



Acton-Boxborough
Regional School District



Bedford Public Schools



Carlisle Public Schools



Concord Public Schools



Concord-Carlisle
Regional School District



Harvard Public Schools



Lincoln Public Schools



Lincoln-Sudbury
Regional School District



Sudbury Public Schools



Littleton Public Schools



Maynard Public Schools

CASE COLLABORATIVE BOARD OF DIRECTORS MEETING REGULAR SESSION *DECEMBER 13, 2024*

BOARD OF DIRECTORS MEETING

December 13, 2024

12:30 PM

LOCATION

Ripley Building, 120 Meriam Road, Concord, MA 01742
Conference Room 4

AGENDA

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES**
 - A.** Board of Directors Meeting: October 25, 2024 (Vote Required)
- III. PUBLIC COMMENTS**
- IV. REPORTS OF THE EXECUTIVE DIRECTOR**
 - A.** General Update (Information Only)
 - B.** Personnel Report (Information Only)
 - C.** Treasurer's Report (Information Only)
- V. KEY BUSINESS**
 - A.** Approval of FY24 Annual Report (Vote Required)
 - B.** Approval of FY24 Financial Audit Report (Vote Required)
 - C.** Approval of FY24 Cumulative Surplus (Vote Required)
 - D.** Approval of Resolution of FY24 Cumulative Surplus (Vote Required)
 - E.** Policies Subcommittee (Vote Required)
- VI. ADJOURNMENT**

The matters listed above are those reasonably anticipated by the Chair that may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

DRAFT

Minutes of CASE Board of Directors Meeting of October 25, 2024

Board Members in Attendance:

Brad Crozier, Sudbury - *Chairperson*
Peter Light, Acton/Boxborough – *Vice Chairperson*
Cliff Chuang, Bedford (arr. 12:47pm)
Laurie Hunter, Concord, Concord/Carlisle

Linda Dwight, Harvard (arr. 12:32pm)
Parry Graham, Lincoln
Brian Haas, Maynard
Andrew Stephens, Lincoln-Sudbury

Also in Attendance:

Sanchita Banerjee
Joseph Adams

Members of the CASE Community

MINUTES:

At 12:30, Brad Crozier called the meeting to order.

A motion was made by Andrew Stephens to approve the minutes of the September 13, 2024 Board of Directors Meeting minutes as presented. The motion was seconded by Parry Graham. The motion was unanimously approved.

Public Comments: There were no public comments.

The Executive Director's General Update was presented by Sanchita Banerjee. Highlights in the update included:

- Student Enrollment
- Transportation
- Consultation Evaluation and Training in Technology (CETT) Update
- Celebration of 50 Years of Service
- "Not Sure Yet" – a Student Submitted Poem

The Personnel Report and Treasurer's Cash Report were presented by Joseph Adams.

A motion was made by Linda Dwight and seconded by Peter Light for the approval of a \$1,000 referral incentive for any employee who refers a Unit A member. Further, a new Unit A employee will receive a \$1,000 sign-on incentive. The incentive expires when the Collaborative has employed a net of 5 new Unit A members or on June 30, 2025, whichever comes first. Discussion on this motion took place.

Peter Light made a motion to amend the original motion to include a Memorandum of Agreement from the Unit A bargaining unit stating that they support the referral incentive program that management has presented. Linda Dwight seconded the motion.

DRAFT

A vote to approve the motion, as amended, was taken with all in favor. Sanchita will report back to the Board to let them know when this was obtained.

A motion was made by Linda Dwight and seconded by Peter Light to approve a \$500 referral incentive for any employee who refers a driver. The incentive expires when the Collaborative has employed a net of 5 new drivers or on June 30, 2025, whichever comes first. No discussion took place, so a vote to approve the motion was taken with all in favor.

Sanchita Banerjee discussed DESE's new Financial Review process for collaboratives which will be conducted in addition to the yearly audit.

Sanchita Banerjee reviewed her goals for FY25. Parry Graham made a motion to approve the Executive Director's goals for FY25, as presented, which was seconded by Andrew Stephens. A vote was taken to approve the motion, with all in favor.

Andrew Stephens made a motion to approve Sanchita Banerjee's FY24 evaluation as written. The motion was seconded by Linda Dwight. No discussion taking place, a vote was taken with all favor.

