

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
November 10, 2021 - 5:15 PM

I. Call to Order

Ms. Lindahl, Chair, called the meeting to order at 5:17 PM. She noted that the meeting would occur in a hybrid fashion, with both in-person and virtual attendees participating 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:	851 2357 8270
Passcode for Telephone:	4985225
Passcode for Zoom attendees:	CapeCod

Ms. Lindahl noted the order of the meeting would necessitate that all votes to occur through a “roll call” process. She explained that 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 (R)
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)
Nantucket	Laura Gallagher Byrne (R)
Orleans	Hank Schumacher (R)
Upper Cape RTS	Robert Fichtenmayer (R)
Wellfleet	Jill Putnam (R)

Treasurer
Secretary

William (Bill) Friel
Elizabeth (Beth) Deck

As per the Cape Cod Collaborative Articles of Agreement (4.9.2), “When an appointed representative misses two (2) or more consecutive meetings and/or indicates an inability to regularly attend Board of Directors meetings, voting rights may be suspended in accordance to the process outlined in Article III.”

The following districts were suspended:

Monomoy	No appointed representative
Truro	Missed meetings
Nauset	Missed meetings
Provincetown	No appointed representative

Mr. Hilton asked Board members to note corrections to the meeting agenda:

Section III: New Business, Item a – Programs/Services, ASLP tuition should be \$1,000.

Section V: Old Business, Item c – the allocation from Cumulative Surplus FY2021 should be \$372,334 and the amount from Fund Balance should be \$478,020.58.

II. New Business

a. Programs/Services

- **Waypoint**

- Staffing
- Programming
- Notable Changes

Dr. Peterson noted that the program was fully staffed, with the recent hiring of two paraprofessionals. She indicated Quarter 1 had closed and that progress notes and report cards were in process.

Dr. Peterson explained that during November, donated turkeys and “all the fixings” were to be shared with students. She indicated that, on November 23rd, Waypoint would host its annual Thanksgiving event. She noted that the program was unable to hold the event last year, due to COVID-19 restrictions. She explained that this year the attendance was capped at eighty (80) people. Dr. Peterson invited Board members to attend, and indicated the event would run from 11:45 AM to 12:45 PM.

She noted that Waypoint’s art teacher created hand-made “thinking of you” cards which were signed by staff and sent to students who are absent from the program. Shae also indicated that all high school and middle school teachers were provided “What are we thankful for” cards, which were personalized for each student.

Dr. Peterson indicated high school students were making infant caps to share with families in need. She also noted that students had been involved in making meal choices and food preparation.

Ms. Caputo noted that Waypoint staff attended professional development activities on November 3rd at the MacArthur school in Yarmouth and that the feedback was very positive.

- **STAR / Osterville**

- Staffing
- Programming
- Notable Changes

Ms. Bryant described program staffing as a “human chess game” and noted significant challenges in maintaining a full staffing level at the STAR Program. She explained that, in addition to trying to fill open positions, referrals had continued to come in. (Ms. Bryant noted there were six referrals pending at the time of the meeting.)

Ms. Bryant described the strategic movement necessary to balance admission of new students while staffing appropriately.

She noted that, with COVID protocols in place, program students had begun to reengage in community trips and inter-class experiences. She also indicated that Professional Learning Community (PLC) groups had been reestablished, and that staff were working on curriculum across program groups.

- **Transportation**

- Pay Rate Changes for Drivers and Monitors

Mr. Erikson informed the Board that drivers had expressed tremendous appreciation for the rate increases that went into effect on October 31, 2021.

He indicated that there have been several notes and phone calls from employees expressing appreciation associated with the rate adjustment, and much positive feedback at the bus lots.

Mr. Hilton spoke about a recent fully licensed school bus driver who called, and another driver who had left the Collaborative who was seeking to return.

He indicated that he would forward two emails to Board members from drivers who wanted to express their thanks.

Mr. Hilton also noted the Collaborative had also coordinated with the Nantucket Public Schools to adjust pay rates for on-island drivers and monitors.

- Invoicing & Reconciliation of Changes in Service
Ms. Lipkind described the 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. She explained that updated calculations reflecting the new pay rates had been provided to impacted districts. Ms. Lipkind indicated that invoicing for out-of-district transportation services was in the works.

