

Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



Board of Directors
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Board of Directors Meeting Minutes
VIA ZOOM at the Cape Cod Collaborative
418 Bumps River Road, Osterville, MA 02655
May 10, 2023

I. Cracker Barrel Discussion **5:00 PM**
a. Local District Issues
b. Questions/Concerns

No items were brought forth for discussion 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 have been 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: 835 4809 3349
Phone Passcode: 0707211
Zoom Passcode: 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 Technical HS	Scott McGee, Vice-Chair
Barnstable	Kathleen Bent
Bourne	Maureen Fuller – R
Brewster	Casey Mecca – R
Dennis-Yarmouth	Phillip Morris – R

Mashpee
Nauset
Provincetown
Upper Cape Cod RTS
Wellfleet

Don Myers – R
Catherine Lonsdale – R
Ngina Lythcott – R
Robert Fichtenmayer
Jill Putnam – R

Secretary

Elizabeth (Beth) Deck

Also in attendance were:

Executive Director
Business Manager
STAR Program Director
Waypoint Program Director
Admin & Finance Coordinator
Operations Manager
Director of Special Education
Director of Special Projects
Associate Business Manager

Paul Hilton
R. Patrick Murphy
Julia Bryant
Dr. Kara Clyburn – R
Marc Dupuis – R
Anders Erikson – R
Christina Caputo – R
Dr. Christopher Bogden – R
Amy Lipkind – R

Mr. McGee asked the Board to consider a motion to temporarily suspend Nantucket, Martha's Vineyard, Eastham, Sandwich and Truro 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." Mr. McGee noted that voting rights could be reinstated in the future.

Ms. Fuller made a motion that the Board vote to temporarily suspend Nantucket, Martha's Vineyard, Eastham, Sandwich and Truro. Ms. Mecca seconded the motion. A roll call vote was taken:

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

The motion passed.

Mr. McGee asked the Board to consider moving Executive Session to the end of the meeting agenda. The Board concurred.

III. New Business

a. Programs/Services

- Waypoint Academy
 - Enrollment Update
 - Programming

Dr. Clyburn discussed current staffing at the Waypoint Academy. She indicated that two new staff had joined the Waypoint team since the last

Board meeting. She also indicated that there had been applicants for the LPN position and a strong candidate had been identified.

Dr. Clyburn discussed the issuance of “provisional” contracts for the 2023-2024 school year. Staff had been asked to return signed contracts by May 15. Dr. Clyburn indicated that the provisional contracts were useful in assessing which staff intended to return for the new school year, but that some staff had asked for further time to assess commuting time to the new location. Recent bridge traffic had exacerbated the situation.

Dr. Clyburn described continued efforts to build connections between the program and the community. The boat-building cohort was very successful and would likely include more students next year.

Relocation planning has continued. Dr. Clyburn described a “paradigm shift” as planning is put in place for operating the program in a different space. She noted that the extended school year program would begin in approximately seven weeks.

A group of students had the opportunity to tour the new building. Dr. Clyburn described their reaction as incredibly positive. The students loved the new space – and felt valued.

Dr. Clyburn discussed obtaining her 7D license, which enabled her to drive the van for the field trip to the new school. She has encouraged other staff members to explore this, and expressed hope that a “dedicated” van could be assigned to the school program.

Students had been polled regarding the choice of electives. Ms. Putnam asked if a clear preference had been indicated. Dr. Clyburn indicated the majority of students preferred the culinary program.

Dr. Clyburn referred to the invitation, which was included with materials for the Board meeting. She told Board members they would be welcome to attend Waypoint’s upcoming graduation program, to be held May 19.

- STAR / Osterville
 - Enrollment
 - Programming

Ms. Bryant discussed the status of enrollment and programming at the Osterville STAR Program. One student would be aging out of the program in June. Parents were included in a discussion regarding a “graduation” ceremony, but indicated that a “prom” would be preferred. Program staff volunteered, with one staff member acting as the deejay, and a prom was held on Saturday, May 6. Ms. Bryant indicated that former students, who had

also aged out of the program, were invited to attend. Many did so – and dressed for the occasion. Ms. Bryant noted that families were incredibly grateful.