The board discussed and agreed to move the following Board meeting dates:

- April 18, 2025 Board meeting to Friday, April 11, 2025 due to the Good Friday holiday
- December 6, 2024 Board meeting to Friday, December 13, 2024 for audit purposes.

Joe Adams reminded the Board that the FY25 transportation assessment invoices have been sent out to the Districts in the Collaborative. It was recommended that the invoices be sent to the business managers with a copy to the Superintendent.

At 1:22pm, a motion was made by Cliff Chuang and seconded by Linda Dwight to adjourn the meeting. All in favor.

TO: BOARD OF DIRECTORS, CASE COLLABORATIVE

FROM: Sanchita Banerjee, *Executive Director*

DATE: December 2024

RE: IV. A. General Update

STUDENT ENROLLMENT

CASE Collaborative's current enrollment for FY25 is 108 students. We had budgeted for 108.

School District	Program Enrollment 12/6/2024	%
Acton Boxborough	16	15%
Bedford	1	1%
Carsile	0	0%
Concord	3	3%
Concord Carlisle	2	2%
Harvard	6	5.5%
Lincoln	13	12%
Lincoln - Sudbury	4	4%
Littleton	5	5%
Maynard	4	4%
Sudbury	1	1%
Members	55	51%
Non-Members	53	49%
Total	108	100%

As of December 6, 2024, 51% of the students represented at CASE Collaborative belonged to member towns. Students from non-member districts equate to 49%.

We continue to receive referrals of students in the following strands - social emotional and autism spectrum disorder strands. We look forward to serving increased numbers of students during the course of this school year.

TRANSPORTATION UPDATE

The chart below shows the ridership for CASE transportation as of 12/06/24 -

District	Student Census
Acton Boxborough	120
Bedford	22
Carlisle	4
Concord	50
Concord Carlisle	25
Harvard	13
Lincoln	5
Lincoln Hanscom	29
Littleton	23
Sudbury	65
Total	356

Twenty eight of our students require wheelchair vans. Twenty Two of our students have a nurse or monitor during transport. CASE has sixty six full time drivers and three on-call subs. We are actively pursuing new hires

MNHG UPDATE

Minuteman Nashoba Health Group held a Board meeting on November 21, 2024. This group was CASE's health insurance carrier until its dissolution on June 30, 2024. The meeting was intended to update former members of the post-dissolution activities and process including the payouts of claims and other costs so far. They provided us with a timeline of complete closure which is going to be 30 months from June 30, 2024. The next meeting will take place in February 2025 to provide us with updates on this process.

BOARD OF DIRECTORS MEETING – DECEMBER 13, 2024

AGENDA ITEM: IV.B.

Personnel Report

Vote Requested

 X

Information Only

FACILITATOR:

Joseph Adams, *Director of Finance & Operations*

INFORMATION:

CASE COLLABORATIVE

PERSONNEL CHANGES: 10/23/2024 thru 12/09/2024

NAME	START DATE	END DATE	POSITION
Khan, Asif	10-24-2024		Admin Asst / Accts Receivable
Gonzalez, Adriana	10-28-2024		TA
Devine, Shea		11-11-2024	TA
Boulris, Jessica	11-12-2024		TA
Nganga, Catherine		11-14-2024	TA
Jacobi, Erinn		11-15-2024	OT
Schultz, Lawrence		11-16-2024	TA
Ayala, Wilbeliz	11-19-2024		TA
Casey, Deanna	11-20-2024		Driver
Maglio-Carroll, Kim		11-27-2024	Long Term Substitute
Maglio-Carroll, Kim	11-28-2024		ABA Tutor
Jones, Brad	12-02-2024		Substitute Driver
Boulris, Jessica		12-06-2024	TA
Boulris, Jessica	12-09-2024		ABA Tutor

BOARD OF DIRECTORS MEETING – DECEMBER 13, 2024

AGENDA ITEM: IV.C. Treasurer's Cash Report

_____ Vote Required

 X Information Only

FACILITATOR: Joseph Adams, *Director of Finance & Operations*

INFORMATION:

The Board will be presented with the treasurer's report at this meeting.

