

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

April 9th, 2025, 5:00 PM: Cracker Barrel / 5:15 PM: Call to Order

Item	Agenda Item
1	<p>Cracker Barrel Discussion</p> <ul style="list-style-type: none"> • Local district issues • Questions/concerns
2	<p>Ms. Lonsdale made a motion to suspend the voting rights of Mashpee, Nantucket and Upper Cape. Mr. Schiff seconded. The motion passed unanimously.</p> <p>Call to Order & Roll Call Executive Session</p> <p>Maureen Fuller: Bourne Steve Leibowitz: Brewster-R Phillip Morris: D-Y Regional-R Devon O'Rourke: Eastham-R Roxanne Ackerman: Martha's Vineyard-R Brad Schiff: Monomoy-R Cathryn Lonsdale: Nauset Regional Kathy McNamara: Orleans-R Ngina Lythcott: Provincetown Public Schools-R Also present: Dr. Hanscom and Gwyn Chingos</p> <p>*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."</p> <p>Ms. Lonsdale made a motion to adjourn to the Regular Board of Director Meeting, Mr. Leibowitz seconded. The motion passed unanimously.</p>
3	<p>Call to Order & Roll Call Regular Board of Directors Meeting</p> <p>Maureen Fuller: Bourne Steve Leibowitz: Brewster-R Phillip Morris: D-Y Regional-R Devon O'Rourke: Eastham-R</p>

	<p>Roxanne Ackerman: Martha's Vineyard-R Brad Schiff: Monomoy-R Cathryn Lonsdale: Nauset Regional Kathy McNamara: Orleans-R Ngina Lythcott: Provincetown Public Schools-R</p> <p>Also in attendance: Hope Hanscom, Patrick Murphy, Marc Smith-R, Joan Woodward, Julia Bryant, Anders Erikson-R Chris Bogden-R, Amy Lipkind, Gwyn Chingos, Bill Friel, Vedna Lacombe-Heywood-R and Maureen LaCroix-R</p>
4	<p>*Approval of Minutes:</p> <ul style="list-style-type: none"> March 12, 2025 Ms. Lonsdale made a motion to approve the 3-12-25 minutes. Ms. Ackerman seconded this motion. Ms. Fuller-yes, Mr. Leibowitz-R (yes), Mr. Morris-R (yes), Mr. O'Rourke-R (yes), Ms. Ackerman-R (yes), Mr. Schiff-R (yes), Ms. Lonsdale (yes), Ms. McNamara-R (yes), Ms. Lythcott-R (abstained).
5	<p>Executive Director's Report</p> <p>Executive Director's Report</p> <ul style="list-style-type: none"> Introduction of Dr. Maureen LaCroix and New Superintendent Induction Program (NSIP) (Dr. Hanscom) Dr. Maureen LaCroix introduced herself as the coach for Dr. Hanscom through the MASS's New Superintendent Induction Program (NSIP). NSIP has been supporting new superintendents in Massachusetts for 15 years. Dr. Hanscom joins Cohort 16, officially starting July 1, although she and Dr. LaCroix began working together informally in advance. NSIP is a three-year program: Year 1: One-on-one coaching for 6 hours/month, Year 2: Coaching reduced to 4 hours/month, Year 3: Participation in a consultancy group with other leaders for ongoing collaboration and support. Entry Plan (Dr. Hanscom) Although her cohort in NSIP doesn't officially begin until July 1, Dr. Hanscom has already begun her work and is on an accelerated path. <i>Entry Plan Structure:</i> 1. Listening and Learning 2. Community and Regional Engagement 3. Data Collection and Analysis 4. Planning and Implementation: A summary of entry findings will be shared with the board around November 2025, which will inform strategic planning, set to begin in January 2026. Dr. Hanscom praised the collaborative's team, crediting much of the progress to their strong foundational work and continued support. Quarterly Report (Dr. Hanscom) The quarterly report is designed as a visual snapshot for school committee updates and to support compliance with state regulations. The report will also be shared as a separate digital file to facilitate inclusion in meeting packets. <i>Feedback and Requests:</i> Members requested a black-and-white version for easier printing and to save ink. There was some debate about whether superintendents or board representatives should be responsible for presenting the report. The group ultimately agreed that board representatives will present the report at their local school committee meetings, while also sharing it with superintendents and committee chairs to ensure it is placed on agendas. Program Updates (Dr. Hanscom and program staff) STAR- (Ms. Bryant) <i>Enrollment & Referrals:</i> Referral volume has increased significantly, with several students expected to begin before the end of the year or during ESY (Extended School Year), depending on staffing capacity. Some students will return to their home districts soon, freeing up space for new enrollments. <i>Events</i>

