



Cape Cod Collaborative

Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
January 13, 2016

I. Call to Order

The January 13, 2016 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:02 PM by Robert Fichtenmayer. In attendance were:

Upper Cape Cod RTS	Robert Fichtenmayer, Co-Chair
Falmouth	Terri Medeiros, Co-Chair
Barnstable	Christopher Joyce
Bourne	Heather DiPaolo
Brewster	Jessica Larsen
Cape Cod Tech	Ann Williams
Eastham	Mary Louise Sette
Monomoy Regional	Brian Widegren (out at 5:56 PM)
Nauset Regional	Deborah Beal
Sandwich	Beth Cummings (in at 5:05 PM, out at 6:05 PM)
Wellfleet	Jill Putnam
Treasurer	Judy FitzGerald
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Jim Brown
STAR Program Director	Anita Woods
Waypoint Academy Director	Larry Carroll

II. Cracker Barrel

a. Local District Issues

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

Ms. Medeiros noted that Falmouth has voted to appoint the current Acting Superintendent as Superintendent of the Falmouth Public Schools. Ms. Medeiros also noted that Glenn Koocher, from MASC, assisted Falmouth with the Superintendent search.

Mr. Joyce noted that Barnstable has recently appointed (for July 1st) a new superintendent with the assistance of the Collaborative and Mr. Koocher from MASC.

b. Questions / Concerns

No additional questions or concerns were raised.

III. Minutes

a. December 9, 2015

VOTE

Ms. Beal made a motion for the Board to vote to approve the minutes of the December 9, 2015 meeting. This motion was seconded by Ms. Williams.

SO VOTED - UNANIMOUS

IV. Old Business

a. Transportation

• Invoicing

Mr. Brown updated the Board regarding the invoicing status for FY16 invoicing to districts. He indicated that the November invoices were mailed last week, and that December invoices should be mailed out within a week. Mr. Brown and Mr. Hilton indicated that the Collaborative continues to solicit to hire more drivers.

• Reconciliation

Mr. Brown shared the status of the reconciliation of costs and revenues projected for FY16. He indicated that revenues are expected to cover costs for services.

b. Cape Cod Collaborative Articles of Agreement

Discussion

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 indicated that all member school committees have approved the Articles of Agreement. He noted that the Agreement must be signed by the Chair of each School Committee as well as each Collaborative Board Member. He explained that once all signatures are gathered, the Agreement would be submitted to the Board of Elementary & Secondary Education (through the MA-DESE Commissioner) for approval. Signature pages were provided to Board members to sign as a current member of the Board and/or as the Chair of the district school committee.

c. Executive Director Evaluation

Mr. Fichtenmayer recommended that the SubCommittee (Mr. Fichtenmayer, Mr. Widegren & Ms. Larsen and any others interested) meet to discuss the completion of this process during the February meeting.

Mr. Fichtenmayer indicated that he had had the opportunity to meet with Mr. Hilton prior to the Board meeting. He asked the SubCommittee to finalize the evaluation process and suggested the subcommittee work on defining goals. A meeting of the SubCommittee was scheduled for February 10, 2016 at 4:00 PM.

V. New Business

a. Warrants

VOTES

- | | | | |
|-------|------|-------|------|
| • #24 | VOTE | • #27 | VOTE |
| • #25 | VOTE | • #28 | VOTE |
| • #26 | VOTE | | |

Ms. Larsen asked about an item on Warrant #28 (child support) and asked why this item has not appeared on previous warrants. Mr. Hilton and Mr. Brown described the change to an in-house payroll system now requires the Collaborative to issue checks through the Warrant process that were once issued by the payroll company. Ms. Larsen made a motion for the Board to vote to approve Warrants #24, #25, #26, #27 and #28. This motion was seconded by Ms. Beal.

SO VOTED - UNANIMOUS

b. FY16 Spending Plan

• Updates

Discussion/VOTE

- Mr. Brown presented updates regarding adjustments that will need to be considered to the FY16 budget. Mr. Brown asked the Board to review his 2016 forecast, which indicated that the Collaborative is currently in a strong position. He also asked Board members to review the adjustments recommended for the FY16 Budget.