- **Therapies**

Mr. Hilton told the Board that he would provide an update regarding a pending issue with the provision of services during Executive Session. He noted that the Collaborative had continued to meet the needs of Collaborative students and to provide therapy services to member districts.

- **Special Projects**

Dr. Bogden and Mr. Hilton provided updates regarding items considered as “Special Projects” of the Collaborative. Dr. Bogden referenced the different ways training is being delivered, including in-person, remote and asynchronous, and remote and synchronous instruction methods.

- Bridgewater State University

Dr. Bogden mentioned the partnership between the Collaborative and Bridgewater State University. He noted that the Collaborative had continued to offer coursework that supports a cohort of students in progressing towards their licensure in Moderate or Severe Special Education. He indicated that regional educators had enrolled in the first two courses offered through BSU to this cohort: *SPED 510 – Teaching Exceptional Children in Schools* and *SPED 509 – Teaching reading to Learners with Disabilities*. He explained that these courses would be taught remotely and asynchronously, beginning in November.

- Modern Teacher – Dr. Bogden provided an update regarding the professional development and curriculum support that was cooperatively contracted by some member districts. He explained that this initiative is partly supported by the Multi-Tiered Systems of Support grant through the Tower Foundation. He explained that Dr. Magdalene Giffune had begun meeting with the Curriculum Advisors in Falmouth, Wareham, Bourne, and Barnstable as they continued their efforts with Modern Teacher.
- Virtual High School – Dr. Bogden also provided an update regarding the cooperative use of the Virtual High School between Cape (& Island) School Districts.

○ ASLP

VOTE

Mr. Hilton discussed the planning for ASLP Summer 2022. He explained that he, Dr. Gilbert, and Commandant Stephen Kelleher had met with Massachusetts Maritime Academy senior administration. He indicated that it was recommended by the Academy administration that the program operate as a residential program for two weeks for Summer 2022 (the program had been three weeks when residential in the recent past).

Mr. Hilton explained that the final reconciliation of costs and revenues was completed for ASLP Summer 2021 in October. He indicated that the Collaborative had been able to return considerable funds to each participant/family. He noted that this was possible through the efficiencies of the program as well as a considerable grant through the Massachusetts Department of Elementary & Secondary Education (DESE). He explained that the DESE grant was to support expanded summer enrichment and engagement. He noted that the funds returned to families paying full tuition were \$750 (of \$1,380, including application fees). He also explained that families who were granted financial aid (National Grid or Collaborative scholarships) were returned their full tuition payments.

Mr. Hilton informed the Board that the ASLP District Liaisons Meeting was scheduled to occur on November 17, 2021 at Massachusetts Maritime Academy.

Mr. Hilton noted that a copy of the proposed Parent and Student Handbook was included with Board Materials for review and consideration, including the recommended tuition of \$1,000 for Summer 2022. Mr. Hilton recommended the Board vote to approve the tuition of \$1,000 and the Catalogue.

Ms. Bent made a motion that the Board vote to approve the Parent and Student Catalogue and the tuition rate for the 2022 ASLP program. Mr. Morris seconded the motion.

Mr. Schumacher asked why the program was being reduced from a 3-week residential program to a 2-week program. He noted that the catalogue contains three student pathways and that students would not be able to participate in each pathway.

Mr. Hilton responded the three pathways had been part of past programs and would be part of the anticipated Summer 2022 program. He explained that the Collaborative continued to partner with Massachusetts Maritime Academy (MMA), and that the program for 2022 had been adjusted to accommodate Academy concerns regarding holding a residential program during COVID, as well as personnel changes that have occurred.

Mr. Hilton noted that this year would provide a solid foundation for a return to a 3-week residential program in 2023. Mr. Hilton anticipated the tuition rate of \$1000 would cover most expenses and it was possible grant money could be obtained to offset any loss.

Mr. Schumacher noted the MMA seemed to be “calling the shots” and reiterated his concern that not all students would be able to participate in their program of choice. He strongly expressed the importance of maintaining this quality program. Mr. Hilton indicated that discussions regarding the elements identified by Mr. Schumacher had been occurring. He also noted that many families identified challenges associated with a 3-week program in the past. Mr. Hilton explained that the 2022 2-week program would reintegrate the residential experience lost due to COVID in 2021, and provide a base to ensure adequate student participation. He again noted that discussions would continue regarding the quality and depth of programming will continue to occur.

