



**Board of Directors Meeting Minutes**  
**418 Bumps River Road, Osterville, MA 02655**  
**January 9, 2019**

**I. Call to Order**

The January 9, 2019 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:04 PM by Ms. Lindahl, Vice-Chair. In attendance were:

Eastham	Judy Lindahl, Vice-Chair
Barnstable	Barbara Dunn
Cape Cod Tech	Scott McGee
Dennis-Yarmouth	Phillip Morris
Mashpee	Nicole Bartlett
Nauset	Robert Jacobus
Orleans	Hank Schumacher
Sandwich	Sheri Erikson
Upper Cape Tech	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 Projects	Dr. Chris Bogden
Director of Special Ed Programs	Dr. Anita Woods
Asst. Director of Special Ed Programs	Christina Caputo

Ms. Lindahl asked for a motion to reinstate voting rights for Mashpee and Dennis-Yarmouth. Ms. Erikson made a motion, which was seconded by Mr. Fichtenmayer.

**SO VOTED – UNANIMOUS**

## II. Executive Session

### a. *Litigation - Personnel*

### b. *Executive Director Evaluation*

### c. *Strategy – Real Estate*

Ms. Lindahl asked for a motion to enter into executive session to discuss Litigation (Personnel), the Executive Director Evaluation, and Real Estate Strategy. Mr. Fichtenmayer made a motion; Mr. McGee seconded.

A roll call vote was taken:

Ms. Lindahl – yes, Mr. Fichtenmayer – yes, Mr. Morris – yes, Ms. Erikson – yes, Ms. Dunn – yes, Ms. Bartlett – yes, Mr. Jacobus – yes, Mr. Schumacher – yes, Mr. McGee – yes, Mr. Flaherty – yes

The motion passed by unanimous consent.

The Board exited Open Session and entered Executive Session at 5:06 PM.

The Board exited Executive Session and returned to Open Session at 5:11 PM.

## III. Appointment of Operations Manager

Ms. Lindahl noted that the Board had authorized the Mr. Hilton, as the Executive Director to interview candidates for the position of Operations Manager for the Collaborative and to offer the position to a candidate if appropriate. She asked that the appointment of the Operations Manager be “tabled”.

Mr. Hilton indicated the candidate he had hoped to present for approval at this meeting asked to be withdrawn from consideration a few hours before the meeting was scheduled to begin.

Mr. Schumacher asked if the candidate had been provided with a detailed job description and was fully aware of the duties. Mr. Hilton indicated a job description had been provided and offered to forward a copy to Board members.

## IV. Minutes

### a. **December 12, 2018**

### **VOTE**

Mr. Jacobus made a motion that the Board vote to approve the minutes of the December 12, 2018 meeting. Mr. Flaherty seconded.

SO VOTED

Yes – 7

No – 0

Abstain – 3 (McGee, Lindahl, Bartlett)

## V. Old Business

### a. **Transportation**

- Invoicing

Ms. Lipkind updated the Board regarding the status for FY19 invoicing to districts. November invoices have been issued; sped invoicing for December should be ready for mailing early next week.

- Reconciliation

Mr. Hilton noted current reconciliation of costs and revenues projected for FY19 indicates revenues are sufficient to cover expenses. Mashpee and Bourne are considering route changes which could significantly impact costs.

**b. Waypoint Academy Relocation Planning Discussion**

Mr. Hilton discussed the status of the exploration of various sites and options being considered for the relocation of Waypoint Academy for the 2020-2021 School Year. He noted that discussions regarding "0-230 Sandwich Road" in Bourne have occurred in Executive Session and that the Collaborative would not be pursuing this location. He explained that the Collaborative currently holds a lease on the Wing School in Sandwich through the end of June 2020.

He explained that it was possible that the Collaborative may be able to negotiate a longer term lease at the Wing School, but is also actively exploring other locations.

**c. Monomoy Regional Schools Transportation Planning Discussion**

Mr. Hilton, Ms. Lipkind and Mr. Dupuis discussed the status of discussions with administrators of the Monomoy Regional Schools. Mr. Hilton noted that the Monomoy Regional Schools solicited proposals for transportation services in January 2018; and that no proposals/bids were received. He explained that the District again sought proposals/bids in November 2018 and again received no proposals/bids.

The Monomoy Regional Schools are requesting that the Collaborative provide transportation services to the district starting July 1, 2019.

Mr. Hilton, Ms. Lipkind and Mr. Dupuis noted that assuming this work would be challenging within such a tight time table.

Mr. Hilton noted that the Board will be asked to authorize a request for proposals for the purchase of the buses needed.

