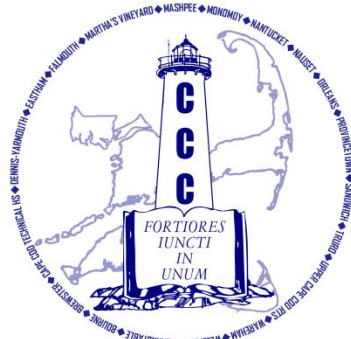


Cape Cod Collaborative  
418 Bumps River Road  
Osterville, MA 02655



Cape Cod Collaborative

Board of Directors  
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**Board of Directors Meeting Minutes**  
**418 Bumps River Road, Osterville, MA 02655**  
**February 10, 2016**

**I. Call to Order**

The February 10, 2016 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:03 PM by Terri Medeiros, Co-Chair. In attendance were:

Falmouth	Terri Medeiros, Co-Chair
Brewster	Jessica Larsen
Cape Cod Tech	Ann Williams
Eastham	Mary Louise Sette
Monomoy Regional	Brian Widegren
Nauset Regional	Deborah Beal
Orleans	Hank Schumacher
Provincetown	Anthony Brackett (in at 5:30 PM)
Wellfleet	Jill Putnam
Treasurer	Judy FitzGerald
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Jim Brown
STAR Program Director	Anita Woods
Waypoint Academy Director	Larry Carroll (in at 5:20 PM)

**II. Cracker Barrel Discussion**

**a. Local District Issues**

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

**b. Questions / Concerns**

No questions or concerns were raised at this meeting.

### III. Minutes

#### a. January 13, 2016

#### VOTE

Ms. Williams made a motion for the Board to vote to accept the minutes of the January 13, 2016 meeting. This motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

### IV. Old Business

#### a. Transportation

- Invoicing

Mr. Brown updated the Board regarding the status for FY16 invoicing to districts. He noted that the December invoicing was mailed out later than expected due to ongoing billing template revisions. Mr. Brown indicated that he was hopeful that January invoicing would be completed within a week.

Ms. Beal asked for clarification. Mr. Brown indicated that the Collaborative invoices for transportation services on a monthly basis. He explained that the billing process is more difficult for special needs transportation, as students are apt to move in and out of districts and change programs more often than general education students. Mr. Brown observed that the system has been evolving to better track each student and each mile traveled.

Mr. Hilton noted that this becomes even more complicated where districts (often) share the cost for student transportation. The Collaborative is exploring the use of GPS information to track mileage and time for invoicing purposes. The system is not yet working perfectly, but is expected to improve and should gradually become more useful for billing.

- Reconciliation

Mr. Brown shared the status of the reconciliation of costs and revenues projected for FY16. Due to an increase in transportation services and cost-saving measures, the Collaborative is in good shape.

#### b. Cape Cod Collaborative Articles of Agreement

#### Discussion

All member school committees have approved the Cape Cod Collaborative Articles of Agreement. The Agreement must be signed by the Chair of each School Committee as well as each Collaborative Board Member. Once all signatures are gathered, the Agreement will be submitted to the Board of Elementary & Secondary Education (through the MA-DESE Commissioner) for approval.

Signature pages will be available for Board members to sign as the current member of the Board and/or as the Chair of the District School Committee.

It will be necessary to develop a schedule to complete the signatory process.

Mr. Hilton indicated that signature pages will be available on Friday at the Legislative Breakfast, to be signed by Board members and the Chairs of member school committees.

**c. Executive Director Evaluation**

**Discussion**

Mr. Fichtenmayer had recommended that the SubCommittee (Mr. Fichtenmayer, Mr. Widegren & Ms. Larsen and any others interested) meet prior to the February Board Meeting discuss the completion of this process. He asked the SubCommittee finalize the evaluation process and suggested the subcommittee work on defining goals. A meeting of the SubCommittee was scheduled for February 10, 2016 at 4:00 PM. Ms. Medeiros participated in this SubCommittee meeting and reported that the SubCommittee has decided to use the same evaluation instrument as last year. Each Board member will receive Mr. Hilton’s goals together with other evaluation materials. Ms. Medeiros recommended that Board members review the instrument and goals and bring comments to the next meeting.

