

APPROVED
5/24/2024

Minutes of CASE Board of Directors Meeting of May 3, 2024

Board Members in Attendance:

Cliff Chuang, Bedford
James O'Shea, Carlisle
Laurie Hunter, Concord, Concord/Carlisle, Chairperson
Linda Dwight, Harvard
Parry Graham, Lincoln

Andrew Stephens, Lincoln-Sudbury
Kelly Clenchy, Littleton
Brian Haas, Maynard (dep. 2:03 pm)
Brad Crozier, Sudbury (arr. 12:53 pm)

Also in Attendance:

Sanchita Banerjee
Joseph Adams

Martin Finnegan
Members of the CASE Community

MINUTES:

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

A motion was made by Parry Graham to approve the minutes of February 9, 2024 and April 12, 2024 as presented. The motion was seconded by Andrew Stephens. The motion was unanimously approved.

Public Comments: There were no public comments.

Sanchita Banerjee gave a general update to the Board. As of May 1, 2024, CASE's current enrollment stands at 104 students. Currently, 53% of the students represented at CASE belong to member towns, and non-member districts equate to 47%. As of April 26, 2024, CASE is providing transportation to 363 students. CASE is transporting students to 83 different programs in 44 towns. We currently have 67 full-time drivers and 3 substitute drivers.

Based on year-to-date actuals, we anticipate ending FY24 in a strong financial position with modest overall surplus of roughly \$445K.

The MA Department of Elementary and Secondary Education is conducting a Coordinated Program Review (CPR) of CASE this year. This audit is focused on three areas - Special Education, Civil Rights, and Approved Public Day (Colebrook School).

Students were recognized for their accomplishments for the current school year:

- Four high school students passed the Biology and Science MCAS - two students from TIP and two from the Empower Program.
- Six seniors are graduating from the TIP Program. One student is going on to college. Three students are working. Two students will be attending work/study programs.

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- Two students are getting their Certificates of Completion from the Empower/RISE programs. CASE Collaborative is turning 50 this month. Formed in 1974, Concord Area Special Education (CASE) Collaborative has served students and teachers in our eleven member districts as well as many from outside the CASE region.

The Personnel Report was presented by Joseph Adams. There were no questions or comments.

The Treasurer's Report was presented by Joseph Adams. There were no questions or comments.

A motion was made by Kelly Clenchy to approve the Head Lice Policy as presented. The motion was seconded by Linda Dwight. The motion was unanimously approved.

Joseph Adams presented the first reading of the FY25 Program, ESY, and Transportation Budgets and reviewed a Powerpoint presentation of the budget highlights with Board members.

For FY25, CASE is projected to serve 107 students in preschool, elementary, middle, high and post high school levels. As FY24 has progressed, CASE has seen a significant and sustained number of referrals. In large part, this is because we offer high quality programs and our tuition rates for both members and non-members are more than competitive.

The FY25 CASE Program Budget is proposed at \$9,340,888, which implies an increase of \$1,065,543 or +12.8% over the FY24 budget of \$8,275,345. Salaries and benefits make up roughly 87% of this proposed budget. Included in the FY25 Program Budget is a building out of an Extended Services Team (EXS). Board members requested additional information about this team.

Along with the budget proposal, CASE is proposing increasing tuition rates by 2.5% for member districts and by 2.9% to 4.5% for non-member districts.

After a discussion, Joseph Adams will bring further data to the next Board meeting on FTE changes since the last Budget (FY24) was approved.

The FY25 ESY Budget is proposed at \$643,724, representing a decrease of \$6,050 or -0.9% below the FY24 budget of \$649,773. For FY25 ESY, we are planning to provide programming to 96 students in 2 locations - Acton and Concord.

The FY25 Transportation Budget is proposed at \$6,239,173, which implies an increase of \$292,110 or +4.9% compared to the FY24 budget of \$5,947,063. In FY25, CASE is projected to transport roughly 400 students to over 100 programs, utilizing a fleet of 58 transit vans and 15 wheelchair vans (employing 73 drivers),

A motion was made by Kelly Clenchy to approve the payment of MNHG Health Insurance runout cost of

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\$223,674.65. The motion was seconded by Brad Crozer. The motion was unanimously approved.

Brian Haas left the meeting.

A motion was made by Cliff Chuang to approve the Acton Fuel Depot Funding Agreement as presented. The motion was seconded by Linda Dwight. The motion was approved. Andrew Stephens abstained.

At 2:10 pm., a motion was made by Brad Crozier to enter into Executive Session with Sanchita Banerjee, Regina Erickson, Joseph Adams and Melissa Devine for the purpose to 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 (*Certain Support Staff and Teachers*) and not to return to open session. Andrew Stephens seconded the motion. The motion was unanimously approved by roll call vote: Dwight, aye; Crozier, aye; Clenchy, aye; Chuang, aye; O'Shea, aye; Stephens, aye; Graham, aye; Hunter, aye.