Mr. Schumacher said he was disappointed in what he described as “assumptions” being made about programming. Mr. Hilton suggested a survey could be conducted to provide feedback regarding desired program structure.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Ms. Mecca – yes, Mr. Morris – yes,
 Ms. Lindahl – yes, Ms. DeVane – yes, Mr. Myers – yes,
 Ms. Gallagher Byrne – yes, Mr. Schumacher – yes,
 Mr. Fichtenmayer – yes, Ms. Putnam – yes.

The motion passed.

o All-Cape Professional Development Day

Dr. Bogden briefly reviewed participation information requested by the Board at the October Board meeting. Four hundred fifteen (415) educators registered for the equivalent of six hundred seventy-one (671) half-day sessions delivered on October 8 2021

The registration breakdown by district is described in the table below.

District	Attendees
Barnstable	6
Bourne	13
Cape Cod Collaborative	33
Cape Cod Tech	2
Dennis-Yarmouth	92
Falmouth	15
Martha’s Vineyard	19
Mashpee	36
Monomoy	45
Nantucket	38
Nauset	11
Provincetown	5
Sandwich	26
Truro	5

Wareham	39
Other	30
Total Attendees	415

Dr. Bogden noted the evaluations collected indicated the sessions had been well received, scoring better than 4.7 (out of 5) in three categories: Overall Presentation; Relevant Content; and Likelihood I will apply information to current position.

Ms. Putnam commented that she raised Dr. Bogden’s concerns regarding district participation at a recent school committee meeting which included the Superintendent and Curriculum Specialist. She explained that, at the meeting, it was noted that district staff could have participated in this professional development opportunity, upon request. Ms. Putnam said she was told many staff members had taken advantage of the session recordings.

Dr. Bogden told the Board that this professional development day was originally envisioned as a regional professional development day. He noted that it appeared that it was now considered to be the Collaborative’s Professional Development Day. Dr. Bogden spoke about the impact of attendance on the cost per participant and explained that increased participation means lower costs per person.

Mr. Hilton informed that Board that past participation levels as high as 800 to 1000, which created significant opportunities and economies of scale. He noted that at one time workshops were held across the Cape in a number of different locations.

Mr. Hilton summarized that, if coordinating this regional Professional Development day was no longer a service that school districts required or desired, the Collaborative could focus upon other areas.

Ms. Bent verified that the program was held on the Friday before the Columbus Day holiday.

- Curriculum Directors Meeting
Dr. Bogden noted the Curriculum Coordinators from member districts continued to meet monthly to develop coordinated, collaborative opportunities.
- Collaborative Framework for Educator Evaluation (CoFFEE)
Dr. Bogden described the course, which was regionally designed for new administrators / department heads who were, or would be,

responsible for supervision, observation, and / or evaluation. He noted that the course was approved for graduate credit through Bridgewater State University. CoFFEE began on October 18, with 12 regional educators enrolled. It is being delivered in person at the Collaborative and will run through April 4.

- Sheltered English Immersion (SEI) Teacher Endorsement Course
Dr. Bogden indicated that the SEI endorsement course was fully subscribed and began on November 4. He indicated that this course meets the DESE SEI requirements. The SEI Teacher Endorsement course focuses on current theories and evidence-based instructional practices related to the teaching of English Language Learners (ELLs). He explained that the course was being delivered remotely and would run through March 10.
- *Responding to the Massachusetts Dyslexia Guidelines*
Mr. Hilton and Dr. Bogden noted that the Collaborative was working with the region's Special Education Directors to provide training that would address the Massachusetts DESE guidelines on dyslexia disseminated last spring. They noted that this training was tentatively scheduled to be delivered in early December.
- 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 that benefits the districts throughout the region.
Dr. Magdalene Giffune and Mr. Hilton had a meeting with representatives from the Peter and Elizabeth Tower Foundation on Monday, November 8 and provided an update to the foundation regarding the activities associated with this grant.
This significantly grant funded opportunity provides support to districts. It has required some financial district commitment each year (three calendar years) for the duration of the grant (through December 2022).

b. FY22 Budget Update

Mr. Hilton and Ms. Lipkind reviewed the FY22 Spending Plan. They indicated that there would be a need for future adjustment to the Spending Plan for the recent rate change and adjustments in service delivery. They noted that they anticipated that adjustments would be brought before the Board sometime in the spring.

