

Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



Board of Directors
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Board of Directors Meeting
418 Bumps River Road, Osterville, MA 02655
April 10, 2024

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

a. Local District Issues

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

b. Questions/Concerns

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.

Ms. Fuller called the meeting to order at 5:15P. She 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, and any other attendees had to verbally “sign in”.

Computer access, including video, was recommended for Board members and to allow for “sharing” of information on the screen if necessary.

It was noted 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, and any other attendees, will be required to verbally “sign in.”

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

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.

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
Cape Cod Tech	MaryRose Grady
Dennis-Yarmouth	Phil Morris- R
Falmouth	Terri Medeiros – R
Martha’s Vineyard	Roxanne Ackerman- R
Nauset	Cathryn Lonsdale
Nantucket	Laura Gallagher-Byrne - R
Orleans	Ian Mack – R
Provincetown	Ngina Lythcott - R
Sandwich	Christine Brown - R
Upper Cape Cod Tech	Robert Fichtenmayer
Wareham	Brennan McKiernan – R (5:20)
Wellfleet	Jill Putnam - R

Also in attendance were:

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

III. New Business

a. Programs/Services

Dr. Clyburn updated the Board regarding the current events and operations at Waypoint Academy. She indicated that report cards for students would be sent out immediately before the upcoming school break. She noted that there had recently been interviews with prospective teachers for 2024-2025 and that the applicants background and experience matched the program (and student) needs. She highlighted that one of the applicants would start in May as there were two current teachers who were due to take medical leave.

Dr. Clyburn highlighted that the program hosted a group of Dennis-Yarmouth Regional School administrators who had sought to use the building for an “off-site” administrative meeting. She also noted that the Yarmouth Fire Department had also reached out to seek to use space in the building.

Ms. Grady asked about the sharing of report cards before break. She explained that during her service of the Mashpee School Committee the District sought to send report cards after the April Break to avoid any mental health issues that may arise with student anxiety associated with being home for a week immediately after a report from the school which might have negative consequences. Dr. Clyburn noted that the program works closely with families and that the issues of family stressors associated with the sending of report cards before the April Break had not been an issue. She indicated that this would be an area she would discuss further with staff.

Mr. Morris indicated that he had worked closely with the Yarmouth Fire Department and would be pleased to assist with collaborative opportunities and/or any issues that might arise. He noted that the Fire Department had recently assisted him with an emergency medical issue at one of the Dennis-Yarmouth Regional School campus.

Ms. Bryant noted that April was Autism Awareness month and that the STAR Program annually placed large signs on the lawn at the Osterville campus spelling “AUTISM” and welcoming “all” students and families. She highlighted that every month is “Autism Awareness Month” at the Collaborative and that “all” students and families are always welcome at the Collaborative.

Ms. Bryant explained that the STAR Program had a Spring Luncheon with fifty (50) family members attending. She noted that students appeared on stage and sang two songs to entertain the families.

Ms. Bryant also highlighted that the program “party planning” committee coordinates monthly “theme” days and that the day before the Board meeting was “Unicorn Day” and that many of the students and staff came dressed as unicorns.

The Program also had a recent Professional Development Day with Jean Morrison from AmplifyPOC. She noted that the professional development activities were well received and very productive. She explained that this morning activity was followed by group “personality tests” and team building exercises and staff feedback was that the day was extremely productive and positive.

The Solar Eclipse was the focus of school-wide activity with most students and staff participating.

Programmatically, there were/are ongoing transition meetings with families and districts for students that will be returning to their “home” districts. She also noted that there had been three (3) new students starting in the

program since the March Board meeting and that two (2) additional students would be starting immediately after the April Vacation.

Ms. Bryant explained that administrators and teachers from both programs would be attending a full-day professional development workshop in April/May to support staff with implementation of the “New IEP”. She noted that staff evaluations began with teachers working with her for paraprofessional evaluations and the teacher evaluations were continuing. She explained that staff were polled regarding their intention to return to work at the Program for the 2024-2025 School Year and highlighted that only two (2) indicated that they “may not” return for 2024-2025 but had not made final decisions.

