

**Cape Cod Collaborative**

418 Bumps River Rd  
Osterville MA 02655

**Board of Directors**

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**Board of Directors Meeting Minutes**

418 Bumps River Road, Osterville, MA 02655

**Virtual Only:** Zoom link: <https://us02web.zoom.us/j/81919170453>

Meeting ID: 819 1917 0453

**REVISED March 12, 2025 5:00 PM: Cracker Barrel / 5:15 PM: Call to Order**

Item	Agenda Item
1	Cracker Barrel Discussion <ul style="list-style-type: none"> <li>• Local district issues</li> <li>• Questions/concerns</li> </ul>
2	<b>Call to Order &amp; Roll Call Executive Session</b>  Andre King: Barnstable -R Maureen Fuller: Bourne -R Steve Leibowitz: Brewster-R MaryRose Grady: Cape Cod Regional Technical High School-R Devon O'Rourke: Eastham-R Terri Medeiros: Falmouth-R Roxanne Ackerman: Martha's Vineyard-R Brad Schiff: Monomoy-R Cathryn Lonsdale-R Kathy McNamara: Orleans-R Laura Baghetti: Wellfleet-R Also present: Gwyn Chingos and Troy Thompson  *Executive Session Executive Session pursuant to MGL c 30A, s. 21(a)(2) "To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel."  Ms. Grady made a motion to adjourn to the Regular Board of Director Meeting, Ms. Lonsdale seconded. The motion passed unanimously.
3	<b>Call to Order &amp; Roll Call Regular Board of Directors Meeting</b> Andre King: Barnstable -R Maureen Fuller: Bourne -R Steve Leibowitz: Brewster-R

	<p>MaryRose Grady: Cape Cod Regional Technical High School-R  Devon O'Rourke: Eastham-R  Terri Medeiros: Falmouth-R  Roxanne Ackerman: Martha's Vineyard-R  Brad Schiff: Monomoy-R  Cathryn Lonsdale-R  Kathy McNamara: Orleans-R  Laura Baghetti: Wellfleet-R  <b>Also in attendance:</b> Hope Hanscom-R, Patrick Murphy-R Marc Smith-R, Joan Woodward-R, Julia Bryant-R, Anders Erikson-R Chris Bogden-R, Amy Lipkind, Troye Thompson, Gwyn Chingos</p>
4	<p>*Approval of Minutes:</p> <ul style="list-style-type: none"> <li>• <a href="#">February 12, 2025</a></li> <li>• <a href="#">February 26, 2025</a></li> </ul> <p>Mr. Schiff made a motion to approve the 2-12-25 and 2-26-25 minutes. Mr. Leibowitz seconded this motion. A roll call was taken: Mr. King -yes, Ms. Fuller-yes, Mr. Leibowitz-yes, Ms. Grady-yes, Mr. O'Rourke-yes, Ms. Medeiros-yes, Ms. Ackerman-yes, Mr. Schiff-yes, Ms. Lonsdale- yes to 2-12-25 &amp; abstain on 2-26-25, Ms. Baghetti- abstain from both.</p>
5	<p>Executive Director's Report</p> <ul style="list-style-type: none"> <li>• Donations/Recognitions (<i>Dr. Hanscom</i>) <ul style="list-style-type: none"> <li>◦ <a href="#">\$500 Donation from Walter Healey in memory of Joan Bentinck Smith</a></li> <li>◦ STAR fundraiser: Sandy Alemian \$1,584 raised</li> <li>◦ <a href="#">Rotary Club of Osterville and Mashpee \$1,500</a> for ASLP</li> </ul> </li> <li>• Program Updates <ul style="list-style-type: none"> <li>▪ <b>STAR (<i>Ms. Bryant</i>)-Student Enrollment &amp; Staffing:</b> One new student enrolled this week, with four student tours scheduled for potential enrollment. One staff member resigned early February, and hiring efforts for paraprofessionals are ongoing. <b>Field Trip &amp; Community Support:</b> Half of the school is attending a planetarium field trip at Plymouth South on 3-13-25. Cape Kids' Meals will begin coordinating with the program to provide food support for families. <b>School Activities &amp; Events:</b> Black History Month door decorating contest was judged by Pat Murphy and Troy, with three winners selected. March events include Dr. Seuss-themed activities, including Mismatched Day and Crazy Sock Day.</li> <li>▪ <b>WAYPOINT (<i>Dr Hanscom and Dr Woodward</i>)- Enrollment &amp; Staffing:</b> Enrollment remains steady, with several student tours scheduled for next week. Staffing is stable, and the program is fully staffed for current student needs. <b>Student Support Initiatives:</b> A backpack meal program is being developed for Waypoint students, in partnership Cape Kids' Meals initiative at STAR. The program aims to assist food-insecure students and will be adapted to meet Waypoint's specific needs.</li> <li>▪ <b>SPECIAL PROJECTS &amp; ASLP (<i>Dr Bogden</i>)- ELL Training Expansion &amp; Success:</b> Initial goal was 40 participant commitments from local member districts at \$200 per seat to cover the trainer's \$8,000 fee. Registration has now reached 200 participants, including attendees from other states. <b>Financial Impact &amp; District Benefits:</b> The increased</li> </ul> </li> </ul>

