

Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



Board of Directors
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Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
September 8, 2021 - 5:15 PM

I. Call to Order

Ms. Lindahl, Chair, called the meeting to order at 5:15 PM.

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

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

Phone Number:	1-929-205-6099
Meeting ID:	853 2117 3615
Passcode for Telephone:	5072576
Passcode for Zoom attendees:	CapeCod

Ms. Lindahl noted the order of the meeting would 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, Chair (R)
Barnstable	Kathleen Bent (In at 5:18 PM)
Bourne	Maureen Fuller (R)
Brewster	Casey Mecca (R)
Dennis-Yarmouth	Phillip Morris (R)
Falmouth	William Dorfner (R)
Martha’s Vineyard	Kate DeVane (R)
Mashpee	Don Myers (R)

Monomoy
Orleans
Sandwich
Upper Cape RTS
Wareham
Wellfleet

Joe Auciello (R)
Hank Schumacher (R)
Michael Pell (R)
Robert Fichtenmayer
Joyce Bacchiocchi (R)
Jill Putnam (R)

Treasurer
Secretary

William (Bill) Friel
Elizabeth (Beth) Deck

Also in attendance were:

Executive Director
Director of Sped Programs
Admin & Finance Coordinator
Director of Special Projects
Operations Manager
Program Director – Waypoint
Program Director – STAR

Paul Hilton
Christina Caputo
Marc Dupuis (R)
Dr. Christopher Bogden (R)
Anders Erikson (R)
Dr. Kara Peterson (R)
Julia Bryant

II. New Business

a. Programs/Services

• Waypoint

- Staffing
- Programming
- Notable Changes

Dr. Peterson discussed personnel changes at Waypoint Academy. She explained that ten (10) staff members tendered their resignations through the period of Spring and Summer of 2021. She explained that many of these individuals had sought new positions in part due to the possibility that the program would be relocated to Yarmouth and in part to pursue different opportunities. Dr. Peterson noted that ten (10) new staff members had been hired and that three (3) had been reassigned. She explained that these changes meant that 35% of the program staff were in new roles for this school year.

Dr. Peterson discussed refocusing the program from eleven (11) core classrooms to eight (8) core classrooms. She explained that this change resulted in an increase of class size to five or six students per class. She indicated that new education opportunities were being offered through the hiring of a part-time art teacher and a teacher of culinary arts. She explained that high school and middle school students were participating in culinary instruction one period per day.

She noted that other changes had been made to address student “time out” processes. She described the creation of “Energy” rooms, with exercise

equipment including punching bag, exercise bikes, and rowing machines, as well as the creation of “Chill” spaces with soft lighting, aroma therapy, and soft chairs. She explained that students were now given the opportunity to utilize these spaces as options for self-regulation.

Dr. Peterson described the process wherein students were again eating lunch together in the cafeteria. She explained that, to start the school year, students were seated with their home room class, but that the goal was to allow students to choose their lunch partners.

Dr. Peterson also described “home room” periods which were now being used as structured learning time for structured social development activities. She also noted that Waypoint Academy would continue with a program of intentional field trips that was started during the summer.

Dr. Peterson informed the Board that staff had been accepting of these changes and were pleased with the way the school year had begun. She encouraged Board members to stop in to the program for a visit. She suggested that the visit could be timed to coincide with the Sandwich Farmers’ Market (which runs on Tuesdays from 10:00 AM to 1:00 PM through October 12th).

Ms. Fuller asked how many new students have started in the program. Ms. Caputo noted five (5) students had joined the program at that point in the school year.

Ms. Lindahl asked about the decrease in the number of classrooms (from 11 to 8) and the impact on class sizes. Dr. Peterson explained that the program had six high school classrooms with very small class sizes (1-2 students). She noted that decreasing the number of classrooms effectively increased class sizes to a *more* desirable 5-6 students per class. She further noted that staff had been moved and repurposed to allow the program to adapt as student referrals came in.

Mr. Fichtenmayer asked about the target staff / student ratio. Dr. Peterson noted that her goal is 4 to 1 (4 students for each staff member).

