

Approved
4/29/2022

Minutes of CASE Board of Directors Meeting of February 18, 2022

Board Members in attendance (Virtual meeting):

Peter Light, Acton-Boxborough

Philip Conrad, Bedford

James O'Shea, Carlisle

Laurie Hunter, Concord, Concord-Carlisle, Chairperson

Rebecca McFall, Lincoln

Bella Wong, Lincoln-Sudbury (arr: 1:20 pm)

Brad Crozier, Sudbury

Also in attendance:

Sanchita Banerjee

George McCormack

Members of the CASE Community

MINUTES:

At 12:34 p.m., Laurie Hunter called the meeting to order by roll call: Conrad, Crozier, Hunter, Light, McFall, O'Shea.

The Board reviewed the minutes of December 3, 2021 and January 5, 2022. A motion was made by James O'Shea to approve the minutes as presented. The motion was seconded by Brad Crozier. The Board minutes were approved by roll call vote. Conrad, aye; Crozier, aye; Hunter, aye; Light, aye; McFall, aye; O'Shea, aye.

Public Comments: Margaret Colman spoke on behalf of the CASE Professional Association. The Association is very excited and a little bit anxious to look at what is coming in the future, but know that the administrative team is working very hard at meeting all of the district's needs according to referrals. The Association would also like to acknowledge the administrative team in working hard to create the TIP Elementary Class as we see this is a real huge area of need for all of you in terms of the patterns and trends of the referrals. Also noted at the December Board Meeting, there was discussion for finder fees for van drivers, and wanted to see if that was possible to look at the same or something similar for support staff and to build the substitute pool. Some kind of bonus would also help to retain the support staff that we have or to have finder fees for support staff to build up the substitute pool, so that the van drivers are not overworked. They are super helpful, but put in long hours when working as a substitute.

Karen Levy also spoke on behalf of the CASE Professional Association. They wanted to thank the Board for their support of the playground at the Colebrook building and feel that this is an important decision. The Association members also believe that for the majority of the students, they would benefit in being in the host district for a variety of reasons that we have already talked about, such as gym, library, etc. They also wanted to thank the districts for including CASE classes and staff in the pool testing every week and that helps our nursing staff.

The Personnel Report was presented by George McCormack. A motion was made by Philip Conrad to accept the Personnel Report as presented. The motion was seconded by James O'Shea. The motion was unanimously approved by roll call vote as follows: Conrad, aye; Crozier, aye; Hunter, aye; Light, aye; McFall, aye; O'Shea, aye.

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The Treasurer's Report was presented by George McCormack. There were no questions.

Sanchita Banerjee reviewed the FY21 Surplus Resolution in FY22, and noted that the surplus has to be in the year that it is certified, so that it has to be resolved in this fiscal year. One of the options is to look at the second billing for transportation to resolve the surplus by deducting the amount owed to the districts in the second billing. Three towns have prepaid so there is a difference in terms of the allocation of the credits owed.

Laurie Hunter indicated that the monies must be moved out of FY21 now and that it is each individual district's decision and just to clarify that all the districts don't have to do the same in receiving the credits.

Peter Light indicated that he had no preference in how to receive the credits.

Rebecca McFall indicated that she wanted to make sure there is communication with the check, and that the communication be as broad as possible on how to use the funds. Time is of the essence for Lincoln to use the funds so that the sooner the better.

Philip Conrad indicated that he would like a credit instead of a check, because the check goes directly to the town, so that the schools cannot use these funds.

Laurie Hunter indicated that it is down to two options and some districts may only have one option.

Sanchita Banerjee and George McCormack will connect individually with each district for direction.

There was discussion about the FY22 Budget and it is projecting positive net income in transportation. The Board discussed the FY22 projected fiscal surplus and the plan on resolving it in FY23 after it is certified.

Laurie Hunter noted that the Collaborative expects a cumulative surplus of \$700,000, conservatively at the end of FY22. She would like Board members to come up with some ideas so as not to be in the same situation as last year.

Sanchita Banerjee indicated that this is a projected surplus, and she presented four options for the Board to consider:

1. Adjust the FY22 budget down now and reduce by a certain amount, such as \$400,000;
2. Fund the OPEB Trust Fund;
3. Use the operating budget towards the multipurpose room;
4. Keep as is and get certified in December 2022, and we would need to resolve in the next fiscal year.

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Peter Light asked if the \$700,000 was combined with the program side and transportation. Option 1 and 4 could work, but not willing to put more money into OPEB.

Rebecca McFall asked if we can adjust the operating budget, and if there are any needs in CASE that will help in this fiscal year and that we should think about it. Sanchita Banerjee noted that much of the needs are about staffing and because staffing is a recurring expense, a one time expenditure would not work. Also discussed was replacement vans charged to this fiscal year. Marty Finnegan indicated that he had approached a local dealership that almost committed to three vehicles, but then declined. The manufacturer price was \$46,000, but they wanted \$51,000.

Brad Crozier indicated that since he did the prepaid, he would like the projected FY22 surplus in FY23. James O'Shea agreed in pushing it into FY23.

Laurie Hunter indicated that this item is on for discussion and that Sanchita Banerjee and George McCormack would minimize the surplus in FY23. She indicated that this topic will continue to come back at every Board meeting.

A video was played for Board members of the CASE programs and the staff working with the students in these programs.

George McCormack presented the FY23 Proposed CASE Budget to the Board. The total FY23 budget is level funded. The FY23 CASE Budget being proposed is \$14,706,607.32. It reflects a decrease of \$12,483.30 (0.08%) in comparison to the FY22 CASE budget of \$14,719,090.61.

The FY23 CASE Program Budget is proposed at \$7,826,876.71. It reflects an increase of \$266,948.61; 3.5% over the FY22 budget of \$7,559,928.10.

The FY23 CASE ESY Budget is proposed at \$618,403.36. It reflects a decrease of \$2,574.64; (0.41%) under the FY22 budget of \$620,978.00.

The FY23 CASE Transportation Budget is proposed at \$6,261,327.25 and reflects a decrease of \$276,857.26; (4.2%) under the FY22 budget of \$6,538,184.51.

The factors influencing the FY23 Budget Proposal are as follows:

- The budget assumes a 10% increase in health insurance cost for FY23;
- Two (2%) COLA increase in Program and Transportation Budgets.

In 2022-23, CASE Collaborative is projected to serve 103 students in preschool, elementary, middle, high and post high school levels.

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The Board agreed not to vote on the budget today and to vote on it at the next meeting.

George McCormack presented the Procurement Card Policy (P-Card) for the first reading. All purchases must be made in compliance with the Massachusetts purchasing laws, regulations, policies, and guidelines. There will not be more than three (3) active cards with each having an assigned and authorized user. This policy will be presented at the next Board Meeting for the second reading.

At 1:43 p.m., a motion was made by Laurie Hunter to adjourn the meeting. Brad Crozier seconded the motion. The meeting adjourned by roll call vote as follows: Conrad, aye; Crozier, aye; Hunter, aye; Light, aye; McFall, aye; McFall, aye.