Cape Cod Collaborative
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Board of Directors Meeting Minutes

418 Bumps River Road, Osterville, MA 02655
May 14, 2025, 5:00 PM: Cracker Barrel / 5:15 PM: Call to Order

Item	Agenda Item
1	Cracker Barrel Discussion • Local district issues • Questions/concerns
2	Ms. Grady made a motion to reinstate the voting rights of Nantucket. Mr. Leibowitz seconded. The motion **passed.** Mr. King-R (yes), Ms. Fuller-yes, Mr. Leibowitz-R (yes), Ms. Grady (yes), Mr. O'Rourke-R (yes), Ms. Medeiros-R (yes), Ms. Lonsdale (yes), Ms. Lythcott-R (yes), Ms. Gallagher Byrne-R (abstain), Mr. Medley-R (yes), Ms. Lynch-R (yes). **Call to Order & Roll Call Executive Session** Andre King: Barnstable Public Schools-R Maureen Fuller: Bourne Steve Leibowitz: Brewster-R MaryRose Grady: CC Regional Technical Phillip Morris: D-Y Regional-R Devon O'Rourke: Eastham-R Brad Schiff: Monomoy-R Cathryn Lonsdale: Nauset Regional Kathy McNamara: Orleans-R Ngina Lythcott: Provincetown Public Schools-R Melissa Lynch- Wellfleet Public Schools-R Also present: Dr. Hanscom, Patrick Murphy and Gwyn Chingos *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." Ms. Lonsdale made a motion to adjourn to the Regular Board of Director Meeting, Mr. Leibowitz seconded. The motion passed unanimously.

3	**Call to Order & Roll Call Regular Board of Directors Meeting** Andre King: Barnstable Public Schools-R Maureen Fuller: Bourne Steve Leibowitz: Brewster-R MaryRose Grady: CC Regional Technical Phillip Morris: D-Y Regional-R Devon O'Rourke: Eastham-R Brad Schiff: Monomoy-R Cathryn Lonsdale: Nauset Regional Kathy McNamara: Orleans-R Ngina Lythcott: Provincetown Public Schools-R Melissa Lynch- Wellfleet Public Schools-R **Also in attendance**: Hope Hanscom, Patrick Murphy, Marc Smith-R, Joan Woodward, Julia Bryant, Anders Erikson-R Chris Bogden-R, Gwyn Chingos & Troye Thompson.
4	*Approval of Minutes: ● April 9th, 2025 Ms. Lythcott made a motion to approve the 4-9-25 minutes. Ms. Lonsdale seconded this motion. Mr. King-R (yes), Ms. Fuller-yes, Mr. Leibowitz-R (yes), Ms. Grady (yes), Mr. O'Rourke-R (yes), Ms. Medeiros-R (abstain), Ms. Lonsdale (yes), Ms. Lythcott-R (yes), Ms. Gallagher Byrne-R (abstain), Mr. Medley-R (yes), Ms. Lynch-R (yes). The motion **passed.**
5	Executive Director's Report Executive Director's Report ● **Recognitions** *Recognition of Steve Kelleher* (ASLP Program Director): Steve Kelleher was appointed to the Board of Trustees at Massachusetts Maritime Academy. *Legislative Support & Capital Funding News*: Senator Julian Cyr submitted a $175,000 budget amendment for Cape Cod Collaborative capital projects (e.g., boiler and walkway repairs). In addition, Senator Cyr proposed a statewide study on the capital needs of regional educational collaboratives, advocating for a long-term funding model. These developments stemmed from effective advocacy at the January 24 legislative breakfast. *Recognition of Board Chair Maureen Fuller*: Maureen Fuller was honored at her final meeting as Board Chair. She was thanked for her service, especially for her role in the executive director hiring process and consistent support of the collaborative. *MASBO Professional Development Highlight*: Patrick Murphy was recently appointed to the MASBO Board of Directors. He and Hope Hanscom attended a professional development session on artificial intelligence, which introduced transformative tools like Suno for use in education and administration. ● **DESE response to FY24 annual report** The Collaborative received strong marks overall from DESE on its FY24 annual report. ● **Current CCC Organizational Chart** (*Dr. Hanscom*) A new Cape Cod Collaborative organizational chart has been created and is now linked online. Special thanks were given to Gwyn Chingos for designing the chart in Canva, with notable appreciation for its color-coded clarity. ● **CCC 50th Anniversary-**2025 marks the 50th anniversary of the Cape Cod Collaborative. A fall celebration is being planned ● **MASS/MASC Joint Conference November 2025 (MOEC proposal)** M.O.E.C. has submitted a proposal for the fall Joint Conference to present on the history and role of collaboratives. Joanne Haley Sullivan, M.O.E.C.'s Executive Director, invited the Collaborative's Executive Director to participate on the panel. A board member is also invited to join the panel. ● **Program Updates** (*Dr. Hanscom and program staff*)

