

Approved
2/5/2021

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

Minutes of CASE Board of Directors Meeting of December 04, 2020

Board Members in attendance:

Peter Light, Acton-Boxborough	Bella Wong, Lincoln-Sudbury
James O'Shea, Carlisle	Kelly Clenchy, Littleton (arr 12:50 pm)
Laurie Hunter, Concord, Concord-Carlisle	Brian Haas, Maynard
Linda Dwight, Harvard, Chairperson	Brad Crozier, Sudbury
Rebecca McFall, Lincoln (arr 12:45 pm)	

Also in attendance:

Sanchita Banerjee
Marcia Berkowitz
Abigail Desjardins
Zachary Fentross (dep 1:08 pm)
CASE Central Office Staff
Members of the CASE Community

MINUTES:

At 12:35 p.m., Linda Dwight called the meeting to order. Roll Call; Hunter, Haas, O'Shea, Dwight, Light, Crozier, Wong were present at the meeting.

A motion was made by Brad Crozier to approve the minutes of the November 6, 2020 Board of Directors meeting as presented. James O'Shea seconded the motion. The motion was unanimously approved by roll call vote as follows: Hunter, aye; Wong, aye; Light, aye; O'Shea, aye; Crozier, aye; Dwight, aye; Haas, aye.

There were no public comments.

There was a short discussion regarding the drivers listed on the Personnel Report. The Executive Director reported that those drivers have retired and paperwork was completed. The drivers do not need to be replaced at this time.

A motion was made by Bella Wong 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: Crozier, aye; O'Shea, aye; Haas, aye; Light, aye; Wong, aye; Hunter, aye; Dwight, aye.

The audit report was reviewed by Zachary Fentross, representative from Melanson Heath and Company, PC. CASE is in a good financial position. Although a Management Letter was issued, there are no weaknesses or deficiencies.

Linda Dwight commended Sanchita Banerjee, Regina Erickson and the team on having no significant findings in the audit. 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 approve the CASE Annual Financial Statements Report

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and the Management Letter for the Year Ended June 30, 2020 as presented. Kelly Clenchy seconded the motion. The motion was unanimously approved by roll call vote as follows: Clenchy, aye; Hunter, aye; Wong, aye; McFall, aye; Light, aye; Haas, aye; O'Shea, aye; Crozier, aye; Dwight, aye.

DESE requires the Board to accept the cumulative surplus from the completed fiscal year. CASE Collaborative closed out FY20 with a cumulative surplus of \$5,389,044. This amount is 39% of the FY'20 operating budget. The amount over the 25% threshold set by DESE is \$1,939,103 equating to 14%.

A motion was made by Kelly Clenchy to move that the Board approve the cumulative surplus for FY'20 of \$5,389,044 as stated in the auditor's report. Peter Light seconded the motion. The motion was unanimously approved by roll call vote as follows: Crozier, aye; O'Shea, aye; Haas, aye; Light, aye; McFall, aye; Wong, aye; Hunter, aye; Clenchy, aye; Dwight, aye.

The Executive Director then presented the FY'20 Annual Report. The report meets guidelines established by regulation and summarizes the programmatic activities of the collaborative in FY'20. A motion was made by Laurie Hunter to move that the Board accept the FY'20 Annual Report as presented. Bella Wong seconded the motion. The motion was unanimously approved by roll call vote as follows: Hunter, aye; Clenchy, aye; Wong, aye; Light, aye; McFall, aye; Haas, aye; Crozier, aye; O'shea, aye; Dwight, aye.

Sanchita Banerjee then led the discussion for the last item on the agenda which was the resolution of the cumulative surplus. She explained the breakdown of the \$1,939,103 (14%) surplus from the program and transportation budgets that needed to be resolved; Program = \$989,975 and Transportation = \$949,128. The four options for which the surplus could be used were: (1) Contribution to OPEB Trust, (2) Contribution to Capital Plan, (3) Member Credits and (4) Return the money to the member towns.

Sanchita and CASE proposed that the transportation budget surplus be applied to members' transportation assessments. Allocation of the credits would be based on ridership. In terms of the program budget surplus, she requested that the board consider the setting up of a Capital Plan for the enhancement of CASE programs in the areas of art programming, recreation, and student technology.

An extensive discussion ensued. One member suggested looking for flexibility remaining in the budget at the end of Q4 and funding a Capital Plan with FY21 end of year balances.

Abby Desjardins started by presenting information on the transportation budget surplus and engaging in Q&A with members of the board. A long conversation took place to help clarify aspects of the budget surplus. A motion was made by Kelly Clenchy to credit the districts back in the way Abby presented it. Laurie Hunter seconded the motion. The motion was unanimously approved by roll call vote as follows: Wong, abstained; Crozier, aye; Hunter, aye; Conrad, aye; Haas, abstained; O'Shea, aye; McFall, aye; Light, aye; Dwight, aye.

Abby continued her presentation by providing the board with an overview of the allocation of the credits based on the percentage of enrollment for each district. The discussion focused on whether or not the board members were going to take the full credit amount back to the district or if they would accept that a portion of it be used for the Capital Plan requested by CASE. Linda Dwight requested that Abby describe the priority list for the capital projects. Abby responded that the gymnasium and outdoor playground/recreational area were first, followed by technology programming and finally the arts program.

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Concerns for FY22 and contributing to the Capital Plan were expressed by members of the board. Other members discussed that they would be open to hearing and discussing more at a later date with detailed information on the projects and estimated costs provided by CASE. Support was expressed by various members that they are supportive of the idea of planning and seeding a Capital Plan/Fund in the future.

A motion was made by Bella Wong to move to choose the option of returning the money in full reflected by the cumulative surplus owed to the districts. Laurie Hunter seconded the motion. The motion was unanimously approved by roll call vote as follows: Clency, aye; Hunter, aye; Wong, aye; McFall, aye; Light, aye; Haas, aye; O'shea, aye; Crozier, aye; Dwight, aye.

At 2:26 p.m., Linda Dwight adjourned the meeting.