



**Cape Cod Collaborative  
Board of Directors Meeting Agenda  
December 10, 2025  
418 Bumps River Rd, Osterville, MA 02655  
In Person with Remote Option  
Zoom link: <https://us02web.zoom.us/j/88577224122>  
Meeting ID: 885 7722 4122  
December 10, 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:** Terri-Ann Medeiros, MaryRose Grady, Cathryn Lonsdale, Ngina Lythcott (R), Alicia Lesnikowska (R), Steven Leibowitz (R), Brad Schiff (R), Roger Bonin (R), Andre King (R), Marc Smith

**Also in attendance:** Dr. Hope Hanscom, Patrick Murphy, Bill Friel, Troye Thompson, Amy Lipkind, Jenn Smith, Julia Bryant, Dr. Joan Woodward, Renee Davis-CBIZ (R), Anders Erikson (R).

Item	Agenda Item
1	<p>Call to Order &amp; Roll Call Regular Board of Directors Meeting. <b>Terri-Ann Medeiros called the meeting to order at 5:05 PM</b></p> <p><b>*Terri-Ann Medeiros called for a motion to temporarily suspend the following districts to establish a quorum: Mashpee-Kelly Robson, Upper Cape Tech- Robert Fichtenmayer, Truro-Tyler Medley. Moved by: MaryRose Grady, Seconded by: Steven Leibowitz. Roll call to vote. Motion: passed unanimously.</b></p>
2	<p>OPEB Trust Meeting</p> <ul style="list-style-type: none"> <li>● <b>*Motion to open the OPEB Trustee Meeting</b> <ul style="list-style-type: none"> <li>○ <b>*Terri-Ann Medeiros called for a motion to open the OPEB Trustee meeting. Moved: MaryRose Grady, Seconded by: Ngina Lythcott. Roll call to vote. Motion: passed unanimously.</b></li> <li>○ <b>Bill Friel, CCC Treasurer, chaired the OPEB (Other Postemployment Benefits) Trustee Meeting. As the CCC Treasurer, Mr. Friel is tasked under the statute to oversee the trust under the direction of the Board.</b></li> </ul> </li> <li>● <b>Establish an OPEB Benefits Review Committee</b> <ul style="list-style-type: none"> <li>○ <b>Mr. Friel provided an overview of the trustee structure and recommended establishing a five-member working committee consisting of the Treasurer, Human Resources, Business Manager, and Executive Director. The committee will work over the next three to four months and return to the Board with recommendations regarding OPEB policy, investment changes, and other modifications, including consultation with actuaries to guide the process.</b> <ul style="list-style-type: none"> <li>■ <b>Conversation: Ngina Lythcott recommended that at least one Board member serve on the OPEB subcommittee. MaryRose Grady volunteered to serve as the Board member on the OPEB subcommittee, with Ngina Lythcott volunteering to alternate as needed. Both MaryRose Grady and Ngina Lythcott will be included on the meeting invitees.</b></li> </ul> </li> <li>○ <b>*Vote to create an OPEB allocation</b> <ul style="list-style-type: none"> <li>■ <b>Mr. Friel requested a vote on the OPEB contribution level. Although previously funded at \$180,000 annually, a recent actuarial analysis, consistent with last year, recommended a revised contribution of \$100,000 for the current year. Current OPEB funding stands at approximately 117% of projected obligations, indicating a strong funding position.</b></li> <li>■ <b>*Terri-Ann Medeiros called for a motion to release a \$100,000 annual contribution from fund balance to supplement the OPEB trust fund. Moved: MaryRose Grady, Seconded: Steven Leibowitz. Roll call to vote. Motion: passed unanimously.</b></li> </ul> </li> </ul> </li> <li>● <b>*Motion to close the OPEB Trust Meeting</b> <ul style="list-style-type: none"> <li>○ <b>*Terri-Ann Medeiros called for a motion to close the OPEB Trust Meeting. Moved: MaryRose Grady, Seconded: Ngina Lythcott. Roll call to vote. Motion: passed unanimously.</b></li> </ul> </li> </ul>

