

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
December 9, 2020 – 5:15 PM

I. Call to Order

The December 9, 2020 meeting of the Cape Cod Collaborative was called to order at 5:18 PM by Mr. Furnari, Chair.

Mr. Furnari noted the meeting was scheduled to occur virtually through the Zoom application and that the recommendations associated with conducting a public meeting virtually were shared with 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)
Eastham	Judy Lindahl, Vice-Chair (R)
Barnstable	Kathleen Bent (R)
Bourne	Maureen Fuller (R)
Brewster	Katie Miller-Jacobus (R) (in at 5:23 PM)

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

Scott McGee (R) (in at 6:09 PM)
Phillip Morris (R)
Don Myers (R)
Joe Auciello (R)
Hank Schumacher (R)
Kristin Bader
Robert Fichtenmayer (R) (out at 7:09 PM)
Michael Flaherty (R)
Jill Putnam (R)

Treasurer
Secretary

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

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
Christina Caputo
Marc Dupuis (R)
Dr. Christopher Bogden (R)
Anders Erikson (R)

Guests:

Powers & Sullivan LLC
Mass Department of Education
Bourne School Committee Char

Michael Nelligan, CPA (R)
Paulajo Gaines (R)
Christopher Hyldborg (R)

Mr. Furnari asked for a motion to suspend district members who had missed two or more consecutive meetings. Mr. Hilton indicated that the Member Districts of Martha's Vineyard, Provincetown, and Truro had missed the last two meetings, and that Nauset Regional did not have a representative assigned as Mr. Jacobus had resigned in November.

Mr. Flaherty made a motion that the Board vote to suspend Martha's Vineyard, Provincetown, Truro, and Nauset. Mr. Fichtenmayer seconded the motion.

A roll call vote was taken:

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

The motion passed.

II. Executive Session

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

(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.)

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

A roll call vote was taken:

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

The motion passed.

The Board recessed from Open Session and entered Executive Session at 5:22 PM.

The Board exited Executive Session and returned to Open Session at 5:42 PM.

III. Minutes

a. **November 11, 2020**

VOTE

Ms. Bent made a motion that the Board vote to approve the minutes of the November 11, 2020 meeting. Ms. Putnam seconded the motion.

A roll call vote was taken:

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

The motion passed.

IV. Old Business

a. **Executive Director Evaluation**

Mr. Furnari reminded Board members that the Executive Director evaluation period was based upon a calendar year, January to December. He noted that the Board

must agree upon an instrument and process to conduct the evaluation of the Executive Director for Calendar Year (CY) 2020 (current calendar year) as well as a format/instrument to be used for Calendar Year 2021.

Mr. Furnari noted that he and Ms. Lindahl plan to meet with Mr. Hilton to discuss preparation for the evaluation of the Executive Director for CY20 (format as well as Goals / Objectives). It was recommended that a meeting of the Evaluation SubCommittee occur prior to the January meeting. Members of this committee have been: Mr. Furnari, Ms. Lindahl and Mr. Schumacher.

Mr. Hilton noted three guests have joined the meeting: Paulajo Gaines from the Department of Education, Michael Nelligan, CPA, from Powers & Sullivan LLC, the Collaborative's Auditors, and Christopher Hyldborg, Chair of the Bourne School Committee.

b. FY20 Close-Out

Ms. Lipkind and Mr. Hilton discussed the status of the financial "close-out" of FY20.

- **Finance SubCommittee Meeting**

Mr. Hilton noted that a meeting of the Finance SubCommittee occurred on December 2, 2020. He indicated that the agenda included review the Collaborative FY2020 audit and discussion of the application for forgiveness for the Paycheck Protection Program loan. He explained that these items were discussed in preparation for the December 9th Board meeting. (Mr. McGee, Mr. Morris, Mr. Furnari, Mr. Fichtenmayer and Mr. Flaherty currently serve on the Finance SubCommittee.)

- **FY20 Annual Audited Financial Statements**

VOTE

- Ms. Lipkind noted some corrections necessary to the list of Board-approved investments noted on the agenda. She indicated that the list included a number of investments in Collaborative operations which had occurred during FY20. She explained that the Board had indicated that each of these investments would be outside of the "budget" and charged against "Fund Balance" or the "General Fund" as opposed to the Annual Spending Plan.

