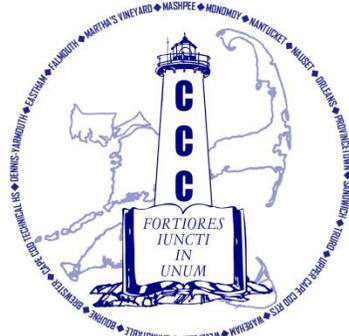


Cape Cod Collaborative  
418 Bumps River Road  
Osterville, MA 02655



Cape Cod Collaborative

Board of Directors  
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**Board of Directors Meeting Minutes**  
**418 Bumps River Road, Osterville, MA 02655**  
**December 10, 2014**

**I. Call to Order**

The December 10, 2014 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:00 PM by Dr. Robert Tankard, Co-Chair. In attendance were:

Martha's Vineyard	Dr. Robert Tankard, Co-Chair
Falmouth	Terri Medeiros, Co-Chair
Bourne	Heather DiPaolo, Vice-Chair (in at 5:08 PM)
Barnstable	Chris Joyce (out at 6:07 PM)
Cape Cod Technical HS	Ann Williams (out at 6:11 PM)
Dennis-Yarmouth	Phillip Morris (in at 5:06 PM)
Eastham	Mary Louise Sette (in at 5:08 PM)
Monomoy Regional	Brian Widegren (out at 6:18 PM)
Nauset Regional	Chris Easley
Sandwich	Travis Andrade (in at 5:34 PM)
Upper Cape Cod RTS	Robert Fichtenmayer
Wareham	Melvin Lazarus
Wellfleet	Jill Putnam
Treasurer	Judy FitzGerald
Secretary	Beth Deck

Also in attendance were:

Croyle & Associates, PC	Martin W. Croyle, CPA
Executive Director	Paul Hilton
Business Manager	Jim Brown
STAR Program Director	Anita Woods
Waypoint Academy Director	Larry Carroll (in at 5:10 PM)

Dr. Tankard proposed that the Board modify the agenda to allow Mr. Croyle, from Croyle & Associates, PC, to review the audit with the Board as the first agenda item. Board members agreed, by unanimous consent.

## II. FY14 Close-Out

- FY14 Annual Audited Financial Statements **VOTE**
  - The FY14 Annual Audit was presented, reviewed and discussed with the contracted auditors, Croyle & Associates, PC.

A draft of the FY14 Audit had been discussed at a November Board SubCommittee meeting. Copies of the updated DRAFT Audit were forwarded to board Members in advance of the Board meeting.

Mr. Hilton reminded the Board that a vote on the Audited Financial Statements must be held prior to January 1, 2015. He indicated the Mr. Brown would review minor changes in the report which were made as a result of the Finance SubCommittee meeting held in November.

Mr. Brown reminded the Board that the Department of Education, The State Auditor, and all member district school committees will receive copies of the Audit. He provided an overview of the financial statements, noting the increase in ASLP student participation, the rehab of a modular building at the Osterville campus, and the transfer of \$180,000 to the OPEB trust, and the impact these have had on the statements. Mr. Brown then introduced Martin Croyle, of Croyle & Associates, PC.

Mr. Croyle discussed the process through which audit was prepared. He noted that steps in the audit process include:

- i. Sending confirmation requests to banks
- ii. Inspecting invoices
- iii. Reviewing debt agreements
- iv. Reviewing the relationship between “numbers” and seeking clarification from Mr. Hilton and Mr. Brown

Mr. Croyle stated that the audit went very well. The Cape Cod Collaborative transitioned to using AccuFund accounting software during the past year. Setting up accounts in a new software program is a lot of work, as is mapping the accounts to produce financial reports. Mr. Croyle indicated that time was spent during this year’s audit to ensure that all accounts were “mapped” properly.

Mr. Croyle discussed a recent MOEC meeting where collaborative representatives and their accounting advisors had the opportunity to meet with representatives from the state. He noted that, although audit guides exist for other educational institutions, there is no audit guide protocol in place for collaboratives (at the present time). Mr. Croyle noted that one result from this (MOEC) meeting was improved communication. He noted that collaborative members and their CPA firms have been able compare practices and provide feedback through a dedicated listserv.

Mr. Croyle noted that OPEB liabilities continue to be an issue that all collaboratives are striving to address. Mr. Croyle applauded the Cape Cod Collaborative for taking steps toward funding this liability. He reminded the Board that the last actuarial report was 3 years ago, and that it is (now) time to have a revised report completed. He indicated that the (resulting) actuarial report helps to accurately predict future liability.

