

Cape Cod Collaborative
418 Bumps River Road
Osterville, MA 02655



Board of Directors
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Board of Directors Minutes
418 Bumps River Rd., Osterville, MA 02655
November 13, 2024 - 5:15 PM

I. Cracker Barrel Discussion **5:00PM – Pre-Meeting**

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

Mr. Hilton discussed the process for updating the Cape Cod Collaboratives Articles of Agreement (“collaborative agreement”) with Board Members in attendance during this period. This item was informational as quorum was not reached until shortly after the time scheduled for the “Call to Order”.

Mr. Hilton indicated that there would be a need for “amendment” to the “collaborative agreement” (MA-DESE terminology) as the Board of Directors prepared for the Plymouth School Committee/Plymouth Public Schools to become a full, voting Member of the Board of Directors. He noted that the last review of Cape Cod Collaborative Articles of Agreement occurred in 2015 after changes in the Massachusetts statute enabling educational collaboratives and changes in the associated regulations.

Mr. Hilton explained that proposed amendments to the “collaborative agreement” would need to be submitted to MA-DESE for review of the proposed changes and pre-approval. He noted that the process required:

1. Review of Proposed Changes by the Massachusetts Department of Elementary & Secondary Education
2. Approval by the Cape Cod Collaborative Board of Directors
3. Consideration of changes by Member School Committees

He also noted that for changes to be in effect for July 1, 2025, the full process for amending the “collaborative agreement” would need to be complete by April 30, 2025.

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

Chair Fuller called the meeting to order at 5:17 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.

A motion was made by Mr. Fichtenmayer to suspend the voting rights of Barnstable, Falmouth, Truro and Wareham as the Board Members had missed two (2) consecutive Board meetings. This motion was seconded by Ms. Ackerman.

A roll call vote was taken:

*Mr. Leibowitz – yes; Mr. O’Rourke; Ms. Ackerman – yes; Ms. Rogers - yes; Ms. Lonsdale – yes;
Ms. Lythcott – yes; Mr. Fichtenmayer – yes; Ms. Fuller – yes
the motion passed*

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:

| | |
|-------------------------------------|-------------------------------|
| Bourne | Maureen Fuller |
| Brewster | Steve Leibowitz – R |
| Eastham | Devon O’Rourke – R |
| Martha’s Vineyard | Roxanne Ackerman – R (5:17) |
| Monomoy | Jessica Rogers - R |
| Nauset | Cathryn Lonsdale |
| Provincetown | Ngina Lythcott – R |
| Sandwich | Susan Miller-R (5:22) |
| Upper Cape Cod Tech | Robert Fichtenmayer |
| Administrative Board Representative | Dr. Marc Smith – R (5:25) |
| Adjunct Board Representative | |
| Plymouth | Ms. Vedna Lacombe-Heywood – R |

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 |
| Paulajo Gaines | Massachusetts DESE Liaison |

III. New Business

a. Plymouth School Committee / Plymouth Public Schools Membership

Discussion

This item was taken out of order as Ms. Paulajo Gaines from the Massachusetts Department of Elementary & Secondary Education was present (remotely). Mr. Hilton introduced Ms. Gaines. Ms. Gaines and Mr. Hilton explained that the Board voted (September) to support the application for membership in the Cape Cod Collaborative of the Plymouth School Committee / Plymouth Public Schools. They indicated that it would be necessary for the Board (and the Collaborative Administration) to work with the Massachusetts Department of Elementary and Secondary Education (MA-DESE) to amend/revise the Cape Cod Collaborative Articles of Agreement as the membership process continues. He also explained that it would also be necessary for each Member School Committee to vote regarding the membership application of the Plymouth School Committee / Plymouth Public Schools as well as the amendment to the Articles of Agreement.

Mr. Hilton recommended that the Board consider the establishment of a subcommittee to guide this process along with the incoming Executive Director. It was agreed that this item would continue to be addressed at subsequent meetings.

b. Programs/Services

- **Programs & Program Development**

Ms. Miller (Sandwich) entered the meeting virtually during this discussion @ 5:22PM and Dr. Smith (Dennis-Yarmouth Superintendent and Board Administrative Representative) entered virtually @ 5:25PM)

Dr. Woodward provided an update regarding the increasing needs for services to support students in districts throughout the region. She noted that there have been increased requests for services through a Teacher of the Visually Impaired (TVI). She explained that the Collaborative has a TVI who is also an Occupational

Therapist. She noted that this person does not have capacity to assume TVI support for districts.

