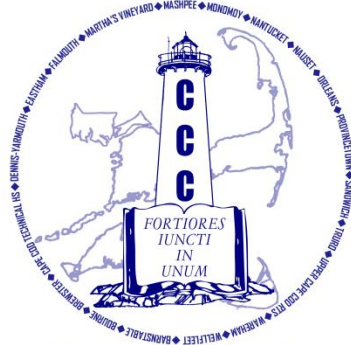


Cape Cod Collaborative  
418 Bumps River Road  
Osterville, MA 02655



Cape Cod Collaborative

Board of Directors  
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**Board of Directors Meeting Minutes**  
**418 Bumps River Road, Osterville, MA 02655**  
**April 8, 2015**

**I. Call to Order**

The April 8, 2015 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:03 by Terri Medeiros, Chair. In attendance were:

Falmouth	Terri Medeiros, Chair
Bourne	Heather DiPaolo, Vice-Chair
Barnstable	Chris Joyce (in at 5:06 PM)
Cape Cod Technical HS	Ann Williams
Dennis-Yarmouth	Phillip Morris (in at 5:37 PM, out at 6:20 PM)
Eastham	Mary Louise Sette
Mashpee	Scott McGee
Monomoy Regional	Brian Widegren (in at 5:10 PM, out at 6:20 PM)
Nauset Regional	Chris Easley (in at 5:07 PM)
Orleans	Hank Schumacher
Upper Cape Cod RTS	Robert Fichtenmayer
Wellfleet	Jill Putnam
Treasurer	Judy FitzGerald (in at 5:08 PM, out at 5:50 PM)

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Jim Brown
Director of Special Projects	Dr. Joseph Gilbert (in at 5:41 PM)
STAR Program Director	Anita Woods
Waypoint Academy Director	Larry Carroll

**II. Cracker Barrel Discussion – Part A**

**a. Local District Budget Issues**

Board members were invited to share current concerns and challenges.

Ms. DiPaolo described recent “collaborative bargaining” training completed by the School Committee and the School Administration in Bourne in conjunction with union leadership. Mr. Fichtenmayer indicated that the Upper Cape Cod RTS recently completed similar training and found it quite productive.

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

Ms. DiPaolo indicated that PARCC testing in Bourne generated some controversy when teachers were asked to sign an employee statement. The administration investigated and responded to staff concerns. Ms. DiPaolo also indicated that Bourne has voted on the 2015-2016 school calendar. She noted that the calendar does not include a consolidated vacation schedule (one week in March as opposed to one week in February and one week in April).

### **III. Minutes**

#### **a. March 11, 2015**

#### **VOTE**

Mr. Fichtenmayer made a motion that the Board vote to approve the minutes of the March 11, 2015 meeting. This motion was seconded by Mr. Schumacher.

SO VOTED – UNANIMOUS

### **IV. Old Business**

#### **a. Transportation**

- Invoicing

Mr. Brown updated the Board regarding the invoicing status for FY15 invoicing to districts. He noted that invoicing through February has been completed; and that March invoicing is nearly complete. He indicated that significant progress has been made transferring data into the new system and it is expected that refined databases will streamline the billing process in the future.

- Reconciliation

Mr. Brown shared the status of the reconciliation of costs and revenues projected for FY15. He reminded Board members that while the cost for each route may not change significantly, the costs are often be redistributed across the students on the route as changes are made (additions/cancelations).

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

#### **Discussion**

Mr. Hilton provided an update regarding the status of revisions to the Cape Cod Collaborative Articles of Agreement. He noted that the Collaborative received further comments from Michelle Griffin at the MA-DESE regarding the DRAFT of the Articles of Agreement with suggested modifications.

Mr. Hilton recommended that Governance SubCommittee reconvene to further review recommended changes. Mr. Hilton indicated that there remained three (3) areas that had needed of further review:

- 3.3 F – associated with the obligations of a member district who withdraws from the Collaborative

- 3.6 E 6 – associated with the means of determining member district liabilities for post-employment benefits (OPEB) in the event of termination of the collaborative
- 9.13 C – associated with transportation charges to be detailed on invoices, with Board to approve all amendments to fees

Mr. Hilton suggested that the Collaborative develop Memoranda of Understanding (or “network agreement”) with each district utilizing transportation services to memorialize the allocations for transportation costs. Ms. Medeiros asked if the State recommended the use of M.O.U.’s for this purpose. Mr. Hilton said that while M.O.U.’s have not been specifically recommended, the State has indicated that agreements should exist that define cost expectations for district.

