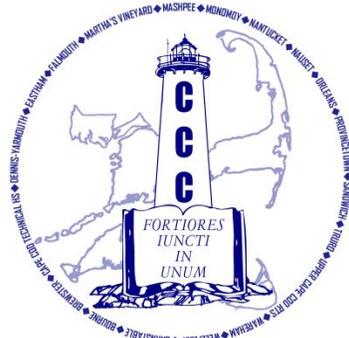


Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



Cape Cod Collaborative

Board of Directors
508.420.6950
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Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
June 10, 2015 - 5:00PM

I. Call to Order

The June 10, 2015 meeting of the Cape Cod Collaborative Board of Directors was called to order by Ms. Medeiros, Chair, at 5:07 PM. In attendance were:

Falmouth	Terri Medeiros, Chair
Cape Cod Technical High School	Ann Williams
Dennis-Yarmouth Regional Schools	Phillip Morris (in at 5:32 PM)
Eastham	Mary Louise Sette
Mashpee	Scott McGee
Monomoy Regional Schools	Brian Widegren (out at 6:17 PM)
Sandwich	Jay McGrail (out at 6:45 PM)
Upper Cape Cod RTS	Robert Fichtenmayer
Wareham	Melvin Lazarus
Treasurer	Judy FitzGerald (out at 6:58 PM)
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Jim Brown (out at 6:40 PM)
Director of Special Projects	Dr. Joseph Gilbert (in at 5:35 PM)
Waypoint Academy Director	Larry Carroll

II. Appointment of Officers

VOTE

A. Election of Chairperson

Ms. Medeiros and Mr. Fichtenmayer were nominated to act as Co-Chairs of the Board of Directors. This was confirmed by the Board by unanimous consent.

B. Election of Vice-Chairperson.

The Board had a brief discussion regarding the need for a Vice-Chairperson and made the determination that having two Co-Chairs would eliminate the need for an additional Vice-Chair.

C. Election of Executive Committee.

This Subcommittee of the Board is composed of five (5) Board members plus the Chairperson and Vice Chairperson. Ms. Putnam, Mr. Widegren, Ms. Williams, the Sandwich representative (Jay McGrail or alternately, Beth Cummings), and Ms. Sette offered to serve and were confirmed by unanimous consent.

Mr. Fichtenmayer assumed the Chair at 5:12 PM.

D. Appointment of Treasurer.

Recommendation - Judith FitzGerald

Mr. Widegren made the motion that the Board vote to appoint Judith FitzGerald as Treasurer for the Cape Cod Collaborative. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

E. Appointment of Assistant Treasurer

Recommendation – Donna Fish

Ms. Fish has retired; her name was withdrawn as recommendation for Assistant Treasurer. This position will remain unfilled at this time.

F. Appointment of Secretary to the Board of Directors

Recommendation – Elizabeth Deck

Mr. McGee made the motion that the Board vote to appoint Elizabeth (Beth) Deck as Secretary to the Board of Directors. This motion was seconded by Ms. Williams.

SO VOTED - UNANIMOUS

G. Approval of a meeting day, time and location.

Mr. Hilton noted that the Board has met on the second Wednesday of the Month from September through June of each school year and as needed in the summer. The meetings have most recently occurred at 5:00 PM at the Collaborative offices in Osterville.

Mr. Hilton discussed the proposed meeting schedule, which would follow the same schedule as past meetings. Mr. Hilton reminded the Board that this schedule does present conflicts for Board members who have School Committee meetings on the same night. Mr. Hilton suggested to the Board that they might want to consider an alternative meeting date in November, as the second Wednesday of the month is November 11th, a holiday.

After discussion, Ms. Williams made a motion that the Board vote to approve the proposed meeting schedule for 2015-2016. Mr. McGee seconded this motion.

SO VOTED – UNANIMOUS

Mr. Widegren made a motion that the Board vote to move the Wednesday, November 11, 2015 meeting to Thursday, November 12, 2015. This motion was seconded by Mr. McGee.

SO VOTED - UNANIMOUS

III. Minutes

a. May 13, 2015

VOTE

Mr. McGee made a motion that the Board vote to approve the minutes of the May 13, 2015 Board of Directors meeting. This motion was seconded by Ms. Sette.

