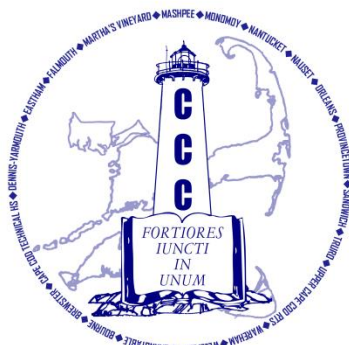


**Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655**



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 8, 2016 - 5:00PM**

I. Call to Order

The June 8, 2016 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:11 PM by Jill Putnam, Acting Chair. In attendance were:

Wellfleet	Jill Putnam, Acting Chair
Barnstable	Mike Judge
Brewster	Jessica Larsen
Cape Cod Technical HS	Ann Williams
Eastham	Mary Louise Sette
Martha's Vineyard	Kate Devane
Mashpee	Scott McGee (in at 5:19 PM)
Monomoy Regional	Brian Widegren (out at 6:05 PM)
Nauset Regional	Deborah Beal (in at 5:24 PM)
Orleans	Hank Schumacher
Sandwich	Beth Cummings (out at 6:05 PM)
Upper Cape Cod RTS	Robert Fichtenmayer (in at 5:25 PM)
Treasurer	Judy FitzGerald
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
Director of Special Projects	Dr. Joe Gilbert (in at 5:37 PM)
Business Manager	Jim Brown
STAR Program Director	Dr. Anita Woods
Waypoint Academy Director	Larry Carroll
Guest	Frank Colvario

Mr. Hilton completed a roster review of the current members of the Cape Cod Collaborative Board of Directors. He noted that no representatives have yet been appointed to replace Heather DiPaolo for the Bourne Public Schools, or Phillip Morris, for the Dennis-Yarmouth Regional Schools. Mr. Hilton reminded the Board that the Articles of Agreement provide for

the suspension of district voting privileges should the appointed district representative fail to attend meetings. Mr. Hilton noted that representatives from Truro, Provincetown, Nantucket and Wareham have not been present at recent meetings.

Mr. Hilton recognized the contributions of two Collaborative employees who are seeking to retire in the coming month: James (Jim) Brown, after 11 years of service, and Corinne Savery, after 22 years. Mr. Brown and Ms. Savery were presented with rocking chairs, engraved with their names and the Collaborative logo.

II. Appointment of Officers

VOTE

Ms. Putnam and Mr. Hilton asked the Board to table the Appointment of Officers until the next meeting of the Board.

Mr. Widegren moved that the Board vote to table the appointment of Board Officers until the September meeting of the Cape Cod Collaborative Board of Directors. This motion was seconded by Ms. Larsen.

SO VOTED - UNANIMOUS

III. Minutes

a. May 11, 2016

VOTE

Ms. Sette made the motion that the Board vote to approve the minutes of the Board of Directors meeting which occurred May 11, 2016. This motion was seconded by Ms. Williams.

SO VOTED

YEA – 11 NEA – 0 ABSTAIN – 1 (Cummings)

IV. Old Business

a. Transportation

- Invoicing

Mr. Brown updated the Board regarding the invoicing status for FY16 invoicing to districts. He noted that calculations and invoicing for May transportation services has been completed and that invoices will be mailed the day following the Board meeting.

- Reconciliation

Mr. Brown shared the status of the reconciliation of costs and revenues projected for FY16. He indicated that revenues continue to be adequate to cover expenses and that the Collaborative is expected to finish FY16 in positive financial condition.

b. Business Manager Search

Mr. Hilton noted that, at the last Board meeting Mr. James Albrecht was appointed as the Business Manager for the Collaborative, effective July 1, 2016 after his name was forwarded to the Business Manager Search Committee as their recommendation.

Mr. Albrecht accepted the appointment at that meeting with the additional consideration approved by the Board.

Mr. Hilton indicated that he spoke with Mr. Albrecht on the afternoon of Friday, May 20th regarding his anticipated start date of Wednesday May 25th. Mr. Albrecht

indicated that he had resigned his position (at Sturgis Charter School) on Tuesday, May 12th, but had become concerned about leaving his employer without capacity for performance of some essential business office functions.

