

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
January 12, 2022 – 5:15PM

I. Call to Order

The January 12, 2022 meeting of the Cape Cod Collaborative Board of Directors was called to order at 5:17 PM by Ms. Lindahl, Chair. Ms. Lindahl noted the meeting would occur virtually through the Zoom application.

The posting of this Board meeting includes means for public participation by telephone.

Attendees may join the meeting by calling:

Phone Number: 1-929-205-6099

Meeting ID: 826 1598 8116

Phone Passcode: 4593686

Zoom Passcode: CapeCod

The order of the meeting included the necessity for all votes to occur through a “roll call” process. Each member of the Board was required to verbally “sign in.” Board members and Collaborative staff who attended remotely have “R” noted after their names.

In attendance were:

Eastham	Judy Lindahl, Chair (R)
Bourne	Maureen Fuller (R)
Cape Cod Tech	Scott McGee (R)
Dennis-Yarmouth	Phillip Morris (R)
Falmouth	William Dorfner (R)
Mashpee	Don Myers (R)
Orleans	Hank Schumacher (R)
Upper Cape Cod RTS	Robert Fichtenmayer (R)
Wareham	Joyce Bacchiocchi (R)
Wellfleet	Jill Putnam (R)
Treasurer	William (Bill) Friel
Secretary	Elizabeth (Beth) Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Amy Lipkind
Director of Special Ed Programs	Christina Caputo
Operations Manager	Anders Erikson (R)
Admin & Finance Coordinator	Marc Dupuis (R)
Director of Special Projects	Dr. Christopher Bogden (R)
Waypoint Program Director	Dr. Kara Peterson (R)

Ms. Lindahl called for a motion to suspend the following districts, 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.”

Martha’s Vineyard	Missed meetings
Monomoy	Missed meetings
Nauset Regional	Missed meetings
Provincetown	No appointed representative
Truro	Missed meetings

Mr. Dorfner made a motion that the Board vote to suspend voting rights for Martha’s Vineyard, Monomoy, Nauset, Provincetown and Truro. Mr. Fichtenmayer seconded the motion. Ms. Lindahl called for a show of hands indicating approval of the motion. The motion passed by unanimous consent.

Ms. Lindahl called for a motion to reinstate the voting rights for Wareham. Mr. Fichtenmayer made the motion, which was seconded by Mr. Dorfner. Ms. Lindahl again called for a show of hands. The motion passed by unanimous consent.

Ms. Lindahl indicated that a roll call vote would be taken on all other motions made during this meeting.

II. New Business

a. Programs/Services

- Waypoint Academy
 - Enrollment
 - Programming
 - Facility Developments

Dr. Peterson commented regarding a significant number of staff and student absences that have occurred since the program reopened after the winter break. She explained that most of these absences had been related to COVID-19. She noted that, in response to COVID concerns, staff

have been working on the creation of Google classrooms to ensure continuity of learning opportunities for students.

Dr. Peterson explained that the program was reaching the end of the 2nd quarter. She indicated that staff were focusing upon the status of high school seniors, assuring that they would earn the credits necessary for graduation.

Dr. Peterson also indicated that staff had been focused upon the creation and implementation of an orientation process for new students. She noted that the goal was to provide information regarding shared rules and expectations for both staff and students. She indicated that students could not be expected to follow the rules if they did not know what the rules were.

Dr. Peterson told the Board that there had been significant excitement generated recently by the sighting of a bald eagle over the school ball field.

Ms. Fuller asked for clarification regarding the orientation process. Dr. Peterson explained that there had not been a defined process in the past, and that staff were creating/refining a process that would provide information to new students regarding student schedules, the school store, the token economy, and student expectations.

- STAR Program / Osterville

- Enrollment
- Programming

Ms. Caputo indicated the STAR Program had been dealing with a “fluid” situation, which has kept Ms. Bryant from attending this meeting. She noted that a student in the program had relocated and moved from the area, only to return the next day. She explained that the student’s home district had sought to reenroll the student in the program as soon as possible.

