



Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
December 11, 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 continued discussion regarding 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 the time scheduled for the “Call to Order”.

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

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.

A motion was made by Ms. Lythcott to restore the voting rights of Falmouth, Truro and Wareham as the Board Representatives were in attendance for this meeting after having previously missed two (or more) meetings. This motion was seconded by Ms. Grady.

A roll call vote was taken:

Mr. Leibowitz – yes; Ms. Grady- yes; Mr. O’Rourke; Ms. Medeiros- yes; Ms. Ackerman – yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Mr. Medley – yes; Mr. McKiernan- yes; Ms. Baghetti- 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
Cape Cod Tech	MaryRose Grady
Eastham	Devon O’Rourke – R
Falmouth	Terri Medeiros - R
Martha’s Vineyard	Roxanne Ackerman – R
Monomoy	Jessica Rogers – R (5:20PM)
Nauset	Cathryn Lonsdale
Provincetown	Ngina Lythcott – R
Truro	Tyler Medley - R
Wareham	Brennan McKiernan – R
Wellfleet	Laura Baghetti - R
Administrative Board Representative	Dr. Marc Smith – R
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
Operations Manager	Anders Erikson - R
Director of Special Projects	Dr. Christopher Bogden – R
Admin & Finance Coordinator	Marc Dupuis – R
Human Resources Coordinator	L. Troye Thompson (5:30PM)

III. New Business

a. Programs/Services

- **Programs & Program Development**

Mr. Hilton noted that there would be continued discussion regarding the current processes and outreach associated with the determination of district needs for programming that may be provided through the Collaborative. He indicated that Dr. Woodward and Mr. Murphy continued to engage with School Districts to discuss the current and evolving needs.

- **Waypoint**

Dr. Mosley noted that the “Holiday Season” [presented many positive experiences, and also some challenges.

He indicated that this was his first Thanksgiving at Waypoint and that the Thanksgiving celebration was attended by sixty to seventy percent (60-70%) of the students extended families. He highlighted this was an excellent opportunity for Waypoint staff to have one-on-one (1:1) time with the students and their families.

Dr. Mosley noted that there were three (3) referrals pending for the program during the week prior to the Board meeting and that one (1) student would be returning to their “home district” programming after the Winter Break as they had made tremendous progress at Waypoint Academy. He noted that this transition (the student leaving the program) was tough for the program and the staff but represented great progress and opportunities for the student.

Dr. Mosley highlighted the annual Holiday Gift Bag program that had been developed by Waypoint staff to support the students attending the program. He further indicated that the staff also coordinated a gift/shopping opportunity for students to select holiday gifts for others from a room which would be decorated and filled with donated items. He also noted that there would be a Winter Gathering (Holiday event) at Waypoint on December 20th which was another opportunity for students, families, and staff to share a meal.

Dr. Mosely indicated that there were three (3) recently hired staff (a Board Certified Behavioral Analyst, and two teachers) who were beginning work in the program between the time of the Board meeting and the return from Winter Break.

- **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 program attempts to maintain a “low key”

holiday schedule for the students in the program. She noted that there are a number of special celebration days planned for the Holiday Season.

Ms. Bryant indicated that an planned annual outing at Plimoth Patuxet Plantation had to be canceled due to inclement weather.

She also explained that there continued to be a significant influx of referrals (eight) and some new students (three new students) since the November Board meeting. Ms. Bryant highlighted that among the eight (8) referrals are two (2) who cannot start at the program until there are additional staff.

- **IV Old Business a.) FY2024 Annual Audited Financial Statements VOTES**

This section was taken out-of-order in the agenda as the Representatives (Rebecca Gamsby & Renee Davies) from the Auditing Firm (*Marcum Auditors, formerly Powers & Sullivan*) were in attendance (remotely) to present the FY2024 Annual Audited Financial Statements. A copy of the (revised) FY2024 Audited Financial Statements was included with your Board materials for the December meeting for consideration and approval. Ms. Gamsby noted that Marcum had audited the Collaborative Financial Statements for FY2024. She explained that Marcum had merged with Powers & Sullivan over the past year and that Marcum was currently merging with CBIZ. Ms. Gamsby explained that Michael Nelligan had previously presented the audited financial statements to the Board and noted that Mr. Nelligan had retired from the firm over the previous year. Ms. Gamsby and Ms. Davis noted that the audit was conducted according to Generally accepted Accounting Principles (GAAP) as well as considering particular elements of the Massachusetts Department of Elementary and Secondary Education (MA-DESE) financial compliance and risk assessment standards.

