



Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
August 5, 2020 – 4:15 PM

I. Call to Order

The August 5, 2020 meeting of the Cape Cod Collaborative Board of Directors was called to order at 4:17 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 were able to join the meeting by calling:

Phone Number: 1-929-205-6099
Meeting ID: 992 5481 9993
Password: Cape Cod

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.

Guidance from Collaborative counsel (Murphy, Hesse, Toomey & Lehane) on conducting remote public meetings was included with Board materials.

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	Kathleen Bent (R)
Bourne	Maureen Fuller (R)

Cape Cod Technical HS
Dennis-Yarmouth
Mashpee
Monomoy
Orleans
Sandwich
Upper Cape Cod RTS
Wareham
Wellfleet

Scott McGee (R)
Phillip Morris (R)
Don Myers (R)
Joe Auciello (R)
Hank Schumacher (R)
Kristen Bader (R)
Robert Fichtenmayer (R)
Michael Flaherty (R)
Jill Putnam (R)

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Amy Lipkind
Director of Special Ed Programs	Dr. Anita Woods
Asst. Director of Special Ed Programs	Christina Caputo

Mr. Furnari welcomed Ms. Bent and Mr. Myers to the Board.

II. Old Business

a. Building Leases

• Henry T Wing School, Sandwich

VOTE

Mr. Hilton noted the Collaborative has been leasing space at the Wing school for the past three years and is currently occupying the space on an interim lease. He explained that the Collaborative and the Town of Sandwich were in the final stages of approving the extension of the lease, which would be considered and recommended for approval at the Town of Sandwich Board of Selectmen's meeting on August 6, 2020. He noted that the proposed lease extension was included with Board materials.

It was recommended that the Board for to approve the extension of this lease and authorize the Executive Director to sign on behalf of the Collaborative.

Ms. Lindahl made a motion that the Board vote to approve the lease extension and authorize Mr. Hilton, as Executive Director, to sign the lease on behalf of the Collaborative. The motion was seconded by Mr. Fichtenmayer.

A roll call vote was taken:

Ms. Lindahl – yes, Ms. Putnam – yes, Mr. Schumacher – yes,
Mr. Fichtenmayer – yes, Mr. Auciello – yes, Ms. Bent – yes, Ms. Fuller – yes,
Ms. Bader – yes, Mr. McGee – yes, Mr. Flaherty – yes, Mr. Furnari – yes

The motion passed.

• **Osterville**

Information

Mr. Hilton indicated that a copy of the signed lease renewal for the school building in Osterville was also included in the Board packet. He noted that this lease represents the second ten-year period of the current forty-year lease. He explained that the initial ten-year period expired on June 30, 2020.

He noted that the Town (and School Committee) asked for a reserve of funds be added to the lease for significant maintenance issues (\$100,000 the first year, maintaining at \$150,000 for the start of each year of the lease at the second year – with all funds controlled by the Collaborative). He also noted that the Town added language regarding field maintenance fertilizers as well as Collaborative options for capital improvements to the lease.

III. New Business

a. Federal Express Trade Networks – Power of Attorney, Designation as Export Purchasing Agent and Acknowledgement of Terms and Conditions **VOTE**

Mr. Hilton complimented Ms. Lipkind regarding her competent execution of this complicated matter. He noted that the import of the disposable masks involved a significant amount of work during her vacation time. Ms. Lipkind reviewed the process that had been followed to import 250,000 disposable masks for use by school districts throughout the region. She explained that it was necessary to contract an “customs broker” to manage the customs process for these items. She noted that information was included with the Board materials: *“Federal Express Trade Networks – Power of Attorney, Designation as Export Purchasing Agent and Acknowledgement of Terms and Conditions”* regarding the customs brokerage agreement.

She explained that the *Cape Cod Collaborative Articles of Agreement* were shared with the counsel at Federal Express as part of the process for the contracting Federal Express as the “customs broker” for the Collaborative. She indicated that it was necessary to complete the agreement to enable FedEx manage the import process as well as the final segment of the delivery to Cape Cod.

Mr. Hilton indicated that after consulting with Collaborative counsel, the authority for the Executive Director to act on behalf of the Collaborative is assumed within the *Articles of Agreement*, but the “powers” are not explicitly stated.

Mr. Hilton recommended that the Board recognize the authority of the Executive Director to have acted with “power of attorney” for the Collaborative, limited to this particular situation (contracting of the Customs Agent for the import and delivery of the masks).

Ms. Putnam made a motion that the Board vote to give Mr. Hilton, as Executive Director, the authority to delegate Power of Attorney to FedEx for the import of disposable face masks. Mr. Fichtenmayer seconded the motion.

