



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

I. Cracker Barrel Discussion 5:00PM – Pre-Meeting

Michael Nelligan and Benjamin Adsit from Powers and Sullivan, LLC (the Collaborative audit team) and Paulajo Gaines from the Massachusetts Department of Elementary and Secondary Education joined the meeting as guests. Mr. Hilton conducted introductions.

II. Call to Order 5:15PM

Mr. McGee, Vice Chair, called the meeting to order at 5:16 PM. He noted 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 includes means for public participation through telephonic means. Attendees were able to join the meeting by calling:

Phone Number:	1-929-205-6099
Meeting ID:	891 8465 1287
Passcode for Telephone:	0567834
Passcode for Zoom attendees:	CapeCod

Mr. McGee noted the order of the meeting would necessitate that all votes to occur through a “roll call” process. He explained each member of the Board, and any other attendees, will be required to verbally “sign in.”

Members, guests, and staff who participated remotely have (R) noted next to their names. In attendance were:

Cape Cod Technical High School	Scott McGee, Vice Chair
Barnstable	Kathleen Bent
Bourne	Maureen Fuller (R)
Brewster	Casey Mecca (R)
Dennis-Yarmouth	Phillip Morris (R)
Falmouth	William Dorfner (R)
Mashpee	Don Myers

Orleans
Sandwich
Upper Cape Cod RTS
Wellfleet

Hank Schumacher (R)
Michael Pell (R) (in at 5:52 PM)
Robert Fichtenmayer (out at 6:04 PM)
Jill Putnam (R)

Treasurer
Secretary

William (Bill) Friel
Elizabeth (Beth) Deck

Guests in attendance:

Powers and Sullivan

Michael Nelligan (R)

Benjamin Adsit (R)

Mass DESE

Paulajo Gaines (R)

Monomoy School Committee Chair

Meredith Henderson (R)

Collaborative Staff:

Executive Director

Paul Hilton

Business Manager

Amy Lipkind

Business Operations Administrator

Tricia Murphy

Operations Manager

Anders Erikson (R)

Admin & Finance Coordinator

Marc Dupuis (R)

Director of Special Projects

Dr. Christopher Bogden (R)

Director of Sped Programs

Christina Caputo (R)

Waypoint Program Director

Dr. Kara Peterson (R)

STAR Program Director

Julia Bryant

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:

Nauset Regional

Missed meetings

Provincetown

No appointed representative

Truro

Missed meetings

Wareham

Missed meetings

Ms. Bent made the motion to suspend Nauset, Provincetown, Truro and Wareham. Mr. Fichtenmayer seconded the motion. A roll call vote was taken:

Ms. Putnam – yes, Ms. Bent – yes, Mr. Dorfner – yes, Mr. Fichtenmayer – yes, Mr. Morris – yes, Ms. Mecca – yes, Mr. McGee – yes, Mr. Myers – yes, Mr. Schumacher – yes.

The motion passed.

Mr. Hilton asked Board members to consider a change to the agenda, taking the discussion and vote on the Audited Financial Statements first. The Board gave unanimous assent.

III. Old Business

a. FY21 Close Out

- FY2021 Annual Audited Financial Statements **VOTE(s)**
Mr. Hilton introduced Mr. Nelligan and Mr. Adsit from Powers and Sullivan, the Collaborative's audit team. He directed the Board members to page 57 of the Audited Financial Statements, which provided details regarding the cumulative surplus calculation. He noted that this information was revised and shared with Board members prior to the meeting.

Mr. Nelligan thanked Collaborative staff for the assistance they provided during the audit process. He noted that the audit was primarily completed remotely, with only a day or two spent on-site. Mr. Nelligan also noted that the Collaborative has been a client of the firm for six years.

He described the audit process as a two-phase approach. He explained that auditors initially spent a week "testing" transactions and documenting Collaborative systems. He noted that the second phase included on-site fieldwork.

Mr. Nelligan stated that an "unmodified" opinion had been issued, indicating that the audit found no significant issues. He explained that the auditors did perform "conversion entries" which had been necessary to convert the Collaborative's financial information into Governmental Accounting Standards Board (GASB) 34 format.