They indicated that the audit starts in August following the June 30th year-end. They explained that the cash management, payroll, and receivable process are reviewed and tested as a component of the audit. Ms. Davis noted that the Collaborative has a unique and in-depth billing process for transportation which was tested and reviewed as well as other tuition and billing processes.

The audit results in assistance provided by the firm to the Collaborative in preparing Financing Statements.

They noted that the Other-Post-Employment-Benefits (OPEB) irrevocable trust account and the actuarial determined liability were also reviewed as a component of the audit. They noted that the Collaborative process for maintaining the account has resulted in an excellent funded ratio, based upon current funding mechanisms, benefit offerings and eligibility standards. They noted that changes to the eligibility, health care costs, benefit offerings and/or funding mechanisms could result in changes to the funding ratio.

They also noted that the a new actuarial review of the liability is required each two (2) year period.

Ms. Davis and Ms. Gamsby indicated that the outcome of the review is that the Collaborative had a “clean audit” with not outstanding issues of risks.

- Deposit of FY2024 Funds to Capital reserve Account **VOTE**
Mr. Hilton recommended that the Board consider the deposit of \$259,040 from the projected FY2024 “Cumulative Surplus” to the Cape Cod Collaborative Capital Reserve Fund in advance of the consideration of a Board vote regarding the acceptance of the Annual Audited Financial Statements for FY2024. Mr. Hilton reviewed the Capital Plan which the Board had previously approved. He recommended that **\$259,040** be deposited into the Capital Reserve Fund with the following intention(s):
 - *Renovation of Orleans Dispatch Station* **\$50,000**
 - *Renovation/Repair of HVAC Issues @ Osterville & Waypoint Academy (Yarmouth) -* **\$209,040**

Mr. McKiernan made a motion that **\$259,040** be deposited into the Capital Reserve Fund with the following intention(s):

- *Renovation of Orleans Dispatch Station* **\$50,000**
- *Renovation/Repair of HVAC Issues @ Osterville & Waypoint Academy (Yarmouth) - Ms. Rogers seconded this motion*

A roll call vote was taken:

*Mr. Leibowitz – yes; Ms. Grady- yes; Mr. O’Rourke; Ms. Medeiros- yes; Ms. Ackerman – yes; Ms. Rogers- yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Mr. Medley – yes; Mr. McKiernan- yes; Ms. Baghetti- yes; Ms. Fuller – yes
the motion passed*

Ms. Lythcott made a motion that the Board vote to approve the FY2024 audited financial statements. Mr. Leibowitz seconded this motion **VOTE**

A roll call vote was taken:

*Mr. Leibowitz – yes; Ms. Grady- yes; Mr. O’Rourke; Ms. Medeiros- yes; Ms. Ackerman – yes; Ms. Rogers- yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Mr. Medley – yes; Mr. McKiernan- yes; Ms. Baghetti- yes; Ms. Fuller – yes
the motion passed*

Mr. Hilton further recommended that the Board reaffirm the process for funding the Other-Post Employment Benefits liability through the annual accrual of funds (by fiscal year) and maintaining \$180,000 of the accrual for each Fiscal Year in a “reserve fund” until the Board votes regarding the use of

these funds following the acceptance of the Audited Financial Statements for the Fiscal Year following the Fiscal Year of the Reserve Funds to be voted upon. He explained that the vote associated with the deposit of funds from the OPEB (revocable) Reserve to the OPEB (irrevocable) Trust Fund during this Fiscal Year (FY2025) would be for consideration of the funds reserved from the accrual for FY2023. He noted that, before consideration of the deposit for the FY23 OPEB accrual, there would be \$360,000 (FY23 & FY24) in the reserve as well as the ongoing accrual for FY25.

