

Approved
3/10/2023

Minutes of CASE Board of Directors Meeting of December 9, 2022

Board Members in Attendance:

Peter Light, Acton-Boxborough

Philip Conrad, Bedford

James O'Shea, Carlisle

Laurie Hunter, Concord, Concord-Carlisle, Chairperson

Linda Dwight, Harvard (arr. 12:35 p.m.)

Rebecca McFall, Lincoln (arr. 12:33 p.m./dep.12:46 p.m.)

Bella Wong, Lincoln-Sudbury (arr. 12:40 p.m.)

Brian Haas, Maynard

Brad Crozier, Sudbury (arr. 12:36 p.m.)

Also in Attendance:

Sanchita Banerjee

George McCormack

Andrew Gordon (Melanson Heath and Co.)

Central Office Staff

Members of the CASE Community

MINUTES:

At 12:30 p.m., Laurie Hunter called the meeting to order.

A motion was made by Bella Wong to approve the minutes of October 28, 2022. The motion was seconded by Peter Light. All were in favor.

Public Comments: There were no public comments.

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.

Andrew Gordon, representative from Menalson Heath and Company, P.C., joined the meeting to review and present the financial statement report for the year ending June 30, 2022. In the independent audit report, the collaborative received a clean opinion, which means there are no exceptions, and the collaborative has received the same opinion in prior years. This is the best opinion you can receive from an independent audit. The collaborative ended the fiscal year in a strong financial position with a healthy cumulative surplus balance. No Management Letter comments for fiscal year 2022 were issued.

A motion was made by Peter Light to approve the CASE's Annual Financial Statements Report for the year ending June 30, 2022. Bella Wong seconded the motion. All in favor.

A music class performance was conducted for Board members by Andrew Rowher, Music Therapist and Counselor for CASE, working with Colebrook School staff and students.

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The collaborative did exceed the maximum allowable cumulative surplus of 25% for FY22. The cumulative surplus, as of June 20, 2022, currently at 37%. The amount over the 25% threshold set by DESE is \$1,513,149.75.

A motion was made by Peter Light to approve the cumulative surplus for FY22 of \$4,728,111.00 as stated in the auditor's report. Philip Conrad seconded the motion. All in favor.

Sanchita Banerjee led the discussion regarding the resolution of the cumulative surplus. The four options for which the FY22 surplus of \$1,513,149.75 (12%) could be used were: (1) Contribution to OPEB Trust, (2) Contribution to Capital Plan, (3) Allocation of Member Credits and (4) Return the surplus to the member towns. An extensive discussion ensued to help clarify aspects of the budget surplus. A motion was made by Brad Crozier to proportion the surplus distribution to members in the form of credits. Jim O'Shea seconded the motion. The motion was approved by roll call vote: Peter Light, aye; Linda Dwight, aye; Laurie Hunter, aye; Philip Conrad, aye; Brian Haas, abstained; Bella Wong, abstained.

Sanchita Banerjee presented the FY22 Annual Report. The report meets the guidelines established by regulation and summarizes the programmatic activities of the collaborative in FY22. Linda Dwight made a motion to approve the FY22 Annual Report; the motion was seconded by Bella Wong. All were in favor.

George McCormack presented a PowerPoint Presentation of the FY24 Transportation Budget Proposal (First Reading). The FY24 Proposed Transportation Budget is \$5,947,063.24, a decrease of \$314,264.01; 5.02% from FY23. There was a lengthy discussion among Board members regarding the budget and transportation assessments.

The Board did a final review of the Data Security Policy. The policy references that the host district security policy and procedures supersede any measures CASE has in place at those sites if different and more robust. A motion was made by Peter Light to approve the proposed Data Security Policy. Philip Conrad seconded the motion. All were in favor.

At 2:04 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 bargaining with the CASE Education Association. The motion was made by Philip Conrad and seconded by Linda Dwight. The motion was unanimously approved by roll call vote as follows: Peter Light, aye; Brian Haas, aye; Laurie Hunter, aye; James O'Shea, aye; Brad Crozier aye; Bella Wong, aye.