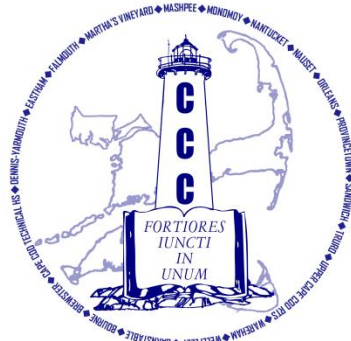


Cape Cod Collaborative  
418 Bumps River Road  
Osterville, MA 02655



Cape Cod Collaborative

Board of Directors  
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**Board of Directors Meeting Minutes**  
**418 Bumps River Road, Osterville, MA 02655**  
**September 9, 2015 - 5:00 PM**

**I. Call to Order**

The September 9, 2015 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:00 PM by Robert Fichtenmayer, Co-Chair. In attendance were:

Upper Cape Cod RTS	Robert Fichtenmayer, Co-Chair
Falmouth	Terri Medeiros, Co-Chair
Barnstable	Chris Joyce
Bourne	Heather DiPaolo (in at 5:24 PM, out at 6:35 PM)
Cape Cod Technical HS	Ann Williams
Mashpee	Geoffrey Gorman (out at 6:05 PM)
Orleans	Hank Schumacher
Sandwich	Beth Cummings (in at 5:03 PM, out at 6:15 PM)
Wareham	Melvin Lazarus
Wellfleet	Jill Putnam
Treasurer	Judy FitzGerald
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Jim Brown (out at 6:17 PM)
Director of Special Projects	Dr. Joseph Gilbert (in at 5:36 PM)
STAR Program Director	Anita Woods
Waypoint Program Director	Larry Carroll (in at 5:35 PM)

**II. Executive Session**

- a.** Mr. Fichtenmayer asked the Board to vote to enter into Executive Session for the purpose of "Discussion of the reputation, character, physical condition or mental health, rather than professional competence, of an individual."

Ms. Putnam made the motion that the Board vote to enter into Executive Session for this purpose. The motion was seconded by Ms. Williams. A roll call vote was taken: Ms. Williams – yea, Mr. Schumacher – yea, Mr. Lazarus – yea, Ms. Putnam – yea, Mr. Joyce – yea, Mr. Gorman – yea, Ms. Medeiros – yea, Mr. Fichtenmayer – yea

The Board entered into Executive Session at 5:01 PM.

Ms. Cummings joined the meeting at 5:03 PM while the Board was in Executive Session.

Mr. Lazarus made the motion that the Board vote to exit Executive Session and return to Regular Session. This motion was seconded by Mr. Schumacher. A roll call vote was taken: Ms. Williams – yea, Mr. Schumacher – yea, Mr. Lazarus – yea, Ms. Putnam – yea, Mr. Joyce – yea, Mr. Gorman – yea, Ms. Medeiros – yea, Mr. Fichtenmayer – yea, Ms. Cummings – yea

The Board returned to Regular Session at 5:24 PM.

Ms. DiPaolo joined the meeting at 5:24 PM.

### **III. Minutes**

#### **a. August 13, 2015**

#### **VOTE**

Ms. Williams made a motion that the Board vote to approve the minutes of the August 13, 2015 meeting. This motion was seconded by Mr. Schumacher.

SO VOTED

Yea – 8

Nea – 0

Abstain – 2 (Cummings, Gorman)

### **IV. Old Business**

#### **a. Transportation**

- Invoicing

Mr. Brown updated the Board regarding the invoicing status for FY16 (summer) invoicing to districts. He noted that Nauset and Mashpee invoicing has been completed, and that Out-of-District invoicing would be finished within the week. Mr. Brown reported that the new invoicing strategy is working; the Collaborative has been able to invoice more efficiently.

- Reconciliation

Mr. Brown shared the status of the reconciliation of costs and revenues projected for FY16. After completing a brief review of summer transportation services, he noted that the revenue generated will be sufficient to cover costs.

Mr. Hilton observed that the Collaborative will be meeting with districts after the start of the school year to discuss potential efficiencies in program timing.