- Programs
 - STAR
 - September Projection of 51 (previously 47) students
 - Total School Year Projection of 55 FTEs
 - Waypoint Academy
 - Commitments Projected at 52 (previously 56)

- Total School Year Projected at 58 (previously 60.5 FTEs)
- Transportation
 - School Year Transportation

Mr. Hilton noted that there had been continued change in the service delivery during the start of the school year. He noted that the standard service delivery for a school year in each district was reflected in the Spending Plan & Statutory Budget. He explained that a recommendation would be made to modify/adjust the Spending Plan & Budget later in the fiscal year when there was further clarity regarding the service need for School Year transportation for the entirety of FY22. He also noted that there was considerable and continuing stress within the transportation services area associated with the ongoing driver shortage. He explained that this had significantly impacted the capacity to provide consistent transportation services particularly for athletics and field trips.
- Therapies

Mr. Hilton noted that the Collaborative was currently committed to provide occupational therapy services for some districts. He explained that there had been some challenge with the provision of the services as a primary service provider had been on medical leave. He indicated that the Collaborative was in the process of securing additional assistance to meet the needs expressed by the districts that had currently committed to services through the Collaborative.

 - CCT – OT (1.0) – Committed
 - Truro – OT (2.5) - Committed
 - Other Districts – As Needed

III. Executive Session

Ms. Lindahl noted the need to enter into Executive Session for the following reasons:

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:

- Leave Requests

b. Business Operation Personnel Planning

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:

- Lease Negotiations with Bridgewater State University and Town of Yarmouth for cooperative use of MacArthur School building in South Yarmouth

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

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Ms. Mecca – yes, Mr. Morris – yes, Ms. Lindahl – yes, Ms. DeVane – yes, Mr. Myers – yes, Ms. Gallagher Byrne – yes, Mr. Schumacher – yes, Mr. Fichtenmayer – yes, Ms. Putnam – yes.

The motion passed.

The Board exited Open Session and entered Executive Session at 5:52 PM.

Mr. Dorfner joined the meeting at 5:55 PM, during Executive Session.

The Board returned to Open Session at 5:58 PM

IV. Old Business

a. Waypoint Relocation – Planning

- **Henry T Wing School – Sandwich**

Mr. Hilton noted the Town of Sandwich had extended the current lease through June 2022.

- **MacArthur Building – Yarmouth**

VOTE(S)

Mr. Hilton referred to the brief discussion that occurred during Executive Session. He noted that the Collaborative had completed negotiations Bridgewater State University and the Town of Yarmouth and had reached an agreement for the shared use of the MacArthur School building in South Yarmouth. He explained that this site was the primary site under consideration for the relocation of Waypoint Academy.

- **Memorandum of Agreement Between the Town of Yarmouth and the Cape Cod Collaborative**

Mr. Hilton noted that a copy of this information was included with Board materials for this meeting.

- **Agreement for Use and Occupancy**

Mr. Hilton noted that a copy of this information was included with Board materials for this meeting.

- **Authorization to Solicit Financing**

Vote & Discussion

Mr. Hilton recommended that the Board authorize Ms. Lipkind to solicit proposals for financing for leasehold improvements: the planned renovation of the Laurence C. MacArthur building in South Yarmouth. He noted that this borrowing would be required to be cost-effective and in the best interests of the Collaborative and the member municipalities.

Ms. DeVane made a motion that the Board vote to authorize Ms. Lipkind to solicit proposals for financing for leasehold improvements, which must be cost-effective and in the best interest of the Collaborative and member districts. Mr. Morris seconded the motion.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Ms. Mecca – yes, Mr. Morris – yes,
Ms. Lindahl – yes, Mr. Dorfner – yes, Ms. DeVane – yes,
Mr. Myers – yes, Ms. Gallagher Byrne – yes, Mr. Schumacher – yes,
Mr. Fichtenmayer – yes, Ms. Putnam – yes.

The motion passed.

Mr. Hilton noted that after proposals were received, one proposal would be brought to the Board for final review of the terms. He explained that the Board would be requested to authorize the Treasurer (Mr. Friel) to be approved as signatory for the execution of the financing agreement.

• **Cape Cod Collaborative Designer Services Contract** **VOTE**

Mr. Hilton explained that the Board approved the structure of a contract Edward with Rowse Architects of Foxborough, Massachusetts for design services consistent with the procurement criteria. Mr. Hilton noted Collaborative counsel had reviewed the contract.