Mr. Murphy indicated that there were two hundred sixty (260) students from the region being transported to Special Education Day Schools Program (out-of-district placements). He noted that approximately one hundred of these students were in educational collaborative placements, primarily Cape Cod Collaborative, but also including specialized programming offered through READS Collaborative, Pilgrim Collaborative and South Shore Collaborative. He explained that approximately one-hundred sixty students were being transported to forty-four separate Special Education Day Programs.

Dr. Woodward and Mr. Murphy both discussed the need for ongoing discussion with school administrators throughout the region (special education directors, business managers, superintendents, principals) regarding the need for ongoing assessment of the needs (and capacities) of school districts to ensure that the that placements for students needing these specialized services were both as effective and efficient as possible.

- **Waypoint**

Dr. Mosley thanked Ms. Troye Thompson (Human Resources Coordinator) for her support and assistance with recruitment as candidate support as the program continued to interview and recommend candidates for employment. He explained that he and Dr. Woodward had interviewed a candidate for the recently approved Board-Certified Behavior Analyst (BCBA) position and that the initial interview went very well, although no decisions had been made. He also noted that the program Administrative Assistant position had been posted (internally and externally) and that comprehensive interviews for selected candidates would occur in the coming weeks with a target start date on, or before, December 21, 2024. He indicated that Ms. Esther Owen would be retiring from the Collaborative after twenty-two (22) years of service primarily in support of the Waypoint Program.

Dr. Mosley also indicated that the recently hired staff were becoming acclimated to the specialized programming at Waypoint and that there was a “slow release” occurring with staff into their assigned roles. He explained that the program continued to build capacity despite the challenges with finding qualified individuals in the regional employment environment. He also indicated that the goal was to build “fluidity” to ensure appropriate coverage throughout the school day and school year.

Dr. Mosley also discussed ongoing meetings with program staff regarding student support and program capacity including:

- Common Planning Time – Dr. Mosley indicated that the development of new instructional staff as well as the alignment of academic programming and specialized supports required the capacity to

schedule times for staff to meet and to plan together to ensure continuity and coordination.

- Clinical Case Meetings

Dr. Mosley explained that there were two (2) Clinical Meetings scheduled each week. He noted that each meeting focused upon one particular student or situation. He indicated that these meetings allowed alignment of understanding regarding the particular circumstances, goals and expectations associated with the student/situation. He further noted that these meetings increased the effectiveness and focus of communication among staff.

- Collaborative Problem Solving

Dr. Mosley noted that there were Collaborative Problem-Solving meetings occurring within the program. He indicated that up to ten to twelve (10-12) students were involved with each of the meetings. He explained that these meetings supported addressing issues and challenges proactively and constructively.

Drs. Mosley and Woodward also noted that the Friday after the Board meeting the program staff were preparing a large barbeque dinner for the staff and students. Dr. Mosley further explained that there was a goal for developing a family-style dinner (lunch) with the students to build “community”.

- **STAR / Osterville**

Ms. Bryant provided an overview of the current and projected enrollment for FY25 and highlighted areas regarding program operations and new initiatives. She noted that the entire program (all classes) had a field trip to Tony Andrews Farm and that half of the classrooms would be having a field trip to Plimoth Patuxet Plantation during the week following the Board meeting.

Ms. Bryant also highlighted a recent “Kindness Day” celebration where there was a focus upon Kindness (to one another and in general) and that there had been an recent ice-cream party for staff at the end of the day.

Ms. Bryant indicated that the staff participated in professional development at the program during the “All-Cape Professional Development Day” . She explained that a session was attended by all staff regarding **differentiating disabilities and brain science** as well as the impact of visual impairments upon learning.

Ms. Bryant noted that the students in the transitional/ eighteen- to twenty-two-year-old (18-22 y.o.) classroom had resumed community outings. She also explained that there continued to be a significant influx of referrals (fourteen), new students (three new students, one student “aged out”) and staff (two new staff) since the October Board meeting.

- **Transportation – Issues & Opportunities**

- Staffing
Mr. Erikson will update the Board regarding ongoing changes to the transportation staffing for FY25.

- Staffing / Routing

Mr. Erikson updated the Board regarding the current staffing and routing.

