

APPROVED
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Minutes of CASE Board of Directors Meeting of September 23, 2022

Board Members in attendance:

Philip Conrad, Bedford

James O'Shea, Carlisle

Laurie Hunter, Concord, Concord-Carlisle, Chairperson

Linda Dwight, Harvard

Rebecca McFall, Lincoln

Bella Wong, Lincoln-Sudbury

Kelly Clenchy, Littleton

Brian Haas, Maynard

Brad Crozier, Sudbury

Also in attendance:

Sanchita Banerjee

George McCormack

Russell Dupere

Members of the CASE Community

MINUTES:

At 12:31 p.m., Laurie Hunter called the meeting to order.

A motion was made by Kelly Clenchy to approve the minutes of April 29, 2022. The motion was seconded by Rebecca McFall. The motion was unanimously approved. All were in favor.

Public Comments: There were no public comments.

Sanchita Banerjee provided the Board with a general update.

- The current enrollment in CASE is 103 students. As of September 20, 2022, 48% of the students represented at CASE belonged to member towns. Students from non-member districts equate to 52%.
- As of September 9th, the capital project that the Board approved in FY22 is complete.
- CASE is working towards implementation of PowerSchools SIS with expectation of it going 'live' in the 3rd or 4th quarter.
- The Financial Audit is taking place at this time. We have had on-site visits from our auditors and this process will be completed by November. The FY22 year-end fiscal outcome will be certified through this process. We will present this audit to the Board at the December meeting.
- At the end of FY22 and beginning of FY23, CASE programs hired twenty-three (23) new full year employees. Forty-five (45)% of new staff are in-classroom support staff.
- Programs are set up to accommodate the standard influx of student enrollment in the next few months without having to add significantly more staff. The exception to this is the LFL program.
- Due to the shortage of staff in healthcare, we're contracting with agencies to fulfill this need. While we're paying standard agency fees, it makes the cost of business higher.
- Classroom moves/additions to Douglas and Gates Schools in Acton and to The Lincoln School in Lincoln are complete. We are operational in these settings.
- The Program Budget is currently in a deficit should the year end without additional students.
- CASE is presently transporting 316 students to 83 programs.

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- Currently we have sixty (60) full time drivers and four (4) on-call substitute drivers. We are seeking more drivers. We are operating with an unprecedented shortage of applicants. This coupled with the fact that gasoline prices are falling means that we will be operating with a surplus, providing no significant changes.
- If the scenario in the driving staff remains the same, we are planning to bring to you an amendment to the FY23 Transportation Budget in October to reduce the current surplus. This will impact the second transportation assessments for members in the second half of this year.
- A summary on AT and AAC evaluations and consults through our CETT department was shared with the Board.
- All Office Staff - Central Office, Program Office, Transportation Office, and CETT Office, are being recognized for their work in getting the school year started. This year has been notable with the number of changes in personnel in both program and transportation departments. Without the diligence of everyone all summer in the different offices, the beginning of this school year would have been very difficult to navigate and opening school would be challenging.

Board members discussed the situation in regards to the driver shortage and the fact we are short eight (8) drivers. After a discussion, Kelly Clenchy made a motion to authorize a pay scale increase and a bonus for drivers within reason and attainable for this year and consideration in future years. The motion was seconded by Linda Dwight. The motion was approved by roll call vote: Hunter, aye; Dwight, aye; Clenchy, aye; McFall, aye; O'Shea, aye; Crozier, aye; Conrad, no; Wong, abstained; Haas, abstained.

The Personnel Report was presented by George McCormack. A motion was made by Linda Dwight to accept the Personnel Report as presented. The motion was seconded by Brad Crozier. The motion was unanimously approved.

A motion was made by Linda Dwight to move to accept Concord Superintendent as CASE Board's Representative to approve warrants for FY23. The motion was seconded by James O'Shea. The motion was unanimously approved.

CASE's Summer Program (ESY), has tuition rates that are listed as a full rate for five (5) weeks as well as a daily rate. The daily rate is not applicable to the ESY program because students do not attend part-time or on a short-term basis. They are required to come for the full five (5) week period and pay for the full five (5) week period.

A motion was made by Rebecca McFall to move to amend the FY23 Summer Program Tuition to represent the cost of a five (5) week ESY program. The motion was seconded by Brad Crozier. The motion was unanimously approved.

During the Board's Executive Session on April 29, 2022, Board members discussed and voted to voluntarily recognize the Massachusetts Teachers Association as the bargaining representative for certain support staff. A motion was made by Kelly Clenchy to move to voluntarily recognize the Massachusetts Teachers

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Association as the bargaining representative for certain support staff as defined in the Recognition Agreement. Rebecca McFall seconded the motion. The motion was unanimously approved.

The proposed calendar of meetings for the CASE Board of Directors for FY23 did not include a snow date in December. It was discussed that there is a conflict for the December 2, 2022 Board Meeting. The Board agreed to change the December 2, 2022 meeting to December 9, 2022 with December 16, 2022 as being a snow date.

- September 23, 2022
- October 28, 2022
- December 9, 2022
- December 16, 2022 (snow date)
- February 17, 2023
- April 7, 2023
- May 19, 2023

The Board agreed to table the agenda item "Executive Director's FY22 Evaluation" - Agenda Item V. E. to the next Board meeting scheduled for October 28, 2022.

At 1:30 p.m., Laurie Hunter asked for a motion to be made to enter into Executive Session for the purpose related to discuss strategy with respect to collective with the CASE Education Association if an open meeting may have a detrimental effect on the bargaining position (Teachers and Certain Support Staff) and to discuss strategy in preparation for negotiations with non-union personnel (Executive Director) and to return to open session. The motion was made by Brian Haas and seconded by Rebecca McFall. The motion was unanimously approved by roll call vote as follows: Dwight, aye; Conrad, aye; Clenchy, aye; Haas, aye; Hunter, aye; McFall, aye; O'Shea, aye; Crozier aye; Wong, aye.

At 2:04 p.m., the Board returned to open session.

A motion was made by Laurie Hunter for the Executive Director's contractual increase for the 2022-23 school of a 2.5% retroactive increase based on performance. The motion was seconded by Brad Crozier. The motion was unanimously approved.

At 2:06 p.m., the Board voted to adjourn the meeting. All were in favor.