

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
April 10, 2019

I. Call to Order

The April 10, 2019 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:07 PM by Mr. Furnari, Chair. In attendance were:

Falmouth	John Furnari, Chair
Barnstable	Barbara Dunn (out at 7:03 PM)
Cape Cod Technical HS	Scott McGee (in at 6:03 PM)
Dennis-Yarmouth Regional	Phillip Morris
Mashpee	Nicole Bartlett
Monomoy Regional	Joe Auciello
Nauset Public Schools	Robert Jacobus
Orleans	Hank Schumacher
Sandwich	Sheri Erikson (in at 5:59 PM)
Upper Cape Cod RTS	Robert Fichtenmayer (in at 5:27 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 Education Programs	Dr. Anita Woods
MTSS Educational Consultant	Dr. Magdalene Giffune

Mr. Furnari asked for a motion to suspend the voting rights for districts whose representatives missed two or more Board meetings: Martha's Vineyard, Nantucket, Brewster, Wellfleet, Truro and Provincetown.

Mr. Jacobus made the motion to suspend voting rights for Martha's Vineyard, Nantucket, Brewster, Wellfleet, Truro and Provincetown. The motion was seconded by Mr. Flaherty.

SO VOTED – UNANIMOUS

II. Executive Session

Mr. Furnari and Mr. Hilton indicated the need for the Board to enter into Executive Session:

- a. *To discuss the reputation, character, physical condition or mental health, rather than the professional competence of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties;*
- b. *To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;*
- c. *To discuss strategy with respect to collective bargaining or litigation if an open meeting would have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.*

Mr. Furnari asked for a motion to enter Executive Session. Mr. Jacobus made a motion and Mr. Flaherty seconded. A roll call vote was taken:

Mr. Schumacher – Yes, Mr. Morris – Yes, Ms. Bartlett – Yes, Mr. Flaherty – Yes, Ms. Dunn – Yes, Mr. Auciello – Yes, Mr. Jacobus – Yes, Mr. Furnari – Yes

The Board exited Open Session and entered into Executive Session at 5:12 PM.

The Board exited Executive Session and returned to Open Session at 5:27 PM.

III. Minutes

a. March 13, 2019

VOTE

Mr. Schumacher made a motion that the Board vote to accept the minutes of the March 13, 2019 meeting. This motion was seconded by Mr. Fichtenmayer.

SO VOTED - UNANIMOUS

IV. Old Business

a. Transportation

- Invoicing

Ms. Lipkind updated the Board regarding the status for FY19 invoicing to districts. February invoices have been completed; March invoicing is underway. She indicated many changes occurred during the past month, which had an impact on billing calculations.

- Reconciliation

Ms. Lipkind shared the status of the reconciliation of costs and revenues projected for FY19. She referenced her report and noted that the “green sheet” provides information that indicates it is expected that revenue will continue to cover expenses.

Mr. Hilton noted that these transportation items are kept on the agenda each month, as the manner by which districts share “out of district transportation” is complicated and takes considerable time to review and invoice.

Mr. Schumacher asked Ms. Lipkind if the 2019 fiscal forecast remained positive, overall. Ms. Lipkind responded that it does.

Mr. Schumacher asked if there was a process by which the Collaborative issued refunds to districts. Ms. Lipkind noted there was a process for crediting fuel adjustments.

Mr. Hilton explained that the Collaborative has been somewhat understaffed in transportation, and is seeking to add an Operations Manager and some further business office support (to be discussed later in the meeting).

He asked Board members to consider the long term planning that has been occurring, which requires capital investment. He also noted that fund accrues for “OPEB” remain in the general fund for eighteen months prior to transfer to the irrevocable trust.

Mr. Hilton also explained that liabilities follow district usage, for example one districts decision to sell buses at a loss will only impact the contract and that individual district, not other member districts.

b. Executive Director Evaluation

Mr. Furnari, Chair, facilitated a discussion regarding the evaluation of the Executive Director. He explained that the evaluation would be for the period from July 1, 2017 through December 31, 2018 consistent with prior Board discussion and Board votes. He noted that the Board had voted to move to a calendar year evaluation cycle to ensure that Board members participation was not impacted by Town election cycles, and to facilitate increased participation by Board members.

