



Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
June 9, 2021 - 5:15 PM

I. Call to Order

The June 9, 2021 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:20 PM by Ms. Lindahl, Vice Chair.

Ms. Lindahl noted the meeting would occur in a hybrid fashion, with both in-person and virtual attendees. Virtual attendees would participate through the Zoom application. Recommendations associated with conducting a public meeting virtually have been shared with Board members as required.

The posting of this meeting included means for public participation. Attendees were able to join the meeting by calling:

Phone Number: 1-929-205-6099

Meeting ID: 821 3486 5538

Password: CapeCod

Ms. Lindahl noted the order of the meeting will include the necessity for all votes to occur through a “roll call” process. Each member of the Board, and any other attendees, would be required to verbally “sign in.”

Computer access, including video, was recommended for Board members to allow for “sharing” of information on the screen if necessary.

Members, guests, and staff who attended the meeting remotely have “R” noted after their names.

In attendance were:

Eastham	Judy Lindahl, Vice Chair (R)
Barnstable	Kathleen Bent
Bourne	Maureen Fuller
Brewster	Katie Miller-Jacobus (R)
Dennis-Yarmouth	Phillip Morris (R) (joined at 5:23 PM)
Martha’s Vineyard	Kate DeVane (R)
Mashpee	Don Myers (R)
Monomoy	Joe Auciello (R)
Orleans	Hank Schumacher (R)
Upper Cape Cod RTS	Robert Fichtenmayer (joined at 5:34 PM)
Wellfleet	Jill Putnam (R)

Martha's Vineyard
Treasurer
Secretary

Roxanne Ackerman (R) (as non-voting alternate)
William (Bill) Friel (R)
Elizabeth (Beth) Deck

Also in attendance were:

Executive Director

Paul Hilton

Business Manager

Amy Lipkind

Operations Manager

Anders Erikson (R)

Admin & Finance Coordinator

Marc Dupuis (R)

Director of Special Projects

Dr. Christopher Bogden (R)

Director of Special Ed Programs

Christina Caputo

Waypoint Program Director

Dr. Kara Peterson (R)

STAR Program Director

Julia Bryant

Ms. Lindahl noted the need to appoint the officers of the Board and turned the meeting over to Mr. Hilton for the election of the Chairperson.

II. Appointment of Officers

VOTE

A. Election of Chairperson

Mr. Hilton asked for nominations for Chairperson of the Board. Ms. Putnam nominated Ms. Lindahl; the nomination was seconded by Mr. McGee.

A roll call vote was taken:

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

The motion was approved.

Ms. Lindahl assumed the role of Chairperson of the Board.

B. Election of Vice Chairperson.

Several Board members were nominated and seconded but declined the position of Vice Chairperson. Ms. Lindahl asked for a volunteer. Mr. McGee indicated that he would be willing to serve. Ms. Lindahl asked for a roll call vote to approve Mr. McGee as Vice Chairperson.

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

The motion was approved.

Mr. McGee was appointed to serve as Vice Chairperson.

C. Election of Executive Committee.

Mr. Hilton noted this Subcommittee of the Board is composed of five (5) Board members plus the Chairperson and Vice Chairperson. This Subcommittee is called upon to act on behalf of the Board when a decision of some urgency is required.

Ms. Lindahl asked which Board members would be willing to serve. Ms. Bent, Ms. Fuller, Ms. Putnam, Mr. Schumacher, and Mr. Morris volunteered for this Subcommittee and were appointed.

D. Appointment of Treasurer

Ms. Lindahl nominated Mr. William Friel, the current Treasurer, for reappointment. The nomination was seconded by Ms. Putnam.

A roll call vote was taken:

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

The motion passed.

Mr. Friel was reappointed to serve Treasurer for the Cape Cod Collaborative.

E. Appointment of Secretary to the Board of Directors

Ms. Lindahl nominated Elizabeth Deck, the current secretary, for reappointment. Ms. Putnam seconded the nomination.

A roll call vote was taken:

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

The motion passed.

Ms. Deck was reappointed to serve as Secretary to the Board of Directors.

F. Approval of a meeting day, time, and location.

The Board had met on the second Wednesday of the Month from September through June of each school year and as needed in the summer. The meetings had occurred at 5:15 PM at the Collaborative offices in Osterville. The Board elected to make no changes to the meeting dates or location.

III. Executive Session

Ms. Lindahl noted the need for an Executive Session and read the reasons listed on the agenda to Board members.

a. To conduct strategy sessions in preparation for negotiations with nonunion personnel; Leave Requests; Public Day Program Administration Staffing

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:

- Personnel Leaves
- FY2022 Personnel Planning
 - Transportation Hourly Rates Review
 - Recommendations for Renewal
 - Board Role
 - Recommendations
- Changes to Employee Handbook
- Waypoint Academy Relocation planning – staff

- Change of business office position from Accounting Clerk to Business Operations Coordinator

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. (Ms. Lindahl so declared.)

- Lease Negotiations with Bridgewater State University and Town of Yarmouth for cooperative use of MacArthur School building in South Yarmouth
- Status of negotiations with Town of Sandwich (including strategy) for extension of lease for Henry T Wing School in Sandwich
- Review of relocation options and strategy for procurement for site for Waypoint Academy.
- Review of Lease Status & Preparation for Solicitation for Lease of Vehicle Maintenance Facility

Mr. Morris made a motion that the Board exit Open Session and enter into Executive Session for the stated purposes. Ms. Bent seconded the motion.

