



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

I. Call to Order

The November 13, 2019 meeting of the Cape Cod Collaborative Board of Directors was called to order by Mr. Furnari, Chair, at 5:15 PM. In attendance were:

Falmouth	John Furnari, Chair
Eastham	Judy Lindahl, Vice Chair
Barnstable	Barbara Dunn
Bourne	Maureen Fuller
Brewster	Marie Enochty
Cape Cod Tech	Scott McGee
Dennis-Yarmouth	Phillip Morris
Monomoy	Joe Auciello
Nantucket	Zona Tanner-Butler
Orleans	Hank Schumacher
Sandwich	Jim Dever
Upper Cape Tech	Robert Fichtenmayer
Secretary	Elizabeth (Beth) Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Amy Lipkind
Director of Special Projects	Dr. Christopher Bogden
Director of Special Ed Programs	Dr. Anita Woods
Asst. Director of Special Ed Programs	Christina Caputo
Operations Manager	Anders Erikson
Collaborative School Nurse	Marette Power, RN

Mr. Furnari asked the Board for a motion to suspend Martha's Vineyard, Mashpee, Provincetown, and Truro. Mr. Hilton noted that suspending members who miss two or more meetings enables the Collaborative to achieve a quorum.

Mr. Fichtenmayer made a motion that the Board vote to suspend voting rights for Martha's Vineyard, Mashpee, Provincetown, and Truro. The motion was seconded by Mr. McGee.

SO VOTED – UNANIMOUS

The Board elected to take up an item listed under New Business relating to Collaborative Medical Services.

II. New Business

a. Medical Services Presentation (Narcan) Short Presentation

Mr. Hilton introduced Murette Power, RN. Nurse Power has continued to work closely with the MA Department of Public Health and providers throughout the region to support the needs of the Collaborative program/school community(ies). Nurse Power recently received a donation of Narcan to supply the Collaborative programs. She shared information regarding the maintenance of doses of Narcan within Collaborative programs as a safety measure.

Nurse Power spoke about the effect of the opiate epidemic, and how a supply of Narcan will be available in both school programs. She explained that staff would receive training to learn how to administer Narcan in the event of an emergency. Mr. Fichtenmayer asked how Narcan will be stored within the schools. Nurse Power indicated that it would likely be stored in a manner similar to epinephrine, available and not locked.

Dr. Woods noted Nurse Power serves on the Massachusetts School Nurse Organization, and maintains a close working relationship with Dr. Baldassarro, the Collaborative physician.

Ms. Enochty asked Board members if any districts currently had Narcan in the high schools. Mr. Dever responded that it is available in Sandwich; Mr. McGee indicated it is available in Mashpee as well. Ms. Fuller noted Bourne is in the process of implementing it, and will have language regarding Narcan added to epinephrine use policy language. Ms. Tanner-Butler observed that if one did not feel the immediate impact of this addiction in one's life, it was important to become educated about it.

III. Minutes

a. October 9, 2019

VOTE

Ms. Tanner-Butler made a motion that the Board vote to approve the minutes of the October 9, 2019 meeting. Mr. Fichtenmayer seconded.

SO VOTED

Yes – 10 No – 0 Abstain – 2 (McGee, Dunn)

The motion passed.

IV. Old Business

a. Transportation

- Invoicing

Ms. Lipkind updated the Board regarding the invoicing status for FY20 invoicing to districts. She explained that October out-of-district invoicing has been completed and sent to districts. She noted that invoicing for general (large bus) route transportation services was completed in advance for the entire school year.

Ms. Lipkind additionally referred the Board to the “green sheet” regarding the Collaborative financial position. This “green sheet” shows projected income/revenue. She noted that the Collaborative is constantly reviewing all Collaborative expenditures and revenue as related to school districts.

Mr. Hilton noted out of district transportation routes had been somewhat reduced at the start of the school year. He explained that, as the school year progresses, additional transportation requests are made and that the Collaborative adds routes in response.

