

Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



Board of Directors
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Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
September 14, 2022 - 5:15 PM

I. Cracker Barrel Discussion 5:00 PM

This section of the meeting is for informal discussion and information sharing among members of the Board of Directors. No discussion occurred at this meeting.

II. Call to Order 5:15 PM

Ms. Lindahl called the meeting to order at 5:17 PM. The meeting occurred in a hybrid fashion, with participants present in person and attending 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:	862 1784 3280
Passcode for Telephone:	5769630
Passcode for Zoom attendees:	CapeCod

Ms. Lindahl noted the order of the meeting included the necessity for 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:

Eastham	Judy Lindahl, Chair (R)
Barnstable	Kathleen Bent (R)
Bourne	Maureen Fuller (R)
Brewster	Casey Mecca (R)
Mashpee	Don Myers (R)
Monomoy	Jessica Rogers (R) – in at 6:12 PM
Nauset	Cathryn Lonsdale (R)

Orleans	Ian Mack (R)
Upper Cape Cod RTS	Robert Fichtenmayer
Wareham	Joyce Bacchiocchi (R)
Wellfleet	Jill Putnam (R)
Secretary	Elizabeth (Beth) Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	Patrick Murphy
Assistant Business Manager	Amy Lipkind
Director of Special Education	Christina Caputo
Admin & Finance Coordinator	Marc Dupuis (R)
ASLP Program Director	Stephen Kelleher (R)
Operations Manager	Anders Erikson (R)
Waypoint Program Director	Dr. Kara Peterson (R)
STAR Program Director	Julia Bryant
Director of Special Projects	Dr. Christopher Bogden (R)

Mr. Hilton reviewed the list of members who had been suspended 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
Provincetown	No appointed representative

III. New Business

a. Programs/Services

- Waypoint
 - Staffing
 - Programming
 - Notable Changes

Dr. Peterson provided a brief recap regarding program updates which occurred since June.

During the Extended School Year (ESY) program the school tested a pilot of the new weekly summary sheets. She noted that all program staff had attended back-to-school training on August 27th, where a guest speaker spoke about progress and changes necessary in development of a true therapeutic milieu.

Dr. Peterson indicated the school year opened with five new staff members and seven new students. She explained that three (3) of the five (5) high

school classrooms included new staff. She noted that the program was seeking to hire one additional paraprofessional.

Dr. Peterson noted one fairly new staff member was filling in for a science teacher in the middle school program, who was out on maternity leave. She also noted that the middle school was seeking to hire two additional paraprofessionals.

Dr. Peterson informed the Board that the current program enrollment was 22 high school students and 18 middle school students. She noted that three of the high school students were seniors.

Dr. Peterson also described the professional development program that had been offered on the afternoon of the Board meeting. During that session, Dr. Hauser and Ms. Caputo trained staff regarding Goal Seeker modules which allowed quantitative analysis of progress toward student IEP goals.

Dr. Peterson invited Board members to visit the program at any time.

- **STAR / Osterville**

- Staffing
- Programming
- Notable Changes

Ms. Bryant reviewed and discussed the STAR Program's Extended School Year (ESY) program. She noted the program ran smoothly despite the heat. She highlighted several school functions which included a visit with reptiles, a juggler, the "Bubble Lady," and a drumming group. She also noted that the Harbor Hawks visited twice and offered students an interactive experience learning and playing baseball.

Ms. Bryant expressed that she was grateful that most of the program staff had returned for the 2022-2023 school year. She indicated that two paraprofessionals had not returned; one left to attend college and the other took a position in another school system. Ms. Bryant described the need to hire four more paraprofessionals, as the additional staff would allow the program to accommodate an increase in the number of referrals.

Ms. Bryant indicated that the STAR Program open house would occur on October 12th, the same date as the next Board meeting. Ms. Bryant informed the Board that she had deliberately chosen this date with hopes that Board members attending the meeting in person could also visit the program and have the opportunity to meet families and staff.

Ms. Bryant noted that fundraising efforts for the new playground had continued. She explained that a "stuff-a-bus" event was scheduled to begin in early October. She explained that bagged clothing and linens would be collected. Ms. Bryant also noted the Board packet contained a flyer for a possible "Messages from Heaven" fundraising event. She asked the Board for feedback.

