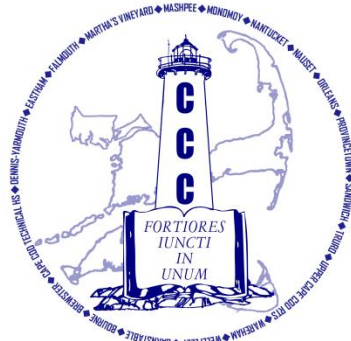


Cape Cod Collaborative  
418 Bumps River Road  
Osterville, MA 02655



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 14, 2017 - 5:00PM**

**I. Call to Order**

The June 14, 2017 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:02 PM by Robert Fichtenmayer, Vice-Chair. In attendance were:

Upper Cape Cod RTS	Robert Fichtenmayer, Vice-Chair
Barnstable	Mike Judge
Bourne	Chris Hyldburg
Dennis-Yarmouth	Phillip Morris
Eastham	Mary Louise Sette
Mashpee	Nicole Bartlett
Orleans	Hank Schumacher
Sandwich	Beth Cummings
Wareham	Mary Morgan (in at 5:20 PM)
Wellfleet	Jill Putnam (out at 7:18 PM)
Treasurer	William Friel
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Amy Lipkind
STAR Program Director	Dr. Anita Woods
Waypoint Director (outgoing)	Larry Carroll (in at 5:13 PM)
Waypoint Director (incoming)	Dr. Kevin Turner

Mr. Fichtenmayer turned the meeting over to Mr. Hilton for the appointment of Board officers. Mr. Hilton welcomed Mr. Hyldburg and Ms. Bartlett to the Board.

## **II. Appointment of Officers**

## **VOTE**

### **A. Election of Chairperson**

Mr. Fichtenmayer recommended Ms. Larsen continue as the Board's Chair. Ms. Cummings expressed willingness to join with Ms. Larsen and act as Co-Chair.

Mr. Schumacher made a motion that Ms. Larsen and Ms. Cummings be appointed as Co-Chairs of the Board. This motion was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

### **B. Election of Vice-Chairperson.**

Mr. Fichtenmayer made a motion that the Board consider the position of Vice-Chair as redundant, with two Co-Chairs in service. This motion was seconded by Mr. Judge.

SO VOTED – UNANIMOUS

### **C. Election of Executive Committee.**

This Subcommittee of the Board is composed of five (5) Board members plus the Chairperson and Vice Chairperson. Mr. Hilton observed that this Executive Committee would consist of both Co-Chairs plus five additional Board members.

Mr. Morris, Mr. Judge, Mr. Hyldburg, Ms. Putnam and Ms. Schumacher were unanimously appointed.

### **D. Appointment of Treasurer**

Mr. Hilton made the recommendation that the Board reappoint William Friel, who has served as the Collaborative's Treasurer since his appointment in May.

Ms. Putnam made a motion that the Board vote to appoint Mr. Friel as Treasurer. This motion was seconded by Mr. Morris. Mr. Judge highly recommended this appointment.

SO VOTED – UNANIMOUS

### **E. Appointment of Assistant Treasurer**

Mr. Friel indicated that he currently has the time to adequately handle this position, noting that he has been completing his orientation speaking with the auditors, the banking institutions used by the Collaborative, and the Collaborative's administrative staff.

Mr. Fichtenmayer made a motion that the appointment of Assistant Treasurer be tabled at this time. The motion was seconded by Ms. Bartlett.

SO VOTED – UNANIMOUS

### **F. Appointment of Secretary to the Board of Directors**

Mr. Hilton made the recommendation that the Board consider re-appointment of Elizabeth Deck, the Board's current secretary.

Mr. Fichtenmayer made a motion that the Board vote to appoint Ms. Deck as Secretary. This motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

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

The Board currently meets on the second Wednesday of the Month from September through June of each school year and as needed in the summer. The meetings currently occur at 5:00 PM at the Collaborative offices in Osterville. Mr. Hilton noted he recently

reminded Superintendents about this meeting schedule, suggesting district meetings could be scheduled to avoid conflicts.

Mr. Judge made a motion that the Board vote to continue meeting the second Wednesday of the month from September to June, at 5:00 PM in Osterville. Mr. Schumacher seconded the motion.

SO VOTED - UNANIMOUS

Ms. Cummings stepped in to Chair the meeting.

### **III. Minutes**

#### **a. May 10, 2017**

#### **VOTE**

Mr. Schumacher made a motion that the Board vote to approve the minutes of the May 10, 2017 Board of Directors meeting. Mr. Judge seconded the motion.

SO VOTED

YEA – 8      NEA – 0      ABSTAIN – 2 (Sette, Bartlett)

Mr. Fichtenmayer asked Mr. Carroll to stand. Mr. Hilton presented Mr. Carroll with a lamp, engraved with the Collaborative's logo and Mr. Carroll's name. Mr. Hilton and Board members thanked Mr. Carroll for his long-time service to the Collaborative.