Mr. Hilton indicated that the next step in the approval process (after MA-DESE completion of Technical Review) is to send the Articles of Agreement to each member district’s School Committee for consideration/approval. He reminded the Board that any changes recommended by individual districts must be sent back to the Board, each School Committee and the MA-DESE for approval.

Mr. Hilton reminded the Board that SubCommittees are needed to address many of the Collaborative operational issues. He reviewed SubCommittee membership, sought participation from interested Board members, and asked members to collaborate on meeting times.

<b>SubCommittee</b>	<b>Members</b>	<b>Issues</b>	<b>Meeting Date/Time</b>
Finance	Scott McGee Robert Fichtenmayer	Budget Review	
Governance	Brian Widegren Heather DiPaolo	Articles of Agreement	May 13, 2015 4:00 PM
Facilities	Scott McGee Ann Williams Chris Joyce	Facility Tour	May 5, 2013 2:00 PM Osterville 3:15 Waypoint
Policy	Phillip Morris Robert Fichtenmayer	Affordable Care Military Leave Sick Bank Salary Grid Proposal Itinerant Travel Remote Participation	April 28, 2015 5:00 PM

**c. Policy Review**

- **Employee “Sick Bank”**
- **Military Leave**
- **Salary “Grid” Process Proposal (New)**
- **Itinerant Travel (New)**
- **Remote Participation in Board Meetings (New)**

Mr. Hilton noted that the Policy SubCommittee has not convened since the last Board meeting. A SubCommittee meeting was tentatively scheduled for April 28, 2015 at 5:00 PM.

**V. New Business**

**a. Warrants**

**VOTES**

- |       |      |       |      |
|-------|------|-------|------|
| • #37 | VOTE | • #38 | VOTE |
| • #39 | VOTE | • #40 | VOTE |

Mr. McGee made a motion that the Board vote to approve Warrants #37, #38, #39 and #40. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

**b. FY15 Spending Plan**

• Updates

**Discussion**

- Mr. Hilton noted that current revenue projections are expected to be sufficient to support anticipated expenses for the fiscal year.
- He indicated that there have been *additional* extraordinary expenses incurred since the last Board meeting. He explained that these expenses were not expected to necessitate any budgetary transfer(s) at the time of the Board meeting.
  - Boiler Repair – Otis Memorial Schools – Mr. Hilton indicated that the boiler at Waypoint Academy failed to start twice during a weeklong period, necessitating emergency response from a boiler technician. Mr. Hilton estimated the associated costs at \$2,000.
  - Plumbing Issues – Mr. Hilton explained that Waypoint Academy (Otis Memorial School) also experienced two concurrent plumbing issues which required emergency response to resolve. He noted that the cost is not known at this time, but is not expected to exceed \$3,000.
  - Information Technology – Mr. Hilton reminded the Board that the Collaborative also experienced a technology issue wherein a series of “folders” were restricted. He noted that the resolution of these issues took several days and required approximately \$2,000 in specialist assistance.

- Personnel
  - Additions **VOTE**
    - Therese Goodchild Speech & Language Pathologist (part time)
  - Reductions **VOTE**
    - Rachel Marotta CDL Driver, resignation (4/10)
    - Pam Davis STAR Paraprofessional Resignation (4/17)
    - Peter Nielson Spare CDL Driver
  - Status Change **VOTE**
    - Richard Cravenho Spare Monitor to Spare 7D Driver & General Maintenance
    - Demosthenes Marken Full Time monitor to Part Time

Ms. Williams made a motion that the Board vote to approve the Additions, Reductions and Status Changes as outlined in the agenda. This motion was seconded by Ms. Putnam.

SO VOTED - UNANIMOUS

### **c. FY16 Spending Plan / Budget Development**

Mr. Hilton and Mr. Brown continued to discuss the status and timeline for the Collaborative FY16 Budget Development. They noted that the timeline for approval of the Collaborative Spending Plan / Budget is reflective of member district needs. Mr. Hilton indicated that the initial DRAFT of the Spending Plan / Budget was included with the April Board materials. The documents were explained and it was noted that they will be reviewed further at subsequent Board meetings.

