

Cape Cod Collaborative  
418 Bumps River Road  
Osterville, MA 02655



Board of Directors  
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**Board of Directors Meeting Minutes**  
**418 Bumps River Road, Osterville, MA 02655**  
**October 10, 2018**

**I. Call to Order**

The October 10, 2018 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:03 PM by Mr. Furnari, Chair. In attendance were:

Falmouth	John Furnari, Chair
Eastham	Judy Lindahl, Vice-Chair
Barnstable	Barbara Dunn
Cape Cod Tech	Scott McGee
Orleans	Hank Schumacher
Sandwich	Sheri Erikson
Wareham	Michael Flaherty
Wellfleet	Jill Putnam
Treasurer	William (Bill) Friel
Secretary	Elizabeth (Beth) Deck

Also in attendance were:

Executive Director	Paul Hilton
Director of Special Projects	Dr. Christopher Bogden
Assistant Director of Special Projects	Dr. Joseph Gilbert
Business Manager	Amy Lipkind
Admin and Finance Coordinator	Marc Dupuis
Assistant Director of Special Ed Programs	Christina Caputo
STAR Program PAG Chair	Antoinette (Toni) Zugel

Mr. Furnari asked the Board to consider a vote to suspend voting rights for appointed representatives from Monomoy, Nantucket, Provincetown, Truro and Brewster, as these representatives have missed at least two consecutive meetings.

Mr. McGee made a motion that the Board vote to suspend the voting rights for Monomoy, Nantucket, Provincetown, Truro and Brewster. Ms. Lindahl seconded the motion.

SO VOTED – UNANIMOUS

## **II. Minutes**

### **a. September 12, 2018**

**VOTE**

Ms. Erikson made a motion that the Board vote to approve the minutes of the September 12, 2018 meeting. The motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

## **III. Old Business**

### **a. Transportation**

- Invoicing

Ms. Lipkind updated the Board regarding the invoicing status for FY19 invoicing to districts. She noted that September special education invoicing was in process. She explained that it often takes several weeks to issue September invoices, as there are many changes to be taken into consideration with the new school year (new students, schedules, locations). She also noted that “General education” invoicing has been mailed; many districts have already paid their invoices.

- Reconciliation

Ms. Lipkind shared the status of the reconciliation of costs and revenues projected for FY18 & FY19.

### **b. FY2018 Closeout – Update**

Mr. Hilton and Ms. Lipkind updated the Board regarding the status of the “close-out” of FY2018. They explained that the “allocation” of “non-annualized expenses” voted by the Board during the 2017-2018 School Year (Fiscal Year) was reviewed and discussed with the audit firm as the Audited Financial Statements were formalized.

These items include:

- \$200,000 - moving and/or renovation – Waypoint Academy
- \$122,000 – Otis Memorial School lease payment – Waypoint Academy
- <\$100,000 – Employee Leave Expense

Mr. Hilton and Ms. Lipkind indicated that they continue to work with the auditors regarding an adjustment to the opening balance due to regulatory (GASB75) changes.

### **c. Waypoint Relocation – Planning Options**

Mr. Hilton updated the Board regarding the relocation planning for Waypoint Academy. He noted that the Program relocated to a portion of the Henry T Wing School in August 2017.

Mr. Hilton indicated that 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 during the previous fiscal year. He noted that the Collaborative has use of approximately 21 rooms in the building, as well as the library, cafeteria, kitchen, gymnasium and fields.

Mr. Hilton explained that the Sandwich Board of Selectman and the Sandwich Town Meeting had announced that they will be seeking proposals to develop the Henry T Wing site (please see newspaper article from Sandwich Enterprise, August 31, 2018). He noted 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 (again) reviewed options for the long the long term relocation for the Waypoint Academy program with the Board. Mr. Hilton reflected that further discussion and decisions regarding the pursuit of any individual option occur in Executive Session to protect the “strategy” of the Board in potential real estate (or leasing) negotiations.

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

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

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

The attorney for the owner of the property at 0 & 230 Sandwich Road in Bourne has continued to reach out to the Collaborative about the potential purchase of the property.

It is recommended continued discussion occur Executive Session as these discussions form a basis for potential real estate negotiations.