Mr. Carroll thanked the Board for the strong support provided to the Collaborative and its programs, including Waypoint Academy.

Mr. Hilton suggested that Board members take a portion of the agenda out of order, moving to the Waypoint Academy Director Search. Board members unanimously concurred.

### **IV. Old Business**

#### **a. Waypoint Academy Director Search**

#### **VOTE**

The Board authorized Mr. Hilton to make a provisional appointment and to negotiate a contract with one of the two finalist candidates for the position as Director of Waypoint Academy.

Following Waypoint group meetings with the finalists, Mr. Hilton discussed the process with Dr. Chris Bogden, and proposed a contract with Dr. Kevin Turner for the Waypoint Director in a format that is consistent with the contract for the Collaborative Business Manager (notification by January 1 each year of subsequent year appointment).

Mr. Hilton recommended that the Board formally appoint Dr. Kevin Turner as the Director of the Waypoint Academy Program.

Mr. Morris made a motion that the Board vote to formally appoint Dr. Kevin Turner as the Director of the Waypoint Academy Program. Ms. Putnam seconded this motion.

SO VOTED – UNANIMOUS

Mr. Morris expressed that he is happy to return to represent Dennis-Yarmouth on the Board of Directors, and that it is a pleasant surprise to be able to vote to appoint Dr. Turner to this position. Mr. Morris indicated he has known Dr. Turner for 20 years or more.

Mr. Schumacher asked when the contract would begin. Mr. Hilton, noting the contract will begin July 1<sup>st</sup>, indicated Dr. Turner has been spending time working with Mr. Carroll and Dr. Bogden to facilitate the transition.

Dr. Turner expressed his appreciation, welcoming the opportunity to continue the work begun by Mr. Carroll. Dr. Turner indicated he is excited by the challenge offered by the relocation to Sandwich, and looks forward to growing and fostering this amazing program.

## **b. Transportation**

- Invoicing

Ms. Lipkind 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. May invoices will be ready to mail soon, and June invoices should be out quickly thereafter. Mr. Hilton noted billing for shared rides/routes cannot be completed until after the school year ends. The Collaborative works closely with business managers.

- 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.

Mr. Hilton noted 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. Some of these lower costs have been due to the use of older vehicles, some which now have in excess of 230,000 miles of use. He noted that there are fourteen vehicles which will require replacement.

Mr. Hilton continued to recommend that the districts using this cost-sharing opportunity meet during the summer to refine the “network agreement” in preparation for FY18.

Mr. Schumacher asked how long Mr. Brown would remain as consultant for transportation services. Mr. Hilton indicated this would continue indefinitely. Once Mr. Brown completes a review of this year, his hours will be limited. Mr. Hilton observed the Nauset school system has asked that Mr. Brown continue to be involved in transportation-related discussions. Mr. Schumacher congratulated Ms. Lipkind on her efficient handling of transportation billing.

**c. Wing School Leasing Opportunity**                      **Discussion / VOTE**

Mr. Hilton continued to meet with representatives from the Sandwich Public Schools and the town of Sandwich as a lease of a portion of the Wing School is further investigated.

Mr. Hilton discussed the status of the negotiations regarding the development of an *inter-municipal memorandum of understanding - lease agreement* with the Sandwich Public Schools.

• **Authorization to Sign Letter of Intent**                      **VOTE**

Mr. Hilton noted that the Sandwich School Committee and the Town of Sandwich are expected to be prepared to sign a *Letter of Intent* associated with the lease development.

Mr. Hilton reviewed the Letter of Intent and recommended that the Board vote to authorize him to sign this letter of intent, including obligation for funding, as the formal *inter-municipal memorandum of understanding - lease agreement* with is developed.

Mr. Judge made a motion that the Board authorize Mr. Hilton to sign the Letter of Intent associated with the development of the lease for the Wing School in Sandwich. Mr. Fichtenmayer seconded the motion.

SO VOTED

YEA - 9              NEA - 0              ABSTAIN - 1 (Cummings)

Ms. Cummings provided an update. She explained that the Sandwich School Committee meeting held discussion on the Letter of Intent, and approved the Letter with one revision to Section 20E pertaining to interaction between Waypoint and pre-school students. It is expected the preschool located on the Wing School campus will be relocated to the Forestdale School.

Ms. Cummings noted other concerns brought forward by School Committee members, including how the cost for major repairs, due to some unforeseen situation, would be apportioned. She also noted there is a "blank" for the number of square feet leased by the Collaborative.

Both Mr. Hilton and Ms. Cummings indicated development of a lease is expected to be of benefit both the Sandwich Public Schools and the Collaborative.

