



**Board of Directors Meeting Minutes**  
**418 Bumps River Road, Osterville, MA 02655**  
**April 8, 2020**

**I. Call to Order**

Mr. Furnari called the meeting to order at 5:20 PM. He indicated that this meeting was occurring virtually through the Zoom application as had been indicated in official postings for the meeting. The recommendations and requirements associated with conducting a public meeting virtually were shared with Board members as required. The posting of this Board meeting included means for public participation through telephonic means. Attendees were able to join the meeting by calling: 1 929 205 6099.

Mr. Furnari noted the order of the meeting included the necessity for all votes to occur through a “roll call” process. Each member of the Board was required to verbally “sign in” as well as any other attendees.

Computer access, including video, was recommended for board members to allow for “sharing” of information on the screen if necessary.

Mr. Furnari also note that there was a need for Executive Session. He indicated that it is important that members of the Board have the capacity to ensure that others cannot participate and/or access the “broadcast” of the meeting during the Executive Session portion of the meeting.

Mr. Furnari reminded Board members that guidance from Collaborative counsel (Murphy, Hesse, Toomey & Lehane) was included with Board materials to offer additional guidance.

Please note that members, guests, and staff who attended the meeting remotely have “R” noted after their names. In attendance were

Falmouth	John Furnari, Chair - R
Eastham	Judy Lindahl, Vice-Chair – R
Barnstable	Barbara Dunn – R
Bourne	Maureen Fuller – R (joined 5:49, left 6:37 PM)
Brewster	Marie Enochty – R

Cape Cod Regional Technical HS	Scott McGee – R
Dennis-Yarmouth	Phillip Morris – R
Monomoy	Joe Auciello – R
Nantucket	Zona Tanner-Butler – R
Nauset	Robert Jacobus - R
Orleans	Hank Schumacher – R
Sandwich	Jim Dever – R (left at 6:42 PM)
Wareham	Michael Flaherty – R
Wellfleet	Jill Putnam – R (joined at 6:02 PM)
Treasurer	William (Bill) Friel
Secretary	Elizabeth (Beth) Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Amy Lipkind
Director of Education Programs	Dr. Anita Woods - R
Asst. Director of Ed Programs	Christina Caputo – R
Admin & Finance Coordinator	Marc Dupuis – R
Director of Special Projects	Dr. Christopher Bogden - R
Operations Manager	Anders Erikson – R
Guest (Chair of Bourne School Committee)	Chris Hyldburg – R

While Mr. Morris was present at the meeting, he experienced difficulty with audio and could not respond to voice votes.

## II. Executive Session

### *a. Contract Discussion for Non-Union Personnel*

Mr. Furnari indicated that it was necessary to enter Executive Session to discuss preparation for contract discussions with non-union personnel as well as to discuss litigation strategy.

Mr. Flaherty made a motion that the Board enter Executive Session for the stated purpose. Mr. McGee seconded the motion.

A roll call vote was taken:

Ms. Dunn – Yes, Ms. Lindahl – Yes, Mr. Schumacher – Yes, Mr. Auciello – Yes, Ms. Enochty – Yes, Ms. Tanner-Butler – Yes, Mr. Jacobus – Yes, Mr. Flaherty – Yes, Mr. McGee - Yes, Mr. Dever – Yes, Mr. Furnari – Yes

The motion passed.

The Board exited Open Session and entered Executive Session at 5:24 PM.

The Board exited Executive Session and returned to Open Session at 5:50 PM.

Recording of the Open Session began at 5:50 PM.

### III. Minutes

#### a. March 11, 2020

#### VOTE

Ms. Lindahl made a motion that the Board vote to approve the minutes of the March 11, 2020 meeting. Mr. Jacobus seconded the motion.

A roll call vote was taken:

Ms. Dunn – Yes, Ms. Lindahl – yes, Mr. Schumacher – Yes, Mr. Auciello – Yes, Ms. Tanner-Butler – Yes, Ms. Fuller – Yes, Mr. Dever – Yes, Mr. Jacobus – Yes, Mr. Flaherty – Yes, Mr. McGee – Yes, Mr. Furnari – Yes.

