



Board of Directors Meeting Agenda
418 Bumps River Road, Osterville, MA 02655
Minutes January 10, 2024

I. Cracker Barrel Discussion

a. Local District Issues

Board members are invited to share current concerns and challenges in local educational arena

b. Questions / Concerns

II. Call to Order

This meeting occurred in person and virtually through the Zoom application. The recommendations associated with conducting a public meeting virtually were shared with Board members as required.

The posting of this Board meeting included means for public participation through telephonic means:

Phone Number: 1-929-205-6099

Meeting ID: 824 4168 1670

Chair Bent called the meeting to order at 5:15PM and chaired the meeting. She reminded the Board that the order of the meeting would include the necessity for all votes to occur through a "roll call" process. Each member of the Board had to verbally "sign in". Computer access, including video, was recommended for board members and was allowed for "sharing" of information on the screen if necessary.

There was an expressed need for Executive Session. Vice-Chair Moris reminded the Board that it was important that members of the Board have the capacity to ensure that others could not participate and/or access the "broadcast" of the meeting during the Executive Session portion of the meeting.

Guidance from Collaborative counsel (Murphy, Hesse, Toomey & Lehane) was shared with Board members.

Board members and Collaborative staff who attended the meeting virtually have “R” for “remote” noted after their names.

In attendance were:

Barnstable	Kathy Bent - R
Bourne	Maureen Fuller - R
Brewster	Casey Mecca - R
Falmouth	Terri Medeiros – R
Martha’s Vineyard	Roxanne Ackerman- R
Mashpee	Matthew Davis – R
Monomoy	Jessica Rogers - R
Nauset	Cathryn Lonsdale
Orleans	Ian Mack - R
Upper Cape Cod Tech	Robert Fichtenmayer
Wellfleet	Jill Putnam - R

Also in attendance were:

Treasurer	William T. Friel
Executive Director	Paul C. Hilton
Business Manager	R. Patrick Murphy
Associate Business Manager	Amy Lipkind
STAR Program Director	Julia Bryant
Waypoint Program Director	Dr. Kara Clyburn - R
Director of Special Education	Christina Caputo
Admin & Finance Coordinator	Marc Dupuis – R

Chair Bent noted that there would need to be an election for Chairperson for the Cape Cod Collaborative Board of Directors at the next (February) Board Meeting as she had been elected as the Chairperson for the Barnstable School Committee and that Mr. Andre King would assume Barnstable School Committee representation of the Board.

III. New Business

a. Programs/Services

- Waypoint Academy

Dr. Clyburn noted that she had been unable to attend the December Board meeting as her daughter was graduating from college. She noted that she was (again) working at Waypoint Academy.

Dr. Clyburn explained that securing appropriate staffing for the program continued to be a significant challenge. She indicated that the student (and staff) had been assigned to “cohorts” to decrease unstructured time and to increase focus upon programming (academic and clinical).

Dr. Clyburn highlighted activities occurring at the program, including:

- “Santa’s Workshop”- An activity that was coordinated by staff to enable students to secure holiday gifts for their families and to

promote respect and consideration within the population at the program.

- “Maritime Museum Boat Building” – Several students had participated regularly in the design and construction of a rowboat in coordination with the Maritime Museum in Hyannis.
- Dual Enrollment with Cape Cod Community College – There has been increased support and coordination to support student(s) who may be dually enrolled while at Waypoint Academy, building independence and having an opportunity to gain college credit.

Dr. Clyburn noted that there were new two new students starting at Waypoint Academy during the week of the Board meeting.

Ms. Medeiros (Falmouth) asked Dr. Clyburn about the current enrollment for the program. Dr. Clyburn indicated that the enrollment was at, or above, forty-three students that were actively attending/enrolled with the arrivals and departures occurring regularly.

Chairperson Bent departed the meeting (to attend a Barnstable School Committee meeting during the presentations).

- STAR Program / Osterville

Ms. Bryant noted that Ms. Caputo had represented the program at the last (January) Board meeting as she had needed to address a student/family crisis associated with the program.

Ms. Bryant indicated that all (students and staff) had “survived” the holiday season.

She highlighted several activities that supported staff and students at the program:

- “Coffee Truck” – A “retro” gourmet coffee truck was arranged to come to the program to provide for staff (excellent reviews).
- “Drumming Group” – Ms. Bryant noted that there continued to be a “drumming group” for students led by Sam Holmstock. She indicated (press release included with Board materials) that Mr. Holmstock had secured a grant to support continued work with the program.
- “Spirit Days” – There have been thematic days throughout the season for students and staff, with excellent participation and positive impacts.