Mr. Nelligan noted a few items:

- The Paycheck Protection Program (PPP) loan was forgiven in full on July 30, 2021, after the close of the fiscal year. The Audited Financial Statement shows the PPP funds as a loan, as the report was for the period ending June 30, 2021. Mr. Nelligan indicated that it was recommended that the Collaborative transfer the loan funds to a special revenue fund (outside of the general fund) and to then transfer the funds as they were spent.
- He noted that the Collaborative incurred no new debt in FY2021, with the exception of approximately \$574,000 for new buses.
- He also noted that the OPEB funding liability was at a 96% funding level, partially attributable to healthy returns on investment. Mr. Nelligan informed the Board that approximately \$87,000 in liability remained at a discount rate of 6.5%. He also indicated that during FY2021, the Collaborative contributed \$180,000 to the OPEB Trust

Fund. He also explained that the Trust Fund showed earnings of \$312,000 during FY2021.

- Mr. Nelligan noted the Collaborative's general fund was at approximately \$4,450,000 at the close of the fiscal year. He noted that this resulted in the calculated Cumulative Surplus Percentage of 27.97%. (the regulatory allowed limit is 25%).
He explained that this was partially attributable to a change in allowable deductions made during FY2021 which excluded state funded pension benefits from allowable expenses.
He also noted that page 57 of the Audited Financial Statements reflected the Cumulative Surplus Reduction of \$950,335 credited to member districts for tuition and services.
- Finally, Mr. Nelligan noted that, during FY2021, budgeted revenues across all categories decreased, as did budgeted expenditures.

Mr. Nelligan informed the Board members that the FY2021 audit went smoothly and that the books were clean and fully reconciled.

Mr. Hilton recommended that the Board vote to approve Cumulative Surplus of \$4,449,608 as shown on Page 57, Line (D).

Ms. Bent made a motion that the Board vote to approve the Cumulative Surplus of \$4,449,608. Mr. Morris seconded the motion.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Mr. Morris – yes, Mr. Dorfner – yes,
Mr. Myers – yes, Ms. Mecca – yes, Mr. Schumacher – yes, Ms. Putnam – yes,
Mr. Fichtenmayer – yes, Mr. McGee – yes.

The motion passed.

Mr. Hilton recommended the Board vote to recognize the reduction to the Cumulative Surplus by \$950,355 [Page 57, Line H(1)] in credits to be made to member districts for tuition and services.

Mr. Dorfner made a motion that the Board vote to recognize the reduction to the Cumulative Surplus by \$950,355, reflecting credits to member districts for tuition and services. Mr. Fichtenmayer seconded the motion.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Mr. Morris – yes, Mr. Dorfner – yes,
Mr. Myers – yes, Ms. Mecca – yes, Mr. Schumacher – yes, Ms. Putnam – yes,
Mr. Fichtenmayer – yes, Mr. McGee – yes.

The motion passed.

Mr. Hilton recommended the Board vote to accept and approve the FY21 Audited Financial Statements.

Ms. Putnam made a motion that the Board vote to accept and approve the FY21 Audited Financial Statements. The motion was seconded by Ms. Bent. A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Mr. Morris – yes, Mr. Dorfner – yes,
Mr. Myers – yes, Ms. Mecca –yes, Mr. Schumacher – yes, Ms. Putnam – yes,
Mr. Fichtenmayer – yes, Mr. McGee – yes.

The motion passed.

Mr. Hilton expressed his thanks to Mr. Nelligan and Mr. Adsit from Powers and Sullivan, and to Ms. Lipkind and Mr. Friel.

IV. New Business

a. Programs/Services

- **Waypoint**

- Staffing
- Programming
- Notable Changes

Dr. Peterson spoke about the time period leading up to the Thanksgiving break. She explained that staff and students worked together on activities focused on thankfulness.

She noted that one middle school teacher and one high school teacher had volunteered to participate on a team who have continued to work to update the Program’s Emergency Response Handbook. She noted that the handbook includes procedures regarding scenarios such as fire drills and run-aways. She explained that all interested staff are/were able to participate.