The motion passed

### IV. Old Business

#### a. Transportation

- Invoicing

Ms. Lipkind updated the Board regarding the status for FY2020 invoicing to districts. She indicated that the Collaborative is analyzing March “out of district” invoices. She explained that transportation services were provided from March 1<sup>st</sup> through March 13<sup>th</sup>. She noted that five days that were classified as “snow days” followed, then a period from March 23<sup>rd</sup> through March 31<sup>st</sup> when schools were closed by the order of the Governor for which the Collaborative paid drivers and monitors based upon average route hours.

Ms. Lipkind noted the Collaborative would continue to incur costs for staff and vehicles although not transporting students due to the ongoing closure of schools. Mr. Hilton explained that driver and monitor hours were capped and averaged. He explained that the Collaborative also provides general and in-district special education transportation services. Mr. Hilton indicated the Collaborative is working closely with districts and “sharpening the pencil” to adjust for ongoing cost factors such as fuel use, late runs and field trips.

Ms. Lindahl asked if invoicing for services after school closures would eliminate fuel but include labor costs. Mr. Hilton indicated invoices would be so adjusted. With regards to general and “in-district” special education transportation services, associated employees are being paid based on standard hours for each route. These hours align with budgeted hours from cost-templates developed with districts through and Memorandum of Agreement. He explained that the cost for maintenance remains, but fuel costs are removed from the calculations, and that each district’s calculations may differ slightly based upon each particular underlying cost template.

Ms. Fuller asked for clarification on the number of hours employees are being paid. Mr. Hilton explained that route drivers are being paid based on their typical routes, not including late runs or field trips. Mr. Hyldborg asked whether the cost

of maintenance would be adjusted in the event of a long-term shutdown. Mr. Hilton indicated affirmatively. He noted that the Collaborative's goal is to cover costs. He explained that, at the time of the Board meeting, the Collaborative was looking towards schools reopening on May 4<sup>th</sup>.

- Reconciliation

Ms. Lipkind shared the status of the reconciliation of costs and revenues projected for FY20. She noted that it was expected that revenue would continue to cover expenses, but that the situation has become more fluid and challenging. Ms. Lipkind indicated that revenue and costs will be closely monitored through the balance of the fiscal year.

## **b. Strategic Planning**

Mr. Hilton discussed the need to develop a timeline and plan for the Strategic Planning process. This item, which has been on the agenda for previous Board meetings, emphasizes the need for a coordinated process for cooperation and collaboration in meeting the educational needs for children in the region. This was explained to be of increasing importance with the anticipated resource challenges associated with the impact of the COVID-19 pandemic.

Mr. Hilton noted that Mr. Dupuis and Dr. Grenier had both participated (as superintendents) in the Collaborative's last strategic planning session in 2010, Mr. Hilton welcomed their willingness to help facilitate discussions.

Ms. Putnam joined the meeting at 6:02 PM.

Mr. Furnari asked Board members for comments about how each of their districts is faring during this challenging time.

Ms. Dunn talked about Barnstable's remote learning plan. She explained that the first week had been focused upon social and emotional needs and food support. She noted that academics was being phased in, that provision of special education was proving to be a challenge, as was developing ways to include paraprofessionals in remote learning. She indicated that teachers were holding regular "office hours." Ms. Dunn concluded with an observation that much that was being done was beyond what had been mandated by the district.

Ms. Lindahl mentioned that her husband was a high school English teacher. She explained that he had been using Google classroom and holding/hosting three classes per day. She indicated that the attendance for class sessions has been interesting, as it was not mandatory. She observed that elementary school students want to see their teachers' faces. She explained that teachers were using video conferencing several hours a day. Ms. Lindahl extended her congratulations to educators.

Mr. Auciello mentioned the workload for superintendents and administration must be tremendous. He wondered how they were managing to hold up.

Ms. Enochy indicated Brewster's elementary schools were doing different things, including working in teams and virtual classrooms. She noted that educators were working hard planning and juggling being home with their own children while teaching online.

Ms. Tanner-Butler noted the same situation was occurring on Nantucket. She indicated that a local restaurant had provided a food truck to help with student meals. She also noted that students were working on mandatory assignments. She observed that she has seen disaster planning at its best – there is only positivity being reflected by teachers and school administration.

Ms. Fuller noted that Bourne was using Google classrooms and had a set schedule for instruction: ELA instruction occurring on Mondays, math on Tuesdays, etc. She indicated that these daily schedules help students to know what to expect. She also mentioned that principals were holding regular staff meetings, grade-level meetings were occurring, and food support was being delivered three times per week by Bourne bus drivers. She explained that everyone was trying to make the best possible situation for students.