Mr. Croyle also explained that during the past year, the Collaborative moved investments into accounts with Rockland Trust. He indicated that this move “collateralized” and protected these (investment) assets.

Ms. Williams asked if the Board has agreed to fund \$180,000 per year for OPEB expenses going forward. Mr. Hilton responded that an amount equal to 3% of payroll has been allocated toward OPEB in the Budget/Spending plan process. Mr. Croyle noted that when the time comes to appropriate funds for this liability from the general fund, the Board should be asked to vote on a modified budget. Mr. Hilton indicated that there is some discrepancy/disagreement at the state level (MA-DESE) regarding the proper accounting for current and future expenses. Mr. Croyle acknowledged that there was a lack of concrete responses to practical questions at the MOEC meeting with representatives from the state.

Mr. Easley asked Mr. Croyle if the Collaborative is in good shape. Mr. Croyle responded that the Collaborative’s records are in good shape, as are its operational systems.

Mr. Hilton, drawing the Board’s attention to the Statement of Net Position, remarked that most collaboratives will be going into negative territory over the next two years as OPEB liabilities are increasing faster than money can be allocated and expensed.

Mr. Easley wondered how accurate OPEB predictions are. Mr. Croyle referred the Board to page 27 and 28 of the audit (the actuarial assumptions used in calculating the OPEB liability are found here). Mr. Croyle indicated that the OPEB calculation is an estimate made using the best assumptions. Mr. Hilton observed that the Collaborative has many employees who are over 65 who are still

actively employed; many of these employees have already retired from other careers.

Mr. Joyce asked for clarification regarding vehicle leases. Mr. Brown, Mr. Hilton and Mr. Croyle provided information on vehicle depreciation and residual value. Keeping vehicles for the extent of their usable life, beyond full depreciation, helps to keep costs low. Any value recovered when the vehicles are sold is considered income.

Mr. Morris made the motion that the Board vote to accept the Cape Cod Collaborative Independent Auditor's Reports and Basic Financial Statements for FY14. This motion was seconded by Mr. Fichtenmayer.  
SO VOTED - UNANIMOUS

### III. Minutes

#### a. October 8, 2014

#### VOTE

Mr. Widegren made the motion that the Board vote to approve the minutes of the October 8, 2014 meeting. This motion was seconded by Ms. Williams.

YEA – 11      NEA – 0      ABSTAIN – 2 (Andrade, DiPaolo)

### IV. Old Business

#### a. Transportation

- Invoicing

Mr. Hilton and Mr. Brown updated the Board regarding the invoicing status for FY15 invoicing to districts. Mr. Brown noted that October invoicing was being mailed the following day. Mr. Hilton observed that the loss of the transportation manager and the (transportation) database manager prior to the start of this school year has created some billing delays. He explained that transportation billing is the result of a complex cost model, reconciling shared mileage and student ridership. Mr. Brown indicated that a primary concern has been assuring that the data is up-to-date and accurate.

- Reconciliation

Mr. Brown shared the status of the reconciliation of costs and revenues projected for FY15.

#### b. Cape Cod Collaborative Articles of Agreement Discussion/VOTE

Mr. Hilton noted that there have been several meetings and teleconferences with MA-DESE staff regarding the “drafts” and “technical assistance” to resolve outstanding issues

He explained that the Collaborative did not meet the statutory timeline for approval of having an amended Agreement approved by the Board of Directors and each Member School Committee by June 30, 2013. The Board of Directors cannot (statutorily) begin the approval process until the technical review of the Agreement is completed by MA-DESE.

Mr. Hilton noted that a governance subcommittee meeting occurred on November 24, 2014 and (draft) changes were discussed. A copy of the draft to be submitted to MA-DESE was included with Board materials for this meeting. Mr. Hilton asked that the Board vote to send this updated version to the MA-DESE for further technical review and assistance.

Ms. Williams made the motion that the Board vote to submit the revised agreement to the MA-DESE for further technical review and assistance. This motion was seconded by Ms. Sette.

SO VOTED - UNANIMOUS

Ms. DiPaolo asked if the Collaborative was now nearing the end of this review process. Mr. Hilton responded that it will necessary to convene a meeting (or meetings) of the Governance SubCommittee if further feedback and guidance are offered by the MA-DESE.