Ms. Lipkind also indicated the \$80,000 listed as "Employee Reserve" had been removed from the list. She noted the final total that was recommended for a vote was \$391,098.

Mr. Furnari noted the importance of putting the Board votes" which align with the Auditor's notes "on one page" (in one place in the record). Mr. Hilton observed many Board members had joined the Board after the (separate) votes for these items had been taken.

The following were the modifications related to "investments in operational activities" and "COVID-19 related expenditures":

- \$116,013 – Driver Incentives
- \$148,088 – GPS and Maintenance Equipment (for buses)
 - i. Zonar - \$118,023

ii. 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)~~

Mr. Hilton noted that each of these items were approved by the Collaborative Board of Directors to be expended from the General Fund for a total of \$391,098.

Mr. Hilton recommended that the Board affirm their vote(s) regarding these investments to ensure that the comprehensive list and total amount(s) were accurately reflected in the Audited Financial Statements for FY2020.

Ms. Lindahl made a motion that the Board vote to affirm the total of the investments that were expended from the General Fund during FY2020 was \$391,098. Ms. Morris seconded the motion.

Mr. Myers asked for a discussion regarding the \$80,000 reserve that had originally been included with the vote. Mr. Hilton indicated this reserve had been originally established in 2013, when the Collaborative had several major Workers Compensation claims in anticipation of increased expenses. Mr. Hilton noted that the Collaborative had not had the need to draw down this reserve. Mr. Hilton indicated that the Collaborative also had a reserve established for bad debt with an initial amount reserved of \$50,000. He explained that there has been need to draw down this fund for bad debt through Board votes and that the current balance of the reserve was approximately \$30,000.

A roll call vote was taken:

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

The motion passed.

- The FY20 Annual Audited Financial Statements were presented, reviewed and discussed with Mr. Nelligan, CPA, of Powers & Sullivan. A Preliminary DRAFT of the FY20 Audit had been distributed with information for the November Board Meeting. A copy of the revised

FY20 audited Financial Statements had been included with Board materials in advance of the December meeting. Mr. Hilton noted the final Audited Financial Statement included a restatement for Fiscal Year 2019.

Mr. Nelligan indicated Powers & Sullivan, LLP, audits three educational collaboratives: Cape Cod Collaborative, Lower Pioneer Valley Educational Collaborative, and South Coast Educational Collaborative.

He thanked the Cape Cod Collaborative team for providing information for the audit. He noted that, with the onset of COVID-19 in March, Powers & Sullivan had to adapt to “remote” auditing and that this challenge resulted in increased usage of the firm’s secure portal. Mr. Nelligan noted the audit occurred in two phases

- The first occurred in April 2020 and involved one week of testing and planning documents.
- The second phase took place in August.

Both phases were completed remotely, with the exception of one site visit which occurred in August.

Mr. Nelligan indicated there had been a delay in reconciling accounts receivable as both the Collaborative and the firm sought the correct Accounts Receivable report (from the accounting system) needed for audit adjustments. He explained that there was a “timing difference” within versions of the Accounts Receivables reports that had impacted the reconciliation of Accounts Receivables Reports to General Ledger Reports. He noted that all other accounts reconciled without issue.

Mr. Nelligan indicated that the firm had issued an “unqualified” opinion which was noted on page one (p.1) of the audited financial statements. He explained that no other GASB 34 (Governmental Accounting Standards Board) entries were necessary, other than recurring entries to long-term liabilities through the journal process. He also noted that new GASB statements regarding capital leases would be required in 2023.

Mr. Nelligan informed the Board that the Collaborative’s OPEB liability was 70% funded. He explained that, due to the Collaborative’s continued investment of \$180,000 per year, and an attractive discount rate, the OPEB Trust Fund earned roughly \$53,000 in FY2020. He noted that, in FY2020, the General Fund had increased by approximately \$98,000.

He also noted that the ratio of income to expenditure was a healthy 17.8%.

He explained that, in budgetary review, the Collaborative took in \$31,000 of revenue over-budget and had spent \$1 million under budget.

Mr. Nelligan walked the Board Members through the pages which show “full accrual” statements, as private sector companies show in audited statements, and also “modified accrual” statements as used by municipalities. He discussed the change in fund balance due to capital outlay, depreciation, debt and repayment.

