

**Approved**  
**12/4/2020**

**Minutes of CASE Board of Directors Meeting of November 6, 2020**

Board Members in attendance:

Linda Dwight, Harvard, Chairperson (dep 1:48 pm)  
Peter Light, Acton-Boxborough  
Philip Conrad, Bedford (dep 1:51 pm)  
James O'Shea, Carlisle  
Laurie Hunter, Concord/Concord-Carlisle

Rebecca McFall, Lincoln  
Bella Wong, Lincoln-Sudbury  
Brian Haas, Maynard (dep 1:30 pm)  
Brad Cozier, Sudbury

Also in attendance:

Sanchita Banerjee  
Abigail Desjardins  
Members of the CASE Community

**MINUTES**

At 12:47 p.m., Linda Dwight called the meeting to order. Roll Call; Hunter, Haas, Conrad, O'Shea, McFall, Dwight, Light, Crozier, Wong were present at the meeting.

A motion was made by Peter Light to move to approve the minutes of the September 25, 2020 Board of Directors meeting as presented. Becky McFall seconded the motion. The motion was unanimously approved.

**Public Comments**

Gwen Bertrand: CASE Teacher Association President addressed the Board. Gwen wanted the Board to know the level of stress among all the staff, and all the mandates coming from DESE. It is really challenging if there is anything that can be done to help alleviate some of the stress of the staff. CASE is doing a wonderful job in keeping the kids safe and hope that more kids come in-person.

Linda Dwight said they are understanding of the stress, and that the Board would find ways to help the staff through this.

**General Update**

Sanchita Banerjee said it is a challenging time and wanted to echo what Gwen Bertrand said. Sanchita indicated that she really commends all the administrators, central office staff, program staff, and transportation staff in keeping everyone safe in accordance with the safety protocols in place.

Sanchita Banerjee gave the Board a general update. She reviewed the school sites locations, student enrollment and transportation for the 2020-21 school year. School locations; 5 districts host some of our classrooms and we do have an approved public day school location in Acton.

Student enrollment; 106 students are enrolled. Member district consists of 65 students; Non-member districts, 41 students. As of November 2020, CASE has 81 (75.7%) students attending In Person instruction. There are 26 (24.3%) students accessing Remote learning.

Marty Finnegan presented information regarding transportation. Presently CASE is transporting 222 students to 81 programs in 32 towns. We currently have 78 drivers working, and several are out due to either COVID or medical issues. We have all the PPEs that are needed. Drivers make sure the vehicles are cleaned with disinfectant spray/wipes on touch points after each run.

Sanchita recognized the team at CASE in charge of technology is CETT (Consultation, Education, Training in Technology) – Donna Marcotte, Susan LaSante, Karen Levy and Katelyn Croft for their work especially during the COVID period. They have provided CASE with strong expertise and guidance. They have offered professional development for staff individually and in groups throughout the whole period. They work behind the scenes to make things happen for all staff and administration. They are also preparing to support families this year. We are truly grateful to them and their service to CASE during this challenging time.

Linda Dwight thanked the CETT Team for all their work and appreciated the recognition to the CETT Team.

Sanchita shared a letter from Jeff Donaldson. Jeff recently retired from CASE Transportation as the Fleet Specialist. He commented that it is a great opportunity to use the resources that CASE has in allowing the drivers to be part of the programs as program substitutes.

### **Personnel Report**

The Board reviewed the personnel report. A motion was made by Peter Light to move to accept the Personnel Report as presented. The motion was seconded by Becky McFall. The motion was unanimously approved by roll call vote as follows: Light, aye; McFall, aye; O'Shea, aye; Haas, aye; Conrad, aye; Hunter, aye; Crozier, aye; Wong, aye; Dwight, aye.

### **Treasurer's Report**

The Board reviewed the Treasurer's Report.

### **Benefits of CASE Drivers During COVID**

At the last Board meeting in September, the Board voted to pay CASE drivers a minimum of 25 hours per week. The Board's vote covered the period of September and October 2020. This vote was taken by the Board because many of our drivers were not working their full schedule due to COVID impacted school schedules.

The Board reviewed information presented on the drivers schedule, actual hours worked, actual hours paid and the difference between payment for driving students and payment for other tasks performed.

Linda Dwight thanked Marty Finnegan for the extra work in providing this information to the Board.

Marcia Berkowitz indicated that the program staff were very pleased with the help from the drivers.

