



#WeAreOneCollaborative

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

**Cape Cod Collaborative
Board of Directors Meeting Agenda
May 27, 2026 (rescheduled from May 13, 2026)
418 Bumps River Rd, Osterville, MA 02655**

Remote only

Zoom link: <https://us02web.zoom.us/j/85839409332>

Meeting ID: 858 3940 9332

May 27, 2026 5:00 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

Item	Agenda Item
1	Call to Order & Roll Call Regular Board of Directors Meeting
2	<u>*Staffing Updates</u> <ul style="list-style-type: none"> • Transportation incentives
3	Financial Review (<i>Mr. Murphy</i>) <ul style="list-style-type: none"> • <u>*FY27 Budget</u> • <u>*Paraprofessional Salary Table</u> • *OPEB Expense Vote • <u>*Warrants</u>
4	New Business <ul style="list-style-type: none"> • Executive Director Summative Evaluation • *FY27 CCC BOD officers • <u>*FY26 Treasurer evaluation</u> • <u>Policy on Physical Restraint and Time-Out</u> (first read) • Schedule OPEB subcommittee meeting
6	<u>SY25-26 BOD meeting schedule</u> - next meeting Wednesday June 8, 2026 at 5:00 PM *Adjournment of Public Meeting
7	*Executive Session: <ul style="list-style-type: none"> • *Executive Session pursuant to M.G.L. c. 30A, s. 21(a)(3): To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body. • *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 and the chair so declares, not to return to public session. • *Adjournment of Executive Session

**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.



Cape Cod Collaborative

418 Bumps River Rd, Osterville, MA 02655
(508)420-6950 Fax (508)420-6960
www.capecodcollaborative.org

Hope P. Hanscom, Ed.D.
Executive Director

Patrick Murphy
Business Manager

Joan M. Woodward, Ed.D.
Director of Special Education

Personnel Changes May 13, 2026

Additions

4/15/2026 - John McKenna - 7D Bus Driver - Transportation
4/27/2026 - Edith Marly Pereda - Family Engagement Liaison - Admin
4/30/2026 - Jaime Estella -Substitute LPN - STAR
5/01/2026 - Kate Cunningham - Speech & Language Pathologist - STAR
7/01/2026 - Julian Tarpey - Resident Assistant - ASLP
7/01/2026 - William Hunter - Resident Assistant - ASLP
7/01/2026 - Cameron Bencivenga - Resident Assistant - ASLP
7/01/2026 - Deanna Semple - Resident Assistant - ASLP

Reductions

3/18/2026 - William P. Brooks - CDL Bus Driver - Transportation
4/8/2026 - Jared Barr - Paraprofessional - STAR Program
5/20/2026 - Shanya Stanley - CDL Bus Driver - Transportation

Change of Status

3/30/2026 - Corey Kelley - 7D Bus Driver in Training to 7D Bus Driver
4/13/2026 - Robert O'Neill - 7D Bus Driver in Training to Spare 7D Bus Driver

	2027 Budget - to be updated by line item	
Expenditures:		
Salaries, Wages & Benefits	\$ 14,572,932	62.9%
Instructional Expenditures	136,500	0.6%
Rental expenses	200,551	0.9%
Capital expenses (including debt service)	4,254,177	18.4%
OPEB/LT capital - accrual	295,305	1.3%
funding (fund Balance)	180,000	0.8%
Other Operating Expenses	3,526,290	15.2%
Reserves & Other Allocation	-	0.0%
Total expenditures	\$ 23,165,755	100.0%
Crosswalk		
Spending Plan	20,328,366	
OPEB/LT Capital Deposit	180,000	
Capital -	2,657,388	
Budget	23,165,755	
	\$ -	

FY 27	Houly	184 *7= 1288	Annual Salary	With one table, steps don't correspond to years of services
TA 01 2027	\$25.00	1288	\$32,200.00	
TA 02 2027	\$25.50	1288	\$32,844.00	
TA 03 2027	\$26.00	1288	\$33,488.00	
TA 04 2027	\$26.50	1288	\$34,132.00	
TA 05 2027	\$27.00	1288	\$34,776.00	
TA 06 2027	\$27.50	1288	\$35,420.00	
TA 07 2027	\$28.00	1288	\$36,064.00	
TA 08 2027	\$28.50	1288	\$36,708.00	
TA 09 2027	\$29.00	1288	\$37,352.00	
TA 10 2027	\$30.00	1288	\$38,640.00	
TA 11 2027	\$32.00	1288	\$41,216.00	
TA 12 2027	\$34.00	1288	\$43,792.00	
TA 13 2027	\$36.00	1288	\$46,368.00	
TA 14 2027	\$38.00	1288	\$48,944.00	
TA 15 2027	\$41.00	1288	\$52,808.00	