Mr. Nelligan noted that several notes discussing situations faced by the Collaborative could be located in the audit. He explained that these notes address the Payroll Protection Program loan, COVID-related expenses, the restatement of accounts receivable, and additional required disclosures.

Mr. Nelligan reminded the Board that they will need to vote to accept the cumulative surplus as reflected in audited financial statements.

Mr. Morris thanked Mr. Nelligan for his presentation and commented that he has learned a lot about OPEB during his time on the Board.

Mr. McGee joined the meeting at 6:09 PM.

Mr. Hyldburg asked if other schools and municipal entities had funded their OPEB liabilities as the Collaborative has done. Mr. Nelligan indicated that the Collaborative was in the upper quartile of funding levels, and noted 70% was “very good.” Mr. Hyldburg indicated that he thought that this OPEB funding level was “exceptional” and thanked Mr. Nelligan for his reporting.

Mr. Hilton recommended that the Board vote to approve the FY20 audited financial statements.

Ms. Lindahl made a motion that the Board vote to accept the Audited Financial Statements for FY2020. Mr. Morris seconded the motion.

A roll call vote was taken:

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

The motion passed.

Mr. Hilton recommended that the Board vote to approve the cumulative surplus of \$3,864,159, reflecting 17.84 %, as indicated on page 54 of the Audited Financial Statements for Fiscal Year 2020.

Ms. Bent made a motion to approve the cumulative surplus as stated in the Audited Financial Statements for Fiscal Year 2020 Ms. Putnam seconded the motion.

A roll call vote was taken:

Ms. Putnam – yes, Mr. Schumacher – yes, Ms. Bent – yes, Ms. Lindahl – yes, Mr. Myers – yes, Mr. Auciello – yes, Ms. Fuller – yes, Mr. Morris –

yes, Mr. Fichtenmayer – yes, Mr. Flaherty – yes, Ms. Bader – yes, Ms. Miller-Jacobus – yes, Mr. McGee – yes, Mr. Furnari – yes
The motion passed.

- 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. He explained that the Collaborative would continue to coordinate with the associated bank (TDBank) in completing the forgiveness application.

Mr. Nelligan spoke about the risk involved with the PPP loan. He explained that government entities were not eligible to apply for PPP loans –and that the Collaborative had applied based upon its status as a non-profit. He indicated that three other educational collaboratives had applied for, and received, these loans. He also noted that it was determined that South Shore Educational Collaborative (SSEC) was not eligible. (Mr. Nelligan noted that the organizational documents for SSEC are different than the Cape Cod Collaborative's.)

Mr. Nelligan stated that he did not disagree with the Collaborative applying for, getting and appropriate spending of PPP funds. Mr. Nelligan indicated that there was concern regarding risk that the Small Business Administration (SBA) could ultimately determine that the Collaborative was ineligible to apply/receive) due to its organizational type.

Mr. Nelligan indicated that he would personally not recommend that the PPP funds be dispersed until after an SBA auditing process was completed.

Mr. Schumacher indicated he had voted against applying for and expressed concern regarding the progress with the application for loan forgiveness. He explained that school districts had continued to pay the salaries for Collaborative transportation employees, who may ultimately be paid with PPP funds. Mr. Schumacher also expressed concerns regarding the current investment of the funds by the Collaborative.

Mr. Hilton explained the Collaborative expenses for salaries from May through October 2020 were within the allowable period for the Paycheck Protection Program and noted the Collaborative could not credit districts against these expenses until/unless loan forgiveness has been received.

He explained that the Collaborative did spend this amount on salaries and benefits and that the validity of the expenses under the PPP loan was not in question. He also noted that, as of the date of the Board meeting, the SBA had not responded to direct questions regarding the Collaborative's eligibility for the PPP loan.

Mr. Hilton indicated that the Collaborative would not recommend the creation a future liability for its member school districts by providing the districts that had paid for services with a “credit” for the funds at the current time, as repayment would need to be sought at a later time if the Collaborative was ultimately determined not to be an eligible entity. Mr. Hilton noted the Collaborative continues to work with the auditors on compliance with accounting standards.

Mr. Nelligan observed that the banks involved with the PPP Program were beginning to grant forgiveness.

Ms. Lindahl asked when the application for forgiveness would be filed. Mr. Hilton said the Collaborative was working with a new division within TD Bank, and that the application and guidance had also changed.