SO VOTED

8 – YEA 0 – NEA 2 – ABSTAIN (Lazarus, McGrail)

IV. Old Business

a. Transportation

- Invoicing

Mr. Brown provided an update regarding the invoicing status for FY15 invoicing to districts. Mr. Brown observed that the billing for May will be completed the day after the Board meeting.

- Reconciliation

Mr. Brown shared the status of the reconciliation of costs and revenues projected for FY15. He noted that FY15 should close ahead of expectations due to an influx of students (for transportation) late in the year. Mr. Brown projected that the Collaborative will close 15-18% ahead of original projections.

b. Cape Cod Collaborative Articles of Agreement

VOTE

Mr. Hilton noted that the Board conducted a First Reading of the proposed “Cape Cod Collaborative Articles of Agreement” at the May 13, 2015 Board meeting in preparation for a vote at this June meeting.

Mr. Hilton explained that the Nauset Regional School Committee, the Eastham School Committee, the Orleans School Committee and the Wellfleet School Committee each approved the Articles of Agreement on Thursday, May 28, 2015 at a Nauset “all regional” School Committee meeting.

Mr. Hilton explained that each Member School Committee must consider and approve the Articles of Agreement.

He recommended that the Board vote regarding approval of the Articles of Agreement at this meeting.

Ms. Medeiros referenced the long, and sometimes arduous, process which had led to this vote. Mr. Hilton observed that while considerable effort had been necessary in revising the Articles of Agreement; the focus was to protect all Members (Member School Committees) of the Collaborative. Mr. Hilton noted that the Articles of Agreement were amended to include language regarding the distribution of assets and liabilities in the event of dissolution of the Collaborative. He explained further that considerable discussion and revisions were necessary for the Collaborative and the State (DESE) to reach agreement on language such as the determination of “quorum” and the development of “transportation rates”. (Mr. Hilton referenced copies of DRAFT transportation MOUs included with the Board materials.)

Mr. McGee asked about the deadline for approval of the Articles of Agreement by the remaining member districts. Mr. Hilton indicated that the initial deadline, set by the Legislature, for all collaboratives had been June 2013. Mr. Hilton noted that the Collaborative has been asked to maintain progress on the adoption of a Collaborative Agreement. Mr. Hilton also reiterated his offer to attend meetings of each school committee and to be available to answer any questions that may arise. Mr. Hilton also noted that if any Member School Committee proposes changes to the Articles of Agreement, these changes will need to be brought (back) before each Member School Committee for consideration.

Mr. Widgren, referencing the paper copy of the Articles of Agreement which he received, asked if the Articles of Agreement had been sent electronically to each Member School Committee. Mr. Hilton indicated that the Articles of Agreement had been sent electronically to the Chair of each Member School Committee. Mr. Hilton offered to have the Articles re-sent to current Chairs as it was noted that there have been many new appointments among Member School Committees.

Ms. Williams made the motion that the Board vote to approve the Articles of Agreement. This motion was seconded by Ms. Sette.

SO VOTED - UNANIMOUS

V. New Business

a. Warrants

VOTES

- #46- FY15
- #47 - FY15
- #48 - FY15
- #49 FY15

VOTE

VOTE

VOTE

VOTE

Mr. Fichtenmayer asked Board members to consider taking all Warrants in a single vote. Mr. Lazarus made a motion that the Board take a single vote to approve all Warrants. This motion was seconded by Mr. McGee.

SO VOTED - UNANIMOUS

Mr. Lazarus made a motion that the Board vote to approve Warrant #46, #47, #48 and #49. This motion was seconded by Ms. Sette.

SO VOTED -UNANIMOUS

b. FY15 Spending Plan

VOTES

- FY15 Spending Plan & Budget Updates

Mr. Brown and Mr. Hilton discussed the preparation for the “close out” of FY15 and the associated revisions to end-of-year projections. They noted that the FY15 closeout continues to indicate a positive variance for year end. Mr. Brown referenced the FY15 Financial Projection Narrative and (June) Spreadsheet included with Board materials.

- FY15 Budget Revision

VOTE

Mr. Brown and Treasurer Judy FitzGerald updated the Board regarding the status of the FY15 Budget Closeout. They recommended changes to the Budget consistent with projections for the close of FY15. Mr. Brown discussed the variations between the Collaborative’s Spending Plan, which balances revenue and expenses, and the Budget (as statutorily required). Mr. Brown recommended that the Board consider two votes, the first to approve the revised Spending Plan and the second to adopt the statutory budget.