Dr. Peterson recognized three Waypoint staff members who recently received mini-grants from Cape Cod 5:

- Jenny Kuhn - \$500 for farm-to-table hydroponics
- Kate Levy - \$430 for bicycle building
- Melissa Bissonnette - \$470 for “Clean Cape Cod”

Dr. Peterson discussed difficult situations which had recently been faced by program students, who may not have supportive home environments. She explained that stressors associated with the holiday season often come out through student behaviors. She indicated that events focused upon “spirit-building” would occur throughout December, including an “elf run,” cookies and cocoa, and “Caine’s Arcade” – an activity which involved constructing games using cardboard boxes.

Dr. Peterson indicated that a number of new students had recently joined the program, and that more were scheduled to start after the holiday break.

She also noted that changes were made in middle school rotation to change the content taught at different times during the day. She explained that new middle school electives had been offered. Dr. Peterson also described donations of money and materials provided by the Sandwich Arts Association, and the implementation of the Lexia reading program for middle school students.

Ms. Caputo noted that two Waypoint students were interning at the Sandwich Animal Hospital, two students were participating in dual enrollment programming at the community college, and that two students have applied for post-secondary scholarship funds.

Ms. Fuller expressed her admiration for what Dr. Peterson had been bringing to enrich the program. Dr. Peterson noted staff had “bought into” these changes, making the program an alternative venue focused upon the positive. She noted that it was not always “peaches and cream” and that the staff deserved much credit.

- **STAR / Osterville**

- Staffing
- Programming
- Notable Changes

Ms. Bryant gave kudos to program staff, who had welcomed five new students since the last Board meeting. She explained that these new students were still learning the rules (and often trying to work around them). Ms. Bryant explained that the programs only “fully remote” student had returned to full-time, in-person instruction. She also noted that one new staff member has also joined the program.

Ms. Bryant indicated that “Kindness” had been a program focus. She noted that, on staff day, the team wore T-shirts purchased from a young woman with autism.

Staff had also focused upon the use of communication devices, developing a “top modeler” of assistive communication for some skill-building fun.

Ms. Lipkind, Ms. Caputo, Ms. Bryant and program staff had recently met to discuss fund-raising ideas for constructing a new school playground.

Ms. Bryant also noted that four (4) STAR staff members (three teachers and one paraprofessional) had joined the Bridgewater graduate program cohort. She also indicated that three (3) Waypoint staff members were also participating (two teachers and one para).

- **Transportation**

- Pay Rate Changes for Drivers and Monitors
The previously approved rate adjustments went into effect on October 31, 2021. Ms. Lipkind indicated that she had been in communication with Districts regarding the impact of this change upon their anticipated costs for Transportation Services for FY2022.
- Invoicing & Reconciliation of Changes in Service
Ms. Lipkind discussed the status of invoicing for services for FY2022 as well as 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. She indicated that credit invoices would be issued in December, and cost adjustment invoices due to the increase in wages would be sent in January.

- **Therapies**

Mr. Hilton informed the Board that one of the Collaborative's occupational therapy staff continued to remain on leave. He also explained that the therapist providing coverage was leaving the area for the winter early in 2022. He explained that the Collaborative had advertised for a replacement and will be conducting interviews.

- **Special Projects**

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

- Center for Executive Search – Barnstable Superintendent Search
Mr. Hilton explained that he and Mr. Michael Gradone had been working in concert with the Massachusetts Association of School Committees (Glenn Koocher and Jim Hardy) to provide support the Barnstable School Committee and Barnstable Superintendent Search Committee.
He explained that there had been interviews for selected candidates throughout the week of the Board meeting.
- Bridgewater State University
Dr. Bogden noted the two courses currently offered through BSU are somewhat under-enrolled. He explained that this coursework supports a cohort of students in progressing towards their licensure in Moderate or Severe Special Education. He noted that the two courses offered through BSU (SPED 510 – *Teaching Exceptional Children in Schools* and SPED 509 – *Teaching Reading to Learners with Disabilities*) were being offered remotely, asynchronously.

