



Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
April 12, 2023 – 5:15 PM

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

a. Local District Issues

No items were brought forth for discussion.

b. Questions/Concerns

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

Ms. Lindahl called the meeting to order at 5:15 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: 842 5448 7998
Phone Passcode: 4592003
Zoom Passcode: CapeCod

Ms. Lindahl 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:

Eastham	Judy Lindahl, Chair - R
Cape Cod Technical HS	Scott McGee, Vice-Chair
Bourne	Maureen Fuller - R
Brewster	Casey Mecca – R
Dennis-Yarmouth	Phillip Morris – R
Mashpee	Don Myers – R

Monomoy	Jessica Rogers - R
Nauset	Catherine Lonsdale
Provincetown	Ngina Lythcott – R
Upper Cape Cod RTS	Robert Fichtenmayer
Wareham	Joyce Bacchiocchi - R
Wellfleet	Jill Putnam – R
Treasurer	William (Bill) Friel
Secretary	Elizabeth (Beth) Deck

Also in attendance were:

Executive Director	Paul Hilton
Business Manager	R. Patrick Murphy
Assoc. Business Manager	Amy Lipkind
Director of Special Education	Christina Caputo
Human Resource Manager	Sabina Moldovan – R
Operations Manager	Anders Erikson – R
Director of Special Projects	Dr. Christopher Bogden - R
Admin & Finance Coordinator	Marc Dupuis – R
Director, Waypoint Academy	Dr. Kara Peterson – R

III. New Business

a. Programs/Services

- **2023- 2024 School Year Program Calendar**

VOTE

Mr. Hilton reviewed the revised draft of the 2023-2024 School Year Program Calendar, which had been included with materials mailed for this Board meeting.

He noted the calendar included the Juneteenth holiday, incorporated a later start time for Waypoint Academy to ease the transportation challenges associated with transitioning to a new program location, and also included a change to the Professional Development day in March 2024 to align with Good Friday.

Mr. Hilton recommended that the Board vote to approve the 2023-2024 Collaborative Program Calendar.

VOTE

Mr. Morris made a motion that the Board vote to approve the 2023-2024 School Year Program Calendar. Ms. Putnam seconded the motion. A roll call vote was taken:

Ms. Fuller – yes, Ms. Mecca – yes, Mr. McGee – yes, Mr. Morris – yes, Ms. Lindahl – yes, Mr. Myers – yes, Ms. Rogers – yes, Ms. Lonsdale – yes, Mr. Fichtenmayer – yes, Ms. Putnam – yes, Ms. Lythcott – yes.

The motion passed.

- DESE Tiered Progress Monitoring Review

Ms. Caputo provided feedback regarding the recently completed Monitored Review. She explained that representatives from the Massachusetts Department of Elementary & Secondary Education (MA-DESE) toured the Collaborative programs. She highlighted that there were no findings, and that positive feedback was received about the staff and the programs. Mr. Hilton noted paperwork related to Waypoint’s occupancy status at the Wing School was an outstanding item. He noted that the Town of Sandwich had not provided documentation associated with various building inspections before the date of the review. Mr. Hilton also highlighted that this was the Collaborative’s fourth program review conducted by MA-DESE – all four with no findings.

- Waypoint Academy

- Enrollment Update
- Programming

Dr. Peterson discussed enrollment and programming at Waypoint Academy. She indicated that a “flurry” of enrollments had occurred since March 1, with six new students entering the high school and another six entering middle school. Dr. Peterson noted that the program continued to receive referrals. She explained that two (2) new paraprofessionals had been hired and would be joining the program in May. Dr. Peterson informed the Board that the program Licensed Practical Nurse (LPN) was leaving to take another, non-school position. She explained that this position had been posted, and that three applications had been received and were being reviewed.

Dr. Peterson said that staff were looking forward to upcoming April break. She explained that students had recently participated in a program with Kristoph Pydynowski, who had discussed addiction and recovery issues. She indicated that Mr. Pydynowski was a very powerful speaker and had totally engaged students. She also highlighted a recent program offered through the Massachusetts Rehabilitation Commission (MRC) which involved students with work readiness preparation, including soft skills such as interviewing. Dr. Peterson explained that students and staff were looking forward to the Waypoint Academy program relocation. She noted that one (1) high school and one (1) middle school teacher had begun the development of relationships in the “new” community. She indicated that an important relationship was anticipated to be with the Cape Cod Cultural Center in South Yarmouth, which offers a variety of programming.

Dr. Peterson also asked Board members to “save the date.” Waypoint Academy’s graduation was scheduled to occur May 23, 2023 from 4 to 6 PM, at Camp Burgess.

