

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
October 12, 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

Mr. McGee 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:	819 3228 7112
Passcode for Telephone:	9381245
Passcode for Zoom attendees:	CapeCod

Mr. McGee noted 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 RTS	Scott McGee, Vice Chair
Barnstable	Kathleen Bent
Dennis-Yarmouth	Phillip Morris (R)
Falmouth	Michael Heylin (R)
Mashpee	Don Myers (R)
Monomoy	Jessica Rogers (R)
Nauset	Cathryn Lonsdale (R)
Orleans	Ian Mack (R)
Truro	Kolby Blehm (R)

Upper Cape Cod RTS
Wareham
Wellfleet

Robert Fichtenmayer
Joyce Bacchiocchi (R)
Jill Putnam (R)

Treasurer
Secretary

William (Bill) Friel
Elizabeth (Beth) Deck

Also in attendance were:

Business Manager
Assistant Business Manager
Director of Special Education
Director of Special Projects
Admin & Finance Coordinator
Waypoint Academy Director
Operations Manager

R. Patrick Murphy
Amy Lipkind
Christina Caputo
Dr. Christopher Bogden
Marc Dupuis (R)
Dr. Kara Peterson
Anders Erikson (R)

Mr. McGee asked the Board to accommodate a change in the agenda and to take Executive Session prior to other agenda items..

III. Executive Session

Mr. McGee noted it was necessary to enter into Executive Session and read the purposes stated in the agenda:

a. To conduct strategy sessions in preparation for negotiations with nonunion personnel;

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

- Leave Requests
- 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 Negotiations with the Town of Sandwich

Mr. Fichtenmayer made a motion that the Board vote to enter into Executive Session. Ms. Bent seconded the motion. A roll call vote was taken:

Mr. Mack – yes, Ms. Putnam – yes, Mr. Morris – yes, Ms. Bacchiocchi – yes, Mr. Blehm – yes,
Ms. Lonsdale – yes, Mr. Heylin – yes, Mr. Myers – yes, Ms. Bent – yes,
Mr. Fichtenmayer – yes, Mr. McGee – yes.

The motion passed.

The Board exited from Open Session and entered into Executive Session at 5:20 PM.
The Board exited from Executive Session and returned to Open Session at 5:25 PM.

IV. New Business

a. Programs/Services

• Waypoint

- Staffing
- Programming
- Notable Changes

Dr. Peterson discussed enrollment at the Waypoint Academy and new initiatives for programming. She reflected upon the changes to a “feedback summary” and indicated that the changed “summary” was working well. She also noted that October’s theme for the Month was “character.” She explained that this theme had been woven into lessons and activities which will occur during the month.

Dr. Peterson noted that Waypoint had reached the mid-point for Quarter 1 and indicated that warning notes had been issued. She shared that new staff continued to learn about the program’s processes and procedures, and had consistently put forth their best efforts.

Dr. Peterson indicated that Waypoint staff had the option to attend All Cape Professional Development programming or to remain at Waypoint for in-house training focused on autism, emotional impairment, health impacts, and behavior. Dr. Peterson told the Board that approximately one-third of the staff had elected to attend the in-house training.

Dr. Peterson indicated that there were 21 students currently enrolled in the high school program, and that referrals for high school were “hot.” She also noted that there were 18 middle-school students currently enrolled and no middle-school referrals pending.

She explained that the program focused on increasing family involvement and would be hosting host “coffee hours.” It was anticipated that the culinary arts program would provide appropriate refreshments and that clinicians would be available to talk with family members during the “coffee hours”.

Dr. Peterson also indicated that there was a need for more paraprofessionals to staff the program. She remarked that one paraprofessional had recently transferred from the Waypoint Academy to the STAR program.

In closing, Dr. Peterson remarked that the program had recently experienced an unusual amount of activity, resulting in an emergency termination of a student. She described the past few weeks as a “rough go” and expressed her appreciation to Ms. Caputo and Mr. Hilton for their support.

• STAR / Osterville

- Staffing
- Programming
- Notable Changes

Ms. Caputo provided an overview of program enrollment and highlighted areas regarding program operations and new initiatives. She indicated that

she was reporting for Ms. Bryant, and the STAR Program was hosting the open house at the time of the Board meeting.