Mr. Dever told Board members that Sandwich was taking a look at working through the April vacation. He explained that it appeared that about 97% of staff were willing to do this.

Mr. Furnari said that Falmouth would have April vacation. He noted that everyone had been putting in maximum effort ... and that parents and teachers both could use a break.

Ms. Dunn indicated that Barnstable would also have April vacation.

Mr. Hyldburg said that about 78% of Bourne staff were willing to work through vacation. He noted that staff were facing daily challenge, though, and there was some consideration of carving out some days for a break in May.

Mr. Jacobus, representing Nauset Regional schools, said focus had been on continuing school lunches and on remote learning. He noted that the Nauset Regional School Committee would have a virtual the day following this Board meeting.

Mr. Flaherty indicated that Wareham was utilizing Zoom for online learning since day 1. & that Chromebooks had been put into use. He said that Wareham bus drivers had been delivering meals and that custodians had been sanitizing classrooms. He noted that Wareham would vote the day after this Board meeting regarding April vacation; indicating that the union approved working through vacation, but the community was split.

Mr. McGee described challenges some Cape Tech students were facing with remote learning. He explained that not all students had access to computers and to the internet. He noted that the school had been able to find free wi-fi access and to provide laptops to most, but not all, of the students in need. He also noted that technical shops had donated personal protective equipment (masks, face shields, etc.) to medical sites.

Ms. Putnam said the principal of Wellfleet Elementary was the “official runner.” She explained that parents were picking up materials; the principal was responsible for running materials out to cars. She also noted that free lunches were also available for pick up at the school. She indicated that there was some concern regarding the MSBA building vote on the proposed Nauset High School construction project in Eastham.

Mr. Furnari spoke about food programs, which were occurring twice a week in Falmouth. He noted that Chromebooks had been distributed for students. He also mentioned that Falmouth would hold a “pride day” to encourage wearing of Falmouth school gear. He asked if there had been any exploration into regional pricing for Zoom software, which seemed to be used by most school districts.

Mr. Hilton noted the Collaborative explored Zoom, Schoology, and some other virtual learning opportunities. He explained that, at one time, a Virtual Learning Committee had met regularly. Mr. Hilton indicated that it would be a good time to reconvene this committee.

Ms. Lindahl indicated that Nauset had confirmed that April vacation will be honored.

### **c. Waypoint Relocation Planning**

Mr. Hilton provided an update regarding the status of planning for the relocation of Waypoint Academy. He explained that the Sandwich Town Meeting, originally scheduled for March 23<sup>rd</sup>, was postponed until June 13<sup>th</sup>. He indicated that it was anticipated that Waypoint Academy would remain at its current location, at least until December of 2021. He noted that there is significant need for the Collaborative to continue to evaluate its needs for the long term.

### **d. Transportation SubCommittee**

The Transportation SubCommittee did not convene during the period following the March Board meeting. Mr. Hilton noted that the subcommittee should convene in the near future meeting to discuss the current and anticipated challenges (and opportunities) in the transportation area, as well as consideration for the refinement of transportation (staff) policies.

Mr. Erikson indicated that he would send emails to members of the committee (Flaherty / Lindahl / McGee) regarding availability for a Zoom call. Inclusive of an agenda.

### **e. Executive Director Evaluation**

Mr. Furnari told Board members that he and Ms. Lindahl would meet with Mr. Hilton via Zoom to discuss the finalization of the evaluation of the Executive Director.

## V. New Business

### a. Warrants

### VOTES

- #37 VOTE
- #38 VOTE

- #39 VOTE
- #40 VOTE

Ms. Lindahl made a motion that the Board vote Warrants #37, #38, #39 and #40 as a slate. Mr. Schumacher seconded the motion.

A roll call vote was taken:

Ms. Dunn – Yes, Ms. Lindahl – Yes, Mr. Schumacher – Yes, Mr. Auciello – Yes, Ms. Enochty – Yes, Ms. Tanner-Butler – Yes, Ms. Fuller – Yes, Mr. Dever – Yes, Mr. Jacobus – Yes, Mr. Flaherty – Yes, Mr. McGee – Yes, Ms. Putnam – Yes, Mr. Furnari – Yes.