Ms. Lipkind directed the Board to a copy of the contract, fee agreement, and scope of work for the architect that was included with Board materials. She noted the amount of the contract, \$257,000, fell within expectations.

Ms. Lipkind noted the Board had authorized the execution of this contract at the October meeting. She recommended that the Board affirm the contract, with the cost, as included with Board materials.

Mr. Morris made a motion that the Board vote to affirm the contract with Rowse Architects, as provided in Board materials. Ms. DeVane seconded the motion.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Ms. Mecca – yes, Mr. Morris – yes,
Ms. Lindahl – yes, Mr. Dorfner – yes, Ms. DeVane – yes, Mr. Myers – yes,
Ms. Gallagher Byrne – yes, Mr. Schumacher – yes,
Mr. Fichtenmayer – yes, Ms. Putnam – yes.

The motion passed.

b. FY21 Close-Out

Ms. Lipkind and Mr. Hilton discussed the status of FY21 close out. They noted that a copy of the DRAFT Audited Financial Statements had been included with Board materials for this meeting. This DRAFT Audit was discussed and reviewed by the Finance Subcommittee immediately prior to the Board meeting.

They noted that the (DRAFT) Audited Financial Statements indicate that the Collaborative ended FY2021 with an increase in net position of \$542,895. They explained that this increase would result in the “Cumulative Surplus” calculation for the Collaborative exceeding the limit by \$472,334.

Mr. Hilton noted these amounts do not include the funds received as reimbursement through the Paycheck Protection Program or the reimbursement grant received. Ms. Lipkind and Mr. Hilton discussed the impact of exceeding this limit as well as appropriate actions associated with maintenance of funds in reserve. Mr. Hilton noted that the Board must vote to approve the audit at the December Board meeting.

Mr. Hilton noted that a copy of the Actuarial Report for the Collaborative Other Post-Employment Benefits (OPEB) Liability from KMS Actuaries had been included with Board materials for the October Board meeting. He explained that this report indicated that there had been excellent returns for funds in the OPEB Trust and that the OPEB Liability has decreased significantly, thus improving the Collaborative Financial Position.

Ms. Lindahl asked if the Collaborative had fully met its OPEB obligation. Mr. Hilton noted that the current funding level was above 78% (actually 95.76%) of the anticipated expense. He asked that a further discussion regarding OPEB funding occur at the December meeting, and noted that at the time of this (November) meeting it appeared that full funding could be reached with an additional \$87,000. Mr. Hilton also noted the Board must also review and consider approval of the 2020-2021 Annual Report before January 1, 2021.

c. Allocation of Fund Balance/Cumulative Surplus **VOTE(S)**

Mr. Hilton and Ms. Lipkind discussed the recommended distribution of credits to districts from Fund Balance and Cumulative Surplus. Mr. Hilton indicated that he received correspondence from the DESE after the posting of this meeting regarding the allocation of credits to districts.

Mr. Hilton “shared” a spreadsheet on the Zoom meeting screen to assist with the explanation, He noted that the current “fund balance” included all Collaborative assets, including vehicles that might have been completely depreciated and/or have been assigned to member districts.

Ms. Lindahl sought clarification as the numbers on the screen differed from the numbers on the agenda and the corrections provided at the beginning of the meeting. Mr. Hilton indicated the number shown on the screen are the correct numbers and that the difference in amounts were associated with differences in the fund accounting.

Ms. Lindahl asked if a vote could be taken at the November meeting or if the vote needed to occur in December. Mr. Hilton indicated that a vote could occur in November, but that he might need to affirm the vote at the December meeting.

• Allocation of Funds/Credits for Payroll incurred for Transportation for April-June 2020 **VOTE**

Ms. Lipkind and Mr. Hilton discussed the allocation of funds/credits to districts for the costs of payroll associated with transportation services paid

for during the early period of the SARS-CoV-2 / COVID-19 Pandemic (April through June 2020).

The total allocation proposed was \$850,354.58, which would be distributed through credits as indicated in the “Proposed FY2020 Transportation Credits” spreadsheet included with Board materials for the November Board meeting.

Mr. Hilton recommended that the Board approve the allocation of funds for credits to be distributed to districts as indicated in the “Proposed FY2020 Transportation Credits” spreadsheet included.

It was recommended that \$372,334 of this amount be allocated from Cumulative Surplus from FY2021 with the remainder of the balance from Fund Balance (\$478,020.58).