Mr. Pell asked about the plan to relocate the program at the end of the Wing School lease. Mr. Hilton asked for the Board’s tolerance as he stopped to reflect on staffing before responding to this question. He noted the program had maintained six (6) high school teachers and never changed high school groupings as the student population shifted. He also noted that the program was staffed to be able to take in 65 to 70 students (some of which require 1:1 assistance).

He further noted, in regards to the program location, that the Collaborative is in the process of completing negotiations with Bridgewater State

University (BSU) and the Town of Yarmouth for the Macarthur School in South Yarmouth. He observed that this location, of all options considered, appeared to be the best fit. Ms. Lindahl noted that this location had been a subject of Board discussion at meetings throughout the past year. She suggested that new members who have questions should reach out to Mr. Hilton.

- **STAR / Osterville**

- Staffing
- Programming
- Notable Changes

Ms. Bryant explained that the STAR Program in Osterville lacked the draw of a farmers' market, but that she welcomed Board members to visit and tour the program.

Ms. Bryant discussed personnel changes that had occurred at the STAR Program since the last Board meeting, including the hiring of five (5) paraprofessionals and one (1) teacher. She noted that one paraprofessional opted to leave the program for work in a public-school setting, and that another obtained her teaching certification and had transitioned to a teaching position within the program.

She explained that the STAR Program had eleven (11) classrooms. She noted that it might become necessary to add an additional classroom for social / emotional students, as referrals continued to come in.

Ms. Bryant described enrichment programs including yoga as well as music and theater that were occurring within the program. She noted that staff hoped that the program could restart parent events that had been curtailed due to the pandemic and that students would be able to put on a play for the families.

Ms. Bryant noted that students were not yet able to return to the YMCA for a swim program. Students in the 18-22 age range had resumed community outings.

Ms. Bryant indicated that program referrals had been strong, with eight (8) referrals received during the previous two weeks. She noted that three (3) new students started on the first day of school.

Ms. Bryant described a cluster of referrals which had come in for placement of younger students with multiple medical needs. She explained that (unfortunately) more than one enrollment was needed to be able to create a classroom. She explained that she was working with districts and would create a classroom if two or more students could commit to the placement. She noted that, if this occurred, additional staffing would be necessary to support these students.

Mr. Hilton expressed his appreciation to Dr. Peterson, Ms. Bryant, and Ms. Caputo for an energetic start to the new school year. Ms. Bryant sent kudos to

the custodial staff, who “rocked it” – putting the school in great shape for opening day.

Ms. Lindahl and Mr. Hilton took a moment to welcome new members to the Board: Mr. Pell from Sandwich, Ms. Bacchiocchi from Wareham, Ms. DeVane from Martha’s Vineyard, Mr. Dorfner from Falmouth, and Ms. Mecca from Brewster.

- **Transportation Invoicing**

- Invoicing

- Mr. Hilton briefly discussed invoicing for services for FY22 and ongoing communication with districts regarding adjustments (credits and additional charges) associated with changes that had been necessary in the provision of transportation services for the 2020-2021 school year.

- Reconciliation

- Mr. Hilton reviewed the reconciliation of the revenues and expenses associated with this service area for FY21. Revenue was directly impacted by addition expenses incurred due to COVID. He noted that it was anticipated that the final reconciliation would come close to a break-even situation, perhaps ending \$100,000 up or down, but not significantly impacting the fund balance.

- **Transportation – Issues and Opportunities**

- Staffing

- Mr. Hilton indicated that he had asked for a discussion regarding driver/monitor remuneration in Executive Session. He explained that the current driver shortage was driving wages upward. He explained that, on Nantucket, the driver shortage had become extremely critical. He explained that the Collaborative had 8.5 drivers in the previous years and that there were currently 4.5 on staff. (The current number includes 2 new hires.) He noted that the cost of housing had resulted in the relocation of several retiree-drivers, who were able to sell their homes at considerable profit and relocate, as well as individuals who elected to retire due to pandemic issues, family issues and longevity/age issues.

