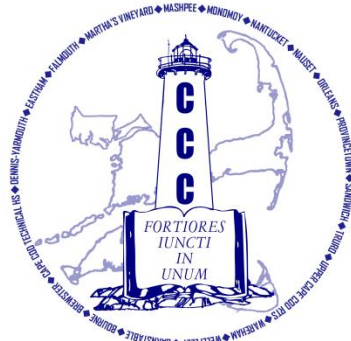


Cape Cod Collaborative  
418 Bumps River Road  
Osterville, MA 02655



Cape Cod Collaborative

Board of Directors  
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**Board of Directors Meeting Minutes**  
**418 Bumps River Road, Osterville, MA 02655**  
**May 10, 2017**

## I. Call to Order

The May 10, 2017 meeting of the Cape Cod Collaborative Board of Directors was called to order by Ms. Larsen, Chair, at 5:06 PM. In attendance were:

Brewster	Jessica Larsen, Chair
Upper Cape Cod RTS	Robert Fichtenmayer, Vice Chair
Cape Cod Technical HS	Ann Williams
Mashpee	Scott McGee (out at 6:21 PM)
Monomoy Regional	Terry Russell
Nauset Regional	Deborah Beal
Orleans	Hank Schumacher
Sandwich	Beth Cummings (out at 6:21 PM)
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
STAR Program Director	Dr. Anita Woods
Waypoint Academy Director	Larry Carroll (in at 5:13 PM)
Waypoint Transition Consultant	Dr. Chis Bogden (out at 6:23 PM)
Treasurer	William Friel

Mr. Hilton indicated that Mr. McGee will be leaving the Collaborative Board of Directors after this evening's meeting. Ms. Larsen thanked Mr. McGee for his service to the Collaborative.

Ms. Larsen, noting time constraints on several Board members, suggested that the Board consider taking all the votes early in the meeting and leave informational items to the end. The Board concurred, without dissent.

## II. Minutes

### a. April 12, 2017

### VOTE

Ms. Cummings made a motion that the Board vote to approve the minutes of the April 12, 2017 meeting. This motion was seconded by Ms. Beal.

SO VOTED – UNANIMOUS

### III. Old Business

#### a. Wing School Leasing Opportunity Discussion / VOTE

Mr. Hilton indicated that he has met with representatives from the Sandwich Public Schools and the town of Sandwich as a lease for a portion of the Wing School is further investigated. He noted that Ms. Cummings has been extremely helpful during this process.

He explained that the Sandwich School Committee has voted to enter into negotiations with the Collaborative for a lease of the building. He reviewed the need for a *Memorandum of Agreement* to be initiated including lease terms (when finalized) and negotiations complete. Mr. Hilton shared an outline, formalized as a *Letter of Intent*, establishing the points of the lease which have been negotiated, and discussed terms which still need to be clarified.

Mr. Shumacher asked about the term of the proposed lease. Mr. Hilton indicated that a three (3) year term is being discussed. Ms. Cummings noted that Sandwich is seeking a three (3) year lease, and expressed her opinion that this term would be ideal for both parties.

Mr. Hilton noted that the Collaborative's current leases for properties in Bourne and Osterville have clauses allow for termination by either party given one hundred and eighty (180) day notice. Mr. Hilton observed that the *Draft Letter of Intent* provides terms generally agreed upon by both parties. He indicated that these terms will be used as the framework for the legal lease (Memorandum of Understanding) which has yet to be drafted.

Mr. Schumacher asked if the Collaborative would be responsible for one-half of the cost of the necessary repairs. Mr. Hilton indicated that repairs remain a point of negotiation.

Mr. McGee observed that the Town of Sandwich still plans to use the building as a polling site in upcoming elections. Ms. Cummings indicated that the Sandwich School Department voted to designate the building as "surplus" effective June 30, 2017. She explained that the Sandwich Public Schools was currently utilizing a portion of the building for the central office. She noted that if the Collaborative were leasing a portion of the building, the Sandwich school administration would be able to maintain the central office and facilities operations at the location. Both she and Mr. Hilton explained that the Collaborative use will not overlap areas used by Sandwich.

