



Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
February 13, 2019

I. Call to Order

The February 13, 2019 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:02 PM by Mr. Furnari, Chair. In attendance were:

Falmouth	John Furnari, Chair
Barnstable	Barbara Dunn
Bourne	Chris Hyldborg
Cape Cod Technical HS	Scott McGee
Dennis-Yarmouth	Phillip Morris
Mashpee	Nicole Bartlett
Nauset	Robert Jacobus
Orleans	Hank Schumacher
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

II. Executive Session

a. Contract Discussion for Non-Union Personnel

Mr. Furnari indicated that it was necessary to enter into Executive Session to discuss preparation for contract discussions with non-union personnel.

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

The Board exited Open Session and entered Executive Session at 5:03 PM.

The Board exited Executive Session and returned to Open Session at 5:05 PM.

Mr. Furnari asked the Board for a vote to suspend Monomoy, Martha’s Vineyard, Nantucket, Brewster, Provincetown and Truro for failure to attend meetings. A motion was made by Mr. Jacobus and was seconded by Mr. Morris.

SO VOTED - UNANIMOUS

III. Minutes

a. January 9, 2019

VOTE

Mr. McGee made a motion that the Board vote to approve the minutes of the January 9, 2019 meeting, which was seconded by Mr. Jacobus.

VOTED: YES – 8 NO – 0 ABSTAIN – 1 (Furnari)

THE MOTION PASSED

IV. Old Business

a. Transportation

- Invoicing

Ms. Lipkind updated the Board regarding the status for FY19 invoicing to districts. She indicated January invoicing was in process. Many changes occurred during the month of January that had an impact on invoicing.

- Reconciliation

Mr. Hilton shared the status of the reconciliation of costs and revenues projected for FY19. He noted that revenue is projected to cover expenses.

b. Executive Director Evaluation

The status of Mr. Hilton’s evaluation was discussed earlier in the meeting, in Executive Session.

c. Monomoy Regional Schools Transportation

Mr. Hilton, Ms. Lipkind and Mr. Dupuis met with the Monomoy Regional School Committee on January 10, 2019 to discuss the opportunity for the Collaborative to provide transportation services to support the Monomoy Regional Schools. Mr. Hilton noted that the Monomoy School Committee voted to enter into an agreement with the Cape Cod Collaborative for the provision of transportation services for the Monomoy Regional Schools. He indicated that the Monomoy School Committee

directed and authorized the Administration to develop an agreement with the Collaborative.

Mr. Hilton explained that the Collaborative administration has met with the Monomoy Regional School administration and the development of a Memorandum of Agreement (MOA) is in process. He also noted that the Collaborative staff met with drivers and monitors currently providing service for the current Monomoy Regional Schools on Wednesday, February 6, 2019 and that the meeting was very well attended (by the current transportation staff there).

Mr. Hilton informed the Board that that the Monomoy Regional School Committee has appointed a new representative to the Board of Directors.

d. Authorization / Acceptance: Vehicle Procurement VOTE

At the January meeting, the Board approved the solicitation for pricing/quotes for the following buses to meet the needs of the districts. Ms. Lipkind secured quotes for the procurement of buses. Ms. Lipkind noted that the buses will be purchased utilizing the National Joint Powers Alliance (NJPA) contract and the state contract. Mr. Hilton and Ms. Lipkind recommended the Board vote to authorize purchases below and to allow for securing financing for these purchases.

• Authorization to Purchase Equipment / Vehicles VOTE

Mr. Hilton recommended that the Board vote to authorize the Chief Procurement Officer (Ms. Lipkind) to purchase the following equipment/vehicles (large buses) in compliance with Chapter 30B procurement requirements from Anderson Blue Bird Bus Sales. The small buses for Monomoy to be purchased are still to be determined.

- Two (2) 71-passenger school buses for Nantucket \$ 184,926
- Four (4) 71-passenger school buses for Mashpee \$ 335,440
- Four (4) 71-passenger school buses for Bourne \$ 337,884
- Eighteen (18) 71-passenger school buses for Monomoy
(2 with luggage boxes) \$1,511,754

Total for large school buses: \$2,370,004

~~Three (3) Pre-K/SpED buses for Monomoy~~ — \$TBD (Not included in vote; no price available at the time of the meeting.)

Mr. Hyldburg asked that the actual purchase of the four buses for Bourne be delayed as long as possible to allow the Bourne School Committee additional time to consider route changes. Mr. Hilton observed the Bourne Business Manager had authorized the purchase and noted the “drop-dead” time for ordering would be the end of February.

