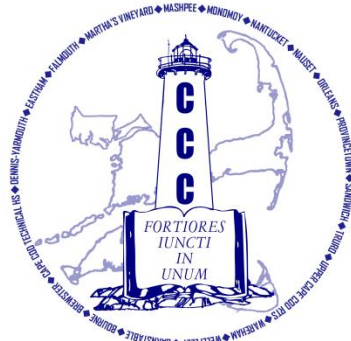


Cape Cod Collaborative  
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Osterville, MA 02655



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Cape Cod Collaborative

**Board of Directors Meeting Minutes**  
**418 Bumps River Road, Osterville, MA 02655**  
**March 9, 2016**

## **I. Call to Order**

The March 9, 2016 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:03 PM by Ms. Medeiros, Co-Chair. In attendance were:

Falmouth	Terri Medeiros, Co-Chair
Bourne	Heather DiPaolo
Brewster	Jessica Larsen
Cape Cod Tech	Ann Williams
Eastham	Mary Louise Sette
Monomoy Regional	Brian Widegren (out at 6:03 PM)
Nauset Regional	Deborah Beal
Orleans	Hank Schumacher
Sandwich	Beth Cummings
Wareham	Melvin Lazarus (out at 6:00 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 (in at 5:10 PM)

## **II. Cracker Barrel Discussion**

### **a. Local District Issues**

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

Mr. Lazarus noted recent difficulties in finding candidates qualified to fill the position of middle school principal in Wareham. He suggested that school

districts encourage employees to pursue professional growth, which will allow school districts to look to fill positions from within.

## **b. Questions / Concerns**

No questions or concerns were raised at this meeting.

## **III. Minutes**

### **a. February 10, 2016**

### **VOTE**

Ms. Beal made a motion for the Board to vote to approve the minutes of the February 10, 2016 meeting. This motion was seconded by Ms. Williams.

SO VOTED

YEA – 8      NEA – 0      ABSTAIN – 3 (Lazarus, Cummings, DiPaolo)

## **IV. Old Business**

### **a. Transportation**

- Invoicing

Mr. Brown updated the Board regarding the status for FY16 invoicing to districts. Mr. Brown noted he had previously indicated that January invoicing was nearing completion. He indicated that setbacks (including scheduled vacation time and database issues) occurred which delayed the billing process. Mr. Brown indicated that January invoices would likely be completed by the coming Friday. He also noted that as the database issues have been resolved, February invoicing should be completed within a week.

- Reconciliation

Mr. Brown shared the status of the reconciliation of costs and revenues projected for FY16. Mr. Brown described how database updates have provided for increasing precision in cost allocation and sharing arrangements.

### **b. Executive Director Evaluation**

### **Discussion**

Ms. Medeiros noted that materials associated with the evaluation had been sent to each of the Board members. Ms. Medeiros reminded Board members that she and Mr. Fichtenmayer had asked that this matter be postponed for consideration at the April board meeting.

Ms. Medeiros asked Board members to return evaluations at least one week prior to the April meeting, as she and Mr. Fichtenmayer need to review these materials in advance of the meeting.

Ms. Beal, after reading the evaluation materials, asked for clarification on “job alike” groups. Mr. Hilton noted the Collaborative has been instrumental in bringing together individuals who are doing similar jobs to share best practices and provide professional development.

Ms. Cummings noted that she did not serve on the Board of Directors during 2014-2015, the evaluation period, and asked if she could participate in this evaluation. Mr. Hilton and Ms. Medeiros suggested that she could participate to the extent she feels comfortable doing so.

## V. New Business

### a. Warrants

### VOTES

- #33

VOTE

- #34

VOTE

- #35

VOTE

- #36

VOTE

Mr. Widegren made a motion for the Board to vote to approve Warrants #33, #34, #35 and #36. This motion was seconded by Ms. Larsen.

