

Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



Board of Directors
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Board of Directors Meeting Agenda
418 Bumps River Road, Osterville, MA 02655
October 9, 2024 - 5:15 PM

I. Cracker Barrel Discussion

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

Board members are invited to share current concerns and challenges.

II. Call to Order

Chair Fuller called the meeting to order at 5:15 PM. The meeting occurred in a hybrid fashion, with participants present in person and attending virtually through the Zoom application. The recommendations associated with conducting a public meeting virtually were shared with Board members as required.

The posting of this Board meeting included means for public participation by virtually by Zoom and by telephone.

Chair Fuller noted that the order of the meeting included the necessity for all votes to occur through a "roll call" process. Each member of the Board was required to verbally "sign in" as well as any other attendees.

Computer access, including video, was recommended for board members to allow for "sharing" of information on the screen if necessary.

Chair Fuller noted that there was a need for an Executive Session. She expressed that it was required that members of the Board have the capacity to ensure that others cannot 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 (5:17PM)
Bourne	Maureen Fuller
Brewster	Steve Leibowitz - R
Cape Cod Technical HS	MaryRose Grady
Falmouth	Terri Medeiros – R
Martha’s Vineyard	Roxanne Ackerman – R
Nantucket	Laura Gallagher-Byrne - R
Nauset	Cathryn Lonsdale
Orleans	Kathy McNamara - R
Provincetown	Ngina Lythcott – R
Wellfleet	Laura Baghetti – R
Administrative Board Representative	Dr. Marc Smith – R
Adjunct Board Representative Plymouth	Ms. Vedna Lacombe-Heywood-R(5:30PM)

Also in attendance were:

Executive Director	Paul C. Hilton
Business Manager	R. Patrick Murphy
Treasurer	Bill Friel
Associate Business Manager	Amy Lipkind
STAR Program Director	Julia Bryant
Waypoint Program Director	Dr. Jahmal Mosley
Director of Special Education	Dr. Joan Woodward
Operations Manager	Anders Erikson - R
Director of Special Projects	Dr. Christopher Bogden – R
Admin & Finance Coordinator	Marc Dupuis – R
ASLP Director	Stephen Kelleher – R

III. New Business

a. Programs/Services

• Waypoint

- Staffing
- Programming
- Notable Changes

Drs. Mosley and Woodward shared challenges associated with staffing the program as the school year started. They noted that there had been new teachers (“unicorns”) added in the areas of science and math. Dr. Mosley indicated that the importance of support for the

“new” teachers in the program was critical. He highlighted the new teachers (Donna Boudreau-Hill; Lynne Alden; Daniel Dunn) and described a “gradual release” process as these teachers acclimated to this specialized program.

They also discussed the addition of a staff person to support the food service operation and the culinary instruction. Dr. Mosley noted that this new staff person (Donald Mercer) had already had a significant positive impact upon the program with very positive reviews expressed by students and staff.

Dr. Mosley also expressed the focus upon common planning for teachers and for coordination amongst the clinical team. He noted that the improved staffing and the capacity to offer specialists supported common planning for staff for both academic and clinical purposes. Both Drs. Woodward and Mosley indicated that there were increased numbers of referrals for the program and that the support and retention of staff would be critical to the program success.

- **STAR / Osterville**

- Staffing
- Programming
- Notable Changes

Ms. Bryant and Dr. Woodward provided an overview of the current and projected enrollment for FY25.

Ms. Bryant highlighted several activities involving the entire program including a field trip for most students to Heritage Plantation which she reported went very well.

Ms. Bryant highlighted that the program had received six (6) referrals in the week prior to the Board meeting. She explained that recruiting and retaining staff continued to be a focus of the program as additional staffing was necessary to support an increase in the student enrollment.