Ms. Bryant indicated that there were several changes occurring with the student population at the program.

- Two (2) students were in the process of starting in the program, with some transportation coordination challenges.
 - Two (2) students had transitioned to residential settings
 - Two (2) students had transitioned back to “district based” programming
 - One (1) referral was currently active, with an additional three (3) “in process” of referral.
- Transportation

- Revisions to District Agreements Discussion
Mr. Hilton informed the Board that Mr. Erikson was unable to attend the meeting due to a medical issue.
He indicated that the Nauset Memorandum of Agreement for General Education Transportation would be on the agenda for a vote at the February Board meeting.
Mr. Hilton noted that Collaborative staff continue to meet with each of the districts to discuss these challenges.

- District Operations Updates
 - Nauset Regional
 - Monomoy
 - Nantucket
 - Bourne
 - Truro Public Schools

- Therapies

Mr. Hilton provided an update regarding the provision of services within the Collaborative and to districts (and others). He noted that the Dennis-Yarmouth Regional Schools had contracted for Physical Therapy (PT) capacity. The Collaborative has worked closely with that district and PT staff to ensure continuity of services with one of the Physical Therapists needing periods of “leave” to attend to critical issues.

- **Special Projects**

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

- Bridgewater State University (BSU) & Emergency Licensure Support Grant
Mr. Hilton noted that BSU had been awarded a substantial grant (over \$250,000) to serve as the “Regional Center for Emergency License Holders”. The purpose of the grant is to support individuals teaching with “Emergency Licenses” in securing their Initial Teaching licenses through advising; Massachusetts Test for Educational Licensure (MTEL) preparation, support and test funding; and, relevant coursework.
- Virtual High School
Mr. Hilton noted that the enrollment period for the Spring semester was closing at the end of the week and that invoicing would be sent out based upon district use/participation.
- Advanced Studies & Leadership Program ASLP
Mr. Hilton indicated that the applications for participation were in process. Ms. Medeiros noted the impressiveness of the program and advised Board members to learn more about the program and to make an opportunity to tour the program when it was in session.

- Curriculum Directors Meeting
Mr. Hilton noted that there was a group of Curriculum Directors promoting the development of programming and other opportunities for teachers of English Language Learners (ELLs) to improve/refine their practices as well as to share effective methods with each other.
- Artificial Intelligence (AI) Workshop – January 31st (flyer included with board materials)

b. Strategic Planning

Discussion

Mr. Hilton discussed the need for a regional process of Strategic Planning, not only for the Collaborative programming and services, but to ensure the capacity of districts to meet increasing demands.

He highlighted that the focus of a significant amount of activity throughout the past few years had been upon highlighting the demographic shifts that had occurred throughout the region.

He suggested the discussion of strategic items to focus discussion at the Annual Legislative Breakfast (January 26th).

- Challenges with securing the necessary human resources (staff) to meet the instructional and operational needs of the Collaborative and districts throughout the regio with particular focus upon the challenges for particular program/service area.
- Special Education and the challenge of meeting increasing demands in a challenging environment

c. Virtual High School

Mr. Hilton discussed the status of the consortium earlier in the meeting (Special projects)

IV. Executive Session

The Executive Session was moved to the end of the meeting.

V. Old Business

a. Treasurer Evaluation

Discussion

Mr. Hilton noted that the Board must annually facilitate the evaluation of the Collaborative Treasurer. He indicated that Mr. William Friel was first appointed as the Treasurer of the Collaborative in May 2017 and had continued to do an exceptional job in this role.

He explained that an evaluation must be completed as required by statute each year. Mr. Hilton asked the Board to offer feedback regarding the performance of the Treasurer to supplement the evaluation of the Treasurer completed by the Executive Director and Business Manager for consideration by the Board.

b. FY24 Reconciliation and Update

Mr. Murphy and Ms. Lipkind shared an overview of the status regarding the FY24 reconciliations to-date regarding revenue and expense related to the Spending Plan and Budget.