- Modern Teacher – Dr. Bogden noted that four (4) districts were offering professional development and curriculum support through the Modern Teacher organization, supported in part through the MTSS Tower Foundation grant. He explained that Dr. Magdalene Giffune had continued to meet with the Curriculum Advisors in Falmouth, Wareham, Bourne, and Barnstable.
- Virtual High School – Dr. Bogden noted enrollment in VHS had returned to pre-COVID levels. He noted that this year, 200 seats had been enrolled, where last year 250 seats were utilized.
- ASLP
Mr. Hilton discussed planning for ASLP Summer 2022. He explained that at a recent meeting with Dr. Gilbert, Commandant Stephen Kelleher and Massachusetts Maritime Academy administration, it had been recommended 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). He explained that the ASLP District Liaisons Meeting occurred on November 17, 2021 at Massachusetts Maritime Academy. He indicated that the ASLP District Liaisons were supportive of a two-week residential program, inclusive of the weekend. He noted that this schedule would increase the programming time for students as well as provide further protections regarding potential spread of SARS-CoV-2 (COVID) which could occur with leaving campus for weekends.
Mr. Hilton also indicated Dr. Gilbert officially (fully) retired on November 30, 2021.
- All-Cape Professional Development Day
Dr. Bogden briefly presented the participation information requested by the Board at the October Board meeting.
Mr. Hilton discussed the process for determining the allocation of costs associated with the All-Cape Day. He explained that it was anticipated that a tiered system of cost allocation would cover Collaborative costs for programming.
Mr. Hilton indicated that the All-Cape day had been a topic of recent conversations with District Superintendents. Discussions regarding the planning, commitment and coordination for future All-Cape In-Service activities have occurred.
- Collaborative Framework for Educator Evaluation (CoFFEE)
Dr. Bogden described this course, 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. He indicated that CoFFEE began on October 18, with 12 regional educators enrolled. He noted that the course was being delivered in person at the Collaborative and would run through April 4.

- Sheltered English Immersion (SEI) Teacher Endorsement Course
Dr. Bogden indicated that the SEI endorsement course is fully subscribed and began on November 4. He explained that this course met the DESE SEI requirement. He noted that the SEI Teacher Endorsement course was focused upon current theories and evidence-based instructional practices related to the teaching of English Language Learners.
Dr. Bogden explained that the course was being delivered remotely and would run through March 10.
- *Responding to the Massachusetts Dyslexia Guidelines*
Dr. Bogden explained that the Collaborative worked with the region's Special Education Directors to provide training to more than 60 educators over two, three-hour sessions on December 3 and 6. He explained that this training specifically addressed the Massachusetts DESE guidelines on dyslexia that were disseminated last spring.
- Promoting High Achievement for All Students. - Massachusetts Tiered Systems of Support (MTSS)
Mr. Hilton noted that he and Dr. Magdalene Giffune met with representatives from the Peter and Elizabeth Tower Foundation on Monday, November 8th to update the foundation regarding the activities associated with this grant.
He explained that this (significantly grant funded) opportunity provided support to districts. He explained that the initiative has required some financial district commitment each year (three calendar years) for the duration of the grant (through December 2022).

b. FY2021 Annual Report

VOTE

Mr. Hilton explained that the Collaborative was required to publish an annual report each year, which provides an overview of the previous year's activities and includes the Audited Financial Statements. He indicated that this year was the tenth Annual Report. He noted that a vote was necessary, as the Annual Report must be published and shared with MA-DESE by January 1, 2022.

Mr. Hilton asked the Board to consider appointing a final editor/approver for the FY2021 Annual Report as additional edits and inclusion of pictures are often necessary before publication.

Mr. Fichtenmayer made a motion that the Board vote to approve the FY2021 Annual Report. Ms. Fuller seconded the motion.

Ms. Bent observed that Mr. Hilton recommended the Board appoint an editor. Mr. McGee suggested that Ms. Lindhal be appointed to review the Report on behalf of the Board.

Ms. Bent amended the motion to include Ms. Lindahl's appointment as final editor. Mr. Fichtenmayer seconded the amendment to the motion.

A roll call on the amended motion was taken:

Ms. Bent – yes, Ms. Fuller –yes, Mr. Morris – yes, Mr. Dorfner – yes, Mr. Myers – yes,
Ms. Mecca – yes, Mr. Schumacher –yes, Ms. Putnam – yes, Mr. Fichtenmayer – yes,
Mr. Pell – yes, Mr. McGee – yes.

