



**Cape Cod Collaborative  
Board of Directors Meeting Agenda  
November 12, 2025  
418 Bumps River Rd, Osterville, MA 02655  
In Person with Remote Option  
Zoom link: <https://us02web.zoom.us/j/85068192632>  
Meeting ID: 850 6819 2632  
November 12, 2025 5:00 PM: Call to Order**

**#WeAreOneCollaborative**

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

*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:** Cathryn Lonsdale, MaryRose Grady, Vedna Lacombe-Heywood (R), Roger Bonin (R), Alexis Higgins (R), Devon O'Rourke (R), Brad Schiff (R), Kathy McNamara (R), Ngina Lythcott (R)

**Also in attendance:** Hope Hanscom, Patrick Murphy, Troye Thompson, Amy Lipkind, Julia Bryant, Jenn Smith, Anders Erikson (R), Richard Simon (R)

Item	Agenda Item
1	<p>Call to Order &amp; Roll Call Regular Board of Directors Meeting. Call to order at 5:06</p> <p>MaryRose Grady called for a motion to temporarily suspend the following districts to establish a quorum: Mashpee-Kelly Robson, Truro-Tyler Medley, Upper Cape Tech- Robert Fichtenmayer Moved by: Brad Schiff, Seconded by: Roger Bonin. Roll Call Vote: Motion passed unanimously.</p>
2	<p>*Approval of Minutes</p> <ul style="list-style-type: none"> <li>● <a href="#">October 15, 2025</a></li> </ul> <p>MaryRose Grady called for a motion to approve the Minutes from October 15, 2025- Moved by: Alexis Higgins Seconded by: Cathryn Lonsdale. Roll Call Vote: MaryRose Grady-yes, Devon O'Rourke-yes, Brad Schiff-yes, Cathryn Lonsdale-yes, Kathy McNamara- abstain, Vedna Lacombe-Heywood-yes, Ngina Lythcott-yes , Alexis Higgins-yes, Roger Bonin-yes. Motion: passed</p>
3	<p><a href="#">Executive Director's Report (Dr. Hanscom)</a></p> <ul style="list-style-type: none"> <li>● Dr. Hanscom presented her Executive Director's Report.</li> <li>● Report of Entry Findings (to be shared) <ul style="list-style-type: none"> <li>○ Dr. Hanscom emailed her Report of Entry Findings on a second cover on Monday, November 11, 2025.</li> <li>○ Dr. Hanscom reviewed the key findings from the report, including identified strengths, challenges, and opportunities for growth. She also outlined her recommendations for next steps and addressed any questions.</li> <li>○ One of the biggest challenges for collaboration is facility instability. We have no mechanism to fund capital projects except by increasing revenue, which requires adding programs and therefore more space. The Waypoint Program operates in the MacArthur building in South Yarmouth, where CCC subleases from Bridgewater State University. The Town of Yarmouth has a warrant article to study whether the building should be repurposed. Bridgewater has invested \$3 million in the facility, and Cape Cod Collaborative has invested more than \$5 million. Any change in use could create significant financial challenges for us. All Cape &amp; Islands superintendents wrote a letter of support for the Collaborative, which Dr. Marc Smith (Dennis-Yarmouth) and Dr. Sara Ahern(Barnstable) read at the Nov. 4, 2025 Yarmouth Select Board meeting during public comment. Dr. Hanscom will share the letter with the Board.</li> <li>○ Next steps include developing a strategic plan, modernizing data systems for better integration, expanding our professional learning network, increasing job-alike groups, and advancing facilities and capital planning.</li> </ul> </li> </ul>

- Strategic Planning

- The last strategic plan was in 2010. The expectation is that we will have our strategic planning completed and ready to implement July 1, 2026.
- Voluntary virtual BOD focus group with our facilitator for strategic planning **Monday Dec. 1, 2025 at 5:00 PM.**
- Strategic Planning Committee Session (all in person at Osterville Library)
  - #1 Monday, January 12, 2026 4:00 PM - 6:30 PM
  - #2 Monday, February 9, 2026 4:00 - 6:30 PM
  - #3 Monday, March 9, 2026 4:00 PM - 6:30 PM
  - #4 Tuesday, April 14, 2026 4:00 PM - 6:30 PM
  - #5 Monday, May 11, 2026 4:00 PM - 6:30 PM

If you are interested in joining, a Google Form was sent out, and a QR code is available in the Executive Director's Report. Sign-up is open until Friday. We are seeking geographical and role diversity.

- Reminder for Board members: mandatory training information was sent via email from Canvas Catalog. The list of those who have completed the training is included in the Executive Director's Report. If you have questions, email [paulajo.gaines@mass.gov](mailto:paulajo.gaines@mass.gov). This training is required only once every six years.

- Program Updates (*Dr. Hanscom and program staff*)

- Waypoint- Dr. Hanscom
  - Dr. Hanscom provided an update: several referrals are currently touring. A new teacher, Lenka Ward, started today. Interviews for the Program Director position will take place next week, with several strong candidates; Dr. Woodward will lead the interview process. She also introduced the Board to our new PowerSchool TalentEd applicant tracking system, a small financial investment that is already proving worthwhile, as it has increased the number of applicants.
- Transportation- Mr. Anders Erikson
  - Mashpee is fully staffed, and both Mashpee and Bourne are seeing fewer absences. Truro is fully staffed as well. Bourne remains fully covered after a driver moved to a spare position and a new driver took over the route. Monomoy is running, though they remain short two drivers; one newly licensed driver is delayed due to retirement-related processing with his full-time job. Nauset has made progress, filling two routes, with one still open. On Nantucket, three individuals are currently studying for their 7D licenses. Trip drivers remain an challenge, with four to five districts having only two trip drivers available. One employee is in CDL training.
  - We promoted one of our dispatchers, Brianna Roderick, to Nauset Supervisor. This creates an opening for a dispatcher in Osterville.
- STAR- Mrs. Julia Bryant
  - Mrs. Bryant shared a video of Calvin, STAR's facility dog, playing with a student who was waiting for transportation. Calvin's schedule has expanded: it began with students accessing him through Mrs. Bryant, then grew to include sessions with our social worker, and now teachers are signing up to have Calvin visit their classrooms.
  - Last week included SRP (Standard Response Protocol)/ALICE training with Officer Dennis Stampfl from Barnstable PD.
  - We interviewed candidates for our open paraprofessional and occupational therapist positions.

