

Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



Board of Directors
508.420.6950
Fax 508.420.6959

**Board of Directors Meeting Minutes
VIA ZOOM at Cape Cod Collaborative
418 Bumps River Road, Osterville, MA 02655
November 11, 2020
5:15 PM**

I. Call to Order

The November 11, 2020 meeting of the Cape Cod Collaborative 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 the Board 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: 884 0823 9507
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, is recommended for board members to allow for “sharing” of information on the screen if necessary.

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)
Barnstable	Kathleen Bent (R)
Bourne	Maureen Fuller (R)
Brewster	Katie Miller-Jacobus (R)

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

Scott McGee (R)
Phillip Morris (R) (In at 5:30 PM)
Don Myers (R)
Joe Auciello (R)
Zona Tanner-Butler (R)
Robert Jacobus (R)
Hank Schumacher (R)
Robert Fichtenmayer (R)
Michael Flaherty (R)
Jill Putnam (R)

Treasurer
Secretary

William (Bill) Friel
Elizabeth (Beth) Deck (R)

Also in attendance were:

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

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

II. Executive Session

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

(Generally, a public body must identify the specific piece of property it plans to discuss before entering into executive session under Purpose 6. A public body may withhold the identity of the property if publicly disclosing that information would compromise the purpose for which the executive session was called. While we generally defer to public bodies' assessment of whether the inclusion of such details would compromise the purpose for an executive session, a public body must be able to demonstrate a reasonable basis for that claim if challenged.)

- 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 vote to enter into Executive Session for the stated purposes. Mr. Jacobus seconded the motion.

A roll call vote was taken:

Ms. Tanner-Butler – yes, Mr. Schumacher – yes, Mr. Fichtenmayer – yes, Ms. Putnam – yes, Ms. Fuller – yes, Mr. Auciello – aye, Mr. Myers – yes, Ms. Miller-Jacobus – yes, Mr. Jacobus – yes, Mr. Flaherty – yes, Mr. Mc.Gee – yes, Mr. Furnari – yes.

The motion passed.

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

The Board exited Executive Session and re-entered Open Session at 5:39 PM.

III. Minutes

a. October 14, 2020

VOTE

Mr. Morris made a motion that the Board vote to accept the minutes as written. Ms. Putnam seconded.

A roll call vote was taken:

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

The motion passed.

IV. Old Business

a. Transportation

- Invoicing

Ms. Lipkind updated the Board regarding the status for FY21 transportation invoicing to districts. She explained that the September invoicing for out-of-district services had been sent, and that invoicing for October is in process. She indicated that General Education transportation invoices for the months of September through December had been sent to districts, and that further invoicing would occur in December including revisions that reflect changes necessary due to the pandemic.

Mr. Hilton noted that the Collaborative had been working with districts regarding the determination of a set period of time that would occur prior to consideration of employee furloughs should districts need to move entirely to remote learning.

b. FY2020 Closeout

- Audit DRAFT

Mr. Hilton and Ms. Lipkind discussed the DRAFT audit. They noted that the DRAFT document continued to be refined and reviewed in coordination with the auditors at Powers & Sullivan.

Mr. Hilton noted the DRAFT would be further refined and reviewed for final approval at the December Board meeting. He explained that this financial audit does not correlate *directly* to the Collaborative Spending Plan as items such as investments in operations (non-annualized spending - in FY20: Driver Incentives and Vehicle Maintenance Systems Procurement – Zonar & Dossier) and long-term obligations (Other Post-Employment Benefits, Assets & Depreciation) were accounted for as part of the Fund Balance activities. Mr. Hilton and Ms. Lipkind reviewed details of the non-annualized items that must be accounted for as part of the spending for FY2020 but are not part of the FY2020 operational activities. These items had been approved by the Board as investments in operations (non-annualized expenditures) and include:

- \$116,013 – Driver Incentives
- \$148,088 – GPS and Maintenance Equipment (for buses)
 - Zonar - \$118,023
 - Dossier - \$30,065
- \$58,801 – PPE – Face Masks – Bulk Purchase
- \$18,645 - Electrostatic Sprayers
- \$27,600 – Final Lease Payments (shop migration – Pocasset to Dennisport)
- \$13,700 – Facilities Improvements (Osterville Air Conditioning)
- \$8,170 – Osterville Walkway Paving
- \$80,000 – Employee Reserve (voted as part of FY20 Spending Plan)

They explained that these items would need to be adjusted within the initial DRAFT of the FY2020 audit which would change the “Statement of Activities” line items within the audit, but would not significantly impact the “bottom line” of the net position. (It was noted that the release of the \$80,000 reserve may impact these items.)

