

APPROVED 09.12.2025

Minutes of CASE Board of Directors Meeting of May 23, 2025

Board Members in Attendance:

Brad Crozier, Sudbury - <i>Chairperson</i>	Linda Dwight, Harvard
Peter Light, Acton/Boxborough – <i>Vice Chairperson</i>	Parry Graham, Lincoln (arrival 1:50pm)
Cliff Chuang, Bedford (arrival 1:06pm)	Kelly Clenchy, Littleton
James O'Shea, Carlisle	Brian Haas, Maynard
Laurie Hunter, Concord, Concord / Carlisle	

Also in Attendance:

Sanchita Banerjee	Allison Letizi, CASE Treasurer
Joseph Adams	Members of the CASE Community

MINUTES:

The meeting, held at the Colebrook School located at 8 Post Office Square, Acton, MA, was called to order at 12:39pm by Brad Crozier.

By regulation, the Board is required to annually evaluate the CASE Treasurer (Allison Letizi). Sanchita Banerjee indicated that the evaluation of the Treasurer of CASE is done on a yearly basis, and that the Board Chairperson signs the evaluation on behalf of the Board. Sanchita stated that it has been an excellent experience working with Allison. She is always available when needed, helping us navigate financial matters which require her extensive expertise and guidance. Peter Light thanked Allison for all that she does for CASE and put forth a motion to authorize the Board Chair to sign the Treasurer's evaluation on behalf of the Board, with gratitude. Linda Dwight seconded the motion. All in favor, the motion was approved.

There were no public comments.

A motion was made by Linda Dwight to approve the April 11, 2025 Board of Directors Meeting minutes as presented. The motion was seconded by Laurie Hunter. All in favor, the motion was carried.

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

☑ *Student Enrollment* ☑ *Business Manager Search* ☑ *Student Graduations* ☑ *Transportation*

The Personnel Report was presented by Joseph Adams. There were no questions or comments.

Allison Letizi presented the Treasurer's Report. There were no questions or comments.

Sanchita Banerjee, Executive Director, and Joseph Adams, Director of Finance and Administration, presented the second reading of the FY26 CASE Program, ESY and Transportation Budgets which included the tuition rates and consultation services rates. A presentation of the budget highlights was reviewed with the Board members.

A motion was made by Peter Light to approve the FY26 CASE budget for \$16,979,803 which includes the Program Budget of \$9,822,376, the FY26 CASE ESY Budget of \$684,027, and the FY26 CASE Transportation Budget of \$6,473,401, as presented. The motion was seconded by Linda Dwight. All in favor, the motion was approved.

A motion was made by Linda Dwight to approve the FY26 Program Tuition Rates and the FY26 Consultative Rates as presented. The motion was seconded by Kelly Clenchy. The motion was unanimously approved.

CASE COLLABORATIVE FY26 RATE SHEET (MEMBER)				CASE COLLABORATIVE FY26 RATE SHEET (NON-MEMBER)			
PROGRAM RATES	LFL (DD-INT)	EMPOWER (ASD)	TIP (SE)	PROGRAM RATES	LFL (DD-INT)	EMPOWER (ASD)	TIP (SE)
Tuition Rate	\$82,000	\$79,950	\$66,625	Tuition Rate	\$96,438	\$93,005	\$78,375
Daily Rate*	\$455.56	\$444.17	\$370.14	Daily Rate*	\$535.77	\$516.69	\$435.42
Summer Program	\$6,600	\$6,600	\$6,600	Summer Program	\$7810	\$7810	\$7810
1:1 RATES		ALL STRANDS		1:1 RATES		ALL STRANDS	
1:1 Teaching Assistant (1.0 FTE)		\$150/day		1:1 Teaching Assistant (1.0 FTE)		\$200/day	
1:1 Teaching Assistant (0.5 FTE)		\$75/day		1:1 Teaching Assistant (0.5 FTE)		\$100/day	
ABA Tutor (1.0 FTE)		\$200/day		ABA Tutor (1.0 FTE)		\$250/day	
ABA Tutor (0.5 FTE)		\$100/day		ABA Tutor (0.5 FTE)		\$125/day	
ABA Tutor (0.3 FTE)		\$66/day		ABA Tutor (0.3 FTE)		\$82.50/day	

