



**Board of Directors Meeting Minutes**  
**418 Bumps River Road, Osterville, MA 02655**  
**March 13, 2024**

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

**a. Local District Issues**

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

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

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.

Mr. Hilton called the meeting to order at 5:19PM as the Chair and Vice-Chair were unavailable for the meeting. He reminded the Board that the order of the meeting would include the necessity for all votes to occur through a “roll call” process and that 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.

Mr. Hilton noted that there was an expressed need for an Executive Session. He noted that it was necessary for members of the Board to 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	Andre King - R
Bourne	Maureen Fuller
Brewster	Casey Mecca – R
Cape Cod Tech	MaryRose Grady
Falmouth	Terri Medeiros – R
Martha’s Vineyard	Roxanne Ackerman- R
Monomoy	Jessica Rogers – R (in @ 5:22PM)
Nauset	Cathryn Lonsdale
Nantucket	Laura Gallagher-Byrne - R
Orleans	Ian Mack – R
Wellfleet	Jill Putnam

Also in attendance were:

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

Mr. Hilton indicated that there needed to be an election for Chairperson for the Cape Cod Collaborative Board of Directors at this Board Meeting.

A nomination was made by Ms. Grady for Ms. Fuller to be the Chairperson of the Board. This nomination was seconded by Ms. Putnam. Mr. Hilton asked if there were any further nominations; there were none.

Mr. Hilton called a vote for Ms. Fuller to be the Chairperson of the Collaborative Board.

Mr. King – yes; Ms. Fuller – yes; Ms. Mecca – yes; Ms. Grady – yes; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Rogers – yes; Ms. Lonsdale – yes; Ms. Gallagher-Byrne – yes; Mr. Mack – yes; Ms. Putnam – yes

Ms. Fuller assumed the to be the Chairpersonship of the Collaborative Board.

Ms. Fuller called for nominations for a Vice-Chairperson of the Board. Ms. Grady nominated Ms. Medeiros to be the Vice-Chair of the Collaborative Board. This nomination was

seconded by Ms. Putnam. Ms. Fuller asked if there were any further nominations; there were none.

Ms. Fuller called a vote for Ms. Medeiros to be the Vice-Chairperson of the Collaborative Board.

Mr. King – yes; Ms. Fuller – yes; Ms. Mecca – yes; Ms. Grady – yes; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Rogers – yes; Ms. Lonsdale – yes; Ms. Gallagher-Byrne – yes; Mr. Mack – yes; Ms. Putnam – yes

Ms. Medeiros was elected Vice-Chairperson of the Collaborative Board

### **III. New Business**

#### **a. Programs/Services**

- 2024-2025 DRAFT Calendar

Mr. Hilton presented the DRAFT calendar for Collaborative programs for the 2024-2025 School Year.

Ms. Putnam made a motion to adopt the Program Calendar for 2024-2025. This motion was seconded by Ms. Grady.

Mr. King – yes; Ms. Fuller – yes; Ms. Mecca – yes; Ms. Grady – yes; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Rogers – yes; Ms. Lonsdale – yes; Ms. Gallagher-Byrne – yes; Mr. Mack – yes; Ms. Putnam – yes

The motion passed

- Waypoint Academy

Dr. Clyburn indicated that the program had continued to structure the program with eight (8) cohorts, an “Academic Success Coordinator”, two (2) Behavioral Support Staff and a Culinary Teacher. She noted that the cohorts were for each grade, grades six-twelve, with two cohorts at grade eleven.

Dr. Clyburn expressed that consistency with staffing continues to be challenging. She noted that one (1) paraprofessional had continued to be out of work due to a work-related injury and that another paraprofessional had indicated during the past week that they would be out the remainder of the school year due to personal medical issues.

- STAR Program / Osterville

Ms. Bryant provided an overview of the current and projected enrollments and programming for both school programs.

She noted that there continues to be a series of Community Outings for students as well as numerous focus days for students and staff, including “Cookie Swaps” & “Dress like Mr. Rogers” days.

Ms. Bryant informed the Board that the program will be (re)opening a medical classroom for younger students. She explained that the STAR program had previously had a core of students with multiple needs and/or significant medical issues. The last of these classrooms closed six (6) years ago as the need for the program had decreased due to district-

based programs and a general drop in the population of students with these needs. She noted that the Collaborative had worked with the member school districts to assess the needs and had determined that a program for younger students was necessary and viable.

