

Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



Board of Directors
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Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
September 9, 2020

I. Call to Order

The September 9, 2020 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:15 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: 961 1761 3876
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
Brewster
Cape Cod Technical HS
Dennis-Yarmouth
Mashpee
Monomoy
Nauset
Orleans
Upper Cape RTS
Wareham
Wellfleet

Maureen Fuller (R)
Katie Miller-Jacobus (R) (in at 5:26 PM)
Scott McGee (R)
Phillip Morris (R)
Don Myers (R)
Joe Auciello (R)
Robert Jacobus (R)
Hank Schumacher (R)
Robert Fichtenmayer (R)
Michael Flaherty (R)
Jill Putnam (R)

Treasurer
Secretary

William (Bill) Friel (in at 5:44 PM)
Elizabeth (Beth) Deck

Also in attendance were:

Executive Director
Business Manager
Director of Sped Programs
Asst. Director of Sped Programs
Admin & Finance Coordinator
Director of Special Projects

Paul Hilton
Amy Lipkind
Dr. Anita Woods
Christina Caputo
Marc Dupuis (R)
Dr. Christopher Bogden (R)

II. Executive Session

Mr. Furnari indicated that it was necessary to enter into Executive Session:

To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

Mr. Fichtenmayer made a motion that the Board enter into Executive Session for the purpose stated. The motion was seconded by Ms. Bader.

A roll call vote was taken:

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

The motion passed.

The Board exited Open Session and entered Executive Session at 5:17 PM.

The Board exited Executive Session and returned to Open Session at 5:25 PM.

Mr. Furnari welcomed Ms. Miller-Jacobus to her first meeting of the Board and suggested that Board members take the time to introduce themselves.

Mr. Hilton suggested the Board consider a motion to restore voting rights to Brewster and Nauset. (These rights were suspended previously, as Board members representing these districts had missed two consecutive meetings.)

Ms. Lindahl made a motion that the Board vote to restore voting rights to Brewster and Nauset. Ms. Putnam seconded the motion.

A roll call vote was taken:

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

The motion passed.

III. Minutes

a. June 10, 2020

VOTE

Ms. Lindahl made a motion that the Board vote to approve the minutes of the June 10, 2020 meeting. Ms. Bent seconded the motion.

Ms. Putnam, jokingly, suggested an addendum to the minutes as they do not reference the guest who stepped in for Ms. Lindahl when she was called out of the meeting. Ms. Lindahl's cat participated for a portion of the meeting (although he did not vote).

A roll call vote was taken:

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

The motion passed.

b. August 5, 2020

VOTE

Mr. Auciello made a motion that the Board vote to approve the minutes of the August 5, 2020 meeting. Mr. Morris seconded.

A roll call vote was taken:

Ms. Lindahl – yes, Mr. Schumacher – yes, Ms. Putnam – yes, Mr. Fichtenmayer – yes,
Mr. Morris – yes, Mr. Myers – yes, Ms. Fuller – yes, Ms. Bent – yes,
Mr. Jacobus – abstain, Mr. Flaherty – yes, Mr. McGee – yes, Ms. Miller-Jacobus – yes,
Mr. Furnari – yes

The motion passed.

c. August 20, 2020

VOTE

Mr. Morris made a motion that the Board vote to approve the minutes of the August 20, 2020 meeting. Mr. Auciello seconded the motion.

A roll call vote was taken:

Ms. Lindahl – yes, Mr. Schumacher – yes, Mr. Putnam – yes, Mr. Fichtemayer – yes,
Mr. Morris – yes, Mr. Myers – yes, Mr. Auciello - yes, Ms. Fuller – yes, Ms. Bent – yes,
Mr. Jacobus – abstain, Mr. Flaherty – abstain, Mr. McGee – yes,
Ms. Miller-Jacobus – yes, Mr. Furnari – yes

The motion passed.