## **b. Cape Cod Collaborative Articles of Agreement – Status of Approval**

Mr. Hilton noted that the timeline (and process) for the Board of Directors and Member School Committee approval of the Cape Cod Collaborative Articles of Agreement is a necessary item for ongoing discussion until fully approved. He indicated that School Committees that have not approved the Articles of Agreement yet will need to consider approval during the coming month(s). Mr. Hilton stated that the following School Committees have already approved the Articles of Agreement: Nauset Regional, Eastham, Orleans, Wellfleet, Wareham, Truro & Falmouth. The Dennis-Yarmouth Regional School Committee will consider the Articles of Agreement at the first School Committee meeting in October. It is necessary to establish a timeline for the remaining School Committees to consider the Articles of Agreement for approval.

Mr. Hilton again indicated his availability to meet with school committees and be present to answer any questions.

Ms. Williams indicated that the Cape Cod Regional Technical High School has completed a first reading of the Articles and is expected to vote on approval at the next meeting.

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

Mr. Hilton noted that there are a number of “receivables” that have accumulated over the past few years that remain “open”. He explained that some of these “receivables” are duplication of paid invoices associated with the migration to new accounting software, some were incorrect invoices, and some were invoices that the associated districts refused to pay.

Mr. Brown 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 timing for free and reduced lunches (late application), 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. Hilton recommended that the Board postpone further discussion and vote regarding this item until the October Board meeting.

Mr. Brown explained that this potential “charge off” is not expected to have an adverse impact upon the financial position of the Collaborative due to existing encumbrances and balances carried for “bad debt”.

Mr. Joyce asked if any of these outstanding invoices are from districts that the Collaborative is working with currently. Mr. Hilton responded that some of the outstanding invoices are due to accounting issues. He indicated that the Business Office would like to research each outstanding invoice and be prepared to discuss them individual and in detail. The Board can then discuss how to proceed on each.

## V. New Business

### a. FY16 Warrants

### VOTES

- #7 VOTE
- #8 VOTE
- #9 VOTE
- #10 VOTE

Mr. Fichtenmayer asked the Board to consider taking all Warrants together in one vote. Mr. Lazarus moved that the Board vote on all Warrants as a group. This motion was seconded by M. Williams.

SO VOTED

Yea – 9      Nea – 0      Abstain – 1 (Cummings)

Ms. Medeiros made a motion that the Board vote to approve Warrants #7, #8, #9 and #10. This motion was seconded by Ms. Putnam.

SO VOTED

Yea – 9      Nea – 0      Abstain – 1 (Cummings)

### b. FY16 Spending Plan

- Updates

- Recommended spending Plan Revision(s)

Mr. Hilton indicated that there were no recommended changes in the mandated budget items (statutory required budget line items) and the Annual Spending Plan to discuss at this meeting.

- Personnel

- Business Manager Position – Search Process

Mr. Hilton explained that Jim Brown has indicated that he intends to retire at the end of this fiscal year (June 30, 2016). The Collaborative is preparing to begin a search process and are seeking the establishment of a Business Manager Search Subcommittee to assist in this process. Mr. Fichtenmayer asked if there were any Board members who would be interested in serving. Mr. Joyce and Mr. Schumacher volunteered to serve.

- Additions

### VOTE

- Patricia Cleary, Monitor - Transportation
- Andrew Ellis, Paraprofessional – STAR
- Drew Fletcher, Facilities Assistant
- Aimee Frigault, Paraprofessional – STAR
- Matthew S. Hennigan, CDL Driver – SPARE (training)
- Wendy Herrick-Aleman, Monitor (Nantucket)
- Paul Kay, CDL Driver - Transportation
- Diane Lavoie-Wilbur, Paraprofessional – STAR

- William M. Leake, Monitor - Transportation
- Caroline O'Callahan, Paraprofessional – STAR
- Christian Ray, CDL Driver (Nantucket)
- Anastasia Wells, Teaching Assistant – Waypoint

Ms. Medeiros made a motion that the Board vote to approve the Additions as listed in the agenda. This motion was seconded by Mr. Lazarus.

SO VOTED

Yea – 9          Nea – 0          Abstain – 1 (Cummings)

○ Reductions **VOTE**

- Francis Dellamano, Facilities Assistant
- Drew Fletcher, Facilities Assistant
- Heather Goodspeed, CDL Driver
- John Herring, Teacher – STAR
- Cynthia McNeely, Monitor - Transportation
- Thomas Piscatelli, CDL Driver –Transportation

Mr. Lazarus made a motion that the Board vote to approve the Reductions as listed on the agenda. This motion was seconded by Ms. DiPaolo.