Ms. DeVane made a motion that the Board vote to authorize credits to districts for payroll incurred for April to June 2020 transportation. This credit will be broken down with \$372,334 allocated from FY21 Cumulative Surplus, and the remainder of \$478,021 from Fund Balance. Mr. Morris seconded the motion.

Mr. Morris asked how soon, and in what method, would it be best to share this information with home districts. Mr. Hilton noted district business managers have the allocation spreadsheet, and have been involved in discussions over the past six months. He suggested the information should be shared with districts as soon as possible, as planning for FY23 is underway.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Ms. Mecca – yes, Mr. Morris – yes,
Ms. Lindahl – yes, Mr. Dorfner – yes, Ms. DeVane – yes, Mr. Myers – yes,
Ms. Gallagher Byrne – yes, Mr. Schumacher – yes, Mr. Fichtenmayer – yes,
Ms. Putnam – yes.

The motion passed.

• **Allocation of Funds/Credits for Waypoint Academy “Committed” Tuitions for School Year 2020-2021**

Ms. Lipkind and Mr. Hilton discussed and recommended the distribution of funds/credits to districts associated with “committed” tuitions that were not fully utilized during the 2020-2021 School Year.

They noted that the proposed distribution of funds/credits had been based upon underutilized capacity by (some) districts during the school year and had been made possible as the program revenues exceeded the costs for the school year by approximately \$100,000.

The credits recommended are:

- Barnstable \$35,000

- Bourne \$20,000
 - Dennis-Yarmouth \$35,000
 - Plymouth \$10,000
- \$100,000

Mr. Hilton recommended that the Board approve the allocation of Funds/Credits as according to the chart above. It was recommended that the \$100,000 be allocated from Cumulative Surplus from FY2021.

Ms. DeVane made a motion that the Board vote to approve the allocation of the credits as shown on the spreadsheet, from FY21 Cumulative Surplus. Ms. Putnam seconded the motion.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Ms. Mecca – yes, Mr. Morris – yes,
 Ms. Lindahl – yes, Mr. Dorfner – yes, Ms. DeVane – yes, Mr. Myers – yes,
 Ms. Gallagher Byrne – yes, Mr. Schumacher - yes, Mr. Fichtenmayer – yes,
 Ms. Putnam –yes.

The motion passed.

d. Establishment of Capital Reserve Fund(s)

Mr. Hilton referred to the Designer Services Contract discuss earlier in the meeting. He noted the architect’s fee of \$257,000 was based on 10% of the total projected project cost for improvements. Mr. Hilton and Ms. Lipkind noted the Collaborative was allowed to maintain reserve funds for specific purposes. They spoke about the need to establish a Capital Reserve Fund for the acquisition, maintenance and/or improvement of real or fixed property. The Capital Fund would be necessary as the Collaborative was embarking upon a considerable renovation project for the location of Waypoint Academy and would require ongoing capital improvements to all Collaborative sites.

Mr. Hilton reviewed the required guidelines associated with the establishment of Capital Reserve Funds, including:

Section 9.6.5 of the Cape Cod Collaborative Articles of Agreement:

The Collaborative Fund shall include restricted funds and unrestricted, general funds. Restricted Funds shall include Capital Reserve Funds. The Capital Reserve Funds shall be established in accordance with 603 CMR 50.07(10) and approved by the Board to support the acquisition, maintenance, and/or improvement of real or fixed property. The establishment of a Reserve Fund shall require approval by two-thirds (2/3) of the Member School Districts and shall also include a limit upon the balance to be held in the Capital Reserve Fund. Each Capital Reserve Fund shall be consistent with an approved Capital Plan and shall be utilized only for the purposes for which the particular Capital Reserve Fund was established.

And, 603 CMR 50.07(10)

(10) Capital: *The educational collaborative may create a capital reserve fund to support costs associated with the acquisition, maintenance, and improvement of fixed assets, including real property, pursuant to a capital plan.*

- a. *Funds in a capital reserve account may be used only for the project or purpose for which the account was established.*
- b. *The establishment of a capital reserve shall be subject to the approval of 2/3 of the member districts. The request for approval must state the reason for the reserve and a limit on the balance that may be held in the reserve.*
- c. *Deposits into and withdrawals from the capital reserve shall be proposed and approved through the budget process.*
- d. *In the event that the purpose for which the capital reserve was created requires modification, the collaborative board of directors shall revise its capital plan and provide notice to all member districts. If the member district does not vote to disapprove the revised capital plan within a 45-day period, that member shall be deemed to have approved the revised capital plan. Two-thirds (2/3) approval of the member districts is required to revise the capital plan.*

Mr. Hilton and Ms. Lipkind reviewed current capital needs, which would fall within a Capital Plan for consideration in the establishment of Capital Reserve Funds to meet current and future Collaborative capital needs.