**Cape Cod Collaborative
Warrant 39**

53611	4/10/2026 [amazon] Amazon Capital Services	151.09
53612	4/10/2026 [anderson bluebird] Anderson Bluebird Bus Sales (Invoices 218861, 218964, 219126, 219188, 219188X1, 219197, 219236, 219245, 219287, 219299, 219318, 219328, 219356, 219357, 219409, 219475, 219549, 219554, 219742, 219750, 219754, 219757, 219796, 219800, 219802, 219803, 219835, 219858, 219879, 58296, 58364)	18,400.38
53613	4/10/2026 [Aubuchon] Aubuchon Hardware	19.99
53614	4/10/2026 [Autojet] Auto-Jet Muffler Corp.	1,985.11
53615	4/10/2026 [001049] Kristine E Breda (Mileage 2.3.26 thru 3.31.26)	500.09
53616	4/10/2026 [bucklers] Buckler's GMC Truck Center (Bus 318 Monomoy)	654.39
53617	4/10/2026 [BusPart] Bus Parts Warehouse	28.61
53618	4/10/2026 [cafeteria plan] Cafeteria Plan Advisors, Inc. (Invoices 2026-02, 2026-06, 2026-07, 2026-09, 2026-11, 2026-12, 2026-14, 2026-15)	2,606.01
53619	4/10/2026 [CapeCod] Cape Cod Oil Company (Invoices 257066, 257067, 257068, 257072, 257120, 257121, 257122, 257998, 258008, 258011, 258061)	10,128.41
53620	4/10/2026 [cormier auto service] Cormier Auto Service (Invoices 000107748, 000107762, 000107763, 000107777, 000107802)	175.00
53621	4/10/2026 [Leo G Brehm II] Creativemindz Consulting Group LLC.	1,300.00
53622	4/10/2026 [Eastern Propane Gas, Inc.] Eastern Propane Gas, Inc. (Invoices 8704557, 8709620)	3,042.59
53623	4/10/2026 [000119] Anders E Erikson (mileage for March 26)	886.68
53624	4/10/2026 [FleetPride] FleetPride, INC (Invoices 133239579, 133318222, 133321153, 133343276, 133343350, 133382647, 133383830)	2,081.01
53625	4/10/2026 [000920] Darilyn D Gomes-Hamilton	38.39
53626	4/10/2026 [000168] Suzanne Greenberg-Carroll (Mileage Feb 4 thru March 25)	127.60
53627	4/10/2026 [Harris-Warren] Harris-Warren Commercial Kitchens (Invoices WO-061005WW-S, WO-061006WW-S)	448.52
53628	4/10/2026 [Hire Right LLC] Hire Right LLC./Corporate Risk Holdings III, Inc. (cc sped)	15.10
53629	4/10/2026 [Holmstock, Samuel] Holmstock, Samuel (April 3)	180.00
53630	4/10/2026 [Industrial Communications] Industrial Communications & Electronics Inc	5,665.02
53631	4/10/2026 [000868] Stephen M Kelleher Sr (mileage 3-25 thru 3-31)	105.13
53632	4/10/2026 [LMGI] L & M Glass Company, Inc (bus 45 deductible)	100.00
53633	4/10/2026 [Learnwell] Learnwell (Invoices INV305034, INV305116)	384.25

**Cape Cod Collaborative
Warrant 40**

53648	4/13/2026 [001083] Janice Scheinler-Moore (ACH Return payroll)	196.56
53649	4/17/2026 [amazon] Amazon Capital Services (Invoices 040126, 11N3-4H4F-4YCY, 19JY-GVDT-T13C, 1M9K-7JGN-KRDY, 1NJG-4QFY-GCKL, 1T6X-C3DL-64X7, 1WDF-7NHK-MKYC)	3,453.13
53650	4/17/2026 [000081] James R Andrews (Mileage 3/2 thru 3/31)	282.75
53651	4/17/2026 [Aubuchon] Aubuchon Hardware	19.99
53652	4/17/2026 [Insite Media] Billmair, Darlene/Insite Media	1,550.00 ^a
53653	4/17/2026 [bucklers] Buckler's GMC Truck Center (Invoices S 28922, S 28951, W 35836)	358.25
53654	4/17/2026 [cafeteria plan] Cafeteria Plan Advisors, Inc. (FSA Base, Plan Participant & Annual Fees - March 2026)	110.00
53655	4/17/2026 [CapeCod] Cape Cod Oil Company (Invoices 258056, 258058, 258925, 258926, 258927, 259650)	6,574.67 ^a
53656	4/17/2026 [Clary Business] Clary Business Machines	129.94
53657	4/17/2026 [cormier auto service] Cormier Auto Service (Invoices 000107823, 000107824, 000107844, 000107845)	140.00
53658	4/17/2026 [Creative Technology] Creative Technology Solutions LLC	3,800.00 ^c
53659	4/17/2026 [E-Z CPR Inc] E-Z CPR Inc	675.00
53660	4/17/2026 [LMGI] L & M Glass Company, Inc (Invoices 80731, 80747)	200.00
53661	4/17/2026 [Frazier Enterprises] M. A. Frazier Enterprises, Inc. (Invoices A-263140, A-263141)	400.00
53662	4/17/2026 [MA EE] MA - EE State Retirement (EE PD 04-03 & 4-10-26 7016)	18,369.44 ^d
53663	4/17/2026 [MA EE] MA - EE State Retirement (EE PD 4-10-26 6016)	8,086.78 ^e
53664	4/17/2026 [MA ER contribution] MA State Employees Retirement System (PD 4/10/2026 6016)	5,113.78 ^e
53665	4/17/2026 [MA ER contribution] MA State Employees Retirement System (PD 4/3/2026 & 4/10/2026 7016)	11,445.86 ^e
53666	4/17/2026 [M.A.S.S.] Massachusetts Association of School Superintendents	200.00
53667	4/17/2026 [MDOR - Child Support] Massachusetts Dept of Revenue (Child support)	378.75
53668	4/17/2026 [Nantucket Magazine] Nantucket Magazine	2,750.00 ^e
53669	4/17/2026 [PaneraB] Panera Bread (Invoices 203551260311985, 203551260409690)	264.41
53670	4/17/2026 [Riedell] Riedell	545.98
53671	4/17/2026 [000613] Evan P Rogan (Dot Physical)	100.00
53672	4/17/2026 [USFoo] U.S. Foodservice	805.88
53673	4/17/2026 [unifirst] UniFirst Corporation	235.32
53674	4/17/2026 [WBMas] W.B. Mason	1,109.20 ^e
53675	4/17/2026 [000510] Heather S Warner (cleaning supplies)	6.05