SO VOTED

Yea – 9          Nea – 0          Abstain – 1 (Cummings)

○ Changes **VOTE**

- Cathy Corcoran –CDL Driver to SPARE CDL Driver
- David Foor –Monitor to CDL Driver
- Stacy Fitch –Monitor to SPARE CDL Driver
- Cheyene Lambert–Paraprofessional (ESY to School Year)-STAR
- Katie Gonsalves Paraprofessional (ESY to School Year)-STAR

Ms. Medeiros made a motion that the Board vote to approve the personnel changes as listed on the agenda. This motion was seconded by Mr. Lazarus.

SO VOTED

Yea – 9          Nea – 0          Abstain – 1 (Cummings)

○ Request for “Carry-Forward” of Vacation Accrual **VOTE(S)**

The Board of Directors has allowed the Executive Director to consider the “carry-forward” of up to five days accrued vacation time for full-year employees.

Mr. Hilton recommended that the Board approve the “carry-forward” of vacation time for the following employees: **VOTE**

- Thomas Ferzoco – Business Office
- Corinne Savery – Transportation

- Lisa Stobbart - Transportation

It is also recommended that the two (2) Dispatchers be allowed to “carry forward” their two (2) personal days from FY15 as they were unable to take these days due to the needs of the Collaborative. **VOTE**

- Corinne Savery – Transportation
- Lisa Stobbart – Transportation

Mr. Schumacher made a motion that the Board vote to allow the “carry forward” of vacation days and personal days as noted on the agenda. This motion was seconded by Ms. Williams.

SO VOTED

Yea – 9          Nea – 0          Abstain – 1 (Cummings)

- Large Bus (CDL – Classes B & A) Remuneration Change          **VOTE**

Mr. Hilton explained that the Collaborative has experienced an increase in bus drivers desiring to drive the smaller buses (Class C, and sometimes B) or leaving to work in other towns due to the perceived (and actual) difference in pay.

Mr. Hilton recommended an adjustment to the pay rate for the drivers of large buses (while they are driving the large buses) to be competitive with companies in the area, as well as to provide an incentive to remain as large bus drivers.

Mr. Hilton noted that this change would impact approximately twenty (20) staff with “full time” (over twenty hours per week) routes in Mashpee and Truro.

- Mashpee (large bus) Rate – from \$20.50 to \$21.50 per hour
- Truro (large bus) Rate – from \$20.80 to \$21.50 per hour

Mr. Hilton indicated that the anticipated costs associated with this increase are expected to be approximately \$18,000 per year (total – including both districts).

A copy of the (current) Collaborative pay rates for drivers is included with the distributed Board materials.

Mr. Lazarus made the motion that the Board vote to adjust the pay for drivers of large buses to \$21.50 per hour. This motion was seconded by Ms. Putnam.

SO VOTED

Yea – 9          Nea – 0          Abstain – 1 (Cummings)

- Service Commitments – Changes

Mr. Hilton briefly reviewed changes in the service commitments for programs, therapy and transportation.

- Programs

- STAR
  - September Enrollment of 55 students (*increase of 5*)
  - Initial Population Projection at 54 students by January 2016
- Waypoint Academy/AEP

- i. Commitments Projected at 50 (*increase of 1*)
  - ii. Total School Year Projected at 62 Full Time Equivalents (FTEs)
- Transportation - Changes
  - Nantucket – Added Route (bus)
- Therapy Changes
  - D-Y – OT(1.0), BCBA (1.5)– Committed (*Additional .5 BCBA*)
  - Martha’s Vineyard- SLP (5.0)
  - Provincetown – OT (1), PT (hourly) –Committed *PT Reduced from .5 to hourly*)
  - Riverview – OT (1.0) Committed – *OT Reduced from 2.5 to 1.0 (two half days)*
- Other
  - Data Specialist Contract (state)–*Discontinued contract* due to funding

**c. FY15 Spending Plan / Budget / Close Out**

Mr. Brown asked Board members to reference the copy of the “Statement of Revenues, Expenditures & Changes in Fund Balance” dated June 30, 2015 which had been included with distributed Board materials. Mr. Brown explained that this document represents the preliminary “year-end” position based upon pre-audit information. Mr. Brown noted that the Collaborative expects to finish with a positive variance on this report. He also noted that the Collaborative anticipates some further positive changes in this financial position as previous financial encumbrances are reviewed.

