



Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
May 13, 2020 – 5:15 PM

I. Call to Order

The May 13, 2020 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:18 PM by Mr. Furnari, Chair.

Mr. Furnari noted the meeting was scheduled to occur virtually through the Zoom application and that the recommendations 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 may join the meeting by calling:

Phone Number: 1 929 205 6099
Meeting ID: 928 9384 5571
Password: 379412

Mr. Furnari noted the “order of the meeting” included the necessity for all votes to occur through a “roll call” process. He explained that 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 noted the need for Executive Session and indicated the importance 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.

Guidance from Collaborative counsel (Murphy, Hesse, Toomey & Lehane) had been 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
Brewster	Marie Enochty – R
Dennis-Yarmouth	Phillip Morris – R (in at 5:29 PM)
Monomoy	Joe Auciello- R
Nantucket	Zona Tanner-Butler – R
Nauset	Robert Jacobus – R
Orleans	Hank Schumacher – R
Sandwich	Jim Dever – R
Upper Cape Cod RTS	Robert Fichtenmayer - R (in at 6:48 PM)
Wareham	Michael Flaherty – R
Wellfleet	Jill Putnam - R
Treasurer	William (Bill) Friel
Secretary	Elizabeth (Beth) Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Amy Lipkind – R
Admin & Finance Coordinator	Marc Dupuis – R
Operations Manager	Anders Erikson - R
Director of Educational Programs	Dr. Anita Woods - R
Asst. Director of Education Programs	Christina Caputo - R
Director of Special Projects	Dr. Christopher Bogden – R

II. Executive Session

Mr. Furnari indicated that it was necessary to enter into Executive Session for the following reasons:

- a. *To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;*
- b. *To discuss strategy with respect to collective bargaining or litigation if an open meeting would have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.*

He noted the necessity to enter into Executive Session to discuss preparation for contract discussions with non-union personnel as well as to discuss litigation strategy (separate issues).

Ms. Lindahl made a motion that the Board vote to enter into Executive Session for the stated reasons. Mr. Jacobus seconded the motion.

A roll call vote was taken:

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

The motion passed.

The Board exited Open Session and entered into Executive Session at 5:23 PM.

The Board exited Executive Session and returned to Open Session at 5:33 PM.

III. Minutes

a. April 8, 2020

VOTE

Ms. Dunn made a motion that the Board vote to approve the minutes of the April 8, 2020 meeting. Mr. Auciello seconded.

Ms. Putnam asked that paragraph 1 on page 6, last sentence, be corrected – the Nauset High School is in Eastham, not Wellfleet.

A roll call vote was taken:

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

The motion passed.

IV. Old Business

a. Transportation

- Invoicing

Mr. Hilton and Ms. Lipkind updated the Board regarding the status for FY20 invoicing to districts.

Ms. Lipkind noted that invoicing for the COVID-19 “service interruption”/ “school closure” period had been distributed to districts.

- She explained that general education transportation (large buses) invoices were adjusted to remove fuel costs (as they were not incurred) and to eliminate costs associated with “late runs” that did not occur. Mr. Hilton noted that the labor costs for the routes was maintained at standard route hours for staff.
- Ms. Lipkind explained that special education “in-district” transportation invoicing was also adjusted to remove fuel costs (as they were not incurred) and to eliminate costs associated with “late runs” that did not occur. Mr. Hilton noted that the labor for the routes was also maintained at standard route hours for staff.
- Ms. Lipkind explained that special education “out-of-district” transportation invoicing occurred for the period through March 13, 2020 at “full cost” according to the “network agreement” template. She noted that the costs that had been anticipated for billing at the point of school closure were calculated for all “riders” and associated districts utilizing information for ridership as of March 13, 2020. Mr. Hilton noted that the “network agreement” template

was adjusted: to “cap” hours at/to 5 hour increments, up to 30 hours per employee; to eliminate fuel charges; and, to reduce the impact of “mileage” costs (maintenance) in the calculation (as these vehicles often travel considerable distances each day).

Ms. Lipkind noted that, with the exception of a few districts, most districts have committed to continued payments to the collaborative to ensure/maintain capacity and to continue to ensure payment to associated employees.