Ms. Fuller asked if the Collaborative teachers would be using the “Blume app”. Ms. Bryant and Ms. Caputo indicated that the administrators and staff had not made a decision regarding that item, but that further conversation would occur following the training with Allan Blume regarding the “New IEP”. MS. Caputo noted that there had been very positive feedback regarding the “Blume app” process and welcomed any feedback regarding experiences. Ms. Fuller indicated that the feedback within the Bourne Public Schools seemed to be dependent upon the intensity of the needs of the students being served. She explained that some staff feedback was that the checks and balances within the process was too in-depth for some teacher with students with intense needs to be met through an IEP.

Ms. Fuller also asked about the ten (10) students transitioning back to their “home districts. She asked if some students return to the STAR Program after transitioning to district and why that might occur. Ms. Bryant offered that some students struggle with the changes in the support and generalization within the District schools. She highlighted the intense staffing and support of the Collaborative programs and noted that students that may not succeed in transitions may need more support. She also noted that some students returning to districts may not return to STAR and would be referred to Waypoint Academy as often the students transitioning “back to district” from STAR are students with social/emotional and/or behavioral needs. She explained that some students transition from STAR to Waypoint and many students successfully transition “back to district” as they approach middle school. Some students struggle with the change in supports and supervision at the middle school level and may be referred to Waypoint Academy if/when needed.

Ms. Caputo noted that three (3) students transitioned “back to district” in the two weeks prior to the Board meeting. She reiterated that the Collaborative cannot recreate the environment that students will experience “in district” and that some students struggle with “generalizing” to the larger school setting.

Mr. Hilton noted that the Collaborative is a small learning environment with intense supports and that some students may need a smaller, therapeutic environment.

Ms. Bryant indicated that the Collaborative was “opening” a medical, multiple needs classroom. She explained that the referrals for the classroom were coming in quickly and that there were likely to be five (5) students enrolled by the end of the school year.

Mr. Hilton noted that the medical, multiple needs classrooms often thrive in a smaller therapeutic school setting as the capacity to generalize within a smaller environment is often more reasonable in a smaller, supportive setting.

- Transportation

- Staffing

- Mr. Erikson updated the Board regarding current operations and planning for further opportunities to support member school districts.

- District Operations Updates

- Bourne Public Schools.

- Mr. Erikson explained that there continues to be movement with staffing. He indicated that a long-term driver had “retired” from school bus driving in Bourne to take a full-time position with the US Postal Service as a truck driver in Boston. He noted that the day that person left was concurrent with the return of a “snowbird” who assumed that route.

- Mr. Erikson noted that there continued to be one “open” route that has been consistently covered by the same full-time “spare driver” for much of the year. He highlighted that a driver who had taken medical-leave returned nearly a month ahead of their expected return date. Mr. Erikson also noted that the coverage for routes in Bourne was primarily for current drivers taking leave and/or sick-time.

- Mashpee Public Schools

- Mr. Erikson noted that the driver who had been celebrated in March (Mr. Brooks) as they departed in March had returned to work in Mashpee the Monday prior to the Board meeting. Mr. Grady noted that her grandchildren were on that driver’s route and had been sad to have him leave and would be happy that he had returned.

- Mr. Erikson indicated that Mashpee had two (2) “open routes. He explained that these routes were covered full-time by staff; one by a dispatcher and the other by a full-time “spare driver”. He noted that there were some drivers that worked for the Collaborative who wanted to work full-time, but who did not want to be considered as an assigned route driver as they wanted flexibility to take leave.