Ms. Lonsdale made a motion that the Board vote affirm the process outlined above as the process for identification and reservation of funding the Other-Post-Employment Benefits obligation of the Collaborative. Ms. Medeiros seconded this motion

A roll call vote was taken:

*Mr. Leibowitz – yes; Ms. Grady- yes; Mr. O’Rourke; Ms. Medeiros- yes; Ms. Ackerman – yes; Ms. Rogers- yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Mr. Medley – yes; Mr. McKiernan- yes; Ms. Baghetti- yes; Ms. Fuller – yes
the motion passed*

Mr. Hilton also recommended that the Board vote to designate \$4,672,961 as the 2024 cumulative surplus to be retained for future use to be determined by the Cape Cod Collaborative Board of Directors.

Mr. Leibowitz made a motion that the Board designate \$4,672,961 as the 2024 cumulative surplus to be retained for future use to be determined by the Cape Cod Collaborative Board of Directors. Ms. Medeiros seconded this motion

A roll call vote was taken:

*Mr. Leibowitz – yes; Ms. Grady- yes; Mr. O’Rourke; Ms. Medeiros- yes; Ms. Ackerman – yes; Ms. Rogers- yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Mr. Medley – yes; Mr. McKiernan- yes; Ms. Baghetti- yes; Ms. Fuller – yes
the motion passed*

- **Transportation**

Mr. Murphy and Ms. Lipkind updated the Board regarding the status for invoicing for services for FY25.

Mr. Erikson updated the Board regarding ongoing changes to the transportation staffing for FY25. He noted that there had been some changes since the November 2024 Board Meeting. He explained that there had been an increased need for seeking drivers for the Upper Cape region, especially the Bourne Public Schools. He explained that there had been challenges with drivers departing and changes with driver availability. He further noted that

there is one (1) afternoon route that needed to be covered daily by spare drivers and/or office staff. He also indicated that another driver (AM & PM) would be departing for three (3) months in January, requiring additional coverage. He also explained that there was a driver in Mashpee that would be limiting their availability to part-time in the coming months, requiring additional coverage.

Mr. Erikson explained that the situation was similar in the Outer Cape region with some potential drivers in training who would be taking their road tests in the coming months.

Mr. Erikson indicated that the support of the Nantucket Public Schools continued to be very challenging with one of the core drivers considering leaving their position or decreasing their availability to three days per week in the coming month. He highlighted that there had been a number of personnel changes with monitors on the Island with medical leaves, resignations and on-boarding of new staff.

Mr. Erikson also noted that there was an increase in employees seeking medical leaves of absence, with two (2) out-of-district and/or Special Education route drivers currently on Medical Leave.

- **Therapies**

Mr. Murphy provided a brief update regarding the provision of services within the Collaborative and to districts (and others).

- **Special Projects**

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

- Bridgewater State University (BSU)

Mr. Hilton discussed ongoing efforts with the BSU administration to ensure participation of Collaborative educators within the grant funded programming which supports educators in the process for securing their educator licenses if they are working with an Emergency License or Licensure Waiver.

Dr. Bodgen discussed recent the recent interest in the development of coursework and educator licensure programming (developing a local cohort) particularly in the areas of English language Learner (ELL) licensure and professional development.

Mr. Hilton indicated that BSU is working with the Collaborative and districts in the region in the development of a proposal for a Registered Teacher Apprenticeship Program (RTAP) through Massachusetts Department of Elementary & Secondary Education (MA-DESE). He explained that the Collaborative was coordinating a pre-application for submission to MA-DESE for consideration of a

regional program which would pay school staff while they participate in licensure programming with BSU.

- All Cape Professional Development Day 2024
Dr. Bogden indicated that 416 educators registered for 574 workshops at an average cost of approximately \$57 per person. He explained that the Collaborative programs and 10 member districts sent at least one educator to the sessions. He also noted that the New Bedford Public Schools, the Seekonk Public Schools and several regional independent daycare centers also sent educators. He referred to information included with Board materials included a detailed breakdown of expenses, attendance by workshop and district.
- Regional Educational Career Fair
Mr. Hilton discussed the ongoing planning for a regional event which was 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 indicated that this regional job fair was 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.
- Virtual High School – Dr. Bogden updated the Board regarding the cooperative use of Virtual High School among Cape (& Island) School Districts. He referred the table below which demonstrates the number of students who were enrolled by district and the number of seats used. He indicated that the number included students who might have dropped courses during the semester. He also noted that these numbers also increased as students enrolled for the spring semester.