Mr. Hilton recommended that the Board (again) discuss the offer from the property owner in Executive Session. He also recommended that any votes regarding this item be considered in Executive Session.

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

Mr. Hilton noted that a study of this site was conducted two years ago.

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

Mr. Hilton discussed options regarding a site located at the South Shore YMCA regarding potential development of a campus for Waypoint Academy on the grounds of within Camp Burgess or Camp Hayward in Sandwich.

Ms. Dunn mentioned the Barnstable School Committee is reconsidering the lease of the Waldorf School in Cotuit.

#### **d. Tower Grant Application**

Mr. Hilton discussed the proposal being submitted to the Peter and Elizabeth Tower Foundation to support a regional initiative. He noted that the Collaborative had submitted a preliminary application and was invited to formally apply for a grant. Mr. Hilton indicated that he and Dr. Magdalene Giffune have participated in several teleconferences, including one which had occurred immediately prior to the Board meeting, as the grant process moves forward.

Mr. Hilton explained that the initiative for which 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) over the past three years.

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

He also noted that other districts may also choose to participate in the initiative during the grant period.

### **IV. New Business**

#### **a. Board Members Remote Participation                      Discussion**

Mr. Hilton observed that the Collaborative has implemented technology which allows Board members to participate remotely. He asked if the Board would seek to implement policy and/or guidelines regarding the number of remote sessions allowable during the year. He noted remote participation is only allowed when a quorum is present in the room.

Mr. Furnari asked if the Board would like to cap remote participation at two times per year. He also questioned the effectiveness of remote participation.

Ms. Putnam remarked the Board should go slowly and carefully. The key is that a quorum must be present in the room. She asked if the suggested cap would apply per member per year, or cap the number of Board members allowed to participate remotely per meeting.

Mr. Schumacher suggested the Board could table this discussion until when and if the issue occurs.

Mr. Flaherty observed that under Open Meeting Law, the Board can defer to the Chair on this issue and that there was no need to establish policy.

## **b. Osterville Playground**

## **Discussion / Vote**

Ms. Antoinette (Toni) Zugel participated in the meeting to discuss parent interest in raising funds to replace the playground at the Osterville Campus (STAR Program). Ms. Zugel is a member of the STAR Program Parent Advisory Group. She indicated a willingness to pursue fundraising for a new playground, which has an estimated cost of \$300,000. She explained that she was seeking “seed” money (\$60,000) from the Board to elicit grant participation.

Mr. Hilton noted the existing playground was built in the 1990s. He explained that other playgrounds of this age have been replaced.

Ms. Zugel shared preliminary plans developed in 2014 for a fully accessible playground, which will have a surface allowing wheelchair access. She explained that the ground cover is the largest part of the expense. Ms. Zugel shared her vision of a playground which can be used by all students, as well as children in the community when school is not in session.

Mr. Hilton noted that, to be eligible for Community Preservation funds, the parking and walkways would also require improvement to allow access to the playground. He indicated that a study on this issue was completed a few years ago and is factored into the cost projection.

Mr. Flaherty asked if it was viable to look to member district towns to donate Community Preservation funds, or whether only Barnstable could participate.

Mr. Hilton indicated that all options should be explored. He also observed that the Collaborative is seeking a ten year extension to its current lease of the Osterville campus. He asked the Board to consider committing seed money for this project, noting Barnstable facilities personnel are willing to assist in the development / construction. Mr. Hilton also noted liability and insurance issues (commissioning) need to be explored.

Ms. Putnam thanked Ms. Zugel for her work. She asked if the tech schools could provide some of the labor for this project, as it would provide an interesting learning experience. Ms. Putnam asked what type of ground surface is being proposed. Ms. Zugel indicated that the plan provides a rubberized surface, which should be long-lasting as long as it is maintained.

Mr. McGee asked about investing in a playground in Osterville, wondering if the STAR program would relocate should a new facility be constructed. Mr. Hilton indicated while all options are open, the current preference would be to extend the existing lease for an additional ten years.

Mr. Schumacher asked about current utilization of the playground. Ms. Caputo noted it is used for recess, as an opportunity to take movement breaks, and as a goal (an opportunity to “earn” playground time). She also noted that OT and PT therapists utilize the playground; the playground also provides opportunities for social interactions.

