

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  
May 8, 2024

**I. Cracker Barrel Discussion** **5:00 PM**  
**Local District Issues**

Board members discussed current 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.

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
Monomoy	Jessica Rogers - R
Nauset	Cathryn Lonsdale
Provincetown	Ngina Lythcott - R
Sandwich	Christine Brown - R
Upper Cape Cod Tech	Robert Fichtenmayer
Wareham	Brennan McKiernan – R

Also in attendance were:

Executive Director	Paul C. Hilton
Business Manager	R. Patrick Murphy
Associate Business Manager	Amy Lipkind
Treasurer	William Friel
Waypoint Program Director	Dr. Kara Clyburn
STAR Program Director	Julia Bryant
Director of Special Education	Christina Caputo
Operations Manager	Anders Erikson – R
Special Projects	Dr. Chris Bogden

### **III. New Business**

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

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

Mr. Hilton noted that each of the programs had initially been structured to accommodate higher enrollment than has been experienced in FY2024. The enrollment projections had been developed in concert with the school districts to reflect anticipated needs.

The program administrators will discuss the changes in staffing and programming that have been necessary throughout the school year to ensure continuity and viability of quality programming.

The structure for programming for FY2025 is anticipated to reflect enrollment at each program that is less than had been anticipated for FY2024.

- Waypoint Academy
  - Enrollment Update
  - Programming

Dr. Clyburn and Ms. Caputo discussed the status of enrollment and programming at the Waypoint Academy Program.

Dr. Clyburn noted that the structure for the classes for the 2024-2025 School year would change from the current “teaming” model. She explained that the Middle School would continue with the “teaming” model and that the High School would have classes organized around content areas.

She also noted that the Summer program planning was underway with plans for academic activities and field trips being organized. She also indicated that the Summer programming would include Credit Recovery for students who had fallen behind in their accumulated course credits.

Dr. Clyburn indicated that there were three (3) graduates from the program who would be celebrated in the coming week with a Graduation Dinner at Camp Burgess in Sandwich.

She also explained that there had been a flurry of activity with enrollment and that there were increasing numbers of students who would be enrolled at each grade level.

Dr. Clyburn highlighted that a new (to the Collaborative) teacher, Kelly Houston, had started with the Collaborative and had been an excellent addition to the Waypoint team.

- STAR / Osterville
  - Enrollment
  - Programming

Ms. Bryant and Ms. Caputo discussed the status of enrollment and programming at the Osterville STAR Program.

Ms. Bryant indicated that April was “Autism Awareness Month” and that large wooden signs (made for the program) with letters spelling “AUTISM” were erected on the front lawn of the building. She explained that someone had stolen the signs and that there had been social media attention in attempt to locate the stolen signs. She also noted that May was Mental Health Awareness Month and that signs had also been placed on the lawn to recognize the month.

Ms. Bryant credited the “party planners” within the program staff for a series of “theme days” for students and staff including: Harry Potter Day, Tie-Dye Day, Super Heroes Day and an upcoming Dinosaur Day. She explained that students and staff dressed in the theme for each of the days with significant participation.

Ms. Bryant noted that the STAR Program also had a flurry of referrals since the previous Board meeting. She explained that the “medical needs” classroom had expanded rapidly once it had opened. She indicated that there would be sixty-three (63) students enrolled in the program as the latest referrals started in the classrooms. She indicated that the projected starting enrollment for Fall 2024 was expected to be significantly higher than the initial projection and that additional staff might be necessary if the upward enrollment trend continued.

Ms. Bryant indicated that there had been a recent teacher resignation and that recruitment had started for a replacement. She also indicated that it may be necessary to add a teacher/classroom if the referrals for the “medical classroom” continued to increase.

Ms. Bryant indicated that the coming month would include a number of special occurrences for the program including: the “Science Guy” presentation; the Special Olympics; and, the Rainbow Run.