- We also toured a student who will start after winter break, and we currently have two additional referrals. Last year at this time, we had 14 referrals, showing the natural ebb and flow of referral patterns.
- We are looking forward to our Thanksgiving luncheon.
- \*Staffing Updates
  - MaryRose Grady called for a motion to approve. Moved by: Cathryn Lonsdale Seconded by: Brad Schiff. Roll Call Vote: MaryRose Grady-yes, Devon O'Rourke-yes, Brad Schiff-yes, Cathryn Lonsdale-yes, Kathy McNamara-yes, Vedna Lacombe-Heywood-yes, Ngina Lythcott-yes, Alexis Higgins-yes, Roger Bonin-abstain. Motion: passed

Financial Review (*Mr. Murphy*)

Mr. Murphy shared his report, noting that he informed the Business Managers of the need to adjust FY27 tuition to ensure adequate cost coverage.

- Business Manager's Board report
- \*KMS Actuarial report
  - OPEG Trust during the December BOD
  - MaryRose Grady called for a motion to approve the KMS Actuarial Report. Moved by: Cathryn Lonsdale Seconded by: Kathy McNamara. Roll Call Vote: MaryRose Grady-yes, Devon O'Rourke-yes, Brad Schiff-yes, Cathryn Lonsdale-yes, Kathy McNamara-yes, Vedna Lacombe-Heywood-yes, Ngina Lythcott-abstain, Alexis Higgins-yes, Roger Bonin-abstain. Motion: passed
- \*Warrants #14, #15, #16, #17, #18
  - MaryRose Grady called for a motion to bundle the Warrants #14-18 Moved by: Cathryn Lonsdale Seconded by: Ngina Lythcott. Roll Call Vote: MaryRose Grady-yes, Devon O'Rourke-yes, Brad Schiff-yes, Cathryn Lonsdale-yes, Kathy McNamara-yes, Vedna Lacombe-Heywood-yes, Ngina Lythcott-yes, Alexis Higgins-yes, Roger Bonin-abstain. Motion: passed
  - MaryRose Grady called for a motion to approve the bundled Warrants #14-18 as written. Moved by: Kathy McNamara Seconded by: Ngina Lythcott. Roll Call Vote: MaryRose Grady-yes, Devon O'Rourke-yes, Brad Schiff-yes, Cathryn Lonsdale-yes, Kathy McNamara-yes, Vedna Lacombe-Heywood-yes, Ngina Lythcott-yes, Alexis Higgins-yes, Roger Bonin-abstain. Motion: passed
- \*Surplus vehicle
  - Vote to authorize the list of vehicles below to determine surplus vehicles for disposition as necessary.  
MaryRose Grady called for a motion to authorize the list of vehicles below to determine surplus vehicles for disposition as necessary. Moved by: Ngina Lythcott Seconded by: Cathryn Lonsdale. Motion: passed unanimously

Asset		Mileage	Year	Make	Passengers	VIN
1606	Van 23	183,385	2016	Ford Transit	8/0	1FDZX2CMOGKA75224
0904	0904	154,028	2009	Bluebird	71/0	1BABJCPA09F262143
1305	32S	163,538	2013	Bluebird	14/2	1GB3G3BG7D1185446
0905	0905	111,735	2009	Bluebird	71/0	1BABJCPA29F262144
1011	1011	103,820	2010	Bluebird	71/0	1BAKGCPHXAF273327

- ACH withdrawals
- Account reconciliations (run date: 11/06/25)

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New Business

- Waypoint site update
  - Dr. Hanscom noted that the MacArthur building in Yarmouth has leaking from the cupola, which carries financial implications for CCC. Our Facilities Manager, Mr. Andrews, is working with a contractor to determine the scope of work and cost.
- CCC Policies update
  - Policy subcommittee
    - Dr. Hanscom reported that CCC's attorney, Sarah Spatafore, provided a list of recommended policies for the Collaborative. She proposed forming an internal subcommittee to draft and review these policies before bringing them to the Board. The Board agrees with this approach, allowing the Collaborative to complete the preliminary work and then present the policies for Board consideration.

	<ul style="list-style-type: none"> <li>● <a href="#">*SY25-26 Transportation Handbook</a> <ul style="list-style-type: none"> <li>○ <a href="#">Document highlighting updates</a></li> <li>○ <b>MaryRose Grady called for a motion to approve the SY25-26 Transportation Handbook Moved by: Cathryn Lonsdale Seconded by: Ngina Lythcott. Motion: passed unanimously.</b></li> </ul> </li> </ul>
6	<p><a href="#">SY25-26 BOD meeting schedule</a>- next meeting Wednesday December 10, 2025 at 5:00 PM</p> <p><b>*Adjournment</b></p> <p><b>MaryRose Grady called for a motion to adjourn at 6:15 PM. Moved by: Ngina Lythcott Seconded by: Cathryn Lonsdale. Motion: passed unanimously.</b></p>
<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>	