Mr. Hilton reminded the Board that the timeline (and process) for the Board of Directors and Member School Committee approval of the Cape Cod Collaborative Articles of Agreement is an item that will need attention throughout the winter.

**c. Executive Director Evaluation**

**VOTE**

Mr. Hilton informed the Board that the Business Manager has been evaluated by the Executive Director.

He noted that he and the Business Manager will schedule a meeting with the Board Treasurer regarding performance and responsibilities for FY14 and recommendations for FY15 (for discussion and evaluation).

Mr. Hilton explained that the Evaluation SubCommittee convened on November 24, 2014 and discussed the Executive Director's evaluation process. He noted that the Board subcommittee agreed to modify the existing instrument and process to conduct the evaluation of the Executive Director for FY14 (last fiscal/school year) as a basis for discussion and evaluation in the MA-DESE evaluation format (both included with your Board materials for this meeting).

Dr. Tankard reviewed the Evaluation SubCommittee's recommendations regarding the assessment instrument and process. He observed that the Board has several new members who may find it difficult to participate in the evaluation process.

Mr. Hilton described Board members' concerns regarding the use of the Superintendent Rubric for the evaluation of the Executive Director. He expressed a desire to move beyond a discussion of the instrument and towards a process that will facilitate valuable discussion regarding goals and improvements needed.

Ms. Medeiros expressed her preference for the format used by the Board for previous evaluations. Dr. Tankard asked Ms. Deck to use the past format as the basis for a form which can be completed on the computer and returned by email to the Evaluation SubCommittee members. The input gathered from Board members can then be consolidated and brought back to the Board for review.

Mr. Morris made the motion that the Board vote to approve both the instrument and two-step process recommended by the Evaluation SubCommittee. This motion was seconded by Ms. DiPaolo.

SO VOTED – UNANIMOUS

It will be necessary to convene an Evaluation SubCommittee to finalize preparation for the evaluation of the Executive Director for FY15 (format as well as Goals / Objectives). The changes in the process for the evaluation of Superintendents (Open Meeting Process) do impact the process for evaluating the Executive Director.

## V. New Business

### a. Warrants

### VOTES

- #15 VOTE
- #16 VOTE
- #17 VOTE
- #18 VOTE
- #19 VOTE
- #20 VOTE
- #21 VOTE
- #22 VOTE
- #23 VOTE

Mr. Fichtenmayer made the motion that the Board vote to approve Warrant #15, #16, #17, #18, #19, #20, #21, #22, and #23. This motion was seconded by Mr. Lazarus.

SO VOTED – UNANIMOUS

### b. FY15 Spending Plan

#### • Updates

#### Discussion

- Mr. Hilton presented updates regarding adjustments that will need to be considered to the FY15 budget. He asked Board members to review the financial forecast and narrative that were included with Board materials. Enrollment, of concern in October, has increased for both public day programs to a level where it is likely that the Board will be asked to approve a budget modification in January or February. He noted that it was likely that it would become necessary to hire additional staff.

- Mr. Brown, referring to Mr. Croyle’s comments earlier in the meeting, mentioned that the state has yet to provide clear guidance regarding budgets and budget modifications. Mr. Hilton noted that it would be prudent to follow the auditor’s recommendations until clear direction is provided.

- Budget Update

**VOTE**

- It is recommended that the FY15 Budget be modified to reflect the (previously approved) financing and purchase of school bus vehicles to support Collaborative operations. The procurement and financing of these vehicles were previously approved. It is necessary to vote upon revisions to the budget to reflect the revenue and expenditures associated with the financing of these vehicles.

Board members were asked to vote to modify the 2015 budget for the purchase and financing of buses in the amount of \$400,836, which will be added to revenue as loan proceeds and expenditures as a capital expenditure.

Mr. Morris made the motion that the Board vote to approve this modification to the FY15 budget. This motion was seconded by Mr. Widegren.

SO VOTED - UNANIMOUS

- Personnel

- Additions

**VOTE**

- Joyce F. Bartley-Vaughn, 7D Driver
- James E. Vaughn, CDL Driver
- Bruce Oakley, Monitor
- Lynn Gruneiro, CDL Driver (Spare)
- Robert McCusker, CDL Driver
- Scott Reardon, CDL Driver
- Margaret DeMartino, Monitor

Ms. Medeiros made the motion that the Board vote to approve the additions listed on the agenda. This motion was seconded by Mr. Lazarus.