Ms. Bryant explained that two (newer) paraprofessionals had departed since the start of the school year. She noted that she had hired another paraprofessional who would start the day after the Board meeting and continued to interview candidates for the paraprofessional positions to support expanded enrollment. She noted that the classroom(s) for students eighteen to twenty-two years old (18-22) were planning expanded community activities. She also indicated that there was professional development scheduled for November 5th (Election Day & All-Cape Professional Development Day) with a particular focus upon the “new Individual Education Plan”.

- **Transportation**

- **Transportation – Issues & Opportunities**

Mr. Erikson updated the Board regarding staffing and routing associated with Collaborative transportation services.

Mr. Erikson again noted that there continued to be a nationwide shortage of school bus drivers. He explained that there continued to be a focus upon recruitment and development more school bus drivers.

Mr. Erikson highlighted that the routes were “full staffed” in the week prior to the Board meeting and that Transportation Administration were focused upon coverage issues associated with absences.

He explained that that the routing and staffing is continually monitored and modified to ensure efficiency (and effectiveness) in operation and noted the following regarding the various transportation service areas:

- **Nantucket**

Mr. Erikson noted the status of ongoing discussions with the Nantucket Public Schools in strategizing service delivery with limited resources. It was indicated that there continued to be a need for increased staffing to meet the increased need associated with changes in the student population. Mr. Hilton noted that the student population has increased nearly 100% in fifteen years with much of the increase in the student population being English Language Learners (ELL) along with housing being built in a particular cluster at a distance from the school, requiring bus transportation.

- **Truro**

It was noted that the Truro Public Schools continued to be served by four (4) tenured drivers and that the vehicles.

- **Mashpee**

The Mashpee Public Schools routes continued to be covered with assigned drivers with occasional unexpected substitution(s).

- **Bourne**

The Bourne Public Schools had also continued to be covered with assigned drivers with occasional unexpected substitution(s).

- **Nauset**

Mr. Hilton noted that the Nauset Regional Transportation Subcommittee will be meeting later this month to discuss the planning for the future transportation needs of the district, including the inevitable, gradual replacement of the current fleet of school buses.

Mr. Erikson noted that (at the time of the Board meeting) there was a spare driver assigned to the Nauset area in addition to the assigned route drivers.

- **Monomoy**
The Monomoy Regional Schools routes had continued to be refined and stabilized with consistent staffing.
- **Special Education**
Mr. Erikson noted that there were two monitors who resigned in the period following the start of the school year and that two new monitors had been hired and trained since the start of the school year. He noted that it had been expected that the new Monitors would be “spares” but that the staffing in transportation continued to be “treading water” as new staff were being trained and hired at the same rate that experienced staff were leaving (for various reasons).

- **Therapies**

Mr. Hilton briefly noted that the Collaborative continued to evaluate the capacity to contract additional Collaborative staff to meet the needs expressed by Member School Districts.

- **Special Projects**

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

- **Bridgewater State University (BSU)**
Mr. Hilton briefly discussed the status of the Collaborative partnership with BSU. He noted that there were recent discussions regarding the opportunity for the development of programming for the region including a Teachers Apprenticeship Program.
- **Virtual High School** – Dr. Bogden updated the Board regarding the cooperative use of Virtual High School among Cape (& Island) School Districts. He noted that there were one-hundred (100) “seats” purchased through the Cape Cod Consortium. He explained that 1 seat = 1 semester class. Dr. Bogden noted the benefit of the districts working together (collaborating) in securing advantageous pricing through the “Consortium”.
- **ASLP**
Mr. Kelleher discussed the reconciliation of costs and revenues for the Summer 2024 ASLP Program.
 - He explained that there were 177 students participating in ASLP 2024.
 - He noted that the initial tuition was \$1,400. He explained that the program ended with an operating loss of approximately \$11,000 which was covered by retained revenues from prior years and through fundraising activities.

