

Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



Board of Directors
508.420.6950
Fax 508.420.6959

Board of Directors Minutes
418 Bumps River Road, Osterville, MA 02655
September 13, 2023 - 5:15 PM

I. Cracker Barrel Discussion 5:00 PM

This section of the meeting is for informal discussion and information sharing among members of the Board of Directors.

Board members are invited to share current concerns and challenges.

Introductions of new members occurred, including new members Brennan McKiernan (Wareham), MaryRose Grady (Cape Cod Tech) and Terri Medeiros (Falmouth). Ms. Grady noted that she had previously served on the Collaborative Board (from Mashpee) through 2010. Ms. Medeiros noted that she had also previously served on the Board for an extended period of time.

II. Call to Order 5:15 PM

Mr. Hilton asked Mr. Fichtenmayer to chair the meeting as the Chair and Vice-Chair of the Board of Directors were no longer on the Board. Mr. Fichtenmayer 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 virtually by Zoom and by telephone. Attendees may join the meeting by calling:

Phone Number: 1 929 205 6099
Meeting ID: 841 1341 8320

Mr. Fichtenmayer 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:

Barnstable
Bourne
Brewster
Cape Cod Technical HS
Dennis-Yarmouth
Falmouth
Martha's Vineyard
Mashpee
Monomoy
Nantucket
Nauset
Orleans
Provincetown
Upper Cape Cod RTS
Wareham
Wellfleet

Kathleen Bent
Maureen Fuller - R
Casey Mecca – R
MaryRose Grady
Phillip Morris – R
Terri Medeiros – R
Roxanne Ackerman – R
Matt Davis
Tina Games - R
Laura Gallagher Byrne – R (5:30PM)
Cathryn Lonsdale
Ian Mack-R
Ngina Lythcott – R
Robert Fichtenmayer
Brennan McKiernan – R
Jill Putnam – R

III. Appointment of Officers

VOTE

There was discussion regarding the potential for tabling the election until October. A decision was made to proceed with the election.

A. Election of Chairperson

There was considerable discussion regarding the election of a chairperson.

Mr. Fichtenmayer was nominated as Chairperson by Ms. Medeiros. Mr. Fichtenmayer declined the nomination due to outside time commitments. Ms. Medeiros offered to support Mr. Fichtenmayer with the responsibilities if he moved forward to accept the nomination. There was no second to Ms. Medeiros' motion.

During ensuing discussion Ms. Bent indicated that she would be willing to serve as Chairperson and nominated herself, but noted that there was an election for Barnstable School Committee in November and that she may need to step down as Chairperson at that time. Ms. Lythcott seconded Ms. Bent's nomination.

A roll call vote was taken:

Ms. Bent – yes; Ms. Fuller – yes; Mr. Fichtehmayer – yes; Mr. Morris – yes; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Games – yes; Ms. Ackerman – yes; Ms. Lonsdale – yes; Ms. Mecca – yes; Mr. Mack – yes; Ms. Putnam – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Mr. Fichtenmayer – yes; Ms. Grady – yes.

The motion passed.

B. Election of Vice-Chairperson.

Mr. Morris nominated himself to serve as Vice-Chairperson for the Board of Directors. Ms. Lythcott seconded Mr. Morris's motion.

There were no further nominations.

Ms. Gallagher-Byrne (Nantucket) joined the meeting during the election of the Vice-Chair.

A roll call vote was taken:

Ms. Bent – yes; Ms. Fuller – yes; Mr. Fichtehmayer – yes; Mr. Morris – yes; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Games – yes; Ms. Ackerman – yes; Ms. Gallagher-Byrne – yes; Ms. Lonsdale – yes; Ms. Mecca – yes; Mr. Mack – yes; Ms. Putnam – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Mr. Fichtenmayer – yes; Ms. Grady – yes.

The motion passed.

C. Election of Executive Committee.

This Subcommittee of the Board is composed of five (5) Board members plus the Chairperson and Vice Chairperson.

Ms. Lythcott nominated herself to serve on this Committee.

Ms. Putnam, Ms. Fuller, Ms. Grady and Mr. McKiernan also nominated themselves.

The slate was formally nominated by Mr. Fichtenmayer and seconded by Ms. Putnam.

