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**APPROVED**

**Minutes of CASE Board of Directors Meeting of January 5, 2022**

Board Members in attendance (Virtual meeting):

Peter Light, Acton-Boxborough  
Philip Conrad, Bedford  
James O'Shea, Carlisle (arr 1.52 pm)  
Laurie Hunter, Concord, Concord-Carlisle, Chairperson  
Linda Dwight, Harvard

Rebecca McFall, Lincoln  
Bella Wong, Lincoln-Sudbury (dep 1:56 pm)  
Kelly Clenchy, Littleton  
Brian Haas, Maynard  
Brad Crozier, Sudbury

Also in attendance:

Sanchita Banerjee  
George McCormack

Members of the CASE Community

**MINUTES:**

At 1:37 p.m., Laurie Hunter called the meeting to order by roll call: Clenchy, Haas, Crozier, Dwight, Conrad, Light, McFall, Wong, Hunter.

Public Comments: There were no public comments.

A motion was made by Peter Light to approve the establishment of a "capital reserve account" in conformance with the provisions of 603 CMR 50.07 (10) with a maximum fund balance of \$500,000. Rebecca McFall seconded the motion. The motion was unanimously approved by roll call vote: Clenchy, aye; Conrad, aye; Crozier, aye; Dwight, aye; Haas, aye; Hunter, aye; Light, aye; McFall, aye; Wong, aye.

A motion was made by Kelly Clenchy to approve \$300,000 to fund the Capital Reserve Account from FY21. Brad Crozier seconded the motion. The motion was unanimously approved by roll call vote: Clenchy, aye; Conrad, aye; Crozier, aye; Dwight, aye; Haas, aye; Hunter, aye; Light, aye; McFall, aye; Wong, aye.

James O'Shea arrived at the meeting at 1:52 pm.

A motion was made by Brad Crozier to apply \$1,221,225.75 of the FY21 cumulative surplus as member credits. Kelly Clenchy seconded the motion. The motion was approved by roll call vote: Clenchy, aye; Conrad, aye; Crozier, aye; Dwight, aye; Haas, aye; Hunter, aye; Light, aye; McFall, aye; Wong, aye. James O'Shea abstained.

Bella Wong left the meeting at 1:56 pm.

CASE Collaborative on behalf of its Board of Directors is seeking a waiver request pertaining to MEMO: *GUIDANCE ON EDUCATION COLLABORATIVE' USE OF SURPLUS FUNDS (AUGUST 2021)*. A motion was made by Kelly Clenchy to move to approve the waiver application to DESE to permit member credits to be applied

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in FY23, a year following the FY21 cumulative surplus resolution vote. Brad Crozier seconded the motion. The motion was unanimously approved by roll call vote as follows: Clenchy, aye; Conrad, aye; Crozier, aye; Dwight, aye; Haas, aye; Hunter, aye; Light, aye; McFall, aye; O'Shea, aye.

At 2:01 p.m., a motion was made by Peter Light to adjourn the meeting. Rebecca McFall seconded the motion. The meeting adjourned by roll call vote as follows: Clenchy, Conrad, Crozier, Dwight, Haas, Hunter, Light, McFall, O'Shea.