Mr. Lazarus made a motion that the Board vote to adopt the revised Spending Plan as provided in the Board packets. This motion was seconded by Mr. Morris.

SO VOTED – UNANIMOUS

Mr. Morris made a motion that the Board vote to adopt the line-item budget as proposed. This motion was seconded by Ms. Sette.

SO VOTED - UNANIMOUS

• Personnel

○ Additions

VOTE

- Sherri Baker, Spare Monitor, Driver Trainee
- Kuaf A Barbel, CDL Driver (Summer)
- Nicole Pina, Spare Monitor
- Michael Spero, Grounds Maintenance (Part-Time)
- Elizabeth Whalley, Spare CDL Driver – Nantucket

Mr. Lazarus made a motion that the Board vote to approve the additions noted on the agenda. This motion was seconded by Mr. Morris.

SO VOTED – UNANIMOUS

○ Reductions

VOTE

- Jake Donehy, Substitute Paraprofessional (STAR)
- Theresa Goodchild, Speech/Language Pathologist (Part-Time)
- Kaitlyn Hogan, Paraprofessional (STAR)
- Resignations (for FY16)
 - i. Sandra Baldini, Substitute Nurse
 - ii. Christine Kergo, CDL Driver
 - iii. Elizabeth Mancuso, Monitor

Mr. McGee made a motion that the Board vote to approve the reductions as noted on the agenda. This motion was seconded by Ms. Williams.

SO VOTED – UNANIMOUS

○ Additional Remuneration

VOTE

- | | | |
|------------------|---------|------|
| • Corinne Savery | \$5,000 | VOTE |
| • Lisa Stobbart | \$5,000 | VOTE |

Mr. Hilton recommended additional remuneration for Ms. Savery and Ms. Stobbart in consideration of their exceptional dedication, diligence and time commitment throughout the fiscal (and school) year. Ms. Savery and Ms. Stobbart have ensured the continuity and operational integrity of the Collaborative Transportation operations without additional remuneration (or requests for additional remuneration) in a period of significant change. Mr. Hilton noted that the recommendation for this additional remuneration recognizes the exceptional dedication and commitment of these individuals, but does not adjust their positions or their base salaries. He further explained

that the Collaborative (including Ms. Savery and Ms. Stobbart) continues to seek the appropriate support structure and personnel arrangements for the long term stability of the operation(s).

Mr. Morris observed that it is preferable to offer additional remuneration in a situation like this rather than increase the base salaries.

Mr. McGee made a motion that the Board vote to approve additional remuneration of \$5,000 each for Ms. Savery and Ms. Stobbart. This motion was seconded by Ms. Williams.

SO VOTED – UNANIMOUS

c. Previous Year Reconciliation and “Charge-Off” of “Uncollectable Invoices” **VOTE**

Mr. Hilton asked Board members to refer to the information contained in the Board packet. There are a number of “receivables” that have accumulated over the past few years that remain “open”. He noted that some of these “receivables” are duplications of paid invoices associated with the migration to new accounting software, some were incorrect invoices, and some were invoices that the associated districts would not pay, or disputed.

Mr. Hilton also noted that there are also invoices associated with the lunch program that have remained “uncollectable”. He explained that many of these situations are associated with the application process and the timing for free and reduced lunches (late application), while others are associated with parental inability to pay (or confusion regarding charges), and a few are associated with parental refusal to pay or apply for free/reduced lunch.

Mr. Brown recommended that the Board vote to “charge off” these “uncollectable invoices” from previous fiscal years. Mr. Brown noted that he will continue to review these balances and will provide the Board with further documentation, as requested by the Finance Subcommittee. Mr. Brown observed that this “charge off” is not expected to have an adverse impact upon the financial position of the Collaborative due to existing Encumbrances on the balance sheet; the remaining Allowance balance carried for “bad debt” is sufficient to provide for remaining Accounts Receivable balances.

Mr. Morris observed that some of the old, unpaid invoices are due from member districts. He asked if some of these could be resolved by communicating with the districts’ administration. Mr. Morris also observed that, due to the change of administrators within many districts, this may not be an easy task. He asked if there was a role for the Board to play in the resolution of these outstanding invoices.

