

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
March 13, 2019

I. Call to Order

The March 13, 2019 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:04 PM by Mr. Furnari, Chair. In attendance were:

Falmouth	John Furnari, Chair
Eastham	Judy Lindahl, Vice Chair
Barnstable	Barbara Dunn
Cape Cod Regional Technical HS	Scott McGee
Monomoy Regional	Joe Auciello (in at 5:11 PM)
Nauset Public Schools	Robert Jacobus
Orleans	Hank Schumacher
Sandwich	Sheri Erikson
Upper Cape Cod Technical HS	Robert Fichtenmayer (in at 5:28 PM)
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. Christopher Bogden
Director of Special Ed Programs	Dr. Anita Woods
Asst. Director of Special Ed Programs	Christina Caputo

Mr. Furnari asked for a vote to suspend the voting rights for districts whose representatives have missed two (or more) consecutive meetings: Nantucket, Martha's Vineyard, Truro, Provincetown, Brewster, and Monomoy. Mr. McGee made the requested motion and Mr. Jacobus seconded.

SO VOTED – UNANIMOUS

II. Executive Session

a. *Contract Discussion for Non-Union Personnel*

Mr. Furnari noted that it would be necessary to enter into Executive Session to discuss preparation for contract discussions with non-union personnel as well as to discuss litigation strategy (separate issues).

Mr. Furnari asked the Board for approval to enter into Executive Session to discuss preparation for contract discussions with non-union personnel as well as to discuss litigation strategy (separate issues). A roll call vote was taken:

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

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

The Board exited Executive Session and returned to Open Session at 5:20 PM. Mr. Auciello entered the meeting while the Board was in Executive Session. The Board voted during Executive Session to restore voting rights for Monomoy Regional.

III. Minutes

a. February 13, 2019

VOTE

Mr. Jacobus made a motion that the Board vote to approve the minutes of the February 13, 2019 meeting as written. The motion was seconded by Ms. Lindahl.

SO VOTED

YES – 7

NO – 0

ABSTAIN – 2 (Ms. Lindahl, Mr. Auciello)

IV. Old Business

a. Transportation

- Invoicing

Ms. Lipkind updated the Board regarding the status for FY19 invoicing to districts. January invoicing has been completed; February invoicing is in process.

- Reconciliation

Ms. Lipkind shared the status of the reconciliation of costs and revenues projected for FY19. She noted that it was projected that revenue will continue to cover expenses.

b. Executive Director Evaluation

Mr. Hilton explained that he had met with the Chair, Mr. Furnari, and Vice-Chair, Ms. Lindahl, remotely (Mr. Furnari in person with Ms. Lindahl by phone) before the March Board meeting to discuss the completion of an evaluation of the Executive Director. Mr. Furnari noted the Board will be moving forward on the evaluation with discussion scheduled to occur at the April meeting of the Board.

c. Monomoy Regional Schools Transportation

Mr. Hilton indicated that the Monomoy School Committee had voted to enter into an agreement with the Cape Cod Collaborative for the provision of transportation services for the Monomoy Regional School District.

He explained that on February 19, 2019, Collaborative Administrators and Monomoy Regional Administrators met to refine elements of a Memorandum of Agreement (MoA) for consideration. He explained that a DRAFT of the elements (including specifications) of this MoA has been forwarded to Collaborative counsel for review. He noted that it was expected that the full MoA will be ready for consideration by the Collaborative Board for the April Board meeting.

Mr. Hilton also explained that, on March 7, 2019, Mr. Hilton, Ms. Lipkind and Mr. Dupuis met with the Monomoy Regional School Superintendent, Dr. Scott Carpenter, Monomoy Business Manager, Katie Isernio, along with the Mashpee School Business Manager, Paul Funk, and Mashpee Transportation Coordinator, Cathy Lloyko. He explained that, during this meeting, operational elements associated with the agreement for the Collaborative to provide transportation services to support the Monomoy Regional Schools were discussed in detail.

Ms. Lipkind explained that a request to approve vehicle financing will likely be brought before the Board at the April meeting.

