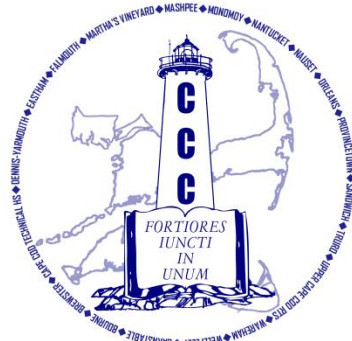


Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



Board of Directors
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Cape Cod Collaborative

**Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
December 9, 2015**

I. Call to Order

The December 9, 2015 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:05 PM by Robert Fichtenmayer, Co-Chair. In attendance were:

Upper Cape Cod RTS	Robert Fichtenmayer, Co-Chair
Falmouth	Terri Medeiros, Co-Chair
Barnstable	Chris Joyce
Bourne	Heather DiPaolo (In at 5:25 PM)
Brewster	Jessica Larsen
Cape Cod Tech	Ann Williams
Dennis-Yarmouth	Phillip Morris (In at 5:32 PM)
Eastham	Mary Louise Sette
Mashpee	Scott McGee
Monomoy	Brian Widegren
Orleans	Hank Schumacher
Sandwich	Beth Cummings (In at 5:10 PM, Out at 6:30 PM)
Wareham	Melvin Lazarus (In at 5:10 PM)
Wellfleet	Jill Putnam
Treasurer	Judy FitzGerald
Secretary	Beth Deck

Also in attendance were:

Croyle & Associates, PC	Martin Croyle, CPA
Executive Director	Paul Hilton
Business Manager	Jim Brown
STAR Program Director	Anita Woods
Waypoint Academy Director	Larry Carroll

Mr. Fichtenmayer asked the Board to consider changing the order of items on the agenda to allow all votes to be taken first. The Board agreed to do so, by unanimous consent.

II. Minutes

a. October 14, 2015

VOTE

Mr. Widegren made a motion for the Board to vote to approve the minutes of the October 14, 2015 meeting. This motion was seconded by Ms. Williams.

SO VOTED – UNANIMOUS

III. Old Business

a. Previous Year Reconciliation and “Charge-Off” of “Uncollectable Invoices”

VOTE

Mr. Hilton explained that there are a number of “receivables” that have accumulated over the past few years that remain “open”. Mr. Brown explained that some of these “receivables” are duplication of paid invoices associated with the migration to new accounting software, some were incorrect invoices, and some were invoices that the associated districts refused to pay.

It was also noted that there are also invoices associated with the lunch program that have remained “uncollectable”.

Mr. Hilton noted that this item was tabled at previous meetings to allow for Mr. Brown and Mr. Lazarus to be present for the discussion. Mr. Hilton asked the Board to consider a vote which would allow the Collaborative to “charge off” items in the general ledger, thereby reflecting appropriate accounting in “the books”, but also to continue to pursue payment of some invoices when/where appropriate.

Mr. Hilton noted that the potential “charge offs” are not expected to have an adverse impact upon the financial position of the Collaborative, primarily due to existing encumbrances and balances carried for “bad debt”.

Mr. Brown asked the Board to review the list of items recommended for “charge off.” Mr. Brown noted that items that were not highlighted were clerical issues (and duplications) which occurred when the Collaborative transitioned between accounting software systems.

Mr. Hilton reviewed items for unpaid lunch debt and recommended that these be completely charged off as uncollectable. He noted that the Collaborative continually pursues payment for student lunches, but will never refuse to feed a child.

Mr. Hilton and Mr. Brown reviewed outstanding invoices which had been issued to member districts.

Mr. Widegren asked if any of these invoices were in dispute, and whether it was clear what each district owes. Mr. Hilton, noting that some of the invoices date back to 2012, indicated that administration changes in school districts have created significant confusion and lack of consistency in resolving these invoices.

Mr. McGee made a motion for the Board to vote to allow the Collaborative to write off these invoices, retaining the right to pursue collection when appropriate. This motion was seconded by Ms. Williams.