STAR Program staff and students continued to “slug” through MCAS testing. Ms. Bryant described teacher appreciation Mondays which included breakfast, cookies, a salad bar, and a candy bar.

Classroom assignments for the 2023-2024 school year were being reviewed. Ms. Bryant indicated that it was hoped that fourteen students would be able to return to districts.

Ms. Bryant noted that she and Ms. Caputo were now serving on the advisory board for Children’s Cove. Alex Fuller, from Children’s Cove, attended a recent staff meeting and provided professional development and information on human trafficking.

On May 30, the STAR Program will hold an informational meeting for district special educators and families to explore the need for a classroom for students with multiple medical needs.

Ms. Bryant told the Board that most staff planned to return for the upcoming school year. She described the “STAR Student of the Month” program, where one student from each classroom is nominated each month. Student photos are placed on the STAR bulletin board. The third annual Rainbow Run was scheduled to be held in June. Ms. Bryant described a recent “Savers” fund raiser, where STAR staff collected clothing and household items – enough to fill a large bus – and received over \$500. She said that staff members also planned to participate in the Falmouth Road Race.

- **Transportation**

Mr. Erikson, Mr. Murphy and Mr. Hilton 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 described the current status of staffing by district.

- Bourne – Two spare drivers returned from winter break. One has taken on a route and the other was covering for a driver on leave.
 - Mashpee – One new driver was added. All routes were covered.
 - Monomoy – One small bus route was staffed using a full-time 7D Driver and monitor. Two big bus routes

remained open, and were covered by office staff and spare drivers.

- Truro – All routes were covered.
- Nauset – Two afternoon routes were open, as was the choice run. They continued to be covered by office staff and spare drivers.
- Nantucket – One driver returned from medical leave. The two training drivers were close to reaching the sixty hours of required training.
- Other – Mr. Erikson noted one small bus driver had retired and the route was being temporarily covered by a newly hired, fully certified driver. Five drivers and one monitor remained on leave. A new trip driver was hired for Monomoy.
- Training & Recruitment – Mr. Erikson described the focus on recruitment and training for the upcoming school year.

Mr. McGee asked if there had been an increase in parent drop off and pickup. Mr. Erikson said that parent drop off and pick up increased dramatically during COVID, when safety concerns limited the number of students on each vehicle. He noted that, while ridership had increased, it was not yet back to pre-pandemic levels – but also not consistent enough to adjust routing.

- Therapies

Mr. Hilton provided an update regarding the provision of services within Collaborative programs and to serve school districts. The Collaborative continued to advertise to fill an SLP position, and was working with school administrators across the region to fill area needs.

- Special Projects

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

- All-Cape In-Service

Dr. Bogden updated the Board regarding preparations for the All-Cape In-Service scheduled for October 2023. Nine educators from the districts of Falmouth, Mashpee, Sandwich, Barnstable, Dennis-Yarmouth, Nauset, Provincetown, as well as the Community Action Committee of Cape Cod & Islands were recruited to serve as Content Coordinators in the fields of World Language, Art, Nursing, Physical Education/Health, Music, ELL, Counseling, Library, and Early Childhood Education. Content Coordinators identify 2 – 4 potential half-day and/or full day workshops and presenters. For each, they

provide workshop/seminar titles, a brief description, name, contact information of the presenter(s) and their requested fee.

- Enough Abuse Campaign

Dr. Bogden described continued support in the promotion and advertisement of events held by the Enough Abuse Campaign. The next scheduled event was being held at the Falmouth Library on the evening of May 25th.

- Summer Workshops on Artificial Intelligence

Dr. Bogden indicated the workshops were fully subscribed, with sixty educators from nine local districts registered to attend workshops on June 31 and August 18 at Dennis-Yarmouth Regional high School.

- MLK Education Task Force Educator's Conference

Dr. Bogden also noted that promotional and registration support was being for the event to be held July 11.

- Professional Development – Meeting the Needs of Multi Language Students

Dr. Bogden described the recent initiative designed to assist educators in meeting multi-lingual student needs. He noted there was an increasing population of multi-lingual students across the region and said that a draft of the professional development offering was expected the following week.

