

CONCORD AREA SPECIAL EDUCATION COLLABORATIVE
120 Meriam Road, Concord, Massachusetts 01742
Telephone: 978-318-1534

Minutes of CASE Board of Directors Meeting of May 1, 2020

Board Members in attendance (Virtual Meeting):

Jon Sills, Bedford (dep 1:40 PM)	Rebecca McFall, Lincoln
James O'Shea, Carlisle	Kelly Clenchy, Littleton
Laura Hunter, Concord, Concord-Carlisle (arr 12:56 PM, dep 1:53 PM)	Mary Jane Rickson, Maynard (arr 12:52 PM)
Linda Dwight, Harvard, Chairperson	Brad Crozier, Sudbury

Also in attendance:

Sanchita Banerjee	Abigail Desjardins
Members of the CASE Community	

MINUTES:

At 12:35 p.m., Linda Dwight called the meeting to order.

A motion was made by Jon Sills to approve the minutes of the April 6, 2020 Board of Directors meeting as presented. Kelly Clenchy seconded the motion. All were in favor.

The Executive Director provided a general update to Board members. CASE's current program enrollment stands at 116, a positive and strong upward trend, up from 94 students at the beginning of FY'20. As of April 2020, 61.6% of the students represented a CASE belonged to member towns. Students from non-member districts equate to 38.4%.

Marty Finnegan updated the Board regarding transportation. He is constantly in touch with all the drivers and is continuing to send videos and text for drivers to review regarding safe driving. Drivers are continuing to complete 7D training as required by the RMV. All of the mandatory trainings are done via email and video links.

CASE currently has 130 vans. Marty along with the Fleet Supervisor regularly starts all 130 vehicles to ensure the batteries are healthy and also maintains the vehicles that may need service.

The Executive Director shared with the Board CASE's individualized student remote learning plan that was formalized in April 2020, working in collaboration with the union. This plan was developed per DESE's guidelines to address student learning during COVID-19 school closures. CASE's plan has been shared with all families and districts who have students with us and is being implemented in its entirety.

A motion was made by Brad Crozier to accept the Personnel Report as presented. The motion was seconded by Mary Jane Rickson. A roll call vote took place as follows:

Kelly Clenchy, aye; Jon Sills, aye; Becky McFall, aye; Mary Jane Rickson, aye; Brad Crozier, aye; Laurie Hunter, aye; and Linda Dwight, aye. The Treasurer's Report was also included in the packet.

Public Comments: Gwen Bertrand, CASE Association President, indicated that the staff are working very hard and she is very proud of everyone. On behalf of the Board, Linda Dwight thanked all of the staff who are all working remotely.

The Executive Director presented the first reading of the FY'21 Program Budget. The FY'21 Program Budget is proposed at \$7,776,782.69. It reflects a decrease of \$163,146.31; 2.05% under the FY'20 budget of \$7,939,929. The decrease in budget is due to declined enrollment and is therefore, not intended to have an impact on students' services.

The total FY'21 budget includes the proposed budget for summer programming for the amount of \$620,578.47. It is based on 106 CASE students accessing our Extended School Year Program.

Along with the budget proposal, a change in CASE's tuition fee structure is being proposed. CASE is proposing significantly reducing the tuition for its Developmental Disability (DD) strand and Social Emotional (SE) strand. This is part of a phased plan to reduce CASE's overall program tuition rates.

After the discussion, the Board agreed to table the vote on the FY'21 Program Budget.

The Executive Director presented the second reading of the FY'21 Transportation Budget proposal. The CASE transportation budget is being proposed at \$6,313,526 and reflects a decrease of \$225,950; 3.46% under the FY'20 budget of \$6,539,476.

Two different options of individual member assessments were presented to the Board. Option 1: The total credit amount of (\$220,354) is taken from the total budget amount (\$6,313,526) and the individual member assessment figures are determined after. Option 2: The member credits are determined by respective ridership share and applied to individual members to arrive at the total credit figure (\$220,354). Sanchita Banerjee indicated that Option 2 is the option that DESE would like collaboratives to use when giving credits back to member districts following any annual surplus above the 25% in the prior year.