SO VOTED – UNANIMOUS

- Reductions

**VOTE**

- Gypsy Mall, Monitor
- Janet Berrrio, CDL Driver
- Bernard Brannigan, Monitor
- Paula Desmond, Part-time Admin Support
- Heidi Dykeman, Monitor
- Bruce Oakley, Monitor
- Kelly Ann O’Brien, Spare monitor
- Anna Kipp, Spare monitor
- Heather Kotchian-Borden, CDL Driver

- Jayne Peters, Monitor
- Viola Howard, Substitute Monitor, Nantucket (Resignation)
- Cory Whelan, BCBA & Speech Therapist (Resignation)
- Suzanne Collins, STAR Paraprofessional (Resignation)
- Jane Daly, Data Specialist (Resignation)

Ms. Medeiros made the motion that the Board vote to accept the reductions listed on the agenda. This motion was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

- Change of Status **VOTE**
  - Rhonda Eldredge, CDL Driver to Spare CDL Driver
  - Jacqueline Frasier, Monitor, returned from leave
  - Marilyn Lewis, Monitor to Spare Monitor

Ms. Medeiros made the motion that the Board vote to approve the described status changes. This motion was seconded by Mr. Morris.

SO VOTED – UNANIMOUS

- Additional Service Commitments
  - Therapies
    - Dennis- Yarmouth – Occupational Therapy (leave replacement) 2 days per week
    - Barnstable – BCBA – Add ½ Day per Week
    - Plymouth – BCBA – Add ½ Day per Week

**c. FY14 Annual Report**

**VOTE**

Mr. Hilton noted that the Collaborative is required to publish an annual report each year discussing the activities of the previous year and including the Audited Financial Statements. The report this year represents our third Annual Report. A vote is necessary at this time as the Annual Report must be published and shared with MA-DESE by January 1, 2015. Mr. Hilton observed that there were some final updates required, such as updated photos.

Ms. Williams asked who is responsible for the creation of this report. Mr. Hilton responded he works with input received from staff to create this report.

Mr. Morris made the motion that the Board vote to approve the FY14 Annual Report, understanding that minor edits are still required. This motion was seconded by Mr. Fichtenmayer.

SO VOTED - UNANIMOUS

**d. Programs/Services**

- Waypoint Academy
  - Program Application
  - Enrollment Update
  - Programming
  - Status of Commitments – FY15

Mr. Carroll discussed the enrollment and programming at the Waypoint Academy. Enrollment is currently in the low 60's. He noted that three students were recently placed with the program and other referrals are pending.

Mr. Carroll described Waypoint's recent Thanksgiving meal. He indicated that all parents were invited to attend.

He also stated that four faculty members recently received mini-grants from Cape Cod 5.

Mr. Hilton, as an aside, mentioned the recent increase in overdoses on the Cape and Islands. He noted that there is an ongoing effort to bring high school principals together to discuss and develop interventions to address this situation.

- STAR / Osterville
  - Program Application
  - Enrollment
  - Programming

Ms. Woods discussed the status of enrollment and programming at the Osterville STAR Program. He indicated that six students have recently been enrolled.

Ms. Woods noted that the STAR Program's Thanksgiving meal was well attended, 34 of the 54 students had family members present. She explained that the students entertained guests with a well-received assembly.

Mr. Hilton interjected that both the STAR Program and Waypoint Academy are close to reaching their target enrollments. Recent student additions to both programs will impact budgeting, as there may be need for increased staffing. Ms. Woods noted that the number of classrooms had been reduced from 10 (2013-2014) to 9 (2014-2015) but that increased enrollment may necessitate going back to 10 classes in the coming months.

Mr. Hilton indicated that Dr. Hauser's involvement in the programs, and his encouragement of staff to measure social/emotional data, has continued to directly impact programming. Dr. Hauser's services have been sought by other collaboratives, and his methods have come to the State's attention as maintaining and utilizing data is of increasing importance in educational programming and educator evaluation. He suggested that the Board may invite Dr. Hauser to attend an upcoming Board meeting.

(Mr. Joyce left the meeting at 6:07 PM.)

- Transportation
  - Mr. Brown provided an update regarding current issues and opportunities with Collaborative transportation. Mr. Brown reminded the Board that both the transportation manager and transportation database manager left the Collaborative in the summer of 2014. He noted that part time help has been

picking up the slack, and business office staff have assisted when needed. He explained that the current operational goal is to automate the billing database.