Ms. Lindahl sought assurance that the Collaborative was waiting to file when the bank can provide the correct paperwork and would not delay the process. Mr. Hilton indicated that was the case. Ms. Lindahl observed that Eastham was not in a position to turn down funds, but stated the Collaborative should not release funds to districts until the Collaborative was sure of its ultimate eligibility.

Mr. Furnari remarked that the Collaborative had limits on its investment options.

Mr. Myers said that he felt the Collaborative was correct both in its original pursuit of the loan and in following the recently explained procedures due to the ambiguous outcome due to things beyond the Collaborative’s control.

Mr. Furnari asked if towns had been inquiring about the funds. Mr. Hilton responded that one new business manager had asked a few questions. Mr. Hilton also observed that as the Collaborative continues to be prudent about disclosure regarding the funds. He noted that the “note” regarding PPP funds was likely to remain on future audited financial statements until the issue was resolved.

Ms. Bent asked if COVID-related expenses had been identified and tracked. Mr. Hilton indicated that the Collaborative was not eligible for other CARES Act funds.

The Board expressed thanks to Mr. Nelligan, who left the meeting at 6:28 PM.

c. Transportation

- Invoicing

Ms. Lipkind updated the Board regarding the status for FY21 invoicing to districts. She noted that calculations for November out-of-district transportation invoices were in process. She explained that all other transportation services had been invoiced to date. She noted that Mr. Dupuis was involved in a review of the costing templates for general education transportation and in-district special education

transportation and that it was anticipated that invoices would be sent in January for the balance of the school year.

- **Reconciliation**

Ms. Lipkind and Mr. Hilton shared an overview of FY21 routing and associated costs (rate determination). They noted that, as review of details continues, there would continue to be modifications. Mr. Hilton observed that adjustments to “fixed” MoUs would likely be necessary.

d. Transportation Subcommittee

Mr. Hilton discussed the need for a meeting of the Transportation Subcommittee (Mr. Flaherty, Ms. Lindahl and Mr. McGee) to make recommendations regarding items impacting Collaborative Transportation Services. He explained that Collaborative transportation services had been significantly impacted by the SARS-CoV-2 pandemic.

A meeting of the Subcommittee was scheduled to occur via the Zoom application on Tuesday, December 15th at 4:00 PM.

The agenda considers the continuous changes that have been necessary to ensure consistent service delivery.

Items that were scheduled to be discussed 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

e. Osterville Playground

Discussion

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

Ms. Lipkind noted the Board had previously voted to provide “seed” money (\$60,000) from the Board to elicit grant participation. Ms. Lipkind indicated that she had requested bids through the RFQ process from contractors on the state contract. She explained that the initial quotes were high, there remained hope that there would be a playground again in the future.

Ms. Lindahl recalled that a parent had come before the Board who discussed the need for the “seed money” to assist in fundraising efforts. She asked if fundraising efforts were continuing and whether the parent had been successful with raising funds. Mr. Hilton indicated the parent who had spearheading the effort had encountered some personal challenges and that the pandemic had added additional hurdles to fundraising efforts. Ms. Lipkind noted that grant applications had been submitted, and also that fundraising had produced \$8,000 to \$10,000 as of the date of the Board meeting.

Ms. Putnam reminded the Board that she had suggested partnering with Vocational / Technical high schools and asked if the possibility of partnership had been pursued. Mr. Hilton observed that liability/property insurance companies

had expressed concerns with community-built playgrounds, and were requiring contractors to check all playground equipment at school sites. He indicated that, as a result, Regional Technical school were unlikely to perform the design or construction.

Ms. Bent commented that it appeared inadequate capital funding has been allocated for the project. Ms. Putnam wondered if the Challenger Club could be of any assistance. Mr. Hilton responded the Challenger Club has already assisted with the design for an accessible playground.

Mr. Hilton suggested the Board review the design and receive an update regarding fund raising efforts at the January meeting. Ms. Bent and Mr. Fichtenmayer provided locations of existing playgrounds that could provide ideas for reference.

V. New Business

a. FY20 Annual Report

VOTE

Mr. Holton indicated that the Collaborative was required to publish an annual report each year which provides information on the activities of the previous year and which includes the Audited Financial Statements. He noted that, the report this year represents the Collaborative's ninth Annual Report. Mr. Hilton indicated that a vote was necessary at this time as the Annual Report must be published and shared with MA-DESE by January 1, 2021.