Mr. Hilton explained that the Board has annually approved preliminary rates at their May meeting(s) with final approval of the Spending Plan/Budget at the June Board meeting.

The Finance Subcommittee agreed to convene at 4:00PM on the 13<sup>th</sup> of May – prior to the Board meeting. Mr. Hilton asked Board members to note that there are a few factors that each district and the Collaborative must consider and include in formulation of the FY16 Budget:

- Health Insurance Costs
  - Cape Cod Municipal Health Group has indicated that the health insurance costs will increase ten percent 10% this coming fiscal year (after two years of minimal increases)
  - The Affordable Care Act *may* necessitate some changes to the coverage provided by the Collaborative in the future (indeterminate impact at this point)
- Mandatory Sick Time

Mr. Hilton explained that certain categories of employees of the Collaborative had been eligible for very limited paid time off. The impact of recent state mandates regarding sick time accrual must be factored into the FY16 Spending Plan / Budget

Mr. Brown reminded the Board that the FY16 Spending Plan is a DRAFT. He noted that the Spending Plan will be updated as circumstances change. Mr. Brown cited an example, noting that if a Collaborative program reduces staff, this will reduce costs and will change the spending plan. He also noted that Waypoint Academy was unable to fully utilize Camp Burgess facilities this past winter due to the weather, and that if the decision is made not to renew the lease for the upcoming year, this will affect the spending plan. Mr. Brown reviewed several different possibilities which could impact the plan, commenting that the Spending Plan is based on estimated revenues and expenses at this time and is subject to be refined as projections for district needs are refined.

#### **d. Collaborative Policies / Handbook Review**

Mr. Hilton noted that the impact of health insurance changes (Affordable Care Act) and the accrual of sick time are among the items that must be considered in the development of the FY16 Employee Handbook (and Collaborative Policies). A meeting of the Policy Subcommittee has been scheduled for April 28, 2015 at 5:00 PM to discuss the development of Employee Handbooks for FY16.

Among the pending topics for clarification and/or revision are:

- “Sick Bank” – accounting, use, oversight process
- Sick Time accrual for Certain Employees
- “Military leave” – determination of process for approval and remuneration
- Mandatory Sick Time Accrual – Policy incorporation
- Health Insurance – Review of current Collaborative policies to prepare for further discussion

#### **e. Surplus Equipment**

#### **VOTE**

Mr. Hilton noted that the Collaborative has “retired” two short buses after over a decade of service. He explained that these vehicles (2000 and 2001 Giradin short buses) were replaced with buses that were recently procured (arrived earlier this year). Mr. Hilton recommended a vote to declare these two Giradin wheelchair buses as surplus equipment. He noted that the Collaborative will be seeking to dispose of the vehicles through a sale at “fair market rate” to a member school district.

Mr. McGee made a motion that the Board vote to declare these two vehicles (2000 and 2001 Giradin buses) surplus, to be sold “as is” with no liability to the Collaborative. This motion was seconded by Mr. Morris.

SO VOTED - UNANIMOUS

**f. Otis Memorial School Lease**

**VOTE**

Mr. Hilton reviewed the renewal DRAFT of the Otis Memorial School Lease (included with Board materials). The Bourne Public Schools has offered a(nother) three (3) year lease to the Collaborative. This item was included as an action item (vote) for the April Board Meeting.

Mr. McGee asked for a review of the cost, not only for the rent but also regarding maintenance needs for the facility. Mr. Hilton described the long relationship the Collaborative has had with Bourne (15 years) regarding school buildings. Mr. Hilton noted that Bourne contributes to the upkeep of the facility, but does have a limit on what will be spent. Mr. Hilton explained that the Collaborative pays for the majority of the costs for the maintenance and repair of the facility. He noted that should maintenance costs become excessive, the Collaborative may seek to terminate the lease using the clause included in the agreement that allows a discontinuation with 6-month notice.

Mr. Morris made a motion that the Board vote to approve the renewal of the lease for the Otis Memorial School, as included in the Board materials. This motion was seconded by Mr. Fichtenmayer.