- Monomoy Regional Schools
Mr. Erikson noted that the Monomoy Transportation was “fully staffed” and had been for a period of time.
- Nauset Operations
Mr. Erikson indicated that there had been three (3) new drivers in the previous two months, including one driver who had become fully licensed the week of the Board meeting. He explained that these three drivers have been assuming routes and/or filling in for route drivers in Nauset and Truro.
- Truro Public Schools & Nantucket Public Schools
Mr. Erikson noted that both Truro and Nantucket were “fully staffed” for the routes that were occurring.
- Nantucket
The significant challenges with staffing transportation operations on-island have decreased throughout FY2024 as individuals are completing training and becoming school bus drivers on the island.
Recruitment efforts continue to secure additional drivers for the island, including discussions with the regional transit authority on the island.
- Special Education and Out-of-District Routes
Mr. Erikson noted that these routes were fully staffed for drivers at the time of the Board meeting. He indicated that there had been a surplus of monitors for the routes for a few months, but that had become a shortage with retirements, resignations and medical leaves.
- Training
Mr. Erikson noted that there were two drivers in training who were approaching their testing period and one monitor who was in training. He highlighted that there continued to be applicants and interviews with a number of individuals “in process” to begin training.
Mr. Hilton indicated that the Provincetown Public Schools had approached the Collaborative for assistance.

Mr. Murphy discussed the status of the Collaborative coordination of a template revision for consideration by the Monomoy Regional School Committee as they consider renewal of a Memorandum of Agreement with the Collaborative or contracting with a private vendor for Pupil Transportation Services starting in August/September 2024. He noted that the District had issued an Invitation for Bids (IFB) and that the Collaborative responded with pricing consistent with the relationship between the District and the Collaborative, as the Collaborative does not “bid” as an “agent” of each school district.

Mr. Murphy indicated that the Collaborative was notified that they were the apparent lowest price and that the Monomoy School Committee would be meeting the day after the Board meeting to consider a vote regarding the “Invitation for Bids”. He noted that the School Committee needed to vote and that the Collaborative expected to be approved as the lowest price. He explained that two private companies had responded to the IFB (Cape Destinations and Lucini Transportation). Mr. Murphy highlighted that the District would experience savings of 12-18% in the initial year of the agreement.

Mr. Murphy also indicated that he found the process very helpful and explained that some Monomoy Transportation staff (employed by the Collaborative) had indicated to him that they appreciated being included in the discussions and developing a clearer understanding of the structure of the Collaborative relationship with the District as well as how the cost processes were arranged. He also noted that he appreciated that many of the assigned Monomoy drivers had expressed a desire to continue working for the Collaborative if the transportation services were assumed by a vendor, as they felt appreciated for their work, noting that most had worked with worked as school bus drivers with other organizations/companies.

Mr. Hilton noted that the Collaborative had contingency plans if the District had made a decision to discontinue transportation services with the Collaborative. He explained that the drivers who wished to continue with the Collaborative would be welcome elsewhere in the Collaborative as school bus drivers and that there were also plans to reallocate the school buses to other districts where these buses would provide cost beneficial stability for the school bus fleets serving other districts.

Mr. Hilton reviewed the discussion regarding the “savings” that would be realized for the Monomoy Regional Schools and explained that these savings are possible and may be realized as the capital/vehicles are paid for and the savings passed along to the district(s). Mr. Hilton cautioned that each district also needed to work with the Collaborative to develop plans for the ongoing replacement of vehicles to avoid a spike in prices if an entire fleet needed to be replaced at the same time. He explained that a moderate replacement plan developed with each district would support long-term savings with sustainable operations and predictable costs.

Mr. Hilton noted that the Mashpee Public Schools continued to work with the Collaborative to implement a moderate replacement schedule. He also noted that the majority of the Bourne fleet had been paid off and that the district would realize a \$300,000 savings in the coming year. He explained that there was a need for the development of an incremental replacement schedule to avoid an exponential increase in costs if/when larger numbers of buses needed to be replaced.