• **Authorization to sign lease**                      **VOTE**

Based upon criteria in Letter of Intent, Mr. Hilton recommended the Board vote to authorize him to sign the resulting lease document.

Ms. Putnam made a motion that the Board vote to authorize Mr. Hilton to sign the lease resulting from the Letter of Intent. Mr. Fichtenmayer seconded the motion.

SO VOTED

YEA - 9              NEA - 0              ABSTAIN - 1 (Cummings)

• **Authorization for Expenditure to Renovate Leased Space VOTE**

Mr. Hilton discussed the plans to prepare sections of the Henry T Wing School for use by Waypoint Academy. Mr. Hilton will seek authorization to spend up to \$125,000 to prepare the space for use by the Collaborative. He indicated that an accounting will be prepared for the Board for the first meeting of FY18.

It is expected that the following items will need to be addressed as the Collaborative prepares to use space at this school:

- Cleaning / painting of rooms (rugs/ floors)
  - Purchase and (re)installation of white boards throughout classrooms
  - Replacement of ceiling tiles (substantial area)
  - Wiring of classrooms to effectively support Collaborative IT and phone needs
  - “Curb-cut” at proposed Waypoint Academy entry
  - Installation of electronic locks throughout access points to other parts of building and integration to fire alarm system
  - Installation of safety barrier at main staircase
  - Installation of safety barrier at “balcony hallway” on second floor over library
  - Calibration and testing of central air units and local air units
  - Preparation and “build” of student separation spaces
  - Packing and moving
- Mr. Hilton asked the Board to consider the authorization of the contracting of expertise in the “project management” of preparing the building for occupancy. Mr. Hilton will suggest utilizing the expertise of a former facilities director for the Sandwich Public Schools that is familiar with the building and can effectively assist with the building preparation.

Ms. Cummings clarified that the cost for this “project management” is included in the \$125,000 authorized by the Board.

Mr. Fichtenmayer asked if the Collaborative has received estimates for the necessary repairs. Mr. Hilton indicated that the funds sought are a rough estimate based on input received from the engineers and facility managers.

Mr. Morris asked if the time frame is adequate to complete repairs and move the program prior to the start of the school year. Mr. Hilton noted cleaning and painting could be done quickly, but the cost to install locks to increase program security may take longer.

Mr. Hilton expressed his belief that the sum of \$125,000 is more than what will be actually needed. He suggested the Finance Subcommittee and/or the Executive Committee could be called, if needed.

Mr. Hyldburg made a motion to approve the expenditure of funds up to \$125,000 to renovate the space at the Wing School leased by the Collaborative. The motion was seconded by Ms. Putnam.

SO VOTED

Yea – 9      Nea – 1      Abstain – 1 (Cummings)

The Board entered into a discussion regarding how repairs in excess of \$125,000 could be funded, if required.

Mr. Hyldburg made a motion that the Board vote to authorize the Facility SubCommittee to approve additional expenses not to exceed a total of \$200,000. Mr. Judge seconded the motion.

SO VOTED  
YEA – 8      NEA – 0      ABSTAIN – 2 (Schumacher, Cummings)

## V. New Business

### a. Warrants

### VOTES

- |       |       |
|-------|-------|
| • #43 | • #46 |
| • #44 | • #47 |
| • #45 |       |

Mr. Judge made a motion that the Board agree to vote Warrants #43, #44, #45, #46 and #47 as a slate. Ms. Putnam seconded the motion.

SO VOTED – UNANIMOUS

Mr. Judge made a motion that the Board vote to approve the slate of Warrants. Mr. Fichtenmayer seconded the motion.

Mr. Schumacher, noting the word “verify” next to some items on the Warrants, asked for clarification. Mr. Friel indicated he makes a note when he has a question on an item, then seeks specific detail before he signs the Warrant. The Board may see this comment as Mr. Friel continues to familiarize himself with the Collaborative’s processes.

SO VOTED – UNANIMOUS

### b. FY17 Spending Plan

### VOTES

- Updates

#### Discussion

Ms. Lipkind noted the current revenue projections are expected to be sufficient to support anticipated expenses for the fiscal year.

- FY17 Budget Revision

#### VOTE(s)

Treasurer William Friel and Business Manager Amy Lipkind updated the Board regarding the status of the Budget Closeout and recommend changes to the Budget consistent with projections for the close of FY17. Mr. Hilton noted the Collaborative is likely to finish FY17 with a fund balance of approximately \$130,000. Mr. Friel suggested the Board might consider depositing funds to the OPEB Trust Fund earlier than has been done in the past.