**CASE Collaborative
Treasurer's Cash Report
10/01/2024 - 11/30/2024**

<u>Operating Cash 9/30/24</u>	2,869,914
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Cash Inflows:

Receipts	2,138,118
Interest	14,324

Cash Outflows:

Payroll	-2,022,090
Accounts Payable	-521,157
Bank Fees	-1,060

<u>Operating cash 11/30/2024</u>	2,478,050
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Prepared by:
Allison Letizi
CASE Treasurer
12/9/2024

BOARD OF DIRECTORS MEETING – December 13, 2024

AGENDA ITEM: V. A. *Approval of FY24 Annual Report*

 X

Vote Requested

Information Only

Facilitator: Sanchita Banerjee, *Executive Director*

Recommended Motion: *Move to accept CASE's Annual Report for the year ending June 30, 2024 as presented*

INFORMATION:

The annual report for 2023-2024 school year is included as a separate document in the Board packet. The report will be reviewed at the Board meeting.

A vote to accept the annual report is requested.

BOARD OF DIRECTORS MEETING – December 13, 2024

AGENDA ITEM: V. B. *Approval of FY24 Financial Audit Report*

 X

Vote Requested

Information Only

Facilitator: Financial Auditors - CBIZ

Recommended Motion: *Move to accept CASE's Annual Financial Statements Report for the year ending June 30, 2024 as presented.*

INFORMATION:

A representative from our audit firm, CBIZ will review their findings and answer questions about CASE's FY24 Financial Audit.

For the reference of the Board, the FY24 Financial Audit is included as a separate document in this packet.

A vote to accept the auditors' financial report is requested. By statute, an approved report will then become part of the CASE FY24 Annual Report.

BOARD OF DIRECTORS MEETING – December 13, 2024

AGENDA ITEM: V. C. *Approval of FY24 Cumulative Surplus*

 X

Vote Requested

Information Only

Facilitator: Joseph Adams, *Director of Finance and Operations*

Recommended Motion: *Move to approve the cumulative surplus of **\$4,203,458** as of June 30th, 2024, as calculated in the FY24 auditors' report.*

INFORMATION:

As of June 30th, 2024, the cumulative surplus was calculated at **\$4,203,458**, which represents **27.8%** of total FY24 general fund expenditures.

This implies cumulative surplus funds in excess of the 25% limit to be **\$428,682** which must be resolved consistent with 603 CMR 50.07(9). Before determining resolution of excess cumulative surplus funds, a vote is required to approve the FY24 cumulative surplus and calculation described herewith.

CONCORD AREA SPECIAL EDUCATION COLLABORATIVE
FY24 Cumulative Surplus Calculation
6/30/2024

Voted Cumulative Surplus as of 6/30/23	\$ 4,096,453
Amount of 6/30/23 cumulative surplus used to support the FY23 budget	-
Amount of 6/30/23 cumulative surplus returned to member districts	(599,584)
Amount deposited into capital reserve account	-
Unexpended FY24 General Funds	706,589

Cumulative Surplus as of 6/30/24 **\$ 4,203,458** Unassigned FB Page 14

FY24 Total General Fund Expenditures	\$ 16,738,331	<small>See total GF expenses on page 16</small>
Less: MTRS on-behalf payments	(907,357)	
Less: MSERS on-behalf payments	(731,871)	
Expenditures subject to cumulative surplus	\$ 15,099,103	
Cumulative Surplus Percentage	27.8%	

Expenditures subject to cumulative surplus	\$ 15,099,103	<small>Per above</small>
Cumulative surplus threshold limit	25%	
Cumulative surplus allowable at 25% limit	\$ 3,774,776	<small>Maximum cumulative surplus allowed to retain</small>

Actual Cumulative Surplus as of 6/30/23	\$ 4,203,458	<small>Calculated cumulative surplus, per above</small>
Implied EXCESS Cumulative Surplus	(\$ 428,682)	<small>Returned (or credited) to member districts consistent with 603 CMR 50.07(9)</small>

BOARD OF DIRECTORS MEETING – December 13, 2024

AGENDA ITEM: V. D. *FY24 Cumulative Surplus Resolution Proposal*

X

Vote Requested

Information Only

Facilitators: Sanchita Banerjee, *Executive Director*
Joseph Adams, *Director of Finance & Operations*

Recommended Motion: *Move to approve distribution of \$428,682 in excess cumulative surplus for the purpose of _____*

INFORMATION:

FY24 Excess Cumulative Surplus: \$428,682 (27.8 %)

As previously described, FY24 operating results reflected excess cumulative surplus of \$428,682 related to the transportation budget that needs to be resolved (in order to stay in compliance). The authorizing law, Massachusetts General Law c. 40 § 4E, and the accompanying regulations, 603 CMR 50.00, address cumulative surplus and collaborative budgeting practices.