Mr. McGrail suggested that it could be difficult to resolve aged invoices if the town is required to go to town meeting for a vote.

Mr. Hilton noted that some of these invoices can be cleaned up, but some cannot. He suggested that each of these can be reviewed individually at a Board meeting in the fall.

Mr. Brown is requesting a vote of the Board to utilize the balance sheet reserves to write off these recommended “account receivable” balances by shifting the

encumbrances to an allowance for uncollected invoices.

Mr. McGee made a motion that the Board vote to shift the detailed encumbrances to an allowance for uncollected invoices. This motion was seconded by Mr. Morris.

SO VOTED - UNANIMOUS

d. FY16 Budget Development

Mr. Hilton and Mr. Brown reviewed the FY16 Spending Plan. Mr. Hilton noted that the FY16 Tuition Rates and FY16 Service Rates had been approved by a vote of the Board at the May 14, 2014 meeting. He explained that a revised DRAFT of the FY16 Proposed Spending Plan was included with the Board materials. He noted that the final vote on the Spending Plan and Budget must occur in June.

Mr. Hilton noted that the FY16 Spending Plan is based on the following district commitments:

- Service Commitments
 - Programs
 - STAR
 - i. September Projection of 50 students
 - ii. Total School Year Projection of 54 FTEs
 - iii. Extended School Year (Summer) Projection at 55
 - Waypoint Academy
 - i. Commitments Projected at 49
 - ii. Total School Year Projected at 62 (FTEs)
 - iii. Extended School Year (Summer) Projection at 32
 - Transportation
 - Special Education – In-District
 - i. Nauset - Committed through FY16
 - ii. Nantucket – Committed through FY16
 - iii. Mashpee – Committed through FY16
 - iv. Truro – As needed
 - Special Education – Out-of-District
 - i. Nauset – Committed
 - ii. Nantucket – As Needed
 - iii. Truro – Committed
 - iv. Dennis-Yarmouth – Committed
 - v. UCT / CCT – If Needed; As Needed
 - vi. Mashpee - Committed
 - Therapies
 - Barnstable – SLPA (mid-year - .4) - Committed
 - Bourne – PT / PTA (4.5) - Committed
 - CCT – OT (1.0), BCBA (.5), PT (hourly) –Committed
 - D-Y – OT(1.0), BCBA (1)– Committed
 - Monomoy – PT / PTA (4.0) - Committed

- Martha's Vineyard- SLP (5.0)
 - Nantucket - BCBA (1.0)–Committed
 - Plymouth – BCBA (1.0) - Committed
 - Provincetown – OT (1), PT (.5) –Committed
 - Riverview – OT (2.5) committed
 - Sandwich – PT (3.0) Committed
 - Truro – OT (2.5), PT (.6+). BCBA (.5)– Committed
 - UCT – OT (.5) Committed
- Other
 - Data Specialist Contract (state) – May be discontinued- September 2015
 - ASLP to continue at higher levels – FY16

e. FY16 Spending Plan & Budget

VOTE(s)

Mr. Hilton noted that the FY16 Budget was reviewed at the April & May Board meetings. He noted that the Board voted to approve the FY16 Tuition & Service Rates at the May Board meeting. Mr. Hilton made note of the changes created by the changes in projection for enrollment. He explained that there have been an increased number of students entering the programs, and an increase in the number of referrals received.

Mr. Hilton also reviewed the revised allocation of central office (program-wide) expenses.

Mr. Morris suggested that it would be beneficial to review once again the difference between the Spending Plan and the Budget. Mr. Hilton described the Spending Plan as revenue-dependent, noting that income has been estimated conservatively, and expenses liberally. Mr. Hilton observed that the Budget must adhere to statutorily established sets guidelines and must include any expenses (not necessarily associated with fiscal year operations). He summarized that the Spending Plan is the operating documentation; and that the Budget is required by the state.