She also made a special note that one of the high school aged students enrolled in the program had recently passed the Science MCAS.

- **Transportation**

Mr. Erikson, Mr. Murphy, Ms. Lipkind and Mr. Hilton provided an update regarding t issues and opportunities with Collaborative transportation.

- **District Operations Updates**

Updates regarding ongoing operation within the Transportation services were provided.

- **Bourne Public Schools**

Mr. Erikson noted that the staffing in Bourne continued to be covered with “full-time spares” as there were two (2) Open routes and an additional route that would be “open” as the long-term driver relocated to Myrtle Beach in late May.

- **Mashpee Public Schools**

Mr. Erikson noted that there were also two (2) “open” routes in Mashpee that were also being covered with full-time spare drivers and office staff.

- Monomoy Regional Schools  
Mr. Erikson noted that the Monomoy Regional Schools had all routes covered with full-time assigned drivers. It was noted that the coverage for this district had been a significant challenge in some previous periods.
- Nauset Regional Schools & Superintendency Union  
Mr. Erikson indicated that there had been a flurry of activity in securing additional bus drivers for this area. He noted that there had been the “re-opening” of a route (Choice Route) with a new driver and that there was a full-time spare that would be available to support the Nauset and Truro areas.
- Truro Public Schools  
Mr. Erikson noted that all the routes for Truro (4) had assigned full-time drivers.
- Nantucket Public Schools  
Mr. Erikson noted that all the (current) routes for Nantucket had assigned full-time drivers. It was noted that the District continued to indicate a need for additional routes/drivers to met the needs of the students.
- Special Education Out-of-District Transportation  
Mr. Erikson indicated that the (current) routes were covered with full-time assigned drivers at the time of the Board meeting. He also indicated that the Collaborative had recently hired a full-time driver as a full-time spare who was a bit younger than the average age of the current school bus drivers with the Collaborative.
- Training  
Mr. Erikson indicated that there were four (4) active individuals in training with three (3) living in the outer-Cape area and one (1) in the upper-Cape area.

Mr. Hilton briefly noted that the Collaborative Transportation Administration has continued to meet with the district administrators to refine costing templates and to refine services to ensure continuous service delivery.

- Bourne Public Schools  
Mr. Hilton explained that the Bourne Public Schools would realize significant changes (decrease) in costs as the capital costs associated with the fleet that serves their district would decrease significantly. Similar to the service provision for the Mashpee Public Schools, the capital costs (new vehicles) would need to be integrated to the costing template for future years to ensure that the “fleet” was replaced in a timely manner.
- Monomoy Regional Schools

Mr. Murphy discussed the status of the Collaborative coordination of a Memorandum of Agreement (MoA) and template revision for consideration by the Monomoy Regional School Committee to support the continuation of services through the Collaborative.

- i. It was explained that the agreement includes revisions to the amortization of the equipment (buses) associated with the service provision. It was noted that a vote would be recommended to amortize \$135,407 from each of the first two years of the agreement to the final three years of the agreement. It was indicated that the vote would allow that amount to be funded from “Fund Balance / Cumulative Surplus” and replenished in subsequent years.
  - ii. Mr. Murphy also noted that the Collaborative had continued to work with the administration of the Monomoy Regional Schools to refine the costs for the 2023-2024 School Year (FY24), including the consolidation of routes and the associated increase in hours for resulting routes. It was noted that the service projection and associated costing template were being refined to project the costs associated with the service delivery expected for FY2025 forward.
- **Nauset Operations**

It was indicated that the Collaborative had continued to discuss the refinement of service delivery and associated costs with the Nauset Regional Schools (and Superintendency Union) administration. It was noted that the anticipated costs for FY24 and FY25 had maintained consistency with the initial projections. It was explained that, similar to the structure for transportation with the Monomoy Regional Schools, the (initially) anticipated savings from route consolidation were less than anticipated due to increased route/driver hours. Mr. Hilton noted that the increased driver remuneration (as approved by the Board, and district administrators in November 2021) absorbed much of the anticipated savings (making these changes nearly cost neutral). He also noted that the Collaborative would recommend that the Nauset Regional Schools and Superintendency Union School Committees reconvene their Transportation SubCommittee to discuss the replacement schedule for equipment (buses) as the initial fleet was paid off.

