



Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
June 8, 2022 - 5:15 PM

I. Cracker Barrel Discussion **5:00 PM**

This section of the meeting had been reserved for informal discussion and information sharing among members of the Board of Directors. No issues were brought up for discussion.

II. Call to Order **5:15 PM**

Mr. McGee, Vice Chair, called the meeting to order at 5:15 PM. The meeting occurred in a hybrid manner, with attendees participating both in person and virtually through the Zoom application. The 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 by telephone. Attendees were able to join the meeting by calling:

Phone Number: 1-929-205-6099
Meeting ID: 880 2842 0496
Telephone Passcode: 6852547
Zoom Passcode: Cape Cod

Mr. McGee reminded Board members that 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 the meeting virtually have "R" for "remote" noted after their names. In attendance were:

Cape Cod Tech	Scott McGee, Vice Chair
Barnstable	Kathy Bent (R)
Bourne	Maureen Fuller (R)
Brewster	Casey Mecca (R)
Dennis-Yarmouth	Phillip Morris (R)
Monomoy	Jessica Rogers (R)

Nantucket	Laura Gallagher Byrne (R)
Nauset	Cathryn Lonsdale (R)
Truro	Kolby Blehm (R)
Upper Cape Cod RTS	Robert Fichtenmayer
Wareham	Joyce Bacchiocchi (R)
Treasurer	William (Bill) Friel

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Amy Lipkind
Director of Special Projects	Dr. Christopher Bogden
Admin & Finance Coordinator	Marc Dupuis
Director of Special Education	Christina Caputo
Waypoint Program Director	Dr. Kara Peterson
STAR Program Director	Julia Bryant

Mr. McGee asked for a motion to temporarily suspend Falmouth, Martha’s Vineyard, Orleans, and Provincetown 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.”

Falmouth	Missed meetings
Martha’s Vineyard	Missed meetings
Orleans	No appointed representative
Provincetown	No appointed representative

Mr. Fichtenmayer made the motion, which was seconded by Mr. Morris.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Mr. Morris – yes, Ms. Fuller – yes, Ms. Bent – yes, Ms. Mecca – yes, Mr. Blehm – yes, Ms. Rogers – yes, Ms. Lonsdale – yes, Mr. McGee – yes, Ms. Bacchiocchi – yes, Ms. Gallagher Byrne – yes.

The motion passed.

III. Appointment of Officers

VOTE

A. Election of Chairperson

Mr. Fichtenmayer nominated Judy Lindahl for Chairperson. Ms. Bent seconded the nomination.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Mr. Morris – yes, Ms. Fuller – yes, Ms. Bent – yes, Ms. Mecca – yes, Mr. Blehm – yes, Ms. Rogers – yes, Ms. Lonsdale – yes, Ms. Bacchiocchi – yes, Ms. Gallagher Byrne – yes.

Ms. Lindahl will continue as Chairperson of the Board of Directors.

B. Election of Vice-Chairperson

Mr. Fichtenmayer nominated Scott McGee as Vice Chairperson. Ms. Bent seconded the nomination.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Mr. Morris – yes, Ms. Fuller – yes, Ms. Bent – yes, Ms. Mecca – yes,
Mr. Blehm – yes, Ms. Rogers – yes, Ms. Lonsdale – yes, Ms. Gallagher Byrne – yes.

Mr. McGee will continue as Vice Chairperson of the Board of Directors.

C. Election of Executive Committee.

Mr. Hilton noted the Executive Committee of the Board is composed of five (5) Board members plus the Chairperson and Vice Chairperson. Mr. McGee asked Board members to indicate their willingness to serve. Mr. Hilton spoke with Ms. Putnam prior to the meeting said she was willing to serve. Ms. Fuller, Mr. Morris, Mr. Fichtenmayer, and Ms. Rogers also volunteered to serve.

Mr. Blehm made a motion that the Board vote to approve the members of the Executive Committee. The motion was seconded by Mr. Fichtenmayer.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Mr. Morris – yes, Ms. Fuller – yes, Ms. Bent – yes, Ms. Mecca – yes,
Mr. Blehm – yes, Ms. Rogers – yes, Ms. Lonsdale – yes, Ms. Gallagher Byrne – yes,
Ms. Bacchiocchi – yes.

