

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
December 14, 2016

Prior to calling the meeting to order, Ms. Putnam asked Ms. Larsen to consider adding an item to the January meeting agenda. Ms. Putnam expressed her concern that meetings of the Board have been running long, and suggested some efficiencies could be made. She suggested that Board members who have questions regarding items on the agenda should contact Mr. Hilton prior to the meeting. Mr. Hilton could respond to the question and/or obtain back-up information to present at the meeting. Ms. Putnam suggested that the Board could vote to move the Cracker Barrel discussion to the end of the meeting agenda. Ms. Larsen indicated that a discussion regarding Ms. Putnam's suggestions would be added to the January agenda.

Ms. Larsen opened an informational discussion at 5:13 PM. In attendance were:

Brewster	Jessica Larsen, Chair
Upper Cape Cod RTS	Robert Fichtenmayer, Vice-Chair
Barnstable	Mike Judge (in at 5:29 PM)
Falmouth	Terri Medeiros
Mashpee	Scott McGee
Nauset	Deborah Beal (in at 5:27 PM)
Orleans	Hank Schumacher
Wareham	Mary Morgan
Wellfleet	Jill Putnam
Treasurer	Frank Colvario
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
Financial Consultant	Jim Brown
Business Manager	Amy Lipkind
STAR Program Director	Dr. Anita Woods
Waypoint Academy Director	Larry Carroll
Auditor	Richard Sullivan, Powers & Sullivan

Mr. Hilton briefly discussed the progress on site location for a new facility. The Board had authorized a feasibility study on property adjacent to the Upper Cape Cod RTS. Ms. Lipkind has

solicited quotes. Mr. Hilton observed the 40B permit on another parcel under consideration has expired.

Mr. Hilton indicated that he had received communication from the DESE regarding posting of meetings for the Collaborative Board. He explained that the DESE is suggesting the Educational Collaboratives are state public bodies for the purposes of Open Meeting Law. Mr. Hilton noted that the meeting agendas have been posted with the town clerk for each member district for each meeting in the past. He explained that he has consulted with counsel; counsel has the opinion the Collaborative is a regional school district rather than a state public body. He noted that Collaborative Counsel has requested clarification from the attorney general.

Mr. Hilton noted the agenda includes a vote on the MOU for Bridgewater State University. He provided a revised draft for review. Mr. Hilton reminded the Board that a vote had been taken to use up to \$70,000 from fund balance for the next four years.

The Legislative Breakfast, previously planned for February 10, 2017, has been rescheduled to February 3, 2017. Mr. Hilton reached out to legislators regarding their availability to attend; legislators indicated they were available on the 3rd but not on the 10th.

Mr. Hilton indicated that he would be providing an overview of the Collaborative's Special Projects this evening, as Dr. Gilbert is unable to attend due to a medical situation.

Mr. Hilton also noted that the Bourne Public Schools has asked the Collaborative to consider provision of transportation services. Mr. Hilton noted the agenda includes a request for approval to solicit bids for school buses.

Mr. Hilton provided a copy of the letter from the Office of the State Auditor indicating acceptance of the Collaborative's Audited Financial Statements for FY2015.

Mr. Hilton provided additional materials associated with the evaluation of the Executive Director.

Mr. Hilton indicated that he would be happy to answer any outstanding questions prior to the arrival of Mr. Judge, who has been detained at an earlier meeting, as the presence of one additional Board member is required to achieve a quorum.

Mr. Hilton suggested Mr. Sullivan, of Powers & Sullivan, together with Mr. Brown, might begin the review of the FY16 Audited Financial Statements, as Mr. Judge has reviewed this previously as a member of the Financial SubCommittee.

Mr. Brown provided insight into navigating the FY16 audit, directing Board members to the table of contents and suggesting the section labeled "Management's Discussion and Analysis" provides the background for the Collaborative's financial decision making.

Mr. Brown described how the Collaborative must keep "two sets of books", two differing analyses of financial activities – an analysis similar to a for-profit operation, and a governmental funds analysis.

Mr. Brown briefly reviewed the Basic Financial Statements found within the report, and concluded by stating the Collaborative had closed FY16 in a strong position in part due to efficiencies in transportation services and increased enrollment at the Waypoint Academy.