- STAR / Osterville
 - Enrollment
 - Programming

Ms. Caputo discussed the status of enrollment and programming at the Osterville STAR Program. She described a recent family luncheon, which had occurred on March 17, 2023. She indicated that the event was a resounding success with all STAR students and many families participated.

She noted that one (1) new paraprofessional and one (1) new student joined the STAR Program since the last Board meeting.

Ms. Caputo described the March in-service day. She explained that STAR staff participated in a program on “positive psychology” with Dr. Jason Kaplan, a psychologist that has been working with the program staff.

Ms. Caputo also noted she and Ms. Bryant been asked and had joined the Children’s Cove Advisory Board.

- Transportation

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

- Staffing

Mr. Erikson updated the Board regarding current operations and planning for further opportunities to support member school districts. He indicated that hiring activities had improved, thanks in part to the visibility associated with the recent commercials. He noted that, since the last Board meeting, the Collaborative had hired a CDL Driver for Monomoy, a 7D driver, a spare monitor and a route monitor. He also noted that some drivers who had been on leave were expected to return after April vacation.

Mr. Erikson provided the following summary by district:

- Monomoy – Needs 1 driver for a special education (small bus) route and 2 drivers for general education (large bus)
- Nauset – has 2 openings on general education routes, has 3 drivers on leave
- Nantuket – 2 new trainees have been hired who were training twice per week on the mainland

Mr. Hilton mentioned the transportation department had recently suffered two significant and tragic losses – Thomas Kelley, who passed away suddenly and unexpectedly, and Corinne Savery, who had carried the Collaborative Transportation Department through a tough transitional period.

He explained that Mr. Kelley was most recently a driver of a bus for special needs students in the Monomoy Region and noted that Mr. Kelley was a well-known referee throughout the region as well as a bus driver, a career he started in his retirement.

Mr. Hilton noted that Ms. Savery was known to the school (bus) community throughout the region. He explained that Ms. Savery had started driving a school bus when her children were young, in the 1970s. He noted that Ms. Savery had retired three (3) different times from the Collaborative. Mr. Hilton highlighted the integrity and dedication she personified, especially as she worked closely with Ms. Stobbart and Mr. Hilton during a critical period when the Collaborative transportation services were restructured in the 2014-2016 time period.

Both Tom and Corinne are and will be sorely missed.

Ms. Lythcott and Ms. Lyndahl expressed the Board's condolences to both families.

○ Consultation

- Mr. Hilton discussed recent and ongoing consultation with districts regarding their current and future transportation needs, with particular focus upon the refinement of "templates" associated with charges for services.

Mr. Murphy indicated that Mashpee Public Schools had renewed their transportation Memorandum of Agreement and that Nauset Regional Schools were expected to vote by the end of the week. He noted conversations associated with the vote were ongoing.

Mr. Murphy discussed projected cost increases due to the increased cost of wages, fuel, and maintenance.

- Nantucket – The Collaborative has provided transportation services for the Nantucket Public Schools continually since 1997. Ms. Stobbart, Mr. Hilton and Ms. Lipkind continued to work closely with the Nantucket Public Schools to meet the needs of the district with the current, limited resources (drivers). It was noted that the drivers and monitors on Nantucket had continued to demonstrate their dedication to the students, families and the district as they continually re-strategized to meet the changing needs on the island with four full time drivers and one half-time driver (4½) where there had formerly been eight full-time drivers and one half time driver (8½).

Mr. Erikson noted that one (1) of the four (4) primary drivers had been (and continued to be) on emergency medical leave necessitating increased flexibility in the provision of services. Mr. Erikson previously noted there were two (2) prospective drivers in training aspiring to become full-time bus drivers.

- Monomoy, Bourne, Truro and Nantucket – Mr. Murphy, Ms. Lipkind and Mr. Dupuis have consulted with districts to facilitate the renewal of their Memoranda of Agreement

(Renewal of entire agreement for Mashpee, Nauset and Nantucket).

- Therapies

Mr. Murphy and Mr. Hilton provided an update regarding the provision of services within Collaborative programs and to serve school districts. Mr. Murphy explained that he continued to track therapy service hours and observed there was less capacity than needed.

- Special Projects

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

- Bridgewater State University

Dr. Bogden reminded the Board that, in partnership with Bridgewater State University, the Cape Cod Collaborative was approaching completion of the third cohort of the professional learning opportunity: Collaborative Framework for Educator Evaluation (COFFEE).

