

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
December 12, 2018

I. Call to Order

The December 12, 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
Barnstable	Barbara Dunn
Nauset Public Schools	Robert Jacobus (in at 5:21 PM)
Orleans	Hank Schumacher
Sandwich	Sheri Erikson (out at 6:00 PM)
Upper Cape Cod RTS	Robert Fichtenmayer
Wareham	Michael Flaherty
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 Education Programs	Dr. Anita Woods
Asst. Director of Special Education Programs	Christina Caputo
Director of Special Projects	Dr. Christopher Bogden

Mr. Furnari asked for a motion to suspend voting rights for members who have missed two (or more) consecutive meetings: Dennis-Yarmouth, Martha's Vineyard, Mashpee, Monomoy, Nantucket, Provincetown and Truro.

Ms. Erikson made a motion that the Board vote to suspend voting rights for districts who have missed two (or more) consecutive meetings. Mr. Fichtenmayer seconded the motion.

SO VOTED - UNANIMOUS

II. Executive Session (if necessary)

a. *Litigation - Personnel*

b. *Executive Director Evaluation*

c. *Strategy – Real Estate*

Mr. Hilton indicated that it would be necessary to enter into Executive Session for all the reasons listed on the agenda.

Ms. Erikson made a motion that the Board vote to enter into Executive Session. The motion was seconded by Mr. Fichtenmayer.

A roll call vote was taken:

Mr. Schumacher – Yes, Ms. Erikson – Yes, Mr. Flaherty – Yes, Ms. Dunn – Yes, Mr. Furnari – Yes

The Board exited Open Session to enter Executive Session at 5:01 PM.

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

III. Acceptance of Donation

VOTE

Dr. Woods asked Board members if they had noted the food in the school lobby as they arrived for the meeting. She indicated the Falmouth Service Center has been providing food for families through the Food Pantry, including sixty full turkey dinners for Thanksgiving.

Dr. Woods also informed the Board that the Collaborative had received one hundred \$10 gift cards from the Service Center; and that one was sent to every family. She explained that this donation was unsolicited and very much appreciated. Dr. Woods asked the Board to vote their acceptance of this donation.

Ms. Erikson moved that the Board accept this donation with grateful appreciation. Mr. Jacobus seconded the motion.

SO VOTED - UNANIMOUS

IV. Minutes

a. November 14, 2018

VOTE

Ms. Erikson made a motion that the Board vote to approve the November 14, 2018 meeting minutes. This was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

V. Old Business

a. FY18 Close-Out

Ms. Lipkind and Mr. Hilton discussed the status of the financial “close-out” of FY18.

- FY18 Annual Audited Financial Statements

VOTE

Mr. Hilton indicated that the FY18 Annual Audited Financial Statements were included with Board Materials for this meeting. He explained that the Finance

SubCommittee had met prior to the Board meeting to review and discuss the final draft. He also noted that a DRAFT of the FY18 Audit was distributed and discussed at the November Board Meeting.

Mr. Hilton explained that it had been anticipated that Mr. Richard Sullivan, of the audit/accounting firm Powers & Sullivan, LLC would be present at the December meeting to discuss the FY18 audit process and review the Financial Statements. He noted that Mr. Sullivan had contacted Ms. Lipkind a few hours prior to the meeting and indicated that he would be unable to attend due to a sudden and unexpected scheduling conflict. Ms. Lipkind indicated that Mr. Powers had forwarded his presentation notes, which were then shared with Board members.

Ms. Lipkind explained that there were no findings and that the auditors made no adjustments. She noted that the auditors described it as a “good, clean audit.”

Ms. Erikson stated the Finance SubCommittee’s recommendation was to accept / approve the FY18 Audited Financial Statements.

Mr. Jacobus made a motion that the Board vote to approve the FY18 Audited Financial Statements. The motion was seconded by Ms. Erikson.

SO VOTED - UNANIMOUS

b. Executive Director Evaluation

Mr. Furnari explained 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. Furnari noted that discussion had occurred earlier in Executive Session. Mr. Furnari, together with Ms. Lindahl, will schedule a meeting with Mr. Hilton to discuss completing the evaluation.

c. Transportation

- Invoicing

Ms. Lipkind updated the Board regarding the invoicing status for FY19 invoicing to districts. She explained that there were many student and routing changes which occurred prior to and during the month of October, which took significant time to reconcile as part of the billing process. She noted that October invoices have been mailed.

Mr. Jacobus asked if there were a lot of changes to reconcile each month. Ms.

Lipkind observed there are always changes which occur over the course of each month, but significantly more occur at the beginning of each school year.