I. Call to Order

Ms. Beal arrived at 5:27 PM; Ms. Larsen formally convened the meeting in open session. Mr. Hilton asked that the Board vote to continue to suspend the voting rights of member districts who have not had representatives in attendance at Board meetings, as provided by the Articles of Agreement. Bourne, Martha's Vineyard, Nantucket, Truro and Provincetown representatives have missed two or more consecutive meetings.

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

SO VOTED – UNANIMOUS

By unanimous consent, Board members elected to forego Cracker Barrel discussion and to continue with the review of the FY16 Audited Financial Statements.

II. New Business

a. FY16 Close-Out

FY16 Annual Audited Financial Statements	VOTE
Mr. Brown continued his review of the financial statements. He observed the Fiduciary Funds on pages 18 and 19 refer to the Other Post Employment Benefit (OPEB) Trust Fund. (Additional information on OPEB contributions was noted to be found on page 49.) Mr. Hilton, noting that Board members are the Trustees for this fund, indicated this fund can only be used for post-employment benefit expenses.	

Mr. Brown directed the Board's attention to page 52, Note 7 – Certified Cumulative Surplus. He explained that the DESE now requires a vote of the Board to retain these surplus funds, which cannot exceed 25% of general fund expenditures for the year.

Mr. Sullivan addressed the Board, describing the work done by both the audit firm and the business office finance team in the audit process. He noted that this was the first year Powers & Sullivan has audited the Collaborative. Mr. Sullivan described the "learning process" as auditors must learn how things are processed to develop ways to test the procedures.

Mr. Sullivan noted that, from the auditor's standpoint, the process went well. He explained that the work was completed in two sections, one which took place prior to the end of the fiscal year and before the books were closed, and a second phase where the balance sheets and processes were tested. He noted that this first portion of the audit tested and reviewed payroll transactions, and looked to assure revenue was documented and posted correctly and that capital leases were audited. He explained that, in July and August, the second phase of the audit began, which involved "beating the heck" out of the balance sheet, substantive testing of payables and accruals on the books, and reviewing all elements to be sure the assets less liabilities equal the fund balance. Mr. Sullivan noted that no issues were found and that no audit adjustments were necessary. Mr. Sullivan further indicated the financials were GAAP compliant and contained appropriate information.

Mr. Sullivan explained that his firm audits approximately one hundred municipalities and school districts. He noted a review of the Collaborative budget indicates significant savings between expected expenses and what was actually spent. He noted that some of these efficiencies were obtained through the use of automation.

Mr. Sullivan referred to pages 1 and 2 of the audit which provides the auditor's opinion. He noted that the audit has an "unqualified opinion" which is the best opinion available. Mr. Sullivan noted that no internal control issues were found and expressed his appreciation for the cooperation received from the Collaborative staff.

Ms. Beal asked for clarification regarding the OPEB Trust Fund and liability. Mr. Sullivan described how the nearly \$1.7 million obligation shown on the balance sheet is offset by funding which has been set aside for this expense. Mr. McGee noted the Collaborative has been dealing with the OPEB liability issue for three years. Mr. Hilton expressed his opinion that the Collaborative is making substantial progress on this issue. Mr. Sullivan observed that tackling this liability incrementally makes sense financially.

Mr. McGee made a motion that the Board vote to approve the FY16 Audited Financial Statements. This motion was seconded by Mr. Fichtenmayer. Mr. Schumacher suggested that typographical errors be corrected prior to release.

SO VOTED - UNANIMOUS

Mr. McGee made a motion that the Board vote to designate \$2,774,653 as the 2016 cumulative surplus to be retained for future use to be determined by the Cape Cod Collaborative Board of Directors. Ms. Beal seconded the motion.

SO VOTED - UNANIMOUS

III. Minutes

a. November 9, 2016

VOTE

Mr. McGee made a motion that the Board vote to approve the minutes of the November 9, 2016 meeting. This motion was seconded by Ms. Putnam.

SO VOTED - UNANIMOUS

IV. Old Business

a. Transportation

- Invoicing

Ms. Lipkind and Mr. Hilton updated the Board regarding the invoicing status for FY17 invoicing to districts. Mr. Hilton indicated invoicing for October was mailed during the previous week and that the November invoicing was expected to be mailed the first week in January.

