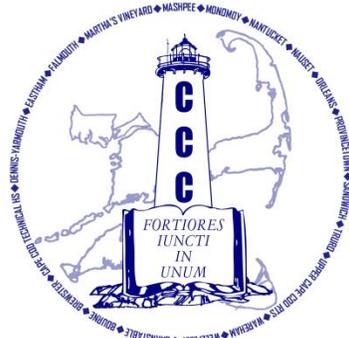


Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



Cape Cod Collaborative

Board of Directors
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Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
November 8, 2017

I. Call to Order

The November 8, 2017 meeting of the Cape Cod Collaborative Board of Directors was called to order by Ms. Larsen, Co-Chair, at 5:00 p.m. In attendance were:

Jessica Larsen, Co-Chair	Brewster
Beth Cummings, Co-Chair	Sandwich
Mike Judge	Barnstable
Phillip Morris	Dennis-Yarmouth
Judy Lindahl	Eastham
John Furnari	Falmouth
Nicole Bartlett	Mashpee
Judy Shumacher	Nauset Region
Hank Shumacher	Orleans
Robert Fichtenmayer	Upper Cape Tech
Jill Putnam	Wellfleet

Also in attendance were:

Bill Friel, Treasurer
Paul Hilton, Executive Director
Amy Lipkind, Business Manager
Anita Woods, STAR Program Director (& notetaker)
Joseph Gilbert, Special Projects (arrived 5:24)
Chris Bogden, Special Projects
Larry Carroll, Interim Director of Waypoint (arrived 5:05)

II. Minutes

a. October 11, 2017

VOTE

Ms. Lindahl made a motion that the Board vote to approve the minutes of the October 11, 2017 meeting. Mr. Judge seconded the motion.

SO VOTED – UNANIMOUS

III. Old Business

a. Transportation

- Invoicing

Ms. Lipkind provided an update regarding the invoicing status for FY18 invoicing to districts. She explained that the Business Office continues to work individually with districts to work out any details.

- Reconciliation

Ms. Lipkind and Mr. Hilton shared an overview of FY18 routing and associated costs (rate determination).

b. FY17 Close Out

A DRAFT of the proposed audited financial statements was provided to Board members at the meeting for review and discussion. Mr. Hilton explained that the Collaborative is expected to finish in the black. Mr. Friel noted that the draft does not have any specific recommendations for changes and this is a very good result. He noted that, in his experience, many audits have a long list of recommendations and this speaks to the good standing of the CC Collaborative. Mr. Hilton noted that the final audited financial statements will be presented by the auditors at the December meeting for further discussion and approval.

c. Executive Director Evaluation

Mr. Hilton reminded the Board that the Board must agree upon an instrument and process to conduct the evaluation of the Executive Director for FY17 (last fiscal/school year) as well as a format/instrument to be used for FY18. An Evaluation SubCommittee of Mr. Schumacher, Ms. Cummings and Ms. Lindahl will convene to discuss preparation for the evaluation of the Executive Director for FY18 and report back to the full Board.

IV. New Business

a. FY18 Warrants

- | | | | VOTES |
|-------|-------------|-------|--------------|
| • #14 | VOTE | • #16 | VOTE |
| • #15 | VOTE | • #17 | VOTE |

Mr. Fichtenmayer made a motion that the Board vote to approve Warrants #14, 15, 16, & 17 together. This motion was seconded by Mr. Morris.

SO VOTED – UNANIMOUS

Ms. Cummings made a motion that the Board vote to approve the block of warrants. Mr. Furnari seconded.

