

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  
October 14, 2020  
5:15 PM**

## **I. Call to Order**

The October 14, 2020 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:17 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 may join the meeting by calling:

Phone Number: 1-929-205-6099  
Meeting ID: 813 2467 0398  
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, Chair (R)
Barnstable	Kathleen Bent (R)
Bourne	Maureen Fuller (R)
Brewster	Katie Miller-Jacobus (R)
Cape Cod Technical HS	Scott McGee (R) (in at 5:58 PM)
Dennis-Yarmouth	Phillip Morris (R)
Mashpee	Don Myers (R)
Monomoy	Joe Auciello (R)
Nantucket	Zona Tanner Butler (R)
Nauset	Robert Jacobus (R)
Orleans	Hank Schumacher (R)
Sandwich	Kristin Bader (R)
Upper Cape Cod RTS	Robert Fichtenmayer (R)
Wellfleet	Jill Putnam (R)
Treasurer	William (Bill) Friel
Secretary	Elizabeth (Beth) Deck

Also in attendance were:

Executive Director	Paul Hilton
Director of Special Ed Programs	Dr. Anita Woods
Asst. Director of Special Ed Programs	Christina Caputo
Admin & Finance Coordinator	Marc Dupuis (R)
Director of Special Projects	Dr. Christopher Bogden (R)
Operations Manager	Anders Erikson (R)

## II. Executive Session

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

- a. To conduct strategy sessions in preparation for negotiations with nonunion personnel

An executive session may be held only where an open meeting may have a detrimental impact on the body's negotiating position with a third party

- b. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;

(Under this purpose, as with the collective bargaining and litigation purpose, an executive session may be held only where an open meeting may have a detrimental impact on the body's negotiating position with a third party. At the time that the executive session is proposed and voted on, the chair must state on the record that having the discussion in an open session may be detrimental to the public body's negotiating position.)

Mr. Fichtenmayer made a motion that the Board exit Open Session and enter into Executive Session for the stated purposes. This motion was seconded by Mr. Jacobus.

A roll call vote was taken:

Mr. Morris – yes, Mr. Schumacher – yes, Ms. Putnam – yes, Mr. Auciello – yes,  
Mr. Myers – yes, Ms. Miller-Jacobus – yes, Ms. Fuller – yes, Ms. Bent – yes, Ms. Lindahl – yes,  
Ms. Bader – yes, Ms. Tanner-Butler – yes, Mr. Fichtenmayer – yes, Mr. Jacobus – yes.

The motion passed.

The Board exited Open Session and entered Executive Session at 5:20 PM

The Board exited Executive Session and entered Open Session at 5:57 PM.

Mr. McGee joined the meeting at 5:58 PM.

### **III. Minutes**

#### **a. September 9, 2020**

#### **VOTE**

Ms. Bent made a motion to approve the minutes of the September 9, 2020 meeting.  
The motion was seconded by Ms. Putnam.

A roll call vote was taken:

Mr. Morris – yes, Mr. Schumacher – yes, Ms. Putnam – yes, Mr. Auciello – yes,  
Mr. Myers – yes, Ms. Fuller – yes, Ms. Bent – yes, Ms. Tanner-Butler – yes,  
Ms. Bader – yes, Ms. Miller-Jacobus – yes, Mr. Fichtenmayer – yes, Mr. Jacobus – yes,  
Mr. McGee – yes

The motion passed.

### **IV. Old Business**

#### **a. Transportation**

- Invoicing

Mr. Hilton provided an update on the status of FY21 invoicing. He noted that invoicing for contracted services (operational Memorandum of Agreement) had been sent to districts for the months of September through December. He explained that there would be a need for revisions as services continued to be impacted by the pandemic. He also noted that some capital expenses and salaries have not been covered by billing (Zonar, Driver Incentives). He explained that these initiatives had been funded through separate votes of the Board and that costs were not passed along to districts in their annual agreements.

