



Board of Directors Meeting Minutes
418 Bumps River Road, Osterville, MA 02655
January 8, 2025 – 5:30 PM

I. Cracker Barrel Discussion

a. Local District Issues

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

b. Questions / Concerns

II. Call to Order

Chair Fuller called the meeting to order at 5:25 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 will include the necessity for all votes to occur through a “roll call” process. Each member of the Board will be required to verbally “sign in” as well as any other attendees.

A roll call vote was taken:

Ms. Fuller(R)- yes; Mr. Medley(R) – yes; Ms. Grady- yes; Mr. O’Rourke(R)-yes; Ms. Medeiros (R)-yes; Ms. Ackerman(R) – yes; Ms. Lythcott(R)-yes; Mr. Fichtenmayer-yes; Ms. Lonsdale-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 - R

Cape Cod Tech Mary Rose Grady

Eastham Devon O’Rourke – R

Falmouth Terri Medeiros - R

Martha’s Vineyard Roxanne Ackerman – R

Nauset Cathryn Lonsdale

Provincetown Ngina Lythcott – R

Truro Tyler Medley – R

Upper Cape Cod Regional - Bob Fichtenmayer

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 - Patrick Murphy

Associate Business Manager - Amy Lipkind

STAR Program Director - Julia Bryant

Waypoint Program Director - Dr. Jahmal Mosley

Director of Special Projects - Dr. Christopher Bogden – R

Admin Finance Coordinator - Marc Dupuis – R

Human Resources Coordinator - L. Troye Thompson

Incoming Executive Director- Hope Hanscom- R

Manager, Special Project – Gwyn Chingos

III. New Business

a. Programs/Services

- Waypoint Academy
 - Dr Mosley expressed that it was a slow start to January and not long since the last meeting. Not a lot to report. Returning from the holidays elicits a certain amount of grumbling and adjustment back to

a school routine. Dr Mosley started with some of the positives. Waypoint has a new student that started at middle school this January and reports that she is transitioning in nicely. At the high school level, Dr Mosley shared they had a 50/50 referral. Currently, Waypoint is trying to figure out the residency for that one student before enrollment.

- o Dr Mosley made a point to acknowledge the staff. Particularly a special thanks out to Chef Jerry right before the break. "You're short staffed and did a tremendous job with preparing the Christmas event, very special for our families and for our students under such short notice and conditions". An additional thanks to Mr. Skip, "who comes in 5:30, sometimes 5:15 to make sure that the kids and staff can walk into a warm building. It is deeply appreciated."
- o Dr Mosley went on to mention a new staff member, Vikacha Phiri starting at Waypoint. Miss V started on Thursday, January 2nd. Waypoint training philosophy encourages a slow, deliberate, and strategic introduction with ample support as the new hire gets acquainted with the students. Miss V started off at the middle school. She's going to spend some time there, getting to know the students and staff, the routines, the schedules, to get a sense of the students.
- o "What's on the horizon?", Dr. Mosley laid out some ideas for the upcoming months. Waypoint is looking to schedule some events for students when they do well, particularly in the academics, but also in the regulations. These activities are called "Silver and up", geared toward the high school student. Possible trips to Cape Cod Community College, for high school kids with "a price you can't beat and it's a plan to have a plan when in doubt". Dr. Mosley says, "We do have some students who are kicking the tires around this endeavor, and so maybe this might be an opportunity. Life skills, soft skills, I think all kids need it". In conclusion Dr. Mosley finished with, "It's January. I've always believed that the hardest day of the school year is that first day back from Christmas break. It's not the first day of school, everyone's got energy during that time. So we're waking up and getting ready and layering up and ready to go."
- STAR Program / Osterville
 - o Ms. Bryant reported the Star program started one new student after break and is hoping to start a new staff member. Illness with staff and students has been an issue, "some terrible stomach thing and a pretty bad upper respiratory as well". So trying to support people through that and keep the building running has been a challenge. Ms. Bryant made a point to say, "I'd like to thank the facility staff. You know there's nothing worse than to come into a cold building with no heat." In closing, Ms. Bryant shared, "I have three new students scheduled

to come in within the next two weeks, and I'm hoping, miraculously, maybe five staff will apply for jobs. Fingers crossed. It's a new year."

