



Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
September 12, 2018

I. Call to Order

The September 12, 2018 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:00 PM by John Furnari, Chair. In attendance were:

Falmouth	John Furnari, Chair
Barnstable	Barbara Dunn
Cape Cod Tech	Scott McGee
Dennis-Yarmouth	Phillip Morris (in at 5:06 PM)
Martha's Vineyard	Lisa Reagan
Mashpee	Nicole Bartlett (out at 6:00 PM)
Nauset	Robert Jacobus
Orleans	Hank Schumacher
Sandwich	Sheri Erikson
Upper Cape Tech	Robert Fichtenmayer (in at 5:50 PM)
Wareham	Michael Flaherty
Wellfleet	Jill Putnam
Participating remotely:	
Bourne	Chris Hyldborg

Also in attendance:

Treasurer	William (Bill) Friel
Secretary	Elizabeth (Beth) Deck

Executive Director	Paul Hilton
Business Manager	Amy Lipkind
Director of Special Ed Programs	Dr. Anita Woods
Asst. Director of Special Ed Programs	Christina Caputo
Administration & Finance Coordinator	Marc Dupuis
Director of Special Projects	Dr. Christopher Bogden

Mr. Furnari asked Board members to consider a motion to suspend voting rights Provincetown, Truro, Monomoy and Nantucket, as there has been no representation

from these districts at the past two Board meetings. Mr. Hilton noted the Articles of Agreement provide for this suspension and also allow the Board to consider a vote to reinstate voting rights if/when representatives of these districts attend.

Mr. Furnari asked that all votes taken at the meeting be roll-call votes as Mr. Hyldburg was participating remotely.

Mr. McGee made a motion that the Board vote to suspend the voting rights for Provincetown, Truro, Monomoy and Nantucket. Mr. Jacobus seconded the motion. A roll-call vote was taken: Mr. Jacobus – yes, Mr. Schumacher – Yes, Ms. Putnam – Yes, Ms. Bartlett – Yes, Mr. Flaherty – Yes, Ms. Reagan – Yes, Ms. Dunn – Yes, Ms. Erikson – Yes, Mr. McGee – Yes, Mr. Hyldburg – Yes, Mr. Furnari – Yes.

The motion passed by unanimous vote.

Ms. Reagan asked Board members to consider moving the time of the meeting, suggesting 4:00 PM instead of 5:00 PM, as it can be difficult to travel back to Martha's Vineyard should the meeting run late (due to boat schedule). Mr. McGee observed Mr. Hyldburg's remote participation in this meeting and indicated that remote participation may be a viable option.

Mr. Furnari suggested that further discussion could occur regarding remote participation, to set guidelines regarding the number of remote sessions allowable during the year. Mr. Hilton noted that remote participation is only allowed when a quorum is present in the room. Mr. McGee expressed his support for further discussion resulting in the creation of a policy for Board members.

Mr. Hyldburg extended thanks to Collaborative drivers and transportation staff. Bourne made several changes to bus routes; the Collaborative was helpful and responsive to the challenges created.

Mr. Furnari asked the Board for a motion to enter into Executive Session to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body; and to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

Mr. McGee made a motion that the Board enter into Executive Session for the stated purpose. Mr. Flaherty seconded the motion. A roll call vote was taken: Mr. Jacobus – yes, Mr. Schumacher – Yes, Ms. Putnam – Yes, Ms. Bartlett – Yes, Mr. Flaherty – Yes, Ms. Reagan – Yes, Ms. Dunn – Yes, Ms. Erikson – Yes, Mr. McGee – Yes, Mr. Hyldburg – Yes, Mr. Furnari – Yes.

The Board Entered into Executive Session at 5:07 PM.

II. Minutes

a. June 13, 2018

VOTE

Mr. McGee made a motion that the Board vote to approve the minutes of the June 13, 2018 meeting. Ms. Erikson seconded the motion. A roll-call vote was taken:

Mr. Jacobus – Abstain, Mr. Schumacher – Yes, Ms. Putnam – Abstain, Ms. Bartlett – Yes, Mr. Flaherty – Yes, Ms. Reagan – Abstain, Ms. Dunn – Abstain, Ms. Erikson – Yes, Mr. McGee – Yes, Mr. Hyldborg – Yes, Mr. Furnari – Yes.

The motion passed.

III. Old Business

a. Transportation

- Invoicing

Ms. Lipkind updated the Board regarding the invoicing status for FY18 & FY19 (summer) invoicing to districts. Ms. Lipkind noted invoicing for July has been completed and August invoicing is expected to be mailed within the next few days.

Ms. Lipkind observed that the creation of September invoices is usually a more involved process and will most likely take six to eight weeks.