#### **b. FY2020 Closeout – Update**

- Audit DRAFT

Mr. Hilton discussed the DRAFT audit that had been included with Board materials for this meeting. He explained that this DRAFT document would continue to be reviewed in coordination with the auditors at Powers & Sullivan. He noted that it was expected that the DRAFT would be significantly

refined and discussed further at the November Board meeting with final review and approval necessary at the December Board meeting.

Mr. Hilton explained that the financial audit does not correlate directly to the Collaborative Spending Plan as items such as non-annualized spending (in FY20: Driver Incentives and Vehicle Maintenance Systems Procurement – Zonar & Dossier; some capital costs; face masks bulk purchase) and that long term obligations (Other Post-Employment Benefits, Assets & Depreciation) were considered as liabilities.

- **Paycheck Protection Program**

Mr. Hilton and Mr. Dupuis provided an update regarding the Paycheck Protection Program loan and preparations for an application for forgiveness of the loan. They explained that the intent for the Paycheck Protection Program was to ensure that organizations significantly impacted by the SARS-CoV-2 pandemic could maintain staff and capacity during the pandemic.

It was noted that the criteria for the allocation of expenses to the loan had changed in the period of time since the initial application for the PPP loan. Mr. Hilton explained that the period for “covered payroll” had been expanded as well as the portion of the loan that could be used to support other (non-payroll) expenses.

Mr. Hilton and Mr. Dupuis indicated the Collaborative would continue to coordinate with the associated bank (TDBank) regarding the forgiveness application.

- **Need for Finance SubCommittee Meeting**

Mr. Hilton recommended that a meeting of the Finance SubCommittee be scheduled to review the Collaborative FY20 draft audit, and to discuss the application for forgiveness for the Paycheck Protection Program loan and banking related items.

Mr. Hilton noted Mr. McGee, Mr. Morris, Mr. Furnari, Mr. Fichtenmayer and Mr. Flaherty currently serve on this committee. He indicated any interested Board members were welcome to participate.

### **c. Waypoint Relocation – Planning Options**

Mr. Hilton updated the Board regarding the relocation of Waypoint Academy from the Henry T Wing School in Sandwich.

He explained that the Collaborative had continued to use approximately 21 rooms, as well as the library, cafeteria, kitchen, gymnasium and fields. He noted that the Collaborative maintained a lease at the Wing School that was valid through December 2021.

Mr. Hilton reviewed some options for the long-term relocation of the Waypoint Academy program with the Board and recommended that the Facilities

SubCommittee meet to discuss the planning for future location of Waypoint Academy.

He also recommended that further discussion and decisions regarding the pursuit of any individual option occur in Executive Session to protect the “strategy” of the Board in regards to potential real estate (or leasing) negotiations.

- ***Request for Proposals (RFP)– Real Estate Broker***

Mr. Hilton discussed the current RFP for securing a real estate broker to represent the Collaborative as a solicitation is developed to secure a future site for the Waypoint Academy program.

He noted that the responses for the Real Estate Broker RFP were due on October 29<sup>th</sup>. He explained that it was expected that an RFP for real estate (lease or purchase) for the future location for Waypoint Academy would be developed in December 2020.

***Henry T Wing School – Sandwich***

The Town of Sandwich Board of Selectmen voted to enter into a short-term lease with the Collaborative through December 2021. The status of the development of the property was discussed.

- ***Bridgewater State University – Cape Cod Campus***

Mr. Hilton discussed the potential for the expansion of the partnership with Bridgewater State University to include shared use of their Cape Cod Campus in Yarmouth.

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

Mr. Hilton discussed options for potential development of a campus for Waypoint Academy within the grounds of Camp Burgess and/or Camp Hayward in Sandwich. He noted that the Collaborative had a long-term relationship with the South Shore YMCA at the Camp Burgess site and discussed the potential to expand upon this relationship.