3	<p>*Approval of Minutes</p> <ul style="list-style-type: none"> <li>● <a href="#">November 12, 2025</a></li> <li>● Motion to approve the minutes from November 12, 2025. <ul style="list-style-type: none"> <li>○ *Terri-Ann Medeiros called for a motion to approve the minutes from November 12, 2025. Moved: Cathryn Lonsdale, Seconded: MaryRose Grady. Roll call to vote: Andrea King-yes, Steve Leibowitz- abstain , MaryRose Grady-yes, Alicia Lesnikoska- abstain, Brad Schiff-yes, Cathryn Lonsdale-yes, Ngina Lythcott-yes, Roger Bonin-yes. Motion: passed</li> </ul> </li> </ul>
4	<p>Executive Director’s Report (<i>Dr. Hanscom</i>)</p> <p><i>Dr. Hanscom presented the Executive Director’s Report.</i></p> <ul style="list-style-type: none"> <li>● Dr. Hanscom presented the <a href="#">Executive Director’s Report</a> to the Board.</li> <li>● Strategic Planning <ul style="list-style-type: none"> <li>○ Dr. Hanscom expressed appreciation to members of the Board of Directors who participated in the focus groups. The parent/guardian focus group held on 12/2 had limited attendance. Subsequent focus groups were conducted with Waypoint staff and students on 12/9 and with STAR staff on 12/10, all facilitated by Dr. Pam Gould. Dr. Gould reported that she is very pleased with the data collected and is already seeing clear themes emerge and that is what we want. The planning committee is complete. We have about 30 members, two BOD reps. We have a good distribution of roles and geography.</li> </ul> </li> <li>● Yarmouth site and Yarmouth Select Board presentation (12/2/2025) <ul style="list-style-type: none"> <li>○ The current lease, through August 31, 2031, has been distributed to the Board of Directors via email.</li> <li>○ Total expenditures to date are \$5,147,387.</li> <li>○ Yarmouth Select Board presentation (December 2, 2025) – <a href="#">link</a></li> </ul> </li> <li>● Cape Cod Recovery High School <ul style="list-style-type: none"> <li>○ Recovery high schools are public, sober schools for students who struggle with substance use. Students earn diplomas from their home high schools. North River Collaborative has received a planning grant to bring a Recovery high school to Cape Cod and are currently seeking space. If anyone is aware of a potential location, please let us know. Dr. Hanscom is a member of this planning committee.</li> </ul> </li> <li>● Dennisport site <ul style="list-style-type: none"> <li>○ The Dennisport site houses maintenance bays for Cape Cod Collaborative Transportation. The lease expires in August 2026, with a bid for space planned for Winter 2026. We are exploring the potential expansion of approximately two and a half additional maintenance bays and increased parking capacity for buses.</li> </ul> </li> <li>● Program Updates (<i>Dr. Hanscom and program staff</i>) <ul style="list-style-type: none"> <li>○ <i>ALSP Dr. Hanscom shared an update.</i> <ul style="list-style-type: none"> <li>■ <i>Dr. Hanscom shared the ASLP update. Mr. Steve Kelleher, the ASLP Coordinator, held his annual meeting with school counselors across the region in November, where he provided an overview of the ASLP program and reviewed eligibility criteria. Enrollment is anticipated to be approximately 225 students. Tuition will remain unchanged from last year; only the application fee will increase by \$10.</i></li> </ul> </li> <li>○ <i>Waypoint Academy</i> <ul style="list-style-type: none"> <li>■ <i>Dr. Woodward presented the Waypoint Academy update. Students visited the Pawtucket Museum on November 24th, with a future visit scheduled for December 22nd to the JFK Library in Hyannis. Both field trips align with the current social studies curriculum. A family luncheon was held on the Tuesday before Thanksgiving; Chef Geri and new Kitchen Manager Kelly did an excellent job. Referrals continue to come in. One new student began two weeks ago, with two additional referrals pending. Professional development CPR training was held on December 12 with CZ-CPR.</i></li> <li>■ <i>Waypoint Program Director Search: Dr. Hanscom shared an update on the Waypoint Program Director search. Dr. Woodward and Mrs. Bryant interviewed several candidates and recommended a finalist to Dr. Hanscom. The finalist met with Mr. Murphy and Dr. Hanscom last week, and the Collaborative is moving forward with a contract. The contract has not yet been signed, and the candidate’s name will be released once finalized. The goal is for start date to be Monday, February 2, 2026</i></li> </ul> </li> </ul> </li> </ul>