**Cape Cod Collaborative
Warrant 41**

53678	4/24/2026 [Airgas USA] Airgas USA, LLC	170.76
53679	4/24/2026 [amazon] Amazon Capital Services (Invoices 14DP-4NPC-MM69, 1LHQ-93XM-WGPJ, 1LMW-HQ9Q-TRFP, 1MWG-GC4G-7YDV, 1PX4_FXMN-L9VX, 1VPF-HM7C-T7PD)	741.41
53680	4/24/2026 [Autojet] Auto-Jet Muffler Corp.	704.51
53681	4/24/2026 [bucklers] Buckler's GMC Truck Center (Invoices S 28974, S 28992, S 29001)	355.00
53682	4/24/2026 [Bucklers] Bucklers Towing Service, Inc. (MAV1 1616)	250.00
53683	4/24/2026 [BusPart] Bus Parts Warehouse	221.27
53684	4/24/2026 [CapeCod] Cape Cod Oil Company (Invoices 204936737, 204936738, 204936739, 258978, 258979, 258980, 259778, 259779, 259780)	7,066.36
53685	4/24/2026 [CapeTir] Cape Tire Service (Invoices 105273, 105910, 105939)	1,050.30
53686	4/24/2026 [Comcast Dennisport] Comcast 8773 10 272 0575358	429.29
53687	4/24/2026 [DeMelo Bros] DeMelo Bros	3,150.00
53688	4/24/2026 [Eastern Propane Gas, Inc.] Eastern Propane Gas, Inc. (Invoices 8720331, 8723767, 8745373, 8746628, 8749191, 8754914)	9,062.23
53689	4/24/2026 [FleetPride] FleetPride, INC (Invoices 133440349, 133440448, 133466595, 133545585, 133618583, 133618602, 133766154, 133787182, 133828766)	3,448.00
53690	4/24/2026 [GardenPottyInc] Garden Potty Inc.	250.00
53691	4/24/2026 [grainger] Grainger	705.19
53692	4/24/2026 [Harris-Warren] Harris-Warren Commercial Kitchens	71.96
53693	4/24/2026 [Holmstock, Samuel] Holmstock, Samuel (April 17)	180.00
53694	4/24/2026 [Frazier Enterprises] M. A. Frazier Enterprises, Inc. (Invoices A- 263511, A-263512)	300.00
53695	4/24/2026 [MDOR - Child Support] Massachusetts Dept of Revenue (Child support)	1,320.75
53696	4/24/2026 [000323] Susan D McLaughlin	25.23
53697	4/24/2026 [Murphy] Murphy, Hesse, Toomey & LeHane	448.00
53698	4/24/2026 [PartTech] Partners Technology, LLC	1,755.52
53699	4/24/2026 [USFoo] U.S. Foodservice	452.13
53700	4/24/2026 [unifirst] UniFirst Corporation	235.32
53701	4/24/2026 [Wareham] Wareham Ford Inc.	167.92
53702	4/24/2026 [Zonar Systems, Inc.] Zonar Systems, Inc	11,080.00
53703	4/24/2026 [Raymond W. Caterino] Caterino, Raymond (May 2026 rent)	4,800.00
Total Checks:		48,441.15

