



**Board of Directors Meeting Minutes**  
**418 Bumps River Road, Osterville, MA 02655**  
**June 14, 2023 - 5:15 PM**

**I. Cracker Barrel Discussion**

**5:00 PM**

**a. Local District Issues**

Board members were invited to share current concerns and challenges in the local educational arena.

Mr. McGee shared with Board members that he had resigned from the Cape Cod Technical School Committee, and that this was his last meeting on the Board of the Cape Cod Collaborative.

Mr. Hilton noted that reorganization of the Board was on the agenda for the meeting, but could be tabled. Responsibilities of the chair of the Cape Cod Collaborative Board of Directors have included assisting with the development of the agenda and running meetings. Mr. Hilton also noted that the Board's Secretary, Ms. Deck, would be retiring at the end of June.

Mr. Fichtenmayer agreed to run the reorganization portion of the meeting.

Mr. Morris discussed the ongoing search for a new superintendent for Dennis-Yarmouth Regional Schools.

**b. Questions/Concerns**

No questions or concerns were raised at this meeting.

**II. Call to Order**

**5:15 PM**

Mr. McGee 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 includes means for public participation by telephone.

Attendees may join the meeting by calling:

Phone Number:	1-929-205-6099
Meeting ID:	840 6336 2217
Telephone Passcode:	7768734
Zoom Password:	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
Eastham	Edgar Miranda – R
Falmouth	Michael Heylin – R
Martha’s Vineyard	Roxanne Ackerman – R
Mashpee	Matt Davis
Monomoy	Jessica Rogers - R
Nantucket	Laura Gallagher Byrne – R
Nauset	Cathryn Lonsdale
Provincetown	Ngina Lythcott – R
Sandwich	Christine Brown – R
Upper Cape Cod RTS	Robert Fichtemayer
Wareham	Joyce Bacchiocchi – R
Wellfleet	Jill Putnam – R
Treasurer	William (Bill) Friel
Secretary	Elizabeth (Beth) Deck

Also in attendance were:

Executive Director	Paul C. Hilton
Business Manager	R. Patrick Murphy
Associate Business Manager	Amy Lipkind
STAR Program Director	Julia Bryant
Human Resources Manager	Sabina Moldovan
Director of Special Projects	Dr. Christopher Bogden – R
Admin & Finance Coordinator	Marc Dupuis – R
Waypoint Program Director	Dr. Kara Clyburn - R
Director of Special Education	Christina Caputo - R

### III. Appointment of Officers

### VOTE

Mr. Fichtenmayer (Upper Cape Tech) made a motion that the Board vote to table the Appointment of Officers until the September meeting. Ms. Bent (Barnstable) seconded the motion.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Ms. Rogers – yes, Mr. Heylin – yes, Mr. Morris – yes, Ms. Bent – yes, Mr. Davis – yes, Ms. Lythcott – yes, Ms. Fuller – yes, Mr. Miranda – yes, Ms. Brown – yes, Ms. Putnam – yes, Ms. Mecca – yes, Ms. Ackerman – yes, Mr. McGee – yes.

The motion passed.

#### A. Approval of a meeting day, time and location.

Mr. Hilton noted that the Board had met on the second Wednesday of each month from September through June of each school year and as necessary in the summer. He noted that the meetings have occurred at 5:15 PM at the Collaborative offices in Osterville.

Ms. Bent (Barnstable) made a motion that the Board vote to continue meeting on the second Wednesday of the month, in Osterville, at 5:15 PM. Mr. Fichtenmayer (Upper Cape Tech) seconded the motion.

A roll call vote was taken:

Mr. Fichtehmayer – yes, Ms. Rogers – yes, Mr. Heylin – yes, Mr. Morris – yes, Ms. Bent – yes, Mr. Davis – yes, Ms. Lythcott – yes, Ms. Fuller – yes, Mr. Miranda – yes, Ms. Brown – yes, Ms. Putnam – yes, Ms. Mecca – yes, Ms. Ackerman – yes, Mr. McGee – yes,

Ms. Lonsdale – yes.

The motion passed.

### IV. New Business

#### a. Programs/Services

- Waypoint Academy
  - Enrollment Update
  - Programming

Dr. Clyburn discussed the enrollment and programming at the Waypoint Academy. She extended her appreciation for the Board's approval of "provisional" contracts for staff at an earlier meeting. She explained that all but two staff members had returned contracts indicating their intent to return for the 2023-2024 school year. She noted that the positions of Culinary Instructor and middle-school Adjustment Counselor had been posted and that interviews had been conducted.

Dr. Clyburn informed the Board that an LPN had been hired, and had begun working earlier during the week of the Board meeting. She noted that Ms. Boudrot LPN, had formerly been an employee at the Collaborative, and had returned after working in the private sector.

Dr. Clyburn indicated that a team of staff was recruited participated in interviews for the Culinary Instructor, Counselor, and also in interviews of

potential Special Education Teachers. She indicated that she hoped to complete the process by June 23<sup>rd</sup> and to extend employment offers to chosen applicants quickly.

