

CONCORD AREA SPECIAL EDUCATION COLLABORATIVE

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Minutes of CASE Board of Directors Meeting of April 6, 2020

Board Members in attendance (Virtual Meeting):

Peter Light, Acton-Boxborough

Jon Sills, Bedford

James O'Shea, Carlisle

Laura Hunter, Concord, Concord-Carlisle

Linda Dwight, Harvard, Chairperson

Rebecca McFall, Lincoln (dep 12:53 PM)

Bella Wong, Lincoln-Sudbury

Kelly Clenchy, Littleton

Mary Jane Rickson, Maynard

Brad Crozier, Sudbury

Also in attendance:

Sanchita Banerjee

Members of the CASE Community

Abigail Desjardins

MINUTES:

At 12:05 p.m., Linda Dwight called the meeting to order.

A motion was made by Jon Sills to approve the minutes of the January 31, 2020 Board of Directors meeting as presented. Peter Light seconded the motion. All were in favor.

The Executive Director provided a general update to Board members. In light of the current school closure due to the global pandemic, the Executive Director attended all calls with DESE in the past three weeks that she was invited to. CASE is conducting virtual meetings with teams, departments, families, and students. Meetings have been set up to keep track that all operations, essential and otherwise, are carried on.

CASE staff are adapting to the new normal of affording CASE students with remote educational experiences in times of the current health crisis. As stated by the commissioner, everything that has been done so far for CASE students and families has been in keeping with the major tenets of DESE's guidance. On the program side, all of the teams at all levels have carried out their connections with students and families. This week the difference was on a team approach. Members of the team this week coordinated and reached out to students and families jointly. We are documenting all our efforts and will be presenting each district with a sort of portfolio per student recording everything that is being done by CASE's team to support students during the period of closure.

The Transportation Manager has been at work everyday and continues to communicate with his drivers regularly. He and CASE's fleet assistant have thoroughly cleaned all 117 vans. The period of school closure is being used for training for his drivers on a weekly basis.

We have been in regular touch with families during this incredibly difficult time. We are also providing resources for our families, along with sharing virtual activities for their benefit. A special edition of our family newsletter has been sent out. A parent survey has been sent out to get feedback on the quality of our parent outreach so far and to determine families communication, preferences, and technological needs to improve our remote learning plan phase.

Our CETT Department has been very active during this time in creating online tools – resources that students, staff, and families can access. They have also set up and conducted tutorials for staff in various aspects of working remotely.

Peter Light thanked the Executive Director and her team for all of their hard work.

There was discussion on what districts were planning to do to keep remote learning continuing during April vacation. Most of the districts decided to cancel April vacation and to continue the remote learning during this time.

There were no public comments.

Included in the Board packet is the collaborative's MOU with the CASE teachers association regarding the COVID-19 as it relates to work conditions at this current time. A motion was made by Jon Sills to accept the MOU as written. Bella Wong seconded the motion. All were in favor. A motion was made by Jon Sills to give Linda Dwight authority to sign on behalf of the Board. Bella Wong seconded the motion. All were in favor.

The Executive Director updated the Board on the Remote Learning Plan as a guideline for the collaborative. The goal is to make sure we have plans in place for students with an emphasis on learning as delineated by DESE. This is a solid document and the MTA thought it was well done.

The Board reviewed the topic of payment of CASE's hourly staff. This is in light of the current outbreak causing the state of emergency and resultant closure of schools, special education programs and operations in Massachusetts. Jeffrey Riley, MA Commissioner put forth recommendations on March 27, 2020 for school districts to continue payments for contracted services (collaborative programs) and outsourced operational services (transportation) that are needed to ensure continuity of essential services when schools reopen.

Linda Dwight presented language that the Harvard Public Schools used for payment of hourly staff. Jon Sills moved to approve this language amended to replace Harvard Public Schools with the CASE Collaborative. Kelly Clenchy seconded the motion. All were in favor. The approved motion is as follows: *"During the period starting March 16, 2020 to May 4, 2020 inclusive or to such later date as the Governor of Massachusetts may determine for the continued closure of all public schools in the Commonwealth of Massachusetts, or the Executive Director may determine for the continued closure of the CASE Collaborative, whichever date is later, due to COVID-19 in the 2019-2020 school year, 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 employee of the 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 Board agreed to schedule a regular meeting for May 1, 2020 at 12:00 PM.

At 1:10 PM Linda Dwight made a motion to adjourn the meeting. The motion was seconded by Mary Jane Rickson. All were in favor.