Mr. Erikson noted that he had informed the Board that the Collaborative provided routes were fully-staffed during the October Board meeting. He indicated that the staffing for Collaborative provided Transportation Services continued to be good ... but that there had been some changes which required increased coverage from spare/substitute drivers and dispatchers / administrators.

Mr. Erikson also explained that there were an increasing time-off requests as Thanksgiving (and the Winter holidays) approached which was beginning immediately after the Board meeting, as there were six (6) full-time school bus route drivers who would be away from work on the day following the Board meeting (Thursday, November 14th) necessitating coverage and diminished capacity to provide field trip and/or athletic coverage.

Mr. Erikson explained that expected, and unexpected employee situations continued to occur and that there continued to be drivers “in the pipeline”.

Initiatives will continue for recruitment and retention of staff.

- Bourne

Mr. Erikson indicated that one veteran, full-time school bus driver informed the Collaborative that they would cease to be a full-time driver and sought to be a half-time driver (mornings only). He also noted that another full-time school bus driver for Bourne was expected to leave the region in early January and would not be returning until March/April 2025.

Mr. Hilton noted that, similar to the Mashpee Public Schools, it remained critical that the Bourne Public Schools develop and adhere to a capital (vehicle) replacement program to ensure the continued stability of the service as well as short-term and long-term financial efficiency.

- Mashpee

The Collaborative has worked closely with the Mashpee Public Schools to ensure the continued refreshment of the Mashpee “fleet”.

There was a vote later in Board meeting regarding the procurement and financing of three (3) full-size used school buses. Mr. Hilton commended that it remained critical that the Mashpee Public Schools develop and adhere to a capital (vehicle) replacement program to ensure the continued

stability of the service as well as short-term and long-term financial efficiency.

- Nantucket

Mr. Erikson noted that the Collaborative had continued to recruit and train staff to meet the (increasing) needs of the Nantucket Public Schools. Mr. Hilton noted that there would be a vote proposed during the December Board meeting to approve the procurement and financing for on (1) new full-size school bus and two (2) 7-D school transport vehicles to support the needs of the Nantucket Public Schools.

Mr. Hilton also noted that he and Ms. Lisa Stobbart, the Collaborative Transportation Manager, would be visiting Nantucket to meet with the School Administration and Transportation staff on the Island to discuss strategies to effectively meet the continually evolving needs of the District.

- Truro

Mr. Erikson noted that the Truro routes were fully-staffed with full-time drivers; however, incidental coverage was being required to cover some routes due to family medical issues being addressed. Mr. Hilton noted that the Collaborative continued to work closely with the Truro Public Schools and had recently added a new(er) vehicle to the Truro “fleet” as a component of the turnover of olde(er) vehicles.

- Nauset

Mr. Erikson indicated that the routes in the Nauset area were fully-staffed at the time of the Board meeting; however, there were some evolving challenges which might necessitate the coverage of some routes currently served by long-term full-time school bus drivers.

Mr. Hilton indicated that the Collaborative continued to work closely with the Nauset Regional Schools (& Superintendency Union) to ensure the effectiveness and efficiency of their transportation services. He explained that the Collaborative continued to participate in All-Region Transportation SubCommittee Meetings to plan for a capital (vehicle) replacement program to ensure the continued stability of the service as well as short-term and long-term financial efficiency. Mr. Hilton explained that, through this planning, the group was likely to elect to begin to replace the propane school buses that had been procured for the Region and may involve the establishment/addition of a Collaborative Capital Reserve Fund dedicated to the vehicle replacement schedule(s). He further noted that the establishment of Capital Reserve Funds within the Collaborative structure would require votes of the Collaborative Board and each Member School Committee.

- Monomoy

Mr. Erikson noted that this region continued to be fully-staffed and that the Collaborative continued to work closely with the Monomoy Regional Schools to optimize the short-term and long-term quality and efficiency of the transportation service for the region.

- **Special Education**

Mr. Erikson noted that there were two (2) small school bus drivers that were currently on short-term leave, one for at least two weeks and another for at least four weeks.

Mr. Hilton indicated that the Collaborative continuously reviewed the operational effectiveness and efficiency of this service. There is an increasing need for coordinated out-of-district services and limited resources (staff and vehicles). He also noted that earlier in the agenda, Mr. Murphy had discussed the dialogue with the School Business Administrators and Special Education Directors throughout the region continue to discuss options and opportunities to gain efficiencies for this service.