Dr. Clyburn thanked Mr. Davis (Mashpee) and Ms. Fuller (Bourne) for attending Waypoint's graduation ceremony and Ms. Fuller (Bourne) for attending the "Boat Launch" event.

Dr. Clyburn indicated that the process of moving to South Yarmouth had continued with rooms being arranged, materials being distributed and daily "check-ins" occurring regarding the status of "punch list" items at Yarmouth location. She noted that Delaney Clyburn (step-daughter) had been invaluable with assisting as a conduit between the two buildings.

Dr. Clyburn described trying to keep the lid on the "powder keg" of student energy during the last days of school. She noted that the Extended School Year (ESY) program was scheduled to begin July 3<sup>rd</sup> with fifteen to twenty students expected to attend.

Dr. Clyburn extended thanks to Board members for their support. She described her position as a "pleasure" and noted that, while not all days were good days, it was a great job.

Ms. Brown (Sandwich) asked about the use of the Wing School and when the accepted last day in the building had been scheduled. Dr. Clyburn indicated that it was anticipated that the majority of the move would be completed by June 23<sup>rd</sup>, but that it might be necessary to return for additional items if necessary. Mr. Hilton explained that arrangements had been made to return to the building during the summer and into the fall as needed.

Mr. Morris (Dennis-Yarmouth) indicated that he lived close to the South Yarmouth campus and would like to drop in if he could be of support. Dr. Clyburn noted that he was welcome at any time.

- STAR / Osterville
  - Enrollment
  - Programming

Ms. Bryant echoed Dr. Clyburn's sentiments regarding the "powder keg" of student energy. She described the challenge with keeping everyone focused and aligned during the last days of school. She noted that several STAR students were leaving the program at the end of the school year (returning to their district school or another placement). Dr. Bryant explained that, for the students, it can be easier to leave if they are angry.

Ms. Bryant indicated that Dr. Marc Hauser had provided trainings during the school year regarding trauma influenced and trauma informed practices. She explained that, during the trainings, a survey had been provided to staff. She described some elements of the data:

- 70% of STAR's staff had been with the program 5 years or more
- The majority of respondents felt that they had received training and support
- The majority indicated they had received resources for trauma-informed practice

Ms. Bryant also explained that, for the first time, the entire STAR school program participated in a field trip to Buttonwood Zoo in New Bedford. Ms. Bryant indicated that staff and students had done a great job and the trip occurred without challenges- until the ride home, which was a bit more challenging.

Ms. Bryant also highlighted other STAR events including the third annual Rainbow Run, which Ms. Bryant described as a relaxed and fun event for the entire school.

Ms. Bryant also highlighted a few other items:

- That one long-time student had recently "graduated"
- The Extended School Year (ESY) program was scheduled to begin July 3<sup>rd</sup>
- Five (5) new students would be welcomed to the program;
- Fifty students were anticipated for the Fall

Ms. Bryant described staff appreciation events which had occurred each/every Monday.

Ms. Bryant noted that all staff members had returned contracts for the 2023-2024 school year with one exception as one (1) individual had relocated to Maine. She indicated that two (2) new staff members would be joining the team: one for the start of the ESY program and the other for the start of school in the Fall.

Ms. Bent asked if the program had ever hired paraprofessionals for the summer program who were still in college. Ms. Bryant indicated that college students were often hired to work during school breaks, and that the program had also hired paraprofessionals who worked in other school districts (during the school year) to work for the Collaborative in the summer.

- Transportation

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

- Nantucket – Mr. Hilton noted that the Collaborative has provided transportation services for the Nantucket Public Schools continually since 1997.

He noted that he, Ms. Stobbart, Ms. Lipkind and Mr. Murphy had continued to work closely with the Nantucket Public Schools to meet the needs of the district with the current, limited resources (drivers). He noted that the drivers and monitors on Nantucket have continued to demonstrate their dedication to the students, families and the district as they continually re-strategize to meet the changing needs on the island.

Mr. Hilton highlighted that a “miracle” had occurred – two (2) new drivers recently passed their driving tests and would be driving on Nantucket.

- Monomoy, Bourne, Truro and Nauset

Mr. Hilton noted that three (3) drivers were leaving the Nauset lot, and that medical leaves had also been impacting routes. He discussed recruitment efforts which were being reexamined and refreshed in the tight labor market.

- Memorandum of Agreement (MOA)- Nauset

**VOTE**

Mr. Hilton asked the Board to table this agenda item until September. He explained that the District’s attorney was reviewing the language of the MOA, and the costing template.

Mr. Fichtenmayer (Upper Cape Tech0)made a motion that the Board vote to table the vote on the MOA for Nauset until September. Ms. Bent (Barnstable) seconded the motion.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Ms. Rogers – yes. Mr. Heylin – yes, Mr. Morris – yes, Ms. Bent –yes, Mr. Davis – yes, Ms. Lythcott – yes, Ms. Fuller – yes, Mr. Miranda – yes, Ms. Brown – yes, Ms. Putnam – yes, Ms. Mecca –yes, Ms. Ackerman – yes, Ms. Lonsdale – yes, Ms. Gallaghe Byrne – yes, Mr. McGee – yes.

The motion passed.