- Mashpee Public Schools  
Mr. Murphy indicated that the Collaborative Transportation Administration had continued to work closely with District Administration to continue to adapt operations and to effectively communicate with families regarding the impact of any changes.  
It was noted that the Collaborative recommended that further vehicle purchases occur to meet current and future fleet needs to support the Mashpee Schools.
- Truro Public Schools  
Mr. Murphy indicated that the Truro Public Schools and the Collaborative staff would meet to plan and to project services for the coming school year.
- Nantucket  
Mr. Hilton noted that the significant challenges with staffing transportation operations on-island had decreased throughout FY2024 as individuals completed training and became school bus drivers on the Island.  
It was noted that recruitment efforts continued in efforts to secure additional drivers for the island, including discussions with the regional transit authority on the island.  
The Nantucket Public Schools was considering the replacement/rotation of some of their current fleet of buses during the coming year.

- Therapies

Mr. Murphy and Mr. Hilton provided a brief update regarding the provision of services within Collaborative programs and to serve school districts. Mr. Hilton highlighted that the Collaborative had recently hired an Occupational Therapist who is also a Teacher of the Visually Impaired (TVI). This individual would start with the Collaborative on Monday, May 13<sup>th</sup>. He noted that she would replace the current lead Occupational Therapist, who expects to retire in the coming year (2025) after thirty plus (30+) years with the Collaborative.

Mr. Hilton also highlighted that the Collaborative was also training a Speech & Language Pathology Assistant (SLPA) to meet increasing program needs. He explained that this individual would eventually (July 2025) replace an SLPA that had been working with the Collaborative over fifteen (15+) years. He also noted that the funding for the overlap in capacity for these positions might impact upon the Spending Plan/Budget for the coming year. He stressed that this investment was being recommended to ensure the quality and continuity of services for students in Collaborative programming. Mr. Hilton also noted that the Collaborative would work closely with districts to contract available capacity to meet district needs as well as to decrease any impact of the staffing overlap.

- Special Projects

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

- Professional Inter-District Collaboration

Dr. Bogden indicated that the Curriculum Directors had been meeting regularly and have expressed a strong interest in developing coursework to replace teacher training coursework (such as Supporting Skillful Teaching – SST) offered through Research for Better Teaching (RBT)

- Sheltered English Immersion (SEI)

Dr. Bogden noted that the SEI courses finished in midwinter and that it was not likely that the Collaborative would offer SEI

- Artificial Intelligence in Education

Dr. Bogden indicated that there would be advertising for Summer offerings to ascertain interest. He noted that there was significant interest among Curriculum Directors, but hesitation to commit to funding.

- Bridgewater State University (BSU)

- Mr. Hilton updated the Board regarding the “Regional Center for Emergency License Support” through BSU. He noted that this grant funded program has recently been highlighted through MA-DESE and that over 700 individuals were being supported through this initiative.

- Dr. Bogden explained that, in partnership with Bridgewater State University, the Cape Cod Collaborative were approaching completion of the fourth cohort of the professional learning opportunity: Collaborative Framework for Educator Evaluation (CoFFEE).

- All-Cape In-Service

Dr. Bogden discussed preparations for the All-Cape In-Service scheduled for November 5, 2025. He indicated that educators from member districts of have been recruited to serve as Content Coordinators. He explained that the “Content Coordinators” would propose 2 – 4 potential half-day and/or full day workshops and associated presenters. He explained that these individuals would provide workshop/seminar titles, a brief description, name, contact information of the presenter(s) and the requested fee for each presented.