**d. Programs/Services**

- Waypoint Academy
  - Enrollment
  - Programming
    - New Staff
    - Camp Burgess
  - Facility Issues
  - Status of Commitments – FY16

Mr. Carroll discussed the enrollment and programming at the Waypoint Academy. Mr. Carroll also discussed the opening of school programming as well as the status of initiatives that continue at the program. He noted that staff are working with Dr. Hauser, Goal Seeker has been revised to include students’ IEP goals. He explained that Waypoint is now 3 months into the implementation process and staff are looking forward to reviewing data which will provide info on students’ progress.

Mr. Carroll noted that there is high student interest in programming at Camp Burgess which combines adventure-based activities with nature and science programming.

Mr. Carroll indicated that technological advances, including a new server and new computers, have taken place over the summer.

Mr. Hilton noted that Dr. Hauser has completed a study regarding elements of executive function which compares Waypoint with other programs that have implemented similar data strategies and Dr. Hauser will be presenting these (aggregate) results in December at the national conference in New Orleans.

- STAR / Osterville
  - Enrollment
  - Open House – October 21, 2015 – 4:30PM-6:30PM
  - Programming
    - Current Initiatives
    - Program Opening
  - Age Waiver Applications

Ms. Woods provided an overview of the current and projected enrollment for FY16. The STAR Program is off to a solid start with 6 new students. She noted that this was the first time that the program has started prior to Labor Day. (The program follows the Barnstable school calendar.)

Ms. Woods mentioned the program Open House to be held on October 21<sup>st</sup> and invited Board members to attend.

She also indicated that staff continue to work with Dr. Hauser to track data on time-out and restraint incidents to comply with changes in reporting requirements.

Ms. Woods noted that 6 of the 10 program classrooms exceed the 48 month age range and that the program will seek age waivers through MA-DESE for these classrooms.

- Transportation

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

- Staffing

Mr. Hilton and Mr. Brown discussed ongoing coordination and changes in staffing for the Transportation area.

- There had been significant changes in Transportation “office”
  - The former “Transportation Manager” role was replaced with coordinated dispatch staff that works in concert with the Business Office Staff.
  - Additional Business Office staffing was added to support the Transportation area on both an “as-needed”, and temporary basis.
  - Interviews continued for a third dispatcher to coordinate with the two dispatchers, who have been



covering many of the Transportation area responsibilities.

Wendy Pennini had been working part-time in the Transportation Dispatch area and began working full time in the area on September 1, 2015.

- 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.
  
- GPS/AVL  
Mr. Hilton noted that the RFP for GPS/AVL services was approved at the August 2015 Board of Directors meeting. Mr. Brown indicated that the bid was awarded to Forward Thinking Systems. He explained that the equipment is expected to arrive within the next few days. Implementation of this system is expected to cut idle time, integrate fuel card use, and increase efficiencies by providing cost information (mileage and time) for billing.
  
- Large Buses
  - Equipment Review / Needs  
Mr. Hilton noted that the Collaborative has procured three (3) large buses to support the Nantucket service provision. Mr. Brown explained that these buses arrived at the end of August and are being inspected and outfitted with radios. Mr. Hilton stated that the buses will be sent to the island during the coming few weeks after they are driven for a short period to ensure that there are no required maintenance issues that should be addressed in advance of use on Nantucket.
  
  - Truro  
Mr. Hilton updated the Board regarding the current operation in Truro. The vehicles in Truro are likely to be changed as the (former) Nantucket buses are cycled out of service on the island.
  
- Special Education Transportation
  - Equipment Review / Needs  
Mr. Brown reminded the Board that the Collaborative procured five (5) “mini-buses” and five (5) vans to support the transportation needs for students with special needs. These vehicles will replace buses and vans that have in excess of 200,000 odometer miles.

He explained that these vehicles are expected to be delivered in late September.

- Therapies

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

- FY16 Service Commitments

- The collaborative continues to receive and review commitments for the utilization for Collaborative staff to provide services in school districts for FY16.
- There has been some unexpected reduction in the services sought by districts. Mr. Hilton discussed the status of the employees that had provided these services as well as efforts that continue to solicit appropriate work for these employees with member (or non-member) districts.
  - i. The Collaborative currently has the capacity to contract out the following services:
    1. PT – ½ to 1 day
    2. OT – 2 days
    3. Speech (assistant) – 2 -3 days
  - ii. Mr. Hilton recommended that the Collaborative continue to offer these services for contracting with districts into October with further decisions to be discussed at the Board meeting in October.