A roll call vote was taken:

Ms. Bent – yes; Ms. Fuller – yes; Mr. Fichtehmayer – yes; Mr. Morris – yes; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Games – yes; Ms. Ackerman – yes; Ms. Gallagher-Byrne – yes; Ms. Lonsdale – yes; Ms. Mecca – yes; Mr. Mack – yes; Ms. Putnam – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Mr. Fichtenmayer – yes; Ms. Grady – yes.

The motion passed.

Chairperson Bent assumed control of the meeting.

D. Appointment of Treasurer

A motion was made by Mr. Fichtenmayer to appoint Mr. Friel to serve as Treasurer and seconded by Ms. Putnam.

A roll call vote was taken:

Ms. Bent – yes; Ms. Fuller – yes; Mr. Fichtehmayer – yes; Mr. Morris – yes; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Games – yes; Ms. Ackerman – yes; Ms. Gallagher-Byrne – yes; Ms. Lonsdale – yes; Ms. Mecca – yes; Mr. Mack – yes; Ms. Putnam – yes; Ms. Lythcott – yes; Mr. Fichtenmayer – yes; Ms. Grady – yes.

Mr. McKiernan was recorded as an abstention due to individual communication issues.

The motion passed.

E. Appointment of Secretary to the Board of Directors

Beth Deck has served as the secretary to the Board for many years. She retired from the Collaborative effective June 30, 2023.

Mr. Hilton was asked to serve as the Secretary to the Board of Directors.

A motion was made by Ms. Lythcott to table the appointment of Secretary to the Board of Directors until a later meeting. Mr. Fichtenmayer seconded the motion.

A roll call vote was taken:

Ms. Bent – yes; Ms. Fuller – yes; Mr. Fichtehmayer – yes; Mr. Morris – yes; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Games – yes; Ms. Ackerman – yes; Ms. Gallagher-Byrne – yes; Ms.

Lonsdale – yes; Ms. Mecca – yes; Mr. Mack – yes; Ms. Putnam – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Mr. Fichtenmayer – yes; Ms. Grady – yes.

The motion passed.

F. Approval of a meeting day, time and location.

The Board had met on the second Wednesday of the Month from September through June of each school year and as needed in the summer. The meetings had occurred at 5:15 PM at the Collaborative offices in Osterville.

A motion was made by Mr. Morris to maintain the same time and place for the meetings. This motion was seconded by Ms. Lonsdale.

A roll call vote was taken:

Ms. Bent – yes; Ms. Fuller – yes; Mr. Fichtehmayer – yes; Mr. Morris – yes; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Games – yes; Ms. Ackerman – yes; Ms. Gallagher-Byrne – yes; Ms. Lonsdale – yes; Ms. Mecca – yes; Mr. Mack – yes; Ms. Putnam – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Mr. Fichtenmayer – yes; Ms. Grady – yes.

The motion passed.

G. Auditor on behalf of the Board of Directors

Mr. Hilton explained that the Board had previously elected an Auditor to review and approve warrants on behalf of the Board between Board meetings.

After discussion among Board members, Ms. Lonsdale offered herself for nomination as Auditor for the Board. Ms. Lonsdale nominated herself to serve in this role. Ms. Fichtenmayer seconded this motion.

A roll call vote was taken:

Ms. Bent – yes; Ms. Fuller – yes; Mr. Fichtehmayer – yes; Mr. Morris – yes; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Games – yes; Ms. Ackerman – yes; Ms. Gallagher-Byrne – yes; Ms. Lonsdale – yes; Ms. Mecca – yes; Mr. Mack – yes; Ms. Putnam – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Mr. Fichtenmayer – yes; Ms. Grady – yes.

The motion passed.

IV. New Business

a. Programs/Services

• Waypoint

- Staffing
- Programming
- Notable Changes

Waypoint Academy opened school year programming at their new site in the Laurence C MacArthur Campus in South Yarmouth on Wednesday, August 30th. The “extended school year program” had also utilized the site as the move from the Henry T Wing School occurred and “punch list” items were completed at the end of the renovation.

The “Program Relocation” has been approved through the MA- Department of Elementary & Secondary Education.

Students and staff were very pleased with the new space.

Dr. Peterson discussed the opening of school and some last minute staffing changes.

She discussed ongoing staff training for “Safety Care” de-escalation protocol. She noted the building was ready to open and that staff were very excited to be in the new space.

She also noted the late resignations (immediately at the start of the school year) of a high school math teacher/ physical education teacher and a paraprofessional. The resignation of the school nurse (LPN) has also had a significant impact. Dr. Peterson noted that this nurse had returned to Waypoint Academy in May 2023 and that the nurse and her husband had an opportunity to relocate the family to Wilmington, North Carolina effective in late September.

