

Cape Cod Collaborative
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Board of Directors
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Board of Directors Meeting Agenda
Sea Crest Beach Hotel – Ocean View Room
350 Quaker Road, North Falmouth, MA 02556
October 09, 2019
5:15 PM

I. Call to Order

II. Minutes

a. September 11, 2019

VOTE

III. Old Business

a. Transportation

- Invoicing

Ms. Lipkind will update the Board regarding the invoicing status for FY20 invoicing to districts.

- Reconciliation

Ms. Lipkind will share the status of the reconciliation of costs and revenues projected for FY19 & FY20.

b. FY2019 Closeout – Update

Mr. Hilton and Ms. Lipkind will update the Board regarding the status of the “close-out” of FY2019. The “allocation” of “non-annualized expenses” that have been voted or may be considered by the Board will be reviewed and discussed.

These items include:

- \$ 60,000 – Playground Fund (voted October 2018)
- Consideration at Future Meeting
 - \$210,000 – Transportation Incentive Fund
 - \$ 80,000 – Bridgewater State University Cohort Funding (2020-2022)

c. Waypoint Relocation – Planning Options

Mr. Hilton will update the Board regarding the relocation of Waypoint Academy. The Collaborative has continued to use approximately 21 rooms in the building, as well as the library, cafeteria, kitchen, gymnasium and fields.

The Collaborative still maintains a lease through the 2019-2020 School Year and will continue to discuss the opportunity to develop the property with the Collaborative continuing to utilize a portion as a school.

Mr. Hilton will (again) review options for the long term relocation of the Waypoint Academy program with the Board.

It is recommended that further discussion and decisions regarding the pursuit of any individual option occur in Executive Session to protect the “strategy” of the Board in potential real estate (or leasing) negotiations.

- ***Henry T Wing School – Sandwich***

The Board of Selectmen and the School Committee voted to enter into a short-term (3-year lease) with the Collaborative through 2020.

The Town of Sandwich, through its’ Town Meeting, elected to solicit proposals for the development of the property with several restrictions placed upon it. Two proposals were received, one from the Collaborative. These proposals were to have been considered by the Town Meeting in October 2019, but consideration of the proposals has been postponed.

The Collaborative will be meeting with Town of Sandwich representatives this month to discuss short-term planning options.

- ***Upper Cape Cod Regional Technical School (Rear of Property)***

A study of this site was conducted two years ago. Mr. Hilton has asked the Upper Cape Cod Regional Technical School - School Committee to consider allowing the Collaborative to build on their campus.

- ***YMCA, Camp Burgess & Hayward***

Mr. Hilton will discuss options for potential development of a campus for Waypoint Academy within the grounds of Camp Burgess and/or Camp Hayward in Sandwich.

d. Osterville Playground

Discussion

Mr. Hilton will update the Board regarding replacement of the playground at the Osterville Campus (STAR Program). The cost is estimated at \$300,000. The Board voted to provide “seed” money (\$60,000) from the Board to elicit grant participation. The Cape Cod Challenger Club has been raising funds to build the playground and is dedicating proceeds from their 2019 calendar raffle towards the building of the playground.

It is recommended that the Facilities SubCommittee meet to discuss the installation of an accessible playground.

IV. New Business

a. All-Cape In-Service

Dr. Christopher Bogden and Mr. Hilton will discuss the planning for the 2019 All-Cape In-Service. It is expected that there will be twenty-eight (28) workshops

offered, with final offerings dependent upon enrollment. The 2019 All-Cape In-Service will occur on Friday, October 11, 2019 and several districts in the region have significant internal activities already planned for that date.