- *STAR Program*
  - *Mrs. Bryant presented the STAR Program update. STAR hosted a successful family Thanksgiving Luncheon, with student productions as the highlight of the event. The program currently has five referrals. Sam Holmstock, who leads the drumming program, will be returning to STAR over the next few months. Calvin, the program dog, is now close to having a full schedule.*
- *Transportation- Mr. Erikson shared the Transportation update.*
  - *Bourne: One route remains open and is currently covered by a spare vehicle. One trainee is approximately 10 hours away from completing training and will then need to pass the road test before being licensed and placed on the road.*
  - *Mashpee: Fully staffed.*
  - *Monomoy: One open route, currently covered by office staff. One driver is available three days per week due to retirement limitations.*
  - *Nauset: One open route. One driver is currently on short-term leave and is expected to return next week. Brianna Roderick has started as the Nauset Supervisor and has done an excellent job implementing the systems used in Osterville at the Nauset site.*
  - *Truro: Fully staffed.*
  - *Nantucket: All routes are currently covered; however, the site remains in need of two additional drivers. One new 7D driver is awaiting Registry approval.*
  - *Staffing & Training: Mr. Erikson is meeting tomorrow with a candidate on Nantucket to review onboarding and training next steps. The goal is to hire additional 7D drivers to reduce operational pressure on Nantucket.*
  - *Operations: Winter sports have begun, resulting in an increase in trips. Office staff will need to assist with driving beginning early next week.*
- \*Staffing Updates
  - *\*Terri-Ann Medeiros called for a motion to accept the Staffing Updates as presented. Moved: MaryRose Grady, Seconded: Cathryn Lonsdale. Roll call to vote. Motion: passed unanimously*
    - *MaryRose Grady asked a question regarding the caseload of students receiving services from the visual impairment teacher, Krissy Breda. Dr. Woodward will provide an update on the number of students receiving vision services.*

5

Financial Review (*Mr. Murphy*)

- Business Manager's Board report
- \*Warrants #19, #20, #20A, #21
  - *\*Terri-Ann Medeiros called for a motion to bundle the warrants. Moved: Ngina Lythcott, Seconded: Cathryn Lonsdale. Roll call to vote. Andre King-yes, Steve Leibowitz-yes, MaryRose Grady-yes, Terri-Ann Medeiros-yes, Alicia Lesnikoska-yes, Brad Schiff-yes, Cathryn Lonsdale-yes, Ngina Lythcott-yes, Roger Bonin-no. Motion: passed*
  - *\*Terri-Ann Medeiros called for a motion to accept Warrants #19, #20, #20A, #21. Moved: MaryRose Grady, Seconded: Cathryn Lonsdale. Roll call to vote. Andre King-yes, Steve Leibowitz-yes, MaryRose Grady-yes, Terri-Ann Medeiros-yes, Alicia Lesnikoska-yes, Brad Schiff-yes, Cathryn Lonsdale-yes, Ngina Lythcott-yes, Roger Bonin-no. Motion: passed*
- ACH withdrawals
- *\*Vote to increase the ASLP application fee to \$100 from \$90.*
  - *\*Terri-Ann Medeiros called for a motion to increase ASLP application fee to \$100. Moved: MaryRose Grady, Seconded: Cathryn Lonsdale. Roll call to vote. Motion: passed unanimously.*
- Account reconciliations (run date: 12/05/25)
- 2025 Audit
  - Signed Final
  - *\*Audit acceptance vote*
  - *Renee Davis, CBIZ, presented the audit.*
    - *The objective of the audit is to review CCC systems and internal controls, including*

	<p>reports, the general ledger, and testing of transactions. The goal is to prepare financial statements on behalf of CCC and provide an opinion on those financial statements.</p> <ul style="list-style-type: none"> <li>■ The cumulative surplus was reviewed, including allowable uses of surplus amounts in excess of the 25% limit.</li> <li>■ *Terri-Ann Medeiros called for a motion to accept the audit as submitted subject to administrative and/or other typographical changes or edits. Moved: MaryRose Grady, Seconded: Cathryn Lonsdale. Roll call to vote. Motion: passed unanimously.</li> <li>■ *Terri-Ann Medeiros moved to transfer \$490,882 into the Agency Fund so the Board of Directors can discuss allocation at a later date. Moved: Ngina Lythcott, Seconded: Steve Leibowitz. Roll call to vote. Motion: passed unanimously.</li> </ul>
6	<p>New Business</p> <ul style="list-style-type: none"> <li>● <a href="#">*FY25 Cape Cod Collaborative Annual Report</a> <ul style="list-style-type: none"> <li>○ *Terri-Ann Medeiros called for a motion to accept the FY25 Cape Cod Collaborative Annual Report. Moved: MaryRose Grady, Seconded: Cathryn Lonsdale. Roll call to vote. Motion: passed unanimously.</li> </ul> </li> </ul>
7	<p><a href="#">SY25-26 BOD meeting schedule</a>- next meeting Wednesday January 14, 2026 at 5:00 PM</p> <p>*Adjournment Terri-Ann Medeiros called for a motion to adjourn at 6:50 PM. Moved: MaryRose Grady, Seconded: Ngina Lythcott. Motion: passed unanimously.</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>	