Ms. Caputo noted the STAR Program had also experienced a high number of staff and student absences. She noted that Ms. Bryant was preparing a shift of classrooms to accommodate student needs. She also noted an increase in referrals for both Collaborative programs.

- Transportation

- Revisions to District Agreements Discussion
Mr. Hilton indicated the Collaborative had continued to address warranty issues associated with new and newer buses in Bourne,

Monomoy, and Mashpee. He explained that the Collaborative was waiting for delivery of the buses originally expected in fall 2021. He noted that it was anticipated that the new buses would arrive at the end of January 2022.

Ms. Lipkind, Mr. Dupuis, and Mr. Erikson continued to work together regarding ongoing revisions to the costing templates associated with Member Districts Memoranda of Agreement. Ms. Lipkind indicated the team has worked to review MOUs that would need to be renewed in 2023.

It was noted that:

- Costing template revisions that had been formalized with districts include the increase in wages for Transportation staff as previously voted by the Board of Directors.
- Revised Costing Templates also included projected increases for drivers for F20Y23 and FY2024. Although these increases had not been voted by the Board of Directors, participating districts had asked for projected costs for future periods to assist with budget planning.

○ District Operations

Mr. Hilton discussed challenges associated with the continuity of student transportation services. He explained that the impact of COVID-19 and associated variants continued to deplete the cadre of available drivers. He explained that the Collaborative had continued to work closely with districts to arrange route coverage, consolidate routes, and communicate with parents regarding changes. He noted that Mr. Erikson had been keeping a list of the adaptations made to services to assist the Collaborative in assessing any potential cost/credit impacts.

Mr. Erikson spoke about the recent challenges caused by the need for staff to quarantine. He explained that during the previous week, seven staff missed all or part of the week due to COVID-related illness or quarantine, with two further transportation staff impacted on the day of the Board meeting.

Mr. Hilton complimented Collaborative dispatchers and administrative staff, who had continued to work under significant pressure and had maintained operations in a sound and safe manner. He stressed that their commitment and hard work should be recognized.

Mr. Hilton also noted that, over the winter break, the Collaborative had been able to obtain masks and home test kits and had provided

these to all drivers. (He explained that plans made at the Department of Elementary & Secondary Education did not include the provision of these supplies to school bus drivers.)

Mr. Hilton and Ms. Lipkind indicated that they continued to meet with each of the districts to discuss challenges.

- District Operations Updates
 - Monomoy Regional Schools
They explained that the operations of the transportation for the Monomoy Regional Schools had continued with some staffing challenges primarily associated with SARS_CoV-2 absence issues.
 - Nauset Operations
They also noted that the quarantine of some staff has increased the challenges in coverage for the Nauset Regional Schools. It was explained that there had been several challenges with student/staff COVID-19 quarantine/isolation; however, the communication between the Collaborative and the District had been integral to ensuring that challenges associated with operational changes in the school were effectively supported.
 - Mashpee Public Schools
They noted that the quarantine of some staff, together with an increase in transportation requests, had created challenges in coverage for the Mashpee Public Schools. It was explained that the Collaborative Transportation Administration had worked closely with District Administration to adapt operations and to effectively communicate with families regarding the impact of any changes.
 - Bourne Public Schools.
They noted that recent challenges associated with pandemic isolation and/or quarantine had continued to necessitate changes and adaptations to routing in Bourne. It was also noted that the Collaborative Transportation Administration had also worked closely with Bourne District Administration to adapt operations and to effectively communicate with families regarding the impact of any changes.
 - Truro Public Schools
Mr. Hilton noted that the Truro Public Schools maintains a cadre of four (4) drivers. He explained that

there had recently been some staffing changes, a rare occurrence with the Truro service.