D. Appointment of Treasurer

Mr. Fichtenmayer nominated the current Treasurer, William Friel, for reappointment. Mr. Morris seconded the nomination.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Mr. Morris – yes, Ms. Fuller – yes, Ms. Bent – yes, Ms. Mecca – yes,
Mr. Blehm – yes, Ms. Rogers – yes, Ms. Lonsdale – yes, Ms. Gallagher Byrne – yes,
Ms. Bacchiocchi – yes.

E. Appointment of Secretary to the Board of Directors

Mr. Fichtenmayer nominated the current Secretary, Elizabeth Deck, for reappointment. Mr. Morris seconded the nomination.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Mr. Morris – yes, Ms. Fuller – yes, Ms. Bent – yes, Ms. Mecca – yes,
Mr. Blehm – yes, Ms. Rogers – yes, Ms. Lonsdale – yes, Ms. Gallagher Byrne – yes, Ms.
Bacchiocchi – yes.

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

The Board currently had met on the second Wednesday of the Month from September through June of each school year and as needed in the summer. The meetings occurred at 5:15 PM at the Collaborative offices in Osterville.

Mr. Morris made a motion that the Board vote to continue meeting as per this schedule. Mr. Fichtenmayer seconded the motion.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Mr. Morris – yes, Ms. Fuller – yes, Ms. Bent – yes, Ms. Mecca – yes,
Mr. Blehm – yes, Ms. Rogers – yes, Ms. Lonsdale – yes, Ms. Gallagher Byrne – yes,
Ms. Bacchiocchi – yes.

IV. New Business

a. Programs/Services

- Waypoint Academy
 - Enrollment Update
 - Programming

Dr. Peterson discussed the work underway as Waypoint wrapped up the final days of school for the 2021-2022 school year. She explained that final meetings, including IEP meetings, had occurred. She noted that grades and progress notes had been produced, and the last clinical meeting was held on Friday.

Dr. Peterson described one highlight of the last days of the school year. She described the Waypoint Program graduation that was held on May 25 at Camp Burgess in Sandwich. Dr. Peterson thanked Ms. Fuller for representing the Board at this occasion. She noted that the graduation was well attended, as former Collaborative staff and teachers were also present. The graduates were celebrated, and Waypoint English and Language Arts teacher Kathy Richerson was recognized for her 22 years of service to the Collaborative.

Dr. Peterson explained that field trips and events had been scheduled to keep students focused and attentive to learning during the final days of the school year. She noted that activities included biking along the canal, and a beach trip to Town Neck. Dr. Peterson also highlighted that “Step-Up Day” had recently paired students moving to 9th grade with peers in high school.

Dr. Peterson discussed plans for increased parent student participation, which included a short parent survey. She also discussed ongoing interviews for current and anticipated staff openings.

Ms. Fuller asked Dr. Peterson about Waypoint’s Code of Conduct, specifically about the weekly update to families regarding student performance. Ms. Fuller asked if this process was labor intensive. Dr. Peterson indicated that the prior process required daily feedback on a number of indicators.

Ms. Fuller noted the focus on Positive Behavior Support, which can be quite fluid. Dr. Peterson indicated that the middle school and high school had slightly different approaches to this, however the overall goal was to promote positive behavior through qualitative and quantitative criteria. She noted that proposed changes were to be piloted this summer with the goal of having more students maintaining engagement and earning more privileges within the program.

- STAR / Osterville
 - Enrollment
 - Programming

Ms. Bryant described the impact of increased COVID cases upon the program since the last Board meeting. She explained that the program had experienced the highest staff absences noted since the pandemic began. She explained that, as there were no substitute staff, the remaining staff worked tirelessly to ensure to ensue appropriate coverage for all classrooms.

Ms. Bryant noted that new students continued to enter the program. She informed the Board that the current enrollment was 64 students, and noted two (2) students had started during the week of the Board meeting. She further noted that two more students were expected to start the following week, and one was expected to join the first day of the Extended School Year (ESY) program.

Ms. Bryant spoke about students who were in the process of transitioning out of the STAR Program. She was excited to report that at least 10 students were “returning to district”, and described preparations that continued to occur to prepare the students to make a successful transition. She also explained that two (2) additional students were also expected to transition from the program, one student to the Bourne High School program and another student to the May Center residential program in the fall.

Ms. Bryant noted that the summer enrollment for the program was projected at 53 students. Ms. Bryant informed the Board that this was a good indication of the starting enrollment for the 2022-2023 school year.

Ms. Bryant noted that all but two (2) staff members were anticipated to return for the 2022-2023 school year. She noted the two (2) staff members plan to attend college in the fall. She also noted that all STAR teachers had indicated that they will return.