Mr. Hilton observed that the Board may be asked for a vote to restate authorization for the investments in operations (non-annualized spending from Fund Balance) at the December meeting for clarity and that a second vote would address the redetermination of the Fund Balance for FY20.

- Paycheck Protection Program

Mr. Hilton provided an update regarding the status of the Paycheck Protection Program (PPP) loan and the preparation for an application for forgiveness of the loan. Ms. Lipkind indicated that she was in contact with the bank and was working on scheduling a time to meet to discuss a Loan Forgiveness Application.

Mr. Hilton noted “attestation” letters were mailed to districts in May/June regarding the PPP loan obtained by the Collaborative. He explained that there remains a question of eligibility, as the Collaborative was both a

municipal entity and a non-profit entity. He elaborated indicating that although both Collaborative legal counsel (Murphy, Hesse, Toomey & Lehane) and the auditors (Powers & Sullivan) supported the Collaborative's PPP application, it appeared that the US Small Business Administration (SBA) had extended the period of time for final eligibility determinations from two to five years.

Mr. Hilton assured the Board that the Collaborative would continue to coordinate with the associated bank (TDBank) in completing the forgiveness application and would discuss the timeline for verifying eligibility with districts.

Mr. Schumacher expressed concern regarding the extension to the final eligibility determination. He asked about the interest being earned on the loan fund, and about the timetable for completion of the forgiveness application. Mr. Hilton indicated the Collaborative has until May 2021 to complete the application. He explained that the Collaborative had deposited the funds in Rockland Trust, where the funds on deposit are fully collateralized.

Ms. Lipkind indicated that she believed that the current interest rate for the account was 0.5% Mr. Schumacher asked if the Collaborative had explored alternate investment options. Mr. Hilton observed the Collaborative's investment policy stresses preservation of funds, sometimes at the loss of financial gain.

Mr. Friel stated the Collaborative would explore investment options as Mr. Schumacher has indicated.

- Finance SubCommittee Meeting

Mr. Hilton indicated that a meeting of the Finance SubCommittee had occurred just prior to the Board meeting. The next meeting of the SubCommittee will be held on December 2, 2020 to continue the review of the Collaborative FY2020 audit and the application for forgiveness for the Paycheck Protection Program loan. He noted that Mr. McGee, Mr. Morris, Mr. Furnari, Mr. Fichtenmayer, and Mr. Flaherty currently serve on this SubCommittee.

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

Mr. Hilton recommended that the Facilities SubCommittee meet to discuss the planning for the future location of Waypoint Academy. Mr. Jacobus, Mr. McGee, and Mr. Furnari currently serve on this SubCommittee.

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

○ ***Request for Proposals (RFP)– Real Estate Broker*** **VOTES**

Ms. Lipkind reviewed the results of an RFP that had been issued to secure the services of a real estate broker to represent the Collaborative in securing a new site for the Waypoint Academy program. The responses for the Real Estate Broker RFP were received on October 29, 2020 and subsequently reviewed.

Mr. Furnari suggested the Board vote all the related RFP votes as one vote. Mr. Hilton read through Ms. Lipkind’s recommendations:

- The Board award the contract for Real Estate Broker services to The Realty Advisory, Inc. of 1645 Falmouth Rd, Centerville, MA **VOTE**
- The Board authorize Ms. Lipkind to enter into a contract with The Realty Advisory, Inc. of 1645 Falmouth Rd, Centerville, MA consistent with the pricing proposal submitted with their proposal **VOTE**
- The Board authorize Ms. Lipkind as signatory on behalf of the Board for the aforementioned contract with The Realty Advisory, Inc. of 1645 Falmouth Rd, Centerville, MA **VOTE**

Mr. Fichtenmayer made a motion that the Board vote to award the contract to The Realty Advisory, authorize Ms. Lipkind to enter into a contract with The Realty Advisory, and authorize Ms. Lipkind to sign the contract on behalf of the Collaborative. Ms. Putnam seconded the motion.

A roll call vote was taken:

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

The motion passed.