Mr. Furnari asked each Board member in turn to share comments regarding Mr. Hilton’s performance, using the evaluation instrument as a guide.

Mr. Schumacher indicated that he had completed the evaluation instrument. He explained that, during his five to six years on the Board, he had seen continued leadership skills and communication. Mr. Schumacher indicated it was difficult to assess Mr. Hilton’s relationship with the community and families. He noted that there was no instrument to evaluate his performance from a parent’s or staff member’s viewpoint. He indicated that Communication with the Board of Directors has been superb. He also mentioned that Mr. Hilton continually adjusted programs as demographics shifted and that financial reports and audits are “above board”. Mr. Schumacher indicated he would be giving Mr. Hilton high ratings.

Mr. Morris added his endorsement to Mr. Schumacher's comments. He stated that Mr. Hilton's short-term to long-term planning was seamless. He indicated that resource allocations are continually juggled as district needs change. He explained that Mr. Hilton provides the Board with considerable information, educating the Board in the process. Mr. Morris said he is impressed with the staff efforts in finance and programs. He also indicated that he believed that Mr. Hilton anticipates what could happen and addresses changing personnel needs. Mr. Morris also noted that, while in discussion with the Board, Mr. Hilton was always informative and never patronizing.

Ms. Bartlett indicated that she would not provide any surprise revelations or "dings". She noted that this is her second year on the Board; and that, during the first year, she did not feel qualified to evaluate Mr. Hilton's performance. She indicated that the organization and budgeting are tightly run. Ms. Bartlett noted that she was insulated from feedback from staff and families, which she noted as a defect in the evaluation process. She noted the Legislative Breakfast as a highlight, this year's breakfast being particularly relevant. Ms. Bartlett noted that Mashpee does not get a lot utility from the Collaborative beyond busing and school-related direct services. She indicated she would like to see growth in curriculum development and professional development, and increased synergy among member districts.

Mr. Flaherty indicated that he was not prepared to offer comments at this meeting, as he was under the impression that this would be a "process" meeting. He did, however, echo Board members' previous comments regarding Mr. Hilton's remarkable attention to detail as evidenced in the agenda and budget documents.

Mr. Fichtenmayer expressed his full support of Mr. Hilton. He explained that, in the past, when he had questions or concerns, he called and spoke with Mr. Hilton and his concerns were addressed. In his words, Mr. Hilton does a "hell of a good" job.

Ms. Dunn rated Mr. Hilton "excellent" on his willingness to share knowledge. She noted that Mr. Hilton has the foresight to look at ahead at factors that impact education in the region. Ms. Dunn indicated that she could not comment on how staff and families interact with Mr. Hilton, and noted that is an important piece of the evaluation process, and that this was one area where it would be important to gain insight.

Mr. Auciello, noting that this was his second meeting, indicated that he was hesitant to make comments. He stated that, generally, if you have not heard negatives, then they are not there. Negatives have a way of coming to the surface. The Executive Director has to be an ambassador. Mr. Auciello spoke about a meeting at Monomoy where there was a bit of tension regarding transportation. He explained that Mr. Hilton's presentation was thorough and well informed, touched on all the points, and that he was able to end problems before they came up.

Mr. Jacobus said that Mr. Hilton has done a great job. Mr. Jacobus also noted the importance of feedback from employees and the community, and asked Board members to consider a way that the Board could get feedback on this aspect.

Mr. Furnari indicated the Board will work to develop an appropriate feedback tool. He noted that staff were free to reach out to Board members at any time. Mr. Furnari thought it would be helpful to gather stories about Mr. Hilton's interactions within the community, especially regarding his representation of the Collaborative.

Mr. Furnari said that he appreciated Mr. Hilton's breadth and depth of knowledge relative to each of the districts, as well as his legislative knowledge.