SO VOTED – UNANIMOUS

b. FY18 Spending Plan

- Personnel
 - Additions

VOTE

- Thomas Gainey, Admin Assistant
- Kristen Lawson, Financial Coordinator
- Elizabeth Moran, LPN/Paraprofessional (Waypoint)
- Rebecca Segal, Paraprofessional (STAR)
- Reductions: **VOTE**
 - Kirsten Boudrot, LPN/Paraprofessional (Waypoint)
 - Deborah Cannon-Sala, CDL Driver (Bourne)
 - Patricia Foley, CDL Driver (Bourne)
 - Richard Josselyn, CDL Driver – Training
 - Kevin Turner, Program Director
 - Michael Turner, Custodial Assistant (temporary)
- Status Changes: **VOTE**
 - Laura Almas – Sub Para to Paraprofessional (Waypoint)
 - Heather Warner – CDL Driver to CDL Driver/Trainer/Admin

Ms. Putnam made a motion that the Board vote all personnel changes on the agenda as a slate. This was seconded by Mr. Morris.

SO VOTED – UNANIMOUS

Mr. Morris made a motion to approve the slate of personnel changes. Ms. Cummings seconded.

SO VOTED – UNANIMOUS

c. Open Public Meeting Posting **(Discussion / VOTE)**

Mr. Hilton explained that a copy of recent changes to the requirements for publically posting Public Meetings was included in the Board materials at this meeting. He noted that the Collaborative currently coordinates posting with each of the Town Clerks in each of the Member Districts. Mr. Hilton offered that there have been some challenges with communication and with Office Hours with the Town Clerks that have resulted in challenges for scheduling meetings.

Mr. Hilton asked the Board to consider adopting the Collaborative website as the official posting site for meetings of the Collaborative Board of Directors.

Ms. Cummings shared that this option was also discussed at the recent MASC meeting she attended. She noted that meeting agendas must have their own “URL” address. Ms. Cummings noted that MASC should be sending out their revised policy soon. Mr. Furnari expressed it would be great to have it on the website, but directions to obtain the information must be clear. Mr. Furnari also asked of the rules related to compliance and how those without a computer might access the information. Several members noted libraries or their home school could be available. Mr. Judge asked if the adopting the website would meet the new open meeting law; Mr. Hilton said it would. Mr. Schumacher said it would be important to let each town know the dates for the year at the start of the school year.

Ms. Lindahl made a motion to adopt the Collaborative website as a posting site for the Board agendas to meet compliance with the open meeting law changes. Mr. Furnari seconded.

SO VOTED – UNANIMOUS

d. Waypoint Academy Leadership Planning

• Interim Planning

Mr. Hilton discussed the leadership structure being implemented at Waypoint Academy. He noted that Mr. Larry Carroll returned to the program to provide support in late September and through October. He also explained that Ms. Melissa Goldstein has agreed to serve as the Interim Program Director while a permanent Program Director is sought.

Discussion ensued related to Program responsibilities and planning. Mr. Hilton explained Mr. Carroll would assist with the operational aspects and facility management (approximately 10%) and Ms. Goldstein would be the pivot person for the program and oversee the day-to-day happenings (approximately 90%). Mr. Hilton also noted Dr. Turner had done a nice job with the staff and with the culture of the Program during his tenure and that he was confident that Ms. Goldstein would be able to maintain this progress. Mr. Hilton explained that Ms. Goldstein has expressed that she is not interested in doing the job long-term, but is willing to help out until a new Director can be hired.

• Recruitment

Mr. Hilton noted that he, Dr. Bogden and Dr. Gilbert have been discussing and strategizing options for securing a Program Director for waypoint Academy. Discussion ensued related to internal versus external groups that can support a search. Some Board members present shared experiences when hiring past Superintendents. Mr. Hilton explained this position is unique, but more in line with a principal and/or Special Education Director. It was noted by Ms. Larsen that previously funds had been set aside should an outside vendor be needed. Ms. Lindahl reminded the committee, however, that the funds were allotted in FY17 and it is now FY18. Discussion concluded in that the Collaborative would continue with doing their own outreach and recruitment. Ms. Larsen asked if there was a Board SubCommittee that would be interested in supporting Mr. Hilton in this process.