Mr. Hilton also noted that the Collaborative would be proposing the replacement of a number of vehicles (small buses and vans) as the vehicles age and mileage increases.

- **Training & New Drivers**

Mr. Erikson indicated that there were a number of individuals in training to become school bus drivers. He explained that these trainees included one driver for each of the following areas: Monomoy; Nantucket; Nauset. He also noted that there was another individual who was training with the Collaborative to become a Provincetown Public School Bus Driver.

- **Transportation**

- Mr. Murphy and Ms. Lipkind briefly discussed the status of invoicing for services for FY25 as well as ongoing communication with districts regarding adjustments (credits and additional charges) associated with changes that had been necessary in the provision of transportation services for the school year.

- **Therapies**

Mr. Murphy and Dr. Woodward will provide an update regarding the provision of services within the Collaborative and to districts (and others).

- **Special Projects**

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

- Bridgewater State University (BSU)

Mr. Hilton will discuss current activities that are occurring in partnership with the activities associated with (BSU).

- Virtual High School – Dr. Bogden will also update the Board regarding the cooperative use of Virtual High School among Cape (& Islands) School Districts. He noted that the first semester was closing at that the enrollment was beginning for the second semester.

- All-Cape Professional Development Day

Dr. Bogden discussed the November 5, 2024 All-Cape Professional Development Day.

He noted that eight (8) school districts did not participate in the All-Cape Professional Development Day for 2024 for a number of reasons, including the change (every fourth year) to the event occurring in November and also districts having full-staff trainings “in district” on the All-Cape Professional Development Day.

He indicated that over three-hundred thirty individuals participated in over five-hundred fifty workshops (a mix of half-day and full-day sessions).

Dr. Bogden also indicated that there continued to be challenges with participant attendance, which was a significant issue in October 2024, when approximately thirty percent (30%) of the registered participants either did not attend the sessions or did not sign into the sessions. He explained that the situation had improved but was still a significant challenge with approximately twenty percent (20%) of the registrants either not attending or not signing into the session. He further indicated that tardiness to the sessions was becoming a serious concern and may have contributed to the registrant confirmation challenge.

Mr. Hilton briefly discussed the process for determining the allocation of costs associated with the All-Cape Day wherein the actual cost are allocated among the participating districts with the final approval occurring with the Cape & Islands Superintendents in December or January.

- Curriculum Directors Meetings

Dr. Bogden discussed the ongoing, weekly meetings of the Curriculum Coordinators from member districts. The noted that this group has refined their focus to seek collaborative professional development and educator preparation to meet to current and growing needs of the English Language Learner (ELL) student.

- ASLP

VOTE

Mr. Kelleher and Mr. Hilton discussed the planning and activities associated with the development of ASLP2025.

They noted that the program was scheduled to occur as a residential program for a continuous two weeks for Summer 2025, from July 6th to July 19th. They explained that the program would begin with check-in and orientation activities on Sunday afternoon/evening (July 6th). A Family Day / Field Day was scheduled for Saturday, July 12th with Graduation occurring the following Saturday morning (July 19th).

Mr. Hilton indicated that the projected tuition for ASLP2025 was \$1,500 per participant. He noted that the Collaborative continued to seek scholarship funds to remove financial barriers for students with significant financial need to participate in the program.

It was highlighted that the ASLP2025 District Liaisons Meeting would occur on November 21st at Massachusetts Maritime Academy.

Mr. Hilton indicated that a copy of the proposed Parent and Student Handbook had been included with Board Materials for review and consideration, including the recommended tuition of \$1,500 for Summer 2025.

He recommended that the Board approve the ASLP Summer 2025 Parent/Student handbook including the tuition of \$1,500 **VOTE**
A motion was made by Mr. Liebowitz to approve the ASLP Summer 2025 Parent/Student handbook including the tuition of \$1,500. This motion was seconded by Ms. Rogers.