Ms. Bryant highlighted a recent event where students attending the STAR Program enjoyed a “Rainbow Run” field day event which included music, activities and a cook-out.

Ms. Bryant spoke about the progress of the Professional Learning Community (PLC) groups at STAR and a focus upon research regarding point and level systems. She noted that systems that might work in a K-5 setting may look different when utilized with students at differing developmental levels. Ms. Bryant also discussed the program’s focus upon High School to age 22

students, and the work of therapists (Occupational, Speech & Physical) included in enrichment planning.

Ms. Bryant described how the pandemic had changed the manner in which people attend meetings. With a virtual option available to most, Ms. Bryant and Ms. Brooks, the program clinician, were exploring the creation of monthly parent workshops to be held via Zoom.

Mr. Hilton described the Collaborative's contract with a psychologist to work with clinical staff. He noted clinical staff need individual and independent clinical support outside of the evaluative process.

- **Transportation**

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

- **Staffing**

Mr. Erikson discussed the "major challenge" presented by the uptick in COVID cases, and noted that 19 drivers had "called out" over the previous four (4) weeks. He explained that, with the continued shortage of drivers, finding coverage had been challenging. He noted, on a positive note, that two (2) dispatchers (Nauset and Osterville) had secured their Commercial Driver's License (CDL) with school bus endorsement. Mr. Erikson noted that training requirements often take several months, and the efforts to recruit new drivers had continued.

- **Consultation**

- Nantucket – The Collaborative has provided transportation services for the Nantucket Public Schools continually since 1997.

Mr. Erikson reflected upon the challenges faced with the provision of student transportation services for Nantucket. He noted the challenges associated with the provision of service for Nantucket had increased, but staff continued to work cooperatively to maintain the level of service. He also noted that, since the last meeting, the issues related to the inspections of the Nantucket buses had been resolved. He also explained that, although housing remained a major problem, a short term solution had been found.

- Memoranda of Agreement (MoAs) – Transportation

Ms. Lipkind and Mr. Dupuis informed the Board that they had consulted with Monomoy, Bourne and Truro to facilitate the renewal of their Memoranda of Agreement (Option Year for Monomoy and Renewal of entire agreement for Bourne and Truro).

- Memorandum of Agreement - Nantucket

VOTE

Ms. Lipkind and Mr. Dupuis consulted with the Nantucket Public Schools regarding process and communication recommendations for the 2022-2023 School Year.

It was recommended that the Board vote to approve the Nantucket Memorandum of Agreement as included with the Board materials for this meeting.

Mr. Fichtenmayer made a motion that the Board vote to approve the MOU with Nantucket for the 2022-2023 school year. Ms. Fuller seconded the motion.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Mr. Morris – yes, Ms. Fuller –yes,
Ms. Bent – yes, Ms. Mecca – yes, Mr. Blehm – yes,
Ms. Rogers –yes, Ms. Lonsdale – yes, Ms. Gallagher Byrne – yes,
Ms. Bacchiocchi – yes, Mr. McGee – yes.

The motion passed.

- Therapies

Mr. Hilton provided an update regarding the provision of services within Collaborative programs and to serve school districts. He explained that there continued to be an increase in requests for provision of services within school districts. Mr. Hilton noted there were more than five (5) openings for Speech & Language Pathologists (SLPs) within the region, and an increased need for Occupational Therapists (OT) services. Ms. Caputo informed the Board that the need for OT services had been raised several times by member districts during the previous week.

Ms. Bent spoke about the upcoming change which will require OTs to have a doctorate. Mr. Hilton agreed with the increasing challenges for related service providers and discussed the “grandfathering” of many currently licensed therapists and many recent changes which require a doctorate for medical billing.

Mr. Blehm commented that the change would put a damper on entry-level Certified Occupational Therapy Assistants (COTAs) and Speech & Language Pathology Assistant (SLPA) students, and create increased barriers to entry. He doubted there would be exemptions for entry level staff, and spoke about the need to recommit to trying to get candidates into OTA programs. He noted that these programs presented a less expensive opportunity, but Mr. Blehm noted that there was a shortage of Level II fieldwork coordinators in this geographic area.