District	Students	Seats
Barnstable	10	20
Bourne	2	4
Dennis-Yarmouth	30	36
Sandwich	22	40
Upper Cape Tech	3	6
Wareham	3	6
Total	75	112

- **Advanced Studies & Leadership Program ASLP** **VOTE**

Mr. Hilton noted that Mr. Kelleher was at a presentation to prospective students and parents (Barnstable) at the time of the Board Meeting. Mr. Hilton discussed the planning for ASLP Summer 2025. He explained that the Collaborative had continued to meet with Massachusetts Maritime Academy (MMA) administration regarding planning for the program.

Mr. Hilton explained 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. He indicated that the program would begin with check-in and orientation activities on Sunday afternoon/evening (July 6th). He also noted that a Family Day / Field Day was scheduled for Saturday, July 12th with Graduation occurring the following Saturday morning (July 19th).

Mr. Hilton explained that the ASLP District Liaisons Meeting occurred on November 21, 2024, at Massachusetts Maritime Academy. He indicated that this meeting was very well attended with including attendees from the North River Collaborative and Plymouth Schools. He noted that the meeting was held in person on the campus of the Massachusetts Maritime Academy and that the new Executive Director of the Collaborative, Dr. Hope Hanscom, was in attendance. He indicated that the group debriefed regarding ASLP Summer 2024 and discussed Summer 2025 anticipated program details, student attendance goals, and (new) scholarship funding sources.

Ms. Medeiros indicated that four (4) students who had attended the ASLP Program during Summer 2024 attended a recent Falmouth School Committee meeting. She indicated that the students highlighted their experiences at the program.
- **Curriculum Directors Meeting**

Dr. Bogden discussed recent meetings of the Curriculum Coordinators from member districts. He noted that the next meeting of the group would occur on Thursday (day following the Board meeting). He explained that this group has continued to meet to develop coordinated, collaborative opportunities.

Dr. Bogden highlighted recent interest in collaborative professional development to support identified English Language Learners (ELLs) with/through BSU has been a recent focus of this group. He also indicated that there was identified interest in the development of a “substantially separate” programming for ELLs as well as identified needs for a regional pool of language interpreters to support students/families/districts.

Mr. McKiernan made a motion to award the contract for one (1) transit style seventy-one (71) passenger school buses and two (1) 7D Pupil Transport Vans to Anderson Blue Bird Bus Sales of East Providence, Rhode Island for a total amount of **\$334,062**.

- One (1) Model Year 2025 All American T#FE-71 PSG – Diesel Passenger School Buses for the Total Price of \$154,068.00
- Two (2) Model Year 2024 Microbird 8 passenger +1 Driver 7D Pupil Transport Vans @ \$89,007 \$179,994.00

This motion was seconded by Ms. Medeiros.

A roll call vote was taken:

Mr. Leibowitz – yes; Ms. Grady- yes; Mr. O’Rourke; Ms. Medeiros- yes; Ms. Ackerman – yes; Ms. Rogers- yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Mr. Medley – yes; Mr. McKiernan- yes; Ms. Baghetti- yes; Ms. Fuller – yes
the motion passed

d. Establishment of Transportation Capital Reserve Accounts

Mr. Hilton reviewed a process for the establishment of Capital Reserve Accounts for Educational Collaboratives in Massachusetts. He discussed the current structure of Capital Reserve Accounts and the approval process necessary for the establishment of these reserve accounts.

