

Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



Board of Directors
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Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
May 9, 2018

I. Call to Order

The May 9, 2018 meeting of the Cape Cod Collaborative Board of Directors was called to order by Ms. Cummings, Co-Chair, at 5:02 PM. In attendance were:

Sandwich	Beth Cummings, Co-Chair
Brewster	Jessica Larsen, Co-Chair
Cape Cod RTS	Scott McGee
Dennis-Yarmouth	Phillip Morris
Eastham	Judy Lindahl
Falmouth	John Furnari (in at 5:10 PM)
Martha's Vineyard	Lisa Reagan
Orleans	Hank Schumacher
Upper Cape RTS	Robert Fichtenmayer (in at 5:35 PM)
Wellfleet	Jill Putnam
Treasurer	William (Bill) Friel
Secretary	Beth Deck

Also in attendance were:

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

II. Minutes

a. March 11, 2018

VOTE

Ms. Putnam made a motion that the Board vote to approve the minutes of the March 11, 2018 meeting. Ms. Larsen seconded the motion.

SO VOTED

YES – 5 NO – 0 ABSTAIN – 3 (Cummings, Lindahl, Reagan)

MOTION PASSED

III. Old Business

a. Transportation

- Invoicing

Ms. Lipkind updated the Board regarding the status for FY18 invoicing to districts. She indicate that the March out-of-district special education invoicing has been completed and that the April invoicing was in process. Ms. Lipkind noted some long outstanding invoices had been paid during the past few weeks. Mr. Hilton noted Ms. Lipkind has been working with Business Managers to revise “Network Agreements” for Transportation Services. He noted that these agreements had previously been signed every year. Ms. Lipkind is ensuring that language included in the agreements indicated automatic renewal each year, unless changes were necessary.

Mr. Schumacher asked for clarification. Mr. Hilton noted Article IX of the Collaborative’s Articles of Agreement requires additional agreements with member districts when member districts have non-standard billing arrangements (not the exact billing model in the Articles of Agreement).

- Reconciliation

Ms. Lipkind indicated it was expected that the revenue will continue to cover expenses for FY18. Mr. Hilton noted that Special Education Out-of-District Transportation services continue to operate with a substantially positive variance due primarily to factors including the ongoing containment of asset costs and some one-time cost efficiencies. Mr. Hilton noted that it is recommended that the districts using this cost-sharing opportunity meet to refine the “network agreement” in preparation for FY19.

IV. New Business

a. Warrants

VOTES

- #38
- #39
- #40
- #41
- #42

- VOTE
- VOTE
- VOTE
- VOTE
- VOTE

Ms. Larsen made a motion that the Board vote to approve Warrants #38, #39, #40, #41 and #42 as a slate. This was seconded by Mr. McGee.

SO VOTED – UNANIMOUS

Mr. Schumacher noted that Mr. Carroll is listed on the Warrants as receiving payment for contracted services. Mr. Schumacher sought to verify that the rate for these services was \$85 per hour. Mr. Hilton confirmed the rate, but noted that this is the total cost (no associated payroll taxes) for Mr.

Carroll's services. Mr. Hilton indicated Mr. Carroll is not expected to continue to provide services after the close of this school year. Mr. Schumacher sought assurances from Ms. Lipkind that these services were accounted for within the program's spending plan and budget. Ms. Lipkind confirmed that this expense is part of the program budget. Ms. Cummings observed that this expense is in line with what was discussed and approved by the Board. Ms. Larsen concurred. Ms. Larsen made a motion that the Board vote to approve the slate of Warrants. Ms. Putnam seconded the motion.

SO VOTED – UNANIMOUS

b. Bridgewater State University

Mr. Hilton and Dr. Woods discussed the status of the coursework that is currently offered through the Collaborative as well as coursework that will be offered during the summer.

Dr. Bogden explained that he has met with staff who have participated in the sponsored coursework over the past two (2) years to determine the viability of continued hosting of courses for this population of staff.