A roll call vote was taken:

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

The motion passed.

The Board exited Open Session and entered into Executive Session at 5:33 PM.

The Board returned to Open Session at 5:47 PM.

IV. Minutes

a. May 12, 2021

VOTE

Ms. Putnam suggested a correction to the May 12, 2021 minutes. On page 15, the word “staff” should be replaced by “Board” in the sentence regarding advance questions.

Mr. Morris made a motion that the Board vote to approve the minutes of the May 12, 2021 meeting, as corrected. The motion was seconded by Mr. Fichtenmayer.

A roll call vote was taken:

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

The motion passed.

V. Old Business

a. Paycheck Protection Program

Discussion

Mr. Hilton, Ms. Lipkind, and Mr. Friel updated the Board regarding the status of the application for loan forgiveness associated with the loan received through the “Paycheck Protection Program” which had been a component of federal stimulus funding to address the impact of the COVID-19 Pandemic.

Mr. Hilton explained that the Board approved the submission of the grant/loan application at the May 2020 Board meeting. Mr. Hilton and Ms. Lipkind submitted an application through TDBank on May 5, 2020. It was noted that TDBank was among the institutions that has leases/loans with the Collaborative. Mr. Hilton explained that the loan had been approved on May 6, 2020. He noted that the funds (\$1,936,792) associated with the loan had been received on May 15, 2020 and that these funds were deposited into the Collaborative account on that date.

The Collaborative tracked eligible expenses for the loan and prepared a loan forgiveness application. Ms. Lipkind indicated that she was working with TDBank to determine the most beneficial submission timeline. TD Bank encouraged the Collaborative to delay submission of the forgiveness application, as the Small Business Administration (SBA) had been revising its audit process and might allow a “desk audit” for loans up to \$2 million dollars. Ms. Lipkind and Mr. Dupuis indicated that they continued to receive weekly updates from the bank regarding this issue. They explained that there were no concerns regarding the details in the application, and that the delay in submission was due to the preference for a desk audit.

Mr. Hilton noted that questions regarding the Collaborative’s eligibility for this loan continued to exist. He noted that the Collaborative had not received further guidance regarding eligibility and intends to continue to pursue loan forgiveness while continuing to await further guidance and/or determination from the Small Business Administration (SBA).

Mr. Friel said that, in his opinion, the Collaborative had made prudent decisions throughout the loan process. He noted in the event that the Collaborative was (later) found to be ineligible for the loan, there would be only a small forfeit in interest expense versus a large benefit for the students, families and districts.

Mr. McGee asked if the loan funds were being held by the Collaborative in an interest-bearing account at TD Bank. Ms. Lipkind indicated that the funds were on deposit at Rockland Trust, where they were collateralized, and were earning a small amount of interest. Mr. Hilton noted TD Bank does not collateralize significant deposits and that the deposit of the funds to Rockland Trust had been made to be consistent with the Collaborative’s investment policy, which has little tolerance for funding loss (preservation of capital is primary focus). Mr. Friel observed that it had been clear from the start that there would not be any large interest earnings generated by these funds.

Mr. Myers commented on the amount of time staff had spent on the process, and that the additional expense incurred by the Collaborative through the need to consult with attorneys during legal review. Mr. Hilton said he believed the total cost for the legal review to have been between \$2,000 and \$3,000.

Ms. Lindahl noted the delay in time for submittal of the reimbursement was minimal. Ms. Lipkind indicated a significant amount of information on Collaborative payroll had been provided and that a streamlined audit process would be preferable.

b. Transportation

- Invoicing

Ms. Lipkind discussed the status of invoicing for services for FY21 as well as ongoing communication with districts regarding adjustments (credits and additional charges) associated with changes necessary in the provision of transportation services for the 2020-2021 school year. She noted that invoicing for out-of-district transportation services for May was being calculated at the time of the Board meeting.

- Reconciliation

Ms. Lipkind reviewed the projected reconciliation of the revenues and expenses for transportation services. She explained that a reconciliation of invoicing and expenses for the entire year was in process. She also noted that a small percentage of the cleaning and disinfecting costs would be allocated to out-of-district routes. Ms. Lipkind explained that it was anticipated that the Collaborative would come close to breaking even with out-of-district income and expense for FY21.

VI. New Business

a. Warrants

VOTES

- #46 VOTE
- #47 VOTE

- #48 VOTE
- #49 VOTE

Mr. McGee made a motion that the Board vote to approve Warrants #46, #47, #48, and #49 as a slate. Mr. Fichtenmayer seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes, Ms. Bent – yes, Ms. Putnam – yes, Mr. Schumacher – yes,
Mr. McGee – yes, Ms. Lindahl – yes, Mr. Auciello – yes, Ms. Jacobus – yes,
Ms. DeVane – yes, Mr. Myers – yes, Mr. Morris – yes, Mr. Fichtenmayer – yes
The motion passed.

