

Approved
9/23/2022

Minutes of CASE Board of Directors Meeting of April 29, 2022

Board Members in attendance (Virtual meeting):

Peter Light, Acton-Boxborough
James O'Shea, Carlisle
Laurie Hunter, Concord, Concord-Carlisle, Chairperson
Linda Dwight, Harvard

Rebecca McFall, Lincoln
Bella Wong, Lincoln-Sudbury
Kelly Clenchy, Littleton
Brad Crozier, Sudbury

Also in attendance:

Sanchita Banerjee
George McCormack
Russell Dupere

Ian Rhames
Members of the CASE Community

MINUTES:

At 1:10 p.m., Laurie Hunter called the meeting to order by roll call: Clenchy, Crozier, Dwight, Hunter, Light, McFall, O'Shea, Wong.

A motion was made by Becky McFall to approve the minutes of February 18, 2022. Peter Light seconded the motion. The motion was unanimously approved by roll call vote as follows: Clenchy, aye; Crozier, aye; Dwight, aye; Hunter, aye; Light, aye; McFall, aye; O'Shea, aye; Wong, aye.

Public Comments: Margaret Colman spoke on behalf of the CASE Professional Association. She would like to bring up again an item that was discussed at the February Board meeting about considering a possible finder fee for the support and to retain the staff we currently have and build up the substitute pool, and in the Fall to work on building up the support staff and substitute pool away from the van drivers.

The Personnel Report was presented by George McCormack. A motion was made by Kelly Clenchy 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: Clenchy, aye; Crozier, aye; Dwight, aye; Hunter, aye; Light, aye; McFall, aye; O'Shea, aye; Wong, aye.

The Treasurer's Report was presented by George McCormack. George indicated that the cash is in a very healthy position. There were no questions.

By regulation, the Board is required to annually evaluate the Treasurer (Ian Rhames). Sanchita Banerjee indicated that the evaluation of the Treasurer of CASE is done on a yearly basis, and that the Board Chairperson signs the evaluation on behalf of the Board. Ian Rhames has been very hands-on and is extremely helpful to us and is always available for questions.

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Peter Light moved to accept the treasurer's evaluation as presented and to authorize the Board Chair to sign the evaluation on the Board's behalf. Brad Crozier seconded the motion. The motion was unanimously approved by roll call vote as follows: Clenchy, aye; Crozier, aye; Dwight, aye; Hunter, aye; Light, aye; McFall, aye; O'Shea, aye; Wong, aye.

This is the second reading of the FY23 Budget proposal which was presented to the Board at the February meeting. Sanchita Banerjee thanked her team, the community, and union leadership for their feedback.

The proposed FY23 total CASE budget is \$14,706,607.32 represents a decrease of 0.08% from the FY22 budget.

The proposed FY23 Program Budget of \$7,826,876.71 represents an increase of 3.53% over the FY22 budget.

The proposed FY23 ESY Program Budget of \$618,403.36 represents a decrease of 0.41% from the FY22 budget. For FY23 ESY, we are planning to provide programming to 95 students in 2 locations - Acton and Concord.

The proposed FY23 Transportation Budget of \$6,261,327.25 represents a decrease of 4.23% under the FY22 budget.

George McCormack gave a detailed presentation on the FY23 Budget.

Sanchita Banerjee reviewed the tuition comparison of the private schools. The FY23 tuition proposal does not have any changes for the member districts, but a slight change for non-member districts in our social-emotional programs. Other than that, we are not proposing any other increase.

The FY23 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.

Laurie Hunter appreciated the clear presentation, and Kelly Clenchy thanked Sanchita and George for the thorough budget presentation.

Peter Light asked the question about health insurance. He noted that at the last meeting, we were carrying a 10% increase for health insurance and if that percentage increase is still up in the air. George McCormack indicated that the increase projection will be closer to 8% - 8.5%. There are still some questions as Fallon is leaving the Minuteman Nashoba Health Group (MNHG) and that the rates for Blue Cross/Blue Shield is going to be determined by the percentage of staff going from Fallon to Blue Cross.

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Peter Light asked how the program budget is determined in relation to the student enrollment. Sanchita Banerjee indicated that the budget is based on 105 students and the decrease in enrollment was based on

the reduction of our classes. We are hoping to increase the student enrollment up to 120 students. The budget increase is related to the complexity of the needs of the students being referred to CASE, and there are challenges at any given level. More and more children are coming in at a high level of intensity. New staff being hired are coming in at a higher range. CASE has to be competitive with our salaries and make sure we are providing support to our current staff and administrators.

Bella Wong left the meeting at 1:37 p.m.

Laurie Hunter asked for a motion for the approval of the FY23 budgets as presented. A motion was made by Kelly Clenchy to approve the FY23 total budgets for \$14,706,607.32. James O'Shea seconded the motion. The motion was unanimously approved by roll call vote as follows: Clenchy, aye; Crozier, aye; Dwight, aye; Hunter, aye; Light, aye; McFall, aye; O'Shea, aye.