- o Dr. Woodward commented, "We're just working through getting all of our students registered and all set for the MCAS administrations and the access testing for ELL students. I commend the work that both Jamal and Julie are doing in their program. I've been in both buildings since we've returned, and I think that overall, it's been perhaps a smoother transition for the students than I was expecting. So that's wonderful"
- Transportation
 - o Revisions to District Agreements Discussion
Mr. Murphy, Mr. Dupuis, Mr. Hilton and Ms. Lipkind provided an update regarding current issues and opportunities with Collaborative transportation.
Mr. Hilton stood in for Mr. Erickson to present an information update regarding Transportation.
Talks continue with all the superintendents about the need to go to the school committees. Everybody has a very sensible approach to the need to have the accounting system in place so that grants can be pursued or approve funds to be able to purchase buses going forward. It boils down to having the staff to provide services. In Nauset, two drivers were lost, and then two and a half were gained in early January. Monomoy is staying even. Nantucket, 40% of drivers were lost. Andrews is that 40%. One driver is getting prepared for the test and another driver who worked for the Collaborative before that is being assessed whether or not they can begin again quickly. All indications are they've maintained their license and they're ready to drive. In Bourne, our snowbirds have left. Staffing is an issue in Bourne with the hope of a new driver on the horizon. Truro is consistent in everything they do. They have a standard contract that treats their drivers well. They have a great administration. We're adding drivers. We're losing drivers to age to retirement. The most critical issue is replacement of vehicles. Crest collaborative, which is in the Andover, is coming to look at how we do transportation, because they're at a point at which, in their region, they're being asked to do more, and they have not been able to find an operational a business model that fits. Their representative is coming down January 10th to just observe. The auditor said, we have a very in-depth process for billing transportation.
We hope to get updates from at least three districts on whether or not they're going to encourage the Collaborative to buy big busses for them for fiscal year 2026 and then hopefully there will be a list of out of district vehicles that will want to acquire for fiscal year 2026 vans and small busses by the February meeting, if not February, an order be ready for March. The Board should expect additional vehicle purchase purchases to be on the agenda over the next two months
Mr. Murphy followed up with a final comment regarding transportation. He has been working with Monomoy about the evacuation process and relocation process, or reunited unification process in the event of a disaster or school day disruption. Transportation is a vital part of those conversations. It's a conversation every district needs to have, and if the

Collaborative is involved in a district's transportation services, CCC needs to be involved in those conversations. The Collaborative and the Falmouth district have done a lot of work around evacuation and reunification training in Falmouth. All districts should be examining this issue.

The Collaborative seeks the establishment of capital reserve accounts. The idea is any district the Collaborative is serving should contribute to the capital through a percentage on their invoice. Eventually, when we buy all the vehicles at the same time, the buses are paid off all at the same time. If the vehicles are paid off in seven years and they continue paying the same amount for capital, the increased future cost is in reserve account. Every district is a little bit different in its response, so it really depends on how they're moving towards it.

- **Therapies**

Regarding therapies, Dr. Woodward shared, "Julia and I met with all the related service programs at the OTP and speech. We had a meeting to discuss where we're at with individuals, specific concerns, things that are more specific to STAR." Actively seeking both a full-time occupational therapist and full-time speech language pathologist. Positions currently posted on our websites and Instagram. Also still trying to fill the BCBA position for STAR. Some districts are requesting a bit more help. A request was received from one of the districts for some more physical therapy. Currently working with the directors to assess what are the additional needs. Mr. Murphy has been communicating with the director of special ed advisory committees. Ms. Woodward has been working with the business managers to make sure needs are being met. Another area of help is the TBI teacher (traumatic brain injury) helping with visually impaired, orientation, mobility that assist our students across all the member districts who are English as their second language, also for evaluation and testing in their home languages. Dr Woodward finished with the question, "How can we be the **how**? How can we support both the students in our programs as well as the districts on those additional needs?" Mr. Murphy followed up with the concept of encouraging retiring therapists to continue working within the range of their retirement agreements. The Collaborative can continue providing services to districts and are able to be flexible with the retiring therapists or if they want to do something independently that fine too. Trying to keep the services running in the districts, regardless of whether the staff are working with the Collaborative directly or they're retired and working part time or edging into retirement gigs.