- ASLP

Mr. Hilton updated the Board regarding the planning for the Summer 2023 ASLP Program.

The residential staffing for the program was determined and contracts were distributed.

Over 230 acceptance letters were sent to prospective ASLP participants. Tuition of \$1,200 for the Summer 2023 program had been approved for the thirteen-day (twelve night) residential program.

Mr. Hilton also discussed a grant (continuation) proposal made to the Massachusetts Department of Elementary & Secondary Education (MA-DESE) that was submitted to offset the tuition costs for students/families with demonstrated financial need. The status of the proposal was expected to be affirmed in late May.

b. Executive Director Evaluation

Mr. McGee noted that a Subcommittee of the Board had been formed (Ms. Rogers, Ms. Fuller and Mr. McGee) to discuss and plan for the evaluation of the Executive Director. A draft of an evaluation instrument (based on the previous year's instrument) was provided in Board packets for review. In the past, data from the evaluation instruments collected from Board members was compiled and summarized.

Ms. Fuller asked if the due date for submission of the evaluation instrument had been determined. Mr. Hilton observed that the Subcommittee could discuss this. Ms. Fuller remembered that, in the past, some Board members had found the Family and Community Engagement section confusing and suggested that Mr. Hilton

provide three bulleted items for each evaluation category. Mr. Hilton said he would put something together and share it with Board members.

c. Procurement

Discussion / Vote

Diesel and Propane Fuel Price Solicitation

Discussion / Vote

Mr. Hilton discussed the necessity of obtaining diesel and propane fuel pricing, including delivery, for the buses for several districts. He noted the volatility of the current fuel market necessitated annual price solicitations. He recommended that the Board vote to approve the procurement of on-site diesel and propane fueling.

Mr. Fichtenmayer made a motion that the Board vote to approve the procurement of on-site diesel and propane fueling services. Ms. Fuller seconded the motion. A roll call vote was taken:

Mr. Fichtenmayer – yes, Ms. Fuller – yes, Mr. Myers – yes, Ms. Mecca – yes,
Ms. Lonsdale – yes, Ms. Putnam – yes, Ms. Bent – yes, Mr. McGee – yes.

The motion passed.

Mr. Hilton also recommended that the Board authorize the Business Manager, R. Patrick Murphy, to enter into a contracts for on-site diesel and propane fuel delivery, if the contract is determined to be in the best interest of the Cape Cod Collaborative and member districts.

Ms. Lythcott made a motion that the Board authorize the Business Manager to enter into a contract for on-site diesel and propane fuel delivery, if the contract is determined to be in the best interest of the Collaborative and member districts. Ms. Fuller seconded the motion.

Mr. Myers asked if the Collaborative had had conversations with local towns who were procuring their own fuel. Mr. Hilton noted that the Collaborative had worked with Nantucket to use town fuel and that this idea was worth revisiting.

A roll call vote was taken:

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

The motion passed.

d. Virtual High School (VHS)

Mr. Hilton briefly discussed the status of the consortium for Virtual High School that has existed through the Collaborative since 2001. The Collaborative has reconciled district use of VHS service for the 2022-2023 school year and has invoiced districts for their coordinated use of this program.

IV. Old Business

a. Waypoint Relocation & Planning

Mr. Hilton indicated that the final site meeting, originally scheduled for March, was scheduled to occur on May 11. He noted that staff were anxious to move forward. Final internet wiring and cameras were being installed, and budget numbers finalized.

Mr. Murphy described plans for moving furniture, materials and office equipment during the week of June 19.

Mr. Hilton discussed the recent consolidation, where two middle schools in the Dennis-Yarmouth Regional School District had been moved to the newly build middle school on Station Ave. The Collaborative had the opportunity to look at furnishings and equipment that had been left at the Mattacheese Middle School. Dr. Clyburn described the culinary instructor's excitement when he viewed some of the kitchen equipment available. On behalf of the Cape Cod Collaborative, she expressed sincere thanks to Dennis Yarmouth. Mr. Hilton noted the Collaborative had recently changed phone systems and had several boxes of phones that matched those used by DY. The Collaborative had been able to provide DY with replacement phones. Ms. Fuller asked how the move would be handled. Mr. Hilton responded that professional movers would be used for the major items. Ms. Fuller said the building looked great, with large and bright rooms. Ms. Putnam, who once taught at the school, described her old classroom (which had a fireplace).