Ms. Bryant also indicated that the program had developed a significant social media presence and highlighted the contributions of Ms. Erin Morgan, a paraprofessional in the program, for her commitment to refreshing content.

Ms. Bryant also noted that there would be a Family Luncheon on Friday, April 8<sup>th</sup> and welcomed Board members to drop in.

Ms. Bryant indicated that there would be significant changes with enrollment at the end of the school year. She noted that eleven (11) students would be returning to their “home” school district schools; five (5) students were moving away or (2 of the 5) moving to a more restrictive setting. She expressed that the program had been beneficial for these students; however, the number of students leaving the program at one time was a cause for celebration (for the success of many students) as well as concern (due to rapid fluctuation of enrollment).

- Transportation

- Driver Recruitment and Retention Discussion

During the previous school year, Mr. Mack and other members of the Board had initiated discussion regarding efforts for the recruitment and retention of transportation staff throughout the region. Mr. Erikson updated the Board regarding the staffing for transportation, including successes, challenges, and further opportunities for recruitment and retention.

He noted that recent media campaigns including targeted cable television advertising, radio advertising and social media advertising were producing results. He noted that there were consistently individuals training and testing to be drivers.

He highlighted that there were recently three (3) drivers licensed and another testing within a week of the board meeting. He noted that newly licensed drivers were quickly placed into service. He also indicated that there were two (2) drivers returning from extended leaves-of-absence (Bourne) in early April and another driver (Bourne) returning from a medical-leave, also in early April.

- District Operations

Mr. Hilton initiated a discussion regarding the challenges associated with the continuity of student transportation services.

Mr. Murphy provided updates on ongoing discussions with each of the districts regarding methods for addressing these challenges, as well as planning for the 2024-2025 School Year, including that status of the Monomoy Regional Schools consideration of an open solicitation for provision of student transportation.

- District Operations Updates
 

Mr. Erikson provided an update regarding the status of each of the districts where the Collaborative support school transportation needs.

  - Monomoy Regional Schools
 

Mr. Erikson referenced the continued work with the administration of the Monomoy Regional Schools to refine the costs for the 2023-2024 School Year (FY24), which had included the consolidation of routes and the associated increase in hours for remaining/resulting routes.

He noted that the Monomoy Regional Schools transportation position was fully staffed and discussed the stabilization of the workforce that had occurred within this district transportation staff.
  - Nauset Operations
 

Mr. Erikson noted that there was one (1) “open route” at the time of the Board meeting. He highlighted the addition of two (2) newly licensed drivers who were to begin driving in this district. He referenced the strong recruitment efforts, a continuous training program and the changes with remuneration and incentives as playing a significant part in the stabilization of the workforce for transportation on the outer Cape.

Mr. Hilton noted that the anticipated costs for FY24 and FY25 have maintained consistency with original projections. He explained that, similar to the structure for transportation with the Monomoy Regional Schools, the initially anticipated savings from route consolidation was less than anticipated as increased route/driver hours and increased driver remuneration (as approved by the Board , and district administrators in November 2021) had reallocated much of these savings (making these changes nearly cost neutral).
  - Mashpee Public Schools
 

Mr. Erikson noted that there had been significant changes within the district operations and that there were three (3) “open routes” at the time of the board meeting, due in part to the resignation of two (2) long term drivers (health issues arising). He explained that these routes were being covered with spare drivers and/or transportation administration/dispatchers. changes. Mr. Hilton noted that it was anticipated that

vehicle purchases would need to continue to occur to ensure sufficient capacity for future fleet needs.

- Bourne Public Schools.

Mr. Erikson noted that the Bourne operations had sudden changes which made it necessary to have long-term spare drivers assist with the transportation services. He explained that earlier in the week of the Board meeting a driver that had been covering arrived at the office and suddenly resigned without a clear explanation. He also noted that two (2) drivers for the Bourne Schools would be returning from extended (2-3 month) leaves-of-absence in early April as well as another driver who was on a shorter (4-5 week) medical leave. Mr. Hilton noted that the Bourne Public Schools will realize significant changes (decrease) in costs as the capital costs associated with the fleet that serves their district would decrease significantly in the coming school/fiscal year. He also noted that, similar to the service provision for the Mashpee Public Schools, capital costs would need to continue to be integrated in future years to ensure that the “fleet” was replaced in a timely manner.

- Truro Public Schools

Mr. Erikson noted that the Truro Public Schools operations continued to be fully staffed.