A roll call vote was taken:

*Mr. Leibowitz – yes; Mr. O'Rourke; Ms. Ackerman – yes; Ms. Rogers - yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Ms. Miller – yes; Mr. Fichtenmayer – yes; Ms. Fuller – yes
the motion passed*

- Collaborative Framework for Educator Evaluation (CoFFEE)
Dr. Bogden briefly updated the Board regarding the status of this course was regionally designed for new administrators/department heads who are, or will be, responsible for supervision, observation, and / or evaluation. He noted that, unlike other evaluation training programs, CoFFEE was designed specifically for Massachusetts and is anchored in the Massachusetts model for educator evaluation and looks at teaching and learning with a lens of cultural proficiency.

- Regional Educational Career Fair
Mr. Hilton discuss planning for a regional event which is tentatively scheduled for April 5, 2025. He explained that this event was initiated through Dr. Sara Ahern (Barnstable Superintendent), Mr. Henry St. Julien (Town of Falmouth), and Ms. Jessica Lynch (Sturgis Charter School) with a particular focus upon the effective recruitment and support of staff who are representative of the diversity within the school districts (and the region). He noted that this regional job fair is

expected include the Cape Cod Community College, Bridgewater State University, the Massachusetts Department of Elementary & Secondary Education (Licensure Unit), Public Schools throughout the region, “historically black colleges and universities” (HBCUs), and the Cape & Islands Workforce Investment Board.

c. Procurement

VOTES

• **Purchase of Three (s) Full-Size Used School Buses** **VOTE**

Mr. Murphy reviewed the procurement process associated with the solicitation for school buses. He noted that this procurement was conducted in compliance with MGL Ch.30(b).

Mr. Murphy indicated that DATTCO d/b/a DeVivo Co offered three (3) Model Year 2018 IC-CE 71 Passenger School Buses (VINs 4DRBUC8P5JB523239; 4DRBUC8P5JB523241; & 4DRBUC8P5JB523242) for the total Price of \$135,000.

Mr. Murphy recommended that the Board vote to award the contract for three (3) conventional style seventy-one (71) passenger school buses to DATTCO d/b/a DeVivo Co of new Britain, CT in the amount of \$135,000 (an amount to be financed – separate vote). **VOTE**

A motion was made by Ms. Rogers to award the contract for three (3) conventional style seventy-one (71) passenger school buses to DATTCO d/b/a DeVivo Co of new Britain, CT in the amount of \$135,000 (an amount to be financed. This motion was seconded by Mr. Fichtenmayer

A roll call vote was taken:

*Mr. Leibowitz – yes; Mr. O’Rourke; Ms. Ackerman – yes; Ms. Rogers - yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Ms. Miller – yes; Mr. Fichtenmayer – yes; Ms. Fuller – yes
the motion passed*

• **Financing for the Purchase of Three Full-Size Used School Buses** **VOTE(s)**

Mr. Murphy will review the procurement process associated with the solicitation of financing for the school buses referenced above. A procurement was conducted in compliance with MGL Ch.30(b). Mr. Murphy will review the Financing Proposal received from TD Equipment Finance for the financing of these vehicles. The interest rate for the financing if 4.50% for a three (3) year term.

Mr. Murphy will assure the Board that the borrowing is cost-effective and in the best interests of the collaborative and member municipalities.

○ **Opinion of Counsel** **Discussion**

Mr. Hilton referred the Board to the Opinion of the Collaborative Counsel (Murphy, Hesse, Toomey & Lehane), which was required with review the financing documents and the necessity that they offer an opinion regarding the agreement and terms.

○ **TD Equipment Finance – Lessee Resolution** **VOTE**

Mr. Murphy referred the Board to the proposed Lease Agreement with TD Equipment Finance, which required the adoption of a “resolution” by the “governing body” to support the municipal financing. He noted that a copy of the “Lessee Resolution” was included with your Board materials for this meeting.

Mr. Murphy recommended that the Board adopt the resolution to support the municipal financing for these vehicles. **VOTE**

A motion was made by Ms. Lythcott to adopt the resolution, a copy of which had been included with Board materials for the meeting, are incorporated into this vote by reference.

This motion was seconded by Ms. Lonsdale.