Ms. Erikson asked about the timeframe for fundraising, noting events such as the Seaside Le Mans occur annually. Ms. Zugel indicated that she has letters to seventeen local philanthropic organizations ready to go. Thirteen of these

organizations are located in Osterville. She also hopes to reach out to families who visit Osterville during the summer.

Ms. Putnam noted the playground is used in teachers' education plans and suggested districts could participate in the funding. Ms. Zugel noted another factor driving the cost is the need to accommodate students who remain in the program until aging out at 22 years old. The playground needs to be designed to accommodate adults.

Ms. Lindahl made a motion that the Board vote to appropriate \$60,000, to be used on playground development when the plan moves forward. Ms. Putnam seconded the motion.

SO VOTED - UNANIMOUS

Mr. Hilton recommended that the Facilities Subcommittee continue the discussion regarding the installation of an accessible playground.

**c. 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. He noted Dr. Francese facilitated discussions throughout the region in 2008-2009 regarding population and economic trends.

He explained that the Superintendents will meet with Dr. Francese on October 12<sup>th</sup> to discuss planning for a later "working group" (later October).

Mr. Hilton discussed plans for Dr. Francese to 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.

**d. All-Cape In-Service**

Dr. Christopher Bogden discussed the 2018 All-Cape In-Service, which occurred on Friday, October 5, 2018. Dr. Bogden noted that although several districts in the region had internal activities already planned for the date, seven (7) districts participated sending approximately 300 attendees. He noted that, with the exception of the last-minute cancellation of a popular workshop, the day went well. Informal feedback was very positive. Evaluation forms will be reviewed.

Mr. Hilton mentioned the unique opportunity provided for Physical Education teachers, who could attend workshops provided by the US Tennis Association and the Professional Golfers association (PGA).

Mr. Hilton observed the inclusion of pre-schools in this event negatively impacted the Collaborative financially in an unusual way. He explained that one of the attendees required an interpreter. He noted that, although the workshop was cancelled, the Collaborative still needed to pay a portion of the fee for the service.

Mr. Hilton suggested that additional planning and inclusion of a “contingency fund” for future events might be necessary.

**e. Finance SubCommittee**

Mr. Hilton 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. Furnari, Mr. Morris, Mr. McGee and Mr. Fichtenmayer are current members of this SubCommittee. Ms. Erikson and Mr. Flaherty indicated their willingness to serve.

Mr. Furnari suggested the meeting could occur on a Tuesday afternoon prior to the next Board meeting and said that he would email SubCommittee Members to schedule the meeting.

**f. Transportation SubCommittee**

Mr. Hilton discussed the need for the assignment and meeting of a “Transportation SubCommittee” to discuss and make recommendations regarding items impacting Collaborative Transportation Services. These items include, but are not limited to:

- Efforts for effective driver recruitment/retention
- Service rate development & associated costs (capital / labor / depreciation)
- “Service delivery” beyond school related trips

Mr. Schumacher noted the Collaborative is not a general transportation company and asked what services would be provided beyond the school-related. Mr. Hilton observed trips for parks departments and community-based non-profits have been approved by school districts in the past. He suggested there needs to be boundaries on what the Collaborative can do, and that legal opinion has been sought on this issue. It is important to treat all requesters equally, and that the same rules are applied universally. Mr. Hilton noted pathways for liability and responsibility need to be explored.

Mr. McGee, Mr. Flaherty, Ms. Erikson and Ms. Lindahl agreed to serve on this SubCommittee.

**g. FY18 Warrant**

**VOTE**

- #56 **VOTE**

Mr. Hilton noted this Warrant was for funds encumbered in FY18, but paid in FY19.

Mr. McGee made a motion that the Board vote to approve Warrant #56. The motion was seconded by Ms. Erikson.

SO VOTED - UNANIMOUS

**h. FY19 Warrants**

**VOTES**

- #11 **VOTE**
- #12 **VOTE**

- #13 **VOTE**

- #14 **VOTE**

Ms. Erikson made a motion to approve Warrants #11, #12, #13 and #14 as a slate. Ms. Putnam seconded the motion.