Ms. Putnam made a motion that the Board vote to approve the slate of Warrants. Mr. Morris seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes, Ms. Bent – yes, Ms. Putnam – yes, Mr. Schumacher – yes,
Mr. McGee – yes, Ms. Lindahl – yes, Mr. Auciello – yes, Ms. Jacobus – yes,
Ms. DeVane – yes, Mr. Myers – yes, Mr. Morris – yes, Mr. Fichtenmayer – yes
The motion passed.

b. FY21 Spending Plan

VOTES

- Updates

Discussion

Mr. Hilton noted that The Finance Subcommittee met immediately prior to the Board meeting to discuss the status of the FY21 Spending Plan as well as the development of the FY22 Spending Plan.

Mr. Hilton referred members of the Board to Ms. Lipkind's report and analysis, which had been included with Board materials:

- Financial Projection Review
 - FY21 Projection Narrative
 - FY21 Projection Spreadsheet
 - FY21 Account Reconciliations
 - FY21 Electronic Check (ACHI) and Auto Payments

Mr. Hilton briefly reviewed these items with particular attention to the allocation of charges to service areas as well as the allocation process itself. Mr. Hilton noted that it was projected that both the FY21 Spending Plan and FY21 Statutory Budget would have a very slight positive financial variance as actual revenues and actual expenses for the fiscal year were refined during the summer.

● **FY21 Budget Revision** **VOTE(s)**

Treasurer William Friel and Business Manager Amy Lipkind provided an update regarding the Budget Closeout and recommended changes to the Budget consistent with projections for the close of FY21.

○ **OPEB Charge-Off** **VOTE**

Ms. Lipkind recommended the "charge off" of \$30,071.28, the liabilities for Other-Post-Employment-Benefits (OPEB) expenses from the Operating Budget over the past year (FY21). It was noted that this "charge off" would decrease the long-term liability for OPEB by the associated amounts. Mr. Hilton explained that if this "charge off" was not made, the liability for these expenses would decrease the balance in the OPEB Trust Fund.

Mr. Fichtenmayer made a motion that the Board vote to accept the charge-off of \$30,071.28. Mr. McGee seconded the motion.

A roll call vote was taken:

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

The motion passed.

○ **Modified Line-Item Budget** **VOTE**

Ms. Lipkind and Mr. Friel indicated no modification to the budget would be necessary.

● **Personnel**

○ **Additions** **VOTE**

- Robert Gosselin Mechanic
- Thomas Hollister CDL Driver – Training

- Jan Malaspino Monitor
- Tori McMahan Paraprofessional, Waypoint
- Robert O'Brien CDL Driver (re-hire)
- Amanda Parker Paraprofessional, Waypoint
- Reductions **VOTE**
 - Robert Haskell CDL Driver, Bourne
 - Powers, Justine Paraprofessional, STAR
 - Mary Salviati Monitor (Spare)
- Change of Status (None)

Ms. Lindahl asked for a motion to move personnel changes as a slate. Ms. Bent made the motion, which was seconded by Ms. DeVane.

A roll call vote was taken:

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

The motion passed.

c. FY22 Budget Development

Ms. Lindahl asked Board members if there were any questions regarding the FY22 Spending Plan and Budget development.

Mr. Hilton noted FY22 Tuition Rates and FY22 Service Rates were approved by a vote of the Board at the May meeting. He explained that a revised DRAFT of the FY22 Proposed Spending Plan had been included with Board materials and had been reviewed by the Finance Subcommittee prior to the meeting. He noted that a final vote on the Spending Plan and Budget must occur each June.

- Service Commitments
 - Programs
 - STAR
 - i. September Projection of 51 (previously 47) students
 - ii. Total School Year Projection of 55 FTEs
 - iii. Extended School Year (Summer) Projection at 45 (previously 44)
 - Waypoint Academy
 - i. Commitments Projected at 52 (previously 56)
 - ii. Total School Year Projected at 58 (previously 60.5)(FTEs)
 - iii. Extended School Year (Summer) Projection at 25 (previously 32)
 - Transportation
 - Summer Transportation

At the time of the meeting, the level of transportation services required from districts had not been finalized. Mr. Hilton explained that there was a strong possibility that there would be a significant need for services as districts expand summer

academic programs. He indicated that the current Spending Plan & Budget included a standard service model from previous years. He explained that a recommendation would be made to modify/adjust the Spending Plan & Budget (if necessary) when there was further clarity regarding the service need for FY22.

- School Year Transportation

Mr. Hilton also noted that it was also likely that there would be continued changes in the service delivery for the School Year. He again noted that the standard service delivery for a school year in each district had been reflected in the Spending Plan & Statutory Budget. He also explained that a recommendation will be made to modify/adjust the Spending Plan & Budget in the Fall, as district needs were clarified.