- OPEB Charge-Off

#### VOTE

Ms. Lipkind recommended the “charge off” of the liabilities for Other-Post-Employment-Benefits (OPEB) expenses made from the Operating Budget over the past year (FY17). This “charge off” will decrease the long term liability for OPEB by the associated amounts. It

was explained that, in the event that this “charge off” is not made, the liability for these expenses would decrease the balance in the OPEB Trust Fund.

Mr. Hyldborg asked for information regarding the current value of the OPEB trust. Ms. Lipkind referred to the reconciliation information provided in the Board packet which indicate an account balance of \$779,000.

Mr. Hilton, noting the Collaborative is on the cusp of utilizing the Trust Fund, facing an increasing number of employee retirements.

Mr. Fichtenmayer felt the Board of Directors and Collaborative administration deserve credit for addressing the OPEB issue proactively. He asked if the Collaborative was exploring investment options for the trust fund. Mr. Friel indicated that he is working on finding out specifically what is being done and will report fully at an upcoming Board meeting.

Mr. Morris made a motion that the Board vote to authorize the charge off of the OPEB liabilities. The motion was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

○ **Modified Line Item Budget** **VOTE**

Ms. Lipkind and Mr. Friel recommended the Board vote to adopt the Line Item Budget of \$13,455,842 as a whole. Mr. Hilton observed a vote on the Line Item Budget is required by the State.

Ms. Putnam made a motion that the Board vote to approve the Modified Line Item Budget as included in the Board Packet. Mr. Judge seconded the motion.

SO VOTED – UNANIMOUS

● **Personnel**

○ **Additions** **VOTE**

- Angela Bergonzi STEM Teacher - ASLP
- John Robert Costello STAR Paraprofessional (Temp)
- Kathleen Dwyer Spare Bus Monitor, Nantucket
- Brenda Gaskill Transportation Accounting Coordinator
- Paul Palladini CDL Driver (Training)
- Trina Underwood Spare Monitor

○ **Reductions**

- Katharine Jones, Spare Monitor
- Mary Ann Mulhern, Admin Assist (temp)
- Rutherford, Sarah, Spare Monitor
- Tibbetts, David, Spare 7D Driver
- Woods, Marianne, Spare Monitor
- Mr. Larry Carroll



It was noted that Mr. Carroll will retire as the Director of Waypoint Academy after seventeen (17) years of dedicated service to the students, families and districts throughout the Cape Cod & Islands region. It was recommended that the Board accept Mr. Carroll's retirement with regret.

o Status Changes:

- Alice Fontaine, Spare CDL / Monitor (Truro)
- Carolyn Ellis, from Spare Monitor to Monitor (Truro)
- Barbara Lennon, Spare Monitor / Sub Cafeteria

Mr. Judge made a motion that the Board vote to approve Additions, Reductions and Status Changes noted on the agenda. Ms. Sette seconded the motion.

SO VOTED - UNANIMOUS

o Additional Remuneration

**VOTE**

- |                  |         |      |
|------------------|---------|------|
| • Corinne Savery | \$2,500 | VOTE |
| • Lisa Stobbart  | \$5,000 | VOTE |
| • Wendy Pennini  | \$5,000 | VOTE |
| • Andrea Barbel  | \$1,000 | VOTE |

Mr. Hilton, recognizing the outstanding efforts made by Transportation staff, recommended additional remuneration for Ms. Stobbart, Ms. Savery, Ms. Pennini and Ms. Barbel. He asked the Board to consider their exceptional dedication, diligence and time commitment throughout the fiscal (and school) year. Ms. Stobbart, Ms. Savery Ms. Barbel and Ms. Pennini have ensured the continuity and operational integrity of the Collaborative Transportation operations without additional remuneration (or request for additional remuneration) during a period of continued and significant change.

He explained that the recommendation for this additional remuneration recognizes the exceptional dedication and commitment of these individuals, the numerous additional hours that they commit to this vocation. He noted that the Collaborative (including Ms. Savery, Ms. Pennini, Ms. Stobbart and Ms. Barbel) continues to refine the support structure and personnel arrangements for the long term stability of the operation(s). Mr. Hilton explained that Ms. Savery retired at the close of the FY2016 fiscal year, and elected to continue part-time to the extent that her retirement would allow. He also indicated that Ms. Barbel joined the Transportation Administration in January 2017 and has been an invaluable addition to the team. Mr. Hilton also highlighted that salary adjustments for Ms. Stobbart, Ms. Pennini and Ms. Barbel are included in the FY18 Spending Plan (& Budget).

Mr. Morris made a motion that the Board vote to approve additional remuneration for Transportation staff as noted in the agenda. Ms. Putnam seconded the motion.

SO VOTED – UNANIMOUS

○ Vacation Carry Forward

**VOTE**

Mr. Hilton requested authority to grant “carry forward” of up to five (5) days of vacation for “full-year” employees. This practice is consistent with practice in previous years and is not expected to have an adverse impact upon the budget.