- **Reconciliation**

Mr. Hilton and Ms. Lipkind shared the status of the reconciliation of costs and revenues projected for FY20. It is expected that revenue will continue to cover expenses within the Transportation area.

Ms. Lipkind indicated that recent losses in the OPEB Trust Fund account are reflected in the bottom line of the overall Financial Status report.

b. Strategic Planning

Mr. Hilton discussed the status of planning for a 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 with the anticipated resource challenges associated with the impact of COVID-19 pandemic.

c. Waypoint Relocation Planning

Mr. Hilton and Ms. Lipkind provided an update regarding the status of planning for the relocation of Waypoint Academy. Mr. Hilton noted that the Sandwich Town Meeting, scheduled for March 23, 2020 has been postponed until (at least) June 15, 2020. He also explained that it was anticipated that Waypoint Academy would remain in its current location, at least until December of 2021 and potentially into June/July 2022, dependent upon progress at the site with the prospective developer. Mr. Hilton stressed that there was significant need for the Collaborative to continue to evaluate its needs for the long term and to secure a more permanent site for the program.

Mr. Dever indicated that he would speak with the Sandwich School Committee regarding this issue.

d. Transportation Subcommittee

The Transportation Subcommittee had an informational meeting during the period following the April Board meeting. Mr. Erikson explained that the subcommittee would re-convene in the near future 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 will be coordinating another meeting in early June with the Members of this Subcommittee (Flaherty/Lindahl/McGee). He noted that he has spoken to many drivers and monitors regarding the continuation of

transportation services and has received excellent feedback regarding safety and Personal Protective Equipment (PPE).

Mr. Hilton noted that each bus would have a dispenser for hand sanitizer, that electrostatic sprayers have been ordered to disinfect buses, and that buses will be disinfected between runs. He indicated that the Collaborative would continue to work with staff to mitigate risk.

e. Executive Director Evaluation

Mr. Furnari told the Board that he had a personal meeting with Mr. Hilton (while being mindful of social distancing protocol) to formalize the Executive Director's evaluation for Calendar Year 2019.

f. Procurement

Discussion / Updates

• Propane Fuel

Discussion / Update

Ms. Lipkind updated the Board regarding the status of propane fuel delivery for the buses that serve the Nauset Schools. She indicated that the Collaborative would not be going out to bid for this service for the coming fiscal year, as Eastern Propane would continue to provide delivery while working to install the fueling station. She explained that the Collaborative would continue to be served by Eastern through the terms of its previous bid.

• Propane Tank & Tank Location

Discussion / Update

Ms. Lipkind and Mr. Erikson updated the Board regarding the status of the preparation to secure, install and locate a propane fuel tank for the Nauset fleet. It was explained that this procurement includes the supply, design, permitting and installation of the tank. Mr. Erikson indicated that Coastal Engineering has been working on additional documents required. Ms. Lipkind noted that the Collaborative had filed for a site plan review with the Town of Orleans, and that the Town Planner had been positive in discussions regarding this project.

• Fleet Management/GPS

Discussion/Update

Mr. Erikson updated the Board regarding the status of the Collaborative implementation of an integrated fleet management and GPS system. He explained that the final installations had been completed, and that work was being done to integrate Zonar with the Dossier system. He noted that school closures had delayed staff training on the use of the system. He indicated that video demonstrations regarding the use of the equipment was being planned for implementation in the coming month(s).

V. New Business

a. Warrants

- #41 VOTE
- #42 VOTE
- #43 VOTE

VOTES

- #44 VOTE
- #45 VOTE

Ms. Putnam moved the Board vote Warrants #41, #42, #43, #44 and #45 as a slate. Mr. Auciello seconded the motion.

A roll call vote was taken:

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

The motion passed.

Ms. Putnam made a motion that the Board vote to approve the slate of Warrants. Ms. Lindahl seconded.

A roll call vote was taken:

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

Mr. Furnari – Yes.