- Mr. Kelleher noted that planning for ASLP Summer 2025 had started with the scheduled dates for the Program to be Sunday, July 6 through Saturday, July 19, 2025. He also noted that the District Liaison meeting had been scheduled for mid-November at Massachusetts Maritime Academy to discuss and review the planning and application processes for ASLP 2025.
- All-Cape Professional Development Day
Dr. Bogden will discuss the November 5, 2024 All-Cape Professional Development Day. A copy of the program had been included in Board materials for the September meeting and was also posted online. Dr. Bogden informed the Board that over three-hundred (300) registrations had been received for half-day sessions at the time of the Board meeting. He noted that the offerings could (and would) be pared down if there were insufficient registrations to support sessions.
Dr. Bogden explained that several districts would be in session on the All-Cape In-Service date and that some other districts were having “whole district” professional development activities on that date, which was likely to result in decreased participation for All-Cape 2024.
- Curriculum Directors Meeting
Dr. Bogden discussed the ongoing, weekly meetings of the Curriculum Coordinators from member districts. He explained that this group had recently agreed to focus upon efforts to identify and/or develop regional, collaborative programming which would support current (and prospective) educators to meet the needs of the growing, and seemingly transient, population of English Language Learners.
- Collaborative Framework for Educator Evaluation (CoFFEE)
Dr. Bogden updated the Board regarding the status of this course which had been (regionally) designed for new administrators/department heads who are, or will be, responsible for supervision, observation, and / or evaluation. He noted that there were ten (10) registrations for this three-credit course at the time of the Board meeting.
- Sheltered English Immersion (SEI) Teacher Endorsement Course
Dr. Bogden explained that there were a number of online offerings to meet the current needs of educators in the region for SEI Endorsement. He indicated that the Collaborative would not resume coordination for this course until/unless there was an increased, unmet need.

b. Executive Director Search

• Process Review

Chairperson Maureen Fuller discussed the status of the Executive Director Search process. She explained that there was a meeting of the Board the day prior to this Board meeting (October 8, 2024), during which questions were

developed and an interview schedule was established for the candidates who would be forwarded to the Board by the Executive Director Search (Sub)Committee on October 10, 2024.

• **Interim Plan**

Chairperson Fuller discussed a current plan to ensure continuity of Collaborative operations as the Executive Director Search process continues. She explained that she had met with Mr. Hilton regarding the coverage of Executive Director position responsibilities as well as the development of a contract for Mr. Hilton to serve as Interim Executive Director as had been approved by the Board in a prior Executive Session.

• **Interim Executive Director Contract**

VOTE

Chairperson Fuller indicated that there was a need to execute a contract with Mr. Hilton to serve as Interim Executive Director as had been the direction of the Board.

Chairperson Fuller recommended that the Board formally approve the contract with Mr. Hilton consistent with the vote of the Board in Executive Session and consistent with the parameters outlined by the Board **VOTE**

Ms. Grady made a motion to approve/authorize the execution of a contract between the Board of Directors and Mr. Hilton for Mr. Hilton to serve as the Interim Executive Director. This motion was seconded by Ms. Lythcott.

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

c. FY25 Budget Update

Mr. Hilton, Mr. Murphy and Ms. Lipkind reviewed the FY25 Spending Plan and noted that there might be a need to adjust the FY25 Spending Plan and Statutory Budget as the year progressed as the Collaborative secured increased staffing in programs and services (especially transportation).

IV. Old Business

a. FY24 Close-Out

Mr. Murphy briefly discuss the status of FY24 close out. He noted that the Collaborative Auditors (Powers & Sullivan) were expected to submit the initial DRAFT of the audited financial statements later in the month of October.

Mr. Hilton asked the Board to note that the Board would need to review the FY24 DRAFT audit at the November Board meeting and must vote to approve the audit at, or before, the December Board meeting.

Mr. Hilton also noted that the Board must also review and consider approval of the 2022-2023 Annual Report before January 1, 2024.

b. FY25 Warrants

VOTES

- | | | | |
|-------|------|-------|------|
| • #10 | VOTE | • #12 | VOTE |
| • #11 | VOTE | • #13 | VOTE |

Ms. Grady made a motion to bundle the votes for FY25 Warrants 10-13. Mr. Liebowitz seconded this motion.

