

Cape Cod Collaborative  
418 Bumps River Road  
Osterville, MA 02655



**Board of Directors**  
508.420.6950  
Fax 508.420.6959

**Board of Directors Meeting Minutes**  
**418 Bumps River Road, Osterville, MA 02655**  
**November 14, 2018**

**I. Call to Order**

The November 14, 2018 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:00 PM by Mr. Furnari, Chair. In attendance were:

Falmouth	John Furnari, Chair
Bourne	Chris Hyldborg
Brewster	Jessica Larsen
Cape Cod Tech	Scott McGee
Nauset	Robert Jacobus (in at 5:27 PM)
Orleans	Hank Schumacher
Sandwich	Sheri Erikson
Upper Cape Cod RTS	Robert Fichtenmayer
Wareham	Michael Flaherty (in at 5:15 PM)
Wellfleet	Jill Putnam
Treasurer	William (Bill) Friel
Secretary	Elizabeth (Beth) Deck

Also in attendance were:

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

Mr. Furnari asked the Board to consider a vote to suspend voting rights for appointed representatives from Monomoy, Nantucket, Provincetown, Truro and Martha's Vineyard, as these representatives have missed at least two consecutive meetings. Mr. Fichtenmayer made a motion, which was seconded by Mr. McGee.

SO VOTED – UNANIMOUS

Mr. Furnari asked the Board to consider a vote to reinstate voting rights for the appointed representative from Brewster.

Mr. McGee made a motion, which was seconded by Mr. Hyldburg.

SO VOTED - UNANIMOUS

## II. 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; and
- 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 the Board to consider a vote to enter into Executive Session.

A motion was made by Mr. Schumacher and seconded by Mr. McGee. A roll call vote was taken:

Ms. Putnam – Yes, Ms. Larsen – Yes, Mr. Fichtenmayer – Yes, Mr. Schumacher – Yes, Mr. Hyldburg – Yes, Ms. Erikson – Yes, Mr. McGee – Yes, Mr. Furnari – Yes

The Board entered into Executive Session at 5:01 PM.

The Board returned to Open Session at 5:22 PM.

## III. Minutes

### a. October 10, 2018

### VOTE

Mr. McGee made a motion that the Board vote to approve the minutes of the October 10, 2018 meeting. Mr. Schumacher seconded the motion.

SO VOTED – UNANIMOUS

## IV. Old Business

### a. Transportation

- Invoicing

Ms. Lipkind updated the Board regarding the invoicing status for FY19 invoicing to districts. September invoices have been mailed and calculations for October invoicing are underway. Many changes in students and routing occur during the first months of the school year and slow the process somewhat.

- Reconciliation

Ms. Lipkind and Mr. Hilton shared an overview of FY19 routing and associated costs (rate determination). Ms. Lipkind noted rate cost elements include the price of gas. Adjustments to actual cost are made monthly.

Mr. Hyldburg noted Bourne has been working on changes to bus routes and analyzing costs and/or savings associated with these changes. He indicated that the Bourne Public Schools plan to launch route information in December or

January and begin discussions with parents well before the changes take effect. Ms. Lipkind noted some of these changes will impact the Collaborative and the advance notice will be helpful.

**b. FY18 Close Out**

Mr. Hilton noted that the Finance SubCommittee met prior to the meeting; a DRAFT of the proposed audited financial statements was provided to SubCommittee members for review and discussion. Ms. Lipkind indicated that the final audited financial statements will be presented by the auditors at the December meeting for approval. Mr. Hilton reminded the Board that it is necessary for the Board to approve the audited financial statements and the Annual Report at the December meeting.

Ms. Lipkind and Mr. Friel noted that the Finance SubCommittee also discussed the Collaborative’s Investment Policy, which was drafted to provide guidance on long term investments.

**c. Executive Director Evaluation**

Mr. Hilton discussed that the Board must agree upon an instrument and process to conduct the evaluation of the Executive Director for FY18 (last fiscal/school year) as well as a format/instrument to be used for FY19. Mr. Hilton noted a number of Board members joined the Board after the end of the last fiscal year.

Ms. Erikson asked goals had been established. Mr. Hilton replied that he did have goals, which going forward involve regional planning, the need to find a more permanent location for Waypoint Academy, and preparing for transitions. Mr. Hilton noted that the goals are determined by district needs.

Mr. Furnari noted the need to convene an Evaluation SubCommittee to discuss preparation for the evaluation of the Executive Director for FY19 (format as well as Goals / Objectives). Mr. Schumacher, Mr. Furnari and Ms. Erikson will serve on the Evaluation SubCommittee. (In volunteering to serve, Ms. Erikson was released from service on the Transportation SubCommittee.)