Ms. Caputo noted that the playground construction had begun. She stated that the students and staff have been excited to see progress. She also noted that fundraising events for the playground continued to be held. She explained that most recently, the “medium” fundraiser had raised \$2,000, and that a “stuff a bus” for Savers (funds paid to the Collaborative for gross weight of donated clothes) had been ongoing.

Ms. Caputo indicated the first field trip as a whole school was to Tony Andrews Farm. She noted that the weather was cold, but all enjoyed the trip and all students returned with pumpkins.

Ms. Caputo informed that Board that there had continued to be an influx of referrals. She indicated that current enrollment for the program was at 60 students and many referrals were pending. She also highlighted that two new paraprofessionals had recently been hired and oriented to the program.

- **Transportation**

- Invoicing & Reconciliation of Changes in Service

Ms. Lipkind and Mr. Murphy discussed the status of invoicing for services for FY23. They noted that general education and in-district special education invoices have been issued and out-of-district invoicing was being processed.

- **Transportation – Issues & Opportunities**

- Staffing

Mr. Erikson updated the Board regarding ongoing changes to the transportation staffing for FY23. He noted that the Collaborative continued to recruit drivers (7D and CDL) as well as monitors. He explained that two new monitors had completed training and had started work on routes.

- Staffing / Routing

Mr. Erikson updated the Board regarding the impact of staffing on routing. He referenced the nationwide shortage of school bus drivers and stressed that this had continued to impact the Cape significantly. He noted that his last report to the Board indicated there were 8.5 routes open. He explained that progress had been made – indicating that there were 5 routes open at the time of the Board meeting. He described that new drivers had been placed in Bourne and Mashpee. He noted that Nauset continued to have one open route, which was covered by dispatch and administration. He also noted that there were 4 open routes in Monomoy, an improvement from 5 at the last report.

Mr. Erikson indicated that Nantucket had remained short of drivers, but that the remaining drivers had been “getting it done.” He noted

that a prospective new driver for Nantucket had recently completed training and was waiting for a road test.

Mr. Erikson described the increased requests for both sports trips and field trips. He explained that, while these have presented challenges, the Collaborative had able to do many more trips than were possible during the previous year.

He also noted that a new mechanic had started since the last Board meeting. Mr. Erikson noted that this mechanic brought a breadth of experience, a deep understanding of the equipment and was predicted to be an asset.

Mr. Erikson told the Board that staffing would continue to be a necessary focus throughout the year, and initiatives would continue to be developed to recruit and develop more school bus drivers. He indicated that he was pleased at the number of prospective drivers in the pipeline.

- **Therapies**

Ms. Caputo provided an update regarding the provision of therapy services within the Collaborative and to districts. She described the continued need for SLP and OT services, both within Collaborative programs and in districts.

- **Special Projects**

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

- Bridgewater State University (BSU)
The Collaborative had continued to offer coursework through BSU that supports a cohort of students in progressing towards their licensure in Moderate or Severe Special Education.
- Professional Development
 - Modern Teacher – Professional development and curriculum support, cooperatively contracted by some member districts, had continued into the 2022-2023 school year.
 - Virtual High School – Dr. Bogden updated the Board regarding the cooperative use of Virtual High School among Cape (& Island) School Districts. He indicated that, to date, member districts had purchased 150 seats for the 2022-2023 school year. He noted that VHS seats retail for approximately \$450 per semester. Dr. Bogden anticipated that districts could anticipate a discount up to 50%.

- ASLP

Mr. Murphy discussed the reconciliation of costs and revenues for the Summer 2022 ASLP Program.

- There were 177 students participating in ASLP 2022.