The Spending Plan & Budget for FY16 are based upon several assumptions and priorities (as indicated on the face page of the FY16 Spending Plan):

- Technology Equipment & Service Upgrades are included
- GPS costs are included for Special Education Out-of-District and Mashpee “Big Bus” Routes
- Benefits Increases are Factored at 10%
- Salary Increases are Factored @ 2% for Salary Grid
- Addition of 2nd Mechanic
- Consolidating Transportation Driver Rates.
- Purchase of new Regular Ed and Special needs vehicles.
- Risk-Eraser (Marc Hauser) Contract Continues
- Capital & Operating “Reserves” Are Included
- OPEB Allocation Continues @ 3% of Labor

- OPEB Deposit from Fund Balance Will Continue @ \$180,000
- Staff Reductions Across Program & Support Areas

Mr. Hilton and Mr. Brown recommended that the Board vote to adopt the FY16 Spending Plan as included in the Board materials.

Mr. Morris made a motion that the Board vote to adopt the FY16 Spending Plan as included in the Board materials. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

Mr. Hilton and Mr. Brown also recommended that the Board vote to adopt the FY16 Budget as included in the Board materials.

Ms. Sette made a motion that the Board vote to approve the FY16 Budget as included in the Board materials. This motion was seconded by Mr. Lazarus.

SO VOTED – UNANIMOUS

f. Network Agreements (MOUs) – Transportation

- | | |
|---|-------------|
| • Mashpee – Special Education | VOTE |
| • Nauset – Special Education | VOTE |
| • Nantucket – General & Special Education | VOTE |
| • Truro – General Education | VOTE |

Mr. Hilton asked to Board to consider and vote upon the Memoranda of Understanding to memorialize the agreements associated with service provision for the districts indicated above. He noted that copies of these MOU were included with Board materials for the meeting and were also available at the meeting.

Mr. Hilton reminded the Board that each MOU is differently constructed and dependent upon the particular needs of the school districts. He also noted that there may be revisions sought at a later meeting for the Mashpee Special Education MOU associated with changing needs.

Mr. McGee and Mr. McGrail sought clarification regarding fuel sources. Mr. McGee noted that Mashpee has a municipal source, and asked how fueling is handed on shared routes. Mr. Hilton indicated that the Collaborative currently has the ability to purchase fuel through a fleet program, which allows drivers to fuel tax free, at a discounted rate at many different sites. Mr. McGrail observed that purchasing through the municipal group may offer savings in a market where gas prices are increasing, but when gas prices drop the municipality is held to a higher price.

Mr. McGee made a motion that the Board vote to approve the Network Agreements (MOUs) for transportation services. Mr. Morris seconded this motion.

SO VOTED - UNANIMOUS

g. Collaborative Handbooks

VOTE(S)

- Advanced Studies & Leadership Program 2015 VOTE
- Waypoint Academy/ Student Handbook VOTE
- STAR Program Parent / Student Handbook VOTE
- Employee Manual / Handbook VOTE
- Transportation Employee Handbook VOTE
- Health Care Procedures Manual VOTE

Mr. Hilton described revisions to the handbooks associated with policies and procedures for employees and students of the Cape Cod Collaborative. He noted that the handbooks have been revised and updated to reflect changes to policies and procedures consistent with legal and regulatory changes. (Updates were highlighted in yellow.) Mr. Hilton noted that paper copies of each handbook were available at the Board meeting, and electronic copies had been sent to each Board Member with their Board materials.

Mr. Hilton explained that these changes included:

- Transportation Employee Handbook
 - Sick Leave Implementation – (including accrual and incentive)
 - Clarification of timekeeping
 - Fueling
 - “Snow Crew”
 - Mandatory Annual Training Remuneration
 - Drug Testing – Time remuneration
 - Clarification of “Longevity” Bonus / Award
- STAR & Waypoint Handbooks
 - Revision to language and processes associated with restraint and seclusion
 - Revision to de-escalation/restraint training processes and (new) format

Ms. Williams made a motion that the Board vote to approve the Advanced Studies & Leadership Program Handbook, Waypoint Academy Parent/Student Handbook, STAR Program Parent/Student Handbook, Employee Handbook, Transportation Employee Handbook and the Health Care Procedures Manual. This motion was seconded by Mr. McGee.

SO VOTED – UNANIMOUS

Mr. Widegren left the meeting at 6:17 PM.

h. Annual Appointment of School Physician

VOTE

Mr. Hilton recommended Dr. Mathew H Baldasarro for appointment as School Physician for Cape Cod Collaborative Programs for the 2015-2016 School Year. Dr. Baldasarro has served in the capacity for the past four (5) years. Mr. Hilton noted that Dr. Baldasarro is a pediatrician in practice at Bass River Pediatrics in South Yarmouth.