He explained that the Board approved the establishment of the initial Capital Reserve Accounts in November 2021 & December 2021 for a limit of \$10,000,000:

- Waypoint Academy Renovations up to \$3,500,00
- Osterville Site Modifications up to \$500,000
 - Window Repair & Replacement
 - Sidewalk Repair / Access Ramp
 - Parking Lot Repair/Lining
 - Brick Repointing
 - Roof Repair
 - Heating System Repair/Reserve
 - Univent Repair/Replacement
 - HVAC Installation / Repair
- Acquisition of Permanent Vehicle Repair Shop up to \$1,500,000
- Renovation of Orleans Dispatch Station up to \$50,000
- Playground Replacement (Osterville) **up to \$250,000**
 - Voted to Reserve (in General Fund) October 2018 \$60,000
 - Donations to date (in General Fund) \$20,000
- Additional Capital for Leasehold Improvement or Real Property acquisition (Years 6-10) **up to \$4,200,000**
 - Current Lease for STAR/Osterville is through June 2030

- Real Property acquisition and/or Leasehold improvements decrease the impact of capital items upon annualized budgets

Mr. Hilton referred the Board to the process for the approval and implementation of these Capital Reserve Accounts following the process as outlined in the MA-DESE regulatory guidance:

Section 9.6.5 of the Cape Cod Collaborative Articles of Agreement:

The Collaborative Fund shall include restricted funds and unrestricted, general funds. Restricted Funds shall include Capital Reserve Funds. The Capital Reserve Funds shall be established in accordance with 603 CMR 50.07(10) and approved by the Board to support the acquisition, maintenance, and/or improvement of real or fixed property. The establishment of a Reserve Fund shall require approval by two-thirds (2/3) of the Member School Districts and shall also include a limit upon the balance to be held in the Capital Reserve Fund. Each Capital Reserve Fund shall be consistent with an approved Capital Plan and shall be utilized only for the purposes for which the particular Capital Reserve Fund was established.

And, 603 CMR 50.07(10)

(10) Capital: *The educational collaborative may create a capital reserve fund to support costs associated with the acquisition, maintenance, and improvement of fixed assets, including real property, pursuant to a capital plan.*

- Funds in a capital reserve account may be used only for the project or purpose for which the account was established.*
- The establishment of a capital reserve shall be subject to the approval of 2/3 of the member districts. The request for approval must state the reason for the reserve and a limit on the balance that may be held in the reserve.*
- Deposits into and withdrawals from the capital reserve shall be proposed and approved through the budget process.*
- In the event that the purpose for which the capital reserve was created requires modification, the collaborative board of directors shall revise its capital plan and provide notice to all member districts. If the member district does not vote to disapprove the revised capital plan within a 45-day period, that member shall be deemed to have approved the revised capital plan. Two-thirds (2/3) approval of the member districts is required to revise the capital plan.*

Mr. Hilton explained that, as the process for approval of these “reserve funds” necessitated the determination of amounts to be “reserved”, additional (particular) purposes of the Capital Reserve Fund might require approval by each Member School Committee for the establishment of associated Capital Reserve capacity. He noted that the following Transportation Capital reserve would be recommended for discussion, and approval of the Board at a later date.

Mr. Hilton highlighted that the amounts recommended for these Capital Reserve Accounts were higher than the current costs and value for the vehicles that serve in the association “fleet” for each school district. He explained that the additional capacity was being recommended to ensure that there was sufficient capacity for the future. He indicated that there was a pending/potential need for the school buses to be electric powered, which currently were nearly four times (4X) the cost for the current (diesel, gasoline and propane) school buses. He noted that the federal government had been supporting the migration to electric powered school buses through grant and rebate programs to offset some of the capital costs. He further explained that the additional “capital reserve” capacity would support the establishment and maintenance for funding that would be necessary for these grant and rebate opportunities..

• <i>Transportation Capital (Vehicle Replacement)</i>	<i>up to \$25,000,000</i>
○ <i>Nauset Regional & Superintendency Union</i>	<i>5,000,000</i>
○ <i>Nantucket Public Schools</i>	<i>3,000,000</i>
○ <i>Bourne Public Schools</i>	<i>5,000,000</i>
○ <i>Mashpee Public Schools</i>	<i>5,000,000</i>
○ <i>Monomoy Regional Schools</i>	<i>5,000,000</i>
○ <i>Truro Public Schools</i>	<i>2,000,000</i>

Finally, Mr. Hilton noted that the approval of the establishment of Reserve Funds did not require a commitment or obligation for the funding associated with these Capital Reserve, but created the accounting processes necessary to maintain the funds in a manner consistent with the Massachusetts General Laws and MA-DESE Regulations associated with educational collaboratives.