- Reconciliation

Mr. Hilton shared the status of the reconciliation of costs and revenues projected for FY17. He noted that invoicing is currently covering the cost for transportation services.

Mr. Hilton noted other districts have expressed interest in Collaborative transportation services. He explained that it is expected that transportation services will increase within the next year and a half. He also noted that transportation services were a significant factor in the Collaborative's strong financial position at the end of FY16. He explained that this is indicative that the billing/rate formula for services is covering Collaborative expenses.

Mr. Schumacher asked if efficiencies have been realized thanks to the use of the GPS system. Mr. Hilton explained that the GPS system has assisted in gaining efficiency, but that the efficiency is not currently measurable.

Mr. Hilton explained that savings and efficiencies are gained due to a series of factors. He indicated that each town operation is slightly different. He noted that Collaborative cost calculations have included employee benefits, and the Collaborative's tax-free status (no excise tax) is an advantage. He explained that, when districts share resources and use busing cooperatively, costs savings can occur. He also noted that the Collaborative can help districts analyze transportation costs to assure that district contracts with vendors are fair and reasonable. Mr. Hilton also noted that the Collaborative offers benefits at a 55/45 split; while many districts pay a higher percentage of benefit costs.

Mr. Hilton observed the Collaborative can expand transportation services if it is advantageous for districts to use Collaborative services and that any expansion of services will be based on district needs.

b. Executive Director Evaluation

The Evaluation SubCommittee met on November 21, 2016 to discuss the determination of an evaluation instrument for the evaluation of the Executive Director for the 2015-2016 year (FY2016).

A determination was made to use an instrument consistent with the evaluation instrument utilized by the Board for FY2015.

Materials associated with the evaluation of the Executive Director were enclosed with Board materials for this meeting, including: the proposed evaluation instrument, a summary of activities for FY2016 from Mr. Hilton, and information associated with proposed goals that had been previously shared by Mr. Hilton.

Members of the SubCommittee (Mr. McGee, Mr. Fichtenmayer, Ms. Larsen and Mr. Schumacher) lead discussion at this meeting. Board members were encouraged to review the documentation (including materials provided by Mr. Hilton during the information session preceding this meeting). Mr. Hilton suggested Ms. Deck can assist the chair in the compilation of evaluation results.

Mr. McGee expressed the SubCommittee's recommendation that the evaluation occur prior to town elections. Mr. Schumacher suggested the evaluation instrument could be completed by Board members prior to the next meeting. Mr. Hilton noted the instruments will become part of the meeting record.

The Board recommended the evaluation process should begin at the February 2017 meeting. Mr. Fichtenmayer suggested Board members could submit evaluations that evening for tabulation, then vote on the evaluation during the March 2017 meeting.

c. CCMHG Joint Purchase Agreement

VOTE

At the November Board of Directors meeting, it was voted that the Board table a vote on authorizing the signing of the Cape Cod Municipal Health Group Joint Purchase Agreement (Revised) until counsel completed review of the changes. Mr. Hilton explained that this review has been completed and that Collaborative Counsel's response is included with Board materials for review.

Mr. Hilton recommended that the Board consider a vote to ratify the Agreement for the Joint Negotiation and Purchase of Health Coverage as amended, and to authorize the Executive Director to sign on behalf of the Collaborative.

Ms. Beal made a motion that the Board vote to authorize Mr. Hilton, as Executive Director, to ratify the revised Joint Purchase Agreement. Mr. Judge seconded the motion.

SO VOTED – UNANIMOUS

V. New Business

a. Appointment of Board Member to review Warrants and Payroll Warrants

VOTE

The Finance SubCommittee met on November 21, 2016. The SubCommittee has recommended that the Board vote to appoint Mike Judge to review Warrants and Payroll Warrants.

Ms. Medeiros made a motion that the Board vote to appoint Mr. Judge to review Warrants and Payroll Warrants on behalf of the Board. This motion was seconded by Ms. Beal.

YEA – 8 NEA – 0 ABSTAIN – 1 (Judge)

b. Warrants

VOTE

- #20 VOTE
- #21 VOTE
- #22 VOTE
- #23 VOTE

Ms. Larsen asked for a motion to vote the Warrants as a slate. Ms. Putnam made this motion, which was seconded by Mr. McGee.