Ms. Beal, referring to Warrant #33, noted that there were several automobile related expenses and asked for clarification regarding Collaborative selection of providers for these services. Mr. Hilton and Mr. Brown explained the Collaborative solicits bids for some services and utilizes vendors on the “State Bid List” for others.

Ms. Beal, referring to Warrant #34, asked for clarification regarding Equipment Finance expenses. Mr. Brown noted these particular expenses were associated with vehicle bus financing. Mr. Hilton further explained that detailed information regarding the Collaborative’s overall debt obligations may be found in the Audit/Annual Report.

Mr. Brown provided further updates regarding the Warrant process. He noted that Ms. Larsen had been appointed in February to review Warrants and Payroll Warrants on behalf of the Board. Mr. Brown indicated that he had set up a secure drop-box which allows Ms. Larsen to review Warrants prior to the distribution of checks.

Ms. Larsen informed the Board that she had visited the Business Office to review procedures. She asked Mr. Brown to clarify as to whether earned sick time had been included in the FY2016 Spending Plan and Budget. Mr. Brown explained that an amount equal to 3.3% of wages had been factored into the FY16 budget and that he is developing a system to accurately reflect the accrual of this liability. Mr. Schumacher asked for clarification regarding the Collaborative’s offer to “buy back” sick hours from particular Transportation employees. Mr. Hilton explained that this “offer” was a policy that had been developed when the Mandated Sick Time Law (Ballot Initiative) was passed which mandated sick time for all employees. He noted that particular Transportation employees (drivers and monitors) have not been granted holidays or vacation time. He further explained that allowing transportation employees to “sell” sick hours during specific periods (such as school vacations) provided vacation/holiday pay and has also boosted morale. Ms. Larsen noted that it is a good practice to allow employees to “cash in” these hours rather than to allow them to accumulate as a liability.

Mr. Widegren asked if there is a “sick pool” available for employees. Mr. Hilton noted that the Collaborative has offered a “sick bank” for non-Transportation employees but that policies associated with the “sick bank” are in need of review and modification.

Ms. Medeiros reminded the Board that there was a motion and a second on the table and asked for a vote to approve the Warrants.

SO VOTED – UNANIMOUS

**b. FY16 Spending Plan**

• Updates

**Discussion**

- Mr. Brown noted that current revenue projections are expected to be sufficient to support anticipated expenses for the fiscal year.

• Auditor Change

**VOTE**

Mr. Brown asked Board members to review an engagement letter for the audit firm of Powers and Sullivan. Mr. Brown had been contacted by Croyle & Associates, who have handled the Collaborative’s audits for the past several years. Mr. Brown explained that regulations have changed regarding the auditing of governmental entities, and now require that all employees of firms which audit these entities be trained extensively regarding governmental standards. Mr. Brown further explained that Croyle & Associates lead staff have extensive governmental standards training; however, not all employees in the firm have completed the training as the Collaborative is the only governmental account of the firm. Croyle & Associates contacted Mr. Brown to explain that if they were to retain the Collaborative as a client, they would have to pass along considerable training costs to the Collaborative. Croyle & Associates recommended that it would be advantageous for governmental clients to seek other firms to handle their audits. Mr. Brown and Mr. Hilton each noted that Powers and Sullivan were recommended by Croyle & Associates. Mr. Hilton recommended that the Board to approve this change, and noted that this change will actually result in a cost savings to the Collaborative.

Mr. Schumacher asked if there was a local firm qualified to provide these services. Ms. FitzGerald indicated that it is difficult to find a local firm with these qualifications. Mr. Brown observed that Powers and Sullivan does a considerable amount of work for local (municipalities. Mr. Lazarus indicated that the Town of Wareham is currently using this firm.

Ms. DiPaolo made a motion for the Board to vote to hire Powers and Sullivan to perform required audits. This motion was seconded by Ms. Putnam.