Ms. Lindahl wondered if there was a way of incentivizing teachers to become drivers. Ms. Enochty noted that paraprofessionals and educational assistants often work as bus monitors in Boston. Mr. Hilton observed that utilizing school staff in transportation services provides staff with a deeper understanding of students – bridging from home to school.

b. FY19 Close Out

A DRAFT of the proposed audited financial statements was provided to Board members for review and discussion.

Mr. Hilton noted that there has been one change made since this DRAFT audit; on page 55, a line has been added stating the exact percentage of the cumulative surplus. Mr. Hilton spoke about the audit’s contents, from the Management Discussion and Analysis (MD & A) found on page 4 to the Required Disclosures for Massachusetts Educational Collaboratives, found on page 54.

Mr. Hilton also discussed the Collaborative’s OPEB Trust. He noted the importance for the Collaborative funding of retiree obligations to avoid any unanticipated future burden upon member districts.

Ms. Lipkind noted that the final audited financial statements will be presented by the auditors at the December meeting for approval.

c. Executive Director Evaluation

The Board must agree upon an instrument and process to conduct the evaluation of the Executive Director for CY19 (calendar year) as well as a format/instrument to be used for CY19.

Mr. Furnari suggested that he and Ms. Lindahl schedule a meeting with Mr. Hilton. Mr. Schumacher asked to clarify the date when the evaluation should be completed. He explained that, as the Collaborative voted to evaluate the Executive Director on a calendar year, the evaluation should be completed in January 2020. Mr. Schumacher noted that materials should be provided to Board members prior to the December meeting if this is to be accomplished.

V. New Business

a. Donation

VOTE

Mr. Hilton explained that the STAR Program (Osterville) recently received a donation from Chris and Maria Raber of Mashpee. Mr. & Mrs. Raber have been associated with Collaborative programming for over ten (10) years and made this donation in appreciation for the work that has been done by Collaborative staff for students in the program.

Mr. & Mrs. Raber were also instrumental in supporting the move of Collaborative programming to Osterville, including donation of their time and professional talents as architects in preparing the site for programming.

Mr. Hilton recommended that the Board vote to accept this donation from the Raber family.

Mr. McGee made a motion that the Board vote to accept the donation from Mr. and Mrs. Raber. Mr. Fichtenmayer seconded the motion.

Ms. Lindahl asked why a vote to accept donations is required. Ms. Tanner-Butler and Ms. Enochty both spoke about previous experiences serving on Boards which required votes to accept all donations. Ms. Tanner-Butler indicated that a written thank you letter for the donation can be brought to the Board for acknowledgement. Mr. Furnari noted the importance of including donor information to avoid any appearance of quid pro quo. Mr. Morris felt that information on the donor, the donation, and the purpose of the donation, should be part of the vote to approve acceptance, to avoid any future accusation of favoritism. Mr. Schumacher asked if the donation was made for a specific purpose. Mr. Furnari responded that the use of the donation was left to the Director of the STAR Program.

Mr. McGee amended the motion: That the Board vote to accept the donation of \$2,000 from Mr. and Mrs. Raber, to be used at the discretion of the Director to support the STAR Program. Ms. Lindahl seconded the motion, as amended.

SO VOTED - UNANIMOUS

b. FY20 Warrants

VOTES

- | | | | |
|-------|------|-------|------|
| • #15 | VOTE | • #18 | VOTE |
| • #16 | VOTE | • #19 | VOTE |
| • #17 | VOTE | | |

Ms. Lindahl made a motion that the Board vote to approve Warrants #15, #16, #17, #18 and #19 as a slate. Mr. McGee seconded the motion.

SO VOTED

Yes – 11 No – 0 Abstain – 1 (Tanner-Butler)

Mr. Morris made a motion that the Board vote to approve the slate of Warrants, which was seconded by Mr. McGee.

Mr. Schumacher asked for clarification on rent payments made for the Wing School.