- Therapies

Mr. Hilton provided an update regarding the provision of services within Collaborative programs and to serve school districts. He described the increasing need for the recruitment and retention of for specific roles throughout the region and anticipated that there would need to be coordinated regional efforts to recruit and retain specialists, especially in the roles of Speech & Language Pathologist and School Psychologist.

- Special Projects

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

- Bridgewater State University

Mr. Hilton described touring the renovated MacAthur building with two of the Deans from Bridgewater State University on June 6<sup>th</sup>. He discussed planning for providing increased local/regional access for professional licensure and professional development through a partnership established by the Collaborative with Bridgewater State University.

Mr. Hilton anticipated that focus would be placed on the creation of a “funnel” for the development of Speech & Language Pathologists, School Psychologists, Teachers of English Language Learner (ELL) students, and Special Education Teachers.

- All-Cape In-Service

Dr. Bogden updated the Board regarding preparations for the All-Cape In-Service scheduled for October 2023. He noted that nine (9) educators from the districts of Falmouth, Mashpee, Sandwich, Barnstable, Dennis-Yarmouth, Nauset, Provincetown, as well as the Community Action Committee of Cape Cod & Islands had been 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.

He explained that these Content Coordinators identify 2 – 4 potential half-day and/or full day workshops and the associated presenters. He noted that for each workshop, the Content Coordinators provide workshop/seminar titles, a brief description of the workshop as well as the name, contact information of the presenter(s) and their requested fee.

- Enough Abuse Campaign

Dr. Bogden described the promotion and advertisement of the events of the Enough Abuse Campaign. He noted that their last scheduled event had occurred at the Falmouth Library on May 25<sup>th</sup>. He noted that a workshop proposal for All Cape Professional Development Day had also been submitted.

- Summer Workshops on Artificial Intelligence

Dr. Bogden noted sixty educators from nine local districts would be attending workshops on June 30<sup>th</sup> and August 18<sup>th</sup> at Dennis-Yarmouth Regional High School.

- Martin Luther King Education Task Force Educator's Conference

Dr. Bogden explained that the Collaborative had continued to provide promotional and registration support for this event, which would occur on July 11<sup>th</sup>.



- ASLP
 

Mr. Hilton provided an update regarding the planning for the Summer 2023 ASLP Program. He noted that there were over 230 acceptance letters sent to prospective ASLP participants and estimated that 220 students would participate.

Mr. Hilton explained that the tuition for the Summer 2023 program was approved as \$1,200 for the thirteen-day (thirteen night) residential program.

Mr. Hilton discussed a grant proposal made to the Massachusetts Department of Elementary & Secondary Education (MA-DESE). He noted that the purpose of the grant (proposal) was to offset the tuition costs for students/families with demonstrated financial need. Mr. Hilton indicated that the grant had been approved/funded. He explained that there were substantial needs based scholarships awarded and that the overall tuition had been less than the anticipated cost in anticipation that this funding.

Mr. Hilton discussed new components of the summer program, including an Aviation component, which would be included for the first time.
- Sheltered English Immersion (SEI) Course Development
 

Dr. Bogden discussed the programmatic needs for each of the districts throughout the region. He noted the Collaborative currently offers “for cost” SEI endorsement courses at the Collaborative.

## **b. Procurement**

## **~~Discussion / Vote~~**

### **Diesel and Propane Fuel Price Solicitation**

Mr. Murphy indicated that he had been pleasantly surprised by the bids for diesel and propane fuel pricing, including delivery, for the buses for several districts. He noted that, although the diesel fuel market had been volatile, the Collaborative had been able to obtain a variable rate for diesel fuel at a price that was fifteen percent (15%) less than had been anticipated. Mr. Murphy explained that the Collaborative had not yet signed the contract, but expected to do so.

Mr. Murphy noted the agreement with Eastern Propane was in the final year. He explained that the Collaborative had agreed to the option year, which included a 3% increase.

Mr. Hilton noted that the Board had previously voted to approve the procurement of on-site diesel fueling and the procurement of propane fuel delivery and that there was no vote additional vote necessary.

## **c. Virtual High School (VHS)**

Mr. Hilton and Dr. Bogden briefly discussed the status of the consortium for Virtual High School that has existed through the Collaborative since 2001.

Dr. Bogden noted a new teacher from Sandwich was expected to teach two new VHS courses. He indicated that all districts benefit when a teacher participates by getting a break in tuition costs. (Tuition costs are based on the number of teachers from the



region who are actively teaching.) Dr. Bogden indicated the Collaborative anticipated contracting with VHS for 150-200 seats for 2023-2024.

Ms. Fuller (Bourne) asked if all courses available to Cape students were taught by Cape teachers. Dr. Bogden described how VHS reaches well beyond the Cape region, offering instruction to students across the country. He explained that, in the past, there had been as many as five (5) regional teachers participating.

The Board, by unanimous consent, decided to move Executive Session to the end of the meeting.

## **V. New Business**

### **a. Waypoint Relocation & Planning**

Mr. Hilton provided an update regarding the planning for the relocation of Waypoint Academy. He indicated that the occupancy permit was anticipated within a week. He indicated that the receipt of the permit had been delayed by the need for a new transformer and an inspection by NSTAR. Mr. Hilton noted these must happen by July 1.