It was recommended that the Board vote to authorize Mr. Hilton to grant the “carry forward” of vacation time for year-round (administrative, administrators, business office and transportation central staff) employees upon request by each employee.

Mr. Morris made a motion that the Board authorize Mr. Hilton to grant the carry forward of vacation time for the employees specified. Ms. Sette seconded the motion.

SO VOTED – UNANIMOUS

### **c. FY18 Budget Development**

Mr. Hilton and Ms. Lipkind reviewed the FY18 Spending Plan. FY18 Tuition Rates and FY18 Service Rates were approved by a vote of the Board at the May 10, 2017 meeting. A revised DRAFT of the FY18 Proposed Spending Plan is included with your Board materials. A final vote on the Spending Plan and Budget must occur each June.

• Service Commitments

○ Programs

• STAR

- i. September Projection of 48-50 students
- ii. Total School Year Projection of 54 FTEs
- iii. Extended School Year (Summer) Projection at 54

• Waypoint Academy

- i. Commitments Projected at 43
- ii. Total School Year Projected at 64.5 (FTEs)
- iii. Extended School Year (Summer) Projection at 32

○ Transportation

• Special Education – In-District

- i. Nauset - Committed through FY17
- ii. Nantucket – Committed through FY17
- iii. Mashpee – Committed through FY17
- 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
  - CCT – OT (1.5), PT (hourly) –Committed
  - Provincetown – OT (1) –Committed
  - Riverview – OT (1.0) committed
  - Sandwich – PT (3.0) Committed
  - Truro – OT (2.5), PT (.6) Committed
  - UCT – OT (.5) Committed
  - Pilgrim Collaborative (2.0 SLP; 1.0 SLPA)
- Other
  - ASLP to continue at higher levels – FY18

**d. Network Agreements (MOUs) – Transportation**

Mr. Hilton observed it is necessary to consider and vote upon the Memoranda of Understanding to memorialize the agreements associated with service provision for the districts indicated above. Copies of these MOUs were included with Board materials.

**• Nauset – Special Education VOTE**

Mr. Fichtenmayer moved that the Board vote to approve the Nauset Special Education MOU. Ms. Sette seconded the motion.

SO VOTED - UNANIMOUS

**• Nantucket – General & Special Education VOTE**

Mr. Morris made a motion the Board vote to approve the Nantucket MOU for General and Special Education. Ms. Putnam seconded the motion.

SO VOTED - UNANIMOUS

**• Memorandum of Understanding (Network Agreement) VOTE**

Mr. Hilton asked the Board to consider approving the Network Agreement which provides the basis for out-of-district transportation invoicing.

Mr. Morris moved the Board vote to approve the MOU Network Agreement. Ms. Putnam seconded the motion.

SO VOTED - UNANIMOUS

**e. Collaborative Handbooks VOTE(S)**

- Waypoint Academy Parent / Student Handbooks VOTE
- STAR Program Parent / Student Handbook VOTE
- Employee Manual / Handbook VOTE
- Transportation Employee Handbook VOTE
- Health Care Procedures Manual VOTE

The handbooks associated with policies and procedures for employees and students of the Cape Cod Collaborative have been revised and updated to reflect changes to policies and procedures consistent with legal and regulatory changes.

- Transportation Employee Handbook

- Sick Leave Implementation Refinement – (including accrual and incentive)
- Sick Bank Option
- STAR & Waypoint Handbooks
  - Addition of S-BIRT substance abuse screening protocol
- Updated job descriptions to more accurately reflect responsibilities for specific positions

Mr. Judge made a motion that the Board vote all Collaborative Handbooks as a slate. Ms. Putnam seconded the motion.

SO VOTED - UNANIMOUS

**f. 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 2017-2018 School Year. Dr. Baldasarro has served in the capacity for the past four (5) years. Mr. Hilton explained that Dr. Baldasarro is a pediatrician in practice at Bass River Pediatrics in South Yarmouth.

He noted that the Collaborative has issued a contract each year for \$5,000 to Dr. Baldasarro. Dr. Baldasarro has not yet invoiced the Collaborative in any year.

Ms. Putnam made a motion that the Board vote to appoint Dr. Baldasarro as School Physician for the 2017-2018, with gratitude. Mr. Judge seconded the motion.

SO VOTED - UNANIMOUS

**g. Personnel Recommendations FY2018 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

Mr. Judge made a motion that the Board vote to approve Advanced Studies & Leadership, ESY School Year, Waypoint Academy, STAR, Transportation, Therapy and Administrative personnel recommendations as a slate. Mr. Morris seconded the motion.