Ms. Erikson joined the meeting at 5:59 PM.

Mr. Hilton asked to provide a self-assessment regarding the 18-month evaluation period. He noted that, "things get done" because everyone within the Collaborative works together. He noted that getting districts to agree to programming and coordinated efforts, was somewhat similar to "herding cats." He noted that all districts in the region are motivated to work towards benefitting students and families, although they do not always agree on the methods or the need to coordinate efforts. Mr. Hilton indicated that he believed that it is critically important to build consensus regarding "collaborative efforts" and to reflect on the best methods as to how the Collaborative should proceed.

He noted that the issues raised at the Legislative Breakfast would impact every district and every community. He explained that the Collaborative can work as a catalyst or fulcrum to effect change. He noted the importance of the development of a shared process for working together strategically and a firm focus regarding methods to facilitate this "collaboration".

Ms. Erikson noted that this has been her first year on the Collaborative Board, as well as her first year on the Sandwich School Committee. In her evaluation, she noted that what she has gained at the Collaborative has been overall "more positive" than she expected. At the Legislative Breakfast, clear respect was shown to Mr. Hilton by superintendents and principals. Ms. Erikson noted it is hard to do an evaluation when you have nothing bad to say.

Mr. McGee joined the meeting at 6:03 PM.

Mr. McGee said that he is, "happy with Paul and has never given him a bad grade."

Mr. Hilton noted each district perceives the Collaborative differently, based on each districts' needs.

The information from completed evaluation instruments will be compiled and consolidated by the Secretary to the Board and reviewed by the Chair and Vice-Chair of the Board for presentation and vote at the May 2019 meeting.

c. Collaborative Treasurer Evaluation

VOTE

The Collaborative Board is required to effect the evaluation of the Collaborative Treasurer on an annual basis. The Executive Director and Business Manager have met with the Treasurer, Mr. Friel, each year and completed an evaluation. Chairman Furnari participated in the evaluation process as well.

Mr. Hilton and Mr. Furnari recommended that the Board discuss the evaluation, and to accept / approve the evaluation of the Treasurer.

Ms. Erikson made a motion that the Board vote to accept and approve the Treasurer Evaluation. The motion was seconded by Mr. Jacobus.

SO VOTED - UNANIMOUS

d. Monomoy Regional Schools Transportation

The Monomoy School Committee has voted to enter into an agreement with the Cape Cod Collaborative for the provision of transportation services for the Monomoy Regional Schools.

Mr. Hilton indicated a vote regarding the Memorandum of Agreement would occur during the “New Business” portion of the Board meeting

V. New Business

a. Warrants

VOTES

• #37

VOTE

• #39

VOTE

• #38

VOTE

• #40

VOTE

Mr. Jacobus made a motion that the Board vote Warrants #37, #8, #39 and #40 as a slate. Ms. Bartlett seconded.

SO VOTED – UNANIMOUS

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

SO VOTED – UNANIMOUS

b. FY19 Spending Plan & Statutory Budget

VOTES

• Updates

Discussion

Mr. Hilton noted the Finance SubCommittee (Mr. Flaherty and Mr. Morris) 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.

- There were no updates to the Collaborative Spending Plan and it was not necessary to consider adjustments to the FY19 (statutory) budget.
- Financial Projection Review

Ms. Lipkind reviewed the financial status of the Collaborative and projections through the end of the fiscal year.

- FY19 Projection Narrative
- FY19 Projection Spreadsheet

• Personnel

○ **Recommended Position Addition** **Discussion & VOTE**

Mr. Hilton & Ms. Lipkind recommended the Board consider adding (back) a position to support the activities of the Business Office. Mr. Hilton explained that, in FY18 the Collaborative had hired a Payroll Clerk to assist in supporting the (growing) needs of personnel and Human Resource items within the Business Office. He noted that the person that had served in this position decreased to part-time and left the position after working part-time for a few months.

He explained that the Collaborative budget, the number of employees and the workload of the Business Office had continued to grow.