## **V. New Business**

### **a. Bridgewater State University Memorandum of Understanding**

Mr. Hilton referred to the template for a Memorandum of Understanding which had been included with Board materials for this meeting. He explained that the Collaborative was seeking a ten (10) year agreement to use space in the building, with consideration that BSU retain the ability to use the building nights and weekends. He noted that the Yarmouth Select Board would discuss the use of this building at an upcoming meeting.

### **b. Finance Subcommittee**

Mr. Hilton again recommended that the Finance Subcommittee be reconvened within the coming month to advise the entire Board on financial matters that would arise in the coming fiscal year, including but not limited to: FY20 Audit, FY21 Spending Plan and Budget revisions, the Paycheck Protection Program forgiveness

application, the status of the banking relationships of the Collaborative, and the Collaborative Treasurer evaluation.

**c. Transportation Subcommittee**

Mr. Hilton discussed the need for a meeting of a “Transportation Subcommittee” to make recommendations regarding items impacting Collaborative Transportation Services. He explained that the Collaborative transportation services had been significantly impacted by the SARS-CoV-2 pandemic. He noted that significant changes to operations had been necessary. He discussed that the operational coordination of service delivery continued to be challenging with ongoing changes in district needs (changing schedules) as well as staffing challenges related to the pandemic.

Mr. Hilton noted that Paul Funk, served as an interim Business Manager at the Collaborative in 2004/2005, an interim Business Manager for the Sandwich Public Schools (2009) and most recently as the (part-time) Business Manager for the Mashpee Public Schools (2010-2020). Mr. Funk had been integral to ensuring that school districts developed a clear understanding of the Collaborative in regards to transportation. Mr. Funk passed away the week prior to the Board meeting. Mr. Hilton noted that this was a great loss, and the loss of Mr. Funk would be felt throughout the region.

**d. FY21 Warrants**

**VOTES**

- #11 VOTE
- #12 VOTE
- #13 VOTE
- #14 VOTE
- #15 VOTE

Ms. Putnam made a motion that the Board vote to approve Warrant #11, Warrant #12, Warrant #13, Warrant #14 and Warrant #15. Ms. Bent seconded the motion. Ms. Fuller asked for more information regarding a check written to Bucklers GMC. Mr. Hilton confirmed that this was for vehicle repairs. Bucklers has a separate entity for the provision of towing services.

A roll call vote was taken:

Mr. Morris – yes, Mr. Schumacher – yes, Ms. Putnam – yes, Mr. Auciello – yes, Mr. Myers – yes, Ms. Fuller – yes, Ms. Bent – yes, Ms. Bader – yes, Ms. Miller-Jacobus – yes, Ms. Tanner-Butler – ye, Mr. Fichtenmayer – yes, Mr. Jacobus – yes, Mr. McGee – yes, Mr. Furnari – yes.

The motion passed.

**e. Authorization for automatic withdrawal (ACH) for vehicle Financing Contract**

**VOTE**

Mr. Hilton recommend that the Board consider approval of an automatic withdrawal for making of lease payments for KS Bank associated with the most recent

procurement of vehicles. He noted that the Board had previously authorized the automatic withdrawal of funds to make lease payments for equipment to TDBank. Mr. Hilton noted “coupon books” had been received for the monthly payment of this financing. Mr. Hilton noted that ACH payments would provide an effective and appropriate method for the payment of the financing obligation.

Mr. Morris made a motion that the Board vote to authorize automatic withdrawal (ACH) for the KS Bank vehicle financing contract. Ms. Miller-Jacobus seconded the motion.

A roll call vote was taken:

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

The motion passed.

**f. Recommendation for Change in Banking Relationship**

Mr. Friel discussed the status of the current banking relationships of the Cape Cod Collaborative. He indicated he and Ms. Lipkind had several discussions regarding the financial status of the Collaborative and had noted some items that would need attention, particularly associated with the Collaborative Operating Account at TDBank. He explained that the Collaborative’s investment policy stresses protection of principal and that changing the current account type would allow for more monthly transactions while reducing fees.

