

Approved 8/7/2020

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

Minutes of CASE Board of Directors Meeting of June 26, 2020

Board Members in attendance (Virtual Meeting):

Jon Sills, Bedford	Rebecca McFall, Lincoln
Laurie Hunter, Concord, Concord-Carlisle	Bella Wong, Lincoln-Sudbury
Linda Dwight, Harvard, Chairperson	Brad Crozier, Sudbury

Also in attendance:

Sanchita Banerjee	Abigail Desjardins
Russell Dupere	
Members of the CASE Community	

MINUTES:

At 12:02 p.m., Linda Dwight called the meeting to order.

A motion was made by Brad Crozier to approve the minutes of the June 18, 2020 Board of Directors meeting as presented. Bella Wong seconded the motion. All voted in favor.

Public Comments: Karen Levy, CASE Association Co-President, wanted to follow-up on a conversation last week after speaking with her members regarding the classes at PO Square. People recognize the difficulty in getting space in the public schools and that some families are requesting programs not in the public schools. Members also wanted to express the importance of being in a public school as part of CASE programming and that students may go elsewhere if we were not in the public schools. The members understand both sides and appreciate that everyone is giving some thought to getting back to public school space for the students who really need it.

At the June 18, 2020 meeting, the Board approved the FY'21 program budget. At this meeting, the Board will specifically vote on the FY'21 program tuition and related service rates upon which the program budget was developed.

FY'21 Proposed Program Tuition Rates

	<u>Member Rate</u>	<u>Daily Rate</u>	
ASD Strand	\$88,148	\$489.71	(180 Day School Year)
DD-INT-Strand	\$92,791	\$515.51	(180 Day School Year)
DD Strand	\$62,000	\$344.44	(180 Day School Year)
SE Strand	\$52,000	\$288.88	(180 Day School Year)
Summer Program	\$ 5,000	\$200.00	

Additional Services – All Strands

1:1 Teaching Assistant (1.0 FTE)	\$150.00	(Day Rate)
1:1 Teaching Assistant (.5 FTE)	\$ 75.00	(Day Rate)
ABA Tutor (1.0 FTE)	\$200.00	(Day Rate)
ABA Tutor (.5 FTE)	\$100.00	(Day Rate)

ABA Tutor (.33 FTE) \$ 66.00 (Day Rate)

	<u>Non-Member Rate</u>	<u>Daily Rate</u>	
ASD Strand	\$ 97,333	\$540.74	(180 Day School Year)
DD-INT Strand	\$102,440	\$569.11	(180 Day School Year)
DD Strand	\$ 65,000	\$361.11	(180 Day School Year)
SE Strand	\$ 62,000	\$344.44	(180 Day School Year)
Summer Program	\$ 6,000	\$240.00	

Additional Services – All Strands

1:1 Teaching Assistant (1.0 FTE)	\$200.00	(Day Rate)
1:1 Teaching Assistant (.5 FTE)	\$100.00	(Day Rate)
ABA Tutor (1.0 FTE)	\$250.00	(Day Rate)
ABA Tutor (.5 FTE)	\$125.00	(Day Rate)
ABA Tutor (.33 FTE)	\$ 82.50	(Day Rate)

FY'21 Proposed Fees for Consultation Education and Training in Technology (CETT)

FY'21 fees charged for Assistive Technology (AT) Evaluations and Augmentative and Alternative Communication (AAC) Assessments conducted by CASE's CETT department is proposed to be the same as the current year.

FEE STRUCTURE

AT, AAC Assessments	\$1,500 (Member Districts)	Same as current
	\$2,000 (Non-Member Districts)	Same as current
Consult Rate	\$200/hr (Member Districts)	Same as current
	\$250/hr (Non-Member Districts)	Same as current

FY'21 Proposed Fees for In-District Program Consultation, Evaluation, and Training

FY'21 base fees charged for in-district program consultation, evaluation, and training is proposed as follows:

FEE STRUCTURE

In-District Contract Fee	\$1,500* (Member Districts)
	\$2,000* (Non-Member Districts)
Consult Rate	\$200/hr (Member Districts)
	\$250/hr (Non-Member Districts)

*This is the base rate and the fee might change depending on the needs of the district.