- Special Projects

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

- Professional Development / Grants - Tower Foundation Grant
Dr. Bogden provided a brief update regarding the status of the grant programming. He explained that Multi-Tiered Systems of Support (MTSS) and that Tower grants continued to promote programmatic coaches who had made visits to Wareham and Falmouth.
- All-Cape In-Service
Dr. Bogden updated the Board regarding preparations for the All-Cape In-Service scheduled for October 2023. Content Coordinators in the fields of World Language, Nursing, Art, PE/Health, English Language Education, Music, Early Childhood Education, Counseling, and Library/Media. Content Coordinators proposed potential half-day and/or full day workshops and presenters. The majority of these presenters are regionally and nationally known.
- Sheltered English Immersion (SEI) Course Development
Dr. Bogden noted that the spring program closed in May and that the SEI course would be offered again in the fall.
- Research for Better Teaching (RBT's) Studying Skillful Teaching
Dr. Bogden indicated that this course will be offered in a hybrid manner beginning in October.
- Summer Professional Development
Dr. Bogden explained that the Collaborative had a number of professional development offerings in the works, including: Integrated Teaching through the Arts; a science content program in partnership with Tufts University.
- Summer Cape & Islands Administrator Institute
The districts throughout the region are cooperatively exploring the opportunity for a regional Administrator Institute focused upon Restorative Justice. Ideally, this full-day event would occur on Tuesday, July 26, 2022.
- Advanced Studies & Leadership Program (ASLP)
Mr. Hilton provided an update regarding the planning for the summer 2022 ASLP Program. He noted that a grant opportunity had developed which could support a significant portion of ASLP programming. Mr. Hilton explained that a Zoom meeting had occurred for parents and families to receive additional guidance regarding COVID precautions and vaccination requirements for the program. Mr. Hilton described the layers of regulatory oversight (Massachusetts Maritime Academy, Town of Bourne, State and Federal) which impacted the program development. He reminded Board members that students attending the program work and stay together in close quarters. He noted that there were 213 acceptance letters sent to prospective ASLP participants. He explained that not all of the campers had elected to attend the program; indicating that some had made a decision not to attend due to vaccination / COVID requirements.

Mr. Hilton noted that the tuition for the Summer 2022 program was approved as \$1,000 for the eleven-day (nine night) residential program.

Mr. Hilton discussed the recent grant award of \$100,000 from MA-DESE which could offset the entire tuition (\$1,000) for students in need of financial aid. (The initial proposal was for \$200,000 and would have offset the tuition for all participants if it had been fully funded). He noted that a final accounting of expenses must occur before grant funds could be applied toward tuition reimbursements.

b. Procurement

Diesel Fuel Price Solicitation

Discussion / ~~Vote~~

Ms. Lipkind noted that the Board had voted to approve the procurement of on-site diesel fueling at the May Board meeting. Ms. Lipkind discussed the bid process for the procurement of diesel fuel, which included on-site fueling for the buses for several districts.

Ms. Lipkind noted that the Collaborative had received one (1) bid, at an exorbitant rate. She explained that the Collaborative had entered into negotiations with the sole bidder and worked toward obtaining a variable rate which would be \$1 over the Global Braintree Published Rate.

She explained that diesel rates had a direct impact upon districts' costing templates for student transportation services.

Mr. Fichtenmayer asked if the State Contract list offered fuel providers. Ms. Lipkind responded that diesel fuel providers were listed, but that no provider listed would provide the required on-site fueling service in this area. She also stated the Collaborative's previous provider was no longer on the list.

Mr. Morris noted the request for a vote on this issue on the agenda and asked for clarification regarding a one-bid environment with a variable rate. Ms. Lipkind expressed her opinion that, as the solicitation and single response received are part of the procurement files and provide proof that there were no other bidders, this sole-source option could be treated similar to an emergency basis. Mr. Hilton noted the Collaborative would not be entering a formal contract.

c. Virtual High School (VHS)

Dr. Bogden briefly discussed the status of the consortium for Virtual High School that has existed through the Collaborative since 2001. He explained that the Collaborative had reconciled district use of VHS service for the 2021-2022 school year and had invoiced districts for their coordinated use of this program.

V. Executive Session

Mr. McGee indicated that it was necessary to enter into Executive Session and read the reasons stated in the agenda.