### **b. FY23 Reconciliation and Update**

Mr. Murphy informed the Board that no changes were recommended to the FY23 Spending Plan and Budget. He explained that the Collaborative was tracking “extraordinarily” close to projected amounts.

### **c. FY2023 Warrants**

### **VOTES**

- |       |      |       |      |
|-------|------|-------|------|
| • #45 | VOTE | • #48 | VOTE |
| • #46 | VOTE | • #49 | VOTE |
| • #47 | VOTE |       |      |

Ms. Bent made motion that the Board bundle Warrants #45, #46, #47, #48 and #49 and vote to approve the bundle. Mr. Fichtenmayer seconded the motion.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Ms. Rogers – yes, Mr. Heylin – yes, Mr. Morris – yes,  
Ms. Bent – yes, Mr. Davis – yes, Ms. Lythcott – yes, Ms. Fuller – yes,  
Mr. Miranda – yes, Ms. Brown – yes, Ms. Putnam – yes, Ms. Mecca – yes,  
Ms. Ackerman – yes, Ms. Lonsdale – yes, Ms. Gallagher Byrne – yes,  
Ms. Bacchiocchi – yes, Mr. McGee – yes.

The motion passed.

## **d. FY23 Spending Plan & Statutory Budget**

## **VOTES**

### **Discussion**

- Updates

Mr. Murphy discussed the FY23 Spending Plan and Budget earlier in the agenda. The following items were referenced.

- Projection Narrative
- Projection Spreadsheet

- Audit Preparation

Mr. Murphy updated the Board regarding preparations for the FY23 Audit of Collaborative Financial Statements. He explained that the auditors had recommended beginning an employee payroll benefits “audit” (for actuarial study regarding funding of Other Post-Employment Benefits - OPEB) He noted that delays with the production of the report may delay release of the final audited financials.

Ms. Bent (Barnstable) asked about student enrollment projections used in the Spending Plan and Budget for FY24.

Mr. Hilton described the method for determining projections for each program. He noted that for the Waypoint Academy program, student enrollment was very “fluid” with many students staying for short(er) periods of time, creating “churn” in the student population and eclectic enrollment patterns. He explained that districts secured “commitments” for the student space/enrollment in the program. He noted that these “commitments” from districts had consistently been received each March. Mr. Hilton noted that, in preparation for FY24, commitments had continued to “trickle in” well into June. He explained that member districts “own” part of the program through the commitments and that commitments help to determine the “right size” (projection) for the program.

Mr. Hilton described the current challenge as part of an “ongoing discussion” with districts regarding the tuition structure and the districts’ needs from the program.

Mr. Hilton observed that the STAR student population had changed throughout the evolution of the program and that the program had adapted with program shifts and staffing changes.

Mr. Hilton noted that he has explained to district stat that the Collaborative “will do anything – but can’t do everything.” He indicated that the Collaborative programs are not always the right fit for every student.

Mr. Hilton described the ongoing methods through which the Collaborative works with all districts to determine the best way to support students and families.

• Personnel

○ Additions

**VOTE**

- Kristen Boudrot Waypoint, LPN
- Lilleigh Burgum STAR, ESY Paraprofessional
- Delaney Clyburn Waypoint Staff Support
- Ainsley Dean ASLP, Residential Assistant
- Ariana Roderick STAR, Paraprofessional
- Amy Rowe STAR, Paraprofessional
- Abraham Wilson Waypoint, ESY Paraprofessional
- Benjamin Haskell ASLP, Music Teacher
- Kelly Henson STAR, ESY Paraprofessional

○ Reductions

**VOTE**

- Natalie Fitzgerald STAR Administrative Assistant
- Holly McGhee Waypoint Counselor
- Harvey Lynch Nantucket CDL Driver (retiring)

○ Changes of Status

(None)

Ms. Putnam (Wellfleet) made a motion that the Board bundle and approve personnel changes as listed on the agenda. Ms. Lythcott (Provincetown) seconded the motion.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Ms. Rogers – yes, Mr. Heylin – yes,  
Mr. Morris – yes, Ms. Bent – yes, Mr. Davis – yes, Ms. Lythcott – yes,  
Ms. Fuller –yes, Mr. Miranda – yes, Ms. Brown – yes, Ms. Putnam – yes,  
Ms. Mecca – yes, Ms. Ackerman – yes, Ms. Lonsdale – yes,  
Ms. Gallagher Byrne – yes, Ms. Bacchiocchi – yes, Mr. McGee – yes.

The motion passed.

• FY23 Budget Revision

**VOTE(s)**

Mr. Friel, Treasurer and Mr. Murphy, Business Manager, updated the Board regarding the status of the Budget Closeout.

○ **Other PostEmployment Benefit (OPEB) Charge-Off** **VOTE**

Mr. Murphy recommended a “charge off” of \$39,684.92, which is the amount of the liabilities (expenses) for Other-Post-Employment-Benefits (OPEB) made from the Operating Budget during the past year (FY23). Mr. Hilton noted this “charge off” would decrease the long-term liability for OPEB by the associated amounts and indicated that if this “charge off” was not made, the liability for these expenses would decrease the balance in the OPEB Trust Fund.