○ ***Henry T Wing School – Sandwich***

Mr. Hilton repeated that the Town of Sandwich Board of Selectmen voted to enter into a short-term lease with the Collaborative through December 2021. Mr. Hilton indicated the Collaborative has maintained contact with the town regarding the status of the property’s development.

- ***Bridgewater State University – Cape Cod Campus***
Mr. Hilton discussed the potential for an expansion of the partnership with Bridgewater State University to include shared use of their Cape Cod Campus in Yarmouth. He indicated that there would be further discussion regarding cooperative use of the MacArthur School building in Yarmouth later in the Board meeting (*New Business – Bridgewater State University Memorandum of Agreement*).
- ***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 explained that the Collaborative has had a long-term relationship with the South Shore YMCA at the Camp Burgess site.

d. Osterville Playground

Discussion

Ms. Lipkind updated the Board regarding replacement of the playground at the Osterville Campus (STAR Program). She noted that the cost had been estimated at \$300,000.

She explained that the Board has previously voted to provide “seed” money (\$60,000) from the Board to elicit further grant participation. She noted that the Parents Group at the STAR-Osterville program had been seeking additional funding to support the installation of the playground.

Ms. Lipkind explained that the site had already been cleared and leveled, but that the Collaborative had not yet secured proposals for the design and construction of a new playground. Mr. Hilton spoke about the need to move forward with the design of an accessible playground.

Mr. Furnari suggested the Collaborative reach out to districts which had recently installed new playgrounds. Ms. Putnam suggested reaching out to vocational / technical schools for assistance with any necessary construction. She noted that this would be an excellent opportunity for a partnership.

Ms. Putnam asked who would decide on the playground equipment. Mr. Hilton and Ms. Lipkind noted that parents at the STAR Osterville program wanted to be involved, and that the Town of Barnstable would have some control as the school grounds were available for public use outside of school hours. Mr. Hilton noted the need for quality equipment.

Mr. Hilton recommended that the next Facilities Subcommittee meeting include a discussion regarding plans for the installation of an accessible playground.

V. New Business

a. Bridgewater State University Memorandum of Understanding

VOTE

Mr. Hilton directed Board members' attention to the DRAFT Memorandum of Agreement which had been included with Board materials for this meeting. He noted that the MOU outlined plans for the cooperative use of the MacArthur Building with Bridgewater State University through a ten (10) year agreement between the Collaborative and the University with the approval of the Town of Yarmouth. He explained that this agreement would allow the University to retain the ability to use the building nights and weekends. Mr. Hilton indicated attorneys were working on finalizing language for section 14 – a section regarding indemnification. He asked the Board for a vote with the understanding that this section was still being finalized.

Mr. Hilton indicated a meeting with the University, the Collaborative and the Selectman for the Town of Yarmouth that had been scheduled for December 2020.

Mr. Hilton recommended that the Board approve this Memorandum of Understanding.

VOTE

Mr. Hilton also recommended that the Board authorize him to sign the Memorandum of Understanding on behalf of the Cape Cod Collaborative Board of Directors

VOTE

Mr. Furnari asked the Board to consider one vote on the two recommendations. Ms. Bent made a motion that the Board vote to approve the MOU with Bridgewater State University and to authorize Mr. Hilton to sign the MOU, as Executive Director, on behalf of the Collaborative. Ms. Tanner-Butler seconded the motion.

A roll call vote was taken:

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

The motion passed.

b. Finance Subcommittee

As discussed earlier in the meeting, Mr. Hilton noted that the Finance Subcommittee will meet on December 2, 2020 at 4:15 to advise the entire Board on financial matters that will 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 the Transportation SubCommittee (Mr. Flaherty, Ms. Lindahl and Mr. McGee) to discuss and make recommendations regarding items impacting Collaborative Transportation Services. Collaborative transportation services have been significantly impacted by the SARS-CoV-2 pandemic. He explained that continual changes have been necessary to ensure consistent service delivery.

These items include, but were not limited to:

- Efforts for effective driver recruitment/retention
- Review of Standard Hours Proposal
- Review of Hourly Rates for Remuneration for Employees
- Refinements to District Agreement

d. FY21 Warrants

VOTES

- #16 **VOTE**
- #17 **VOTE**
- #18 **VOTE**
- #19 **VOTE**

Mr. Furnari asked for a motion to approve Warrants #16, #17, #18, and #19.

Ms. Putnam made a motion that the Board vote to approve these Warrants. Mr. Fichtenmayer seconded.