- Mr. Hilton expressed concern regarding the challenges which could be faced throughout this school year. He noted that COVID infections and quarantines remained a concern, and the shortage of drivers had already put severe pressure on staffing for athletic and field trips. Mr. Hilton commended transportation administration staff who had been working long hours to resolve ever-changing issues.

- Mr. Erikson noted the Collaborative had lost drivers due to COVID concerns and retirement. He explained that, while there are 4-5 drivers currently in training, this was not enough to fill existing route openings.

Mr. Hilton spoke about last minute resignations in both Nantucket and Monomoy. He explained that these resignations occurred just before schools opened for the school year.

Mr. Dorfner asked about CDL license requirements for school bus drivers. Mr. Hilton explained that a CDL license was required to drive a both large and small school buses as well as additional endorsements. He also noted that transporting students in a van required a 7D certificate. Mr. Dorfner observed that the RMV was short staffed, and that this had not helped the situation.

- **Therapies**

Mr. Hilton provided an update regarding the provision of services within the Collaborative and to districts. He explained that one of the occupational therapists was expected to be out of work for the next month. He noted that the Collaborative had adequate speech and language coverage - for the first time in three years – to support both program and district needs.

- **Special Projects**

- All-Cape In-Service

Dr. Bogden referred Board members to the draft program listing for the All-Cape In-Service day which was included with Board materials. He explained that half of the openings were synchronous and virtual. He noted that programs were being offered in ESL, Library Science, and World Language. He explained that state organizations had advertised speakers to their memberships.

Dr. Bogden extended an invitation to all Board members, inviting them to attend in person or virtual program offerings. He expected the final program of offerings to be available within the coming week.

- Bridgewater State University

Dr. Bogden informed the Board the Collaborative would continue to offer coursework through BSU that supports a cohort of students in progressing towards their licensure in Moderate or Severe Special Education. He indicated that the next cohort will begin in October or November.

- Professional Development

- Modern Teacher – Dr. Bogden noted that four (4) districts (Falmouth, Bourne, Wareham and Barnstable) had continued to utilize Modern Teacher through the support of MTSS funding. He explained that Falmouth and Wareham had full memberships which were part of the strategic planning for remote teaching.

- Virtual High School – Dr. Bogden indicated districts had continued to enroll students. He noted that there were no changes expected in enrollment for the 2021-2022 school year.

- Collaborative Framework for Educator Evaluation (CoFFEE) – Dr. Bogden noted that this course, developed by two Cape Cod assistant superintendents of curriculum (Monomoy and Falmouth) would be offered beginning in late October.
 - Sheltered English Immersion (SEI) Endorsement Course – Dr. Bogden indicated the next SEI course had been scheduled to start in late October.
- ASLP
- Mr. Hilton discussed the reconciliation of costs and revenues for the Summer 2021 ASLP Program.
- There were 112 students participating in ASLP 2021. The Program was very successful and received exceptional feedback from students/families.
 - Initial tuition was reduced from \$1,400 to \$1,300 as programming was evaluated.
 - ASLP was structured differently for Summer 2021. The typically three (3) week (thirteen day) residential program was scheduled to operate as a ten-day day program for Summer 2021. The participation rate and costs continued to be refined at the time of the June Board of Directors meeting; however, participation rates were estimated at 60% of the rate for the residential program. This estimate proved very close to being accurate; there was 54% participation of enrolled students.
 - Initial estimates for the Program would financially either “break even” or lose approximately \$30,000.
 - The Collaborative applied for, and received a grant from the Commonwealth of Massachusetts, Summer School Expansion and Engagement Grant for \$100,000 with at least \$92,000 targeted to offset costs for the ASLP Program.
 - The Collaborative had continued to perform a final reconciliation of costs and expected to return considerable funds to the families of students who had participated. It was expected that checks would be issued (where appropriate) in late September.
 - i. Scholarship Students (National Grid and Collaborative) – All Funds Paid would be Returned
 - ii. Parental Pay – Funds Exceeding \$500 per student would be returned.