The motion passed.

Ms. Lindahl made a motion to approve the slate of Warrants. Ms. Dunn seconded.

A roll call vote was taken:

Ms. Dunn – Yes, Ms. Lindahl – Yes, Mr. Schumacher – Yes, Mr. Auciello – Yes, Ms. Enochty – Yes, Ms. Tanner-Butler – Yes, Ms. Fuller – Yes, Mr. Dever – Yes, Mr. Jacobus – Yes, Mr. Flaherty – Yes, Mr. McGee – Yes, Ms. Putnam – Yes, Mr. Furnari – Yes.

The motion passed.

### b. FY2020 Spending Plan & Statutory Budget

### VOTES

- Updates

### Discussion

The Finance SubCommittee met immediately prior to the Board meeting to discuss the status of the FY2020 Spending Plan as well as the development of the FY2021 Spending Plan.

- Mr. Hilton noted that there were likely to be revisions to the projections made for the FY2020 Spending Plan & Budget in association with impact of the COVID-19 pandemic.
  - He indicated that there are anticipated changes that will be necessary to enrollment and revenue projections for FY2020.
  - He also noted that there are also changes anticipated that will be associated in projected costs for Transportation MoAs / MoUs. These changes are inclusive of, but not limited to, the impact of the CARES Stimulus Act as well as continuity of payments for services as has been recommended by the state and federal government.
- Financial Projection Review

Ms. Lipkind reviewed the financial status of the Collaborative and projections through the end of the fiscal year.

  - FY2020 Projection Narrative
  - FY2020 Projection Spreadsheet

Mr. Hilton indicated that there would be some “tightening up” of the narrative as we move forward. He explained that, on Friday, March 13<sup>th</sup>, the boiler at the Wing school stopped functioning. He indicated that the Collaborative is working with Sandwich on this \$20,000 repair. He also noted that the Collaborative has invested about \$18,000 in electrostatic sprayers for disinfectants, which were on order.

Ms. Fuller left the meeting at 6:37 PM

- Personnel

- Additions

**VOTE**

- Amanda Coleman Paraprofessional, STAR
    - Susan Lindahl Monitor (Spare)
    - Mary Williams Monitor (Spare)

Ms. Lindahl made a motion that the Board vote to approve the additions listed on the agenda. Mr. Jacobus seconded the motion.

Mr. Hilton observed that these new employees were hired prior to the school closures. Dr. Woods indicated that Ms. Coleman had elected to stay at her current job but would join the Collaborative when schools reopen.

A roll call vote was taken:

Ms. Dunn – Yes, Ms. Lindahl – Yes, Mr. Auciello – Yes, Ms. Tanner-Butler – Yes, Mr. Dever – Yes, Ms. Enochty – Yes, Mr. Jacobus – Yes, Mr. Flaherty – Yes, Mr. McGee – Yes, Ms. Putnam – Yes, Mr. Schumacher – No, Mr. Furnari – Yes.

The motion passed.

- Reductions

**VOTE**

- Charlotte Branco Monitor (Deceased)
    - David Burnie CDL Driver (Spare)
    - Michael Ferrante CDL Driver – Training
    - Dana Leach PTA (Deceased)
    - Barbara Lennon Monitor (Spare)
    - Rebecca Segal Paraprofessional, STAR
    - Emma Silva Paraprofessional, STAR

Mr. McGee made a motion that the Board accept the reductions listed on the agenda. Ms. Lindahl seconded the motion.

Mr. Hilton remembered Charlotte Branco and Dana Leach, long time Collaborative employees.

A roll call vote was taken:

Ms. Dunn – Yes, Ms. Lindahl – Yes, Mr. Schumacher – Yes, Mr. Auciello – Yes, Ms. Tanner-Butler – Yes, Mr. Dever – Yes, Ms. Enochty – Yes, Mr. Jacobus – Yes, Mr. Flaherty – Yes, Mr. McGee – Yes, Ms. Putnam – Yes, Mr. Furnari – Yes.



The motion passed.

- Change of Status (none)
- Anticipated Impact of Families First Coronavirus Response Act (FFCRA) and the CARES Stimulus Act
  - Maintaining Positions
  - Impact of paid family leave for childcare
  - Impact of Unemployment “incentive”
- Planning for Remainder of FY2020

Mr. Jacobus made a motion that the Board vote to affirm continuation of pay for drivers and monitors through April. Ms. Putnam seconded the motion.