He explained that COFFEE had been designed for new administrators (and department heads) who were, or would be, responsible for supervision, observation, and/or evaluation of instructional staff. He noted that, unlike other evaluation training programs, COFFEE was designed specifically for Massachusetts and anchored in the Massachusetts model for educator evaluation, which focuses upon teaching and learning with a lens of cultural proficiency. He highlighted that this course was developed and taught by Sonia Tellier and Marc Smith, assistant superintendents from Falmouth and Monomoy respectively.

- All-Cape In-Service

Mr. Hilton and Dr. Bogden discussed preparations for the All-Cape In-Service scheduled for October 2024. Dr. Bogden noted educators from member districts had been recruited to serve as Content Coordinators. He explained that these “Content Coordinators” propose 2 – 4 potential half-day and/or full day workshops and associated presenters. He noted that, for each, they would provide workshop/seminar titles, a brief description, name, contact information of the presenter(s) and their requested fee.

- ASLP

Mr. Hilton updated the Board regarding the planning for the Summer 2023 ASLP Program. He explained that the programming for 2023 included a “family day” to be held on Sunday, July 16th. He proposed that this would provide an ideal opportunity for Board members to visit the program and indicated that further information would be shared with the Board as planning continued.

Mr. Hilton noted that the residential staffing for the program had been determined and contracts had been developed. He noted that the

orientation for new staff was scheduled to occur in the upcoming weeks.

Mr. Hilton highlighted that there were over two-hundred-thirty (230+) acceptance letters sent to prospective ASLP participants. Mr. Hilton noted that approximately one-third (1/3) of the campers had demonstrated financial/economic need. He also noted that deposits for the summer program had started to be received at the Collaborative.

Mr. Hilton reminded the board that the tuition for the Summer 2023 program had been approved as \$1,200 for the fourteen-day (twelve night) residential program.

Mr. Hilton discussed a grant proposal that has been discussed with MA-DESE to fund considerable portions of the programming with a focus upon eliminating economic barriers to student participation. He indicated the status of the (\$100,00) grant proposal was expected to be known in May.

IV. Old Business

a. Waypoint Relocation & Planning

Mr. Hilton provided an update regarding the status of planning for the relocation of Waypoint Academy. He indicated the renovation was substantially completed and that the Collaborative was waiting for the occupancy permit. Mr. Hilton noted necessary work still to be completed (punch-list) included the installation of a sink in the kitchen, various plumbing items and several HVAC and “finish” items. Mr. Murphy indicated cabling and access controls would be installed during the upcoming week.

b. Executive Director Evaluation

Ms. Lindahl and Mr. McGee indicated that they had completed a preliminary meeting with Mr. Hilton prior to the Board meeting. Ms. Lindahl asked the Board to consider the formation of a subcommittee to work with Mr. Hilton. Ms. Fuller, Ms. Rogers and Mr. McGee agreed to participate.

c. FY23 Reconciliation and Update

Mr. Murphy shared an overview of the FY23 reconciliations to date regarding revenue and expense related to the Spending Plan and Budget. He indicated the forecast remained on track for revenue and expenses. He also indicated that the year would likely end with a slight increase in transportation revenue, but that this was anticipated to be offset by the rising fuel costs. Mr. Murphy anticipated that the excess revenue over expenditures would finish less than one percent.

V. New Business

a. FY2023 Warrants

• #37	VOTE	• #39	VOTE
• #38	VOTE	• #40	VOTE

VOTES

• **#41 VOTE**

Ms. Lythcott made a motion that the Board vote to approve Warrants #37, #38, #39, #40 and #41 as a group. Mr. Morris seconded the motion. A roll call vote was taken:

Ms. Fuller – yes, Ms. Mecca – yes, Mr. McGee – yes, Mr. Morris – yes,
 Ms. Lindahl – yes, Mr. Myers – yes, Ms. Rogers – yes, Ms. Lonsdale – yes,
 Mr. Fichtenmayer – yes, Ms. Bacchiocchi – yes, Ms. Putnam – yes,
 Ms. Lythcott – yes.

The motion passed.

b. FY23 Spending Plan & Statutory Budget

VOTES

• Updates

Discussion

Mr. Hilton reviewed the financial projections through the end of the fiscal year. He concurred with Mr. Murphy.

• Audit Preparation

Mr. Murphy updated the Board regarding preparations for the FY23 Audit of Collaborative Financial Statements.

