



**Board of Directors Meeting Minutes**  
**418 Bumps River Road, Osterville, MA 02655**  
**April 11, 2018**

At 5:04 PM the Board began an informational discussion while waiting for a quorum.

### **Transportation**

- Invoicing  
Ms. Lipkind updated the Board regarding the status for FY18 invoicing to districts. Invoicing for March is in progress; the business office is striving for rapid turnaround with transportation invoicing.
- Reconciliation  
Ms. Lipkind shared the status of the reconciliation of costs and revenues projected for FY18. She noted that anticipated revenue will continue to cover expenses.  
Ms. Larsen asked if the Collaborative intends to hire drivers who are currently working in Nauset. Mr. Hilton indicated that current staff is likely to transition to the Collaborative.

### **FY19 Spending Plan and Budget Development**

Mr. Hilton noted a meeting of the Finance SubCommittee was held immediately prior to the Board meeting to discuss the development and refinement of the FY19 Spending Plan and Statutory Budget.

He explained that the Collaborative Articles of Agreement require that the FY19 Spending Plan and Statutory Budget be approved at the June meeting of the Board. The initial DRAFT of the Spending Plan / Budget was presented to the Board in April and will continue to be reviewed at subsequent Board meetings.

He indicated that the Board has historically approved preliminary rates at their May meeting(s) with final approval of the Spending Plan/Budget at the June Board meeting.

Mr. Hilton and Ms. Lipkind discussed factors that the Collaborative must consider and include in the FY19 Budget:

- Health Insurance Costs - Cape Cod Municipal Health Group has indicated that the health insurance costs will increase significantly again (6% BCBS HMO and 6% HPHC HMO) this coming fiscal year.
- Restructuring of the Administration of Special Education Programs (STAR & Waypoint) are included in the Spending Plan / Budget for FY19.
- Salary Scale increase of 2% is included in the Spending Plan/Budget Proposal
- An adjustment to the Teacher Salary Scale is also proposed in the Spending Plan/Budget Proposal
- A decrease in Special Education program enrollment (revenue) is included in the proposal based upon modified projections
- A 2.8% increase in Special Education Tuitions and Itinerant Services Fees are also proposed in the Spending Plan/Budget.

- Costs associated with the acquisition of vehicles to meet the needs of the Nauset Public Schools general transportation, replacement of buses for the Mashpee Public Schools general transportation, and replacement of equipment to meet the Special Education transportation needs are also included in the Spending Plan/Budget proposal.

Mr. Judge and Ms. Larsen asked about transportation-related expenses, including the bus maintenance facility and fueling.

Mr. Schumacher noted the projected enrollment for Waypoint Academy has been reduced and asked how district needs are determined. Mr. Hilton noted Mr. Carroll and Dr. Woods have been in communication with each school district about the projected needs for this upcoming school year. Mr. Hilton also noted there was a high graduation rate at Waypoint for the past three to four years. Based on district needs and the graduation rate, it is prudent to project a decreased enrollment for the upcoming year. Mr. Hilton observed it is difficult to balance staffing and enrollment projections, as the Collaborative must provide adequate staff for changing district needs.

Mr. Hilton directed attention to the Statutory Budget, which reflects state requirements, and discussed how the Spending Plan is adapted to reflect changes in revenue and expense as they occur.

## **I. Call to Order**

The April 11, 2018 meeting of the Cape Cod Collaborative Board of Directors was called to order by Ms. Larsen, Co-Chair, at 5:31 PM. In attendance were:

Brewster	Jessica Larsen, Co-Chair
Barnstable	Mike Judge
Bourne	Chris Hyldburg (in at 5:51 PM)
Cape Cod RTS	Scott McGee
Dennis-Yarmouth	Phillip Morris
Falmouth	John Furnari
Orleans	Hank Schumacher
Upper Cape Cod RTS	Robert Fichtenmayer (in at 5:27 PM)
Wellfleet	Jill Putnam
Secretary	Beth Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Amy Lipkind
Director of Special Projects	Dr. Christopher Bogden
Admin & Finance Coordinator	Marc Dupuis
Director of Special Education	Dr. Anita Woods

Mr. McGee made a motion that the Board vote to suspend voting rights for representatives who have missed two or more consecutive meetings (Nauset, Provincetown, Monomoy, Truro, Martha's Vineyard and Nantucket). The motion was seconded by Mr. Morris.