Dr. Peterson discussed changes to the programming at the Academy, including changes with terminology. She noted that the sections of the school will no longer be the high school and the middle school, but are now the North Side and the South Side. She discussed a well-attended Open House held for students and their families, which she expects to be an annual tradition.

Dr. Peterson noted there is a continued and highlighted focus upon safety and respect within the program. She explained that the Behavior Specialists will meet with students weekly regarding their progress. and Paraprofessionals She also noted that Drs. Hauser and Giffune will continue to consult with the program the year with an increased focus upon instructional practices and teacher development. the enrollment and programming at the Waypoint Academy as well as discussing new initiatives for programming.

Dr. Peterson stressed the new opportunities that are associated with the new site including boat building (Maritime Museum), internships (fire department), Cultural Center (in Yarmouth) – weekly opportunities, community based juvenile meetings, Cape Cod Community College (dual enrollment) and internships with 2-3 businesses in the area.

The terminology has also changed regarding “breaks”. She noted that the program is moving away from “time-out” rooms. She explained that there would be two “safety” rooms, one at either side of the building. She explained that the “chill rooms”, “energy rooms” and the new Recreation Room offer great spaces for students to regather.

Mr. Hilton indicated that there was an expected decrease in referrals and enrollment when the program moved. He noted that the referral had “trickled in” throughout the summer and that there was a tidal wave of referrals as the school year started. Mr. Hilton referred to the staffing challenges that occurred as the school year started and stressed that the program was working closely with districts to develop an appropriate timeline for students to enroll as the staffing challenges are/were addressed.

Ms. Caputo stressed her excitement regarding the new building and the great opportunities presented there.

- **STAR / Osterville**

- Staffing
- Programming
- Notable Changes

Ms. Bryant introduced herself.

She indicated that the Extended School Year went very well. She noted that forty-nine students attended,

She highlighted some activities that occurred during the summer including: a reptile show, music and bubble activities. She discussed weekly “yoga ball” drumming exercise and the weekly cookout(s) which included vegetables grown on-site.

Ms. Bryant noted that the program would start with fifty-three students. She discussed the hiring of six paraprofessionals and the recent hiring of an Administrative Assistant for the program.

Ms. Bryant noted that there were six referrals to the program with some challenges for enrolling in certain classrooms.

She noted that the Grand Opening of the playground occurred in coordination and partnership with the Cape Cod Challenger Club, including a cookout and a Disc-Jockey (also a paraprofessional with the program).

Ms. Bryant noted that there were a series of professional development activities planned, including Tara Wallace-Varga with Amplify POC regarding bias and prejudice within education as well as other professional development programming regarding autism spectrum disorders and interventions.

Ms. Bryant and Ms. Caputo will provide an overview of the current and projected enrollment for FY24 as well as highlighting areas regarding program operations and new initiatives.

- **Transportation Invoicing**

- Invoicing

Mr. Murphy discussed the status of invoicing for services for FY24 as well as ongoing communication with districts regarding adjustments. He noted that the invoicing for General Education invoicing was sent only for September and October as the elements were to be reviewed, reconciled and adjusted for the later invoices.

- **Transportation – Issues and Opportunities**

- Staffing

Mr. Erikson discussed changes and challenges for transportation staffing for FY24. He reminded the Board that the Managers and

Dispatchers started the year driving each day and had been able (to that point) to fill-in and not be on the road daily. He also noted that there were significant changes between the time of the development of the Board agenda and the Board meeting itself, stressing that changes occurred on a daily basis.

- Staffing / Routing

Mr. Erikson updated the Board regarding staffing and routing. He stressed that the Collaborative continued to work closely with districts to evaluate their needs and to consolidate routing (wherever possible) to ensure capacity.