• Personnel

○ Additions

VOTE

- Maureen Beale Monitor, Spare
- Christopher Durante 7D Driver, Spare
- Morgan Gray CDL Training – Nantucket
- Matthew Hair Paraprofessional, STAR
- Antonio Mancuso 7D Driver, Spare
- Rodney Silvia CDL Training
- Shanya Stanley CDL Training – Nantucket
- Tracy Traficante CDL Training – Monomoy
- William Porter Paraprofessional, STAR
- Darilyn Gomes Hamilton Paraprofessional, Waypoint
- William Hannum Residential Advisor, ASLP
- Olivia Rauss Consultant STEM Teacher, ASLP
- Cory Nagel Residential Advisor, ASLP

○ Reductions

VOTE

- Patricia McGrory Admin Asst., STAR
- Rodney Silvia CDL Training
- Thomas Kelley CDL - Deceased
- Russel Cook 7D Driver – No show

○ Change of Status

VOTE

- Christopher Durante From 7D, Spare to Route 54 (PM)
- Cody Fontaine From Monitor, Spare to Route 18 (PM)
- Andrew Napolitano From CDL Driver to Monitor
- James Daniel Wareham From CDL Driver to Monitor
- Waleska Colon From Monitor/Spare to Rte. 54

Mr. Fichtenmayer made a motion that the Board vote to authorize the Additions, Reductions and Changes of Status as shown on the agenda. Ms. Lythcott seconded the motion. A roll call vote was taken:

Ms. Fuller – yes, Ms. Mecca – yes, Mr. McGee – yes, Mr. Morris – yes, Ms. Lindahl – yes, Mr. Myers – yes, Ms. Rogers – yes, Ms. Lonsdale – yes, Mr. Fichtenmayer – yes, Ms. Bacchiocchi – yes, Ms. Putnam – yes, Ms. Lythcott – yes.
The motion passed.

c. Determination of Surplus Vehicles for Disposition VOTE

Mr. Hilton and Mr. Murphy recommended that the Board vote to authorize the list of vehicles below to be determined surplus for disposition as necessary.

Bus#	VIN #	Year	Seat/WC	Make/Model	Mileage
T2	1BABJCPA79F262141	2009	71	Bluebird	114,437
1019	1BAKGCPH2AF2742321	2010	71	Bluebird	115,502
1003	1BAKGCPH5AF273333	2010	71	Bluebird	124,550
1010	1BAKGCPH8AF273326	2010	71	Bluebird	113,971
Van 18S	1FTNE24W28DB29265	2008	8/0	Ford	323,250

Mr. Morris made a motion that the Board vote to determine the listed vehicles as surplus for disposition as necessary. Ms. Putnam seconded the motion. A roll call vote was taken:

Ms. Fuller – yes, Ms. Mecca – yes, Mr. McGee – yes, Mr. Morris – yes, Ms. Lindahl – yes, Mr. Myers – yes, Ms. Rogers – yes, Ms. Lonsdale – yes, Mr. Fichtenmayer – yes, Ms. Bacchiocchi – yes, Ms. Putnam – yes, Ms. Lythcott – yes.
The motion passed.

d. FY2024 Spending Plan & Statutory Budget Development

A meeting of the Finance Subcommittee was scheduled prior to the meeting. The agenda included development of the FY24 Spending Plan and Statutory Budget. All members of the Board had been invited to attend.

Mr. Hilton noted the Collaborative Articles of Agreement required that the FY24 Spending Plan and Statutory Budget be approved at the June meeting of the Board. He also noted that the initial DRAFT of the Spending Plan / Budget has been presented to the Board each April and reviewed at subsequent Board meetings.

He noted that the Board had historically approved preliminary rates at their May (May 10, 2023) meeting with final approval of the Spending Plan/Budget at the June Board (June 14, 2023) meeting.

Mr. Hilton asked Board members to be aware of factors that each district, and the Collaborative, must consider and include in the FY24 Spending Plan & Statutory Budget. He shared that these items had been listed in the agenda.

- Health Insurance Costs - Cape Cod Municipal Health Group has indicated that the health insurance costs will increase this coming fiscal year.
 - 4% BCBS HMO / 4% HPHC HMO
 - 2% High Deductible BCBS HMO & High Deductible HPHC HMO
- General Salary Scale increase of 2.5% is included in the Spending Plan/Budget Proposal
- A 6.2% increase in Special Education Tuitions and Itinerant Services Fees are also proposed in the Spending Plan/Budget.
- Increased costs for fuel and labor within the transportation area are also included in the Spending Plan/Budget proposal.
- There is a projected deficit projected for the Waypoint Academy Program. It will be recommended that the Spending Plan / Statutory Budget be partially funded with \$372,000 from the General Fund / Cumulative Surplus. Please note that this is approximately the cost for the “bonding” of renovations for one year.