**V. New Business**

**a. FY19 Warrants**

		<b>VOTES</b>	
• #15	<b>VOTE</b>	• #18	<b>VOTE</b>
• #16	<b>VOTE</b>	• #19	<b>VOTE</b>
• #17	<b>VOTE</b>		

Ms. Erikson made a motion that the Board vote Warrants #15, #16, #17, #18 and #19 as a slate. Mr. Hyldborg seconded the motion.

SO VOTED – UNANIMOUS

Ms. Larsen made a motion that the Board vote to approve the slate of Warrants. The motion was seconded by Ms. Erikson.

Mr. Schumacher referred to Warrant #16 and asked about the fee for cleaning porta-potties in Mashpee. Ms. Lipkind noted the Collaborative leases porta-potties for the Mashpee bus lot; the fee was for quarterly pumping services.

Mr. Schumacher asked about payment for computer consulting and why a “second check” was issued. Ms. Lipkind indicated that this was a replacement for a lost check.

SO VOTED – UNANIMOUS

## **b. FY19 Spending Plan**

- Personnel

- Additions

**VOTE**

- Susan Akins ASLP Program Nurse
- Andrea Ferreira STAR Paraprofessional
- Jeffrey Deck CDL Driver (Training)
- Stephen Hughbanks CDL Driver (Spare)
- Margo LaBarge CDL Driver (Training)
- Ana Lucia Laviolette CDL Driver (Training)
- Marvin Mahotiere CDL Driver (Training)
- Patricia McGrady CDL Driver (Training, Nantucket)
- John Paton CDL Driver (Training)
- Katherine Richardson STAR Paraprofessional

- Reductions:

**VOTE**

- Margo LaBarge CDL Driver (Training)

- ASLP/MMA Personnel

**VOTE**

- Stephen Kelleher, CDR ASLP Program Director
- John Muldoon ASLP Asst. Program Director

Mr. Hilton highlighted the “change in command” for the ASLP Program. He indicated that Gilbert Newton is stepping down, after 14 years as Program Director, and that Rodney Weston is stepping down after 14 years as Assistant Program Director. He indicated that both of these individuals had been with the program since inception and have agreed to consult with the new Program Director and Assistant Program Director during the transition. Mr. Hilton explained that CDR. Kelleher and Mr. Muldoon are part of the faculty at the Massachusetts Maritime Academy and that the Collaborative will compensate Massachusetts Maritime for their services through an interagency agreement, and not through Collaborative payroll.

Ms. Erikson made a motion that the Board vote to approve the Additions, Reductions, and other personnel changes as noted on the agenda, as a slate. Mr. Fichtenmayer seconded the motion.

SO VOTED – UNANIMOUS

Ms. Larsen made a motion that the Board vote to approve the slate of personnel changes. Ms. Erikson seconded the motion.

SO VOTED – UNANIMOUS

**c. Write-Off for Uncollectable Debt**

**VOTE**

Ms. Lipkind recommended the Board vote to write off “old” cafeteria charges from FY18 for students who are no longer attending Collaborative programs and for staff who are no longer employed by the Collaborative, as well as other a few items of additional “uncollectable debt” totaling \$3,712.76. (Details were provided in the Board packet.)

Ms. Erikson moved that the Board vote to write off \$3,712.76 as uncollectable debt. Mr. McGee seconded the motion.

SO VOTED – UNANIMOUS

**d. FY18 Close Out**

**Discussion**

Mr. Hilton and Ms. Lipkind updated the Board regarding the status of the “close-out” of FY2018. They noted that the Finance SubCommittee met just prior to this Board meeting. They noted that the allocation of “non-annualized expenses” voted by the Board during the 2017-2018 School Year (Fiscal Year) was reviewed and discussed (moving/renovation expenses for Waypoint, lease payments for the Otis School and a long-term leave. The latest DRAFT of the audited financial statements was distributed and reviewed at the Finance SubCommittee meeting.

Ms. Lipkind noted that the auditors (Powers & Sullivan) will attend the December Board meeting to review and discuss the audited financial statements. Mr. Hilton again noted that audited financial statements will need to be accepted / approved by the Board at the December meeting.

**e. Superintendent’s Meeting with Peter Francese**

**Discussion**

Mr. Hilton updated the Board regarding a meeting that occurred with Peter Francese on October 26<sup>th</sup>. He explained that economic demographer, Peter Francese, facilitated further discussions regarding population and economic trends with the Superintendents, as well as highlighting sources of information and options for future cooperation and planning. He also noted that particular challenges that were discussed included the lack of affordable housing and year-round work opportunities.