- Waypoint Academy Renovations up to \$3,500,00
- Osterville Site Modifications up to \$500,00
 - Window Repair & Replacement
 - Sidewalk Repair / Access Ramp
 - Parking Lot Repair/Lining
 - Brick Repointing
 - Roof Repair
 - Heating System Repair/Reserve
 - Univent Repair/Replacement
 - HVAC Installation / Repair
- Acquisition of Permanent Vehicle Repair Shop up to \$1,500,000
- Renovation of Orleans Dispatch Station up to \$50,000

Ms. Lindahl clarified that the Collaborative had no existing Capital Plan. Mr. Hilton indicated that, as the Collaborative does not own real property, a Plan had not been necessary in the past. He explained that the leasehold improvements required for Waypoint Academy had made it a necessity. He indicated that a Capital Plan would allow the Collaborative to set aside resources to use on an annualized basis. He noted that a vote of 2/3 of the member districts would be required, and that there were 2/3 of the districts represented at the meeting.

Mr. Morris made a motion that the Board vote to establish a Capital Plan and establish Capital Reserve Funds to meet the current and future Collaborative capital needs as stated on the agenda. Mr. Fichtenmayer seconded the motion.

Mr. Schumacher asked why the plan should include funds to renovate the Orleans Dispatch Station. Ms. Lindahl noted there was not enough room in the trailer, which had been utilized as a temporary fix. Mr. Hilton indicated that the Collaborative was currently paying more to rent the trailer than it was worth. He noted that the HVAC system dates from 1999, there was wood rot in the building, and a variety of non-human “friends” who share the premises.

Mr. Hilton indicated the structure could be updated at a fairly low cost.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Ms. Mecca – yes, Mr. Morris – yes, Ms. Lindahl – yes,
Mr. Dorfner – yes, Ms. DeVane – yes, Mr. Myers – yes, Ms. Gallagher Byrne – yes,
Mr. Schumacher – yes, Mr. Fichtenmayer – yes, Ms. Putnam – yes.

The motion passed.

e. FY22 Warrants

VOTES

- | | | | |
|-------|------|-----------|------|
| • #16 | VOTE | • #18 | VOTE |
| • #17 | VOTE | • ASLP #2 | VOTE |

Ms. Putnam made a motion that the Board vote Warrants #16, #17, #18, and ASLP #2 as a slate. Ms. Bent seconded the motion.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Ms. Mecca – yes, Mr. Morris – yes, Ms. Lindahl – yes,
Mr. Dorfner – yes, Ms. DeVane – yes, Mr. Myers – yes, Ms. Gallagher Byrne – yes,
Mr. Schumacher – yes, Mr. Fichtenmayer – yes, Ms. Putnam – yes.

The motion passed.

Ms. DeVane made a motion that the Board vote to approve the slate of Warrants. Ms. Bent seconded the motion.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Ms. Mecca – yes, Ms. Lindahl – yes, Mr. Dorfner – yes,
Ms. DeVane – yes, Mr. Myers – yes, Ms. Gallagher Byrne – yes, Mr. Schumacher – yes,
Mr. Fichtenmayer – yes, Ms. Putnam – yes.

The motion passed.

f. FY22 Spending Plan

VOTES

• Updates

Discussion

Ms. Lipkind and Mr. Hilton reviewed the FY2022 Spending Plan. They noted revisions to the FY2022 Spending Plan and Budget would be necessary during the course of the fiscal year.