SO VOTED - UNANIMOUS

IV. New Business

a. Cape Cod Collaborative Articles of Agreement **Discussion**

Mr. Hilton reminded the Board that the Massachusetts Legislature enacted changes to Massachusetts General Laws Chapter 40, Section 4e through legislation (S 2105) signed by the Governor on March 2012 and taking effect on May 31, 2012.

He noted that many of the Collaborative's Member Districts have approved the Articles of Agreement. Mr. Hilton observed that some member districts have recently received letters regarding the need for district approval of the Articles.

Mr. Hilton indicated that will bring original copies to chairs for original signatures to each School Committee once all School Committees have approved the Articles of Agreement.

Mr. Hilton reminded the Board that Martha's Vineyard, with five (5) school districts, is currently treated by this version of the Articles of Agreement as a single member entity and that this may need to be revisited in the future with an amendment.

b. Warrants

VOTES

• #16	VOTE	• #20-21	VOTE
• #17	VOTE	• #22	VOTE
• #18	VOTE	• #23	VOTE
• #19	VOTE		

Mr. McGee made a motion for the Board to vote to approve Warrants #19, #20, #21-22 and #23. This motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

Mr. Lazarus made a motion that the Board to vote to approve Warrants #16, #17 and #18. This motion was seconded by Ms. Williams.

SO VOTED – UNANIMOUS

c. FY16 Spending Plan

• Updates

Discussion

- Updates were presented regarding adjustments that will need to be considered to the FY15 budget. Mr. Hilton and Mr. Brown discussed an opportunity to refinish one of the modular buildings behind the school in Osterville. They noted that the renovation of the first modular building has been highly beneficial to the operations (and cost-efficiencies) of the Collaborative.

- Personnel

- Additions **VOTE**

- Edward Canizaro, Spare Monitor – CDL Trainee
- Jennifer Heinlein, Paraprofessional - STAR
- Heather Gentry, Monitor
- Janet Berrio, CDL Driver
- Julie Monger, CDL Driver – Truro (November 25)
- Linda Everett, CSL Driver (Spare)
- Maurice Wyman, CDL Driver – Training

Mr. Lazarus made a motion for the Board to vote to approve the additions noted on the November and December agendas (as listed above). This motion was seconded by Ms. Larsen.

SO VOTED - UNANIMOUS

- Reductions **VOTE**

- Mariel Martinez, Paraprofessional – STAR
- Stephanie Hennis, CDL Driver
- Jeanne Lamont, CDL Driver
- Julie Monger, CDL Driver – Truro (November 1)
- James Styche, 7D Driver

Ms. Putnam made a motion for the Board to vote to approve the reductions listed on the November and December agendas (as listed above). This motion was seconded by Ms. Sette.

SO VOTED - UNANIMOUS

- Change of Status **VOTE**

- Heather Gentry, Monitor to CDL Driver
- Helen Ho, CDL Driver – Training

Ms. Larsen made a motion for the Board to vote to approve the Changes of Status as listed on the November and December agendas (as listed above). This motion was seconded by Ms. Williams.

SO VOTED - UNANIMOUS

d. Senior Plan Rates for CY16 **VOTE**

Several Collaborative Retirees have health insurance coverage through Senior (Medex supplement) plans which run on a calendar year rather than the Collaborative’s fiscal year.

The Board was asked to approve the rates for these plans and consider a change in offering. No plan change recommendations were presented at this time. Any plan changes will be deferred for later consideration.

Mr. Widegren made the motion that the Board vote to approve rates for Senior plans for the 2016 calendar year. This motion was seconded by Ms. Williams.

SO VOTED - UNANIMOUS

e. FY15 Annual Report

VOTE

Mr. Hilton explained 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. This year’s report represents the Collaborative’s fourth Annual Report. A vote is necessary at this time as the Annual Report must be published and shared with MA-DESE by January 1, 2016. Mr. Hilton asked the Board to review the draft report included with Board materials and to consider a vote to approve the FY15 Annual Report subject to some final edits.

Ms. DiPaolo asked how this report is distributed. Mr. Hilton noted the Annual Report (with Audited Financial Statements) is provided to all member districts, the state auditor, and is posted on the Collaborative’s website.

Ms. Sette made a motion for the Board to vote to approve the FY15 Annual Report, subject to some further final edits. This motion was seconded by Mr. Lazarus.