Mr. Hilton asked Board members to review the Annual Report information included with Board materials and to suggest edits to the material and approval of the draft. Mr. Furnari and Mr. Schumacher offered to review the final draft of the report.

Mr. Hilton recommended that the Board approve the FY20 Annual Report following satisfactory review and recommendation of edits.

Mr. Morris made a motion that the Board approve the FY20 Annual Report, subject to final edits. Ms. Putnam seconded the motion.

A roll call vote was taken:

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

The motion passed.

b. Treasurer Evaluation

Discussion

Mr. Hilton reminded the Board that The Board must annually facilitate the evaluation of the Collaborative Treasurer. He explained that Mr. William Friel was first appointed as the Treasurer of the Collaborative in May 2017 and that he had done an exceptional job in this role.

Mr. Hilton and Ms. Lipkind met regularly with Mr. Friel. Mr. Hilton noted that an evaluation would be completed as required by statute each year.

Mr. Furnari recommended that the Board offer feedback regarding the performance of the Treasurer and direct the Executive Director and Business Manager to complete an evaluation of the Treasurer for consideration by the Board for a vote.

Ms. Bent, Ms. Miller-Jacobus and Ms. Lindahl discussed whether the Board needed to vote to approve the process. It was decided that the vote to approve the evaluation would be adequate.

c. FY21 Warrants

VOTES

- | | | | |
|-------|-------------|-------|-------------|
| • #20 | VOTE | • #22 | VOTE |
| • #21 | VOTE | • #23 | VOTE |

Mr. Morris made a motion that the Board vote to approve Warrants #20, #21, #22 and #23. Ms. Putnam seconded the motion.

A roll call vote was taken:

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

The motion passed.

d. FY21 Spending Plan

• Personnel

○ Additions

- | | | |
|--------------------|------------------|----------|
| • William Aldrich | CDL Driver | Training |
| • Nichole Colleton | Paraprofessional | STAR |
| • John Conca | CDL Driver | Training |
| • Martha Eastham | Monitor | Spare |
| • Allison Grozier | Monitor | Spare |
| • Rhonda Mills | CDL Driver | Spare |
| • Alicia Reihl | CDL Driver | Spare |

VOTE

○ Reductions

- | | | |
|--------------------|------------|--------|
| • Kelley Rodriguez | CDL Driver | Bourne |
| • Susan Sentence | CDL Driver | Truro |

VOTE

○ Changes in Status

- None

VOTE

Mr. Furnari asked the Board to consider a motion to approve all personnel changes noted on the roster in one vote.

Ms. Miller-Jacobus made a motion that the Board vote to approve the Additions and Reductions as noted on the agenda. The motion was seconded by Ms. Putnam.

A roll call vote was taken:

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

The motion passed.

Mr. Hilton indicated a discussion regarding changing roles would be necessary at the January meeting. He explained that Dr. Woods, who had been with the Collaborative for over 20 years, was planning to retire in June 2021.

Ms. Putnam remembered meeting Dr. Woods for the first time when she was teaching at the MacArthur School in South Yarmouth and Dr. Woods visited while was working in early intervention.

Mr. Morris noted he had been on and off the Board several times over the past years. He commended Dr. Woods on her ability to provide a consistent sense of progress and continual commitment, and noted she remained unflappable in the face of changes and pressures.

e. Planning Legislative Breakfast for 2021 **Discussion**

Mr. Hilton updated the Board regarding planning for a meeting with Legislators from the region in early 2021. He explained that it was unlikely that the event could be held in person this year due to the pandemic. He suggested that a Zoom conference could be structured to provide productive exchange between legislators, superintendents and school committee members as has occurred in the previous year.

Mr. Furnari indicated that he felt the ability for the meeting attendees to break into subgroups was beneficial. Mr. Morris suggested a strong format was necessary to avoid competition and to enhance contact with legislators.

f. Waypoint Program Relocation **Discussion**

Mr. Hilton updated the Board regarding the planning for the relocation of Waypoint Academy. He noted that there had been discussion regarding a Yarmouth campus which had occurred during Executive Session. He also noted that Ms. Lipkind was scheduled to meet with the Real Estate Broker on the day following the Board meeting to continue to assess options.

g. Driver / Monitor Holiday Recognition **VOTE**

Mr. Hilton noted the Collaborative did not currently offer holiday pay for hourly transportation staff. He explained that, at one time the Transportation Department had distributed turkeys to each driver and monitor, but that the practice was discontinued about ten (10) years ago.