Ms. Erikson asked if there was a reason no proposals/ bids were received. Ms. Lindahl noted private companies have been withdrawing from the provision of school transportation services, indicating that these services are expensive to provide and have little profit margin. Ms. Erikson noted that Sandwich will soon be going out to bid for transportation services.

**VI. New Business**

**a. Warrants**

**VOTES**

- |       |      |       |      |
|-------|------|-------|------|
| • #24 | VOTE | • #25 | VOTE |
| • #26 | VOTE | • #27 | VOTE |

Ms. Erikson made a motion that the Board vote Warrants #24, #25, #26 and #27 as a slate. Mr. Jacobus seconded.

SO VOTED – UNANIMOUS

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

Mr. Schumacher questioned an expense for cafeteria repairs noted on Warrant #24. He wondered if these expenses should not have been paid by the landlord as the

Collaborative is leasing space. Mr. Hilton noted the lease agreement states that expenses over \$1000 would be negotiated between the lessee and lessor. He explained that the lessor recently paid for expensive repairs to the boiler and air conditioning system. It was negotiated that the Collaborative would cover this (cafeteria related) expense.

Mr. Schumacher questioned the cost of electricity for Nauset (Warrant #25), noting that \$560 was a high electric cost for a “trailer”. Ms. Lipkind indicated that she would review this expense.

Mr. Schumacher also asked for clarification on check #39778, fuel expense, and on a check written to Yoga Neighborhood. Ms. Lipkind indicated that the fuel expense was not extraordinary, and includes fuel for all vehicles with the exception Nauset’s propane buses and Bourne’s fleet. Dr. Woods noted Yoga Neighborhood provides yoga classes to STAR students.

Ms. Bartlett asked for clarification on Warrant #26, the check written for Mr. Hilton’s mileage reimbursement. Mr. Hilton noted that this was reimbursement for travel within the region for a period of time in the previous fiscal year and that he had addressed the issue of ensuring more timely submission for travel reimbursement with the business office. He also noted that this reimbursement was for nine months of travel expenses, consistent with his contract and reimbursement protocol for all Collaborative staff.

A vote was taken:

SO VOTED – UNANIMOUS

**b. OPEB Transfer**

**VOTE**

Ms. Lipkind and Mr. Hilton recommended that Board consider a vote to transfer the FY2017 OPEB accrual of \$180,000 to the OPEB Trust Fund.

Mr. Hilton explained that this deposit and the timing of this deposit were consistent with Board recommendations associated with planning for OPEB obligations. Mr. Hilton reminded the Board that these funds had been accrued as obligated for “OPEB” in FY17; however, the Board had previously recommended that the actual transfer of the OPEB funds to the irrevocable trust not occur until the completion of the following fiscal year (FY18) audit process. (Note: The audit was accepted and voted at the December meeting). Mr. Hilton summarized that this process allows an 18 month period between the accrual of funds to the actual transfer of funds.

Mr. Hilton commended the financial foresight of Mr. Fichtenmayer and other past members of the Finance Subcommittee for establishing this process.

Mr. McGee made a motion that the Board vote to approve the transfer of \$180,000 to the OPEB Trust Fund. Ms. Erikson seconded the motion.

SO VOTED – UNANIOUS

### c. FY19 Spending Plan

- Updates

#### Discussion

- Mr. Hilton indicated that it was not necessary to consider adjustments to the FY19 (statutory) budget at this Board meeting. He noted that the Board may be asked to consider adjustments at the February Board meeting, dependent upon the schedule for procurement of additional vehicles.
- Mr. Hilton recommended that a Finance SubCommittee be convened before the February Board meeting.  
The primary focus of the adjustments would most likely be associated with increased requests for transportation services (capital / equipment and personnel).
- Financial Projection Review  
Ms. Lipkind reviewed the financial status of the Collaborative and projections through the end of the fiscal year.
  - Projection Narrative
  - Projection Spreadsheet

Mr. Hilton noted a current shortage of school program staff. The Collaborative is seeking to fill 3 open positions at Waypoint and 3 at the STAR Program.

- Personnel

- Additions

#### VOTE

- Harmonie Daniels                      Waypoint student intern
- Lynda Everett                              7D Driver, spare
- Meredith Hill                              SLP – CFY
- Maureen Kelley                            Monitor, spare
- Bernice Morrissey                         CDL Driver, spare
- ~~Jonathan Nelson~~                         ~~Operations Manager~~
- Kira Pareseau                              Monitor, spare

- Reductions

#### VOTE

- Beverly Gage                                Monitor
- Diane Soule                                 CDL Driver
- Anastasia Wells                             Waypoint Paraprofessional

- Change of Status

#### VOTE

- Gregory Pavao                              From Waypoint Para to Teacher

Mr. McGee made a motion that the Board vote to accept the additions, reductions and Change of Status noted on the agenda, with the exception of Jonathan Nelson. The motion was seconded by Mr. Jacobus.