IV. Old Business

a. Transportation

- Invoicing

Ms. Lipkind updated the Board regarding the invoicing status for FY21 (summer) invoicing to districts. Summer special education transportation invoicing has gone out. Adjustments are being made for FY21 invoicing to reflect changes which have occurred due to CORONA-19. Ms. Lipkind indicated that general education transportation and in-district special education transportation invoicing would be issued soon. Mr. Hilton noted these invoices were generated based on a costing template. He explained that some modifications were made to the template due to the pandemic and included the removal of late runs (which were not occurring), and adjustments for the changing cost of worker's compensation coverage. Ms. Lipkind noted that initial invoicing would be done for the months of September through December with updates to the templates (and invoicing) continuing through FY21.

b. Waypoint Relocation – Planning

- **Henry T Wing School – Sandwich**

Mr. Hilton shared an update regarding the status of the use of the Henry T Wing in Sandwich. He explained that the Collaborative has a lease agreement that allows the Collaborative to continue at the site until December 31, 2021 and that the lease had been sent to the Town of Sandwich and Sandwich Public Schools for signatures.

- **Real Estate Broker -Request for Proposals**

VOTE

Mr. Hilton noted the Wing School was scheduled to be redeveloped in January 2022. He indicated the Collaborative was seeking to issue a Request for Proposals (RFP) for the services of a real estate broker to assist in securing a future site for Waypoint Academy. He noted that a copy of the RFP had been included in Board packets for review. He explained that the previous RFPs for space for the future location for the program were not successful in locating a property. After consultation with other educational collaboratives that have had similar experiences, it was recommended that securing the services of a real estate broker who would act on behalf of the Collaborative might produce better results.

Mr. Hilton and Ms. Lipkind recommended that the Board approve the solicitation for real estate brokerage services through a Request for Proposals process in the format included in the DRAFT Request for Proposals included with Board materials.

Mr. Fichtenmayer made a motion that the Board vote to approve the RFP to solicit the services of a real estate broker. Mr. Morris seconded the motion.

Mr. Morrris asked how the RFP would be advertised and whether the Board of Realtors would be contacted. Ms. Lipkind said both would occur. The RPB will be

advertised in the newspaper and on the state site and will also be sent directly to commercial real estate brokers.

Mr. Myers asked for clarification on items 11A and 12 in the RFP. Ms. Lipkind noted the error Mr. Myers referenced had been corrected.

Mr. Myers also sought clarification on the evaluation criteria. He indicated there appeared to be a typo on criteria #4. (Ms. Lipkind thanked Mr. Myers and said this would be corrected.) He also noted the criteria appeared favorable to brokers located on the Cape and asked if that criteria might limit the pool of candidates. Mr. Hilton indicated the RFP would be circulated more broadly through the state website and the “Goods and Services Bulletin”. He explained that the property, however, has to be located on the Cape. Mr. Hilton noted it may be advantageous to have a local broker. Mr. Furnari observed the evaluation criteria, which rates respondents on the number of miles from the Osterville location, is a comparative category. He noted that it was possible that a broker from off-Cape would be the strongest candidate based on other criteria.

A roll call vote was taken:

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

The motion passed.

○ **McArthur Building – Yarmouth**

Mr. Hilton indicated that the Collaborative has continued to meet with Bridgewater State University and the Town of Yarmouth towards developing an agreement for the shared use of the McArthur School building in South Yarmouth. He explained that if there were an agreement for shared use, this site might be evaluated and considered among the options for the relocation of the Waypoint Academy program.

Mr. Hilton expressed that an agreement with Bridgewater State University and the Town of Yarmouth may be brought before the Board at the next meeting.

○ **YMCA, Camp Burgess & Hayward - Sandwich**

Mr. Hilton noted the South Shore YMCA had expressed interest in further developing the partnership that has developed over the past several years. He indicated that there had been conversations in the past regarding the use of the camp property as a contingency site if there were issues with the space for Waypoint Academy. It was recommended that the Collaborative continue to assess the viability of further development of this partnership, including the potential for relocation of Waypoint Academy.

V. New Business

a. Personnel

- *Additional Teaching Staff*

VOTE

Mr. Hilton reviewed the status of the staffing for the Collaborative special education day school programs. He discussed the challenges associated with ensuring adequate staffing for the enrollment in the programs. He indicated that it was likely that enrollment in the programs would increase if there are issues with effectively maintaining programs in the school districts to support students with significant challenges.

Mr. Hilton asked the Board for the discretion to add additional staff to the programs on a temporary basis, through the period of the pandemic. He discussed the need to ensure that there are qualified staff available as necessary to meet the needs of the students in the programs. Mr. Hilton asked the Board for the capacity to hire an additional teacher for each of the programs. He explained that this additional teacher would act as a “building substitute” or “house substitute” within each program. He indicated that this would be a one-time, non-annualized expense to assure program sustainability through the pandemic period.