Ms. Hilton noted the Collaborative lease of the Wing School would be mutually beneficial for the Collaborative and the Sandwich Public Schools.

Ms. Beal asked if it would be possible to have students assist in the necessary repairs as part of a vocational training program. Mr. Hilton noted the Wing School location would allow for partnership with the Upper Cape Cod Regional Technical High School, and use of the CVTE grant.

Ms. Beal made a motion that the Board vote to authorize Mr. Hilton, as Executive Director, to enter into a *Letter of Intent* regarding lease development for the Wing School in Sandwich. The motion was seconded by Mr. Fichtenmayer.

SO VOTED

YEA – 7      NEA – 0      ABSTAIN – 1 (Cummings)

## **IV. New Business**

### **a. Warrants**

### **VOTES**

- #39

**VOTE**

- #40

**VOTE**

- #41

**VOTE**

- #42

**VOTE**

Ms. Beal made a motion that the Board vote to approve Warrants #39, #40, #41 and #42 as a slate. Mr. McGee seconded the motion.

SO VOTED – UNANIMOUS

Mr. McGee made a motion that the Board vote to approve the slate of Warrants. The motion was seconded by Ms. Beal.

Ms. Cummings asked for clarification regarding payment for fuel made to Wexbank. Mr. Hilton indicated that the Collaborative utilizes Wexbank services for vehicle fueling. He noted that this vendor offers fuel cards and fleet fuel use reporting.

Mr. Schumacher questioned payment for landscaping services for a period from April to June, asking if this involved pre-payment for services. Ms. Lipkind indicated that this payment was for a spring clean-up of the property and also included future services through June.

Mr. Schumacher also asked about payment made to Long Pasture Wildlife. Dr. Woods noted the STAR Program has partnered with Mass Audubon to provide instructional services, including visits to the school in Osterville, a field trip to Audubon, and a follow-up lab.

SO VOTED – UNANIMOUS

### **b. Appointment of Collaborative Treasurer**

### **VOTE**

Mr. Hilton asked Board members to recall that Mr. Colvario had previously indicated his intent to resign as the Treasurer for the Collaborative by mid-May. He asked that the Board consider a vote to accept Mr. Colvario's resignation. Ms. Beal made a motion that the Board vote to accept Mr. Colvario's resignation. This motion was seconded by Mr. McGee.

SO VOTED – UNANIMOUS

Mr. Hilton explained that he has met with individuals who had expressed interest in the position. Mr. Hilton proposed that Mr. William Friel of Centerville be appointed as Treasurer for the Collaborative Board of Directors. He explained that Mr. Friel has extensive experience in municipal administration and municipal finance, including service of over two decades as the Town Administrator for the Town of Canton (MA). Mr. Hilton indicated that he had met with Mr. Friel and has received positive feedback from professional references, including the current Collaborative auditor, Powers & Sullivan.

Ms. Beal made a motion that the Board appoint William Friel as the Treasurer for the Cape Cod Collaborative Board of Directors. This was seconded by Mr. McGee.

SO VOTED - UNANIMOUS

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

- Updates

**Discussion**

Mr. Hilton indicated that current revenue projections are expected to be sufficient to support anticipated expenses for the fiscal year.

- Personnel

- Additions

**VOTE**

- Kim Ingram, CDL Driver (Spare)
- Joseph Rizzo, CDL Driver (Spare)
- David Tibbetts, 7D Driver (Spare)
- Priscilla Worswick, Bus Monitor (Spare, Nantucket)

- Reductions

- Kim Ingram, Paraprofessional (STAR) **VOTE**

- Status Change

**VOTE**

- James Flynn, from Spare CDL to Ongoing Spare (Mashpee)
- Marianne Woods, from Monitor to Spare Monitor

Mr. Hilton asked the Board to add Kim Ingram to the list of “Additions” noted on the agenda. Ms. Ingram will be rejoining the Collaborative as a CDL driver.

Mr. McGee made a motion that the Board vote to approve personnel Additions, Reductions and Status Changes as a slate. This motion was seconded by Mr. Russell

SO VOTED – UNANIMOUS

Ms. Beal made a motion that the Board vote to approve the slate of personnel changes. Ms. Cummings seconded the motion.