Mr. Hilton explained that the Superintendents agreed to plan a further meeting with Peter Francese in December and to expand the conversation to include other stakeholders as the focus and goals are clarified/determined.

Mr. Hilton observed these discussions will culminate with the Legislative Breakfast in February, where Superintendents and School Committee members can speak directly to Legislators.

## **f. Transportation Subcommittee**

## **Discussion**

Mr. Hilton indicated that the Transportation Subcommittee has not yet convened. He noted that this Subcommittee was formed to address the challenges in staffing and recruitment, as well as the integration of staff with programs and parents. Ms. Erikson asked what the Collaborative has done to recognize drivers and monitors. Ms. Putnam noted that a similar discussion had occurred at last month's Board meeting. She indicated that some ideas included offering drivers and monitors a free adult education course, and/or lunch with school staff. Mr. Hilton observed the drivers seem to particularly like school district "swag" and proudly wear hats and sweatshirts sporting school team logos.

## **g. Tower Grant Application**

## **Discussion/VOTE**

Mr. Hilton updated the Board regarding the proposal submitted to the Peter and Elizabeth Tower Foundation to support a regional initiative. He explained that the initiative for which the Collaborative had sought funding was for the regional support of district- based "Multi-tiered Systems of Support" activities.

Mr. Hilton reminded the Board that a somewhat similar grant had been funded to the National Center for Learning Disabilities (NCLD) over the past three years. Mr. Hilton informed the Board that the Collaborative has been awarded approximately \$162,000 from the Tower Foundation over three (3) years as well as commitment(s) of \$3,000 to \$4,000 per year from several districts to support this initiative.

Mr. Hilton noted that was expected that Dennis-Yarmouth, Falmouth, Monomoy, Sandwich, Truro, Nantucket and Cape Cod Regional Technical High School will participate in this initiative and that other districts may also choose to participate in the initiative during the grant period.

Mr. Hilton, noting the grant was awarded after Board packets were mailed and the agenda for the meeting posted, asked the Board to consider a vote to authorize the Collaborative to receive and participate in the grant.

Mr. Fichtenmayer made the motion, which was seconded by Mr. McGee.

SO VOTED - UNANIMOUS

## **h. Employee Benefits**

## **Discussion & VOTE**

### **• Subsidization of Employee Health Benefit Contributions by MassHealth**

### **Discussion**

Mr. Hilton noted that the Collaborative has recently experienced an increase in (mid-year) enrollment of employees in health insurance plans. He explained that several employees have been mandated by MassHealth to enroll in Collaborative health benefit plans (individual, dual and family plans) outside of normal "open enrollment" periods and without what had formerly been classified as a "qualifying event". He and Elizabeth Deck noted

that the Collaborative has been mandated to enroll the employees within sixty (60) days of notification from the state (MassHealth).

Mr. Hilton explained that MassHealth is subsidizing the employee contribution towards the employee purchasing Collaborative sponsored health insurance (individual, dual or family).

Mr. Hilton noted that this situation may create (and is creating) unexpected/unanticipated costs for the Collaborative in the provision of benefits for the current year and into the future. Ms. Deck and Mr. Hilton noted that information included with Board materials provided background information associated with this situation.

Mr. Hilton indicated that it would be important to monitor the impact of this change and to prepare for future impact(s).

**• Senior Plan Rates for CY19**

**VOTE**

Mr. Hilton reminded the Board that the current (and coming) month is “open enrollment” for the Collaborative Retirees. (Senior Plans run on a calendar year.)

Ms. Deck and Mr. Hilton noted that there are (again) increases in the costs for senior plans offered through the Cape Cod Municipal Health Group (CCMHG). Mr. Hilton recommended that the Board approve the current rates and offerings for the CCMHG Senior Plans.

Ms. Erikson made a motion that the Board vote to approve Senior Plans and associated rates for 2019. Mr. Jacobus seconded the motion.

SO VOTED – UNANIMOUS

**i. Legislative Breakfast Planning**

**Discussion**

Mr. Hilton discussed the need to schedule a date for the Annual Legislative Breakfast. The Collaborative has hosted a Legislative Breakfast in coordination with the Massachusetts Association of School Committees (MASC) each year for several years. The Collaborative strives to schedule the Legislative Breakfast for a Friday morning in early February each year. The first Friday in February 2019 is February 1<sup>st</sup>. Mr. Hilton recommended that the Legislative Breakfast occur on this date.