Ms. Lipkind responded the rent payments were tied to tuition income and have recently increased from \$102,000 per year to \$105,000 per year. The Collaborative

contributes to the utility costs, and a portion of the check likely included the Collaborative's share of the utilities along with the increased rent due.

SO VOTED – UNANIMOUS

c. FY20 Spending Plan

- Personnel

- Additions

VOTE

- Sandra Gay Monitor (Spare)
 - Bonnie Jacobs CDL Driver – Bourne
 - Carole Kaplan 7D Driver (Spare)
 - Gillian Lamagna Monitor (Spare)
 - Lauren Marble SLP
 - Peter Neilsen CDL Driver – Training
 - Jane Parascand Monitor
 - Richard Racine Paraprofessional – Waypoint
 - Kenneth Robbins CDL Driver – Training
 - Jessica Shagoury Paraprofessional – STAR

Mr. McGee made a motion that the Board vote to approve the additions as shown on the agenda. Mr. Fichtenmayer seconded the motion.

SO VOTED – UNANIMOUS

- Reductions:

VOTE

- Peter Jablon CDL Driver (Spare)
 - John Morrissey Monitor
 - Jane Parascand Monitor
 - Anne Tildes Paraprofessional – STAR

Ms. Enocht made a motion that the Board vote to approve the reductions as listed on the agenda. Mr. McGee seconded.

SO VOTED – UNANIMOUS

- Status Changes

VOTE

- Susan Davis From CDL Training to Mashpee
 - Gillian Lamagna Monitor - From Spare to OOD
 - James Moriarty From CDL Training to Bourne

Mr. Morris made a motion that the Board vote to approve the status changes as shown on the agenda. Ms. Enocht seconded.

SO VOTED – UNANIMOUS

- Disclosure of the appearance of conflict of interest (Beth Deck) **VOTE**

Mr. Hilton explained that Ms. Deck serves as the voting alternate on the Board of the Cape Cod Municipal Health Group. He noted that, because this Board votes on rates, and because Ms. Deck and her

husband have health insurance through the group, there could be the appearance of a conflict of interest. He indicated that Ms. Deck has completed a disclosure regarding this possible conflict of interest, and a copy of this disclosure together with a copy of an opinion (by the CCMHG counsel) on this issue, was included in Collaborative Board packets. Mr. Hilton recommended the Board vote to accept this disclosure and authorize the Chair to sign it.

Mr. McGee made a motion that the Board vote to accept the Disclosure of the Appearance of Conflict of Interest from Elizabeth (Beth) Deck and authorize Mr. Furnari, as Chair, to sign on behalf of the “appointing official.” Mr. Fichtenmayer seconded the motion.

SO VOTED - UNANIMOUS

d. FY19 Close Out

Discussion & Vote?

Mr. Hilton and Ms. Lipkind updated the Board regarding the status of the “close-out” of FY2019.

During review of the audited financial statements, Mr. Hilton explained that the Collaborative finished strongly in the black in part due to activities that were “non-annualized”.

Mr. Hilton asked the Board to consider using a portion of the cumulative surplus toward the “allocation” of “non-annualized expenses” voted by the Board during the 2018-2019 School Year (Fiscal Year 2019). He reminded the Board that they had previously voted to set aside \$60,000 for the (future) Osterville Playground.

Mr. Hilton recommended consideration of an additional allocation of “cumulative surplus” funds by the Board (VOTE) as referenced in discussions during the October Board meeting:

- Transportation Driver Incentives @ \$200,000
- Bridgewater State University Courses @ \$80,000 over two years

Mr. Fichtenmayer made a motion that the Board vote to allocate \$200,000 for driver incentives and \$80,000 for Bridgewater State courses. Mr. McGee seconded the motion.

Ms. Tanner-Butler asked for clarification regarding the Bridgewater State courses. She indicated that the agenda indicates that these expenses will occur over two years, but during the discussion a period of three years was mentioned. Mr. Hilton clarified that the cost for Bridgewater State courses will impact two calendar years, but will impact three of the Collaborative’s fiscal years (FY20, FY21 and FY22).