SO VOTED – UNANIMOUS

## **Nomination & Approval of Board Member to Authorize Warrants**

**VOTE**

At the March 28, 2018 meeting, Ms. Cummings reminded the Board that she is not seeking reelection. As Ms. Cummings currently authorizes the Payroll Warrant and Warrants on a weekly basis, the Board will need to confirm another Board member to handle this responsibility.

Mr. Furnari nominated Mr. McGee to take over this responsibility. Ms. Putnam seconded the nomination.

SO VOTED – UNANIMOUS

## **II. Authorization for Financing**

**VOTE(s)**

### **a. Vote to award financing to TD Equipment Finance VOTE**

Ms. Lipkind provided copies of the financing bids. The proposal received from TD Equipment Finance offers a rate of 3.37% for seven (7) years. As this borrowing is cost –effective and in the best interests of the Collaborative and the member municipalities, Ms. Lipkind recommended the bid be awarded to TD Equipment Finance.

Mr. McGee made a motion that the Board vote to award financing to TD Equipment Finance. Mr. Fichtenmayer seconded the motion.

SO VOTED – UNANIMOUS

### **b. Vote to authorize Treasurer to sign financing & related documents**

**VOTE**

Ms. Lipkind recommended the Board vote to authorize William Friel, Treasurer, to sign the financing and related purchase documents for the purchase of:

- 8 – 71 passenger school buses (\$667,698) (4 – Mashpee, 4 – Nauset)
- 18 – 65 passenger school buses (\$1,492,542) (Nauset)
- 6 – 53 passenger school buses (\$489,114) (Nauset)
- “Add-ons” for Nauset (seat belts, naming/lettering on the buses) \$13,480.

Mr. Fichtenmayer made a motion that the Board vote to authorize William Friel, Treasurer, to sign financing and related purchase documents. The motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

## **III. Request for concurrence regarding GPS System**

**Discussion/VOTE**

Ms. Lipkind noted that the Collaborative has undertaken a review of several GPS systems to determine the best option for its expanding fleet of transportation vehicles. Based on this review, it was determined that the best option is to expand the system currently in use in approximately sixty (60) vehicles. Ms. Lipkind has received a quote under the Collaborative’s existing GSA contract with T-Mobile to provide these services for all vehicles. For 170 units, the initial cost will be \$850.00 with monthly charges of \$2,091 for the term of the contract. Ms. Lipkind recommended the Board vote to authorize the Collaborative to complete a procurement of a GPS system through T-Mobile that would equip all Collaborative student transport vehicles for slightly more than the Collaborative currently expends for sixty (60) vehicles. It was clarified that this GPS system would provide location, driving “behavior” and maintenance “codes”.

Mr. Schumacher clarified that these GPS systems are not for the purpose of providing directions to drivers. Mr. Hilton indicated that these systems provide global positioning, allowing the Collaborative to track buses in real time, and provide maintenance information to the mechanics.

Mr. Furnari offered to provide the names of two companies who use GPS services extensively in the operation of their businesses, a taxi company and an appliance company.

Mr. McGee noted these systems can provide the Collaborative with information regarding driver performance, such as hard starts and hard braking.

Mr. Judge made a motion that the Board vote to authorize the Collaborative to complete procurement of a GPS system through T-Mobile. The motion was seconded by Mr. McGeel.

SO VOTED – UNANIMOUS

#### IV. Minutes

##### a. March 28, 2017

VOTE

Mr. McGee made a motion that the Board vote to approve the minutes of the March 28, 2018 meeting. Ms. Putnam seconded the motion.

SO VOTED

YES – 8      NO – 0      ABSTAIN – 1 (Schumacher)

#### V. New Business

##### a. Warrants #35, #36, #37

VOTES

Mr. Fichtenmayer made a motion that the Board vote to approve Warrants #35, #36 and #37 as a slate. Mr. McGee seconded the motion.