A roll call vote was taken:

*Mr. Leibowitz – yes; Mr. O’Rourke; Ms. Ackerman – yes; Ms. Rogers - yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Ms. Miller – yes; Mr. Fichtenmayer – yes; Ms. Fuller – yes
the motion passed*

○ **Incumbency Certification / Signatory Authorization** **VOTE**

Mr. Hilton recommended that the Board authorize William Friel, as the Treasurer for the Cape Cod Collaborative Board of Directors, to sign lease documents on behalf of the Cape Cod Collaborative Board of Directors. He referred the Board to the Incumbency Certification and Signatory Authorization included with Board materials and incorporated into consideration for a vote. **VOTE**

A motion was made by Mr. Fichtenmayer to authorize William Friel, as the Treasurer for the Cape Cod Collaborative Board of Directors, to sign lease documents on behalf of the Cape Cod Collaborative Board of Directors. The Incumbency Certification and Signatory Authorization included with Board materials and incorporated into this vote.

This motion was seconded by Ms. Lonsdale.

A roll call vote was taken:

*Mr. Leibowitz – yes; Mr. O’Rourke; Ms. Ackerman – yes; Ms. Rogers - yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Ms. Miller – yes; Mr. Fichtenmayer – yes; Ms. Fuller – yes
the motion passed*

• **Identification as Surplus & Disposal of Obsolete Equipment** **VOTE**

Mr. Hilton and Mr. Murphy recommended that the Board identify the following equipment as obsolete and approve the disposal of the following equipment:

| Asset Number | VIN | Mileage | Year | Make | Passengers |
|--------------|-------------------|---------|------|----------|------------|
| 1307 | 1GB3G3BG7D1185348 | 180,656 | 2013 | Bluebird | 14/2 |
| 0603 | 1GBJG31U661241409 | 282,043 | 2006 | Bluebird | 22/0 |
| 1006 | 1BAKGCPH0AF273322 | 123,957 | 2010 | Bluebird | 71/0 |
| 1019 | 1BAKGCPH2AF274231 | 115,502 | 2010 | Bluebird | 71/0 |

A motion was made by Mr. Liebowitz for the Board to identify the above referenced equipment as obsolete and approve the disposal of the following equipment:

This motion was seconded by Ms. Fichtenmayer.

A roll call vote was taken:

*Mr. Leibowitz – yes; Mr. O’Rourke; Ms. Ackerman – yes; Ms. Rogers - yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Ms. Miller – yes; Mr. Fichtenmayer – yes; Ms. Fuller – yes
the motion passed*

Facilities Procurement Items

Discussion & VOTE

Mr. Murphy discussed the necessity for planning for the replacement of a boiler at the building in Yarmouth. He recommended that the Collaborative secure a contract with an engineering firm to ensure appropriate bid documents (design) for the replacement of the boiler.

- Mr. Murphy noted that the anticipated cost for the replacement of the boiler was more than \$250,000. He explained that the Collaborative had sought financial support through a state grant submitted through the Town of Yarmouth but had been informed that the projected had not been selected for funding through the Underutilized Properties Grant Program.
- Mr. Murphy noted that BLW Engineers Inc. of Littleton, MA had submitted a “Scope of Services and Proposed Fee” (included with Board materials) for the Boiler Room Renovations at the building in South Yarmouth. He recommended that the Board consider approval of this contract/proposal and authorize Mr. Murphy to execute the contract on behalf of the Collaborative with BLW Engineers, Inc. of Littleton, MA in the amount of \$29,200. **VOTE**

A motion was made by Ms. Lonsdale approve the award of a contract with BLW Engineers, Inc. of Littleton, MA in the amount of \$29,200 for the “Scope of Services and Proposed Fee” (included with Board materials) for the Boiler Room Renovations at 1175 Main St, South Yarmouth and also to approve Mr. Murphy to execute this contract.

This motion was seconded by Ms. Fichtenmayer.

A roll call vote was taken:

*Mr. Leibowitz – yes; Mr. O’Rourke; Ms. Ackerman – yes; Ms. Rogers - yes;
Ms. Lonsdale – yes; Ms. Lythcott – yes; Ms. Miller – yes; Mr. Fichtenmayer
– yes; Ms. Fuller – yes
the motion passed*

d. FY25 Warrants

VOTES

- | | | | |
|--------|-------------|-------|-------------|
| • #13 | VOTE | • #16 | VOTE |
| • # 14 | VOTE | • #17 | VOTE |
| • #15 | VOTE | | |

Ms. Lythcott made a motion to bundle the votes for FY25 Warrants 13-17. Ms. Lonsdale seconded this motion.