- Special Projects

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

- Early Learning Network

Dr. Gilbert discussed the status of planning (and registration) for this annual programming coordinated through the Collaborative. He noted that grant funding for activities will cease on December 30, 2015.

Dr. Gilbert described the successes in project funding, especially in the area of professional development. He noted that a culminating activity is planned for December 7<sup>th</sup>. He explained that he was hopeful that a keynote speaker could be contracted who would raise interest and the regional “knowledge base” on current issues.

- All-Cape In-service

Dr. Gilbert discussed that status of planning (and registration) for this annual programming coordinated through the Collaborative. He noted that the All-Cape In-Service will occur in October and that a copy of the offerings has been included in the Board materials for this meeting. (Dr. Gilbert suggested the Board review early educational workshops on page 2.)

Dr. Gilbert indicated that he expected that the 23 workshops will draw between 600 and 700 registrations. He noted that each year curriculum administrators, superintendents and principal groups work together to determine district staff educational needs.

Dr. Gilbert expressed his appreciation to Mashpee, Dennis-Yarmouth and Upper Cape Tech for use of their facilities to house workshops.

- ASLP

Dr. Gilbert discussed the operations and events of the Summer 2015 ASLP Program as well as the status of planning for the Summer 2016 ASLP Program. He explained that the Summer 2015 program represented the 11<sup>th</sup> year of operations: 205 students participated, each taking part in 42 hours of STEM education, 24 hours humanities, and 32 hours in leadership and social activities; 27 National Grid scholarships of \$1000 each were awarded to students based on financial need; and, the Bilezikian Family Foundation provided \$10,000 in funding which supported the programs expenses. Dr. Gilbert reminded the Board that this program was originally developed with Fran McDonald, who is currently serving as the 38<sup>th</sup> President of Mass Maritime Academy.

- Center for Executive Search

Mr. Hilton provided an update regarding the Barnstable Public Schools Superintendent Search process. He explained that the Collaborative is working in conjunction with MASC for this search. It is hoped that this position can be filled as soon as possible.

## **e. Virtual High School**

Mr. Hilton discussed the consortium for Virtual High School that has existed through the Cape Cod Collaborative since 2001. Mr. Hilton shared information about Virtual High School as well as the renewed interest in the Consortium. Cape Cod Technical Regional High School became part of the Cape Consortium in FY15. Their participation provides increased savings for them and also for other consortium members. He noted that it is likely that the districts' use of VHS will exceed the capacity of the Consortium (for savings) for the first time since 2001. This may require procurement of additional capacity at a higher cost (for that additional capacity).

## **VI. Cracker Barrel Discussion**

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

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

Mr. Schumacher observed that enrollment in many district high schools is under capacity. Mr. Fichtenmayer suggested that this situation is causing some friction between technical high schools and school districts. Mr. Joyce remarked that enrollment in Barnstable has remained fairly stable; current enrollment is three students less than last year.

### **b. Local Administration Changes**

There are a considerable number of changes among the Board Members as well as the administration of member school districts. There are also some changes in the assignment of Board members as a result of recent Town elections. Board members were encouraged to share information and suggestions regarding these coming changes.

### **c. Questions / Concerns**

No additional questions or concerns were brought up at this meeting.

## **VII. Other**

### **a. Waypoint Golf Tournament Report (Mr. Carroll & Mr. Brown)**

Mr. Carroll indicated that approximately \$3,800 was raised at this annual event.

### **b. Thank you – Cape Cod Challenger Club**

The Board had voted in August to sponsor the Cape Cod Challenger Cup (a fund raising event hosted by the Cape Cod Challenger Club). Mr. Hilton was asked to extend the Challenger Club's sincere appreciation for the support and to provide information and passes for anyone interested in attending the event.

## **VIII. Adjournment**

Mr. Lazarus made the motion that the Board vote to adjourn the September 9, 2015 meeting of the Cape Cod Collaborative Board of Directors. Mr. Joyce seconded this motion.

SO VOTED – UNANIMOUS

The meeting was adjourned at 6:48 PM.