Ms. Fuller referred to Warrant #51 and asked about a check written to Mass Maritime Academy. Mr. Hilton indicated that this check was for expenses incurred for the planning of the Summer 2020 ASLP program. Ms. Fuller asked about the anticipated cost for the summer 2021 program. Mr. Hilton responded that the cost was expected to be approximately \$53,000. He explained that this was one of two outstanding invoices and that reflects the cost of the MMA paid instructors

who taught ASLP classes, and also for site personnel. He explained that the facilities fee was expected to be approximately \$2,000, as opposed to \$52,000 for the overnight program.

Mr. Hilton expressed appreciation for the Sandwich Public Schools, which worked to contain program costs with a facilities fee of \$4,000 and inclusion of ASLP students in the free lunch program.

Ms. Fuller asked about the fees paid to Patriot Party Boats. Mr. Hilton indicated that this was a student transportation expense. He explained that ASLP students from the Vineyard were able to take the shuttle in, but required a special afternoon return trip.

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

Mr. Hilton provided an update regarding the activities associated with this Tower Foundation Grant, which benefits the districts throughout the region. He noted that this significantly grant funded opportunity provides support to districts and required some financial district commitment each year (three calendar years) for the duration of the grant.

III. Executive Session

Ms. Lindahl noted that it was necessary to enter into Executive Session for the following purposes:

- a. To conduct strategy sessions in preparation for negotiations with nonunion personnel;**
 - FY2022 Personnel Transportation Hourly Rates Review
 - Waypoint Academy Relocation planning – Staff
- 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.

Ms. Lindahl noted that she did not expect to have Mr. Dupuis, Ms. Peterson, Dr. Bogden, Ms. Bryant, Mr. Erikson, or Ms. Caputo return to the meeting and thanked them for their reports. Mr. Hilton asked Mr. Dupuis and Mr. Erikson to remain for Executive Session, as their input would be valuable.

Ms. Putnam made a motion that the Board vote to exit Open Session and enter into Executive Session. Mr. Fichtenmayer seconded the motion.

A roll call vote was taken:

Ms. Bacchiocchi – yes, Ms. Mecca – yes, Ms. Lindahl – yes, Ms. Bent – yes,
Ms. Fuller – yes, Mr. Dorfner – yes, Ms. DeVane -yes, Mr. Myers – yes,
Mr. Auciello – yes, Mr. Schumacher (no response) – Mr. Fichtenmayer – yes,
Ms. Putnam – yes, Mr. Morris – yes.

The motion passed.

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

The Board exited Executive Session and returned to Open Session at 6:14 PM.

IV. Minutes

a. June 9, 2021

VOTE

Ms. Bacchiocchi made a motion that the Board vote to approve the minutes of the June 9, 2021 meeting. Mr. Morris seconded the motion.

A roll call vote was taken:

Ms. Bacchiocchi – abstain, Ms. Mecca – abstain, Ms. Lindahl – yes, Ms. Bent – yes,
Ms. Fuller – yes, Mr. Morris – yes, Ms. DeVane – yes, Mr. Myers – yes,
Mr. Auciello – yes, Mr. Fichtenmayer – yes, Ms. Putnam – yes, Mr. Dorfner – abstain

The motion passed.

V. Old Business

a. Waypoint Relocation – Planning

o Henry T Wing School – Sandwich

Mr. Hilton noted the Town of Sandwich had extended the current lease through June 2022. A copy of the lease extension had been provided with Board materials.

o McArthur Building – Yarmouth

Mr. Hilton noted the Collaborative had continued conversations with Bridgewater State University and the Town of Yarmouth, and was nearing completion of an agreement for the shared use of the McArthur School building in South Yarmouth. He explained that this site was the primary site being considered for the relocation of Waypoint Academy.

He noted that the Collaborative has selected an architect for a planned renovation through the designer selection process and was in the process of negotiating a contract. He explained that it would be recommended that the Board appoint a few members to participate in a Building Subcommittee as this project begins.

b. Paycheck Protection Program

Discussion

Mr. Hilton apologized for Mr. Friel, and indicated that he (Mr. Friel) had to leave the meeting early. Mr. Hilton asked the Board to refer to copies of the notice of approval and cancelled promissory note which were included in the Board packet. He briefly reviewed through the timeline:

- o 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.
- The loan was approved on May 6, 2020.
- The funds (\$1,936,792) associated with the loan were received on May 15, 2020. These funds were deposited into the Collaborative account at TDBank on that date.
- The Collaborative was granted forgiveness of the PPP loan on July 28, 2021.
- The loan had been considered “paid in Full” effective July 30, 2021.