	STAR- (Julia Bryant) *Student Referrals & Enrollment*-This year has seen unusually high and unpredictable referral patterns. Since October, there have been over 17 new referrals, with 3 students added recently and 3 more starting next week. *Family Luncheon & Community Engagement*- A successful family luncheon was held, themed around Community Helpers. Attendees included Barnstable police officers and firefighters from Osterville and Marstons Mills. *Summer Programming*- Preparations are being made for summer assemblies and activities to engage students throughout the ESY period. *Facility Dog Update*- The agency plans to visit in late May with potential dogs for the school. Goal: Have a trained facility dog ready by the start of the school year. **WAYPOINT**- (Joan Woodward) *Program Director Hiring*-The position for Waypoint Academy Program Director has been officially posted. Interviews are scheduled to begin tomorrow. *Senior Trip*- Seven seniors participated in a walking field trip to Skull Island (mini golf, games, ice cream). *Senior Graduation*- Scheduled for May 20, from 4:00–6:00 PM at Hearth and Kettle.*Program Status*- Despite a year of uncertainty, Waypoint has continued to perform well. Having seven graduating seniors impacts enrollment projections moving forward. Leadership commended the Waypoint team for their strong work and adaptability. **Professional Development-** (Chris Bogden & Hope Hanscom) ***ASLP*** *(Advanced Studies & Leadership Program)*: A parent night is scheduled for May 15th, 2025, to help families prepare for the upcoming two-week program. The team is anticipating a strong group of student participants this year. ***Special Projects*****:** The second session of the Stephen Gill workshop was recently held and was a great success: All Cape Day proposals are currently being collected from district content coordinators: The focus is on non-core and support subject areas. Typically, 25–30 proposals are submitted; six have been received so far. Deadline: End of June; the program will be finalized over the summer for a September release. *Staffing Transition*: Chris Bogden is retiring at the end of June. He has left the Collaborative well-prepared, especially regarding All Cape Day and Virtual High School planning. Hope Hanscom will take on Chris's responsibilities for one year, aligning with her expertise. The collaborative plans to hire a full-time staff member the following year to lead expanded professional development and therapy services, as guided by strategic planning. *Acknowledgments:* Chris was recognized for his eight years of impactful service, with expressions of appreciation for his contributions and professionalism. **Transportation**- (Anders Erikson) *Staffing Activity & Transitions* -Mashpee and Bourne: Staffing changes have been positive. Lower Cape: Monomoy and Truro: Remain stable with consistent staffing. Nauset: Experiencing challenges with two long-term driver absences due to medical issues. Other staff, including substitutes and office personnel, have stepped in to cover routes. *Nantucket Operations*-A new driveris starting next week. Recruitment efforts on the island have increased through: Local newspaper ads (e.g., The Current), social media and radio ads, Support from the Nantucket school superintendent, Direct outreach within the community and schools. *Fall Planning*-August kickoff meetings are now scheduled across all regions: Bourne, Nantucket, Mashpee, Nauset, and Monomoy. Meetings will include transportation staff, superintendents, principals, and Collaborative leadership. *Goal*: Ensure a strong, aligned start to the school year across sites. ● **Update on Articles of Agreement** (*Dr. Hanscom*) The revised Articles of Agreement were officially approved by the Acting Interim Commissioner of Education and Secretary of Education; as a result, Plymouth will become a full member of the Cape Cod Collaborative effective July 1. ●***Staffing Updates** *(Dr. Hanscom)* Motion to approve staff updates made by Mr. Morris, seconded by Ms. Grady. Vote: passed unanimously	
6	Financial Review (Mr. Murphy) ● **Business Manager's memo** ● Mr. Murphy presented a comprehensive overview of the FY26 budget process, emphasizing its importance as the primary focus of the meeting. *Final FY26 Budget:* Total Expenditures (including capital): $21,471,034. Capital Allocation:	

	$1.8 million. Use of Cumulative surplus: Up to $325,000 to supplement the statutory budget. The budget closely aligns with FY25 in structure and recommendations. Patrick encouraged board members to reach out with questions and praised regional business managers for collaboration and input throughout the budget cycle. *Truro Transportation Contract* - The Truro superintendent requested a contract extension through FY25–FY27. The updated contract requires a board vote to move forward. *OPEB (Retiree Health Insurance Contribution)*- The board reviewed the annual retiree health insurance cost of $31,332.76, paid from the operating budget rather than the OPEB trust. This is a minor increase from last year's $27,000. ● ***FY26 budget** Motion to approve FY26 budget made by Ms. Grady, seconded by Mr. Morris. Vote: passed unanimously ● ***Warrants #39, #40, #41, #42, #43** Motion to *bundle warrants* for vote made by Ms. Grady, seconded by Ms. Lythcott. Vote: passed unanimously. Motion to *vote on warrants* made by Ms. Grady, seconded by Mr. Morris. Vote: passed unanimously ● ***Truro Transportation Contract (2025-2027)** Motion to approve Truro Transportation contract made by Mr. Morris, seconded by Ms. Grady. Vote: passed unanimously ● ***OPEB charge off** Motion to approve OPEB charge off made by Ms. Lythcott, seconded by Ms. Grady. Vote: passed unanimously ● **Vehicle Financing** The Collaborative has finalized its vehicle purchase planning for FY26, including: Identifying needs, obtaining quotes and preparing purchase orders. A financing rate of 4.04% was secured through TD Equipment Finance. The loan agreements will require board approval at the June meeting, enabling the Collaborative to close on the loan and pay for buses in August, when the board will not be in session. This was presented as an informational update ahead of the required June vote.
7	New Business ● ***FY26 CCC Board of Directors meeting schedule** Motion to approve FY26 Board of Director meeting schedule made by Ms. Lythcott, Seconded by Ms. Grady. Vote: passed unanimously ● ***Treasurer Annual Evaluation** Annual evaluation of the treasurer is required under the Articles of Agreement. Treasurer Mr. Friel was unable to attend the meeting, so a draft evaluation was shared with him in advance. Mr. Friel responded with appreciation, praising the finance and administrative teams and expressing enthusiasm for continuing his work. The board reviewed the draft evaluation: Members agreed the evaluation was fair and reflective of his performance. Motion to approve Treasurer Annual Evaluation made by Mr. Morris, seconded by Ms. Grady. Vote: passed unanimously. Maureen Fuller was designated to sign it on behalf of the board.
8	Adjournment: Motion to adjourn made by Ms. Grady, seconded by Ms. Lythcott, Vote: passed unanimously, adjourned 6:40 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.