SO VOTED – UNANIMOUS

Mr. Judge moved that the Board vote to approve the slate of personnel recommendations. This was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

- Administrators and Administrative Salary Recommendations (2 % increase) VOTE(S)
  - Jim Brown – hourly (\$75) until transition complete
  - Laurence Carroll – TBD carryover of days to be paid in FY18

Mr. Morris made a motion that the Board vote to approve a 2% increase to Administrator and Administrative salaries, and to authorize the hourly rate for Mr. Brown as well as the carry-over of Mr. Carroll’s days to FY18. This was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

- Delegation of personnel authority to Executive Director VOTE

Mr. Hilton explained that it could 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 may delegate this authority to the Executive Director. He explained that the Executive Director would notify the Board at the first meeting following the personnel action for a formal vote by the Board regarding the action(s).

Mr. Fichtenmayer made a motion that the Board vote to delegate personnel authority to the Executive Director until the Board meets again in September. The motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

**h. FY18 Spending Plan & Budget VOTE(s)**

The FY18 Budget was reviewed at the April & May Board meetings. The FY18 Tuition & Service Rates were approved at the May Board meeting. The Spending Plan & Budget for FY18 is based upon several assumptions & priorities (as indicated on the face page of the FY18 Spending Plan):

- Benefits Increases are Factored at 9.5% and 11.5%
- Salary Increases are Factored @ 2% for Salary Grid
- 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 Adjustments Across Program & Support Areas
- Purchase of New Vehicles (23 large buses – Bourne, 8 small buses, 7 vans, 1 wheelchair large bus - Truro)

Mr. Hilton recommended that the Board vote to adopt the FY18 Spending Plan as included in the Board materials. **VOTE**

Mr. Morris made a motion that the Board vote to adopt the FY18 Spending Plan as included in the Board materials. Ms. Putnam seconded the motion.

SO VOTED – UNANIMOUS

It is also recommended that the Board vote to adopt the FY18 Budget as included in the Board materials **VOTE**

Mr. Judge made a motion that the Board vote to adopt the FY18 Budget as included in the Board materials. The motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

### **i. 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. Dr. Hauser will continue consulting with other collaboratives and non-profit organizations in the coming year.

Mr. Hilton recommended the Collaborative continue to contract with Dr. Hauser through FY18. Mr. Hilton recommended the Collaborative contract with Dr. Hauser through his (Dr. Hauser's) consulting organization for a consulting amount of approximately \$70,000. The final contract continues to be developed as particular outcomes are sought to support Collaborative programming (Waypoint, STAR & Transportation). Mr. Hilton will also discuss the Collaborative intention to procure database development support through this organization (amount expected at approximately \$10,000).

It was recommended that the Board grant Mr. Hilton the authority to continue to negotiate the terms of the contract with Risk-Eraser and to grant Mr. Hilton the authority to sign the contract with Risk-Eraser. **VOTE**

Ms. Putnam made a motion that the Board vote to give Mr. Hilton the authority to continue to negotiation the contract with Risk Eraser, and the authority to sign the contract on behalf of the Collaborative. Ms. Sette seconded the motion.

Mr. Judge asked how long Dr. Hauser has been working with the Collaborative. Mr. Hilton described Dr. Hauser's original volunteer affiliation, which changed to a full-time position, which grew into the present contractual association. Mr. Hilton indicated the draft contract provided my Dr. Hauser needs to be calibrated to meet Dr. Woods' and Dr. Turner's visions for their programs.

Mr. Morris said he attended a professional development session related to data collection and informed teaching. He was impressed by Dr. Hauser's presentation. Mr. Schumacher asked if there have been evaluations completed on Risk Eraser to determine the impact on Collaborative programs. Mr. Schumacher indicated this information, presented in writing, would be beneficial to the Board. Mr. Hilton noted the positive impact affiliation with Risk Eraser and Dr. Hauser have made, especially in regards to student progress reports and state reporting. He will suggest this could be written into the contract.

Ms. Putnam recalled Dr. Hauser's presentation at a Board meeting and the anecdotal evidence provided regarding positive changes to student behaviors. Dr. Woods described the challenge when working with a population of students with varying needs, and the difficulty in providing data which measures growth. Mr. Carroll spoke how data has been used to reduce time out of class and increase time on learning.

SO VOTED – UNANIMOUS

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## **j. Programs/Services**

### **• Waypoint**

- Programming
- Report regarding Annual Scholarship Golf Tournament
- Calendar Approval ESY 2017, 2017-2018

**VOTE**

Mr. Carroll discussed the enrollment and programming at the Waypoint Academy, indicating the Program will close the school year with enrollments close to budget.

Mr. Carroll spoke about the Annual Golf Tournament held the previous Saturday. He noted that the tournament raises funds to support Waypoint graduates post-graduation.