- Nantucket

Mr. Erikson highlighted that the significant challenges with staffing transportation operations on-island has decreased throughout FY2024 and that the Nantucket operations were staffed adequately for their current service. He also noted that recruitment efforts continued to ensure that future drivers for the island were trained, including discussions with the regional transit authority on the island.

- Therapies

Mr. Hilton provided a brief update regarding the provision of services within the Collaborative and to districts (and others). He briefly noted the need to hire additional capacity to ensure continuity of services for Collaborative programming, with pending staffing changes (retirements of long-term staff)

- Special Projects

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

- Professional Inter-District Collaboration

Dr. Bogden discussed the ongoing CoFFEE administrator coursework as a local initiative targeted engage professionals towards professional support and collegiality (collaboration).

- All-Cape In-Service  
Dr. Bogden described the initial planning that was occurring for the All-Cape In-Service, which was scheduled to occur on November 5<sup>th</sup> this year (federal election year). He noted that there were currently none (9) content facilitators developing proposals for courses for the All-Cape Day.
- Bridgewater State University (BSU)  
Mr. Hilton provided an update to the Board regarding the partnership with BSU as well as the status of the Emergency License Support Initiative. He discussed recent coordination of programming with BSU and Cape Cod Community College which was targeted to support individuals aspiring to become educators. Mr. Hilton noted that over five-hundred (500+) educators were participating in Emergency License Support activities through grant supported coursework and activities.
- Cape Cod Community College  
Mr. Hilton discussed the ongoing coordination of focused efforts with Cape Cod Community College to ensure an effective and efficient “career ladder” for aspiring educators throughout the region. He noted that an event was hosted on February 28<sup>th</sup> by the College to encourage individuals in their career development as educators. He explained that this event included representation and coordination with BSU to ensure that the opportunity(ies) to develop professionally as an educator in the region was/were made clear and coordinated.
- Artificial Intelligence in EDU: Teaching and Learning with Emerging Technologies  
Dr. Bogden provided an update regarding the potential for Artificial Intelligence focused professional development for Summer 2024.
- ASLP  
Mr. Hilton discussed the status of the Summer 2024 ASLP Program. He explained that most applications and district recommendations for the program had been received from districts. He noted that the Collaborative was reviewing the applications and was preparing acceptance letters for students that had been recommended for acceptance.  
He noted that it might be necessary to have a discussion regarding opportunities for further increasing enrollment for Summer 2024 to ensure a vibrant program.

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

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

He noted that invoices associated with district utilization of VHS were being completed and would be sent to districts during the week of the Board meeting. He

indicated that the invoicing for VHS occurred after the Spring enrollment period closes to ensure that the allocation of costs is accurate.

He also noted that the enrollment for the school year 23-2024 had been less than anticipated, which resulted in course costs that were higher than in previous years. He also explained that the resulting costs for courses continued to be significantly lower through the consortium than if purchased individually by districts.

## IV. Old Business

### a. Trash Removal–Re-Consider/Rescind Award of Contract VOTE

Mr. Hilton indicated that pricing had been solicited from local and regional trash removal companies. It was recommended that the previous vote to award the contract be vacated and that prices be solicited again for trash removal services for the Collaborative.

Ms. Grady made a motion to rescind the award of the Trash Removal contract and to solicit pricing from companies again.

This motion was second by Ms. Lonsdale.

Mr. King – yes; Ms. Fuller – yes; Ms. Mecca – yes; Ms. Grady – yes; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Rogers – yes; Ms. Lonsdale – yes; Ms. Gallagher-Byrne – yes; Mr. Mack – yes; Ms. Putnam – yes

The motion passed

### b. FY24 Reconciliation and Update

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

## V. New Business

### a. FY24 Warrants

### VOTES

- |       |      |       |      |
|-------|------|-------|------|
| • #32 | VOTE | • #34 | VOTE |
| • #33 | VOTE | • #35 | VOTE |

Ms. Putnam made a motion to consolidate the voting for FY24 Warrants 32, 33, 34 & 35. Ms. Grady seconded the motion.

A roll call vote was taken:

Mr. King – yes; Ms. Fuller – yes; Ms. Mecca – yes; Ms. Grady – yes; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Rogers – yes; Ms. Lonsdale – yes; Ms. Gallagher-Byrne – yes; Mr. Mack – yes; Ms. Putnam – yes

The motion passed

Ms. Putnam made a motion to approve the consolidated FY24 Warrants 32, 33, 34 & 35. Ms. Grady seconded the motion.