Mr. Hilton met with Mr. Albrecht on Monday, May 23rd to discuss his status. Mr. Albrecht discussed his concerns about leaving his position at Sturgis Charter School and ultimately indicated that he had signed a contract to continue with Sturgis Charter School that included a carryover of his vacation time as well as a ninety (90) day termination/resignation clause.

Mr. Hilton began a discussion with the Board of the status of contingency planning for the continuity of essential business office functions, as well as planning for the hiring of a permanent Business Manager. Mr. Hilton asked that the Board reconsider one of the candidates who interviewed for this position, but who was not included in the second round of interviews. He respectfully recommended that the Board consider entering into Executive Session at the end of the meeting to discuss reopening the search and interviewing this candidate.

c. Business Office Functional Review

Mr. Hilton noted that an operational assessment of the Collaborative Business Office Operations authorized by the Board was nearly complete. He explained that consultants from Consulting Partners, Inc. met with Collaborative staff on May 4th and returned to meet with staff and stakeholders on May 12th, May 13th, May 16th, May 17th, May 26th & May 27th.

He noted that a report will be generated with analysis and recommendations based upon the interviews, document and process reviews and input from various stakeholders. Mr. Colvario, of Consulting Partners, Inc., was present at the Board meeting to answer any questions. Mr. Hilton suggested the Board may want to convene a sub-committee to review recommendations which will be contained in this report.

d. Policy Review

Mr. Hilton noted that a meeting of the Policy Subcommittee was held on April 27th and an additional meeting occurred immediately following the May Board meeting on May 11th. He explained that he, Ms. Deck, Mr. Fichtenmayer and Ms. Beal discussed the implementation of a "Sick Bank" for transportation employees and the ongoing management and use of "sick bank" time by employees. Mr. Hilton indicated that an attempt to gather Transportation employees for a discussion had proved unsuccessful. Mr. Hilton indicated the Collaborative will implement the policy as noted in the handbooks, and to continue to seek further feedback and suggestions from Transportation staff during implementation.

V. New Business

a. Warrants

VOTES

- #46 - FY16 VOTE
- #47 / #48 - FY 16 VOTE
- #49 - FY16 VOTE

Ms. Putnam suggested the Board take the Warrants as a group, voting once to approve all warrants.

Mr. Widegren made the motion that the Board vote to approve Warrants #46, #47/48, and #49. Ms. Williams seconded the motion.

Mr. Schumacher, referring to Warrant #49, asked for clarification on expenses associated with the golf tournament fundraising event. Mr. Brown indicated the expense in question was associated with the cost for the facility, and indicated that the associated revenues covered all expenses for the event in addition to raising approximately \$3,500 for Waypoint Academy's scholarship fund.

Ms. Cummings, noting "bid refunds" on Warrant #47/48, asked for a brief review of the bid process. Mr. Brown indicated that the Collaborative received deposits under the RFPs for bus purchases. Mr. Brown explained that the Collaborative refunds deposits to vendors who were not awarded the bids.

SO VOTED – UNANIMOUS

b. FY16 Spending Plan

VOTES

- FY16 Spending Plan & Budget Updates
Mr. Brown and Mr. Hilton discussed the preparation for the "close out" of FY16 and revisions to projections. They noted that the closeout fiscal year (FY16) continues to indicate a positive variance for year end.

- FY16 Budget Revision **VOTE(s)**
Treasurer Judy Fitzgerald and Business Manager Jim Brown updated the Board regarding the status of the Budget Closeout and recommend changes to the Budget consistent with projections for the close of FY16.

- **Phone System Purchase** **VOTE**

Mr. Brown recommended that the Board vote to award the purchase of a new phone system for Osterville and Waypoint Academy to Partners Technology under the State Contract ITT50.

Ms. Larsen made the motion that the Board vote to award the purchase of a new phone system to Partners Technology, under the State Contract ITT50. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

- **OPEB Charge-Off** **VOTE**

Mr. Brown recommended the "charge off" of the liabilities for Other-Post-Employment-Benefits (OPEB) expenses made from the Operating Budget over the past three (3) years (2014, 2015 and

2016). He explained that this “charge off” will decrease the long term liability for OPEB by the associated amounts. He further noted that, in the event that this “charge off” was not made, the liability for these expenses would decrease the balance in the OPEB Trust Fund.