He also explained that ten (10) students graduated from Waypoint Academy this year. Mr. Carroll indicated that one will be attending Cape Cod Community College in the fall, some are exploring vocational training, and others are still in process. A scholarship for \$500 was awarded to one of the graduating seniors, thanks to funds raised by the golf tournaments.

Ms. Putnam made a motion that the Board vote to approve the Waypoint Academy calendar for ESY 2017 and for the 2017-2018 school year. The motion was seconded by Mr. Judge.

SO VOTED - UNANIMOUS

### **• STAR / Osterville**

- Programming
- Summer Planning
- Calendar Approval ESY 2017, 2017-2018

**VOTE**

Dr. Woods provided an overview of the current and projected enrollment for FY18. She indicated that two (2) current students will turn 22 years of age and will be exiting the Collaborative program. She also noted that two (2) students will transition to Waypoint Academy, four (4) students would be returning to their home district, and one (1) student will be moving to a residential program. Dr. Woods indicated that she has been working with school districts to help determine needs for the upcoming school year and that district needs will impact the configuration of classrooms.

Dr. Woods described a busy close to the current school year: staff evaluations are being completed, students have attended the Best Buddies dance, everyone went on a field trip to Buttonwood Zoo, and the annual Family Fun Day was well attended.

Mr. Morris made a motion to approve the STAR Program calendar for ESY 2017 and for the 2017-2018 school year. Ms. Putnam seconded the motion.

SO VOTED - UNANIMOUS

• **Transportation**

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

○ **Staffing**

Mr. Hilton and Ms. Lipkind indicated they will recommend further changes to the transportation staffing for FY18 at future Board meetings.

○ **Staffing / Routing**

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

○ **Vehicles and Equipment**

**VOTE(s)**

- **One (1) Type D 71 passenger wheelchair bus (large bus equipped with a wheelchair lift)** **VOTE**

Ms. Lipkind recommended that bids received for the purchase of One (1) Type D 71 passenger wheelchair bus (large bus equipped with a wheelchair lift) be rejected.

Ms. Lipkind asked the Board for the authority to work with the National Joint Purchasing Alliance.

Mr. Fichenmayer made a motion that the Board vote to give Ms. Lipkind, Chief Procurement Officer, authority to work with the National Joint Purchasing Alliance. Ms. Putnam seconded the motion.

SO VOTED – UNANIMOUS

- **Two (2) 29 Passenger Sped Mini buses** **VOTE**

Ms. Lipkind affirmed compliance with Chapter 30B, and recommended the Board vote to award the purchase of two (2) 29 passenger mini buses to Anderson Bus.

Ms. Sette made a motion that the Board vote to award the purchase of two 29-passenger mini buses to Anderson Bus.

This was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

- **One (1) 29 Passenger Sped Mini buses** **VOTE**

Ms. Lipkind affirmed compliance with Chapter 30B, and recommended the Board vote to award the purchase, on behalf of the Bourne Public Schools, of one (1) 29 passenger mini buses to Don Brown Company.

Mr. Morris made a motion that the Board vote to award the purchase of two 29-passenger mini buses to Don Brown Company. This was seconded by Ms. Sette.

SO VOTED – UNANIMOUS



- **Four (4) Wheelchair/21 Passenger full track Sped Mini Buses** **VOTE**

Ms. Lipkind affirmed compliance with Chapter 30B and recommended the Board vote to award the purchase of four (4) wheelchair/21 passenger full track mini buses to Dattco. Mr. Judge moved that the Board vote to award the purchase of four wheelchair/21 passenger full track mini buses to Dattco. Mr. Morris seconded the motion.

SO VOTED – UNANIMOUS

- **Two (2) “Full Seat” Special Education Bus with “single rear tires”** **VOTE**

Ms. Lipkind recommended that bids for two (2) Full-Seat Special Education buses with single rear tires be rejected. Ms. Lipkind asked for authority to arrange for procurement through the National Joint Purchasing Alliance.

Mr. Judge made a motion that the Board vote to authorize Ms. Lipkind to arrange for procurement of two (2) full-seat single rear tire special education buses through the National Joint Purchasing Alliance. Mr. Hyldburg seconded the motion.

SO VOTED – UNANIMOUS

- **Five (5) 350T Transit 7D Special Education Vans** **VOTE**

Ms. Lipkind affirmed compliance with Chapter 30B and recommended the Board vote to award the purchase of five (5) 350T Transit 7D vans to Quality Van Sales.

Mr. Hyldburg made a motion that the Board vote to award the purchase of five 350T Transit 7D vans to Quality Van Sales. Mr. Morris seconded the motion.

SO VOTED – UNANIMOUS

- **One (1) 7D Special Education Wheelchair Van** **VOTE**

Ms. Lipkind recommended this bid be rejected. She recommended that the specifications for the vehicle be reworked, and may seek authorization to bid on the new specifications in the future.