Ms. Putnam made a motion that the Board vote to authorize Mr. Hilton to hire additional, temporary staff to support school programs. Mr. Fichtenmayer seconded the motion.

Mr. Furnari noted the importance of having school staff document what they are doing through structured programming maintained in the cloud. He indicated that this would allow maximum flexibility should the programs need to pivot home-school to in-school teaching, or to assign teaching responsibilities to a sub during an absence.

Mr. Myers asked about the funding source for these positions. Mr. Hilton indicated the Collaborative would seek to utilize the “fund balance”, which is non-annualized and also called “cumulative surplus” or the “general fund” for this additional expense.

A roll call vote was taken:

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

The motion passed.

○ *Staffing for District Transportation*

Discussion

Mr. Hilton discussed the recent challenges with ensuring adequate staffing to serve the transportation needs for the districts throughout the region. He explained that there had been significant staffing challenges within each district served, primarily associated with staff concerns associated with the pandemic. He expressed that many of the drivers and monitors working in the transportation area have one or more risk factors.

Although the staffing is expected to be (minimally) adequate in most of the areas, he indicated that recent notice from a number of staff that serve the Nantucket Public Schools has posed a significant challenge. Mr. Hilton and Ms. Lipkind met with the associated staff and with the Nantucket Public School administration on Thursday, September 3, 2020 to discuss the situation and to develop plans to support the students, families and district.

Mr. Hilton relayed a note of thanks from Collaborative drivers who received driver incentive payments. He noted that the staff expressed that these payments came at exactly the right time; as drivers received these payments in March when school shut-downs had just caused a temporary loss or reduction in pay.

b. SARS-CoV-2 (COVID-19)

Mr. Hilton discussed the refinement of operations and programming associated with the ongoing impact of the SARS-CoV-2 pandemic. He indicated that there had been substantial changes made to programming and operations in association with these challenges including, but not limited to:

- Collaborative coordination of regional purchasing
 - Mask Purchase
 - Supporting Barnstable County Purchasing Partnership
 - Facility Director Meeting(s) & Information TBD
- Collaborative “pilot” of SARS-CoV-2 antibody testing process/protocol
- Building Operations Changes
 - Electrostatic Spraying
 - Chemical Review for Cleaning & Disinfecting
 - Cleaning/Disinfecting Training for All Staff
 - Cleaning / Disinfecting Materials and Supplies
 - Hand Sanitizer stations
 - Refinement of Heating, Ventilation & Air Conditioning systems
- Transportation Operations
 - Increased Number of Drivers in Training
 - Chemical Review for Cleaning & Disinfecting
 - Cleaning/Disinfecting Training for All Staff
 - Cleaning / Disinfecting Materials and Supplies
 - Hand Sanitizer Stations at Bus Entry
 - Electrostatic Sprayers for Daily Disinfecting

- Coordination for Transportation Planning with Districts & programs served.

Ms. Miller-Jacobus noted several districts have had concerns regarding HVAC issues and asked how the Collaborative had been dealing with its HVAC systems.

Mr. Hilton responded that the Collaborative had been focused on its HVAC systems since March. He indicated that repairs included a \$1,400 investment in repairing exhaust fans in Osterville, that had been estimated at over \$40,000 to repair or replace. He explained that, in Sandwich, the Collaborative space had air conditioning in place, and that there have been few students in the building. He noted that the Collaborative reviewed the systems with an HVAC technician and that the systems were adjusted and were functioning appropriately for the space and occupancy.

c. All-Cape In-Service

Dr. Christopher Bogden discussed the planning for the 2020 All-Cape In-Service. It is not expected that there will be any capacity for districts to participate in any coordinated, in-person regional professional development. Dr. Bogden discussed the opportunities for shared virtual professional development which have been occurring through Modern Teacher.

d. Finance Subcommittee

It was recommended that the Finance Subcommittee be reconvened within the coming month to advise the entire Board on financial matters that will arise in the coming fiscal year, including but not limited to: the FY20 Audit, the FY21 Spending Plan and Budget revisions, the Paycheck Protection Program (PPP), the Collaborative Treasurer evaluation, and ongoing refinements to finances that may be associated with further impacts of the SARS-CoV-2 pandemic.

e. FY20 Warrants

		VOTE
• #50	VOTE	• #54 VOTE
• #51	VOTE	• #55 VOTE
• #52	VOTE	• #56 VOTE
• #53	VOTE	• #57 VOTE

Ms. Putnam made a motion that the Board vote to approve FY20 Warrants #50, #51, #52, #53, #54, #55, #56 and #57. The motion was seconded by Mr. Fichtenmayer.