A roll call vote was taken:

Ms. Lindahl – yes, Ms. Putnam – yes, Mr. Schumacher – yes, Mr. Morris -yes,
Mr. Auciello – yes, Ms. Bent – yes, Ms. Fuller – yes, Ms. Bader – yes, Mr. McGee – yes,
Mr. Flaherty – yes, Mr. Furnari – yes

The motion passed.

b. Cape Cod Collaborative Programs

VOTES

• Preliminary Re-Opening plan

VOTE

Mr. Hilton noted that the Cape Cod Collaborative “Preliminary School Re-Opening Plan” had been submitted to MA-DESE and was included in Board packets for review.

Mr. Hilton noted the “Preliminary Re-Opening Plan” includes the three (3) “re-opening learning models” (in-person, hybrid and remote) required by the Massachusetts Department of Elementary & Secondary Education. He noted that the Cape Cod Collaborative programs intended to open for in-person instruction for the school year on the day after Labor Day.

He noted that a copy of the DRAFT of the Cape Cod Collaborative Public Day School Reopening Preliminary Planning – July 2020 was also included with Board materials. He explained that this document outlines the framework for the Collaborative’s required final plan that must be submitted to MA-DESE.

Mr. Hilton explained Collaborative programs had been in session during the summer, serving between forty-five and fifty students. He noted that the return of students to the classroom was relatively successful. He noted that there was one situation, associated with a bus serving district and Collaborative programs, where the need for COVID testing arose.)

He expressed that, unlike most school districts, when schools closed in March Collaborative office staff continued to work on site. He explained that school staff returned to the program sites in June and July to arrange classrooms and prepare for the safe return of students. Mr. Hilton indicated the Collaborative does not intend to use the ten (10) days provided by the Commissioner of the MA-DESE for professional development. Instead, he explained that Collaborative staff would have two additional days of in-service training and then start the 2020-2021 school year with abbreviated days (five hours per day) for the first quarter (through November 9th). He explained that the reduced hours within the day would allow for collaborative, embedded professional development for program staff.

Ms. Putnam made a motion that the Board vote to accept the Cape Cod Collaborative Public Day School Reopening Preliminary Plan. Mr. McGee seconded the motion.

Dr. Woods asked the Board if they had any questions regarding the reopening plans.

Mr. Flaherty, observing that three models were required, asked if the Collaborative's preference was for in-person instruction. Dr. Woods confirmed the Collaborative would prefer the model of in-person instruction. She noted the in-person summer programs had operated successfully and that very positive feedback had been received. Dr. Woods noted remote learning had been challenging and difficult for students and families.

Mr. Flaherty asked if surveys had been conducted. Dr. Woods noted that staff had remained in direct contact with families. She also indicated that nurses and counselors had communicated with each individual family. The response was that a significant majority of families wanted to return to in-person instruction. She noted that, of 50 STAR families, 2 families were uncertain of the return to in-person instruction. She also indicated that, of 50 Waypoint families, only 1 family was uncertain about returning to in-person instruction.

Mr. Flaherty asked if staff were "on board" with this decision. Dr. Woods noted that there had also been ongoing communication with staff. She expressed that, initially, meetings were held on a weekly basis with staff. She noted that, more recently, meetings had taken place every two weeks. She noted that protocols to promote safety were in place. She also indicated that the Collaborative's website had been updated to reflect new procedures. She also stressed that training had been provided to staff on Personal Protective Equipment (PPE), cleaning processes and protocol, and that Safety Data Sheets (SDS) information on cleaning products had been shared with all staff. Dr. Woods noted that, at the end of the first week of in-person instruction, she surveyed staff to solicit feedback on what needed to be "tweaked".

Ms. Fuller asked if all students were able to wear masks. Dr. Woods responded that all students are not able to wear masks, but most are. She noted that a handful of students had exemptions from a doctor. She also noted that some students who have difficulty tolerating masks were working on desensitization, with the goal of gradually increasing the tolerance for wearing a mask to promote their safety. Dr. Woods also noted that one student had been wearing a face shield rather than a face mask.

Ms. Fuller asked if HVAC changes had been required. Mr. Hilton indicated that the HVAC system within the Collaborative section of the Wing School had been repaired as the Collaborative leased the property four years ago. He noted that the system had been recently serviced and adjusted to maximize outside air exchange. He noted that this was important as much of the building offers less opportunity to open windows. He noted that at the

building in Osterville, a Heating, Ventilation and Air Conditioning technician checked and serviced all of the exhaust fans. He also noted that staff completed a deep-cleaning of classroom univents. Mr. Hilton explained that there is “split unit” air conditioning in about 80% of the rooms in Osterville. He noted that all filters in the air conditioning units were changed and that the units were serviced. Mr. Hilton also noted that each classroom in Osterville has numerous functioning windows that allow for additional circulation.