Dr. Bogden also noted that the November 5<sup>th</sup> date had becoming increasingly popular as a Professional Development date for other entities including MA-DESE as well as statewide organizations of World Language Teachers and Physical Education Teachers. He



expressed that these competing opportunities might have an impact upon participation for All-Cape 2024.

- Virtual Learning Workgroup

Mr. Hilton indicated that there is growing interest convening a virtual learning workgroup to assess the quality of current virtual offerings as well as the ongoing needs of member districts. He noted that two (92) districts had already committed to participation. He explained that there had been a previous workgroup as virtual learning was becoming more available nearly ten (10) years prior. He also noted that there is a decreasing commitment to the Virtual high School Consortium and that this workgroup could assess the viability of the consortium for the coming years.

- ASLP

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

He noted that the residential staffing for the program has been determined and contracts were being developed as orientation for new staff would occur in the coming weeks.

He noted that there were approximately two hundred (200) acceptance letters sent to prospective ASLP participants. He indicated that deposits from families for the summer program continue to be received daily.

He explained that the tuition for the Summer 2024 program was approved as \$1,400 for the fourteen-day (thirteen night) residential program.

Mr. Hilton also discussed a grant proposal that had been discussed with MA-DESE which was sought to fund portions of the programming. He indicated that the status of the proposal was expected to be known in mid-May.

- Virtual High School (VHS)

Dr. Bogden and Mr. Hilton will discuss the status of the Virtual High School Consortium. Mr. Hilton indicated that it would be recommended that the Collaborative reconvene a Virtual Learning Working Group to assess the platforms and opportunities for virtual education among school districts. The district commitment to the VHS must also be discussed as the “teaching membership” has reduced significantly which will have a considerable impact upon the benefit (and viability) of the consortium model.

- Cape Cod Community College

Mr. Hilton briefly discussed the ongoing coordination of focused efforts with Cape Cod Community College to ensure the availability of an effective and efficient “career ladder” for aspiring educators throughout the region.

## IV. Old Business

### a. FY24 Reconciliation and Update

Mr. Murphy shared an overview of the FY24 reconciliations to date regarding revenue and expense related to the Spending Plan and Budget. He noted that the encumbrances for FY24 were being reviewed and being decreased where appropriate. He also noted that the revenues (receivables) were being reviewed and validated. He highlighted one revenue item that would need further attention associated with tuition payments for one school district.

Mr. Murphy summarized that the end-of-year projection was currently that the Collaborative would finish the year within the projected variation from the initial FY2024 Spending Plan. He explained that the initially projected variation between revenues and expenses (\$372,000) continued to be accurate and indicated that it was likely that this variance would improve as the year-end arrived. He reminded the Board that the Board had approved the utilization of \$372,000 (anticipated Bond payment for the Yarmouth facility) from Fund Balance/Cumulative Surplus to support the tuition levels for FY2024.

## V. New Business

### a. FY24 Warrants

- #40 VOTE
- #41 VOTE

### VOTES

- #42 VOTE
- #43 VOTE

*Ms. Grady made a motion to consolidate the voting for FY24 Warrants 40, 41, 42 & 43. Mr. Fichtenmayer seconded the motion.*

*A roll call vote was taken:*

*Mr. King – yes; Ms. Grady - yes; Mr. Morris - yes; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Rogers – yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Ms. Brown - yes; Mr. Fichtenmayer – yes; Mr. McKiernan – yes; Ms. Fuller – yes  
the motion passed*

*Mr. Fichtenmayer made a motion to approve the consolidated FY24 Warrants 40, 41, 42 & 43. Ms. Grady seconded the motion.*

*A roll call vote was taken:*

*Mr. King – yes; Ms. Grady - yes; Mr. Morris - yes; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Rogers – yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Ms. Brown - yes; Mr. Fichtenmayer – yes; Mr. McKiernan – yes; Ms. Fuller – yes  
the motion passed*

Ms. Brown departed from the meeting at approximately 6:00PM.