The motion passed.

b. Paycheck Protection Program

VOTES

- Mr. Hilton updated the Board regarding the status of an application that had been submitted for support through the “Paycheck Protection Program” or PPP. He explained that the PPP was part of the CARES Act federal stimulus funding to address the impact of the COVID-19 Pandemic. He noted that the Board had discussed the submission of an application at the previous board meeting. Mr. Hilton noted that Collaborative counsel had indicated that they were not confident that the Collaborative would be determined to be an eligible entity, but that there was not likely to be any harm in submitting an application which would allow the bank (and Small Business Administration) to make a judgement regarding eligibility. Mr. Hilton explained that he and Ms. Lipkind submitted an application through TDBank on May 5, 2020. He noted that TDBank is among the institutions that holds leases/loans funding equipment/vehicle leases for the Collaborative as well as an available “letter of credit”. Mr. Hilton indicated that he had been informed that the loan was approved on May 6, 2020. Mr. Hilton referred to copies of the loan application submission (had been electronic) and loan assurances that had been included with Board materials. He noted that the amount of the loan had been determined based upon actual payroll costs over the past twelve (12) months and projected for a period of 2 ½ months, as required in the loan application instructions. Mr. Hilton

indicated that the amount that had been requested for the Collaborative was \$2,091,453. Mr. Hilton further explained that this “loan” could become a “grant” that would not need to be paid back if/when the funds are expended according to the guidance (at least 75% for payroll costs).

Mr. Hilton noted that he and Ms. Lipkind consulted with the Collaborative auditor (Powers & Sullivan) as well as the Collaborative counsel (Murphy, Hesse, Toomey & Lehane) several times before the application and several more times following the approval of the loan.

Mr. Hilton explained that Collaborative counsel outlined the opportunities & challenges associated with acceptance of the “loan.” He noted that this information was also included with materials sent to Board members by email prior to the meeting. Mr. Hilton noted that the Collaborative auditor had also provided guidance regarding recommended procedures and the appropriate use of the funds.

Mr. Hilton indicated that both the auditor and Counsel strongly encouraged the Collaborative to consider and treat the funds as a “loan” until there was an approval of “loan forgiveness” following use of the funds, including a determination of the eligibility of the entity (the Collaborative) to ensure compliance.

Mr. Hilton noted the Collaborative, as a 501(c)3, would appear to be eligible for this loan as a not-for-profit entity. He also explained that the Collaborative’s status as a quasi-municipal entity might make the Collaborative ineligible. Mr. Hilton noted that two to three other Massachusetts Collaboratives had applied for and received funds through the PPP.

Mr. Hilton indicated that representatives from the bank (TD Bank) and from US Representative Keating’s office had formally reached out to the Small Business Administration (SBA) in Boston, Providence, RI, and Washington, D.C., to seek guidance and clarification regarding the matter of eligibility. Mr. Hilton explained that the Collaborative’s auditor had indicated the Collaborative should track the funds separately and prepare for a return of funds should the Collaborative be deemed ineligible.

Mr. Hilton recommended that the Board consider a formal approval of the Collaborative pursuit of fiscal relief through the Paycheck Protection Program. He suggested two votes, one to accept the terms and assurances associated with the Paycheck Protection Program loan application, the other to authorize Mr. Hilton to sign the loan documents on behalf of the Board of Directors.

Mr. Furnari asked for clarification regarding the loan amount. Mr. Hilton indicated that the Collaborative was seeking \$1,936,792, a lesser amount than previously considered. He noted the Collaborative does not need to take

the full amount shown on the promissory note and also that the loan funds must be spent on payroll to be eligible for “forgiveness.”

Mr. Furnari indicated that The Education Collaborative (TEC) in Walpole, the Collaborative for Educational Services (CES) in Northampton and potentially the Northshore Education Consortium in Beverly (unconfirmed) had been approved for PPP loans.

Mr. Schumacher indicated that he was very concerned about this loan. He asked how taking the loan would result in savings to member districts. He stated that he felt the risk was greater than the reward, and again asked how member districts would benefit.

Mr. Hilton explained that the Collaborative had already significantly reduced invoicing related to school district transportation services due to the impact of COVID-19 and savings achieved. He noted that he had met with superintendents from member districts earlier that day. He reported that the consensus of those participating in the teleconference was that it was better to have applied for the loan and potentially return the funds than it would be to pass on the opportunity. Mr. Hilton explained further that in order to maintain and ensure the continued viability of the Collaborative, he felt it was incumbent upon the Collaborative to explore this opportunity.

