



Cape Cod Collaborative

Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
February 8, 2017

Jessica Larsen, Chair, convened an **informational only** session at 5:02 PM pending a quorum.

a. Transportation

- Invoicing
Ms. Lipkind updated the Board regarding the status for FY17 invoicing to districts. November and December invoices were sent to districts at the end of last week. Ms. Lipkind spoke about the efficiencies that continue to be explored and reconciliations that continue to occur. Mr. Brown continues to consult with the Collaborative to support processes in this area.
- Reconciliation
Ms. Lipkind and 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.

b. Bridgewater State University

Mr. Hilton and Dr. Woods discussed the status of the coursework that is to be offered through the Collaborative. The initial course (15 students) started on Tuesday, February 7th and the second course offering (14 students) was scheduled to start on Thursday, February 9th, but the upcoming blizzard will most likely postpone this for a week. Based on the projected revenue for these first two courses, Mr. Hilton indicated that prospects looked positive for offering an additional course. Ms. Beal asked about participation in the courses, wondering how many students were Collaborative staff and how many from outside of the Collaborative. Dr. Woods indicated that twelve Collaborative employees have enrolled, six from the STAR Program and six from Waypoint Academy. Mr. Hilton noted that additional students from Nauset, Monomoy, Mashpee and Dartmouth are attending. He noted that these classes prepare students to matriculate in the Master's program, and provide coursework for preliminary licensure. Mr. Hilton also indicated that Collaborative staff pay \$100 per course to participate.

c. Authorization to Solicit Vehicle Financing Quotes

The Board had previously approved solicitation of quotes for the financing of vehicles to serve the needs of the "Bourne MOA". Ms. Lipkind indicated that she had begun the process of securing quotes for the financing of the twenty-three

passenger buses. She noted that she consulted with Mr. Brown regarding timing of the financing and recommended that the financing be arranged later in the Spring to avoid the start of the financing schedule too far in advance of the receipt of the vehicles.

d. FY17 Spending Plan & Statutory Budget

- Financial Investment Policy

The Finance SubCommittee was convened prior to this evening's Board of Directors meeting to discuss the current Collaborative investment policy and management of Fund Balance. Mr. Hilton noted that these items were previously reviewed by the Board in 2011 and 2014.

A meeting of the Business Manager, Treasurer and Executive Director with the current Investment Advisor (Rockland Trust) are scheduled to occur on Wednesday, March 8th at 10:00AM. Members of the Finance SubCommittee and interested members of the Board were encouraged to participate.

- OPEB Trust Account

Mr. Hilton suggested the Board may wish to convene a meeting of the trustees of the OPEB Trust Account (members of the Board of Directors) to review investment options for this account.

e. FY18 Spending Plan & Statutory Budget Development

Mr. Hilton suggested that it will be necessary to convene a meeting of the Finance SubCommittee in March as the development of the FY18 Spending Plan and Statutory Budget are proposed and reviewed. Mr. Hilton noted the FY18 Spending Plan and Statutory Budget will need to be approved at the June meeting of the Board.

Ms. Larsen suggested that the Financial SubCommittee plan to meet prior to the next Board of Directors meeting. Members of the SubCommittee agreed to meet at 4:15 PM on March 8th; Ms. Beal and Ms. Williams indicated that they would also attend.

II. Call to Order

The February 8, 2017 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:15 PM by Jessica Larsen, Chair. In attendance were:

Brewster	Jessica Larsen, Chair
Barnstable	Mike Judge
Cape Cod Technical HS	Ann Williams (out at 5:55 PM)
Eastham	Judy Lindahl
Falmouth	Terri Medeiros
Mashpee	Scott McGee (in at 5:46 PM)
Monomoy	Terry Russell
Nauset Regional	Deborah Beal
Sandwich	Beth Cummings
Wareham	Mary Morgan (in at 5:10 PM)
Wellfleet	Jill Putnam

Treasurer
Secretary

Frank Colvario
Beth Deck

Also in attendance were:

Executive Director
Business Manager
STAR Program Director
Waypoint Academy Director

Paul Hilton
Amy Lipkind
Dr. Anita Woods
Larry Carroll (in at 5:19 PM)

III. Minutes

a. January 11, 2017

VOTE

Ms. Putnam made a motion that the Board vote to approve the minutes of the January 11, 2017 meeting. This motion was seconded by Ms. Beal.