**Cape Cod Collaborative
Warrant 42**

53704	5/01/2026 [amazon] Amazon Capital Services	62.24
53705	5/01/2026 [000094] Julia G Bryant (Calvin's Expenses)	1,055.13
53706	5/01/2026 [bucklers] Buckler's GMC Truck Center (Invoices S 29030, S 29041, S 29044, S 29047, S 29050, S 29052, S 29053, S 29061, W 35822)	1,817.58
53707	5/01/2026 [Bucklers] Bucklers Towing Service, Inc. (MAV1)	330.00
53708	5/01/2026 [CapeCodAlarm] Cape Cod Alarm	262.50
53709	5/01/2026 [CapeCod] Cape Cod Oil Company (Invoices 259829, 259830, 259831)	2,543.96
53710	5/01/2026 [Cape Cod Trailer Storage, Inc.] Cape Cod Trailer Storage, Inc.	95.00
53711	5/01/2026 [CapeTir] Cape Tire Service (Invoices 106132, 106133, 106147)	1,621.68
53712	5/01/2026 [001042] Jacob T.B. Carl (Mileage 3-2-26 thru 4-21-26)	107.30
53713	5/01/2026 [000103] Margaret F Cloonan (DOT Physical)	100.00
53714	5/01/2026 [COLFORD] Colonial Ford dba CMG (V 28)	3,273.11
53715	5/01/2026 [Troyanos, Debra] Debra Troyanos (All Cape Professional day)	300.00
53716	5/01/2026 [DiPillo, Patricia] Patricia A. DiPillo (All Cape Professional Day)	300.00
53717	5/01/2026 [Eastern Propane Gas, Inc.] Eastern Propane Gas, Inc. (Invoices 8576119, 8690295, 8758767)	3,450.38
53718	5/01/2026 [Fastenal Company] Fastenal Company	120.15
53719	5/01/2026 [FleetPride] FleetPride, INC	358.95
53720	5/01/2026 [Fowler & Sons] Fowler & Sons	150.00
53721	5/01/2026 [grainger] Grainger	149.17
53722	5/01/2026 [Griffin Maintenance] Griffin Maintenance Services Inc.	260.00
53723	5/01/2026 [000144] Mark T Hauber (DOT Physical)	100.00
53724	5/01/2026 [HomeDep] Home Depot Credit Services	23.83
53725	5/01/2026 [000543] Susannah M Honan (DOT Physical)	100.00
53726	5/01/2026 [MA EE] MA - EE State Retirement (EE PD 04-17 & 4-24-26 7016)	18,850.59
53727	5/01/2026 [MA EE] MA - EE State Retirement (EE PD 4-24-26 6016)	7,818.83
53728	5/01/2026 [MA ER contribution] MA State Employees Retirement System (PD 4/17/2026 & 4/24/2026 7016)	11,693.99
53729	5/01/2026 [MA ER contribution] MA State Employees Retirement System (PD 4/24/2026 6016)	4,960.18
53730	5/01/2026 [Marine Lumber] Marine Lumber Operator, Inc. (Invoices 4349972, 4356319, 4365519)	105.41
53731	5/01/2026 [Maxim] Maxim Healthcare Services	13,307.60
53732	5/01/2026 [McDonnell, Meaghan] Meaghan McDonnell (All Cape Professional Day)	300.00
53733	5/01/2026 [001041] Nils E Midttveit (DOT Physical)	75.00

**Cape Cod Collaborative
Warrant 43**

53749	5/08/2026 [amazon] Amazon Capital Services (Invoices 1DLW-3GJN-FD3P, 1HDY-T3FL-JK6K, 1KFK-X7P4-QQYQ, 1QYL-VD4H-FTT6, 1TMM-WN3C-6QR7, 1TMT-XYT4-CM3K, IL47-1XC1-4Y4J)	633.62
53750	5/08/2026 [Assoc Elevator] Associated Elevator Companies, Inc.	525.00
53751	5/08/2026 [Aubuchon] Aubuchon Hardware	15.98
53752	5/08/2026 [BostonM] Boston Mutual Life (March 2026 - Cancer, Accident, Life)	183.76
53753	5/08/2026 [BostonM] Boston Mutual Life (April 2026 - Cancer, Accident, Life)	229.70
53754	5/08/2026 [BostonM] Boston Mutual Life (April 2026 - Cancer, Accident, Life)	135.28
53755	5/08/2026 [BostonM] Boston Mutual Life (Basic Life May 2026)	111.65
53756	5/08/2026 [BostonM] Boston Mutual Life (Voluntary Life & LTD May 2026)	2,146.40
53757	5/08/2026 [001049] Kristine E Breda (Invoices 043026, 050526)	774.86
53758	5/08/2026 [bucklers] Buckler's GMC Truck Center (Invoices W 35911, W 35940)	1,378.38
53759	5/08/2026 [cafeteria plan] Cafeteria Plan Advisors, Inc. (Invoices 2026-16, 2026-17, 2026-17, 2026-18, 2026-22, 2026-24 (4), 2026-25 (4), 2026-27 (3))	2,595.48
53760	5/08/2026 [CCMHGVision] Cape Cod Municipal Health Group - Vision (Vision Ins May 2026)	246.81
53761	5/08/2026 [CCMHGHealth] Cape Cod Municipal Health Group-Health (Health Insurance May 2026)	129,278.00
53762	5/08/2026 [CCMHGDental] Cape Cod Municipal Health Group (Dental Insurance May 2026)	6,397.00
53763	5/08/2026 [CCMHGMedex] Cape Cod Municipal Health Grp (Medex May 2026)	6,330.24
53764	5/08/2026 [CapeCod] Cape Cod Oil Company (Invoices 261516, 261517, 261518, 261587, 261588, 261589)	6,899.39
53765	5/08/2026 [COLFORD] Colonial Ford dba CMG (MAV1)	5,651.32
53766	5/08/2026 [Eastern Propane Gas, Inc.] Eastern Propane Gas, Inc. (Invoices 8764585, 8775842)	2,533.90
53767	5/08/2026 [000119] Anders E Erikson (Mileage for April 2026)	822.15
53768	5/08/2026 [FleetPride] FleetPride, INC (Invoices 133979307, 133992051, 133992109, 134037510, 134067571, 134067619)	1,441.45
53769	5/08/2026 [000168] Suzanne Greenberg-Carroll (mileage for April)	92.80
53770	5/08/2026 [000580] Stephen S Gregory (DOT Physical)	100.00
53771	5/08/2026 [Griffin Maintenance] Griffin Maintenance Services Inc.	2,100.00
53772	5/08/2026 [Hire Right LLC] Hire Right LLC./Corporate Risk Holdings III, Inc.	15.10
53773	5/08/2026 [Learnwell] Learnwell (Invoices INV298820, INV298822)	512.32
53774	5/08/2026 [Lexikeet Learning] Lexikeet Learning LLC	67.50