- Nantucket

Mr. Hilton noted that there continued to be significant challenges with staffing transportation operations on-island. He explained that recruitment efforts continued to attempt to secure additional drivers for the island with slow progress.

- Therapies

Mr. Hilton provided an update regarding the provision of services within the Collaborative and to districts (and others). He noted that the Collaborative had offered a contract to an Occupation Therapist candidate and was awaiting a response.

- Special Projects

- Professional Inter-District Collaboration

Dr. Bogden discussed the region's Curriculum Administrators exploration of the potential for offering content-focused professional development to elementary and middle school teachers responsible for science instruction. He explained that these offerings would be in collaboration with Tufts University and would begin this summer.

- Bridgewater State University

Dr. Bogden discussed coordination with Bridgewater State University in the development of a third cohort of professionals completing graduate coursework towards special education teaching certification. He noted that the Fall SPED Cohort courses were wrapping up on January 15. He also noted that the next courses in the sequence, SPED 575 and SPED 501/524 would begin in early February. He explained that SPED 575 would be delivered asynchronously and was 100% online, while SPED 501/524 would be delivered synchronously online on Wednesdays.

- Sheltered English Immersion (SEI) Course

Dr. Bogden noted that the Collaborative would be offering the Sheltered English Immersion endorsement course this semester beginning on February 3 and running through May 12. Dr. Bogden noted that registrants are eligible to receive graduate credit through BSU.

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

Mr. Hilton noted that the "Promoting High Achievement for All Students" grant had been funded for an additional year (calendar year 2022). This MTSS project continued to support Wareham, Bourne, and Barnstable in their work with Modern Teacher.

- ASLP

Mr. Hilton indicated that ASLP applications had distributed to students/families by district liaisons. He noted that some students who had been eligible for the summer of 2021 had not received applications for 2022. He also noted that each school district determined the compartment of students who were eligible to enroll. He noted that some students accepted for 2021 had received applications, although some were no longer offered applications by their districts.

Mr. Hilton informed the Board that it was likely that the ASLP program would be impacted by changes to vaccination requirements.

He also noted that Capt. Stephen Kelleher and Lt. John Muldoon were expected to lead the 2022 program.

b. Strategic Planning

Discussion

Mr. Hilton discussed the need for a regional process of Strategic Planning, not only for the Collaborative programming and services, but to ensure the capacity of districts to meet the demands that have resulted from the pandemic. He explained that these challenges have continued to increase as districts and the Collaborative work to address the challenges of the post-pandemic public school environment.

Mr. Hilton observed the focus of a significant amount of activity throughout the past few years had been on highlighting the demographic shifts that had occurred, and continue to occur, throughout the region. The regional challenges had continued to be exacerbated due to the impact of the pandemic, including funding concerns from state and federal sources; staffing concerns; the increased needs of students due to lost instruction and connections; continued decreases in student population; and increased needs of students/families.

Mr. Hilton stressed the need to establish the process for engaging with Strategic Planning in early 2022, and indicated that he would seek the guidance of a subcommittee of the Board with this process.

c. Virtual High School (VHS)

Dr. Bogden told the Board that member districts continue to seek placement for students at the same rate as prior to the pandemic. He explained that districts enrolled students in both remedial courses and advanced placement courses.

Mr. Schumacher asked how many VHS seats were available to member districts. Dr. Bogden indicated the Collaborative had the option to purchase 250 seats, although the current enrollment was 225. He noted that these seats had been distributed across school districts throughout the region. Mr. Schumacher suggested that an annual report to the Board providing an evaluation of VHS would be valuable. Dr.

Bogden indicated that he would provide this information at the end of the current semester.

III. Executive Session

It was not necessary to enter into Executive Session during this meeting.

IV. Old Business

a. Treasurer Evaluation

Discussion

Mr. Hilton noted that the Board must annually facilitate the evaluation of the Collaborative Treasurer. He indicated that the Board first appointed Mr. William Friel as the Treasurer of the Collaborative in May 2017, and that he had continued to do an exceptional job in this role.

