



Cape Cod Collaborative

Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
January 10, 2018

I. Call to Order

The January 10, 2018 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:04 PM by Ms. Cummings, Co-Chair. In attendance were:

Sandwich	Beth Cummings, Co-Chair
Dennis-Yarmouth	Phillip Morris
Eastham	Judy Lindahl
Falmouth	John Furnari (in at 5:34 PM)
Mashpee	Nicole Bartlett
Nauset	Judith Schumacher
Orleans	Hank Schumacher
Upper Cape Cod RTS	Robert Fichtenmayer
Wellfleet	Jill Putnam
Treasurer	William (Bill) Friel
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Amy Lipkind
Admin & Finance Coordinator	Marc Dupuis
Director of Special Projects	Dr. Christopher Bogden
STAR Program Director	Dr. Anita Woods
Murphy, Hesse, Toomey & Lehane	Atty. Sarah Spatafore

Ms. Cummings asked for a motion to vote to suspend the voting rights for member districts who had missed two or more consecutive meetings. Mr. Fichtenmayer made a motion that the Board vote to suspend voting rights for Nantucket, Martha's Vineyard, Provincetown, Truro and Monomoy. Mr. Morris seconded the motion.

SO VOTED - UNANIMOUS

d. Banking Services – Line-of-Credit Specifications **VOTE**

The Board directed the Collaborative Treasurer, William Friel, to secure additional quotes for the Collaborative line-of-credit. Mr. Friel presented (draft) specifications, consistent with current line-of-credit, at the meeting for approval by Board to enable the Collaborative to secure quotes from additional banking service providers. Ms. Lindahl suggested Mr. Friel use his Collaborative email address on this request for quotes.

Mr. Schumacher made a motion that the Board vote to approve the specifications as presented. The motion was seconded by Ms. Lindahl.

SO VOTED - UNANIMOUS

IV. New Business

a. Warrants **VOTES**

- | | | | |
|-------|-------------|-------|-------------|
| • #23 | VOTE | • #25 | VOTE |
| • #24 | VOTE | • #26 | VOTE |

Ms. Lindahl made a motion to vote Warrants #23, #24, #25 and #26 as a block. Ms. Putnam seconded the motion.

Mr. Hilton explained questions forward by Mr. Hyldborg regarding TSA Consulting Group (403B administrator), Blum Shapiro LLC (accounting consultant) and expenses related to the GPS systems utilized by the Collaborative.

SO VOTED – UNANIMOUS

b. OPEB Transfer **VOTE**

Mr. Hilton recommended that Board consider a vote to transfer the FY2016 OPEB accrual of \$180,000 to the OPEB Trust Fund. These funds had been accrued as obligated for “OPEB” in FY16; 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 (FY17) audit process. (The audit was accepted and voted at the December meeting). He explained that this process provides an 18 month period from the accrual of funds to the actual transfer of funds.

Ms. Lindahl made a motion that the Board vote to approve the transfer of \$180,000 to the OPEB Trust Fund. Mr. Morris seconded the motion.

Mr. Morris asked about the amount recommended for transfer. Mr. Hilton noted the amount was determined in FY16. He also noted the recent actuarial study indicates the Collaborative’s liability will decrease over time.

Mr. Fichtenmayer asked for more information on how the OPEB Trust Funds are invested and the fund’s earnings.

SO VOTED – UNANIMOUS

c. Revision of Policy for Disposal of Surplus Property **VOTE**

Ms. Lipkind reviewed the current policy for the “disposal of surplus property with a value of less than \$5,000”. The proposed revision is consistent with changes in Massachusetts procurement laws/regulations and reflects recent changes to the statutes. She noted that the proposed revision was included with Board materials for review.

It was recommended that the Board revise the policy to allow for the expedited process for the “disposal of surplus property with a value of less than \$10,000”.

