



Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
June 12, 2019 - 5:00PM

I. Call to Order

The June 12, 2019 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:00 PM by Mr. Furnari, Chair. In attendance were:

Falmouth	John Furnari, Chair
Eastham	Judy Lindahl, Vice-Chair
Barnstable	Barbara Dunn
Bourne	Chris Hyldborg (participating remotely)
Cape Cod Technical HS	Scott McGee
Dennis-Yarmouth	Phillip Morris
Monomoy Regional	Joe Auciello
Nauset Public Schools	Robert Jacobus (in at 5:08 PM)
Orleans	Hank Schumacher
Sandwich	Sheri Erikson
Upper Cape Cod RTS	Robert Fichtenmayer
Wareham	Michael Flaherty
Treasurer	William (Bill) Friel
Secretary	Elizabeth (Beth) Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Amy Lipkind
Admin & Finance Coordinator	Marc Dupuis
Operations Manager	Anders Erikson
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 noted Mr. Hyldborg was participating in the meeting remotely, and asked the Board for a roll call on all votes taken.

II. Appointment of Officers

VOTE

Mr. Furnari passed the gavel to Mr. Hilton, who took over as Chair for the Appointment of Officers.

A. Election of Chairperson

Ms. Erikson nominated Mr. Furnari as Chair. The nomination was seconded by Mr. Fichtenmayer. A roll call vote was taken:

Mr. McGee – Yes, Ms. Lindahl – Yes, Mr. Auciello – Yes, Mr. Morris – Yes, Mr. Fichtenmayer – Yes, Ms. Dunn – Yes, Mr. Hyldburg – Yes, Ms. Erikson – Yes, Mr. Schumacher – Yes, Mr. Furnari – Yes, Mr. Flaherty – Abstain

Mr. Furnari was reappointed as Chair. The gavel was returned and Mr. Furnari resumed as meeting Chair.

B. Election of Vice-Chairperson

Ms. Erikson nominated Ms. Lindahl as Vice-Chair. Mr. Furnari seconded the nomination. A roll call vote was taken:

Mr. Schumacher – Yes, Ms. Erikson – Yes, Ms. Dunn – Yes, Mr. Fichtenmayer – Yes, Mr. Hyldburg – Yes, Mr. Auciello – Yes, Ms. Lindahl – Yes, Mr. McGee – Yes, Mr. Flaherty – Yes.

Ms. Lindahl was reappointed as Vice-Chairperson.

C. Election of Executive Committee.

Mr. Furnari reminded the Board that the Executive Subcommittee is composed of five (5) Board members plus the Chairperson and Vice Chairperson. He then asked for nominations and/or volunteers

Mr. Schumacher nominated **Ms. Bartlett** to the Executive Committee; Ms. Erikson seconded.

Mr. Furnari nominated **Mr. Morris**; Ms. Erikson seconded.

Mr. Hyldburg nominated **Mr. Fichtenmayer**; Ms. Erikson seconded.

Mr. Furnari nominated **Mr. Schumacher**; Ms. Erikson seconded.

Mr. Furnari nominated **Ms. Putnam**; Ms. Erikson seconded.

Mr. Schumacher made a motion that the Board vote to approve the Executive Committee as a slate. This motion was seconded by Ms. Erikson. A roll call vote was taken:

Mr. Schumacher – Yes, Ms. Erikson – Yes, Ms. Dunn – Yes, Mr. Fichtenmayer – Yes, Mr. Morris – Yes, Mr. Auciello – Yes, Ms. Lindahl – Yes, Mr. Flaherty – Yes, Mr. McGee – Yes, Mr. Furnari – Yes, Mr. Hyldburg – Yes.

The Executive Board members are: Mr. Furnari, Chair, Ms. Lindahl, Vice-Chair, Ms. Bartlett, Mr. Morris, Mr. Fichtenmayer, Mr. Schumacher, and Ms. Putnam.

D. Appointment of Treasurer

Ms. Lindahl nominated William Friel as Treasurer. The nomination was seconded by Ms. Erikson. A roll call vote was taken:

Mr. Schumacher – Yes, Ms. Erikson – Yes, Ms. Dunn – Yes, Mr. Fichtenmayer – Yes, Mr. Morris – Yes, Mr. Auciello – Yes, Ms. Lindahl – Yes, Mr. Flaherty – Yes, Mr. McGee – Yes, Mr. Furnari – Yes, Mr. Hyldburg – Yes.

Mr. Friel was reappointed as Treasurer.

E. Appointment of Assistant Treasurer

Ms. Erikson nominated Mr. Dupuis for the position of Assistant Treasurer. Ms. Lindahl seconded the nomination. Mr. Hilton noted Mr. Dupuis is a current employee of the Collaborative and may not be eligible for appointment. He suggested legal advice be sought regarding this issue.

A roll call vote was taken: Mr. Schumacher – Yes, Ms. Erikson – Yes, Ms. Dunn – Yes, Mr. Furnari – Yes, Mr. Morris – Yes, Mr. Auciello – Yes, Mr. Hyldburg – Yes, Ms. Lindahl – Yes, Mr. Flaherty – Yes, Mr. McGee – Yes

If he is legally able to do so, Mr. Dupuis will assume the role of Assistant Treasurer.

F. Appointment of Secretary to the Board of Directors

Ms. Lindahl nominated Elizabeth Deck as Secretary; Ms. Erikson seconded. A roll call vote was taken:

Mr. Schumacher – Yes, Ms. Erikson – Yes, Ms. Dunn – Yes, Mr. Fichtenmayer – Yes, Mr. Morris – Yes, Mr. Auciello – Yes, Mr. Hyldburg – Yes, Ms. Lindahl – Yes, Mr. Flaherty – Yes, Mr. McGee – Yes, Mr. Furnari – Yes.

Ms. Deck was reappointed as secretary.