He indicated that a DRAFT description for the position “Business Office Support Staff” has been presented to the Board for consideration.

Ms. Erikson made a motion that the Board vote to approve the addition of the Business Office Support Staff position. Mr. Fichtenmayer seconded.

Mr. Jacobus asked why the person who was in the position previously left the Collaborative. Mr. Hilton indicated that she was offered another position, at 24% more pay, with a 90/10 benefit split. He noted that, while she agreed to stay on part-time to assist with payroll, the situation was not sustainable. Mr. Hilton indicated that the workload and capacity of existing staff members were considered prior to bringing this request before the Board.

The vote was taken:

SO VOTED – UNANIMOUS

○ **Additions** **VOTE**

- Jane Kelleher Cullen, ASLP Resident Assistant
- Melody Medeiros, School Bus Monitor (Spare)
- Ann Mell, School Bus Monitor (Spare)
- Bryan Davis Taylor, ASLP Humanities Teacher
- Jennifer Wagner, STAR Paraprofessional

Mr. McGee made a motion that the Board vote to accept the additions as noted on the agenda. Mr. Jacobus seconded the motion.

SO VOTED - UNANIMOUS

○ **Reductions** **VOTE**

- Laurie Aguiar, STAR Paraprofessional
- Marvin Mahotiere, CDL Driver (Bourne)
- Anne-Marie Roderick, School Bus Monitor (Spare)

- Linda Dempsey, Waypoint Paraprofessional
Ms. Erikson made a motion that the Board vote to accept the terminations. Mr. Jacobus seconded.

SO VOTED - UNANIMOUS

- Change of Status (none)
Mr. Hilton congratulated Ms. Lipkind on the attainment of licensure as a School Business Administrator.
- Operations Manager DISCUSSION
Mr. Hilton and Ms. Lipkind discussed the status of recruitment and interviews for this position. It is expected that finalist interviews will be scheduled to occur within the week of the Board meeting

c. Programs/Services

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

Dr. Woods discussed the status of enrollment and programming at the Osterville STAR Program. She noted that everyone was working to keep things “rolling” and that staff evaluations were in process.

She explained that the STAR Program hosted a family luncheon in March; 150 – 160 people attended, including family members, students and staff.

She also noted that, on staff in-service day, staff from both programs met at Camp Burgess for team building exercises.

Dr. Woods described planning for next year, including potential enrollment and staffing needs. She provided a copy of the draft calendar for both programs. She explained that she was proposing that staff would return the last week in August; students will start September 3rd and that the Extended School Year program would operate from July 1 to August 8.

- Transportation

Mr. Hilton provided an update regarding current issues and opportunities with Collaborative transportation. He noted the Collaborative is working with Bourne as the district faces a number of challenges involved in the “stratification” of the grade configuration for the schools, moving to all full-day Kindergarten, and also modifying changing start times. He noted that routes are being reconsidered and reconfigured, and that effective communication has been difficult. Mr. Hilton noted that the Collaborative is working with the district regarding these issues, and that it will be a considerable challenge.

- Staffing
 - Mr. Hilton noted that the Board (at a later Board meeting) should be prepared to vote to approve additional staffing to support to prepare for additional transportation services in the coming months, especially with the addition of the Monomoy Regional School
 - Mr. Hilton noted that a national expert on transportation will attend a meeting of all business managers which will occur on April 26th. He noted among the focus areas is the critical (local, regional and national) need for bus drivers. The expert will facilitate a discussion on how to strategize.

- 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

Ms. Lipkind also discussed the ongoing assessment of the Collaborative fleet of vehicles.

- 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
 - v. Dennis-Yarmouth Regional Schools – Consultation

- Therapies

Mr. Hilton provided an update regarding the provision of services within Collaborative programs and within school districts. Mr. Hilton discussed the planned investment in therapy staffing to prepare for expected changes in staffing. He noted that this investment in staffing for the future would likely result in this service area incurring payroll expenses that exceed the service revenue for FY19.