- General Education

- i. Nauset – Committed through FY23
- ii. Mashpee – Committed through FY23
- iii. Truro – Committed through FY22
- iv. Monomoy – Commitment through FY22, with two option years
- v. Bourne – Commitment through FY22
- vi. Nantucket – Commitment in Process

- Special Education – In-District

- i. Nauset - Committed through FY23
- ii. Nantucket – Commitment in Process
- iii. Mashpee – Committed through FY23
- iv. Monomoy – through 2022, with two option years

- Therapies

- CCT – OT (1.0) – Committed
- Truro – OT (2.0) - Committed
- Southeastern Massachusetts Educational Collaborative PT (.2)
- Other Districts – As Needed

- Other

- Mr. Hilton noted that ASLP had been structured differently for Summer 2021. He explained that the planned three week (thirteen day) residential program would be operating as a ten-day “day program” for Summer 2021. Participation rates and costs continued to be refined at the time of the Board meeting, but participation rates were estimated at 60% of the rate for the residential program. Mr. Hilton recommended that the Spending Plan & Budget be modified and adjusted when there was further clarity regarding the program for FY22. He noted that it was expected that the program revenues may not meet expenses for Summer 2021 ASLP.

Mr. McGee asked if Board meetings would occur during the months of July and August 2021. Mr. Hilton observed that the Board had decided not to change its meeting schedule (5:15

PM on the 2nd Wednesday of each month, September through June). He noted that there were typically not any meetings during July or August unless circumstances arose which required a meeting to occur. Mr. Hilton also noted the Board had given the Executive Committee the ability to approve lease agreements during this period.

Mr. Myers referred to the services commitments and asked if the estimated FTEs were materially different from the original draft of the Budget. Mr. Hilton indicated that the service commitments were reflected in the Spending Plan upon which the Budget is developed.

Ms. Lipkind explained the Spending Plan had been revised to reflect the “rounding up” of pay rates for transportation drivers and monitors. She also noted that the Spending Plan and Budget indicated the expectation that the increased payroll expense would be met within existing revenue.

Mr. Hilton explained that the Spending Plan reflects changes that were based upon the current trends. He noted that Ms. Bryant was present at the meeting and could speak to projections for STAR students (enrollment). Ms. Bryant expressed her confidence in the numbers used as the basis of revenue projections and stated that it was probable that the numbers would be in fact higher than those projected. Mr. Hilton noted that an increase in student numbers might also necessitate staffing adjustments.

Ms. Lindahl asked about the ASLP 2021 program, questioning whether rates and costs were continuing to be refined. Mr. Hilton indicated that the tuition had been decreased from \$1,400 to \$1,300 per student. He noted that costs associated with the services provided by Mass Maritime Academy (MMA) were likely to change as the cost of providing food and overnight supervision would be decreased. He explained that the Collaborative might be slightly in the black when all costs have been reconciled or could (potentially) take a loss operating the program, estimating approximately \$30,000 could be lost if enrollment is not sufficient to cover staffing and fixed costs. He noted that the situation was still fluid. Mr. Hilton also noted that the Collaborative was working with Sandwich Public Schools regarding expenses associated with hosting the program afternoons at Sandwich High School. He explained that the cost associated with transporting students daily would likely be the most significantly increased cost. He noted that, in addition to utilizing buses to transport students daily, there was also costs for the Martha’s Vineyard ferry. He noted that a group of Nantucket students were staying on the mainland during the session, and that two had been offered free air fare by Cape Air.

(A vote to approve the FY22 Spending Plan and Budget was scheduled to occur later in the meeting.)

d. Plymouth Public Schools / Plymouth School Committee

Mr. Hilton discussed the continuation of the Collaborative’s relationship with Plymouth Public Schools administrators regarding their intention to seek “Adjunct Membership” with the Cape Cod Collaborative.

He noted that the former Superintendent and the Business Administrator retired during the 2020-2021 School Year. He explained that they had previously inquired

regarding “adjunct Membership”. He noted that this conversation has continued to occur with the incoming administrators.

Mr. Hilton noted that the Board had allowed Plymouth to pay for student commitments to Waypoint Academy at the member rate in previous years. He explained that Plymouth has sought three commitments (down from the five commitments last year) for the 2021-2022 school year.

Mr. McGee asked about the “discount” rate offered to Plymouth and how long that rate might apply. Mr. Hilton clarified that the rate was not discounted but was the full rate as paid by member districts. He explained that “paid commitments” were guaranteed income for the program and guaranteed space in the program for the district(s). Ms. Caputo noted that multiple students may utilize a commitment as they transition into and out of the program. Mr. Hilton observed that commitments assure program capacity to meet student needs and provide districts with a sense of ownership in the program. Mr. Hilton further noted that Plymouth students attending the STAR Program were charged the non-member tuition fee.

Mr. Hilton briefly discussed the process for considering membership. He indicated that the Board could consider a process for admission of the Plymouth Public Schools/ Plymouth School Committee as “Adjunct Member” along with conditions for Membership if the new administration continues to seek membership.

e. MOUs – Transportation

VOTES

Mr. Hilton, Ms. Lipkind and Mr. Dupuis updated the Board regarding the status of the Memoranda of Understanding for the provision of transportation services to school districts.

They noted that the “costing templates” associated with each MoU had been updated to reflect service changes as further information was known.

Ms. Lipkind noted the MoU for Nantucket required renewal. A copy of the MoU was provided with Board materials for consideration. Ms. Lipkind also noted the MOU for Bourne required a vote to authorize the extension through the option year. Ms. Lipkind recommended that the Board vote to approve both the Nantucket MoU and the Bourne extension.

- Nantucket Public Schools Memoranda of Understanding VOTE
 - General Education Transportation
 - Special Education Transportation
 - Virtual High School

Ms. Bent made a motion that the Board vote to approve the MoU for Nantucket Public Schools as presented. Mr. Myers seconded the motion.