SO VOTED – UNANIMOUS

IV. Old Business

a. Executive Director Evaluation

Action

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

Ms. Larsen suggested that Board members who have completed the evaluation instrument should give them to the Secretary this evening. She also suggested Board members who have not yet completed the evaluation instrument should submit evaluations to the Secretary to the Board, Ms. Deck by email prior to February 28th. A complete summary of the evaluations received will be compiled and provided to Board members at a future meeting. A discussion of the evaluation items will occur at the March Board meeting. Mr. Russell and Ms. Lindahl suggested they may wish to recuse themselves from this process, as newly appointed members to the Board.

V. New Business

a. Recovery High School Exploratory SubCommittee

Ms. Larsen asked the Board to consider forming a SubCommittee to discuss whether (or not) a need exists for a recovery high school, and whether the Collaborative could fill this need. Ms. Cummings, Ms. Beal and Ms. Morgan indicated they would like to participate on this SubCommittee. Ms. Larsen indicated that she had spoken with Ms. Conover, who would also like to be involved. The first meeting of the SubCommittee was scheduled for March 7, 2017 at 4:30 PM.

Mr. Hilton suggested SubCommittee members speak with school administrators prior to the first SubCommittee meeting, as the needs of each member district may be different.

Ms. Medeiros indicated that she would report to the Falmouth School Committee that this SubCommittee has been formed. Mr. Hilton noted superintendents have had discussions about the possible need for a recovery school.

Ms. Putnam, observing that this may be premature, asked if the recovery high school model could be considered as transitions are occurring with the Waypoint Academy program. Ms. Morgan noted students enrolled in a recovery high school do not need to be on an Individual Education Plan (IEP).

Ms. Beal suggested the recovery program be available to students struggling with any/all addictions and not be limited to opioids.

Ms. Cummings indicated that she had recently attended a presentation by students who attend or have attended a recovery high school program, and has been recently appointed as representative to the Barnstable County committee.

Mr. Hilton observed there can be a stigma attached to students who are struggling with addition issues, suggesting they should be seen as students with addiction issues rather than addicts who are students.

Ms. Larsen suggested there is a need to harness the good work currently being done by various groups across the Cape and propel it forward. Ms. Cummings asked what preparation SubCommittee members should do prior to the meeting. Mr. Hilton indicated that he has binders of information for review, but suggested that SubCommittee members speak with their respective district administrators to gather information and feedback to bring to the meeting.

Mr. Hilton, observed that many students with addiction issues have additional problems which impede with their treatment. Mr. Carroll spoke about a Waypoint student who was ordered into rehab, but only stayed ten days. He noted that the facility was unable to handle the student's (additional) mental health issues. Mr. Carroll noted it is difficult for recovery schools to maintain this type of student, noting the need to partner with mental health programs. Mr. Carroll said it would be great to be able to offer local programming for these students.

b. Warrants

VOTES

- #27 **VOTE**
- #28 **VOTE**
- #29 **VOTE**
- #30 **VOTE**

Ms. Larsen asked for a motion to vote the Warrants as a slate; Ms. Putnam made a motion to this effect. Ms. Lindahl seconded the motion.

SO VOTED – UNANIMOUS

Mr. Judge made a motion that the Board vote to approve the slate of Warrants. This was seconded by Ms. Lindahl.