G. Approval of a meeting day, time and location.

Mr. Furnari noted the Board currently meets on the second Wednesday of the Month from September through June of each school year and as needed in the summer. The meetings currently occur at 5:00 PM at the Collaborative offices in Osterville. He observed that this time poses a conflict for Collaborative Board members who are also on the MASC Board.

Mr. Morris, who is on both Boards, indicated that MASC meetings are held the second Wednesday of the month and asked the Board to consider moving meetings to the third Wednesday each month. Mr. Hilton observed that moving the meeting to the third Wednesday would conflict with Monomoy and Sandwich School Committee meetings. Mr. Morris indicated that there are three MASC meeting dates that conflict with Collaborative Board meetings. Mr. Furnari suggested that when the MASC schedule is available, the Board could discuss meeting date changes for these meetings only. Mr. Morris will obtain the schedule. Mr. Furnari indicated that Board meetings would remain on the current schedule until the MASC schedule is obtained.

Mr. Fichtenmayer asked the Board to consider moving the meeting time from 5:00 PM to 5:30 PM. Several Board members expressed concerns that moving the time to 5:30 would push the meeting end-times too late into the evening. Mr. Furnari suggested a compromise – having the meetings begin at 5:15 PM.

Mr. Schumacher made a motion that the Board vote to meet at 5:15 PM on the second Wednesday of the month for the 2019-2020 school year. Mr. Flaherty seconded the motion. A roll call vote was taken:

Mr. Schumacher – Yes, Ms. Erikson – Yes, Ms. Dunn – Yes, Mr. Fichtenmayer – Yes, Mr. Morris – Yes, Mr. Auciello – Yes, Ms. Lindahl – Yes, Mr. Hyldburg – Yes, Mr. Flaherty – Yes, Mr. McGee – Yes, Mr. Jacobus – Yes, Mr. Furnari – Yes.

For the 2019-2020 school year, Board meetings will be held the second Wednesday of the month at will begin at 5:15 PM.

III. Executive Session

- a. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;***
- b. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.***

Mr. Hilton indicated that it was necessary to enter into Executive Session.

Mr. Furnari made a motion that the Board vote to enter into Executive Session to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, and to consider the purchase, exchange, lease or value of real property as an open meeting could have a detrimental effect on the Collaborative's negotiating position. Ms. Erikson seconded the motion.

A roll call vote was taken:

Mr. Schumacher – Yes, Ms. Erikson – Yes, Ms. Dunn – Yes, Mr. Fichtenmayer – Yes, Mr. Morris – Yes, Mr. Auciello – Yes, Ms. Lindahl – Yes, Mr. Hyldborg – Yes, Mr. Flaherty – Yes, Mr. McGee – Yes, Mr. Jacobus – Yes, Mr. Furnari – Yes.

The Board exited Open Session and entered into Executive Session at 5:15 PM.

The Board exited Executive Session and returned to Open Session at 5:40 PM.

IV. Minutes

a. May 8, 2019

VOTE

Ms. Erikson made a motion that the Board vote to approve the minutes of the May 8, 2019 meeting. Mr. Fichtenmayer seconded the motion. A roll call vote was taken:

Mr. Schumacher – Yes, Ms. Erikson – Yes, Ms. Dunn – Yes, Mr. Fichtenmayer – Yes, Mr. Morris – Yes, Mr. Auciello – Yes, Ms. Lindahl – Yes, Mr. Hyldborg – Yes, Mr. Flaherty – Yes, Mr. McGee – Yes, Mr. Jacobus – Abstain, Mr. Furnari – Yes.

The motion passed.

Mr. Morris left the meeting at 5:41 PM.

Ms. Dunn left the meeting at 5:41 PM.

V. Old Business

a. Transportation

- Invoicing

Ms. Lipkind discussed the status of invoicing for services for FY19 as well as ongoing communication with districts. April invoices have been sent; May invoicing is in process.

Mr. Schumacher asked about the costing templates and whether there was a “dashboard” available for each month. Ms. Lipkind noted templates are used for General Education invoicing and that each district has this information. The invoicing process for Special Education transportation is based on the number of students on each vehicle and the number of miles travelled.

- Reconciliation

Ms. Lipkind projected the revenues will continue to cover expenses associated with this service area for FY19.

VI. New Business

a. Warrants

VOTES

- | | | | |
|-------|------|-------|------|
| • #45 | VOTE | • #48 | VOTE |
| • #46 | VOTE | • #49 | VOTE |
| • #47 | VOTE | | |

Ms. Erikson made a motion that the Board vote to approve Warrants #45, #46, #47, #48 and #49 as a slate. The motion was seconded by Mr. McGee. A roll call vote was taken:

Mr. Schumacher – Yes, Ms. Erikson – Yes, Mr. Fichtenmayer – Yes, Mr. Auciello – Yes, Ms. Lindahl – Yes, Mr. Flaherty – Yes, Mr. Hyldborg – Yes, Mr. McGee – Yes, Mr. Jacobus – Yes, Mr. Furnari – Yes.

The motion passed.

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

Ms. Erikson asked for clarification regarding the cost of internet services, comparing the cost for Dennisport and Pocasset. Ms. Lipkind noted there is one employee in Pocasset, and the Dennisport expense includes telephone services.

Mr. Schumacher asked about an expense on Warrant #45 for an IRS levy. Ms. Deck indicated that this was an IRS levy on an employee’s wages.

Mr. Schumacher questioned expenses related to the Golf Tournament. Mr. Hilton noted the tournament, which has been an annual fundraiser for Waypoint Academy, was held the previous weekend. Ms. Lipkind indicated

that early estimates indicate that the fundraiser netted somewhere between \$3,800 and \$4,000 for Waypoint’s scholarship fund.

A roll call vote was taken:

Mr. Schumacher – Yes, Ms. Erikson – Yes, Mr. Fichtenmayer – Yes, Mr. Auciello – Yes, Ms. Lindahl – Yes, Mr. Flaherty – Yes, Mr. Hyldburg – Yes, Mr. McGee – Yes, Mr. Jacobus – Yes, Mr. Furnari – Yes.