Mr. Hilton provided information on an additional report which was included with Ms. Lipkind’s financial report which itemizes ACH transfers authorized by the Board.

A roll call vote was taken:

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

The motion passed.

e. Change in Banking Relationship

VOTE

Ms. Lipkind and Mr. Friel discussed the status of the current banking relationships of the Cape Cod Collaborative. Mr. Friel informed the Board that the existing relationship with TD Bank would not change, but the Collaborative’s account would change to a “small business” account to minimize expenses. He explained that the Collaborative originally had this type of account, but that the account type had been switched to an account with higher fees.

Mr. Friel and Ms. Lipkind recommended that the Board approve a change in the Operating Account to a “small business” account at TDBank.

VOTE

It was also recommended that the board authorize Mr. Friel to execute the change in account type on behalf of the Board of Directors

VOTE

Mr. Morris made a motion that the Board vote to authorize the change in account type and authorize Mr. Friel to execute the account type change on behalf of the Board. Mr. Fichtenmayer seconded the motion.

A roll call vote was taken:

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

The motion passed.

f. FY21 Spending Plan

• *Updates*

- Recommended spending Plan Revision(s)

Mr. Hilton discussed the status of potential changes in the mandated budget items (statutory required budget line items) and the Annual Spending Plan.

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

• *Personnel*

- **Additions:**

		VOTE
• Michelle Bradford	Monitor	Spare
• Thomas Cleveland	Monitor	Spare
• Nichole Colleton	Paraprofessional	STAR
• Jada Henderson	Paraprofessional	STAR
• Kimberly Massa	CDL Driver	Nauset
• Thomas Megan	Paraprofessional	STAR
• Douglas Smith	CDL Driver	Nantucket
• Laurel Willis	Monitor	Spare

Mr. Jacobus made a motion that the Board vote to approve the additions as shown on the agenda. Ms. Putnam seconded the motion.

A roll call vote was taken:

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

The motion passed.

- **Reductions:**

		VOTE
• Diane Doyle	Monitor	Spare
• Lynda Everett	7D Driver	Spare

Ms. Putnam made a motion that the Board approve the reductions as shown on the agenda. Mr. Jacobus seconded.

A roll call vote was taken:

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

The motion passed.

o **Status Changes:**

VOTE

- Linda Broughton Medical Leave
- Donna Langlois Leave of Absence
- Jeanne Lamont Partial Leave (Working every other week)
- Paul O'Connor From Spare CDL to Mashpee
- Roberta Sandlin From Spare Monitor to OOD
- Christine Sealey From CDL Mashpee to CDL Bourne
- Carol Tarr From Spare Monitor to Monomoy ID Sped
- Laurel Willis From Spare Monitor to OOD

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

A roll call vote was taken:

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

The motion passed.

g. Planning Legislative Breakfast for 2021

Discussion

Mr. Hilton indicated that the Board had annually hosted a meeting with Legislators from throughout the region. Mr. Hilton noted the Legislative Breakfast usually occurred at the Osterville location during *early February* to coincide with annual legislative deliberations regarding educational funding. He explained that it appeared unlikely that the typical format would be possible this year (February 2021).

Mr. Hilton recommended that a Subcommittee of the Board be formed to facilitate the coordination and planning of this event with MASC and the Collaborative. Mr. Morris and Ms. Tanner-Butler both volunteered to serve.

Mr. Furnari noted last year's format, which included break-out groups, was a success. He suggested that something similar might be done with Zoom.

Mr. Hilton indicated that Dr. Francese might be induced to participate again this year.

h. Employee Benefits

Discussion & VOTE

• Senior Plan Rates for CY21

VOTE

Mr. Hilton indicated Senior Plans, available to Collaborative retirees, were in Open Enrollment. (Senior Plans run on a calendar year.) He noted that the Collaborative offers Senior Plans through the Cape Cod Municipal Health Group and that there were some increases in the costs for these plans.

Mr. Hilton recommended that the Board approve the current rates and offerings for the CCMHG Senior Plans.

VOTE

Mr. Myers asked what percentage of the plan cost is paid by the Collaborative. Mr. Hilton responded that retirees share the cost with the Collaborative 50/50.

Mr. Morris made a motion that the Board vote to approve rates and offerings for the senior plans. Ms. Tanner-Butler seconded.