- Special Projects

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

- *Bridgewater State University*
Mr. Hilton discussed an upcoming meeting with administrators from Bridgewater State University regarding the potential for a partnership to increase coordination of activities to increase programming opportunities at the Cape Cod Campus in Yarmouth.
- *Professional Development / Grants - Tower Foundation Grant*
Dr. Magdalene Giffune updated the Board regarding recent and planned activities associated with this grant-funded initiative. Dr. Giffune recounted her background as a superintendent in Massachusetts for 17 years, both before and after education reform. She also noted that she had worked with Mr. Hilton in Milton. Dr. Giffune explained that the joint grant with the (NCLD) National Center for Learning Disabilities (1/2016-12/2018) focused upon support to principals and superintendents to structure interventions in schools. She noted that disparity exists among districts, although all districts are trying to solve the same problems. She explained that the second grant (1/2019-12/2021) was developed to continue to provide support to head teachers, department heads, and lead teachers responsible for holding Professional Learning Communities (PLCs) together to focus upon the work. She explained that each district is different, that plans must be totally individualized – courses, trainings for team leaders, professional development.
- *Center for Executive Search (CES)*
Mr. Hilton indicated that he had presented the option to secure the services of the Center for Executive Search (CES) to the Bourne School Committee. He noted that the Bourne School Superintendent had accepted a position off-Cape effective July 1, 2019. Mr. Hilton explained that he had presented the opportunity to have the CES support the search, through lead consultants Dr. Patricia Grenier and Dr. Chris Bogden, in coordination with the support of consultants from the Massachusetts Association of School Committees.
- *All-Cape In-Service*
Dr. Bogden discussed recent developments regarding proposals to change the timing of the All-Cape In-Service. He noted that the All-Cape In-Service for the 2018-2019 School Year will occur October 11, 2019, on the Friday preceding the Columbus Day/Indigenous Peoples' weekend. Dr. Bogden explained that staff in districts had identified highly respected staff in their districts that would be helpful in developing workshops that would be timely and of interest throughout the region.

- *ASLP*

Mr. Hilton updated the Board regarding the planning (and administrative processing schedules) for the Summer 2019 ASLP Program. He noted that Dr. Gilbert will present the staffing and programming plans at a future meeting.

- *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 that was offered at Upper Cape Cod Regional Technical School in February.

d. FY20 Spending Plan & Statutory Budget Development

Mr. Hilton indicated that a meeting of the Finance Subcommittee was held immediately prior to the Board meeting. They noted that the development of the FY20 Spending Plan and Statutory Budget was reviewed.

Mr. Hilton explained that the Collaborative Articles of Agreement require that the FY20 Spending Plan and Statutory Budget be approved at the June meeting of the Board. He noted that the initial DRAFT of the Spending Plan / Budget is presented to the Board each April and reviewed at subsequent Board meetings until approval in June.

Mr. Hilton explained that the Board had historically approved preliminary rates at their May meeting(s) with final approval of the Spending Plan/Budget at the June Board meeting.

Mr. Hilton noted that there were a few factors that the Collaborative must consider and include in the FY20 Spending Plan & Statutory Budget:

- Health Insurance Costs - Cape Cod Municipal Health Group has indicated that the health insurance costs not increase (0% BCBS HMO and 0% HPHC HMO) this coming fiscal year.
- Continued Restructuring of the Special Education Programs (STAR & Waypoint), which are included in the Spending Plan / Budget.
- Salary Scale increase of 2% is included in the Spending Plan/Budget Proposal
- A decrease in Special Education program enrollment (revenue) expenses is included in the proposal based upon modified projections
- A 2.8% increase in Special Education Tuitions and Itinerant Services Fees is included in the Spending Plan/Budget.
- Costs associated with the acquisition of vehicles to meet the needs of the Monomoy Public Schools general & special education transportation, the addition of buses for the Bourne Public Schools general transportation, and the replacement of buses for the Mashpee Public Schools general transportation are included in the Spending Plan/Budget proposal.