The motion passed.

b. FY19 Spending Plan

VOTES

- **Updates**

Discussion

Ms. Lipkind and Mr. Hilton discussed the status of the FY19 Spending Plan. The monthly financial analysis was referenced and briefly reviewed with attention to the allocation of charges to service areas as well as the allocation process.

It was projected that both the FY19 Spending Plan and Fy19 Statutory Budget will have a positive financial variance as revenues and expenses for the fiscal year are finalized during the summer.

- **FY19 Budget Revision**

VOTE(s)

Treasurer, William Friel, and Business Manager, Amy Lipkind, updated the Board regarding the status of the Budget Closeout. Ms. Lipkind indicated that no changes to the Budget were required for the close of FY19.

- **OPEB Charge-Off**

VOTE

Ms. Lipkind recommended the “charge off” of the liabilities for Other-Post-Employment-Benefits (OPEB) expenses made from the Operating Budget over the past year (FY19). This “charge off” \$32,790 will decrease the long term liability for OPEB by the associated amounts. Mr. Hilton noted that if this “charge off” is not made, the liability for these expenses would decrease the balance in the OPEB Trust Fund.

Mr. Jacobus made a motion that the Board vote to charge-off \$32,790 in OPEB expenses. Mr. Fichtenmayer seconded the motion.

A roll call vote was taken:

Mr. Schumacher – Yes, Ms. Erikson – Yes, Mr. Fichtenmayer – Yes, Mr. Auciello – Yes, Ms. Lindahl – Yes, Mr. Flaherty – Yes, Mr. Hyldburg – Yes, Mr. McGee – Yes, Mr. Jacobus – Yes, Mr. Furnari – Yes.

The motion passed.

- **Modified Line Item Budget**

VOTE

No vote is necessary.

- **Personnel**

- **Additions**

VOTE

- Anders Erikson, Operations Manager

- Marcelli Lacet-Belino, Sub STAR Paraprofessional
- Mary Lemos, Business Office Support Staff
- Carolyn Ormond, 7D Driver – Spare

Ms. Lindahl made a motion that the Board vote to approve the new hires as listed on the agenda. Mr. Fichtenmayer seconded the motion. A roll call vote was taken:

Ms. Erikson – abstain, Mr. Schumacher – Yes, Mr. Fichtenmayer – Yes, Mr. Auciello – Yes, Ms. Lindahl – Yes, Mr. Flaherty – Yes, Mr. McGee – Yes, Mr. Hyldburg – Yes, Mr. Jacobus – Yes, Mr. Furnari – Yes

The motion passed.

- Reductions **VOTE**
 - Joseph Augusta, Waypoint Paraprofessional
 - Jeffrey Billard, ASLP Humanities Teacher
 - Donal (Scott) Carduff, CDL Driver - Bourne
 - Melissa Gannon, Monitor
 - Maura Kelley, 7D Driver
 - Melody Medeiros, Monitor – Spare
 - Claudette Schneider, 7D Driver

Ms. Erikson made a motion that the Board vote to approve the reductions as listed on the agenda. Ms. Lindahl seconded the motion. A roll call vote was taken:

Mr. Schumacher – Yes, Ms. Erikson – Yes, Mr. Fichtenmayer – Yes, Mr. Hyldburg – Yes, Mr. McGee – Yes, Mr. Jacobus – Yes, Mr. Furnari – Yes.

The motion passed.

c. FY20 Budget Development

Mr. Hilton and Ms. Lipkind reviewed the FY20 Spending Plan. FY20 Tuition Rates and FY20 Service Rates were approved by a vote of the Board at the May meeting. A revised DRAFT of the FY20 Proposed Spending Plan was included with Board materials. Mr. Hilton noted a final vote on the Spending Plan and Budget must occur each June.

- Service Commitments
 - Programs
 - STAR
 - i. September Projection of 50 students
 - ii. Total School Year Projection of 55 FTEs
 - iii. Extended School Year (Summer) Projection at 44
 - Waypoint Academy
 - i. Commitments Projected at 49
 - ii. Total School Year Projected at 60.5 (FTEs)
 - iii. Extended School Year (Summer) Projection at 32

- Transportation
 - Special Education – In-District
 - i. Nauset - Committed through FY20
 - ii. Nantucket – Committed through FY20
 - iii. Mashpee – Committed through FY21
 - iv. Truro – As needed
 - v. Monomoy – through 2022
 - Special Education – Out-of-District
 - i. Nauset – Committed
 - ii. Nantucket – As Needed
 - iii. Truro – Committed
 - iv. Dennis-Yarmouth – Committed
 - v. UCT / CCT – If Needed; As Needed
 - vi. Mashpee – Committed
 - vii. Monomoy - Committed
- Therapies
 - CCT – OT (1.0), PT (hourly) –Committed
 - Riverview – OT (.5) committed
 - Truro – OT (2.0), PT (.6) Committed
 - UCT – OT – as needed
 - Other Districts – As Needed
- Other
 - ASLP to continue at slightly increased same levels – FY20 (211 Students)

Ms. Erikson made a motion that the Board vote to approve the Spending Plan and Budget for FY20. Mr. Fichtenmayer seconded the motion. Mr. Schumacher asked for review of the difference between pre-paid commitments and student tuition for Waypoint Academy. Dr. Woods indicated that districts “commit” to supporting the program by purchasing student seats. Bills are issued to the districts for these seats at a discounted rate. The tuition rates shown in the spending plan are a blend of committed and non-committed slots.

The motion was tabled, to be taken up later in the meeting.

d. Plymouth Public Schools / Plymouth School Committee

Mr. Hilton discussed the communication from Plymouth Public Schools administrators regarding their intention to seek “Adjunct Membership” with the Cape Cod Collaborative.