Mr. Hilton noted the invoicing for small buses is time consuming with several complicated factors and this item remains on the agenda for this reason. It was noted that changes and additions to the routes will be up-to-date by next month.

b. Waypoint Relocation – Planning Options

Mr. Hilton noted the Board discussed all viable options for relocating the Waypoint program during Executive Session. He suggested the Board Facilities Subcommittee schedule a meeting to continue the discussion.

Dr. Woods noted Waypoint Academy had a smooth opening this year, thanks to the custodial staff. The space currently being utilized at the Wing School functionally fits the program's needs quite well.

The Waypoint Academy Program relocated to a portion of the Henry T Wing School in August 2017. The Collaborative negotiated a three (3) year lease with the Sandwich Public Schools and completed renovations sufficient to effectively support the programming at that site. The Collaborative has use of approximately 21 rooms in the building, as well as the library, cafeteria, kitchen, gymnasium and fields. The location has also proven to be more advantageous than the Otis Memorial School site for transportation purposes.

The Sandwich Board of Selectman and the Sandwich Town Meeting have announced that they will be seeking proposals to develop the Henry T Wing site (newspaper article from Sandwich Enterprise, August 31, 2018 included in Board materials was referenced). Mr. Hilton explained that the Collaborative still maintains a lease

through the 2019-2020 School Year and has the opportunity to discuss the opportunity to develop the property with the Collaborative continuing to utilize a portion as a school.

Mr. Hilton explained that planning will need to continue to occur regarding the future location for the Waypoint Academy program. Mr. Hilton explained that following options, which were subsequently discussed in open session:

- ***Henry T Wing School – Sandwich***

The Wing School was closed (as a Sandwich school) by the Sandwich Public Schools in 2015 as the district re-aligned due to decreasing enrollment and building capacity issues.

The Board of Selectmen and the School Committee have voted to enter into a short-term (3 year) lease with the Collaborative of a portion of the (very large) building.

The Collaborative currently utilizes a portion of the building dating from 1974 for classrooms as well as use of common areas including the gymnasium, the library, the cafeteria, the kitchen and the athletic fields.

The Town of Sandwich, through its' Town Meeting, has elected to solicit proposals for the development of the property with several restrictions placed upon it (information included with Board information for this meeting).

- ***0 & 230 Sandwich Road, Bourne***

Mr. Hilton has continued discussions with the owner of the property at 0 & 230 Sandwich Road in Bourne. The owner has recently requested that the Collaborative consider purchasing the property and Mr. Hilton has been contacted by the owner's attorney.

The owner's attorney has also requested that the Collaborative share commercial appraisals (funded by the Collaborative) completed in 2016 as well as a feasibility study the Collaborative completed two years ago.

These items (previously shared in Executive Session) were discussed in Executive Session as they form a basis for potential real estate negotiations.

Mr. Hilton recommended that the Board discuss the offer from the property owner in Executive Session. There was a vote taken in Executive Session not to release the previously performed appraisal of the property and a SubCommittee of the Board was formed to explore the option for this site (as well as others). The Facilities/Site SubCommittee is Christopher Hyldborg, Phil Morris and John Furnari.

- ***Upper Cape Cod Regional Technical School (Rear of Property)***

Mr. Hilton briefly referenced a feasibility study associated with the construction of a building on the UCCRTS property. He noted that the study was conducted two years (shared in Executive Session) ago indicated that there was a high cost associated with site development.

- ***YMCA, Camp Burgess & Hayward***

Mr. Hilton briefly discussed an option for re-engaging in further conversations with the South Shore YMCA regarding potential development of a campus for Waypoint Academy on the grounds of either Camp Burgess or Camp Hayward in Sandwich. These options had been discussed in the past, but had not recently been pursued.

IV. New Business

a. Wing School

Mr. Hilton and Ms. Lipkind discussed recent modifications made to the Wing School to ensure the viability of the site for Collaborative educational purposes. These modifications included substantial repair to the HVAC system, refrigeration systems, additional emergency systems, and Information Technology enhancements.

Mr. Hilton noted the program is entering its second year in the Wing School. Staff are getting comfortable, and appreciate the stability.

Mr. Schumacher asked if the budget for renovation had been exceeded. Ms. Lipkind indicated that it had not. She noted up to \$200,000 had be approved by the Board; the expenses came in approximately \$180,000.

b. Tower Grant Application

Mr. Hilton discussed the recent invitation by the Peter and Elizabeth Tower Foundation to submit an application to be submit a grant proposal for funding to support a regional initiative. The Collaborative submitted a preliminary application (copy included with Board materials) and was invited to apply for funding.