Mr. Fichtenmayer (Upper Cape Tech) made a motion that the Board vote to approve the OPEB charge off. Mr. Davis (Mashpee) seconded the motion.

Mr. Fichtenmayer (Upper Cape Tech) asked if contributions to the OPEB Trust Fund were mandatory. Mr. Hilton explained that the deposits were not mandated, but had been made with guidance from the auditors. He also noted that the practice has solidified the Collaborative's Financial Position.

Mr. Friel indicated that the Collaborative had exceeded standards for OPEB funding and was currently (approximately) funded at approximately eighty percent (80%) of the recommended actuarial balance. He noted that while the "target" funding is 100%, the target amount changes with changes in staffing, financial market changes and changes in health care costs. Mr. Murphy extended his thanks to Mr. Friel, who had held regular discussions with Rockland Trust regarding the OPEB Trust Fund.

Mr. Fichtenmayer (Upper Cape Tech) commented that the Collaborative is one of a few districts who had come close to funding its current OPEB obligations. Mr. Hilton observed that the costs associated with these Other Post-Employment Benefits were real, and that the Collaborative was paying these costs by charging them and depositing them in real time.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Ms. Rogers – yes, Mr. Heylin – yes, Mr. Morris – yes, Ms. Bent – yes, Mr. Davis – yes, Ms. Lythcott – yes, Ms. Fuller – yes, Mr. Miranda – yes, Ms. Brown – yes, Ms. Putnam – yes, Ms. Mecca – yes, Ms. Ackerman – (no response), Ms. Lonsdale – yes, Ms. Gallagher Byrne – yes, Ms. Bacchiocchi – yes, Mr. McGee – yes.

The motion passed.

○ **Modified Line Item Budget**

**VOTE**

Mr. Hilton indicated that changes would not be necessary.

**e. Strategic Planning**

Mr. Hilton discussed the Strategic Planning process that was mentioned at a previous Board meeting. He reviewed the process for coordinating efforts to achieve some short-term goals, including the relocation of Waypoint Academy and continued expansion of transportation services.

Mr. Hilton updated the Board regarding a process for engaging the Board, School Committees, and School Administrators throughout the region in regional planning, including the current and future role of the Collaborative. He indicated that a structured gathering (administrative retreat) of the Superintendents from the region, was scheduled for July 10, 2023, for a focused discussion regarding the current and evolving needs for the region. He noted that, following this meeting, further meetings with the Board of Directors and School Committees would be scheduled.

## **f. FY2024 Spending Plan & Statutory Budget**

Mr. Hilton noted that the Collaborative Articles of Agreement required that the FY2024 Spending Plan and Statutory Budget be approved at the June meeting of the Board. He noted that the initial DRAFT of the Spending Plan / Budget had been presented to the Board in April 2023 and were reviewed at each subsequent Board meeting. He also explained that the FY24 Tuition Rates and FY24 Service Rates were approved by a vote of the Board at the May 2023 meeting.

Mr. Hilton referred to the revised DRAFT of the FY24 Proposed Spending Plan & Budget included with Board materials. He noted that a correction was necessary to the increases noted for health insurance rates. He explained that the rates on HMO plans had increased by 4% while high-deductible plans had increased by 2%. He noted that the information was only incorrect in the description and that the correct rates were utilized for the calculations.

Mr. Hilton discussed other factors involved in the development of the Spending Plan and Budget:

- Service Commitments
  - Programs
    - STAR
      - i. Total School Year Projection of 60 FTEs
      - ii. Extended School Year (Summer) Projection at 55
    - Waypoint Academy
      - i. Commitments Projected at 45 (previously 53)
      - ii. Total School Year Projected at 58 (previously 59 FTEs)
      - iii. Extended School Year (Summer) Projection at 25 (previously 25)
  - Transportation
    - Summer Transportation

Mr. Hilton noted that the Spending Plan & Budget includes a standard service model from previous years.
    - School Year Transportation

Mr. Hilton noted that the standard service delivery for a school-year in each district was reflected in the Spending Plan & Statutory Budget.
    - General Education
      - i. Nauset – Vote in Process
      - ii. Mashpee – Voted
      - iii. Truro – Annual - Voted
      - iv. Monomoy – Commitment through FY24 - Voted
      - v. Bourne – Commitment through FY24 - Voted
      - vi. Nantucket – Annual Commitment - Voted
    - Special Education – In-District
      - i. Nauset – Commitment in Process

- ii. Nantucket – Voted
- iii. Mashpee – Voted
- iv. Monomoy – Voted
- Therapies
  - CCT – OT (1.0) – Committed; PT (1.0 Committed)
  - Truro – OT (2.5) - Committed; PT (<1.0)
  - Other Districts – As Needed
- Other
  - Mr. Hilton noted that ASLP would occur in a different manner for Summer 2023. The two week (Thirteen night) would operate continuously from July 9, 2023 through July 22, 2023. He indicated that the projected participation was expected to be approximately 220 students. Mr. Hilton also (again) indicated that the Collaborative had secured a \$100,000 grant through the MA-DESE to offset substantial portions of the costs for the program and enable considerable scholarship opportunities for families with identified financial need.