Mr. Schumacher reminded the Board that the purpose of these loans was to support payroll. He noted that the Collaborative must demonstrate the use of the funds to support payroll for the immediate period or would be required to pay back the loan. He indicated that there was an eight-week period for this spending to occur. He explained that he believed that this loan was not a necessity for the Collaborative, and that it was set up to support small businesses.

Mr. Furnari reminded Board members that guidelines indicate that non-profit organizations are eligible, and that the Collaborative, as a 501(c)3 would meet that criteria. He noted that Mr. Hilton had reached out to Congressman Keating’s office and has done everything possible to mitigate issues.

Mr. Hilton spoke about the financial uncertainty for the Collaborative that had been caused by the disruptions caused by the Coronavirus-19 pandemic. He noted that referrals to Collaborative programs had decreased by over 10%. He also explained that the economic impact on Collaborative services would be felt more acutely in the upcoming fiscal year. He explained that the availability of these funds could support and stabilize the Collaborative for

the entire school year, benefiting the districts in ensuring reduced costs and program stability.

Ms. Putnam expressed her pleasure in the documentation provided and noted the intent of the Collaborative administration to do the right and proper thing was apparent.

Mr. Friel observed the documentation presented demonstrated the Collaborative's intent to work within the rules as they were known at the time of the Board meeting. He noted that Mr. Hilton and the Collaborative staff had clearly stated the organization's status and had engaged in a transparent process. He indicated that, while eligibility remained in question, and in consideration of the financial risk vs. the potential benefit, that he would encourage the Board vote to move forward with the loan and to follow the auditor's advice.

Ms. Enochy made a motion that the Board vote to authorize pursuit of a Paycheck Protection Program (PPP) loan in the amount of \$1,936,792. Ms. Lindahl seconded the motion.

Mr. Dever noted the document received from Collaborative counsel seems to indicate the Collaborative should proceed with caution.

Ms. Tanner-Butler told Board members that she works in banking, and that banks did not have all the answers to the questions associated with the Paycheck Protection Program. She noted that Mr. Hilton has done due diligence and taken considerable precautions. She explained that the government had issued these loans quickly without figuring out all of the processes. She expressed that she believed that the Collaborative should not miss this opportunity. Ms. Tanner-Butler said she was comfortable going forward with the loan.

Mr. Furnari noted the Collaborative had been completely transparent in this process. He also observed that, while loans over \$2 million are being audited, the Collaborative's request for funding under this amount would not trigger an automatic audit.

Mr. Schumacher asked Board members to remember that this loan would come with a 1% interest rate, and indicated the Collaborative would bear these interest costs if they received the loan and were declared ineligible.

Mr. Hilton noted the recent legislation being considered in Congress would expand the time for the use of PPP funds for payroll through December 31st and would clarify eligibility for forgiveness. He noted that the impact of this

pandemic would continue to effect Collaborative finances as the new fiscal year progressed. He explained that the Collaborative could continue to operate with available funds but would have increasing difficulties as the fiscal year progressed, with cash-flow issues increasing as soon as October 2020. Mr. Hilton noted that member districts' financial statuses are also impacted. He explained that the Collaborative would not be eligible for the current CARES act education funding as much of the funding would be distributed to school districts as Local Education Agencies (LEAs) according to their Title I formulas. He noted that the Collaborative is not considered an LEA and does not receive Title I funds.

Mr. Furnari noted that while \$2.5 million in receivables is not unusual for the Collaborative at this time of year, this is not a standard time of year.

Ms. Tanner-Butler noted the Nantucket school district had been asked to cut \$500,000. Mr. Flaherty remarked that Wareham schools have been asked to cut \$2 million.

Mr. Dever asked what the penalty would be if it was found that the Collaborative had been awarded the funds in error. Mr. Hilton responded the penalty for fraudulently accepting funds is treble (triple) damages. He noted the openness of the requests and the application, involving the bank, the SBA and Keating's office, should assure that the process had no fraudulent intent.