CASE COLLABORATIVE
FY26 RATE SHEET
(MEMBER)

CONSULTATION/EVALUATION RATES

CONSULTATION RATE	\$160/HR
EVALUATION RATE	\$160/HR
TRAVEL	

PD RATES*

½ DAY	(1- 3 HOURS)	FULL DAY	(3+ HOURS)
25 AND LESS	\$800	25 AND LESS	\$1500
26 - 100	\$950	26 - 100	\$1800
*PLUS COST OF MATERIALS			

SEMINAR RATES

BCBA GROUP	\$235
JOB-ALIKE GROUPS	\$200
SEL GRADUATE CERTIFICATE PROGRAM	\$1200
RBT COURSE ONLINE (IND)	\$480
RBT COURSE ONLINE (GROUP RATE)	\$455

CASE COLLABORATIVE
FY26 RATE SHEET
(NON-MEMBER)

CONSULTATION/EVALUATION RATES

CONSULTATION RATE	\$180/HR
EVALUATION RATE	\$180/HR
TRAVEL	

PD RATES*

½ DAY	(1- 3 HOURS)	FULL DAY	(3+ HOURS)
25 AND LESS	\$950	25 AND LESS	\$1700
26 - 100	\$1100	26 - 100	\$2000
*PLUS COST OF MATERIALS		*PLUS TRAVEL COST \$150 PER VISIT	

SEMINAR RATES

BCBA GROUP	\$285
JOB-ALIKE GROUPS	\$250
SEL GRADUATE CERTIFICATE PROGRAM	\$1200
RBT COURSE ONLINE (IND)	\$550
RBT COURSE ONLINE (GROUP RATE)	\$525

A motion was made by Jim O'Shea to authorize the transfer of a \$40,000 contribution (\$20,000 from the FY25 Student Programs budget and \$20,000 from the FY25 Transportation budget) to the OPEB Trust Fund. The motion was seconded by Laurie Hunter. All in favor, the motion was approved.

The last day for Joseph Adams, Director of Finance and Operations, will be June 30, 2025. Sanchita Banerjee thanked him for the work he has done at CASE, especially his contributions towards the successful resolution of contract negotiations, navigating the Acton DPW MOU process, and aiding in finding a healthcare vendor upon the dissolution of the Minuteman Nashoba Health Group. The Board collectively gave Joe a round of applause for a job well done. Joe thanked CASE for the opportunity given to him.

Sanchita Banerjee presented the Board with the resume of Michael Bergeron as a candidate for the Director of Finance and Operations opening. Brian Haas made a motion to authorize the Executive Director to negotiate a contract, within the FY26 Budget, with Michael Bergeron for the position of Director of Finance and Operations at CASE Collaborative. The motion was seconded by Kelly Clenchy. All in favor, the motion was passed.

A motion was made by Kelly Clenchy to approve a year-end expense encumbrance of \$144,130 to cover possible IRS penalties related to CASE's 2022 ACA filing. The motion was seconded by Brian Haas. All in favor, the motion was approved.

A motion was made by Kelly Clenchy to authorize the Executive Director to contract with a Tax Counsel to address the 2022 ACA filing issue. The motion was seconded by Laurie Hunter. All in favor, the motion was approved.

A motion was made by Cliff Chuang, and seconded by Peter Light, to approve the Board Chair to sign the Pension Reserves Investment Management Board (PRIM) authorization form. All in favor, the motion was carried.

A presentation was made by a Colebrook High School student on his Eagle Scout Project. The project encompassed raising monies to purchase art supplies so he and other CASE students could complete a mural in the school hallway. He is donating the extra funds he raised, in the amount of \$500, to CASE. A motion was made by Cliff Chuang to accept, with gratitude, the \$500 donation to go towards the Colebrook Art Program. The motion was seconded by Jim O'Shea. All in favor, the motion was approved.

Sanchita Banerjee submitted the proposed meeting dates for the FY26 CASE Board of Directors.

At 2:02pm Cliff Chuang made a motion to adjourn the meeting. The motion was seconded by Kelly Clenchy. All in favor, the meeting adjourned.