- **Special Projects**

Dr Bogen discussed ongoing projects, including a cohort program with Bridgewater State to support regional certified teachers advancing in ESL certification. In addition, Dr Bogen presented an idea to pursue a professional development training session that

would occur on the fourth of April and the fifth of May presented by Steven Gill. He explained, " It involves analyzing district data from student testing and assessment to differentiate what the needs of particular students are who come to a district, with trying to learn English as a second language, and to ascertain whether their challenges are language based, whether they are special needs based or both." Dr Bogen needs to get commitments from all interested districts in advance of booking. The training cost \$8,000 for the 2 sessions with 200 seats available. Dr Bogen is happy to report at least as of the end of the day January 8th, 2025, there were 80% in commitments. A request was made to book the training and send a \$3000 deposit as soon as possible to secure the dates. Dr Woodward added in support of the idea, "how do we make sure that we're being thorough with the increased numbers of our ELL students" in creating appropriate therapies. The training "dovetails" with the current challenges the districts face regarding ELL students. Paul Hilton updated regarding ASLP. Steve Kelleher continues to schedule evening Parent Sessions to generate higher turnout for ASLP this year. Paul also reported, the Regional Recruitment Fair is continuing to meet with a core group to do job fair that will focus on increasing diversity in the workforce on April 5, 2025, and The Collaborative continues to work with districts as to whether the collaborative will be a coordinator for a registered teacher apprentice program. A proposal was submitted early January, and the state will reach out for further discussion. The RTAP program has districts commit to employing individuals and paying them while in an apprenticeship program that could be from one year to two years to become certified licensed teachers.

b. Strategic Planning

Discussion

Mr. Hilton discussed the need for a regional process of Strategic Planning, not only for the Collaborative programming and services, but to ensure the maintenance of capacity of districts. These challenges will continue to increase as districts (and the Collaborative) must address the challenges of the post-pandemic public school environment.

The focus of a significant amount of activity throughout the past few years has been on highlighting the demographic shifts that have occurred, and continue to occur, throughout the region.

The need for strategic planning is especially timely as Dr. Hope Hanscom assumes the position of Executive Director of the Collaborative.

Mr. Hilton also discussed strategic items that are proposed for the focus of discussion at the Annual Legislative Breakfast. These topics will include the challenges of securing the necessary human resources (staff) to meet the instructional and operational needs of the Collaborative and districts throughout the region, now and in the future. In closing before the Executive session, Paul Hilton shared, "The need for districts to come together as school committees, as board members, collaborative, as superintendents, often the whole picture of how

everything fits together, or the interdependency, as we refer to at that point, is not really understood until people are sitting in the same room. Every district's a little bit different. Functions a little bit differently, whether it's in transportation or the example of professional development that started with special education directors, and that touches curriculum, that touches ELL, and it's going to land in different places, in different districts depending on the size, but it is an issue that needs to be communicated, balancing it and facilitating that communication is a challenge that is going to exist throughout any time, but particularly with a number of transitions. It's an opportunity for people to come back together." This brought the topic to the Legislative Breakfast scheduled for February 24th 2025 at DY Middle School. It was agreed that there was not much notice for Dr Hanscom starting on the 21st.

c. Virtual High School

School enrollment for the semester is occurring. It is believed seats will be maximized. Currently in the middle of second semester registration. Paul Hilton reported, "We've decreased our commitment to seats, and we had more use in first semester than we usually do. So, it looks as though they won't be any unallocated seats this semester."

IV. 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:

- **Personnel Planning**
 - Transportation Assistant Manager– Position Description & Duties **Provide job description at next meeting**
 - Paul Hilton – Reduction / Change in Role
- **Discussion of Program Staff Salary Schedule for FY2026**

V. Old Business

a. Treasurer Evaluation Discussion

The Board must annually facilitate the evaluation of the Collaborative Treasurer. Mr. William Friel was first appointed as the Treasurer of the Collaborative in May 2017. He has continued to do an exceptional job in this role. Mr. Hilton, Ms. Lipkind and Mr. Murphy meet regularly with Mr. Friel. Please note that an evaluation will be completed as required by statute each year. Mr. Hilton asked the Board to offer feedback regarding the performance of the Treasurer to supplement the evaluation

of the Treasurer completed by the Executive Director and Business Manager for consideration by the Board. Positive feedback was provided by the Board regarding Mr. Friel's performance.

b. FY25 Reconciliation and Update

Mr. Murphy and Ms. Lipkind will share an overview of the status regarding the FY25 reconciliations to-date regarding revenue and expense related to the Spending Plan and Budget.