Mr. Judge made a motion that the Board vote to reject the bid for one (1) 7D wheelchair van. Mr. Hyldburg seconded the motion.

SO VOTED – UNANIMOUS

- **Authorization to Execute Documents** **VOTE**

Ms. Lipkind requested the Board vote to authorize the Executive Director to execute all documents related to the purchase and financing of vehicles and equipment.

Mr. Judge made a motion that the Board vote to authorize Mr. Hilton, the Executive Director, to execute all documents related to the purchase and finance of vehicles and equipment. Ms. Sette seconded the motion.

SO VOTED - UNANIMOUS

- **Therapies**

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

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

Memorandum of Understanding (MOU) renewal for 2017-2018 **VOTE**

- Mr. Hilton explained 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 noted that this collaboration has allowed for increased development in regional capacity and service delivery throughout the region. He also explained 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. Hilton asked the Board to vote to approve the Memorandum of Understanding renewal for 2017-2018.

Ms. Putnam made a motion that the Board vote to approve the MOU renewal for the Southeastern Collaborative Regional Organization for 2017-2018. Ms. Sette seconded the motion.

SO VOTED – UNANIMOUS

Ms. Putnam left the meeting at 7:18 PM.

- **Special Projects**

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

- Bridgewater State University

Dr. Woods and Mr. Hilton discussed the courses currently being offered through the Collaborative. Seven courses over two years are being made available to Collaborative staff at the rate of \$100 per course, and at a reduced rate to staff from member districts.

Dr. Woods noted both courses being offered in Summer 2017 are fully enrolled and are currently in session.

She noted that Collaborative staff have shared their appreciation for the opportunity as well as pleasure with the quality of the courses.

- Professional Development / Grants

- Sheltered English Immersion (SEI) Endorsement Courses

Mr. Hilton noted that the Collaborative will offer SEI endorsement courses through the fall of 2017 at the request of member school districts.

- Coaching for Sustained School Improvement

Mr. Hilton also explained that the Collaborative will offer a course through Research for Better Teaching (RBT) at the request of member districts. The offering of this course will be contingent upon sufficient district participation.

- ASLP

Mr. Hilton discussed the current planning for the Summer 2017 ASLP Program.

- ASLP enrollment – 213 students

- Acceptance letters were mailed out at the beginning of April

- Scholarship notices were also mailed at the beginning of April

- National Grid continues to support students with financial need through a scholarship program (forty \$1,000 scholarships)

- Massachusetts Tiered Systems of Support (MTSS)

Mr. Hilton provided an update regarding the activities associated with this Tower Foundation Grant that benefits the districts throughout the region. The funding is to the National Center for Learning Disabilities, but managed by the Collaborative.

## **k. Virtual High School**

## **VOTE**

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

It was recommended that the Board authorize Mr. Hilton to execute a new contract with Virtual High School for the 2017-2018 School Year on behalf of the districts participating in the consortium, at financial terms consistent with previous years.

Mr. Morris made a motion that the Board vote to authorize Mr. Hilton to execute a contract with Virtual High School for the 2017-2018 School Year on behalf of the consortium. Ms. Bartlett seconded the motion.

SO VOTED – UNANIMOUS

## **I. 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.

## **VI. Cracker Barrel Discussion**

### **a. Local District Budgets**

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

Ms. Bartlett asked Board members how parent surveys and data collection are used to improve communication with families and the community. Mr. Fichtenmayer asked about participation in the Parent/Teach organizations. Ms. Bartlett observed these organizations do not engage parents across all levels.

Mr. Judge said that Barnstable has not had a great deal of success with the use of surveys. A recent survey had 136 returns out of over 5300 attempted. The new Superintendent in Barnstable is trying to engage families, but it seems difficult to attract more than a small group.

Ms. Cummings spoke about how Sandwich developed a new process, resulting in 1600 responses to a recent survey. This survey included students, who had scheduled time to complete the survey.

Board members discussed the use of phone calls, emails, Twitter, Facebook and other digital media.

Mr. Hyldburg suggested that building-centered messaging seems to bring better response. Parents are more likely to be engaged in their children's schools than at the district level.

Mr. Morris spoke of difficulties faced by the Dennis-Yarmouth school district and stressed the importance of community engagement which reaches beyond students and their families. Social media may be a means of reaching all residents.

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

No additional questions or concerns were brought forth for discussion.

## **VII. Other**

No other items were brought before the Board at this meeting.

## **VIII. Executive Session (if necessary)**

### ***a. Contract Discussion for non -union Personnel***

It was not necessary to enter into Executive Session.

## **IX. Adjournment**

Ms. Morgan made a motion to adjourn. This was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

The June 14, 2017 meeting of the Cape Cod Collaborative Board of Directors adjourned at 7:39 PM.