Ms. Fuller noted a check had been issued to purchase thermometers and inquired about their use. Mr. Hilton indicated that early in pandemic period, the Collaborative was able to purchase a quantity of thermometers at a very reasonable price. He indicated that most of these have been purchased by school districts (from the Collaborative). Mr. Hilton noted that these thermometers were not medical grade, but were suitable for general use.

Ms. Fuller asked about a check issued on Warrant #51 to Research for Better Teaching (RBT). Mr. Hilton noted the Collaborative contracts with Research for Better Teaching on behalf of member districts. Dr. Bogden noted that most districts take advantage of RBT's trainings for new teachers or supervisors of teachers. Dr. Bogden described how local district Curriculum Administrators have worked to design a course which will replace these current trainings.

Ms. Fuller questioned an expense paid to CBS Therapy. Mr. Hilton responded that this cost was for the provision of teletherapy training for Collaborative therapists and for therapists working at Southeastern Massachusetts Educational Collaborative. He explained that these trainings were necessary for the continuation of the provision of services through the Collaborative and necessary for therapists (for their therapy licenses) to complete to provide services remotely.

Ms. Lindahl left the meeting at 6:00 PM.

A roll call vote was taken:

Mr. Schumacher – yes, Ms. Putnam – yes, Mr. Fichtenmayer – yes, Mr. Morris – yes, Mr. Myers – yes, Mr. Auciello – yes, Ms. Fuller – yes, Ms. Bent – yes, Mr. Jacobus – yes, Mr. Flaherty – yes, Mr. McGee – yes, Ms. Miller-Jacobus – yes, Mr. Furnari – yes.

The motion passed.

f. FY21 Warrants

VOTES

• #1	VOTE	• #6	VOTE
• #2	VOTE	• #7	VOTE
• #3	VOTE	• #8	VOTE
• #4	VOTE	• #9	VOTE
• #5	VOTE	• #10	VOTE

Mr. Schumacher made a motion that the Board vote to approve FY21 Warrants #1, #2, #3, #4, #5, #6, #7, #8, #9 and #10. Mr. Auciello seconded the motion.

Mr. Myers asked for information on a repetitive entry for William Scotsman. Mr. Hilton replied that this is rental expense for the Nauset dispatch office trailer currently leased by the Collaborative.

A roll call vote was taken:

Mr. Schumacher – yes, Ms. Putnam – yes, Mr. Fichtenmayer – yes, Mr. Morris – yes, Mr. Myers – yes, Mr. Auciello – yes, Ms. Fuller – yes, Ms. Bader – yes, Mr. Jacobus – yes, Mr. Flaherty – yes, Mr. McGee – yes, Ms. Miller-Jacobus – yes, Mr. Furnari – yes.

The motion passed.

g. FY21 Spending Plan

• *Updates*

- Recommended Spending Plan Revision(s)

Ms. Lipkind and Mr. Hilton discussed the process for recommending changes in the mandated budget items (statutory required budget line items) and the Annual Spending Plan.

They noted that there were expected to be ongoing revisions to the remuneration for some Transportation staff as the impacts of the SARS-CoV-2 pandemic continue.

- **Personnel** (*Please note that these items reflect changes that have occurred since the June 2020 Board meeting*).

- **Additions:**

VOTE

- Deja Andrews Paraprofessional / Waypoint
- Asia Barbel Paraprofessional / STAR
- Megan Boudreau Teacher / STAR
- Madison Clifford Paraprofessional / STAR
- Amanda Coleman Paraprofessional / STAR
- Michael D'Amico 7D Driver / Spare
- Asia Hull Monitor
- Rabakah Leighton Paraprofessional / STAR
- Patrick Long Paraprofessional / Waypoint
- Andrea Taylor CDL Driver – Training
- Lakisha Williams Paraprofessional / STAR
- Valeriy Yadrov CDL Driver / Monomoy (rehire)

Ms. Putnam made a motion that the Board vote to accept the Additions as noted on the agenda. Ms. Bent seconded the motion.