Referring to the contract provided in the Board packet, Mr. Hilton noted the Collaborative has issued a contract each year for \$5,000 to Dr. Baldassarro. Mr. Hilton observed that Dr. Baldassarro has not yet invoiced the Collaborative in any year.

Mr. Lazarus made a motion that the Board vote to appoint Dr. Baldassarro as School Physician for the Cape Cod Collaborative Programs for the 2015-2016 school year. This motion was seconded by Mr. Morris.

SO VOTED - UNANIMOUS

i. Personnel Recommendations FY2016	VOTE(S)
• Advanced Studies & Leadership Program	VOTE
• Extended School Year Program(s)	VOTE
• Waypoint Academy	VOTE
• STAR Program	VOTE
• Transportation Recommendations	VOTE
• Therapy Recommendations	VOTE
• Administrative Recommendations	VOTE
• Administrative Salary Recommendations (2 % increase)	VOTE(S)
○ Jim Brown	
○ Laurence Carroll	
○ Anita Woods	
○ Joseph Gilbert	

Mr. Fichtenmayer suggested that the Board consider voting on Personnel Recommendations and Administrative Salary Recommendations for FY2016 together as one vote. The Board agreed by unanimous consent.

Ms. Medeiros made a motion that the Board vote to approve all Personnel Recommendations and Administrative Salary Recommendations as provided in the agenda and Board packet. This motion was seconded by Ms. Sette.

SO VOTED - UNANIMOUS

- Delegation of personnel authority to Executive Director VOTE
- Mr. Hilton noted that it may become necessary for the Executive Director to add and/or terminate staff during the summer and/or before the school year. He suggested that the Board might delegate this authority to the Executive Director until the Board meets again. The Executive Director will notify the Board at the first meeting following the personnel action for a formal vote by the Board regarding the action(s).
- Mr. McGee made a motion that the Board vote to delegate personnel authority to the Executive Director until the next meeting of the Board. This motion was seconded by Mr. Morris.

SO VOTED - UNANIMOUS

j. Contract for Risk-Eraser

Mr. Hilton noted that Dr. Marc Hauser has continued to have a remarkably positive impact upon Collaborative staff, students and the programming. He noted that Dr. Hauser will continue consulting with other collaboratives and non-profit organizations in the coming year.

Mr. Carroll described the positive results he has seen attributable significantly to the work associated with this contract. Dr. Hauser's commitment has been evident in the hours he commits to the Collaborative programs. Dr. Hauser has made himself available, not only to set up databases, but to work with teachers and students.

Ms. Medeiros observed that the contract with Dr. Hauser has shown impressive results, both in the data collection and through assisting teachers with interpretation of the data collected.

Mr. Morris provided an endorsement for Dr. Hauser, noting that he had the opportunity to be present during one of Dr. Hauser's presentations.

Mr. Hilton recommended that the Collaborative continue to contract with Dr. Hauser through FY16. Mr. Hilton recommended that the Collaborative contract with Dr. Hauser through his (Dr. Hauser's) consulting organization for a consulting amount not to exceed \$70,000. The final contract continues to be developed as particular outcomes are sought to support Collaborative programming (Waypoint, STAR & Transportation).

Mr. Lazarus made a motion that the Board vote to allow the Executive Director to enter into contract negotiations with Dr. Hauser/Risk Eraser for consulting work, at an amount not to exceed \$70,000, and to grant Mr. Hilton the authority to sign the contract. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

Mr. Hilton discussed the Collaborative intention to procure database development support through Dr. Hauser's organization (amount expected at approximately \$7,500).

It is recommended that the Board grant Mr. Hilton, as Executive Director, the authority to continue to negotiate the terms of the contract with Risk-Eraser for database development and support, and to grant Mr. Hilton the authority to sign the contract with Risk-Eraser.

Ms. Williams made a motion that the Board vote to grant the Executive Director authority to continue to negotiate the terms of the contract with Risk-Eraser for database development and support, and to grant the Executive Director the authority to sign the contract. This motion was seconded by Mr. Morris.