Yea – 11      Nea – 0      Abstain – 1 (DiPaolo)

**g. Continuation of Contract with Risk-Eraser      VOTE**

Mr. Hilton explained that the Collaborative has continued to work effectively with Dr. Marc Hauser in developing measures and processes to improve student outcomes. He noted that the Collaborative had contracted with Risk-Eraser through the end of April 2015 at the start of the fiscal year due to concern about financial commitments and revenue projections. Mr. Hilton indicated that the Collaborative has met revenue projections; Mr. Hilton recommended that the Collaborative continue with the Risk-Eraser contract for the remaining two months of the fiscal year at a cost of \$6,000 per month (\$12,000).

Mr. Schumacher asked if data is available to demonstrate how consultation with Risk Eraser has improved outcomes. Mr. Carroll responded, indicating that the 3-year collaboration with Dr. Hauser and Risk Eraser has resulted in data which directly improved student outcomes. He also described how (currently collected) data will be used to comply with DESE regulations regarding restraint and seclusion. Mr. Carroll noted that data was also the driving force behind decisions to modify school schedules, beginning the school day (instead of ending) with cognitive development and “executive function” activities, resulting in markedly improved student behavior and attention patterns.

Ms. Medeiros observed the role that data has played in the creation of District Determined Measures (DDMs). Mr. Hilton noted that data collection practices that began at the Collaborative are being replicated by other collaboratives within the state.



Mr. Carroll noted that the data is immediately available, student specific, and accessible across the program. He explained that this has been extremely helpful and that data-based decisions are made daily.

Mr. Widegren asked if the superintendents of local districts are aware of the work being done by Dr. Hauser and Risk Eraser. Mr. Hilton responded that this has been an item of discussion and continues to be discussed at superintendent meetings.

Mr. Morris made a motion that the Board vote to extend the Collaborative contract with Risk Eraser, at a cost of \$6,000 per month (\$12,000 total) through June 2015. This motion was seconded by Mr. McGee.

SO VOTED - UNANIMOUS

## **h. Collaborative Fundraisers**

## **VOTES**

- **Craft & Fundraising Fair**

### **VOTE**

Mr. Hilton explained that the STAR Osterville Program sought permission to host a fundraiser at the Osterville site on May 16, 2015 from 10:00AM until 3:00PM. He noted that the fundraiser will involve a vendor craft fair as well as a "tag sale". Any funds raised will be used to support student activities at the STAR Osterville Program.

Ms. Putnam made a motion that the Board vote to approve the May 16, 2015 fundraising event to benefit the STAR Osterville Program. This motion was seconded by Mr. Joyce.

SO VOTED - UNANIMOUS

- **Waypoint Annual Golf Tournament**

Mr. Carroll explained that the Waypoint Academy Program sought permission to host the Seventh Annual Waypoint Academy Golf Tournament fundraiser at the Bay Pointe County Club in Onset, MA site on June 13, 2015. Mr. Carroll indicated that there will be a brand new automobile as the hole-in-one prize on the 4th Hole and that every par 3 will have a prize for a hole-in-one.

Mr. Carroll indicated that participants, event volunteers, and any and or all donations to assist the success of this fund raiser are being sought. He also noted that the tournament is also in need of Corporate, Banquet, Tee Shirt, Golf Cart, and Tee Sponsors.

Ms. Putnam made a motion that the Board vote to approve the Waypoint Academy's Annual Golf Tournament. This motion was seconded by Ms. Williams.

SO VOTED - UNANIMOUS



## **i. Programs/Services**

- Waypoint Academy
  - Proposed Site Change
  - Enrollment Update
  - Programming
  - Status of Commitments – FY15

### **DISCUSSION**

Mr. Carroll discussed the enrollment and programming at the Waypoint Academy. He noted that the Academy recently benefited from the donation of a “duck boat” field trip. He also noted that students recently enjoyed a production of “Hamlet” at the Zieterion Theatre in New Bedford.

Mr. Carroll indicated that Earth Day activities are planned for the end of April, and planning is under way for the annual Waypoint Multi-Cultural Event.

Mr. Carroll indicated that 12 students are prepared to graduate from the program this June.

- STAR / Osterville
  - Enrollment
  - Programming
  - FY16 Planning

Ms. Woods discussed the status of enrollment and programming at the Osterville STAR Program. Ms. Woods noted that MCAS ELA has recently been completed and MCAS ALTS have been mailed.