Ms. Cummings and Mr. Judge indicated that they would be willing to serve in this capacity. Mr. Morris said he could be available as a back-up if needed.

e. Write-Off for Uncollectable Lunch Debt

VOTE

Ms. Lipkind recommended the Board vote to write off old cafeteria charges from FY17 and prior years for students who are no longer attending Collaborative programs and staff who are no longer working for the Collaborative.

Mr. Judge made a motion to write off the old cafeteria charges (\$751.95); this was seconded by Ms. Lindahl.

SO VOTED – UNANIMOUS

f. Benefits Changes

• Senior Plan Rates for CY18

VOTE

Mr. Hilton informed the Board that the current period was the Open Enrollment period for the Collaborative Retirees as Senior Plans run on a calendar year. He noted that increases in the costs for senior plans offered through the Cape Cod Municipal Health Group are required and that associated information was included with the Board materials for this meeting..

Ms. Lindahl made a motion to accept the increases in cost for senior plans offered through the CCMHG. This was seconded by Mr. Judge.

SO VOTED – UNANIMOUS

g. Programs/Services

- Waypoint Academy
 - Enrollment
 - Programming
 - New Staff
 - Camp Burgess
 - Facility Developments
 - Status of Commitments – FY18

Mr. Carroll explained that the enrollment has remained stable with a recent and slight increase in referrals. He noted that the facility continues to improve (e.g. woodwork and electrical) and fire covers have arrived for the fire alarm pull stations. He discussed the upcoming Thanksgiving luncheon planned for November 21st and indicated that Board members were invited to attend. (Please rsvp to Esther). Ms. Cummings noted she was happy to see students doing vocational projects at the school; there were students painting window trim and doing some tree trimming. She is delighted to see students at the school once again at that location.

- STAR / Osterville
 - Enrollment
 - Programming

Dr. Woods indicated that enrollment has stayed steady. She noted that 14 families attended an open house in October. Teachers have shared their classroom goals and plans for this school year. Dr. Woods also explained that the Program is still seeking a teacher, due to a resignation.

Dr. Woods indicated that the STAR Program will also be doing a Thanksgiving luncheon, the event with the highest attendance of the year. She also discussed that Waypoint Academy and the STAR Program have been collaborating on a food program for students/families and staff. She explained that the program

also allows opportunities for some vocational work and community service. Both programs will have 30 Thanksgiving dinners (each) that will be given to families and staff to take home.

- Transportation

Mr. Hilton provided an update regarding current issues and opportunities with Collaborative transportation. He noted that the (new) vehicles received this fall are now on the road. He also explained that there was a third (minor) accident in Bourne involving one of the new large buses.

- Therapies

Mr. Hilton provided an update regarding the provision of services within the Collaborative and to districts (and others). He noted that Occupational Therapy time is filling and the Physical Therapy Assistant has been re-deployed.

- Special Projects

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

- All-Cape In-Service

Dr. Gilbert discussed the All-Cape In-Service which occurred on October 6th. He explained that the evaluations of the 21 workshops will be shared, and that the overall response was a 4.6/4.7 average of satisfaction (from a 5 point scale with 5 as the best). Dr. Gilbert and Dr. Bogden will be meeting with the Curriculum Administrators on December 7th to review and discuss the future of this day. It was explained that districts will need to decide if the All-Cape should continue open to everyone or if they would just like to do specialist areas. Districts often plan all-district Professional Development on the All-Cape day and that the Collaborative needs to know early on for planning consultants/instructors. Dr. Gilbert noted that the next planning meeting is scheduled for December 7th.

- ASLP

Dr. Gilbert shared that the annual planning meeting for district representatives and/or Guidance Counselors (approximately 24 participants) met at Mass Maritime Academy on November 2rd. This meeting begins the planning for FY18 ASLP. Dr. Gilbert shared he is encouraging all districts to plan a parent night sometime in January to help answer any questions parents might have. He explained that some of the districts hold these meetings, but not all. Mr. Judge shared his personal experience at a prior parent meeting and concurred the benefit of these meetings for parents. Dr. Gilbert shared these meetings can also be valuable in bringing parents together especially in regional districts.