- Staffing
  - The administrative staffing of Transportation area of the Collaborative continues to be modified to meet the needs of the students, districts and staff.
  - Corinne Savery and Lisa Stobbart continue to diligently address issues and develop processes to address the needs in this area.
  - It is anticipated that the Collaborative administrative team will present a plan for a reorganized unit at a future Board meeting.
- Staffing / Routing

Mr. Hilton updated the Board regarding staffing and routing. Please note that the routing and staffing is continually monitored and modified to ensure efficiency (and effectiveness) in operation.
- Large Buses
  - Equipment Review / Needs

Mr. Hilton noted that the Collaborative has procured one (1) large bus to support the Nantucket service provision. He explained that this vehicle arrived at the Collaborative on Thursday, November 6<sup>th</sup>. Mr. Brown, Ms. Savery, and Ms. Stobbart and Mr. Bianco (Collaborative mechanic) inspected the bus at delivery (prior to completing payment). The vehicle was outfitted with two-way radios and is expected to be in service within a few weeks (after “trial” runs on mainland).
- Special Education Transportation
  - Equipment Review / Needs

Mr. Brown indicated that the Collaborative procured six (6) “mini-buses”. These vehicles will replace buses that have in excess of 200,000 odometer miles. Mr. Brown, Ms. Savery, and Ms. Stobbart and Mr. Bianco (Collaborative mechanic) inspected the buses at delivery (prior to completing payment). It was explained that three of vehicles have arrived at the Collaborative, a fourth is expected before the Board meeting with the final delivery (one bus) to be delivered in February 2015. Mr. Hilton explained that these vehicles are in the process of registration, inspection and radio installation and are expected to be “in service” within a few weeks.

(Ms. Williams left the meeting at 6:11 PM)

- Therapies

Mr. Brown provided a brief update regarding the provision of services within the Collaborative and to districts (and others). He noted that the Collaborative had been providing PT support to the DY school system, but this support is no longer required. Mr. Hilton noted that it is expected that Marshfield will contract for the available OT services in the near future.

- FY15 Service Commitments

- The Collaborative continues to receive and review commitments for the utilization for Collaborative staff to provide services in school districts for FY15.
    - Mr. Hilton discussed the status of the employees that had provided these services as well as efforts that continue to solicit appropriate work for these employees with member (or non-member) districts.
      - i. The Collaborative currently has the capacity to contract out the following services:
        1. PT – ½ to 1 day
        2. OT – 2½ days after December
        3. Speech (assistant) – 2 days
      - ii. Mr. Hilton discussed the timeline(s) that he is recommending for further decisions regarding staffing in this area. Mr. Hilton recommended that the Collaborative continue to offer these services for contracting through the calendar year with further decisions to be discussed at the Board meeting in January.
      - iii. Mr. Hilton noted that there has been a renewed interest in some therapy areas that the Collaborative is not able to (currently) fulfill (especially Speech & Language Therapy services – Provincetown and Martha’s Vineyard – 1 day per week each). The Collaborative is exploring methods to assist these districts in meeting these expressed needs.

- Special Projects

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

- Professional Development / Grants

- Early Learning Network (Fund 808) Strategic Plan Implementation Grant

Mr. Hilton discussed the activities associated with this grant. There has been great response to the activities associated with this grant by the school districts throughout the region

He noted that the activities for this grant that occurred in FY14 are currently being audited by the Department of Early Education & Care (DEEC).

- All-Cape In-Service

Mr. Hilton discussed the feedback from this annual programming that is developed and coordinated through the Collaborative. He explained that the All-Cape In-Service occurred on October 10, 2014 and had over 700 registrants. A copy of the activities and registrations for the day had been included in your Board materials.

Mr. Hilton indicated that he would be meeting with the Cape & Islands Superintendents in to discuss invoicing for FY15 and planning for the FY16 All-Cape In-Service.

- ASLP

Mr. Hilton updated the Board regarding the planning for the Summer 2015 ASLP Program.

Mr. Hilton explained that the preparation for student applications/selection and staffing for Summer 2015 is already in process with a coordinators meeting occurring during the week of the Board meeting.

- Center for Executive Search

Mr. Hilton provided an update regarding the current activities supported through the Center for Executive Search

**e. Virtual High School**

**VOTE**

Mr. Hilton discussed the consortium for Virtual High School (VHS) that has existed through the Cape Cod Collaborative since 2001. The Consortium recently increased in participation and contract renewal (Collaborative with Virtual High School and Collaborative with Districts) is in process.