A roll call vote was taken:

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

The motion passed.

- Bourne Public Schools Memorandum of Understanding acceptance of second option year, FY22 VOTE

Ms. Bent made a motion that the Board vote to accept the extension of the Bourne transportation MoU. Mr. Myers seconded the motion.

A roll call vote was taken:

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

The motion passed.

f. Collaborative Handbooks

VOTE(S)

Mr. Hilton recommended that the Board consider approval of these handbooks at the June Board of Directors Meeting. He noted these handbooks, although approved annually, would continue to be revised throughout the early summer as further guidance was issued from the state regarding requirements associated with operations. Any revisions to the handbooks that were necessary would be presented for consideration and approval at a later Board meeting

Mr. Hilton noted that Dr. Woods, Ms. Caputo, Ms. Bryant, and Dr. Peterson worked diligently on the Collaborative’s Public Day School handbooks and policies, Ms. Power on the Health Care Manual, and Ms. Deck on the Employee Handbooks.

- CCC Policy & Procedures Manual for Public Day Schools VOTE
- Parent & Student Handbook – CCC Public Day Schools VOTE

The draft copies of the Policy and Procedures Manual and the CCC Parent & Student Handbook (combined STAR & Waypoint) had been updated to reflect input from the DESE during the CPR process in the 2020-2021 school year.

Recommendations included:

- Consistency across handbooks
 - Previously individual handbooks had abbreviated information (e.g., discipline and suspension) and it was requested to have complete information related to the law in both the Policy and Parent handbooks.
 - Previously information was often repeated and difficult to keep updated in all formats/handbooks.
 - i. Any policy/regulation information that is required was previously in the STAR & Waypoint Handbooks and/or Policy.
 - ii. This information will now be primarily in the Policy & Procedure Manual (e.g., IEP, PN, Evaluation, Transition information, etc.)
 - iii. Special Education Day Program attendance policies have been refined for clarity and consistency with MA-DESE guidelines.

- Waypoint Academy Code of Conduct VOTE
- Employee Manual / Handbook VOTE

Minor changes were made to the handbook associated with requirements mandated from the state and/or federal government.

- “Meal Break” guidance has been included within the Employee Handbook
- Transportation Employee Handbook VOTE
The Transportation Employee Handbook has been updated to include policies recommended by the Transportation Subcommittee, which were reviewed by Collaborative counsel.
 - Guidance regarding the assignment of drivers to “home lots” has been added.
 - Proposed changes for the pay rates for (non-Nantucket) CDL Small and CDL large bus drivers, van driver and monitors have been added.
- Health Care Procedures Manual VOTE
There have been additional changes to this manual for clarity, but not changes of substance.

Ms. Bent referenced the Cape Cod Collaborative Policy & Procedures Manual, pages 20-24 and page 30, and asked specific questions regarding the IEP meeting process. She indicated that she liked the manner in which procedures were outlined for staff. Mr. Hilton observed the IEP was the responsibility of the district, but that the Collaborative provides a draft of the IEP for discussion at meetings. Ms. Bent said she liked the staff “thought process” and input and asked if the IEP was edited during the meeting to include parent input. Ms. Caputo and Ms. Bryant explained that parental input was sought, and that edits could be made based upon this input during the meeting. Mr. Hilton noted the Collaborative had updated technology which allows the “working” IEP to appear on screen. He observed the final IEP reflects the “voice of the team.”

Mr. Myers asked about the mileage reimbursement rate noted in the Employee Handbook. The rate as noted is \$0.505 per mile, yet the IRS has increased this rate to \$0.56 per mile for 2022. Mr. Hilton observed that the mileage rate had not changed in seven or eight years as there was a preference for a stable rather than a variable rate. Ms. Lindahl recommended the Collaborative change this rate to fluctuate with the IRS rate. Mr. Hilton said the rate would be changed to match the IRS rate.

Ms. Lindahl called for a vote to approve the handbooks, as amended.

Mr. McGee made a motion that the Board vote to approve the handbooks listed in the agenda as amended. Mr. Morris seconded the motion.

A roll call vote was taken:

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

The motion passed.

g. Annual Appointment of School Physician

VOTE

Mr. Hilton recommended Dr. Mathew H Baldasaro for appointment as School Physician for Cape Cod Collaborative Programs for the 2021-2022 School Year. Dr. Baldasaro, a pediatrician in practice at Bass River Pediatrics, has served in the capacity for the past nine (9) years. The Collaborative has issued a contract each year for \$5,000 to Dr. Baldasaro; Dr. Baldasaro has not yet invoiced the Collaborative in any year.

Ms. Putnam made a motion that the Board reappoint Dr. Matthew Baldasaro as School Physician, with gratitude. Mr. Morris seconded the motion.

A roll call vote was taken:

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

The motion passed.

h. Personnel Recommendations FY2022

VOTE(S)

Mr. Hilton indicated that contracts for the upcoming fiscal and school year have been prepared and are ready for release upon Board approval. He noted that staffing for the ASLP 2021 program is still being determined, and suggested the Board, through the Delegation of Personnel Authority, allow the full staff list to be brought forward at its next meeting.