SO VOTED - UNANIMOUS

Mr. Hilton reminded the Board that the audited financial statements will need to be accepted / approved by the Board at the December meeting.

e. Planning Legislative Breakfast for 2020

Discussion

Mr. Hilton updated the Board regarding planning for a meeting with Legislators from the region in early 2020.

Although the originally anticipated date has been *February 7, 2020*; recent correspondence from Legislative schedulers has indicated that *January 24, 2020* is the date preferred by Legislators.

Mr. Hilton recommended that a SubCommittee of the Board be considered for coordination of planning with MASC and the Collaborative. Mr. Furnari indicated that this year he will moderate the discussion. Ms. Lindahl observed that a format will be needed. Mr. Furnari indicated that he will be reaching out to Board members to seek input and to form the SubCommittee.

f. Transportation SubCommittee **Discussion**

The Transportation SubCommittee has not yet convened. Mr. Hilton noted that Transportation is now about \$10 million of Collaborative business operations. One topic for discussion by the SubCommittee should be rate setting.

Ms. Lindahl and Mr. McGee both indicated they expressed willingness to serve on this SubCommittee and are waiting to be called for a meeting. Mr. Flaherty, who was not present at this evening's meeting, also indicated a willingness to serve on this SubCommittee.

g. Employee Benefits **Discussion & VOTE**

• Senior Plan Rates for CY20 **VOTE**

Mr. Hilton noted that the current period was "Open Enrollment" for the Collaborative Retirees. (Senior Plans run on a calendar year.)

He explained that there are (again) increases in the costs for senior plans offered through the Cape Cod Municipal Health Group (CCMHG).

Mr. Hilton recommended that the Board approve the current rates and offerings for the CCMHG Senior Plans. VOTE

Ms. Lindahl made a motion that the Board vote to approve the Senior Plan Rates for 2020. Mr. McGee seconded the motion.

SO VOTED – UNANIMOUS

h. Waypoint Program Relocation **Discussion**

Mr. Hilton updated the Board regarding planning for the relocation of Waypoint Academy. He explained that the Board met in Executive Session in October to discuss options and negotiation strategies for procurement of real estate. He indicated that the Board would also need to meet in Executive Session during this meeting for an update regarding progress in negotiations as well as continuing the development of a strategy to secure a site (real estate).

Mr. Hilton noted that the Collaborative had received correspondence that a Sandwich Town committee had charged with making a recommendation to the Sandwich Board of Selectmen regarding proposals for the reuse and/or sale of the Henry T Wing School. He explained that this committee has recommended that the Town accept a proposal made by a developer to purchase the Wing School property to create affordable senior housing.

He explained further that this recommendation was made to the Board of Selectmen on November 7, 2019 and that any sale or development of the Wing School property would need approval from the Town of Sandwich Town Meeting in May 2020.

Mr. Hilton recommended that the Collaborative actively pursue other options to procure a site for the Waypoint Academy program for the 2020-2021 School Year. He recommended that the Facilities SubCommittee be reconstituted and being meeting to consider option for relocation with a recommendation to be made within three (3) months.

Mr. Hilton indicated that he and Ms. Lipkind had begun to explore possible locations within an area from Exit 2 to Exit 8. They had reviewed ten locations on a cursory level, including Bridgewater State University's South Yarmouth campus, a location adjacent to the Cape Cod Community College, the Harwich Middle School, a commercial building in Hyannis, the Hoxie School, and the option to build on the grounds of Camp Burgess / Camp Hayward. He explained that the impact on program staff will need to be taken into consideration, as will the distances travelled by students.

i. Programs/Services

- Waypoint Academy & STAR / Osterville

- Enrollment & Programming

Dr. Woods and Ms. Caputo provided an overview of the current and projected enrollment of Collaborative programs for FY20. Dr. Woods noted enrollment continued to change daily and weekly, as referrals are received and students are placed.

