

CONCORD AREA SPECIAL EDUCATION COLLABORATIVE

120 Meriam Road, Concord, Massachusetts 01742

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Minutes of CASE Board of Directors Meeting of September 13, 2019

Board Members in attendance:

Peter Light, Acton-Boxborough

Jon Sills, Bedford

James O'Shea, Carlisle

Laurie Hunter, Concord, Concord-Carlisle

Rebecca McFall, Lincoln

Bella Wong, Lincoln-Sudbury

Kelly Clenchy, Littleton

Linda Dwight, Harvard, Chairperson

Brad Crozier, Sudbury (arr 12:40 pm)

Also in attendance:

Sanchita Banerjee

Jeffrey Albert

Fernand Dupere

Regina Erickson

Courtney Hudgins

MINUTES:

At 12:31 p.m., Linda Dwight called the meeting to order.

A motion was made by Jon Sills to approve the minutes of the May 24, 2019 Board of Directors meeting as presented. Kelly Clenchy seconded the motion. All were in favor.

The class (5 students) from the RISE Program in Acton joined the meeting. Shelley Green, Program Specialist/Teacher, updated the Board on the RISE Program. She was joined by her staff. The students baked cookies and handed them out to Board members. One student read a story with his communication device.

Jeffrey Albert, Assistant Director and Courtney Hudgins, Program Coordinator updated the Board on their experiences, and expressed that they are very impressed with staff.

The Executive Director then provided a general update to Board members. This school year CASE classes are housed in 15 public school locations, with three independent locations. Seven districts are hosting CASE classes this year.

CASE started FY20 with 106 students. Currently we have 105 students. In June 2019, we projected 94/95 students for the start of this school year. We have seen an increase of around 10 students in the last two month period. We continue to receive referrals of students in three of our four strands – social emotional, autism spectrum disorder, and developmental disabilities strand. As of September 6th, the ridership for transportation was 442 students.

Our two programs are now located at 8 Post Office Square in Acton. Students and staff are getting adjusted to this new space. We will be hosting an Open House for all to come and visit our programs in this new location.

The Executive Director thanked the Littleton Public Schools for graciously hosting the CASE Summer Program for the last eight years. Concord Public Schools has offered to host CASE starting in the summer of 2020. We are extremely grateful for this offer and look forward to providing summer programming for our students.

With the new Board approved tuition rates, so far all new students to CASE have been placed on the new rate. We currently have 17 students on the new rate.

The Executive Director reviewed her plans for the Strategic Priorities for CASE Programs in FY'20 – Enrollment/Program Expansion, Inclusion Committee (What does inclusion mean and look like at CASE Collaborative), Student Support Committee (When and how do students qualify for 1:1 services?) and Settings Committee (What would it look like to expand the scope of CASE's services to a K-8 building?). Linda Dwight asked for volunteers to be on the Settings Committee – Kelly Clenchy volunteered to be on this Committee.

The Board recognized and thanked Regina Erickson on all of her work in assisting the Executive Director on the budget.

A motion was made by Kelly Clenchy to accept the Personnel Report as presented. The motion was seconded by Brad Crozier; all were in favor. The Treasurer's Report was also included in the packet.

The Executive Director updated the Board on the FY'19 Budget. CASE has a positive Revenue Balance at the closing of FY'19. Extreme caution was exercised in all areas to ensure CASE FY'19 budgets are closing in the positive.

The FY'20 budget is in a deficit. This is due to decreased enrollment with our new decreased tuition rates being applied to new students. The current deficit of approximately \$106,000 can be eliminated with two new students. We currently have five strong referrals that are being processed.

The FY'21 budget timeline was presented to the Board for their review.

A subcommittee of three CASE Board members met in March 2019, along with relevant CASE central administrators to review the existing transportation agreement. The subcommittee decided to include a statement on notification of termination in the CASE Agreement. It was agreed to have a two year notice of termination for Transportation. The draft of the new language was added to the agreement. It was agreed that a memo will be sent to superintendents with language describing the two year notification of termination from CASE Transportation. It was agreed that signed copies of the agreement will be returned to the Executive Director the beginning of January.

A motion was made by Jon Sills to approve the CASE Board of Directors Negotiation Subcommittee of Linda Dwight, Laura Hunter and Bella Wong. The motion was seconded by James O'Shea; all were in favor.

An explanation was requested from EDCO by the CASE Board around the need to pay a late bill for CELC expenses in FY'18. The FY'18 invoice for the amount of \$14,142.70 was received by CASE on January 25, 2019. This explanation was requested by the CASE Board at its meeting on May 24, 2019. EDCO provided this explanation to CASE on September 9, 2019. The Executive Director noted that CASE will not be a member of CELC effective FY'20. After a discussion, a motion was made by Kelly Clenchy to approve the payment to EDCO Collaborative for the FY'18 CELC Invoice in the amount of \$14,142.70. The motion was seconded by Rebecca McFall; all were in favor.

The Executive Director discussed the need to appoint a temporary business manager effective immediately. The Management Solution Company has provided school based work for a number of school districts. This company provides temporary/emergency business manager services on an interim basis.

A motion was made by Kelly Clenchy to appoint a fiscal management company for up to six months at the Executive Director's discretion. The motion was seconded by Jon Sills; all were in favor. The motion was amended by Bella Wong "and to appoint a temporary business manager". The amended motion was seconded by Kelly Clenchy; all were in favor.

At 2:25 p.m., Jon Sills made a motion to adjourn the meeting. The motion was seconded by Linda Dwight; all were in favor.