A roll call vote was taken:

Mr. Schumacher -yes, Ms. Putnam – yes, Mr. Fichtenmayer – yes, Mr. Morris – yes, Mr. Myers – yes, Mr. Auciello – yes, Ms. Fuller – yes. Ms. Bent – yes, Mr. Jacobus – yes, Mr. Flaherty – yes, Mr. McGee – yes, Ms. Miller-Jacobus – yes, Mr. Furnari – yes.

The motion passed.

- **Reductions:**

VOTE

- Paula J. Archambault Substitute Paraprofessional / STAR
- Kevin Arnold CDL Driver / Monomoy
- Sarah Beckner Teacher / STAR
- Kathleen Belmonte CDL Driver / Nauset
- Nadine Buck Paraprofessional / STAR
- Ernest Butilier CDL Driver / Nauset
- David Callahan CDL Driver – Training

- Tracy Cefole Teacher / STAR
- Kathleen Conway CDL Driver / Bourne / Spare
- Kiernan Cremeans Teacher / STAR
- Susan Davis CDL Driver / Spare
- Catherine Dexter CDL Driver / Truro
- Rachel Doherty Counselor / Waypoint
- Rhonda Fitzgerald Monitor / OOD
- Kimberly Gainey Teacher / Waypoint
- Stephanie Gandero Paraprofessional / Waypoint
- Melissa Goldstein Program Coordinator / Waypoint
- Robert Gosselin Mechanic
- Patricia Hughes Monitor
- Bonnie Jacobs CDL Driver / Bourne
- Gillian LaMagna Monitor
- Susan Larsen Monitor (spare)
- Jeannie Lawson Monitor (spare)
- Kathleen McGrady Cafeteria Sub / STAR
- Daniel Miller Custodian Sub
- Charles Ouellette Monitor
- John Power Custodian Sub
- Katherine Richardson Paraprofessional / STAR
- Jessica Shagoury Paraprofessional / STAR
- Lori Zamora CDL Driver – Training
- Kathleen Zawasky Accounting Coordinator

Ms. Putnam made a motion that the Board vote to accept the Reductions as shown on the agenda. Ms. Bader seconded the motion.

Ms. Fuller noted a number of teachers have left the STAR Program. Dr. Woods responded, noting two teachers had been co-teaching. Two classrooms were impacted.

A roll call vote was taken:

Mr. Schumacher – yes, Ms. Putnam – yes, Mr. Fichtenmayer – yes, Mr. Morris – yes, Mr. Myers – yes, Mr. Auciello – yes,
 Ms. Fuller – yes, Ms. Bent – yes, Mr. Jacobus – yes,
 Mr. Flaherty – yes, Mr. McGee – yes, Ms. Miller-Jacobus – yes,
 Mr. Furnari – yes
 The motion passed.

o **Status Changes:**

VOTE

- Peter Bayard CDL Driver – On Leave (COVID concerns)
- Albert Bradley CDL Driver – On Leave (COVID concerns)
- Carol Costa 7D Driver – On Leave (Medical)
- Diane Dauwaulder CDL Driver – On Leave (COVID concerns)
- Terence Harrigan CDL Driver to Cleaning Crew
- Laurie Lomba Monitor – On Leave (COVID concerns)
- Nancy Morris CDL Driver – On Leave (COVID concerns)
- Joann Page Monitor – On Leave (COVID concerns)
- Patricia Stewart CDL Driver – On Leave (COVID concerns)
- Andrea Taylor CDL Training to CDL Driver
- James (Dan) Wareham CDL Training to CDL Driver

Mr. Auciello made a motion that the Board vote to approve the changes in status as listed on the agenda. Ms. Putnam seconded the motion.

A roll call vote was taken:

Mr. Schumacher – yes, Ms. Putnam – yes, Mr. Fichtenmayer – yes, Mr. Morris – yes, Mr. Myers – yes, Mr. Auciello -yes,

Ms. Fuller – yes, Ms. Bent – yes, Mr. Jacobus – yes, Mr. Flaherty – yes, Mr. McGee was called to vote, but did not respond.

Ms. Miller-Jacobus – yes, Mr. Furnari – yes

The motion passed.