Mr. Hilton noted the Spending Plan & Budget for FY24 was based upon several assumptions & priorities (as indicated on the face page of the FY24 Spending Plan).

He noted these factors considered and included in the FY24 Spending Plan & Statutory Budget:

- Health Insurance Costs - Cape Cod Municipal Health Group has indicated that the health insurance costs will increase this coming fiscal year.
  - 4% BCBS HMO and 4% HPHC HMO
  - 2% High Deductible BCBS HMO & High Deductible HPHC HMO
- Cost-of-Living-Adjustment (COLA) Salary Scale increase of 2.5% is included in the Spending Plan/Budget Proposal
- A restructuring of the remuneration (steps and lanes) for program staff is included in the Spending Plan.
- A 6.2% increase in Special Education Tuitions and Itinerant Services Fees were included in the Spending Plan/Budget.
- Increased costs for fuel and labor within the transportation area are also included in the Spending Plan/Budget proposal.
- Mr. Hilton highlighted that there was a projected deficit projected for the Waypoint Academy Program. He recommended that the Spending Plan / Statutory Budget be funded utilizing \$372,000 from the General Fund / Cumulative Surplus. He noted that this amount is approximately the same cost for the “bonding” of the Waypoint building renovations for one year.

It was recommended that the Board vote to adopt the FY24 Spending Plan as included in the Board materials **VOTE**

It was also recommended that the Board vote to adopt the FY24 Budget as included in the Board materials **VOTE**

Mr. Morris (Dennis-Yarmouth) made a motion that the Board vote to adopt the FY24 Spending Plan and FY24 Budget as included in Board materials. Ms. Putnam (Wellfleet) seconded the motion. A roll call vote was taken:

Mr. Fichtenmayer – yes, Ms. Rogers – yes, Mr. Heylin – (no response), Mr. Morris – yes, Ms. Bent – yes, Mr. Davis – yes, Ms. Lythcott – yes, Ms. Fuller – yes, Mr. Miranda – yes, Ms. Brown – yes, Ms. Putnam – yes, Ms. Mecca – yes, Ms. Ackerman – (no response), Ms. Lonsdale – yes, Ms. Gallagher Byrne – yes, Ms. Bacchiocchi – yes, Mr. McGee – yes.

The motion passed.

It was recommended that the Spending Plan / Statutory Budget be supported through \$372,000 from the General Fund / Cumulative Surplus. Note that this is approximately the same cost for the “bonding” of renovations for one year. **VOTE**

Mr. Heylin (Falmouth) left the meeting at 6:07 PM.

Ms. Bent (Barnstable) made a motion that the Board vote to use \$372,000 from the General Fund / Cumulative Surplus to support the FY24 Spending Plan and Statutory Budget. Ms. Putnam (Wellfleet) seconded the motion. A roll call vote was taken:

Mr. Fichtenmayer – yes, Ms. Rogers – yes, Mr. Morris – yes, Ms. Bent – yes, Mr. Davis – yes, Ms. Lythcott – yes, Ms. Fuller – yes, Mr. Miranda – yes, Ms. Brown – yes, Ms. Putnam – yes, Ms. Mecca – yes, Ms. Ackerman – abstain, Ms. Lonsdale – yes, Ms. Gallagher Byrne – yes, Ms. Bacchiocchi – yes,

Mr. McGee – yes,  
The motion passed.

## **g. Collaborative Handbooks**

## **VOTE(S)**

Mr. Hilton recommended that the Board consider approval of these handbooks at the June Board of Directors Meeting. He suggested that, if revisions to the handbooks were necessary, they would be presented for consideration for approval at a later Board meeting. He also suggested that the Board move to bundle the handbooks and then ask questions during discussion.

• CCC Policy & Procedures Manual for Public Day Schools VOTE

• Parent & Student Handbook – CCC Public Day Schools VOTE

The draft copies of the Policy and Procedures Manual and the CCC Parent & Student Handbook (combined STAR & Waypoint) to provide consistency across handbooks.

• Waypoint Academy Code of Conduct VOTE

• Employee Manual / Handbook VOTE

Minor changes were made to the handbook associated with requirements mandated from the state and/or federal government.

• Transportation Employee Handbook VOTE

The Transportation Employee Handbook had been updated to include a recommended change in reimbursement rates for driver physicals, and the addition of a “stipend” to assist new driver recruits with the costs associated with obtaining a CDL license.



• Health Care Procedures Manual

VOTE

There had been additional changes to this manual for clarity, but not changes of substance.

VOTE

Ms. Putnam (Wellfleet) made a motion that the Board vote to bundle Collaborative Handbooks for a vote. Ms. Rogers (Monomoy) seconded the motion. A roll call vote was taken:

Mr. Fichtenmayer – yes, Ms. Rogers – yes, Mr. Morris – yes, Ms. Bent – yes, Mr. Davis – yes, Ms. Lythcott – yes, Ms. Fuller – yes, Mr. Miranda – yes, Ms. Brown –yes, Ms. Putnam – yes, Ms. Mecca – yes, Ms. Ackerman – yes, Ms. Lonsdale –yes, Ms. Gallagher Byrne – yes, Ms. Bacchiocchi – yes, Mr. McGee – yes.