Mr. Hilton indicated that similar discussions regarding the establishment of this Reserve Fund capacity would be occurring with District Superintendents and School Business Managers. Mr. Hilton encouraged Board members to discuss this proposals with their Superintendents and to contact him with any questions.

There were no questions from Board members regarding the establishment of these accounts.

e. FY25 Budget Update

Mr. Murphy reviewed and discussed the FY25 Spending Plan. He noted that there would likely be the need for a revision to the FY25 Spending Plan as positions (such as BCBA) were added to support programmatic needs.

- Programs

Mr. Murphy noted that the program staffing continued to be reviewed and that positions continued to be unfilled. He also noted that the Program Administrators (Dr. Mosley, Ms. Bryant, and Dr. Woodward) were meeting with the Central Office Administrators (Mr. Murphy, Ms. Lipkind and Ms. Thompson) to review the status of the Spending Plan

for each Program area with particular attention to enrollment (revenue) and expenditures (staffing, equipment, leases and supplies).

- Transportation

Mr. Murphy noted that the Transportation administration continued to assess capacity and routing. He also noted that there were ongoing discussions with districts regarding the refreshment/replacement of equipment (buses) in the coming year. He noted that the equipment replacement would not impact the FY25 Spending Plan.

IV. Old Business

a. FY24 Close-Out

This item had been addressed at the start of the meeting. They noted that the Audited Financial Statements indicate that the Collaborative ended FY2024 with an increase in net position of \$329,224. They noted that this increase did not result in the “Cumulative Surplus” calculation for the Collaborative exceeding the statutory limit.

They also noted that a copy of the Actuarial Report for the Collaborative Other Post-Employment Benefits (OPEB) Liability from KMS Actuaries had been included with Board materials for the October Board meeting. It had been noted that this (OPEB Actuarial) report indicated that there had been significant gains for funds in the OPEB Trust. It was also noted that the OPEB Liability had decreased moderately and that the Collaborative OPEB Trust remained in excellent financial position.

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

b. FY2024 Annual Report

VOTE

Mr. Hilton explained that the Collaborative was required to publish an annual report each year discussing the activities of the previous year and including the Audited Financial Statements. He noted that a vote was necessary at this time as the Annual Report must be published and shared with MA-DESE by January 1, 2025.

He explained that an electronic copy of the DRAFT FY2024 Annual Report was shared with the Board electronically.

Mr. Hilton recommended that the Board approve the FY2024 Annual Report following satisfactory review and recommendation of edits.

Mr. Hilton indicated that the Board had previously offered edits as well as appointing a final editor/approver for the Annual Report as there are often additional contents and additional edits as well as the inclusion of pictures between the time of the Board meeting and the time of publication.

Ms. Fuller (Chairperson – Bourne) volunteered to be the Editor of the FY2024 Annual Report.

*Ms. Lythcott made a motion that the Board approve the FY2024 Annual Report Draft with final edits to be approved by Ms. Fuller. Ms. Lonsdale seconded this motion
A roll call vote was taken:*

*Mr. Leibowitz – yes; Ms. Grady- yes; Mr. O’Rourke; Ms. Medeiros- yes; Ms. Ackerman – yes; Ms. Rogers- yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Mr. Medley – yes; Mr. McKiernan- yes; Ms. Baghetti- yes; Ms. Fuller – yes
the motion passed*

c. Treasurer Evaluation

Discussion

Mr. Hilton explained that the Board must annually facilitate the evaluation of the Collaborative Treasurer. He noted that Mr. William Friel was first appointed as the Treasurer of the Collaborative in May 2017 and that he has done an exceptional job in this role.

He explained that Mr. Hilton, Mr. Murphy and Ms. Lipkind had met regularly with Mr. Friel.

He noted that an evaluation would be completed within the month as required by statute each year.

Mr. Hilton recommended that the Board offer feedback regarding the performance of the Treasurer and direct the Executive Director and Business Manager to complete an evaluation of the Treasurer for consideration by the Board for a vote at the January meeting.

d. FY25 Warrants

VOTES

- | | | | |
|-------|------|-------|------|
| • #18 | VOTE | • #20 | VOTE |
| • #19 | VOTE | • #21 | VOTE |

Ms. Lonsdale made a motion to bundle the votes for FY25 Warrants 18-21. Mr. Leibowitz seconded this motion.