Mr. Hilton discussed the process for considering membership (from Cape Cod Collaborative Articles of Agreement) and will recommend that the Board consider a process to consider admission of the Plymouth Public Schools/ Plymouth School Committee as “Adjunct Member” along with conditions for Membership. A letter from the Plymouth School Committee is expected, requesting this “adjunct” membership.

Mr. Hilton asked the Board to consider allowing Plymouth to purchase five committed slots in Waypoint Academy. He noted that, with the purchase of these

committed slots, Plymouth was making a strong commitment to support the program.

Mr. Flaherty asked what the financial impact would be. Mr. Hyldborg asked if Plymouth had made a good case for becoming an adjunct member. Mr. Hilton suggested the Board wait for the letter from Plymouth's school committee prior to evaluating the cause for "adjunct membership".

Ms. Erikson asked what would happen if the Collaborative did not allow Plymouth this adjunct membership. Mr. Hilton noted that Waypoint has experienced a slow decrease in enrollment as districts develop programs for more "low incidence" disability students. Ms. Erikson wondered if this support of the program would help maintain the program's stability.

Mr. McGee made a motion that the Board vote to allow Plymouth to purchase commitments for Waypoint Academy. Mr. Fichtenmayer seconded the motion. Mr. Schumacher asked if this move would increase class sizes. Mr. Hilton noted the total Waypoint Academy Program cost is structured to finish with zero "positive variance"/profit to the Collaborative. He noted that the optimal program size enrollment is 58 to 64. He explained that a program of this size assures the class offerings and staffing are stable. Mr. Hilton indicated that these additional commitments would help to stabilize the program for current member districts, as well as for the Plymouth Public Schools.

A roll call vote was taken:

Mr. Schumacher – Yes, Ms. Erikson – Yes, Mr. Fichtenmayer – Yes,
Mr. Auciello – Yes, Ms. Lindahl – Yes, Mr. Flaherty – No, Mr. McGee – Yes,
Mr. Jacobus - Yes,

The motion passed.

e. MOUs – Transportation

Mr. Hilton, Ms. Lipkind and Mr, Dupuis updated the Board regarding the status and of the Memoranda of Understanding for the provision of transportation services to school districts. The "costing templates" associated with the Bourne, Nauset and Mashpee MoUs will be updated to reflect service changes. The MoUs for Bourne and Monomoy will be refined with additions and refinement of specification regarding services.

f. Collaborative Handbooks

VOTE(S)

• **CCC Policy & Procedures Manual for Public Day Schools** **VOTE**

Dr. Woods and Ms. Caputo have reviewed and updated the Program Handbooks for consistency and also reorganized and compiled the Special Education Program Policies into separate manual for ease of access. The Policies & Procedures in this manual are consistent with the Policies as indicated in the Waypoint Parent/Student Handbooks; the STAR Program Parent/Student Handbook and the Employee Handbook.

• **Health Care Procedures Manual** **VOTE**

• **Parent / Student Handbook CCC Public Day Schools** **VOTE**

• **STAR Program Emergency Response Handbook** **VOTE**

- **Waypoint Emergency Response Handbook** **VOTE**
- **Employee Handbook** **VOTE**
- **Transportation Employee Handbook** **VOTE**

The Transportation Employee Handbook contains some minor changes to job descriptions and other information to provide increased clarity. A significant change is being proposed to support the recruitment and retention of school bus drivers.

Ms. Erikson made a motion that the Board vote to approve all Collaborative Handbooks as a slate. Mr. Jacobus seconded the motion. A roll call vote was taken:

Mr. Schumacher – Yes, Ms. Erikson – Yes, Mr. Fichtenmayer – Yes, Mr. Auciello – Yes, Mr. Hyldburg – Yes, Ms. Lindahl – Yes, Mr. Flaherty – Yes, Mr. McGee – Yes, Mr. Jacobus – Yes, Mr. Furnari – Yes.

The motion passed.

Ms. Erikson made a motion that the Board vote to approve the slate of Handbooks, with delegation for approval of any minor changes to Mr. Furnari, as Chair. Mr. Jacobus seconded the motion. A roll call vote was taken:

Mr. Schumacher – Yes, Ms. Erikson – Yes, Mr. Fichtenmayer – Yes, Mr. Auciello – Yes, Mr. Hyldburg – Yes, Ms. Lindahl – Yes, Mr. Flaherty – Yes, Mr. McGee – Yes, Mr. Jacobus – Yes, Mr. Furnari – Yes.

The motion passed.

○ **Recruitment Licensing Incentive** **VOTE(s)**

Mr. Hilton discussed the development of a proposal to fund the initial Registry of Motor Vehicles testing, including the pre-test physical examination. It has been projected that the cost of these recruitment/retention incentives would be approximately \$30,000 in FY20 and less than \$6,000 per year in subsequent years. If approved this incentive program will be included in the Transportation Employee Handbook.

- It was proposed that the Collaborative enter into contract agreements with 1-3 sites authorized for federal Department of Transportation (DOT) physicals for the direct payment for DOT physical examinations necessary for prospective drivers to secure their Registry of Motor Vehicles (MA-RMV) Commercial Drivers' License (CDL) Permit. **VOTE**

Ms. Erikson made a motion that the Board vote to authorize the Collaborative to enter into contract agreements with 1-3 DOT providers for the direct payment of DOT physicals. Ms. Lindahl seconded the motion. A roll call vote was taken:

Mr. Schumacher – Yes, Ms. Erikson – Yes, Mr. Fichtenmayer – Yes, Mr. Auciello – Yes, Ms. Lindahl – Yes, Mr. Flaherty – Yes, Mr.

Hyldburg – Yes, Mr. McGee – Yes, Mr. Jacobus – Yes, Mr. Furnari – Yes.

The motion passed.

