

**CONCORD AREA SPECIAL EDUCATION COLLABORATIVE**  
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**Minutes of CASE Board of Directors Meeting of May 24, 2019**

Board Members in attendance:

Peter Light, Acton-Boxborough	Bella Wong, Lincoln-Sudbury
Jon Sills, Bedford (arr 12:55 pm)	Kelly Clenchy, Littleton
James O'Shea, Carlisle	Linda Dwight, Harvard
Laurie Hunter, Concord, Concord-Carlisle	Brad Crozier, Sudbury (dep 1:51 pm)
Rebecca McFall, Lincoln, Chairperson	

Also in attendance:

Sanchita Banerjee	Regina Erickson
Sandy Daigneault	John Foley
Russell Dupere	Christine McGrath

**MINUTES:**

At 12:48 p.m., Rebecca McFall called the meeting to order.

A motion was made by Kelly Clenchy to approve the minutes of the March 22, 2019 Board of Directors meeting as presented. Linda Dwight seconded the motion. All were in favor.

The Executive Director then provided a general update to Board members. She updated the Board on the hiring of the program administrators. CASE has hired Jeffrey Albert as the Assistant Director, and Courtney Hudgins has been hired to fulfill the role as Program Coordinator. Jeff and Courtney are engaging in a transition plan with the current administrators. They will start on July 1<sup>st</sup>.

The Executive Director thanked the current program administrators - Sandy Daigneault, Deanne Cefalo and Maureen Keegan for their contributions to CASE over the past several years. The Board recognized and thanked the three program administrators for their years of service to CASE.

The current program enrollment stands at 118 students, and transportation ridership is at 494 students as of May 16, 2019. For school year 2018-19, ridership percentages will be completed the first week of June 2019. Per the CASE Board agreement dated March 22, 2019, for school year 2019-20, the percentage ridership will be completed at the beginning of November 2019.

The CASE CETT (Consultation, Education, Training in Technology) had a total of 39 consults during FY'19 - 33 consults to CASE member districts, and 6 consults to non-member districts.

At this time, the projection is for CASE to end the current fiscal year with a balance of approximately \$200,000. This is solely due to the stringent measures undertaken to streamline expenses and minimize costs.

The Executive Director updated the Board on the remodeling of the space at 8 Post Office Square for the RISE Program (6 students) and the new high school Developmental Disabilities – Intensive program (2 students) that is underway. We anticipate moving in either July 1<sup>st</sup> or September 1<sup>st</sup>. The floor plan for the new space was shared with the Board. Unfortunately, the requested space for one additional classroom and ancillary space for the current students in Acton-Boxborough did not materialize. The CASE classroom at Blanchard went from 2 classes to one, with one section moving to Carlisle. Neither Acton-Boxborough nor Sudbury were able to provide CASE the space that was needed. CASE is not able to offer programming to its members without having the space to do so.

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

A motion was made by Rebecca McFall to nominate Linda Dwight to serve as Chairperson of the CASE Board of Directors. The motion was seconded by Laurie Hunter. A motion was made by Kelly Clenchy to appoint Linda Dwight to serve as Chairperson of the CASE Board of Directors, effective July 1, 2019 – June 30, 2021. The motion was seconded by James O'Shea; all were in favor.

A motion was made by James O'Shea to appoint Laurie Hunter to serve as Vice-Chairperson of the CASE Board of Directors, effective July 1, 2019 – June 30, 2021. The motion was seconded by Kelly Clenchy; all were in favor.

The Executive Director presented the calendar of FY'20 CASE Board meetings. Jon Sills suggested a change in the December meeting dates due to a conflict. The suggested dates are Friday, December 13, 2019 and Wednesday, December 18, 2019 (snow date). A motion was made by Linda Dwight to accept the schedule of meeting dates as amended. The motion was seconded by Jon Sills; all were in favor.

The Executive Director presented a Powerpoint presentation on the 4 different options for the new tuition reduction proposal. She also reviewed, in detail, the pros and cons of the four options she presented. After the presentation, there was a lengthy and detailed discussion regarding the proposal and each of the options for a new tuition fee structure. The Board discussed Option 1 at their last meeting. This new tuition fee structure is being proposed for new students starting at CASE, and the current students would be grandfathered in. The new tuition proposal will have a base rate which would include one teacher, one teaching assistant, and all therapies. If a student requires a one-to-one aide, the district would pay a separate fee. There was some concern by Board members on Option 1 as they felt that having two separate tuition rates could be problematic. Board members felt a change needs to be made as they were concerned that districts may shop around for more cost effective services,

and, therefore, may lose students. Kelly Clenchy asked the Executive Director which option she would recommend, and she noted that she is recommending Option 1.

