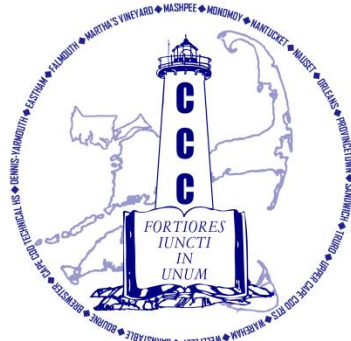


Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



Cape Cod Collaborative

Board of Directors
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Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
January 11, 2017

I. Call to Order

The January 11, 2017 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:02 PM by Jessica Larsen, Chair. In attendance were:

Brewster	Jessica Larsen, Chair
Upper Cape Cod RTS	Robert Fichtenmayer, Vice-Chair
Barnstable	Mike Judge
Cape Cod Technical HS	Ann Williams
Dennis-Yarmouth Regional	Michelle Conover
Eastham	Judy Lindahl
Martha's Vineyard	Kate Devane
Mashpee	Scott McGee
Nauset Regional	Deborah Beal
Sandwich	Beth Cummings (in at 5:05 PM)
Wareham	Mary Morgan
Wellfleet	Jill Putnam
Treasurer	Frank Colvario
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Amy Lipkind
Director of Special Projects	Dr. Joe Gilbert (in at 5:39 PM)
STAR Program Director	Dr. Anita Woods
Waypoint Academy Director	Larry Carroll (in at 5:06 PM)

Mr. Hilton reminded the Board that it might be necessary to restore voting rights to the Martha's Vineyard representative, Kate Devane. He indicated that, according to the Articles of Agreement, member district voting rights may be suspended when the representative

misses two consecutive meetings. He also noted that the Board had voted to suspend voting rights for Martha's Vineyard, Nantucket, Bourne and Truro.

Mr. McGee made a motion that the Board vote to reinstate voting rights for Martha's Vineyard's representative, Kate Devane. This motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

II. Minutes

a. December 14, 2016

VOTE

Mr. McGee made a motion that the Board vote to approve the minutes of the December 14, 2016 meeting. This motion was seconded by Mr. Judge.

SO VOTED

Yea – 10 Nea – 0 Abstain – 2 (Cummings, Devane)

III. Old Business

a. Cracker Barrel Discussion

Mr. Hilton noted that, at the December Board meeting, there was an expressed concern that meetings of the Board have the potential to be longer than necessary. Chairwoman Larsen indicated that there were some suggestions made regarding efficiencies that could assist in containing the time of Board meetings, including:

- Board members who have questions regarding items on the agenda should contact Mr. Hilton prior to the meeting. Mr. Hilton could respond to the question and/or obtain back-up information to present at the meeting.
- Moving the Cracker Barrel discussion to the end of the meeting agenda

Ms. Larsen expressed her opinion that it would be logical to place items requiring a vote first on the agenda and move the Cracker Barrel discussion to the meeting's end. Ms. Putnam indicated her strong preference for this adjustment to the agenda. Mr. Hilton noted that Board members had indicated the ongoing difficulty faced by Board members who travel distances to attend the meeting. Ms. Putnam agreed, indicating she travels an hour each way.

Ms. Putnam suggested Board members read through the agenda and related materials prior to meeting and contact Mr. Hilton with any questions. This would allow Mr. Hilton to respond to questions and provide any additional materials which might be required for clarification. Ms. Putnam indicated this would allow for more focused deliberations. Ms. Conover expressed her opinion that it is important to allow adequate discussion during the meeting to assure Board members are performing due diligence. Ms. Beal noted the importance of being respectful to the needs of others as much as possible, suggesting Mr. Hilton can make use of subcommittee meetings as necessary. Ms. Conover noted the agenda is often repetitive, suggesting that this material does not need to be reiterated at each meeting. Ms. Larsen and Ms. Putnam both expressed their approval of this suggestion.

b. Transportation

- Invoicing

Ms. Lipkind updated the Board regarding the status for FY17 invoicing to districts. November invoicing is expected to be completed next week. Ms. Lipkind indicated efficiencies continue to be explored and that reconciliations continue to occur. Mr. Brown continues to consult with the Collaborative to support processes in this area.

