

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

**Minutes of CASE Board of Directors Meeting of December 13, 2019**

Board Members in attendance:

|  |                                      |
|--|--------------------------------------|
| Peter Light, Acton-Boxborough            | Linda Dwight, Harvard, Chairperson   |
| Jon Sills, Bedford (arr 1:26 pm)         | Rebecca McFall, Lincoln              |
| James O'Shea, Carlisle                   | Bella Wong, Lincoln-Sudbury          |
| Laurie Hunter, Concord, Concord-Carlisle | Brad Crozier, Sudbury (arr 12:58 pm) |

Also in attendance:

|                           |                  |
|---------------------------|------------------|
| Sanchita Banerjee         | Martin Finnegan  |
| Russell Dupere            | Zachary Fentross |
| Regina Erickson           | Paulajo Gaines   |
| CASE Central Office Staff | Andrew Paquette  |
| Member of the Community   |                  |

**MINUTES:**

At 12:38 p.m., Linda Dwight called the meeting to order.

A motion was made by Rebecca McFall to approve the minutes of the October 25, 2019 Board of Directors meeting as presented. James O'Shea seconded the motion. All were in favor.

The audit report was reviewed by Zachary Fentross, representative from Melanson Heath and Company, PC. CASE has good financial statements. Even though a Management Letter was issued there are no weaknesses or deficiencies.

The Executive Director thanked the CASE central office staff for their hard work in preparing for the audit.

A motion was made by Peter Light to accept the CASE Annual Financial Statements Report and the Management Letter for the Year Ended June 30, 2019 as presented. Laurie Hunter seconded the motion. All were in favor.

DESE requires the Board to accept the cumulative surplus from the completed fiscal year. CASE closed our FY'19 with a cumulative surplus of \$4,179,852. This amount is 28% of the operating budget. A motion was made by Rebecca McFall to move that the Board approve the cumulative surplus for FY'19 of \$4,179,852 as stated in the auditor's report. Peter Light seconded the motion. All were in favor.

A motion was made by Rebecca McFall to designate the Concord Superintendent to review and sign warrants on behalf of the Board of Directors. Bella Wong seconded the motion. All were in favor.

The Executive Director then presented the FY'19 Annual Report. The report meets guidelines established by regulation and summarizes the programmatic activities of the Collaborative in FY'19. A motion was made by Brad Crozier to move that the Board accept the FY'19 Annual Report as presented. Bella Wong seconded the motion. All were in favor.

The Executive Director provided a general update to Board members. The current enrollment stands at 105 students. As of December 10, 2019, 66.2% of the students represented at CASE Collaborative belonged to member towns. Students from non-member districts equate to 33.8%. We have currently accepted over 10 students and are waiting for the families/districts to finalize the placement.

As of December 2019, the CASE transportation transported 447 students. We currently have 98 full-time drivers. Four (4) drivers are on call substitute drivers. Twelve (12) new vehicles have arrived. We are in the process of disposing the older vehicles (via auction).

An overview of CASE's transportation and program was done for business managers of member districts on 12/6/19. It was very well received.

With new Board approved tuition rates (5/24/19), so far all new students to CASE have been placed on the new rate. The Board discussed the original plan to place all existing students on the new rate this year. After much discussion, the Board agreed to continue to pay tuition at the old rates for all existing students in FY'20.

The Executive Director had informed the Board that CASE had a cumulative surplus of 28% in FY'19. The Board was presented with four options for which the surplus could be used. A guideline provided by DESE on "Guidance on the Calculation and Use of Cumulative Surplus" was provided to the Board. Paulajo Gaines indicated that the credits could extend one fiscal year to June 2021, but that districts didn't have to wait until FY'21 to use their credits. Calculations for the allocation of the FY'19 Cumulation Surplus will be provided at the next Board meeting.

A motion was made by Jon Sills to move to choose the option of crediting districts toward program tuition and transportation of the 3% excess. Rebecca McFall seconded the motion. All were in favor.

A motion was made by Peter Light to accept the Personnel Report as presented. The motion was seconded by Brad Crozier. All were in favor. The Treasurer's Report was also included in the packet.

At 2:26 p.m., Rebecca McFall made a motion to adjourn the meeting. The motion was seconded by Brad Crozier; all were in favor.