Ms. Williams made the motion that the Board vote to authorize the write-off of accumulated receivables from the OPEB Trust for the years 2014, 2015 and 2016. This motion was seconded by Ms. Larsen.

SO VOTED - UNANIMOUS

○ **Accounts Receivable Write-Off** **VOTE**

Mr. Brown presented information on items related to extended year (summer) service commitments and student cafeteria charges. He and Mr. Hilton recommended that the Board vote to “write off” the receivables presented.

Ms. Devane made the motion the Board vote to authorize the write off of accounts receivable presented related to extended school year commitments and student cafeteria charges. This motion was seconded by Ms. Williams.

SO VOTED – UNANIMOUS

○ **Barnstable Insurance Settlement Write-Off** **VOTE**

Mr. Brown and Mr. Hilton asked the Board to vote to “write off” the amount formerly expected from storm damage to the Business Office/Transportation modular (prior to renovation). Mr. Hilton indicated that there was an expected insurance settlement through the Barnstable Public Schools that did not materialize.

Ms. Beal made the motion the Board vote to authorize the write off of the amount formerly expected from storm damage to the Business Office/Transportation modular (prior to renovation). This motion was seconded by Ms. Williams.

SO VOTED – UNANIMOUS

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

Mr. Brown and Ms. FitzGerald recommended the Board vote to adopt the Line Item Budget as modified. Mr. Hilton noted that State regulations require a vote to align the Line Item Budget with the Spending Plan and capital items. Mr. Brown observed these changes are required as an increase in enrollments and in the provision of transportation services increased payroll costs. Mr. Hilton noted all staff changes have been approved by the Board, and observed that additional hours have been required of transportation staff.

Mr. McGee made the motion that the Board vote to adopt the Line Item Budget as modified. This motion was seconded by Ms. Williams.

SO VOTED - UNANIMOUS

• Personnel

○ Additions

VOTE

- John Leite, Paraprofessional (Waypoint)
- Joanne Servidori, Spare Monitor
- Robert McManus, Spare Monitor
- Lillian O'Brien, Administrative Assistant
- Marianne Woods, Monitor

Ms. Williams made the motion the Board vote to approve the additions noted on the agenda. This motion was seconded by Ms. Beal.

VOTED – UNANIMOUS

○ Reductions

VOTE

- James Albrecht, Business Manager
- Jacqueline Frasier, Monitor
- Barbara Howard, Spare Monitor
- Robert McManus, Spare Monitor
- Lillian O'Brien, Administrative Assistant
- Virginia Reynolds, Spare Monitor

Ms. Larsen made the motion the Board vote to approve the reductions noted on the agenda. Ms. Sette seconded this motion.

SO VOTED – UNANIMOUS

○ Status Changes

- Julia Bryant from BCBA/Assistant Program Director SY to FY
- Michael Leake from Monitor to Monitor/Spare 7D Driver
- Rhonda Eldridge from Spare Monitor to Spare 7D Driver
- Corinne Savery – to part-time Dispatcher
- Lisa Stobbart from Dispatcher to Transportation Manager

Ms. Larsen made the motion the Board vote to approve the changes in status 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 |
| • Wendy Pennini | \$5,000 | VOTE |

Mr. Hilton recommended additional remuneration for Ms. Stobbart, Ms. Savery and Ms. Pennini in consideration of their exception dedication, diligence and time commitment throughout the fiscal (and school) year. Ms. Stobbart, Ms. Savery 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 this 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 and Ms. Stobbart) continues to seek the appropriate support structure and personnel arrangements for the long term stability of the operation(s).

Mr. Hilton indicated that Ms. Savery intends to retire at the close of this fiscal year (June 30th), although she may elect to continue working on a part-time basis. Mr. Hilton explained that the Board should note that a reclassification of position is recommended for Ms. Stobbart, as well as a salary adjustment for Ms. Stobbart and Ms. Pennini for the coming fiscal year (FY17).