VI. New Business

a. FY24 Warrants

VOTES

- | | | | |
|-------|------|-------|------|
| • #25 | VOTE | • #28 | VOTE |
| • #26 | VOTE | • #29 | VOTE |
| • #27 | VOTE | | |

Mr. Fichtenmayer made a motion to consolidate the voting for FY24 Warrants 25, 26, 27, 28 & 29. Ms. Putnam seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes; Ms. Mecca – Brewster; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Ackerman – yes; Ms. Rogers – yes; Ms. Lonsdale – yes; Mr. Mack – yes; Ms. Lythcott-yes; Ms. Putnam – yes; Mr. Fichtenmayer- yes

The motion passed

Ms. Lyhtcott made a motion to approve FY24 Warrants 25, 26, 27, 28 & 29. Mr. Davis seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes; Ms. Mecca – Brewster; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Ackerman – yes; Ms. Rogers – yes; Ms. Lonsdale – yes; Mr. Mack – yes; Ms. Lythcott-yes; Ms. Putnam – yes; Mr. Fichtenmayer- yes

The motion passed

b. FY24 Automated Clearing House (ACH) Review and Approval VOTE

Mr. Hilton explained that the ACH network facilitates electronic money transfers and automatic payments between banks and financial institutions. He indicated that ACH transactions may occur between an individual and a business, between an individual and a government, between businesses, and between individuals.

He noted that the ACH transfers were included in the Bank Reconciliations provided to the Board at each meeting. He explained that the Board had authorized the establishment of each of these ACH processes for specific activities and with specific vendors in past meetings.

Mr. Hilton recommended the addition of several Cape Cod Municipal Health Group (CCMHG) insurance bills and a number of consistent vendors to our ACH payment process to ensure timeliness for payment of invoices and to access any discounts possible for adherence to this payment process. He noted that it had been the practice in the past to notify the Board about this type of change in the payment process and to seek approval. Mr. Hilton also recommended the review of the current array of vendors and affirmation of the approval for continued ACH payments.

He stressed that the Board may seek details associated with any of the ACH payments and may vote to discontinue the process at any time.

- Employee Insurance / Employee Benefits
 - Cafeteria Plan Advisors: Flexible Spending Account (FSA) Payments
 - Cape Cod Municipal Health Group: Medical, Dental, and Medex insurance payments
 - Health Equity: Health Savings Account (HSA) payments
 - MA State Retirement: Employee and Employer Retirement Contributions
 - MA Teachers Retirement: Employee and Employer Retirement Contributions
 - MA Dept of Revenue: Child Support Payments
 - TSA Consulting: Tax Sheltered Annuity (TSA) 403B payments
 - PNC Bank: OBRA Plan Retirement Payments
- Vehicle Leases
 - Capital One Public Funding: Two (2) Separate Bus Leases
 - KS State Bank: Bus Lease Payment
- Utilities
 - National Grid: Utility Bills
 - Eversource: Utility/Electric Bills
 - NRG Direct: Utility Bills
 - Partners Technology – Phone (Voice Over Internet Protocol) Lease & Support
- Fuel Contracts- Vehicle
 - Diesel Direct
 - Eastern Propane

Mr. Hilton respectfully recommended that the Board vote to approve the establishment and/or continuation of ACH payments for aforementioned list of vendors.

Mr. Fichtenmayer made a motion to approve the ACH payments as indicated in the agenda and discussed at the meeting. Ms. Putnam seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes; Ms. Mecca – Brewster; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Ackerman – yes; Ms. Rogers – yes; Ms. Lonsdale – yes; Mr. Mack – yes; Ms. Lythcott-yes; Ms. Putnam – yes; Mr. Fichtenmayer- yes

The motion passed

c. FY24 Spending Plan & Budget – Update Discussion & Vote(s)

- Personnel
 - Reductions **VOTE**
 - Derrick Roese Monitor
 - Wendy Homer Monitor- Spare

Ms. Putnam made a motion to approve the Reductions as indicated. Ms. Lythcott seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes; Ms. Mecca – Brewster; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Ackerman – yes; Ms. Rogers – yes; Ms. Lonsdale – yes; Mr. Mack – yes; Ms. Lythcott-yes; Ms. Putnam – yes; Mr. Fichtenmayer- yes

The motion passed

d. Vehicle Financing -Consider Award of Financing

VOTE

Mr. Murphy explained that, upon review of the financing documents, the terms for Financing with TD Equipment Financing were determined to be the most advantageous or acceptable (see attached) for \$116,333 to be financed at 4.42% over 7 years. He directed the Board to review the detail in “Exhibit A”.

Mr. Hilton indicated that this borrowing had been determined to be cost-effective and in the best interests of the collaborative and the member municipalities and is recommended for approval for entering into this agreement.