	<p>participation fully covers training costs. All registrants from collaborative districts will now attend free of charge. The event will generate a \$5,000 surplus beyond expenses which will support collaborative overhead. Leadership sees professional development (PD) as a key area for future growth, alongside itinerant services. <b>ASLP-</b> The program has received 250 applications and now has a waitlist of 30. Hiring continues and Mr. Kelleher is confident the program will be fully staffed. Acceptance letters go out the week of March 24th.</p> <ul style="list-style-type: none"> <li>▪ <b>TRANSPORTATION-(Mr. Erikson) Staffing &amp; Training:</b> Transportation staffing remains strong, with an increase in applicants. Three to four new candidates are studying for their permits, and one driver-in-training is progressing well. One driver left for another district, but a fully licensed replacement was found quickly and is in the hiring process. <b>Seasonal &amp; Backup Staffing:</b> A seasonal driver will return in mid-April, adding flexibility. A spare/trip driver has been covering 90% of the workload, ensuring continuity. <b>Nantucket Transportation Updates:</b> Weekly trips to Nantucket continue (Wednesday–Friday), weather permitting. The collaborative is working closely with Nantucket schools to improve transportation logistics and safety. A monthly transportation planning meeting has been established with Superintendent Beth Hallett. Update on Articles of Agreement (<i>Dr. Hanscom</i>) <ul style="list-style-type: none"> <li>○ <b>Approval Process Update:</b> The amended Articles of Agreement have been scheduled for votes across all necessary districts. Plymouth, Bourne, Barnstable, and Wellfleet have already approved the amendments. The final votes are scheduled for March 27th. <b>Submission of Signatures:</b> Board members were reminded to submit signed copies via scan and email or U.S. mail if hard copies are not collected at meetings.</li> </ul> </li> <li>● <b>*<a href="#">Staffing Updates</a> (<i>Dr. Hanscom</i>)</b>  Motion to approve staff updates made by Ms. Grady, Seconded by Mr. Leibowitz,  Vote: <b>passed unanimously.</b> <ul style="list-style-type: none"> <li>○ <b>*<a href="#">Teacher of the Visually Impaired Job Description</a></b>  The collaborative seeks to hire a Teacher of the Visually Impaired (TVI) to provide vision services across member districts. TVI services are in high demand but difficult to fulfill, with few professionals licensed in this specialty. Currently, districts rely on Perkins School for the Blind, which can be costly, or contract with other districts that have a TVI. The collaborative is well-positioned to offer this service at a lower cost while meeting the needs of local districts. <b>Financial &amp; Operational Considerations:</b> The position is expected to be cost-neutral or revenue-producing. Districts have already expressed interest in purchasing services, and the budget accounts for the necessary commitment of service days to cover costs.</li> </ul> <p>Motion to approve TVI job description made by Mr. Schiff, Seconded by Ms. Baghetti,  Vote: <b>passed unanimously,</b></p> </li> </ul>
6	<p>Financial Review</p> <ul style="list-style-type: none"> <li>● <b><a href="#">Business Manager’s memo</a> - FY26 tuition rates - first review (<i>Mr. Murphy</i>)</b></li> </ul>