SO VOTED – UNANIMOUS

c. Summer 2017 Advanced Studies & Leadership Program – Student Handbook **VOTE**

Mr. Hilton suggested it was necessary for the Board to consider and vote upon the Student Handbook for the Advanced Studies & Leadership Program. He noted that modifications are made to the Student Handbook each year to reflect changes associated with regulations, procedures or with program expectations. He noted that there have been some changes made including references to items such as “pay phones” on campus. Mr. Hilton provided a review of the changes made to the handbook, which has been included with your Board materials. He also noted that a few typographical errors have been found, which will be corrected prior to circulation.

Ms. Lindahl made a motion that the Board vote to approve the ASLP Student Handbook for the summer of 2017, with corrections as noted. This was seconded by Ms. Beal.

SO VOTED – UNANIMOUS

Ms. Cummings asked if the 2017 summer program was full. Mr. Hilton indicated that applications are starting to come in. He noted that the Collaborative initially over-enrolls, as there are often students who are accepted, but who decide not to attend. Ms. Medeiros asked how scholarships to the program are awarded. Ms. Hilton indicated that these are coordinated with the guidance department in each district. He explained that preference has been given to students who are eligible for free or reduced school lunches. He additionally indicated that, in Wareham, all students receive free lunch and this determining factor is not possible. He explained that Wareham’s guidance department will need to develop a process for awarding these scholarships. Mr. Hilton further indicated that National Grid has awarded between 24 and 40 scholarships of \$1,000 each year and that this covers a significant portion of each student’s tuition.

d. FY17 Spending Plan & Statutory Budget **VOTES**

• Updates

Discussion

- Ms. Lipkind and Mr. Hilton discussed the necessity of considering adjustments to the FY17 (statutory) budget. Mr. Hilton noted that the Finance Subcommittee convened on January 20, 2017 at 9:30 AM, and at 4:30 PM on February 8, 2017 (prior to this meeting) to review the FY17 Spending Plan and Budget.

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

Mr. Hilton and Ms. Lipkind recommended that the Statutory Budget be adjusted/increased by \$700,000 in the particular areas as indicated in the Proposed Statutory Budget Changes Spreadsheet included with your Board materials. The increases in the Statutory Budget will be offset with increased revenues associated with the service provision (Transportation, Out-of-District Special Education).

- **Statutory Budget**

VOTE

Ms. Lipkind indicated that it is necessary to consider changes to the FY17 Statutory Budget. It was explained that the “Statutory Budget” includes all revenue and expenses associated with Collaborative financial activities throughout the fiscal year period. It was noted that these amounts include “non-operating” revenues and expenditures such as funds received by and expended through financing as vehicles are purchased. It was also indicated that these figures include charges to “Fund Balance” or the “General Fund” that have been approved by the Board and are not associated with operational activities for the school/fiscal year. Mr. Hilton explained that some costs are non-“annualized” and are not included in the Collaborative “Spending Plan”. The ‘Spending Plan” reflects the Collaborative’s revenues and expenditures /charges associated with school/fiscal year activities. The Proposed Statutory Budget spreadsheet was included with the Board information for reference.

Ms. Lindahl made a motion that the Board vote to approve proposed changes to the Statutory Budget. Ms. Morgan seconded the motion.

SO VOTED - UNANIMOUS

- **Personnel**

- **Appointment**

VOTE

- Amy Lipkind

Chief Procurement Officer

Mr. Hilton noted that Mr. Brown has served as the Chief Procurement Officer for the Collaborative for a number of years. It is necessary to appoint a Chief Procurement Officer to conduct the procurement activities for the Collaborative. He explained that Ms. Lipkind has been participating in coursework with the MA-Office of the Inspector General to secure her Massachusetts Public Procurement Official (MCPPO) certification. Mr. Hilton recommended that the Board vote to appoint Ms. Lipkind as the Chief Procurement Officer for the Cape Cod Collaborative and vote to notify the MA-Office of the Inspector General regarding the appointment (as required).

Ms. Putnam made a motion that the Board appoint Ms. Lipkind as Chief Procurement Officer and notify the MA Office of the Inspector General.