Mr. Hilton reminded the Board that the Collaborative had not received further guidance regarding eligibility. He explained that the Collaborative was working on allocation back to districts based on payments made for services not rendered (transportation services) during the COVID shutdown period. Mr. Hilton suggested a further discussion regarding this allocation would occur at the October meeting.

Ms. Lindahl asked about the timeline for the “claw back” which could occur if a determination is made that the Collaborative was ineligible to receive PPP funds. Mr. Hilton indicated that the timeline could be dependent upon the politics of the moment. He noted that educational collaboratives had been tainted by the behavior of other collaboratives in Massachusetts in past. He reminded Board members that the Collaborative had not been eligible to receive funds from the Federal Department of Education as the Collaborative was not an LEA. He also noted that the Collaborative had not received any municipal relief funds.

Mr. Fichtenmayer asked what interest rate these funds were currently earning. Mr. Hilton indicated that the funds were on deposit in accordance with the Collaborative’s investment policy. He noted that there was not large interest returns being earned, but the Collaborative had not suffered any losses.

c. FY21 Warrants

VOTE

- | | | | |
|-------|------|-------|------|
| • #50 | VOTE | • #54 | VOTE |
| • #51 | VOTE | • #55 | VOTE |
| • #52 | VOTE | • #56 | VOTE |
| • #53 | VOTE | | |

d. FY22 Warrants

VOTES

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

Mr. Morris made a motion that the Board vote FY21 Warrants #50 through #55, and FY22 Warrants #1 through #10 as a slate. Mr. Fichtenmayer seconded the motion. A roll call vote was taken:

Ms. Bacchiocchi – yes, Ms. Mecca – yes, Ms. Lindahl – yes, Ms. Bent – yes,
 Ms. Flaherty – yes, Mr. Morris – yes, Ms. DeVane – yes, Mr. Myers – yes,
 Mr. Auciello -yes, Mr. Fichtenmayer – yes, Mr. Dorfner – yes
 The motion passed.

e. FY22 Spending Plan

VOTES

• Updates

Discussion

Mr. Hilton indicated the “monthly” financial analysis would be prepared for the October meeting. He explained that the financial analysis of the Spending Plan is not prepared for September meetings. He noted it was likely that revisions to the FY22 Spending Plan and Budget would be necessary if there are considerable changes in staffing and/or compensation.

• Personnel

○ **Additions**

VOTE

• ASLP 2021

- Emily Adams
- Susan Atkins
- C Eben Franks
- Stephen Kelleher
- Katherine Kelly
- John New
- Charity O’Neill-O’Kane
- Susan Pisapia
- Martin Russo
- Bryan Taylor
- Christopher Viens

• Transportation

- Stephen Aube CDL Driver / Nantucket
- David Beklarian CDL Driver / Training
- Jessie Carrier CDL Driver / Bourne
- David Johnson CDL Driver / Training
- Cathie Michel CDL Driver
- Carlette Mills Monitor

• Waypoint

- Caileigh Badore Paraprofessional / Waypoint
- Mary Bondarek Paraprofessional / Waypoint
- Marissa Carde Paraprofessional / Waypoint ESY
- Mark Desens Paraprofessional / Waypoint
- Charles Koser, Jr. Teacher / Waypoint
- Garry Lauk Teacher / Waypoint
- Charity O’Neill-O’KaneTeacher / Waypoint (Part Time)
- Megan O’Leary Teacher / Waypoint
- Kevin Turner Teacher / Waypoint