SO VOTED - UNANIMOUS

k. Programs/Services

• Waypoint

- Programming

- Report regarding Annual Scholarship Golf Tournament
- Revised Calendar Approval – FY16

VOTE

Mr. Carroll discussed the enrollment and programming at the Waypoint Academy. He noted that the Scholarship Golf Tournament will be held on Saturday, June 13th. He explained that at the time of the Board meeting, there were only a few spaces available; with 18 teams and 72 people having committed to participate. Mr. Carroll noted that funds raised at this tournament go toward supporting students who seek further education. Mr. Carroll explained that Waypoint Academy graduated 11 students from the program this year. He indicated that the graduation ceremony was well attended; representatives from member school districts and parents were present.

Mr. Carroll observed the program has seen increased parental participation in the Parent Advisory Group. He also described recent events at the school, including the Science Fair, Multi-Cultural Day, and the establishment of a food bank.

Mr. Hilton referenced a letter, written by the parent of a Waypoint student, which praised the program and staff.

Mr. Carroll noted that the program is likely to finish the school year with 63.5 tuitions and is likely to hit its revenue target.

Mr. Hilton discussed the possible relocation of the Waypoint Academy to land adjoining Upper Cape Tech.

Mr. Carroll, noting that an error had been made in the Waypoint school year calendar which was previously approved by the Board, asked that the Board vote to approve the corrected calendar.

Ms. Medeiros made a motion that the Board vote to approve the corrected Waypoint calendar for the 2015-2016 school year. This motion was seconded by Mr. Lazarus.

SO VOTED – UNANIMOUS

• STAR / Osterville

- Programming
- Family Fun Day – June 5th

Ms. Woods was unable to attend this meeting. Mr. Hilton provided an overview of the current and projected enrollment for FY16 as well as highlighting areas regarding program operations. Mr. Hilton observed that the “Family Fun Day,” scheduled for June 5th at the Osterville Campus site, was well attended.

• Extended School Year Programs

- Waypoint / Alternative Education Program
 - Activities
 - Calendar

- STAR / Osterville
 - Activities
 - Calendar

Mr. Hilton briefly described the Extended School Year programs offered at Waypoint Academy and at the STAR Program in Osterville. He explained that these programs run Monday-Thursday from July 6th through August 13th. Mr. Carroll described the project-based learning opportunities, focused on science, English and math, available at Waypoint Academy during the Extended School Year program.

● **Transportation**

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

- Staffing

Mr. Hilton and Mr. Brown will continue to recommend changes to the transportation staffing during FY16.
- Staffing / Routing

Mr. Hilton updated the Board regarding staffing and routing. Please note that the routing and staffing is continually monitored and modified to ensure efficiency (and effectiveness) in operation.
- Mr. Brown, the Chief Procurement Official, continued to receive bids for the purchase of five (5) mini-buses under RFP 2016-002. He reviewed the results of the bidding process with the Board at the meeting. He noted that bids were received from Datco, Don Brown Bus Sales, and Anderson Bus Services. Mr. Brown asked that the Board vote to award the bid to the vendor recommended by Chief Procurement Official. As Chief Procurement Official, Mr. Brown recommended that the Board vote to award the bid to Don Brown Bus Sales. Under the bid, Don Brown Bus Sales will provide 5 Star-Craft mini-buses at a cost of \$275,411. **VOTE**

Ms. Medeiros made a motion that the Board vote to award the bid to Don Brown Bus Sales. This motion was seconded by Mr. Morris.

SO VOTED – UNANIMOUS

- Mr. Brown, the Chief Procurement Official, requested a vote to authorize the Chief Procurement Official (Mr. Brown) to solicit proposals for a three (3) year contract for GPS services. **VOTE**

Mr. McGee made a motion that the Board vote to authorize the Chief Procurement Officer to solicit proposals for a three (3) year contract for GPS services. This motion was seconded by Mr. Morris.

SO VOTED - UNANIMOUS

- **Therapies**

Mr. Hilton provided an update regarding the provision of services within the Collaborative and to districts (and others). Mr. Hilton noted the Collaborative is finishing the year in a fairly good position, although there were some challenges during the school year. He noted that therapy services provided by the Collaborative met targeted projections, but did not fully cover the associated administration costs. Mr. Hilton continues to work with school districts to determine which services are needed for the upcoming school year.