At the last Board meeting, Mr. Hilton suggested the Board offer feedback regarding the performance of the Treasurer to supplement the evaluation of the Treasurer completed by the Executive Director and Business Manager for consideration by the Board. A draft of Mr. Friel's performance evaluation was included with Board materials in advance of the meeting. The evaluation was based on Mr. Friel's performance during the past calendar year.

Ms. Putnam expressed that, in her opinion, Mr. Friel has his "finger on the pulse" of the Collaborative and added that he has been responsive and consistent, and can explain financial matters in language that could be easily understood.

b. Executive Director Evaluation

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

Ms. Lindahl noted the necessity to convene an Evaluation Subcommittee to discuss preparation for the evaluation of the Executive Director for CY21. She suggested that she would like to see an additional Board member volunteer to serve on this committee. Ms. Fuller volunteered to participate.

Mr. Schumacher said he would remain on the subcommittee, and suggested the Board use the same evaluation format. Ms. Lindahl indicated the Evaluation Subcommittee would connect with Mr. Hilton and Ms. Deck.

c. FY22 Reconciliation and Update

Ms. Lipkind noted a change to his agenda item (previously reconciliation and updates regarding transportation invoicing). She indicated that this provided a placeholder for discussion of the "green sheet" and any proposed changes to the Spending Plan and Budget.

d. Establishment of Capital Reserve Fund(s)

Discussion

Mr. Hilton informed the Board that the “Capital Plan” approved by the board at a prior meeting and a memo addressing questions had been distributed to the chairpersons of each member district School Committee.

He explained that four or five districts had already voted to approve. Mr. Hilton explained that he continued to be available to answer any questions by the School Committees, and planned to visit the Nauset Superintendency Union later in January.

Ms. Lindahl asked for clarification regarding the need for a vote. Mr. Hilton noted a vote is not necessarily required. He explained that if no action were taken by a School Committee within 45 days of receipt of the Capital Plan/Capital Reserve Establishment, it would be considered to be approval of the plan, per regulation/statute.

Mr. Dorfner indicated the Falmouth School Committee had conducted its first reading the night before the Board meeting. He asked if the Collaborative’s Capital Plan has been capped, and if so, at what amount. Mr. Hilton explained that the final page of the memo indicated the Capital Plan would be for “up to \$10 million”, but had various “up to” amounts within the plan for different elements. Mr. Hilton also noted the Board had discussed and approved the amounts shown in the Capital Plan, but districts were not obligated to fund the Capital Plan with their approval.

Mr. Morris noted the message be shared with each home school committee, emphasizing that the district was not obligated to pay for this. He suggested communication with the Superintendent and Business Manager of each district be included in the discussion.

Ms. Fuller asked if grant money could go into a reserve fund, and what other funding mechanisms were available to the Collaborative. Mr. Hilton explained that grant money was already restricted, and indicated that other funding sources could and would include donations. Ms. Fuller asked if, at the end of the fiscal year, extra funds could be put into Capital Reserve. Mr. Hilton noted that this decision would be made by the Board each year. He added that he hoped Paycheck Protection Program loan funds would provide seed money for necessary renovations.

Mr. Myers indicated that he understood surplus, but asked about other mechanisms for district assessment. Mr. Hilton responded that the Board would determine any district assessments. He provided the example that vehicles purchased for specific districts’ transportation needs were be paid for by that district through the MOU with the Collaborative.

Mr. Dorfner questioned whether, in the absence of funds, massive capital expenses would need to be covered through the budget or by assessments against districts. Mr. Hilton observed that facility costs were included in the tuition costs. He explained that regularly funding capital expenses through reserve funds could provide an opportunity to decrease operational costs.

e. Osterville Playground

Discussion

Mr. Hilton noted the Capital Plan just discussed included the Osterville Playground. Ms. Lipkind talked about recent staff meetings where funding for the playground was discussed. Staff are exploring various fund-raising avenues, including sharing information on social media. Mr. Hilton observed that there had been an attempt to schedule a local performance that would benefit the playground.

