



Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
January 8, 2020

I. Call to Order

The January 8, 2020 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:18 PM by Mr. Furnari, Chair. In attendance were:

Falmouth	John Furnari, Chair
Eastham	Judy Lindahl, Vice-Chair
Cape Cod Technical HS	Scott McGee
Dennis-Yarmouth	Phillip Morris (in at 5:44 PM)
Mashpee	George Schmidt
Monomoy	Joe Auciello
Nantucket	Zona Tanner-Butler
Orleans	Hank Schumacher
Sandwich	Jim Dever (out at 6:32 PM)
Upper Cape Cod RTS	Robert Fichtenmayer
Wareham	Michael Flaherty
Wellfleet	Jill Putnam
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 Sped Programs	Dr. Anita Woods
Asst. Director of Sped Programs	Christina Caputo
Director of Special Projects	Dr. Christopher Bogden

Mr. Furnari asked for a motion to suspend Brewster, Provincetown, Truro, and Martha's Vineyard. The motion was made by Mr. Fichtenmayer and seconded by Mr. Flaherty.

SO VOTED – UNANIMOUS

II. Executive Session

Mr. Furnari indicated that it would be necessary to enter into Executive Session for the following purposes:

a. Executive Director Evaluation

To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

b. Strategy – Real Estate

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;

Ms. Lindahl made a motion that the Board enter into Executive Session for the stated purposes. The motion was seconded by Mr. Fichtenmayer. A roll call vote was taken: Mr. Auciello – Yes, Mr. Fichtenmayer – Yes, Mr. Schmidt – Yes, Ms. Putnam – Yes, Ms. Lindahl – Yes, Mr. McGee – Yes, Mr. Flaherty – Yes, Mr. Furnari – Yes, Mr. Dever – Yes, Mr. Schumacher – Yes, Ms. Tanner-Butler – Yes

THE MOTION PASSED

The Board exited Open Session and entered into Executive Session at 5:20 PM.

The Board exited Executive Session and returned to Open Session at 5:30 PM.

III. Minutes

a. December 11, 2019

VOTE

Mr. Fichtenmayer made a motion that the Board vote to accept the minutes of the December 11, 2019 Board of Directors meeting. The motion was seconded by Ms. Lindahl.

YES – 11 NO – 0 ABSTAIN – 3 (McGee, Putnam, Schmidt)

IV. Old Business

a. Transportation

• Invoicing

Ms. Lipkind updated the Board regarding the status for FY20 invoicing to districts. Invoices for December were in process and it was anticipated that they would be mailed by the end of the week. Mr. Hilton observed that at times, it had taken six to eight weeks to complete the invoicing process.

• Reconciliation

Ms. Lipkind shared the status of the reconciliation of costs and revenues projected for FY20. It is projected that revenues will continue to cover costs.

b. Request for Proposals (Waypoint Relocation) Discussion

Mr. Hilton and Ms. Lipkind provided an update to the Board regarding the status of the preparation for relocation of the Waypoint Academy program.

The Request for Proposals (RFP) had been included with Board materials for the December meeting. Ms. Lipkind noted the deadline to submit questions was December 30th and that responses were due February 3rd. She expressed that it would be ideal for the program could remain in its current location a bit longer, allowing time for a smoother transition.

Mr. Hilton noted that discussion regarding potential locations occurred earlier in the meeting during Executive Session. He recommended that the Facilities SubCommittee schedule dates to meet in January and February (especially after proposals are submitted on February 3rd).

c. Transportation SubCommittee Discussion

Mr. Hilton recommended that the Transportation SubCommittee be convened in the coming month to discuss issues related to policy and personnel. In the past, members have been: Mr. McGee, Ms. Lindahl, and Mr. Flaherty. Ms. Lindahl suggested that the SubCommittee meeting be timed to enable input from staff. She suggested that the SubCommittee members could participate by phone, if necessary. Mr. Flaherty and Mr. McGee agreed with this suggestion. All SubCommittee members indicated they could be available to participate between the hours of noon and 2:00 PM.