Mr. Friel and Mr. Hilton recommended that this item be on the agenda for the Finance SubCommittee, and that the Finance SubCommittee convene to consider the recommendation at the November Board meeting.

Mr. Schumacher noted that the relationship with TDBank was mentioned earlier in conjunction with the PPP loan and forgiveness application. He asked for information on the current rate of interest paid on the funds loaned to the Collaborative, which had been set aside pending eligibility determination. Mr. Hilton indicated the funds were moved to an account in another bank and that he would research the rate and respond.

**g. Determination of Surplus Vehicle for Disposition** **VOTE**

Mr. Hilton recommend that the Board vote to determine Van 31S was a surplus vehicle and approve disposition as necessary. He indicated that this vehicle was purchased through a “disposal of surplus” from another entity and that the vehicle had been effectively utilized by the Collaborative for a number of years. He noted that the vehicle’s transmission was in need of replacement.

BUS	VIN	YEAR/MAKE	SEAT/WC	MILEAGE
Van 31S	1FTNS24W48DB46271	2008 Ford E250	8/0	253147

Ms. Bent made a motion that the Board vote to declare Van 31S as surplus vehicle.

Mr. Morris seconded the motion.

A roll call vote was taken:

Mr. Morris – yes, Mr. Schumacher – yes, Ms. Putnam – yes, Mr. Auciello – yes,  
Mr. Myers – yes, Ms. Fuller – yes, Ms. Bader – yes, Ms. Bent – yes,  
Ms. Tanner-Butler – yes, Ms. Miller-Jacobus – yes, Mr. Fichtenmayer – yes,  
Mr. Jacobus – yes, Mr. McGee 0 yes, Mr. Furnari – yes.

The motion passed.

## **h. FY21 Spending Plan**

### **• Updates**

#### ○ Recommended spending Plan Revision(s)

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

He noted that there have been substantial changes associated with changes in remuneration for some Transportation drivers as well as the further implementation of the Route Driver Incentive Program.

He explained that, although the “Budget” would not need to be considered for a VOTE at this meeting, it would be necessary in a future meeting.

### **• Personnel**

#### ○ **Disclosure of Potential Conflict of Interest (Financial) VOTE**

Mr. Hilton explained that Elizabeth (Beth)Deck is the designated (voting) alternated to the Board of the Cape Cod Municipal Health Group (CCMHG) and designated (voting) alternate to the CCMHG Steering Committee. He explained that she participates in deliberations and votes that affect the benefits and costs of health and dental insurance. Mr. Hilton explained that these votes impact the Collaborative (employer), as well the cost of health insurance for both Ms. Deck and her husband. He indicated that there is a potential financial conflict of interest that must be disclosed to the Board. He noted that a copy of the disclosure of the appearance of a conflict of interest had included with Board materials.

Mr. Hilton recommended that the Board make a determination regarding the potential conflict, and authorize Mr. Furnari, as Chair, to sign the determination.

Mr. Morris made a motion that the Board vote to determine that no significant conflict exists. Mr. Fichtenmayer seconded the motion.

A roll call vote was taken:

Mr. Morris – yes, Mr. Schumacher – yes, Ms. Putnam – yes,  
Mr. Auciello – yes, Mr. Myers – yes, Ms. Fuller – yes, Ms. Bader – yes, Mr.  
Bent – yes, Ms. Tanner-Butler – yes, Ms. Miller-Jacobus – yes,



Mr. Fichtenmayer – yes, Mr. Jacobus – yes, Mr. McGee – yes,  
 Mr. Furnari -yes.  
 The motion passed.

