

Cape Cod Collaborative  
418 Bumps River Road  
Osterville, MA 02655



Board of Directors  
508.420.6950  
Fax 508.420.6959

**Board of Directors Meeting Minutes**  
**418 Bumps River Road, Osterville, MA 02655**  
**March 8, 2017 – 5:00 PM**

**I. Call to Order**

The March 8, 2017 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:03 PM by Jessica Larsen, Chair. In attendance were:

Brewster	Jessica Larsen, Chair
Upper Cape Cod RTS	Robert Fichtenmayer, Co-Chair
Barnstable	Mike Judge
Dennis-Yarmouth	Michelle Conover (out at 5:40 PM)
Falmouth	Terri Medeiros
Martha's Vineyard	Kate Devane (in at 5:24 PM)
Monomoy	Terry Russell
Nauset	Deborah Beal
Orleans	Hank Schumacher
Sandwich	Beth Cummings
Wareham	Mary Morgan (in at 5:10 PM)
Wellfleet	Jill Putnam
Treasurer	Frank Colvario
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Amy Lipkind
STAR Program Director	Dr. Anita Woods
Transportation Manager	Lisa Stobbart

Ms. Larsen asked the Board to consider a vote to suspend voting rights for Nantucket, Bourne, Truro and Provincetown for failure to attend meetings. A motion was made by Ms. Conover and seconded by Ms. Beal.

SO VOTED – UNANIMOUS

## II. Executive Session

### a. *Litigation – Personnel*

### b. *Contract Discussion for Non-Union Personnel*

Mr. Hilton indicated that it would be necessary to enter into Executive Session to discuss litigation regarding a personnel matter and discuss contracts for non-union personnel.

Ms. Conover made a motion that the Board vote to enter Executive Session for the reasons indicated. This motion was seconded by Ms. Beal. A roll call vote was taken: Ms. Conover – Yea, Ms. Putnam – Yea, Mr. Fichtenmayer – Yea, Ms. Cummings – Yea, Ms. Medeiros – Yea, Mr. Schumacher – Yea, Mr. Judge – Yea, Mr. Russell – Yea, Ms. Beal – Yea, Ms. Larsen – Yea

The Board entered into Executive Session at 5:05 PM.

Mr. Judge made a motion that the Board vote to exit Executive Session and return to Open Session. This motion was seconded by Ms. Putnam. A roll call vote was taken: Ms. Conover – Yea, Ms. Putnam – Yea, Ms. Devane – Yea, Mr. Fichtenmayer – Yea, Ms. Morgan – Yea, Ms. Cummings – Yea, Ms. Medeiros – Yea, Mr. Schumacher – Yea, Mr. Judge – Yea, Mr. Russell – Yea, Ms. Beal – Yea, Ms. Larsen – Yea

SO VOTED – UNANIMOUS

The Board adjourned from Executive Session at 5:27 PM.

## III. Minutes

### a. February 8, 2017

### VOTE

Ms. Beal made a motion that the Board vote to approve the minutes of the February 8, 2017 meeting. This motion was seconded by Mr. Judge.

SO VOTED – UNANIMOUS

## IV. Old Business

### a. Transportation

- Invoicing

Ms. Lipkind noted that November and December invoicing has been sent to districts. Ms. Cummings asked if it is the Collaborative's policy to back-bill for transportation services. Mr. Hilton observed that while billing for large bus (regular education) transportation is done at the beginning of each month for the month, billing for special education transportation is more complicated and takes significantly more time and effort. He noted that there is a delay at the start of each school year as information on special education students and routes changes frequently. Billing is issued in a timely manner as the year goes on.

Ms. Beal asked if parents of students utilizing special education are asked to call ahead if the student will be absent. Mr. Hilton indicated that these calls do occur. Ms. Larsen jokingly noted that she has called dispatch at the oddest hours and there always seems to be someone there. Mr. Hilton indicated that dispatch is staffed from 5:30 AM often until 7:00 PM.

## **b. Executive Director Evaluation**

## **Discussion**

Materials associated with the evaluation of the Executive Director for the 2015-2016 school / fiscal year have been sent to each Board member.