## b. FY24 Spending Plan & Statutory Budget

## VOTES

- Audit Preparation

Mr. Murphy informed the Board that information was being exchanged with the auditors to prepare for the FY2024 audit of Collaborative Financial Statements.

- Personnel

*Ms. Grady made a motion to consolidate the voting for Personnel Additions and Reduction. Mr. Fichtenmayer seconded the motion.*

*A roll call vote was taken:*

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

- Additions

### VOTE

- Kerri Delianedis Driver – Training
- Kelly Houston Teacher – Waypoint
- Kathleen Kavanaugh CDL Driver – Special Education
- Sharon MacDonald – Occupational Therapist & TVI

- Reductions

### VOTE

- Janet Biondi CDL Driver -Spare
- Brenda Gaskill Transportation Accounting (Retired)
- Tony Rambert CDL Driver Bourne (Resignation)

*Ms. Grady made a motion to consolidate the voting for Personnel Additions and Reduction. Ms. Lonsdale seconded the motion.*

*A roll call vote was taken:*

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

## c. FY25 Spending Plan & Statutory Budget Development

Mr. Hilton noted that a meeting of the Finance Subcommittee occurred immediately prior to this (April) meeting as the development of the FY25 Spending Plan and Statutory Budget had been refined and reviewed. All members of the Board were invited to attend.

Mr. Hilton indicated that that the Collaborative Articles of Agreement require 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.*

Mr. Hilton explained that the Board had historically approved preliminary rates at their May meeting(s) with final approval of the Spending Plan/Budget at the June Board meeting.

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

They noted that there were increases for the tuition rates for FY2025 recommended to address increases in fixed costs as well as addressing remuneration changes for staff.

Mr. Murphy indicated that the standard percentage raise for staff was four percent (4%).

He also noted that the number of students forecasted to be enrolled in each program as well as the fluctuation in the “commitments” to Waypoint impacted the tuition rates.

Mr. Hilton reminded the Board that the tuition rate setting process was delineated in the Collaborative Articles of Agreement and was essentially the cost for the program divided by the projected enrollment.

The following summary was reviewed with the Board for Tuition and Service Rates

- Program Tuition Rates
  - STAR
    - An increase in tuition for the STAR Program was recommended at 4.9%
  - Waypoint
    - It was recommended that there would be a change for the tuition structure for Waypoint Academy for FY2025. It was explained that the elimination of the “additional commitment” tuition rate was being recommended. It was also explained 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.
  - Summer / Extended School Year Tuition
    - An increase from \$4,900 to \$5,100 was recommended
- Service Rates
  - Occupational Therapy / Physical Therapy / Speech & Language Pathology
    - Services in Member District
      - An increase of \$28 / day was recommended
    - Services in Collaborative Programming

- An increase of \$8 / hour was recommended
  - Consult
    - ½ hour - An increase of \$19 was recommended
    - Group Consult - An increase of \$4 was recommended
  - Occupational Therapy Assistant/ Physical Therapy Assistant/ Speech & Language Pathology Assistant
    - Services in Member District
      - An increase of \$17/ day was recommended
    - Services in Collaborative Programming
      - An increase of \$4 / hour was recommended
  - Behavior Services
    - Provided by Licensed Teacher – \$7 increase
    - Provided by Other Staff - \$4 increase
  - Individual Evaluations
    - OT/PT/SLP- An increase of \$7 / hour was recommended
    - Assistive Technology - An increase of \$7 / hour is recommended
- ASLP – The tuition increase from \$1,200 to \$1,400 was approved in October/November.

