



**#WeAreOneCollaborative**

Cape Cod Collaborative ◦ STAR ◦  
Waypoint Academy ◦ Transportation ◦  
Professional Development ◦ ASLP

**Cape Cod Collaborative  
Board of Directors Meeting Agenda  
September 10, 2025  
Regular Meeting at 5:15 PM  
418 Bumps River Rd, Osterville, MA 02655  
In Person with Remote Option**

**Zoom link:**

**September 18, 2025 5:00 PM: Cracker Barrel / 5:15 PM: Call to Order**

**Cape Cod Collaborative Member Districts**

*Barnstable, Bourne, Brewster, Cape Cod Regional Technical, Dennis Yarmouth Regional, Eastham, Falmouth, Martha's Vineyard, Mashpee, Monomoy Regional, Nantucket, Nauset, Orleans, Plymouth, Provincetown, Sandwich, Truro, Upper Cape Regional Technical, Wareham, Wellfleet*

Attendance:

Item	Agenda Item
1	Cracker Barrel Discussion <ul style="list-style-type: none"> <li>Local district issues</li> <li>Questions/concerns</li> </ul>
2	<p><b>Call to Order &amp; Roll Call Regular Board of Directors Meeting</b>  <b>Call to order at 5:15 PM</b>            Andre King Barnstable- R, Phillip Morris Dennis-Yarmouth, Cathryn Lonsdale Nauset Regional, Steve Leibowitz Brewster-R, MaryRose Grady Cape Cod Regional Technical, Roger Bonin, Wareham-R, Kathy McNamara Orleans- R, Terri-Ann Medeiros Falmouth-R, Melissa Lynch Wellfleet-R , Alicia Lesnikowska Martha's Vineyard-R, Kari MacRae Bourne- R, Devon O'Rourke Eastham - R, Brad Schiff Monomoy Regional, Ngina Lythcott-R, Vedna Lacombe-Heywood- R, Marc Smith-R</p> <p>Also present: Hope Hanscom-Executive Director, Jenn Smith-recording secretary, Julia Bryant STAR Program Director, Patrick Murphy-Business Manager, Troye Thompson-HR, Amy Lipkind-Assistant Business Manager, Joan Woodward-Director of Special Education, Anders Erikson-Operations Manager-R</p>
3	<p>*Approval of Minutes</p> <ul style="list-style-type: none"> <li><a href="#">June 11, 2025</a></li> <li>Motion to approve June 11, 2025 minutes made by MaryRose Grady, Seconded Cathryn Lonsdale. Role call vote to approve: MaryRose Grady, yes, Phillip Morris-yes, Cathryn Lonsdale- yes, Roger Bonin-abstain, Kathy McNamara-yes, Steve Leibowitz-yes, Terri-Ann Medeiros-yes, Melissa Lynch-yes, Alicia Lesnikowska-yes, Devon O'Rourke-yes, Andre King-yes, Brad Schiff- abstain</li> </ul>
4	<p>Executive Director's Report (<i>Dr. Hanscom</i>)</p> <ul style="list-style-type: none"> <li>Recognitions and introductions           <ul style="list-style-type: none"> <li>Introduce Jenn Smith joined us July 1, 2025 as the Administrative Assistant to the Executive director. Will also be the recording secretary to the Board of Directors.</li> <li>Calvin Collaborative (therapy dog at STAR)</li> <li>Dr. Hanscom recognized Dr. Joan Woodward, Director of Special Education. Dr. Woodward stepped up and is serving as the full-time Acting Program Director of the Waypoint Academy.</li> <li>We were awarded a competitive grant through DESE the 310 McKinney-Vento Grant, for \$35,000 which allows CCC to provide direct financial support to our member districts so they can serve their students experiencing homelessness.</li> <li><a href="#">MOEC article</a> <ul style="list-style-type: none"> <li>This summer, Dr. Hanscom was asked to join the MOEC Legislative Committee. Joining</li> </ul> </li> </ul> </li> </ul>

the MOEC Legislative Committee will give Dr. Hanscom the opportunity to advocate on the state level for the needs of collaboratives.

- [ASLP interview](#)
- [#WeAreOneCollaborative](#)
- Dr. Hanscom read a complimentary email from a principal in Mashpee that was sent on behalf of our transportation services.