A roll call vote was taken:

A roll call vote was taken:

*Mr. Leibowitz – yes; Mr. O’Rourke; Ms. Ackerman – yes; Ms. Rogers - yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Ms. Miller – abstained; Mr. Fichtenmayer – yes;
Ms. Fuller – yes
the motion passed*

Ms. Lythcott made a motion to approve FY25 Warrants 10-13. Ms. Lonsdale seconded this motion.

*Mr. Leibowitz – yes; Mr. O’Rourke; Ms. Ackerman – yes; Ms. Rogers - yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Ms. Miller – abstained; Mr. Fichtenmayer – yes;
Ms. Fuller – yes
the motion passed*

e. 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 will be necessary during the course of the fiscal year.

- **Personnel**

- **Additions**

VOTE

- Transportation

- Wayne Cumberland
- Katherine McBrien
- Kay McGinn

CDL - Training - Nantucket
7D Driver
Bus Monitor

- Tony Rambert (rehire) CDL Bus Driver - Bourne
 - Thomas Wilson CDL - Training
 - Sabrina Yates Monitor
 - STAR
 - Anna Kott Paraprofessional – STAR
 - Alena McLaughlin Paraprofessional – STAR
 - Waypoint
 - Lynne Alden Teacher - Waypoint
 - Daniel Dunn Teacher - Waypoint
 - Miranda Van Allen Teacher – Waypoint
 - Other (Facilities)
 - Tavein Daley Custodian
 - Ragah Williams Custodian
- **Reductions** **VOTE**
 - Donna Boudreau-Hill (Resignation) Teacher - Waypoint
 - Cody Fontaine (Resignation) Bus Monitor
 - **Change of Status** **VOTE**
 - Carole Kaplan 7D Driver to Monitor

Ms. Lonsdale made a motion to bundle the votes for Personnel Action (Additions, Reductions & Changes in Status). Mr. Liebowitz seconded this motion.

*Mr. Leibowitz – yes; Mr. O'Rourke; Ms. Ackerman – yes; Ms. Rogers-yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Ms. Miller – yes; Mr. Fichtenmayer – yes; Ms. Fuller – yes
the motion passed*

Ms. Lonsdale made a motion to approve Personnel Action (Additions, Reductions & Changes in Status). Ms. Rogers seconded this motion.

*Mr. Leibowitz – yes; Mr. O'Rourke; Ms. Ackerman – yes; Ms. Rogers-yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Ms. Miller – yes; Mr. Fichtenmayer – yes; Ms. Fuller – yes
the motion passed*

f. Employee Benefits

Discussion & VOTE

Senior Plan Rates for Calendar Year 2025

Mr. Hilton explained that November/December was the Open Enrollment period for the Collaborative Retirees (Senior Plans run on a calendar year).

He noted that there were (again) increases in the costs for senior plans offered through the Cape Cod Municipal Health Group (CCMHG).

Mr. Hilton recommended that the Board approve the Calendar Year 2025 rates and offerings for the CCMHG Senior Plans (included with Board materials). **VOTE**

Ms. Rogers made a motion for the Board to approve the Calendar Year 2025 rates and offerings for the CCMHG Senior Plans (included with Board materials). Mr. Liebowitz seconded this motion.

Mr. Liebowitz – yes; Mr. O’Rourke; Ms. Ackerman – yes; Ms. Rogers-yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Ms. Miller – yes; Mr. Fichtenmayer – yes; Ms. Fuller – yes the motion passed

g. FY25 Budget Update

Mr. Hilton, Mr. Murphy and Ms. Lipkind briefly reviewed and discussed the FY25 Spending Plan.

h. FY25 “Write-Off” Recommendations

VOTE

Mr. Hilton be recommended that the Board consider “write-off” of the following items as they are associated with staff no longer employed at the Collaborative and are uncollectable.

- \$447.50 – Funds associated with Professional Development of staff in FY22 (courses). The staff who incurred these costs are no longer employed with the Collaborative.
- \$259.34 – Funds associated with health insurance (\$257.18) and dental insurance (\$2.16) for staff no longer employed by the Collaborative.

Ms. Lonsdale made a motion for the Board approve the “write-off” of the above referenced uncollectable debts. Mr. Fichtenmayer seconded this motion.

Mr. Liebowitz – yes; Mr. O’Rourke; Ms. Ackerman – yes; Ms. Rogers-yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Ms. Miller – yes; Mr. Fichtenmayer – yes; Ms. Fuller – yes the motion passed

i. Planning Legislative Breakfast for 2025

Discussion

Mr. Hilton explained that the Board had annually hosted a regional meeting with Legislators from throughout the region. He explained that the Legislative Breakfast usually occurs at the Osterville location during **early February** to coincide with annual legislative deliberations regarding educational funding.