- **Additions:**

		<b>VOTE</b>
• Humphrey Campbell	Para	STAR
• Jeanne Conca	PT	
• Diane Doyle	Monitor	
• Tess Liddy	Teacher	STAR
• John Morrissey	Monitor	
• Roberta Sandlin	Monitor	
• Carol Tarr	Monitor	
• Lenka Ward	Teacher	Waypoint
  
- **Reductions:**

		<b>VOTE</b>
• Katrina McCann	Monitor	
• Robert O’Brien	CDL Driver	Nauset (Spare)
• Jennifer Underwood	CDL Driver	Monomoy Sped
  
- **Status Changes:**

		<b>VOTE</b>
• Joan Andrews	Monitor	On Leave (Medical)
• Stephen Burgess	CDL Spare	On Leave (Medical)
• Dennis Gerard	CDL Nantucket	On Leave (concerns)
• Annette Jackson	Monitor	On Leave (Medical)
• Peter MacLeod	CDL Nauset	On Leave (Medical)
• Renata O’Connor	Para/STAR	On Leave (Medical)
• Tammy Richards	Para/STAR	On Leave (Medical)
• Kelley Rodriguez	CDL Bourne	On Leave (Medical)
• Patricia Stewart	CDL Mashpee ID	Return fm Leave
• Errol Thompson	CDL Mashpee	On Leave (concerns)
• Lakisha Williams	Para/STAR	On Leave (Personal)

Mr. Fichtenmayer made a motion that the Board vote the Additions, Reductions and Changes of Status as a slate. Ms. Putnam seconded the motion.

Mr. Hilton asked that the Board include an addition to the Reductions – Diane Doyle.

A roll call vote was taken:

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

Ms. Tanner-Butler – yes, Mr. Fichtenmayer – yes,  
Mr. Jacobus – yes, Mr. McGee – yes, Mr. Furnari – yes.  
The motion passed.

Mr. Morris made a motion that the Board vote to approve the slate of personnel changes. Mr. Auciello seconded the motion.

A roll call vote was taken:

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

### **i. FY20 Spending Plan / Budget / Close-Out**

Mr. Hilton indicated the FY20 close-out had been discussed under Old Business. He noted that this was a placeholder on the agenda for future updates and discussions.

### **j. Programs/Services**

- Waypoint Academy
  - Enrollment
  - Programming
  - Camp Burgess Planning
- STAR / Osterville
  - Enrollment
  - Programming

Dr. Woods and Ms. Caputo discussed the enrollment and programming at both school programs.

Dr. Woods indicated students had been settling into new routines and protocol. She noted that the programs had been in session for twenty-six (26) days at the time of the meeting. Dr. Woods noted that student attendance at the STAR Program had been averaging around 90%; and that attendance at Waypoint Academy had been averaging 74% to 75%.

She explained that Chromebooks and laptops which had been on order were delivered and were being prepared for distribution to staff and students. Dr. Woods extended her thanks to Ms. Lipkind for her work in securing these technology items.

Dr. Woods informed the Board that a staff member at Waypoint Academy had recently tested positive for COVID-19. She explained that the program moved to remote-only for the remainder of the week in an abundance of caution. Mr. Hilton noted that the Collaborative had coordinated with local and county boards of health and conducted an internal investigation and assessment. He explained that the assessment determined that no “close contact” had occurred

between the staff member and students or other staff members. Mr. Hilton summarized that the decision (to remain remote for the remainder of the week) was supported by the local health authority and MA-DESE but was not mandated.

Dr. Woods spoke about the program review process which had begun last spring but had been put “on hold” due to the impact of the pandemic. Dr. Woods noted that it was anticipated that the process would resume during the Fall.

Ms. Caputo observed that although Waypoint attendance was averaging around 75%, that students not attending in-person were successfully participating in remote learning.

Mr. Schumacher referred to Waypoint’s enrollment numbers and noted that nine (9) students were listed as participating in remote learning. Ms. Caputo indicated that the actual students participating in remote education was “fluid” as students would regularly move between remote and in-person programming.

Mr. Schumacher asked about students who were counted as “hybrid” in each program. Dr. Woods responded that individual circumstances had determined what the most appropriate schedule was for each student. She explained that both programs have worked closely with families to support students’ unique needs within the most appropriate programming.