**V. New Business**

**a. Warrants**

**VOTES**

- |       |             |       |             |
|-------|-------------|-------|-------------|
| • #29 | <b>VOTE</b> | • #31 | <b>VOTE</b> |
| • #30 | <b>VOTE</b> | • #32 | <b>VOTE</b> |

Ms. Williams made a motion for the Board to vote to approve Warrants #29, #30, #31 and #32. This motion was seconded by Ms. Larsen.

Mr. Schumacher asked the Board to refer to Warrant #30. He asked for clarification on the “investment” account shown here. Mr. Brown explained that Collaborative funds are transferred from the investment account to the payroll account each week to cover the payroll.

Mr. Brown noted that the “IRS tax levy” shown on the Warrants does not refer to any liability of the Collaborative, but is an employee’s payroll garnishment.

Mr. Hilton further explained that several items now listed on the Warrants were once part of the ADP line item.

SO VOTED – UNANIMOUS

Mr. Hilton asked the Board to consider appointing a Board member to audit the Payables Warrants and the Payroll Warrants. Mr. Brown suggested that this can be done electronically through the use of a drop-box, and would not necessitate a trip to the Business Office.

Mr. Hilton suggested that this weekly review process would be beneficial, increasing the transparency of the Business Office procedures.

Mr. Schumacher nominated Ms. Larsen to act on behalf of the Board in reviewing and pre-approving Warrants and Payroll Warrants. Ms. Putnam seconded this nomination.

Ms. Larsen was appointed to audit the Warrants and Payroll Warrants on behalf of the Board, by unanimous consent of the Board.

## **b. FY16 Spending Plan**

- Updates

### **Discussion**

- Updates were presented regarding adjustments that will need to be considered to the FY16 budget.
- Current revenue projections are expected to be sufficient to support anticipated expenses for the fiscal year.
- Mr. Brown and Mr. Hilton reviewed detailed Spending Plan updates. Mr. Brown noted that the Collaborative's current financial position reflects stronger than anticipated enrollment in both programs. Mr. Brown indicated that the Nauset Transportation SubCommittee recently approached the Collaborative for a discussion on transportation costs and services. The Collaborative offered to review routes to assist in determining if and where efficiencies can be achieved.

- Business Manager Search

Mr. Hilton noted that the Collaborative posted the position for several weeks and received a number of resumes. He explained that it is necessary to gather the "Business Manager Search Committee" to review the candidates and recommend candidates for interview and/or further posting. Mr. Hilton suggested that the Board may want to consider an increase to the salary range offered in the posting to draw more potential candidates. As the original posting has expired, Mr. Hilton also suggested that the Collaborative re-post the position until filled.

Ms. Larsen made a motion for the Board to vote to change the posting to offer a salary range up to \$115,000. This motion was seconded by Ms. Beal.

SO VOTED - UNANIMOUS

Mr. Brackett joined the meeting at 5:30 PM. In order to assure that Mr. Brackett would have the ability to vote under the Articles of Agreement, Mr. Hilton suggested the Board consider a vote to allow him to do so.

Ms. Larsen made a motion for the Board to vote to allow Mr. Brackett to participate fully and be allowed to have a vote at this meeting. This motion was seconded by Ms. Beal.

SO VOTED - UNANIMOUS

- Personnel

- Additions

### **VOTE**

- Melissa Bissonnette Teacher Waypoint Academy
- Stephen Pothier Paraprofessional STAR Program
- Brie Reynolds Monitor Transportation
- Debra Shipplehute CDL Driver, Spare Transportation
- Margaret Wilson Monitor Transportation

Ms. Putnam made a motion for the Board to vote to approve

the additions as noted on the agenda. This motion was seconded by Ms. Sette.

SO VOTED - UNANIMOUS

○ Reductions

**VOTE**

- Aimee Frigault Paraprofessional STAR Program  
Ms. Larsen made a motion for the Board to vote to approve the staff reduction listed on the agenda. This motion was seconded by Ms. Williams.

SO VOTED - UNANIMOUS

○ Change of Status

**VOTE**

- Edward Canizaro From Monitor to Training CDL Driver)  
Ms. Larsen made a motion for the Board to vote to approve the change of status for Mr. Canizaro. This motion was seconded by Ms. Putnam.