SO VOTED – UNANIMOUS

## d. 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 extended her thanks to Shepley Wood Products. The Cape Cod Collaborative was chosen to receive a donation of \$2,700 from the Shepley Wide Open Fund of the Cape Cod Foundation to support our mission of educating students with disabilities.

Dr. Woods spoke about the staff-provided “store” at both sites which allowed students to “shop” for holiday gifts for family members. She explained that staff donated themed gift baskets at Waypoint; and, at STAR a wreath-making activity set each student home with holiday decorations.

Dr. Woods and Ms. Caputo extended their thanks to the facilities staff, who had done an exemplary job keeping both schools clean during this flu season. Dr. Woods noted that since the last Board meeting, two students have enrolled in the STAR Program and one student has started at Waypoint Academy. Mr. Jacobus asked how many students are currently on the “wait list.” Dr. Woods and Ms. Caputo both spoke about the continually changing enrollment. It was explained that referrals are continuous, some students are enrolled in Collaborative programs and others are enrolled in alternative programming.

- Transportation

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

- Staffing
  - Mr. Hilton updated the Board regarding current operations and planning for further opportunities to support member school districts.
  - Mr. Hilton noted it is likely that the Board will be asked to consider additional staffing to support and prepare for additional transportation services in the coming months.
- Consultation
  - Mr. Hilton, Ms. Lipkind and Mr. Dupuis discussed recent and ongoing consultation with districts regarding their current and future transportation services:
    - i. Nauset Regional Schools – Status – Cost Analysis
    - ii. Bourne Public Schools – Cost analysis  
Bourne is restructuring routes, and have indicated the need for 4 to 8 additional buses.

iii. Monomoy Regional Schools – MOA Development

In order to provide transportation services, the Collaborative will need to acquire approximately 22 more buses.

iv. Dennis-Yarmouth Regional Schools – Consultation

v. Mashpee – Cost Analysis

Mashpee will be changing start times and may need to add an additional bus.

Mr. Schumacher asked if the Collaborative anticipates taking on transportation services for additional school districts. Mr. Hilton indicated that currently 65% of Collaborative operations are devoted to transportation services.

Mr. Hilton noted that District Administrators have expressed that having the Collaborative involved in Transportation ensures “healthy competition” in the market with the option of the provision of service if appropriate.

Mr. Hilton noted the increase growth of the transportation services, with approximately vehicles being managed by Fall 2019, has provided significant need for the hiring of an Operations Manager (along with programmatic facility needs).

Mr. Schumacher asked if other school districts would be making the move to propane-powered buses. Ms. Lindahl observed Nauset opted to make a “green” choice that might not be possible for other districts. She noted that Nauset had to “invest” money up-front. And that Nauset had the capacity to do this, while other districts may not have the same funds available.

Ms. Lipkind noted some challenges that the Collaborative has faced in fueling the propane buses, and that diesel and propane buses seem to have relatively similar short term equal maintenance needs.

Mr. Hilton noted that there has been consideration at the Federal level to demand that, by 2025, alternative fuel would be required in all school buses.

- Therapies

Mr. Hilton provided an update regarding the provision of services within Collaborative programs and to serve school districts. Mr. Hilton noted that the Collaborative has hired a Speech-Language Pathologist in her Clinical Fellowship Year (CFY) and that this was an investment to meet future needs as had been discussed in earlier Board meetings.

- Special Projects

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

- Professional Development / Grants

- On January 29<sup>th</sup> and 31<sup>st</sup>, the Collaborative will be hosting regional meetings with representatives from DESE focusing

upon the new Social Studies and History Frameworks and the latest statewide literacy plan respectively.

- Dr. Bogden also explained that the Collaborative will be hosting a meeting which will provide advisement to the DESE on new curriculum frameworks for Literacy.

- All-Cape In-Service

Mr. Hilton and Dr. Bogden discussed recent developments regarding proposals to change the timing of the All-Cape In-Service. They indicated that the Curriculum Administrators have been exploring the potential for scheduling All Cape In-Service opportunities for special area educators on various days throughout the year.

Dr. Bogden noted that there is not one specific day that would meet all the professional develop needs of each district. He noted that Curriculum Administrators indicted a preference for a Professional Development schedule which minimizes the need to hire substitute teachers.

Mr. Hilton noted that the All-Cape In-Service would have up to 900 participants, while this past year, there were 180 districts attendees. The continuing decrease in participation had caused a need to re-evaluate offerings, calendars and investment in cooperative professional development.