The motion passed.

Mr. Miranda (Eastham) made a motion that the Board vote to accept the group of handbooks. Ms. Putnam (Wellfleet) seconded the motion.

Ms. Lythcott indicated that she had not had the chance to read the handbooks and would abstain from voting.

Mr. Morris (Dennis-Yarmouth) asked if copies of the handbooks were provided to Special Education Directors and Superintendents. Mr. Hilton noted that handbooks were not actively distributed, but were posted on the Collaborative website.

Mr. Hilton observed that if typos were found after the Board’s vote, they would be corrected but additional votes would not be sought if the corrections would not change the intent.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Ms. Rogers – yes, Mr. Morris –yes, Ms. Bent –yes, Mr. Davis – yes, Ms. Lythcott – abstain, Ms. Fuller – yes, Mr. Miranda – yes, Ms. Brownn – yes, Ms. Putnam – yes, Ms. Mecca – yes, Ms. Ackerman –yes, Ms. Lonsdale – yes, Ms. Gallagher Byrne –yes, Ms. Bacchiocchi – yes, Mr. McGhee – yes.

The motion passed

**h. Annual Appointment of School Physician**

**VOTE**

Mr. Hilton recommended Dr. Mathew H Baldasaro for appointment as School Physician for Cape Cod Collaborative Programs for the 2023-2024 School Year. Dr. Baldasaro has served in the capacity for the past nine (9) years. He is a pediatrician in practice at Bass River Pediatrics in South Yarmouth.

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

Ms. Bent (Barnstable) made a motion that the Board vote to appoint Dr. Baldasaro as school physician for the 2023-2024 school year. Mr. Davis (Mashpee) seconded the motion. A roll call vote was taken:

Mr. Fichtenmayer – yes, Ms. Rogers – yes, Mr. Morris – yes, Ms. Bent – yes,  
 Mr. Davis – yes, Ms. Lythcott – yes, Ms. Fuller – yes, Mr. Miranda – yes,  
 Ms. Brown – yes, Ms. Putnam – yes, Ms. Mecca –yes, Ms. Ackerman – yes,  
 Ms. Lonsdale – yes, Ms. Gallagher Byrne – yes, Ms. Bacchiocchi – yes,  
 Mr. McGee – yes.

The motion passed.

**i. Personnel Recommendations FY2024**

**VOTE(S)**

- Extended School Year Program(s) VOTE
- Waypoint Academy VOTE
- STAR Program VOTE
- Transportation Recommendations VOTE
- Therapy Recommendations VOTE
- Administrative Recommendations VOTE
- Administrators and Administrative Salary Recommendations VOTE
- Delegation of Personnel authority to Executive Director VOTE

Mr. Hilton noted that it may become necessary for the Executive Director to add and/or terminate staff during the summer and/or before the school year. He explained that the Board may delegate this authority to the Executive Director. He indicated that the Executive Director would be required to notify the Board at the first meeting following the personnel action for a formal vote by the Board regarding the action(s).

- Vacation Carryover / Carry-Forward VOTE

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

It was recommended that the Board authorize Mr. Hilton to grant the “carry-forward” of vacation time for year -round (administrative, administrators, business office and transportation central office) employees upon request by each employee.

VOTE

Mr. Davis (Mashpee) made a motion that the Board vote to bundle and approve all ten personnel-related agenda items. Mr. Morris (Dennis-Yarmouth) seconded the motion.

Ms. Lythcott (Provincetown) spoke to new Board members, recognizing that these personnel-related items had been discussed in detail during prior meetings. Mr. Hilton noted the Spending Plan and Budget include all changes discussed.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Ms. Rogers – yes, Mr. Morris – yes, Ms. Bent – yes,  
Mr. Davis – yes, Ms. Lythcott –yes, Ms. Fuller – yes, Mr. Miranda – yes,  
Ms. Brown – yes, Ms. Putnam – yes, Ms. Mecca –yes, Ms. Ackerman – yes,  
Ms. Lonsdale – yes, Ms. Gallagher Byrne – yes, Ms. Bacchiocchi – yes,  
Mr. McGee – yes.

The motion passed.

**j. Memoranda of Agreement (MoAs) – Transportation VOTE**

Mr. Hilton noted the Board had earlier voted to table a vote on the Nauset Regional Memorandum of Agreement until September.

**k. Contract for Risk-Eraser VOTE**

Mr. Hilton discussed the positive impact that Dr. Marc Hauser continued to have upon Collaborative staff, students and the programming. He noted that Dr. Hauser had indicated that he would continue consulting with other collaboratives and non-profit organizations in the coming year.

Mr. Hilton recommended that the Collaborative continue to contract with Dr. Hauser through FY24. He also recommended that the Collaborative contract with Dr. Hauser through his (Dr. Hauser’s) consulting organization for a consulting amount of not to exceed \$70,000. He explained that the final contract continued to be developed as particular outcomes were sought to support Collaborative programming (Waypoint, STAR & Transportation). Mr. Hilton discussed the Collaborative intention to procure database development support through this organization (amount expected at approximately \$10,000).

