

**CONCORD AREA SPECIAL EDUCATION COLLABORATIVE**

120 Meriam Road, Concord, Massachusetts 01742

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**Minutes of CASE Board of Directors Meeting of February 1, 2019**

Board Members in attendance:

Peter Light, Acton-Boxborough

Jon Sills, Bedford

James O'Shea, Carlisle

Laurie Hunter, Concord, Concord-Carlisle

Rebecca McFall, Lincoln, Chairperson

Kelly Clenchy, Littleton (dep 1:52 pm)

Linda Dwight, Harvard

Brad Crozier, Sudbury (arr 12:58 pm)

Also in attendance:

Sanchita Banerjee

Sandy Daigneault

Russell Dupere

Regina Erickson

John Foley

Marty Finnegan

Christine McGrath

**MINUTES:**

At 12:34 p.m., Rebecca McFall called the meeting to order.

A motion was made by Jon Sills to approve the minutes of the December 7, 2018 Board of Directors meeting. Kelly Clenchy seconded the motion. All were in favor.

A motion was made by Jon Sills to approve the minutes of the January 15, 2019 Board of Directors meeting. Laurie Hunter seconded the motion. Kelly Clenchy abstained. The remaining Board members were in favor.

The Executive Director then provided a general update to Board members. The current program enrollment stands at 121 students, and the transportation ridership is at 490 students. John Foley was welcomed to CASE as the new Financial Administrator. John has been doing some transition days at CASE and will start his work on February 4, 2019. The MA Department of Education and Secondary Education has issued the final report of the coordinated program review (CPR) undertaken in Spring 2018. The findings are related to CASE's policies and procedures around Student Discipline. CASE administration will be working closely with the Department of Education to correct all gaps in policies and procedures as necessary.

The Executive Director informed Board members that she received an email from Bella Wong informing CASE that Lincoln-Sudbury will not be withdrawing from CASE Transportation at the end of the FY19 school year. Bella did provide written notification that Lincoln-Sudbury will be withdrawing from CASE Transportation at the end of the FY20 school year. There was discussion that Lincoln-Sudbury could be grandfathered if the Board agreed to have districts sign a three year contract.

Kelly Clenchy suggested that the Board should require a two year notification of withdrawal from CASE Transportation. Board members did suggest looking into the expansion of CASE transportation to other towns close to CASE towns.

The FY19 Program budget is currently projected to have a total balance of \$410,433 as of June 30, 2019. The Transportation budget is progressing as expected for FY19.

A motion was made by Jon Sills to accept the Personnel Report as presented. The motion was seconded by Peter Light. All were in favor. The Treasurer's Report was also included in the packet.

A motion was made by Kelly Clenchy to approve the FY20 Transportation Budget in the total amount of \$6,539,477, with capital expenses of \$491,500 and the total amount district assessment of \$6,130,705. The motion was seconded by Jon Sills; all were in favor.

The Executive Director presented the FY20 Program budget in detail. In FY'20, CASE Collaborative programs are projected to enroll 104 students in preschool, elementary, middle, high, and post high school levels. CASE will operate 18 classrooms in 15 different locations, in 8 districts.

For FY'20, CASE Collaborative's projected enrollment number was the basis of the program budget. Based on enrollment, the proposed FY'20 Program Budget is \$7,939,929 and reflects a decrease of \$712,885, 8.24% under the FY'19 budget of \$8,652,814.

CASE's proposed summer budget for FY'20 is \$620,000. It is based on 101 CASE students accessing our Extended School Year Program.

Along with the budget proposal, a new tuition fee structure is being proposed. CASE is proposing not only Intensive Special Needs rates but also inclusion rates. The Executive Director then provided a Powerpoint presentation on the FY20 Program budget, which enumerated the breakdown of the new fee structure being proposed. An additional factor being proposed in the FY20 program budget has to do with the fees charged for Assistive Technology (AT) Evaluations and Augmentative Communication (AAC) Assessments conducted by CASE's CETT department. This department is in a deficit currently, therefore, a fee change is being proposed.

Following a detailed Board discussion, the Board felt that the new model was outstanding, and it was a very well organized, comprehensive and thoughtful first read of the FY20 Program Budget.

The Board Chairperson requested that members send to the Executive Director any thoughts, comments, questions, changes or suggestions in the new tuition fee structure before the next Board meeting.

It was agreed that a subcommittee of Peter Light, Jon Sills and Laurie Hunter will meet to revise the Terms and Conditions for the CASE Administered Transportation Network, and to review the transportation contract.

After a discussion regarding the Transportation headcount month for billing, a motion was made by Linda Dwight to move to recommend that November 1<sup>st</sup> is the month for the headcount for CASE transportation billing to be used for the percentage of the budget. The motion was seconded by James O'Shea. All were in favor.

It was agreed that the Facilities Subcommittee would be added as an item agenda for the next Board meeting in regards to the relocation of the RISE Program to Post Office Square in Acton.

At 2:40 p.m., Rebecca McFall made a motion to adjourn the meeting; the motion was seconded by Jon Sills. All were in favor.