SO VOTED – UNANIMOUS

Ms. Lindahl made a motion that the Board vote to approve the slate of Warrants. Ms. Putnam seconded.

SO VOTED - UNANIMOUS

## **i. 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.

- **Personnel**

- **Additions:**

**VOTE**

- Kathleen Belmonte CDL, Nauset
- David Dwyer CDL, Nauset (spare)
- Beverly Harrington CDL
- Christopher Mailloux CDL (Training)
- John Power Custodial Assistant
- Judy Scola SLP

- **Reductions:**

**VOTE**

- Karen Craddock CDL, Nantucket
- Stacey Jolin CDL, Bourne
- Gilbert Newton ASLP

- **Status Changes:**

**VOTE**

- Deborah Taylor From CDL-Training to CDL

- Request to Draw from Sick Bank

**UPDATE**

Ms. Lindahl made a motion that the Board vote to approve all personnel changes noted on the agenda as a slate. The motion was seconded by Ms. Erikson.

Mr. Flaherty noted there appears to be an increase in the hiring of bus drivers. Mr. Hilton observed that more drivers are needed to cover routes, both as spares and on a regular basis.

SO VOTED – UNANIMOUS

Mr. Flaherty made a motion to approve the slate of personnel changes. Ms. Putnam seconded the motion.

SO VOTED - UNANIMOUS



## **j. Programs/Services**

- Waypoint Academy
  - Enrollment
  - Programming
  - Camp Burgess Planning
  
- STAR / Osterville
  - Enrollment
  - Open House
  - Programming
    - Current Initiatives
    - Program Opening

Ms. Caputo discussed the enrollment and programming at both Waypoint Academy and the STAR Program. She noted that overall, she and Dr. Woods have been thrilled with how well the school year started in both locations. She explained that the enrollment in both programs is healthy, both have active referrals.

It was explained that the focus has been on re-energizing staff for this new school year, working with Camp Burgess and with Dr. Marc Hauser. (Dr. Hauser consults regarding data collection and analysis to guide supports for students.)

Mr. Schumacher asked how the school programs are using Camp Burgess, and whether there has been a change in the utilization since last year. Ms. Caputo noted expansion to a larger enrichment area access to curricula in general across content area. Mr. Hilton observed that each year the Collaborative has utilized different aspects. Initially, students were involved in vocational programming. He noted that the opportunities expanded to include science and ecology programming. Collaborative staff work in conjunction with Burgess' staff in some content areas.

Ms. Caputo provided information about the upcoming STAR Program Open House and invited Board members to attend.

- **Transportation**

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

- **Staffing**

Mr. Hilton and Ms. Lipkind discussed ongoing coordination and changes in staffing for the Transportation area. The critical need for ongoing recruitment and training of drivers was discussed as well as efforts to address the challenge.

Mr. Schumacher asked why the Collaborative is losing drivers, seeking to determine if this was an economic issue. Mr. Hilton noted a number of drivers have come to this as a second career and are now making life changes associated with retirement. He anticipated that the

Collaborative will continue to see a 15% to 20% turnover due simply to an aging workforce.

Mr. Furnari asked how the Collaborative motivates drivers. Mr. Hilton indicated drivers are provided with jackets and shirts, but the most important motivation comes from being connected with the school community in a positive way. Ms. Erikson observed that some ancillary staff are not fully included or supported.

Mr. Flaherty indicated that Wareham recently increased wages for their drivers, but is still struggling with driver retention.

Ms. Putnam observed that drivers work in relative isolation and suggested a social opportunity or free access to an adult education class might be considered.

Mr. Flaherty noted that in Wareham, drivers are allowed to bring their children on the bus reducing day care costs.

- 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).

- FY19 Service Commitments

- The Collaborative continues to receive and review commitments for the utilization for Collaborative staff to provide services in school districts for FY19. The Barnstable Public Schools and Monomoy Regional Schools have recently contracted for Speech services.
- The Collaborative currently has the capacity to contract out the following services:
  - i. OT - 1/2 day
  - ii. Speech (TBD)
- Mr. Hilton will recommend 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

Mr. Hilton will 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. He noted that the initial grant supporting this work ends in December 2018 and that a grant proposal to support further activities is currently being pursued (as discussed earlier in the meeting).