A motion was made by Kelly Clenchy to approve Option 1 (1 Year Plan for FY'20) for the new tuition fee structure for FY'20 as presented. The motion was seconded by Laurie Hunter; all were in favor.

Current Students – FY'20 Intensive Special Needs Rates

	<b><u>Member Rate</u></b>	<b><u>Non-Member Rate</u></b>	
DD Strand	\$80,233	\$ 88,626	(205 Day School Year)
DD-INT Strand	\$92,791	\$102,440	(205 Day School Year)
ASD Strand	\$88,148	\$ 97,333	(205 Day School Year)
SE (K-8) Strand	\$66,107	\$ 73,088	(205 Day School Year)
Colebrook (Gr.9-Age 22)	\$66,107	\$ 73,088	(195 Day School Year)

New Students – FY'20 Inclusion Model Tuition Rates

	<b><u>Member Rate</u></b>	<b><u>Non-Member Rate</u></b>	
DD Strand	\$62,000	\$ 65,000	(205 Day School Year)
DD-INT Strand	\$68,000	\$ 78,000	(205 Day School Year)
ASD Strand	\$65,000	\$ 75,000	(205 Day School Year)
SE (K-8) Strand	\$50,000	\$ 60,000	(205 Day School Year)
Colebrook (Gr.9-Age 22)	\$52,000	\$ 62,000	(195 Day School Year)

Teaching Assistant	\$ 152	\$ 152	(Day Rate)
ABA Tutor	\$ 192	\$ 192	(Day Rate)

A draft evaluation of the CASE Treasurer was included in the packet. A motion was made by Jon Sills to authorize the Board Chair to complete the Treasurer evaluation. The motion was seconded by Bella Wong; all were in favor.

The Executive Director informed the Board that on January 25, 2019 she received an invoice in the amount of \$14,142.70 from EDCO Collaborative for CASE's share of the FY'18 CELC project deficit. The Executive Director indicated that she had been told that there was no cost to participate in CELC. John Foley indicated that we would need a written explanation from EDCO Collaborative on the reason for the late invoice and would need the Board recommendation for payment of this invoice for our files. It was agreed that Rebecca McFall would contact the Ethics Commission and contact EDCO Collaborative for an explanation on the late CELC invoice. It was agreed that this item would be included on the next Board agenda to approve for payment pending explanation from EDCO Collaborative and legal consult.

A motion was made by Jon Sills to encumber \$14,142.70 for the payment for the FY'18 CELC invoice in FY'19, pending appropriate documentation. The motion was seconded by Linda Dwight; all were in favor.

The Financial Administrator presented a proposed amendment to the FY'19 Transportation Budget. It was recommended that \$20,000 be moved from the contingency line item to the OPEB contribution line item, in order that a contribution to the OPEB Trust Fund might be made. A motion was made by Kelly Clenchy to approve the line transfer of \$20,000 from the contingency line item to the OPEB contribution line item in the FY'19 Transportation budget. The motion was seconded by James O'Shea; all were in favor.

An updated Retainer Agreement by and between the CASE Collaborative and The Dupere Law Offices was included in the Board packet. A motion was made by Rebecca McFall to approve the updated retainer agreement to \$1,250 per month. The motion was seconded by Kelly Clenchy; all were in favor.

The Board Chairperson read the FY'19 evaluation of the Executive Director, with the input from all of the Board members. Board members thanked and commended Ms. Banerjee for all of her hard work and they shared the appreciation for her commitment to the collaborative. A motion was made by Rebecca McFall to rate the overall performance of the Executive Director as proficient. The motion was seconded by Jon Sills; all were in favor.

A motion was made by Rebecca McFall to adjourn to Executive Session to discuss strategy sessions in preparation for negotiations with nonunion personnel and to conduct contract negotiations with nonunion personnel (Executive Director). A roll call vote took place as follows: Rebecca McFall, aye; Laura Hunter, aye; Jon Sills, aye; Peter Light, aye; Bella Wong, aye; James O'Shea, aye; Kelly Clenchy, aye; Linda Dwight, aye.

Following the Executive Session, the Board returned to open session at 3:19 p.m. by roll call vote.

A motion was made by Linda Dwight to provide a 3% salary increase to Sanchita Banerjee for FY'20 and move to pay a \$6,000 stipend for FY'19 for additional responsibilities of business manager. The motion was seconded by Peter Light; all were in favor

At 3:26 p.m., Rebecca McFall made a motion to adjourn the meeting. The motion was seconded by Bella Wong; all were in favor.