- Bourne – Mr. Erikson indicated that there were twenty routes in FY23 and that there were some significant challenges with the death of one driver and the retirement of another. He indicated that the district was able to assign students to routes to decrease by two routes (from twenty to eighteen). Mr. Erikson noted that this situation produced a situation where there is one spare driver and another occasional spare driver for the district (shared with Mashpee).
- Mashpee - Mr. Erikson noted that the district had been fully staffed; however, one full time driver took a leave of absence starting the day before the Board meeting. He noted that there had been a spare driver with the districts that was assigned to the route. This situation left Mashpee with limited spare driver relief.
- Monomoy – Mr. Erikson explained that the year started with significant challenges. He noted that the district had one open route with a driver who was on leave that was expected to be back to the route full time in the near future.
- Nantucket – Mr. Erikson noted that there had been three (3) drivers recruited, trained and started driving on-Island. He noted that the addition of drivers added capacity short-term as a primary driver resigned and moved off-Island the Monday before the Board meeting (two days prior). He explained that there was a fully trained driver who was waiting his in-state licensing and the close of his current employment and that the Collaborative was approaching many Collaborative drivers seeking drivers with an interest for a short-term relocation to Nantucket.
- Nauset – Mr. Erikson explained that the staffing challenge in Nauset is the most challenging. He noted that there were a series of consolidations during the past school year. He noted that there was a leave-of-absence of a driver as the school year started and other drivers indicating that they had limited

availability to drive. He explained that this situation resulted in two afternoon routes needing to be covered with spare drivers, managers and dispatchers until other drivers were trained and licensed. He noted that the average age of school bus drivers in the region being sixty-three years old has resulted in an increased need for an increased number of drivers needing occasional time off for personal and medical issues.

- Truro – Mr. Erikson noted that one route was shared with Provincetown at the start of the school year and that another route had been on-leave (expected through mid-October) but returned the second day of school

Mr. Erikson noted that there were several drivers and monitors “in the pipeline”; however, the training would take considerable time. Mr. Hilton noted that the ongoing reassessment of actual district need(s) would continue to be a focus throughout the year, and for the foreseeable future, as initiatives continued to recruit and develop more school bus drivers.

• **Therapies**

Ms. Caputo provided a brief update regarding the provision of services within the Collaborative and to districts (and others).

Mr. Hilton explained that the Collaborative has worked closely with districts to secure related service coverage where possible. He indicated that a mass solicitation for Speech & Language Pathologists (SLPs) occurred in August through a mass mailing to all Licensed SLPs in the region.

He also explained that the Collaborative had developed a posting for a number of positions to support the member districts, as there was an increasing challenge in securing adequate capacity for Speech & Language Pathology (SLP).

Ms. Bent asked whether the colleges had been approached regarding the status of the current pool of candidates.

Mr. Hilton noted that the communication thus far suggests that the pipeline of candidates for these fields is beginning to rebound, but not producing candidates seeking employment in the region. He noted the particular challenge of the socio-economics of housing in the area for young adults seeking to start a career.

• **Special Projects**

- Bridgewater State University

Mr. Hilton discussed the partnership between the Collaborative and Bridgewater State University (BSU). He noted that the Collaborative anticipated the “restart” of the Special Needs licensure “cohort”

courses in January 2024. He explained that there was a commitment from BSU to ensure that the program was cost efficient. He highlighted the similarity to a grant application where the Collaborative had partnered with BSU to secure a grant through the Massachusetts Department of Elementary & Secondary Education (MA-DESE). He explained that the grant activities provided coursework to support the development of competencies for individuals teaching with an “Emergency License” for Moderate Special Needs with minimal cost and significant support through the coursework and taking Massachusetts Tests for Educational Licensure (MTELEs). He noted that this initiative was remarkably successful. He noted that the University and the Collaborative anticipate working throughout the Fall of 2023 to discern opportunities for similar course offerings in a “cohort” model to begin in the Spring of 2024. Mr. Hilton indicated that there would be discussions with the Cape Cod Community College and the University to streamline offerings to support aspiring educators. He noted the “Re-Connect” program through the Community College that Ms. Bent had mentioned earlier in the meeting.

Ms. Bent explained that the “Re-Connect” program would offer free coursework (applicants would need to complete a Free Application for Federal Student Aid -FAFSA) to students over twenty-five years’ old who had not earned the equivalent of an associate’s degree. She noted that courses associated with the program would likely start in January. She explained that this was an excellent opportunity to have paraprofessionals to gain credentials with minimal personal investment.

Mr. Hilton noted that there was significant (regional) interest to develop pathways for individuals to become licensed educators.

- Virtual High School – Dr. Bogden updated the Board regarding the cooperative use of Virtual High School among Cape (& Island) School Districts. He noted that current registrations exceeded 170 students at the time of the Board meeting.

He explained that the courses were offered at a 50% rate through the regional consortium as the districts have supported the initiative with five (5) teachers.