Ms. Larsen made the motion the Board vote to approve additional remuneration, as recommended by Mr. Hilton, for Ms. Stobbart, Ms. Savery and Ms. Pennini. This motion was seconded by Ms. Devane.

SO VOTED – UNANIMOUS

c. FY17 Budget Development

Mr. Hilton and Mr. Brown reviewed the FY17 Spending Plan. Mr. Hilton noted that no changes were made to the Plan since the Board reviewed it at the May 11, 2016 meeting. They indicated that the FY17 Tuition Rates and FY17 Service Rates were approved by a vote of the Board at the May 11, 2016 meeting and that a DRAFT of the FY17 Proposed Spending Plan was included with the Board materials for the meeting in anticipation of the final vote on the Spending Plan and Budget that 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 42
 - 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
- Mashpee - Committed
 - Therapies
 - Bourne – PT / PTA (4.5) - Committed
 - CCT – OT (1.5), BCBA (.5), PT (hourly) –Committed
 - Monomoy – PT / PTA (4.0) - Committed
 - Martha’s Vineyard- SLP (3.0)
 - Nantucket - BCBA (1.0)–Committed
 - Provincetown – OT (1), PT (.5) –Committed
 - Riverview – OT (1.0) committed
 - Sandwich – PT (3.0) Committed
 - Truro – OT (2.5), PT (.6) Committed
 - UCT – OT (.5) Committed
 - Other
 - ASLP to continue at higher levels – FY17

d. Network Agreements (MOUs) – Transportation

- **Nauset – Special Education** **VOTE**
- **Nantucket – General & Special Education** **VOTE**
- **Memorandum of Understanding (Network Agreement)** **VOTE**

Mr. Hilton noted it was 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 MOU were included with Board materials.

Ms. Larsen made the motion that the Board vote to approve the MOUs for Nauset (Special Education) and Nantucket (General and Special Education). This motion was seconded by Ms. Devane.

SO VOTED – UNANIMOUS

Ms. Larsen made the motion the Board vote to approve the Memorandum of Understanding (Network Agreement) used by the Collaborative to set transportation rates. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

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

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

Mr. Hilton explained that handbooks contain the policies and procedures for employees and students of the Cape Cod Collaborative and had been revised and updated to reflect changes to policies and procedures consistent with legal and regulatory changes. He noted that changes/updates were highlighted in yellow. He explained that electronic copies were sent to Board Members in advance of the meeting, as refinements continued to occur after the Board packets were mailed.

Changes included:

- Transportation Employee Handbook
 - Sick Leave Implementation – (including accrual and incentive)
 - Sick Bank Option
- STAR & Waypoint Handbooks
 - Gender Neutrality
 - Regulatory Adjustments
- Updated job descriptions to more accurately reflect responsibilities for specific positions

Ms. Putnam suggested the Board opt to vote all Handbooks as a group.

Ms. Williams made the motion that the Board vote to approve all 2016-2017 Collaborative Handbooks and the 2016-2017 Health Care Procedures Manual. This motion was seconded by Ms. Beal.

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 2016-2017 School Year. He noted that Dr. Baldasarro has served in the capacity for the past five (5) years. He explained that Dr. Baldasarro is a pediatrician in practice at Bass River Pediatrics in South Yarmouth.

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

Ms. Beal moved that the Board vote to approve the appointment of Dr. Mathew H Baldasarro as School Physician for 2016-2017 for the Cape Cod Collaborative Programs. This motion was seconded by Ms. Larsen.

SO VOTED - UNANIMOUS

g. Personnel Recommendations FY2017 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 – hourly (\$75) until transition complete
 - Laurence Carroll
 - Anita Woods
 - Joseph Gilbert

- Salary Adjustment Recommendations VOTE

Mr. Hilton provided a memo regarding recommended salary adjustments for Lisa Stobbart, Transportation Manager, Wendy Pennini, Dispatcher, and Julia Bryant, Assistant Program Coordinator (STAR). He asked the Board to consider a vote to approve the salary increases suggested.

Ms. Putnam suggested the Board consider a motion to vote Personnel Recommendations for Collaborative programming and Salary Recommendations as a group.