Mr. Hilton noted that final signage, which would include Bridgewater State University, still needed to be completed.

b. FY23 Reconciliation and Update

Mr. Hilton reviewed projections for the Collaborative's year-end position. He described how the Business Office was assessing expenditures and encumbrances and "tightening up" where possible. Mr. Murphy noted one area of review included closing old purchase orders to reallocate and reconcile the current financial status. Mr. Hilton briefly referred to expenses which were not part of the Spending Plan.

V. New Business

a. FY2023 Warrants

- #42 VOTE
- #43 VOTE

- VOTES**
- #44 VOTE

Ms. Fuller made a motion that the Board vote to bundle and accept Warrants #42, #43 and #44. Ms. Putnam seconded the motion. A roll call vote was taken:

Mr. Fichtenmayer – yes, Ms. Lythcott – yes, Mr. Myers – yes, Ms. Mecca – yes,
Ms. Putnam – yes, Ms. Bent – yes, Mr. Morris – yes, Mr. McGee – yes.

The motion passed.

b. FY23 Spending Plan & Statutory Budget

VOTES

- Updates

Discussion

Mr. Murphy briefly reviewed the financial status of the Collaborative and projections through the end of the fiscal year.

- Projection Narrative
- Projection Spreadsheet

- Audit Preparation

Mr. Murphy updated the Board regarding preparations for the FY23 Audit of Collaborative Financial Statements. The auditors have all information requested in phase one of the audit. Auditors were scheduled to be on site during the third week of August.

Mr. Hilton noted new staff now filled positions as Payroll Administrator and Human Resource Manager. He described the importance of having new staff familiarize themselves with the audit process.

- Personnel

- ASLP Staffing

- | | |
|--------------------------|---------------------------|
| • Michael Campbell | STEM Teacher |
| • Ainsley Dean | Resident Assistant |
| • Kylie Deasy | Resident Assistant |
| • Eben Franks | STEM Teacher |
| • Randi Gallerani | Humanities Teacher |
| • William Hannum | Resident Assistant |
| • Felicity Janczewski | Assistant Site Director |
| • Judith Kaechele | Nurse Practitioner |
| • KerriAnn Kelleher | Resident Assistant, LICSW |
| • Kelly Katherine | Humanities Teacher |
| • Cory Nagel | Resident Assistant |
| • Mary Nielsen | Lifeguard |
| • Charity O'Neill-O'Kane | Humanities Teacher |
| • Susan Pisapia | Humanities Teacher |
| • Olivia Rauss | STEM Teacher |
| • Martin Russo | Humanities Teacher |
| • Bryan Taylor | Humanities Teacher |
| • Edward Vacha | Site Director |
| • Christopher Viens | Humanities Teacher |
| • Susan Akins | Consultant Nurse |

- Additions

VOTE

- | | |
|----------------------|-------------------------------|
| • Natalie Fitzgerald | STAR Administrative Assistant |
|----------------------|-------------------------------|

- Reductions

VOTE

- | | |
|--------------------|-----------------------|
| • David Burnie | CDL Driver, Spare |
| • William E Brooks | CDL Driver, Nauset |
| • John Conca | CDL Driver, Spare |
| • Jake Vieira | STAR Paraprofessional |

○ Changes of Status

VOTE

- Kathryn Andreoli from STAR to Waypoint Paraprofessional
- Edward Beauchemin from CDL Driver Nauset to Spare
- Christopher Durante from 7D, Spare to 7D Monomoy
- Brenda Donovan-Faherty from CDL Training to CDL Mashpee
- Patricia McGrory from STAR Admin Asst. to Admin Consultant

Ms. Putnam made a motion that the Board vote to bundle ASLP hires, personnel additions, reductions, and changes of status and approve the bundle. Mr. Morris seconded the motion.

Mr. Hilton noted the agenda included annual staffing for the ASLP program. He also discussed a recent new hire who had previously been employed by Barnstable Public Schools, and how the Collaborative was working to support Barnstable during the transition.