- ASLP

Mr. Hilton discussed the reconciliation of costs and revenues for the Summer 2024 ASLP Program.

- He noted that ASLP 2023 was a great success.
- He explained that two-hundred and seventeen (217) students from the Cape and Islands (and surrounding communities) participated in the program with approximately two-hundred twelve (212) students completing.

- He explained that aviation programming was added into the program in coordination with the Cape Cod Community College. He noted that the aviation programming was very successful, with some traffic challenges associated with its location at the Plymouth Airport.
 - Evening hours several guest lecturers presented to the students in Admiral's Hall.
 - Mr. Hilton indicated that the Initial tuition was at a reduced rate of \$1,200 (from over \$1,400) in anticipation of a state grant.
 - He explained that the Collaborative applied for, and received a grant from the Commonwealth of Massachusetts, Summer School Expansion and Engagement Grant for \$100,000 to offset costs for the ASLP Program. He explained that these grant funds were received in late August 2023 as the costs for the program are now being reconciled.
 - He noted that the grant funds supported significant support (full tuition and/or small family contribution) as well as the aforementioned reduction in tuition for all families.
 - Mr. Hilton highlighted that, for ASLP 2024, it was anticipated that some new elements to the program could include the addition of additions of a sustainable energy component (with Massachusetts Maritime Academy) as well as incorporating the newly acquired schooner, "Ernestina " to the program for day trips.
- All Cape Professional Development Day
 Dr. Bogden explained that a copy of the 2023 All Cape Professional Development Day Program, scheduled for October 6th was included with Board materials.
 He noted that 300-400 registrations were expected for the All-Cape Day. He indicated that this year's program would offer 27 workshop/presentations across a broad range of topic areas relevant to K-12 educators, including: Counseling/Support Services, ELL/ESL, Music and Art Education, Early Childhood Education, World Language, PE/Health, Nursing, and Library Media.
 It was noted that in-person workshops would be held at Dennis-Yarmouth Regional High School and that Virtual/Remote presentations would be broadcast live on October 6th, with recordings available for educators to access later.
 - Sheltered English Immersion (SEI) Course Development
 Dr. Bogden noted that a remote/virtual section of SEI would again be offered later this fall.
 - Dr. Bogden also discussed the status of the Collaborative negotiations with Research for Better Teaching to offer a hybrid regional section of (RBT's) *Studying Skillful Teaching*.
 - Curriculum Directors Meetings
 Dr. Bogden discussed the ongoing, weekly meetings of the Curriculum Coordinators from member districts (Third Thursday of each month).

He noted that this group had been meeting to develop coordinated, collaborative approaches to common challenges, including the development of [professional development activities for instructors of English Language Learners.

b. Procurement

Discussion / Vote

• Solicitation of Proposals for Equipment for FY24 **VOTE**

Mr. Murphy noted that the Collaborative would need to replace aging equipment in the Collaborative fleet to effectively meet the needs for the Mashpee Public Schools for FY24 with the replacement of one (1) conventional style seventy-one (71) passenger school bus with undercarriage storage (for field trips and athletics).

It was recommended that the Board vote to authorize the Chief Procurement Officer (Mr. Murphy) to solicit proposals for the following equipment/vehicles.

- One (1) Conventional Style- 71 Passenger bus with undercarriage storage for Mashpee

Mr. Fichtenmayer made a motion to authorize the Chief Procurement Officer (Mr. Murphy) to solicit proposals for one (1) Conventional Style- 71 Passenger bus with undercarriage storage for the Mashpee Public Schools. This motion was seconded by Mr. Morris.

A roll call vote was taken:

Ms. Bent – yes; Ms. Fuller – yes; Mr. Fichtehmayer – yes; Mr. Morris – yes; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Games – yes; Ms. Ackerman – yes; Ms. Gallagher-Byrne – yes; Ms. Lonsdale – yes; Ms. Mecca – yes; Mr. Mack – yes; Ms. Putnam – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Mr. Fichtenmayer – yes; Ms. Grady – yes.

The motion passed.

• Financing

VOTE

Mr. Murphy recommend that the Board vote to authorize the Chief Procurement Officer (Mr. Murphy) to solicit proposals/bids for financing the above referenced equipment. He noted that this vote would require that the borrowing is cost-effective and in the best interests of the collaborative and member municipalities.