• **Service Commitments - Changes**

o **Programs**

- **STAR**
 - i. September Enrollment
 - ii. Initial Population Projection
- **Waypoint Academy**
 - i. Commitments Projected
 - ii. Total School Year Projected
- **Therapies**
 - i. **Speech Therapy**
 1. The Martha’s Vineyard Public Schools have continued their contract for .4FTE SLP Services
 2. The Provincetown Public Schools have committed to contracting Physical Therapy services for FY21.

h. FY20 Spending Plan / Budget / Close-Out

Mr. Hilton indicated that the Collaborative Auditors (Powers & Sullivan) were on-site in August. Ms. Lipkind explained that the auditors were provided with all requested information and are currently waiting for the Actuarial Report for GASB. (She noted the Actuary has all the data necessary for this report.) Ms. Lipkind indicated that it was possible that a *draft* audit would be available sometime in October.

i. Programs/Services

- Waypoint Academy
 - Enrollment
 - Programming
 - New Staff
 - Camp Burgess Planning
 - Facility Issues
 - Status of Commitments – FY21

- STAR / Osterville
 - Enrollment
 - New Staff
 - Open House
 - Programming
 - Current Initiatives
 - Program Opening
 - Age Waiver Applications

Dr. Woods and Ms. Caputo discussed the enrollment and programming at Waypoint Academy and the STAR Program. They explained that “in-person” programming began on Tuesday (the day prior to the Board meeting). Dr. Woods thanked the Board for the vote which would support the hiring of additional support for staff. She noted that some staff members are still waiting to hear about educational programming (in districts) for their own children.

Dr. Woods referred Board members to the enrollment numbers included with Board materials. She noted both programs have opened with less students than had been anticipated. She explained that one district had not been able to provide transportation for their students for the first week of school. She indicated that it was expected that these students would be transported the following week.

Dr. Woods noted delivery was still pending for much technology (laptops and Chromebooks) to support programming. She explained that there was sufficient Chromebooks for students at the start of the school session.

Dr. Woods noted that Staff from both programs had participated in trainings through Modern Teacher. She indicated that Waypoint was using Schoology as a Learning Management System (LMS) and that STAR had been using Google Classroom. She also explained that Dr. Hauser has assisted with a digital platform for data management.

Mr. Schumacher asked about the impact of the decreased enrollment on the budget, especially for Waypoint Academy where only 20 students are currently attending. Mr. Hilton noted 41 students are enrolled and students referred to the program are currently interviewing. He predicted a quick increase in daily attendance and that districts had “reserved” spaces for students with 56

commitments (guaranteed tuitions). He also noted that The program plan was developed with a target of 58 students.

Mr. Schumacher asked why only 20 out of 41 students were participating in-person. Dr. Woods observed that 8-10 student families had chosen remote-only instruction. She indicated that one district had been unable to transport students, impacting 5 students who had been anticipated to attend in-person instruction. She also noted that some families were still wavering on in-person instruction.

Dr. Woods noted many referrals were still coming in, and there were still many variables in play. Mr. Hilton noted the anxiety for students had been palpable. He noted that four (4) students had recently changed from remote-only to in-person instruction. He expected that both programs would experience increased enrollment into October.

- **Transportation**

Mr. Hilton provided an update regarding current issues, challenges and opportunities associated with Collaborative provided transportation. He noted the Collaborative has been working with each district differently, depending on each district's particular needs. He provided an updated on district plans to date:

- **Monomoy Regional Schools Opening**

The Monomoy Regional Schools planned to open with students in the week following the Board meeting. He noted that the drivers would be meeting with the school administrators on September 10, 2020 to discuss operational changes and challenges with the school administration. He indicated that the routing for the general education buses changed considerably with "social distancing" on the vehicles as well the rotating cohorts of students at the high school as well as the later high school start time.

- **Nauset Opening**

The Nauset Public Schools planned to open with students in the week following the Board meeting. He noted that the drivers had met with the school administrators during the morning of the date of the Board meeting to discuss operational changes and challenges with the school administration. He explained that Mr. Erikson met with drivers regarding routing changes, PPE, disinfection of vehicles, and procedures to keep both students and staff safe.