Performance Evaluation: Collaborative Treasurer

Treasurer Name: William Friel

Evaluator Name(s): Cape Cod Collaborative Board of Directors

Evaluation Period: July 1, 2025-June 30, 2026

PERFORMANCE RATING SCALE	
3	Exemplary: Commendable; performance exceeds required standards
2	Proficient: Meets standards
1	Needs Improvement: Needs to demonstrate more consistency and/or higher quality of work
0	Unsatisfactory: Fails to meet the required standard, far below performance expectations
N/	Not applicable
A	

STANDARD	RATING
1. Works according to the guidelines established by the Board of Directors and Executive Director.	2
2. Maintains oversight for receipt, disbursement, banking, protection and custody of funds, securities and financial instruments.	2
3. Reviews financial records for accuracy and compliance with the organization's accounting procedures.	2
4. Works with the Executive Director, Director of Finance and Operations and Board of Directors to provide financial guidance and ensure that directives issued by the Board are implemented.	2
5. Monitors receipts, disbursements, and reconciliation of all revenue and ensures related monthly reports are prepared and disseminated to the Board of Directors.	2
6. Monitors accounts payable and administers the signing of notes of indebtedness as approved by the Board of Directors and Executive Director.	2
7. Makes investment and cash management recommendations that are consistent with the Board's mission, financial best practices, and Chapter 40.	3
8. Ensures that an annual, independent financial audit is conducted of all Collaborative's financial records and that the outcome of this audit is presented to the Board of Directors for its approval.	3
9. Reviews and certifies budget prior to its transmission to the member district school committees.	2
10. Maintains high standards of ethics, honesty, integrity, and professionalism as a representative of Cape Cod Collaborative.	3
11. Maintains required qualifications, certifications and current knowledge of laws, regulations and finance best practices.	2



COMMENTS:

Bill continues to be a terrific resource for the Cape Cod Collaborative. He provides sound and measured advice to the Board of Directors and, as a result of his stewardship, the Cape Cod Collaborative's financial status is strong.

Treasurer's Signature

Date

Cape Cod Collaborative Chairperson's Signature

Date

***Signatures indicate that this Performance Evaluation was read and understood.*

Cape Cod Collaborative's Policy on Physical Restraint and Time-Out

(CR 17A Use of physical restraint on any student enrolled in a publicly-funded education program)

The Cape Cod Collaborative complies with the Department of Elementary and Secondary Education (hereinafter "DESE") regulations governing the use of physical restraint, which can be found at 603 CMR 46.00 et seq. (hereinafter "Regulations"). According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. Additional information, including a copy of the regulations can be obtained from the Director of Special Education's Office or obtained at <https://www.doe.mass.edu/lawsregs/603cmr46.html?section=all>.

Only lawful physical restraint will be used at the Cape Cod Collaborative. Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- a. To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and
- b. To prevent or minimize any harm to the student as a result of the use of physical restraint.

* Nothing in this policy shall preclude a teacher, employee, or agent of the Cape Cod Collaborative from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm. Nothing in this Policy or the Regulations prohibits law enforcement or school security personnel from exercising their responsibilities, including physical detainment of an individual alleged to have committed a crime or posing a security risk.

DEFINITIONS (603 CMR 46.02):

Mechanical Restraint: the use of any physical device or equipment to restrict a student's freedom of movement.

- Mechanical restraint does not include devices implemented by trained school personnel, or utilized by a student, that have been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed. Examples of such devices include: adaptive devices or mechanical supports used to achieve proper body position, balance, or

alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; vehicle safety restraints when used as intended during the transport of a student in a moving vehicle; restraints for medical immobilization; or orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

Medication Restraint: the administration of medication for the purpose of temporarily controlling behavior.

- Medication prescribed by a licensed physician and authorized by the parent for administration in the school setting is not medication restraint.

Physical Escort: a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.

Physical Restraint: direct physical contact that prevents or significantly restricts a student's freedom of movement.