SO VOTED – UNANIMOUS

f. Virtual High School

VOTE

Mr. Hilton discussed the consortium for Virtual High School that has existed through the Cape Cod Collaborative since 2001. He noted that the Consortium is required to sign annual contract renewals (Collaborative with Virtual High School and Collaborative with Districts).

Mr. Hilton discussed the current fee structure and invoicing for this consortium for FY16. Mr. Hilton sought a vote to affirm the signatory authority for Mr. Hilton and the rate structure as noted in the Virtual High School Contract.

Ms. Larsen made a motion for the Board to vote to approve the rate structure for Virtual High School, and to authorize the Executive Director to sign the contract. This motion was seconded by Mr. Lazarus.

SO VOTED – UNANIMOUS

g. FY15 Close Out

Mr. Hilton and Mr. Brown discussed the status of the financial “close-out” of FY15.

- FY15 Annual Audited Financial Statements

VOTE

Mr. Brown presented and reviewed the FY15 Annual Audit. The Audit was further reviewed and discussed with the contracted auditors.

Mr. Brown reviewed the Collaborative’s Audited Financial Statements for the fiscal year ending June 30, 2015, noting the difference between the Statement of Net Position (page 12) and the Balance Sheet Governmental Funds (page 14). He explained that Governmental accounting standards (GASB) require the Collaborative to keep “two sets of books” – one which reflects a series of long term liabilities as well as capital and depreciation (net position) and another that reflects activities in the general fund (fund accounting), monitored monthly through the spending plan.

Mr. Brown reviewed the Collaborative’s Other Post-Employment Benefits (OPEB) liability, and discussed the (new) requirement for disclosure of the Collaborative’s retirement unfunded obligation as part of the Massachusetts

Teachers Retirement System and the State Retirement Board.

Mr. Widegren asked how OPEB investment funds are being managed. Mr. Brown responded that the OPEB Trust funds are held in an irrevocable trust with Rockland Trust. Mr. Hilton noted that the Collaborative's OPEB Trust pre-dates the Plymouth County Municipal OPEB Trust that Mr. Widegren's district (Monomoy Regional) is considering. Mr. Hilton further explained that the Collaborative OPEB Board may consider the benefits of an independent (vs. Plymouth County) trust in the future.

Mr. Brown reviewed the Collaborative's capital assets (vehicles) and capital lease obligations (vehicle financing expense).

Mr. Joyce asked for clarification regarding vehicle "leasing." Mr. Joyce understood the Collaborative had purchased vehicles rather than leasing. Mr. Brown explained the "lease" agreements are lease-purchase contracts with a \$1.00 buyout at the contract's end.

Mr. Brown noted the income and expenses for Collaborative programming can be found on page 15 of the FY15 Audited Financial Statements. Mr. Hilton reminded the Board that the transportation department has been restructured and has been able to more efficiently handle an increase in service requests and also noted that the transportation fleet has increased in capacity while the debt load has decreased.

Mr. Hilton observed that while it appears that the Collaborative has significant "money in the bank," a significant portion of these funds are obligated to the OPEB Trust and/or tied to liabilities.

Mr. Brown introduced Mr. Croyle, of Croyle & Associates. Mr. Croyle discussed the audit process. He explained that the Collaborative prepares the financial statements and footnotes, and that the auditors perform checks, or audits, of the elements of the financial statements (which include confirmation of balances in bank accounts, verifying receivables due from districts, and reviewing invoices). Mr. Croyle indicated the FY15 audit had gone smoothly. He briefly discussed the new GASB 68 requirement for pension reporting which resulted in the footnote on page 7 in the audit.

Mr. Joyce asked if this situation with "two sets of books" was only applicable to educational collaboratives. Mr. Brown observed that is required by the government accounting standards. Mr. Croyle noted that debts such as capital leases and OPEB expenses are only shown on one set reports.

Mr. Brown asked the Board for a vote to authorize acceptance of the audit results and authorize distribution of the report to member districts.

Mr. Lazarus made a motion for the Board to vote to acceptance of the Audited Financial Statements for the fiscal year ending June 30, 2015, and to authorize distribution of the report as required. This motion was seconded by Mr. Widegren.