Mr. Brown reminded the Board that a vote is required to align the Spending Plan with the (Statutory) Budget. He explained that initial budget was based on the previous year's transportation services. As expected, the actual services provided have increased from the initial estimate. He also noted that there have also been some personnel changes (approved by the Board as they occurred) which have impacted the Spending Plan & (Statutory) Budget.

Mr. Hilton and Mr. Brown updated the Board regarding an opportunity to refinish the second (of two) of the modular buildings behind the school in Osterville. Mr. Brown recommended a site evaluation (capital planning) for the renovation.

Ms. Williams made a motion that the Board vote to adopt the modified Budget, which has been updated to coincide with the current Spending Plan (January 13, 2016 Line Item Detail). This motion was seconded by Ms. Cummings.

SO VOTED - UNANIMOUS

• Personnel

- Business Manager Search

DISCUSSION

Mr. Hilton observed that the current Business Manager search is scheduled to close February 1, 2016. He explained that it is possible that the Board may wish to discuss an adjustment to the salary range for this position in order to obtain a quality candidate.

○ Additions **VOTE**

- Joshua Adamy, STAR Paraprofessional
- Debra Blanton, Spare Monitor
- Kiernan Cremeans, STAR Paraprofessional
- Jaclyn Hennessy, Spare Monitor
- Owen Miller, Custodian
- Virginia Reynolds, Spare Monitor
- James Styche (re-hire), 7D Driver
- Ashley Sullivan, Substitute Nurse
- David Sylvia, Spare CDL Driver (Nantucket)

Ms. Beal made a motion for the Board to vote to approve the additions listed on the agenda. This motion was seconded by Mr. Joyce.

SO VOTED – UNANIMOUS

○ Reductions **VOTE**

- Molly Flynn, STAR Teacher
- Kathleen Murray, Monitor
- James Piver, Spare CDL Driver
- Michael Spero, Grounds Maintenance
- Elaine Warren, STAR Paraprofessional (retired)

Ms. Putnam made the motion that the Board vote to approve the reductions listed on the agenda. This motion was seconded by Ms. DiPaolo.

SO VOTED – UNANIMOUS

○ Change of Status **VOTE**

- Edward Canizaro, to full-time monitor while training for CDL
- Change of Administrative Support Staff for ASLP
 - i. Resigned -Esther Owen
 - ii. Recommended for Appointment - Brenda Gaskill

Ms. Beal made a motion for the Board to vote to approve the changes of status for Mr. Canizaro, Ms. Owen and Ms. Gaskill. This motion was seconded by Ms. Williams.

SO VOTED – UNANIMOUS

- Julia Bryant - Additional Remuneration – FY16
Mr. Hilton explained that Ms. Bryant has been actively engaged as the Board certified Behavior Analyst and Assistant Program Director for the Osterville-STAR Program. He noted that during the past few years she obtained her teaching certification (Severe Special Needs) and her Principal Certification in addition to performing her ongoing job duties.

Mr. Hilton reminded the Board that they had authorized scholarship support to Ms. Bryant as she completed the Principal certification program (\$5,000).

He noted that her salary has not increased as a result of her additional certifications.

Mr. Hilton and Ms. Woods recommended additional remuneration for Ms. Bryant for the current school year. Mr. Hilton indicated that this additional remuneration is targeted to support the additional responsibilities and workload associated with the implementation of systems to train and support staff as the (new) restraint and seclusion regulations take effect.

Ms. Woods distributed a memorandum associated with this recommended remuneration, particularly associated with this work, which was provided to Board members at the meeting. Ms. Woods noted that (restraint and seclusion) reporting changes now require phone calls and additional written documentation. She explained that the completion of associated requirements require an additional 10-15 hours per week to complete. Ms. Woods praised Ms. Bryant's willingness to put in the extra effort and described her as an asset to the program.