- Initial tuition was reduced from \$1,400 to \$1,000 as programming was evaluated and modified
 - Initial estimates for the Program would financially either “break even” or lose approximately \$30,000.
 - The Collaborative applied for, and received a grant from the Commonwealth of Massachusetts, Summer School Expansion and Engagement Grant for \$100,000.
 - The Collaborative returned considerable funds to the families of students who had participated.
Checks/credits have been issued where appropriate in mid-October.
 - Scholarship and Financial Aid Students (National Grid and Collaborative) – All Funds paid have been returned.
 - Tuition Funds exceeding \$800 per student were returned to families of students who made payment for the full cost for the program.
 - Mr. Murphy indicated planning for ASLP 2023 was underway. He indicated that there had been a meeting with Massachusetts Maritime Academy scheduled for October 6, and that the ASLP district liaison meeting was scheduled for November 17. Mr. Murphy noted that the top two students in MMA’s current senior class are women and that both had attended the ASLP program.
- All-Cape Professional Development Day
Dr. Bogden discussed the program, which ran on October 7. He explained that there were 670 registrations from 460 unique individuals for the 25 courses offered. He noted that positive feedback had been received on both virtual and in-person courses. Dr. Bogden thanked Ms. Sheila Murray, as she was of great assistance with the planning and execution for the day, especially the navigation of the registration process for attendees.
 - Curriculum Directors Meeting
Dr. Bogden discussed the ongoing monthly meetings of the Curriculum Coordinators from member districts. He explained that this group had looked forward to meeting in person once again and scheduled moving meeting across school districts would occur monthly.
 - Collaborative Framework for Educator Evaluation (CoFFEE)
Dr. Bogden updated the Board regarding the status of this course, which will begin next week. He reminded the Board that the course had been regionally designed for new administrators/department heads who were, or would be, responsible for supervision, observation, and / or evaluation. He noted that, unlike other evaluation training programs, CoFFEE was designed specifically for Massachusetts and was anchored in the Massachusetts model for educator evaluation and looked at teaching and learning with a lens of cultural proficiency.
 - SEI Teacher Endorsement Course

Dr. Bogden noted that the Collaborative offered another section of DESE's mandated SEI endorsement course, which began October 11. He explained that the SEI Teacher Endorsement course focused upon current theories and evidence-based instructional practices related to the teaching of English Language Learners.

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

This significantly grant funded opportunity has continued to provide support to districts and required some financial district commitment each year (three calendar years) for the duration of the grant.

b. FY23 Budget Update

Ms. Lipkind reviewed and discussed the FY23 Spending Plan. She noted that recent updates had not caused a significant difference in the numbers and indicated that no change was necessary at the time of the Board meeting.

She noted that the initial draft of the FY22 audit had been received. She referred to the actuarial report which had been included with materials for the Board meeting. She noted the Trust Fund valuation was down due to market volatility, but noted that the Collaborative remained in good shape regarding OPEB obligations.

- Service Commitments

- Programs

- STAR
- Waypoint Academy

- Transportation

- Summer Transportation
- School Year Transportation

There continued to be change in the service delivery during the start of the school year. The standard service delivery for a school year in each district was reflected in the initial Spending Plan & Statutory Budget.

It was noted that a recommendation would be made to modify/adjust the Spending Plan & Budget later in the fiscal year when there was further clarity regarding the service need for School Year transportation for the entirety of FY23.

There continued to be considerable and continuing stress within transportation services with the ongoing driver shortage. This significantly impacted the capacity to provide consistent transportation services, particularly for athletics and field trips.

- Therapies

The Collaborative committed to providing therapy services for districts. There has been some challenge with the provision of the services as a primary service provider has been on medical leave.

It was noted that the Collaborative was in the process of securing additional assistance to meet the needs expressed by the districts that had currently committed to services through the Collaborative.

V. Minutes

a. September 14, 2022

VOTE

Ms. Bent made a motion that the Board vote to approve the minutes of the September 14, 2022 meeting. Ms. Putnam seconded the motion. A roll call vote was taken:

Ms. Bent – yes, Mr. Heylin – yes – Mr. Mack – yes, Mr. Blehm – yes, Mr. Fichtenmayer – yes, Ms. Putnam – yes, Mr. Myers – yes, Ms. Bacchiocchi – yes, Mr. Morris – yes, Ms. Lonsdale – yes, Ms. Rogers – yes, Mr. McGee – abstain.

The motion passed.

VI. Old Business

a. Additional Remuneration

VOTE

• Program Staff Commitment (Waypoint & STAR) Vote

Mr. McGee noted discussion had occurred during Executive Session. He asked for a vote to affirm the retention stipends to be paid to school staff, as presented in Executive Session, for a total amount not to exceed \$50,000. Ms. Bent made the motion and Mr. Morris provided the second. A roll call vote was taken:

Ms. Bent – yes, Mr. Heylin - yes, Mr. Mack – yes, Mr. Blehm – yes, Mr. Fichtenmayer – yes, Ms. Putnam – yes, Mr. Myers – yes, Ms. Bacchiocchi – yes, Mr. Morris – yes, Ms. Lonsdale – yes, Ms. Rogers – yes, Mr. McGee – yes.