Mr. Schumacher asked about the proposed agenda for this meeting. Mr. Hilton indicated that issues relating to policy and personnel are under the purview of the Board of Directors. As the Collaborative has expanded transportation services across a wide area, it has become necessary to develop policies regarding such issues as “home lots” and travel time.

d. Strategic Planning Discussion

Demographic analysis, especially regarding population changes within the region, has been the focus of a significant amount of activity throughout the 2018-2019 School/Fiscal Year. Mr. Hilton noted that significant demographic shifts have occurred, and continue to occur, throughout the region.

Mr. Hilton reminded the Board that Peter Francese, an economic demographer, facilitated discussions among the Superintendents and led a discussion at the Legislative Breakfast in February 2019 regarding this topic.

Mr. Hilton recommended that a renewed strategic planning process for the Collaborative occur in Calendar Year 2020. Mr. Hilton discussed the need to include a comprehensive group of stakeholders throughout the region.

Mr. Hilton recommended that the Collaborative initiate the Strategic Planning in early 2020 and will seek the guidance of a SubCommittee of the Board with this process. He suggested the planning process seek feedback on how changes impact the needs of member districts and how the Collaborative can respond to these changing needs. Mr. Hilton noted that critical needs may vary from district to

district, citing examples such as shifting population centers and changing needs for ELL instruction. He suggested the Strategic Planning process could culminate in a “Collaborative Summit”, bringing all parties together.

Mr. Furnari noted the need for Strategic Planning and how the planning process could shape goals for the Executive Director.

Mr. Schumacher observed that the Legislative Breakfast will occur prior to the next Board meeting. He asked if the format and questions for legislators should be discussed and if there was a draft available for review. Mr. Furnari responded that he did not have the draft available. Mr. Schumacher noted funding, or the lack thereof, has a direct impact on school budgets and suggested the need to get legislators focused on local issues.

Mr. Hilton indicated that legislator schedulers requested a change in the meeting date from January 24th to January 31st.

Mr. Morris noted providing a format for the legislators is important to allow everyone to time to speak.

e. Executive Director Evaluation

The Board agreed upon an instrument and process to conduct the evaluation of the Executive Director for Calendar Year (CY) 2019 (current calendar year).

It will be necessary to convene an Evaluation SubCommittee to discuss Goals / Objectives for the Calendar Year 2020; it was recommended that a meeting of the Evaluation SubCommittee be held prior to the February meeting. Members of this committee have been: Mr. Furnari, Ms. Lindahl and Mr. Schumacher.

Mr. Furnari indicated that some members of the Board have turned in the written instrument. These have been tabulated; copies of the information were provided to the Board.

Mr. Furnari asked Board members for oral comments regarding Mr. Hilton’s performance during the past calendar year.

Mr. Furnari commented that in his opinion, Paul is doing a very good job. He must wear multiple hats – property, politics, transportation, school – and does a good job. Ms. Lindahl said she concurred.

Mr. Flaherty asked for clarification regarding the process. Mr. Hilton noted Board members were welcome to make comments and/or turn in the evaluation instrument. Mr. Furnari indicated that evaluation instruments would be welcome through the end of January.

Mr. Auciello discussed that he was reminded of the last annual evaluation completed at a school where he previously worked. He explained that the evaluation was well thought out and included frank commentary. He indicated that the “administration” received and promptly disregarded the evaluation, then cancelled the process for the following year. Mr. Auciello noted he did not believe that this would likely to happen at the Collaborative.

Mr. Auciello noted while writing, he did not have any profound negatives. He noted that the absence of negatives does not bring us to a neutral – rather this indicates a

strong, strong positive. Mr. Auciello expressed that it has been his pleasure to work with the people here.

Mr. Flaherty volunteered to piggy-back upon Mr. Auciello's comments. He asked to read comments he wrote on the evaluation instrument under "Relationship with the Board of Directors." In these comments, Mr. Flaherty praised Mr. Hilton for the work he does to assure the Board is prepared and informed. Mr. Flaherty stated that he felt that serving on this Board has made him a better school committee member in his own district. Mr. Flaherty said that Mr. Hilton is exemplary and the "gold standard" for this position.

Ms. Tanner-Butler concurred with Mr. Flaherty.