The following are not physical restraints:

- Brief physical contact to promote student safety (such as guiding a student or re-directing a student);
- Providing physical guidance or prompting when teaching a skill;
- Redirecting attention or providing comfort by touch (such as to a shoulder, face or torso);
- Physical escort (as defined above)

Prone Restraint: a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the face-down position.

Seclusion: involuntary confinement of a student alone in a room or area, with or without adult supervision, from which the student is not permitted to leave.

The following are not seclusion:

- A classroom or school environment where, as a general rule, all students need permission to leave the room or area, such as to use the restroom;
- Placing a student in a separate location within a classroom with others or with an instructor, so long as the student has the same opportunity to receive and engage in instruction;
- Time-out (as defined below)

Time-Out: a behavioral support strategy in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member in an unlocked setting from which the student is permitted to leave. Staff shall be with the student or immediately available to the student at all times. Time-out shall cease as soon as the student has calmed.

REQUIREMENTS FOR THE USE OF PHYSICAL RESTRAINT (603 CMR 46.03):

Physical restraint is an emergency procedure of last resort. It may be used only when the student's behavior poses a threat of assault or imminent, serious, physical harm to self and/or others, and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances.

Physical restraint shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm. The staff member administering physical restraint shall use the safest method available and appropriate to the situation, subject to the safety requirements set forth in 603 CMR 46.05.

PROHIBITIONS

Mechanical restraint, medication restraint, prone restraint (unless permitted under the conditions described below), seclusion (unless permitted under the conditions described below) and the use of physical restraint in a manner inconsistent with 603 CMR 46.00 are strictly prohibited at the Cape Cod Collaborative.

Physical restraint, of any kind, shall not be used:

1. As a means of discipline or punishment;
2. When the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;
3. As a response to property destruction, disruption of school order, a student's refusal to comply with a policy or directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or
4. As a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

Prone restraints are prohibited, except on an individual basis and when all of the following conditions, which require specific, advance documentation, are met:

1. The student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff;
2. All other forms of physical restraint have failed to ensure the safety of the student and/or others;
3. There are no medical contraindications, as documented by a licensed physician;
4. There is psychological or behavioral justification for the use of prone restraint and no psychological or behavioral contraindications, as documented by a licensed mental health professional;
5. The program has obtained consent to use prone restraint in an emergency and the use of prone restraint is approved in writing by the Principal; and
6. The program has documented all of the above before using prone restraint and maintains the documentation.

The only staff authorized to administer a prone restraint are staff who have received in-depth restraint training in accordance with the regulations at 603 C.M.R. 46.00.

Seclusion is prohibited, except on an individual basis and when all of the following conditions, which require specific, advance documentation, are met:

1. The student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff;
2. The student is not responsive to directives or other less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances;
3. Other forms of intervention have failed to ensure the safety of the student and/or others;
4. There are no medical contraindications, as documented by a licensed physician;
5. There is psychological or behavioral justification for the use of seclusion and no psychological or behavioral contraindications, as documented by a licensed mental health professional;
6. The program has obtained consent from the student's parent and, if appropriate, the student, to use seclusion in an emergency and the use has been approved in writing by the Principal;
7. Any individual using seclusion has received training about alternative behavior interventions and management techniques; and
8. The program has documented all of the above before using seclusion and maintains the documentation.

No written individual behavior plan or individualized education program (IEP) may include use of seclusion as a standard response to any behavior. At all times during the use of seclusion, a staff member will continuously monitor and observe the student, be immediately available to the student, and continue to use calming and deescalation strategies with the student, unless it is unsafe or

counterproductive to do so. The emergency use of seclusion will cease as soon as the student's behavior no longer poses a threat of assault or imminent serious physical harm or if the student is observed to be in severe distress. The Principal's approval must be obtained if seclusion is used for a period longer than 30 minutes.

Any program of the Cape Cod Collaborative which uses seclusion, consistent with the requirements above, must examine alternatives and strategies for reducing and eliminating its use no later than 3 years from the effective date of the Regulations.

PROPER ADMINISTRATION AND SAFETY REQUIREMENTS (603 CMR 46.05)

Only personnel who have received training [i.e. QBS Safety Care] pursuant to the Regulations shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. When administering a physical restraint, trained staff shall comply with the requirements regarding use of force, method, duration of the restraint, and safety, as set forth in the Regulations.

1. No restraint shall be administered in such a way that the student is prevented from breathing or speaking. During the administration of a restraint, a staff member shall continuously monitor the physical status of the student, including skin temperature and color, and respiration.
2. Restraint shall be administered in such a way so as to prevent or minimize physical harm. If, at any time during a physical restraint, the student expresses or demonstrates significant physical distress including, but not limited to, difficulty breathing, the student shall be released from the restraint immediately, and school staff shall take steps to seek medical assistance.
3. If a student is restrained for a period longer than 20 minutes, program staff shall obtain the approval of the Principal. The approval shall be based upon the student's continued agitation during the restraint justifying the need for continued restraint.
4. Program staff shall review and consider any known medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans regarding the use of physical restraint on an individual student.
5. After the release of a student from a restraint, program staff shall implement follow-up procedures. These procedures shall include reviewing the incident with the student to address the behavior that precipitated the restraint; reviewing the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed; and consideration of whether any follow-up is appropriate for students who witnessed the incident.