The motion passed.

Mr. Fichtenmayer spoke about the possible date of payment and the need for communication with staff. Mr. Morris sought assurance that payroll would not be over-burdened by this task.

b. Waypoint Relocation – Planning

○ Henry T Wing School – Sandwich

It was noted that the Town of Sandwich had extended the current lease through December 2022 and that a request had been made to extend the lease through June 2023.

○ McArthur Building – Yarmouth

The Collaborative has an agreement with Bridgewater State University (BSU) and the Town of Yarmouth for the shared use of the McArthur School building in South Yarmouth. This site will serve as the future location for Waypoint Academy.

Mr. Murphy indicated Collaborative staff had continued to meet with the architect and the general contractor regarding progress with the building renovation. He noted that the project was currently on budget and on time, to the extent deliveries and supplies had allowed.

c. FY22 Close-Out

Mr. Murphy indicated that an initial draft of the audit had been received. He anticipated a final draft would be available for the November Board meeting. He noted that the Board would review the FY22 DRAFT audit at the November board meeting and must vote to approve the audit at, or before, the December Board meeting.

(A copy of the Actuarial Report for the Collaborative Other Post-Employment Benefits (OPEB) Liability from KMS Actuaries was included with Board materials.) The Board must also review and consider approval of the 2021-2022 Annual Report before January 1, 2023.

d. FY23 Warrants

VOTES

- | | | | |
|-------|-------------|---------------|-------------|
| • #11 | VOTE | • #14 | VOTE |
| • #12 | VOTE | • ASLP 1 FY23 | VOTE |
| • #13 | VOTE | • #15 | VOTE |

Ms. Bent made a motion that the Board bundle Warrants #11, #12, #13, #14, ASLP 1 FY23, and #15 and then vote to approve the bundle. Mr. Fichtenmayer seconded the motion. A roll call vote was taken:

Ms. Bent – yes, Mr. Heylin – yes, Mr. Mack – yes, Mr. Blehm – yes,
 Mr. Fichtenmayer – yes, Ms. Putnam – yes, Mr. Myers – yes, Ms. Bacchiocchi – yes,
 Mr. Morris – yes, Ms. Lonsdale –yes, Ms. Rogers –yes, Mr. McGee – yes.
 The motion passed.

e. FY23 Spending Plan

- Updates

Discussion

Mr. Murphy noted that no changes to the Spending Plan were required at the time of the Board meeting. He explained that it was likely that revisions to the FY23 Spending Plan and Budget would be necessary during the course of the fiscal year.

- **Personnel**

- **Additions**

VOTE

- Transportation
 - Janet Biondi CDL Driver, Training
 - Tayla Foscani CDL Driver, Bourne
 - Charles Lowder Monitor (Spare)
 - David Murtha Mechanic
 - Elizabeth Quarentei Monitor (Spare)
- STAR
 - Rushell Smith Paraprofessional

- Other
 - Sean Rausch Payroll Administrator

○ **Reductions** **VOTE**

- Transportation
 - Lucille Richardson CDL Bourne (Retirement)
- Waypoint
 - Rachel Tonge Paraprofessional
- STAR
 - Matthew Curtis Paraprofessional
- Other
 - Tiffany Vittorini Payroll / Benefits Administrator

Ms. Putnam made a motion that the Board vote to bundle additions and reductions as shown on the agenda, and vote to approve the bundle. Ms. Bent seconded the motion. A roll call vote was taken:

Ms. Bent – yes, Mr. Heylin – yes, Mr. Mack – yes, Mr. Blehm – yes,
 Mr. Fichtenmayer – yes, Ms. Putnam – yes, Mr. Myers – yes,
 Ms. Bacchiocchi – yes, Mr. Morris – yes, Ms. Lonsdale – yes,
 Ms. Rogers – yes, Mr. McGee – yes.

The motion passed.