Ms. Putnam told Board members that she has been on the Board since Mr. Hilton was hired. She believes one hundred percent that Mr. Hilton is the best. He believes in an informed Board and stays on top of the regulations. Ms. Putnam indicated she likes the open-ended evaluation format, and stated that in her opinion, Mr. Hilton is his own hardest evaluator / harshest critic. She noted her belief that he has high standards and sets goals that the Board cannot imagine.

Mr. Hilton expressed his thanks, and noted the feedback provided by Board members before, during and after meetings is evaluation. He explained that he solicits feedback continuously towards the goal of serving districts in the manner that they need to be served. He explained that he believes that he has each of the district's best interest at heart.

Mr. Morris observed that the Collaborative Board of Directors is similar to a School Committee, but different in important ways. He noted that the demands for quality, accountability and fiscal responsibility make being the administrator of the Collaborative more difficult.

Ms. Tanner-Butler told the Board she was assigned to the Collaborative Board of Directors, but that the School Committee failed to notify the Collaborative of her appointment. When she reached out to Mr. Hilton, he provided information right away. She stated that Board meetings are some of the better-run meetings that she has attended. Formal, yet informative – similar to attending the MASC conference in that she always learns something by attending.

V. New Business

a. Warrants

• #24

VOTE

• #26

VOTE

VOTES

• #25

VOTE

• #27

VOTE

Mr. Fichtenmayer made a motion that the Board vote to approve Warrants #24, #25, #26 and #27 as a slate. Ms. Putnam seconded.

SO VOTED – UNANIMOUS

Ms. Lindahl made a motion that the Board vote to approve the slate of Warrants. Ms. Putnam seconded.

SO VOTED – UNANIMOUS

b. Minimum Wage Increase

VOTE

The Collaborative has based the Transportation “Operations Rate” on the Massachusetts minimum wage. The minimum wage increased on January 1, 2020 to \$12.75 / hour.

It was recommended that the Board vote to increase the “Operations Rate” of pay to coincide with the Massachusetts minimum wage.

Ms. Lindahl made a motion that the Board vote to approve the increase of the “Operations Rate” to \$12.75. The motion was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

c. OPEB Transfer

VOTE

Mr. Hilton recommended that Board consider a vote to transfer the FY2018 OPEB accrual of \$180,000 to the OPEB Trust Fund.

Mr. Hilton noted that these funds had been accrued as obligated for “OPEB” in FY18; however, the Board has previously recommended that the actual transfer of the OPEB funds to the *irrevocable* trust not occur until the completion of the following fiscal year (FY19) audit process. (The audit was accepted and voted at the December meeting). He explained that this process provided an 18 month period from the accrual of funds to the actual transfer of funds.

Mr. Fichtenmayer asked if a meeting of the Trustees of the OPEB Trust Fund should meet to discuss investment policy. Mr. Hilton indicated that it would be necessary to hold a meeting of the Trustees to discuss investment policy and changes to requirements regarding the makeup of the Board of Trustees.

Ms. Lipkind noted that Rockland Trust manages this investment which has shown significant return over the past year, as reflected in the actuarial report.

Mr. McGee made a motion that the Board vote to approve the transfer of \$180,000 representing the FY2018 accrual to the OPEB Trust Fund. Mr. Morris seconded the motion.

SO VOTED - UNANIMOUS

d. FY20 Spending Plan

• Updates

Discussion

- Ms. Lipkind presented a DRAFT modification to the FY20 Spending Plan and (statutory) budget for discussion. She explained that a vote would be needed to accept a modification at the February Board meeting. It was recommended that a meeting of the Finance SubCommittee be convened prior to the February Board meeting. The primary focus of the adjustments will be associated with increased requests for transportation services (capital / equipment and personnel).

Mr. Hilton noted the spending plan reflects how the Collaborative operates and manages funds. Ms. Lipkind noted that the changes include Zonar, Dossier and driver incentives. Ms. Lipkind indicated that capital expenses were somewhat overstated in the prior version,

and that this (DRAFT) update reflects incentives and salary increases for transportation positions as voted by the Board in July.

Mr. Hilton noted that enrollment in both school programs continues to track very close to budgeted enrollment. Ms. Lipkind clarified, indicating the budgeted enrollment for Waypoint Academy is somewhat less than last year.

