstances. They also proposed an increase, approximately 10% to 12%, to each district's assessment to help reduce the deficit incurred by Transportation Services. The current assessment does not include a contingency fee and predicting costs 18 month in advance is challenging. As in the past, any overage in the assessment will be returned to districts.

Marcia commented that she is pleased with the number of referrals the Collaborative is receiving. ACCEPT staff participated in a professional development day. The morning was devoted to safety; Marcia acknowledged the Natick Police for their training and empowering staff to be well prepared and think further about safety plans. The focus for the afternoon was technology in the classroom. Nearpod, Brain Pop, and Google Classroom trainers were on site to work with staff.

The Collaborative has 164 professional development and related events scheduled for this school year. Most of these programs would have been held at the Hampton Inn but we are able to leverage our Center for Learning and Growth and host these events in-house. At the request of the assistant superintendents, we are offering an SEI course that begins October 14<sup>th</sup>.

Marcia shared that ACCEPT continues to receive a number of requests for school consultation and evaluation services from Grafton to Hyannis to Beverly and points in between. ACCEPT currently has approximately 40 contracts across 24 school districts including evaluations (transition

assessments, FBAs, OT assessments, Preschool Program Evaluation), ongoing consultation, and on-site PD services.

ACCEPT has a long and productive relationship with Assumption College. Several professional staff members are Assumption alums. The Collaborative learned of a vocational rehabilitation student at Assumption, Kristie Caminero Quezada, who is from Puerto Rico and whose family lost everything because of the storm. ACCEPT students will collect donations, 100% of which will be sent to Kristie's family. Marcia shared the justification for the project with the Board.

**5) Title IX and Implications for Schools – Michael Joyce, Attorney at Law**

- Presentation of civil rights issues and a review of changes made by Betsy DeVos, Secretary of Education, followed by an opportunity for questions and answers

**6) Adjournment**

Dan Gutekanst requested a motion to adjourn. Brad Jackson put forth the motion to adjourn and Jeff Marsden seconded the motion. All were in favor, the meeting adjourned at 11:30 a.m.

**Future Meeting Dates:**

December 14, 2017

January 11, 2018

March 15, 2018

May 10, 2018

June 14, 2018 (contingency date in case of weather-related cancellation)