Mr. Hilton and Dr. Magdalene Giffune participated in a teleconference with the grant team on Wednesday, September 5th to discuss the proposed grant initiative further. The Collaborative is seeking funding is for the regional support of district based “Multi-Tiered Systems of Support” activities. (Mr. Hilton explained that a somewhat similar grant had been funded to the National Center for Learning Disabilities-NCLD) over the past three years.)

The Collaborative is seeking approximately \$161,250 from the Tower Foundation over three (3) years as well as participating districts commitment(s) of \$3,000 to \$4,000 (each) per year. It is expected that Dennis-Yarmouth, Falmouth, Monomoy, Sandwich, Truro, Nantucket and Cape Cod Regional Technical High School will participate in this initiative.

Mr. Jacobus observed that the Nauset schools were not mentioned as participant. Mr. Hilton noted Nauset is certainly eligible to become involved. The fact that the district was not included in the original application does not exclude the district from future participation.

c. Personnel

Mr. Hilton highlighted some of the changes to staffing which occurred since the last Board meeting. Mr. Furnari noted the Board delegated personnel authority to Mr. Hilton in June with changes to be approved by the Board at the September meeting.

- *Food Service*

Ms. JoAnne McDade is a former culinary arts teacher and food service director at North River Collaborative. The Food Service position at Waypoint Academy has been restructured to support future culinary arts instruction within the Waypoint student day. The formalization of the food service position will also ensure continuity in Food Service operations throughout the Collaborative as Mr. Rick Strawn formally retired on July 31, 2018. Mr. Strawn will continue to coordinate lunches for the Osterville STAR program for the 2018-2019 School Year.

- *Facilities*

Mr. Thomas Klimm agreed to a role within the Collaborative as the Facilities Coordinator. Mr. Klimm will maintain an active schedule cleaning the Collaborative program sites as well as coordinating vendor work and supervising the Collaborative Facilities staff. The supervision of the staff will require significant “job coaching”, a skill consistent with Mr. Klimm’s background and experience.

- *Transportation Lot Support Generalist*

The Collaborative has continued to maintain the need for “lot support” and “lot coordination” to support Transportation operations. The Board has supported the position of “Lot Coordinator” in substantial Collaborative transportation sites (Nauset, Bourne, Mashpee). Mr. Maurice Wyman served as the “Lot Coordinator” for the Bourne site for the 2017-2018 School Year. A change in the structure of the position has been implemented (provisionally) to ensure that the capacity for the coordination is shared among all Collaborative sites. This position is expected to be (at least) 40 hours per week, year round, in support of all Transportation needs throughout the region, supervised by the Transportation Manager and will include substitute driving as necessary (in any/all sites).

d. Dennisport Transportation Site

VOTE

Mr. Furnari noted the Board previously voted to authorize Mr. Hilton to enter into negotiation of a lease for additional transportation space in Dennisport, MA. Mr. Hilton described the necessity to procure additional “garage bay” space as well as parking for the increasing fleet of Collaborative vehicles. He indicated the Dennisport facility will provide parking for 50 buses. Ms. Lipkind referred to the copy of the proposed lease, which was included with Board materials. She indicated the lease has been reviewed by Collaborative’s counsel.

Mr. Hilton and Ms. Lipkind recommended that the Board vote to approve the final version of the lease and to amend the Spending Plan/Budget to reflect the inclusion of this lease.

Mr. McGee made a motion that the Board vote to accept the proposed lease. Ms. Putnam seconded.

Mr. Jacobus asked about the number of buses currently owned by the Collaborative. Ms. Lipkind indicated the Collaborative currently operates 165 buses.

Mr. Hyldburg asked about the potential liability incurred in leasing a possibly contaminated facility. Ms. Lipkind noted the Collaborative placed a specific condition on the RFP, and that the lease contains a “hold harmless” clause.

A roll call vote was taken: Mr. Jacobus – yes, Mr. Schumacher – Yes, Ms. Putnam – Yes, Ms. Bartlett – Yes, Mr. Flaherty – Yes, Ms. Reagan – Yes, Ms. Dunn – Yes, Ms. Erikson – Yes, Mr. McGee – Yes, Mr. Hyldburg – Yes, Mr. Furnari – Yes.

The motion passed by unanimous vote.

e. Preparation for Superintendent’s Meeting with Dr. Peter Francese

Mr. Hilton discussed the preparations and scheduling for a “working group” meeting with economic demographer Dr. Peter Francese. Dr. Francese facilitated discussions throughout the region in 2008-2009 regarding population and economic trends.

It is expected that the Superintendents will meet with Dr. Francese in October.