Dr. Woods explained that progress notes and report cards for the first quarter were being sent to parents and districts, and that Open Houses for both programs had occurred in October. She noted that Waypoint had five or six families attend, and that STAR had about twenty families attend.

Dr. Woods indicated that twenty-five (25) staff members recently completed a Leslie University "trauma class" offered by the Collaborative.

Ms. Fuller asked Dr. Woods to clarify Waypoint "commitments." Dr. Woods responded that districts pre-commit to send a certain number of students to the program. She explained that there are three tuition "tiers". She indicated that, by committing to a certain number of "slots" within the program (which can be used by different students as they transition in and out of programming), a district is guaranteed space in the program as well as the lowest possible tuition. She noted that, if a district has all its committed slots in use, and have additional students they refer to the program, the additional tuition is paid at a slightly higher rate.

She further explained that the highest rate is reserved for districts who have not "committed" to "own" a part of the program. She

explained that these districts are only able to send students when there is space available. She also noted that students referred from non-member districts pay the highest rate plus an additional ten percent.

Dr. Woods described that she and Ms. Caputo meet monthly with district Special Education Directors, and are continually re-assessing district needs. She explained that enrollment and student profile information is shared on a regular basis.

Mr. Schumacher noted Waypoint currently has fifty-two (52) students enrolled. Dr. Woods indicated that student enrollment could go up to sixty-five (65) or seventy (70).

Dr. Woods noted some students attending Waypoint are currently residing in group homes. She noted that these students may be living on the Cape, but are listed as coming from their "home" district.

Mr. Morris reflected on the challenges in operating the program, noting the need to remain flexible when the need is inflexible. Dr.

Woods concurred. She noted STAR currently has three students waiting to join the K-2 classroom. She noted the need to space new students appropriately to allow each time to adjust.

- **Transportation**

Mr. Hilton and Ms. Lipkind provided an update regarding current issues and opportunities with Collaborative transportation.

- **Staffing / Routing**

Mr. Hilton updated the Board regarding staffing and routing. He noted the personnel additions and reductions in the agenda are primarily due to changes in transportation staff. He explained that the Collaborative has five drivers-in-training who will be testing within the next week. He explained that it would be critically important for the Collaborative to maintain a pipeline of new drivers as it addresses the challenges of an aging employee population.

- **Large Buses**

Mr. Hilton noted that the Collaborative continued to address issues associated with minor warranty issues with the new and new(er) buses in Bourne, Monomoy and Mashpee. He explained that there was a meeting with the local dealership (Anderson BlueBird Motors of East Providence, RI) on Friday, November 8, 2019 and that another meeting was scheduled to include the manufacturer (BlueBird Bus) on November 25, 2019.

Mr. Hilton noted the difficulty in sending buses to Rhode Island to address issues covered by warranty. He described the challenges of a recent issues where a new bus on Nantucket required warranty work. Ms. Lindahl asked if (dealership) mechanics could travel to the island to provide this work. Mr. Hilton shared information regarding an incident where the Collaborative received an invoice for over \$2,000

for warranty work as the charges involved mechanic time and travel expenses for a warranty repair costing under \$10. Ms. Lindahl asked if Anderson offered “loaner” buses for use while buses are in for repair. Mr. Hilton noted that these were offered at one time, but regulatory changes have made this practice impractical.

- Therapies

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

- Mr. Hilton noted that the Collaborative had hired an additional Speech & Language Pathologist. He explained that it was expected that Ms. Lauren Marble would start on November 21, 2019. Mr. Hilton noted that that two (2) Speech and Language Pathologists (1.6FTEs) had resigned in October 2019.

Mr. Schumacher asked why the Collaborative had two SLPs resign so close together, wondering if there was a discernable pattern. Mr. Hilton indicated one SLP has been hired by Monomoy, the other did not return from a leave.

Ms. Enochty noted that there is not a large pool of SLPs to draw from. She explained that there are not many SLP programs available, and that they are very competitive. She also noted that there is a shortage of higher education opportunities.