Ms. Bryant discussed the opportunity and process occurring which allowed movement of paraprofessionals within the STAR Program from the Teacher Assistant Level I salary scale to Teacher Assistant Level II. She noted that the 2022-2023 Employee Handbook approved by the Board in June provided a pathway for this change, which required paraprofessionals to assume additional responsibilities. Ms. Bryant explained that these responsibilities included training in the MCAS Alternative Assessment, achievement of Quality Behavioral Systems Safety-Care trainer status, collection and interpretation of crisis and behavioral data, and the development of social skills curriculum for classrooms.

Mr. Hilton commented that STAR staffing had remained constant while 10+ students had been added to the program. He explained that this situation resulted in an increased workload for all staff. He also noted that this opportunity provided an opportunity for demonstrating appreciation for dedicated staff, especially with a challenging job market.

Ms. Bryant described outings and assemblies planned for the current school year. She noted that students would once again be have field trips, and that the Special Olympics would again be held.

She also noted that Professional Learning Community (PLC) meetings had started for the school year. Ms. Bryant explained that discussions had focused on revisions to the point/level system, the social-emotional classrooms, recent research on self-injurious behaviors, and the enrichment programs for students ages 18 to 21.

Ms. Caputo noted the Collaborative had hired the McKinney-Vento Regional Liaison, a position funded by two regional grants. She explained that Kathleen Turner had been hired to support Cape Cod school districts with coordination of effort to support students and families impacted by homelessness and foster care.

Mr. Hilton asked for feedback regarding the fundraiser information included in the Board packet. The Board did not raise any objections.

Ms. Fuller asked for clarification on the number of new students who had joined programs since the start of the school year. Ms. Bryant noted that the STAR Program had three (3) new students start during the ESY program, and that one (1) additional student started at the start of the school year. Dr. Peterson noted that Waypoint Academy began the school year with seven (7) new students.

- **Transportation – Issues and Opportunities**

- Staffing

Mr. Erikson described the Transportation Back-to-School meeting which occurred on August 24th at the Cape Cod Regional Technical High School in Harwich. He noted that approximately 85-90% of all transportation employees attended. He stated that the program was very well received.

- Staffing / Routing

Mr. Erikson discussed staffing challenges. He explained that the first week of the school year opened smoothly (the 4.5 open routes were covered by existing staff and spare drivers); however, by week two there were 8.5 routes that needed coverage as some of the “spare” drivers decided to “retire.” Mr. Erikson discussed the current and ongoing the need for administrative staff to fill in on routes as new drivers are identified and trained. He specifically discussed the situation in four districts:

- Bourne

- i.* One Route Open – Covered by Office Staff

- Mashpee

- i.* One-Half Route Open

- Monomoy

- i.* One Small Bus Route Open

- ii.* Four Large Bus Routes Open

Mr. Anderson described the unexpected circumstances that led to these routes being “open”. He noted that all office staff had been assigned to help cover routes and that the Collaborative had been “getting it done.”

- Nantucket

Mr. Erikson discussed the recent resignation of one Nantucket driver, and noted that a new hire, currently in training, would help to fill this vacancy

Ms. Lindahl asked for information on the circumstances that led to the unexpected Monomoy open routes. Mr. Erikson explained that the driver of the Special Education route had come to the Collaborative during COVID when her current employer was forced to close programming. He indicated that this driver had returned to her former employer as a teacher. He also noted that another driver had experienced a sudden medical issue just prior to school opening; a driver left the area after suddenly selling their home; and one further driver had to prioritize care for a parent who had experienced an injury. Mr. Erikson indicated that there were people in the “pipeline” that would help to ease this situation.

Mr. Myers asked if the change in the rate structure for drivers had helped to alleviate the staffing problem. Mr. Hilton noted that

there was a pipeline and that the Collaborative had continued to receive calls from prospective drivers. Mr. Hilton informed the Board that covering athletic trips remained an issue, and that issues regarding driver inclusion and respect were paramount.