VI. New Business

a. FY25 Warrants

- | | VOTE | | VOTES |
|-------|-------------|-------|--------------|
| ● #22 | VOTE | ● #24 | VOTE |
| ● #23 | VOTE | ● #25 | VOTE |

Ms. Gardy made a motion to Bundle warrants#22-25, Mr. Fichtenmayer 2nd motion.
Roll call vote was taken:

*Ms. Fuller(R)- yes; Mr. Medley(R) – yes; Ms. Grady- yes; Mr. O'Rourke(R)-yes; Ms. Medeiros (R)-yes; Ms. Ackerman(R) – yes; Ms. Lythcott(R)-yes; Mr. Fichtenmayer-yes; Ms. Lonsdale-yes.
the motion passed*

b. FY25 Automated Clearing House (ACH) Review and Approval VOTE

The ACH network facilitates electronic money transfers and automatic payments between more than 10,000 banks and financial institutions. Direct deposits, paychecks, tax refunds, and bill payments are some of the most common forms of ACH payments. ACH transactions can occur between an individual and a business, between an individual and a government, between businesses, and between individuals.

The ACH transfers are included in the Bank Reconciliations provided to the Board at each meeting. The Board had authorized the establishment of each of these ACH processes for specific activities and with specific vendors.

The Collaborative will recommend the addition of several Cape Cod Municipal Health Group (CCMHG) insurance bills and a number of consistent vendors to our ACH payment process to ensure timeliness for payment of invoices and to access any discounts possible for adherence to this payment process. It has been the practice in the past to notify the Board about this type of change in the payment process. The Collaborative is also recommending the review of the current array of vendors and affirmation of the approval for continued ACH payments.

Ms. Fuller made a motion to approve continued use of ACH payments. Ms. Lythcott 2nd motion.

A roll call was taken:

Ms. Fuller(R)- yes; Mr. Medley(9)- yes; Ms. Grady-yes; Mr. O'Rourke(R)-yes; Ms. Medeiros(R)-yes; Ms. Ackerman(R)-yes; Ms. Lythcott(R)-yes; Mr. Fichtenmayer-yes; Ms. Lonsdale-yes.

the motion passed

c. FY25 Spending Plan & Budget – Update **Discussion & Vote(s)**

- Personnel
 - Additions- Vikacha Phiri **VOTE**
 - Reductions-Patrick Long, Esther Owen, Katherine Thoman **VOTE**
 - Change in Status- Tabled for further discussion Andrea Barbel

A motion was made by Ms. Fuller, Ms. Grady 2nd motion to bundle and approve personnel changes.

A roll call was taken:

Ms. Fuller(R)- yes; Mr. Medley(R)- yes; Ms. Grady-yes; Mr. O'Rourke(R)-yes; Ms. Medeiros(R)-yes; Ms. Ackerman(R)-yes; Ms. Lythcott(R)-yes; Mr. Fichtenmayer-yes; Ms. Lonsdale-yes.

the motion passed

d. Write-Off of FY24 Tuition **VOTE**

Mr. Hilton and Mr. Murphy will recommend the “write-off” of a tuition from FY2024. This tuition was associated with a “Waypoint Commitment” for the Waypoint Program that had been communicated in Spring 2023.

The District communicated *before* the start of the 2023-2024 School Year that the District needed to reduce their “Commitments”. The Collaborative communicated that the reduction to the “Commitments” was not appropriate as the basis for the FY24 Spending Plan had been built upon commitments with/from districts.

The Collaborative further communicated that the Collaborative could seek (from the Board) a reduction of the “receivable” following the Board approval of the FY2024 Audited Financial Statements.

The FY2024 Audited Financial Statements were approved by the Board on December 1, 2024. The Collaborative continues to be in a strong financial condition and the Waypoint Program finished FY2024 within anticipated expenditures.