Mr. Hilton noted cash flow could become an issue during the next fiscal year. He noted that, if the loan is not "forgiven" the cost of borrowing at 1% is still very attractive. He explained that it would be preferable to stabilize the Collaborative without having to increase tuitions and/or transportation costs – and that these moves (increasing costs to maintain services) would not be supportive of member districts.

Mr. Hilton noted that if there was a vote, he would suggest two separate motions – one to approve the terms and assurances and the other to authorize the signing of the loan documents.

Ms. Enochty amended the motion: that the Board vote to accept the terms and assurances associated with the Paycheck Protection loan application for \$1,936,792. Mr. Auciello seconded the motion as amended.

A roll call vote was taken:

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

The motion passed.

Ms. Enochty made a motion that the Board vote to authorize Mr. Hilton, as Executive Director, to sign loan documents on behalf of the Collaborative. Ms. Putnam seconded the motion.

A roll call vote was taken:

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

The motion passed.

c. FY20 Spending Plan & Statutory Budget

VOTES

- Updates

Discussion

The Finance SubCommittee met immediately prior to the Board meeting to discuss the status of the FY20 Spending Plan as well as the development of the FY21 Spending Plan.

- *There was a review of the status of district payments to the Collaborative associated with invoices that have been distributed. Mr. Hilton noted there are at least two (2) districts that have not committed to payment for invoices (one district with considerable tuition invoicing, and another for transportation – albeit a small invoice).*

- Financial Projection Review

Ms. Lipkind reviewed the financial status of the Collaborative and projections through the end of the fiscal year. She again noted that the fiscal status report that is distributed each month includes the impact of the OPEB fund performance. She noted that the loss (approximately \$89,000 at the time of the meeting) is not representative of the “Spending Plan” for Collaborative operations. She also indicated that the financial status for the OPEB fund is segregated from the General Fund reporting at the close of the fiscal year, and is managed in separate accounts.

- FY20 Projection Narrative
- FY20 Projection Spreadsheet

- Personnel

- Updates

Mr. Hilton discussed the current status of payments to employees during the COVID-19 closure. He again noted that there has been a “capping” of hours in some (transportation) circumstances.

Mr. Dever made a motion that the Board vote to continue payment of wages to staff through the June Board meeting. Ms. Dunn seconded the motion.

A roll call vote was taken:

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

The motion passed.

○ Additions

VOTE

- Kara Peterson Program Coordinator, Waypoint

Ms. Tanner-Butler made a motion that the Board vote to approve the addition listed on the agenda. Mr. Jacobus seconded.

A roll call vote was taken:

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

(Mr. Flaherty experienced difficulty with his connection to the meeting and was unable to respond to the vote.)

The motion passed.

○ Reductions

VOTE

- Sheila Murray Admin Assistant / Retired
- Dean Skiff CDL Driver (Spare)
- Tamara Ward CDL Driver - Mashpee

Ms. Tanner-Butler made a motion that the Board vote to accept the reductions as listed on the agenda. Ms. Putnam seconded.

Ms. Putnam spoke about Sheila Murray and her service to the Collaborative, describing her as a “real asset” and a “gem.” She hoped that something special could be done to recognize her service to the Collaborative.

A roll call vote was taken:

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

(Mr. Flaherty continued to experience difficulty and was unable to respond.)

The motion passed.

d. Programs/Services

- Waypoint Academy
 - Enrollment Update
 - Programming

- STAR / Osterville
 - Enrollment
 - Programming

Dr. Woods and Ms. Caputo discussed enrollment and programming at Waypoint Academy and the Osterville STAR Program.

Dr. Woods expressed the appreciation that the staff have expressed for the continued support of the Board as they work through week nine of this school closure. She explained that staff had been phenomenal in reaching families facing challenging situations. She noted that Individual Learning Plans had been created and revised based upon family input. She also indicated that bi-weekly communication logs associated with each student were being shared with district liaisons and that virtual IEP meetings had been occurring.

Dr. Woods shared the challenges in determining staffing needs for the Extended School Year programs and the upcoming school year. She noted that staff were awaiting guidance from the Commissioner of the Department of Elementary & Secondary Education regarding preparation and protocols for returning to schools. These were expected to include avoidance of shared materials as well as safe and effective cleaning supplies.