Ms. Larsen indicated that she and Mr. Fichtenmayer have received a summary of the evaluations received from Board members to date. The Chair and Co-Chair would like time to review the results prior to discussion and finalization at the April meeting.

## **V. New Business**

### **a. Warrants #31, #32, #33, #34**

### **VOTES**

Ms. Larsen asked for a motion to vote the Warrants as a slate. Ms. Devane made a motion which was seconded by Ms. Cummings.

SO VOTED – UNANIMOUS

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

SO VOTED - UNANIMOUS

### **b. Bridgewater State University**

Dr. Woods discussed the status of coursework that is being offered through the Collaborative. Dr. Woods indicated that there are two classes in session during the current semester, one with 14 students (12 Collaborative employees) and the other with 15 students (11 Collaborative employees). She noted that these courses are offered in a hybrid format which includes both face-to-face instruction and on-line content.

### **c. FY17 Spending Plan**

#### **• Updates**

#### **Discussion**

Mr. Hilton noted that current revenue projections are expected to be sufficient to support anticipated expenses for the fiscal year. Mr. Hilton noted that while the Collaborative is “short” on revenue to date, it is also “short” on expenses. Mr. Hilton explained that there may be additional extraordinary expenses due to an electrical issue which occurred at the Osterville campus. He explained that, on Thursday, February 23, 2017, there was a loss of power to one (electrical) phase of the power to the building, caused by a crack in the casing of an underground cable, which necessitated emergency repair. Mr. Hilton noted that the Barnstable Facility Director (David Kanyock) and electrician (Tom Gibson) provided prompt assistance and called in a construction crew which worked with Eversource to repair the cable and power was restored within 24 hours. Mr. Hilton indicated that the Collaborative would be working with Barnstable Public Schools to determine responsibility and a payment process for this work.

#### **• Personnel**

##### **○ Additions**

##### **VOTE**

- Gregory Anderson
- Kevin Schouler

Spare Monitor  
Support & Driving

##### **○ Status Change**

##### **VOTE**

- Kristan Cousins
- Kathleen Malone

Spare to Monitor (Mashpee Pilot)  
Spare to Monitor (Sped/OOD)

Ms. Larsen asked the Board to consider a vote to approve the personnel changes noted in the agenda as a slate. Ms. Devane made a motion, which was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

Ms. Putnam made a motion to approve the personnel changes as noted on the agenda. Ms. Devane seconded the motion.

SO VOTED - UNANIMOUS

- Financial Investment Policy

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

Mr. Hilton reminded the Board that a meeting of the Business Manager, Treasurer and Executive Director with the current Investment Advisor (Rockland Trust) occurred earlier in the day on Wednesday.

Mr. Hilton indicated the Collaborative is seeking to review the Collaborative's investment policy and revise the policy as appropriate. Mr. Schumacher asked if the Collaborative was limited in its investment options. Mr. Hilton noted provisions in the Massachusetts general Laws provide some limitation of the Collaborative's investment options.

Mr. Colvario observed the Collaborative is in transition, expanding transportation services to include Bourne. He expressed that there is a balance that needs to be found between security and return on investment. It is important to maintain adequate liquidity to cover the Collaborative's payroll and accounts payable. Mr. Colvario indicated that he would be closely following income trends over the next several weeks, as revenue associated December invoicing comes in.

Mr. Fichtenmayer asked if the Collaborative was able to invest in Municipal Bonds. Mr. Hilton indicated that a conversation with Rockland Trust included a variety of ways to obtain a more balanced portfolio. Mr. Fichtenmayer pointed out that the fees charged by Rockland Trust need to be considered. Mr. Judge observed the Collaborative's fund loss associated with its most conservative investments seems mostly due to the basis points assessed by Rockland.

Ms. Cummings asked about the current fund balance, seeking clarification on the Collaborative's need to "spend down" these funds and whether the funds under discussion have been allocated against expenses. Mr. Hilton observed that these are not "superfluous" funds, suggesting it would be prudent to look at the bank statements in association with the audit to determine monies set aside for liabilities (OPEB, capital and vehicle expenses). He reiterated the need for liquidity to assure funds are available to cover expenses. Mr. Hilton suggested the Board may wish to consider the establishment of reserve funds for certain expense areas.

