

**CONCORD AREA SPECIAL EDUCATION COLLABORATIVE**

120 Meriam Road, Concord, Massachusetts 01742

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**Minutes of CASE Board of Directors Meeting of October 25, 2019**

Board Members in attendance:

Peter Light, Acton-Boxborough (arr 12:42 pm)

Jon Sills, Bedford (arr 12:40 pm)

James O'Shea, Carlisle

Laurie Hunter, Concord, Concord-Carlisle (arr 12:46 pm)

Linda Dwight, Harvard, Chairperson

Rebecca McFall, Lincoln

Kelly Clenchy, Littleton

Mary Jane Rickson, Maynard

Brad Crozier, Sudbury

Also in attendance:

Sanchita Banerjee

Abigail Desjardins

Member of the Community

Regina Erickson

Martin Finnegan

**MINUTES:**

At 12:36 p.m., Linda Dwight called the meeting to order.

A motion was made by Brad Crozier to approve the minutes of the September 13, 2019 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. The current enrollment stands at 106 students. As of October 21, 2019, 66.5% of the students represented at CASE Collaborative belonged to member towns. Students from non-member districts equate to 33.5%.

Marty Finnegan, Transportation Manager, updated the Board on the number of students being transported. As of October 2019, the CASE transportation caseload was 442 students. New students are being added each day. CASE currently has ninety-eight (98) full-time drivers. Four (4) drivers are on call substitute drivers. Eleven (11) new vehicles should arrive over the next few weeks.

The Executive Director also informed the Board, that Kathy Cady, transportation office manager, announced her retirement the end of December 2019. She will be sorely missed. Her 23+ years have been appreciated more than one can say. We will be advertising for her position.

The Board was also updated on services rendered by the Assistive Technology and Augmentative and Alternative Communication (CETT) to member and non-member districts.

CASE policies are in need of review and update. This aspect of our collaborative operation has been ongoing, but we need to ensure it is updated, aligned, and compiled to federal, state and local regulations. We will be working on it this year and it would be helpful to have Board participation in the update and alignment of CASE policies.

James O'Shea and Mary Jane Rickson volunteered to participate on behalf of the Board to review the CASE policies with the Executive Director.

A motion was made by Jon Sills to move to confirm James O'Shea and Mary Jane Rickson to be on the subcommittee to review policies and guidelines. Laurie Hunter seconded the motion. All were in favor.

With the new Board approved tuition rates (voted at the 5/24/19 meeting) so far all new students to CASE have been on the new rate. We have placed 25 students on the new rate so far. We are working on aligning the rates for the other students through the IEP process.

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

The Executive Director presented and reviewed her FY20 goals. A motion was made by James O'Shea to accept the Executive Director's Goals for FY20 as presented. The motion was seconded by Kelly Clenchy. All were in favor.

Abigail Desjardins updated the Board on the FY20 Budget. The FY19 financial audit is wrapping up. We are waiting on final determination from our audit team, but as it stands now, they are currently showing us at a 28% cumulative surplus. Once we have the final numbers, we will review with the Board.

CASE program enrollment has been increasing since the start of the school year. We are currently in a deficit of less than \$100,000. There are several referrals in the pipeline which will help with this. The CASE transportation budget is currently projected to end FY20 with a surplus. Fuel costs are running on target with what was budgeted.

Abigail Desjardins reviewed the FY21 Budget Assumptions with the Board.

A motion was made by Kelly Clenchy to approve Andy Paquette and Abigail Desjardins of The Management Solution (TMS) as the CASE representative to the MNHG Board of Representatives effective November 1, 2019. Jon Sills seconded the motion. All were in favor.

At 1:29 p.m., Brad Crozier made a motion to adjourn the meeting. The motion was seconded by Kelly Clenchy; all were in favor.