Ms. Woods also noted that the Audubon Society will be putting on a program regarding “vernal pools” for the students.

Ms. Woods and Mr. Hilton discussed ongoing planning for FY16 indicating that there are a significant number of students that have demonstrated success in the program and have been / will be transitioning back to their local school(s).

- Transportation

Mr. Hilton provided an update regarding current issues and opportunities with Collaborative transportation. He observed that while transportation costs have been rising due to changes in health care and sick leave regulations, the Collaborative has been proactive in addressing these issues and keeping costs stable.

- Staffing / Routing

Mr. Hilton updated the Board regarding staffing and routing. He noted that the routing and staffing is continually monitored and modified to ensure efficiency (and effectiveness) in operation.

- Equipment Review

- Mr. Hilton indicated that the Collaborative will be soliciting proposals/bids for the procurement of additional vehicles to meet the needs of the districts being served by Collaborative transportation.
- He noted is expected that there will be a number of vehicles that will need to be procured in the coming months.
  - i. Three full sized buses to serve the needs of the Nantucket Public Schools. Some of the current vehicles are five(5) years old and will be cycled into service on the “mainland”
  - ii. Four (4) or more short buses to replace aging equipment with excessive mileage (many well in excess of 200,000 miles).
  - iii. Four (4) or more vans or minivans to prepare to replace ten (10) passenger vans with excessive mileage (over 200,000 miles).
  - iv. The exact number(s) and configuration will be determined in the coming weeks following further consultation with the Collaborative mechanic and transportation staff.
- Therapies
 

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

  - FY15 Service Commitments
    - Mr. Hilton continued the discussion regarding the status of the employees providing these services
      - i. The Collaborative currently has the capacity to contract out the following services:
        1. PT – ½ to 1 day
        2. Speech (assistant) – Current/Pending contract for March through June. The Collaborative has contracted part-time assistance to assist districts.
      - ii. 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 May

- **Special Projects**

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

- Professional Development / Grants

Early Learning Network (Fund 808) Strategic Plan Implementation Grant

Dr. Gilbert discussed the activities associated with this grant, including two upcoming conferences “Building Bridges of Learning, Age 3 to Grade 2” and “Building Families, Building Futures.” Information on both was included with Board materials.

- ASLP

Dr. Gilbert updated the Board regarding the planning for the Summer 2015 ASLP Program. He indicated that there has been a tremendous class applying to the program with 220 students accepted and a waiting list. He noted that on-going construction at MMA will present some physical plan challenges, but explained that the program is developing plans to work around it.

Dr. Gilbert explained that, although tuition for the program has held steady for the past 3 years, it may be necessary to increase the cost slightly for the summer of 2016. He estimated that the cost increase would likely be minimal (\$100). He also noted that National Grid Scholarships continue to provide funding opportunities for ASLP students and that some districts have recently begun holding fund raising events to assist in support for their ASLP students.

Dr. Gilbert reminded Board members that school districts determine which students are eligible for ASLP and that the Collaborative is not the determinant of the district student selection process.

- Center for Executive Search

Dr. Gilbert provided an update regarding the current activities supported through the Center for Executive Search. He complemented Dr. Grenier for her excellent work.

- Nauset Public Schools (and Superintendency Union)

Superintendent (Dr. Patricia Grenier – Lead Search Consultant)  
Thomas Conrad, the current Principal of Nauset Regional High School will assume the role of Superintendent in July 2015.

## **j. Virtual High School**

Mr. Hilton discussed the consortium for Virtual High School that has existed through the Cape Cod Collaborative since 2001. A decrease in enrollment has left some seats unfilled. It is possible that the total number of seats contracted by the Collaborative will be reduced next year.

## **k. 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. The Collaborative

continues to work with school districts and various agencies to bring international students to Cape Cod.

**VI. Other**

There were no other issues brought before the Board at this meeting.

**VII. Cracker Barrel Discussion – Part B**

**VIII. Adjournment**

Mr. McGee made the motion that the Board vote to adjourn the April 8, 2015 meeting of the Cape Cod Collaborative Board of Directors. This motion was seconded by Ms. Williams.

SO VOTED – UNANIMOUS

The meeting was adjourned at 6:45 PM.