- Reconciliation

Mr. Hilton shared the status of the reconciliation of costs and revenues projected for FY17. It is expected that revenue will continue to cover expenses.

c. Executive Director Evaluation

A SubCommittee (Mr. McGee, Mr. Fichtenmayer, Ms. Cummings and Mr. Schumacher) recommended that the evaluation be completed at the February meeting of the Board of Directors. Information associated with the evaluation and evaluation process was shared at the December meeting.

Board members were asked to prepare for the completion of the evaluation process at the February meeting. Additional copies of information associated with the Evaluation are available upon request.

IV. New Business

a. Warrants

VOTES

- #24 **VOTE**
- #25 **VOTE**
- #26 **VOTE**

Mr. McGee made a motion that the Board vote to approve Warrants #24, #25 and #26. This motion was seconded by Mr. McGee.

Ms. Cummings noted the new Warrant format. Mr. Hilton observed the new format documents the review process.

SO VOTED – UNANIMOUS

b. OPEB Transfer

VOTE

Mr. Hilton recommended that Board consider a vote to transfer the FY2015 OPEB accrual of \$180,000 to the OPEB Trust Fund. He noted that these funds had been accrued as obligated for “OPEB” in FY15, 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 (FY16) audit process. (The audit was accepted and voted at the December meeting). Mr. Hilton noted that this process provides an 18 month period from the accrual of funds to the actual transfer of funds.

Mr. Fichtenmayer made a motion that the Board vote to transfer the FY2015 OPEB accrual of \$180,000 to the OPEB Trust Fund. This motion was seconded by Ms. Devane.

SO VOTED – UNANIMOUS

c. FY17 Spending Plan

- Updates

Discussion

- Ms. Lipkind indicated that it will be necessary to consider adjustments to the FY17 (statutory) budget for the February Board meeting. Mr. Hilton noted that the Finance SubCommittee would convene on January 20, 2017 at 9:30 AM to review the FY17 Spending Plan and Budget. Mr. Hilton noted that the primary focus of the adjustments are associated with increased requests for transportation services (capital/equipment and personnel).

- Personnel

- Additions

VOTE

- Joseph Augusta Paraprofessional, Waypoint
- Timothy Baszak Paraprofessional, Waypoint
- Adrian Murphy Paraprofessional, Waypoint
- Lauren Nadzeika CDL Driver, Training

- Reductions

VOTE

- Debra Blanton Monitor (Spare)
- Heather Hughes Dispatcher
- Lee MacLeod SLP
- Joseph Powers Monitor (Spare)

- Change of Status

VOTE

- Andrea Barbel CDL Driver to Dispatch

Mr. Hilton noted that Ms. Barbel will be working in the Transportation Office as an hourly employee as the potential for her service as a long term dispatcher is determined.

- Richard Langmeyer 7D Driver to 7D Driver and Food Service

Mr. Hilton noted that Mr. Langmeyer will work part-time in food service at the STAR/Osterville Program to meet an evolving need for assistance with food service at mid-day each school day.

Mr. McGee made a motion that Personnel changes be voted as a slate. Ms. Putnam seconded the motion.

SO VOTED – UNANIMOUS

Ms. Conover made a motion to approve all Personnel changes indicated in the agenda. This was seconded by Ms. Beal.

SO VOTED - UNANIMOUS

d. Bourne Public Schools Transportation

VOTES

Mr. Hilton explained that the Bourne School Committee voted to seek the assistance of the Cape Cod Collaborative for the provision of the (large bus) student transportation services for the future.