SO VOTED – UNANIMOUS

Ms. Putnam made a motion that the Board vote to approve Warrants #20, #21, #22 and #23. Ms. Beal seconded the motion.

Mr. Schumacher observed that signatures have been added to Warrants included in this Board packet. Mr. Hilton noted these signatures are part of the Warrant authorization process recommended by the Treasurer.

SO VOTED – UNANIMOUS

c. FY17 Spending Plan

- | • Updates | Discussion |
|--|--|
| ○ Mr. Hilton discussed adjustments that will need to be considered to the FY17 budget. Mr. Hilton and Ms. Lipkind discussed an opportunity to renovate the last of the modular buildings at the school in Osterville, noting the renovation of the first two modular buildings have been highly beneficial to the operations (and cost-efficiencies) of the Collaborative. Mr. Hilton noted that the modular attached to the school was last sided in the 1990s. Mr. Hilton indicated the Collaborative is soliciting labor quotes to have the modular resided (using materials already purchased by the Collaborative). | VOTE |
| • Personnel | |
| ○ Additions | VOTE |
| ● Louise Ferro | Spare Monitor |
| ● C. Eben Franks | STEM Teacher/ASLP |
| ● Sarah Rutherford | Monitor/Mashpee PILOT |
| ○ Reductions | VOTE |
| ● Diane Scannell | Monitor/Mashpee PILOT |
| ● Stacy Fitch | CDL Driver |
| ● Christopher Oliva | Teacher/Waypoint Academy |
| ○ Change of Status | VOTE |
| ● Margaret Wilson | Monitor to Spare Monitor |
| ● Maurice Wyman | Spare CDL to CDL Driver |
| ○ Change to Dispatcher Weekend Stipends | VOTE |
| Ms. Stobbart, Transportation Manager, had asked that the Board consider a change to the stipend paid to transportation dispatchers for weekend coverage. Dispatchers are required to be "on call" and available on weekends and holidays whenever drivers are on the road. | Ms. Stobbart, Transportation Manager, had asked that the Board consider a change to the stipend paid to transportation dispatchers for weekend coverage. Dispatchers are required to be "on call" and available on weekends and holidays whenever drivers are on the road. |
| Dispatchers currently receive a stipend of \$50.00 for weekend coverage. Ms. Stobbart has suggested the Board consider increasing the stipend \$75.00. If weekend coverage is shared between two dispatchers, each would receive \$37.50. | Dispatchers currently receive a stipend of \$50.00 for weekend coverage. Ms. Stobbart has suggested the Board consider increasing the stipend \$75.00. If weekend coverage is shared between two dispatchers, each would receive \$37.50. |
| Ms. Stobbart has asked the Board to consider offering a stipend of \$75.00 for dispatchers who are "on call" on holidays. | Ms. Stobbart has asked the Board to consider offering a stipend of \$75.00 for dispatchers who are "on call" on holidays. |

Ms. Putnam made a motion that the Board vote to approve personnel additions, reductions and changes as a slate. This motion was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

Ms. Beal made a motion that the Board vote to approve all personnel additions, reductions and changes on the agenda. This motion was seconded by Mr. McGee.

Mr. Schumacher asked for clarification regarding dispatcher weekend stipends. Mr. Hilton indicated that dispatchers must be available whenever a driver is on the road, including on weekends and holidays. The Board discussed the aspects of the changes noted in the recommended vote for clarification.

SO VOTED - UNANIMOUS

d. FY16 Annual Report

VOTE

- Mr. Hilton noted that the Collaborative is required to publish an annual report each year discussing the activities of the previous year and including the Audited Financial Statements. He explained that the report this year represents the fourth Annual Report. Mr. Hilton indicated a vote is necessary as the Annual Report must be published and shared with MA-DESE by January 1, 2017.

Ms. Putnam made a motion that the Board vote to approve the FY16 Annual Report. Mr. Fichtenmayer seconded the motion.

Mr. McGee noted that Michele Brady's name is misspelled as "Michelle" and asked that this be corrected prior to publication.