Dr. Bogden, Dr. Woods and Mr. Hilton indicate that they are assessing the potential for sponsoring another cohort for the 7-8 courses beginning in the Fall of 2018.

c. FY18 Spending Plan

- Updates

Discussion

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

- **Authorization for Reallocation of Bourne (Otis) Rent to General Fund**

VOTE

Ms. Lipkind recommended a vote to reallocate rent expense in FY18 for the Otis School in Bourne (\$121,464) from Waypoint Academy to the General Fund. No change to the overall Spending Plan will occur. Mr. Hilton noted that this is a bookkeeping entry to record this expense as an expense outside of the Annual costs (spending plan) and is consistent with the previous discussions of the Board regarding the move of the Waypoint program.

Ms. Larsen made a motion that the Board vote to authorize the reallocation of the Bourne (Otis) Rent to the general fund. The motion was seconded by Ms. Lindahl.

SO VOTED – UNANIMOUS

- Personnel

- Additions

VOTE

- Deborah Taylor, CDL Driver (Training)
- Noel Turzyn, Assistant Custodian
- Tamera Ward, CDL Driver

- Reductions **VOTE**
 - Adam Lovell, CDL Driver
 - Robert Lynch, Sr., CDL Driver (Spare)
- Status Change **VOTE**
 - Laurie Lomba from Monitor to Spare Monitor

Ms. Larsen made a motion that the Board vote the personnel additions, reductions and status change as a slate. The motion was seconded by Ms. Lindahl.

SO VOTED – UNANIMOUS

Ms. Lindahl made a motion that the Board approve the slate of personnel changes. This was seconded by Ms. Larsen.

SO VOTED - UNANIMOUS

d. FY19 Spending Plan & Statutory Budget Development

Mr. Hilton explained that a meeting of the Finance Subcommittee occurred before the last Board meeting (April) to review the Spending Plan/Budget.

Mr. Hilton noted that the Collaborative Articles of Agreement require that the FY18 Spending Plan and Statutory Budget be approved by the June meeting of the Board.

Mr. Hilton asked the Board to recall that the initial DRAFT of the Spending Plan / Budget is presented to the Board each April and reviewed at subsequent Board meetings. 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 reminded the Board that there are a few factors that each district, and the Collaborative, must consider and include in the FY18 Budget:

- Health Insurance Costs
 - Cape Cod Municipal Health Group has indicated that health insurance costs will increase significantly again (6% BCBS HMO and 6% HPHC HMO) this coming fiscal year.
 - The Board had previously elected to offer the “high deductible” health insurance plans as an option for employees.

A revised DRAFT of the FY19 Proposed Spending Plan was included with Board materials and a final vote on the Spending Plan and Budget must occur in June. Mr. Hilton recommended that the FY19 tuition rates for the Collaborative Special Education programs and therapeutic service delivery increase by 2.8% for FY19. Ms. Lipkind indicated the increase is level with the increase for FY18.

It was also recommended that the Board vote to approve the rates as indicated on the FY19 RATE SHEET for the FY19 Collaborative Spending Plan.

Mr. Schumacher asked for clarification regarding why there are student “commitments” at Waypoint and none for the STAR Program. Dr. Woods noted the STAR Program is more likely to have students enter the program and stay for

the balance of the school year, where students at Waypoint enter and exit the program more regularly and that one “commitment” at Waypoint may be used by three students over the course of the school year.

- **FY19 Teacher Salary Steps**

VOTE

Mr. Hilton recommended that the Board vote to adjust Teacher Salary Steps for FY19 to keep Collaborative teacher salaries within the competitive range. He note that the recommendation is that the bottom step (Step 1) is dropped, and that \$1,000 be added to the top step. Mr. Hilton noted Collaborative teachers have annual contracts. He noted that the salary changes would impact twenty teachers, the counselors and social workers.

Mr. Furnari made a motion that the Board vote to approve the FY19 Salary Steps. The motion was seconded by Ms. Putnam.

SO VOTED – UNANIMOUS

- **FY19 Tuition Rates**

VOTE

Mr. Hilton recommended that the Board formally adopt the projected FY19 Tuition Rates to ensure that participating districts can appropriately plan for FY19. He noted the membership rate (\$1.00 per student) remains unchanged and there has been no increase to Extended School Year Program rates.