Mr. Hilton indicated that a copy of the (Proposed) Memorandum of Agreement for an Inter-governmental Agreement between the Bourne School Committee and the Cape Cod Collaborative was enclosed with Board materials for this meeting. Mr. Hilton also noted that a copy of the current DRAFT cost template was also enclosed for reference. Mr. Hilton explained that some 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 indicated the necessity for the Board to vote to secure the equipment necessary to serve the needs associated with this service. He noted that the Board had voted at an earlier meeting to solicit proposals for furnishing the equipment and financing. Mr. Hilton suggested the Board consider votes associated with the provision of this service, as noted on the agenda.

- **VOTE to authorize the Memorandum of Agreement between the Bourne School Committee and the Cape Cod Collaborative**

Ms. Beal made a motion that the Board vote to authorize the Memorandum of Agreement between the Bourne School Committee and the Cape Cod Collaborative. Mr. Fichtenmayer seconded the motion.

Ms. Conover asked for clarification regarding the purchase of the equipment necessary to provide this service and the associated liability and expenses.

Mr. Hilton indicated that the Bourne Public Schools would have both the liability and the benefit associated with the purchase of equipment. Mr. Hilton explained that the Articles of Agreement were developed and approved to ensure that the liability for single district initiatives would not transfer to the Collaborative's other member districts. Mr. McGee explained that this type of agreement is currently used for the provision of both Truro and Mashpee services. Mr. McGee asked if this increase in services would also require additional staffing, including dispatchers and mechanics. Mr. Hilton indicated that additional staffing would be required.

Ms. Conover indicated that she would vote to approve only if other districts were not faced with increased costs as a result of the agreement. Mr. Hilton expressed the goal of all Collaborative services is the sharing of costs responsibly. He noted that the Collaborative has a conservative approach to growth. Ms. Cummings asked about vehicle ownership and financing. Mr. Hilton noted that vehicles are financed, but that they become fully-paid assets once financial obligations are fulfilled. Mr. Hilton noted that participating school districts note substantial cost savings with field trips and athletic trips, as asset obligations are already paid (through core service) and that the cost of additional trips are only to cover mileage and labor.

SO VOTED – UNANIMOUS

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

Mr. McGee made a motion that the Board authorize Mr. Hilton, as Executive Director, to sign the Memorandum of Agreement between the Bourne School Committee and the Cape Cod Collaborative. This motion was seconded by Ms. Conover.

SO VOTED – UNANIMOUS

- **Vehicles – Procurement** **VOTE**

Ms. Lipkind discussed the faithful completion of the procurement process outlined in MGL Chapter 30B as authorized by the Board of Directors. Ms. Lipkind asked the Board to vote to ratify the purchase and financing of vehicles to be used to meet the needs associated with the recent MOA with the Bourne School Committee for student transportation.

- **Twenty-three Type Conventional Buses** **VOTE**

Ms. Lipkind recommended that the Board vote to award the purchase of twenty-three passenger buses (sixteen 71-passenger and seven 77-passenger) to Anderson Blue Bird Bus Sales. Ms. Lipkind completed this procurement process with Mr. Brown and in coordination with Collaborative Transportation staff and Bourne School’s personnel as part of the procurement review team. Anderson Blue Bird Bus Sales was the unanimous recommendation of the entire Procurement Review Team.

Ms. Conover made a motion that the Board vote to award the purchase of twenty-three passenger buses (sixteen 71 passenger and seven 77 passenger) to Anderson Blue Bird Bus Sales. Ms. Beal seconded the motion.

SO VOTED - UNANIMOUS

- **Authorization to Solicit Vehicle Financing Quotes** **VOTE**

Ms. Lipkind discussed the cost of the twenty-three passenger buses and the need for financing these vehicles. A vote of the Board is requested to authorize the Cape Cod Collaborative to solicit quotes for financing the purchase price of approximately \$1.8 million dollars over seven years. Ms. Beal made a motion that the Board vote to authorize the Collaborative to solicit quotes for financing the purchase price of the twenty-three passenger buses. The motion was seconded by Ms. Morgan.