Mr. Hilton reviewed the proposed changes included with the FY2024 DRAFT Spending Plan & Statutory Budget. Mr. Hilton noted that a discussion regarding changing rates had occurred at the March meeting. He asked the Board to consider the utilization of the General Fund / Cumulative Surplus to assure the (tuition and related services) rate structure would be stable for the year. Mr. Hilton reviewed the expectation and the projection for decreased enrollment at Waypoint Academy immediately following the program’s relocation.

Ms. Fuller asked if the 6.2% increase in tuition would cover the proposed salary increases. Mr. Hilton indicated that it would, and that the primary cause for the increase was the cost of bonding (for the renovation) combined with the projected decrease in enrollment. He noted that utilizing “Cumulative Surplus” or “General Fund” would assure stability in programming (for students, families, districts & staff) during this transition.

Ms. Fuller asked for the rationalization behind the decreased projected enrollment. Mr. Hilton indicated that the projection was conservative and reflective of the need to assure stability. He explained that the perceived change in transportation time(s) was a primary factor in the conservative projection. He also noted that several districts indicated that they did not anticipate maintaining their FY2023 level of “commitments” or “enrollment spots” for the program as the funding structure for circuit breaker was increasingly making the differential in cost minimal.

e. Memoranda of Agreement (MoAs) – Transportation

- Bourne - General Education (renewed FY22)
- Mashpee - General & Special Education (expires FY23)

VOTE

Discussion
VOTE

- Monomoy – General & Special Education (through FY24) Discussion
- Nantucket – General & Special Education (annual contract) Discussion
- Nauset - General & Special Education (expires FY23) Discussion
- Truro - General & Special Education (renewed FY22) Discussion

Mr. Hilton discussed the Memoranda of Understanding which memorialize the agreements associated with the provision of transportation services. He recommended that the Board vote to approve the Memoranda of Agreement for Mashpee . VOTE

Mr. Morris made a motion that the Board vote to approve the Memoranda of Agreement between the Cape Cod Collaborative and Mashpee Public Schools. Ms. Lythcott seconded the motion. A roll call vote was taken:

- Ms. Fuller – yes, Ms. Mecca – yes, Mr. McGee –yes, Mr. Morris –yes, Ms. Lindahl – yes,
 - Mr. Myers – yes, Ms. Rogers – yes, Ms. Lonsdale – yes, Mr. Fichtenmayer – yes,
 - Ms. Bacchiocchi – yes, Ms. Putnam – yes, Ms. Lythcott – yes.
- The motion passed.

VI. Minutes

a. March 8, 2023

VOTE

Ms. Putnam made a motion that the Board vote to approve the minutes of the March 8, 2023 meeting. Mr. Morris seconded the motion. A roll call vote was taken:

- Ms. Fuller –yes, Ms. Mecca – yes, Mr. McGee – yes, Mr. Morris – yes, Ms. Lindahl – yes,
 - Mr. Myers – yes, Ms. Rogers – yes, Ms. Lonsdale –yes, Mr. Fichtenmayer – yes,
 - Ms. Bacchiocchi – yes, Ms. Putnam – yes, Ms. Lythcott – yes.
- The motion passed.

VII. Other

No other items were brought before the Board for discussion in Open Session.

VIII. Executive Session

Ms. Lindahl indicated it was be necessary to enter into Executive Session and read the stated reasons aloud.

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

- Contract language review for program personnel
- FY2023 Personnel Planning
 - Program Professional & ParaProfessional Salary Grid
 - Administrative Staffing & Remuneration
 - Remuneration for Transportation Staff
 - Operational Continuity Planning
- FY2024 Heath and Dental Rate Determination
- FY2024 High Deductible Health Insurance Rate

Mr. Fichtenmayer made a motion that the Board vote to enter into Executive Session for the stated purposes. Mr. Morris seconded the motion. A roll call vote was taken:

Ms. Fuller – yes, Ms. Mecca – yes, Mr. McGee – yes, Mr. Morris – yes, Ms. Lindahl – yes,
Mr. Myers – yes, Ms. Rogers –yes, Ms. Lonsdale –yes, Mr. Fichtenmayer – yes,
Ms. Bacchiocchi – yes, Ms. Putnam – yes, Ms. Lythcott – yes.

The Board entered Executive Session at 6:10 PM.

The Board returned to Open Session at 6:31 PM.

IX. Adjournment

Mr. Morris made a motion that the Board vote to adjourn the meeting. Ms. Lindahl seconded the motion, and asked for a show of hands signifying approval. The Board unanimously agreed to adjourn.

The April 12, 2023 meeting of the Cape Cod Collaborative Board of Directors adjourned at 6:32 PM.