He noted that the routing for the general education buses changed considerably with "social distancing" on the vehicles as well the cohort development at the middle school. He also explained that the service structure will maintain flexibility to allow for the integration of the high school students as the facility issues are addressed.

- Mashpee Opening
The Mashpee Public Schools planned to open with students in the week following the Board meeting. He noted that the drivers met with the school administrators during the morning of September 2, 2020 to discuss operational changes and challenges with the school administration. He expressed that the routing for the general education buses changed considerably with “social distancing” for students on the vehicles, as well the “alternating week” cohorts for the Quashnet and Middle/High School.
- Bourne Opening
The Bourne Public Schools planned to open remotely for students the week following the Board meeting. Mr. Hilton indicated that he and Mr. Erikson met with drivers on September 8, 2020 to discuss training, cleaning, and preparations for opening. He indicated that the Collaborative administration and transportations staff continued to work closely with the Bourne administration to ensure that the buses (and drivers) were prepared for the return of students for in-person learning.
- Truro Opening
The Truro Public Schools planned to open remotely during the week following the board meeting with a transition to in-person instruction following a week of remote instruction.
Mr. Hilton indicated that Truro drivers attended a meeting with Nauset drivers to review safety practices. He explained that the Collaborative transportation staff and administration had continued to work closely with the Truro staff to ensure that buses and drivers were prepared for the return of middle and high school students to programming with the Nauset Regional Schools.
- Nantucket Opening
Ms. Hilton and Ms. Lipkind visited Nantucket in the week prior to the Board meeting Mr. Hilton provided an update regarding planning for the provision of general education transportation. He noted that challenges associated with the provision of these services were discussed earlier in the Board agenda.
- Staffing
Mr. Hilton and Ms. Lipkind discussed ongoing coordination and changes in staffing for the Transportation area.
They noted that the Collaborative administration continued to work closely with all districts served with Collaborative transportation to ensure that the services were efficient and that the drivers and vehicles were prepared for the districts. They expressed that there had been particular challenges during the SARS-CoV-2 pandemic that are associated with ensuring staffing for the provision of the service. Mr. Hilton noted that the Collaborative administration had worked

closely with districts to ensure that service charges reflect changes in anticipated mileage and routing. He also indicated that the Collaborative administration and district staff continued to work together to ensure that drivers (and monitors) who serve the districts were engaged in planning and training during the initial periods that they would have been engaged in service delivery. He explained that the purpose was to ensure that the drivers (and monitors) continue to receive remuneration and also ensure that the services were available and ready as in-person instruction resumes.

Mr. Hilton indicated that the Collaborative continues to recruit and train Route Drivers to meet the needs of the districts.

- Therapies

Mr. Hilton provided an update regarding the provision of services within the Collaborative and to districts (and others). Mr. Hilton recommended maintaining the current level of capacity.

- FY21 Service Commitments

- The collaborative continues to receive and review commitments for the utilization for Collaborative staff to provide services in school districts for FY21.
 - The Collaborative had (at the time of the Board meeting) the capacity to contract out the following services:
 - i. OT – 1 day
 - ii. Speech – TBD after October

- Special Projects

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

- Multi-Tiered Systems of Support (MTSS)

Mr. Hilton and Dr. Bogden discussed the status of the work being done Through the generosity of the Peter and Elizabeth Tower Foundation. Dr. Bogden described how he and Dr. Giffune have worked to ensure that the grant was supportive of the investment in professional development through Modern Teacher. The initial grant supporting this (MTSS) work ends in December 2021.

- ASLP

Mr. Hilton discussed the status of planning for the reformatted “2020 ASLP Program”. He noted that a virtual meeting with liaisons had occurred. He noted that there were eighty (80) students that had expressed interest in participating in the 2020 ASLP cohort during the winter of 2021. Mr. Hilton reminded the Board that the Winter ASLP would consist of day-long sessions that would be held at Massachusetts Maritime in early 2021, culminating in an overnight event in April.

Mr. Hilton noted the Board would be involved in discussions regarding planning Summer 2021. He noted that several students who

were moving to 9th grade had been selected as part of the ASLP2020 cohort. He indicated that there would need to be a discussion regarding opportunities for their involvement.