	<p><i>& Fundraising:</i> A Music Bingo fundraiser raised over \$1,500 toward the purchase and care of a future facility dog. <i>Staff & Student Activities:</i> During a recent Professional Development (PD) day, staff reviewed and adjusted time-out procedures. <i>Community Support:</i> The program received clothing donations for seven students from Caitlin's Closet, a Yarmouth-based organization that also supported STAR last year.</p> <p>Waypoint- (Dr. Hanscom) <i>Leadership:</i> Larry Carroll, former Waypoint Program Coordinator (2000–2017), has returned as interim director. He has quickly reintegrated and is doing an excellent job. <i>Professional Development:</i> A full-day PD session at Waypoint focused on the history and legal foundations of IEPs and guidance on writing effective IEPs.</p> <p>Professional Development- (Dr. Bogden) 1. <i>Critical Data Analysis PD:</i> This training helps Special Education administrators and ELL directors distinguish between language-based learning challenges, learning disabilities, or a combination of both. The collaborative will net about \$5,000 after expenses. The first session ran smoothly thanks to staff diligence. 2. <i>ELL Certification Cohort</i> (Pending): In negotiations with Bridgewater State University to create a two-year cohort for teachers (both fully and emergency certified) to earn an ELL certification. If districts commit to registration minimums, participants will receive a 35% tuition discount. Program includes four courses and a practicum 3. <i>All Cape Day</i> (October): Curriculum coordinators are identifying presenters and workshops. The program draft will be completed in June, with proposals collected over the summer and finalized by the start of the school year. 4. <i>Emergency Management Training:</i> In response to superintendent requests, the collaborative will partner with the University of Virginia to offer <i>Crisis to Agility</i> training during All Cape Day. This will provide emergency management training to regional educators.</p> <p>Transportation- (Mr. Erikson) <i>Seasonal Challenges:</i> Spring presents logistical difficulties due to: Increased sports and school trips and rising number of staff vacation requests. Current Staffing Status: Fully staffed for now, with spare drivers available in their intended support roles. One Nauset driver is on medical leave for the remainder of the year, creating a staffing gap that will be challenging to fill. <i>Recruitment & Planning:</i> Actively working on recruitment efforts for the next school year and plans are underway for enhanced social media outreach to attract and train new drivers in preparation for the fall.</p> <p>● Update on Articles of Agreement (Dr. Hanscom) All required school committee votes and signatures have been successfully obtained and the finalized documents were submitted on April 1 to DESE. Confirmation was received from Paulajo Gaines at DESE, who is preparing the materials for the acting commissioner, with a response expected within the month.</p> <p>*Staffing Updates (Dr. Hanscom)</p> <p>Motion to approve staff updates made by Mr. Leibowitz, Seconded by Mr. Morris. Vote: passed unanimously</p>
6	<p>Financial Review (Mr. Murphy)</p> <p>● FY25/FY26 updates and Business Manager Update</p> <p><i>FY25 Financial Status:</i> The April 2025 financial report shows budgeted vs. actual revenues and expenses are closely aligned. <i>FY26 Budget Planning:</i> Budget planning has been underway throughout the year, starting with salary comparisons in October, part of an ongoing board-approved process. Findings indicated salary tables are improving, but continued increases are needed to stay competitive with member districts. <i>FY26 Tuition and Service Rates:</i> The overall average increase is slightly below 7%, as earlier forecasted. <i>FY26 Driver and Monitor Pay Rate Recommendation:</i></p>

	<p>A \$1 per hour increase is recommended for drivers and monitors in fiscal year 2026. The proposed increase was benchmarked against wages offered by private vendors in Plymouth, Sandwich, and Falmouth, and more recently, Barnstable and Dennis-Yarmouth (DY). <i>Waypoint Boiler Room Renovation</i> GT Wilkinson was the lowest responsive bidder.</p> <ul style="list-style-type: none"> ● FY26 Payroll Projections and Spending Plan draft New Positions for FY26: Only two new positions are being added: One Board Certified Behavior Analyst (BCBA) at Waypoint (already hired in January). One BCBA at STAR (interviews underway). These roles support specialized student needs and are reflected in the FY26 budget. ● Cape Cod Municipal Health Care Group rate increase of 6.5% Health Insurance Costs: The Cape Cod Municipal Health Group has voted to increase health insurance premiums by 6.5%, which will impact the budget as an added expense. ● *FY26 Tuition and Rates Motion to approve Tuition and rates made by Mr. Leibowitz, Seconded by Mr. Schiff. Vote: passed unanimously ● *FY26 driver/monitor hourly rate Motion to approve driver/monitor hourly rate made by Ms. Lythcott, Seconded by Ms. McNamara. Vote: passed unanimously ● *FY26 other CCC staff COLA Motion to approve other CCC staff COLA made by Ms. Lonsdale, Seconded by Ms. Lythcott. Vote: passed unanimously ● *Employer/employee insurance split of 65%/35% Motion to approve employer/employee insurance split made by Ms. Lonsdale, Seconded by Mr. Leibowitz. Vote: passed unanimously ● *Enter into a contract with GT Wilkinson Companies as the lowest, responsive bidder for the Waypoint Academy boiler room renovation project. Total cost: \$308,306 Motion to approve contract with GT Wilkinson made by Mr. Leibowitz, Seconded by Mr. Schiff. Vote: passed unanimously <p>Motion to bundle vote for Warrants #35, #36, #37, #38 by Mr. Schiff, Seconded by Mr. Leibowitz. Vote: passed unanimously</p> <ul style="list-style-type: none"> ● *Warrants #35, #36, #37, #38 Motion to approve Warrants #35, #36, #37, #38 by Mr. Morris, Seconded by Mr. Ms. Lonsdale. Vote: passed unanimously ● *Write off a retiree's health insurance balance: \$1,560 Motion to approve write off retiree's health insurance made by Ms. Lonsdale, Seconded by Ms. Lythcott. Vote: passed unanimously
7	<p>New Business</p> <ul style="list-style-type: none"> ● *SY25-26 Calendar Motion to approve SY25-26 Calendar made by Mr. Morris, Seconded by Mr. Leibowitz. Vote: passed unanimously ● Remote Meeting Flexibility update The board received an advisory from legal firm Murphy, Hess, Toomey & Lehan confirming that remote and hybrid meeting flexibility has been extended through June 30, 2027. The board is encouraged to have a strategic discussion about how to conduct meetings going forward—remote, hybrid, or in-person. One member reflected on

	pre-COVID meetings, noting that in-person attendance fostered stronger personal connections and informal conversations.
8	Adjournment: Motion to adjourn made by Ms. Lonsdale, Seconded by Mr. Leibowitz, 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>	