Mr. Hilton reiterated that the school year had gotten off to a very smooth start, but the “floor gave out.” He noted administrative staff have done an incredible job in maintaining a high level of service. Mr. Hilton said that he and Mr. Murphy, the new Business Manager, had recently been called in to be dispatchers for two afternoons.

Mr. Myers expressed his appreciation for the work that the administrative staff and drivers were doing, and asked if there was anything the Board could do to support these efforts.

Ms. Lindahl asked if the area representative in the State House was aware of the ongoing issues and challenges. Mr. Hilton responded that local legislators had been kept informed.

- **Therapies**

Ms. Caputo discussed the need for more therapists to support Collaborative programs as well as district needs. She highlighted that there was a need for Occupational Therapists and Speech and Language Pathologists, and School Psychologists throughout the region.

Mr. Hilton described the Collaborative work with districts to problem-solve regarding addressing these shortages. He noted that the Collaborative had begun advertising for Speech and Language Pathologists to support district needs. Mr. Hilton explained that every Special Education Director in every district was impacted by these challenges.

Ms. Bent indicated that she had news of an SLP who had recently relocated to the Cape and would share this information with the Collaborative.

- **Special Projects**

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

- **Bridgewater State University**

Dr. Bogden referred Board members to information regarding the partnership between the Collaborative and Bridgewater State University (BSU) found in the agenda. He noted that the Collaborative had continued to offer coursework through BSU which supports a cohort of students in progressing towards their licensure in Moderate or Severe Special Education.

Mr. Hilton described the Collaborative partnership with BSU which supported the award of through the Massachusetts Department of Elementary & Secondary Education (MA-DESE) to provide

coursework supporting the development of competencies for individuals teaching with an “Emergency License” for Moderate Special Needs. He explained that this grant offered significant support with coursework and taking Massachusetts Tests for Educational Licensure (MTELEs) at minimal cost for eligible participants. He noted that it was anticipated that up to one-hundred (100) educators would be supported by this grant.

- Professional Development
 - Modern Teacher – Dr. Bogden noted that Falmouth and Wareham had continued to work with Modern Teacher.
 - Virtual High School – Dr. Bogden indicated that 151 seats were purchased for full-year and semester courses (1 seat = 1 semester placement in 1 class). He explained that, through the Collaborative, these seats had been offered to districts at a reduced rate.

- ASLP

Mr. Kelleher and Mr. Hilton provided information on the 2022 ASLP program.

- Mr. Kelleher described ASLP 2022 as a great success. He explained that this was the first time since Summer 2019 that the program had operated as an overnight residential program at the Massachusetts Maritime Academy. He noted that ASLP 2022 commenced on Tuesday July 5th and ended Friday July 15th with a graduation and awards ceremony. He highlighted that one-hundred seventy-seven (177) students from the Cape and Islands as well as surrounding communities participated fully in the program.

Mr. Kelleher explained that the ASLP program this year consisted of three (3) different morning Science, Technology, Engineering & Mathematics (STEM) pathways each consisting of 3 -three day classes and as well as eight (8) daily (early afternoon) humanities classes. He noted that late afternoon activities consisted of field trips to the UMASS Dartmouth School for Marine Science and Technology (for presentation and a tour of their aquaculture labs and their underwater drone capabilities) and to the New Wareham Fire Department Headquarters for a demonstration of the latest fire-fighting equipment and fire science technology. Mr. Kelleher informed Board members that the UMASS Dartmouth connection was new this year and that he hoped to expand the relationship into other STEM areas for ASLP 2023.

He explained that, in addition to the field trips, late afternoon activities which involved Remote Operated Vehicles (ROV) demonstrations at the MMA pool and group engineering projects (Cardboard Boat Building). He also explained that, during the evening hours, several guest lecturers had presented in Admiral's Hall, including Dr. Jeff Cukor the

Academy's school physician whose support and guidance helped make the program possible for Summer 2021 and Summer 2022. In addition, Mr. Kelleher indicated that fun, programs had been held at night, which included two socials with a DJ, a Magician performance, an ice cream social and a lot of Pod group activities as well as fresh-air functions with MMA cadet counselors.