The amendment to the motion passed.

A roll call vote on the original motion was taken:

Ms. Bent – yes, Ms. Fuller – yes, Mr. Morris – yes, Mr. Dorfner – yes, Mr. Myers – yes,
Ms. Mecca – yes, Mr. Schumacher – yes, Ms. Putnam – yes, Mr. Fichtenmayer – yes,
Mr. Pell – yes, Mr. McGee – yes.

The motion passed.

Mr. Fichtenmayer left the meeting at 6:04 PM.

c. Treasurer Evaluation

Discussion

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

Mr. Hilton and Ms. Lipkind have met regularly with Mr. Friel. Mr. Hilton noted that an evaluation will be completed within the month as required by statute each year. He asked Board members to provide feedback regarding the Treasurer’s performance and to direct the Executive Director and Business Manager to complete an evaluation of the Treasurer for the Board to vote at the January meeting.

d. FY22 Budget Update

Mr. Hilton and Ms. Lipkind discussed the FY22 Spending Plan. Mr. Hilton noted the Collaborative continues to flex and adapt services as the pandemic impacts capacity.

- Additional Funds from MA-DESE
 - Mr. Hilton discussed advocacy that had been occurring with MA-DESE to secure ESSER (and ESSER II) Funds to offset additional costs associated with operating programs and services.
 - He noted that the Collaborative received \$249,879.19 on December 1, 2021 in ESSER (II) Funds to reimburse the Collaborative (at a rate of approximately 75%) for additional necessary expenditures associated with the operations incurred during early parts of the pandemic period.
- 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 explained that the standard service delivery for a school year in each district had been 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 fiscal year (early Spring) when there was further clarity regarding the service need for School Year transportation for the entirety of FY22.

He also indicated that there was considerable and continuing stress within the transportation services area associated with the ongoing driver shortage. He explained that this continued to significantly impact the capacity to provide consistent transportation services particularly for athletics and field trips.
- Therapies

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

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

V. Executive Session

Mr. McGee noted it was necessary to enter into Executive Session and stated the reason:

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:

- Business Operation Personnel Planning
- Transportation Administration Planning

Ms. Bent made a motion that the Board enter Executive Session to conduct strategy sessions in preparation for negotiations with nonunion personnel. Ms. Fuller seconded the motion.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Mr. Morris – yes, Mr. Dorfner – yes, Mr. Myers – yes, Ms. Mecca – yes, Mr. Schumacher – yes, Ms. Putnam – yes, Mr. Pell – yes, Mr. McGee – yes.
The motion passed.

The Board left Open Session and entered Executive Session at 6:08 PM.

The Board exited Executive Session and returned to Open Session at 6:13 PM.

VI. Old Business

a. FY21 Close-Out

Mr. Hilton noted that a discussion and a vote on the Audited Financial Statements had occurred earlier in the meeting. He noted that a Finance Subcommittee occurred immediately prior to the Board meeting.

b. Waypoint Relocation – Planning

○ Henry T Wing School – Sandwich

The Town of Sandwich had extended the current lease through June 2022.

○ MacArthur Building – Yarmouth

Mr. Hilton 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 reminded the Board that this site was the primary site under consideration for the relocation of Waypoint Academy.

● Financing Solicitation

Discussion

The Board authorized Ms. Lipkind to solicit proposals for financing for leasehold improvements during the November 2021 Board Meeting. Ms. Lipkind informed the Board that she expected to receive a letter from the bank today. She explained that she and Mr. Hilton had also scheduled a meeting with Mass Development to discuss bond financing options. Mr. Hilton indicated that it was anticipated that a further discussion regarding financing would occur in January.

● Solicitation of Bids for Hazardous Material Abatement and Sprinkler Installation

VOTE

Mr. Hilton discussed the possibility that a solicitation for hazardous materials abatement and sprinkler installation will need to occur before the Board meeting scheduled for January 2022. He explained that Rowse Architects had arranged for hazardous materials sampling and analysis. He indicated that this sampling occurred December 7, 2021. He noted that, once the results are received, this architectural firm would prepare and propose a “bid package” for the abatement as well as the installation of sprinklers. Mr. Hilton recommended that the Board authorize the Facilities Subcommittee (Mr. McGee and Mr. Morris) to approve the bid materials and the solicitation of proposals for the hazardous materials and installation of sprinklers in the event that solicitation is possible before the January 2022 Board meeting.