SO VOTED

YEA – 10      NEA – 0      ABSTAIN – 1 (Schumacher)

• Personnel

○ Additions

**VOTE**

- Dennis Ciarfella                      Teacher STAR
- John Coomey, Jr.                      Spare 7D Driver
- Richard Langmeyer                   Spare 7D Driver
- Karl Wells                               Spare CDL Driver

- Jeffrey Zent                                      Sub Cafeteria
- James Thomas                                     7D Driver
- Kathleen Mills                                     Art Teacher, ASLP

Mr. Widegren made a motion for the Board to vote to approve the additions listed on the agenda. Ms. Beal seconded the motion.

SO VOTED – UNANIMOUS

○ Status Change

**VOTE**

- Helen Ho     Monitor to CDL Driver

Ms. Putnam moved that the Board vote to accept Ms. Ho's status change. This motion was seconded by Ms. Beal.

SO VOTED – UNANIMOUS

● OPEB Transfer

**VOTE**

Mr. Hilton recommended that Board consider a vote to transfer the 2014 OPEB accrual of \$180,000 to the OPEB Trust Fund. Mr. Hilton indicated that these funds had been accrued as obligated for “OPEB” in FY14; however, the Board had previously recommended that the actual transfer of the OPEB funds to the irrevocable trust not occur until the completion of the following fiscal year (FY15) audit process. (The audit was accepted and voted at the December meeting). Mr. Hilton noted that this process provides an 18 month period from the accrual of funds to the actual transfer of funds.

Ms. Beal made a motion for the Board to vote to approve the transfer of \$180,000 to the OPEB Trust Fund. This motion was seconded by Ms. DiPaolo.

SO VOTED - UNANIMOUS

**c. FY17 Spending Plan / Budget Development**

Mr. Hilton and Mr. Brown discussed the status and timeline for the Collaborative FY17 Budget Development. He noted that the timeline for approval of the Collaborative Spending Plan / Budget is reflective of member district needs. He explained that the initial DRAFT of the Spending Plan / Budget has been presented to the Board each April and reviewed at subsequent Board meetings. He further explained that the Board has historically approved preliminary rates at their May meeting(s) with final approval of the Spending Plan/Budget at the June Board meeting.

Mr. Hilton noted that the meeting of the Finance Subcommittee, scheduled to occur prior to the March meeting, did not occur. He noted the goal is to bring the Spending Plan/Budget before the Board at the April meeting to ensure appropriate input from Board members, and recommended that a meeting of the Finance Subcommittee be scheduled prior to the April meeting. Mr. Widegren suggested that the Subcommittee should meet on Wednesday, April 13, 2016 at 4:00 PM and asked that other members of this Subcommittee be notified. Mr. Hilton noted that there a few factors that each district, and the Collaborative, must consider and include in the FY17 Budget:

- Health Insurance Costs
  - Cape Cod Municipal Health Group has indicated that the health insurance costs will increase nine percent (9%) this coming fiscal year.
  - The Affordable Care Act *may* necessitate some further changes to the coverage provided by the Collaborative in the future.

#### **d. Programs/Services**

- Waypoint Academy
  - Proposed Site Change
    - Proposed Location
  - Enrollment Update
  - Programming
  - Status of Commitments – FY16

#### **DISCUSSION**

Mr. Hilton noted that Mr. Carroll was ill and unable to attend this meeting. Mr. Hilton discussed the enrollment and programming at the Waypoint Academy. He noted that enrollment in the program has remained strong. He explained that both Falmouth and Barnstable have unused commitments for this year, and may be decreasing commitments for 2016-2017.

Mr. Hilton discussed the evolving opportunity to consider the relocation of Waypoint Academy to a location contiguous (or on) the campus of Upper Cape Cod Tech. He noted that a market analysis has been performed on property abutting Upper Cape Cod Tech, indicating the fair market value of the site is between \$400,000 and \$495,000. He also indicated that the Board has approved a feasibility study for this site. Mr. Hilton described the unique qualities of this property which impact the procurement procedure. He explained that the steep, sloping land might allow the Collaborative to build a facility that was appropriate to house both Waypoint Academy and a Recovery Program.