**j. Waypoint Program Relocation**

**Discussion**

Mr. Hilton updated the Board regarding the planning for the relocation of Waypoint Academy. The Board met in Executive Session in October to discuss options and negotiation strategies for procurement of real estate. The Board also met in Executive Session earlier in this meeting to discuss progress in negotiations as well as continuing strategy development.

## k. Programs/Services

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

Dr. Woods and Ms. Caputo will provide an overview of the current and projected enrollment for both programs for FY19. Dr. Woods noted that three (3) new students have started at Waypoint and that three (3) referrals are pending. She also explained that some students are currently participating in MCAS retests.

Dr. Woods indicated new students have joined the STAR Program and many referrals are pending. She explained that the level of need evidenced by these students is causing ongoing reassessment of staffing needs.

Dr. Woods noted twenty-five families attended Open House at the STAR Program.

She also indicated that fall staff trainings for both programs include CPR / First Aid, and trainings by Children’s Cove and DCF (Department of Children & Families).

Dr. Woods and Ms. Caputo noted that both programs will be hosting Thanksgiving luncheons. They indicated that Falmouth Community Center and the Food Pantry has thirty to forty full turkey dinners to be delivered Thanksgiving week.

Ms. Caputo indicated she is thoroughly enjoying the challenges of her new position. Progress notes and report cards are under way, and work continues on internal communications.

Mr. Hilton mentioned Sheila Murray’s efforts in organizing the Holiday Store for students at the STAR Program. Dr. Woods noted the Store allows students to “shop” for family. She noted Waypoint Academy creates customized gift baskets for students and families.

Mr. Schumacher asked about the enrollment capacity of each program, and whether the addition of one student necessitated more staff. Dr. Woods indicated that each program has been approved for seventy (70) students. The need to add staff is dependent upon the individual student needs, age level, and educational requirements.

Mr. Hilton noted that “commitments” for enrollment at Waypoint Academy allows districts to purchase slots and allows the program to maintain capacity.

- Transportation

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

- Staffing / Routing

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

- Large Buses

Mr. Hilton noted that the Collaborative continues to address issues associated with minor warranty issues with the new(er) buses in Bourne, Nauset and Mashpee.

- Vans

Mr. Hilton briefly explained that the Collaborative recently received a Multi-Function School Activity Bus (MFSAB) for deployment in Mashpee. This vehicle arrived needing to be registered and “lettered” before assigning to the Mashpee Public Schools and that this is the last of the vehicles procured for FY19.

- **Declaration of Surplus**

**VOTE**

Ms. Lipkind noted it is necessary to declare another vehicle as surplus and prepare for disposal of the vehicle. She explained that Bus 02 has served the Collaborative for over a decade. It was indicated that this vehicle is model year 2006, has over 300,000 miles and has served as a mechanic’s vehicle for the past three (3) years after it was determined to no longer be useful (or useable) for transporting students.

Mr. McGee made a motion that Bus 02 be declared surplus. Ms. Erikson seconded the motion.

Mr. Jacobus sought assurance that the bus has been (or would be) stripped of serviceable parts prior to disposal. Ms. Lipkind confirmed that all usable parts have been removed.

SO VOTED - UNANIMOUS

- 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 currently has the capacity to contract out the following services:

1. OT –.5 days
2. Speech – 2 days (SLPA)

The Collaborative has continued to receive requests for occasional use of these personnel for evaluations.

Mr. Hilton discussed the timeline(s) that recommended that further decisions regarding staffing in this area occur in later meetings.

- Special Projects

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

- All-Cape In-Service

Dr. Bogden reviewed the final costs and offerings for the annual programming coordinated through the Collaborative. He explained that the All-Cape In-Service occurred on October 5<sup>th</sup>. Dr. Bogden noted there were 210 enrollees and 181 attendees for the date, as a popular workshop was cancelled at the last minute. He explained that the cost for Early Childhood attendees was set \$25, for other staff, approximately \$65. He explained that overall attendance was down to about half of what it had been the previous year, particularly due to district scheduling of other activities. He noted that the All-Cape In-Service workshops provide continuing education for special content areas, support staff and early childhood educators. Dr. Bogden noted that attendees provided positive feedback regarding the quality of the workshops.

- ASLP

VOTE

Mr. Hilton discussed the status of planning for the Summer 2019 ASLP Program. He explained that the annual planning meeting for district contacts was held on November 1<sup>st</sup>. He indicated that this meeting, which included luncheon at the Mass Maritime Academy, was attended by district representatives/coordinators.

He reviewed the previously discussed item that the long-term Residential Program Director and Assistant Director have announced their retirement/resignation after fourteen (14) successful years with the program. He re-iterated that Gilbert Newton and Rodney Weston have been integral to the development and the ongoing success of the ASLP Program.