A roll call vote was taken:



Mr. King – yes; Ms. Fuller – yes; Ms. Mecca – yes; Ms. Grady – yes; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Rogers – yes; Ms. Lonsdale – yes; Ms. Gallagher-Byrne – yes; Mr. Mack – yes; Ms. Putnam – yes

The motion passed

**b. Additional Employee Benefit**

**VOTE**

Mr. Hilton explained that the Cape Cod Municipal Health Group (CCMHG) facilitates the offering of eyecare coverage for employees. He noted that this coverage may be offered as a fully funded employee benefit (Voluntary Plan).

Mr. Hilton and Ms. Thompson (Human Resources) recommended that the Cape Cod Collaborative offer this benefit for employees through a Voluntary Plan for FY2025 (not employer contribution).

This recommendation was made at this meeting to allow the Collaborative to provide employees the opportunity to enroll in the plan during the “Open Enrollment” period in the late Spring.

Ms. Rogers made a motion to have the Collaborative provide eyecare coverage as an additional benefit for employees as a full “voluntary” offering (100% employee funded). Ms. Grady seconded the motion.

A roll call vote was taken:

Mr. King – yes; Ms. Fuller – yes; Ms. Mecca – yes; Ms. Grady – yes; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Rogers – yes; Ms. Lonsdale – yes; Ms. Gallagher-Byrne – yes; Mr. Mack – yes; Ms. Putnam – yes

The motion passed

**c. Propane Fuel - Price Solicitation**

**VOTE**

Mr. Murphy explained that a previous Request for Proposals for Propane Fuel was conducted in 2018 (for 2019). He indicated that it was necessary to secure proposals for propane fuel for the Nauset propane fleet. He explained the process for securing proposals and/or pricing for the provision of propane fuel.

Mr. Murphy recommended that the Board authorize the Collaborative solicit proposals and/or pricing for the provision of propane fuel for the period of 2024-2028 with an initial one-year term (through June 2025) and four (4) additional one year term options.

Mr. Mack made a motion to have the Collaborative solicit proposals and/or pricing for the provision of propane fuel for the period of 2024-2028 with an initial one-year term (through June 2025) and four (4) additional one year term options. This motion was seconded by Ms. Putnam.

A roll call vote was taken:

Mr. King – yes; Ms. Fuller – yes; Ms. Mecca – yes; Ms. Grady – yes; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Rogers – yes; Ms. Lonsdale – yes; Ms. Gallagher-Byrne – yes; Mr. Mack – yes; Ms. Putnam – yes

#### **d. FY25 Spending Plan & Statutory Budget Development**

Mr. Hilton indicated that a meeting of the Finance SubCommittee would be scheduled immediately prior to the April meeting as the development of the FY25 Spending Plan and Statutory Budget would be proposed and reviewed at the meeting.

Mr. Murphy, Ms. Lipkind and Mr. Hilton reviewed proposed changes included in FY2025 DRAFT Spending Plan & Statutory Budget.

Mr. Hilton noted that there were increases proposed for the tuition rates for FY2025 to address increases in fixed costs, changes in enrollment and remuneration changes for staff.

- Mr. Hilton indicated that the recommendation for increase in tuition for the STAR Program was 4.9%
- Mr. Hilton indicated that there was a change recommended for the tuition structure for Waypoint Academy for FY2025. He explained that the elimination of the “additional commitment” tuition rate was being recommended. He also noted that there were differing increases recommended for the “committed” tuition and the “non-committed” tuition.
  - “Committed” Tuition – An increase of 7.49% was recommended.
  - “Non-Committed” Tuition – An increase of 7.65% was recommended.

Mr. Hilton also indicated that the initial DRAFT of the FY2025 Spending Plan would require the dedication of funds from the General Fund to stabilize tuition(s) for FY2025.

- Health and Dental Insurance Rates:

Mr. Murphy discussed the impact of rate determination for health and dental insurance. He explained that the insurance for employees was provided through the Cape Cod Municipal Health Group (CCMHG).

He noted that the Collaborative offered four (4) employee health insurance plans through the CCMHG with rate changes effective July 1, 2023:

- low deductible HMO plan rates, which would increase by 8% and
- high deductible HMO plan rates, which would increase by 8%

- Staffing & Rate Changes:

Mr. Hilton summarized the status of potential changes to some programmatic staffing rates. He explained that particular increases recommended for salaried staff would be discussed in Executive Session.