○ **Change of Status** **VOTE**

- Jake Vieira, Paraprofessional – from Waypoint to STAR
- Michael DeSimone – From Spare Monitor to Route 23
- Allison Peterson – from CDL Training to Mashpee

Ms. Bent made a motion that the Board vote to approve the Changes in Status as listed on the agenda. Mr. Fichtenmayer seconded the motion. A roll call vote was taken:

Ms. Bent – yes, Mr. Heylin – yes, Mr. Mack – yes, Mr. Blehm – yes,
 Mr. Fichtenmayer – yes, Ms. Putnam – yes, Mr. Myers – yes,
 Ms. Bacchiocchi – yes, Mr. Morris – yes, Ms. Lonsdale – yes,
 Ms. Rogers – yes, Mr. McGee – yes.

The motion passed.

○ **Paraprofessional Salary Scale Changes**

- Kathleen Archer
- Kate Gervelis
- Daron Selfridge

Ms. Deck noted the pathway for paraprofessionals to move from Level I to Level II had been approved by the Board in the 2022-2023 Employee Handbook. She indicated the information on changes had been provided for information only and that no vote was required.

VII. Other

a. Write-Off Requests

VOTES

Mr. Murphy recommended that the Board vote to write off a total of \$3,709.50, allowing the Collaborative to clear uncollectable debt. He indicated the Collaborative had made a respectful effort to collect, without success.

- **Write-Off for Uncollectable debt from ASLP**

VOTE

Mr. Murphy recommended that the Board vote to write off tuition for 3 students who attended FY23 ASLP. He noted that these students had attended the program. He explained that two of the students owed \$750 each, one owed \$1,000; the total amount recommended to be written off was \$2,500.

- **Write-Off for Uncollectable debt from FY20 Invoice**

VOTE

Mr. Murphy recommended the Board vote to write off the balance owed on the Eastham Committee on Early Childhood FY20 invoice. He noted that the total amount recommended to be written off was \$1,137.50.

- **Write-Off for Uncollectable debt from Staff Lunch Invoices**

VOTE

Mr. Murphy recommended the Board vote to write off lunch invoices for staff lunches from past employees. The total amount recommended to be written off was \$72.

Ms. Bent made a motion that the Board vote to bundle the three write-off requests on the agenda and to approve the bundle. Mr. Morris seconded the motion. A roll call vote was taken:

Ms. Bent – yes, Mr. Heylin – yes, Mr. Mack – yes, Mr. Blehm – yes,
Mr. Fichtenmayer – yes, Ms. Putnam – yes, Mr. Myers – yes,
Ms. Bacchiocchi – yes, Mr. Morris – yes, Ms. Lonsdale – yes,
Ms. Rogers – yes, Mr. McGee – yes.

The motion passed.

b. Change of Representation – Cape Cod Municipal Health Group (CCMHG)

VOTE

The Board was asked for a vote to appoint Mr. Murphy, Business Manager, as the primary representative and to reappoint Ms. Deck as the alternate.

Ms. Bent made a motion to appoint Mr. Murphy as the primary representative to the Cape Cod Municipal Health Group and to reappoint Ms. Deck as the alternate. Mr. Morris seconded the motion. A roll call vote was taken:

Ms. Bent – yes, Mr. Heylin – yes, Mr. Mack – yes, Mr. Blehm – yes,
Mr. Fichtenmayer – yes, Ms. Putnam – yes, Mr. Myers – yes, Ms. Bacchiocchi – yes,
Mr. Morris – yes, Ms. Lonsdale – yes, Ms. Rogers – yes, Mr. McGee s- yes.

The motion passed.

VIII. Adjournment

Ms. Bent made a motion that the Board vote to adjourn the meeting. Ms. Putnam seconded the motion. A roll call vote was taken:

Ms. Bent – yes, Mr. Heylin – yes, Mr. Myers – yes, Mr. Mack – yes, Mr. Blehm – yes,
Mr. Fichtemayer – yes, Ms. Putnam – yes, Ms. Bacchiocchi – yes, Mr. Morris – yes,
Ms. Lonsdale – yes, Ms. Rogers – yes, Mr. McGee – yes.

The motion passed.

The October 12, 2022 meeting of the Cape Cod Collaborative Board of Directors adjourned at 6:02 PM.