- ASLP

Mr. Hilton updated the Board regarding the planning for the Summer 2019 ASLP Program. He noted that program applications been given to students through the districts.

- Multi-Tiered Systems of Support Grant

Mr. Hilton provided an update regarding activities that are occurring with the districts throughout the region. He noted that Dr. Magdalene Giffune continues to provide support services to local districts.

- Bridgewater State College Off-Campus Programming

Mr. Hilton discussed the need to consider coursework and pathways similar to those that had been made available through the Collaborative / BSU partnership. He explained that this program was developed for individuals in the region that have Bachelor's degrees and are seeking special education teacher licensure. Dr. Woods spoke about the partnership's success, as out of 21 current teachers, 8 participated in the program.

Mr. Hilton noted that the final classes of the initial cohort occurred in Summer 2018.

- 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.

The Collaborative currently offers "for cost" SEI endorsement courses at the Collaborative through a partnership with the Collaborative for Educational Services (CES). He indicated that the Sheltered English Immersion (SEI) Course, for the winter/spring semester, will begin on



**e. Virtual High School**

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

**f. International Student Exchange**

Dr. Bogden provided an update regarding the status of the development of a regional consortium of school districts to host international students. He indicated that, assuming there were no problems in China with the issuance of visas, as many as 30 students would be visiting Dennis-Yarmouth in February. He also noted that the Collaborative and Boston Ivy are in the early stages of discussing opportunities for the hosting of Chinese high school students for a full year at local schools. Mr. Jacobus noted Dr. Bogden had some concerns regarding the issuance of visas. Dr. Bogden indicated that it appeared that the Chinese government had, at the last minute, denied visas to some students who were scheduled to visit the US. Mr. McGee asked if any Chinese students were currently enrolled in local schools. Dr. Bogden noted that two students are currently enrolled in Wareham, through Educatius, a for-profit organization. Mr. McGee observed that there had been students enrolled in Nauset some years ago. Dr. Bogden indicated that these students were enrolled through another organization, or perhaps two organizations. When asked why Wareham was able to enroll foreign students, Dr. Bogden spoke about the value of the relationship developed between the school systems, and noted that groups of students from Wareham have already travelled to China. Mr. Flaherty noted that exchange students could potentially bring in tuition fees.

Ms. Dunn left the meeting at 6:02 PM.

Ms. Bartlett observed that students had visited Mashpee schools for 5-6 days of cultural exchange. She noted that, although there are difficulties when hosting foreign students, she described the experience as overwhelmingly positive. Mr. Morris spoke about the difference between these programs and those run by rotary clubs and other exchanges. Dennis-Yarmouth has a history of participating in the hosting of long-stay students and has found the participation of foreign students decreases parochialism.

**VII. Other**

**a. Solicitation of Proposals for Equipment for FY19 - FY20 VOTE**

Mr. Hilton noted that the Collaborative will need to replace aging equipment in the Collaborative fleet to effectively meet the needs of member districts in FY19-FY20. Mr. Hilton recommended that the Board vote to authorize the Chief Procurement Officer (Ms. Lipkind) to solicit proposals for the following equipment/vehicles.

- Four (4) 71 Passenger buses for Mashpee
- Two (2) 71 Passenger buses for Nantucket

Mr. McGee made a motion that the Board vote to authorize the Chief Procurement Officer, Ms. Lipkind, to solicit proposals for the noted equipment. Mr. Fichtenmayer seconded the motion.

SO VOTED - UNANIMOUS

## **VIII. Adjournment**

Ms. Erikson made a motion to adjourn. This was seconded by Mr. Jacobus.

SO VOTED – UNANIMOUS

The January 9, 2019 meeting of the Cape Cod Collaborative Board of Directors was adjourned at 6:08 PM.

### **Cracker Barrel**

*After adjournment, several Board members elected to stay and hold an informal Cracker Barrel discussion.*

*Ms. Bartlett indicated that Mashpee recently sent out a family survey. Results will be used as a baseline for strategic planning. She explained that Mashpee regularly surveys families; each year the survey contains a focus question germane to an issue faced by the school system. If, Ms. Bartlett suggested that any Board members are interested in the contents of the survey contact her.*

*Mr. Morris noted he has been elected Chair of MASC-MASS Division 7. He spoke about how his experience on the Collaborative's Board has proven valuable, building a network of MASC members who share advice and suggestions.*

*Mr. Flaherty said that selectmen in Wareham will be seeking to fill an empty seat on the School Committee. He noted that it was possible that Geoff Swett will be appointed to fill the seat until the April election.*