- All-Cape In-Service

Dr. Bogden discussed this annual programming coordinated through the Collaborative. The All-Cape In-Service occurred in on October 5<sup>th</sup>.

- ASLP

**VOTE(S)**

Dr. Gilbert discussed the operations and events of the Summer 2018 ASLP Program as well as the status of planning for the Summer 2019 ASLP Program.

Dr. Gilbert noted that ASLP completed its 14<sup>th</sup> year and described activities and programs offered to the 210 students who attended in 2018. Dr. Gilbert indicated that changing the start date of the program until after July 4<sup>th</sup> decreased the complexity, especially regarding travel to and from the program. He noted that changes in camp related health regulations made check-in more time consuming as each student who needed medication had to have a personal interview with the nurse and any medications had to be counted and accounted for. Dr. Gilbert noted that check-in procedures will be adjusted next year to accommodate for this.

The ASLP Parent/Student Catalogue (Handbook) was reviewed. Dr. Gilbert noted the tuition cost has increased by \$30; the application fee was increased to \$80. (The application fee is waived for students who are eligible for free or reduced lunch.)

- Parent / Student Catalogue (Handbook)

**VOTE**

Ms. Putnam made a motion that the Board vote to approve the Parent / Student Catalogue for 2019. Mr. McGee seconded.

SO VOTED - UNANIMOUS

- Program Administrator Job Description and Posting

**VOTE**

Mr. Hilton asked the Board to provide discretion to redo the ASLP Program Director job description and to post the position.

Ms. Erikson made a motion that the Board authorize Mr. Hilton and Dr. Gilbert to revise the Program Director job description and to post the position. Ms. Putnam seconded.

SO VOTED - UNANIMOUS

- Sheltered English Immersion (SEI) Course Development

Dr. Bogden discussed 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.

**k. International Programming**

Mr. Hilton discussed recent activities of the Cape Cod Global Education Initiative.

**l. Virtual High School**

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

**V. Other**

No other items were brought forth for discussion.

**VI. Cracker Barrel Discussion**

**Tabled**

- a. Local District Issues**
- b. Local Administration Changes**
- c. Questions / Concerns**

Cracker Barrel discussion was tabled to allow time to enter into Executives Session.

**VII. Executive Session**

Mr. Hilton indicated that it was necessary to enter into Executive Session:

- a. 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;

(Generally, a public body must identify the specific piece of property it plans to discuss before entering into executive session under Purpose 6. A public body may withhold the identity of the property if publicly disclosing that information would compromise the purpose for which the executive session was called. While we generally defer to public bodies' assessment of whether the inclusion of such details would compromise the purpose for an executive session, a public body must be able to demonstrate a reasonable basis for that claim if challenged.)

Under this purpose, as with the collective bargaining and litigation purpose, an executive session may be held only where an open meeting may have a detrimental impact on the body's negotiating position with a third party. At the time that the executive session is proposed and voted on, the chair must state on the record that having the discussion in an open session may be detrimental to the public body's negotiating position.)

Mr. Hilton may recommend that the Board vote authorize him (and the Collaborative Business Manager) to enter into negotiations with the owner of a property for the purchase or leasing of a property.

Mr. Hilton will also seek a vote regarding the request for copies of Collaborative funded studies made by the attorney for the owner of 0 & 230 Sandwich Road, Bourne.

**VOTE**

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

Mr. Furnari asked for a roll call vote to enter into Executive Session.

Ms. Putnam – Yes, Mr. Schumacher – Yes, Mr. Flaherty – Yes, Ms. Erikson – Yes, Ms. Lindahl – Yes, Ms. Dunn – Yes, Mr. McGee – Yes, Mr. Furnari – Yes

The Board entered into Executive Session at 6:43 PM.

The Board returned to Open Session at 7:15 PM.

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## **VIII. Adjournment**

Mr. McGee made a motion that the Board vote to adjourn the meeting. This was seconded by Ms. Lindahl.

SO VOTED – UNANIMOUS

The October 10, 2018 meeting of the Board of Directors adjourned at 7:16 PM.