Mr. Hilton discussed further plans to have Dr. Francese facilitate a further “working group” meeting with Superintendents and Collaborative Board Members before a larger convening of School Committees and Superintendents to discuss planning to meet the (evolving) needs of a changing economic and demographic landscape in the region.

f. All-Cape In-Service

Dr. Christopher Bogden and Mr. Hilton discussed the planning for the 2018 All-Cape In-Service. A pamphlet listing available workshops was provided at the meeting. Dr. Bogden indicated that is expected that there will be twenty (20) workshops offered, with final offerings dependent upon enrollment. At the time of the meeting, Dr. Bogden did not have information regarding district participation. The 2018 All-Cape In-Service will occur on Friday, October 5, 2018. Mr. Hilton observed several districts in the region have significant internal activities already planned for that date. Although past participation involved 500 to 700 attendees, it is anticipated that this year’s participation will be closer to 400 attendees.

g. Finance SubCommittee

It was recommended that the Finance SubCommittee be reconvened within the coming month to advise the entire Board on financial matters that will arise in the coming fiscal year, including but not limited to: FY18 Audit, FY19 Spending Plan and Budget revisions, and the Collaborative Treasurer evaluation.

Mr. McGee, Ms. Erikson, Mr. Furnari and Mr. Morris volunteered to participate on this SubCommittee.

h. Vocational Programming

Mr. Hilton and Ms. Caputo updated the Board regarding the continued development of the Career & Vocational Technical Education (CVTE) programming that had been grant funded for the 2017-2018 school year. This initiative targeted students that have not been able to successfully access the CVTE opportunities at the regional vocational technical schools. The program currently has two components, one for Waypoint students and the other for district-based students.

The program continues to utilize the expertise of the Upper Cape Cod Regional Technical High School (UCCRTS) and operates with Collaborative staff in the Collaborative space at the Wing School.

- **Memorandum of Agreement (MOA) between Cape Cod Collaborative and Upper Cape Cod Regional Technical School** **VOTE**

Mr. Hilton explained that the Collaborative has continued to develop a relationship with UCCRTS regarding the provision of CVTE opportunities throughout the region. The Collaborative and UCCRTS are seeking to formalize the relationship with a MOA to prepare for further program development, especially in seeking grant funding to support regional activities.

Mr. Hilton recommended the Board consider and approve the MOA regarding the support of CVTE opportunities through the Collaborative.

Mr. Hyldborg made a motion that the Board vote to approve the MOA between the Collaborative and UCCRTS. Ms. Putnam seconded the motion. A roll call vote was taken: Mr. Jacobus – yes, Mr. Schumacher – Yes, Ms. Putnam – Yes, Ms. Bartlett – Yes, Mr. Flaherty – Yes, Ms. Reagan – Yes, Ms. Dunn – Yes, Ms. Erikson – Yes, Mr. McGee – Yes, Mr. Hyldborg – Yes, Mr. Furnari – Yes.

The motion passed by unanimous vote.

- **Rate Establishment for District Student Participation** **VOTE**

Mr. Hilton explained that the CVTE activities are no longer grant supported. He explained that a commitment of resources is required to continue the program. He explained that the Collaborative has hired staff that will continue to operate the program, and is seeking to offset staffing costs with tuition for district-based students.

Mr. Hilton recommended the Board approve a tuition rate for this program of \$7,000 per year.

Mr. Morris made a motion that the Board vote to approve a tuition rate of \$7,000 per student for Collaborative CVTE program enrollment. Ms. Putnam seconded the motion.

Mr. Hyldborg asked if tuition could or would be reduced should an increase in enrollment more than cover Collaborative costs. Mr. Hilton said that tuition would absolutely be adjusted, and districts refunded tuition if appropriate to do so.

A roll call vote was taken: Mr. Jacobus – yes, Mr. Schumacher – Yes, Ms. Putnam – Yes, Ms. Bartlett – Yes, Mr. Flaherty – Yes, Ms. Reagan – Yes, Ms.

Dunn – Yes, Ms. Erikson – Yes, Mr. McGee – Yes, Mr. Hyldborg – Yes, Mr. Furnari – Yes.

The motion passed by unanimous vote.

Mr. Fichtenmayer joined the meeting at 5:50 PM

i. FY18 Warrants

VOTE

- | | | | |
|-------|------|-------|------|
| • #47 | VOTE | • #52 | VOTE |
| • #48 | VOTE | • #53 | VOTE |
| • #49 | VOTE | • #54 | VOTE |
| • #50 | VOTE | • #55 | VOTE |
| • #51 | VOTE | | |

Mr. Furnari asked for a motion to vote FY18 Warrants numbered 47 through 55 as a slate. Ms. Erikson made this motion, which was seconded by Mr. McGee.