SO VOTED - UNANIMOUS

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

Mr. Hilton indicated that a meeting of the Finance Subcommittee occurred immediately prior to the Board meeting. He noted that the primary agenda item for the meeting is the refinement of the FY18 Spending Plan and Statutory Budget.

Mr. Hilton explained that the Collaborative Articles of Agreement require that the FY18 Spending Plan and Statutory Budget be approved at the June meeting of the Board.

Mr. Hilton asked Board members to recall that the initial DRAFT of the Spending Plan / Budget was presented to the Board in April. He noted that the Board has historically approved preliminary rates at their May meeting(s) with final approval of the Spending Plan/Budget at the June Board meeting.

Mr. Hilton initiated a review of the revised DRAFT of the FY18 Proposed Spending Plan that had been included with Board materials. He explained that a final vote on the Spending Plan and Budget must occur in June.

Mr. Hilton recommended that the FY18 tuition rates for the Collaborative Special Education programs increase by 2.8% and that therapeutic service delivery increase by 3% for FY18.

It was also recommended that the Board vote to approve the rates as indicated on the FY18 RATE SHEET for the FY18 Collaborative Spending Plan.

- **FY18 Tuition Rates**

**VOTE**

It was recommended that the Board formally adopt the projected FY18 Tuition Rates to ensure that participating districts can appropriately plan for FY18.

- **FY18 Service Rates**

**VOTE**

It was recommended that the Board adopt the projected FY18 Service Rates to ensure that participating districts can appropriately plan for FY18.

Mr. McGee made a motion that the Board vote to approve FY18 Tuition Rates and FY18 Service Rates as submitted. Mr. Russell seconded the motion.

Mr. Schumacher asked about “committed” slots at Waypoint Academy. Mr. Carroll noted that districts may reserve space for students in advance, and receive a discounted on the tuition.

SO VOTED – UNANIMOUS

## **e. Bid Solicitations / Requests for Proposals / Awarding of Contracts**

**VOTES**

- **Vehicles, Equipment & Space**

Ms. Lipkind assured the Board that she has faithfully completed the procurement process as outlined in MGL Chapter 30B as authorized by the Board of Directors for the following solicitations. She recommended that the Board vote to ratify the financing of vehicles to be used for student transport as well as the lease of maintenance space for the Collaborative mechanics.

- **Financing of Twenty three (23) Type D 71 Passenger Buses**

- **Financing of Vehicles**

**VOTE**

Ms. Lipkind indicated that the Collaborative had sought competitive pricing for the financing of the fleet of above noted vehicles to serve the Bourne Public Schools General Education Memorandum of Understanding.

Ms. Lipkind reviewed the financing offers that were received. (Copies of the proposals found to be most advantageous were included with your Board materials.)

Ms. Lipkind recommended that the Board vote to award the financing contract to First Capital Equipment Leasing, with a financing rate for the lease of 2.546% for \$1,783,341.

Ms. Beal made a motion that the Board vote to award the financing contract to First Capital Equipment Leasing, with a financing rate of 2.546% for \$1,783,341. Ms. Cummings seconded the motion.

Mr. Schumacher asked about financing over a seven (7) year period, and whether the Collaborative has worked with First Capital Equipment Leasing in the past. Mr. Hilton noted that financing over seven (7) years dovetails with the seven (7) year depreciation schedule used for these vehicles. He also noted that the Collaborative has worked with First Capital Equipment Leasing in the past. Ms. Lipkind explained that First Capital Equipment Leasing is a reputable vendor who offered the lowest financing rate.

SO VOTED - UNANIMOUS

▪ **Authorization to Execute Documents** **VOTE**

Ms. Lipkind reviewed the cost of the of the twenty-three (23) type D 71 passenger buses. She noted that the successful bidder has indicated that the cost of the vehicles is \$1,783,341. Ms. Lipkind recommended a vote of the Board to authorize the Executive Director to execute all documents related to the purchase and financing of these vehicles, and to ratify the award of vehicle and equipment financing to First Capital Equipment Leasing.