Mr. Hilton explained that, for the past several years, the Collaborative Transportation Administration had hosted a Holiday Party for transportation employees, but that the event could not occur this year.

Mr. Hilton indicated that, Ms. Stobbart, Transportation Manager, had recommended that the Collaborative distribute \$25 gift certificates to the local grocery stores (Stop & Shop and Shaws) to each of the drivers and monitors in recognition of their continued dedication and in place of the Annual Holiday Party.

Ms. Lindahl made a motion that the Board vote to approve the distribution of a \$25 gift card to each driver and monitor. Ms. Putnam seconded the motion.

Mr. Schumacher suggested that the motion be amended, increasing the amount of the gift card from \$25 to \$50.

Ms. Lindahl amended the motion; Ms. Putnam seconded the motion as amended.

Ms. Miller-Jacobus asked how many gift cards were needed. Mr. Hilton responded 200 to 250 cards would be needed. Ms. Miller-Jacobus said she liked the idea, especially at this time of food insecurity. Ms. Putnam agreed.

Mr. Myers asked if the Holiday Party had been part of the budget, and if so, what had been allocated to that expense. Mr. Hilton indicated that the budget for the party was modest, much less than the cost of providing \$50 cards to each transportation employee.

Mr. Morris endorsed the idea of the gift cards, especially in light of these difficult times.

A roll call vote was taken:

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

The motion passed.

h. Programs/Services

- Waypoint Academy
 - Enrollment
 - Programming
 - Facility Developments
- STAR Program / Osterville
 - Enrollment
 - Programming

Dr. Woods and Ms. Caputo provided an overview of the current and projected enrollments and programming for both school programs. Dr. Woods reflected that not too many school days have occurred since the November Board meeting. She noted that the Collaborative worked with the Falmouth Service Center to provide sixty (60) turkey dinners which had been distributed to families in both school programs.

Dr. Woods also noted that both programs continue to work to mitigate spikes in COVID-19m infection that had occurring in the community. She indicated that both programs continue to provide daily in-person instruction and continued to work hard to stay in-person.

Dr. Woods commended staff who for their efforts, including those that curtailed travel due to the travel advisory.

Ms. Caputo echoed Dr. Woods' comments and also commended staff on their resiliency to the continual disruption caused by the pandemic.

- Transportation

- Revisions to District Agreements Discussion
Mr. Hilton and Ms. Lipkind provided an update regarding current issues and opportunities with Collaborative transportation. Mr. Hilton noted that the Collaborative has continued to address issues associated with minor warranty issues with the new and new(er) buses in Bourne, Monomoy, Nauset and Mashpee.

Ms. Lipkind discussed feedback associated with a DRAFT addendum to the Memoranda of Agreement with Member School Districts regarding payment for services during the periods during which districts may opt for remote only instruction. She indicated that it was expected that this MoA/MoU revision would need to be considered by the Board for approval at a future meeting.

Ms. Lipkind and Mr. Hilton explained that districts with MoAs/MoUs pay a fixed cost for general education and in-district special education transportation and continued to pay for transportation services when schools closed through the end of the school year. It was explained that this DRAFT addendum sets a timeline that facilitates decision making with staff in the event of significant period of “remote learning”. It was explained that a period of 6 weeks or 30 school days of continuous remote instruction was the timeline that has been proposed for both districts and the Collaborative.

Ms. Lipkind noted the Collaborative had adjusted costs for transportation services for the current school year, eliminating late runs, which has resulted in a reduction of cost to districts.

- District Operations
Mr. Hilton discussed global challenges associated with the continuity of student transportation services. He noted that the impact of COVID-19 had included a depleted cadre of available drivers that had been exacerbated by the impacted of illnesses and or quarantines/isolations when necessary. He explained that the Collaborative had been coordinating closely with districts, continuing to hire and train drivers to keep up with the demand. He noted that the demands, however, continue to increase as the resources (drivers) continue to decrease due to retirements, leaves-of-absence, and resignations.

Mr. Fichtenmayer left the meeting at 7:09 PM.