~~• Advanced Studies & Leadership Program~~ VOTE

• Extended School Year Program(s) VOTE

• Waypoint Academy VOTE

• STAR Program VOTE

• Transportation Recommendations VOTE

• Therapy Recommendations VOTE

• Administrative Recommendations VOTE

• Administrators and Administrative Salary Recommendations
(2 % increase – with some adjustments) VOTE(S)

Ms. Bent recommended that the Board vote the personnel recommendations as a slate, with the exception of the Delegation of Personnel Authority and the Vacation Carryover.

Mr. Morris made a motion that the Board vote personnel recommendations, with these exceptions, as a slate. Ms. Putnam seconded the motion.

A roll call vote was taken:

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

The motion passed.

- Delegation of Personnel authority to Executive Director VOTE
Mr. Hilton noted that it may become necessary for the Executive Director to add and/or terminate staff during the summer and/or before the school year. In the past, the Board has delegated this authority to the Executive Director. The Executive Director will provide notification to the Board at the first meeting following the personnel action for a formal vote by the Board regarding the action(s).

Ms. Bent made a motion that the Board vote to delegate personnel authority to Paul Hilton, as Executive Director, subject to final Board approval at its next meeting. Ms. DeVane seconded the motion.

A roll call vote was taken:

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

- Vacation Carryover / Carry-Forward VOTE(S)
Mr. Hilton requested authority to grant “carry forward” of up to eight (8) days of vacation for “full-year” employees. He explained that this practice was consistent with practice in previous years and was not expected to have an adverse impact upon the budget. Mr. Hilton noted many staff had not been able to take their full time off during the past year. It was recommended that the Board authorize Mr. Hilton to grant the “carry-forward” of vacation time for year -round (administrative, administrators, business office and transportation central office) employees upon request by each employee.

Ms. Putnam made a motion that the Board authorize Mr. Hilton to grant the carry forward of vacation time for full year employees. Mr. Morris seconded the motion.

Ms. Bent asked how many employees were likely to request the carry forward of their vacation time. Mr. Hilton responded that it would likely be less than 10 employees in total.

A roll call vote was taken:

Ms. Fuller – yes, Ms. Bent – yes, Ms. Putnam – yes, Mr. Schumacher – yes,
Mr. McGee – yes, Ms. Lindahl – yes, Mr. Auciello – yes, Ms. Miller-Jacobus –
yes,
Ms. DeVane – yes, Mr. Myers – yes, Mr. Morris – yes, Mr. Fichtnemayer – yes.
The motion passed.

i. FY22 Spending Plan & Budget

VOTE(s)

Ms. Lipkind and Mr. Hilton referenced the draft FY22 Spending Plan and Budget provided with Board packet. Mr. Hilton noted the FY22 Budget was reviewed at the April & May Board meetings, and that the FY22 Tuition & Service Rates were approved at the May Board meeting.

Mr. Hilton noted there were likely to be further, possibly considerable, changes in the Spending Plan & Budget as the impact of the pandemic upon Collaborative programming and operations continued. He noted that the Board may be asked to consider approval of a Revised FY22 Spending Plan & Budget during a later Board meeting.

He noted that the Spending Plan & Budget for FY22 was based upon several assumptions & priorities (as indicated on the face page of the FY22 Spending Plan):

- Benefits Increases were Factored at 3% Blue-Cross/Blue-Shield & 2% Harvard-Pilgrim with Rate Holiday as a Credit
- Salary Increases were Factored @ 2% for Salary Grid
- Risk-Eraser (Marc Hauser) Contract Continues
- Camp Burgess Contract Amount Maintained
- Capital & Operating “Reserves” Are Included
- OPEB Allocation Continues @ 3% of Labor
- OPEB Deposit from Fund Balance Will Continue @ \$180,000
- Staff Adjustments Across Program & Support Areas
- Purchase of New Vehicles (4 large buses – Mashpee; 2 large buses – Nantucket)

It was recommended that the Board vote to adopt the FY22 Spending Plan as included in the Board materials

VOTE

It was also recommended that the Board vote to adopt the FY22 Budget as included in the Board materials

VOTE

Ms. DeVane made a motion that the Board vote to adopt the FY22 Spending Plan and the FY22 Budget as a slate. Mr. Morris seconded the motion.

A roll call vote was taken:

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

The motion passed.

j. Contract for Risk-Eraser

VOTE

Mr. Hilton described the impact that Dr. Marc Hauser had continued to have a with Collaborative staff, students, and programming. He noted that Dr. Hauser would continue consulting with other collaboratives and non-profit organizations in the coming year.

Mr. Hilton recommended that the Collaborative continue to contract with Dr. Hauser through FY22, through Dr. Hauser’s consulting organization, for a consulting amount

of approximately \$70,000. He explained that the final contract was under development at the time of the meeting, as the design of contract continued to be modified to support particular outcomes in Collaborative programming (Waypoint, STAR & Transportation).

Mr. Hilton also discussed the Collaborative intention to procure database development support through this organization (amount expected at approximately \$10,000).

It was recommended that the Board grant Mr. Hilton the authority to continue to negotiate the terms of the contract with Risk-Eraser and to grant Mr. Hilton the authority to sign the contract with Risk-Eraser. **VOTE**

Ms. Putnam made a motion that the Board vote to authorize Mr. Hilton to continue to negotiate the terms of the contract with Risk Eraser, and to grant Mr. Hilton authority to sign the contract. Mr. Morris seconded the motion.