Mr. Fichtenmayer made a motion to authorize the Chief Procurement Officer (Mr. Murphy) to solicit proposals/bids for financing the above referenced equipment and that the vote would require that the borrowing is cost-effective and in the best interests of the collaborative and member municipalities

This motion was seconded by Ms. Lonsdale.

A roll call vote was taken:

Ms. Bent – yes; Ms. Fuller – yes; Mr. Fichtehmayer – yes; Mr. Morris – yes; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Games – yes; Ms. Ackerman – yes; Ms. Gallagher-Byrne – yes; Ms. Lonsdale – yes; Ms. Mecca – yes; Mr. Mack – yes; Ms. Putnam – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Mr. Fichtenmayer – yes; Ms. Grady – yes.

The motion passed.

c. Lunch Debt “Write-Off” from FY2023

VOTE

Ms. Lipkind will recommend that the Board vote to “write-off” invoices for uncollectable lunch money from staff who are no longer employed with the Collaborative. The amount of the “write-off” is \$25.

VOTE

A motion was made by Ms. Lythcott. The motion was seconded by Fichtenmayer.

A roll call vote was taken:

Ms. Bent – yes; Ms. Fuller – yes; Mr. Fichtehmayer – yes; Mr. Morris – yes; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Games – yes; Ms. Ackerman – yes; Ms. Gallagher-Byrne – yes; Ms. Lonsdale – yes; Ms. Mecca – yes; Mr. Mack – yes; Ms. Putnam – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Mr. Fichtenmayer – yes; Ms. Grady – yes.

The motion passed.

V. Executive Session

It was necessary to enter into Executive Session. This session was moved to the end of the meeting:

(Generally, a public body must identify the specific piece of property it plans to discuss before entering into executive session under Purpose 6. A public body may withhold the identity of the property if publicly disclosing that information would compromise the purpose for which the executive session was called. While we generally defer to public bodies’ assessment of whether the inclusion of such details would compromise the purpose for an executive session, a public body must be able to demonstrate a reasonable basis for that claim if challenged.)

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

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

- Personnel Planning / Personnel Adjustments

VI. Minutes

a. June 14, 2023

VOTE

A motion was made to approve the minutes by Ms. Fuller. The motion was seconded by Ms. Putnam.

A roll call vote was taken:

Ms. Bent – yes; Ms. Fuller – yes; Mr. Fichtehmayer – yes; Mr. Morris – yes; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Games – abstain; Ms. Ackerman – yes; Ms. Gallagher-Byrne – yes; Ms. Lonsdale – yes; Ms. Mecca – yes; Mr. Mack – yes; Ms. Putnam – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Mr. Fichtenmayer – yes; Ms. Grady – abstain.

The motion passed

VII. Old Business

a. Waypoint Relocation

- **MacArthur Building – Yarmouth**

Mr. Hilton updated the Board regarding the status of the building. He explained that the program opened in the building in July. He noted that the “occupancy permit” was not secured until immediately before the start of the program, despite the contracted expectation that it would have been secured as early as December 2023. He explained that there were “punch list” items remaining to be completed, including the “switchover” of the electrical service with Eversource. Mr. Hilton also noted that it had been necessary to “value engineer” the air-conditioning out of the project due to economic constraints with rapidly escalating costs. He explained that this created some challenges with the recent extremely humid weather. He indicated that the air-conditioning may need to be added at a later time.

b. FY23 & FY24 Warrants

A motion was made by Ms. Lythcott to “bundle” the approval of FY23 Warrants Numbers 50-57 and FY24 Warrants Numbers 1-10. The motion was seconded by Ms. Putnam.

A roll call vote was taken:

Ms. Bent – yes; Ms. Fuller – yes; Mr. Fichtehmayer – yes; Mr. Morris – yes; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Games – yes; Ms. Ackerman – yes; Ms. Gallagher-Byrne – yes; Ms. Lonsdale – yes; Ms. Mecca – yes; Mr. Mack – yes; Ms. Putnam – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Mr. Fichtenmayer – yes; Ms. Grady – yes.

The motion passed

A motion was made by Ms. Gallagher-Byrne to approve the bundled FY23 Warrants Numbers 50-57. The motion was seconded by Mr. Morris.

A roll call vote was taken:

Ms. Bent – yes; Ms. Fuller – yes; Mr. Fichtehmayer – yes; Mr. Morris – yes; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Games – yes; Ms. Ackerman – yes; Ms. Gallagher-Byrne – yes; Ms. Lonsdale – yes; Ms. Mecca – yes; Mr. Mack – yes; Ms. Putnam – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Mr. Fichtenmayer – yes; Ms. Grady – yes.