It was recommended that the Board grant Mr. Hilton the authority to continue to negotiate the terms of the contract with Risk-Eraser and to grant Mr. Hilton the authority to sign the contract with Risk-Eraser. **VOTE**

Ms. Putnam (Wellfleet) made a motion that the Board authorize Mr. Hilton to negotiate a contract, not to exceed \$70,000, for consulting services in 2023-2024, and to procure database development support for approximately \$10,000. Mr. Fichtenmayer seconded the motion.

Mr. Morris (Dennis-Yarmouth) recommended positive consideration, based upon professional development taught by Dr. Hauser. Mr. Morris (Dennis-Yarmouth) indicated that he was very impressed.

A roll call vote was taken:

Mr. Fichtenmayer – yes, Ms. Rogers – yes, Mr. Morris – yes, Ms. Bent – yes,  
Mr. Davis – yes, Ms. Lythcott – yes, Ms. Fuller – yes, Mr. Miranda –yes,  
Ms. Brown – yes, Ms. Putnam – yes, Ms. Mecca – yes, Ms. Ackerman – yes,  
Ms. Lonsdale – yes, Ms. Gallagher Byrne – yes, Ms. Bacchiocchi – yes,  
Mr. McGee – yes.

The motion passed.

## **I. Southeastern Collaborative Regional Organization (S-CRO) VOTE**

Mr. Hilton discussed the organization formed to work together to assist the region. He asked for authority to continue to engage with the group through a Memorandum of Understanding (MOU) renewal for 2023-2024.

- Educational collaboratives throughout southeastern Massachusetts formed a cooperative / collaborative group in 2009 to alleviate some duplicity in services and to enhance resource efficiency. This collaboration has allowed for increased development in regional capacity and service delivery throughout the region. There have been grant programs and state projects that have been facilitated through this group including, but not limited to:
  - Regional Data Specialist Support (DSAC) – multiple grants
  - Regional DSAC Administrative Support – grant funding
  - Shared Professional Development
  - Regional Information Technology Grant Funding
  - Staffing of Executive Director for Southeast Readiness Center

It was recommended that the Board approve the renewal of the S-CRO MOU for 2023-2024. VOTE

Ms. Putnam (Wellfleet) made a motion that the Board vote to renew the MOU with S-CRO for 2023-2024. Mr. Morris (Dennis-Yarmouth) seconded the motion. A roll call vote was taken:

Mr. Fichtenmayer – yes, Ms. Rogers – yes, Mr. Morris – yes, Ms. Bent – yes, Mr. Davis – yes, Ms. Lythcott – yes, Ms. Fuller – yes, Mr. Miranda – yes, Ms. Brown – yes, Ms. Putnam – yes, Ms. Mecca – yes, Ms. Ackerman – yes, Ms. Lonsdale – yes, Ms. Gallagher Byrne – yes, Ms. Bacchiocchi – yes, Mr. McGee – yes.

The motion passed.

## **VI. Minutes**

### **a. May 10, 2023**

### **VOTE**

Ms. Bent (Barnstable) made a motion that the Board vote to approve the minutes of the May 10, 2023 meeting. Ms. Rogers (Monomoy) seconded the motion. A roll call vote was taken:

Mr. Fichtenmayer – yes, Ms. Rogers – yes, Mr. Morris – yes, Mr. Davis – abstain, Ms. Lythcott – yes, Ms. Fuller – yes, Mr. Miranda – abstain, Ms. Brown – abstain, Ms. Putnam – yes, Ms. Mecca – yes, Ms. Ackerman – yes, Ms. Lonsdale – yes, Ms. Gallagher Byrne – yes, Ms. Bacchiocchi – yes, Mr. McGee – yes.

The motion passed.

## **VII. Executive Session**

Mr. Hilton noted 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 Update & Timeline
- Operational Continuity Planning
- FY2024 Personnel Planning
  - Administrator/Administrative Staffing (4 Remaining)
  - Provisional Summer Hiring

Ms. Bent (Barnstable) made a motion that the Board vote to enter Executive Session to conduct strategy sessions in preparation for negotiations with nonunion personnel, and that the Board not return to Open Session prior to adjournment. Ms. Putnam (Wellfleet) seconded the motion. A roll call vote was taken:

Mr. Fichtenmayer – yes, Ms. Rogers – yes, Mr. Morris – yes, Ms. Bent – yes, Mr. Davis – yes, Ms. Lythcott – yes, Ms. Fuller –yes. Mr. Miranda – yes, Ms. Brown – yes, Ms. Putnam – yes, Ms. Mecca – yes, Ms. Ackerman – yes, Ms. Lonsdale – yes, Ms. Gallagher Byrne – yes, Ms. Bacchiocchi – yes, Mr. McGee – yes.

The Board entered Executive Session at 6:35 PM.

## **VIII. Other**

No other items were brought forth for discussion during Open Meeting.

## **IX. Adjournment**

The June 14, 2023 meeting of the Cape Cod Collaborative Board of Directors adjourned at 6:58 PM. The Board did not return to Open Meeting prior to adjournment.