- Mary Kate Warner Paraprofessional / Waypoint
- STAR
 - Megan Giles Paraprofessional / STAR
 - Bobbi Goodell Paraprofessional / STAR
 - Alexis Harvey Teacher / STAR
 - Kelly Henson Paraprofessional / STAR ESY
 - Alec Medeiros Paraprofessional / STAR
 - Bridget Sprague Paraprofessional / STAR ESY
 - Paige Vespa Teacher / STAR ESY
 - Julia Wild Paraprofessional / STAR
- Other
 - Tricia Murphy Business Operations

○ **Reductions**

VOTE

- Transportation
 - Joan Andrews Monitor (leave)
 - Peter Bayard CDL Driver / Nantucket
 - Janet Berrio 7D Driver
 - Michelle Bradford Monitor
 - Albert Bradley CDL Driver / Monomoy
 - Lucas Enabenter CDL Driver / Bourne
 - Caitlin Jelleme CDL Driver / Nantucket
 - Michael Kellett Monitor
 - Patricia McGrady CDL Driver / Nantucket
 - Cathie Michel CDL Driver
 - Carlette Mills Monitor
 - Dennis Morel Avila CDL Driver / Bourne
 - James Moriarty CDL Driver / Bourne
 - Debra Shippelhute CDL Driver / spare
 - James Thomas 7D Driver
 - Laurel Willis Monitor
 - Priscilla Worswick Monitor / Nantucket
- Waypoint
 - Peter Andrade Teacher / Waypoint
 - Deja Andrews Paraprofessional / Waypoint
 - Mark Desens Paraprofessional / Waypoint
 - Billy Edwards Teacher / Waypoint
 - Donna Langlois Paraprofessional / Waypoint
 - Richard Oberton Teacher / Waypoint
 - Amanda Parker Paraprofessional / Waypoint
 - Jennifer Russell Paraprofessional / Waypoint
 - Melanie Whipple Counselor / Waypoint (part-time)
- STAR

- Amanda Coleman Paraprofessional / STAR
 - Irene Decoteau Admin Assistant / STAR (leave)
 - Tess Liddy Teacher / STAR
 - Thomas Megan Paraprofessional / STAR
 - Anthony Rivera Paraprofessional / STAR
 - Lakisha Williams Paraprofessional/STAR (leave)
 - Retirements
 - Dr. Anita Woods Director of Special Education Programs
 - Linda Barrett Bayard CDL Driver / Nantucket Supervisor
 - Tammy Richards Paraprofessional / STAR
 - Other
 - Michael Melchiono Custodian
- **Change of Status**
- Jeffrey Barner Paraprofessional/STAR to Custodian
 - Madison Clifford Paraprofessional/STAR to Teacher/ STAR
 - John Conca CDL /OOD to CDL /Monomoy
 - Eugene Desruisseaux CDL Driver Mashpee – to AM only
 - Charles Foley CDL Driver/Spare to CDL Driver/Bourne
 - Kate Levy Paraprofessional/Waypoint to Teacher/Waypoint
 - Alycia Lopes CDL /Training to CDL Driver/Bourne
 - Catherine McKernan CDL/Bourne to CDL/Mashpee Sped (AM)
 - Rhonda Mills CDL Driver to Monitor
 - Andrew Muchunguzi CDL Driver/Training to CDL Driver
 - Skylar Rodericks CDL Driver/Nauset to CDL Driver/Spare
 - David Tibbetts 7D Driver to Monitor

Ms. Bent made a motion that the Board vote to approve additions, reductions and status changes as a slate. Ms. Bacchiocchi seconded the motion.

A roll call vote was taken:

Ms. Bacchiocchi – yes, Ms. Mecca – yes, Ms. Lindahl – yes,
Ms. Bent – yes, Ms. Fuller – yes, Mr. Morris – yes, Ms. DeVane – yes, Mr.
Myers – yes, Mr. Auciello – yes, Mr. Fichtenmayer – yes,
Ms. Putnam – yes, Mr. Dorfner – yes

The motion passed.

○ **Discussion of Pay Rates for Transportation Employees**

Ms. Lindahl referenced the discussion which took place in Executive Session earlier in the meeting. Mr. Hilton indicated no action needed

be taken at this meeting and that further discussion would occur during the October meeting.

f. FY22 Budget Update

Mr. Hilton reviewed the status of the FY22 Spending Plan.

