

CONCORD AREA SPECIAL EDUCATION COLLABORATIVE
120 Meriam Road, Concord, Massachusetts 01742
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Minutes of CASE Board of Directors Meeting of March 22, 2019

Board Members in attendance:

Peter Light, Acton-Boxborough	Bella Wong, Lincoln-Sudbury
James O'Shea, Carlisle	Kelly Clenchy, Littleton (dep 2:20 pm)
Laurie Hunter, Concord, Concord-Carlisle	Linda Dwight, Harvard (arr 12:47 pm)
Rebecca McFall, Lincoln, Chairperson	Brad Crozier, Sudbury

Also in attendance:

Sanchita Banerjee	Regina Erickson
Sandy Daigneault	John Foley
Russell Dupere	Christine McGrath

MINUTES:

At 12:33 p.m., Rebecca McFall called the meeting to order.

A motion was made by Peter Light to approve the minutes of the February 1, 2019 Board of Directors meeting. Brad Crozier seconded the motion. All were in favor.

The Executive Director then provided a general update to Board members. The current program enrollment stands at 120 students, and the transportation ridership is at 494 students. As of March 18th, the FY'19 Program Budget is projecting a balance of \$410,994. The Board was updated on the hiring process for the three program administrators who are retiring at the end of FY'19. The Selection Committee and Screening Committee reviewed 28 applications for these positions. Due to changes in enrollments and locations, the Executive Director is proposing hiring two program administrators instead of three, but if the scenario changes, another program administrator will be hired. The finalist days will be scheduled the week of April 1st.

The Executive Director updated the Board on classroom space. There is only one class location that is pending, as we are still looking for space for two classes and one ancillary space located in one building.

A motion was made by Brad Crozier to accept the Personnel Report as presented. The motion was seconded by Kelly Clenchy. All were in favor. The Treasurer's Report was also included in the packet.

The Executive Director presented the second reading of the FY'20 Program Budget. The FY'20 CASE Program Budget is proposed at \$7,939,929. It projects a decrease of \$712,885, 8.24% under the FY'19 budget of \$8,652,814. There was detailed discussion regarding the proposal for a new tuition fee structure. This new

The Executive Director reviewed her progress towards her goals for the year. The Board Chairperson will gather feedback from Board members for a formal evaluation to be done at the next meeting.

The Executive Director informed the Board that she received a letter from DESE notifying us that we have met all of the reporting requirements for the FY'18 Annual Report.

At 2:32 p.m., Linda Dwight made a motion to adjourn the meeting; the motion was seconded by Laurie Hunter. All were in favor.