Mr. Hilton recommended that a SubCommittee of the Board be formed to facilitate the coordination and planning of this event with MASC and the Collaborative.

Ms. Rogers and Mr. Liebowitz agreed to serve on this SubCommittee.

IV. Executive Director Contract

VOTE (ppd.)_

It had been expected that the Board would review the terms for a contract with Dr. Hope Hanscom, who had been offered the position of Executive Director of the Cape Cod Collaborative. The Board tables this item to a later board meeting.

V. Old Business

a. FY24 Close-Out

Mr. Murphy and Ms. Lipkind discussed the status of FY24 close out. The Collaborative Auditors (Powers & Sullivan) will present the initial DRAFT of the audited financial statements at the Board meeting.

Please note that it had been anticipated that the Board would review the FY24 DRAFT audit at this (November) Board meeting. The Collaborative has been informed that the auditing firm will not have the initial DRAFT prepared for presentation and discussion for this (November) Board meeting.

Mr. Hilton noted that the Board must vote regarding the approval of the audit at, or before, the December Board meeting.

He also asked that the Board be aware that the Board must also review and consider approval of the 2023-2024 Annual Report before January 1, 2025.

Mr. Murphy, Ms. Lipkind and Mr. Hilton briefly discussed the status of FY24 close out. They noted A copy of the DRAFT Audited Financial Statements will be sent (electronically) when received from the auditors.

Mr. Hilton recommended that the Finance SubCommittee convene once the DRAFT audit is received to review and prepare recommendations for the Board to consider at the December Board meeting.

Mr. Hilton noted that the DRAFT Audited Financial Statements are likely to indicate that the Collaborative will end FY2024 with an increase in net position. He explained that this increase may result in the “Cumulative Surplus” calculation for the Collaborative exceeding the limit of 25%. He noted that it might be necessary for the Board to allocate any “Cumulative Surplus” in the General Fund excess of the twenty-five percent.

Mr. Hilton briefly discussed the impact of exceeding this limit as well as appropriate actions associated with maintenance of funds in reserve.

Mr. Hilton indicated that a copy of the updated Actuarial Report for the Collaborative Other Post-Employment Benefits (OPEB) Liability from KMS Actuaries had been included with materials for this Board meeting.

He noted that the OPEB Liability had moderated and the Collaborative OPEB Trust remained in excellent financial position.

Mr. Hilton recommended that the Board convene as the OPEB Trustees within the next three (3) months, and then annually, to review the status of the OPEB Trust.

*The Board must also review and consider approval of the **2023-2024 Annual Report** before January 1, 2025.*

VI. Minutes

a. **October 10, 2024**

VOTE

Mr. Liebowitz made a motion for the Board approve the “write-off” of the above referenced uncollectable debts. Ms. Lonsdale seconded this motion.

*Mr. Leibowitz – yes; Mr. O’Rourke; Ms. Ackerman – yes; Ms. Rogers - abstained; Ms. Lonsdale – yes; Ms. Lythcott – abstained; Ms. Miller – abstained; Mr. Fichtenmayer – abstained; Ms. Fuller – yes
the motion passed*

VII. Executive Session

It will be necessary to enter into Executive Session:

(Generally, a public body must identify the specific piece of property it plans to discuss before entering into executive session under Purpose 6. A public body may withhold the identity of the property if publicly disclosing that information would compromise the purpose for which the executive session was called. While we generally defer to public bodies’ assessment of whether the inclusion of such details would compromise the purpose for an executive session, a public body must be able to demonstrate a reasonable basis for that claim if challenged.)

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

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 Planning – Executive Director Contract VOTE
- Personnel Adjustments – Status

Ms. Lonsdale made a motion for the Board to enter into Executive Session for the reasons indicated above with the Board adjourning from Executive Session. Ms. Lythcott seconded this motion.

*Mr. Leibowitz – yes; Mr. O’Rourke; Ms. Ackerman – yes; Ms. Rogers - yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Ms. Miller – yes; Mr. Fichtenmayer – yes; Ms. Fuller – yes
the motion passed*

VIII. Other

IX. 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.

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