Mr. Schumacher noted facilities charges in the revised spending plan and asked if they were related to the Cotuit site. Ms. Lipkind indicated these (Cotuit) charges would be removed, as the Cotuit site is no longer under consideration.

Mr. Hilton noted the spending plan had included estimates for new vehicles. The updated spending plan will use actual costs.

- Financial Projection Review

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

- Projection Narrative
- Projection Spreadsheet

- Personnel

- Additions

VOTE

- Michael Ferrante – CDL Driver, Training
- Richard Peters – CDL Driver, Training

Ms. Putnam made a motion that the Board vote to accept the Additions as noted on the agenda. Ms. Lindahl seconded the motion.

SO VOTED - UNANIMOUS

- Reductions

VOTE

- James Criasias – 7D Driver, Spare

Ms. Lindahl made a motion that the Board vote to accept the reduction as shown on the agenda. Ms. Putnam seconded.

SO VOTED - UNANIMOUS

- Change of Status

VOTE

- Kiernan Cremeans – from Paraprofessional to Teacher (STAR)

Ms. Lindahl made a motion that the Board vote to accept the change in status as per the agenda. Ms. Putnam seconded.

SO VOTED – UNANIMOUS

Mr. Hilton commented that this change of status creates an additional teacher and does not fill an open position. The Program is seeking to staff up for a future transition.

e. Programs/Services

- Waypoint Academy
 - Enrollment Update
 - Programming

- STAR / Osterville
 - Enrollment
 - Programming

Dr. Woods discussed the status of enrollment and programming at Waypoint Academy and the Osterville STAR Program. She indicated that there has been minimal change in the enrollment since the Board met in December, as school was only in session for two weeks.

Mr. Furnari asked how staff reacted to having two full weeks off for winter break. Dr. Woods indicated that many staff had positive comments about the extended break. Mr. Hilton, understanding that the staff needed this time off, observed that it might have been tough on parents. Dr. Woods indicated that staff returned from break healthy and in positive space.

- Transportation

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

- Staffing
 - Mr. Hilton updated the Board regarding current operations and planning associated with support to member school districts.
- Consultation
 - Mr. Hilton, Ms. Lipkind and Mr. Dupuis discussed recent and ongoing consultation with districts regarding their current and future transportation services:
 - i. Mashpee
 - Four new buses will be procured for Mashpee for FY21. There is part of an on-going three-year procurement process.
(The Collaborative will continue to assess vehicles in its fleet to determine which require replacement.)
 - ii. Nauset Regional Schools – Status & Cost Analysis
 - iii. Bourne Public Schools – Status & Cost Analysis

1. Feasibility Study

VOTE

Mr. Hilton explained that it was necessary to relocate buses parked at the Bournedale School for the winter months due to the parking conditions. He recommended that the Board vote to authorize the Collaborative to solicit quotes from local engineering firms to determine how to create safer and more convenient parking. Mr. Morris made a motion that the Board vote to authorize a feasibility study regarding improvement of parking conditions at the Bournedale School. Mr. Schmidt seconded.

Ms. Lindahl asked about the projected cost for this feasibility study. Mr. Hilton indicated that the study was expected to cost less than five thousand dollars (\$5,000). Ms. Lipkind noted the Collaborative will be seeking quotes.

Ms. Lindahl suggested a cap be placed on this expense. Mr. Schumacher concurred. The motion was amended to cap the cost for the feasibility study at five thousand dollars (\$5,000).

SO VOTED - UNANIMOUS

iv. Monomoy Regional Schools – Status & Cost Analysis

v. Martha’s Vineyard Public Schools – Consultation

- Therapies

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

- Special Projects

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

- Professional Development / Grants
- All-Cape In-Service

Dr. Bogden discussed the timing of the All-Cape In-Service, which will be scheduled for Election Day in November 2020. He noted planning for the All-Cape In-Service begins in earnest in February in order to generate the full and broad spectrum of professional development offerings available.

- ASLP

Dr. Bogden updated the Board regarding the planning for the Summer 2020 ASLP Program. Dr. Gilbert continues to be integral to the planning for the program; however, he has expressed that he will be scaling back his involvement in the program considerably during Summer 2020 and programs thereafter.