A roll call vote was taken:

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

The motion passed.

Ms. Miller-Jacobus left the meeting at 6:51 PM.

k. Programs/Services

• Waypoint

○ Programming

Dr. Peterson discussed enrollment and programming at the Waypoint Academy. She indicated that she has been fielding referrals. She noted that two students had visited the program (one middle school, one high school), and that two other high school students were scheduled to visit in the upcoming weeks.

She noted that grades would unofficially close on Friday, June 11th and that fun activities were being planned to finish the school year, including a field day and field trips.

Dr. Peterson indicated she had been working closely with Mr. Hilton, Ms. Caputo, and Ms. Bryant. She noted that hiring for the extended school year (ESY) program had ramped up; two new paraprofessionals had been hired and additional interviews would be conducted over the coming two weeks. She also explained that paraprofessional and teacher evaluations had been completed and staff meetings had been scheduled.

Ms. DeVane asked about the number of students graduating from the program this year. Dr. Peterson indicated that while one student was close to meeting graduation requirements, there were not any students scheduled to graduate in Spring 2021. Mr. Hilton noted the pandemic had presented

challenges for students across all districts. Dr. Peterson commented that, looking back, it was certainly an interesting first year with the Collaborative.

- **STAR / Osterville**

- Programming
- Summer Planning

Ms. Bryant provided an overview of the current and projected enrollment for FY22 as well as highlighting areas regarding program operations. She noted that enrollment had increased during the previous two months. She indicated that three students had started in the past month and that two additional students would start during the extended school year program (ESY).

Ms. Bryant indicated that one new teacher and three new paraprofessionals had been hired. She noted that the enrollment for the ESY program was 51 students.

She explained that an additional classroom had been added to accommodate emotional / behavioral students, increasing the total number of classrooms for this group from three to four. She also noted that the ESY program would begin with five students per classroom, with the maximum number of students per class at eight students.

She indicated that this year, the program had focused on community, culture and reorganization. She explained that students have completed MCAS; and that summative staff evaluations had been completed.

- **Transportation**

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

- Staffing

Mr. Hilton and Ms. Lipkind continue to review transportation staffing and anticipated making changes for FY22.

- Staffing / Routing

Mr. Hilton updated the Board regarding staffing and routing. Routing and staffing are continually monitored and modified to ensure efficiency and effectiveness.

- **Authorization to allow Executive Director to enter into agreements for Contracted Vehicle Maintenance** **VOTE**

The Board had previously voted to approve the solicitation of agreements for vehicle maintenance. Ms. Lipkind recommended the Board authorize Mr. Hilton to enter into agreements with vendor(s) to provide vehicle maintenance services.

Ms. Putnam made a motion that the Board vote to authorize Mr. Hilton, as Executive Director, to enter into agreements for contracted vehicle maintenance. Mr. Morris seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes, Ms. Bent – yes, Ms. Putnam – yes,
Mr. Schumacher – yes, Mr. McGee – yes, Ms. Lindahl – yes,
Mr. Auciello – yes, Ms. DeVane – yes, Mr. Myers – yes, Mr. Morris – yes,
Mr. Fichtenmayer – yes
The motion passed.

- **Therapies**

Mr. Hilton indicated that Collaborative therapists are all currently engaged. He anticipated a growing struggle to provide Speech and Language services going forward.

- **Southeastern Collaborative Regional Organization (S-CRO) VOTE**

Memorandum of Understanding (MOU) renewal for 2021-2022

- Mr. Hilton noted collaboratives throughout southeastern Massachusetts formed a cooperative / collaborative group in 2009 to alleviate some duplicity in services and to enhance resource efficiency. This collaboration had allowed for increased development in regional capacity and service delivery throughout the region. Mr. Hilton indicated that there had been grant programs and state projects that had been facilitated through this group including, but not limited to:

- Regional Data Specialist Support (DSAC) – multiple grants
- Regional DSAC Administrative Support – grant funding
- Shared Professional Development
- Regional Information Technology Grant Funding
- Staffing of Executive Director for Southeast Readiness Center

Mr. Hilton recommended the Board vote to authorize him to sign the MOU for 2021-2022.

Ms. Bent made a motion that the Board vote to authorize Mr. Hilton to sign the MOU for S-CRO for 2021-2022. The motion was seconded by Ms. Putnam.

A roll call vote was taken:

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

The motion passed.

- **Special Projects**

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

- Bridgewater State University

Dr. Bogden noted that the final classes of the current BSU cohort are wrapping up. Data on educators who participated in this cohort will

be sent to the Collaborative to share with special education directors across the region.

He also explained that the Collaborative planned to continue to facilitate coursework to supports a cohort of students in progressing towards their licensure in Moderate or Severe Special Education.

○ Professional Development

• Modern Teacher

Dr. Bogden reported that two districts would continue to use Modern Teacher for professional development; and that two additional districts were still considering.

• Virtual High School

Dr. Bogden noted that 249 seats were utilized during the 2020-2021 school year. He noted that, for 2021-2022 he anticipated that 200 seats would be made available to participating districts.