Mr. Furnari suggested the Board consider an amendment to the motion, making continuation of payment contingent upon districts continued payment for services. A subset of the Board, such as the Finance Subcommittee, could reconvene in the event of non-payment if necessary. Mr. Jacobus amended his motion; Ms. Putnam seconded the motion as amended.

Ms. Larsen suggested that in the event of non-payment, the whole Board should reconvene to discuss the issue. Mr. Hilton indicated his greatest concern was with out-of-district transportation services. He noted the Collaborative might need to react swiftly.

A roll call vote was taken:

Ms. Dunn – Yes, Ms. Larsen – Yes, Mr. Schumacher – Yes, Mr. Auciello – Yes, Ms. Tanner-Butler – Yes, Mr. Dever – Yes, Mr. Jacobus – Yes, Mr. McGee – Yes, Ms. Putnam – Yes, Ms. Enochty – Yes, Mr. Furnari – Yes.

The motion passed.

Mr. Dever left the meeting at 6:42 PM.

### **c. Financing of Vehicles**

Ms. Lipkind indicated that she has not solicited financing proposals to support the acquisition of equipment. She recommended that this be tabled, while the Collaborative continues to assess the impact of the COVID-19 pandemic.

### **d. Coordinated Program Review (CPR) Planning Discussion**

Mr. Hilton indicated that the MA-DESE Office of Approved Special Education Schools (OASES) had communicated that the onsite visit for the Coordinated Program Review (CPR) would be postponed due to the impact of the COVID-19 pandemic. Dr. Woods, Ms. Caputo and Mr. Hilton discussed the status of communication and submission of material to support a remote review of the Collaborative

programming. Dr. Woods indicated that paperwork is being put together as requested for submission to the state. The team is awaiting further guidance.

#### **e. Programs/Services**

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

Dr. Woods and Ms. Caputo discussed the engagement of students and families in various modalities of “distance education” as well as staff efforts to maintain engagement and program connection through outreach, communication, and structured activities. Dr. Woods described the rollout of services over the past weeks:

- Week 1 – Every family was contacted directly to assure basic needs were being met.
- Week 2 - Educational schedules were created. Teachers developed materials and resources. The first food delivery to Waypoint families was coordinated.
- Week 3 - Scheduling continued. Schoology, Zoom and Google classrooms were utilized for virtual learning. Collaborative programming is typically very hands on – the transition to virtual learning for special education has presented unique difficulties. They noted that there had been a steep learning curve for Collaborative staff.
- Week 4 - Currently, both programs had implemented food delivery to families through the Falmouth Service Center. They explained that therapies were being implemented to the extent possible; individual learning plans for each student are being developed. A virtual meeting with Special Education Administrators had been scheduled for Friday, April 10<sup>th</sup>.

Dr. Woods noted the Collaborative continues to monitor guidance from the state, while providing weekly updates to districts and families.

She explained that Collaborative staff had been polled regarding April vacation. Dr. Woods indicated that results were 70/30 in favor of working through the vacation week. She noted that this would be a topic of discussion at the Special Education Directors meeting on Friday.

Dr. Woods referenced the Collaborative Distance Learning Plan provided in Board packets. Mr. Schumacher asked to what degree had feedback been available from students. Dr. Woods responded that issues vary across student populations. She explained that, for the STAR program, services were directed by parents and guardians. She

noted that the team had been working to creatively support each family as needed. She explained that, for Waypoint Academy, middle school students had the most active participation, including participation in the Student Counsel. She noted that, for high school students, participation was not a (state) requirement and it was/is a struggle to get students to engage.

Ms. Enothy observed that it must be difficult to serve the needs of autistic students remotely, and noted the continuation of speech therapy, OT and ABA services remotely must be extremely challenging. Dr. Woods concurred. She indicated that Collaborative staff continue to focus on each family, connecting every week. She explained that parents and guardians were asked, “What will work for you?” and services are tailored to needs. She indicated that services include meetings, providing resources, setting up scheduled activities, and working to embed skills within daily activities.