A roll call vote was taken: Mr. Fichtenmayer – Yes Mr. Jacobus – yes, Mr. Schumacher – Yes, Ms. Putnam – Yes, Ms. Bartlett – Yes, Mr. Flaherty – Yes, Ms. Reagan – Yes, Ms. Dunn – Yes, Ms. Erikson – Yes, Mr. McGee – Yes, Mr. Hyldborg – Yes, Mr. Furnari – Yes.

The motion passed by unanimous vote.

Ms. Erikson made a motion to approve the slate of FY18 Warrants. Mr. McGee seconded the motion.

Mr. Hyldborg asked for clarification regarding payments made to Dr. Hauser. Mr. Hilton noted Dr. Hauser is Risk-Eraser, and payments were for software and summer consultation for both STAR and Waypoint program.s

A roll call vote was taken: Mr. Fichtenmayer – Yes Mr. Jacobus – yes, Mr. Schumacher – Yes, Ms. Putnam – Yes, Ms. Bartlett – Yes, Mr. Flaherty – Yes, Ms. Reagan – Yes, Ms. Dunn – Yes, Ms. Erikson – Yes, Mr. McGee – Yes, Mr. Hyldborg – Yes, Mr. Furnari – Yes.

The motion passed by unanimous vote.

j. FY19 Warrants

VOTES

- | | | | |
|------|------|-------|------|
| • #1 | VOTE | • #7A | VOTE |
| • #2 | VOTE | • #7B | VOTE |
| • #3 | VOTE | • #8 | VOTE |
| • #4 | VOTE | • #9 | VOTE |
| • #5 | VOTE | • #10 | VOTE |
| • #6 | VOTE | | |

Ms. Erikson made a motion that the Board vote FY19 Warrants numbered 1 through 10 as a slate. Mr. McGee seconded the motion.

A roll call vote was taken: Mr. Fichtenmayer – Yes Mr. Jacobus – yes, Mr. Schumacher – Yes, Ms. Putnam – Yes, Ms. Bartlett – Yes, Mr. Flaherty – Yes,

Ms. Reagan – Yes, Ms. Dunn – Yes, Ms. Erikson – Yes, Mr. McGee – Yes, Mr. Hyldborg – Yes, Mr. Furnari – Yes.

The motion passed by unanimous vote.

Ms. Erikson made a motion that the Board vote to approve the slate of FY19 Warrants. Mr. Jacobus seconded the motion.

A roll call vote was taken: Mr. Fichtenmayer – Yes Mr. Jacobus – yes, Mr. Schumacher – Yes, Ms. Putnam – Yes, Ms. Bartlett – Yes, Mr. Flaherty – Yes, Ms. Reagan – Yes, Ms. Dunn – Yes, Ms. Erikson – Yes, Mr. McGee – Yes, Mr. Hyldborg – Yes, Mr. Furnari – Yes.

The motion passed by unanimous vote.

k. FY19 Spending Plan

• Updates

○ Recommended spending Plan Revision(s)

Ms. Lipkind and Mr. Hilton discussed the process for recommending changes in the mandated budget items (statutory required budget line items) and the Annual Spending Plan.

It was noted that, although the only major change being recommended at this time is the addition of the Dennisport lease, it is likely that there will be a need to refine the Spending Plan and the Statutory Budget during the year to include personnel modifications.

• Personnel (Please note that these items reflect changes that have occurred since the past Board meeting in June, 2018)

○ **Additions:**

VOTE

- | | |
|-----------------------|--|
| • Barton, Elizabeth | Occupational Therapist |
| • Buck, Nadine | STAR Paraprofessional |
| • Cunningham, Joan | Monitor (Spare) |
| • Dempsey, Linda | Waypoint Paraprofessional |
| • Desmond, John | Administrative Support, Transportation |
| • Doherty, Rachel | Waypoint Counselor |
| • Graser, Christopher | STAR Paraprofessional |
| • Heinlein, Matthew | Waypoint Paraprofessional |
| • Henson, Kelly | STAR ESY Paraprofessional |
| • Kuhn, Jennifer | Waypoint Paraprofessional |
| • McClelland, Karolyn | CDL Nauset |
| • McDade, Joanne | Food Service, Waypoint |
| • Powers, Justine | STAR Paraprofessional |
| • Salviati, Mary | Monitor (Spare) |
| • Sprague, Bridget | STAR ESY Program only |