SO VOTED – UNANIMOUS

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

SO VOTED – UNANIMOUS

##### b. FY18 Spending Plan

- Updates

Discussion

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

- Personnel

- Additions

VOTE

- Stephanie Conroy      Paraprofessional, Waypoint
- Katrina Moore      Spare Monitor
- Susan Tissari      Cafeteria Coordinator, Waypoint

Mr. Morris made a motion that the Board vote to approve personnel Additions listed on the agenda. This was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

- Reductions

VOTE

- Carole Cantwell      7D Driver / Monitor, Spare
- Mary Jarabek      Cafeteria Coordinator, Waypoint
- Paul Murtha      Custodial Assistant

Mr. Furnari made a motion that the Board vote to approve the personnel Reductions listed on the agenda. Mr. McGee seconded the motion.

SO VOTED – UNANIMOUS

**c. Special Rate Approval – Bourne Special Education Transportation**

**VOTE**

Mr. Hilton and Ms. Lipkind reviewed an adjustment that is being recommended to invoicing for Bourne Special Education Transportation. Mr. Hilton observed that the invoicing formulas work well most of the time, however a situation unfolded where dispatch added students to a route and increased the cost dramatically for one Bourne student. The Collaborative and the Bourne Business Administrator negotiated a fee (\$300 per day) which will cover the cost of transport for this student. Mr. Hilton noted that this will “re-set” the situation, which involved a series of miscommunications on both sides. Mr. Hilton asked the Board to approve this special rate for this one circumstance.

Mr. Morris made a motion to approve the Special Rate for Bourne Special Education Transportation. Mr. Furnari seconded the motion.

SO VOTED – UNANIMOUS

**d. Programs/Services**

- Waypoint Academy
  - Enrollment Update
  - Programming
- STAR / Osterville
  - Enrollment Update
  - Programming

Dr. Woods discussed enrollment and programming for both Waypoint Academy and the STAR Program. She noted Waypoint has experienced an increase in referrals, and the STAR Program has started two new students since the last Board meeting.

She also noted that MCAS testing is underway in both schools.

- Transportation

Mr. Hilton discussed current issues and opportunities with Collaborative Transportation.

  - Staffing

Mr. Hilton discussed the anticipated need for support to be provided in the Transportation areas as districts express an increased need for Transportation services through the Collaborative.
  - Equipment

Mr. Hilton and Ms. Lipkind discussed the ongoing assessment of the Collaborative fleet of vehicles. At this time, it is likely that the Board will be asked in May to review the results of the pricing for the following types of vehicles:

    - Four (4) small buses (CDL)
    - Four (4+) or more vans
  - Consultation

Mr. Hilton discussed recent and ongoing consultation with districts regarding their current and future transportation services:

- Monomoy Regional Schools
- Dennis-Yarmouth Regional Schools
- Falmouth Public Schools

- Therapies

Mr. Hilton provided an update regarding the provision of services within Collaborative programs and serving school districts. He noted that ongoing review of future needs is occurring as districts re-evaluate for FY19.

He explained that the districts have been submitting their “commitments” for therapies for FY19.

- Special Projects

Dr. Bogden and Mr. Hilton discussed current initiatives and answered questions associated with the project summaries.

- Professional Development / Grants

- *Multi-Tiered Systems of Support*

Mr. Hilton discussed the status of a multi-year grant with the National Center for Learning Disabilities that supports district implementation of Multi-Tiered Systems of Support. This opportunity is funded through the Peter and Elizabeth Tower Foundation and requires district financial participation to demonstrate commitment, to facilitate sustainability, and to partially offset costs.

- *Career & Vocational Technical Education Partnership Grant*

Mr. Hilton discussed the status of planning for the continuity of the programming that resulted from a grant-funded partnership with Upper Cape Cod Regional Technical School. Mr. Hilton, Superintendent Dutch and Principal Forget are meeting with districts to determine viability and interest in programming for FY19.

Mr. Hilton noted differing high school schedules are posing difficulties in coordination.

- All-Cape In-Service

Dr. Bogden spoke about the development of the All-Cape In-Service workshops for this October. Coordinators are working to identify subject areas, and will take workshop options to colleagues to gauge popularity and interest. Several districts throughout the region have changed the focus of their annual professional development. Mr. Hilton noted there is expected to be a decreased level of participation as some districts are involved with entire district initiatives on the same date.