Preliminary information indicates that three (3) of the workshops will be canceled due to insufficient enrollment and that over five hundred (500) have already enrolled in the twenty-five (25) workshops being offered.

b. Finance SubCommittee

It is recommended that the Finance SubCommittee be reconvened within the coming month to advise the entire Board on financial matters that will arise in the coming fiscal year, including but not limited to: FY19 Audit, FY20 Spending Plan and Budget revisions, and the Collaborative Treasurer evaluation.

c. Transportation SubCommittee

Mr. Hilton will discuss the need for the assignment and meeting of a “Transportation SubCommittee” to discuss and make recommendations regarding items impacting Collaborative Transportation Services. These items include, but are not limited to:

- Efforts for effective driver recruitment/retention
- Service rate development & associated costs (capital / labor / depreciation)
- “Service delivery” beyond school related trips

d. FY20 Warrants

VOTES

- #10 VOTE
- #11 VOTE
- #12 VOTE
- #13 VOTE
- #14 VOTE

e. FY20 Spending Plan

• *Updates*

- Recommended spending Plan Revision(s)

Mr. Hilton will discuss the process for recommending changes in the mandated budget items (statutory required budget line items) and the Annual Spending Plan.

There have been substantial changes associated with changes in remuneration for some Transportation drivers as well as the development of the Route Driver Incentive Program.

Although the “Budget” will not need to be considered for a VOTE at this meeting, it will be necessary in a future meeting.

• **Cafeteria Write-Off Requests**

VOTE(s)

Subsequent to a determination that all students in both Collaborative programs are eligible for free breakfast and lunch, Ms. Lipkind is recommending that any outstanding student balances be written off. Ms. Lipkind is also recommending that any outstanding balances for terminated staff be written off.

○ STAR Program	\$2,405.00
○ Waypoint Academy	<u>\$1,879.80</u>
Total Write-Off	\$4,284.80

• **Authorization to enter into Contract for Fleet Management System**

(ZONAR)

VOTE

Ms. Lipkind is recommending a contract be awarded based on the vote from last April’s meeting to solicit quotes. Although the proposals were all rejected due to being unresponsive, there is a contract services in place through PEPPM that we can negotiate with this vendor. The vote in April was to enter into a contract up to \$200,000, and the pricing from Zonar is \$124,100, which includes the equipment, installation, and on-site configuration. The monthly fees are \$5,400, which will replace what the Collaborative is currently paying for only GPS service now (approximately \$3,500 per month).

• **Personnel**

○ **Additions:**

VOTE

- Robert Gosselin Mechanic
- Barbara Lennon 7D Driver (Spare)
- Noella Morrison Monitor - Monomoy
- Jack Noble CDL Driver – Training
- Joseph Piccirilli 7D Driver (Spare)
- John Quin CDL Driver – Training
- Richard Toland CDL Driver Training

○ **Reductions:**

VOTE

- Zona Anderson CDL Driver (Spare)
- Meredith Hill SLP
- Michelle Litchman 7D Driver (Spare)
- Brandy McDonald CDL Driver – Bourne
- Noella Morrison Monitor – Monomoy
- Michael Patz Paraprofessional - Waypoint
- Christopher Rodericks CDL Driver – Training
- Judy Scola SLP
- Barbara Umschlag CDL Driver – Training

○ **Status Changes:**

- Deslyn Dawkins
- Valeriy Yadrov

VOTE

Mechanic & CDL Driver
CDL Driver Training to Monomoy

f. FY19 Spending Plan / Budget / Close-Out

Mr. Hilton will discuss the status of FY19 close out. The Collaborative Auditors (Powers & Sullivan) have submitted the initial DRAFT of the audited financial statements, which are being reviewed and refined.

g. Programs/Services

- Waypoint Academy
 - Enrollment
 - Programming
 - Open House – October 16th
 - Camp Burgess Planning
- STAR / Osterville
 - Enrollment
 - Open House – October 16th
 - Programming

Dr. Woods and Ms. Caputo will discuss enrollment and programming at both school programs.

• Transportation

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

- Monomoy Regional Schools Opening
- Nauset Opening
- Mashpee Opening
- Bourne Opening
- Truro Opening
- Nantucket Opening

Mr. Hilton will provide an update regarding the provision of general education transportation services for the districts served by the Collaborative.