SO VOTED – UNANIMOUS

e. Programs/Services

- **Waypoint Academy**
 - Enrollment Update
 - Programming

Mr. Carroll discussed enrollment and programming at the Waypoint Academy. He noted that enrollment has increased by two students; five students have been added and two have left the program (graduation). Mr.

Carroll also indicated that eleven referrals are currently pending. Mr. Carroll indicated he expects three additional students to start this month.

- STAR / Osterville
 - Enrollment
 - Programming

Dr. Woods discussed the status of enrollment and programming at the Osterville STAR Program. She noted that there have been only thirteen school days since the last Board meeting and indicated there have been very few changes. Dr. Woods noted that one new student has joined the program, bringing the current enrollment to 52. She also explained that an Occupational Therapy intern from UNH is currently participating in the program under the guidance of Linda Dillon.

- Transportation

Mr. Hilton directed the Board to the written updates 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. There has been a recent change in dispatch staffing, as noted in Personnel changes.
 - 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 discussed recent and ongoing consultation with districts regarding their current and future transportation services:
 - i. Nauset Regional Schools
 - ii. Bourne Public Schools
 - iii. Monomoy Regional Schools
 - iv. Dennis-Yarmouth Regional Schools

Ms. Larsen asked if an additional location may be required to service the Lower-Cape if the Collaborative expands services in the area. Ms. Conover indicated she had asked the D-Y school committee to contact the Collaborative regarding transportation services.

- Therapies

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

- Special Projects

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

- Professional Development / Grants
 - Early Learning Network
 - EPIC Partnership Grant
 - CVTE Partnership Implementation Grant
 - MTSS / Tower Grant

- All-Cape In-Service

Mr. Hilton and Dr. Gilbert discussed the feedback from this annual programming that is developed and coordinated through the Collaborative. Mr. Hilton noted that it is necessary to invoice districts for the provision of the service.

Mr. Hilton also explained that the administrators in the districts throughout the region have discussed the scheduling (date) of the All-Cape In-Service for future years. He explained that it had been proposed that future All-Cape In-Service sessions be returned to the October schedule. He noted that many administrators expressed concerns about holding the sessions on Election Day in November, as the Veterans Day holiday often falls on the same week.

Dr. Gilbert noted the extensive process involved in planning for this In-Service training day. He indicated his preference to have the actual date for 2017 nailed down before June 30th.

- ASLP

Dr. Gilbert and Mr. Hilton updated the Board regarding the planning for the Summer 2017 ASLP Program. Dr. Gilbert indicated application materials have been provided to school liaisons. He indicated that it is expected that districts will provide 210 candidates for the program. He also noted that there are currently two staff openings, for an art teacher and a resident assistant.

Dr. Gilbert spoke about the recent revival of presentations to parents, indicating that Dr. Gil Newton does a wonderful job with the parent presentations. He noted that several evening meetings have been held, which have included presentation from former ASLP students.

Dr. Gilbert also explained that National Grid scholarships continue to benefit students who are eligible for free or reduced school meals.

- Multi-Tiered Systems of Support Grant

Mr. Hilton provided a brief update regarding activities that are occurring with the districts throughout the region. He explained that Dr. Magdalene Giffune continues to provide support services to local districts and that each participating district will be completing a self-evaluation during the coming months.

- Career Vocational and Technical Education (CVTE) Partnership Grant

Mr. Hilton presented an update regarding the activities associated with this grant. The “Planning Grant” was fiscally administered through the Upper Cape Cod Regional Technical School.

He noted that the Partnership Group submitted a final report regarding planning grant activities and submitted a proposal for an implementation grant on November 30, 2016 and that no response had been received at the time of the meeting.

Mr. Hilton explained that this proposal includes the development of a “Building Property Maintenance” CVTE “strand” in coordination with the Upper Cape Cod Regional Technical School (UCCRT) and the Collaborative as well as the development of programming within the UCCRT building that increases access to CVTE for “at-risk” and underserved students, including (and starting with) the Collaborative Waypoint Academy students.