A roll call vote was taken:

*Mr. King- yes; Mr. Leibowitz – yes; Ms. Grady - yes; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Gallagher-Byrne-yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Ms. McNamara – yes; Ms. Baghetti – yes; Ms. Fuller – yes
the motion passed*

Ms. Medeiros made a motion to approve FY25 Warrants 10-13. Ms. Grady seconded this motion.

A roll call vote was taken:

*Mr. King- yes; Mr. Leibowitz – yes; Ms. Grady - yes; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Gallagher-Byrne-yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Ms. McNamara – yes; Ms. Baghetti – yes; Ms. Fuller – yes
the motion passed*

c. FY25 Spending Plan

• Updates

Discussion

Mr. Murphy, Ms. Lipkind and Mr. Hilton will discuss the status of the FY25 Spending Plan. The “monthly” financial analysis has been included with materials for the October meeting.

It is likely that revisions to the FY25 Spending Plan and Budget may be necessary during the course of the fiscal year.

• Personnel

○ Additions

VOTE

- | | |
|-----------------------|-------------------------------|
| • Annie Aia | Monitor |
| • Donna Boudreau-Hill | Substitute Teacher - Waypoint |
| • Susan Olef | CDL Bus Driver- Training |
| • Rory Johnson | Teacher - Waypoint |
| • Donald Mercer | Paraprofessional -Waypoint |

○ **Change of Status**

VOTE

- Noreen Kennedy
 - CDL Training
 - CDL – Monomoy –Special Education
- Donald Mercer
 - Paraprofessional- Waypoint to
 - Food Service Manager/Program Assistant
- Paul Hilton Executive Director
 - Retired from full-time position (9/30)
 - From Salary to Daily Rate

Ms. Grady made a motion to bundle the votes for Personnel Action (Additions & Changes in Status). Ms. Medeiros seconded this motion.

A roll call vote was taken:

*Mr. King- yes; Mr. Leibowitz – yes; Ms. Grady - yes; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Gallagher-Byrne-yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Ms. McNamara – yes; Ms. Baghetti – yes; Ms. Fuller – yes
the motion passed*

Ms. Grady made a motion to approve Personnel Action (Additions & Changes in Status). Ms. Lythcott seconded this motion.

A roll call vote was taken:

*Mr. King- yes; Mr. Leibowitz – yes; Ms. Grady - yes; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Gallagher-Byrne-yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Ms. McNamara – yes; Ms. Baghetti – yes; Ms. Fuller – yes
the motion passed*

V. Minutes

a. September 11, 2024

VOTE

Ms. Grady made a motion to approve the minutes of September 11, 2024. Mr. Liebowitz seconded this motion.

Several members noted a typographical error on the first page of the DRAFT minutes where “chair” had been spelled as “cahir”. The editorial correction was taken as a friendly amendment by unanimous consent.

A roll call vote was taken:

*Mr. King- yes; Mr. Leibowitz – yes; Ms. Grady - yes; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Gallagher-Byrne-yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Ms. McNamara – yes; Ms. Baghetti – yes; Ms. Fuller – yes
the motion passed*

VI. Other

VII. Executive Session

It will be necessary to enter into Executive Session:

To conduct strategy sessions in preparation for negotiations with nonunion personnel;

An executive session was held as an open meeting was determined to have a detrimental impact on the body's negotiating position with a third party: Personnel Adjustments.

Ms. Grady made a motion to enter executive session for the above-mentioned purpose with the Board adjourning directly from Executive Session. Ms. Lythcott seconded this motion.

A roll-call vote was taken:

Mr. King- yes; Mr. Leibowitz – yes; Ms. Grady - yes; Ms. Medeiros – yes; Ms. Ackerman – yes; Ms. Gallagher-Byrne-yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Ms. McNamara – yes; Ms. Baghetti

– yes; Ms. Fuller – yes

the motion passed

VIII. Adjournment

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.

Paul Hilton is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/85907457797>

Meeting ID: 859 0745 7797

One tap mobile

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