Ms. Putnam asked if this is the only site being explored. Mr. Hilton noted that various locations have been considered in the past, including Camp Burgess (Sandwich), and available school buildings in Sandwich and Barnstable. Ms. Putnam noted that a location in the Mid-Cape area would provide easier access to the program for students living on the Lower Cape. Mr. Hilton explained that most of Waypoint's current enrollment is significantly from the Mid-Cape to Upper Cape, and off-Cape school systems. He noted that it is important to find a location which will maintain the capacity of the program at a reasonable expense to school districts while providing a breadth of offerings for students. Mr. Hilton observed that relocating the program to the site under exploration would reduce the commute time for most students, including those residing on the Lower-Cape. Ms. Williams observed that the opportunity to work with the Upper Cape Cod Technical High School adds value to this location.

Ms. Larsen noted that she is scheduled to visit the Waypoint Academy tomorrow and is looking forward to learning more about the program.

- STAR / Osterville
  - Enrollment
  - Programming
  - FY17 Planning

Ms. Woods discussed the status of enrollment and programming at the Osterville STAR Program. She noted one student has “aged out” of the program and that the current enrollment stands at 64. She explained that program enrollment may fluctuate dramatically over the course of a school year. Ms. Woods observed that as many as 15 to 19 students could be leaving the program prior to the 2016-2017 school year, with 10 of these students possibly returning to their home districts.

Ms. Beal asked about students who “age out” of the program, wondering what services or programs are available. Ms. Woods indicated that there are a variety of adult programs available in the area.

- Transportation

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

- 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.

- Therapies

Mr. Hilton provided an update regarding the provision of services within the Collaborative and to districts (and others).

- FY16 Service Commitments

- Mr. Hilton continued the discussion regarding the status of the employees that had provided these services as well as efforts that continue to solicit appropriate work for these employees with member (or non-member) districts.

- i. The Collaborative currently has the capacity to contract out the following services:

1. PT – ½ day
2. OT – 0 days (recent contract for March through June)
3. Speech (assistant) – Recent contract for March through June.

- Special Projects

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

- Professional Development / Grants



- PreSchool Expansion Grant Update  
Mr. Hilton briefly discussed the activities associated with this grant.
- ASLP  
Mr. Hilton updated the Board regarding the planning for the Summer 2016 ASLP Program.
  - **ASLP Student Handbook Approval**                      **VOTE**  
Mr. Hilton asked the Board to consider approval of the ASLP Student Handbook for the Summer of 2016.  
Ms. Beal made a motion for the Board to vote to approve the ASLP Student Handbook. This motion was seconded by Ms. Putnam.  
SO VOTED – UNANIMOUS

Mr. Lazarus left the meeting at 6:00 PM.  
Mr. Widegren left the meeting at 6:03 PM.

- Mr. Hilton noted that there has been a very large class applying to the program this year with a significant wait-list developing.
- He also explained that there are evolving items to discuss associated with decisions regarding eligibility of some students for participation.
- Center for Executive Search  
Mr. Hilton provided an update regarding the current activities supported through the Center for Executive Search and potential future efforts.
  - Sandwich Public Schools – Consultation (current)
  - Mashpee Public Schools – Consultation (current)

#### **e. Virtual High School**

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

#### **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.

### **VI. Other**

Mr. Hilton noted that the SubCommittee involved in the Business Manager search will be meeting on March 15, 2016 at noon.

### **VII. Executive Session (if necessary)**

Although it was not necessary to enter into executive session during this meeting, Mr. Hilton suggested that it may be necessary to discuss issues related to post-employment benefits in Executive Session at the next meeting.



## **VIII. Adjournment**

Ms. Larsen made the motion that the Board vote to adjourn the March 9, 2016 meeting of the Cape Cod Collaborative Board of Directors. This motion was seconded by Ms. DiPaolo.

SO VOTED – UNANIMOUS

The meeting adjourned at 6:12 PM.