*It was recommended that the Board approve the Tuition and Service Rates for FY2025 as referenced in the DRAFT document included with Board materials (and summarized above).*

**VOTE**

*Ms. Lythcott made a motion to approve the Tuition and Service Rates for FY2025 as referenced in the DRAFT document included with Board materials (and summarized above).. Ms. Grady seconded the motion.*

*A roll call vote was taken:*

*Mr. King – yes; Ms. Grady - yes; Mr. Morris - yes; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Rogers – yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Mr. Fichtenmayer – yes;*

*Mr. McKiernan – yes; Ms. Fuller – yes*

*the motion passed*

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

**VOTE**

- Monomoy Equipment Amortization \$135,407.41

Mr. Hilton indicated that a commitment of \$135,407.41 from the “General Fund/Cumulative Surplus” was being recommended. He explained that this allocation would ensure the stability of the service and the funding for the District and the Collaborative. It was noted that this re-amortization would

occur for two (2) years and is structured be “paid back” the following three (3) years.

- Waypoint Building Bond \$190,000.00  
Mr. Murphy indicated that a commitment of approximately half (½) of the bond associated with the building renovation for the was being recommended. He explained that this commitment would decrease the impact that the renovation bond has upon the operational continuity (and tuition) for the program.

*It was recommended that the Board approve the commitment of “Fund Balance / Cumulative Surplus” in the amount of \$325,407.41 for FY2025* **VOTE**

*Ms. Grady made a motion to approve the commitment of “Fund Balance / Cumulative Surplus” in the amount of \$325,407.41 for FY2025. Mr. Fichtenmayer seconded the motion.*

*A roll call vote was taken:*

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

**Health and Dental Rates**

**VOTE**

- Health and Dental Insurance Rates:

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

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

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

*It was recommended that the Board approve the Health and Dental Insurance Rates for FY2025 as summarized above.* **VOTE**

*Ms. Grady made a motion to approve the Health and Dental Insurance Rates for FY2025 as summarized above. Ms. Lonsdale seconded the motion.*

*A roll call vote was taken:*

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

## Employee Remuneration

- Staffing & Rate Changes:

Mr. Hilton summarized discussions regarding the status of recommended changes to programmatic staffing rates. He indicated that the increases recommended for salaried staff were discussed in Executive Session at the April 2024 Board meeting.

- The recommended (DRAFT) Spending Plan had been developed with a four percent (4%) increase to the “grid” for programmatic staff to ensure consistency with school district salaries.
- The recommended (DRAFT) Spending Plan also included a 4% increase for Administrators and Administrative staff.
- The recommended (DRAFT) Spending Plan included an hourly increase of \$1.00/hour for transportation drivers/monitors as had been discussed in the development of previous Spending Plans.
- The recommended (DRAFT) Spending Plan also included recommended changes to the employer responsibility for benefits reflecting an increased employer share from 55% to 60%.

*It was recommended that the Board approve these changes in program staff pay rates and benefits for FY2025.*

**VOTE**

*Ms. Grady made a motion to approve the Health and Dental Insurance Rates for FY2025 as summarized above. Ms. Lythcott seconded the motion.*

*A roll call vote was taken:*

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

- 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. They noted that, although the actual lease payment is \$1, the bond payments for the renovation would be approximately \$372,000 per year through August 2031.

- Enrollment

- Waypoint:

Mr. Murphy reviewed that anticipated “commitments” for the Waypoint Academy program for FY2025 as the families and districts prepared for, and adjusted to, the move of the program to Yarmouth. It was noted that the initial draft of the Spending Plan for FY2025 projected a decrease in enrollment of 5.0 FTEs.

- STAR:

Mr. Muphy reviewed the anticipated enrollment for the STAR program and indicated that it was projected to decrease slightly from the enrollment level(s) that had continued to escalate for the past several years.

He explained 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 indicated that these changes highlighted the success of the programming, but also highlighted the challenge with maintaining programming with fluctuations in enrollment.