- He noted that the initial DRAFT of the Spending Plan had been developed with an increase in remuneration for programmatic staff to ensure consistency with school district salaries.
- He also noted that the initial DRAFT of the Spending Plan had been developed to include an hourly increase of \$1.00/hour for transportation drivers/monitors as had been discussed in the development of previous Spending Plans.

- Mr. Hilton also indicated that the initial DRAFT of the Spending Plan also included recommended changes to the employer responsibility for benefits.

Mr. Hilton summarized that, if approved, these changes in program staff pay rates and benefits would have an impact upon the FY25 Spending Plan and Budget.

- Waypoint “Lease” /Bonding

Mr. Murphy, Ms. Lipkind and Mr. Hilton discussed the impact of the Collaborative payments for the “lease” for the MacArthur Building in South Yarmouth. It was explained that, although the actual lease payment was \$1, the bond payments for the renovation were approximately \$372,000 per year through August 2031.

- Enrollment

- Waypoint: Mr. Hilton noted that it was anticipated that the “commitments” for The Waypoint Academy program would decrease for FY2025 as the families and districts prepare for, and adjust to the move of the program to Yarmouth. He indicated that the initial draft of the Spending Plan for FY2025 projected a decrease in enrollment of 5.0 FTEs.
- STAR: Mr. Hilton also noted that it was anticipated that the STAR program would decrease slightly from the enrollment level(s) that had continued to escalate for the past several years. He indicated that the enrollment for the STAR program would be tracked closely as the program would be transitioning eleven (11) students to less restrictive programming and two (2) students to more restrictive programming. He explained that these changes highlight the success of the programming, but also highlights the challenge with maintaining programming impacted by fluctuations in enrollment. Mr. Hilton also noted that the program had expanded capacity during the 2023-2024 school year and anticipated that the need for the programming would be consistent with previous school years.

### e. FY24 Spending Plan

- Personnel

- Additions

- Demetri Grevelis (rehire)
- Noreen Kennedy
- Elizabeth Marks
- Dewitt Moore
- Kelsey Powers

### Discussion & Vote(s)

**VOTE**

- Paraprofessional, STAR
- CDL Driver (training)
- Monitor, Spare
- Paraprofessional, Waypoint
- Paraprofessional, Waypoint

- Reductions

- William Brooks

**VOTE**

- CDL Driver, Mashpee

Ms. Grady made a motion to consolidate the voting for additions and reductions. Ms. Putnam seconded the motion.

A roll call vote was taken:

Mr. King – yes; Ms. Fuller – yes; Ms. Mecca – yes; Ms. Grady – yes; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Rogers – yes; Ms. Lonsdale – yes; Ms. Gallagher-Byrne – yes; Mr. Mack – yes; Ms. Putnam – yes

The motion passed

Ms. Grady made a motion to approve additions and reductions. Ms. Putnam seconded the motion.

A roll call vote was taken:

Mr. King – yes; Ms. Fuller – yes; Ms. Mecca – yes; Ms. Grady – yes; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Rogers – yes; Ms. Lonsdale – yes; Ms. Gallagher-Byrne – yes; Mr. Mack – yes; Ms. Putnam – yes

The motion passed

## **VI. Minutes**

### **a. February 14, 2024**

### **VOTE**

Ms. Grady made a motion to approve the minutes for the February 14, 2024, Board Meeting. Ms. Putnam seconded the motion.

A roll call vote was taken:

Mr. King – yes; Ms. Fuller – yes; Ms. Mecca – abstain; Ms. Grady – yes; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Rogers – abstain; Ms. Lonsdale – yes; Ms. Gallagher-Byrne – yes; Mr. Mack – yes; Ms. Putnam – yes

The motion passed

## **VII. Executive Session**

It was necessary to enter Executive Session: To conduct strategy sessions in preparation for negotiations with nonunion personnel.

Ms. Putnam made a motion to enter Executive Session for the purpose noted with the board adjourning from Executive Session (not returning to Open Session). Mr. Mack seconded the motion.

A roll call vote was taken:

Mr. King – yes; Ms. Fuller – yes; Ms. Mecca – abstain; Ms. Grady – yes; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Rogers – abstain; Ms. Lonsdale – yes; Ms. Gallagher-Byrne – yes; Mr. Mack – yes; Ms. Putnam – yes

The motion passed