
APPROVED

Minutes of CASE Board of Directors Meeting of February 05, 2021

Board Members in attendance:

Peter Light, Acton-Boxborough (arr.12:38)	Bella Wong, Lincoln-Sudbury (dep. 1:32)
Kelly Clenchy, Littleton (arr. 12:47)	Laurie Hunter, Concord, Concord-Carlisle
Brian Haas, Maynard	Linda Dwight, Harvard, Chairperson
Brad Crozier, Sudbury	Philip Conrad, Bedford (dep. 1:32)

Also in attendance:

Sanchita Banerjee
Michael Perrone
Russ Dupere
CASE Central Office Staff
Members of the CASE Community

MINUTES:

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

A motion was made by Brad Crozier to approve the minutes of the December 4, 2020 Board of Directors meeting as presented. Bella Wong seconded the motion. The motion was unanimously approved.

Karen Levy and Margaret Colman were representing. There were no public comments.

Sanchita Banerjee went into the Executive Director's General Update. She discussed the breakdown of the collaboratives current student enrollment which stands at 104 students. As of February 1, 2021, 59.6% of the students represented at CASE Collaborative belonged to member towns. Students from non-member districts equate to 40.4%. Sanchita then presented a breakdown of member town enrollment by levels.

Linda Dwight asked Sanchita to speak on the enrollment going from 119 students to 104. It was explained that although referrals were coming in, families were choosing to go where programs had more in person time than remote learning. She also explained the effect COVID has had on the referral process and enrollment as a whole.

Marty Finnegan went on to present the Transportation Update. There are 78 drivers working to transport 240 students to 81 programs in 32 towns. PPE is supplied to all drivers and they are being held to strict guidelines in regards to safety standards.

At this time, Russell Dupere, CASE's lawyer and Michael Perrone, CASE's new Finance manager were introduced to the group.

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Sanchita went into discussion on the learning phase. CASE is currently in Phase 1 of it's Learning Model. In the current phase, CASE delivers in-person instruction on Mondays, Tuesdays, Thursdays and Fridays. Remote learning occurs on Wednesdays. She proposed going to the next phase by opening up more in-person hours. They are currently working with the host districts to determine the feasibility of entering Phase 2. They are working to make sure they have the proper coverage and protections in place at the public school program sites. Out of the five host districts, three have said they can come in more and CASE is working with the other two to see how they could make it work. They are exploring the possibility of being in person for four hours on Wednesdays or extending the in-person time on Monday, Tuesday, Thursday and Friday.

Sanchita took a moment to recognize CASE's Teachers Union, under the leadership of Gwen Bertrand, Karen Levy and Margaret Colman, for their involvement and support this year. In the face of the pandemic, the collaborative appreciates this strong partnership.

A motion was made by Laurie Hunter to accept the Personnel Report as presented. The motion was seconded by Kelly Clenchy. The motion was unanimously approved by roll call vote as follows: Clency, aye, Light, aye; Crozier, aye; Conrad, aye; Wong, aye; Hunter, aye; Haas, aye; Dwight, aye.

The Treasurer's Report was presented. There were no questions or comments.

Next on the agenda was the Parking Lot Lease Amendment. Marty noted that current practice is to contact the landlord or his contracted plow operator to get additional plowing, salt or sanding when needed. A discussion ensued. Various questions arose and were discussed with Russell Dupere. A motion was made by Kelly Clenchy to accept the lease agreement, as amended per their discussion. The motion was seconded by Brad Crozier. The motion was approved by a roll call vote as follows: Clenchy, aye; Haas, aye; Hunter, aye; Wong, aye; Conrad, nay; Crozier, aye; Dwight, aye; Light, abstained.

Sanchita introduced the next agenda item as the Transportation Assessment Recommendation for FY23. Due to COVID-19, the actual number of students using transportation starting from September 2020 to date has been changing on a daily, weekly, and monthly basis. During November and December of 2020, thirty two (32) of the thirty seven (37) out of district (private) schools CASE transports students to, were closed for different periods of time, some for several weeks. These fluctuations in daily, weekly, and monthly transportation can cause an unrealistic outcome to the assessment process. Sanchita informed the Board that a meeting with CASE Member Business Managers had led them to recommend the following - To catch a consistent, equitable percentage assigned to each district, we should use the numbers of students sent to CASE by the districts who were originally scheduled to be transported in September 2020.

A motion was made by Peter Light to accept the FY23 Transportation Assessment Recommendation as presented. Kelly Clenchy seconded the motion. The motion was approved by a roll call vote as follows: Haas, abstained; Hunter, aye; Wong, abstained; Conrad, aye;

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Crozier, aye; Light, aye; Clenchy, aye; Dwight, aye.

A follow-up discussion ensued regarding the Cumulative Surplus that was presented at the December 2020 board meeting. Sanchita presented both short term (through June 30, 2021) and long term (multi-year plan) options for the board to consider to help reduce or eliminate potential year end surplus from the Program Budget. The short term options included technology updates, costs for the extended school year and supplies for students. The long term options included reducing program tuition, administrative structure, enhancing programs, enhancing continuum of programming and budgeting for OPEB Fund.

Lastly, Sanchita shared a powerpoint presentation to update the board members on her goals for this year. The goals presented were as follows: (1) Covid-19 Individual Student Learning Plans; (2) Consideration of Covid-19 Compensatory Services (CCS); (3) Defining a Strong Administrative Model; (4) Safety Protocols in Line with Covid-19; (5) Operational Uniformity.

At 1:50 p.m., a motion was made by Linda Dwight to enter into the Executive Session for the purpose related to contract negotiations with union personnel and not to return to open session. A roll call vote took place as follows: Clenchy, aye; Light, aye; Crozier, aye; Hunter, aye; Haas, aye; Dwight, aye.