**d. Security Camera System Replacement – Osterville VOTE**

Mr. Murphy indicated that the security cameras at the Osterville site were installed in 2010-2011 following vandalism at the site (unauthorized access to buildings and vandalism to vehicles parked at the site. He explained that the cameras and recording system are accessible only at the site and that several of the cameras had begun to fail (no image or blurred images).

A replacement of the security camera system at the site was recommended. Mr. Murphy indicated that he had solicited quotes for a replacement system that was consistent with the system installed at the Yarmouth site.

He noted that this item had not been included in the FY24 Spending Plan & Budget. Mr. Murphy recommended that the funds for this item be the “General Fund” (as revenue for this item and this expense were not included with the FY24 Spending Plan/Budget). He indicated that The cost for the system replacement was expected to be less than \$25,000.

*It was recommended that the Board vote to approve the replacement of the camera security system at the Osterville site with the funding coming from the “General Fund”/ “Cumulative Surplus”.*

**VOTE**

*Ms. Grady made a motion to approve the replacement of the camera security system at the Osterville site with the funding coming from the “General Fund”/ “Cumulative Surplus”. Mr. Fichtenmayer seconded the motion.*



*A roll call vote was taken:*

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

**e. Plymouth Public Schools Information / Discussion**

Mr. Hilton indicated that the Plymouth School Committee had requested information associated with becoming a member of the Cape Cod Collaborative. He explained that he had agreed to present information to the Plymouth School Committee on Monday, May 6<sup>th</sup> and to answer questions from the Committee about the Cape Cod Collaborative and Collaborative membership. He explained that the meeting went well and that the Plymouth Public Schools have utilized the services of the Cape Cod Collaborative increasingly throughout the past decade. He indicated that the Plymouth School Committee would discuss this opportunity further within their meetings and may elect to seek membership in the Collaborative in the coming months.

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

- Bourne - General Education (renewed FY22) Discussion
- Mashpee - General & Special Education (renewed FY23) Discussion
- **Monomoy – General & Special Education VOTE – June**  
*It is recommended that the Board consider approval in June for the renewal of the Memorandum of Agreement with the Monomoy Regional Schools for FY2025 through FY2027 with options for renewal for FY2028 & FY2029.*
- Nantucket – General & Special Education (annual contract) Discussion
- Nauset - General & Special Education (through FY24 & FY25) Discussion
- Truro - General & Special Education (renewed FY22) Discussion

Mr. Hilton indicated that it would be necessary to discuss the Memoranda of Understanding to memorialize the agreements associated with service provision for the districts indicated above.

He indicated that the Collaborative staff were currently engaged with the Monomoy Regional Schools and the Nantucket Public Schools regarding the renewal of these Service Agreements.

**VI. Minutes**

**a. April 10, 2024 VOTE**

*Mr. Morris made a motion to approve the minutes of the April 10, 2024 Board Meeting. Ms. Grady seconded this motion.*

*Ms. Fuller indicated that there were a few typographic items needing correction. She noted that the “Blume Application” seemed to have been “autocorrected to “Blue Map” in descriptions of the workshop associated with the “New IEPs”. Ms. Fuller’s edits were accepted a friendly amendmenst by Mr. Morris and Ms. Grady.*

*A roll call vote was taken:*

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

## **VII. Other - None**

## **VIII. Executive Session**

*Ms. Grady made a motion to enter Executive Session, and adjourning directly from Executive Session, for the purposes of:*

- ***Conducting strategy sessions in preparation for negotiations with non-union personnel; Public Day Program Administration Staffing***
  - *Administrative Continuity & Transition Planning*
  - *Executive Director Evaluation Instrument*
  - *If necessary:*
    - *(All) Employee Benefits Review for FY2025*
    - *(All) Employee Remuneration Review for FY2025*
    - *FY2025 Heath and Dental Rate Determination*
    - *FY2025 High Deductible Health Insurance Rate*

*This motion was seconded by Mr. Morris.*

*A roll call vote was taken:*

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

## **IX. Adjournment**

Adjourned directly from Executive Session