Ms. Larsen made the motion the Board vote to approve all Personnel Recommendations for FY2017 as presented in Board materials. Ms. Larsen further moved the Board to approve Administrative Salary Recommendations as noted in the agenda. This motion was seconded by Ms. Beal.

SO VOTED – UNANIMOUS

- Delegation of personnel authority to Executive Director VOTE

Mr. Hilton observed 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 the Board may delegate this authority to the Executive Director. He indicated 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).

Ms. Sette moved the Board vote to delegate personnel authority to the Executive Director until the next meeting of the Board of Directors, with the understanding the Board will vote to approve staff changes by a formal vote at its next meeting. This motion was seconded by Ms. Williams.

SO VOTED - UNANIMOUS

h. FY17 Spending Plan & Budget VOTE(s)

Mr. Hilton and Mr. Brown noted that the FY17 Budget was reviewed at the April & May Board meetings and that the FY17 Tuition & Service Rates were approved at the May Board meeting. They explained that the Spending Plan & Budget for FY17 is based upon several assumptions & priorities (as indicated on the face page of the FY17 Spending Plan):

- Communications, Technology Equipment & Service Upgrades
- GPS costs are included for Special Education Out-of-District
- Benefits Increases are Factored at 9%

- 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 Reductions Across Program & Support Areas
- Purchase of New Vehicles (2 large buses – Nantucket; 6 small buses, 4 vans, 2 small vans)

Mr. Hilton and Mr. Brown recommended that the Board vote to adopt the FY17 Spending Plan as included in the Board materials. **VOTE**

Ms. Larsen made the motion the Board vote to adopt the FY17 Spending Plan as included in Board materials. This motion was seconded by Ms. Devane.

SO VOTED – UNANIMOUS

Mr. Hilton and Mr. Brown recommended that the Board vote to adopt the FY17 Budget as included in the Board materials. **VOTE**

Ms. Beal moved the Board vote to adopt the FY17 Budget as included in Board materials. This motion was seconded by Ms. Devane.

SO VOTED - UNANIMOUS

i. Contract for Risk-Eraser

Mr. Hilton explained 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. Hilton recommended that the Collaborative continue to contract with Dr. Hauser through FY16. Mr. Hilton will recommend that the Collaborative contract with Dr. Hauser through his (Dr. Hauser’s) consulting organization for a consulting amount of \$70,000. He explained that 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).

Mr. Hilton recommended that the Board grant the Executive Director 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**

Mr. Carroll and Dr. Woods described the positive impact Dr. Hauser’s consulting (and the additional database support and development) have had on programming. Mr. Carroll described how interpreting data has provided opportunities for program improvement. Dr. Woods noted the Collaborative is using data to develop DDMs and how the data supports compliance with restraint and seclusion regulations. Ms. Beal asked if there has been measurable impact on students. Dr. Woods noted academic and behavioral data is tracked, and progress toward individual goals

noted in students' IEPs. Mr. Carroll noted data was initially used to guide programmatic changes, but is additionally becoming focused upon individual student goals.

Ms. Beal made the motion that the Board vote to grant Mr. Hilton the authority to continue to negotiate terms of the contract with Risk-Eraser, and to grant Mr. Hilton the authority to sign the contract with Risk-Eraser. This motion was seconded by Ms. Williams.

SO VOTED – UNANIMOUS

Mr. Widegren and Ms. Cummings left the meeting at 6:05 PM.

j. Programs/Services

• Waypoint

- Programming
- Report regarding Annual Scholarship Golf Tournament
- Calendar Approval – FY17

VOTE

Mr. Carroll discussed the enrollment and programming at the Waypoint Academy. Mr. Carroll also reported on the Annual Program & Scholarship Golf Tournament. Mr. Carroll noted both students and families were thrilled to attend Waypoint's graduation ceremony the Thursday before the Board meeting. He explained that five students graduated. Mr. Carroll noted that one student, who will be attending the Cape Cod Community College, received a scholarship of \$500 (thanks to the Annual Scholarship Golf Tournament).

Mr. Carroll indicated that enrollment has been consistent throughout the year, although students come and go often. Mr. Carroll asked for a vote to approve Waypoint's 2016-2017 calendar.