SO VOTED - UNANIMOUS

○ Other

- “Snow Crew” remuneration **VOTE**

Mr. Hilton explained that the most recent snow event created significant challenges in preparing the facility(ies) and vehicles for functionality the following day. He indicated that there were a number of staff that worked tirelessly to ensure that operations would be smooth the following Monday, despite more than fourteen (14) inches of snow in many areas.

Mr. Hilton noted that there were several Transportation employees (and others) that committed their Sunday to ensure the efforts were successful.

- Mashpee Drivers Bob Gaboury, Errol Thompson and Karen Hayes
- Van Drivers: Jim Styche, Joe Hennessey and Carol Costa
- Transportation Office: Wendy Pennini, Corinne Savery and Lisa Stobbart
- Facilities: Rick Strawn, Kevin Shackett and Paul Murtha
- Administrators & Business Office: Larry Carroll and Tom Ferzoco

Mr. Hilton respectfully recommended that the drivers who committed much of their day be paid at their associated driver rate (as opposed to the “operational rate”) and that the Transportation Handbook be amended to indicate that “snow crew” participation will be paid at the “driver rate” in the future.

Ms. Putnam made a motion that drivers who participate in snow removal be remunerated at the driver rate of pay, and that the handbook reflect this change. Ms. Beal seconded this motion.

SO VOTED - UNANIMOUS

### **c. Legislative Breakfast**

Mr. Hilton reminded the Board that the Fifth Annual Collaborative Legislative Breakfast was scheduled to occur on February 12, 2016. He explained that this event was co-sponsored by the MASC Division VII group. He noted that the event was expected to be well attended and included discussion between regional legislators and regional education stakeholders regarding pertinent issues that impact the Cape Cod & Islands region.

Ms. Medeiros noted that she had been to each and every Legislative Breakfast held in the past and found them to be a good venue for discussion on local issues, and very informative. She encouraged Board members to attend.

### **d. Programs/Services**

- Waypoint Academy
  - Enrollment Update
  - Staffing Update
  - Programming
  - Status of Commitments – FY16

Mr. Carroll discussed the enrollment and programming at the Waypoint Academy. Enrollments have remained steady throughout the year. He noted that it is possible that the program could reach maximum capacity prior to year end. He further noted that students have progressively demonstrated more time in class and more time on learning.

Ms. Medeiros asked if many Waypoint students will be graduating this June. Mr. Carroll indicated two students graduated last week, one from Falmouth and one from Bourne.

Mr. Carroll also noted that a former student has contacted the school for information on fulfilling requirements for graduation. He explained that the Collaborative is working with the student's former district (the student is now living on the West Coast) to determine the process.

- STAR / Osterville
  - Enrollment
  - Staffing Update
  - Programming

Ms. Woods discussed the status of enrollment and programming at the Osterville STAR Program. She noted that three or four new students have been enrolled since the last Board meeting; 1 student has been discharged. Progress notes were sent out this week to parents and school districts.

- Transportation

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

- Staffing / Routing

Mr. Hilton updated the Board regarding staffing and routing. Routing and staffing are continually monitored and modified to ensure efficiency (and effectiveness) in operation.

- Additional Services

Mr. Hilton and Mr. Brown discussed consultation being provided to Member School Districts regarding planning and coordinating transportation services.

- Network Agreement

Mr. Brown and Mr. Hilton reviewed a DRAFT Memorandum of Agreement for special education transportation services being provided to school districts. They noted that the focus of this MOA is to outline the expectations regarding costs for the services and ongoing rate development.

- Therapies

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

- FY16 Service Commitments

- The Collaborative continues to receive and review commitments for the utilization for Collaborative staff to provide services in school districts for FY16.
    - Mr. Hilton continued the discussion regarding the status of the employees that have provided these services as well as efforts that continue to solicit appropriate work for these employees with member (or non-member) districts.
    - Mr. Hilton discussed the timeline(s) that he is recommending for further decisions regarding staffing in this area. Mr. Hilton recommended that the current staffing be maintained, with further decisions to be made as district needs for FY17 are discerned.