- Multi-Tiered Systems of Support Grant

Mr. Hilton provided an update regarding activities that are occurring with the districts throughout the region. Dr. Magdalene Giffune continues to provide support services to local districts.

- Bridgewater State College Off-Campus Programming

Mr. Hilton discussed the status of the Collaborative / BSU partnership. There is a planned “Signing Event” planned for the “Memorandum of Understanding” for January 28, 2020 at 3:00 PM. The Board of Directors was invited to participate.

The status of programming developed for individuals in the region that have Bachelor’s degrees and are seeking special education teacher licensure was also discussed. There was considerable interest (19 attendees) for the initial information session for this

programming. Dr. Woods indicated that additional individuals have expressed interest in participating. Mr. Hilton observed that there is a strong need for teachers with moderate and severe special education licenses in the region.

The final classes of the initial cohort occurred in Summer 2018.

- Dr. Bogden is working with Darren McDonald of BSU to offer a selection of seven one-credit courses, beginning this winter/spring, through the new Collaborative/BSU partnership.
- RBT – ATSR Alternative Proposed
A group of Curriculum Administrators, spearheaded by Sonia Teller from Falmouth, have elected to create a regional alternative to the RBT-ATSR course (focusing on instructional leadership and supervision). They will be using a BSU graduate course syllabus, seeking to qualify for three BSU graduate credits. They will be assisted in this effort by Dr. Giffune, through the Tower Grant.
- 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. At the request of district Curriculum Administrators, the Collaborative will be offering a “for cost” SEI endorsement course beginning in early February 2020.

f. 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.

g. International Student Exchange

Dr. Bogden provided an update regarding the status of the development of a regional consortium of school districts to host international students. Coinciding with the Chinese New Year holiday/recess later this month, Boston Ivy will be sending several Cape Cod educators to the Daxing School District in Beijing to conduct professional development activities for Chinese teachers and administrators. In addition, Boston Ivy has a group of eleven primary students coming to Quashnet Elementary School in Mashpee from January 11-18, and a middle school group of thirty students coming to Bourne and Mashpee middle schools from February 2-9, assuming host families can be found.

Mr. Hilton noted Tony Morrison (retired High School Principal from Dennis-Yarmouth) will be going to China with the educator group.

Dr. Bogden noted there are some restrictions which limit the topics of conversation. Politics, for example, cannot be discussed.

Mr. McGee noted there are differing government philosophies on both sides. He observed the focus for the past five to six years has been on China, and wondered if international opportunities could be expanded to include other countries. Dr. Bogden noted the group currently cooperating with the Collaborative, Boston Ivy, is focused on China. Dr. Bogden observed that although people toe the line regarding the government, he has found the Chinese eager to understand other viewpoints although they avoid public discussion.

Ms. Tanner-Butler also suggested expanding international opportunities beyond China. Mr. Hilton observed that some districts have developed relationships with other countries. For example, Dennis-Yarmouth has provided international opportunities with Germany. Mr. Hilton expressed his opinion that there is a population in China which is seeking innovative educational opportunities. Dr. Bogden observed that current international exchanges with China cost participants from local districts next to nothing.

Mr. Schumacher asked about the apparent focus on primary students, and wondered if the current program was set up as a cultural tour. Dr. Bogden indicated that international students spend four days in local schools. These students have a cultural program that is shared with local students. Boston Ivy facilitates these visits and programs.

VI. Cracker Barrel

Mr. Morris spoke about the Dennis-Yarmouth building committee which has been reconvened to revisit construction of the new DY middle school. The delay of this project and rising building costs require the building committee to trim \$5 million from the construction budget.

Mr. Furnari spoke about Earth Day program sponsored by the Falmouth Public Schools which has been held at the Sea Crest Beach Hotel. Dr. Sonia Tellier, through a partnership with the Woods Hole Oceanographic Institution, has received a grant in support of these programs.

VII. Other

VIII. Adjournment

Mr. Flaherty made a motion that the Board vote to adjourn the meeting. Mr. McGee seconded the motion.

SO VOTED – UNANIMOUS

The January 8, 2020 meeting of the Cape Cod Collaborative Board of Directors adjourned at 6:58 PM.