Mr. Hilton noted the Collaborative has no assets outside of the vehicles it owns. He indicated that it is necessary to make sure that funds are available should issues arise. He explained that a prudent investment and spending policy will help determine if/when funds should be returned to member districts.

Ms. Cummings asked if the Collaborative, as a non-profit, was limited in the level of funds it could have available. Mr. Hilton indicated that the

Collaborative is a municipal entity and that current statutes limit the Collaborative fund retention to no more than 25% of the “budget”. Mr. Hilton noted that the Collaborative can set up discreet funds for specific cost areas (reserve funds). Ms. Medeiros asked if the DESE had oversight of the Collaborative’s investment policy. Ms. Beal indicated the DESE only has oversight of funds from the state or federal governments which are used for the education of students.

Mr. Fichtenmayer suggested the Board may seek to look for investment opportunities outside of those currently offered by Rockland Trust.

#### **d. FY18 Spending Plan & Statutory Budget Development**

A meeting of the Finance SubCommittee was held immediately prior to the Board meeting. The SubCommittee discussed the development of the FY18 Spending Plan and Statutory Budget. Mr. Hilton observed the Collaborative’s Articles of Agreement require that the FY18 Spending Plan and Statutory Budget be approved at the June meeting.

A DRAFT of the Spending Plan and Statutory Budget is presented to the Board each April and reviewed and subsequent meetings. The Board has historically approved preliminary rates at their May meeting(s) with final approval of the Spending Plan / Budget at the June meeting.

Mr. Hilton noted the current DRAFT Spending Plan and Budget include a 2% increase in staff salaries and a proposed increase in rates that in the draft was less than 3%.

Mr. Hilton observed there are a few factors that each district, and the Collaborative, must consider and include in the FY18 budget:

- Health Insurance Costs

The Cape Cod Municipal Health Group has indicated that health insurance costs will increase significantly again (11.5% BCBS HMO and 8.5% HPHC HMO) in this coming fiscal year. The Affordable Care Act *may* necessitate some further changes to the coverage provided by the Collaborative in the future.

- Cape Cod Municipal Health Group – Rates

**VOTE**

The most recent information regarding health and dental insurance rates for FY18 was included in the Board packets. The Cape Cod Municipal Health Group is also offering High Deductible BCBS and HPHC plans for FY18. These High Deductible plans require an employer contribution to an employee Health Savings Account.

Mr. Hilton suggested the Board may wish to vote to approve the offering of these High Deductible plans to Collaborative employees, and to accept the rates for FY18.

Ms. Beal made a motion that the Board vote to authorize the Cape Cod Collaborative to offer High Deductible HMO plans paired with Health Savings Accounts to its employees. This motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

Ms. Beal made a motion that the Board vote to accept the rates offered by the Cape Cod Municipal Health Group for FY18, which was seconded by Mr. Judge.

SO VOTED – UNANIMOUS

### **e. Recovery High School Subcommittee**

Mr. Hilton noted that a Subcommittee was formed to discuss whether a need exists for a recovery high school, and whether the Collaborative could fill this need. Ms. Cummings, Ms. Beal, Ms. Conover and Ms. Morgan were appointed to participate on this Subcommittee. He indicated that the first meeting of the Subcommittee was held on March 7, 2017.

Ms. Larsen spoke about the need for the Subcommittee to reach out to counselors who are on the “front line” regarding student needs. She indicated that the Subcommittee will be traveling to Worcester, the North Shore and to Boston to visit existing programs.

Mr. Hilton indicated that he has scheduled a call with Carl Alves, who serves on the Regional Substance Abuse Council, to see if a study may be initiated (with him) to discuss funding needs.

Ms. Medeiros indicated there is phenomenal interest on the Falmouth School Committee in this project.

Ms. Devane suggested Subcommittee members may wish to investigate the Island-Wide Youth Collaborative on Martha’s Vineyard. She described an interesting collaboration between the YMCA, the hospital, schools and parents.

Ms. Putnam mentioned that issues of confidentiality could inhibit the flow of information. She asked if there has been any discussion as to a partnering health organization.

Ms. Cummings observed that asking for assistance from a third party could be beneficial. Noting the stigma surrounding addiction, she observed that it is possible that a third party could elicit more truthful responses from districts.

