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**Minutes of CASE Board of Directors Meeting of May 28, 2021**

Board Members in attendance (Virtual meeting):

Peter Light, Acton-Boxborough	Rebecca McFall, Lincoln
Philip Conrad, Bedford	Bella Wong, Lincoln-Sudbury
Laurie Hunter, Concord, Concord-Carlisle	Kelly Clenchy, Littleton (arr: 12:42 PM)
Linda Dwight, Harvard, Chairperson	Brian Haas, Maynard
	Brad Crozier, Sudbury

Also in attendance:

Sanchita Banerjee	Ian Rhames
Michael Perrone	CASE Central Office Staff
Russell Dupere	Members of the CASE Community

**MINUTES:**

At 12:37 p.m., Linda Dwight called the meeting to order.

The Board reviewed the minutes of April 14, 2021. Since no edits or objections were noted, Linda Dwight counted the minutes as approved.

Public Comments: Gwen Bertrand noted that she may submit some comments in written form. Since public comments are at the beginning of the meeting, Gwen asked the Board if they would consider also having public comments at the end of the meetings as they may have more comments during the meeting. Linda Dwight indicated that she would pass this along to the next Chairperson of the Board.

A motion was made by Bella Wong to accept the Personnel Report as presented. The motion was seconded by Brad Crozier. The motion was unanimously approved by roll call vote as follows: Crozier, aye; McFall, aye; Haas, aye; Conrad, aye; Hunter, aye; Light, aye; Wong, aye; Dwight, aye.

Kelly Clenchy arrived at the meeting at 12:42 PM.

The Treasurer's Report was presented. Ian Rhames, Treasurer, indicated that while we are in a great cash position, this doesn't necessarily reflect the fund balance. In the past, the cash balance usually decreased over the summer due to payrolls, but this year the cash balance may increase as we get closer to the end of the year and over the summer due to districts prepaying tuitions. There were no questions.

Sanchita Banerjee indicated that she would like Agenda Items V.C. and V.D. to be next on the agenda. Linda Dwight asked the Board if there were any objections to putting V.C. and V.D. next on the agenda. There was no objection to moving these two agenda items out-of-order.

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By regulation, the Board is required to annually evaluate the Treasurer. Bella Wong moved to accept the treasurer's evaluation as presented and to authorize the Board Chair to sign the evaluation on the Board's behalf. Philip Conrad seconded the motion. The motion was unanimously approved by roll call vote as follows: Crozier, aye; McFall, aye; Haas, aye; Conrad, aye; Hunter, aye; Light, aye; Wong, aye; Dwight, aye; Clenchy, aye.

The next item to be discussed was the transfers of monies into the OPEB Trust for FY21. Michael Perrone and Ian Rhames asked the Board to vote, a little different this year. They are recommending that the vote of the transfer should be an amount that is up to \$100,000. Mr. Perrone indicated that he is hoping to have more funds at the end of the year due to receiving more tuition revenue due to an increase in student enrollment. This amount would be split between transportation and program budgets.

Russell Dupere indicated that it is unusual to have an "up to amount". He indicated that an actual amount is needed for the vote.

Linda Dwight asked if we could get an amount today to transfer into the trust fund. Mike Perrone said \$50,000 is the amount we had talked about originally, and \$50,000 is a good starting number.

Peter Light said his understanding, from past years, is that whatever we don't vote into the OPEB Trust will just roll into cumulative surplus, and even if we exceed the allowable 25% surplus, we can always choose next year to roll money into the OPEB Trust. He doesn't see the urgency to push the limit at this meeting.

Kelly Clenchy indicated that we could match what was transferred last year into the OPEB Trust (\$30,000) and if we have money remaining, we can re-adjust as the year goes on.

A motion was made by Kelly Clenchy to transfer \$30,000 into the OPEB Trust Fund. Peter Light seconded the motion. The motion was unanimously approved by roll call vote as follows: Clenchy, aye; Crozier, aye; McFall, aye; Haas, aye; Conrad, aye; Hunter, aye; Light, aye; Wong, aye; Dwight, aye.

The Board will revisit the transfer of money into the OPEB Trust in September.

Sanchita Banerjee gave an overview of the FY 22 budgets. The proposed FY22 total CASE budget is \$14,719,090.61 an increase of 0.71% from FY21.

The proposed FY22 Program Budget of \$7,559,928.10 represents a decrease of 2.68% from the FY21 budget. The decrease is primarily due to projected lowered enrollment .

The proposed FY22 ESY Program Budget of \$620,978.00 represents an increase of 15.26% from the FY21

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budget. The ESY program budget has been restored to the pre-COVID-19 budget. Last year, the budget was reduced due to the pandemic.

The proposed FY22 Transportation Budget of \$6,538,184.51 represents an increase of 3.65% over the FY21 budget. The increased budget is primarily the restoration of vehicle purchases to the pre-COVID-19 levels.