Ms. Grady asked about the benefits for school bus drivers. Mr. Hilton explained that school bus drivers with the Collaborative were eligible for

benefits once they worked twenty hours each week consistently. He indicated that the benefits included co-paid health, dental and basic life insurance as well as participation in the Massachusetts State Employees Retirement System (MSERS). He noted that most school bus routes were 25-30 hours per week and that a full-time route for a school year was considered full-time by the MSERS and that a full year of retirement service was received for each year of driver a school bus for the Collaborative. Ms. Grady asked about the “spare drivers” and their eligibility. Ms. Hilton indicated that the Collaborative needed to analyze the time worked and make employees that regularly worked full-time hours eligible for benefits. Ms. Grady asked further about health and dental benefits. Mr. Hilton noted that these benefits were also offered to all full-time employees.

- Therapies

Mr. Hilton shared that the Collaborative had recently hired an Occupational Therapist who is also a Teacher of the Visually Impaired (TVI). He explained that this individual would start with the Collaborative in mid-May and would replace the current lead Occupational Therapist, who expected to retire in the coming year (2025) after thirty plus (30+) years with the Collaborative. He noted that the Collaborative had also received interest from other Occupational Therapist in the area and indicated that any “surplus” capacity would be made available to districts and should be cost-neutral in the Spending Plan/Budget if they were to be hired by the Collaborative.

- Special Projects

Mr. Hilton explained that Dr. Bogden was not able to attend the Board meeting. Mr. Hilton provided brief updates regarding items considered as “Special Projects” of the Collaborative.

- Professional Inter-District Collaboration

On Thursday, April 11, the region’s curriculum administrators chose to dedicate their meeting to a focused/working session on the creation of a regional alternative to RBT’s Studying Skillful Teaching course.

- Sheltered English Immersion (SEI) Course:

Mr. Hilton noted that the Collaborative’s latest SEI offering concluded in February.

- Artificial Intelligence in EDU: Teaching and Learning with Emerging Technologies

Mr. Hilton noted that the Collaborative continued to elicit proposals for workshops for professional development regarding artificial intelligence. He noted that there was minimal commitment to support additional workshops, although there had been consensus to further explore and offer workshops in this topical area.

- Bridgewater State University (BSU)

Mr. Hilton noted that he had attended an event at Massachusetts Maritime Academy with the colleges and universities in the southeastern Massachusetts region. He noted that there is great interest in continuing and expanding opportunities such as the

Emergency License Support grant that the Collaborative supported and assisted BSU in submitted.

He noted that the “educator pipeline” development had gathered interest and that coordination of a workshop for the MASS/MASC conference in November was being considered.

- All-Cape In-Service

Mr. Hilton discussed preparations for the All-Cape In-Service scheduled for November 2025. He noted that educators from member districts of have been recruited to serve as Content Coordinators, and that these individuals were developing proposals for half-day and/or full day workshops and associated presenters.

He highlighted that the All-Cape In-Service Day was in November for 2024-2025.

- ASLP

Mr. Hilton will update the Board regarding the planning for the Summer 2024 ASLP Program.

He explained that the residential staffing for the program has been determined and contracts were being developed as orientation for new staff.

He noted that there were approximately two hundred (200) acceptance letters sent to prospective ASLP participants and Deposits from families for the summer program were being received daily.

Mr. Hilton indicated that a grant proposal had been discussed with MA-DESE to fund portions of the programming and explained that the status of the proposal is expected to be known in May.

Mr. Hilton noted that there were thirteen (13) students expected to attend from New Bedford.

Ms. Fuller inclusion of students from other districts and whether New Bedford had asked to be included. Mr. Hilton noted that outreach had occurred in several different ways. He explained that the Massachusetts Maritime Academy had secured ASLP scholarship funding to support inclusion of South Coast students, concurrent with conversations between him (Mr. Hilton) and the (then)

Superintendent in New Bedford. Mr. Hilton noted that the initial group of New Bedford students participated approximately six (6) years prior and that there had been gaps in participation. He explained that Mr. Murphy had worked closely with the current Superintendent in the past and that during Summer 2023, there were 5-6 New Bedford students who participated.