V. New Business

a. FY22 Warrants

VOTES

- | | | | |
|-------|-------------|-------|-------------|
| • #23 | VOTE | • #26 | VOTE |
| • #24 | VOTE | • #27 | VOTE |
| • #25 | VOTE | | |

Mr. Morris made a motion to approve Warrants #23, #24, #25, #26 and #27 as a slate. Ms. Putnam seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes, Mr. McGee – yes, Mr. Morris – yes, Ms. Lindahl – yes,
 Mr. Dorfner – yes, Mr. Myers – yes, Mr. Schumacher – yes,
 Mr. Fichtenmayer – (no response), Ms. Bacchicchi – yes, Ms. Putnam – yes.

The motion passed.

Mr. Morris made a motion that the Board vote to approve the slate of warrants. Mr. McGee seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes, Mr. McGee – yes, Mr. Morris – yes, Ms. Lindahl – yes,
 Mr. Dorfner – yes, Mr. Myers – yes, Mr. Schumacher – yes,
 Mr. Fichtenmayer – (no response), Ms. Bacchicchi – yes, Ms. Putnam – yes.

The motion passed.

b. Procurement

- **Contracting Bond Counsel for Representation in Bond Process** **VOTE**

Mr. Hilton discussed the Collaborative work with MassDevelopment to secure counsel to represent the Collaborative in Bond Development process. He explained that the firm selected through the procurement process was Locke Lord of 111 Huntington Ave., Boston, MA. He noted that Collaborative Counsel (Murphy, Hesse, Toomey & Lehane) had been involved with this

process. Mr. Hilton recommended that the Board vote to affirm the retention of Locke Lord as Bond Counsel.

Mr. Morris made a motion that the Board vote to affirm the retention of Locke Lord as Collaborative's Bond Counsel. Ms. Fuller seconded the motion. A roll call vote was taken:

Ms. Fuller – yes, Mr. McGee – yes, Mr. Morris – yes, Ms. Lindahl – yes,
Mr. Dorfner – yes, Mr. Myers – yes, Mr. Schumacher – yes,
Mr. Fichtenmayer – yes, Ms. Bacchiocchi – yes, Ms. Putnam – yes.
The motion passed.

• **Submission Application to MassDevelopment for Assistance with Securing Tax-Exempt Bonding** **VOTE**

Mr. Hilton explained that the Collaborative submitted an application to secure the assistance of MassDevelopment (a quasi-governmental agency) with securing tax-exempt bonds for the renovation of the Laurence MacArthur Building in South Yarmouth. He explained that the Collaborative application was on the January agenda for MassDevelopment Board (January 13, 2022).

Mr. Hilton noted the initial commitment was a \$750 application fee which was necessary to have an application considered by the MassDevelopment Board.

He recommended that the Board vote to affirm the application of the Collaborative to secure the assistance of MassDevelopment with Tax-Exempt Bond financing.

Ms. Fuller made a motion that the Board vote to affirm the Collaborative's application to secure the assistance of MassDevelopment with Tax-Exempt Bond financing. Mr. Morris seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes, Mr. McGee –yes, Mr. Morris – yes, Ms. Lindahl – yes,
Mr. Dorfner – yes, Mr. Myers – yes, Mr. Schumacher – yes,
Mr. Fichtenmayer – yes, Ms. Bacchiocchi – yes, Ms. Putnam – yes.
The motion passed.

• **Procurement of Hazardous Materials Abatement Services** **VOTE(S)**

Mr. Hilton noted the Board voted at the last meeting to move forward with this procurement process, having the Collaborative consult with Mr. McGee and Mr. Morris as necessary. He explained that Rowse Architects had prepared a "bid package" for securing hazardous materials abatement at the Laurence MacArthur Building in South Yarmouth. He noted that the Invitation for Bids and Advertisement had been included with board materials for this meeting. He noted that the rest of the bid materials

(engineering drawings and testing results) were not included due to size constraints, but were available for Board review.