SO VOTED – UNANIMOUS

h. Review Business Manager Job Description Discussion/Vote

Mr. Hilton reminded the Board that Mr. Brown has indicated that he will be retiring in June. Mr. Hilton indicated that the Collaborative needs to post for the Business Manager position and begin the hiring process. Mr. Hilton noted the position will be posted in SchoolSpring, and through the MASC and MASBO.

Mr. Fichtenmayer asked what pay scale has been established for the position. Mr. Hilton indicated, with Board approval, that the position will be posted with a salary range of \$95,000 to \$105,000 per year.

Mr. Joyce wondered if the Collaborative would use the Center for Executive Search to assist with the search. Mr. Hilton indicated that the Collaborative will gain assistance from the experienced CES staff.

Mr. Lazarus made a motion for the Board to vote to accept the job description for Business Manager. The motion was seconded by Mr. McGee.

SO VOTED – UNANIMOUS

Ms. Putnam made a motion for the Board to vote to authorize the posting of the Business Manager position. Ms. Larsen seconded the motion.

SO VOTED – UNANIMOUS

Ms. Putnam suggested that Mr. Brown be made part of the committee involved in the interview process.

Mr. Lazarus made a motion for the Board to vote to approve the suggested salary range of \$95,000 to \$105,000 for this position. This motion was seconded by Ms. Settee.

SO VOTED – UNANIMOUS

Mr. Hilton recommended that the Business Manager Search Sub-Committee meet to determine the process. Mr. Joyce, Mr. Schumacher and Ms. Larsen have volunteered to serve.

i. Acceptance of Donation

Vote

Walter E. Healey, Jr., former Executive Director of the Cape Cod Collaborative, has donated \$200 to the Collaborative in memory of George “Randy” McCormack, the Collaborative’s first Transportation Manager. Mr. Hilton asked the Board for a vote to authorize acceptance of this donation.

Ms. Putnam made a motion for the Board to vote to accept Mr. Healey’s donation, with gratitude. This motion was seconded by Ms. Williams.

SO VOTED – UNANIMOUS

j. Executive Director Evaluation

Mr. Hilton asked that Board members who have offered to serve on the Executive Director Evaluation Sub-Committee schedule a meeting of the committee to begin the evaluation process. (Members who have volunteered to serve on this Sub-Committee are Mr. Fichtenmayer, Mr. Widegren and Ms. Larsen.)

k. Programs/Services

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

Mr. Carroll discussed the enrollment and programming at the Waypoint Academy.

Mr. Carroll reminded the Board that Waypoint Academy closed two classrooms at the end of the 2014-2015 school year (one middle school classroom and one high school classroom). He noted that Waypoint may need to consider restoring one classroom due to recent enrollment trends .

Mr. Carroll described the program's Thanksgiving meal, which included parents and family members. He explained that middle school students recently attended a production of *A Christmas Carol* at the Zeiterion Theatre in New Bedford, and that High school students read *In the Heart of the Sea: The Tragedy of the Whaleship Essex* by Nathaniel Philbrick. Mr. Carroll indicated that the high school students will have the opportunity to see the movie adaptation of the Philbrick book directed by Ron Howard.

Mr. Carroll also spoke about the team of professionals who work at Waypoint and invited Board members to tour the program.

Mr. Hilton noted that copies of the DESE Program Applications for both Collaborative programs are available (on the table this evening) and welcomed Board members to review.

Ms. DiPaolo asked how quickly Waypoint could add a class to accommodate new students. Mr. Carroll suggested it would take a month to do so.

Ms. Larsen asked if Waypoint has reached program capacity. Mr. Carroll described the necessity of balancing fluctuating enrollment with staffing. Program planning projected 62 students, enrollment is currently at 64 with students entering and leaving Waypoint regularly.

Mr. Fichtenmayer asked about the staff/student ratio. Mr. Carroll explained that they try to keep class sizes to 6 or 7 students with one teacher and one teaching assistant.

Mr. Hilton reminded the Board that the Collaborative is considering the relocation the program to land located near the Upper Cape Regional Technical High School.