SO VOTED – UNANIMOUS

e. Programs/Services

- Waypoint Academy
 - Program Application
 - Enrollment Update
 - Programming
 - Status of Commitments – FY17

Mr. Carroll discussed the enrollment and programming at the Waypoint Academy. He observed that the holidays can be difficult for students, and faculty has been working hard to provide support. He explained that Waypoint Academy recently hosted its best Thanksgiving dinner yet, which was attended by a large number of parents. He noted that 19 complete Thanksgiving dinners were sent home to families (of students) in need. Mr. Carroll also noted that faculty are currently accepting donations and creating gift baskets for needy students.

Mr. Carroll indicated enrollment has been steady, with 4 new students being admitted this month.

Mr. Hilton observed Waypoint has been impacted by the resignation of a long-time teacher. He explained that this teacher was actively recruited by another school district. Mr. Hilton indicated that he had a discussion with this district's administration about the process, and this should not happen again.

- STAR / Osterville

- Program Application
- Enrollment
- Programming

Dr. Woods discussed the status of enrollment and programming at the Osterville STAR Program. The school has been “hopping” with pre-holiday energy. She noted that a new student has recently joined the program, bringing the current enrollment to 52.

Dr. Woods indicated that the STAR Thanksgiving luncheon is an opportunity for families to participate in the school setting and that students put on an assembly prior to the turkey dinner.

Dr. Woods also noted that parent conferences will occur in December.

Ms. Larsen asked about a music program she observed when visiting the school. Dr. Woods noted that Ms. Amy Wyman comes to the program on Wednesdays and leads a music group/classes. Dr. Woods also indicated that students participate in yoga classes on Monday and art classes on Friday.

- Transportation

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

Staffing

- Mr. Hilton updated the Board regarding current operations and planning for further opportunities to support member school districts.
- He noted that it was likely that the Board will be asked to consider additional staffing to support and prepare for additional transportation services

- 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.

- Equipment

- Large Buses

VOTE

Mr. Hilton noted that the Collaborative has evaluated the current fleet of vehicles. Mr. Hilton recommended a 2006 Blue Bird flat-nose large bus (Bus 601) be declared surplus to prepare a pathway for disposal as surplus equipment.

Ms. Medeiros made a motion that the Board vote to declare Bus 601 as surplus. This motion was seconded by Ms. Beal.

SO VOTED – UNANIMOUS

- Small Buses
 - Equipment Review / Needs
Mr. Hilton explained that the six buses that the Collaborative procured earlier this year have all been received and the final two vehicles are entering service.
- Consultation
 - Mr. Hilton discussed recent and ongoing consultation with districts regarding their current and future transportation services:
 - i. Nauset Regional Schools
 - ii. Bourne Public Schools
 - iii. Monomoy Regional Schools
 - iv. Dennis-Yarmouth Regional Schools
- Therapies
Mr. Hilton provided an update regarding the provision of services with the November Board Agenda. He explained that, at this time, there is not a significant loss projected for FY17. Mr. Hilton recommended the current staffing levels be maintained for the current period.
- Special Projects
Mr. Hilton provided brief updates regarding items considered as "Special Projects" of the Collaborative.
 - Professional Development / Grants
 - Early Learning Network
 - EPIC Partnership Grant
 - CVTE Partnership Implementation Grant
 - MTSS / Tower Grant
 - All-Cape In-Service
Mr. Hilton discussed the feedback from this annual programming that is developed and coordinated through the Collaborative. The All-Cape In-Service occurred in November (November 8th) and had over 750 registrants. He noted that a copy of the activities and registrations for the day was included in Board materials.
Mr. Hilton indicated that he will be meeting with the Cape & Islands Superintendents in the coming month to discuss invoicing for FY17 and planning for the FY18 All-Cape In-Service. It will be proposed that future All-Cape In-Service dates continue to occur in November each year due to ongoing district issue.
 - ASLP
Mr. Hilton updated the Board regarding the planning for the Summer 2017 ASLP Program.
He explained that the preparation for student applications/selection and staffing for Summer 2017 is already in process with a coordinators meeting having occurred last month at the Beachmoor Conference Center at Massachusetts Maritime Academy.

win situation: Bridgewater State University builds its local presence and the Collaborative gains professional staffing.