Dr. Woods mentioned some other challenges in the classrooms that have been addressed. She explained that the programs stress social-cooperative activities. She noted that recent guidance requires that materials must be individual for each student – not shared. She also noted that classroom spaces have had to be reorganized, and lessons needed to be adjusted to support a change from shared activities and materials to student-specific activities and materials.

Mr. Hilton cautioned Board members that what was working in the Collaborative programs would not necessarily be easy to generalize to a general-education setting. He noted that the programs combined have approximately 110 students with 60-70 staff members.

Mr. Furnari asked if clear masks or face shields were used for students working on speech and language skills. Dr. Woods indicated that an order had been placed for clear face masks and face shields are available.

Dr. Woods noted the provision of therapy in Collaborative programs had been push-in, pull-out direct service. She explained that therapists would be remaining with the class to limit contacts. She explained that this schedule would continue with the fall cohort.

Mr. Myers asked if there was an expectation that some staff would decline to return for the fall. Dr. Woods indicated that that there had not been a problem with staff declining to return as of the time of the meeting. She noted that there were a few staff members who were uncertain.

Mr. Hilton reminded the Board that the largest portion of Collaborative staff work in transportation services. He noted that, as of the date of the Board meeting, between three and five had indicated they were uncertain about returning.

Mr. Myers asked about the role of bus drivers in early identification of potential COVID-related situations. Mr. Hilton responded that particular discussion was occurring with every school district served by Collaborative transportation. He noted that particular protocol and training would occur

at the local district level, as each district is looking at the situation a little differently. He stressed that it would be important to coordinate communication between transportation staff and school/building administrators.

Mr. Furnari reminded Board members that they had access to a knowledge base outside of Board meetings. He stressed that Mr. Hilton, Dr. Woods and Ms. Caputo were available to answer questions at any time.

Mr. Furnari noted a motion to approve had been made and seconded, and called for a roll-call vote. Mr. Flaherty called for a point of order and asked that the motion be restated prior to the vote.

A roll call vote was taken:

Ms. Lindahl – yes, Mr. Myers – yes, Ms. Putnam – yes, Mr. Schumacher – yes,
Mr. Auciello – yes, Ms. Bent – yes, Ms. Fuller – yes, Ms. Bader – yes,
Mr. Morris – yes, Mr. McGee – yes, Mr. Flaherty – yes, Mr. Furnari – yes

The motion passed.

• **Cape Cod Collaborative Program Calendar**

VOTE

Mr. Hilton and Dr. Woods recommended that the Board approve the following changes to the calendar for the Collaborative Public Special Education Day Programs. (The Original approval had provided for two separate school calendars. All changes being made were consistent for both programs and have been consolidated into one calendar.)

Mr. Hilton reviewed the following calendar changes:

- A reduction in student days. Student attendance will change from 180 days to 178 days (a reduction of two days).
- An increase in Staff Development Days from four (4) to six (6), four before school “opens” and two during the school year.
- The first student day will be September 8th (September 2nd and September 3rd will be Staff Development Days).
- The elimination of the following half days: 9/18, 12/11; 1/15; 3/12 & 5/7.
- The elimination of the following in-service day: 11/3 (is now a full school day).
- A change on 3/26 from a half day to a full in-service day.
- First quarter (9/8 through 11/6) will be a five-hour day for all students.
 - Staff day will remain at 7 hours to incorporate additional planning, training, and meeting time.
- Beginning 11/9 – schools will resume a full day
 - Waypoint Academy – 6.5 hours
 - STAR Program – 6 hours

- Adequate “structured learning time” remains in place to meet DESE requirements

Mr. Hilton noted that the Collaborative administration and program supervision had recommended the changes consistent with the intent of the Commissioner of the Department of Elementary & Secondary Education to allow for additional Staff Development time to prepare for the safe return of students into the schools, following a considerable period out of school, and with increased health and safety requirements.

Mr. Hilton commented that the ten-day reduction in days allowed by the MA-DESE would neither be endorsed nor enforced by MA-DESE.

Mr. Hilton noted Collaborative programs re-opened during the summer for programming. He explained that the Collaborative had invested significantly throughout the summer in preparing the buildings and training the staff for a safe re-opening for the school year.

Mr. Morris made a motion that the Board vote to approve the calendar for the Cape Cod Collaborative Public Special Education Day Programs. Ms. Putnam seconded the motion.