- ASLP

Mr. Hilton provided an update regarding the status of the operations for the Summer 2018 ASLP Program. For the first year, the program will begin after July 4<sup>th</sup> and continue for three weeks. Dr. Gilbert has been discussing the potential for “Principal Recommendations” allowing students to participate who may not have had finished in the top 15% of PARCC or MCAS testing.

- Sheltered English Immersion (SEI) Course Development  
Dr. Bogden provided an update on SEI courses being offered in the region through the Collaborative. There are currently three (3) courses in session and at least two (2) expected for the fall.

**e. Virtual High School**

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

**f. 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. School Administrators from Mashpee, Bourne, Sandwich and Dennis-Yarmouth will have the opportunity to travel to China over April vacation on a trip hosted by Boston Ivy. The group will meet with educational officials in Daxing (part of Beijing), visiting schools in that sector of the city and giving presentations regarding their work in districts.

**VI. Other**

Mr. Furnari indicated the Seacrest Beach Hotel has donated twenty (20) 37” flat screen television sets, which have been offered to the Cape Cod Collaborative for use as computer monitors.

Mr. Judge made a motion that the Board vote to accept this donation, with gratitude. Mr. Morris seconded the motion.

SO VOTED  
YES – 8      NO – 0      ABSTAIN – 1 (Furnari)

**VII. Cracker Barrel Discussion**

**a. Local District Issues**

Mr. Hilton attended a recent Superintendents Meeting and observed that Superintendents are discussing enrollment changes. There seems to be a strong interest in having the Cape Cod Collaborative undertake a demographic study to inform future discussions. Mr. Hilton again expressed his desire to bring Superintendents and Board members together to develop strategy.

Mr. Hyldborg noted that Superintendents may not be comfortable discussing their own district’s situation with other Superintendents, and asked how Board members could assist. Mr. Hilton thought Superintendents need to be able to have a private discussion.

Mr. Furnari noted how difficult it will be to begin an open discussion on enrollment and suggested some unrelated subjects or subjects might open the way for a wider discussion. Mr. Hilton observed regional planning started with focus on transportation and facilities management, areas where Superintendents can see benefits from collaboration. Mr. Judge concurred, suggesting Superintendents should start with subjects where they can agree working cooperatively could generate cost savings.

Ms. Larsen noted the “fight” will get emotional when it comes down to local elementary schools. Mr. Hyldborg said this is a valuable point. Mr. Judge said he saw this happen in Barnstable.

Mr. Hyldburg suggested a business approach to the reallocation of costs and observed tremendous opportunity for cost savings could be found in the area of facilities management.

Ms. Putnam left the meeting at 6:27 PM.

Mr. Schumacher suggested schools need to look at more data than the number of children born in the district, they need to consider the number of children enrolling in Kindergarten. The Cape's population is transient.

**b. Questions / Concerns**

No additional questions or concerns were brought forth.

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

**a. (If necessary) Negotiations with non-union personnel**

**b. Pending / Potential Litigation**

Mr. Hilton indicated that it would be necessary to enter into Executive Session to discuss negotiations with non-union personnel and pending/potential litigation.

Mr. Hyldburg made a motion that the Board enter into Executive Session. The motion was seconded by Mr. Judge. A roll call vote was taken:

Mr. McGee – Yes, Mr. Judge – Yes, Mr. Schumacher – Yes, Mr. Fichtenmayer – Yes, Mr. Morris – Yes,, Mr. Furnari – Yes, Mr. Hyldburg – Yes

The Board entered into Executive Session at 6:32 PM.

The Board exited Executive Session and returned to Open Session at 6:46 PM, continuing discussion which had begun in Cracker Barrel regarding cost savings which could be found when districts collaborate. Dr. Woods noted the Collaborative at one time had worked as a cooperative purchasing agent for supplies and fuel. Mr. Hilton observed the importance of determining what is needed and what the Collaborative can do to roll it forward.

**IX. Adjournment**

Mr. Morris made a motion that the Board vote to adjourn the April 11, 2018 meeting. This was seconded by Mr. Furnari.

SO VOTED – UNANIMOUS

The meeting adjourned at 6:57 PM.