Ms. Bent made a motion that the Board vote to authorize the Facilities Subcommittee to approve bid materials and the solicitation of proposals for hazardous materials and sprinkler installation. Ms. Putnam seconded the motion.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Mr. Morris – yes, Mr. Dorfner – yes,
Mr. Myers – yes, Ms. Mecca – yes, Mr. Schumacher – yes,
Ms. Putnam – yes, Mr. Pell – yes, Mr. McGee – yes.

The motion passed.

c. Establishment of Capital Reserve Fund(s) Discussion

Mr. Hilton noted the Board of Directors approved an outline of a Capital Reserve at the November Board meeting. He referred to the required guidelines associated with the establishment of Capital Reserve Funds included in the agenda.

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 indicated that he had spoken with Massachusetts Department of Elementary & Secondary Education officials regarding the establishment of Capital Reserve Funds. He explained that the MA-DESE had indicated that the establishment of the Capital Reserve Fund(s) required approval by 2/3 of the Member District School Committees, not 2/3 of the represented Member Districts (Board Members). He also explained that if School Committees took no action within 45 days of receipt of the information, it was considered tacit approval. Mr. Hilton indicated the Collaborative would submit the plan to Board members and School Committee Chairpersons

Mr. Hilton and Ms. Lipkind noted that the following had been submitted and approved as items to be included in the Capital Plan. Ms. Lipkind updated and formalized the Capital Plan (shared in the Financial Reporting).

- Waypoint Academy Renovations **up to \$3,500,000**
- Osterville Site Modifications **up to \$500,000**
 - 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**

It will be recommended that additional items be considered for addition to the Capital Plan.

- Playground Replacement (Osterville) **up to \$250,000**
 - Voted to Reserve (in General Fund) October 2018 \$60,000
 - Donations to date (in General Fund) \$20,000
- Additional Capital for Leasehold Improvement or Real Property acquisition (Years 6-10) **up to \$4,200,000**
 - Current Lease for STAR/Osterville is through June 2030
 - Real Property acquisition and/or Leasehold improvements decrease the impact of capital items upon annualized budgets

If accepted and approved, Capital Plan and Capital Reserve would be approved for up to **\$10,000,000.**

Ms. Bent asked if the Capital Plan and Capital Reserve would need to be taken before each School Committee for a vote. Mr. Hilton responded that, according to the state, the School Committee has to vote or to take no action.

Mr. McGee asked if the Collaborative would distribute the Capital Plan or whether this would need to be presented by the School Committee member. Mr. Hilton indicated that he envisioned that a memo from the Collaborative, signed by himself, Ms. Lipkind, Ms. Lindahl, and Mr. Friel would accompany the plan. He explained that he anticipated that the memo would address questions and open the discussion regarding the establishment of the plan. He also noted that School Committees would have 45 days from receipt of

the letter to make a decision regarding a vote. He noted also that, if a committee took no action, it would be considered to be tacit approval.

Ms. Bent indicated she could have the Collaborative’s Capital Plan added to the Barnstable School Committee agenda for January, if it was ready. Mr. Hilton noted the plan would be ready quickly, as the plan would need to be in place before the end of June.

Ms. Lipkind indicated that the intent was to provide information to the chair of each committee, anticipating that the committee would add this to their agenda as soon as feasible. Mr. Hilton indicated that the memo would contain information on the regulations and provide guidance. He observed that superintendents questioned whether this would create a funding obligation –and that the vote would not commit the districts to funding. He explained that this plan would allow the Collaborative to prioritize capital needs without impacting the annual budget.