A roll call vote was taken:

Ms. Lindahl – yes, Mr. Myers – yes, Ms. Putnam – yes, Mr. Schumacher – yes,
Mr. Fichtenmayer – yes, Mr. Auciello – yes, Ms. Bent – yes, Ms. Fuller – yes,
Mr. Morris – yes, Ms. Bader – yes, Mr. McGee – yes, Mr. Flaherty – yes,
Mr. Furnari – yes

The motion passed.

c. Regional Testing for COVID-19

Discussion

Mr. Hilton noted the Collaborative had been involved in discussions regarding the opportunity to support districts throughout the region in the development of a COVID-19 screening and testing protocol. He explained that the Town of Sandwich, through the Fire Chief (John J Burke) had developed a protocol/process for (voluntary) antibody testing of all Town and School employees with “nasal swab” PCR testing associated with any positive results from the antibody test.

He explained that this model was being explored as an option for regional collaboration with Barnstable County Health and Human Services and was not currently endorsed by any local, state or federal agency.’

Mr. Hilton provided information associated with the status of discussions with districts and the County Department of Health and Human Services. He explained that the Collaborative had been acting as the connection between districts and the county. Mr. Hilton noted Governor Baker had just issued rapid test protocol prior to this meeting, which may change the testing opportunities for the Collaborative & districts..

Mr. Furnari commented that he would like to learn more about this proposal. He said that he was not inclined to support such a testing program at this time.

d. Advanced Studies & Leadership Program (ASLP) Discussion

Mr. Hilton provided an update regarding the status of the reconfigured ASLP 2020 program.

He noted that ASLP2020 was not possible as a residential program at Massachusetts Maritime Academy for Summer 2020. He noted that Massachusetts Maritime has remained committed to providing quality program options for the students that had been accepted to ASLP 2020.

Mr. Hilton explained that two phases were developed by ASLP administration (from MMA and CCC) for student participation.

- The first phase offered students an opportunity to engage in quality remote programming with ASLP instructors and interactive opportunities with other ASLP2020 students from other schools/towns.
- The second phase offered students an opportunity to engage in in-person programming at the Massachusetts Maritime Academy during select Saturdays in Winter/Spring 2021 culminating with an overnight session on the campus and a closing ceremony.

Mr. Hilton informed the Board that there had been insufficient interest for the First Phase, but that interest in the Second Phase continues to make that element of the programming feasible. Mr. Hilton indicated the Board would be updated regarding the development of this programming as the programming is further developed and enrollment if confirmed.

Mr. Hilton noted there was a group of students leaving eighth grade (entering ninth) that had indicated a strong desire to participate in ASLP 2021. He recommended that the Board be prepared to consider (in September) the inclusion of this group for ASLP 2021 or to discuss support for separate programming for this cohort of students.

IV. Cracker Barrel Discussion

This section of the meeting is for informal discussion and information sharing among members of the Board of Directors. Mr. Furnari invited Board members to participate.

Mr. Flaherty asked if any districts had not yet completed 2020 graduation ceremonies. Mr. Morris commented that Dennis-Yarmouth held their graduation ceremony on July 25th on the football field to allow for social distancing. Mr. Flaherty indicated that Wareham was scheduled to hold its graduation ceremony on Friday, August 7th. He spoke about some of the hurdles Wareham faced (in addition to COVID-19) including the upcoming hurricane and eastern equine encephalitis. He noted the ceremony was scheduled to take place outside, like Dennis-Yarmouth, to allow for social distancing.

Mr. Auciello thanked Mr. Hilton for sending out notifications regarding the ongoing scam involving Mr. Furnari's email address. Mr. Hilton described some of the steps being taken by the Collaborative to prevent this situation from occurring again, which include changing

how Board members email address are displayed on the Collaborative website and using “blind” copying for emails sent to all Board members.

Mr. Auciello mentioned budget cuts for the Monomoy district had impacted the implementation of a new ELA program which would have aligned curriculum in the district’s two elementary schools.

Mr. Auciello asked Board members to comment on the MASC resolution regarding race in education. He indicated the Monomoy School Committee would be meeting on August 6th to discuss this issue. The resolution did not pass the first time; a revision written by Mr. Auciello was scheduled to be presented at this meeting. Mr. Furnari suggested that Board members reach out directly to Mr. Auciello regarding this resolution, as significant discussion could result.

V. Other

No other items were brought forward at this meeting.

VI. Adjournment

Mr. Morris made a motion that the Board vote to adjourn the meeting. Mr. Fichtenmayer seconded the motion.

A roll call vote was taken:

Ms. Lindahl – yes, Ms. Putnam – yes, Mr. Myers – yes, Mr. Schumacher – yes,
Mr. Fichtenmayer – yes, Mr. Auciello – yes, Ms. Bent – yes, Mr. Morris – yes, Ms. Bader -yes,
Mr. McGee – yes, Mr. Flaherty – yes, Mr. Furnari – yes

The motion passed.

The August 5, 2020 meeting of the Cape Cod Collaborative Board of Directors adjourned at **XXX** PM.