#### Summer work

- New sign for the Waypoint Academy on Route 28.
- Extended School Year program. Waypoint Academy's ESY was held at the Osterville Campus, due to the smaller number of enrollments (many Waypoint students work during the summer)
- Administrative Retreat was held at the Osterville Library. Day one was the entire administrative group; transportation, facilities, operations, programs. The second day was focused on our program team.
- New curriculum materials. IXL was at STAR, extended to Waypoint with no additional cost to the program. NewsELA is an online curriculum support and students are accessing grade level material but can be differentiated for what their needs are.
- Summer technology upgrades. Jacob Carl, our IT specialist, checked all our buses and made sure the videos were working properly.
- Replace flooring in 4 classrooms at Waypoint. Powerwashing and painting at both buildings.
- Convocation
  - First all-staff Convocation was held at Cape Cod Community College. Transportation's back to school meeting was the week before due bus routes.
- 50th Anniversary Celebration
  - 50th Anniversary Committee met and created 3 ways we want to celebrate:
    - Marketing and branding
    - Education
    - Celebrations
- Program Updates (*Dr. Hanscom and program staff*)
  - **STAR** - Ms. Bryant, STAR Program Director
    - Introduced Calvin Collaborative who arrived at the Collaborative in July. Ms. Bryant shared the joy that Calvin brings to students and staff. Thank you to the Board for supporting Calvin.
    - STAR ESY took a field trip the Buttonwood Zoo and had visits from The Mad Scientist, Rainforest Reptiles and the Bubble Lady
    - STAR started the school year with 65 students, 5 open spots.
    - Looking to hire 4 paraprofessionals at STAR.
  - **Waypoint Academy**- Dr. Woodward, Acting Waypoint Director
    - Waypoint Academy conducted their first evacuation drill and it was very successful. It was completed within the compliance of the first 3 days for school.
    - Two new staff members were trained as trainers for QBS for Safety Care Training.
    - New schedule and model: Instead of having a traditional 5th grade, 6th grade and so on cohort, looking at mixed groups. Based on profiles how do we make student groupings rather than a strict grade. We no longer consider ourselves to have a middle school and high school, we serve students 6th grade through 12th grade. Instead of a middle school wing and a high school wing, we now have a humanity wing which has our english language arts and social studies/history and STEM wing with math, science and technology. We have a new schedule that students and staff have adapted to quickly, with a 8 days rotating schedule with 6 periods per day. The new model helps us with students that credit wise are in between grades and the grouping helps with this. Overall all the students and staff have taken to the new routines.
    - The groupings and schedule allow us to accept more referrals.
    - We welcomed a new kitchen manager this week.
  - **Transportation**-Anders Erikson Operations Manager

- Things are starting off smoothly for the beginning of the year.
  - Bourne is fully staffed. With the addition of a new driver, they were able to pull a permanent spare. That spare will help in Bourne and Mashpee.
  - Mashpee fully staffed.
  - Monomoy as of mid-August was fully staffed, then we had someone leave right before the back-to-school meeting. Another driver is going on a family leave next week. They do have a driver in training who is just about licensed. That will fill one opening. The other opening based on family leave will be filled with spares.
  - Nauset has 4 open routes.
  - Truro is fully staffed.
  - Nantucket has enough staffing but could use more depth. Could use another driver and route. Number of people interested, working on getting them training. Working on getting 7D drivers that are able to help with vans if there is a route open.
- **ALSP (Advance Studies and Leadership Program)- Dr. Hanscom**
  - ALSP is a 2 week program that runs at the Massachusetts Maritime Academy. It's for students going into 8th or 9th grade in our member districts. These students are recommended for the program by their guidance counselors based on their academic standing and leadership potential. This is our 22nd year. This year we had the most students attend. The Massachusetts Maritime Academy cadets serve as resident advisors. The STEM classes are all taught by MMA instructors. ASLP also offers a variety of humanities classes. We would like to thank Steve Kelleher for everything he does for ALSP.
  - VHS (Virtual High School) we are providing 125 seats to our member districts at a reduced rate.
  - Professional Development.
    - The coordinator retired last year. Hope has taken it over with Gwyn Chingos (special projects manager).
    - All Cape Day is October 10, 2025 We are offering our Member Districts more than 30 sessions that day. Sign up is going well and on track.
    - At the request of our member superintendents we will run the CSTAG (Comprehensive School Threat Assessment Guidelines) training. This will run concurrently on All Cape Day on October 10, 2025
    - Potentially bring in some big ticket PD opportunities for the region. Currently working with Kelvin Oliver who works on restorative justice, discipline aligned with a trauma-informed lens.
  - Required training for Collaborative Board Members. Mandatory training every 5 years. Dr. Hanscom will share this information via email.
- \*Staffing Updates
  - Motion to approve the staffing update as presented made by MaryRose Grady, Seconded Phillip Morris. Role call vote to approve: MaryRose Grady- yes, Phillip Morris-yes, Brad Schiff- yes, Cathryn Lonsdale-yes, Ngina Lythcott - yes, Terri-Ann Medeiros- yes, Steven Leibowitz- yes, Melissa Lynch-yes, Vedna Lacombe-Heywood- yes, Roger Bonin-abstain, Kathy McNamara-yes, Alicia Lesnikowska - yes, Devon O'Rourke- yes. Motion: passes

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Financial Review (*Mr. Murphy*)

- Business Manager's Board report
  - Mr. Murphy reviewed his report.
- \*Warrants SY 25 # 48-53, Warrants SY 26 #1-5
  - Motion to bundle Warrants DY 25 #48-53 and SY 26 #1-5 made by Ngina Lythcott, Seconded Phillip Morris. Role call vote to approve: MaryRose Grady- yes, Phillip Morris- yes, Brad Schiff