A roll call vote was taken:

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

The motion passed.

Ms. Tanner-Butler left the meeting at 6:34 PM.

i. Programs/Services

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

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

Dr. Woods expressed her thanks to the Cape Cod YMCA. She noted that the STAR Program had received a Community Partner Award. She explained that was her 20th year with the Collaborative and that the relationship with the YMCA was in place when she joined. She indicated that students had participated in the Y's swim program.

Dr. Woods indicated that enrollment summaries for both programs were in the Board packet. She spoke of the focus upon the day-to-day changes that were

necessary to keep the schools running. She expressed her thanks to Ms. Caputo, Ms. Peterson, and Ms. Bryant.

Dr. Woods explained that, due to the pandemic, there would be no family luncheons (family Thanksgiving meals) at the school programs this year. Instead, she indicated that the programs are working with the Falmouth Service Center to assure families would be provided with the elements of a Thanksgiving dinner (turkey and side dishes).

She noted that the Coordinated Program Review (CPR), which had been due to be completed during the Spring of the last school year, was postponed due to the pandemic. Dr. Woods indicated that there had been continued follow-up with the MA-DESE.

Dr. Woods and Ms. Caputo reviewed the program response to a COVID-19 infection of a staff member at the STAR program in Osterville. They noted that an additional staff member subsequently tested positive. It was explained that this second staff member had not had any direct contact with students.

Mr. Hilton indicated the Collaborative had consulted with the school physician and with local, regional and state authorities in each instance. He expressed that everyone had been working very diligently, and voiced his appreciation for local, regional and state support.

Dr. Woods, Ms. Caputo, and Mr. Hilton expressed their appreciation for the support of Ms. Power and Ms. Moran, the Collaborative nurses.

- **Transportation**

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

He discussed the response of staff to the necessity of “quarantine” of some transportation staff that was related to student infections. He also discussed the continuous communication with districts regarding the mitigation of risks associated with the pandemic.

Mr. Hilton provided an update regarding the provision of general education transportation services for the districts served by the Collaborative.

- **Staffing**

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

- **District Operations**

- **Monomoy Regional Schools**

Mr. Hilton noted that the operations of the transportation for the Monomoy Regional Schools had continued with some staffing challenges. He explained that one driver had been injured and unable to work and that another had been quarantined after a child identified as having been infected was found to be a student on the bus.

He explained that the communication between the district and the Collaborative has allowed for rapid response to situations and planning to address any issues.

- Nauset Operations & High School Opening

Mr. Hilton noted that the Nauset High School resumed in-person learning on October 15, 2020.

He explained that a change in start times for the elementary schools in the Superintendentcy Union had significantly impacted the capacity to seamlessly add high school students to existing routes. He noted that the communication between the Collaborative and the District had been integral to ensuring that challenges associated with operational changes in the school were effectively supported through transportation services.

- Mashpee Public Schools

Mr. Hilton discussed the ongoing modifications to services that had occurred in this District. He noted that the response to an identified infection within the school district impacted some drivers who support the District and necessitated further review of required COVID-19 transportation protocol.

- Bourne Public Schools

Mr. Hilton explained that an identified infection within the Bourne Public Schools also necessitated a review of the protocols and preparation to address any further situations.

He noted that the Bourne Schools opened for in-person instruction on October 13, 2020. He indicated that it was expected that an additional 150+ students would begin using school bus transportation services in the week following the Board meeting.

- Truro Public Schools

Mr. Hilton indicated that the Truro students who are in high school (they attend Nauset High School) returned to in-person learning on October 15, 2020. He noted that the long-time driver of the high school route retired, and that a driver (new to Truro) had started driving that route as the school resumed in-person sessions.

- Nantucket Opening

Mr. Hilton noted that the Nantucket Public Schools had been in session through a multi-cohort model for hybrid instruction. He explained that the newest driver to the island has been “on island” since October 19, 2020 and had been actively working each day.

- Routing

Mr. Hilton updated the Board regarding staffing and routing.

He explained that it had been necessary to refine routing for student transportation on a frequent basis to ensure the health and safety of students and staff being served.

He noted that it was expected that it would continue to be necessary to make changes to the routing for students throughout the year and

that multiple contingencies would be necessary if there were SARS-CoV-2 infections of students or staff that significantly impact operations.