Ms. Larsen made the motion the Board vote to approve the 2016-2017 school calendar for Waypoint Academy. This motion was seconded by Ms. Sette.

SO VOTED - UNANIMOUS

• STAR / Osterville

- Programming
- Summer Planning

Dr. Woods provided an overview of the current and projected enrollment for FY17 as well as highlighting areas regarding program operations. She noted that students from the program participated in the Special Olympics in May and the Best Buddies prom in June.

Dr. Woods indicated that the program's Friendship Garden will include a new sensory component and outdoor classroom space. She also described the upcoming Family Fun Day and a planned trip to Buttonwood Zoo.

Dr. Woods also spoke about the challenges she has faced finding uniquely qualified teachers for the fall.

Mr. Schumacher asked about current and projected enrollment. Dr. Woods noted there are currently 65 students enrolled, but approximately 18 students will be transitioning before the start of the 2016-2017 school year. She explained that she is projecting that the program will start the year with 48 students, and to have enrollment increase to 54 by the end of the school year. Mr. Hilton spoke about the “art” of finding the right staffing balance and the need to maintain capacity to serve districts throughout each school year.

• **Extended School Year Programs**

- Waypoint / Alternative Education Program
 - Activities
 - Calendar

VOTE

Mr. Carroll explained the ESY program at Waypoint Academy is structured around project-based learning and provides an opportunity for staff and students to bond.

- STAR / Osterville
 - Activities
 - Calendar

VOTE

Dr. Woods and Mr. Carroll, observing that ESY program calendars for both programs are included in the 2016-2017 program calendars, suggested no further vote was needed. The Board concurred.

• **Transportation**

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

- Staffing

Mr. Hilton and Mr. Brown recommended changes to the transportation staffing for FY17. They noted that the Collaborative is seeking to add one dispatcher.

- Staffing / Routing

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

- **Vehicles and Equipment**

VOTE(s)

Mr. Brown assured the Board that he had faithfully completed the procurement process as outlined in MGL Chapter 30B as authorized by the Board of Directors. He asked the Board to vote to ratify the purchase and financing of vehicles to be used for student transport.

- **Two type D71 Passenger Buses and two 29 Passenger Special Education Mini Buses**

VOTE

Mr. Brown recommended the Board vote to award the purchase of two (2) type D 71 passenger buses and two (2) 29 passenger special education, mini (small) buses to Anderson Blue Bird Bus Sales.

Ms. Beal made the motion that the Board vote to approve the purchase of two 71 passenger buses and two 29 passenger mini buses from Anderson Blue Bird Bus Sales. This motion was seconded by Ms. Williams.

SO VOTED – UNANIMOUS

Four 4 Wheelchair/21 Passenger full track Special Education Mini Buses VOTE

Mr. Brown recommended the Board vote to award the purchase of four (4) wheelchair/21 passenger full track special education mini (small) buses to Dattco.

Ms. Larsen made the motion that the Board vote to approve the purchase of (4) four 21 passenger mini buses from Dattco. This motion was seconded by Ms. Beal.

SO VOTED – UNANIMOUS

- **Four 350T Transit 7D Special Education Vans and Two Transit Connect 7D Special Education Vans VOTE**

Mr. Brown recommended the Board vote to award the purchase of four 350T Transit 7D special education vans and two Transit Connect 7D special education vans to Quality Van Sales.

Ms. Beal made the motion that the Board vote to approve the purchase of four 350T Transit 7D vans and two Transit Connect 7D vans from Quality Van Sales. This motion was seconded by Ms. Larsen.

SO VOTED – UNANIMOUS

Authorization to Execute Documents VOTE

Mr. Brown indicated the cost of the two (2) 71 passenger buses and the six (6) mini buses is \$567,566.00 and the cost of the six (6) 7D vans is \$224,668.00. Mr. Brown requested 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 TD Equipment Finance, Inc.

Ms. Larsen made the motion that the Board vote to ratify the award of vehicle and equipment financing to TD Equipment Finance, Inc. This motion was seconded by Ms. Sette.

SO VOTED – UNANIMOUS

Ms. Beal made the motion that the Board authorize the Executive Director to execute all documents related to the purchase and financing of vehicles and equipment. This motion was seconded by Ms. Williams.

