



Central Office
 120 Meriam Road
 Concord MA 01742
 Tel: 978-318-1534
 Fax: 978-371-7858

TO: Member School Committee
 RE: Capital Reserve Account

Date 12/3/2021

AGENDA ITEM: Approval of the establishment of a Capital Reserve Account

 X Vote Requested

Recommended Motion: Approve the establishment of a “capital reserve fund” in conformance with the provisions of 603 CMR 50.07 (10).

INFORMATION:

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.

The Collaborative Board may use anticipated cumulative surplus to support a deposit to a capital reserve under the following conditions:

- Funds in a capital reserve account may be used only for the project or purpose for which the account was established.
- The establishment of a capital reserve shall be subject to the approval of 2/3 of the member districts. The request for approval must state the reason for the reserve and a limit on the balance that may be held in the reserve. *(see Capital Plan)*
- Deposits into and withdrawals from the capital reserve shall be proposed and approved through the Collaborative budget process.
- 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.

Acct. Name	Vote Req.	Restrictions	Max Balance	Funding Source	Fund Balance	Interest
Capital Reserve Account 603 CMR 50.07(10)	Two-thirds	Facility Maint. & Improvements	\$500,000	Prior year surplus; if any	Carries forward to next FY	Short term interest bearing acct.

On behalf of CASE Collaborative, we’d like to thank you in advance for your consideration.

Sanchita Banerjee
 Executive Director



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 RE: Capital Reserve Account

Date: 12/3/2021

AGENDA ITEM: *FY21 Cumulative Surplus Resolution Proposal*

 X Vote Requested

Recommended Motion: *Move to approve the December 3rd, 2021 C.A.S.E Collaborative Capital Plan*

INFORMATION:

The Collaborative has a goal to provide equitable and accessible services to more students with varying disabilities. It is important especially for our population to have recreational space that all is accessible and inclusive.

The current floor and site plan at the Colebrook School does not have any large areas dedicated to physical education and creative social play. Based on a surge in referrals for elementary level students, classroom space is also a priority.

The Collaborative would like to propose two projects with that goal in mind. One to be funded this year and the other to be funded in the future.

Project	Timeline	Estimated Cost
Playground + Transportation office move*	Completion 1st QTR FY24	\$300,000 ¹
Multipurpose Room*	Completion 1st QTR FY25	\$200,000 ²

* Please see attached PPT. for specifics

Available Surplus: \$1,521,225.75

Playground + Transportation Office Move Proposal: \$300,000 (19.5%)

Member District Transportation Assessment/Credits Remaining to be Applied: \$1,221,225.75

This project would also include moving the Transportation office to another location within the building. CASE would use the current transportation space of 1,550 sq ft to accommodate and adapt to special education services required by our member districts.

Providing students with access to facilities as those that are available to them in their home districts is a matter of equity and will allow CASE to serve students and our sending districts in a more equitable and appropriate manner.

On behalf of CASE Collaborative we'd like to thank you in advance for your consideration.

Sanchita Banerjee
 Executive Director

¹ Proposed funding December FY22

² Proposed funding December FY23 (if excess surplus)



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TO: Member School Committee

RE: Capital Reserve Account

In order to maintain a high level of diverse education I ask your support in approving the following two motions:

- 1) Approve the establishment of a Capital Reserve Account**
- 2) Approve C.A.S.E. Collaborative 2022 Capital Plan**

The Department of Education will require signed documentation that two-thirds of C.A.S.E Collaborative member districts have approved this account. Therefore, I request that you fill out and sign the attachment below.

Thank you for your ongoing support of C.A.S.E Collaborative.

Sincerely,

Sanchita Banerjee

Executive Director

District: _____

Date of School Committee Meeting: _____

At the School Committee Meeting on the above date, the Committee voted to approve the Capital Plan of C.A.S.E. Collaborative and the establishment of a Board Designated Capital Fund for the Collaborative

Name of School Committee Chair or Representative: _____

Signature of School Committee Chair or Representative: _____