- It was also proposed that the Collaborative reimburse prospective school bus drivers for their RMV testing as they secure their MA-RMV CDL License with Passenger, School Bus and Passenger endorsements. VOTE

Ms. Lindahl made a motion that the Board vote to reimburse school bus drivers for the cost of the RMV tests needed to secure a CDL license with the endorsements necessary to drive a school bus. Ms. Erikson seconded. A roll call vote was taken:

Mr. Schumacher – Yes, Ms. Erikson – Yes, Mr. Fichtenmayer – Yes, Mr. Auciello – Yes, Ms. Lindahl – Yes, Mr. Flaherty – Yes, Mr. Hyldburg – Yes, Mr. McGee – Yes, Mr. Jacobus – Yes, Mr. Furnari – Yes.

The motion passed.

- It was additionally proposed that current Collaborative School Bus Drivers that are fully licensed, or are hired by the Collaborative fully licensed, receive a one-time payment at the end of FY20 equal to the projected amount of these payments/reimbursements, projected to be approximately \$220 per individual. VOTE

Ms. Erikson made a motion that the Board vote to approve a one-time payment of \$220 to current Collaborative school bus drivers. Ms. Lindahl seconded the motion.

Mr. Fichtenmayer suggested that this payment be made to drivers if they have been with the Collaborative for a specified length of time.

Mr. Flaherty asked what the first year cost would be for the implementation of these incentives. Mr. Hilton estimated the cost would be approximately \$30,000. Mr. Flaherty voiced his opposition to this expense.

Ms. Erikson and Mr. Jacobus voiced their support for these incentives. Mr. Fichtenmayer indicated that he was not against this, and that the one-time payment to current drivers would need to be paid from transportation funds. Mr. Auciello expressed his opinion that the payment of this one-time incentive would help with the retention and morale of existing drivers. He strongly favored this incentive.

A roll call vote was taken:

Mr. Schumacher – Yes, Ms. Erikson – Yes, Mr. Fichtenmayer – Yes, Mr. Auciello – Yes, Ms. Lindahl – Yes, Mr. Flaherty – No, Mr. McGee – Yes, Mr. Hyldburg – Yes, Mr. Jacobus – Yes, Mr. Furnari – Yes.

The motion passed.

g. Annual Appointment of School Physician **VOTE**

Dr. Mathew H Baldasarro was recommended for appointment as School Physician for Cape Cod Collaborative Programs for the 2019-2020 School Year. Dr. Baldasarro has served in the capacity for the past seven (7) years. He is a pediatrician in practice at Bass River Pediatrics in South Yarmouth. Mr. Hilton noted the Collaborative has issued a contract each year for \$5,000 to Dr. Baldasarro. Dr. Baldasarro has not yet invoiced the Collaborative in any year.

Mr. Fichtenmayer made a motion that the Board vote to reappoint Dr. Baldasarro as School Physician for the 2019-2020 school year. The motion was seconded by Ms. Erikson. A roll call vote was taken:

Mr. Schumacher – Yes, Ms. Erikson – Yes, Mr. Fichtenmayer – Yes, Mr. Auciello – Yes, Mr. Hyldburg – Yes, Ms. Lindahl – Yes, Mr. Flaherty – Yes, Mr. McGee – Yes, Mr. Jacobus – Yes, Mr. Furnari – Yes.

The motion passed.

h. Medication Delegation Application **VOTE**

Under 105 CMR 210.000, school nurses may delegate responsibility for the administration of prescription medications to trained, nursing-supervised school personnel. The registration must be renewed every two years. The Collaborative School Nurse, Murette Power, BAS, RN, NCSN has requested that the Board vote to approve the renewals for medication delegation, and training of personnel to administer epinephrine, and vote to authorize the Executive Director and the Chair to sign these applications.

Ms. Erikson made a motion that the Board vote to approve the renewals for medication delegation, and training of personnel to administer epinephrine, and to authorize the Executive Director and the Chair to sign the applications. The motion was seconded by Ms. Lindahl.

A roll call vote was taken:

Mr. Schumacher – Yes, Ms. Erikson – Yes, Mr. Fichtenmayer – Yes, Mr. Auciello – Yes, Ms. Lindahl – Yes, Mr. Hyldburg – Yes, M. Flaherty – Yes, Mr. McGee – Yes, Mr. Jacobus – Yes, Mr. Furnari – Yes.

The motion passed.

i. Personnel Recommendations FY2020 **VOTE(S)**

Mr. Hilton noted that all staff are reappointed annually. He recommended the Board vote to approve personnel for FY20.

- **Advanced Studies & Leadership Program** **VOTE**
- **Extended School Year Program(s)** **VOTE**
- **Waypoint Academy** **VOTE**

- **STAR Program** **VOTE**
- **Transportation Recommendations** **VOTE**
- **Therapy Recommendations** **VOTE**
- **Administrative Recommendations** **VOTE**
- **Administrators and Administrative Salary Recommendations
(2 % increase – with some adjustments)** **VOTE(S)**
 - Adjustments
 - Lisa Stobbart – Transportation Manager
 - Beth Deck – Human Resources & Personnel
 - Andrea Barbel – Dispatch

Mr. Fichtenmayer made a motion that the Board vote to approve the personnel recommendations for FY20 as a slate. The motion was seconded by Mr. McGee. A roll call vote was taken:

Mr. Schumacher – Yes, Ms. Erikson – Recused, Mr. Fichtenmayer – Yes, Mr. Auciello – Yes, Ms. Lindahl – Yes, Mr. Hyldborg – Yes, Mr. Flaherty – Yes, Mr. McGee – Yes, Mr. Jacobus – Yes, Mr. Flaherty – Yes.

The motion passed.

Ms. Lindahl made a motion that the Board vote to approve the slate of personnel for FY20. Mr. Auciello seconded the motion. A roll call vote was taken:

Mr. Schumacher – Yes, Ms. Erikson – Recused, Mr. Fichtenmayer – Yes, Mr. Auciello – Yes, Ms. Lindahl – Yes, Mr. Flaherty – Yes, Mr. McGee – Yes, Mr. Jacobus – Yes. (The remote connection with Mr. Hyldborg was lost prior to this vote.)