This motion was seconded by Ms. Williams.

Ms. Lindahl asked if the MCPPO designation was required for this position and suggested that Ms. Linpkind could be appointed as “interim” procurement officer until she has completed the required coursework. Mr. Hilton indicated that certification is not required by law.

SO VOTED – UNANIMOUS

Mr. McGee joined the meeting at 5:46 PM.

- Additions **VOTE**
 - Kristan Cousins Spare Monitor, Transportation
 - John Elliott Spare 7D Driver, Transportation
 - James Flynn Spare CDL Driver/Trainer
 - Jeannie Grant Substitute RN
 - Jeannie Lawson Spare Monitor, Transportation
 - Kathy Malone Spare Monitor, Transportation
 - Patricia Stewart Spare CDL Driver, Transportation
 - Patricia Swain-Tierney SLP (hourly), Therapies
 - Heather Warner CDL Driver / Trainer

Ms. Beal made a motion that the Board vote to approve personnel additions as noted on the agenda. This motion was seconded by Ms. Cummings.

SO VOTED – UNANIMOUS

- Reductions **VOTE**
 - John Elliott Spare 7D Driver, Transportation
- Individual Consulting Contracts
 - Mary Ellen Caesar Special Projects Facilitator(hourly)
 - Beth Knittle SEI Technical, Special Projects
 - Steven Petitt SEI Instructor, Special Projects
 - Susan Sweeney SEI Instructor, Special Projects

- Change of Status **VOTE**
 - Judy DelRaso Administration
Ms. DelRaso has agreed to increase her work schedule from 3 days to 5 days each week to cover the administrative needs at Waypoint Academy. The Administrative Assistant at Waypoint Academy is on medical leave. Mr. Hilton will continue to meet with Ms. DelRaso regarding the restructuring of her position to support the increasing administrative needs of the organization, especially in regards to data management in the three primary program areas.
 - Patricia Hughes Spare Monitor to Monitor (o-o-d)
 - Michael Marciezyk CDL Nauset to Spare

Ms. Larsen asked for a motion to approve the balance of the personnel changes as a slate. Ms. Beal made this motion, which was seconded by Ms. Lindahl.

SO VOTED – UNANIMOUS

Ms. Lindahl made a motion to approve the slate of personnel changes as shown on the agenda. This motion was seconded by Ms. Putnam.

SO VOTED - UNANIMOUS

- **Cape Cod Municipal Health Group – Rates Discussion**

Mr. Hilton and Ms. Deck discussed the most recent information regarding the health and dental insurance rates for FY18 through the Cape Cod Municipal Health Group (CCMHG). Information was included with Board materials regarding the CCMHG approved rates for FY18 along with information regarding current Collaborative employee participation.

Ms. Deck noted that the CCMHG is also offering a “high deductible” health insurance plan for FY18. If the Collaborative elects to offer this plan for employees, an associated contribution from the Collaborative to the employee’s Health Savings account (HSA) is required.

Mr. Hilton noted that it was expected that the Board will need to consider the plans to be offered and vote upon the offerings in the March Board Meeting.

e. Programs/Services

- Waypoint Academy
 - Enrollment Update
 - Programming

Mr. Carroll described enrollment as “busy” with students both entering and leaving the program. He explained that enrollment remains strong and that there are several referrals pending. He (and Mr. Hilton) discussed the status of the work that Dr. Bogden is doing with the staff in preparation for the transition. Mr. Carroll noted that Dr. Bogden has spoken to about one-third of the faculty and has indicated good feedback has been received about the process (from staff). Dr. Bogden will return next week to continue the interview process. Mr. Hilton indicated that Dr. Bogden is also speaking with other stakeholders (district administrators).

Ms. Williams left the meeting at 5:55 PM.

- STAR / Osterville
 - Enrollment
 - Programming

Dr. Woods discussed the status of enrollment and programming at the Osterville STAR Program. She noted that there are currently 53 students enrolled, with 7 referrals pending.