Mr. Auciello indicated that a Monomoy School Committee meeting is scheduled for March 14, 2019 with Transportation as an agenda item. Mr. Auciello noted the School Committee is supportive of the move to have the Collaborative provide transportation services. He explained that the Monomoy Regional School District advertised for bids (twice), but received none. Mr. Hilton explained that working with the Collaborative is different than hiring a private company to provide services. He explained that the Collaborative and Monomoy school officials will need to work together to ensure successful and efficient delivery of services.

Ms. Erikson indicated the Sandwich transportation contract will come up for bid soon. Mr. Hilton noted the Collaborative has helped school districts determine transportation costs, enabling districts to make informed decisions.

Mr. Fichtenmayer joined the meeting at 5:28 PM.

V. New Business

a. Warrants

		VOTES	
• #33	VOTE	• #35	VOTE
• #34	VOTE	• #36	VOTE

Ms. Lindahl made a motion that the Board vote Warrants #33, #34, #35 and #36 as a slate. Mr. McGee seconded.

SO VOTED – UNANIMOUS

Ms. Erikson moved that the Board vote to approve the slate of Warrants. Mr. McGee seconded.

SO VOTED – UNANIMOUS

d. Programs/Services

- Waypoint Academy
 - Enrollment Update
 - Programming

- STAR / Osterville
 - Enrollment
 - Programming

Ms. Caputo discussed the status of enrollment and programming at Waypoint Academy and the Osterville STAR Program. She noted Waypoint's enrollment was 53, with 4 pending referrals and that the STAR Program enrollment was 59, and also had 4 referrals pending.

She noted that a Family Luncheon for the STAR Program would be held March 20th from 11 to 1 and that an Italian menu was planned.

Ms. Caputo explained that Friday, March 15th is a professional development day for staff at both programs. She indicated that Staff from both school programs would participate in team-building exercises at Camp Burgess.

Ms. Caputo briefly reviewed the current QBS crisis prevention and de-escalation training. She also spoke about the Collaborative Fresh Market program, which provides food to the families of students with need, as well as providing an excellent opportunity for students in both programs to be involved. She explained that High School students were currently finishing MCAS testing, and that elementary students would begin MCAS tests soon. She also noted that the 2019-2020 calendar for both programs was being developed.

Dr. Woods indicated that the current plan at this moment was for the school programs to have two weeks off for Christmas, consistent with a number of the Member Districts.

Mr. Schumacher expressed concern that elementary students were being taught "to the test" and asked if Collaborative students used computers for testing. Dr. Woods explained that both Collaborative programs follow state guidelines for computer-based testing and were using Chromebook computers. She indicated students seem to prefer using keyboards, and noted the test was no longer a "timed test".

Mr. Schumacher noted the number of students that transition in and out of Collaborative school programs. Mr. Hilton observed that students enter the program when they are experiencing problems, often experience stabilization, and return to participate in district programs when ready to do so. Dr. Woods spoke about planning which was occurring for the fall, noting some students would be returning but that others some would transition to other programming. She also noted that each year a group of Seniors graduate from Waypoint, and a group of 5th grade students move on from STAR.

Mr. Hilton told the Board about a recent success within the Vocational Program. He explained that a student who was participating in the facilities and maintenance programming was seeking to develop a career associated with his experience in that field.

- 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 noted that it continued to be necessary to recommend 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.

- Equipment

- Procurement Status

Ms. Lipkind discussed the status of the procurement and financing for the equipment needed to service districts:

- Monomoy Regional Schools (18 full sized buses, 2 “full seat” short buses and one wheelchair short bus)
 - Mashpee Public Schools (replace four buses), and
 - Nantucket Public Schools (2 large buses)

- Procurement for Equipment for FY20

VOTE

Mr. Hilton explained that, at the January meeting, the Board approved solicitation to secure pricing/quotes for the following buses to meet the needs of the districts.

Ms. Lipkind indicated that she had secured quotes for the procurement of buses consistent with the NJPA (National Joint Purchasing Alliance) contract and the state contract.