The motion passed

c. FY24 Warrants - (moved to Section “b”)

A motion was made by Mr. McKiernan to approve the bundled FY24 Warrants Numbers 1-10. The motion was seconded by Mr. Fichtenmayer.

A roll call vote was taken:

Ms. Bent – yes; Ms. Fuller – yes; Mr. Fichtehmayer – yes; Mr. Morris – yes; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Games – yes; Ms. Ackerman – yes; Ms. Gallagher-Byrne – yes; Ms. Lonsdale – yes; Ms. Mecca – yes; Mr. Mack – yes; Ms. Putnam – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Mr. Fichtenmayer – yes; Ms. Grady – yes.
The motion passed

d. FY24 Spending Plan

VOTES

- Updates

Discussion

Mr. Murphy discussed the status of the FY24 Spending Plan. He noted that the school year had just started and the first full payroll had just been completed. He noted that the “monthly” financial analysis would be prepared for the October meeting.

Mr. Hilton indicated that it was likely that revisions to the FY24 Spending Plan and Budget would be necessary as there continued to be some adjustments for transportation services as well as staffing and/or compensation.

- Personnel

Mr. Hilton indicated that there had been a question from a Board member regarding the reasons that a person may appear as both an addition and a reduction at the same meeting. He explained that these situations occur when individuals start in a position and then cease to serve in that/those positions in the periods between Board meetings.

- Additions

VOTE

- Administration

- Elizabeth Deck

Consultant (Hourly)

- Transportation

- Jeff Apotheker

CDL Driver – training

- Stephen Aube

CDL Monomoy (rehire)

- David Burnie

CDL Monomoy Spare (rehire)

- Angela Derrick

CDL Driver – Nauset

- Rebecca Hull

7D Driver

- Kimberly Massa

CDL – Truro (rehire)

- John Moreno

7D Driver

- Charles Ouellette

Monitor (rehire)

- Bienvenido Ponciano

CDL Driver – Nantucket

- Robert Rice CDL Driver - Training
- Ellen Ryder Monitor – Nantucket
- Joseph Salviati 7D Driver (rehire)
- Linda Smith Monitor (rehire)
- Donald Wheeler CDL Driver
- Waypoint
 - Garrison Scott Cloud Culinary Teacher
 - Germaine Leonard Culinary Teacher
 - Jennifer Tolley Counselor
- STAR
 - Denisa Brierly Paraprofessional
 - Lexis Nelson Paraprofessional
 - Cindy Neufield Administrative Assistant
 - Sherika Preston Paraprofessional
 - Aaliyah Roderick Paraprofessional
- Other
 - Ronald Arra Building Maintenance Support & Instruction

○ **Reductions**

VOTE

- Administration
 - Elizabeth Deck, Human Resources Retirement
 - Sabina Moldovan, Human Resources (Resignation eff. 9/30)
- Transportation
 - Ed Beauchemin CDL Nauset – Resignation (from Leave)
 - Maria Betthencourt CDL Nauset – Resignation
 - Jeffrey Deck CDL Nauset – Resignation (move)
 - Margaret Hamilton CDL Sp Ed - Retirement
 - Roberto O'Brien CDL Nauset Spare – Resignation
 - Doreen Mayer CDL Nauset Spare – Resignation
 - Patricia McGrady CDL Nantucket
 - Regina Peters 7D Driver – Resignation
 - Stephen Richardson CDL Bourne - Retirement
 - Clifford Williams CDL Mashpee- Resignation (8/29)
 - Bruce White CDL Bourne - Deceased
- Waypoint
 - Michael Andrews Teacher (Resignation 8/26)
 - Jeff Apotheker CDL Driver – training (resignation)
 - Kristen Boudrot Waypoint, LPN (Resignation 9/30)
 - Garrison Scott Cloud Culinary Teacher (Resignation 8/23)
 - Richard Carter, Jr. Paraprofessional (Resignation 8/7)
 - Delaney Clyburn Program Support (Summer Only)
 - Abraham Wilson Paraprofessional (Summer Only)

○ **Change of Status**

- Katherine Andreoli Para to Para/Part-Time teacher
- Maxine Daly CDL Sp Ed to Monitor (Retirement)
- Erin Eldredge CDL Monomoy to CDL Bourne
- Robert Gaboury CDL Mashpee to CDL Mashpee Spare
- Alexis Harvey STAR Teacher to Teacher/Paraprofessional
- William Porter – STAR Para to Facilities/Transportation
- Kate Ward Full-Time Teacher to Part-Time Teacher

○ **Salary Adjustments – Executive Session**

Ms. Putnam made a motion the “bundle” the votes for “additions”, “reductions” and “changes of status”. Ms. Lythcott seconded this motion.