- Mr. Hilton noted the initial tuition for the program was reduced from \$1,400 to \$1,000 as programming was modified for Summer 2022. He explained that, initially it had been estimated that the Program would financially “break even” or lose approximately \$30,000.

Mr. Hilton indicated that the Collaborative had applied for, and received a grant from the Commonwealth of Massachusetts, Summer School Expansion and Engagement Grant for \$100,000 to offset costs for the ASLP Program. He informed the Board that the grant funds were received in August 2022. He explained that the receipt of these grant funds had enabled considerable funds to be sent to the families of students who had participated:

- i. Credits (for those paying with credit cards) and checks continued to be issued where appropriate and were expected to be complete in mid-September.
 - ii. Scholarship Students (National Grid and Collaborative) – All Funds Paid would be Returned
 - iii. Parental Pay – \$200 per student were being sent to families who had paid the full tuition for the program
- Mr. Kelleher spoke about the vision for ASLP 2023. He noted that it was hoped new elements would be added to the program. He highlighted that these could include inclusion of elements of the Cape Cod Community College’s aviation program and further coordination with UMASS Dartmouth to explore options available (beyond aquaculture). Mr. Kelleher informed the Board that they had also approached the Maritime Academy regarding the opportunity for the addition of a sustainable energy component to the program and the potential for incorporation the newly acquired schooner, "Ernestina " to the program for day trips.

- All Cape Professional Development Day

Dr. Bogden noted that Board materials included a copy of the 2022 All Cape Professional Development Day Program, scheduled for October 7th. He described this year’s program as offering more than thirty (30) workshop/presentations across a broad range of topic areas relevant to K-12 educators, including: Counseling/Support Services, ELL/ESL, Music and Art Education, Early Childhood Education, World Language, PE/Health, Nursing, and Library Media. He explained that in-person workshops would be held at Dennis-Yarmouth Regional High School. He also noted that virtual/remote presentations would be broadcast live on October 7th, with recordings available for educators

to access at a later time. He indicated that, unless otherwise specified, morning workshops would occur from 8:00AM – 11:00AM and that afternoon workshops would occur from Noon – 3:00PM.

Dr. Bogden highlighted some workshops including:

- *Being an Ally to LGBTQIA+ Students*, the presenter, Dirk Correia, is a trans male who delivered an outstanding workshop last year to 65 registrants. His presentation is suitable for anyone who works in schools.
- *FBA & BIP: Best Practices in The Field*, focuses on practical approaches to conducting high-quality but efficient functional behavior assessments in public school settings. Suggested for school psychologists, MSWs, Adjustment Counselors, Special Education Teachers.
- *Understanding the Backgrounds of Refugee and Immigrant Students and Families on Cape Cod*, with relevance to all educators on the Cape
- *Conducting to Inspire*, the presenter, Jung Ho Park, is known for his unique vision of the role of classical music. Since 2007 he has been Artistic Director and Conductor of the Cape Symphony and is also Artistic Advisor and Conductor of the Fremont Symphony. He served as Music Director with the University of Southern California (USC) Symphony and the San Francisco Conservatory of Music Orchestra, as well as Director of Orchestras and Music Director of the World Youth Symphony Orchestra at the Interlochen Center for the Arts, and Principal Conductor of the Emmy-nominated Disney Young Musicians Symphony.
- *Full Day Program for School Nurses*, presented by Boston Children’s Hospital, which includes the following topics: *Urgent Care in the School Nurses Office, Psychiatric Issues in Children, and Bullying/Sexting in the School Setting: Strategies and Prevention*

Ms. Lindahl asked about registrations from the Nauset Public Schools. Dr. Bogden responded that there had been a substantial number of Nauset staff who had registered for events and noted that there had already been a substantial increase from last year.

Dr. Bogden indicated that, with two weeks left to enroll, there were already 330 registrations.