Service Commitments

- Programs
 - STAR
 - i. September Projection of 51 (previously 47) students
 - ii. Total School Year Projection of 55 FTEsMr. Hilton noted STAR enrollments were currently exceeding projections.
 - Waypoint Academy
 - i. Commitments Projected at 52 (previously 56)
 - ii. Total School Year Projected at 58 (previously 60.5 FTEs)
- Transportation
 - Summer Transportation
 - School Year Transportation

Mr. Hilton discussed continued changes in service delivery. He noted that the standard service delivery for a school year in each district was reflected in the Spending Plan & Statutory Budget. He indicated that a recommendation would be made to modify/adjust the Spending Plan & Budget later in the Fall, when there was clarity regarding the revised service need for School Year transportation for the entirety of FY22.
 - General Education Changes
 - i. Nauset – No Considerable Changes
 - ii. Mashpee – No Considerable Changes
 - iii. Truro – No Considerable Changes
 - iv. Monomoy – No Considerable Changes
 - v. Bourne – Reduction of Two (2) Routes
 - vi. Nantucket – Reduction of at least Two (2) Routes
 - Special Education – In-District
 - i. Nauset – Consolidation in Process
 - ii. Nantucket – Restructuring Being Explored
 - iii. Mashpee – Consolidation Continues
 - iv. Monomoy – Consolidation Explored, but not Possible
- Therapies
 - CCT – OT (1.0) – Committed
 - Truro – OT (2.0) - Committed
 - Other Districts – As Needed

Mr. Hilton observed that there were few contracts for in-district therapies at this time but indicated that an increase in district needs was likely. He noted that it had been difficult for districts to fill positions in

part due to the difficulty in finding teachers who can afford to relocate to the Cape Cod region.

g. Write-Off for Uncollectable - FY20 and Prior VOTE

Mr. Hilton recommended the Board vote to write off invoices related to anticipated services during the COVID-19 pandemic shutdown regarding out-of-district transportation services.

The total write-off being recommended was \$30,843.17.

- Boston Public Schools, \$23,549.77
- Lynn Public Schools \$1,412.73
- Riverview School \$4,709.95
- Salem Public Schools \$1,170.72

Mr. Hilton noted that these districts had indicated that they would not pay for services not rendered during the shutdown. Mr. Hilton mentioned the potential use of PPP forgiven funds to offset this loss.

Ms. Lindahl questioned the use of PPP funds to write off debt. Mr. Hilton observed the Collaborative qualified for the funds for continuing to pay drivers and monitors who were unable to work during the shutdown. He explained that these outstanding invoices related directly to district invoices during the shutdown period, as the Collaborative continued to invoice districts to cover payroll expenses.

Mr. Fichtenmayer asked about the financial statements for FY21 and whether the auditors were predicting a loss for this period. Mr. Hilton noted these invoices were current collectables (revenue) until written off.

Mr. Fichtenmayer made a motion that the Board vote to approve the write off of uncollectable funds totaling \$30,843.17. The motion was seconded by Mr. Morris.

A roll call vote was taken:

- Ms. Bacchiocchi – yes, Ms. Mecca – yes, Ms. Lindahl – yes, Ms. Bent – yes,
- Ms. Fuller – yes, Mr. Morris – yes, Ms. DeVane -yes, Mr. Myers – No,
- Mr. Auciello – yes, Mr. Fichtenmayer – yes, Ms. Putnam – yes,
- Mr. Dorfner – yes

The motion passed by majority vote.

VI. Cracker Barrel Discussion

Mr. Morris expressed his thanks to Ms. Lindahl for her leadership. Ms. Putnam extended a welcome message to new Board members.

VII. Other

No other items were brought up for discussion at this meeting.

VIII. Adjournment

Ms. Putnam made a motion that the Board vote to adjourn the meeting. Mr. Myers seconded the motion. The Board signaled its approval by unanimous consent.

The September 8, 2021 meeting of the Cape Cod Collaborative Board of Directors adjourned at 6:34 PM.