Linda Dwight asked Sanchita to address a couple of questions that Board members had such as the administrative structure, leadership and the administrative cost share between the program and transportation budgets.

Sanchita reviewed the administrative structure of CASE. She also noted that she will retain the supervision and evaluation of both the assistant director and the principal of CASE. A school psychologist was added to the budget as we don't have a school psychologist on staff. There were no questions.

Linda Dwight asked if anyone had any questions on how the different budgets have the administrative shared costs with the program (60%) and transportation (40%) budgets. There were no questions.

Sanchita Banerjee gave details on the ESY budget. There were no questions on the ESY budget.

Sanchita Banerjee thanked Laurie Hunter for providing space at the Thoreau school in Concord. We are functioning out of two locations for the summer program - Concord and Acton.

Marty Finengan gave details on the transportation budget. Nothing in the budget has changed since the last meeting.

Along with the budget proposal, a change in CASE's tuition fee structure is being proposed. CASE is proposing adjustments to its program tuition rates.

The proposed rate reduction for Learning for Life is based on feedback from key constituents that they were removing students from our program or not referring, due to the tuition rate. The increase in the tuition rates in 2 programs Empower (formerly DD) and Therapeutic Intervention Program (formerly SE) is based on market research district feedback, and our commitment to staffing with appropriate experts; nursing, ABA tutors, and/or clinicians that provide direct service to students and families as part of a multidisciplinary team.

The FY22 fees charged for Assistive Technology (AT) Evaluations and Augmentative and Alternative Communication (AAC) Assessments conducted by CASE's CETT department is proposed to be the same as the current year.

Linda Dwight asked for a motion for the approval of the FY22 budgets as presented. A motion was made by

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Laurie Hunter to approve the FY22 total budgets (\$14,719,090.61). Kelly Clenchy seconded the motion. The motion was unanimously approved by roll call vote as follows: Wong, aye; Light, aye; Hunter, aye; Conrad, aye; Haas, aye; McFall, aye; Crozier, aye; Clenchy, aye; Dwight, aye.

- Program Budget: \$7,559,928.10
- Summer Budget: \$ 620,978.00
- Transportation Budget: \$6,538,184.51

FY22 CASE MEMBER RATE SHEET							
	LFL (DD-INT)	EMPOWER (ASD)	EMPOWER (DD)	TIP (SE)			
Tuition Rate	\$80,000	\$75,000	\$75,000	\$62,000			
Daily Rate	\$444.44	\$416.66	\$416.66	\$344.44			
Summer Program	\$5,500	\$5,500	\$5,500	\$5,500			
Summer Daily	\$220	\$220	\$220	\$220			
ADDITIONAL SERVICES	ALL STRANDS	CETT TEAMSERVICES		ALL STRANDS			
I:I Teaching Assistant (1.0 FTE)	\$150/day	AT Assessment		\$1,500			
I:I Teaching Assistant (0.5 FTE)	\$75/day	AAC Assessment		\$1,500			
ABA Tutor (1.0 FTE)	\$200/day	Consultation		\$200/hour			
ABA Tutor (0.5 FTE)	\$100/day	In-District Contract Fee		\$1,500			
ABA Tutor (0.3 FTE)	\$66/day	In-District Consultation		\$200/hour			
▪ Daily rates are calculated based on 180 school days							
FY22 CASE NON-MEMBER RATE SHEET							
	LFL (DD-INT)	EMPOWER (ASD)	EMPOWER (DD)	TIP (SE)			
Tuition Rate	\$93,720	\$89,000	\$76,250	\$65,000			
Daily Rate	\$520.67	\$494.44	\$423.61	\$361.11			
Summer Program	\$6,500	\$6,500	\$6,500	\$6,500			
Summer Daily	\$260	\$260	\$260	\$260			
ADDITIONAL SERVICES	ALL STRANDS	CETT TEAMSERVICES		ALL STRANDS			
I:I Teaching Assistant (1.0 FTE)	\$200/day	AT Assessment		\$2,000			
I:I Teaching Assistant (0.5 FTE)	\$100/day	AAC Assessment		\$2,000			
ABA Tutor (1.0 FTE)	\$250/day	Consultation		\$250/hour			
ABA Tutor (0.5 FTE)	\$125/day	In-District Contract Fee		\$2,000			
ABA Tutor (0.3 FTE)	\$82.50/day	In-District Consultation		\$250/hour			
▪ Daily rates are calculated based on 180 school days							

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FY22 PROPOSED FEES FOR CONSULTATION EDUCATION AND TRAINING IN TECHNOLOGY (CETT)	
FY22 fees charged for Assistive Technology (AT) Evaluations and Augmentative and Alternative Communication (AAC) Assessments conducted by CASE's CETT department is proposed to be the same as the current year.	
<u>FEE STRUCTURE</u>	<u>SAME AS CURRENT</u>
AT, AAC Assessments	\$1500 (Member Districts) \$2000 (Non-Member District)
Consult Rate	\$200/hr (Member Districts) \$250/hr (Non-Member Districts)

Linda Dwight thanked Sanchita and her team for all of the work on the budget.