- Sheltered English Immersion (SEI) Course Development
Dr. Bogden reported that a remote/virtual section of SEI was being offered this fall, beginning October 11th.
- Research for Better Teaching (RBT’s) Studying Skillful Teaching
Dr. Bogden noted that a hybrid section of this course was being offered this fall, beginning October 6th.
- Collaborative Framework for Educator Evaluation (CoFFEE)
Dr. Bogden also noted an in-person section of this course was being offered this fall, beginning October 17th.
- Curriculum Directors Meeting
Dr. Bogden informed Board members that weekly meetings of the Curriculum Coordinators from member districts were schedule to resume

the week following the Board meeting. He explained that this group had focused upon the development of coordinated, collaborative opportunities to meet the challenges presented to all school districts.

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

Mr. Hilton indicated that Dr. Giffune had continued to support districts. He noted that she had recently agreed to assist staff at Waypoint Academy with alignment of instructional practices. Dr. Peterson described the “coaching” provided by Dr. Giffune and Dr. Hauser with a focus on planning, preparation, and classroom management skills. She noted that this support was appreciated by the “new folks” who had joined the Waypoint team.

IV. Minutes

a. June 8, 2022

VOTE

Ms. Putnam made a motion that the Board vote to approve the minutes of the June 8, 2022 meeting. Ms. Bent seconded the motion.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Ms. Mecca – yes, Ms. Lindahl – yes, Mr. Myers – yes,
Ms. Lonsdale – yes, Mr. Mack – yes, Mr. Fichtenmayer – yes, Ms. Bacchiocchi – yes,
Ms. Putnam – yes.

The motion passed.

V. Old Business

a. Waypoint Relocation – Planning

- **Henry T Wing School – Sandwich**

Mr. Hilton shared an update regarding the status of the use of the Henry T Wing in Sandwich. He noted that the Town of Sandwich had extended the current lease through December 2022. He explained that the Collaborative had asked for a further extension through the 2022-2023 school year. Mr. Hilton indicated further discussion could occur in Executive Session.

- **MacArthur Building – Yarmouth**

Mr. Hilton noted that an update regarding the progress of the renovation at the MacArthur Building in South Yarmouth had been included in Board packets. He noted that, at the time of the Board meeting, the renovations were expected to be completed by the end of December.

b. FY22 Warrants

- | | | | |
|-------|------|-------|------|
| • #49 | VOTE | • #54 | VOTE |
| • #50 | VOTE | • #55 | VOTE |
| • #51 | VOTE | • #56 | VOTE |
| • #52 | VOTE | | |
| • #53 | VOTE | | |

Ms. Bent made a motion that the Board vote FY22 Warrants #49, #50, #51, #52, #53, #54, #55 and #56 as a slate, and in the same vote approve the slate of Warrants. Mr. Fichtenmayer seconded the motion.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Ms. Mecca – yes, Ms. Lindahl – yes, Mr. Myers – yes,
Ms. Lonsdale – yes, Mr. Mack – yes, Mr. Fichtenmayer – yes, Ms. Bacchiocchi – yes,
Ms. Putnam – yes.

The motion passed.

c. FY23 Warrants

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

Mr. Fichtenmayer made a motion that the Board vote the FY23 Warrants #1, #2, #3, #4, #5, #6, #7, #8, #9, and #10 as a slate, and approve the slate with the same vote. Ms. Bacchiocchi seconded the motion.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Ms. Mecca – yes, Ms. Lindahl – yes, Mr. Myers – yes,
Ms. Lonsdale – yes, Mr. Mack – yes, Mr. Fichtenmayer – yes, Ms. Bacchiocchi – yes,
Ms. Putnam – yes.

The motion passed.

Ms. Rogers joined the meeting at 6:12 PM.

d. FY23 Spending Plan

VOTES

- Updates

Discussion

Mr. Hilton indicated the “monthly” financial analysis would be prepared for the October meeting. He noted that it was likely that revisions to the FY23 Spending Plan and Budget will be necessary in the future as there were some adjustments made with staffing and/or compensation.

- Personnel

- **Additions**

VOTE

- ASLP 2022

Stephen Kelleher, Sr.