Dr. Woods indicated that calendars for both school programs had been submitted for Board approval. She noted that these calendars were based upon calendars for member districts school programs.

Ms. Caputo told the Board that it was anticipated that three (3) Waypoint students would be graduating this year. She informed that Board that, in lieu of a graduation ceremony, would be a “drive-by” parade that would include all program staff and that gift cards would be left for the students and families. She also indicated that staff would have an individual Zoom meeting with each student to wish them well.

Dr. Woods thanked the Board for their vote to approve the hiring of Kara Peterson, as the new Waypoint Program Coordinator. Dr. Woods noted that Dr. Peterson had started May 4th and had been attending staff meetings and was actively working to get to know the school and the students.

Noting Ms. Putnam’s comments regarding Ms. Murray’s retirement, Dr. Woods informed the Board that it would be very difficult say good-bye to Melissa Goldstein, who was leaving after twenty years at the Collaborative. Dr. Woods expressed her sadness and frustration regarding the inability to celebrate the (deserved) departures of the long term and highly valued employees.

Mr. Hilton described how district “commitments” to Waypoint Academy were critical for the stability of the program. He explained that Districts “commit”

to a certain number of placements, owning a portion of the program for their students. The tuition associated with these “committed slots” is significantly less than the non-committed tuition. He explained that each commitment could potentially be utilized by more than one student, as students in this program may enter and leave the program within a short period of time. Mr. Hilton explained that, in the past, districts had committed to Waypoint by late March, but that the disruption associated with the pandemic had resulted in districts being late in making and communicating decisions regarding their support of the program through commitments for the upcoming year.

Ms. Caputo, who had been speaking with districts about commitments, said that some districts have indicated that they are not sure yet what they would do. She noted that when she was working on the “district side” it was easy to decide on making these commitments based upon district needs. Ms. Caputo said that she now understood the significant importance of the commitments for maintaining programming for students.

Ms. Caputo noted that students who struggle to meet school guidelines will be challenged to face the boundaries that will be necessary when face-to-face schooling resumes. She indicated that it would be critical to have a functioning team in place to meet their needs at Waypoint as there could be an increased and somewhat sudden need for the programming. Dr. Woods noted that all Collaborative programming is revenue-based. She explained that enrollments impact staffing levels. She indicated that, without capacity, there could be delays in enrolling students – a situation frustrating to districts and families alike.

Dr. Woods noted that March through May were periods of time that traditionally have the highest number of referrals and enrollments to Collaborative programs, and that there was a lot of uncertainty with the current situation.

Mr. Fichtenmayer joined the meeting at 6:48 PM.

• **Cape Cod Collaborative Public Day Schools 2020-2021 Calendar VOTE**

Mr. Hilton noted that draft calendars for both the STAR Program and Waypoint Academy were provided with the Board packets.

He recommended that the Board vote to approve the Collaborative’s Public Day School Calendars for 2020-2021.

Ms. Putnam made a motion that the Board vote to approve Collaborative public day school calendars for 2020-2021. Mr. Auciello seconded the motion.

Mr. Hilton noted that September 14th would be “Patriots Day” in Massachusetts for 2020 and observed that districts were trying to fit this new holiday into calendars.

Dr. Woods indicated that dates for the summer programs might need to be revised as schools await guidance on resuming in-person instruction. She explained that if there were a need to continue with virtual services, a sliding schedule is being contemplated. She noted that, should this occur, a revised calendar would be brought before the Board.

Ms. Tanner-Butler suggested the dates on the calendars be adjusted to reflect 2020-2021.

A roll call vote was taken:

Ms. Putnam – Yes, Ms. Enochty – Yes, Ms. Dunn – Yes, Mr. Auciello – Yes, Mr. Dever -Yes, Mr. Schumacher – Yes, Ms. Lindahl – Yes, Mr. Jacobus – Yes, Ms. Tanner-Butler – Yes, Mr. Fichtenmayer – abstain, Mr. Furnari – Yes.
(Mr. Flaherty continued to have connection issues.)