○ Staffing

Mr. Hilton will discuss ongoing coordination and changes in staffing for the Transportation area. The critical need for ongoing recruitment and training of drivers will be discussed including the impact of “incentive programming” and other efforts to address the challenge.

○ Staffing / Routing

Mr. Hilton will update 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.

- Therapies

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

- FY20 Service Commitments

- The collaborative continues to receive and review commitments for the utilization for Collaborative staff to provide services in school districts for FY20. The Collaborative has recently discontinued service provision to the Monomoy Regional Schools and the Martha's Vineyard Schools with two untimely resignations within therapy staffing.
- The Collaborative currently has minimal capacity to contract out the services:
 - i. Mr. Hilton will recommend that the Collaborative continue to evaluate the capacity to offer these services for contracting with districts into October with further decisions to be discussed at the Board meeting in October.
 - ii. Mr. Hilton will also discuss the recruitment efforts for replacing Speech & Language therapists.

- Special Projects

Dr. Bogden and Mr. Hilton will provide updates regarding items considered as "Special Projects" of the Collaborative.

- Bridgewater State University

Mr. Hilton and Dr. Bogden will discuss efforts to coordinate activities and offerings with Bridgewater State University. A copy of a DRAFT Memorandum of Agreement outlining partnership opportunities will be distributed for consideration (and a vote at this meeting or a future meeting).

- Multi-Tiered Systems of Support -High Achievement for All Students

Mr. Hilton will discuss the status of the work being done through the generosity of the Peter and Elizabeth Tower Foundation. Please note that the initial grant supporting regional MTSS work ended in December 2018 and that a subsequent grant proposal was funded that supported further activities with school districts in the region.

- All-Cape In-Service

Dr. Bogden will discuss this annual programming coordinated through the Collaborative.

- ASLP

VOTE(S)

Dr. Gilbert and Mr. Hilton will discuss the operations and events of the Summer 2019 ASLP Program as well as the status of planning for the Summer 2020 ASLP Program. Dr. Gilbert will also discuss the awarding of scholarships offered through Vineyard Wind and the discontinuation of scholarships through National Grid.

The Parent/Student Catalogue (Handbook) will be reviewed and considered for approval.

Parent / Student Catalogue (Handbook) **VOTE**

- Sheltered English Immersion (SEI) Course Development
Dr. Bogden will discuss planning activities that are occurring with districts to discern the need for courses and professional development to assist districts (and staff) in meeting the evolving Sheltered English Immersion needs.
There are SEI “endorsement” courses being planned for late fall that were delayed due to insufficient enrollment. The Truro Public Schools has engaged recently to support the hosting of the course with further enrollment.
- Research for Better Teaching (RBT) coursework
Dr. Bogden will discuss recent efforts to offer coursework in the region in concert with RBT. RBT has engaged in efforts to support fluctuating enrollment to ensure offerings are accessible to districts in the region.

h. International Programming

Mr. Hilton and Dr. Bogden will discuss recent and future activities of the Cape Cod Global Education Initiative.

i. Virtual High School

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

V. Other

VI. Cracker Barrel Discussion

a. Local District Issues

Board members are invited to share current concerns and challenges in local educational arena.

b. Local Administration Changes

c. Questions / Concerns

VII. Executive Session

It will be necessary to enter into Executive Session:

- a. 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;

(Generally, a public body must identify the specific piece of property it plans to discuss before entering into executive session under Purpose 6. A public body may withhold the

identity of the property if publicly disclosing that information would compromise the purpose for which the executive session was called. While we generally defer to public bodies' assessment of whether the inclusion of such details would compromise the purpose for an executive session, a public body must be able to demonstrate a reasonable basis for that claim if challenged.

Under this purpose, as with the collective bargaining and litigation purpose, an executive session may be held only where an open meeting may have a detrimental impact on the body's negotiating position with a third party. At the time that the executive session is proposed and voted on, the chair must state on the record that having the discussion in an open session may be detrimental to the public body's negotiating position.)

VIII. Adjournment

The matters listed above are those reasonably anticipated by the Chair that may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.