A roll call vote was taken:

*Mr. Leibowitz – yes; Ms. Grady- yes; Mr. O’Rourke; Ms. Medeiros- yes; Ms. Ackerman – yes; Ms. Rogers- yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Mr. Medley – yes; Mr. McKiernan- yes; Ms. Baghetti- yes; Ms. Fuller – yes
the motion passed*

Mr. McKiernan made a motion to approve FY25 Warrants 18-21. Ms. Rogers seconded this motion.

A roll call vote was taken:

*Mr. Leibowitz – yes; Ms. Grady- yes; Mr. O’Rourke; Ms. Medeiros- yes; Ms. Ackerman – yes; Ms. Rogers- yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Mr. Medley – yes; Mr. McKiernan- yes; Ms. Baghetti- yes; Ms. Fuller – yes
the motion passed*

e. FY25 Spending Plan

VOTES

- Updates

Discussion

Mr. Murphy, Ms. Lipkind and Mr. Hilton briefly discussed the status of the FY2025 Spending Plan.

Mr. Murphy again indicated that it was likely that some revisions to the FY2025 Spending Plan and Budget will be necessary during the course of the fiscal year.

- **Personnel**

- **Reductions**

VOTE

- Therapies

- Mary Linda Dillon
Retirement 12/31

Occupational Therapist

- Transportation

- Deborah Robinson

Monitor

- Waypoint

- Tavein Daley
▪ Megan O’Leary

Custodian
Teacher

- **Change of Status**

VOTE

- Transportation

- Marc Hauber

School Bus Driver & Lot
Mechanic

- Waypoint

- Darilyn Gomes-Hamilton

Paraprofessional to
Administrative Assistant

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

A roll call vote was taken:

*Mr. Leibowitz – yes; Ms. Grady- yes; Mr. O’Rourke; Ms. Medeiros- yes; Ms. Ackerman – yes; Ms. Rogers- yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Mr. Medley – yes; Mr. McKiernan- yes; Ms. Baghetti- yes; Ms. Fuller – yes
the motion passed*

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

A roll call vote was taken:

*Mr. Leibowitz – yes; Ms. Grady- yes; Mr. O’Rourke; Ms. Medeiros- yes; Ms. Ackerman – yes; Ms. Rogers- yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Mr. Medley – yes; Mr. McKiernan- yes; Ms. Baghetti- yes; Ms. Fuller – yes
the motion passed*

f. 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 noted that it had been recommended that the event occur on **Friday, February 7, 2025**. He noted that the Legislative Breakfast usually occurred at the Osterville location during *early February* to coincide with annual legislative deliberations regarding educational funding. Mr. Hilton recommended that the SubCommittee of the Board (Ms. Medeiros and Ms. Rogers) convene to begin coordination and planning of this event with MASC and the Collaborative.

V. Minutes

a. November 13, 2024

VOTE

Mr. Leibowitz made a motion to approve the November 13, 2024 Board Meeting Minutes. Ms. Ackerman seconded this motion.

A roll call vote was taken:

*Mr. Leibowitz – yes; Ms. Grady- abstain; Mr. O'Rourke; Ms. Medeiros- yes; Ms. Ackerman – abstain; Ms. Rogers- yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Mr. Medley – abstain; Mr. McKiernan- yes; Ms. Baghetti- yes; Ms. Fuller – yes
the motion passed*

VI. 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 may be held only where an open meeting may have a detrimental impact on the body's negotiating position with a third party:

- Personnel Planning
- Discussion of Program Professional Staff Salary Schedule for FY2025
- Health Insurance Review

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

A roll call vote was taken:

*Mr. Leibowitz – yes; Ms. Grady- abstain; Mr. O'Rourke; Ms. Medeiros- yes; Ms. Ackerman – abstain; Ms. Rogers- yes; Ms. Lonsdale – yes; Ms. Lythcott – yes; Mr. Medley – abstain; Mr. McKiernan- yes; Ms. Baghetti- yes; Ms. Fuller – yes
the motion passed*

VII. Other

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.