Ms. Larsen made a motion that the Board vote to adopt the FY19 Tuition Rates. This was seconded by Ms. Morris.

SO VOTED – UNANIMOUS

- **FY19 Service Rates**

VOTE

Mr. Hilton recommended that the Board adopt the projected FY19 Service Rates to ensure that participating districts can appropriately plan for FY19.

Ms. Lindahl made a motion that the Board vote to adopt the FY19 Service Rates. The motion was seconded by Ms. Putnam.

SO VOTED - UNANIMOUS

e. Cape Cod Collaborative Waypoint Academy 10th Annual Golf Tournament

Mr. Hilton noted that the Collaborative will be sponsoring a golf tournament again this year as a fund-raising event with the proceeds used to benefit Collaborative students who seek education and training beyond their time at the Collaborative.

It was explained that the Business Office would supervise and monitor transactions associated with the event including documentation and reconciliations of funds associated with the tournament.

He noted that the event this year will occur at Bay Pointe Country Club in Onset (Wareham) on June 9th.

Mr. Morris asked who handles all the work behind the event. Mr. Hilton responded that students at Waypoint are involved, under the lead of Mr. Ouellette, their math teacher, and that the event has raised \$25,000 over the past ten years, which is used to fund student scholarships.

f. Assistant Director of Special Education Programs Search

Mr. Hilton and Dr. Woods explained that they have begun the interviews for the Assistant Director of Special Education Programs and that several highly qualified candidates that are being considered.

Mr. Hilton indicated that he anticipated that some candidates will have secondary interviews with the Program Coordinators and tour the programs in the coming week. He also noted that he expects to recommend an appointment for the June Board meeting.

Mr. Hilton will propose a contract for this position that is consistent with the contract for the Collaborative Business Manager (notification by January 1 each year of subsequent year appointment). It was recommended that the Board formally appoint the candidate recommended by Mr. Hilton as Assistant Director of Special Education Programs at the June Board meeting.

g. Programs/Services

- Waypoint Academy
 - Enrollment Update
 - Graduation
 - Proposed FY19 Calendar
 - Future Site Planning

- STAR / Osterville
 - Enrollment
 - Programming
 - Proposed FY19 Calendar

Dr. Woods discussed the status of enrollment and programming at Waypoint Academy and the Osterville STAR Program.

Waypoint students who achieved the honor roll were honored with a special breakfast. She indicated that three Waypoint students will be graduating this year and that a celebratory dinner would be held May 30th at Upper Cape Tech.

She also noted that STAR staff and students have been working on the school garden (the “Friendship Garden”).

Dr. Woods indicate that MCAS testing is underway at both school programs. She also explained that staff evaluations are underway at both sites.

Dr. Woods provided Board members with a draft of the proposed school calendar, which will be the same for both programs. She noted that this would be the first time a unified calendar would be proposed for both Collaborative programs.

Dr. Woods noted that staffing needs are being reviewed for both the extended year (summer) and school year programs.

Mr. Furnari asked about the number of students who attend the summer programs. Dr. Woods noted most STAR students (80% to 85%) have IEPs which require extended school year services. She noted that, at Waypoint, approximately 40% of the students attend the summer program.

Ms. Cummings asked for clarification regarding the three graduating students. Dr. Woods noted that Waypoint students receive a diploma from their home district and that students are invited to participate in the graduations ceremonies held by their “home” district.

Mr. Hilton discussed future site planning for Waypoint Academy. He noted that the Collaborative currently holds a three-year lease for the Wing School in Sandwich. He explained that the Town of Sandwich is pursuing options to sell or lease the property. Mr. Hilton indicated that he had met with the South Shore YMCA regarding an option to build a facility at Camp Haywood in Sandwich. He noted that the Board’s Facilities SubCommittee will need to meet to discuss options.

Mr. Morris made a motion that the Board vote to approve the 2018-2019 school calendar. The motion was seconded by Ms. Larsen.

SO VOTED - UNANIMOUS

- Transportation

Mr. Hilton discussed current issues and opportunities with Collaborative transportation. He informed the Board of an incident which occurred the afternoon of the meeting when the driver of a school bus, carrying a baseball team on the way to a game, backed into a dump truck. He indicated that the driver took another bus and transported the team. He noted that the Dispatch staff were notified that there was a broken window on the bus, but the actual damage seemed to be more extensive than described.