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

An executive session may be held only where an open meeting may have a detrimental impact on the body's negotiating position with a third party;

- Personnel Leaves
- FY2022 Personnel Planning
 - Collaborative Business Manager
 - Nauset/Monomoy Support Change
 - Recommendations for Renewal
 - Board Role
 - Recommendations
- Changes to Employee Handbook
- Changes to Transportation Handbook – Longevity Additions

b. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;

- Status of negotiations with Town of Sandwich (including strategy) for extension of lease for Henry T Wing School in Sandwich
- Facilities Negotiations
 - MacArthur School Renovation Contracting
 - Program Location Planning

Mr. Blehm made a motion that the Board enter into Executive Session for the state reasons, to return to public session. Mr. Morris seconded the motion.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Mr. Morris – yes, Ms. Fuller – yes, Ms. Bent – yes, Ms. Mecca – yes,
Mr. Blehm – yes, Ms. Rogers –yes, Ms. Lonsdale – yes, Ms. Gallagher Byrne – yes,
Ms. Bacchiocchi – yes.

The motion passed.

The Board exited Open Session and entered Executive Session at 6:10 PM.

The Board returned to Open Session at _____ PM.

VI. New Business

a. Waypoint Relocation & Planning

Mr. Hilton provided an update regarding the status of planning for the relocation of Waypoint Academy. He noted that this item had discussed in Executive Session.

Ms. Lipkind provided an update regarding the renovation progress and the change for the date for “substantial completion”. She explained that the general contractor C.J.M. Services Inc. had agreed to a contract and that approximately \$500,000 in efficiencies had been identified in a Deduct Change Order. Ms. Lipkind indicated that more efficiencies were expected to be identified.

Mr. Hilton indicated the current lease with the Town of Sandwich had been extended through December 2022.

b. FY22 Reconciliation and Update

Mr. Hilton shared an overview of the FY22 reconciliations to date, as shown on the “green sheet.” (He noted that a malfunction with the color printer resulted in a “grey sheet” for this month’s meeting.) Ms. Lipkind discussed the projections through the end of the fiscal year, and noted expenses which were still scheduled to occur such as the “bump check” payroll. Mr. Hilton and Ms. Lipkind expressed expectations that the Collaborative would finish the fiscal year in the black.

c. Osterville Playground

Discussion

Ms. Lipkind discussed the quote received for playground construction and noted that some playground equipment had been eliminated due to increased costs. She explained that the contractor revised their quote for the playground and installation. The revised amount, with some efficiencies identified was approximately \$300,000. She also noted that fundraising continued, and grant options were being pursued to close the funding gap.

a. FY2022 Warrants

VOTES

- | | | | |
|-------|-------------|-------|-------------|
| • #45 | VOTE | • #47 | VOTE |
| • #46 | VOTE | • #48 | VOTE |

Mr. Fichtenmayer made a motion that the Board vote to bundle and approve Warrants #45, #46, #47, and #48 in one vote. The motion was seconded by Mr. Morris.

A roll call vote was taken:

- Mr. Fichtenmayer – yes, Mr. Morris – yes, Ms. Fuller – yes, Ms. Bent – yes, Ms. Mecca – yes, Mr. Blehm – yes, Ms. Rogers –yes, Ms. Lonsdale – yes, Ms. Gallagher Byrne – yes, Ms. Bacchiocchi – yes, Mr. McGee – yes.

The motion passed.

d. FY22 Spending Plan & Statutory Budget

VOTES

- Updates

Discussion

The Board had previously approved changes to the FY22 Spending Plan and Statutory Budget, consistent with ongoing votes of the Board.

- Audit Preparation

Ms. Lipkind updated the Board regarding preparations for the FY22 Audit of Collaborative Financial Statements. She explained that the auditors had received all information requested for the initial audit review. Ms. Lipkind expected additional requests for information would occur after June 30.

- **FY22 Budget Revision** **VOTE(s)**
 Treasurer William Friel and Business Manager Amy Lipkind updated the Board regarding the status of the Budget Closeout.

- **Funding Request for Capital Reserve Fund** **VOTE**
 It was noted that, in April, the Board voted to establish the Capital Reserve Fund with the allocation of \$1,750,000. It was determined that the remainder of the voted amount, \$236,437.42, was to be allocated by the end of this fiscal year. Mr. Hilton sought a vote to allocate the remainder to the established capital reserve fund in accordance with the following:

Planned Use: Waypoint Academy Renovations - \$236,437.42

Mr. Friel noted this vote was consistent with the Board’s established policies.

- **OPEB Charge-Off** **VOTE**
 Ms. Lipkind recommended the “charge off” of \$40,482 for the liabilities for Other-Post-Employment-Benefits (OPEB) expenses made from the Operating Budget over the past year (FY22). She explained that this “charge off” would decrease the long-term liability for OPEB by the associated amounts. She noted that, in the event that this “charge off” was not made, the liability for these expenses would decrease the balance in the OPEB Trust Fund.