Mr. Hilton noted questions from districts often arise regarding the cost of student transportation. He also explained that the cost of transportation is more directly associated with the cost of vehicle operation (vehicle costs plus staffing) than the particular student needs.

Mr. Hilton provided an update on the transportation contract with Fall River. He noted that the one student who had required Collaborative transportation (at significant cost) has moved out of that district.

d. Legislative Breakfast Planning

Discussion

Mr. Furnari noted the Legislative Breakfast will occur on Friday, February 8th. Mr. Hilton observed legislators have indicated that they expect to arrive around 11:00 AM. He noted that a panel discussion regarding issues of affordable housing and housing trends has been a suggested focus.

Mr. Hilton explained that superintendents have suggested that discussion expand to include town staff. Mr. Hilton explained that the number of homes occupied year-round on the Cape has decreased rapidly and significantly. He further noted that, with this decline, the number of individuals under the age of 18 has also decreased rapidly, creating changes that school administrators much prepare to address as they occur.

Mr. Hilton noted that the Collaborative has hosted a Legislative Breakfast in coordination with the Massachusetts Association of School Committees each year for several years. Mr. Hilton explained that he has communicated with representatives from the delegation and with MASC.

Mr. Furnari recommended that Board members plan to attend this meeting.

VI. New Business

a. Warrants

VOTE

- #20 **VOTE**
- #21 **VOTE**
- #22 **VOTE**
- #23 **VOTE**

Ms. Erikson made a motion that the Board vote to approve Warrants #20, #21, #22 and #23 as a slate. Mr. Fichtenmayer seconded the motion.

SO VOTED – UNANIMOUS

Mr. Schumacher noted a correction to the dates on Warrant #22 is required and has been discussed with Ms. Lipkind.

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

SO VOTED – UNANIMOUS

b. FY19 Spending Plan

- Updates

Discussion

- Mr. Hilton and Ms. Lipkind discussed the status of the FY19 Spending Plan and the need to discuss Spending Plan and Statutory Budget refinement in January Board meeting.

- Personnel

- Additions

VOTE

- James Demetras CDL Driver, Spare
- Thomas Kelley CDL Driver, Spare

○ Reductions (Resignations) **VOTE**

- Ashley Cunha STAR Paraprofessional
- David Dwyer CDL Driver (spare)
- Elizabeth Hague Waypoint Teacher
- Richard Ward Lot Mechanic

○ Change of Status **VOTE**

- Deborah Taylor Spare CDL to Mashpee CDL

Ms. Erikson made a motion that the Board vote to approve the additions, reductions and change of status as noted. Mr. Fichtenmayer seconded the motion.

SO VOTED – UNANIMOUS

c. FY18 Annual Report

VOTE

Mr. Hilton explained that the Collaborative is required to publish an annual report each year discussing the activities of the previous year and including the Audited Financial Statements. He noted that the report this year represents the seventh Annual Report. Mr. Hilton indicted that there was a significant focus to consolidate the information this year, as information included is often repetitive. He explained that the Collaborative has many recurring activities, such as the ASLP Program. Mr. Schumacher suggested a few edits which should be made to the report prior to publication. He suggested that these edits will assure consistency and help to clarify points in the report.

Board members discussed the changes which have been made to Collaborative programming over time as the needs of the districts changed.

Ms. Erikson made a motion that the Board vote to approve the FY18 Annual Report, with suggested edits by Board members during the meeting. Mr. Jacobus seconded the motion.

SO VOTED – UNANIMOUS

d. Treasurer Evaluation

Discussion & Vote

Mr. Hilton explained that the Board must annually facilitate the evaluation of the Collaborative Treasurer. He noted that Mr. William Friel was appointed as the Treasurer of the Collaborative in May 2017. Mr. Hilton indicted that Mr. Friel had done an exceptional job in this role during that period.

Mr. Hilton and Ms. Lipkind have met regularly with Mr. Friel and have completed an evaluation in coordination with Mr. Friel. Mr. Furnari indicated that he would meet with Mr. Friel to review and complete the evaluation. Mr. Furnari also voiced his vote of confidence in Mr. Friel.

e. Superintendent’s Meeting with Peter Francese

Discussion

Mr. Hilton updated the Board regarding the latest meeting that occurred with Peter Francese on December 7th. The Superintendents discussion deepened regarding housing challenges on Cape Cod.

f. Waypoint Program Relocation

Discussion

Mr. Hilton updated the Board regarding the planning for the relocation of Waypoint Academy in Executive Session. He noted that the Board had previously met in Executive Session in October and November to discuss options and negotiation strategies for procurement of real estate. He indicated that the Collaborative does not currently intend to move forward with the purchase of the Pappas property.