Ms. Beal made a motion that the Board vote to authorize the Executive Director to execute all documents related to the purchase and financing of the vehicles, and to ratify the award of vehicle and equipment financing to First Capital Equipment Leasing. This motion was seconded by Mr. McGee.

SO VOTED - UNANIMOUS

○ **Maintenance Facility Lease** **VOTE**

Mr. Hilton explained that the Collaborative sought to ensure appropriate space for the Collaborative mechanics to (continue to) provide supportive services for the Collaborative transportation fleet.

He noted that an additional bay was added in FY17, for two bays in the lease agreement. The term of the contract is for three (3) years subject to annual appropriation.

Ms. Lipkind recommended that the Board vote to award the following lease.

One (1) year lease of Pocasset school bus maintenance facility awarded to Chipper LLC; \$24,600.00 per year plus Common Area Maintenance fees of \$1,200 per year.

Ms. Beal made a motion that the Board vote to award a one (1) year lease for a school bus maintenance facility to Chipper LLC. Mr. McGee seconded the motion.

SO VOTED - UNANIMOUS

○ **Solicitation of Proposals for Equipment for FY18** **VOTE**

Mr. Hilton explained that the Collaborative will need to replace aging equipment in the Collaborative fleet to effectively meet the needs of member districts in FY18.



Mr. Hilton recommended that the Board vote to authorize the Chief Procurement Officer (Ms. Lipkind) to solicit proposals bids for the following equipment/vehicles.

- One (1) Type D 71 passenger wheelchair bus (large bus equipped with a wheelchair lift)
- Three (3) “Full Seat” Special Education Buses with built-in car seats (2 to be utilized by the Collaborative, 1 for Bourne)
- Four (4) Wheelchair Special Education Buses with flexible seating and wheelchair lifts
- Two (2) “Full Seat” Special Education Bus with “single rear tires”
- Five (5) “mid-roof” 7D Vans
- One (1) 7D Minivan with wheelchair lift

Mr. McGee made a motion to authorize the Chief Procurement Officer to solicit proposals for the equipment / vehicles noted. The motion was seconded by Ms. Beal.

Ms. Cummings asked if the new equipment would be replacements for existing vehicles. Mr. Hilton noted that this is the case, with the exception of the 71 passenger with wheelchair lift for Nauset, and one “full-seat” special education bus for Bourne.

Mr. Fichtenmayer asked if the Collaborative would consider donating the old buses. Mr. Hilton said that it could be considered.

SO VOTED – UNANIMOUS

## **f. Transportation**

### ○ Staffing

### **VOTE**

- 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. 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 proposed the addition of a part time (3 days/week) position to support the administrative (purchasing/payroll coordination) functions. Mr. Hilton recommended that the Board vote to approve the addition of this position to improve coordination of services to districts. Ms. Beal made a motion that the Board vote to approve the addition of a part-time (3 days/week) position to support administrative functions. This motion was seconded by Mr. McGee.

Ms. Cummings asked if it was necessary for the Board to approve a job description for this position. Mr. Hilton noted

that this new position does not have a written job description yet, but would be in line with existing administrative assistant positions.

SO VOTED – UNANIMOUS

**g. Waypoint Academy Director Search**

**VOTE**

Mr. Hilton explained that there were five (5) candidates who toured the Waypoint Academy program during the final week of April. He noted that each candidate spent time with Mr. Carroll as well as with staff and students at the Academy. He explained that an interview committee consisting of three (3) Waypoint staff, one (1) Collaborative administrator, two (2) Board members and one (1) Special Education Director conducted a panel interview with candidates on May 2<sup>nd</sup> and May 9<sup>th</sup>.

Dr. Bogden indicated that the interview committee was charged with forwarding candidates (or candidate) to Mr. Hilton for further interview for consideration for Director of Waypoint Academy.

Ms. Larsen noted the interview committee could not reach consensus. Dr. Bogden suggested to the committee that a third step be considered in the process, a forum interview with Waypoint staff. Dr. Bogden noted that these forums would occur on the Tuesday and Wednesday of the following week (May 16 and May 17). It was explained that staff would be given the opportunity to listen to each candidate and to ask questions and that Dr. Bogden would meet individually with staff following the forums to debrief.