Mr. Morris made a motion that the Board vote to bundle and approve the Capital Reserve funding request and the OPEB Charge-Off in one vote. Mr. Blehm seconded the motion.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Mr. Morris – yes, Ms. Fuller –yes,
 Ms. Bent – yes, Ms. Mecca – yes, Mr. Blehm – yes, Ms. Rogers – yes,
 Ms. Lonsdale – yes, Ms. Gallagher Byrne – yes, Ms. Bacchiocchi – yes,
 Mr. McGee – yes.

The motion passed.

- **Personnel**
 - **Additions** **VOTE**
 - Manuel Rebelo Custodian
 - **Reductions** **VOTE**
 - Paul Leland Monitor
 - Catherine McKernan CDL Driver
 - **Adjustments** **VOTE**
 - **Change of Status** **VOTE**

Mr. Fichtenmayer made a motion that the Board vote to bundle and approve personnel changes in a single vote. The motion was seconded by Mr. Morris.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Mr. Morris – yes, Ms. Fuller – yes,
Ms. Bent – yes, Ms. Mecca – yes, Mr. Blehm – yes, Ms. Rogers – yes,
Ms. Lonsdale – yes, Ms. Gallagher Byrne – yes, Ms. Bacchiocchi – yes,
Mr. McGee – yes.

The motion passed.

e. Strategic Planning

Mr. Hilton asked that this agenda item be tabled until the fall. The Board concurred.

f. FY2023 Spending Plan & Statutory Budget

Mr. Hilton noted that the Collaborative Articles of Agreement require that the FY23 Spending Plan and Statutory Budget be approved at the June meeting of the Board. He noted that items impacting the Spending Plan and Statutory Budget had been discussed in previous Board meetings.

Mr. Hilton noted that the FY23 Tuition Rates and FY23 Service Rates were approved by a vote of the Board at the May meeting. He explained that a revised DRAFT of the FY23 Proposed Spending Plan & Budget was included with Board materials for the June meeting. He also noted that adjustments had been made to personnel items consistent with Board votes.

- Service Commitments
 - Programs
 - STAR
 - i. Total School Year Projection of 58 FTEs (Previously 55)
 - ii. Extended School Year (Summer) Projection at 45 (previously 45)
 - Waypoint Academy
 - i. Commitments Projected at 52 (previously 53)
 - ii. Total School Year Projected at 59 (previously 60.5 FTEs)
 - iii. Extended School Year (Summer) Projection at 25 (previously 25)
 - Transportation
 - Summer Transportation

The current Spending Plan & Budget includes a standard service model from previous years. A recommendation will be made to modify/adjust the Spending Plan & Budget if significant changes occur in regards to the service need for Summer 2002 (FY23).

- School Year Transportation
The standard service delivery for a school-year in each district is reflected in the Spending Plan & Statutory Budget.
- General Education
 - i. Nauset – Committed through FY23
 - ii. Mashpee – Committed through FY23
 - iii. Truro – Being Finalized for Renewal
 - iv. Monomoy – Commitment through FY23, in first of two option years
 - v. Bourne – Commitment through FY22, renewal in process
 - vi. Nantucket – Commitment in Process
- Special Education – In-District
 - i. Nauset - Committed through FY23
 - ii. Nantucket – Commitment in Process
 - iii. Mashpee – Committed through FY23
 - iv. Monomoy – through 2023, in first of two option years
- Therapies
 - CCT – OT (1.0) – Committed
 - Truro – OT (2.5) - Committed
 - Other Districts – As Needed
- Other
 - ASLP will occur in a different manner for summer 2022. The three week (thirteen day) residential program will operate as an eleven day continuous overnight program for summer 2022. The current projected participation is expected to be approximately 197 students; however, a recent rise in COVID-19 infection rates and vaccination requirements may have an impact upon actual participation.
The Collaborative secured a \$100,000 grant through the MA-DESE to offset substantial portions of the costs for the program and enabled considerable scholarship opportunities for families with identified financial need.

g. Collaborative Handbooks

VOTE(S)

Mr. Hilton recommended that the Board consider approval of these handbooks at the June Board of Directors Meeting. He explained that these handbooks would continue to be revised throughout the early summer as further guidance comes from the state regarding (new) requirements associated with operations. He explained that any revisions to the handbooks that become necessary would be presented for consideration for approval at a later Board meeting.