Mr. Hilton explained that the purchase of new buses for Nantucket would allow for the transference of (Nantucket’s) older buses for use in Truro. He explained that there is a lack of availability on Nantucket for the service of aging buses and that it was prohibitively expensive to transport buses to the

mainland for repair. He noted that this arrangement allows for cost savings to both districts.

Mr. McGee noted that the cost for four buses for Bourne is higher than four buses for Mashpee. Ms. Lipkind indicated that specifications for the Bourne purchase included a more expensive camera system. Mr. Hyldburg explained the routes being developed in Bourne will have middle school and high school students riding together. He indicated that the camera system was an important component of the safety monitoring system.

Mr. Jacobus asked if buses that were used by private companies to provide service to school districts would be available for purchase, and whether used buses would provide a cost savings to the Collaborative and districts. Mr. Hilton noted districts have definitive specifications for school buses and that readily available used school buses often do not meet the specifications.

Mr. Schumacher asked if data comparing diesel and propane buses is available which compares maintenance costs. Ms. Lipkind noted the propane buses are still under warranty so that to date there is no good data for comparison. Mr. Schumacher stressed the need to have good data to allow districts to compare the mechanical efficiency of propane buses against other options. Mr. Hilton noted that propane buses were put into service for the first time in September. He indicated that operating costs were currently running about the same for the propane and diesel buses.

• **Authorization for Solicitation of Financing for Equipment VOTE**

Mr. Hilton recommended that the Board vote to authorize the Chief Procurement Officer (Ms. Lipkind) to solicit proposals/bids for financing the above referenced equipment. He explained that the borrowing will be cost-effective and in the best interests of the collaborative and member municipalities.

Mr. McGee made a motion that the Board vote the vehicle purchase and financing as noted on the agenda as a slate, striking the Pre-K buses for Monomoy as no pricing was available for the meeting. Mr. Jacobus seconded the motion.

SO VOTED – UNANIMOUS

Mr. Jacobus made a motion that the Board vote to approve the slate. Mr. Morris seconded.

SO VOTED - UNANIMOUS

V. New Business

a. Warrants

			VOTES
• #28	VOTE	• #31	VOTE
• #29	VOTE	• #32	VOTE
• #30	VOTE		

Ms. Putnam made a motion that the Board vote to approve Warrants #28, #29, #30, #31 and #32 as a slate. Mr. Jacobus seconded.

SO VOTED – UNANIMOUS

Ms. Putnam made a motion to approve the slate of Warrants; Mr. Jacobus seconded.

SO VOTED – UNANIMOUS

b. FY19 Spending Plan & Statutory Budget

VOTES

• Updates

Discussion

Mr. Hilton explained that the Finance Subcommittee met immediately prior to the Board meeting to discuss the status of the FY19 Spending Plan as well as the development of the FY20 Spending Plan.

- Ms. Lipkind reviewed updates to the Collaborative Spending Plan. She explained that, at the time of the Board meeting, the Collaborative projected costs had not exceeded the budget or spending plan. She noted that it is not necessary to consider adjustments to the FY19 (statutory) budget until/unless that occurred.

- 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. Schumacher asked for further information regarding the purchase of new computers and the failure of existing computers. Ms. Lipkind noted the failing computers are several years old; the purchase of new computers is part of the ongoing replacement of aging equipment. Mr. Furnari suggested the Collaborative might benefit from computer donations. He indicated that businesses and organizations who require updated technology often replace computers before they become obsolete and donate the existing equipment.

Ms. Lipkind and Mr. Hilton discussed the use of devices, such as Chromebooks, in student testing. Ms. Bartlett observed a drop in student scores that seems to correlate with the use of Chromebooks. She further noted that students indicated that they were not able to view the entire space available for submitting responses on the “screen”.

Mr. Morris asked if digital devices are being utilized as an educational tool or as reinforcements. Dr. Woods observed the use varies depending on the student population. She explained that devices are used for academics, reinforcements, communication devices and other purposes.

- Personnel

- Additions

VOTE

- Deslyn Dawkins, Apprentice Mechanic
- Doreen Mayer, CDL Driver (Spare)
- Amy Nugnes, Paraprofessional (Waypoint)
- Michael Patz, Paraprofessional (Waypoint)
- Jennifer Russell, Paraprofessional (Waypoint)
- Kaleigh Szymanowski, Paraprofessional (STAR)
- Christopher Viens, ASLP Improv Teacher

Mr. McGee made a motion that the Board vote to approve the Additions as shown on the agenda. Ms. Putnam seconded.