- Therapies

Mr. Hilton provided an update regarding the provision of services within the Collaborative and to districts (and others). He mentioned a potential issue regarding the provision of services on Martha's Vineyard associated with a possible COVID-19 infection. He explained that there were potential complications when an itinerant therapist works in multiple districts.

- 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 of professionals completing graduate coursework towards special education teaching certification. He noted that it was expected that BSU would announce spring course offerings for this cohort soon. Dr. Bogden indicated the current cohort consists of Collaborative staff, member district staff, and staff from other districts.

- Sheltered English Immersion (SEI) Course

Dr. Bogden discussed coursework that has recently been approved for graduate credit through the partnership of the Collaborative with Bridgewater State University. He explained that thirty-one students from all over the state are currently participating in the course.

- Multi-Tiered Systems of Support (MTSS) -High Achievement for All Students

Mr. Hilton and Dr. Bogden discussed the status of the work being done through the generosity of the Peter and Elizabeth Tower Foundation. Mr. Hilton noted that the initial grant supporting regional MTSS work ended in December 2018 and that a subsequent grant proposal had been funded through December 2021.

They explained that Dr. Magdalene Giffune had worked closely with participating school districts and with Dr. Chris Bogden to adapt and amend the intent of the grant, shifting the focus of the grant support to support the enhancement and improvement of the capacity/capability of districts (teachers and administrators) to effectively provide instruction for students during the pandemic period. Dr. Bogden noted that ten (10) districts in the region were currently collectively engaged with Modern Teacher, an organization that provides training and resources that support the development of consistency between traditional in-person and remote instruction.

Mr. Hilton indicated that he and Dr. Giffune met (via Zoom) with a representative from the Tower Foundation on November 2, 2020 to discuss the status of work funded through the Foundation. Mr. Hilton informed the Board that the Collaborative was asked to submit a funding request following the discussion to support further engagement of local districts with the initiative. Mr. Hilton indicated that he had received an email from the Tower Foundation which indicated that an additional \$16,000 would be funded to support this initiative.

○ **ASLP**

VOTE

Mr. Hilton discussed the status of planning for the alternative 2020 ASLP Program. He noted recent developments within the region, and at Massachusetts Maritime Academy precluded the capacity for the offerings planned for Winter 2021 (Alternative 2020 ASLP Program). He explained that communication with the students and families who had committed to this program is occurring and refunds of the tuition costs were being processed.

• ***Parent / Student Catalogue (Handbook)***

VOTE

Mr. Hilton also discussed the status of planning for the Summer 2021 ASLP Program. He asked the Board to consider a vote to approve the 2021 Parent/Student Catalogue.

Mr. Morris made a motion that the Board vote to approve the ASLP 2021 Parent/Student Catalogue. Ms. Bent seconded the motion.

A roll call vote was taken:

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

The motion passed.

○ Research for Better Teaching (RBT) coursework

Dr. Bogden discussed recent efforts to develop coursework in the region. Curriculum Administrators from Falmouth, Bourne and Monomoy had worked together on a regional alternative to RBT. He explained that the supervision of instruction in an era of a pandemic where teachers are frequently called upon to teach remotely would necessitate different methods than other years.

j. Virtual High School

Mr. Hilton discussed the consortium for Virtual High School that has existed through the Cape Cod Collaborative since 2001. There has been no change since the last Board meeting.

VI. Other

Mr. Furnari indicated that this was Mr. Jacobus' final Board meeting. He expressed his appreciation for Mr. Jacobus' service to the Collaborative. Mr. Hilton told the Board that he would be sending a token of appreciation to Mr. Jacobus – a Collaborative golf shirt.

VII. Cracker Barrel Discussion

a. Local District Issues

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

Ms. Fuller asked if any other districts were entering into collective bargaining for a one-year contract. Ms. Bent indicated that bargaining had already started in Barnstable prior to the pandemic. The district recently ratified a one-year contract. Mr. Furnari noted Falmouth is in the midst of collective bargaining now. Mr. Morris said that Dennis-Yarmouth had settled with the union and that changes were incorporated in several Memoranda of Understanding.

b. Local Administration Changes

c. Questions / Concerns

VIII. Adjournment

Mr. Jacobus made a motion that the Board vote to adjourn the meeting. Ms. Miller-Jacobus seconded the motion.

A roll call vote was taken:

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

The motion passed

The November 11, 2020 meeting of the Cape Cod Collaborative Board of Directors adjourned at 6:57 PM.