Mr. Hilton observed that in the past, the Board had elected to bundle approval of the handbooks into a single vote. He noted the Waypoint Academy Code of Conduct had been provided for approval.

- CCC Policy & Procedures Manual for Public Day Schools

VOTE

- Parent & Student Handbook – CCC Public Day Schools VOTE
- Waypoint Academy Code of Conduct VOTE
- Employee Manual / Handbook VOTE
- Transportation Employee Handbook VOTE
- Health Care Procedures Manual VOTE

Mr. Blehm made a motion that the Board vote to bundle and approve the handbooks in a single vote. Mr. Morris seconded the motion.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Mr. Morris – yes, Ms. Fuller – yes, Ms. Bent – yes,
Ms. Mecca – yes, Mr. Blehm – yes, Ms. Rogers – yes, Ms. Lonsdale – yes,
Ms. Gallagher Byrne – yes, Mr. McGee – yes.

The motion passed

(Ms. Bacchiocchi left the meeting prior to this vote.)

h. Annual Appointment of School Physician VOTE

Mr. Hilton recommended Dr. Mathew H Baldasaro for appointment as School Physician for Cape Cod Collaborative Programs for the 2022-2023 School Year.

Dr. Baldasaro has served in the capacity for the past nine (9) years. Mr. Hilton noted that Dr. Baldasaro was a pediatrician in practice at Bass River Pediatrics in South Yarmouth.

He also noted that the Collaborative had issued a contract each year for \$5,000 to Dr. Baldasaro. Dr. Baldasaro has not yet invoiced the Collaborative in any year.

Mr. Blehm made a motion that the Board vote to approve the appointment of Dr. Baldasaro as School Physician for the 2022-2023 school year. Ms. Fuller seconded the motion.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Mr. Morris – yes, Ms. Fuller – yes, Ms. Bent – yes,
Ms. Mecca – yes, Mr. Blehm – yes, Ms. Rogers – yes, Ms. Lonsdale – yes,
Ms. Gallagher Byrne – yes, Mr. McGee – yes.

The motion passed.

i. Personnel Recommendations FY2023 VOTE(S)

- Advanced Studies & Leadership Program VOTE
- Extended School Year Program(s) VOTE
- Waypoint Academy VOTE
- STAR Program VOTE
- Transportation Recommendations VOTE
- Therapy Recommendations VOTE
- Administrative Recommendations VOTE
- Administrators and Administrative Salary Recommendations
(2.5 % increase – with some adjustments) VOTE

- Delegation of Personnel authority to Executive Director VOTE
- Vacation Carryover / Carry-Forward VOTE

Mr. Hilton requested authority to grant “carry forward” of up to eight (8) days of vacation for “full-year” employees. He explained that this practice was consistent with practice in previous years and was not expected to have an adverse impact upon the budget.

Mr. Blehm made a motion that the Board bundle and approve Personnel Recommendations for FY 2023. Ms. Fuller seconded the motion.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Mr. Morris – yes, Ms. Fuller – yes, Ms. Bent – yes, Ms. Mecca – yes, Mr. Blehm – yes, Ms. Rogers – yes, Ms. Lonsdale – yes, Ms. Gallagher Byrne – yes, Mr. McGee – yes.

The motion passed.

j. FY23 Spending Plan & Budget VOTE(s)

Ms. Lipkind and Mr. Hilton reviewed the FY23 Spending Plan & Budget. Mr. Hilton noted elements of the Spending Plan & Budget have been discussed at the past three meetings, and the Board had voted to approve the rates in May 2022.

The Spending Plan & Budget for FY23 was based upon several assumptions & priorities (as indicated on the face page of the FY23 Spending Plan):

- Benefits (Health & Dental) Increases are Factored at 3%
- Salary Increases are Factored @ 2.5% for Salary Grid
- Risk-Eraser (Marc Hauser) Contract Continues
- Capital & Operating “Reserves” Are Included
- OPEB Allocation Continues @ 3% of Labor
- OPEB Deposit from Fund Balance Will Continue @ \$180,000
- Facility Changes – Both Yarmouth & Sandwich facilities carried for Waypoint Academy

It was recommended that the Board vote to adopt the FY23 Spending Plan as included in the Board materials

VOTE

It was also recommended that the Board vote to adopt the FY23 Budget as included in the Board materials

VOTE

Mr. Blehm made a motion that the Board bundle and approve the FY23 Spending Plan and FY23 Budget as included in Board materials. Mr. Morris seconded the motion.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Mr. Morris – yes, Ms. Fuller – yes, Ms. Bent – yes, Ms. Mecca – yes, Mr. Blehm – yes, Ms. Rogers – yes, Ms. Lonsdale – yes, Ms. Gallagher Byrne – yes, Mr. McGee – yes.