Dr. Woods expressed her thanks to the Lady of Assumption Church for the kind donation of hats and mittens to students in the program.

- Transportation

Mr. Hilton discussed current issues and opportunities with Collaborative transportation.

- Staffing

- Mr. Hilton discussed the increasing need for support to be provided in the Transportation areas as districts express an increased need for Transportation services through the Collaborative.

He noted that 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. He indicated that the primary areas for support will include coordination of purchasing, personnel and billing as well as increased maintenance/mechanic support for the growing fleet. Mr. Hilton described the recent round of hiring, which resulted in a field of uniquely qualified candidates, including a former town manager and a retired accountant.

- 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

- Therapies

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

The Collaborative has recently secured the services of an additional Speech & Language Pathologist, on an hourly basis. Ms. Swain-Tierney will initially assist the Sandwich Public Schools with providing services to one child with specific, specialized needs. It is expected that she will be available to provide assistance in small increments in various locations.

- Special Projects

Mr. Hilton provided updates regarding items considered as “Special Projects” of the Collaborative. Dr. Gilbert was unable attend the meeting due to family issues.

- Professional Development / Grants

- Early Learning Network
- EPIC Partnership Grant
- CVTE Partnership Implementation Grant

- All-Cape In-Service

Mr. Hilton discussed the commitment that the districts have made to continue to offer the All-Cape In-Service on the Friday before

Columbus Day in 2017. This decision was made and finalized as districts completed their school calendars in January. Invoicing for the November 2016 All-Cape In-Service day has not yet been completed, pending further superintendent discussions.

- ASLP

Mr. Hilton updated the Board regarding continued planning for the Summer 2017 ASLP Program. Dr. Gilbert has indicated that he will be scaling back his involvement with the program as the program opens in June 2017. Dr. Gilbert was among the founders of this program thirteen years ago. Mr. Gil Newton will continue on-site as the Program Director. It is expected that Dr. Gilbert will work with Mr. Hilton to ensure the continuity of the quality of the program and to be available on a consulting basis to support programming.

- Multi-Tiered Systems of Support Grant

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

- Career Vocational and Technical Education (CVTE) Partnership Grant

Mr. Hilton discussed the awarding of a Partnership Implementation Grant (Fund Cod 406) to Upper Cape Cod Regional Technical School (OCCRTS) and the Cape Cod Collaborative.

He noted that a copy of the proposal for this initiative was included with Board materials in December. Mr. Hilton discussed the development of a “Building Property Maintenance” CVTE “strand” in coordination with the UCCRTS 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.

- 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. Dr. Gilbert and Jan Rotella have worked to host (3) SEI Endorsement courses on the Cape. Projections indicate that income from the courses will cover the cost for the courses.

He explained that Mr. Steven Petitt and Ms. Sue Sweeney will be the instructors for the courses and Ms. Beth Knittle will be providing technical support. Most of the coursework will occur at Barnstable Intermediate School where DESE sponsored courses had previously been held. A sincere appreciation is due to the Barnstable Public Schools and the Intermediate School staff in particular for their consideration in providing the location for the courses.

f. Virtual High School

Mr. Hilton briefly discussed the status of the consortium for Virtual High School that has existed through the Cape Cod Collaborative since 2001. Enrollment has trended

downward, as students seem to prefer face-to-face instruction. Ms. Beal commented that the novelty of on-line instruction seems to be fading.

Mr. Hilton noted that invoicing for lab fees and advanced-placement costs will be completed soon.

g. Additional Items

• Modular Renovation

VOTE(s)

The Collaborative has solicited labor quotes to have the modular attached to the Osterville school resided, using materials already purchased by the Collaborative. She explained that funds for this repair project will come from fund balance.

○ Approval of General Service Agreement

VOTE

Ms. Lipkind recommended that the Board vote to approve the General Service Agreement between the Cape Cod Collaborative and Thomas Thauer, Contractor.