- Sheltered English Immersion (SEI) Course Development
Dr. Bogden discussed planning activities that are occurring with districts to discern the need for courses and professional development to assist districts (and staff) in meeting the evolving Sheltered English Immersion needs. He explained that the DESE has trained a local teacher to teach this course virtually.
- Modern Teacher
Dr. Bogden discussed professional development opportunities which were implemented in June through Modern Teacher. He explained that ten (10) member districts contracted with Modern Teacher through the Collaborative, with support from the Tower Foundation Grant occurred over the summer. He explained that the series of professional development events focused upon enhancing the ability of the region's teachers to deliver effective and consistent online / remote instruction.

He expressed that the trainings focused on three elements:

- Developing Standards Based Learning Plans, which provide a consistent template for instructional design;
- Building these Learning Plans into an online space where students (and parents) can easily and consistent access their teacher's educational work and performance expectations; and
- Building teacher proficiency in the design of effective online, synchronous instructional strategies.

Dr. Bogden indicated that nine-hundred-eighty-six (986) educators had engaged voluntarily in the training by the end of the summer with more than three hundred (300) demonstrating advanced proficiency in one (or more) of the three training modules.

Dr. Bogden noted that all participating districts had plans to incorporate the Modern Teacher training into their ten (10) days of preparations prior to the start of school for students. He indicated that the regional goal was to have all teachers achieve advanced proficiency in all elements by October.

Mr. Fichtenmayer left the meeting at 6:29 PM.

j. Other – Cape Cod Challenger Club (sub)Lease Extension/Renewal

VOTE

Mr. Hilton discussed the need to execute an extension of the sub-lease for the Osterville Elementary School with the Cape Cod Challenger Club. He explained that the Cape Cod Challenger Club was instrumental in the Collaborative securing the Osterville building as a location for programming. He also noted that the Challenger Club had invested considerable resources (hundreds of thousands of dollars) in the preparation of the building for occupancy. He indicated that they had continued to be instrumental in the care of the building as well as the provision of services for individuals with cognitive and physical challenges throughout the region. He explained that the Cape Cod Challenger Club provides social and recreational

programming for individuals with cognitive and physical challenges. He noted that they occupy an office space within the building and use the building and property on nights, weekends, and vacation periods to provide low cost and no-cost services. Mr. Hilton recommended that the Board approve the extension of the (sub) lease between the Cape Cod Collaborative and the Cape Cod Challenger Club.

Ms. Putnam made a motion that the Board vote to authorize the sub-lease of the Osterville Elementary School to the Cape Cod Challenger Club. Ms. Bent seconded the motion.

A roll call vote was taken:

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

The motion passed,

k. Virtual High School

Mr. Hilton and Dr. Bogden discussed the consortium for Virtual High School (VHS) that has existed through the Cape Cod Collaborative since 2001.

Mr. Hilton indicated that there had been renewed interest in elements of the Virtual High School consortium. Dr. Bogden explained that the participation levels were being assessed for the 2020-2021 School Year. He explained that districts had recommitted to using VHS, which provides an asynchronous virtual learning platform, with 1 teacher per 25 students. Mr. Hilton noted that Dr. Bogden and Ms. DeBenedictis had been working closely with VHS and with districts to assure students can attend and participate. Dr. Bogden also noted that there has been high interest in AP and elective courses.

VI. Other

Mr. Hilton indicated the probable need for a vote at the next Board meeting regarding calendar and tuition charges. He explained that students would attend Collaborative programs for 178 days during 2020-2021. He indicated that it may be necessary to refine the Collaborative's daily rate and to have the Board affirm the rate structure.

Mr. Hilton also indicated that it would be necessary to discuss a date for the November Board meeting, as the second Wednesday of November falls on the Veterans' Day Holiday.

VII. Cracker Barrel Discussion

a. Local District Issues

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

b. Local Administration Changes

c. Questions / Concerns

No items were brought up for discussion during “Cracker Barrel.”

VIII. Adjournment

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

A roll call vote was taken:

Mr. Schumacher – yes, Ms. Putnam – yes, Mr. Morris – yes, Mr. Myers – yes,
Mr. Auciello – yes, Ms. Fuller – yes, Ms. Bent – yes, Mr. Jacobus – yes, Mr. Flaherty – yes,
Mr. McGee – yes, Ms. Miller-Jacobus – yes, Mr. Furnari – yes

The motion passed.

The September 9, 2020 meeting of the Cape Cod Collaborative Board of Directors adjourned at 6:36 PM.