A roll call vote was taken:

Ms. Bent – yes; Ms. Fuller – yes; Mr. Fichtehmayer – yes; Mr. Morris – yes; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Games – yes; Ms. Ackerman – yes; Ms. Gallagher-Byrne – yes; Ms. Lonsdale – yes; Ms. Mecca – yes; Mr. Mack – yes; Ms. Putnam – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Mr. Fichtenmayer – yes; Ms. Grady – yes.

The motion passed.

Ms. Lythcott made a motion the “bundle” the votes for “additions”, “reductions” and “changes of status”. Ms. Bent seconded this motion.

A roll call vote was taken:

Ms. Bent – yes; Ms. Fuller – yes; Mr. Fichtehmayer – yes; Mr. Morris – yes; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Games – yes; Ms. Ackerman – yes; Ms. Gallagher-Byrne – yes; Ms. Lonsdale – yes; Ms. Mecca – yes; Mr. Mack – yes; Ms. Putnam – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Mr. Fichtenmayer – yes; Ms. Grady – yes.

The motion passed

Mr. Hilton noted the number of “rehires” included with the additions and expressed that these employees had found a significant appreciation for the value of their work and the respect they felt in the workplace. He also noted the tragic loss of Bruce White, a school bus driver in Bourne who passed away unexpectedly during the summer. He indicated that Mr. White had intended to return to the enjoyment of his retirement job driving students in Bourne.

e. FY24 Budget Update

Programs

Mr. Murphy and Mr. Hilton reviewed and discussed the FY24 Spending Plan. He noted that the focus at the time of the meeting was reviewing assumptions that had been made in the development of the Spending Plan.

Mr. Murphy highlighted that the STAR program enrollment was exceeding expectations for early school year enrollment. He noted that the immediate increase in referrals to Waypoint was a positive indication for the financial status for the year. He also expressed that the Transportation services were trending positively in regards to staffing and services.

Mr. Hilton explained the “trend” for referrals and enrollment for Waypoint Academy. He noted that there was a significant “churn” in the enrollment as students came into and left this program (and similar programs in other collaboratives) on a more frequent basis than most special education programs (for various reasons). He indicated that the model for supporting this program had historically been to have the districts “commit” to partial “ownership” of the program.

Mr. Hilton explained that two of the districts with the more considerable enrollment in the program had opted to decrease their “commitment” to the program by a third (1/3) each. He expressed that the positive news was that there were many referrals coming to the program and that there was a limitation on admission and timing of admission due to (unexpected) staffing challenges. He stressed the need for districts to “own” the program and to commit to support of the program, and program staff.

Transportation

Mr. Hilton noted that there would continue to be adjustments in this area as the service delivery was further assessed and “templates” were adjusted in coordination with districts.

He expressed that there would be a need for continued adjustment to services and pricing due to a number of factors including:

- Cost of Resources – Prices of vehicles has increased significantly in five (5) years; Price for Fuel is increasingly unpredictable
- Student Population Shifts – Changes in population will necessitate shifts in routing (changes in number of routes, route times, route hours)
- Cost of Labor – The cost for labor (hours and wages) are expected to be an increasing challenge in the region due to a number of social-economic factors.

Therapies

Mr. Hilton indicated that there was not further update regarding the provision of therapy services

VIII. Adjournment

Mr. Fichtenmayer made a motion to move to Executive Session and that the Board would adjourn from Executive Session”. Mr. Davis seconded this motion.

A roll call vote was taken:

Ms. Bent – yes; Ms. Fuller – yes; Mr. Fichtehmayer – yes; Mr. Morris – yes; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Games – yes; Ms. Ackerman – yes; Ms. Gallagher-Byrne – yes; Ms. Lonsdale – yes; Ms. Mecca – yes; Mr. Mack – yes; Ms. Putnam – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Mr. Fichtenmayer – yes; Ms. Grady – yes.

The motion passed