○ ASLP

Mr. Hilton updated the Board regarding current planning for the Summer 2021 ASLP Program. He noted that a discussion occurred during Executive Session regarding the potential financial impact of program changes. Mr. Hilton reiterated the Collaborative's commitment to this valued program. He also indicated that tours of the program could be arranged for interested Board members.

• Acceptance letters and scholarship notices were mailed out at the beginning of April

• Considerable changes had been necessary to the structure of ASLP for the ASLP2021 cohort. The program will not be a three-week residential program at Massachusetts Maritime Academy (MMA) for this cohort. A "Zoom" teleconference occurred on May 18, 2021 with accepted students and their families. There was significant discussion regarding options for programming for these students during that conference.

• A vibrant program for ASLP 2021 was planned. Students would participate in STEM instruction at MMA in the mornings and travel to Sandwich High School for Humanities classes.

○ All-Cape In-Service

Dr. Bogden informed the Board that content-facilitators had been identified. He noted that these facilitators had worked to identify presenters for the All-Cape In-Service program, some with regional and national prominence. He indicated that the All-Cape In-Service will be held on October 8, 2021.

○ Curriculum Directors Meeting

Dr. Bogden informed the Board that Curriculum Coordinators continued to attend weekly meetings. He noted that this group had been focused upon the development of coordinated, collaborative opportunities to meet the challenges presented with remote learning, as well as preparing for instructional changes that would be necessary when/if "in-person" school resumes.

- Promoting High Achievement for All Students. - Massachusetts Tiered Systems of Support (MTSS)

Mr. Hilton noted that Dr. Giffune would be visiting the Collaborative soon for a meeting focused on engaging districts in the upcoming school year. He explained that Dr. Giffune and Dr. Bogden worked to support funding for Modern Teacher as school districts pivoted to support remote and hybrid instruction during the 2020-2021 school year. He also highlighted that the activities that provide benefits to districts throughout the region had been supported through a grant from the Peter and Elizabeth Tower Foundation. He noted that this (significantly) grant funded opportunity provided support to districts and required some financial district commitment each year (three calendar years) for the duration of the grant.

I. Virtual High School

VOTE

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

It was recommended that the Board authorize Mr. Hilton to execute a new contract with Virtual High School for the 2021-2022 School Year on behalf of the districts participating in the consortium. He noted that the financial terms remained consistent with previous years.

Ms. Putnam made a motion that the Board vote to authorize Mr. Hilton to execute a new contract with Virtual High School for the 2021-2022 school year. Mr. Morris seconded the motion.

A roll call vote was taken:

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

The motion passed.

Ms. DeVane left the meeting at 7:12 PM.

VII. Additional Agenda Items / Other

a. Financing of Vehicles

VOTE(S)

Ms. Lipkind noted that a financing proposal was received from TD Equipment Finance at 1.47% financing over 7 years. She indicated that this borrowing was cost-effective and in the best interests of the collaborative and the member municipalities and recommended approval for entering into this agreement.

Ms. Lipkind recommended that the board authorize the Collaborative to award the financing of the ten (10) vehicles to TD Equipment Finance consistent with the terms of the agreement shared with the board.

Ms. Lipkind also recommended that the Board authorize William Friel, as the Treasurer, as the signatory for the execution of the financing agreement.

Mr. Fichtenmayer made a motion that the Board vote to authorize the Collaborative to award the financing of ten (10) vehicles to TD Equipment Finance consistent with the terms of the agreement shared with the Board, and that the Board authorize Mr. Friel, Treasurer, as the signatory for the execution of the financing agreement. The motion was seconded by Mr. Morris.

A roll call vote was taken:

Ms. Fuller – yes, Ms. Bent – yes, Ms. Putnam – yes, Mr. Schumacher -yes,
Mr. McGee – yes, Ms. Lindahl – yes, Mr. Auciello – yes, Mr. Myers – yes,
Mr. Morris – yes, Mr. Fichtenmayer – yes
The motion passed.

b. IRS Penalty – Health Insurance (ESRP)

Mr. Hilton discussed a notice received from the IRS indicating the Collaborative owes an “Employer Shared Responsibility Payment” for calendar year 2018. He noted that this penalty was associated with a *failure to provide “affordable” health insurance coverage* and was assessed when employees within a certain income range opt to purchase health insurance through the Commonwealth Connector.

c. Warrant Process

Mr. Hilton and Ms. Lipkind noted the Board’s previous Chair had been the Board representative with the responsibility to review and sign Warrants on behalf of the Board. As Mr. Furnari is no longer a Board member, the Board will need to assign another member to this responsibility. Mr. Morris volunteered to take on this duty.

VIII. Adjournment

Mr. Myers made a motion that the Board vote to adjourn the meeting. The motion was seconded by Mr. Fichtenmayer.

A roll call vote was taken:

Ms. Fuller – yes, Ms. Bent – yes, Ms. Putnam – yes, Mr. Schumacher -yes,
Mr. McGee – yes, Ms. Lindahl – yes, Mr. Auciello – yes, Mr. Myers – yes,
Mr. Morris – yes, Mr. Fichtenmayer – yes
The motion passed.

The June 9, 2021 meeting of the Cape Cod Collaborative Board of Directors adjourned at 7:18 PM.