- Multi-Tiered Systems of Support Grant

Mr. Hilton provided an update regarding the activities that are occurring with the districts throughout the region. Dr. Magdalene Giffune was hired under this grant and has been providing support

services to local districts and there have been very positive responses from districts.

- Career Vocational and Technical Education (CVTE) Partnership Grant
Mr. Hilton presented an update regarding the activities associated with this grant. This grant is fiscally administered through the Upper Cape Cod Regional Technical School and it is not *yet* enrolling other students outside of Waypoint.
- Bridgewater State College Off-Campus Programming
Mr. Hilton discussed that we continue to offer courses through BSU. These courses were originally intended to benefit paraprofessionals seeking their preliminary certification. Districts have been asking for this cycle of courses to continue. Mr. Hilton and Dr. Woods will continue to communicate with BSU in this planning.
- Special Projects Transition
Dr. Bogden discussed that he has met with all the Curriculum Coordinators and involved with reviewing the MCAS scores. The top five critical areas are identified as implications for professional development planning. He will continue working with the Curriculum Coordinators to focus efforts on improving instruction through district collaboration for planning professional development activities.

h. Virtual High School

Mr. Hilton shared there are no updates at this time related to virtual high school.

i. 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 a recent visit by a group of educators from Shanghai to schools in the Monomoy and Dennis-Yarmouth Regional School Districts.

V. Cracker Barrel Discussion

a. Local District Issues

Ms. Cummings shared she will be staying on as Vice Chair of the MASC Division VII and that Geoff Swett will stay as Chair with Scott McGee (former Collaborative Board member) as the treasurer. Mr. Hilton noted that, at the annual MASC/MASS Conference, Terri Medeiros (former CCC BOD member/chairperson), Patrick Murphy (former CCC Board Member and MASC President), and Robert Fichtenmayer (current CCC Board Member/Chair) were among those honored as Life-Time Members.

Ms. Bartlett shared that the Mashpee School Committee recently participated in a meeting at the Wampanoag tribal headquarters. She indicated that members of the Wampanoag tribe will be providing some professional development as outreach in Mashpee to school staff and administrators on the history, culture and norms of the tribe. She suggested that if other districts interested they may want to reach out to the tribe as well.

b. Questions / Concerns

No further questions or concerns were raised.

VI. Other

VII. Executive Session

- a.** To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

Mr. Hilton noted it would be necessary to enter into Executive Session for the purposes noted on the agenda.

Ms. Lindahl made a motion that the Board vote to exit Open Session and enter into Executive Session for the purposes noted on the agenda. This motion was seconded by Ms. Putnam. A roll call was taken:

Mr. Fichtenmeyer, yes; Mr. Judge, yes; Mr. Furnari, yes; Ms. Cummings, yes; Ms. Putnam, yes; Ms. Shumacher, yes; Mr. Shumacher, yes; Ms. Larsen, yes.

Ms. Lindahl and Ms. Bartlett left the meeting at that time.

The Board entered into Executive Session at 6:05 p.m.

Ms. Putnam made a motion that the Board leave Executive Session and return to Open Session. This motion was seconded by Ms. Cummings. A roll call vote was taken:

Mr. Fichtenmeyer, yes; Mr. Judge, yes; Mr. Furnari, yes; Ms. Cummings, yes; Ms. Putnam, yes; Ms. Shumacher, yes; Mr. Shumacher, yes; Ms. Larsen, yes.

The Board left Executive Session and returned to Open Session at 7:09 p.m.

VIII. Adjournment

Ms. Putnam made a motion to adjourn. This was seconded by Ms. Cummings.

SO VOTED – UNANIMOUS

The November 8, 2017 meeting of the Cape Cod Collaborative Board of Directors adjourned at 7:09 p.m.