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

g. Programs/Services

- Waypoint Academy
 - Enrollment Update
 - Programming
- STAR / Osterville
 - Enrollment
 - Programming

Dr. Woods and Ms. Caputo discussed the status of enrollment and programming at Waypoint Academy and the Osterville STAR Program. Dr. Woods described the Thanksgiving luncheons hosted by both programs, which are the best-attended family events of the year. She noted that full turkey dinners were served to 20 Waypoint families and 30 STAR families. She also noted that there have been several referrals to both programs and staff is currently processing enrollments. Dr. Woods noted that nine (9) students have started in the two programs since the last Board meeting. Mr. Hilton indicated that some districts are anxious to enroll students in the programs and question why they cannot be accommodated immediately. Dr. Woods noted there are a number of factors that must be considered, including the number of pending referrals, particular student needs, staffing and staff training. She explained that the Collaborative must honor the pre-paid commitments made by districts to the Waypoint program before other admissions may be considered.

Dr. Woods noted the STAR Program has recently received referrals for five (5) third grade students. Staff is working to accommodate these referrals in the same grade/profile. Dr. Woods observed that some districts are proactive when addressing student needs, while others wait until a crisis arises. Mr. Jacobus asked what districts do when students cannot start immediately. Dr. Woods said that support for students would depend upon on the particular situation. She noted that often students are tutored at home while waiting for placement.

Mr. Hilton observed the loss of local group / bridge homes is also impacting families and districts. He explained that the closest homes of this type are now located in Plymouth, Fall River and New Bedford. He indicated that this created an additional hurdle for at-risk students and families.

- Transportation

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

- Monomoy Regional Schools

DISCUSSION

Mr. Hilton and Mr. Dupuis discussed the status of support being provided to the Monomoy Regional Schools in regards to student transportation services. He explained that the Monomoy Regional Schools were unsuccessful in securing bidders to provide this service through two (2) Requests for Proposals (RFPs) during the past twelve (12) months.

Mr. Hilton explained that the Collaborative has provided support in the analysis and development of pricing for the service and would be discussing the need for an agreement (Memorandum of Agreement-MOA) between the Collaborative and the Monomoy Regional Schools. Mr. Hilton explained that the Monomoy Regional Schools had authorized the superintendent to discuss the development of an MOA for the provision of transportation services through the Collaborative.

Mr. Dupuis noted the provision of transportation service would involve additional buses, staffing, routing and supervision.

Mr. Jacobus observed the Collaborative had just started providing transportation services to the Nauset schools in September and wondered about the potential impact that taking on another district so quickly could have on the Collaborative. Mr. Dupuis noted the Collaborative did not want to get into a situation where services cannot be performed. Mr. Jacobus noted that purchasing buses and training staff will stress Collaborative resources.

Mr. Hilton noted that route drivers serving a school district are often willing to be hired by the Collaborative, though Mr. Dupuis observed that not all drivers will come over. He explained that the hiring and training drivers provides the biggest challenge, everywhere.

Mr. Furnari asked when the Collaborative could be asked to take over Monomoy's transportation. Mr. Dupuis said discussions indicate the need is to start for September 2019.

- Staffing

- Mr. Hilton updated the Board regarding current operations and planning for further opportunities to support member school districts. It is increasingly necessary to provide additional operational support and coordination for Collaborative operations.

- Mr. Hilton discussed the need for the Board to consider additional staffing (in the future) to support and prepare for the provision of additional transportation services

- Staffing / Routing

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

- Equipment

- Procurement

- Mr. Hilton discussed the need to begin developing specifications for twenty or more (20+) new buses necessary to meet the needs of the Monomoy Regional Schools. The Collaborative will work with the Monomoy Regional Schools throughout the procurement process. He explained that the Board would be asked to authorize the procurement (Request for Proposals-RFP) at a future Board meeting.

- Consultation

- Mr. Hilton discussed recent and ongoing consultation with districts regarding their current and future transportation services:

- i. Nauset Regional Schools

- ii. Dennis-Yarmouth Schools

- iii. Monomoy Regional Schools

- Therapies

Mr. Hilton provided an update regarding the provision of the related service delivery. He explained that the Collaborative had hired a Speech-Language Pathologist for her clinical fellowship year. He explained that this additional staff person would “overstaff” Speech and Language services as the Collaborative prepares for the future, but that investment was important to ensure stability in the provision of this service for the future.