A motion was made by Bella Wong to approve 1) the proposed FY'21 tuition fee structure, 2) the proposed FY'21 fees for Assistive Technology (AT) Evaluations, and Augmentative and Alternative Communication (AAC) Assessments and 3) the proposed FY'21 in-district service rates. Jon Sills seconded the motion. The motion was unanimously approved through a roll call vote as follows: Sills, aye; Wong, aye; Crozier, aye; Hunter, aye; McFall, aye; Dwight, aye.

An updated Retainer Agreement by and between the CASE Collaborative and The Dupere Law Offices was included in the Board packet. A motion was made by Bella Wong to accept the updated retainer agreement for legal counsel of \$1,350 per month. Becky McFall seconded the motion. The motion was unanimously approved through a roll call vote as follows: Sills, aye; Wong, aye; Crozier, aye; Hunter, aye; McFall, aye; Dwight, aye.

A contract for FY'21 Financial Services by and between the CASE Collaborative and The Management Solution (TMS) was included in the Board packet. A motion was made by Bella Wong to accept the FY'21 contract for financial services with The Management Solution (TMS). Brad Crozier seconded the motion. The motion was unanimously approved through a roll call vote as follows: Sills, aye; Wong, aye; Crozier, aye; Hunter, aye; McFall, aye; Dwight, aye.

A draft evaluation of the CASE Treasurer was included in the packet. A motion was made by Bella Wong to authorize the Board Chair to complete the Treasurer's evaluation on the Board's behalf. Becky McFall seconded the motion. The motion was unanimously approved through a roll call vote as follows: Sills, aye; Wong, aye; Crozier, aye; Hunter, aye; McFall, aye; Dwight, aye.

Included in the Board packet were two prior year invoices. A Board vote is required to pay these invoices. Both of these invoices were incurred by CASE. One invoice was inadvertently sent to the Concord School District office and never reached the CASE Business Office last year. The other invoice was lost in the previous business administrator records.

A motion was made by Bella Wong to authorize the payment of \$89.50 to Pearson and authorize payment of \$1,284.28 to Peter Central, LLC. Jon Sills seconded the motion. The motion was unanimously approved through a roll call vote as follows: Wong, aye; Hunter, aye; Sills, aye; Crozier, aye; McFall, aye; Dwight, aye.

The Board votes each year to transfer money into the OPEB Trust Fund for retirees. It was recommended that a transfer of \$6,800 from the FY'20 Transportation budget's contingency line to the Health-GASB line be made. It was also recommended that a transfer of \$13,200 from the FY'20 Program budget's contingency line to the Health-GASB line be made.

A motion was made by Bella Wong to authorize the transfer of \$13,200 from the FY'20 Transportation Budget and of \$6,800 from the FY'20 Program Budget towards the OPEB Trust. Brad Crozier seconded the motion. The motion was unanimously approved through a roll call vote as follows: Wong, aye; Hunter, aye; McFall, aye; Sills, aye; Crozier, aye; Dwight, aye.

The proposed calendar of meetings for the CASE Board of Directors for FY'21 was included in the board packet.

At 12:45 PM, Linda Dwight made a motion to go into executive session to conduct strategy sessions for purposes related to contract negotiations with union personnel and to discuss strategy sessions in preparation for negotiations with non-personnel and to conduct contract negotiations with non-union personnel and to not return to open session. Brad Crozier so moved. Hunter seconded the motion. The motion was unanimously approved through a roll call vote as follows: Wong, aye; Sills, aye; Hunter, aye; McFall, aye; Dwight, aye; Crozier, aye.