Peter Light wanted to know if Sanchita had a recommendation for the Board. Sanchita indicated that she is worried that the drivers will leave and/or not be available when we need them. She is also concerned there could be a turn-over in drivers due to the current work situation brought on by COVID.

A motion was made by Peter Light to move to authorize the Executive Director to pay drivers up to a minimum of 25 hours per week with administrative discretion with the understanding that changes to the educational model that is in place may warrant administrative approval and that the Board may further revisit this decision at a later date during the 2020-21 school year. James O'Shea seconded the motion. The motion was unanimously approved by roll call vote as follows: Wong, abstained; Crozier, aye; Hunter, aye; Conrad, aye; Haas, abstained; O'Shea, aye; McFall, aye; Light, aye; Dwight, aye.

At 1:30 p.m., Brian Haas left the meeting.

### **Negotiations Subcommittee Members**

Linda Dwight, Laurie Hunter and Bella Wong participated in the last negotiation meetings. The subcommittee worked towards a one-year contract which puts us in another negotiations cycle in the next year. A lot of the work and language is done. Linda Dwight, Laurie Hunter and Bella Wong all agreed to continue to be on the negotiation subcommittee with the CASE Teacher's Association. The Board voted to have all three members continue on the negotiation subcommittee. A roll call vote took place as follows: Wong, aye; Crozier, aye; Hunter, aye; Conrad, aye; O'Shea, aye; McFall, aye; Light, aye; Dwight, aye.

### **FY22 Budget Timeline**

A timeline for the FY22 budget was presented to the Board. The first reading of the FY22 budget will be at the February 5, 2021 Board meeting.

At 1:48 p.m., Linda Dwight left the meeting.

### **Executive Director's Goals**

Sanchita Banerjee presented her FY21 goals to the Board. She is proposing five (5) goals for this year.

Peter Light asked if she needed all five (5) goals for this year, and he indicated they could give permission to reduce the number of goals. Sanchita indicated that all five (5) goals were important.

A motion was made by Philip Conrad to move to accept the Executive Director's goals for FY21 as presented. Laurie Hunter seconded the motion. The motion was unanimously approved by roll call vote as follows: Wong, aye; Crozier, aye; O'Shea, aye; Light, aye; Conrad, aye; McFall, aye; Hunter, aye.

### **Financial Administrator Interview and Potential Appointment**

The Board will interview and potentially appoint the next financial administrator for CASE subject to successful contract negotiations. Michael Perrone was the finalist for this position.

At 1:55 p.m., Michael Perrone joined the Board meeting.

Board members asked Mr. Perrone a series of interview questions.

At 2:26 p.m., Michael Perrone left the Board meeting.

After discussion, the Board members felt that they could support him as the new financial administrator of CASE.

A motion was made by Bella Wong to move to appoint Michael Perrone as the next Financial Administrator for CASE Collaborative subject to successful contract negotiations. Brad Crozier seconded the motion. The motion was unanimously approved by roll call vote as follows: Wong, aye; Crozier, aye; O'Shea, aye; Light, aye; McFall, aye; Hunter, aye.

At 2:36 p.m., a motion was made by Brad Crozier to go into executive session and return to open session. Bella Wong seconded the motion. The motion was unanimously approved by roll call vote as follows: Wong, aye; Crozier, aye; O'Shea, aye; Light, aye; McFall, aye; Hunter, aye.

At 3:08 p.m., a motion was made by Becky McFall to move to return to open session. Brad Crozier seconded the motion. The motion was unanimously approved by roll call vote as follows: Light, aye; McFall, aye; O'Shea, aye; Wong, aye; Crozier, aye; Hunter, aye.

**Contract for the Next Financial Administrator**

A motion was made by Laurie Hunter and so moved by Becky McFall to approve a salary of \$130,000 for Michael Perrone as the new financial administrator for CASE. Bella Wong seconded the motion. The motion was unanimously approved by roll call vote as follows: McFall, aye; O'Shea, aye; Wong, aye; Crozier, aye; Hunter, aye; Light, aye.

A motion was made by Becky McFall to move to appoint the Chairperson or Vice-Chairperson to finish the contract negotiations with Michael Perrone. Brad Crozier seconded the motion. The motion was unanimously approved by roll call vote as follows: McFall, aye; O'Shea, aye; Wong, aye; Crozier, aye; Hunter, aye; Light, aye.

At 3:10 p.m., a motion was made by Bella Wong to adjourn the meeting. Brad Crozier seconded the motion. All were in favor.