- Special Projects

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

- MTSS / Tower Grant

- Mr. Hilton noted the Collaborative had received grant money for the continuation of services. He explained that Dr. Giffune had spoken with Ms. Lipkind and with Ms. Zawasky in the Business office to prepare for the provision of services associated with this grant beginning January 1, 2019. (The grant through the NCLD ends December 31, 2018.)

- All-Cape In-Service

- Dr. Bogden discussed the feedback from this annual programming that is developed and coordinated through the Collaborative.

- Dr. Bogden explained that he has continued to meet with stakeholders to assess the scope and need for this initiative as the participation

levels have continued to decrease each year (from a high of 700-900 to less than 200).

- ASLP

Mr. Hilton updated the Board regarding the planning for the Summer 2019 ASLP Program. He explained that the application process is underway and the current and former staff are meeting with districts (staff/parents and students) to discuss the program.

- Sheltered English Immersion (SEI) Course Development

Dr. Bogden discussed the status of the assessment of programmatic needs for each of the districts throughout the region. He explained that the Collaborative currently offers “for cost” SEI endorsement courses at the Collaborative through a partnership with Collaborative Educational Services (CES). Mr. Hilton noted Upper Cape Cod Regional Technical had recently expressed an interest in a short SEI course for staff.

- Additional initiatives

- Dr. Bogden discussed the coordination and facilitation of courses offered through Research for better Teaching (RBT) that the Collaborative coordinates on behalf of districts and district staff.
- Dr. Bogden discussed the ongoing assessment and coordination of activities and coursework to support districts. He highlighted the hosting of an offering on behalf of the Ma-DESE to discuss revisions to the History curriculum frameworks/standards that will be coordinated through the Collaborative on January 29th.

h. 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.

i. International Student Exchange

Dr. Bogden and Mr. Hilton provided an update regarding the status of the development of a regional consortium of school districts to host international students. Dr. Bogden noted that the Monomoy Regional Schools hosted six students from China the week prior to the Board meeting. He explained that this trip was originally planned for a larger student group, but that half had the student visas had been pulled at the last moment (in China). He also noted that a teacher from Dennis-Yarmouth will be joining teachers from the Needham Public Schools in the Spring to conduct professional development in China.

VII. Other

a. FCC Compliance Form

Mr. Hilton noted that the Collaborative bankers (TD Bank) require updated financial information from the Collaborative on an annual basis in a prescribed format. Mr. Friel and Ms. Lipkind reviewed the associated information, and have recommended

that the Board authorize Mr. Friel to sign the associated form on behalf of the Collaborative.

Mr. Jacobus made a motion that the Board authorize Mr. Friel, Treasurer, to sign the compliance form. Mr. Schumacher seconded the motion.

SO VOTED – UNANIMOUS

Mr. Furnari suggested that the Collaborative now has information in format to be shared with other banks.

b. Stipend Review & Authorization

Mr. Hilton reviewed the current stipends which are paid to employees for additional responsibilities. He recommended the Board vote to reaffirm their authorization for these and other stipends that have been, and are, provided to employees. He explained that these stipends had been previously approved by the Board at previous meetings at various times. He explained that the consolidated list was being provided for ease of reference and consolidated voting.

- Transportation - \$20 per day for critical deployment of bus drivers
 - In rare circumstances, drivers may be temporarily assigned to a route originating from a site 15 or more miles from their “home” lot. This stipend would ease costs incurred by the employee (gas and mileage on personal vehicle). Period of time: not to exceed 90 days.
- Transportation – Dispatch Weekend and Holiday Stipend
 - Weekend - \$75.00
 - Holiday - \$75.00
- Transportation – Drug Test Stipend
 - \$20.00 (for time spent)
- Transportation – CPR / First Aid Training Stipend
 - \$40.00 (for time spent)
- STAR – Breakfast Stipend
 - \$10.00 per day
- Speech and Language Pathology Lead Stipend
 - \$2,000 per year
- Mentoring and Induction Stipend
 - \$1,000 (to support mentoring program required by State)
- QBS Trainer Stipend
 - \$750 for 3.5 days (not paid to admin staff)
- Board of Directors Secretary
 - \$1,200 per year

Mr. Fichtenmayer made a motion that the Board vote to affirm and approve the stipends. The motion was seconded by Mr. Jacobus.

SO VOTED - UNANIMOUS

VIII. Cracker Barrel

No items were brought up for Cracker Barrel discussion.

IX. Adjournment

Mr. Jacobus made a motion that the Board vote to adjourn the meeting. Mr. Schumacher seconded the motion.

SO VOTED – UNANIMOUS

The December 12, 2018 meeting of the Cape Cod Collaborative Board of Directors adjourned at 6:25 PM.