Mr. Hilton discussed additional challenges are associated with the need to provide transportation for athletic teams for school districts. He noted that the demand for these services has multiple impacts:

- Timing of Athletic Transportation – If an athletic team needs transportation during home/school routes then drivers would be removed from the essential, core cadre of route drivers.

This would impact the capacity to effectively provide home/school transportation.

- Safety Precautions for Athletic Transportation – It is necessary to utilize more vehicles for athletic transportation as social distancing protocol must be followed during the transport. In the event that athletic transportation occurs during home/school routes – multiple drivers would be impacted and coverage capacity will be greatly diminished.
- Private Contractor Transportation – The Collaborative may encourage school districts to utilize private transportation contractors for athletic transportation. Although this could address the issue, many of the drivers that would be contacted by the private contractors are currently employed by the Collaborative as home/school route drivers. Mr. Hilton noted that the private providers had already been soliciting Collaborative drivers with increasingly lucrative offers to perform services for them. He noted that the impact of the utilization of private contractors will also be the depletion of the cadre of Collaborative (and other) drivers.

Mr. Hilton and Ms. Lipkind met with each of the districts at the start of the school year to discuss these challenges and advised districts to consider scheduling athletic events and other trips outside of home/school transportation periods to minimize the impact. They noted that the recent advisories from the state allowing for increased athletic contests were expected to create increased challenges for student transportation services.

- District Operations Updates
 - Monomoy Regional Schools
Mr. Hilton noted that the operations of the transportation for the Monomoy Regional Schools had continued with some staffing challenges. He noted that the driver who had been injured in September continued to be unable to work. He explained that additional challenges continued to occur with the necessary quarantine of staff as well as increasing requests for Athletic Transportation, including private company solicitations of drivers to cover routes (other school athletics, private trips and additional coverage). He explained that the communication between the district and the Collaborative had allowed for rapid response to situations and further planning to address issues.
 - Nauset Operations & High School Opening
Mr. Hilton noted that the quarantine of some staff as well as increasing requests for Athletic Transportation,

had increased the challenges in coverage for the Nauset Regional Schools. He explained that there had been several challenges with student/staff COVID-19 quarantine/isolation; however, the communication between the Collaborative and the District had been integral to ensuring that challenges associated with operational changes in the school are effectively supported through transportation services.

- Mashpee Public Schools

Mr. Hilton noted that the quarantine of some staff as well as increasing requests for Athletic Transportation, had increased the challenges in coverage for the Mashpee Public Schools.

- Bourne Public Schools.

Mr. Hilton explained that recent challenges with private contractor solicitation of Collaborative staff, the necessity of leave for some staff, the quarantine of other staff had created additional challenges in coverage for the Bourne Public Schools

- Truro Public Schools

Mr. Hilton indicated that the Truro Public Schools had two (2) of four (4) “new” drivers with the retirement of Susan Sentence on December 4, 2020. He noted that the district continues to coordinate closely with the Collaborative to ensure continuity of services.

- Nantucket Opening

Mr. Hilton indicated that the newest driver to the island has been “on island” since October 19, 2020 and was actively working each day. He noted that Recruitment efforts continue to secure additional drivers for the island.

- Therapies

Mr. Hilton provided an update regarding the provision of services within the Collaborative and to districts (and others). He explained that an Occupational Therapist was out on medical leave and the Collaborative is working to put together coverage.

- Special Projects

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

- Professional Inter-District Collaboration

Dr. Bogden discussed the weekly meetings of Curriculum Administrators that occur at 8:00 AM on Thursday mornings. He explained that, in these meetings, Curriculum Administrators

discussed remote teaching and learning, and difficulties with conducting teaching observations & assessments due to the impact of hybrid and remote schedules.

Dr. Bogden also discussed regional Teacher round tables for music and art teachers that have recently been organized.

- Bridgewater State University

Dr. Bogden discussed the coordination with Bridgewater State University in the development of a cohort of professionals completing graduate coursework towards special education teaching certification. He noted that courses were being scheduled for the spring semester. He explained that there had been a consistent cohort of eleven professionals – four Collaborative staff, four from member districts, and the balance from outside of the region.

- Sheltered English Immersion (SEI) Course

Dr. Bogden discussed coursework that had recently been approved for graduate credit through the partnership of the Collaborative with Bridgewater State University. He explained that the current course offering would conclude in February with a Spring session being scheduled to begin in March.