• Personnel

○ Additions

VOTE

• Transportation

- | | |
|------------------|----------------------|
| ▪ Robert Briggs | Monitor |
| ▪ James Moriarty | CDL Driver, Bourne |
| ▪ Paul Rossi | 7D Van Driver |
| ▪ Lorne Russell | CDL Driver, Training |

• Waypoint

- | | |
|---------------------|------------------|
| ▪ Victoria Cordiero | Paraprofessional |
|---------------------|------------------|

• STAR

- | | |
|--------------------|------------------|
| ▪ Nicole Bourgault | Paraprofessional |
| ▪ Clave Springer | Paraprofessional |

○ Reductions

VOTE

• Transportation

- | | |
|---------------|---------|
| ▪ Joseph Hall | Monitor |
|---------------|---------|

- David Johnson CDL Driver, Training
- Skylar Rodericks CDL Driver, Nauset
- Maurice Wyman CDL Driver, Monomoy

- STAR

- Humphery Campbell Paraprofessional

- **Change of Status**

VOTE

- Debra Kay From Monitor to 7D Driver/Monitor

Ms. DeVane made a motion that the Board vote Additions, Reductions and Changes of Status as a slate. Ms. Bent seconded the motion.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Ms. Mecca – yes, Mr. Morris – yes,
 Ms. Lindahl – yes, Mr. Dorfner –yes, Ms. DeVane –yes, Mr. Myers – yes,
 Ms. Gallagher Byrne – yes, Mr. Schumacher – yes, Mr. Fichtenmayer – yes,
 Ms. Putnam – yes.

The motion passed

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

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Ms. Mecca – yes, Mr. Morris – yes,
 Ms. Lindahl – yes, Mr. Dorfner – yes, Ms. DeVane – yes, Mr. Myers – yes,
 Ms. Gallagher Byrne – yes, Mr. Schumacher – yes, Mr. Fichtenmayer – yes,
 Ms. Putnam –yes.

The motion passed.

g. Employee Benefits

Discussion & VOTE

- **Senior Plan Rates for CY22**

VOTE

Mr. Hilton noted that the Open Enrollment period for the Collaborative Retirees was occurring (Senior Plans run on a calendar year.) He explained that the Board of the Cape Cod Municipal Health Group (CCHMG) voted to increase the costs for senior plans offered through CCMHG. Mr. Hilton recommended that the Board approve the current rates and offerings for the CCMHG Senior Plans offered to Collaborative retirees.

Ms. DeVane made a motion that the Board vote to approve Senior Plan rates for CY22. Ms. Putnam seconded the motion.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Ms. Mecca – yes, Mr. Morris – yes,
 Ms. Lindahl – yes, Mr. Dorfner – yes, Ms. DeVane – yes, Mr. Myers – yes,
 Ms. Gallagher Byrne – yes, Mr. Schumacher – yes, Mr. Fichtenmayer – yes,
 Ms. Putnam –yes.

The motion passed.

h. Planning Legislative Breakfast for 2022

Discussion

Mr. Hilton sought to have Board members engaged in the planning for the annual Legislative Breakfast. He explained that the Board had annually hosted a regional meeting with Legislators from throughout the region. He noted that the Breakfast usually occurs at the Osterville location during *early February* to coincide with annual legislative deliberations regarding educational funding.

Mr. Hilton recommend that a SubCommittee of the Board be formed to facilitate the coordination and planning of this event with MASC and the Collaborative.

Ms. Lindahl noted the event occurred virtually in 2021 and asked about the format for 2022. She asked if it was possible, under COVID conditions, to hold it in person or if a hybrid event should be hosted.

Mr. Morris observed that good networking occurred at the virtual event last year.

Mr. Hilton spoke about the planning involved in hosting a remote or hybrid event with breakout rooms.

V. Minutes

a. October 13, 2021

VOTE

Ms. Putnam made a motion that the Board vote to approve the minutes of the October 13, 2021 meeting. Mr. Morris seconded the motion.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Ms. Mecca – yes, Mr. Morris – yes, Ms. Lindahl – yes,
Mr. Dorfner – yes, Ms. DeVane – yes, Ms. Gallagher Byrne – yes,
Mr. Schumacher – yes, Mr. Fichtenmayer – yes, Ms. Putnam – yes.

The motion passed.

VI. Other

Mr. Morris noted the number of past and present members of the Cape Cod Collaborative Board of Directors who attended the recent MASC-MASS conference. He said it showed good cohesion.

VII. Adjournment

Ms. Bent made a motion that the Board vote to adjourn the meeting. Mr. Dorfner seconded the motion. Ms. Lindahl called for a show of hands and Board members gave unanimous consent.

The November 10, 2021 meeting of the Cape Cod Collaborative Board of Directors adjourned at 6:36 PM.