Ms. Caputo addressed questions regarding the distance learning plan for high school students. She noted that each student would have an individual student learning plan. She explained that many of Waypoint’s high school students face challenges while in a physical classroom, such as paying attention and following directions. She noted that these are exacerbated in the virtual format. She explained that some students were joining meetings and asking when they can return to (physical) school. She also noted that all staff members continue to seek ways to motivate and collaborate to support students.

Mr. Hilton observed that ASHA (the American Speech-Language-Hearing Association) just authorized the virtual provision of Speech therapy services on Monday. He noted that Collaborative therapy staff have been working diligently to adapt to what can be done remotely.

- **Transportation**

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

- **Staffing**

Mr. Hilton updated the Board regarding current operations and planning for further opportunities to support member school districts. Mr. Hilton and Ms. Deck discussed the ongoing assessment of staffing (and capacity of facilities maintenance staff) with attention to the impact of the COVID-19 pandemic. They noted the need for ongoing attention to increased risks within the school setting and the perceived incentive of unemployment associated with the CARES Stimulus Act.

- Equipment
    - Procurement Status
 

Ms. Lipkind discussed the status of the procurement and financing for the equipment needed to service districts. She noted that the procurement of vehicles authorized at the March Board meeting is on “hold” for the time being. She explained that the Collaborative continues to coordinate with districts to ensure prudent and efficient processes for procurement and service.
  - Consultation
    - Mr. Hilton, Ms. Lipkind and Mr. Dupuis discussed recent and ongoing consultation with districts regarding their current and future transportation services.
- Therapies
 

Mr. Hilton provided an update regarding the provision of services within Collaborative programs and within school districts. He noted that the investment in staffing had resulted in increased capacity for the Collaborative to support students in member districts. He also explained that the Therapists continue to develop mechanisms and processes to support students during the unanticipated school closure associated with the COVID-19 pandemic.
  - Special Projects
 

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

    - *Bridgewater State University*

The Bridgewater cohort courses continue “online” despite the COVID-19 pandemic. It was noted that the One Credit courses that had been offered through the Collaborative did not achieve sufficient enrollment to support the offering of the courses (at the end of March).
    - *Professional Development / Grants - Tower Foundation Grant*

Mr. Hilton updated the Board regarding recent and planned activities associated with this grant-funded initiative. He noted that there have been conversations with the Tower Foundation which have resulted in the broadening of the scope of the grant to provide support through the grant supported staff beyond those indicated in the grant proposal.
    - *All-Cape In-Service*

Dr. Bogden discussed recent developments regarding proposals to change the timing of the All-Cape In-Service. He explained that the All-

Cape In-Service for the 2020-2021 School Year was scheduled to occur on the First Tuesday in November (Election Day). He indicated that discussions were ongoing regarding how to offer All-Cape In-Service programming while incorporating the virtual component. He also noted that the potential for ongoing “social distancing” may significantly impact the ability to host an in-person in November.

- *ASLP*

Mr. Hilton updated the Board regarding the planning (and administrative processing schedules) for the Summer 2020 ASLP Program. Dr. Gilbert and Mr. Hilton had been in ongoing discussions with Massachusetts Maritime Academy regarding the viability of hosting the program in July 2020. The safety and health considerations associated with COVID-19 are an ongoing discussion during these meetings. He noted that the next virtual meeting to discuss ASLP would occur on April 24<sup>th</sup>.

- *Sheltered English Immersion (SEI) Course Development*

Dr. Bogden discussed the status of the SEI endorsement courses which have been offered at the Collaborative through a partnership with the Collaborative for Educational Services in Northampton.

The current offering has migrated to fully “online” due to the impact of the COVID-13 pandemic.

## **f. FY2021 Spending Plan & Statutory Budget Development**

A meeting of the Finance Subcommittee was held immediately prior to this (April) meeting as the development of the FY2021 Spending Plan and Statutory Budget are refined and reviewed.

Mr. Hilton reviewed that the Collaborative Articles of Agreement require that the FY2021 Spending Plan and Statutory Budget be approved at the June meeting of the Board. He explained that the initial DRAFT of the Spending Plan / Budget was presented to the Board each April and reviewed at subsequent Board meetings. He explained that the Board had historically approved preliminary rates at their May meeting(s) with final approval of the Spending Plan/Budget at the June Board meeting.