- **Bridgewater State College Off-Campus Programming**
Mr. Hilton provided an update regarding the progress of developing a schedule for coursework with Bridgewater State University. He noted that the Board had voted to support the funding of the Professional Development opportunity at the December meeting. Mr. Hilton indicated that there is a session scheduled with Collaborative staff and Bridgewater State University administrators to review programmatic expectations. He noted that the scheduled at Collaborative Osterville site on Saturday, January 7th was cancelled due to the snow and that the meeting was rescheduled for January 12th at 4:00 PM. It is still expected that these classes could be underway in late Spring 2017.
- **Sheltered English Immersion (SEI) Course Development**
Dr. Gilbert discussed the status of the assessment of programmatic needs for each of the districts throughout the region. He indicated that the Collaborative will offer at least two, more probably three, “for cost” SEI endorsement courses at the Collaborative through a partnership with South Shore Educational Collaborative. He noted that there have been 90 registrants so far. These courses will be held in Barnstable.
- **EPIC Partnership Innovation Grant**
Mr. Hilton indicated that the proposal was submitted to MA-DESE on December 5, 2016 through Bridgewater State University. He noted that the grant proposal would have supported recruitment, induction and mentoring activities throughout the region; however, the Collaborative had been advised that this proposal has not been funded.

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. He noted that this year, less students are expressing interest in on-line courses, demonstrating an increasing desire for face-to-face instruction.

Ms. Conover noted virtual courses are no longer the primary resource for specialty courses, such as advanced placement offerings.

Mr. Hilton noted the Collaborative will adapt course offerings in response to declining demand.

g. International Student Exchange

No update was provided at this meeting.

V. Other

a. Change to Transportation “Operations” Rate VOTE

Massachusetts Minimum Wage increased to \$11.00 effective January 1, 2017. Mr. Hilton asked the Board to approve an adjustment to the Transportation “Operations” rate, increasing the rate from \$10.00 to \$11.00.

Ms. Beal made a motion that the Board vote to increase the Transportation Operations rate from \$10.00 to \$11.00. This motion was seconded by Ms. Putnam. Ms. Lindahl questioned the need for Board approval, as an increase in the Minimum Wage offers no choice as it is a state law. Mr. Hilton suggested the Board affirm the rate as a change to the Transportation Handbook. Ms. Larsen observed the increase in the rate does have an impact on the Collaborative’s Spending Plan and Budget.

SO VOTED – UNANIMOUS

b. Change to Snow Crew Hourly Rate VOTE

Mr. Hilton suggested the Board consider a change in the rate offered to employees who assist in snow clean up. He noted that many employees came in on Sunday to clear and move buses. He indicated that he was aware that these employees are paid their usual rate.

- For CDL drivers, this rate is \$20.90 to \$21.90 per hour
- An employee who works as a 7D driver was paid \$17.55 per hour for the same snow removal work.

Mr. Hilton suggested the Transportation Handbook wording be changed, indicating that transportation employees would receive their usual pay rate, or a rate not less than \$20.00 per hour for snow removal not associated with their normal (daily) snow removal.

Ms. Beal made a motion that the Board vote to adopt the policy that employees working on snow removal will be paid their usual rate, or a rate not less than \$20.00 per hour. This motion was seconded by Ms. Williams.

SO VOTED – UNANIMOUS

VI. Executive Session

a. Litigation – Personnel

b. Contract Discussion for Non-Union Personnel

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

VII. Adjournment

Ms. Devane left the meeting at 6:14.

Ms. Conover made a motion that the Board adjourn from Regular Session, and enter Executive Session. This motion was seconded by Mr. Fichtenmayer.

A roll call vote was taken:

Ms. Conover – Yea, Ms. Putnam – Yea, Mr. Fichtenmayer – Yea, Ms. Morgan – Yea,
Ms. Beal – Yea, Ms. Lindahl – Yea, Ms. Cummings – Yea, Mr. Judge – Yea, Mr. McGee – Yea,
Ms. Williams – Yea, Ms. Larsen – Yea.

The Board adjourned from Regular Session at 6:15 PM.