Mr. Hilton indicated that Ms. Bryant's position and remuneration will be re-evaluated during the budget process for the FY17 School Year.

Mr. Hilton and Ms. Woods suggested the Board vote to approve remuneration to Ms. Bryant totaling \$5,000.

Ms. Williams made the motion that the Board vote to approve remuneration of \$5,000 to Ms. Bryant. This motion was seconded by Mr. Joyce.

SO VOTED - UNANIMOUS

c. FY15 Audit & Annual Report

Discussion

Mr. Hilton noted that the Board approved the Audited Financial Statements and Annual Report at the December Board meeting. He explained that these documents have been forwarded to each member School Committee, to the Massachusetts Department of Elementary & Secondary Education and to the Massachusetts State Auditor (Audit only).

Mr. Hilton opened discussion regarding these items to address any questions or concerns regarding these documents or the processes (and need) for sharing the information. There were no questions or comments from the Board.

d. Programs/Services

- Waypoint Academy
 - Program Application - Approved
 - Enrollment Update
 - Programming
 - Status of Commitments – FY16

Mr. Carroll discussed the enrollment and programming at the Waypoint Academy. Mr. Carroll also discussed the status of initiatives that continue at the Waypoint campus.

Mr. Carroll, noting the trend for increased enrollment, indicated he felt the program would have a strong year.

The Program has implemented a food distribution program. He noted that a “farmers market” that was held recently at the Academy had drawn 88 people. He explained that, in addition to the food distributed, cooking lessons were also provided. Mr. Carroll indicated that the “market” was held at the end of the school day and was open to individuals eligible for food bank assistance. Mr. Carroll noted that the food (bank) distribution program that started at Waypoint Academy had recently expanded to include STAR Program families.

Ms. DiPaolo asked if the Food Pantry, once located on the base, had closed. Mr. Carroll indicated that it had, and that his program was attempting to fill a need.

Mr. Hilton observed that 70% of Waypoint students qualify for free or reduced school meals; 60% of STAR students qualify. He explained that there is a lot of need throughout the region, especially with many of the families that the Collaborative serves.

Mr. Hilton suggested that the Finance Subcommittee may wish to discuss Waypoint’s current funding. If continued strong enrollment allows, there may be an opportunity to refund unused but pre-paid district commitments. Mr. Hilton also suggested the Board might wish to consider setting aside funds for a feasibility study to determine if property located on Sandwich Road in Bourne would be a suitable building site for a new Waypoint facility.

- STAR / Osterville
 - Program Application - Approved
 - Enrollment
 - Programming

Ms. Woods discussed the status of enrollment and programming at the Osterville STAR Program. Ms. Woods also discussed the status of initiatives that continue at the program.

Ms. Woods indicated the STAR Program has also experienced strong enrollment trends. She noted that there are presently 61 students enrolled and referrals are still being received. She explained that the (current)

maximum enrollment for the program is 70. Ms. Woods further explained that it is probable that 11-14 students will be transitioning out of the program (3 will age out, 8 fifth-grade students, 2-4 returning to district) during the current school year (or at the end of the school year).

Ms. Beal asked if this kind of change-over happens annually, and wondered if the maximum enrollment could be increased. Ms. Woods noted that there is always fluctuation. She explained that, when the program reopened in September, the program had 50 students enrolled. She described the challenge of balancing of student and staff needs. She stressed that students need an environment which supports them in their development. She indicated that rapidly increasing enrollment places additional stress upon the staff and on the students and also noted recent difficulty in finding qualified special needs teachers.

- Transportation

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

- Staffing

- Corinne Savery, Lisa Stobbart and Wendy Pennini continue to diligently address issues and develop processes to address the needs in this area.
 - He noted that discussion continues regarding long-term planning for operational oversight and management of this area. (Mr. Brown will be retiring in June 2016, and that Ms. Savery had unretired to provide support to the Collaborative and is seeking to scale back her commitment.)

- 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.

Mr. Hilton also noted that he and Mr. Brown recently attended a meeting of the Nauset Transportation Subcommittee to help explore available transportation options.