Mr. Colvario suggested the Subcommittee reach out to Ms. Levinsky at the North Shore Collaborative, who has been involved in running a recovery high school for many years.

### **f. Programs/Services**

- Waypoint Academy
  - Enrollment Update
  - Programming
  - Cape Cod Five Grant
  - Future Site Planning

Mr. Carroll was unable to attend this meeting. Mr. Hilton discussed enrollment and programming at the Waypoint Academy, noting there are currently 11 student referrals and that enrollment is tracking close to the enrollment used in the “spending plan” for the year. Mr. Hilton noted that a Waypoint teacher, Lauren Maggiacomo, was awarded a grant Cape Cod Five Grant for “Art for Activism.”

Mr. Hilton then referred Board members to a status report regarding transition planning from Dr. Bogden. Mr. Hilton indicated that Dr. Bogden has had a great deal of success interviewing Waypoint staff, and is currently striving to complete interviews with Special Education Directors.

Mr. Hilton also noted that he has had communication with the owner of one property under consideration for Waypoint’s relocation. He indicated that the owner now seems willing to sell an additional parcel, with a house. Mr. Hilton also noted that adding this parcel



doubled the owner's asking price. Mr. Hilton indicated that it would be prudent to have an additional appraisal completed which includes the parcel. Mr. Hilton suggested the Facilities Subcommittee may wish to have a meeting with the owner for the purpose of negotiation. If an agreement cannot be reached, it may be time to move on.

- STAR / Osterville

- Enrollment
- Programming
- Cape Cod Five Grants

Dr. Woods discussed the status of enrollment and programming at the STAR Program. She indicated that they have recently finished mid-year teacher evaluations, and staff is currently preparing for MCAS. Of the 56 students currently enrolled, 31 will be participating in the MCAS Alternative Assessment. She indicated that this is a full-year process.

Dr. Woods noted the addition of a Family Luncheon to be held on March 22<sup>nd</sup>. Family events held in November and June have historically been well attended.

Dr. Woods will be speaking with Special Education Directors, looking to determine program enrollment for 2017-2018. Enrollment will determine staffing levels needed for the next school year, as well as classroom configurations.

Dr. Woods indicated that three members of the STAR Program staff were awarded Cape Cod Five Grants:

- Beth Kerr, "Garden Project Outdoor Classroom"
- Patrice Fraser, "Listen and Learn"
- Christine Dailey, "Little Books for Big Readers"

Dr. Woods noted that a Transition Fair will be held at the Osterville Campus on April 29<sup>th</sup> from 9 AM – 1 PM. She indicated that this annual fair supports planning for students who are leaving high school, and is open to families, guardians and the community.

Mr. Hilton noted that Dr. Woods works closely with agencies to support students and parents during the transition process. He noted that planning for student transition begins by the age of 14. Dr. Woods observed that many families don't understand the process. She indicated that, while students may be "entitled" to public schooling, there is no such "entitlement" for adult services. She noted that parents need to advocate for their children and also need to follow a tight timeline.

Ms. Beal asked if funding was available to assist transitioning students. Dr. Woods described a process called 688, which helps identify the lead agency.

Ms. Beal asked if parents are well informed about the process. Dr. Woods responded that some parents are very astute, but some have no knowledge at all. It is hoped that the IEP team shares information

and resources and planning is developed; the plan should include instructional, employment and community support.

Mr. Hilton noted that there is a challenge with the shift in the legal responsibility when the student turns 18 years of age. He noted that students are legally responsible for themselves at that age, unless probated guardianship is established. He expressed that it can become a crisis after the fact that this critical paperwork has not been done.

Dr. Woods expressed her thanks to Shepley for the generous contribution of 800 reusable bags which will be used to distribute food provided to both STAR and Waypoint students through the Falmouth Food Program.

- Transportation

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

- Staffing

Mr. Hilton discussed the increasing need for support in the Transportation areas as districts express an increased need for Transportation services through the Collaborative. Primary areas of support will include coordination of purchasing, personnel and billing as well as increased maintenance / mechanic support for the growing fleet.