Mr. Furnari asked if remote programming provided better continuation of education for some students. Mr. Hilton indicated that Collaborative teachers engage in synchronous instruction where students who were participating remotely were engaged in their actual classes. Dr. Woods also noted that there had been some students who wanted to “try something new” and participated remotely for a short time.

Mr. Furnari stressed the importance of organization of materials and documents to facilitate remote instruction. Mr. Hilton observed that when Waypoint “went remote” staff rapidly shuttled materials (including Chromebooks) to ensure the immediate continuity of education.

Ms. Bent spoke about her personal experience with a child engaged in remote learning. She observed some educational (technology) programs work only on specific devices (such as an iPad).

- Transportation

Mr. Hilton provided an update regarding Collaborative transportation. He explained that in the period since the September meeting, many school districts had reopened for in-person instruction.

- Monomoy Regional Schools Opening

Monomoy schools opened for in-person instruction on September 14, 2020. Mr. Hilton noted that immediately prior to opening, four (4) drivers indicated that it was not safe for them to drive a school bus

due to the pandemic. He explained that this change necessitated a last-minute shift in staff, but that the opening had proceeded well.

- Nauset Opening

Nauset schools opened for in-person instruction on September 16, 2020. Nauset High School will open on October 15, 2020.

Mr. Hilton noted that, as with Monomoy, some drivers decided not to return as the transportation services were scheduled to begin for the school year.

Mr. Hilton expressed that there were some challenges with continuing engagement in athletics with both Monomoy and Nauset resulting from changed route schedules and a smaller number of available drivers.

- Mashpee Opening

Mr. Hilton explained that the Mashpee Public Schools did a significant amount of planning prior to opening for in-person instruction on September 16, 2020. He noted that the clear and consistent sharing of information between the district and the Collaborative supported in a smooth opening.

- Bourne Opening

Bourne schools opened for in-person instruction on October 13, 2020.

Mr. Hilton explained that the Bourne students were divided into cohorts who attend on alternating weeks. He noted that more students are showing up at bus stops than have been registered for transportation service, which had also occurred in other districts.

- Truro Opening

Mr. Hilton explained that Truro Central School opened for in-person instruction on September 28, 2020 and that high school students (who attend Nauset High School) would return on October 15, 2020.

- Nantucket Opening

Mr. Hilton referenced discussions that had occurred earlier in the meeting and noted that Nantucket routes continued to be refined as schools prepared for the resumption of in-person instruction.

- Staffing

Mr. Hilton discussed the ongoing coordination and changes in staffing for the Transportation area. He noted the continued and critical need for ongoing recruitment and training of drivers including the (positive) impact of “incentive programming” and other efforts to address the challenge.

He explained that the impact of the SARS-CoV-2 (COVID-19) pandemic had continued to have a significant impact upon these essential employees who support the students, families, and districts through the provision of student transportation services.

Mr. Hilton explained that the Collaborative had continued to strive to ensure the health and safety of students and staff. He noted that staffing continued to be a significant challenge due to the need for ongoing interaction of Collaborative transportation staff with multiple cohorts of individuals. Mr. Hilton indicated that the majority of the drivers (and monitors) employed by the Collaborative were over the age of 60; many of whom identify themselves as being in a high-risk category.

Mr. Hilton indicated that the Collaborative staff continue to work closely with district administrators to ensure the continuity of operations. He stressed that they also continuously develop protocols and contingency plans to address the potential that there is an event that would significantly impact to the capacity for Collaborative staff to provide the standard level support to the district(s).

He noted that the potential impact of isolation and/or quarantine of transportation staff continued to be a significant concern that necessitates ongoing planning and coordination.

- Routing

Mr. Hilton updated the Board and noted routing and staffing is continually monitored and modified to ensure efficiency (and effectiveness) in operation.