Ms. Lipkind explained that Rowse Architects had provided technical assistance through the procurement and evaluation process. Mr. Hilton recommended that the Board vote to affirm the solicitation of Hazardous Materials Abatement Services.

Mr. Morris made a motion that the Board vote to affirm the solicitation of Hazardous Materials Abatement Services. Mr. Dorfner seconded the motion. A roll call vote was taken:

Ms. Fuller – yes, Mr. McGee – yes, Mr. Morris – yes, Ms. Lindahl – yes,
Mr. Dorfner – yes, Mr. Myers – yes, Mr. Schumacher – yes,
Mr. Fichtenmayer – yes, Ms. Bacchiocchi – yes, Ms. Putnam – yes.
The motion passed.

Mr. Hilton indicated that Hazardous Materials Abatement bids were expected to be submitted online. He recommended that the Board vote to authorize Ms. Lipkind, in consultation with appointed representatives from the Board (currently Mr. Morris), to enter into an agreement/contract with the most advantageous respondent to provide Hazardous Materials Abatement Services. He explained that it would be affirmed that the contract was in the best interest of the Collaborative and its member districts.

Ms. Putnam made a motion that the Board authorize Ms. Lipkind to enter into an agreement/contract with the most advantageous respondent to provide Hazardous Materials Abatement Services, if the contract was in the best interest of the Collaborative and its member districts. Mr. Morris seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes, Mr. McGee – yes, Mr. Morris – yes, Ms. Lindahl – yes,
Mr. Dorfner – yes, Mr. Myers – yes, Mr. Schumacher – yes,
Mr. Fichtenmayer – yes, Ms. Bacchiocchi – yes, Ms. Putnam – yes.
The motion passed.

- **Procurement of Fire Sprinkler Installation Services**

Mr. Hilton noted Rowse Architects was preparing a “bid package” for the installation of fire suppression sprinklers at the Laurence MacArthur Building in South Yarmouth, and will be providing technical assistance through the procurement and proposal evaluation process. He recommended that the Board vote to approve the solicitation of Fire Suppression Sprinkler Installation Services.

Mr. Dorfner made a motion that the Board vote to approve the solicitation of Fire Suppression Sprinkler Installation Services. Mr. Fichtenmayer seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes, Mr. McGee –yes, Mr. Morris – yes, Ms. Lindahl – yes,
Mr. Dorfner – yes, Mr. Myers – yes, Mr. Schumacher – yes,
Mr. Fichtenmayer – yes, Ms. Bacchiocchi – yes, Ms. Putnam – yes.

The motion passed.

Mr. Hilton also recommended that the Board vote to authorize Ms. Lipkind, in consultation with appointed representatives from the Board (currently Mr. Morris), to enter into an agreement/contract with the most advantageous respondent to provide Fire Suppression Sprinkler Installation Services. He noted that it would be affirmed that the contract was in the best interest of the Collaborative and its member districts.

Ms. Putnam made a motion that the Board vote to authorize Ms. Lipkind to enter into an agreement/contract with the most advantageous responded to provide Fire Suppression Sprinkler Installation Services, if the contract was in the best interest of the Collaborative and its member districts. The motion was seconded by Mr. Dorfner.

A roll call vote was taken:

Ms. Fuller – yes, Mr. McGee – yes, Mr. Morris – yes, Ms. Lindahl – yes,
Mr. Dorfner – yes, Mr. Myers – yes, Mr. Schumacher – yes,
Mr. Fichtenmayer – yes, Ms. Bacchiocchi – yes, Ms. Putnam – yes.

The motion passed.

c. FY22 Spending Plan & Budget – Update Discussion & Vote(s)

An update to the 2021-2022 Spending Plan was included with Board materials.