STAFF TRAINING

All school staff will receive training with respect to the Cape Cod Collaborative's restraint prevention and behavior support policy and requirements when restraint is used. Staff training will occur at the beginning of each school year, and, for new hires, within one month of being hired. Training shall include:

- Information on the role of various individuals in preventing restraint;
- The Physical Restraint and Time-Out Policy and procedures;
- Interventions that may preclude the need for restraint, including de-escalation techniques;
- Types of permitted physical restraints and related safety considerations;
- Administering physical restraint in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student; and
- Identification of program staff who have received in-depth training in the use of physical restraint, who may serve as school-wide resources to assist in ensuring proper administration of physical restraint.

In addition, the Principal will identify program staff who will participate in additional, in-depth training on the use of physical restraint, consistent with the requirements of 603 CMR 46.04(3),(4).

REPORTING

Any and all physical restraints (including emergency seclusion, if used), regardless of duration, will be reported to the Principal, the Parents, and the Department of Elementary and Secondary Education (DESE) as indicated below.

Reporting to Principal: The staff member who administered the restraint/seclusion shall notify the Principal or designee verbally as soon as possible and in writing no later than the next school working day. If the Principal administered the restraint, the Principal shall prepare the report and submit it to the Executive Director.

- The Principal or designee shall maintain an on-going record of all reported instances of physical restraint and emergency seclusion, if any (the "Physical Restraint Log" and "Seclusion Log").
- The Principal shall conduct **a weekly review** of the Physical Restraint Log and Seclusion Log to identify student(s) who have been restrained/secluded multiple times during the week and convene teams to review the student's needs, as appropriate. The review team will review the written physical restraint reports; analyze the circumstances leading up to each restraint, including factors such as time of day, day of the week, antecedent events, and individuals involved; consider factors that may have contributed to escalation of behaviors and alternatives to restraint, with the goal of reducing or eliminating the use of restraint in the future; and create a written plan of action, if appropriate. The Principal shall ensure that a record of any such individual student review team is maintained and made available to DESE or the Parents upon request.

- The Principal shall also conduct **a monthly review** of the Physical Restraint Log and Seclusion Log in order to consider patterns in the time of day, day of week, or individuals involved; the number and duration of restraints/seclusions school-wide and for individual students; the number and type of injuries, if any, resulting from use of restraint; and the need for additional staff training, policy modifications, or other action to reduce or eliminate restraints.
- The Physical Restraint Log and Seclusion Log, if any, shall be made available for review by a parent (in accordance with student records regulations) or the DESE upon request.

Reporting to Parents: The Principal or designee shall make reasonable efforts to inform the student's Parent(s) of the restraint within 24 hours of the event and shall notify the student's Parent(s) by written report within three school working days of the restraint. The information in the report shall comply with 603 CMR 46.06(4). The written restraint report must be provided to the student's parent(s) in the language in which report cards and other necessary school-related information are customarily provided. The Principal shall provide the student and the parent(s) an opportunity to comment orally and in writing on the use of the restraint and on information in the written report.

Reporting to DESE: If a physical restraint or emergency seclusion results in injury to either a student or a staff member, the Cape Cod Collaborative will send a copy of the written report of that restraint to the DESE within three (3) school working days, along with a copy of Physical Restraint Log and Seclusion Log, if any, for the 30-day period prior to that restraint. Additionally, the Cape Cod Collaborative will annually report physical restraint data to DESE in a manner and form directed by DESE.

SAFEGUARDS (603 CMR 46.07)

See also Policy SE 55 Special Education Facilities and Classrooms

Any room or area used for Time-Out will be clean, safe, and sanitary. It will be appropriate for the purpose of calming students, including being of appropriate size for the students served. It will be appropriately lighted, ventilated, and heated and cooled, consistent with the remainder of the building. The space will be free of objects or fixtures that are inherently dangerous and in compliance with local fire and building code requirements.

Any room used for seclusion, if permitted under the conditions enumerated in 603 CMR 46.07(2), will meet the same physical requirements as a Time-Out space, described above. Any room used for seclusion will be inspected by the program for compliance with such requirements at least weekly.

PREVENTING STUDENT VIOLENCE AND SELF-INJURIOUS BEHAVIOR

As set forth in the Regulations, the Cape Cod Collaborative shall develop methods for preventing student violence, self-injurious behavior, and suicide, including individual crisis planning, behavior intervention plans, and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student.

PARENT ENGAGEMENT

In accordance with the Regulations, the Cape Cod Collaborative shall engage parent(s) in discussions about restraint prevention and the use of restraint solely in an emergency situation of last resort. This Physical Restraint and Time-Out Policy will be posted on the Cape Cod Collaborative's website and within school handbooks. Parents are also welcome to request a meeting with the Principal to discuss any individual restraint or to discuss restraint and time-out procedures in general use.