Mr. Myers asked about the ultimate funding source, and whether it could include assessments from member districts. Mr. Hilton explained he could foresee using money toward the capital projects, such as the creation of a playground at the Osterville campus. He noted that the Board would ultimately decide on whether (or not) to seek funding through assessments. Mr. Hilton indicated that the Capital Plan and the Capital Fund would provide the structure for holding any funds that would be reserved for capital projects. Mr. Myers clarified that the plan has no funding mechanism assessed to districts.

d. FY22 Warrants

VOTES

- | | | | |
|-------|-------------|-------|-------------|
| • #19 | VOTE | • #21 | VOTE |
| • #20 | VOTE | • #22 | VOTE |

Ms. Bent made a motion that the Board vote to approve all Warrants (#19, #20, #21, and #22). Ms. Putnam seconded the motion.

Ms. Fuller asked about the payment for “trial units for surveillance.” Mr. Hilton noted this refers to the test of the use of hard drives for school bus cameras.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Mr. Morris – yes, Mr. Dorfner – yes, Mr. Myers – yes,
Ms. Mecca – yes, Mr. Schumacher – yes, Ms. Putnam – yes, Mr. Pell – yes,
Mr. McGee – yes.
The motion passed.

e. FY22 Spending Plan

VOTES

- | | |
|-----------|-------------------|
| • Updates | Discussion |
|-----------|-------------------|

Mr. Hilton discussed the status of the FY2022 Spending Plan and indicated that it was likely that revisions to the Spending Plan and Budget would be discussed in January or February.

• **Personnel**

○ **Additions**

VOTE

- | | |
|-------------------|-------------------------|
| • Shadae Clarke | Paraprofessional / STAR |
| • Hunter Woodbury | Paraprofessional / STAR |

- **Reductions** **VOTE**
 - Jessica Krupp Monitor
- **Change of Status** **VOTE**
 - David Beklarian CDL Training to CDL Monomoy
 - Jack Noble CDL Bourne to CDL Spare
 - Valeriy Yadrov CDL Monomoy to CDL Nauset

Ms. Putnam made a motion that the Board vote to approve the Additions, Reductions, and Changes of Status as shown on the agenda. Mr. Morris seconded the motion.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Mr. Morris – yes, Mr. Dorfner – yes,
Mr. Myers – yes, Ms. Mecca – yes, Mr. Schumacher – yes, Ms. Putnam – yes,
Mr. Pell – yes, Mr. McGee – yes.

The motion passed.

f. Executive Director Evaluation

Mr. McGee noted the Board must agree upon an instrument and process to conduct the evaluation of the Executive Director for Calendar Year (CY) 2021 (current calendar year) as well as a format/instrument to be used for Calendar Year 2022.

Mr. Hilton suggested the Evaluation Subcommittee (Ms. Lindahl and Mr. Schumacher) meet to discuss how to proceed.

Mr. Schumacher suggested the same instrument as last year should be used. He suggested the form should be sent to Board members to be returned for discussion at the January meeting.

g. Planning Legislative Breakfast for 2022 **Discussion**

Mr. Hilton noted the Board has annually hosted a regional meeting with Legislators from throughout the region. The Legislative Breakfast has usually occurred at the Osterville location during *early February* to coincide with annual legislative deliberations regarding educational funding. Mr. Hilton noted February 4 or February 11 could be possible dates.

Mr. Hilton recommended a Subcommittee of the Board be formed to facilitate the coordination and planning of this event with MASC and the Collaborative. Mr. Morris volunteered.

VII. Minutes

a. November 10, 2021 **VOTE**

Ms. Bent made a motion that the Board vote to approve the minutes of the November 10, 2021 meeting. Ms. Putnam seconded the motion.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Mr. Morris – yes, Mr. Dorfner – yes, Mr. Myers – yes,
Ms. Mecca – yes, Mr. Schumacher – yes, Ms. Putnam – yes, Mr. Pell – yes,
Mr. McGee – yes.

The motion passed.

VIII. Other

No other items were brought forth for discussion.

IX. Adjournment

Ms. Bent made a motion that the Board vote to adjourn the meeting. Ms. Putnam seconded the motion.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller –yes, Mr. Morris – yes, Mr. Dorfner – yes, Mr. Myers – yes,
Ms. Mecca – yes, Mr. Schumacher – yes, Mr. Pell – yes, Mr. McGee – yes.

The motion passed.

The December 8, 2021 meeting of the Cape Cod Collaborative Board of Directors adjourned at 6:38 PM.