Ms. Lindahl made a motion that the Board vote to approve the Policy for Disposal of Surplus Property as revised. The motion was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

d. Nauset Public Schools Transportation **VOTES**

Mr. Hilton explained that the Nauset Regional School Committee, the Brewster School Committee, the Eastham School Committee, the Orleans School Committee and the Wellfleet School Committee have each voted to seek the assistance of the Cape Cod Collaborative for the provision of the (large bus) student transportation services for the future.

He noted that a Memorandum of Agreement (MoA) for an Inter-governmental Agreement is in development. Mr. Hilton asked the Board to refer to the copy of the current DRAFT cost template, which was made a part of the Board packet, for reference.

Mr. Hilton indicated that particular aspects of the template may change based upon capital costs and financing for vehicles as well as refined determination of routes (hours and mileage). Mr. Hilton will continue to work with Mr. Conrad regarding the formation of the agreement.

Ms. Bartlett asked if the administration costs assessed to Mashpee and Bourne would decrease with the provision of services to Nauset. Mr. Hilton explained that this was a possibility, but not directly proportional as core costs needed to be covered for each district. He further explained that Nauset has strongly indicated their desire to have a transportation administration presence locally and that Mashpee did not express the same feeling. Mr. Hilton indicated that the Collaborative would continue to meet with business managers and hold a very open discussion regarding personnel and equipment needs. At the moment, administration costs have increased as the Collaborative prepares to take on Nauset. Ms. Bartlett noted “propane” buses are being considered for Nauset, and wondered if propane buses were totally different from usual school buses. Mr. Hilton observed that Boston has also been moving toward using propane-powered school buses. Ms. Lindahl suggested Board members might be interested in the presentation on propane buses which can be found on the Nauset schools website.

Mr. Hilton indicated it is necessary to vote to solicit proposals to secure the equipment necessary to serve the needs associated with this service.

- VOTE to authorize solicitation of proposals to serve the needs of the aforementioned MoA

VOTE

Ms. Putnam made a motion that the Board vote to authorize the Collaborative to solicit proposals to serve the needs of Nauset schools as per the MoA. Ms. Lindahl seconded the motion.

SO VOTED - UNANIMOUS

- VOTE to authorize Mr. Hilton, as the Executive Director, to negotiate the (MoA) agreement on behalf of the Cape Cod Collaborative. **VOTE**

Ms. Putnam made a motion that the Board vote to authorize Mr. Hilton, the Executive Director, to negotiate the MoA on behalf of the Cape Cod Collaborative. Mr. Morris seconded the motion.

SO VOTED – UNANIMOUS

e. FY18 Spending Plan

- Updates

Discussion

- Mr. Hilton explained that it may be necessary to consider adjustments to the FY18 (statutory) budget for the February Board meeting, dependent upon the schedule for procurement of additional vehicles. Mr. Hilton recommended that a Finance SubCommittee be convened before the February Board meeting.

The primary focus of the adjustments are associated with increased requests for transportation services (capital/equipment and personnel).

- Financial Projection Review

Ms. Lipkind reviewed the financial status of the Collaborative and projections through the end of the fiscal year. She referred to the Financial Narrative and Spreadsheet included in the Board packet. Mr. Schumacher, referring to the first paragraph of the Narrative, asked about the modifications to the FY18 Spending Plan necessary for Waypoint leases of the Otis School and the Wing School. Ms. Lipkind noted the rent paid for the Otis School had been previously off-set by tuition credits. Mr. Schumacher asked if the Collaborative was still paying for Otis School utilities. Ms. Lipkind indicated that utilities were taken out of the Collaborative's name when the move occurred. Mr. Hilton noted the lease of the Otis School had been continued, as the Collaborative needed the option to be able to continue to use this space if the lease of the Wing School did not come to fruition. He noted the current condition of the Otis School makes it uninhabitable.

Mr. Schumacher asked about the likely RFP for the purchase of GPS units. He thought the Collaborative was currently using GPS monitoring devices in its vehicles. Ms. Lipkind explained that other options were being considered. Mr. Hilton observed the Collaborative wants to make sure that the GPS features (vehicle tracking, maintenance reporting, mileage and time tracking) were cost-effective. Mr. Furnari asked about Fleet Management software for

transportation vehicles. Mr. Hilton observed the current system created some interesting problems and noted one instance when moving the GPS unit from one vehicle to another caused problems with the vehicle maintenance history. As the Collaborative moves from a paper process to a digital process, cost vs. benefit will be closely monitored.