Mr. Schumacher asked if adjunct staff from Bridgewater would be involved in instruction, and asked where classes would be held. Mr. Hilton indicated the Collaborative had reserved the right to vet adjunct staff and that classes could be held at the Collaborative's Osterville campus.

A vote on the motion was taken:

SO VOTED - UNANIMOUS

- Sheltered English Immersion (SEI) Course Development
Mr. Hilton discussed the status of the assessment of programmatic needs for each of the districts throughout the region. Dr. Gilbert has been working closely with Jan Rotella and Julie Hall to discern the particular needs (coursework and timelines) for Sheltered English Immersion issues.
The Collaborative will offer "for cost" SEI endorsement courses at the Collaborative through a partnership with South Shore Educational Collaborative. Mr. Hilton indicated two courses have been filled and a third course is close to being full. District interest has been high; some districts are seeking to "own" entire classes of 25.
- EPIC Partnership Innovation Grant (due November 30th)
Mr. Hilton discussed the development of a grant proposal for the Massachusetts Department of Elementary and Secondary Education (DESE) EPIC Partnership Innovation Grant (Fund Code 178). Mr. Hilton facilitated a partnership between districts throughout the region with Bridgewater State University to develop this proposal that would support recruitment, induction and retention activities throughout the region. A copy of the proposal submitted on December 5, 2016 was included in Board packets for review.

f. Virtual High School

Mr. Hilton discussed the status of the consortium for Virtual High School that has existed through the Cape Cod Collaborative since 2001.

g. 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.

VI. Other

a. Request to Donate Sick Time

VOTE

Mr. Hilton asked Board members to consider a vote to approve the donation of sick time from one Nauset driver to another.

Mr. Fichtenmayer made a motion that the Board vote to approve the donation of sick time as requested. Ms. Putnam seconded the motion.

SO VOTED – UNANIMOUS

b. Acceptance of Donation**VOTE**

Mr. Hilton asked the Board to approve acceptance of a donation from Walter Healy. Mr. Healy, former Executive Director of the Collaborative, has asked that the donation be shared equally between the STAR and Waypoint Academy programs in memory of George "Randy" McCormack.

Ms. Putnam made a motion that the Board vote to approve the acceptance of this donation, with gratitude. The motion was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

c. Solicitation of Bids**VOTE**

Mr. Hilton asked the Board for a vote to allow the Collaborative to solicit bids for procurement of additional buses. Additional vehicles would be necessary should Bourne decide to use the Collaborative's transportation services.

Ms. Beal made a motion that the Board vote to authorize the Collaborative to solicit bids for the procurement of additional buses. This motion was seconded by Mr. McGee.

SO VOTED – UNANIMOUS

d. Feasibility Study**VOTE**

The Collaborative received one response from the request for proposals for the preparation of a site feasibility study on the parcel adjoining Upper Cape Cod Technical High School. Mr. Hilton asked the Board to consider a vote to engage Coastal Engineering Co. to complete this study.

Ms. Beal made a motion that the Board vote to engage Coastal Engineering to complete the feasibility study for the property adjacent to Upper Cape Cod Technical High School at a cost of \$6,000. The motion was seconded by Ms. Putnam.

Mr. Fichtenmayer suggested the Board carefully consider the size of the building, as Upper Cape Tech has been able to rent a portion of its premises. He noted that it is also a prime location for local adult education offerings. Ms. Larsen suggested the Collaborative should consider combining both school programs in the new facility.

SO VOTED – UNANIMOUS

VII. Executive Session (if necessary)**a. *Litigation - Personnel*****b. *Executive Director Evaluation***

Mr. Hilton indicated the need to enter into Executive Session for the purpose of discussing possible litigation regarding personnel.

VIII. Adjournment

Ms. Beal made a motion that the Board vote to adjourn Regular Session to enter into Executive Session. The motion was seconded by Mr. Fichtenmayer.

A roll call vote was taken:

Mr. Schumacher – yea, Mr. Judge – yea, Mr. McGee – yea, Ms. Larsen – yea,
Ms. Medeiros – yea, Ms. Putnam – yea, Ms. Beal – yea, Ms. Morgan – yea,
Mr. Fichtenmayer – yea

The December 14, 2016 meeting of the Cape Cod Collaborative Board of Directors was adjourned at 6:49 PM.