Mr. Hilton affirmed that the Collaborative, and Massachusetts Maritime Academy were pleased to announce that two excellent individuals were recommended to assume these leadership positions. Mr. Hilton explained that each of these individuals had been interviewed by Massachusetts Maritime staff (including the President and a Vice-President) as well as by Dr. Gilbert and Mr. Hilton at the Collaborative.

CDR Stephen Kelleher currently serves as the Deputy Commandant of and Dean of Students at Massachusetts Maritime Academy. He has taught one of the most popular STEM strands at ASLP (Emergency Management) and his two daughters each attended the ASLP

Program. Deputy Commandant Kelleher has expressed a strong interest in serving as the Residential Program Director for ASLP. Mr. John Muldoon has expressed a strong interest in serving as the Assistant Residential Program Director for the ASLP Program. He also was interviewed by Massachusetts Maritime Academy staff and Cape Cod Collaborative staff and is highly recommended for this position by Deputy Commandant Kelleher. Mr. Muldoon is the current Assistant Director of Student Services at Massachusetts Maritime Academy and has served as a teacher and coach throughout the region over the past decade. (Mr. Hilton noted the Board provided approval to these staffing changes through the vote to approve personnel changes at this meeting.)

- Multi-Tiered Systems of Support Grant

Mr. Hilton provided an update regarding the activities that are occurring with the districts throughout the region. He indicated that Dr. Giffune will be present at a future Board meeting to discuss activities.

- Special Projects Transition

Dr. Bogden discussed the status of the transitioning of responsibilities in this area. Dr. Bogden briefly discussed how he has been holding individual meetings within each member district to assess interests and needs. Recently, fifty people from seven or eight districts met at the Sandwich High School Library for an information session on consultation with the Mass School Account System. Martha's Vineyard representatives participated remotely in the session.

Dr. Bogden noted that SEI instruction programs continue to be in demand. Three courses were held this fall; an additional course is scheduled for the spring.

Dr. Bogden observed that collaborating on professional development programs offers cost savings to districts.

## **l. Virtual High School**

Mr. Hilton discussed the status of the consortium for Virtual High School that has existed through the Cape Cod Collaborative since 2001. He noted invoicing will be done after the spring enrollment has been completed.

## **m. International Student Exchange**

Dr. Bogden provided an update regarding the status of the regional consortium of school districts to host international students. Although relationships between the US and China have been somewhat strained, it is expected that twenty-four middle school students from Beijing will be visiting schools in the region in early December and staying with families.

Ms. Erikson spoke about her experience hosting a student from China, and some of the difficulties created by the language barrier.

## **VI. Cracker Barrel Discussion**

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

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

Mr. Flaherty indicated Wareham will be constructing a new elementary school to hold 1,020 students in grades P-K to 4. There have been concerns that if a proposed 40B development is completed, the school may not be large enough to support the increase in students which could result. Wareham will fund a large portion of the school through MSBA.

Mr. Hyldburg asked if any other school committees had seen teachers turn out in force to speak about a particular topic. He also noted Bourne recently had a lock-down situation caused by a “real” event that turned out to be not so real.

Mr. Furnari noted that Falmouth had tornadoes and high winds, which caused “lock-downs”. The students were well prepared and the lock-down went smoothly.

Ms. Erikson observed that tornadoes also caused lock-downs in Sandwich. She was happy to report that everything that could go wrong didn't. She felt the teachers deserved to be commended for their handling of the situation.

### **b. Questions / Concerns**

## **VII. Other**

### **a. Minimum Wage Increase**

### **VOTE**

Ms. Deck and Mr. Hilton noted that the Minimum Wage in Massachusetts will increase from \$11.00 to \$12.00 per hour effective January 1, 2019. It was explained that this change would impact some transportation staff, as drivers are paid at the “operations rate” while attending meetings or waiting for vehicles to be serviced.

Mr. Hilton noted that this change will also impact one hourly employee who currently earns less than \$12.00 an hour.

Although the minimum wage is not discretionary, Mr. Hilton recommended that the Board vote to increase the wages for the individual employee, and to vote the increase to the “operations rate” for transportation department employees.

Mr. Jacobus made a motion that the Board vote to approve the increase to \$12.00 as of January 1, 2019. Mr. McGee seconded the motion.

SO VOTED – UNANIMOUS

## **VIII. Adjournment**

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

SO VOTED – UNANIMOUS

The November 14, 2018 meeting of the Cape Cod Collaborative Board of Directors adjourned at 6:56 PM.