SO VOTED - UNANIMOUS

- Reductions

VOTE

- Matthew Heinlein, Paraprofessional (Waypoint)
- Carole Kaplan, 7D Driver
- Ana Lucia Laviolette, CDL Driver (Training)
- James Livingston, 7D Driver (deceased)

Mr. McGee made a motion that the Board vote to approve the Reductions shown on the agenda. Ms. Putnam seconded. Mr. Hilton expressed regret for the loss of Mr. Livingston and noted the Board had made a donation in his name to Christ the King Parish (as requested by family in lieu of flowers).

SO VOTED - UNANIMOUS

- Change of Status

- Jeffrey Deck, from CDL Training to CDL Nauset
- Marvin Mahotiere, from CDL Training to CDL Bourne
- John Paton, from CDL Training to CDL (Spare)

Mr. McGee made a motion that the Board vote to approve the Changes of Status as noted in the agenda. Ms. Putnam seconded.

SO VOTED - UNANIMOUS

- **Cape Cod Municipal Health Group – Rates Discussion**

Mr. Hilton discussed the most recent information regarding the health and dental insurance rates for FY19 through the Cape Cod Municipal Health Group (CCMHG). The CCMHG is projecting a 0% increase in the cost for insurance plans for FY20.

c. 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 expressed her gratitude to Cape Cod 5 for support of local education through grants, and to Kim Gainey, Linda Dempsey, and Jen Heinlein who obtained grants that benefit both programs.

Dr. Woods and Ms. Caputo noted changes to enrollment in both programs. At Waypoint, two new students have started and three students have been discharged (one back to district, one graduated, one left the program). Mr. Furnari was present at a recent Waypoint “graduation”. He mentioned that he had a good conversation with the graduating student and the student’s family

Dr. Woods noted that the STAR Program had five referrals pending. She also noted that, since the last Board meeting, one new student had started and two students had left the program (one to a residential setting, one “aged out”). Mr. Hyldburg asked for clarification on transfer to a “residential” setting. Dr. Woods explained that this was a move to a higher level of care than can be provided in a public day program.

Dr. Woods informed that Board that the STAR Program recently had an unannounced visit from the MA-DESE. She explained that she was at a meeting off-Cape at the time, but returned for the last hour and a half of the visit. She expressed kudos to Christina Caputo and Julia Bryant, who were present during the six-hour visit. Dr. Woods indicated that the DESE visitors had asked to review restraint data, to review four individual student files, to tour the building, and to speak with staff.

Mr. Hilton noted the unannounced compliance visit was very positive, but stressful. Mr. Hyldburg asked if it is routine for the DESE to conduct such a visit. Ms. Caputo indicated that it has not been a usual occurrence her experience. Mr. Morris asked if there had been a triggering event. Mr. Hilton indicated that these visits have been done in other locations, but this visit seems to be a first for an educational collaborative. Mr. Hilton noted that it was not an investigation but an unannounced “compliance visit”. He explained that the Collaborative may be offered technical assistance as a result, such as suggested modifications to the program handbook.

Mr. Hyldburg and Mr. Schumacher recommended that any written report received from the DESE be shared with the Board.

Ms. Bartlett referenced a recent newspaper article and asked if the Collaborative would be leasing the Cotuit Elementary School. She asked whether this facility would provide a location for Waypoint Academy. Mr. Hilton noted the building was likely to be too small for the Waypoint program, but might provide space for programming in the future. Ms. Dunn noted the article did not provide a clear picture regarding the situation. Mr. Hilton noted the importance of continuous use of the building as a school. He indicated the Collaborative and the Barnstable School Committee were exploring all possibilities.

- **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.
 - He recommended that the Board (at a later Board meeting) be prepared to vote to approve additional staffing to support and prepare for additional transportation services in the coming months. Mr. Hilton noted the difficulties in recruitment and retention of drivers and indicated that it may become necessary to offer some type(s) of incentives.

- **Consultation**

- Mr. Hilton, Ms. Lipkind and Mr. Dupuis will discuss recent and ongoing consultation with districts regarding their current and future transportation services:
 - i. Nauset Regional Schools – Cost Analysis
 - ii. Bourne Public Schools – Cost analysis
 - iii. Monomoy Regional Schools–MOA Development
 - iv. Dennis-Yarmouth Regional Schools – Consultation

- **Therapies**

Mr. Hilton provided an update regarding the provision of services within Collaborative programs and to school districts. He noted the Collaborative is currently very solidly staffed with Speech and Language professionals as the Collaborative prepares for future staffing changes.