In summary, there are four options for which the surplus can be used:

1. Contribution to OPEB Trust
2. Contribution to Capital Plan
3. Allocation of Member Credits
4. Return the Surplus to the Member Towns

OPTION 1 Contribution to OPEB Trust - This option is approved by the Board each year where it allocates funds to be transferred to the **OPEB Trust**. This is typically done at the last Board meeting when funds are assigned from the operating budget.

OPTION 2 Contribution to Capital Plan - As set forth in 603 CMR 50.07(10) Educational Collaboratives may establish a capital reserve fund. The purpose is to support costs associated with maintenance and improvement of fixed assets that the Collaborative is unable to accomplish out of the operating budget.

CASE sets forth an option to fund future van purchases or any future capital project within our member district schools by **modifying the capital plan of the existing capital reserve account**. The previous capital plan was to construct a playground and recreation space. This project was completed and the funds have been exhausted.

The capital reserve account is already established. In order to fund it for another purpose a vote to modify the capital plan must be taken by the school committees. A 2/3 vote is required to amend the capital plan.*

[603 CMR 50.07 (10)d. In the event that the purpose for which the capital reserve was created requires modification, the collaborative board of directors shall revise its capital plan and provide notice to all member districts. If the member district does not vote to disapprove the revised capital plan within a 45 day period, that member shall be deemed to have approved the revised capital plan. **Two-thirds (2/3) approval of the member districts is required to revise the capital plan.]*

OPTION 3 Allocation of Member Credits - If the Board decides on the third option, the excess cumulative surplus will be distributed to districts in the form of **member credits** and will be applied to the second FY24 transportation assessment invoice (to be sent in January). Allocation of such credits will be based on ridership percentages detailed in the table below.

OPTION 4 Return the Surplus to the Member Towns - If the Board decides on the fourth option, the excess cumulative surplus will be distributed in the form of **returning the money to districts**. This will be done after this board meeting (distributed in FY25) and will be based on ridership percentages detailed in the table below.

MEMBER	FY24 %	FY24 ASSESSMENT	FY24 SURPLUS	FY25 %	FY25 ASSESSMENT	1ST INVOICE	MEMBER CREDITS	2ND INVOICE
Acton-Boxborough	30.1%	\$1,787,687	\$128,862	33.2%	\$2,071,848.58	\$1,035,924	\$128,862	\$907,062
Bedford	8.3%	\$491,227	\$35,409	6.9%	\$431,204.41	\$215,602	\$35,409	\$180,193
Carlisle	2.6%	\$155,813	\$11,231	2.6%	\$162,440.02	\$81,220	\$11,231	\$69,989
Concord	12.0%	\$710,674	\$51,227	10.5%	\$652,713.52	\$326,357	\$51,227	\$275,129
Concord-Carlisle	10.1%	\$600,059	\$43,254	9.5%	\$593,644.43	\$296,822	\$43,254	\$253,568
Harvard	4.1%	\$244,424	\$17,619	4.5%	\$280,578.21	\$140,289	\$17,619	\$122,670
Lincoln	2.1%	\$121,915	\$8,788	2.9%	\$183,114.20	\$91,557	\$8,788	\$82,769
Lincoln-Hanscom	9.2%	\$545,940	\$39,353	8.8%	\$550,819.33	\$275,410	\$39,353	\$236,057
Littleton	11.3%	\$673,208	\$48,527	9.1%	\$570,016.79	\$285,008	\$48,527	\$236,482
Sudbury	10.4%	\$616,116	\$44,411	11.9%	\$742,793.90	\$371,397	\$44,411	\$326,985
		\$5,947,063	\$428,682		\$6,239,173	\$3,119,587	\$428,682	\$2,690,905
						SENT IN SEPT		SEND IN JAN

BOARD OF DIRECTORS MEETING -- AGENDA COVER SHEET

AGENDA ITEM: V.E. Selection of Board Members of Policies Subcommittee

 X Vote Requested

 Information Only

Facilitator: Sanchita Banerjee, *Executive Director*

Recommended Motion: Move to accept _____ as CASE Board's Representative/s on Policies Subcommittee

INFORMATION:

A Board vote is requested to approve the selection of Board members serving on the following subcommittee as its representatives for FY25:

- Policies Subcommittee