Mr. Hilton indicated the Finance Subcommittee had met immediately prior to the meeting.

Mr. Hilton noted the wage adjustments within the Transportation service area, previously voted, were included in the *modified* FY2022 Spending Plan. Mr. Hilton and Ms. Lipkind updated the Board regarding the status of the FY2022 Spending Plan as well as adjustments/revisions to the Spending Plan and Budget, which were consistent with current projections.

They recommended that the Board vote to approve the January 1, 2022 FY22 Modified Spending Plan.

Mr. Schumacher made a motion that the Board vote to approve the January 1, 2022 FY22 Modified Spending Plan. Ms. Fuller seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes, Mr. McGee – yes, Mr. Morris – yes, Ms. Lindahl – yes,
Mr. Dorfner – yes, Mr. Myers – yes, Mr. Schumacher – yes, Mr. Fichtenmayer – yes,
Ms. Bacchiocchi – yes, Ms. Putnam – (no response).

The motion passed.

Mr. Hilton noted the Collaborative was also required to maintain a Budget in a statutory format. He explained that this “Budget” must include specific line items, and was *not* limited to activities for the 2021-2022 school year as expenditures for capital items and from “reserves” were shown as expenditures within FY2022. He noted that there was a reconciliation between the “Spending Plan” and the “Budget” within the “Spending Plan” on the fourth page (page 4).

He recommended that the Board vote to approve the FY22 Modified Statutory Budget.

Mr. McGee made a motion that the Board vote to approve the FY22 Modified Statutory Budget. Mr. Morris seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes, Mr. McGee – yes, Mr. Morris – yes, Ms. Lindahl – yes,
Mr. Dorfner – yes, Mr. Myers – Mr. Schumacher – yes, Mr. Fichtenmayer – yes,
Ms. Bacchiocchi – yes, Ms. Putnam – (no response).

The motion passed.

- Personnel

- Additions

- James Andrews Asst. Operations Manager
 - Kevin Casey 7D Driver
 - Susan Gemborys CDL Driver, Mashpee
 - Demetri Grevelis Paraprofessional, STAR
 - Sarah Forrest Paraprofessional, STAR

VOTE

- Reductions

- Sarah Cadin Paraprofessional, Waypoint
 - Jessie Carrier CDL Driver, Bourne
 - Jacqueline Frasier Monitor
 - Dennis Gerard CDL Driver, Nantucket
 - Aja McElhiney Teacher, STAR
 - Tricia Murphy Business Operations Assistant

VOTE

- Changes in Status

- William Aldrich CDL Mashpee to CDL Bourne
 - Beverly Harrington Return from Leave to 7D Driver
 - Lorne Russell CDL Training to CDL Nauset

VOTE

Ms. Lindahl asked for a motion to approve all personnel additions, reductions and changes in status as shown on the agenda. Mr. McGee made the motion; Mr. Morris seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes, Mr. McGee – yes, Mr. Morris – yes, Ms. Lindahl – yes,
Mr. Dorfner – yes, Mr. Myers – yes, Mr. Schumacher – yes, Mr. Fichtenmayer – yes,
Mr. Bacchiocchi – yes, Ms. Putnam – yes.

The motion passed.

Mr. Hilton noted the addition of three new drivers (2 large bus, 1 7D vehicle), and remarked Tricia Murphy had resigned her position as Business Operations manager at the end of the calendar year.

d. Minimum Wage Increase

VOTE

Mr. Hilton noted the Collaborative had based the Transportation “Operations Rate” on the Massachusetts minimum wage. He explained that the minimum wage increased January 1, 2022 to \$14.25 / hour.

He recommended that the Board vote to increase the “Operations Rate” of pay to coincide with the Massachusetts minimum wage.