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

Mr. Hilton indicated that he and Dr. Giffune had 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 noted that following the discussion, the Collaborative was asked to submit a request to support further engagement of districts with the initiative.

He explained that the Tower Foundation awarded an additional \$16,000 for the support of this project, with a particular focus upon the engagement of additional districts in the region. Dr. Bogden described the professional development offerings which had been offered through Modern Teacher which assist educators to develop strategies for successful remote teaching and learning.

- ASLP

Mr. Hilton discussed the status of planning for the alternative 2020 ASLP Program. He explained that refunds are being provided to families as the pandemic had made it impossible to host the Winter ASLP Program events at Massachusetts Maritime Academy.

Mr. Hilton indicated that each accepted student (208) would be given an ASLP tee shirt and a Massachusetts Maritime Academy materials.

Ms. Lindah asked if the 202 students would be allowed to visit the simulator. Mr. Hilton indicated that all of the Winter ASLP Students had received letters from the Massachusetts Maritime Academy inviting them for a personal tour and that additional correspondence would be sent to all accepted students with the tee-shirt mailing.

Mr. Hilton also explained that planning for the Summer 2021 ASLP Program was underway. He noted that Dr. Gilbert had suggested that

one or two Board members could work with him (Dr. Gilbert) regarding changes to the long-standing policies as the program reacts to the challenges created by the pandemic.

- Research for Better Teaching (RBT) coursework

Dr. Bogden discussed recent efforts to offer coursework in the region in concert with RBT. He noted that RBT had engaged in efforts to support fluctuating enrollment to ensure offerings are accessible to districts in the region. He also noted that virtual courses have taken the place of in-person instruction which did not require Collaborative coordination to gain cost efficiencies

i. Strategic Planning

Discussion

Mr. Hilton discussed the need for a regional process of Strategic Planning, not only for the Collaborative programming and services, but to ensure the capacity of districts to meet the demands that have resulted from the pandemic. He noted that these challenges would continue to increase as districts (and the Collaborative) need to address the challenges of the “post-pandemic” public school environment. He explained that the focus of a significant amount of regional activity throughout the past few years had been on highlighting the demographic shifts that had occurred, and continue to occur, throughout the region.

He noted that Peter Francese, an economic demographer, had facilitated discussions among the Superintendents and led discussion at the Legislative Breakfast in February 2019 regarding demographic challenges for school districts in the region. Mr. Hilton indicated that these regional challenges had been exacerbated due to the impact of the pandemic, including, but not limited to:

- funding concerns from state and federal sources;
- staffing concerns – capacity to recruit and retain appropriate staff;
- demographics – funding associated with students not enrolled for FY2021;
- demographics – increased needs of students due to lost instruction and
- connections (social-emotional and learning);
- continued decreases in student population;
- increased needs of students/families

Mr. Hilton shared that he believed that it was imperative that the Collaborative (and districts) evolve to meet the changed needs of the students and families throughout the region.

Mr. Hilton recommended the Board discuss a process for Strategic Planning at the January Board meeting. He suggested the guidance of a Subcommittee of the Board would be helpful for the Board to host a Strategic Planning Summit in 2021.

j. Virtual High School

Mr. Hilton discussed the status of the consortium for Virtual High School that has existed through the Cape Cod Collaborative since 2001.

VI. Cracker Barrel Discussion

a. Local District Issues

Board members were invited to share current concerns and challenges in local educational arena. No items were brought up for discussion.

b. Questions / Concerns

No questions or concerns were raised at this meeting.

VII. Other

No other items were brought before the Board.

VIII. Adjournment

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

A roll call vote was taken:

Ms. Putnam – yes, Mr. Schumacher – yes, Ms. Bent – yes, Ms. Lindahl – yes, Mr. Myers – yes, Mr. Auciello – yes, Ms. Fuller – yes, Mr. Morris – yes, Mr. Flaherty – yes, Ms. Miller-Jacobus – yes, Mr. Flaherty – yes. (Ms. Bader left the meeting prior to the vote; Mr. McGee did not respond when called to vote.)

The motion passed.

The December 9, 2020 meeting of the Cape Cod Collaborative Board of Directors adjourned at 7:27 PM.