A roll call vote was taken:

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

The motion passed.

c. Strategic Planning

Mr. Hilton reviewed the Strategic Planning process that had been discussed at previous Board meetings. He updated the Board regarding a process for engaging stake holders in a process for regional planning, which would include the future role of the Collaborative.

Mr. Hilton discussed planning for structured gathering (administrative retreat) of the Superintendents from the region in July 2023 for a strategic discussion. This gathering was scheduled to occur July 10 or July 17 at Mass Maritime Academy, and would include facilitated discussion.

d. FY2024 Spending Plan & Statutory Budget Development

Mr. Hilton referred to the draft of the FY24 Spending Plan and Statutory Budget which had been included in materials for the May meeting. He noted the Collaborative Articles of Agreement require the FY24 Spending Plan and Statutory Budget to be approved at the June meeting of the Board.

The draft included with meeting materials included modifications to Waypoint Academy's tuition structure, which moved away from pre-paid commitments to a tuition-based model. Mr. Hilton noted that the final Spending Plan and Budget would include changes to individual contract, which had yet to be discussed.

Mr. Hilton noted the Board had historically approved preliminary rates at the May meeting, with final approval of the Spending Plan and Budget at the June meeting.

He recommended that the Board consider a vote to approve Tuition and Service Rates for FY24.

Ms. Putnam made a motion that the Board vote to approve the preliminary rates for FY24. Ms. Fuller seconded the motion.

Ms. Bent asked if the service (therapy) provider rates for a student enrolled in either school program were an additional cost paid by the sending district. Mr. Hilton responded that the cost was in addition to tuition, and that service costs were based on the SPED grid.

A roll call vote was taken:

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

e. Memoranda of Agreement (MoAs) – Transportation VOTE

Mr. Hilton updated the Board regarding the status of the Memoranda of Agreement for Transportation services. He noted the discussions with Nantucket continue as the challenges of housing and driver licensure continue to necessitate operational changes. He presented the Nantucket Memorandum of Agreement and recommended the Board vote for approval.

Mr. Fichtenmayer made a motion that the Board vote to approve the MOU for Nantucket Transportation services. Ms. Fuller seconded the motion. A roll call vote was taken:

Mr. Fichtenmayer – yes, Ms. Lythcott – yes, Ms. Fuller – yes, Mr. Myers – yes,
Ms. Mecca – yes, Ms. Lonsdale – yes, Ms. Putnam – yes, Ms. Bent – yes,
Mr. Morris – yes, Mr. McGee - yes

VI. Minutes

a. April 12, 2023

VOTE

Ms. Putnam made a motion that the Board vote to approve the minutes of the April 12, 2023 meeting. Ms. Fuller seconded the motion. A roll call vote was taken:

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

The motion passed.

VII. Other

No other items were brought forth for discussion at this meeting.

VIII. Executive Session

Mr. McGee indicated 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**
 - Executive Director Evaluation Instrument
 - Operational Continuity Planning
 - FY2024 Personnel Planning
 - Administrator/Administrative Staffing & Remuneration
 - Exempt Transportation Staff (Dispatchers, Mechanics)
 - Non-Grid Employees (Facilities, Other)
 - Executive Director

Ms. Bent made a motion that the Board enter into Executive Session for the reasons stated in the agenda. Ms. Putnam seconded the motion. A roll call vote was taken:

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

The motion passed.

The Board entered Executive Session at 6:16 PM.

The Board returned to Open Session at 7:11 PM.

IX. Adjournment

Prior to asking the Board to vote to adjourn the meeting, Mr. McGee expressed his sincere thanks to Ms. Lindahl for her contributions to the Cape Cod Collaborative.

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

Ms. Lythcott – yes, Ms. Fuller – yes, Mr. Myers – yes, Ms. Lonsdale – yes, Ms. Putnam – yes,
Ms. Bent – yes, Mr. Morris – yes, Mr. Fichtenmayer – yes, Mr. McGee – yes.

The motion passed.

The May 10, 2023 meeting of the Cape Cod Collaborative Board of Directors adjourned at 7:13 PM.