○ **Reductions:**

VOTE

- Adams, Elizabeth Monitor (Spare)
- Adams, Shaelyn STAR Teacher
- Almas, Laura Waypoint Paraprofessional
- Ayres, Holly 7D Driver
- Boren, Bruce Occupational Therapist (*Retired*)
- Cataldo, Emilie Physical Therapist
- Cleary, Patricia Monitor
- Costello, John R STAR Paraprofessional
- Criasia, James Monitor (Spare)
- Dailey, Christine STAR Reading Specialist
- Dellamano, Frank Custodial/Facilities (Temporary)
- Dwyer, Kathleen Monitor (Spare – Nantucket)
- Ellis, Carolyn Monitor (Spare)
- Fennelly, Jason Waypoint Counselor (*Retired*)
- Flaherty, Paul Monitor/Spare CDL
- Foster, Ashley Monitor
- Henson, Kelly STAR ESY Paraprofessional
- Ingram, Kim CDL (Spare)
- Keller, Regina CDL Mashpee (*Retired*)
- Lamborghini, Virginia CDL Mashpee ID Sped
- Langmeyer, Richard 7D Driver
- Lavoie-Wilbur, Diane STAR Paraprofessional
- Lawson, Kristen Payroll Clerk
- Leather, Naomi STAR Teacher
- Lincoln, Peter Monitor (Spare)
- Maggiacomo, Lauren Waypoint Teacher
- Mayer, Doreen CDL Nauset
- McClelland, Karolyn CDL Nauset
- Quinn, Ashley STAR RN Sub
- Radosevic, Nancy Occupational Therapist (*Retired*)
- Reilly, Tristan STAR Teacher
- Sprague, Bridget STAR ESY Paraprofessional
- Styche, James 7D Driver
- Tissari, Susan Food Service, Waypoint

○ **Status Changes:**

VOTE

- Judge, David From CDL-Training to CDL Mashpee
- Klimm, Thomas Teaching Assistant/Counselor to Facilities Coordinator
- Moore, Katrina From Spare Monitor to Monitor
- Reyes Diaz, Jael From Spare Monitor to Monitor
- Roderick, Anne-Marie From Monitor to Spare Monitor

- Salviati, Mary From Spare Monitor to Monitor
- Strawn, Richard From Facilities to Food Service
- Walsh, Michael From Waypoint Para to Teacher
- Ward, Tamera From Sub CDL to CDL Mashpee
- Williams, Clifford From Spare CDL to CDL Mashpee
- Williams, Mary From STAR Para to Teacher
- Maurice Wyman Lot Coordinator to Lot Support Generalist

Mr. Furnari asked for a motion to vote all personnel changes as a slate. Mr. McGee made a motion that the Board vote all personnel changes noted on the agenda as a slate. The motion was econded by Mr. Jacobus. A roll call vote was taken: Mr. Fichtenmayer – Yes Mr. Jacobus – yes, Mr. Schumacher – Yes, Ms. Putnam – Yes, Ms. Bartlett – Yes, Mr. Flaherty – Yes, Ms. Reagan – Yes, Ms. Dunn – Yes, Ms. Erikson – Yes, Mr. McGee – Yes, Mr. Hyldburg – Yes, Mr. Furnari – Yes.

The motion passed by unanimous vote.

Mr. Fichtenmayer made a motion that the Board vote to approve the slate of personnel changes. This was seconded by Mr. Flaherty. A roll call vote was taken: Mr. Fichtenmayer – Yes Mr. Jacobus – yes, Mr. Schumacher – Yes, Ms. Putnam – Yes, Ms. Bartlett – Yes, Mr. Flaherty – Yes, Ms. Reagan – Yes, Ms. Dunn – Yes, Ms. Erikson – Yes, Mr. McGee – Yes, Mr. Hyldburg – Yes, Mr. Furnari – Yes.

The motion passed by unanimous vote

- Request to Draw from Sick Bank **UPDATE**
 - Mr. Hilton provided a brief update on the employee who had sought to draw from the sick bank last school year. This employee is actively pursuing disability retirement.
- Service Commitments - Changes
 - Programs
 - STAR
 - i. September Enrollment
 - ii. Initial Population Projection
 - Waypoint Academy
 - i. Commitments Projected
 - ii. Total School Year Projected
 - Therapies
 - i. Physical Therapy – Mr. Hilton explained that the Sandwich Public Schools reduced their commitment of .6FTE and hired a physical therapist to work directly for the schools system. He noted that the (former) Collaborative employee was

contracted to meet this need and that the Collaborative position was not refilled.