Ms. Putnam made a motion that the Board vote to increase the Operations Rate to coincide with the Massachusetts minimum wage. Mr. Morris seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes, Mr. McGee – yes, Mr. Morris – yes, Ms. Lindahl – yes,
Mr. Dorfner – yes, Mr. Myers – yes, Mr. Schumacher – yes, Mr. Fichtenmayer – yes,
Ms. Bacchiocchi – yes, Ms. Putnam – yes.

The motion passed.

e. Change to Mileage Rate

VOTE

Mr. Hilton explained that, in June, the Board had voted to tie the mileage reimbursement rate paid by the Collaborative to the rate established by the Internal Revenue Service. He noted that the IRS has increased the rate from \$0.56 to \$0.585 per mile.

Mr. Hilton recommended that the Board vote to increase the mileage reimbursement rate to coincide with the standard mileage rate set by the IRS.

Mr. Dorfner made a motion that the Board vote to increase the mileage reimbursement rate to coincide with the IRS rate. Ms. Putnam seconded the motion.

Mr. Myers said he did not feel this vote was necessary, as the previous vote of the Board tied the mileage reimbursement rate to the IRS rate. This was done to eliminate the need for future votes. The motion was rescinded. The rate would be updated to coincide with the IRS rate as necessary.

f. OPEB Transfer

VOTE

Mr. Hilton noted the Collaborative had been commended during the 2021 financial audit for its funding of Other Post-Employment Benefits (OPEB). He explained that OPEB funds were accrued as obligated for “OPEB” in FY2020; however, the Board had previously recommended that the actual transfer of the OPEB funds to the *irrevocable* trust not occur until the completion of the following fiscal year (FY21) audit process. (This audit was accepted and voted at the December meeting). Mr. Hilton recommended that Board consider a vote to transfer the FY2020 OPEB accrual of \$180,000 to the OPEB Trust Fund.

Mr. Schumacher made a motion that the Board vote to transfer the FY2020 OPEB accrual of \$180,000 to the OPEB Trust Fund. Mr. Fichtenmayer seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes, Mr. McGee –yes, Mr. Morris – yes, Ms. Lindahl – yes,
Mr. Dorfner – yes, Mr. Myers – yes, Mr. Schumacher – yes, Mr. Fichtenmayer – yes,
Ms. Bacchiocchi – yes, Mr. Putnam – yes.

The motion passed.

g. Planning Legislative Breakfast for 2022

Discussion

Mr. Hilton explained that he had been in discussion with representatives for the delegation and has a commitment for the Legislative “Breakfast” to occur (virtually) on Friday, February 4, 2022 with the legislators committing to attendance from 9:00AM until 10:30AM.

Mr. Hilton indicated he would seek assistance from the Board and MASC Division VII in planning the (virtual) event. Mr. Morris indicated that he would be willing to assist, and Ms. Lindahl said she was willing to serve as an alternate.

VI. Minutes

a. December 8, 2021

VOTE

Ms. Putnam made a motion that the Board vote to approve the minutes of the December 8, 2021 Board meeting. Mr. Morris seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes, Mr. McGee – yes, Mr. Morris – yes, Ms. Lindahl – yes,
Mr. Dorfner – yes, Mr. Myers – yes, Mr. Schumacher – yes, Mr. Fichtenmayer – yes,
Ms. Bacchiocchi – yes, Ms. Putnam – yes.

The motion passed.

VII. Other

Ms. Lindahl commended the Cape Cod Collaborative’s administrative team.

Ms. Lipkind and Mr. Friel indicated that preliminary rate sheets for the Collaborative's tax-exempt bonding were showing a rate 2.93%. Mr. Friel noted that this is an advantageous rate.

VIII. Adjournment

Ms. Lindahl called for a motion and a second to adjourn the meeting. Mr. McGee made the motion and Mr. Morris seconded. The Board voted to adjourn by unanimous consent.

The January 12, 2022 meeting of the Cape Cod Collaborative Board of Directors adjourned at 6:29 PM.