- Special Projects

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

- Commonwealth Preschool Partnership Initiative Grant – Preschool Expansion Grant (PEG)

Mr. Hilton noted that the Collaborative received a \$39,000 grant through the Department of Early Education and Care (MA-DEEC) to assist communities in conducting needs assessments and designing collaborative, public-private partnership plans for increasing access



to high-quality preschool programs for children 3 to 5 years of age that are licensed by the Department of Early Education and Care. He explained that the communities that have partnered with the Collaborative are Dennis, Yarmouth, Chatham and Harwich. Mr. Hilton indicated that Jan Rotella and Dr. Gilbert worked to develop this grant to support the continued early childhood education / learning efforts that have been an ongoing focus of Collaborative efforts.

- ASLP

Mr. Hilton updated the Board regarding the planning for the Summer 2016 ASLP Program. He indicated that the application deadline for the program was extended due to inclement weather impacting school access and coordination.

- Multi-Tiered Systems of Support (MTSS) Grant

Mr. Hilton discussed the Collaborative partnership with the National Center for Learning Disabilities (NCLD) for a grant that will support efforts to develop and implement MTSS throughout the region. Mr. Hilton explained that he has been interviewing staff to support this initiative (funded through NCLD). He indicated that it is expected that a part-time person will work with districts throughout the region over the next 2 ½ years to support this initiative. The final candidates will be cooperatively interviewed by Mr. Hilton and NCLD coordinators to appoint the selected candidate within the month.

#### **e. Virtual High School**

Mr. Hilton discussed the consortium for Virtual High School that has existed through the Cape Cod Collaborative since 2001. The final invoicing for the programming will be sent within the week as the final enrollment period has closed. The Wareham Public Schools are considering rejoining the initiative for the coming school year.

#### **f. 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.

Mr. Hilton discussed recent developments associated with two different opportunities for administrators from Cape districts to visit schools in China during the coming months, with a goal of developing global educational partnerships.

## **VI. Other**

## **VOTES**

### **a. Waypoint Site Feasibility Study – Sandwich Road, Bourne VOTE(S)**

Mr. Hilton explained that Waypoint Academy has been operating in Bourne Public Schools buildings on Joint Air Base Cape Cod since the program started in 2000. He noted that the program is considering relocation to a more easily accessible location within the next few years. A property adjacent to Upper Cape Cod Regional



Technical High School is being considered as a location to construct a building for the program.

Mr. Hilton discussed the need to perform a feasibility study to consider the location. A proposal has been received from Coastal Engineering to perform the study. He asked the Board to consider two votes, the first to reserve funds up to \$15,000 for the feasibility study, and the second to authorize him to sign the proposal on behalf of the Board of Directors.

Ms. Larsen made a motion for the Board to vote to reserve funds from the Collaborative General Fund to fund this feasibility study (suggest up to \$15,000). This motion was seconded by Ms. Beal.

SO VOTED – UNANIMOUS

Ms. Beal made a motion for the Board to vote to authorize Mr. Hilton to sign the proposal on behalf of the Board of Directors. This motion was seconded by Ms. Sette.

SO VOTED - UNANIMOUS

## **b. Parking Site Feasibility Study – Osterville VOTE(s)**

Mr. Hilton explained that the Collaborative has been operating a campus at 418 Bumps River Road in Osterville since 2010. The available parking for the activities associated with Collaborative operations has been difficult.

He discussed the need to perform a feasibility study to consider the options to increase both temporary (overflow) and permanent parking. He noted that a proposal has been received from Coastal Engineering to perform the study.

Mr. Hilton recommended that the Board consider two votes, the first to reserve up to \$15,000 for this feasibility study, and the second to authorize him to sign the proposal on behalf of the Board.

Ms. Williams made a motion for the Board to vote to reserve funds from the Collaborative General Fund to fund this feasibility study (suggest up to \$15,000). This motion was seconded by Ms. Beal.

SO VOTED – UNANIMOUS

Ms. Beal made a motion for the Board to vote to authorize Mr. Hilton to sign the proposal on behalf of the Board of Directors. This motion was seconded by Ms. Larsen.

SO VOTED - UNANIMOUS

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

### *a. Litigation – Personnel (Workers Compensation)*

Mr. Hilton indicated that it would be necessary for the Board to enter into Executive Session for the purpose of discussing a Workers Compensation related matter.

## **VIII. Adjournment**

Ms. Larsen made the motion that the Board vote to adjourn from Regular Session. This motion was seconded by Ms. Williams.

The Board adjourned from Regular Session at 6:07 PM.