Mr. Hilton noted this additional step in the process has put a strain on the timeline for the appointment of a new Waypoint Academy Director. Mr. Hilton suggested the Board consider authorizing him to enter into contract discussions, and to provisionally appoint, a Waypoint Director. He suggested the Board consider entering into Executive Session to consider applicants for employment.

Ms. Beal made a motion that the Board enter into Executive Session to consider applicants for employment. The motion was seconded by Mr. Fichtenmayer.

A roll call vote was taken:

Ms. Beal – Yea, Mr. McGee – Yea, Ms. Williams – Yea, Ms. Cummings – Yea, Mr. Fichtenmayer – Yea, Mr. Schumacher – Yea, Mr. Russell – Yea, Ms. Larsen – Yea

UNANIMOUS

The Board entered into Executive Session at 5:54 PM.

Ms. Beal made a motion that the Board vote to exit Executive Session. The motion was seconded by Mr. McGee. A roll call vote was taken:

Mr. McGee – Yea, Ms. Beal – Yea, Ms. Williams – Yea, Ms. Cummings – Yea, Mr. Fichtenmayer – Yea, Mr. Schumacher – Yea, Mr. Russell – Yea, Ms. Larsen – Yea

UNANIMOUS

The Board adjourned from Executive Session at 6:20 PM.



Mr. McGee and Ms. Cummings left the meeting at 6:21 PM.

The Board, having lost its quorum, continued the meeting for **informational purposes only**.

Dr. Bogden left the meeting at 6:23 PM.

## **V. Old Business**

### **a. Transportation**

- Invoicing

Ms. Lipkind briefly updated the Board regarding the status for FY17 invoicing to districts. Mr. Brown continues to consult with the Collaborative to support processes in this area.

- Reconciliation

Ms. Lipkind shared the status of the reconciliation of costs and revenues projected for FY17. It is expected that revenue will continue to cover expenses.

Special Education Out-of-District Transportation services continue to operate with a substantially positive variance due to factors including the ongoing containment of asset costs and some one-time cost efficiencies. It is recommended that the districts using this cost-sharing opportunity meet to refine the “network agreement” in preparation for FY18.

## **VI. New Business**

### **a. Bridgewater State University**

Dr. Woods discussed the status of coursework that is currently offered through the Collaborative as well as coursework that will be offered during the summer. Courses will now focus on severe or moderate special needs. Currently, fourteen (14) Collaborative staff members are enrolled.

### **b. Cape Cod Collaborative Waypoint Academy 9<sup>th</sup> Annual Golf Tournament**

Mr. Carroll noted that the Collaborative will be sponsoring a golf tournament again this year as a fund-raising event. Proceeds will be used to benefit Collaborative students who seek education and training beyond their time at the Collaborative. The Board approved this event at the April Board meeting. He noted that a copy of the tournament brochure was included with Board materials. Mr. Hilton explained that the Business Office will supervise and monitor all transactions associated with the event, including documentation and reconciliation of funds associated with the tournament.

The event will occur at Bay Pointe Country Club in Onset (Wareham) on June 10<sup>th</sup>. Mr. Carroll encouraged interested Board members to participate. This year, Waypoint Academy will have ten (10) students graduate. Four (4) plan to go on to additional training.

### **c. Waypoint Academy – Planning Relocation (Options)**

Mr. Hilton briefly discussed relocation planning options:

- 230 Sandwich Road, Bourne
- Upper Cape Cod Regional Technical School (Rear of Property)
- Henry Wing School, Sandwich

Mr. Carroll indicated that he fully supports the move to the Wing School. Staff at Waypoint Academy are also supportive.

### **d. Recovery High School**

Ms. Larsen indicated that no meeting of the Recovery High School SubCommittee has occurred since the last Board meeting.

### **k. Programs/Services**

- Waypoint Academy
  - Enrollment Update
  - Programming
  - Proposed FY18 Calendar
  - Future Site Planning

Mr. Carroll discussed enrollment and programming at the Waypoint Academy. The school year is winding down. Mr. Carroll expressed optimism that student enrollment will come close to projected enrollment for the year.