Ms. Fuller also asked about students from other districts who may participate. Mr. Hilton indicated that students from North River Collaborative member districts occupied up to ten percent (10%) of the spots in the program. He noted that the North River Collaborative covered an area from The Bridgewater to Rockland/Hanover area. He explained that this level of participation was established to ensure the viability of the program at the time the program was established. Mr. Hilton also indicated that the Plymouth Public Schools would send two (2) students for Summer 2024 and that they had also expressed an interest in joining the Cape Cod Collaborative. Mr. Hilton noted that

the Plymouth Public Schools were also among the top participating districts in the Collaborative special education programs. Ms. Fuller asked about the Makepeace Company offering scholarships. Mr. Hilton confirmed that this was occurring and that there were additional scholarship funds coming from other sources including: the New Bedford Foundation, The GE Foundation, The Bilizekian Foundation, The Enoch Cobb Foundation and a private donor who was a member of the Wareham School Committee and a former member of the Collaborative Board of Directors.

Mr. Murphy noted that the ASLP Program seeks to offer \$100,000+ in scholarships for students with financial need and that, if received, the state grant would allow the Collaborative to exceed that amount.

- Cape Cod Community College
Mr. Hilton will discuss 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 also noted that aviation component for ASLP that is being offered in coordination with the Community College.

Mr. Fichtenmayer and Ms. Brown left the meeting at this time (approximately 5:50PM)

IV. Old Business

a. FY24 Reconciliation and Update

This item was discussed later in the meeting.

V. New Business

a. FY24 Warrants

- #36 VOTE
- #37 VOTE

VOTES

- #38 VOTE
- #39 VOTE

Ms. Lythcott made a motion to consolidate the voting for FY24 Warrants 36, 37, 38 & 39. Ms. Putnam seconded the motion.

A roll call vote was taken:

*Mr. King – yes; Ms. Grady; Mr. Morris; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Lonsdale – yes; Ms. Gallagher-Byrne – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Ms. Putnam; Ms. Fuller – yes
the motion passed*

Ms. Grady made a motion to approve the consolidated FY24 Warrants 36, 33, 34 & 35. Ms. Putnam seconded the motion.

A roll call vote was taken:

*Mr. King – yes; Ms. Grady; Mr. Morris; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Lonsdale – yes; Ms. Gallagher-Byrne – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Ms. Putnam; Ms. Fuller – yes
the motion passed*

b. Procurement - Diesel Fuel Price Solicitation Discussion / Vote

Mr. Hilton discussed the status of diesel fuel pricing, including delivery for the buses for several districts.

He noted that the current diesel fuel market has been volatile and the impact of changes in fuel prices is expected to have a significant impact upon transportation service pricing.

It was recommended that the Board vote to approve the procurement of on-site diesel fueling. VOTE

Ms. Grady made a motion to approve the procurement for on-site diesel fueling. Mr. King seconded the motion.

A roll call vote was taken:

*Mr. King – yes; Ms. Grady; Mr. Morris; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Lonsdale – yes; Ms. Gallagher-Byrne – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Ms. Putnam; Ms. Fuller – yes
the motion passed*

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

Ms. Putnam made a motion to authorize the Business Manager, Patrick Murphy, to enter into a contract for on-site diesel fuel supply and delivery if the contract was determined to be in the best interest of the Cape Cod Collaborative and member districts. Ms. Grady seconded the motion.

A roll call vote was taken:

*Mr. King – yes; Ms. Grady; Mr. Morris; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Lonsdale – yes; Ms. Gallagher-Byrne – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Ms. Putnam; Ms. Fuller – yes
the motion passed*

c. Trash Removal – Consider Award of Contract(s) VOTE

Mr. Hilton noted that Ms. Lipkind had solicited pricing from local and regional companies for trash removal, asking for specific quotes from vendors, as requested by a bidder. He explained that the quotes were received and compared per the table below. He explained that these quotes were requested for a one-year contract.