ASLP Program Director

- Transportation

- David Burnie

CDL Driver

- Michael DeSimone

Monitor

- Shilo DeSimone

Location Supervisor (Nauset)

- Edgar Eldredge

CDL Driver

- Jennifer Elkins

Monitor

- Richard Gibson

Monitor

- John Hollenberg CDL Driver
- Kedene Love-Richardson CDL Driver – Training
- Allison Peterson CDL Driver – Training
- Catherine Rock Monitor
- Cynthia Williams Monitor
- Waypoint
 - Michael Andrews Teacher
 - Richard Carter, Jr. Paraprofessional
 - Victoria Hatch Teacher
 - Thomas Bradford Johnson Teacher
 - Jake Vieira Paraprofessional
- STAR
 - Patrick Charles Clark, Jr. Paraprofessional
 - Matthew Curtis Paraprofessional
 - Elsa Murray Paraprofessional
- Other
 - Kathleen A. Turner McKinney-Vento Liaison

- **Reductions**

VOTE

- Transportation
 - Deborah Alden CDL Driver (Nauset)
 - George Atlak CDL Driver (Bourne)
 - Stephen Burgess CDL Driver (Spare/Trips)
 - Victoria Diamond CDL Driver (Truro)
 - Allison Grozier Monitor
 - Jean Hamilton 7D Driver
 - Erica Johnson CDL Driver (Monomoy ID)
 - Jeanne Lamont CDL Driver (Spare)
 - Mark Lopez CDL Driver (Training)
 - Kathleen Malone Monitor
 - Thomas McLaughlin CDL Driver (Spare)
 - Ashley Moloney Monitor (Spare)
 - Kendall Perry Mechanic (Apprentice)
 - Yael Reyes Diaz 7D Driver
 - Paul Rossi 7D Driver (Spare)
 - Lorne Russell CDL Driver (Nauset)
 - Kena Scott Monitor
 - Joanne Servidori Monitor
 - Susan Taggart Monitor
 - Andrea Taylor CDL Driver (Monomoy)
- Waypoint

- Melissa Bissonnette Teacher
- Julie Hogan Paraprofessional
- Kathryn Richerson Teacher (Retirement)
- Lenka Ward Teacher
- STAR
- Sarah Forrest Paraprofessional
- Ashleigh Tolley Teacher
- Julia Wild Paraprofessional
- Other
- Elizabeth Barton OT
- John Desmond Transportation Consult

- **Change of Status**

- Stephen Aube – CDL Driver from Nantucket to Monomoy
- Amy Chilson – CDL Driver from Nauset to Nauset ID
- Christina Durante – Monitor from Spare to Route 18
- Jennifer Elkins – Monitor from Spare to Routes 25 & 53
- Michael O’Connell – Cafeteria Sub to Food Service Mgr.
- Charity O’Neill-O’Kane – Teacher from PT to FT (Waypoint)
- Teresa Ray – From CDL Training to CDL Bourne
- David Tibbetts – From Monitor to Spare Monitor
- Sandra Williams – CDL Driver from Nauset ID to Truro

Ms. Bent made a motion that the Board vote to approve Additions, Reductions, and Changes in Status as a slate, and approve the slate. Ms. Fuller seconded the motion.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Ms. Mecca – yes, Ms. Lindahl – yes,
 Mr. Myers – yes, Ms. Lonsdale – yes, Mr. Mack – yes,
 Mr. Fichtenmayer – yes, Ms. Putnam – yes, Ms. Rogers – abstain
 The motion passed.

- **Discussion of Paraprofessional Salary Scale**

- Bobbi Goodell (STAR) from TA12 to TAB02
- Jennifer Wagner (STAR) from TA10 to TAB01

Mr. Hilton noted Ms. Bryant had previously mentioned employees who had followed (and were following) the opportunity to advance between the two Teacher Assistant salary levels. He indicated that these employees had committed to additional duties in response to the increase in program enrollment.

e. FY23 Budget Update

Mr. Hilton reviewed the FY23 Spending Plan.

Service Commitments

- Programs
 - STAR
 - September Projection of 58 (previously 55) students
 - Total School Year Projection of 58 FTEs
 - Waypoint Academy
 - Commitments Projected at 53 (previously 52)
 - Total School Year Projected at 59 (previously 60.5 FTEs)
- Transportation

Mr. Hilton indicated that changes had occurred within the Transportation area. He explained that Andrew Hunt in the Nauset/Monomoy office had his CDL license, as did John Williams in the Osterville office. He noted that the ongoing contributions of these individuals, as well as the other administrative staff with support of students, families and staff was highly valued and their capacity to support route coverage (all too often necessary) was invaluable.