Mr. Hilton recommended that the Board approve the procurement of these vehicles, and also approve the solicitation of financing for these purchases.

Mr. Hilton recommended that the Board vote to authorize the Chief Procurement Officer (Ms. Lipkind) to procure the following equipment/vehicles (small buses) in compliance with Chapter 30B procurement requirements from Anderson Blue Bird Bus Sales and Dattco.

He explained that these (small) buses are to service the Monomoy Regional School District:

▪ **Two (2) Pre-K/SpEd buses for Monomoy** **VOTE**

It was specifically recommended that the Board award this procurement contract to **Anderson Blue Bird** consistent with NJPA pricing - **\$125,132**

Ms. Lindahl made a motion that the Board award the procurement contract for two (2) Pre-K/SpEd buses for Monomoy to Anderson Blue Bird at \$125,132. Ms. Erikson seconded the motion.

SO VOTED – UNANIMOUS

▪ **One (1) Pre-K/SpEd bus for Monomoy** **VOTE**

It was recommended that the Board award this procurement contract to **Dattco** consistent with NJPA pricing - **\$69,790**

Ms. Erikson made a motion that the Board vote to award the procurement of one (1) Pre-K/SpEd bus for Monomoy to Dattco at \$69,700. Ms. Lindahl seconded.

SO VOTED – UNANIMOUS

▪ **Financing** **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. This vote will require that the borrowing is cost-effective and in the best interests of the collaborative and member municipalities.

Ms. Erikson made a motion that the Board vote to authorize the Chief Procurement Officer, Ms. Lipkind, to solicit proposals/bids for financing the buses procured by vote at this meeting. Ms. Lindahl seconded.

SO VOTED - UNANIMOUS

Ms. Lipkind discussed the ongoing assessment of the Collaborative fleet of vehicles. Mr. Hilton observed that there are not many vehicles “coming off of” financing this year, and that the Collaborative’s debt ratio would be an item that would be monitored closely.

○ 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 – Cost Analysis
 - ii. Nantucket Public Schools-FY20 MoA & Cost Template
 - iii. Truro Public Schools- FY20 MoA & Cost Template
 - iv. Monomoy Regional Schools–MoA Development

- Therapies

Mr. Hilton provided an update regarding the provision of services, both within Collaborative programs and within school districts.

He noted that the Collaborative continued to maintain a high level of Speech & Language support to prepare for anticipated changes in this critical area. He reminded the Board that the revenue generated by service provision in this area might not cover the expenditures as the Collaborative “invested” in preparing for these anticipated changes.

- Special Projects

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

- Professional Development / Grants - Tower Foundation Grant

Mr. Hilton indicated that Dr. Giffune continued to work with closely with the participating districts.

- 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 observed that many school district calendars are still under development. He explained that he continued to collect information regarding when Professional Development days were scheduled and who is available to participate.

- ASLP

Mr. Hilton updated the Board regarding the planning (and administrative processing schedules) for the Summer 2019 ASLP Program. He explained that applications were being sent to the 230 students accepted to the program; with an expected final enrollment will be 208-210 students.

- 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 noted that the Collaborative currently offers “for cost” SEI endorsement courses at the Collaborative through a partnership with the Collaborative for Educational Services in Northampton.

He also explained that the Collaborative has also developed a fifteen (15) hour course which was offered at Upper Cape Cod Regional Technical School in February.

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.

The Collaborative is reconciling the district use of the Virtual High School service for the 2018-2019 School Year and will be invoicing districts during the current month.

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 recent visit of 10 students from Daxing, Beijing, China to the Dennis-Yarmouth Regional School District in February, as well as the continued opportunity for local school staff to travel to China.

Dr. Bogden also informed that Board regarding the opportunity for the Collaborative, with Boston Ivy, for the hosting of Chinese high school students for a full year at local schools.

VI. Adjournment

Ms. Erikson made a motion that the Board vote to adjourn the meeting. Ms. Lindahl seconded the motion.

SO VOTED – UNANIMOUS

The March 13, 2019 meeting of the Cape Cod Collaborative Board of Directors adjourned at 6:11 PM.