Mr. Hilton noted that there were a few factors that each district, and the Collaborative must consider and include in the FY2021 Spending Plan & Statutory Budget:

- Health Insurance Costs - Cape Cod Municipal Health Group has (again)indicated that the health insurance costs will not increase (0% BCBS HMO and 0% HPHC HMO) this coming fiscal year.
- Continued Restructuring of the Administration of Special Education Programs (STAR & Waypoint) are included in the Spending Plan / Budget.
- Salary Scale increase of 2% is included in the Spending Plan/Budget Proposal
- A decrease in Special Education program enrollment (revenue) expenses 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 Monomoy Public Schools general & special education transportation, the addition of buses for the Bourne Public Schools general transportation, and the replacement of buses for the Mashpee Public Schools general transportation are also included in the Spending Plan/Budget proposal.
- The salary structure for all drivers and monitors (with the exception of Nantucket) were recommended to increase by \$1 per hour.
- *Mr. Hilton also noted that the financial and programmatic impact of the COVID-19 pandemic was not reflected in this FY2021 Spending Plan & Statutory Budget. He explained that the impact associated with the COVID-19 Pandemic was not fully understood but would likely have a major impact upon participation in Collaborative programming and services.*

**g. Memorandum of Agreement (MoAs) – Transportation**

- |   |            |
|---|------------|
| • Bourne - General Education              | Discussion |
| • Mashpee - General & Special Education   | Discussion |
| • Monomoy – General & Special Education   | Discussion |
| • Nantucket – General & Special Education | Discussion |
| • Nauset - General & Special Education    | Discussion |
| • Truro - General & Special Education     | Discussion |

Mr. Hilton indicated the necessity to discuss the Memoranda of Understanding to memorialize the agreements associated with service provision for the districts indicated above. He noted that copies of the previous MOAs were included with Board materials. Mr. Hilton referred to the underlying templates for each district which define costs for each district based on each district’s specifications. He explained that the Collaborative would be reviewing these templates with each district and adjusting costs where appropriate. He also observed that the initial term for the Bourne MOA for general education transportation would expire in June 2020.

**h. Procurement**

**VOTE(S)**

• **Propane Fuel**

**VOTE**

Mr. Hilton indicated that it was necessary for the Collaborative to solicit proposals/bids for propane fuel for the buses that serve the Nauset Schools. Mr. Hilton recommended that the Board authorize Ms. Lipkind to solicit bids/proposals to provide this fuel.

Ms. Lindahl made a motion that the Board vote to authorize Ms. Lipkind, as the Collaborative’s Procurement Officer, to solicit proposals/bids for propane fuel. Ms. Putnam seconded the motion.

A roll call vote was taken:

Ms. Dunn – Yes, Mr. Auciello – Yes, Ms. Enochty – Yes, Ms. Lindahl – Yes, Mr. Schumacher – Yes, Ms. Tanner-Butler – Yes, Mr. Jacobus – Yes, Mr. McGee – Yes, Ms. Putnam – Yes, Mr. Flaherty – Yes, Mr. Furnari – Yes.

The motion passed.

### • **Propane Tank & Tank Location**

### **Discussion**

Mr. Erikson updated the Board regarding the status of the installation of the propane fuel tank to serve the Nauset region. He noted that he had been working with Eastern Propane to put a plan together and has been in discussions with the town regarding details, including site plan review.

#### **i. Virtual High School**

Mr. Hilton briefly discussed the status of the consortium for Virtual High School that has existed through the Cape Cod Collaborative since 2001. He again suggested the need to reconvene the Virtual Learning Committee.

The Collaborative recently invoiced for the Virtual High School service for the 2020-2021 School Year.

## **VI. Cracker Barrel**

Mr. Flaherty commented that the Chair and the Collaborative have done a great job running this meeting.

## **VII. Adjournment**

Mr. Schumacher made a motion that the Board vote to adjourn the meeting. Ms. Enochty seconded the motion.

A roll call vote was taken:

Ms. Dunn – Yes, Mr. Auciello – Yes, Ms. Enochty – Yes, Ms. Lindahl – Yes, Mr. Schumacher – Yes, Ms. Tanner-Butler – Yes, Mr. Jacobus – Yes, Mr. McGee – Yes, Mr. Flaherty – Yes, Ms. Putnam – Yes, Mr. Furnari – Yes.

The motion passed.

The April 8, 2020 meeting of the Cape Cod Collaborative Board of Directors adjourned at 7:09 PM.