Ms. Beal made a motion that the Board vote to approve the General Service Agreement with Mr. Thauer. This motion was seconded by Ms. Cummings.

SO VOTED - UNANIMOUS

○ Authorization to Sign Agreement

VOTE

Mr. Hilton recommended the Board vote to authorize Ms. Lipkind, Chief Procurement Officer, to sign the Agreement on behalf of the Cape Cod Collaborative.

Ms. Beal made a motion that the Board vote to authorize Ms. Lipkind, as Chief Procurement Officer, to sign the Agreement. This motion was seconded by Ms. Cummings.

SO VOTED - UNANIMOUS

h. Cracker Barrel Discussion

Ms. Cummings informed the Board that the interim Superintendent in Sandwich, Dr. Pamela Gould, has been appointed to fill the Superintendent's position. Ms. Cummings also expressed her thanks to Mr. Hilton and staff at the Collaborative for hosting the Legislative Breakfast.

Mr. McGee noted that Monomoy Regional has been discussing changes to school start times. He asked Mr. Russell what changes have been proposed and what reaction has been to the proposed changes. Mr. Russell indicated that the discussion involves moving high school start times forward and elementary start times backward, having elementary students start earlier in the morning and high school students enjoy a later start to their school day. Mr. Russell referred to changes that the Nauset Regional Schools made four years ago.

Ms. Lindahl indicated changes in the Nauset start times (elementary at 7:12 AM, high school at 8:22 AM) have been very successful, as evidenced by both attendance an increase in grades.

Mr. Russell indicated there had been some concern voiced by superintendent and school committee about having elementary school students waiting for the bus prior

to 7:00 AM. A 7:45 start time was proposed. Ms. Lindahl noted the conversation in Nauset was different, most felt the earlier the elementary students could start school, the better. It was noted that the majority of students wait with parents in cars for bus pick up.

Ms. Larsen noted Nauset did need to adjust after-care programs for elementary students.

Mr. Hilton spoke about the transportation hurdles faced by some districts as they consider modifying start times. He explained that, in Nauset, only two buses used for elementary students were also used for middle and high school runs. He indicated that Mashpee has been struggling to determine how start times could be changed while utilizing the same buses.

Ms. Medeiros observed Falmouth has also considered revising school start times, but experienced significant “push-back” from parents of students in elementary school.

Mr. Russell indicated that Monomoy was pursuing this change on a slow track, allowing time for the idea to “settle in.”

Mr. Judge expressed his opinion that time changes are beneficial for students. He noted that Barnstable currently has to have rotating high school class schedules, as few students are ready for learning during the first period of the day.

Ms. Cummings noted the more time parents and school staff have to adjust to the idea of changing start times, the better. She indicated that there has been a slow buy-in. She explained that Sandwich has been attempting to transport students to all schools with the same buses, utilizing a three-tier system and that this has resulted in some students arriving at school well before school starts.

Mr. Hilton observed that the schedule changes made by Mr. Carroll at Waypoint Academy have been successful. Students begin the day with a preferred activity, giving them time to acclimate.

VI. Executive Session

a. Litigation – Personnel

b. Contract Discussion for Non-Union Personnel

Mr. Hilton indicated that it will be necessary to enter into Executive Session to discuss preparation for contract discussions with non-union personnel as well as to discuss litigation strategy (separate issues).

VII. Adjournment

Ms. Beal made a motion to adjourn from Regular Session to enter into Executive Session.

Mr. Judge seconded the motion.

A roll call vote was taken:

Ms. Putnam – yea, Ms. Cummings – yea, Ms. Beal – yea, Ms. Morgan – yea, Mr. Judge – yea, Ms. Medeiros – yea, Mr. Russell – yea, Ms. Lindahl – yea, Mr. McGee – yea, Ms. Larsen – yea

The Board adjourned from Regular Session at 6:28 PM.