The motion passed.

- **Owen Miller – Scholarship Recommendation** **VOTE**

Mr. Hilton spoke about Mr. Miller, who has worked with the Facilities staff at the Collaborative for approximately seven (7) years. He starting before he was sixteen assisting his father with projects at the Otis School.

Mr. Hilton noted that Mr. Miller is an exceptionally talented worker who has dedicated countless hours to assisting in the development, maintenance and cleaning of Collaborative facilities.

Mr. Miller has been accepted to the Massachusetts Maritime Academy and is due to report on August 17, 2019.

Mr. Hilton recommended that the Board consider awarding a professional development “scholarship” to Mr. Miller recognizing his contribution and commitment as he enters the Academy, where he intends to pursue studies in Facilities Engineering & Management.

Ms. Lindahl made a motion that the Board vote to support Mr. Miller with \$3,000 in scholarship funds to be paid to Mass Maritime Academy. The motion was seconded by Ms. Erikson.

Mr. Schumacher expressed concerns about setting a precedent. Mr. Auciello noted that this vote would not establish an annual scholarship, rather recognizes the commitment of one employee with a scholarship. Mr. Auciello indicated he would be in favor. Ms. Lindahl concurred. The vote was called:

Yes – 6 No – 2 Abstain – 0

The motion passed.

• **Delegation of Personnel authority to Executive Director** **VOTE**

It may become necessary for the Executive Director to add and/or terminate staff during the summer and/or before the school year. Mr. Hilton asked the Board to delegate this authority to the Executive Director until the Board meets again. The Executive Director will notify the Board of any personnel changes at the first meeting following the personnel action for a formal vote by the Board regarding the action(s).

Ms. Erikson made a motion that the Board vote to delegate personnel authority to the Executive Director until the Board meets again. Mr. Fichtenmayer seconded the motion.

SO VOTED – UNANIMOUS

• **Vacation Carryover / Carry-Forward** **VOTE(s)**

Mr. Hilton requested authority to grant “carry forward” of up to seven (7) days of vacation for “full-year” employees. He noted that this practice is consistent with practice in previous years and is not expected to have an adverse impact upon the budget.

Ms. Lindahl made a motion that the Board grant authority to Mr. Hilton to approve the carry forward of up to seven days of vacation time for full year employees. Ms. Erikson seconded the motion.

SO VOTED – UNANIMOUS

j. FY20 Spending Plan & Budget **VOTE(s)**

Ms. Lipkind and Mr. Hilton reviewed the FY20 Spending Plan & Budget. The FY20 Budget was reviewed at the April & May Board meetings. The FY20 Tuition & Service Rates were approved at the May Board meeting. Mr. Hilton noted there have been some (relatively) minor changes in the Spending Plan & Budget as staffing and enrollment information has been refined. The Spending Plan & Budget for FY20 is based upon several assumptions & priorities (as indicated on the face page of the FY19 Spending Plan):

- Benefits increases are factored at 0%
- Salary increases are factored @ 2% for Salary Grid
- Risk-Eraser (Marc Hauser) contract continues
- Camp Burgess contract amount decrease
- Capital & Operating “Reserves” are included

- OPEB Allocation continues @ 3% of labor
 - OPEB Deposit from Fund Balance will continue @ \$180,000
 - Staff Adjustments across program & support areas
 - Purchase of New Vehicles (18 large buses – Monomoy; 4 large buses – Mashpee; 4 large buses – Bourne; 2 large buses – Nantucket; 3 small buses - Monomoy)
- **It was recommended that the Board vote to adopt the FY20 Spending Plan as included in the Board materials** **VOTE**
 - **It was also recommended that the Board vote to adopt the FY20 Budget as included in the Board materials** **VOTE**

Ms. Erikson had made a motion earlier in the meeting that the Board vote to approve the Spending Plan and Budget for FY20. Mr. Fichtenmayer seconded the motion.

A vote was called on the tabled motion to approve the FY20 Spending Plan and FY20.

SO VOTED - UNANIMOUS

k. Wing Elementary School RFP **VOTE**

The Town of Sandwich has issued a Request for Proposals (RFP) for the sale and/or long term lease of the Henry T Wing School property. The Collaborative currently has a lease for the property through June 30, 2020. The Collaborative has sought alternate locations for the (long term) location for the Waypoint Academy program. The Henry T Wing School property remains a viable option for the location of the program.

The RFP is included with the Board materials for this meeting and will be discussed in Executive Session.

A vote is being sought to authorize the Executive Director and Business Manger to develop and submit a Proposal in response to the RFP on behalf of the Cape Cod Collaborative. Mr. Hilton noted discussion occurred earlier in the meeting, in Executive Session.

Ms. Lindahl made a motion that the Board vote to authorize the Executive Director and Business Manager to develop and submit a proposal in response to the RFP on behalf of the Cape Cod Collaborative. The motion was seconded by Mr. Fichtenmayer.

SO VOTED - UNANIMOUS

l. Osterville Elementary School Building **VOTE**

Mr. Hilton updated the Board regarding discussions with the Town of Barnstable, the Barnstable School Committee and the Barnstable School Administration regarding the Collaborative's desire to renew the Collaborative lease of the Osterville Elementary School.

He noted that the current lease is for a total of forty (40) years that must be mutually renewed at each ten (10) year period. The initial ten-year term will end on June 30, 2020. Mr. Hilton recommended that the Board authorize him to indicate the Collaborative intent to renew the lease for the second ten-year term.

Mr. Fichtenmayer made a motion that the Board vote to authorize Mr. Hilton to indicate the Collaborative intent to renew the lease for a second ten-year term. Ms. Erikson seconded the motion.