He noted that the routing for student transportation had been radically changed to ensure the health and safety of students and staff being served. He explained that it as expected that there would be ongoing changes to the routing for students throughout the year and that multiple contingencies may be necessary if there are SARS-CoV-2 infections of students or staff that would impact operations.

- Therapies

Mr. Hilton provided an update regarding the provision of services within the Collaborative and to districts (and others). Collaborative therapists are fully deployed, working in member districts or within Collaborative programming.

- FY21 Service Commitments

- He noted that the collaborative continues to receive and review commitments for the utilization for Collaborative staff to provide services in school districts for FY21.
- The Collaborative currently has minimal capacity to contract out the services:
  - i. Mr. Hilton recommended the Collaborative continue to evaluate the capacity to offer these services for contracting with districts into October with further decisions to be discussed at the Board meeting in October.

- ii. Mr. Hilton discussed the recruitment efforts for securing Speech & Language therapists.

- Special Projects

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

- Bridgewater State University

Dr. Bogden discussed coordination with Bridgewater State University in the development of a cohort working toward special education certification. Dr. Bogden noted that there were currently eleven (11) students participating in the cohort: five (5) Cape Cod Collaborative staff, three (3) staff from member districts, and three (3) staff from outside the region.

- Multi-Tiered Systems of Support -High Achievement for All Students

Mr. Hilton discussed the status of the work being done through the generosity of the Peter and Elizabeth Tower Foundation.

- ASLP

Mr. Hilton will discuss the status of planning for the alternative 2020 ASLP Program as well as the status of planning for the Summer 2021 ASLP Program. He noted that Dr. Gilbert continues to remain involved in the planning; meetings are occurring. Mass Maritime Academy had been working to maintain in-person instruction on its campus. Mr. Hilton noted that it was expected that there would continue to be changes and adaptations for this programming.

- Sheltered English Immersion (SEI) Course Development

Dr. Bogden indicated there had been a delay in the start of the Sheltered English Immersion course. He noted that there were thirty (30) enrollees plus three (3) on a waiting list. Mr. Hilton indicated the offer of this class through virtual instruction had increased interest outside the region. He noted that the Collaborative was working with the instructor to include all thirty-three (33) students in the course.

- Modern Teacher

Dr. Bogden updated the Board regarding professional development opportunities provided through Modern Teacher. The focus of this programming is to support the development of consistency between traditional in-person and remote instruction. Mr. Hilton noted it had been interesting to hear teachers talk about “play lists” and “landing pages” in conjunction with the development of on-line learning strategies.

Dr. Bogden indicated there will be an opportunity through the Monomoy Regional Schools to provide additional support and training through Modern Teacher throughout the region. Mr. Hilton observed the All-Cape In-Service Day cannot provide the usual in-person PD opportunities this year.

- Research for Better Teaching (RBT) coursework  
Dr. Bogden discussed alternatives to the usual RBT courses which provide training to new teachers. Virtual courses have taken the place of in-person instruction.

### **k. International Programming**

Mr. Hilton indicated that this item remains on the agenda as a placeholder for future discussions. There is no international programming occurring at this time.

### **l. Virtual High School**

Dr. Bogden discussed the consortium for Virtual High School that has existed through the Cape Cod Collaborative since 2001. Enrollments have not substantially changed since last year, although seats have shifted between districts.

## **VI. Other**

Mr. Auciello asked Board members for information, which he would welcome off-line outside of the meeting. Monomoy is considering changing the Superintendent evaluation cycle from one to two years. Mr. Auciello would appreciate information from other districts who may have implemented a similar change.

## **VII. Cracker Barrel Discussion**

- a. Local District Issues**
- b. Local Administration Changes**
- c. Questions / Concerns**

No items were brought up for discussion.

## **VIII. Adjournment**

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

A roll call vote was taken:

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

The motion passed.

The October 14, 2020 meeting of the Cape Cod Collaborative Board of Directors adjourned at 6:55 PM.