GRIEVANCE PROCEDURE

The Cape Cod Collaborative will consider and investigate any complaints that it receives regarding the use of physical restraint or time-out in school. Any individual who believes that a physical restraint of a student may have been unwarranted or conducted inappropriately may submit a written complaint to the Principal. The written complaint should include the time, date, and location of the incident; the names of all students and staff involved; and references to which aspects of this policy or the Regulations that the complainant believes have not been followed. The Principal or designee will conduct a thorough investigation which may include interviewing the complainant, witnesses, staff, and/or the student; reviewing all written documentation leading up to and pertaining to the incident; and reviewing available data on physical restraint and/or time-outs within the building. The Principal or designee will provide a written response to the complainant summarizing the investigation, conclusions, and corrective action, if any.

PREVENTION AND ALTERNATIVES TO PHYSICAL RESTRAINT

Students, families, and school staff each play a role in preventing restraint and ensuring the safety of the school community.

- **Students:** Students are responsible for knowing and following the school rules and code of conduct, as outlined in the Student/Family Handbooks. Students are also encouraged to report to staff whenever another student evinces violent or dangerous behavior towards themselves or others.
- **Families:** Families should be aware of and encourage adherence to the school rules and code of conduct, as outlined in the Student/Family Handbooks. Regular communication between Parent(s) and school is important to facilitate support for any student experiencing difficulty.
- **School Staff:** Staff are responsible for reviewing, attending training, and implementing the school policies and procedures, including those related to physical restraint, seclusion, and time-out. Staff are also responsible for discussing and explaining these policies and procedures to families and students to prevent misunderstanding.

- Administration: The Cape Cod Collaborative will annually review its Physical Restraint and Time-Out Policy and related procedures, provide it to school staff, provide annual training to school staff, and make the policy and procedures available to families of enrolled students.

De-escalation Techniques and Alternatives to Restraint

Cape Cod Collaborative's staff may utilize a variety of behavioral interventions in order to de-escalate a student, including but not limited to:

- Offering choices of activities
- Positive behavioral interventions
- Verbal redirection
- Verbal directive to cease behavior
- Opportunity for a movement break
- Opportunity for a sensory break
- Breathing exercises
- Access to a preferred, tangible item
- Reducing the demands/amount of work expected
- Reminding student of reinforcers available for engaging in appropriate behaviors (e.g. first work, then you can read)
- Prompting the student to use functional language to communicate their feelings or needs (e.g. if you are frustrated you can tell me "I need a break")
- Offering opportunities to speak with professionals (e.g. teacher, administrator, nurse, or guidance counselor)
- Working in small groups outside classroom on academic related work
- Time-out for the purpose of calming.
- Whenever there is a behavior support plan in place for a student, staff should defer to the specific interventions outlined in the behavior plan.

[Cape Cod Collaborative Alternative Remedies](#)

PROCEDURE FOR USE OF TIME-OUT

Time-out is a behavioral support strategy in which a student temporarily separates from the learning activity or the classroom, either by choice or direction from staff, for the purpose of calming. During a time-out, the student will be continuously observed by staff in an unlocked setting from which the student is permitted to leave.

It is the expectation of the Cape Cod Collaborative that a staff member will be physically present with the student during time-out; however, if it is not safe for the staff member to remain in the room with the student, staff will remain immediately available to the student and will continuously observe the student during time-out. The time-out will cease as soon as the student has calmed, based on staff observation of the student's physical cues, tone of voice, and demeanor. The student shall not be required to complete any specific task or checklist to demonstrate that he/she has calmed.

If a time-out may last longer than 30 minutes, staff will obtain approval from the Principal or designee to continue the time-out. Any such approval will be based on careful consideration of the individual student's presentation and level of agitation. If, in the opinion of the Principal or designee, the student has calmed, then the time-out will cease. For any time-out approaching or exceeding 30 minutes duration, staff will also consider the need to follow-up and debrief the incident with the student at a later time and/or whether the student's behavior warrants convening a Team meeting; modifying an existing behavior plan; or creating a new behavior plan. Staff will attempt to contact the student's parent(s) within 24 hours and offer an opportunity to discuss the circumstances of the extended time-out.

Time-out does not include time spent meeting with administrators; visits to nurses; performing an errand in another part of the school building; or working in small groups outside the classroom. Students may also take space for calming while remaining fully aware of the learning activities in the classroom. For example, "planned ignoring;" asking students to put their heads down; or placing a student in a different location within the classroom are alternatives to time-out.

Documenting Time-Out

It is the expectation of the Cape Cod Collaborative that school staff will document the use of time-out for individual students in the following manner. For each instance of time-out, staff should record the student's name, date, location, time the time-out began, duration, behavior prior to time-out, person initiating the time-out, alternative behavior management strategies attempted, name of the staff present during time-out, strategies used to calm the student during the time-out, the written approval of the principal or designee if the time-out lasted longer than 30 minutes, and the attempts to notify the student's parent(s) if time-out lasted longer than 30 minutes. Such documentation of time-out shall be kept and reviewed by the Principal or designee, in a manner similar to the Physical Restraint Log.