- Staffing

- Mr. Hilton discussed the increasing need for support to be provided in the Transportation areas as districts express an

increased need for Transportation services through the Collaborative.

○ Equipment

Ms. Lipkind discussed the status and timelines for the financing for the equipment needed to service the Nauset & Mashpee Public Schools (30 full sized buses) and for special education services for FY19 (and beyond).

○ **Declaration of Surplus Vehicles**

VOTE

Ms. Lipkind recommended the Board vote to declare one van and one bus in the inventory of vehicles as “surplus.” These vehicles will be considered individually for disposal as vehicles are procured to replace them. She noted that this vote will allow disposal through eligible methods, including trade-in.

- Bus 605, 71 passenger 2006 Bluebird, Mileage 154,487, VIN #1BABJCKA16F233303
- Van 16S, 8 passenger 2008 Ford/E250, Mileage 220,448, VIN #1FDZX2ZM2GKA18756

Mr. Fichtenmayer made a motion to declare the van and bus described in the agenda as surplus. Mr. Morris seconded.

SO VOTED – UNANIMOUS

▪ **Authorization for Acceptance of Vehicle Procurement**

VOTE

Mr. Hilton noted that, at the March Board meeting, the Board approved solicitation to secure pricing/quotes for four special education buses and four 7D vans to meet the needs of the districts. He noted that Ms. Lipkind secured quotes for the procurement of buses.

Ms. Lipkind secured quotes utilizing the NJPA contract and the state contract. Mr. Hilton and Ms. Lipkind recommended the purchases below and to allow for securing financing for these purchases.

- | | |
|-------------------------------------------------|---------------------|
| ▪ Three (3) Flex Wheelchair Buses from Dattco | \$203,150.00 |
| ▪ One (1) 29 Passenger School Bus from Anderson | \$ 62,397.00 |
| ▪ Four (4) Ford Transit Vans from Colonial Ford | \$175,933.16 |
| ▪ One (1) 12 Passenger Activity Van for Mashpee | <u>\$ 35,269.85</u> |
| Total purchase to be financed: | \$476,750.01 |

Ms. Larsen made a motion that the Board vote to authorize the acceptance of vehicle procurement from the recommended vendors. Mr. Fichtenmayer seconded the motion.

SO VOTED – UNANIMOUS

- Consultation
 - Mr. Hilton discussed recent and ongoing consultation with districts regarding their current and future transportation services:
 - i. Nauset Regional Schools
 - ii. Bourne Public Schools
 - iii. Monomoy Regional Schools
 - iv. Dennis-Yarmouth Regional Schools

Mr. Hilton noted Martha's Vineyard has asked for assistance in running buses on the mainland.

- Therapies

Mr. Hilton provided an update regarding the provision of services within Collaborative programs and to serve school districts.

Mr. Hilton discussed the ongoing review of future needs for districts as they re-evaluate their needs for FY19. The districts have been submitting their "commitments" for therapists for FY19.

Mr. Hilton discussed the projected impact of the decrease in district contracting for physical therapy services through the Collaborative.

- Special Projects

Mr. Hilton discussed the 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.

Mr. Hilton explained that a Summer Institute will occur for participating districts in Falmouth on June 27th.
 - *Career & Vocational Technical Education Partnership Grant*

Mr. Hilton discussed the status of 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.
 - All-Cape In-Service

Dr. Bogden discussed the status of the development of the All-Cape In-Service workshops for this October. He noted that five districts will participate in 2018 in a limited capacity. He explained that this limited participation necessitated placing increased emphasis on

cost containment as a smaller pool of participants may not be adequate to subsidize expensive programming.

Mr. Schumacher asked what has occurred to change district interest and participation. Dr. Bogden noted some districts have chosen to use the day for targeted in-district staff development programs. Mr. Hilton observed Barnstable, Monomoy, Bourne and Wareham are all participating in a grant-funded educational initiative. Ms. Putnam observed programming for early childhood educators has been in demand and well attended. She suggested the expanding programming to include extended-day program staff.

