

APPROVED
9/22/2023

Minutes of CASE Board of Directors Meeting of May 19, 2023

Board Members in Attendance:

Peter Light, Acton-Boxborough

Philip Conrad, Bedford

James O'Shea, Carlisle

Laurie Hunter, Concord, Concord/Carlisle, Chairperson

Linda Dwight, Harvard

Rebecca McFall, Lincoln

Bella Wong, Lincoln-Sudbury (arr. 12:55 pm)

Kelly Clenchy, Littleton

Brad Crozier, Sudbury

Also in Attendance:

Sanchita Banerjee

George McCormack

Ian Rhames

Members of the CASE Community

MINUTES:

At 12:34 p.m., Laurie Hunter called the meeting to order.

A motion was made by Linda Dwight to approve the minutes of April 28, 2023. The motion was seconded by Rebecca McFall. The motion was unanimously approved. All in favor.

Public Comments: No public comments were made.

The Personnel Report was presented by George McCormack. A motion was made by Peter Light to accept the Personnel Report as presented. The motion was seconded by Philip Conrad. The motion was unanimously approved. All in favor.

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

By regulation, the Board is required to annually evaluate the Treasurer (Ian Rhames). Sanchita Banerjee indicated that the evaluation of the Treasurer of CASE is done on a yearly basis, and that the Board Chairperson signs the evaluation on behalf of the Board. Ian Rhames has been very hands-on and is extremely helpful to us and is always available for questions.

A motion was made by James O'Shea to accept the treasurer's evaluation as presented and to authorize the Board Chair to sign the evaluation on the Board's behalf. Kelly Clenchy seconded the motion. The motion was unanimously approved. All in favor.

Sanchita Banerjee and George McCormack presented the third reading of the FY24 Program and ESY Budget Proposals.

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A motion was made by Peter Light to approve the FY24 CASE Budget for \$14,872,180.81. Kelly Clenchy seconded the motion. The motion was unanimously approved. All were in favor.

A motion was made by Peter Light to approve the FY24 CASE Program and ESY Budgets for the amounts of \$8,275,344.65 and \$649,772.91 respectively. Philip Conrad seconded the motion. The motion was unanimously approved. All were in favor.

A motion was made by Philip Conrad to approve the FY24 Program Tuition Rates and FY24 CETT Service Rates as proposed. Brad Crozier seconded the motion. The motion was unanimously approved. All were in favor.

FY24 CASE COLLABORATIVE MEMBER RATE SHEET			
	LFL (DD-INT)	EMPOWER (ASD)	TIP (SE)
Tuition Rate	\$80,000	\$78,000	\$65,000
Daily Rate	\$444.44	\$433.33	\$361.11
Summer Program	\$5,500	\$5,500	\$5,500
ADDITIONAL SERVICES		ALL STRANDS	
1:1 Teaching Assistant (1.0 FTE)		\$150/day	
1:1 Teaching Assistant (0.5 FTE)		\$75/day	
ABA Tutor (1.0 FTE)		\$200/day	
ABA Tutor (0.5 FTE)		\$100/day	
ABA Tutor (0.3 FTE)		\$66/day	
CETT TEAM SERVICES		ALL STRANDS	
AT Assessment		\$1,500	
AAC Assessment		\$1,500	
Consultation		\$200/hr	
In-District Contract Fee		\$1,500	
In-District Consultation		\$200/hr	

FY24 CASE COLLABORATIVE NON-MEMBER RATE SHEET			
	LFL (DD-INT)	EMPOWER (ASD)	TIP (SE)
Tuition Rate	\$93,720	\$89,000	\$75,000
Daily Rate	\$520.66	\$494.44	\$416.66
Summer Program	\$6,500	\$6,500	\$6,500
ADDITIONAL SERVICES		ALL STRANDS	
1:1 Teaching Assistant (1.0 FTE)		\$200/day	
1:1 Teaching Assistant (0.5 FTE)		\$100/day	
ABA Tutor (1.0 FTE)		\$250/day	
ABA Tutor (0.5 FTE)		\$125/day	
ABA Tutor (0.3 FTE)		\$82.50/day	
CETT TEAM SERVICES		ALL STRANDS	
AT Assessment		\$2,000	
AAC Assessment		\$2,000	
Consultation		\$250/hr	
In-District Contract Fee		\$2,000	
In-District Consultation		\$250/hr	

The Board votes each year to transfer money into the OPEB Trust Fund for retirees. A motion was made by Linda Dwight to authorize the transfers of \$40,000 with \$20,000 from the Program budget and \$20,000 from the Transportation budget towards the OPEB Trust. The motion was unanimously approved, All were in favor.

George McCormack updated the Board on projections at the end of FY23. It was noted that with unexpected and unanticipated operational changes, the end of the year status will also change. There is an approximate anticipated surplus in FY23 of 4.9% over the 25% the Collaborative can retain. The 4.9% equates to \$650,000. This figure is considerably less than the FY22 end of the year surplus of 12% over the 25% that the Collaborative can retain. The Collaborative has achieved its goal of reducing the end of the year surplus in a significant way.

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A motion was made by Linda Dwight to reappoint Laurie Hunter to serve as Chairperson of the CASE Board of Directors, effective July 1, 2023 - June 30, 2024, and to reappoint Brad Crozier to serve as Vice-Chairperson of the CASE Board of Directors, effective July 1, 2023 - June 30, 2024. Kelly Clenchy seconded the motion. The motion was unanimously approved. All were in favor.

The proposed calendar of meetings for the CASE Board of Directors for FY24 was included in the Board packet.

- September 22, 2023
- November 3, 2023
- December 8, 2023
- February 9, 2024
- April 12, 2024
- May 24, 2024

The CASE Board celebrated the retirements of Philip Conrad, Rebecca McFall, and Bella Wong and thanked them for their years of service, and wished them well in their retirement.

At 1:27 PM, a motion was made by Laurie Hunter to enter into Executive Session for the purpose related to 1) discuss strategy with respect to collective bargaining with the CASE Education Association if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares (Professional Association and Support Staff Listed in Agreement) and 2) discuss strategy sessions in preparation for negotiations with non-union personnel and to conduct contract negotiations with non-union personnel (Executive Director) and to return to open session. Philip Conrad seconded the motion. The motion was unanimously approved by roll call vote: Dwight, aye; Conrad, aye; Crozier, aye; Light, aye; O'Shea, aye; Wong, aye; McFall, aye; Clenchy, aye; Hunter, aye.

At 2:17 p.m., the Board returned to open session.

A motion was made by Linda Dwight to enter into a new three (3) year contract with Sanchita Banerjee for a starting salary of \$186,000. Philip Conrad seconded the motion. The motion was unanimously approved by roll call vote: Dwight, aye; Conrad, aye; Crozier, aye; Light, aye; O'Shea, aye; Wong, aye; McFall, aye; Clenchy, aye; Hunter, aye.

At 2:19 p.m., the Board voted to adjourn the meeting. All in favor.