SO VOTED - UNANIMOUS

m. Cotuit Elementary School **VOTE**

The Collaborative is currently in discussions with the Barnstable Public Schools regarding this building.

Mr. Hilton proposed that the Collaborative assume responsibility for this building through a lease to be negotiated on mutually agreeable terms.

This item was discussed in earlier Board meetings, in Executive Session.

Mr. Hilton sought the authority to negotiate a lease agreement with the Barnstable Public Schools during the Summer of 2019.

Mr. McGee made a motion that the Board authorize Mr. Hilton to enter into negotiations with the Town of Barnstable/Barnstable School Committee/Barnstable School Administration to secure a lease for the Cotuit Elementary School Building. The motion was seconded by Ms. Erikson.

SO VOTED - UNANIMOUS

n. Contract for Risk-Eraser **VOTE**

Mr. Hilton explained that Dr. Marc Hauser has continued to have a positive impact upon Collaborative staff, students and the programming. He noted that Dr. Hauser continues consulting with other collaboratives and non-profit organizations for the coming year.

Mr. Hilton recommended that the Collaborative continue to contract with Dr. Hauser through FY20. He recommended that the Collaborative contract with Dr. Hauser through his (Dr. Hauser's) consulting organization for a consulting amount of approximately \$70,000. He noted that the final contract continues to be developed as particular outcomes are sought to support Collaborative programming (Waypoint, STAR & Transportation). Mr. Hilton discussed the Collaborative intention to procure database development support through this organization (amount expected at approximately \$10,000).

Mr. McGee made a motion that the Board grant Mr. Hilton the authority to continue to negotiate the terms of the contract with Risk-Eraser and to grant Mr. Hilton the authority to sign the contract with Risk-Eraser. Ms. Lindahl seconded the motion.

Mr. Schumacher asked for more details, including how specific outcomes and benefits have been documented.

Dr. Woods indicated Dr. Hauser's support consists of two components. The time-out and break logs are tracked through software developed by Risk Eraser. Staff and students have benefited through analysis of this data. Dr. Hauser also provides trainings in executive function and critical thinking, and provides consultation on the development of curriculum. Dr. Woods stressed the ability to review data over the years provides consistency in state reporting, and that data analysis helps develop student IEPs.

Mr. Hilton noted Dr. Hauser meets weekly with Dr. Woods and Ms. Caputo. Deliverables are modified each year.

Mr. Schumacher asked to see the consulting contract. Mr. Hilton indicated that he was seeking permission to negotiate with Dr. Hauser and would bring the contract back to the Board for approval.

SO VOTED - UNANIMOUS

o. Programs/Services

• Waypoint

- Programming
- Report regarding Annual Scholarship Golf Tournament

• STAR / Osterville

- Programming
- Summer Planning

Dr. Woods provided an overview of the current and projected enrollment for FY20 as well as highlighting areas regarding program operations. There are 53 students enrolled in the STAR extended school year (summer) program and 25-30 students expected for the Waypoint summer program.

• Transportation

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

- Staffing

Mr. Hilton and Ms. Lipkind will recommend changes to the transportation staffing for FY20. Changes in the routes for Bourne present a staffing problem, as the district is adding four routes and decreasing the number of tiers per route (decreasing driver hours). Regarding Monomoy, Mr. Hilton noted that approximately 75% of the route drivers will be hired by the Collaborative and will remain on their regular routes.

Mr. Jacobus asked if the Board has an active Transportation Subcommittee. Mr. Hilton said that this Subcommittee might be beneficial. He noted that Business Managers have begun to meet regularly to address transportation-related issues.

- **Staffing / Routing**

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

- **Designation of Surplus Vehicle** **VOTE**

Ms. Lipkind recommended that the Board vote to designate the following vehicle as “surplus” in preparation for disposal:

Bus#	VIN#	Year	Seat/WC	Make/Model	Mileage
602	1BABJCKA66F233300	2006	71/0	Bluebird	143360

Mr. Jacobus made a motion that the Board vote to designate bus 602 as surplus. Mr. McGee seconded.

SO VOTED – UNANIMOUS

- **Vote to Reconsider Award of Financing** **VOTE**

After further review of the TDEF documents, the terms were not determined to be the most advantageous or acceptable. Mr. Friel, Treasurer, indicated that paperwork received from TDEF asked the signer to assume personal liability for the financing.

A revised bid was received from First Capital, offering financing at 2.565% over seven years. The savings from the original TDEF quote will be approximately \$60,000 over the 7-year term. Mr. Friel noted this borrowing is cost-effective and in the best interests of the Colaborative and member districts.

Mr. Hilton noted the Board, voted to authorize Mr. Friel, Treasurer, to sign the documents “provided the terms stated in the final documents are acceptable.” Ms. Lipkind noted the assumption of personal liability was not acceptable to the Treasurer.

Ms. Lindahl made a motion that the Board vote to reconsider the award of financing, and to award financing to First Capital instead of TDEF. Mr. McGee seconded the motion.

SO VOTED – UNANIMOUS

- **Authorization to Award Contract for Cloud-Based Vehicle Maintenance / Work Order System** **VOTE**

Ms. Lipkind recommended that the contract be awarded to Dossier Systems Fleet Maintenance Software & Solutions. The responses were evaluated and the Dossier system was determined to be the most advantageous for the Cape Cod Collaborative. The RFP was for a 3-year contract; the accepted proposal is for \$35,000 over three years. Ms. Lipkind noted a portion of this contract cost is a

one-time expense for training and upload of existing data.

Mr. McGee made a motion that the Board vote to authorize the award of the contract for a cloud-based vehicle maintenance / work order system to Dossier. Ms. Lindahl seconded the motion.

Mr. Schumacher asked Mr. Anderson, the Operations Manager, if this system would make tracking of vehicle maintenance more efficient. Mr. Erikson said it would. Currently, only one person has access to the data. The Dossier system will allow multiple users to access data from different locations.