Mr. Hilton also noted there had been a change with the Nauset/Monomoy dispatch site. He explained that Linda Raneo changed her role and was supporting the route development and refinement for the districts while also driving a bus in support of the Monomoy Regional Schools. Mr. Hilton also noted that Shilo DeSimone, who had recently moved to the Cape, assumed site supervision responsibilities for that office/area (Nauset/Monomoy). Mr. Hilton discussed continued changes in service delivery as the opening of school approached within each district. He explained that the “standard” service delivery for a school year in each district was reflected in the Spending Plan & Statutory Budget. He informed the Board that a recommendation would be made to modify/adjust the Spending Plan & Budget later in the fall, when there was clarity regarding the service need and capacity for School Year transportation for the entirety of FY23.

Mr. Hilton indicated that the Collaborative worked closely with the districts to adapt coverage where/when possible in response to sudden staffing challenges. He explained that, in these situations, the Collaborative tracked the number of events where this occurred and worked with the district(s) to explore adjustments to costs (or services) that were appropriate.

- General Education Changes
 - Nauset – Reduction of One Route
 - Mashpee – No Considerable Changes

- Truro – No Considerable Changes
- Monomoy – No Considerable Changes
- Bourne – No Considerable Changes
- Nantucket – Reduction of at least Two (2) Routes
- Special Education – In-District
 - Nauset – Consolidation in Process
 - Nantucket – Restructuring Being Explored
 - Mashpee – Consolidation Continues where Appropriate
 - Monomoy – Adjustments Necessary due to Expanded Capacity Need
 - Therapies
- CCT
 - OT (1.0 days, .2 FTE) – Committed
 - SLP/SLPA (4.0 days; .8FTE)
- Truro
 - OT (2.0 days; .4 FTE) - Committed
 - PT (1.0 1.0 days; .2 FTE)
- Provincetown – COTA Supervision – Consultation Committed
- Other Districts – As Needed

VI. Other

a. Determination of Surplus Vehicle for Disposition VOTE

Mr. Hilton recommended the Board vote to authorize the vehicle below to be determined surplus for disposition as necessary:

Bus#	VIN#	Year	Seating W/C	Make / Model	Mileage
700	1GBJG31K881216416	2008	14/2	Chevy	154,133

Ms. Bent made a motion that the Board vote authorize the vehicle described in the agenda to be determined surplus for disposition as necessary. Ms. Putnam seconded the motion.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Ms. Mecca – yes, Ms. Lindahl – yes, Mr. Myers – yes, Ms. Rogers – yes, Ms. Lonsdale – yes, Mr. Mack – yes, Mr. Fichtenmayer – yes, Ms. Putnam – yes.

The motion passed.

VII. Executive Session

Ms. Lindahl declared that it was necessary to enter into Executive Session:

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:

- Waypoint Academy Relocation Planning
- Business Operation Personnel Planning

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:

- Lease with Bridgewater State University and Town of Yarmouth for cooperative use of MacArthur School building in South Yarmouth
- Status of negotiations with Town of Sandwich (including strategy) for extension of lease for Henry T Wing School in Sandwich

Mr. Mack made a motion that the Board enter into Executive Session for the stated reasons, and that the Board adjourn from Executive Session without returning to Open Session for that purpose. Ms. Bent seconded the motion.

A roll call vote was taken:

Ms. Bent – yes, Ms. Fuller – yes, Ms. Mecca – yes, Ms. Lindahl – yes, Mr. Myers – yes,
Ms. Rogers – yes, Ms. Lonsdale – yes, Mr. Mack – yes, Mr. Fichtenmayer – yes,
Ms. Putnam – yes.

The motion passed.

The Board exited Open Session and entered Executive Session at 6:20 PM.

VIII. Adjournment

The September 14, 2022 meeting of the Cape Cod Collaborative Board of Directors was adjourned at 6:47 PM from Executive Session.