- 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. Mr. Hilton also discussed the ongoing review of future needs for districts, as districts evaluate their needs for FY18.

Mr. Hilton noted that it is highly likely that Monomoy and Bourne will withdraw from the Collaborative's provision of PT services.

- Special Projects

Mr. Hilton suggested the Board review Dr. Gilbert's report, indicating that he would be happy to discuss any of the current initiatives and answer any questions associated with the project summaries.

- Professional Development / Grants
  - All-Cape In-Service
  - ASLP
  - Multi-Tiered Systems of Support Grant



- Career Vocational and Technical Education (CVTE) Partnership Grant
  - Sheltered English Immersion (SEI) Course Development
- Ms. Cummings asked about enrollment in the SEI courses. Mr. Hilton noted that current enrollees are teachers and staff from across the Cape, although the majority of current enrollees are from the Barnstable School District (courses are being held in Barnstable).

**g. Virtual High School**

Mr. Hilton briefly discussed the consortium for the Virtual High School (VHS) which has existed through the Cape Cod Collaborative since 2001. Mr. Hilton indicated that district billing is being processed. There has been decreased enrollment in VHS courses recently, as students seem to prefer face-to-face instruction.

**h. International Student Exchange**

Mr. Hilton indicated there has been no change in the status of the development of a regional consortium of school districts seeking to host international students. No update was necessary.

**VI. Other**

**a. Bourne Transportation MOA**

A copy of the signed MOA for the provision of transportation services was available for Board member review.

**b. Waypoint Academy Program Director Job Posting VOTE(s)**

- **Job Posting (Draft)** VOTE
- **Qualifications / Responsibilities** VOTE

Mr. Hilton provided copies of the drafts for the Job Posting and the Qualifications / Responsibilities for the Waypoint Program Director position. He asked the Board to consider a vote to approve these for posting. Mr. Judge made a motion that the Board vote to approve the Job Posting. Ms. Morgan seconded the motion.

SO VOTED – UNANIMOUS

Ms. Beal made a motion that the Board vote to approve the posting of the Qualifications / Responsibilities associated with the Waypoint Director position. This was seconded by Ms. Devane.

SO VOTED – UNANIMOUS

**c. Memorandum of Agreement for Technology Services (FY18) VOTE**

- **Approval of the MOA for Technology Services for FY18** VOTE
- **Authorization to sign MOA** VOTE

Mr. Hilton described the work that Mr. Brehm has provided to the Collaborative in the past through his consultation on technology needs. Mr. Hilton noted that Mr. Brehm is a former technology director for the Town of Sharon and the City of Newton. Mr. Hilton indicated that Mr. Brehm is interested in working with collaboratives. Mr. Hilton recommended the

Board consider a vote to approve a MOA with Central MA Special Education Collaborative which would allow the Collaborative to share in Mr. Brehm's expertise. A vote this evening would allow the Collaborative to incorporate this expense in the FY18 Spending Plan / Budget.

Ms. Beal made a motion that the Board vote to approve the MOA between the Cape Cod Collaborative and the Central MA Special Education Collaborative for the provision of technology services. The motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

Ms. Beal made a motion that the Board vote to authorize Mr. Hilton, as Executive Director, to sign the MOA for Technology Services. The motion was seconded by Mr. Russell.

SO VOTED – UNANIMOUS

Ms. Devane left the meeting at 6:45 PM.

## **VII. Cracker Barrel Discussion**

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

Ms. Cummings announced that the principal of the Sandwich High School will be retiring as of June 30<sup>th</sup>.

Ms. Cummings expressed her thanks to Mr. Hilton and Mr. Carroll for arranging a tour of the Waypoint Academy. She was able to tour Waypoint's current location, as well as Camp Burgess. She also had the opportunity to view one of the proposed sites for Waypoint's relocation. Ms. Cummings described the experience as worthwhile, and encouraged other Board members to visit.

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

No questions or concerns were brought forward at this meeting.

## **VIII. Adjournment**

Ms. Beal made a motion that the Board vote to adjourn the meeting. Ms. Morgan seconded the motion.

SO VOTED – UNANIMOUS

The March 8, 2017 meeting of the Cape Cod Collaborative Board of Directors adjourned at 6:50 PM.