SO VOTED – UNANIMOUS

○ **Vote to Award Bid for Propane Fueling Services** **VOTE**

Ms. Lipkind recommended the bid be awarded to Eastern Propane. This proposal includes the installation of a fuel tank at the parking site at the Nauset Middle School in Orleans. A copy of the Eastern Propane information was included with Board materials.

Ms. Erikson made a motion that the Board vote to award the bid for propane fueling services to Eastern Propane. Ms. Lindahl seconded the motion.

Mr. Flaherty asked how the propane buses were working out. Ms. Lindahl said that drivers and parents have given them rave reviews. Fueling has proven to be somewhat “interesting” – the installation of a fueling tank should make fueling less complicated.

SO VOTED - UNANIMOUS

• **Therapies**

Mr. Hilton provided an update regarding the provision of services within the Collaborative and to districts (and others).

• **Southeastern Collaborative Regional Organization (S-CRO)**

VOTE

Memorandum of Understanding (MOU) renewal for 2019-2020

- Mr. Hilton explained that the collaboratives throughout southeastern Massachusetts formed a cooperative / collaborative group in 2009 to alleviate some duplicity in services and to enhance resource efficiency. This collaboration has allowed for increased development in regional capacity and service delivery throughout the region. There have been grant programs and state projects that have been facilitated through this group including, but not limited to:

- Regional Data Specialist Support (DSAC) – multiple grants
- Regional DSAC Administrative Support – grant funding
- Shared Professional Development
- Regional Information Technology Grant Funding

- Staffing of Executive Director for Southeast Readiness Center.

Mr. Hilton recommended the Board vote to approve the renewal of the MOU for 2019-2020.

Ms. Lindahl made a motion that the Board vote to approve the MOU for 2019-2020. Ms. Erikson seconded.

SO VOTED - UNANIMOUS

• **Special Projects**

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

○ Bridgewater State University

Dr. Bogden and Mr. Hilton discussed the proposed partnership between the Collaborative and Bridgewater State University to promote efficient and quality undergraduate, graduate and professional development education opportunities for the school districts in the region.

Dr. Bogden described this partnership as a great opportunity to develop career pathways while allowing local residents to work full-time. Students will not have to leave the Cape to obtain an education.

○ Professional Development / Grants

- Sheltered English Immersion (SEI) Endorsement Courses

The Collaborative will offer SEI endorsement courses through the fall of 2019 at the request of member school districts.

- Coaching Staff for Sustainable Improvement

The Collaborative will offer a course through Research for Better Teaching (RBT) at the request of member districts. The offering of this course will be contingent upon sufficient district participation.

- Seven Cape and Islands districts have committed to sending instructional teams to an August 13 regional curriculum development workshop with Michelle Ryan from DESE.

Their collaborative work will be focused on the new elementary social studies and history standards.

○ ASLP

Mr. Hilton discussed the current planning for the Summer 2019 ASLP Program. Board members were invited to visit the program.

- **Massachusetts Maritime ASLP Contracts** **VOTE**

The Collaborative contracts with Mass Maritime for a portion of the staffing and facility costs for the ASLP program. Mr. Hilton noted that a shift in the staff from Collaborative hires to Mass Maritime employees resulted in the increase in cost from \$69,000 to \$87,000. He recommended that the Board approve agreements with Mass Maritime.

Ms. Erikson made a motion that the Board vote to approve the contracts with Mass Maritime. Mr. McGee seconded the motion.

SO VOTED -UNANIMOUS

- ASLP enrollment – currently 220 students, including two students from New Bedford and two students from Dartmouth
- Acceptance letters were mailed out at the beginning of April
- Scholarship notices were also mailed at the beginning of April
- National Grid continues to support students with financial need through a scholarship program (forty \$1,000 scholarships)
- Vineyard Wind has committed to the provision of twelve (12) additional scholarships of \$1,300 for students from the South Coast region (including significant parts of Cape Cod). Four (4) students from the New Bedford area have committed to attending the program through this opportunity for Summer 2019.
- Promoting High Achievement for All Students. - Massachusetts Tiered Systems of Support (MTSS)

Mr. Hilton provided an update regarding the activities associated with this Tower Foundation Grant that benefits the districts throughout the region. This significantly grant funded opportunity provides support to districts and required some financial district commitment each year (three calendar years) for the duration of the grant.

p. Virtual High School

VOTE

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

It was recommended that the Board authorize Mr. Hilton to execute a new contract with Virtual High School for the 2019-2020 School Year on behalf of the districts participating in the consortium; the financial terms remain the same as in previous years.

Ms. Lindahl made a motion that the Board vote to authorize Mr. Hilton to execute a new contract with Virtual High School at the same financial terms as previous years. Ms. Erikson seconded.

SO VOTED – UNANIMOUS

q. International Student/Staff Exchange

Dr. Bogden noted three teachers from the Cape, two from D-Y and one from Mashpee, will be going to China for two weeks this July to provide professional Development for Chinese Teachers and Students. Dr. Bogden indicated that obtaining visas for travel to and from China has been getting more difficult.

VII. Cracker Barrel Discussion

a. Local District Budgets

Board members were invited to share current concerns and challenges in local educational budget development.

Mr. Furnari attended a recent Cape Cod Chamber of Commerce event and had the opportunity to speak with Governor Baker regarding Chapter 70 formulas for school funding.

Ms. Erikson presented disclosures regarding the potential Conflict of Interest which arose when the Collaborative hired her husband, Anders Erikson, as Operations Manager.

Mr. Auciello noted the Town of Harwich recently attained a AAA bond rating. He spoke about the existing tension between the Chatham and Harwich, and the agreement between the towns that formed the Monomoy Regional Schools.

b. Questions / Concerns

No questions or concerns were brought forth for discussion.

VIII. Adjournment

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

SO VOTED – UNANIMOUS

The June 12, 2019 meeting of the Cape Cod Collaborative Board of Directors adjourned at 7:33 PM.