- ii. Occupational Therapy – Mr. Hilton noted the following:
 1. The Provincetown Public Schools reduced their .2FTE commitment for an Occupational Therapist and contracted directly with an Occupational Therapist.
 2. The Martha’s Vineyard Public Schools reduced their .4FTE commitment for an Occupational Therapist. The (now retired) Collaborative employee was contracted to perform this service for the Marth’s Vineyard Public Schools.
 3. The aforementioned capacity (.6FTE total) was not re-filled.
- iii. Speech Therapy – Mr. Hilton explained tht the Pilgrim Collaborative did not recommit for Speech Therapy services for the 2018-2019 School Year (approximately .6FTE), associated with this change, the Collaborative did not recommit to with Monomoy Regional School District for service provision by Monomoy staff for the 2018-2019 school year.. Mr. Hilton noted that the Speech Therapy area continues to have high district (and Collaborative) demand and that there will need to be planned attention to current and future staffing needs.

I. FY18 Spending Plan / Budget / Close-Out

Ms. Lipkind discussed the status of FY18 close out. The Collaborative Auditors (Powers & Sullivan) were on-site in July and in August/September. Ms. Lipkind indicated the Actuarial Report was recently received and has been forwarded to the auditors. Ms. Lipkind indicated she is communicating with the auditors and has received requests for some additional information. It is expected that a draft of the audit will be available for review at the November meeting, prior to a final vote at the December meeting.

Ms. Bartlett left the meeting at 6:00 PM.

m. Programs/Services

- Waypoint Academy
 - Enrollment
 - Programming
 - New Staff
 - Camp Burgess Planning
 - Facility Issues
 - Status of Commitments – FY19
- STAR / Osterville
 - Enrollment

- New Staff
- Open House
- Programming
 - Current Initiatives
 - Program Opening
- Age Waiver Applications

Dr. Woods and Ms. Caputo discussed the enrollment and programming at Waypoint Academy and the STAR Program. Dr. Woods extended an invitation to Board members, offering a tour of both public day programs operated by the Collaborative. She provided an overview of each program.

Dr. Woods noted that the STAR Program, located in Osterville, provides programming for elementary school students who require social/emotional support, up to grade 5. The program also provides programming for students with autism, cognitive and/or communication disorders and behavioral needs. These students may participate in the program from the age of 3 until age 22.

Dr. Woods explained that Waypoint Academy provides programming for students in middle school and high school in an alternative educational setting. Students may have mental health issues or social / emotional needs. Dr. Woods extended her thanks to Mr. Furnari. She indicated that staff from both programs met for the first joint training session at the Seacrest in Falmouth. Dr. Woods indicated the feedback from staff has been very positive.

Dr. Woods noted four new teachers have been hired for the 2018-2019 school year. Three of these teachers are Collaborative staff who participated in the Bridgewater cohort, achieving initial licensure as teachers as a result of their participation. She credited the Board for their support of this program which provided professional development for Collaborative staff, as well as staff from other school districts.

Dr. Woods introduced Ms. Caputo, who joined the Collaborative after previously working as Special Education Director for the Bourne Public Schools. Ms. Caputo noted the difficult decision she faced leaving her previous position, but noted that her new position with the Collaborative allows her to work with districts in a new way. Mr. Hyldborg extended his thanks to Ms. Caputo for her service to Bourne.

- **Transportation**

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

- **Fall River Agreement**

VOTE

Mr. Hilton explained that the Collaborative has been asked to provide transportation services to a Fall River student. Information was included in the Board packet.

He recommended that the Board vote to authorize him, as the Executive Director, to sign the agreement with Fall River.

Mr. Fichtenmayer made a motion that the Board vote to authorize Mr. Hilton, as Executive Director to sign the agreement with Fall River. Mr. McGee seconded the motion.

Mr. Jacobus, noting a previous conversation regarding the difficulty in staffing drivers for current services, asked if the provision of this service to Fall River left the Collaborative short of drivers for local district routes. Mr. Hilton indicated that this is a van route and does not impact services to districts.

Mr. Morris asked if the agreement was for transportation services only. Mr. Hilton explained that it was and described the situation as unique and complicated transportation. He explained that the Collaborative has been able to provide this service in a situation where other providers have been unable to do so. He also explained that this transport requires a driver monitor, and often significant vehicle repairs.

A roll call vote was taken: Mr. Fichtenmayer – Yes Mr. Jacobus – yes, Mr. Schumacher – Yes, Ms. Putnam – Yes, Mr. Flaherty – Yes, Ms. Reagan – Yes, Ms. Dunn – Yes, Ms. Erikson – Yes, Mr. McGee – Yes, Mr. Hyldborg – Yes, Mr. Furnari – Yes.

The motion passed by unanimous vote.