- Program Budget: \$7,826,876.71
- Summer Budget: \$ 618,403.36
- Transportation Budget: \$6,261,327.25

A motion was made by Kelly Clenchy to approve the FY23 Program Tuition Rates and CETT rates as proposed. James O'Shea seconded the motion. The motion was unanimously approved by roll call vote as follows: Clenchy, aye; Crozier, aye; Dwight, aye; Hunter, aye; Light, aye; McFall, aye; O'Shea, aye.

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FY 23 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 TEAM SERVICES | ALL STRANDS |
|----------------------------------|-------------|--------------------------|-------------|
| 1:1 Teaching Assistant (1.0 FTE) | \$150/day | AT Assessment | \$1,500 |
| 1:1 Teaching Assistant (0.5 FTE) | \$75/day | AAC Assessment | \$1,500 |
| ABA Tutor (1.0 FTE) | \$200/day | Consultation | \$200/hr |
| ABA Tutor (0.5 FTE) | \$100/day | In-District Contract Fee | \$1,500 |
| ABA Tutor (0.3 FTE) | \$66/day | In-District Consultation | \$200/hr |

* Daily rates are calculated based on 180 school days

FY 23 CASE NON-MEMBER RATE SHEET

| | LFL (DD-INT) | EMPOWER (ASD) | EMPOWER (DD) | TIP SE |
|----------------|--------------|---------------|--------------|----------|
| Tuition Rate | \$93,720 | \$89,000 | \$89,000 | \$69,000 |
| Daily Rate* | \$520.67 | \$494.44 | \$494.44 | \$383.33 |
| Summer Program | \$6,500 | \$6,500 | \$6,500 | \$6,500 |
| Summer Daily | \$260 | \$260 | \$260 | \$260 |

| ADDITIONAL SERVICES | ALL STRANDS | CETT TEAM SERVICES | ALL STRANDS |
|----------------------------------|-------------|--------------------------|-------------|
| 1:1 Teaching Assistant (1.0 FTE) | \$200/day | AT Assessment | \$2,000 |
| 1:1 Teaching Assistant (0.5 FTE) | \$100/day | AAC Assessment | \$2,000 |
| ABA Tutor (1.0 FTE) | \$250/day | Consultation | \$250/hr |
| 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/hr |

* Daily rates are calculated based on 180 school days

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This is the second reading of the Procurement Card Policy. There were no questions. A motion was made by Brad Crozier to accept the Procurement Card Policy as presented. James O'Shea seconded the motion. The motion was unanimously approved by roll call vote as follows: Clenchy, aye; Crozier, aye; Dwight, aye; Hunter, aye; Light, aye; McFall, aye; O'Shea, aye.

George McCormack presented the FY22 Budget Projections. The FY22 Budget is still projecting positive net income in transportation. Between the last week of February and today, gas prices are up an additional 25%. If the current gas prices continue to increase, the surplus expectation should be lowered by \$50,000 from the projection made at the February Board meeting. There were no questions.

Sanchita Banerjee reviewed the process for the additional surplus over the 25%, which we will be following the same process. CASE will go through the financial audit. Early December is when we get the confirmed surplus amount and then if the amount is beyond the 25%, the Board has the option to either take a credit, return the monies to the town, use in a Capital Plan or OPEB. The Board decides in December how to use any additional surplus and can vote to use the amount in the following year. For example, the FY22 surplus can be applied to FY23, but the Board needs to vote on this in December 2022 (FY23).

Bella Wong returned to the meeting at 1:51 p.m.

The Board votes each year to transfer money into the OPEB Trust Fund for retirees. It is recommended that a transfer of up to \$12,000 from the FY22 Transportation budget's contingency line item to the Health-GASB line item be made, This is based on 27 retirees on the transportation side. It is also recommended that a transfer of up to \$18,000 from the FY22 Program budget - health/life administration line item to the Health-GASB line item be made. This is based on 39 retirees on the program side. The total proposed transfer into the OPEB Trust Fund is \$30,000. There were no questions.

A motion was made by Peter Light to approve the FY22 budget transfer of \$30,000 into the OPEB Trust Fund. Becky McFall seconded the motion. The motion was unanimously approved by roll call vote as follows: Clenchy, aye; Crozier, aye; Dwight, aye; Hunter, aye; Light, aye; McFall, aye; O'Shea, aye; Wong, aye.

The Board agreed to table the agenda item "Authorize Board Chair to award Contracts for Capital Improvements" - Agenda Item V. F.

The proposed calendar of meetings for the CASE Board of Directors for FY23 was included in the Board packet.

- September 23, 2022
- October 28, 2022
- December 2, 2022

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- February 17, 2023
- April 7, 2023
- May 19, 2023

Peter Light thanked Sanchita, her team, and also the educators and staff in CASE for the challenges during the past couple of years, and recognized working with and supporting students in our districts.

At 1:58 p.m., Laurie Hunter asked for a motion to be made to enter into Executive Session for the purpose related to discuss strategy with respect to collective bargaining or litigation and to discuss strategy in preparation for negotiations with non-union personnel (Administrators) and not to return to open session. The motion was made by Brad Cozier and seconded by Becky McFall. The motion was unanimously approved by roll call vote as follows: Clenchy, aye; Crozier, aye; Dwight, aye; Hunter, aye; Light, aye; McFall, aye; O'Shea, aye; Wong, aye.