- Personnel

- Additions

VOTE

- Iesha Askew, STAR Paraprofessional
 - Paul Flaherty, Monitor / Spare CDL Driver
 - James Rockett, Spare CDL Driver (Nantucket)
 - Mary Williams, STAR Paraprofessional

- Reductions

VOTE

- Linda Bliss, STAR Paraprofessional (retirement)
 - Kimberly Massa, Monitor / Spare CDL Driver
 - Kelly Ann Tavares, Spare CDL Driver

Ms. Bartlett made a motion that the Board vote to approve the Additions noted on the agenda. Ms. Putnam seconded the motion.

SO VOTED – UNANIMOUS

Ms. Bartlett moved the Board vote to approve the Reductions noted on the agenda. This was seconded by Ms. Putnam. Mr. Schumacher asked why votes on reductions were necessary. Mr. Hilton observed that all personnel actions need to be approved in some manner. Mr. Furnari suggested the retirement be acknowledged by a letter from the Board.

SO VOTED – UNANIMOUS

f. Programs/Services

- Waypoint Academy

- Enrollment Update
 - Programming

Mr. Hilton discussed the enrollment and programming at the Waypoint Academy. He indicated the program is expected to finish the year with approximately 64 tuitions. There are currently eight to ten referrals pending.

- STAR / Osterville

- Enrollment
 - Programming

Dr. Woods discussed the status of enrollment and programming at the Osterville STAR Program. She noted four new students started during December and two students were discharged.

- 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 for further opportunities to support member school districts.
 - It is likely that the Board will be asked to consider additional staffing to support and prepare for additional transportation services in the coming months.

- Consultation

- Mr. Hilton, Ms. Lipkind and Mr. Dupuis discussed recent and ongoing consultation with districts regarding their current and future transportation services:

- i. Nauset Regional Schools – MOA development

- ii. Bourne Public Schools – Cost analysis

- iii. Monomoy Regional Schools

- iv. Dennis-Yarmouth Regional Schools - Consultation

- Mr. Dupuis noted that both Dennis-Yarmouth and Monomoy are going out to bid. Bids are due just one day apart. The Collaborative assisted both districts with a review of specifications and costs.

- Mr. Hilton indicated that Dennis-Yarmouth needs are more immediate than Monomoy's; Monomoy is seeking best options for the current and future. The Collaborative's success is sometimes finding a way to make things happen.

- Therapies

Mr. Hilton provided an update regarding the provision of services within Collaborative programs and to serve school districts. He observed the Collaborative has been seeking additional capacity to provide Speech and Language therapy services.

- Special Projects

Dr. Bogden and Mr. Hilton provided updates regarding items considered as "Special Projects" of the Collaborative. Dr. Bogden noted curriculum administrators were working on identifying five critical areas of need in each district, which should lead to professional development opportunities focused on a change of practice at the classroom level.

- Professional Development / Grants

- CVTE Partnership Implementation Grant

- MTSS / Tower Grant

- All-Cape In-Service

- Mr. Hilton and Dr. Bogden discussed recent developments regarding proposals to change the timing of the All-Cape In-Service.