- Nauset Opening

Ms. Hilton provided an update regarding the start of the provision of general education transportation services for the Nauset Public Schools (including Brewster, Eastham, Orleans and Wellfleet). The fleet of buses for this service are powered by propane gas and include expanded seat-belting capacity.

Ms. Putnam noted the superintendent was pleased that the start of school went so well. She indicated seatbelts will be a topic of continued discussion.

- Staffing

Mr. Hilton and Ms. Lipkind discussed ongoing coordination and changes in staffing for the Transportation area.

- Staffing / Routing

Mr. Hilton updated the Board regarding staffing and routing. The routing and staffing is continually monitored and modified to ensure efficiency (and effectiveness) in operation.

Mr. Hilton indicated the Collaborative is looking to start a recruitment campaign, seeking to encourage new bus drivers.

- Therapies

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

- FY19 Service Commitments

- He noted that the collaborative continues to receive and review commitments for the utilization for Collaborative staff to provide services in school districts for FY19.

- Mr. Hilton explained that the Collaborative currently has the capacity to contract out the following services:
 - i. OT – 1/2 day
 - ii. Speech (assistant) – TBD – in negotiation
 - Mr. Hilton recommended that the Collaborative continue to offer these services for contracting with districts into October with further decisions to be discussed at the Board meeting in October.
- **Special Projects**

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

 - **Multi-Tiered Systems of Support (MTSS)**

Mr. Hilton discussed the status of the work being done in coordination with the National Center for Learning Disabilities and the Tower Foundation. The initial grant supporting this work ends in December 2018. A grant proposal to support further activities is currently being pursued.
 - **All-Cape In-Service**

Dr. Bogden discussed that status of planning (and registration) for this annual programming, coordinated through the Collaborative, earlier in the meeting.
 - **ASLP**

Mr. Hilton discussed the operations and events of the Summer 2018 ASLP Program. Two hundred eleven (211) students participated. Mr. Hilton noted planning for the Summer 2019 ASLP Program has begun. There is expected to be further discussion regarding 2nd year students, as well as discussion about a small increase (\$20 to \$30) in the tuition to help cover the additional costs for the increased days. Mr. Hilton indicated the Board may be asked to review and vote on the ASLP Handbook at the October meeting.
 - **Sheltered English Immersion (SEI) Course Development**

Dr. Bogden discussed the planning activities that are occurring with districts to discern the need for courses and professional development to assist districts (and staff) in meeting the evolving Sheltered English Immersion needs. He noted that three courses are currently being offered, two in Falmouth and one in Barnstable.

n. International Programming

Mr. Hilton and Dr. Bogden discussed recent activities of the Cape Cod Global Education Initiative. Dr. Bogden noted that local educators visited China this past summer. The cooperative educational trip was well received by all, and it is expected that this opportunity will continue to grow.

o. Virtual High School

Mr. Hilton discussed the consortium for Virtual High School that has existed through the Cape Cod Collaborative since 2001. Through cooperative participation, district cost per seat has been significantly reduced.

V. Other

Mr. Hilton received a note from Toni Zugel, a member of the STAR Program Parent Advisory Group, regarding the playground in Osterville. She is willing to pursue fundraising for a new playground, which is estimated to cost \$300,000, but is seeking “seed” money (\$60,000) for grant participation. Ms. Zugel will present before the Board at the October meeting. Mr. Hilton suggested the Facilities SubCommittee could discuss the installation of an accessible playground. Mr. Hilton observed that beginning this discussion will likely result in the closure of the existing playground.

VI. Cracker Barrel Discussion

a. Local District Issues

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

b. Local Administration Changes

Board members introduced themselves, welcoming members who recently joined the Board of Directors.

Mr. Hilton noted several districts have had changes in administrative staffing.

Mr. Morris spoke about the work being done to fund a new middle school for the Dennis-Yarmouth Regional School District. It is possible that the funding for this project will go before each town for a vote on the December ballot.

c. Questions / Concerns

No questions or concerns were brought up at this meeting.

Ms. Putnam left the meeting at 6:28 PM.

VII. Adjournment

Mr. Jacobus made a motion that the Board vote to adjourn the meeting. This was seconded by Mr. Fichtenmayer. A roll call vote was taken: Mr. Fichtenmayer – Yes Mr. Jacobus – yes, Mr. Schumacher – Yes, Mr. Flaherty – Yes, Ms. Reagan – Yes, Ms. Dunn – Yes, Ms. Erikson – Yes, Mr. McGee – Yes, Mr. Hyldborg – Yes, Mr. Furnari – Yes.

The motion passed by unanimous vote.

The September 12, 2018 meeting of the Cape Cod Collaborative Board of Directors adjourned at 6:30 PM.