Mr. Hilton and Ms. Lipkind reviewed how the Spending Plan totals “link” forward and backward -between the summaries and details within the Budget/Spending

Plan document. It was demonstrated that “Salary Steps” are linked to “Personnel Pages”, which “roll” into “Program Expenses Summaries”. The “Cost Allocations” by Program Area are made from the information in the “Program Expense Summary”; and finally summarized in the “Revenue and Expense” Spending Plan projections which then roll-up into the Statutory Budget.

Mr. Schumacher asked about plans for the Cotuit facility. Ms. Dunn noted the current occupants of this property, under the control of the Barnstable School Committee, have not yet vacated. Mr. Hilton noted the Collaborative seeks administrative space, but is not yet sure what kind of programming would be housed there. He noted that there is also a need for professional development space that affords more privacy than what is offered by the Wing School library.

Ms. Dunn left the meeting at 7:03 PM.

e. Memorandum of Agreement (MoAs) – Transportation

• Monomoy – General & Special Education VOTE

Mr. Hilton and Ms. Lipkind indicated that the specifications referenced within this MoA continue to be refined. They noted that the MoA presented to the Board for approval has been agreed to by the Monomoy School Committee. Mr. Auciello noted the School Committee would not have explored the option to utilize the Collaborative for transportation services if a reasonable bid from the current provider had been received. He noted that, in fact, the current provider failed to bid at all. He also noted that the provision of services by the Collaborative has resulted in notable cost savings to the district.

Ms. Bartlett made a motion that the Board vote to approve the Monomoy General and Special Education MoA. Mr. Fichtenmayer seconded.

SO VOTED

YES – 9 NO – 0 ABSTAIN – 1 (Flaherty)

• Nantucket – General & Special Education VOTE

Ms. Lipkind noted the Nantucket MoA is redrafted each year. She explained that the Collaborative invoices Nantucket based upon this document, with adjustments made in the event that occur during the school year.

Mr. Morris made a motion that the Board vote to approve the MoA for Nantucket General and Special Education. Mr. Jacobus seconded the motion.

SO VOTED

YES – 9 NO – 0 ABSTAIN – 1 (Flaherty)

• Truro - General & Special Education VOTE

Mr. Hilton noted the Truro MoA is dependent upon both Nantucket and Nauset. Buses from Nantucket are cycled into use in Truro; hours and days are dependent upon the Nauset MS and HS calendars. Ms. Lipkind noted a change has been made to the MoA, separating out the cost of field trips. In the past, Truro paid a blanket amount for anticipated trips. Ms. Lipkind explained

that, when it became apparent that Truro was not actually taking all the trips listed, the agreement was modified so the Collaborative would now bill only for trips taken.

Mr. Morris noted the development of MoAs demonstrates the Collaborative's unique ability to blend solutions for districts.

Ms. Erikson made a motion that the Board vote to approve the MoA for Truro General and Special Education transportation. The motion was seconded by Mr. Morris.

SO VOTED

YES - 9

NO - 0

ABSTAIN - 1 (Flaherty)

f. Procurement

VOTE(S)

• Propane Fuel

VOTE

Mr. Hilton and Ms. Lipkind indicated the necessity for the Collaborative to solicit proposals/bids for propane fuel for the buses that serve the Nauset Schools. It was recommended that the Board authorize Ms. Lipkind to solicit bids/proposals to provide this fuel.

Mr. McGee made a motion that the Board vote to authorize Ms. Likind, as Procurement Officer, to solicit proposals / bids for propane fuel. Mr. Fichtenmayer seconded.

SO VOTED - UNANIMOUS

• Propane Tank & Tank Location

Discussion & VOTE

Mr. Hilton and Ms. Lipkind indicated it is necessary to prepare to secure, install and locate a propane fuel tank for the Nauset fleet. They noted that this procurement might include the supply, design, permitting and installation of the tank. They recommended that the Board authorize Ms. Lipkind to proceed with this procurement process.