SO VOTED - UNANIMOUS

- **Therapies**

Mr. Hilton provided an update regarding the provision of services within the Collaborative and to districts (and others). He noted that the therapists were fully deployed during FY16 and suggested the FY16 level of staffing be continued to FY17. Mr. Hilton indicated that he was hopeful that all therapists will again be fully deployed by October 2016.

Mr. Hilton explained that the Collaborative maintains a staff of highly qualified Physical Therapists, Occupational Therapists and Speech and Language Pathologists who provide services to students within Collaborative programs and also to students in member districts.

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

Memorandum of Understanding (MOU) renewal for 2016-2017 **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 indicated 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 for a vote to continue the Collaborative's affiliation with the S-CRO for 2016-2017.

Ms. Larsen made the motion that the Board vote to ratify the Memorandum of Understanding renewal for 2017-2017. This motion was seconded by Ms. Sette.

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 – PreSchool Expansion GrantDr. Gilbert described the opportunities provided through a \$39,000 grant awarded to the Dennis-Yarmouth and Monomoy Regional Schools. Dr. Gilbert noted that the grant had been used to develop a strategic plan for the provision of universal preschool access. He explained that the strategic plan provides for a mixed delivery system, supporting both public and

private options. He noted that the unveiling of this plan will occur on June 14th.

○ ASLP

Dr. Gilbert discussed the current planning for the Summer 2016 ASLP Program.

- ASLP enrollment
- Acceptance letters were mailed out at the beginning of April
- Scholarship notices were also mailed at the beginning of April
- Bilezikian Foundation may underwrite some programming again for Summer 2016.
- 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. The activities supported by the grant will benefit districts throughout the region. Mr. Hilton explained that the funding flows through to the National Center for Learning Disabilities, but the staffing is managed by the Collaborative. Dr. Magdalene Giffune has been visiting school districts across the Cape and Islands. He explained that she was on Nantucket earlier on the day of the Board meeting and, will be on Martha's Vineyard on the day following the Board meeting. Mr. Hilton noted that she had already met with administrators in Mashpee, Barnstable and Cape Cod Tech.

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 2016-2017 School Year on behalf of the districts participating in the consortium. The financial terms remain the same as in previous years.

Ms. Williams moved that the Board vote to authorize Mr. Hilton to execute a new contract with Virtual High School for the 2016-2017 school year. This motion was seconded by Ms. Larsen.

SO VOTED – UNANIMOUS

l. 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.

Mr. Hilton also discussed the planning for a large group of students (45) and staff (15) to visit the region from Qingdao, Shandong, China) in late July through early August 2016. He explained that Massachusetts Maritime Academy has offered to provide housing; activities with districts have been planned.

VI. Cracker Barrel Discussion

a. Local District Budgets

Board members were invited to share current concerns and challenges in local educational budget development. No concerns were brought forth for discussion at this meeting.

b. Questions / Concerns

Judy FitzGerald left the meeting at 6:50 PM.

VII. Other

No other items were brought up for discussion at this meeting.

VIII. Executive Session (if necessary)

a. Contract Discussion for non –union Personnel

Mr. Hilton indicated that it would be necessary to enter into Executive Session for contract discussion for non-union personnel.

Ms. Larsen made the motion that the Board enter into Executive Session for the purpose of contract discussion for non-union personnel. Mr. Fichtenmayer seconded the motion. A roll call vote was taken:

Mr. Fichtenmayer – Yea, Ms. Sette – Yea, Ms. Larsen – Yea, Mr. Judge – Yea, Ms. Beal – Yea, Mr. Schumacher – Yea, Mr. McGee – Yea, Ms. Devane – Yea, Ms. Williams – Yea, Ms. Putnam – Yea.

The Board entered into Executive Session at 6:50 PM.

IX. Adjournment

The Board exited from Executive Session at 7:05 PM.

Ms. Larsen made the motion that the Board vote to adjourn. This motion was seconded by Ms. Beal.

SO VOTED – UNANIMOUS

The June 8, 2016 meeting of the Cape Cod Collaborative Board of Directors was adjourned at 7:06 PM.