Ms. Medeiros made a motion to approve the Vehicle Financing as it had been determined to be cost-effective and in the best interests of the collaborative and the member municipalities and is recommended for approval for entering into this agreement.. Mr. Fichtenmayer seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes; Ms. Mecca – Brewster; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Ackerman – yes; Ms. Rogers – yes; Ms. Lonsdale – yes; Mr. Mack – yes; Ms. Lythcott-yes; Ms. Putnam – yes; Mr. Fichtenmayer- yes

The motion passed

e. Change to Mileage Rate

Mr. Hilton briefly noted that, in June 2023, the Board voted to tie the mileage reimbursement rate paid by the Collaborative to the rate established by the Internal Revenue Service.

He indicated that the IRS had increased the mileage reimbursement rate to \$0.67 per mile in January 2024.

Ms. Ackerman departed the meeting.

f. OPEB Transfer

VOTE

It was recommended that Board consider a vote to transfer the FY2022 OPEB accrual of \$180,000 to the OPEB Trust Fund.

Mr. Hilton explained that these funds had been accrued as obligated for “OPEB” in FY2022; however, the Board had previously recommended that the actual transfer of the OPEB funds to the *irrevocable* trust not occur until the completion of the following fiscal year (FY23) audit process. (This audit was accepted and voted at the December meeting).

Ms. Fuller made a motion to approve of the OPEB Transfer as indicated. Ms. Putnam seconded the motion.

A roll call vote was taken:

Ms. Fuller – yes; Ms. Mecca – Brewster; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Ackerman – yes; Ms. Rogers – yes; Ms. Lonsdale – yes; Mr. Mack – yes; Ms. Lythcott – yes; Ms. Putnam – yes; Mr. Fichtenmayer-yes

g. Planning Legislative Breakfast for 2024

Discussion

Mr. Hilton updated the Board regarding planning for a meeting with Legislators from the region, **had been** tentatively scheduled for February 3rd.

Mr. Hilton explained that there had been with Senator Cyr, who contacted the Collaborative on behalf of the delegation.

Mr. Hilton explained that the delegation had asked to consolidate this Annual event and to hold the event in coordination with Cape Cod Regional Vocational School in early February. An agreement was made that an update would be brought to the Board following further discussions with the administration at Cape Cod Tech and members of the delegation.

Mr. Hilton was notified during the Winter break that a date for Friday, January 26, 2024 had been determined for the Legislative Breakfast with the site to be at Cape Cod Tech in Harwich.

The tentative schedule for the event will be from 9:30AM until 11:30AM. It is expected that the delegation would be present for the Collaborative meeting from 10:30AM until 11:30AM.

Mr. Hilton sought assistance from the Board and MASC Division VII in planning the event. Members of the Collaborative Subcommittee are Mr. Morris & Ms. Lythcott. Mr. Hilton indicated that he had initiated discussions with the subcommittee and the district superintendents regarding the planning and focus for the agenda for the event.

VII. Minutes

a. December 13, 2023

VOTE

Ms. Putnam made a motion to approve the minutes of December 13, 2023 with a suggested edit on page 8 (changing date for Artificial Intelligence Workshop from 2025 to 2024) . Ms. Medeiros seconded this motion.

A roll call vote was taken:

Ms. Fuller – yes; Ms. Mecca – Brewster; Ms. Medeiros – yes; Mr. Davis – yes; Ms. Rogers – abstain; Ms. Lonsdale – yes; Mr. Mack – yes; Ms. Lythcott – yes; Ms. Putnam – yes; Mr. Fichtenmayer- abstain

The motion passed

VIII. Executive Session

Ms. Putnam mad a motion to enter into Executive Session for the purpose of *conducting strategy sessions in preparation for negotiations with nonunion personnel as an executive session would have a detrimental impact on the body's negotiating position with a third party* with the Board adjourning from Executive Session.

- **Leave Requests**
- **Personnel Planning**
- **Discussion of Program Staff Salary Schedule for FY2025**

This motion was seconded by Mr. Fichtenmayer.

A roll call vote was taken:

Ms. Fuller – yes; Ms. Mecca – Brewster; Ms. Medeiros – yes; Mr. Davis – yes;; Ms.
Mecca – yes; Ms. Lonsdale – yes; Mr. Mack – yes; Ms. Lythcott – yes; Ms. Putnam –
yes; Mr. Fichtenmayer- yes

The motion passed

IX. Adjournment

The Board adjourned from Executive Session