The motion passed.

k. Contract for Risk-Eraser

VOTE

Mr. Hilton noted that Dr. Marc Hauser had continued to have a positive impact upon Collaborative staff, students and the programming. Mr. Hilton recommended that the Collaborative continue to contract with Dr. Hauser through FY23 through his consulting organization for a consulting amount of approximately \$70,000. The final contract continues to be developed as particular outcomes are sought to support Collaborative programming (Waypoint, STAR & Transportation). Mr. Hilton also discussed the Collaborative intention to procure database development support through this organization (amount expected at approximately \$10,000).

Dr. Peterson described how Dr. Hauser had attended meetings regarding Goal Seeker, Educata, and Risk Eraser and noted his attendance at clinical meetings. The data platforms his organization has developed have been integral in Collaborative programs. Dr. Hauser also provided paraprofessional training, has coached new staff, and provided management training.

Ms. Caputo discussed professional development trainings Dr. Hauser conducted for both STAR and Waypoint programs on the impact of trauma on brain development. It was recommended that the Board grant Mr. Hilton the authority to continue to negotiate the terms of the contract with Risk-Eraser and to grant Mr. Hilton the authority to sign the contract with Risk-Eraser. Mr. Hilton noted that this vote had been historically taken separate from the Spending Plan and Budget to provide further detail to the Board.

Mr. Morris made a motion that the Board vote to provide Mr. Hilton with the authority to negotiate and sign a contract with Dr. Hauser and his organization for FY23. Ms. Fuller seconded the motion.

Mr. Morris indicated that he personally endorsed this, as he attended professional development courses conducted by Dr. Hauser. He was personally impressed, and also received positive feedback from DY staff.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Mr. Morris – yes, Ms. Fuller – yes, Ms. Bent – yes,
Ms. Mecca – yes, Mr. Blehm – yes, Ms. Rogers – yes, Ms. Lonsdale – yes,
Ms. Gallagher Byrne – yes, Mr. McGee – yes.

The motion passed.

l. Southeastern Collaborative Regional Organization (S-CRO) VOTE

Mr. Hilton sought approval for the Memorandum of Understanding (MOU) renewal for 2022-2023. He noted the current draft of the MOU was not yet available, but would be consistent with past agreements.

Mr. Fichtenmayer made a motion that the Board vote to authorize the approval of the S-CRO MOU for 2022-2023. Mr. Blehm seconded the motion.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Mr. Morris – yes, Ms. Fuller – yes, Ms. Bent – yes,
Ms. Mecca – yes, Mr. Blehm – yes, Ms. Rogers – yes, Ms. Lonsdale – yes,
Ms. Gallagher Byrne – yes, Mr. McGee – yes.
The motion passed.

VII. Minutes

a. May 11, 2022

VOTE

Mr. Fichtenmayer made a motion that the Board vote to approve the minutes of the May 11, 2022 meeting. The motion was seconded by Mr. Morris.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Mr. Morris – yes, Ms. Fuller – yes, Ms. Bent – yes,
Ms. Mecca – yes, Mr. Blehm – yes, Ms. Rogers – yes, Ms. Lonsdale – yes,
Ms. Gallagher Byrne – yes, Mr. McGee – yes.
The motion passed.

VIII. Other

Mr. Fichtenmayer noted at every Board meeting there is a vote to temporarily suspend the voting rights for districts. He asked if these districts receive written notification of the suspension. Mr. Hilton responded the votes are part of the minutes of each meeting and noted the suspensions are necessary to maintain quorums. Mr. Hilton said that, moving forward, the Collaborative would provide written notice of suspension.

IX. Adjournment

It was noted the Executive Committee would be called upon to handle any urgent matters which arise prior to the September Board meeting.

Mr. Morris made a motion that the Board vote to adjourn the meeting. Mr. Blehm seconded the motion.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Mr. Morris – yes, Ms. Fuller – yes, Ms. Bent – yes, Ms. Mecca – yes,
Mr. Blehm – yes, Ms. Rogers – yes, Ms. Lonsdale – yes, Ms. Gallagher Byrne – yes,
Mr. McGee – yes.
The motion passed.

The June 8, 2022 meeting of the Cape Cod Collaborative Board of Directors was adjourned at **6:30 PM**.