Mr. Schumacher questioned the necessity for the installation of a propane tank. Mr. Hilton noted that the need for a propane filling tank for Nauset buses was first raised when Eastern Gas initially bid, and was awarded the fueling contract, last year. Ms. Lipkind noted Eastern Gas has been operating on a one-year contract, and has indicated an on-site tank would be required to continue fueling. She noted that the tank would be owned by the supplier, not the Collaborative. Mr. Schumacher asked if Snow's would be able to provide fueling for buses at its Orleans location. Ms. Lipkind indicated that, although asked, Snow's did not bid to provide this service. Mr. Hilton noted the tank would need to be placed in a location accessible by buses.

Mr. Jacobus made a motion that the Board authorize Ms. Lipkind, as Procurement Officer, to proceed with the procurement process for a propane tank; Ms. Erikson seconded.

SO VOTED - UNANIMOUS

• **Request for Proposals – Fleet Management/GPS** **VOTE**

Mr. Hilton and Ms. Lipkind indicated that the Collaborative had secured a GPS system for the Collaborative fleet through procurements over the past several years. They explained that the Collaborative continues to assess the effectiveness of the system(s) to meet the current and evolving needs.

They indicated that the current system has been assessed and other commercial systems have been reviewed in coordination with Transportation staff during the past two years.

It was noted that the current system had been found to lack some functionality that would enhance the operational effectiveness of the fleet management, including integration for maintenance and with a maintenance work order system.

It was recommended that the board authorize Ms. Lipkind to being a procurement process to solicit proposals to provide an integrated fleet management and GPS system.

Mr. Auciello made a motion that the Board authorize Ms. Lipkind, as Procurement Officer, to begin the procurement process for an integrated fleet management and GPS system. Mr. Fichtenmayer seconded.

Mr. Furnari indicated a system which provides asset tracking would be beneficial.

SO VOTED

YES – 9 NO – 0 ABSTAIN – 1 (Flaherty)

• **Driver Recruitment Incentive** **VOTE**

Mr. Hilton noted that the Collaborative was actively recruiting school bus and van drivers to fill current positions and for anticipated future needs. He noted that recruitment “business cards” had been printed and provided to drivers to pass along to anyone who might be interested in a driver position. It was recommended that the Board vote to authorize the Collaborative to reward drivers whose efforts result in an application from a new driver with a \$10 gift card for a coffee shop.

Mr. Morris made a motion that the Board vote to approve the purchase of \$10 gift cards to reward drivers whose efforts resulted in a new driver application. Mr. Fichtenmayer seconded.

SO VOTED – UNANIMOUS

Mr. Hilton indicated that it was likely that additional incentives will be brought before the Board for approval at a future meeting.

g. Financing of Vehicles

Ms. Lipkind solicited financing proposals from several entities to support the acquisition of equipment for the Monomoy, Bourne and Mashpee transportation services.

She indicated that it would be necessary to vote at a future Board meeting to award a financing contract as well as to authorize the Collaborative to sign financing documents.

h. Coordinated Program Review (CPR) Planning Discussion

Mr. Hilton indicated that Dr. Woods, Ms. Caputo and he had met with representatives from the MA-DESE Office of Approved Special Education Schools (OASES) on April 9, 2019 to prepare for a Coordinated Program Review (CPR) in 2019-2020.

i. 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 recently invoiced for the Virtual High School service for the 2019-2020 School Year.

j. International Student Exchange

Dr. Bogden provided an update regarding the status of the regional consortium of school districts to host international students, as well as upcoming opportunities. He noted secondary students from Sandwich are planning a weeklong trip to China, and as many as twenty elementary students from China are planning to visit Mashpee and Bourne.

VI. Adjournment

Mr. Jacobus made a motion that the Board vote to adjourn the April 10, 2019 meeting. Mr. McGee seconded.

SO VOTED – UNANIMOUS

The meeting adjourned at 7:34 PM.

VII. Cracker Barrel

After adjournment, several members of the Board elected to remain and have an informal Cracker Barrel discussion regarding issues faced by local school districts.