It is recommended that the Board consider approval of the “write-off” of one (1) Committed Tuitions (\$50,747)

VOTE

Ms. Grady made a motion to approval of the “write-off” of one (1) Committed Tuitions (\$50,747), Ms. Lythcott 2nd motion.

A roll call was taken:

Ms. Fuller(R)- no; Mr. Medley(R)- yes; Ms. Grady-yes; Mr. O'Rourke(R)-yes; Ms. Medeiros(R)-yes; Ms. Ackerman(R)-yes; Ms. Lythcott(R)-yes; Mr. Fichtenmayer-yes; Ms. Lonsdale-yes.

the motion passed

e. Vehicle Financing -Consider Award of Financing **VOTE**

Upon review of the financing documents, the terms for Financing with TD Equipment Financing were determined to be the most advantageous or acceptable (see attached) for \$334,062.00 to be financed at 4.590% over 7 years.

This borrowing has been determined to be cost-effective and in the best interests of the collaborative and the member municipalities and is recommended for approval for entering into this agreement.

- It is recommended that the Board vote to accept the proposal for Equipment Finance of Mt. Laurel, New Jersey for the financing of three (3) vehicles to meet the needs for the provision of services for the Nantucket Public Schools. The equipment being financed consists of the following:
 - o One (1) Bluebird all American T3FE – 71 Passenger Diesel School Bus
 - o Two (2) Microbird eight (8) passenger plus one (1) driver 7D vans **VOTE**

f. Opinion of Counsel

Discussion

The Collaborative Counsel (Murphy, Hesse, Toomey & Lehane) is required to review the financing documents and offer an opinion regarding the agreement and terms.

g. TD Equipment Finance – Lessee Resolution

VOTE

The Lease Agreement with TD Equipment Finance requires the adoption of a “resolution” by the “governing body” to support the municipal financing. A copy of the “Lessee Resolution” is included with your Board materials for this meeting. It is recommended that the Board adopt the resolution to support the municipal financing for these vehicles. **VOTE**

h. Incumbency Certification / Signatory Authorization

VOTE

It is 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. **VOTE**

i. Change to Mileage Rate

In June 2023, the Board voted to tie the mileage reimbursement rate paid by the Collaborative to the rate established by the Internal Revenue Service. The IRS has increased the mileage reimbursement rate to \$0.70 per mile in January 2025 (up \$.03/mile). No vote is necessary as passed two years ago to mirror IRS guidelines.

A motion was made by Ms. Grady, Ms. Medeiros 2nd motion bundle e, g, and h contingent on satisfactory opinion of counsel.

A roll call was taken:

*Ms. Fuller(R)- yes; Mr. Medley(R)- yes; Ms. Grady-yes; Mr. O'Rourke(R)-yes; Ms. Medeiros(R)-yes; Ms. Ackerman(R)-yes; Ms. Lythcott(R)-yes; Mr. Fichtenmayer-yes; Ms. Lonsdale-yes.
the motion passed*

j. OPEB Transfer

Table until February

It is recommended that the Board consider a vote to transfer the FY2023 OPEB accrual of \$180,000 to the OPEB Trust Fund. **NO VOTE**
Please note these funds had been accrued as obligated for “OPEB” in FY2023; however, the Board has previously recommended that the actual transfer of the OPEB funds to the *irrevocable* trust does not occur until the completion of the following fiscal year (FY24) audit process. (This audit was accepted and voted at the 12/11/24 board meeting.

k. Planning Legislative Breakfast for 2025

Discussion

Mr. Hilton updated the Board regarding planning for a meeting with Legislators from the region, it had been tentatively scheduled for the first week in February. However, legislators have requested it be moved to January 21, 2024,

VII. Minutes

a. December 11, 2024

VOTE

Ms. Lythcott made a motion to approve the December 11th 2024 Board Meeting Minutes, Mr. Fichtenmayer 2nd this motion.

A roll call was taken:

Ms. Fuller(R)- yes; Mr. Medley(R) – yes; Ms. Grady- yes; Mr. O’Rourke(R)-yes; Ms. Medeiros (R)-yes; Ms. Ackerman(R) – yes; Ms. Lythcott(R)-yes; Mr. Fichtenmayer-yes;

*Ms. Lonsdale-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.