- **Transportation**

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

- **Equipment**

- **Procurement Status**

Mr. Hilton discussed the status of the procurement and financing for the equipment needed to service districts. He noted that this procurement had been placed “on hold” at the last Board meeting, but might be reactivated as ongoing discussions regarding vehicles continue.

- i. Two (2) large buses for Nantucket
 - ii. Four (4) large buses for Mashpee

- **Therapies**

Mr. Hilton provided an update regarding the provision of services within Collaborative programs and within school districts. Mr. Hilton discussed the current investment in therapy staffing to support quality, remote provision of services. He noted that the Collaborative was cooperating with the Southeastern Massachusetts Educational Collaborative (SMEC) to provide additional training in the tele-provision of services for therapists. He indicated that, depending on the apportionment of cost for the training, the Collaborative expense would be between \$3,500 and \$7,000.

- **Special Projects**

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

- *Bridgewater State University*
 Dr. Bogden discussed the status of programming that is occurring through a partnership with Bridgewater State University. He explained that the cohort enrolled in the special needs teacher certification program had completed the spring semester. He noted that two courses would be held during the summer, and an additional two courses during the fall semester. He explained that these courses would be provided fully online for the summer.
 Dr. Bogden also noted that Bridgewater State University had reviewed the syllabus for a course that the Cape & Islands Curriculum Administrators had been working on which could replace the RBT-SSR course. He noted that Bridgewater would award three credits for this course.
- *Professional Development / Grants - Tower Foundation Grant*
 Mr. Hilton and Dr. Bogden provided an update regarding the work of Dr. Giffune and the evolution of activities associated with this grant-funded initiative. Mr. Hilton noted the Tower Foundation had been flexible regarding grant requirements during the current pandemic situation.
- *All-Cape In-Service*
 Dr. Bogden discussed recent activities associated with the development of the November 2020 All-Cape In-Service. He noted that the entire structure of the program would be reconsidered as guidance regarding social distancing and public gatherings evolves.
- *ASLP*
 Mr. Hilton updated the Board regarding the preparation (and administrative processing schedules) for the Summer 2020 ASLP Program.
 Mr. Hilton discussed the changes that were necessary for the programming (residential and/or day programming were not possible at Massachusetts Maritime College due to COVID-19 precautions) and the development of alternative opportunities that would recognize and honor the students that had been selected for and committed to participation in ASLP2020.
 He noted that there was a “Zoom” session that would occur for all ASLP2020 students (families) on May 26th @ 2PM to discuss the opportunities that were being developed for these students.
- *Curriculum Directors Meeting*
 Dr. Bogden discussed the ongoing, weekly meetings of the Curriculum Coordinators from member districts. He noted that this group had been meeting weekly to develop coordinated, collaborative opportunities that would meet some of the challenges presented with remote learning, as well as preparing for instructional changes that will be necessary when/if “in-person” school resumes.

Mr. Flaherty's connection to the meeting was dropped at 7:05 PM.

e. FY21 Spending Plan & Statutory Budget Development

Mr. Hilton noted that a meeting of the Finance Subcommittee was held prior to the Board meeting to discuss the development of the FY21 Spending Plan and Statutory Budget. All members of the Board were invited to attend.

He reminded the Board that the Collaborative Articles of Agreement require that the FY21 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 had been presented to the Board in April and had continued to be reviewed at subsequent Board meetings.

- **Approval of Preliminary Rates for FY21**

VOTE

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.

It was recommended that the Board approve the rates for FY21 at this meeting. Mr. Hilton indicated that there was a possibility that the rates would need to be adjusted if there were insurmountable challenges with program operations with the anticipated rates.

Mr. Hilton discussed the process that would be necessary if there were to be rate changes necessary (this was not anticipated, but possible).

Mr. Hilton reviewed factors that each district, and the Collaborative must consider and include in the FY21 Spending Plan & Statutory Budget:

- **Health Insurance** Costs - Cape Cod Municipal Health Group has indicated that the **health insurance costs will not increase** 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)** 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 **Mashpee** Public Schools general education transportation, the replacement of special education vans/buses, and the replacement of buses for the **Nantucket** Public Schools general transportation are also included in the Spending Plan/Budget proposal. Mr. Hilton noted that it will be recommended that the procurement of the special education vans/buses be postponed.