Dr. Bogden noted professional development programs continue to be provided through the Collaborative outside of the All-Cape In-Service. This summer, the Collaborative will be hosting a Summer IEP Institute.

Mr. Morris observed many districts have experienced changes in the superintendent position and indicated that, at the moment, there appeared to be less commitment to working together. Mr. Hilton noted that he has spoken with superintendents and they are willing to have conversations about collaborative opportunities, but need the space and opportunity. He explained that the Collaborative hopes to host a superintendent meeting in June with topics for discussion include regional planning for the impact of declining enrollment.

○ ASLP

Mr. Hilton provided an update regarding the status of the operations for the Summer 2018 ASLP Program. He explained that applicants have been accepted and tuitions are currently being processed.

He noted that all students recommended by districts for application have been accepted and that there was not a wait list of students seeking admission. He indicated that the enrollment currently stands at 207 but some fluctuation may occur before the program begins in July.

Mr. Hilton proposed that the Board vote to allow “Superintendent Recommendations” for particular students whose testing results would not have qualified them for enrollment to fill any vacancies that might arise.

Ms. Larsen made a motion that the Board vote to allow Superintendents to recommend students to fill any vacancies which might arise. The motion was seconded by Ms. Putnam.

SO VOTED

YES – 9 NO – 1 (Furnari) ABSTAIN – 0

THE MOTION PASSED

The Board discussed the formation of a SubCommittee to review ASLP enrollment guidelines for future programs.

- Sheltered English Immersion (SEI) Course Development
Dr. Bogden provided an update regarding the SEI courses being offered in the region through the Collaborative. He noted that there are currently three (3) in session and at least two (2) expected in the coming school year.

h. Virtual High School

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

i. International Student Exchange

Mr. Hilton and Dr. Bogden provided an update regarding the status of the development of a regional consortium of school districts to host international students.

He explained that this group has coordinated visits of administrators from the region to China with the Dennis-Yarmouth, Monomoy, Sandwich and Mashpee. He noted that they have also facilitated an ongoing student exchange that is over a decade old with the Needham Public Schools.

Ms. Cummings noted the goal in Sandwich is to have 10 to 12 students travel to China and spend three days housed with local families while attending local schools.

V. Other

Mr. Hilton provided documentation indicating the Collaborative's Annual Report has been accepted by the state.

Mr. Hilton noted that this is Ms. Cumming's last Board meeting, as she has chosen not to run for reelection. He thanked Ms. Cummings for her service on the Board and presented her with gift from the Board.

VI. Cracker Barrel Discussion

a. Local District Issues

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

Ms. Larsen spoke about the two trainings for SRO officers which she recently attended. The training curriculum seeks to integrate officers into schools as "peace" rather than "police" officers.

Mr. Morris congratulated Ms. Larsen on receiving the "40 under 40" award honoring top young business leaders on the Cape and Islands.

Mr. Hilton introduced Lisa Reagan, newly appointed to represent Martha's Vineyard on the Board of Directors.

VII. Executive Session (if necessary)

- a. (If necessary) Negotiations with non-union personnel
- b. Negotiations Strategy (real estate and leases)

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

Ms. Larsen made a motion that the Board vote to enter Executive Session. This was seconded by Mr. McGee. A roll call vote was taken:

Mr. McGee – yes, Mr. Schumacher – yes, Mr. Fichtenmayer – yes, Ms. Lindahl – yes, Ms. Larsen – yes, Mr. Morris – yes, Ms. Reagan – yes, Mr. Furnari – yes, Ms. Putnam – yes, Ms. Cummings – yes

The Board exited Open Session and entered into Executive Session at 7:08 PM.

The Board exited Executive Session and returned to Open Session at 7:23 PM.

Mr. Hilton suggested the Board consider the election of officers on the June meeting agenda.

VIII. Adjournment

Ms. Putnam made a motion that the Board vote to adjourn the meeting. The motion was seconded by Mr. Fichtenmayer.

SO VOTED – UNANIMOUS

The May 9, 2018 meeting of the Cape Cod Collaborative Board of Directors was adjourned at 7:24 PM.