The Waypoint Senior Dinner will be held June 1<sup>st</sup>. He encouraged Board members to attend.

He also noted that the last day of the 2017-2018 school year would be June 20<sup>th</sup>.

Mr. Carroll noted the closing of the South East Alternative School (anchor Academy) in Sandwich might result in increased enrollment.

- STAR / Osterville
  - Enrollment
  - Programming
  - Proposed FY18 Calendar

Dr. Woods discussed the status of enrollment and programming at the Osterville STAR Program. She noted that planning had started for the summer session and for the next school year.

She noted that staff evaluations were in process, that she had met with all paraprofessionals and had scheduled teacher evaluation interviews.

She also noted that new students were still entering the program.

Dr. Woods discussed a recent opportunity to speak at the Osterville Rotary Club. She indicated the information shared about the Collaborative and its programs and services was well received.

She also noted that the Cape-wide Transition Fair was recently held at the Osterville campus. Twenty (20) vendors participated.

- **Special Projects**

Mr. Hilton discussed the current initiatives and answered questions associated with the project summaries. He noted that Dr. Joseph Gilbert, the Director of Special Projects for the Collaborative, has announced his intent to retire.

- Professional Development / Grants

- Multi-Tiered Systems of Support*

- Mr. Hilton discussed the status of a multi-year grant with the National Center for Learning Disabilities (NCLD) that supports district implementation of Multi-Tiered Systems of Support. He noted that this opportunity was funded through the Peter and Elizabeth Tower Foundation and requires district financial participation (to demonstrate commitment, to facilitate sustainability and to partially offset costs). Mr. Hilton discussed the outcomes of recent meetings with NCLD staff and the anticipated activities for the remaining eighteen months of the grant.

- *Career & Vocational Technical Education Partnership Grant*

- Mr. Hilton discussed the status of the work being done in partnership with Upper Cape Cod Regional Technical School. He noted that it was expected that the Collaborative will hire a temporary staff person to assist with the implementation of programming.

- All-Cape In-Service

- Mr. Hilton discussed the status of the development of the All-Cape In-Service workshops for this October.

- He explained that invoices for the past October are expected to be developed and mailed in the coming few weeks as allocation of costs are affirmed with district administrators.

- ASLP

- Mr. Hilton provided a brief update regarding the status of the operations for the Summer 2017 ASLP Program. He explained that applicants have been accepted and tuitions are currently being processed.

- Sheltered English Immersion (SEI) Course Development

- An update was provided regarding the SEI courses being offered in the region through the Collaborative. There are currently three (3) courses in session and at least two (2) expected in the summer.

## **l. Virtual High School**

Mr. Hilton discussed the consortium for Virtual High School that has existed through the Cape Cod Collaborative since 2001. Although it was expected that district use would decrease, membership has stabilized.

## **m. 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.

Representatives from *Boston Ivy* met with the Cape & Islands Superintendents on April 7<sup>th</sup> to discuss further cooperative opportunities. He explained that this group had coordinated visits with students from China with the Sandwich, Mashpee and Wareham Schools. He also noted that they had also facilitated an ongoing student exchange that is over a decade old with the Needham Public Schools.

## **VII. Other**

Mr. Hilton explained that a recent article in the Cape Cod Times regarding a recent court decision supporting a former driver in her unemployment claim for Thanksgiving recess. The judge cited language in the law which defines a vacation period as commencing on Sunday. (Board members present were provided a copy of the decision.) He explained that this decision could have an impact on all school districts. Mr. Hilton noted the Collaborative would be exploring whether it might be necessary to restructure contracts or paid time off for hourly employees, or whether a statutory change might be required.

## **VIII. Cracker Barrel Discussion**

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

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

Mr. Russell commented that proposed changes in health care could impact students served by the Collaborative, and their families. Dr. Woods noted that many families receive services that are accessed through Mass Health.

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

No questions or concerns were raised at this meeting.

## **IX. Adjournment**

The informational only meeting adjourned was completed at 7:11 PM.