A motion was made by Kelly Clenchy to accept Option 2 (\$6,093,172). The motion was seconded by Laurie Hunter. A roll call vote took place as follows: Kelly Clenchy, aye; Jon Sills, aye; Becky McFall, aye; Brad Crozier, aye; Laurie Hunter, aye; and Linda Dwight, aye. Mary Jane Rickson abstained.

At the last Board meeting (April 4, 2020), the Board approved payment of hourly employees. This is in effect till May 4th. On April 21st, as a result of the pandemic, the Governor extended school closure until the end of this school year. Per the Governor and all other state officials' recommendations to pay employees, the Board approved the payment of hourly employees to cover the extension - May 4th till the end of the

school year, 2019-2020.

A move was made by Kelly Clenchy and seconded by Brad Crozier. A roll call vote took place as follows: Kelly Clenchy, aye; Becky McFall, aye; Mary Jane Rickson, aye; Brad Crozier, aye; Laurie Hunter, aye; and Linda Dwight, aye. The approved motion is as follows: *"During the closure period starting May 4, 2020 to the end of the 2019-2020 school year, due to COVID-19, hereinafter referred to as the "Closure Period," the CASE Collaborative, subject to appropriation, shall pay the regular wages for work days during the Closure Period to each regular employee of CASE Collaborative, excluding day substitutes, provided that each such employee to be paid performs work that may be requested or required by the employee's supervisor during the work days to be paid in the Closure Period. Nothing in this motion limits any rights that any employee may have to take vacation, sick, or personal leave during the Closure Period."*

The Executive Director presented information on the CASE Administration Reorganization. CASE administrative team started FY'20 with 2 program administrators. This was based on lower number of students projected to be enrolled at CASE this year as opposed to prior years. Over the course of the school year, CASE has seen a positive upward trend in student enrollment. Our student population has seen a growth of 20 students above the FY'20 projected enrollment. This positive growth calls for an increase in the administrators overseeing our programs.

The Executive Director is proposing an increase in the number of program administrators from 2.0 to 2.6 FTE, an increase of .6 FTE. This is being proposed at no extra cost for the collaborative due to re-assignment of personnel already in our community.

A motion was made by Kelly Clenchy to accept the re-structuring of CASE's program administration model from 2.0 to 2.6 FTE. Becky McFall seconded the motion. A roll call vote took place as follows: Kelly Clenchy, aye; Becky McFall, aye; Mary Jane Rickson, aye; Brad Crozier, aye; Laurie Hunter, aye; and Linda Dwight, aye.

The Executive Director shared a document around expectations of students and families for appropriate virtual technology use. These were taken from a sample provided by DESE and reviewed by CASE's special education attorney, Cat Lyons. Cat joined the Board meeting to discuss the documents and to review these expectations with the Board.

CASE is considering extending the programs it has at the 8 Post Office Square, Acton location. Additional space has become available at this site. At this location, CASE currently houses 3 programs. CASE experiences significant ongoing challenges in securing space in public school settings for its students. In addition to this challenge, each year, CASE experiences shifts in program locations that results in moving and separating existing programs causing adverse effects on our ability to run programs with safety and in a coordinated and cost effective manner.

Currently, a review is being done with regards to the programs that we can house at

the additional space that has become available at 8 Post Office Square, Acton. The goal would be to offer students with social and emotional needs a program where they can stabilize, learn, and flourish. Our sub-separate location in Acton would accommodate the referral trend we have seen of student struggling to access public school programs.

This topic will be on the agenda for the next meeting so that the Board can discuss the significant changes, review the floor plan, and understand the space needs.

It was agreed that the May 22, 2020 CASE Board meeting would be rescheduled to May 29, 2020.

At 2:09 PM James O'Shea made a motion to adjourn the meeting. The motion was seconded by Brad Crozier. All were in favor.