- **Special Projects**

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

- Professional Development / Grants

Dr. Bogden noted Upper Cape Tech is interested in providing a 15-hour PDP SEI course (non-endorsement) to staff. Details are being discussed.

- All-Cape In-Service

Mr. Hilton and Dr. Bogden discussed recent developments regarding proposals to change the timing of the All-Cape In-Service. Dr. Bogden noted district calendars for 2019-2020 are still in development. Mr. Hilton noted that Curriculum Administrators have provided guidance on workshops and presenters, and Dr. Bogden expressed his expectation that participation in the All-Cape In-Service will increase this year.

- ASLP

Mr. Hilton updated the Board regarding the planning for the Summer 2019 ASLP Program. Two hundred fifty-four (254) applications have been received; it is expected that 208 students will attend. He noted that there is one unique situation which may necessitate seeking guidance from legal counsel.

- Sheltered English Immersion (SEI) Course Development

The Collaborative currently offers “for cost” SEI endorsement courses at the Collaborative through a partnership with South Shore Educational Collaborative. Dr. Bogden noted a delay in the start of the most recent course. The instructor suffered a serious health issue, and the start of the course was postponed while an alternative instructor was located. The course had been over-enrolled. The Collaborative will be paying a slight premium to the replacement instructor for stepping in at the last minute and facing a larger than average class.

Mr. Hilton noted that Dr. Bogden was recently asked to do a presentation in Cohasset regarding the district’s search for a new superintendent. Dr. Bogden noted that he provided some rather unique advice.

d. FY20 Spending Plan & Statutory Budget Development

Mr. Hilton explained that it was necessary to convene a meeting of the Finance SubCommittee in March as the development of the FY20 Spending Plan and Statutory Budget are proposed and reviewed. He noted that Collaborative Administration and the Business Office have been preparing a DRAFT for review by the Board in March.

e. Virtual High School

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

The Collaborative is reconciling the district use of the Virtual High School service for the 2018-2019 School Year and will be issuing invoices to participating districts.

f. International Student Exchange

Dr. Bogden provided an update regarding the status of the regional consortium of school districts to host international students. He discussed the ongoing visit of 10 students from China to the Dennis-Yarmouth district. Students arrived on Saturday and were greeted by the DY band. Although thirty (30) students applied for visas, only 10 visas were granted in time for students to make the trip.

Dr. Bogden also discussed the opportunity for the Collaborative and Boston Ivy for the hosting of Chinese high school students for a full year at local schools. He noted the Collaborative website will soon have additional information and photos.

VI. Cracker Barrel

Ms. Bartlett asked to debrief following the recent Legislative Breakfast. She noted attendance was good, but she was surprised that the legislators were not introduced (and did not introduce themselves). She suggested that introductions be provided next year.

Mr. Hilton noted success in having legislators sit at different tables. He observed discussion centered on charter schools and school funding.

Mr. Morris, who is Chair of MASC Division 7, valued the opportunity to speak one-on-one regarding the ongoing situation facing Dennis-Yarmouth schools and the DY School Committee's attempt to construct a new middle school building.

Mr. Furnari noted Dr. Francese provided valuable information regarding changing demographics, which fostered challenging discussions. He wondered if there was a mechanism for the Collaborative to act as a voice for member districts. Mr. Hilton observed the legislators, school committee members and superintendents all would like these discussions to continue.

Ms. Bartlett noted this meeting provided valuable feedback regarding the impact of legislation. She indicated that was important for legislators to know that the impact may vary from district to district.

Mr. Hilton observed that, when approaching legislators, it is important to know what the group is "asking for".

Ms. Bartlett expressed the importance of developing a shared understanding for shared relationships.

Ms. Putnam observed there is common ground, as districts face common issues. She believed that the legislators were asking for concise feedback to help them focus on priorities. Mr. Morris noted that planning and consensus building will help get our voice heard.

Ms. Putnam left the meeting at 6:37 PM.

Mr. Schumacher shifted the discussion to how districts can enlighten student learning experiences. He wondered how can districts “lock in” time to do the things that are positive for students when constrained by regulation. He also asked if districts considered changing vacation periods, perhaps eliminating or consolidating the February and April vacations. Mr. Hilton observed the islands have been successful in changing vacation times. He noted that the “shift” in vacations had been somewhat less successful in areas where school staff have children who attend schools in other districts. Mr. Hilton also noted the difficulty in implementing vocational programming for at-risk high school students, as no two districts have the same scheduling.

VII. Adjournment

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

SO VOTED – UNANIMOUS

The February 13, 2019 meeting of the Cape Cod Collaborative Board of Directors adjourned at 6:44 PM.