Mr. Hilton discussed the current fee structure and invoicing for this consortium for FY15. Mr. Hilton asked for a vote to affirm the fee structure as noted in the Virtual High School Contract.

Mr. Morris made the motion that the Board vote to approve the fee structure as noted in the VHS contract. Mr. Fichtenmayer seconded the motion.

SO VOTED - UNANIMOUS

**f. International Student Exchange**

Mr. Hilton provided a brief update regarding the status of the development of a regional consortium of school districts to host international students.

Mr. Hilton also discussed recent developments including the potential to have Chinese teachers work with school districts in the region through the Confucius Institute.

Ms. Medeiros told the Board that Falmouth recently voted to participate in an international exchange program. Mr. McGee noted that Mashpee has this under consideration.

Mr. Hilton observed that Nauset has been involved in an international exchange through Educatius and Cambridge Education for two years .

## **VI. Other – Additional Items**

### **a. FY 15 Spending Plan**

- Personnel

- Additions

VOTE

- Marianne Gage, Spare Monitor

- Change of Status

VOTE

- Joseph Avitable, from CDL Driver to Spare CDL Driver
  - Lynn Grunerio from Spare CDL Driver to CDL Driver
  - Shannon Scannell, from 7-D Driver to STAR Paraprofessional
- Ms. Sette made the motion that the Board vote to approve the additional personnel changes (addition, changes of status) as described. This motion was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

### **b. Request for Transfer of Sick and Personal Time**

The Board has been asked to approve the resignation of Suzanne Collins, STAR Paraprofessional. Ms. Collins has asked that her 10 remaining (unused) sick days and 1 remaining (unused) personal day be donated to her colleague, who is currently on medical leave.

Mr. Easley asked if Collaborative employees have access to a sick bank, and if employees have an avenue for requesting additional time if needed. Mr. Hilton confirmed that a sick bank is available.

Mr. Lazarus made the motion that the Board vote not to approve this request. This motion was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

### **c. ASLP Parent/Student Catalogue**

Copies of the Cape Cod Collaborative Advanced Studies and Leadership Program’s Parent/Student Catalogue were included with materials for the October meeting. Dr. Gilbert has asked for a vote to approve this catalogue.

Ms. Putnam made the motion that the Board vote to approve the ASLP catalogue for the 2015 program. This motion was seconded by Ms. Sette.

SO VOTED - UNANIMOUS

## **VII. Cracker Barrel Discussion**

### **a. Local District Issues**

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

Ms. DiPaolo reached out to Board members with the idea that February and April vacations could be eliminated and a vacation scheduled for March instead. Parents seem to favor this schedule.

Mr. Widegren indicated that this schedule change could result in cost savings for student transportation.

Ms. Sette noted that a similar schedule change had been attempted when she resided in CT, but was never passed. Ms. Medeiros noted that Falmouth did in fact change the schedule, but went back to having February and April vacations.

Mr. Andrade observed that the school schedule was once closely tied to the agrarian schedule of planting and harvest, a schedule not particularly relevant today.

(Mr. Widegren left the meeting at 6:18 PM.)

#### **b. Questions / Concerns**

No additional questions or concerns were raised at this meeting.

### **VIII. Executive Session (if necessary)**

Mr. Hilton indicated that it would be necessary to enter Executive Session to briefly discuss a personnel issue.

Ms. DiPaolo made the motion that the Board enter into Executive Session, and exit only to adjourn the regular meeting. Mr. Fichtenmayer seconded the motion. A roll call vote was taken:

Ms. Medeiros – yea, Mr. Easley – yea, Mr. Andrade – yea, Ms. Putnam – yea,  
Ms. Sette – yea, Mr. Fichtenmayer – yea, Mr. Lazarus – yea, Ms. DiPaolo – yea,  
Dr. Tankard – yea

Ms. Medeiros made the motion that the Board vote to adjourn from Executive Session. This motion was seconded by Ms. Putnam. A roll call vote was taken:

Ms. Medeiros – yea, Mr. Easley – yea, Mr. Andrade – yea, Ms. Putnam – yea,  
Ms. Sette – yea, Mr. Fichtenmayer – yea, Mr. Lazarus – yea, Ms. DiPaolo – yea,  
Dr. Tankard – yea

### **IX. Adjournment**

The Board exited from Executive Session and adjourned the regular meeting at 6:22 PM.