- **Southeastern Collaborative Regional Organization (S-CRO)**

Memorandum of Understanding (MOU) renewal for 2015-2016 **VOTE**

Mr. Hilton reminded the Board that the collaboratives throughout southeastern Massachusetts formed a cooperative / collaborative group in 2009 to alleviate some duplicity in services and to enhance resource efficiency. He explained that this collaboration has allowed for increased development in regional capacity and service delivery throughout the region. Mr. Hilton noted that there have been grant programs and state projects that have been facilitated through this group including, but not limited to:

- Regional Data Specialist Support (DSAC) – multiple grants
- Regional DSAC Administrative Support – grant funding
- Shared Professional Development
- Regional Information Technology Grant Funding
- Staffing of Executive Director for Southeast Readiness Center

Mr. Morris made a motion that the Board vote to approve the Memorandum of Understanding (MOU) renewal for 2015-2016. This motion was seconded by Ms. Medeiros.

SO VOTED – UNANIMOUS

- **Special Projects**

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

- Professional Development / Grants
 - Early Learning Network – Fund 808 Collaborative Grant
Dr. Gilbert discussed grant funded programming that has provided opportunities for professional development and programs to strengthen families. He described the “Building Bridges” conference held on May 7th. He explained that ten 8-member teams participated. Dr. Gilbert also described professional development opportunities which will occur over 2 days this summer.

- ASLP
Dr. Gilbert discussed the current planning for the Summer 2015 ASLP Program.
Dr. Gilbert noted that acceptance letters were mailed out at the beginning of April and that scholarship notices were also mailed at the beginning of April.
Dr. Gilbert extended kudos to the new president of the Mass Maritime Academy, Fran McDonald. Mr. McDonald has been involved with ASLP since its inception.
Dr. Gilbert described the participation of 36 cadets from Mass Maritime, who will be acting as teaching assistants and proctor interns. Scholarships were offered to students who are eligible for free or reduced school meals. Dr. Gilbert recognized National Grid for providing \$40,000 in scholarships to ASLP students. He also recognized the Bilezikian Foundation for providing \$10,000 in funding which helps to offset program costs.
Mr. Morris noted the excellent work being done by the Collaborative, citing both the ELN grant and ASLP.

Mr. McGrail left the meeting at 6:45 PM.

- Fund 235 – Inclusive Concurrent Enrollment Grant
Mr. Hilton noted that this grant provides an opportunity for students to access education at the Cape Cod Community College. He indicated that there have been recent articles in the paper regarding these opportunities.

I. Virtual High School

VOTE

Mr. Hilton discussed the consortium for Virtual High School that has existed through the Cape Cod Collaborative since 2001.

Mr. Hilton recommended that the Board authorize the Executive Director to execute a new contract with Virtual High School for the 2015-2016 School Year on behalf of the districts participating in the consortium, at the same financial terms as in previous years.

Ms. Medeiros made a motion that the Board vote to authorize the Executive Director to execute a new contract with Virtual High School for the 2015-2016 school year. This motion was seconded by Mr. McGee.

SO VOTED - UNANIMOUS

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. He noted that 16-18 students are currently attending Nauset schools through an independent arrangement that they have with two (2) international student placement agencies.

Mr. Hilton noted that Mashpee and Falmouth have been recently and actively been discussing this opportunity. Mr. Hilton observed Dennis-Yarmouth Regional is beginning their participation in a program offered through the Confucius Institute which will bring teachers into their schools. Mr. Hilton noted that the Collaborative will continue to bring district representatives together to discuss this opportunity and to fund supports.

VI. Cracker Barrel Discussion

a. Local District Budgets

Board members were invited to share current concerns and challenges in local educational budget development. Mr. Morris observed that it is important to consider how the budget is presented to the public.

b. Questions / Concerns

No questions or concerns were brought forward at this meeting.

VII. Other

No other issues were brought forward for discussion at this meeting.

VIII. Executive Session (if necessary)

a. Contract Discussion for non -union Personnel

It was not necessary for the Board to enter into Executive Session at this meeting.

IX. Adjournment

Mr. Lazarus made a motion that the Board vote to adjourn the June 10, 2015 meeting of the Cape Cod Collaborative Board of Directors. This motion was seconded by Mr. McGee.

SO VOTED – UNANIMOUS

The meeting was adjourned at 6:59 PM.