Ms. Putnam made a motion that the Board vote to approve tuition and service fees for FY21. Mr. Auciello seconded the motion.

Mr. Schumacher asked about the rationale regarding the 2.8% increase in tuition and fees and the 2% increase in salaries. Mr. Hilton discussed the possible impact of reduced enrollments in school programming. He noted that these reductions would typically result in increased tuition, as the costs for the program are apportioned over fewer students. He explained that it was expected that the proposed increase in fees would be adequate to cover program costs. Mr. Hilton also noted the steps and lanes in school staff salaries typically result in a 5% increase to the costs for salaries when “steps and lanes are considered” and that the 2.8% increase in tuitions represents considerable containment of all costs.

A roll call vote was taken:

Ms. Putnam – Yes, Ms. Enochty – Yes, Ms. Dunn – Yes, Mr. Auciello – Yes,
Mr. Dever – Yes, Mr. Jacobus – Yes, Mr. Morris – Yes, Ms. Tanner-Butler – Yes,
Ms. Lindahl – Yes, Mr. Schumcher – Yes, Mr. Fichtenmayer – Yes,
Mr. Furnari – Yes
The motion passed.

f. Membership Inquiry

Mr. Hilton explained that the Plymouth Public Schools had inquired regarding their desire to join the Cape Cod Collaborative as an “Adjunct” Member District in May 2019.

He explained that the Plymouth Public Schools had recently indicated that they intended to (again) purchase five (5) “Commitments” (prepaid full year tuitions/slots) at Waypoint Academy. Mr. Hilton indicated that the purchase of Commitments results in a lesser tuition amount for each student, but a commitment to pay for a portion of the program.

Mr. Hilton noted that “membership” would result in additionally reduced tuition for the Plymouth Public Schools. He explained that, currently, Plymouth was paying non-member rates for STAR Program tuitions. (Dr. Woods indicated that Plymouth had 5 students enrolled in the STAR Program.)

Mr. Hilton recommended that the Board prepare for further discussion regarding a decision regarding admission of this school district as a Member School District, as well as the development of terms for admission, if so considered.

g. 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.

The Collaborative recently invoiced for the Virtual High School service for the 2019-2020 School Year.

h. International Student Exchange

Dr. Bogden indicated there are currently no international activities occurring. He expressed his thanks to Wendy Woo, of Boston Ivy, who has donated masks to local hospitals and to Collaborative school programs. Dr. Bogden mentioned that Ms. Woo's connection in China may be a viable source of masks for this region.

Mr. Hilton observed that some international interactions have been occurring in Dennis-Yarmouth, as remote learning experiences are occurring virtually with students in Germany.

VI. Cracker Barrel

Mr. Hilton shared a complaint that he had received regarding the posting of the agenda for this meeting. He explained that someone who had read the agenda on the Town Bulletin board had indicated the term "Cracker Barrel" did not clearly state what subject matter would be discussed. Mr. Hilton responded to the complainant that the term had been in use in agendas since the Collaborative was formed in 1975, and was a colloquial term related to informal discussions. He also indicated that this agenda item would be clarified in future agendas.

Mr. Auciello asked Mr. Furnari to review attendance for Board meetings since the Board began to meet remotely using Zoom.

Mr. Dever indicated that this was the last meeting he would be attending as a member of the Board of Directors due to upcoming elections. Mr. Furnari thanked Mr. Dever for his service and professional expertise.

VII. Adjournment

Mr. Auciello made a motion that the Board vote to adjourn the meeting. Ms. Putnam seconded the motion.

A roll call vote was taken:

Ms. Putnam – Yes, Ms. Enochy – Yes, Ms. Dunn – Yes, Mr. Auciello – Yes, Mr. Dever – Yes,
Mr. Schumacher – Yes, Ms. Lindahl – Yes, Mr. Jacobus – Yes, Ms. Tanner-Butler – Yes,
Mr. Morris – Yes, Mr. Fichtenmayer – Yes, Mr. Furnari – Yes.

The motion passed.

The May 13, 2020 meeting of the Cape Cod Collaborative Board of Directors adjourned at 7:18 PM.