- FY20 Service Commitments

- Mr. Hilton noted that the Collaborative currently has the capacity to contract out the following services:

- ~~1. OT – 1 days~~

Ms. Caputo indicated Barnstable has just contracted for the one remaining day of OT services.

2. Speech – (SLPA) days in future

- Special Projects

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

- All-Cape In-Service

Dr. Bogden reviewed the final costs and offerings for the annual programming coordinated through the Collaborative. The All-Cape In-Service occurred on October 11th. Dr. Bogden noted that, unfortunately, the weather prevented registrants from the islands, and one presenter, from being able to attend. He explained that, in total, there were 480 attendees at a cost of approximately \$50 per person.

Mr. Hilton noted the final cost determination is made by the Superintendents, using a rationale that invoicing must cover expenses. He explained that there are often additional factors

considered in the invoicing, such as reductions for districts who host workshops.

Ms. Enochty asked what feedback was received from attendees. Dr. Bogden said feedback was overwhelmingly positive. Highly qualified presenters were drawn from all over New England and the East Coast.

- ASLP

Dr. Bogden and Mr. Hilton discussed the status of planning for the Summer 2020 ASLP Program. The annual planning meeting for district liaisons was held on October 24th. This meeting, which included luncheon at the Mass Maritime Academy, was attended by representatives from each district. Mr. Hilton noted that it was anticipated that 210 to 215 students will attend in the summer of 2020.

- Multi-Tiered Systems of Support Grant

Mr. Hilton provided an update regarding the activities that are occurring with the districts throughout the region.

- Special Projects Transition

Dr. Bogden discussed the status of the transitioning of responsibilities in this area. Mr. Hilton noted that Dr. Gilbert was in Florida, and has continued to phase out his participation in many Collaborative projects.

Dr. Bogden noted that ASLP had always been Dr. Gilbert's special project, and that Dr. Bogden and Dr. Gilbert were committed to assuring the program's continued success.

Mr. Schumacher asked how Dr. Bogden will approach reassessment of district needs. He observed that there is little collaboration between districts when it comes to strategic planning. Dr. Bogden noted that he meets regularly with the Curriculum Administrators (CAs) from member districts. He explained that the CAs "run" the agenda, he brings to the CAs the opportunity to offer professional development with qualified speakers.

Dr. Bogden noted there is somewhat limited collaboration. He spoke about being a superintendent in a state where collaboration was incentivized and encouraged. In this state, there was a great deal of collaboration.

j. Virtual High School

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

Virtual High School was instrumental in providing immediate support to the Monomoy Regional School District as a sudden and unexpected need arose in October 2019.

k. International Student Exchange

Dr. Bogden provided an update regarding the status of the regional consortium of school districts to host international students. The next opportunity for educators will occur in January 2020. Three educators from Cape schools will be going to China for professional development activities.

VI. Executive Session

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

- a. To discuss strategy with respect to collective bargaining or litigation (Workers' Compensation) if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;
(Generally, a public body must identify the collective bargaining unit with which it is negotiating or the litigation matter it is discussing before entering into executive session under Purpose 3. A public body may withhold the identity of the collective bargaining unit or name of the litigation matter 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.)
- 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;

(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.)

A roll call vote was taken:

Ms. Enochty – yes, Ms. Tanner-Butler – yes, Mr. Morris – yes, Mr. Schumacher – yes, Mr. Fichtenmayer – yes, Ms. Fuller – yes, Mr. Auciello – yes, Ms. Dunn – yes, Ms. Lindahl – yes, Mr. McGee – yes, Mr. Dever – yes, Mr. Furnari – yes.

The Board exited Open Session and entered into Executive Session at 6:38 PM.

VII. Adjournment

The Board exited Executive Session and returned to Open Session at 7:10 PM. Mr. Fichtenmayer made the motion that the Board vote to adjourn the meeting. Ms. Enochty seconded the motion.

SO VOTED – UNANIMOUS

The November 13, 2019 meeting of the Cape Cod Collaborative Board of Directors adjourned at 7:10 PM.