The next item on the agenda was CASE Class - School Space Agreement. Linda Dwight noted that this is not a new topic and has been brought to the Board many times. Sanchita Banerjee noted that we are losing our class placements in the public schools and we have had to close classes for different reasons and have had to consolidate some of these classes. She noted that without space, it is impossible to run our programs. As we are looking at more of our classes in the public schools closing, this is moving us in the direction of our Acton location. Sanchita noted that every level is represented at the Acton location. The space issue is related to the growing enrollment in each of the districts.

For FY22, the space issue is related to the construction of new schools in Acton and Lincoln. Bedford had an increase in preschool enrollment. Both Peter Light and Becky McFall indicated that there are dedicated classrooms for CASE in the construction plans and expect that CASE classes will return once construction is completed. Philip Conrad indicated that the expansion of a preschool program is temporary for one year only and welcomes CASE back to have the 3 classrooms. Sanchita Banerjee noted that in the two classrooms at Maynard High School and Littleton High School, the profiles of the students are becoming more similar and it makes sense to consolidate these two classrooms. She also noted that we don't have a group of students at Littleton Middle School, so that classroom closed. Brian Haas indicated that he loved having CASE students in their building, but understands there was a need to move the program out to condense the programs to one location.

Both Laurie Hunter and Linda Dwight indicated the need to talk about the philosophical direction of CASE. Linda indicated that CASE needs to stay true to the mission and what is best for the kids.

Becky McFall indicated that if districts have designated space for CASE classes, the districts should commit to that space. She indicated that this topic should be revisited next year to discuss where the programs will be located.

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Kelly Clenchy noted that we need to become more competitive. Other collaboratives have students in one building and we need to be more centralized.

A motion was made by Kelly Clenchy to support the consolidation plan as presented. Brian Haas seconded the motion. The motion was unanimously approved by roll call vote: Clenchy, aye; Crozier, aye; McFall, aye; Haas, aye; Conrad, aye; Hunter, aye; Light, aye; Wong, aye; Dwight, aye.

Linda Dwight requested that Sanchita continue to work with staff and family during this transition.

Linda Dwight made a motion to nominate Laurie Hunter to serve as Chairperson of the CASE Board of Directors. Laurie Hunter accepted this nomination. Linda Dwight made a motion to nominate Brad Crozier to serve as Vice-Chairperson of the CASE Board of Directors. Brad Crozier accepted the nomination.

Linda Dwight made a motion to appoint Laurie Hunter to serve as Chairperson and Brad Crozier to service as Vice-Chairperson of the CASE Board of Directors, effective July 1, 2021 - June 30, 2023. Kelly Clenchy seconded the motion. The motions were unanimously approved by roll call vote as follows: Clenchy, aye; Crozier, aye; McFall, aye; Dwight, aye; Wong, aye; Light, aye; Haas, aye; Conrad, aye; Hunter aye.

Sanchita Banerjee provided the Board with an update on her annual goals. Linda Dwight indicated that if there are no objections, she will use Sanchita's annual goals, along with consulting with Laurie, for her review for the end of this year. Linda thanked Sanchita for her great work during this difficult year.

The proposed calendar of meetings for the CASE Board of Directors for FY22 was included in the Board packet.

- September 24, 2021
- November 5, 2021
- December 3, 2021 (Snow date: December 10, 2021)
- February 4, 2022
- March 18, 2022
- May 20, 2022

At 1:59 p.m., a motion was made by Linda Dwight to enter into the Executive Session for the purpose related to contract negotiations with union personnel and return to open session. A roll call vote took place as follows: Clenchy, aye; Crozier, aye; McFall, aye; Haas, aye; Conrad, aye; Hunter, aye; Light, aye; Wong, aye; Dwight, aye.

At 2:10 p.m., the Board returned to open session.

A motion was made by Peter Light to approve the contract with the CASE teachers union for year 3 with a 2% raise. Kelly Clenchy seconded the motion. The motion was unanimously approved by roll call vote as



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follows: Clenchy, aye; Crozier, aye; McFall, aye; Haas, aye; Conrad, aye; Hunter, aye; Light, aye; Wong, aye; Dwight, aye.

At 2:12 p.m., the Board voted to adjourn the meeting by roll call vote as follows: Clenchy, aye; Crozier, aye; McFall, aye; Haas, aye; Conrad, aye; Hunter, aye; Light, aye; Wong, aye; Dwight, aye.