Waste Removal Quotes Requested	Bidder Results	10yd Osterville	8yd Yarmouth	2yd Dennisport
Barrows Waste Systems	Quote received 3/4/24	\$312/month	\$249.60/month	\$100/month
Cavossa Disposal	Quote received 3/14/24	\$320/month	\$273/month	\$64.50/month

Nauset Disposal	Quote received 3/7/24	\$375/month	\$307/month	\$113/month
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Mr. Hilton explained that, based upon the Quotes received, there were two (2) options for the award of the waste removal services.

- Lowest Price – Site Specific – Three (3) Separate Agreements
An award may be made to award Osterville and Yarmouth waste removal services to Barrows Waste Systems of Harwich and Dennisport waste removal services to Cavossa Disposal of Falmouth. This award would be based upon the individual cost for each site.
- Lowest Price – Overall Pricing – Includes all three (3) sites
An award may be made to award all three (3) sites for waste removal services to Cavossa Disposal of Falmouth based upon the total costs for all three sites.

There was considerable discussion regarding the options for the contract. Mr. Hilton noted that there were interpersonal connections and challenges associated with staff and/or students/families with each vendor and indicated a preference for the Board to deliberate upon the decision, as there were two acceptable options.

Ms. Grady asked about the costs associated with site specific awards. Mr. Hilton indicated that there would be a five-dollar savings if an award was made for all three sites together and that the savings might be approximately \$31 if awarded as site specific as the lowest price vendor for the Dennisport site indicated that they would not likely accept the contract is not awarded together with the other two sites.

Mr. Hilton recommended that the Board direct that pricing be sought annually in future years and that the Board select the preferred option to ensure objectivity with the decision.

Ms. Grady made a motion to award the trash removal contract for all three sites to Cavossa Disposal. Ms. Lonsdale seconded the motion.

There was discussion regarding whether, or not, the contract pricing would be maintained by Cavossa as they had escalated prices considerably with a prior contract. Ms. Lipkind noted that this was experienced particularly at one site. Mr. Hilton noted that there would be a solicitation after one year to ensure that the Collaborative could address any issues that might arise.

Ms. Medeiros asked about whether there had been a history of changing trash contractors. Ms. Lipkind noted that there had been only one contractor, and that recent experience had caused increased attention to details.

Ms. Lonsdale asked whether it was recommended that the award be made to Barrows. Ms. Lipkind and Mr. Hilton noted that the Collaborative was seeking to avoid making a recommendation as there were connections to both companies.

Ms. Fuller asked if the Collaborative had been out to bid previously. Mr. Hilton noted that trash removal was not an item that necessitated bidding and that the Collaborative had satisfactory service and costs for several years; however, the type of contract that had been in place were unacceptable for a municipal entity. He explained that that the cost changes and the need to change the type of contract were key factors in renewed attention to the trash removal service, which had resulted in the recent series of Board discussions and votes regarding this service.

A roll call vote was taken:

*Mr. King – yes; Ms. Grady; Mr. Morris; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Lonsdale – yes; Ms. Gallagher-Byrne – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Ms. Putnam; Ms. Fuller – no
the motion passed*

d. FY24 Spending Plan & Statutory Budget

VOTES

- Updates

Discussion

Mr. Murphy noted that financial documents and a financial review were shared with the Board in the Board materials. He noted that the trends that had been noted had continued. He explained that both revenues and expenditures were trending lower than had been projected. He also explained that the supplementation of the Spending Plan through payment for the Yarmouth bond from the “cumulative surplus” continued to be necessary.

He highlighted the trends of a decreased program enrollment as well as lower special education out-of-district transportation services as the factors associated with the lower revenue and expenditure projections.

Ms. Grady asked about the ASLP tuition and whether families were challenged with the \$90 application fee. Mr. Murphy noted that the application fee was waived if there was an identified financial need.

Ms. Grady explained that some colleges had waived application fees to ensure that there was not a perceived barrier.