- Equipment

- Small Buses

- Equipment Review / Needs

Mr. Hilton indicated that the five buses that the Collaborative procured earlier this year have experienced some issues as they were put into service. Each of the buses has continued to have some warranty issues that are being resolved in coordination with the dealer (Don Brown Company of New York) and the manufacturer (Starcraft).

- He explained that once these issues are resolved, there will be a recommendation made regarding the declaration of surplus for some of the older Collaborative small buses.
- Van
 - Mr. Hilton noted that The Collaborative procured five (5) vans and has been working with the dealer to resolve one (minor) issue with one of the vehicles.
- Other
 - The Collaborative is working with two (2) of the member districts to explore the use of Multi-Use School Activity Buses (MFSAB) to meet some of the transportation needs of the district(s) in an increasingly cost-effective manner.

- Therapies

Mr. Hilton provided an update regarding the provision of services with the November Board Agenda. He noted that the Collaborative has received more requests for services from districts and staff is now being fully utilized.

- Special Projects

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

- Professional Development / Grants

- Early Learning Network (Fund 808) Strategic Plan Implementation Grant

Mr. Hilton indicated that the culminating activity associated with this grant occurred on December 10, 2015 at the Cape Codder Conference Center. He explained that the conference, *Collaborating for Early Childhood Education & Services Within Mixed Delivery Systems*, was extremely well attended including a State Representative, the Commissioner of the Department of Early Education and Care, a Collaborative Board Member, several school Superintendents and the Executive Director of Cape Cod Child Development.

Mr. Hilton explained that, although this grant has been fully expended, the participants have applied for additional grants. It is hoped that additional funding can be procured to continue the activities once supported by this grant.

- All-Cape In-Service

Mr. Hilton met with the Cape & Islands Superintendents on January 13th to discuss invoicing for FY16 and planning for the FY17 All-Cape In-Service. The cost to districts will be somewhat less than the previous year, due to grant funding. He also noted that the FY2017 All-Cape In-Service day will be held on November 8, 2016 (Election Day).

- ASLP

Mr. Hilton updated the Board regarding the planning for the Summer 2016 ASLP Program.

He explained that the preparation for student applications/selection and staffing for Summer 2016 are already in process with a coordinators meeting occurring last month. He noted that calls have been coming in to the Collaborative regarding student acceptance to the program. Mr. Hilton reminded the Board that each district is allotted seats and that districts determine which students will attend. In the past, students who achieved MCAS scores in the top 10-15% were eligible. Now PARCC is in play.

Ms. Medeiros suggested that Board members who are contacted by parents regarding ASLP admissions should use Dr. Gilbert as a resource. She suggested Board members contact Dr. Gilbert for feedback prior to returning the call.
- Center for Executive Search

Mr. Hilton provided an update regarding the current activities supported through the Center for Executive Search

 - Barnstable Public Schools Superintendent (Ms. Meg Mayo-Brown appointed)

e. Tower Foundation Grant – National Center for Learning Disabilities (NCLD)

Mr. Hilton explained that the Cape Cod Collaborative has secured services through a grant to support all member districts with implementation of Multi-Tiered Systems of Support (MTSS). This grant was awarded by the Tower Foundation to the National Center for Learning Disabilities (NCLD). Information associated with the grant was included with Board materials. Mr. Hilton indicated that this grant will provide funding for a 3-day per week position plus professional development opportunities to achieve consistent services across districts and the region. He also noted that districts must participate financially, based on the district size.

f. 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 discussed recent developments including the potential to have administrators from throughout the region visit potential partner schools in China during April vacation.

VI. Executive Session (if necessary)

a. Executive Director Evaluation

It was not necessary to enter into Executive Session during this meeting.

VII. Adjournment

Ms. Beal made the motion that the Board vote to adjourn the January 13, 2016 meeting of the Cape Cod Collaborative Board of Directors. Ms. Larsen seconded the motion.

SO VOTED – UNANIMOUS

The meeting adjourned at 6:12 PM.