	<ul style="list-style-type: none"> <li>○ <b>Fiscal Year 2026 Tuition Rates-</b> The STAR program tuition is being proposed increase by 4%, reflecting cost-of-living adjustments and salary increases for teachers and paraprofessionals. The Waypoint program tuition is expected to increase by 8-9% due to: A 4% cost-of-living adjustment. Additional staffing costs (e.g., a BCBA position) and loan repayment adjustments.</li> <li><b>Budget Development &amp; Approval Process</b> - Currently, the Board approves the Collaborative's budget in June, while most districts finalize budgets earlier (January-March). There is consideration of moving budget adoption earlier (April-May) to better align with district timelines. Discussions on revising the Articles of Agreement to reflect these changes will continue.</li> <li>● FY 25 Financial review (<i>Mr. Murphy</i>) <ul style="list-style-type: none"> <li>○ Enrollment is slightly below projections, which may impact revenue. Despite this, staffing levels remain aligned with budgeted tuition projections. A budgeted deficit was anticipated, partly due to covering Waypoint loan payments and vehicle amortization delays. Final tuition bills in March will provide a clearer financial picture in April. Motion to bundle the votes for FY 25 Warrants #31, #32, #33, #34 made by Ms. Grady, Seconded by Ms. Fuller, Vote: <b>passed unanimously</b>,</li> </ul> </li> <li>● *Warrants Approval: FY 25 Warrants #31, # 32, #33, #34 Motion to approve warrants FY 25 Warrants #31, #32, #33, #34 made by Ms. Medeiros, Seconded by Mr. Leibowitz, Vote: <b>passed unanimously</b>,</li> <li>● * Approval to move forward with vehicle purchases- 2 votes Motion to approve Bourne vehicle purchases made by Ms. Grady, Seconded by Ms. Lonsdale, Vote: <b>passed unanimously</b>,  Motion to approve 12 new vehicle purchases made by Ms. Grady, Seconded by Ms. Medeiros, Vote: <b>passed unanimously</b>,</li> <li>● * Approval to use some Prudential share proceeds for Facility Dog effort up to \$26,229.12 Motion to approve the use of Prudential shares made by Ms. Lonsdale, Seconded by Ms. Grady, Vote: <b>passed unanimously</b>,</li> <li>● * Approval of the use of \$9,650 in operating funds to convert file room to HR office. Motion to approve funds for new HR office made by Ms. Grady, Seconded by Ms. Medeiros, Vote: <b>passed unanimously</b>,</li> </ul>
7	<p>New Business</p> <ul style="list-style-type: none"> <li>● <a href="#">SY25-26 Calendar</a> (first read) <ul style="list-style-type: none"> <li>○ <b>Proposed Calendar Adjustments:</b> The only change from the current year is an increase in professional development (PD) half-days to enhance staff training. The proposal adds three additional half-days, bringing the total to approximately one per month. This adjustment aims to accommodate both mandatory annual training and curriculum/instructional development. <b>Logistics &amp; Implementation:</b> The change does not alter the total number of school days or contract terms. Transportation logistics have been addressed, ensuring the new schedule is feasible. Half-days will occur on Fridays, with specific dates already outlined. The</li> </ul> </li> </ul>

	calendar is being presented for review this month, with a formal vote scheduled for next month.
8	Adjournment: Motion to adjourn made by Ms. Grady, Seconded by Ms. Medeiros, Vote: passed unanimously, adjourned 6:40 PM
<p><i>*Vote required</i></p> <p><i>The listing of matters is that which is reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. The Board may go into Executive Session prior to or during the regular meeting for the purpose of approval of executive session minutes, contract negotiations and/or legal issues.</i></p>	