Mr. Hilton indicated that the commitment of students and families to participate in the program as well as ensuring access to all interested families has been an area requiring balance. He explained that the experience with the program had been that a contribution at some level from the family(ies) led to more consistent engagement with the program. He noted that the most significant attendance issues (whether the student came as expected) and behavior issues had been with students who did not have any contribution towards participation, whether due to financial need of other scholarship award.

Ms. Medeiros asked if there was a continued sense of competitiveness with the program. Mr. Hilton indicated that the time commitment from families and students seemed to be a challenge. He noted that families and students often seek to leave the program multiple times for seemingly minor events.

He also explained that the “muscle memory” with districts, families and student populations needed time to refresh following the period of program challenges with the pandemic. He stressed that there remains a strong commitment from districts and students to the program and that there continued to be an expectation that the program would return to 200+ students in the coming year(s).

- Personnel
 - Additions **VOTE**
 - Linda Jean Belford - CDL Bus Driver Training
 - William Brooks - (re-hire) CDL Bus Driver – Mashpee
 - Kaitlin Rivera - Paraprofessional - Waypoint
 - Reductions **VOTE**
 - Maureen Beale - (resignation) Monitor
 - Tori McMahan - (resignation) Para/Teacher - Waypoint
 - Paul O'Connor - (resignation / retirement) CDL Bus Driver
 - Kevin Spies - Paraprofessional - STAR
 - Change of Status **VOTE**
 - Linda Smith - Monitor to Spare 7D Driver
 - Michelle Walsh – CDL Driver Training to CDL Bus Driver

Ms. Putnam made a motion to consolidate and vote to approve Personnel Items (Additions, Reductions, Changes in Status). Ms. Grady seconded the motion.

A roll call vote was taken:

*Mr. King – yes; Ms. Grady; Mr. Morris; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Lonsdale – yes; Ms. Gallagher-Byrne – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Ms. Putnam; Ms. Fuller – yes
the motion passed*

e. FY25 Spending Plan & Statutory Budget Development

Mr. Murphy explained that the Board had received documents associated with the FY25 Spending Plan & Budget. He noted that the revenue projections had been discussed for the past few months. He highlighted the recommendation for tuition changes with the special education programs.

He noted that tuition and service fees had been shared with special education directors and school business officials. He highlighted that the Cape Cod Collaborative tuition and service fees were lower than most private and collaborative programs in the region.

Mr. Murphy also noted that remuneration changes continued to be recommended consistent with discussions that had been occurring with the Board. He also explained that there would be recommended changes with health insurance.

He also noted that there was an 8% increase for health insurance rates. He explained that the impact of these increases may be moderated by a recommended increase in the employer share of the employee health insurance. He noted that the current Collaborative share was 55%, which was between Dennis-Yarmouth (60%) and Barnstable (50%). He informed the Board that Barnstable was increasing to 70% and that the Collaborative was recommending an increase in the employer share of health insurance to 60%.

Ms. Grady asked about the tuition increases for the programs. Mr. Hilton discussed changes to the tuition structure for Waypoint Academy was modified as there was an increased challenge aligning between district needs for staffing and stability in the program and the manner in which “circuit breaker” offsets district costs.

Ms. Grady asked further about the difference in the suggested increases between STAR (4.9%) and Waypoint (7+%). She asked if there were more services required for these students. Mr. Hilton indicated that the costs for tuition was associated with staffing, but more particularly associated with the numbers of students, as the tuition rate was a simple division between the cost for the program and the numbers of students expected to attend. He indicated that the tuition could be lower with similar staffing if more students were enrolled. Mr. Hilton also noted that there was an expectation that the enrollment would take time (1-3 years) to rebuild/increase with the program move and that if the enrollment rose to sixty again, then the tuition would decrease.

Mr. Hilton also noted the increased costs for the building in which the program operates. He noted that the annual lease cost was nearly four times higher for the Yarmouth building due to the short term (8 year) nature of the bonds. Mr. Murphy highlighted that the districts had effectively “underpaid” (compared to market costs) for facility costs for many years due to Collaborative efficiencies. He also noted that the Collaborative sought to ensure the long-term stability with tuitions and building costs, especially as the bond will be paid in 2031.