	<p>-yes, Cathryn Lonsdale-yes, Ngina Lythcott- yes, Terri-Ann Medeiros- yes, Steven Leibowitz-yes, Roger Bonin-no, Kathy McNamara-yes, Alicia Lesnikowska- yes,</p> <ul style="list-style-type: none"> <li>○ Motion to approve Warrants SY 25 # 48-53, Warrants SY 26 #1-5 made by MaryRose Grady, Seconded Phillip Morris. Role call vote to approve: MaryRose- yes, Phillip Morris- yes, Brad Schiff- yes, Cathryn Lonsdale- yes, Ngina Lythcott- yes, Terri-Ann Medeiros- yes, Steven Leibowitz- yes, Roger Bonin-no, Vedna Lacombe-Heywood- yes, Kathy McNamara- yes, Alicia Lesnikowska- yes Motion: passes as written</li> <li>● <a href="#">Account reconciliations</a> (run date: 09/05/25) <ul style="list-style-type: none"> <li>○ FYI no vote needed on this.</li> </ul> </li> </ul>
6	<p>New Business</p> <ul style="list-style-type: none"> <li>● <a href="#">*Executive Director SY25-26 goals</a> <ul style="list-style-type: none"> <li>○ Dr. Hanscom reviewed goals from the link above. <ul style="list-style-type: none"> <li>■ Professional Practice Goal-<i>During the SY25-26, I will complete and present an entry findings report to the Board of Director and implement prioritized next steps with measurable progress benchmarks established.</i></li> <li>■ Student Learning Goal-<i>During the SY25-26, I will strengthen instructional programs and student supports in Cape Cod Collaborative's programs to achieve improved student progress toward individualized academic or functional goals, as measured by IEP reports and program assessments.</i></li> <li>■ Collaborative Improvement Goal- <i>During SY25-26, I will lead a collaborative strategic planning process with the Board of Directors, member districts, staff and community partners to develop and adopt a 3-5 year strategic plan, including clear goals, measurable objectives, and implementation timelines.</i> <ul style="list-style-type: none"> <li>● Meeting this Friday with our contractor Dr. Pam Gould she is helping to lead this process, in partnership with the Teaching and Learning Alliance.</li> </ul> </li> </ul> </li> <li>○ Ms. Grady asked who will make up the Strategic Planning Committee and will BOD be invited to join? <ul style="list-style-type: none"> <li>■ BOD members will be invited to join the Strategic Planning Committee. BOD will also be able to provide feedback with surveys and invited to focus groups.</li> </ul> </li> <li>○ Motion to accept Executive Director Goals SY 22-26 made by MaryRose Grady, Seconded by Phillip Morris. Roll call to vote: MaryRose Grady-yes, Phillip Morris- yes, Brad Schiff- yes, Cathryn Lonsdale-yes, Ngina Lythcott -yes, Steven Leibowitz- yes, Terri-Ann Medeiros-yes, Roger Bonin-abstain, Vedna Lacombe-Heywood- yes, Kathy McNamara-yes, Alicia Lesnikowska- yes Motion: passed</li> </ul> </li> <li>● <a href="#">*2025-2026 CCC Employee Handbook</a> <ul style="list-style-type: none"> <li>○ <a href="#">Highlighted changes</a></li> <li>○ Motion to approve the Employee Handbook made by Ngina Lythcott. Seconded by Phillip Morris Call to vote: MaryRose Grady-yes, Phillip-yes, Brad Schiff-yes, Cathryn Lonsdale-yes, Ngina Lythcott-yes, Steven Leibowitz- yes, Terri-Ann Medeiros yes, Roger Bonin, yes, Vedna Lacombe-Heywood- yes, Kathy McNamara-yes, Alicia Lesnikowska- yes Motion: Passed</li> </ul> </li> <li>● <a href="#">*Cape Cod Collaborative Board of Directors officer positions</a> <ul style="list-style-type: none"> <li>○ Chair, Vice-Chair <ul style="list-style-type: none"> <li>■ MaryRose Grady nominated Terri-Ann Medeiros for Chair. Seconded by Ngina Lythcott. Roll call to vote: MaryRose Grady- yes, Phillip Morris-yes, Brad Schiff-yes, Cathryn Lonsdale-yes, Ngina Lythcott-yes, Steven Leibowitz- yes, Terri-Ann Medeiros-yes, Roger Bonin-yes, Vedna Lacombe-Heywood- yes, Kathy McNamara-yes, Alicia Lesnikowska-yes Motion: unanimously passed</li> <li>■ Cathryn Lonsdale nominated MaryRose Grady for Vice-Chair. Seconded Alicia Lesnikowska. Roll call to vote: MaryRose Grady-yes, Phillip Morris-yes, Brad Schiff-yes, Cathryn Lonsdale-yes, Ngina Lythcott-yes, Steven Leibowitz- yes, Roger Bonin-yes, Vedna Lacombe-Heywood- yes, Kathy McNamara-yes, Alicia Lesnikowska- yes Motion: unanimously passed.</li> </ul> </li> </ul> </li> </ul>
7	<p><a href="#">SY25-26 BOD meeting schedule</a> - next meeting Wednesday October 15, 2025</p>

Motion to adjourn at 6:50 PM. Motion: unanimously passed

\*Adjournment at 6:50 PM

*\*Vote required*

*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.*