- STAR / Osterville
 - Program Application
 - Age Range Waiver(s) - Status
 - Enrollment
 - Programming

Ms. Woods discussed the status of enrollment and programming at the Osterville STAR Program.

She noted that the STAR Program hosted a Thanksgiving luncheon for students and families. She explained that, this year, representatives from the Kennedy-Donovan Center and representatives from the Family Resource Center were present at the STAR Program open house.

She also noted that students in grades 4 and 5 took part in the Young People's Concert presented by the Cape Symphony Orchestra.

Ms. Woods indicated that the program has continued to add students, and that there have been some “bumps” in staffing. The program is seeking a special needs teacher and support staff.

Ms. Woods reminded the Board that she had submitted request for age waivers, as 6 of the 10 classrooms had student age spans exceeding 48 months. These age waivers have been approved by the DESE. (A copy of the approval was included with the materials for the meeting.) Ms. Woods indicated that classrooms are structured based on the students’ instructional and developmental needs rather than their calendar ages.

Ms. Woods and Mr. Hilton noted that an increase in referrals is expected in at the start of the new year as the DESE recently changed regulations regarding restraint and seclusion.

Ms. Woods also discussed her recent attendance at the AESA (Association of Educational Service agencies) National Conference in New Orleans (with Mr. Hilton and Melanie Bouchard from Waypoint Academy). Mr. Carroll was unable to attend due to family issues.

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 recent developments including the potential to have administrators from throughout the region visit potential partner schools in China during April vacation. Mr. Hilton noted that principals of local schools will be receiving invitations to attend an expense-paid visit (excluding plan fare).

m. Special Projects

- Professional Development / Grants

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

Mr. Hilton discussed the activities associated with this grant. He noted that there has been great response to the activities associated with this grant by the school districts throughout the region.

Mr. Hilton noted that the culminating activity associated with the activities of this grant occurred earlier in the day (December 10, 2015_ at the Cape Codder Conference Center. The conference, *Collaborating for Early Childhood Education & Services Within Mixed Delivery Systems*, was extremely well attended by school personnel and early childhood providers from throughout the region and will include professional development activities throughout the afternoon. A copy of the information was included with Board materials.

- Tower Foundation Cooperative Grant for Multi-Tiered Systems of Support
Mr. Hilton noted that the Collaborative is working with school districts on a grant submission which will be used to fund a support person for 3 days per week. He further explained that there is a requirement that districts match funds on a sliding level.

- 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 on October (October 8th) and had over 600 registrants. A copy of the activities and registrations for the day was included in your Board materials.

Mr. Hilton indicated that he will be meeting with the Cape & Islands Superintendents in the coming month to discuss invoicing for FY16 and planning for the FY17 All-Cape In-Service.

- ASLP

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

The preparation for student applications/selection and staffing for Summer 2016 is already in process with a coordinators meeting occurring last month. Mr. Hilton shared copies of the Massachusetts Maritime Academy Catalog, which contains an article about the ASLP.

- Center for Executive Search

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

The search for Barnstable Public Schools Superintendent (Glenn Koocher of MASC – Lead Search Consultant) is drawing to a close. Mr. Joyce indicated that Barnstable has narrowed the choice to 3 candidates. Site visits have been completed; a decision is expected soon.

n. Programs/Services

- Transportation

Mr. Hilton provided an update regarding current issues and opportunities with Collaborative transportation. Mr. Hilton noted that the Collaborative is working closely with districts to help define transportation needs. There is the potential that the Collaborative will be taking over more services. Many districts have found that the cost for transportation services had increased as their current service provider adjust costs due to the Affordable Care Act requirements and the Massachusetts mandatory sick time statute.

Truro schools will be going out to bid for transportation services. The Collaborative has provided transportation to the Truro schools for several years. The Collaborative will work with Truro to compare bid prices.

V. Executive Session (if necessary)

a. Litigation - Personnel

b. Executive Director Evaluation

There was no need to enter into Executive Session.

VI. Adjournment

Ms. Larsen made the motion that the Board vote to adjourn the December 9, 2015 meeting of the Cape Cod Collaborative Board of Directors. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

The meeting was adjourned at 6:46 PM.