Mr. Hilton quickly reviewed the details of the Spending Plan and Budget. He highlighted the tuition and enrollment areas in the “Revenue “page which is a summary of Revenues and Expenditures for the year. Mr. Hilton also directed the Board to the Budget Detail Line Item page. He explained that the State considers those line items to be the Collaborative “Budget”. Mr. Hilton stressed that the Collaborative spending is guided most closely by the Spending Plan, which fluctuates with changes in enrollment and staffing.

A question was asked about “commitments” to Waypoint and when those “commitments” were expected. Mr. Hilton noted that these “commitments” were expected within the month of the Board meeting.

A question was asked about the STAR program and whether the same process was followed for STAR.

Mr. Hilton noted that the enrollment at STAR tended to be more consistent and longer duration/term than at Waypoint. He explained that often several students may occupy a “committed slot” at Waypoint as students tended to enter and exit the program for a multitude of reasons, including family issues and frequent moving. He noted that most of the students at STAR tended to enroll for longer periods of time and had less frequent, very predictable change.

Mr. Hilton referenced indicated that a meeting of the Finance Subcommittee was scheduled immediately prior to this (April) meeting as the development of the FY25 Spending Plan and Statutory Budget were refined and reviewed. He stressed that there was an opportunity to walk through much of the detail in the Spending Plan at that time. He indicated that all members of the Board were invited to attend.

He noted that the Collaborative Articles of Agreement required that the FY25 Spending Plan and Statutory Budget be **approved at the June meeting of the Board.**

He also noted that the initial DRAFT of the Spending Plan / Budget *is presented to the Board each April and reviewed at subsequent Board meetings.*

f. Memoranda of Agreement (MoAs) – Transportation

Mr. Hilton discussed the status of the MoAs indicated and noted that changes the Monomoy MoA would need to be brought to the Board for a Vote when a determination was made by the Monomoy School Committee.

- Bourne - General Education (renewed FY22) Discussion
- Mashpee - General & Special Education (renewed FY23) Discussion
- **Monomoy – General & Special Education (through FY24) Discussion**
- Nantucket – General & Special Education (annual contract) Discussion
- Nauset - General & Special Education (through FY24 & FY25) Discussion
- Truro - General & Special Education (renewed FY22) Discussion

VI. Minutes

a. March 11, 2024

VOTE

Ms. Lythcott made a motion to approve the minutes for March 11, 2024. This motion was seconded by Ms. Putnam.

A roll call vote was taken:

*Mr. King – yes; Ms. Grady; Mr. Morris; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Lonsdale – yes; Ms. Gallagher-Byrne – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Ms. Putnam; Ms. Fuller – yes
the motion passed*

VII. Other

Ms. Fuller asked the members of the Board to contact her if there were items that they would like added to the agenda for the May meeting.

VIII. Executive Session

Ms. Grady made a motion to enter Executive Session for the purposes indicated and to adjourn from Executive Session. This motion was seconded by Ms. Lonsdale.

A roll call vote was taken:

*Mr. King – yes; Ms. Grady; Mr. Morris; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Lonsdale – yes; Ms. Gallagher-Byrne – yes; Ms. Lythcott – yes; Mr. McKiernan – yes; Ms. Putnam; Ms. Fuller – yes
the motion passed*

a. To conduct strategy sessions in preparation for negotiations with non-union personnel; 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

- Administrative Continuity & Transition Planning
 - Review of Contracts
 - Appointment of Director of Special Education
- (All) Employee Benefits Review for FY2025
- (All) Employee Remuneration Review for FY2025
- FY2025 Health and Dental Rate Determination
- FY2025 High Deductible Health Insurance Rate

IX. Adjournment (adjourned from Executive Session)

The matters listed above are those reasonably anticipated by the Chair that may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.