- ASLP
Mr. Hilton updated the Board regarding the planning for the Summer 2018 ASLP Program.
- 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.
- Career Vocational and Technical Education (CVTE) Partnership Grant
Mr. Hilton presented an update regarding the activities associated with this grant.
The activities that are to be supported in the grant include the development and implementation of a “Building Property Maintenance” CVTE “strand” in coordination with the Upper Cape Cod Regional Technical School (UCCRT) and the Collaborative to meet the needs of “at-risk” and underserved students, including (and starting with) the Collaborative Waypoint Academy students. Enrollment is likely to begin in two weeks.
- Bridgewater State College Off-Campus Programming
Mr. Hilton discussed the status of coursework pathways that have been made available through the Collaborative / BSU partnership. Currently, a cohort of twelve to fourteen Collaborative staff and three or four district staff has been participating. This program, for individuals in the region that have Bachelor’s degrees and are seeking special education teacher licensure, has been remarkably successful and has offered significant cost savings to staff.
The final classes of the initial cohort will occur in Summer 2018. Discussions about future programming and partnerships with BSU are currently in process.
- Sheltered English Immersion (SEI) Course Development
Mr. Hilton discussed the status of the assessment of programmatic needs for each of the districts throughout the region.
The Collaborative currently offers “for cost” SEI endorsement courses at the Collaborative through a partnership with South Shore Educational Collaborative.

g. 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.

h. International Student Exchange

Mr. Hilton provided an update regarding the status of the development of a regional consortium of school districts to host international students. Staff from Sandwich, Mashpee and Dennis-Yarmouth are preparing to travel to China on an exchange trip. Ms. Schumacher asked about the development of regional opportunities. Mr. Hilton observed the Cape Cod Global Educational Initiative had been meeting, but stopped when requirements for the F-1 Visa changed. Mr. Hilton indicated he had traveled to China to talk about educational opportunities. He would love to get the group back together so districts could share resources.

The Collaborative continues to develop a space sharing agreement with Boston Ivy, a non-profit that coordinates activities with several member districts.

V. Other

a. Acceptance of Donation

Ms. Putnam made a motion that the Board vote to accept, with gratitude, the donation received from the Collaborative's former Executive Director, Walter Healey. Mr. Morris seconded the motion.

SO VOTED – UNANIMOUS

b. Cracker Barrel Discussion

Ms. Bartlett asked Board members what how other districts are handling school choice funds. In Mashpee, it appears that a level of these funds may be used to offset operating expenses. Ms. Cummings indicated the Sandwich School Committee would be discussing the topic this evening. Current, Choice funds are used to cover teacher salaries. Ms. Cummings would like to see the funds removed from this budget, and instead use them to cover tech costs. She explained that she would not want to see a teacher eliminated if funding decreased. Ms. Lindahl and Mr. Schumacher offered to send Ms. Bartlett information on how choice funds are used in their districts.

Mr. Morris noted Dennis-Yarmouth had faced competition from both Lighthouse and Sturgis charter schools. He thought things were beginning to change, but perhaps marketing might be helpful. He offered to see how choice funds are allocated in D-Y and get back to Ms. Bartlett with the information.

Mr. Hilton mentioned Geoff Swett and Patrick Murphy have both done work in this area. Ms. Cummings reminded Board members that Mr. Swett is Chair of Division 7 and is putting together a meeting for some time in February.

Mr. Hilton noted the annual Legislative Breakfast is scheduled for Friday, February 9th. The Collaborative has hosted this event for several years.

VI. Executive Session

a. To discuss strategy with respect to collective bargaining or litigation, necessary to protect the litigation position of the Cape Cod Collaborative.

Mr. Hilton indicated that it would be necessary to enter into Executive Session to discuss strategy regarding litigation.

Ms. Lindahl made a motion that the Board exit Open Session and enter into Executive Session to discuss litigation strategy. The motion was seconded by Ms. Putnam.

A roll call vote was taken:

Mr. Furnari – Yes, Ms. Putnam – Yes, Ms. Bartlett – Yes, Mr. Fichtenmayer – Yes, Mr. Morris – Yes, Ms. Lindahl – Yes, Ms. Schumacher – Yes, Mr. Schumacher – Yes, Ms. Cummings – Yes

The Board entered into Executive Session at 6:11 PM.

VII. Adjournment

At 6:59 PM the Board exited Executive Session and return to Open Session for the purpose of Adjournment. Mr. Fichtenmayer made a motion to adjourn. The motion was seconded by Mr. Morris.

SO VOTED – UNANIMOUS

The January 10, 2018 meeting of the Board of Directors adjourned at 7:00 PM.