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**FINAL - APPROVED 02/13/2026**

**Minutes of CASE Board of Directors Meeting of December 12, 2025**

**Board Members in Attendance:**

Brad Crozier, Sudbury - *Chairperson*

Peter Light, Acton-Boxborough – *Vice Chairperson*

Cliff Chuang, Bedford

Laurie Hunter, Concord, Concord-Carlisle

Parry Graham, Lincoln

Andrew Stephens, Lincoln-Sudbury

Brian Haas, Maynard

**Also in Attendance:**

Sanchita Banerjee

Mike Bergeron

Members of the CASE Community

**MINUTES:**

At 12:30pm, Brad Crozier called the board meeting to order. The Meeting was held at CASE's Central Office located at the Ripley School, 120 Meriam Street, Concord, MA.

A moment of silence was held for Margot Burge, a CASE preschooler in the LFL class based in the Davis School in Bedford who passed away earlier in the day.

Andrew Stephens moved to approve the Consent Agenda, which was seconded by Parry Graham. All in favor, the Consent Agenda—consisting of the October 10, 2025 Board of Directors Meeting Minutes and the Personnel Report—was approved.

There were no public comments.

Morgan Hudgins, the long-term substitute teacher for the LFL high school class based in the Colebrook School in Acton, joined the meeting with several of her students. The students demonstrated some of the physical skills that they have been learning through adaptive bowling. The Board thanked Morgan for bringing the students to the meeting.

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

- CASE Programs for SY25/26
- Transportation
- Consulting Services to Districts

The Treasurer's Cash Report was presented by Mike Bergeron. There were no questions or comments.

Sanchita Banerjee presented the FY25 Annual Report. The report meets the guidelines established by MA regulation and summarizes the services offered by the Collaborative in FY25. Peter Light made a motion to accept CASE's Annual Report for the year ending June 30, 2025, with gratitude to the staff. The motion was seconded by Andrew Stephens. The motion was accepted by unanimous consent.

Renee Davis, representative from CBIZ, joined the meeting to review and present the financial audit report for the year ending June 30, 2025. Ms. Davis stated that overall the audit of the Collaborative's financial statements went well. They found the books and records to be in good working order and as a result they did not need to propose any significant audit entries as a result of the auditor's work. There were no disagreements between the auditor and the Collaborative on how to apply generally accepted accounting principles. She proceeded to go over the documents within the audit.

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In the independent audit report, the Collaborative received a clean opinion, which means there are no findings, and the Collaborative has received the same opinion in prior years. This is the best opinion you can receive from an independent audit. The Collaborative ended the fiscal year in a strong financial position with an excess of 25% cumulative surplus balance. No Management Letter for fiscal year 2025 was issued.

After addressing queries regarding the audit, a motion was made by Andrew Stephens to accept CASE's Annual Financial Audit Report for the year ending June 30, 2025. Cliff Chuang seconded the motion. The motion was carried unanimously.

A motion was made by Cliff Chuang to approve the cumulative surplus of \$5,024,575 as of June 30, 2025, as calculated in the FY25 auditors' report. Brian Haas seconded the motion. The motion was accepted by unanimous consent.

Discussion took place regarding the distribution of the \$969,132 in FY25 excess cumulative surplus. Michael Bergeron reviewed the four options for which the FY25 surplus of \$969,132 could be used. The options were: (1) Contribution to OPEB Trust; (2) Contribution to Capital Plan; (3) Allocation of Member Credits; and (4) Return the Surplus to the Member Towns.

A motion was made by Cliff Chuang to approve the distribution of the \$969,132 in excess cumulative surplus for the purpose of Option 3 - the Allocation of Member Credits to be applied to the second FY26 transportation assessment invoice (to be sent in January 2026) or as tuition credits of remaining invoices for the district if they do not currently participate in the transportation program. Laurie Hunter seconded the motion. The motion was carried unanimously.

Peter Light left the meeting at 1:55pm.

The Capital Plan Revision Analysis agenda item was tabled in order for it to be revised. It can then be brought back to the Board.

After considering the Board's feedback on Maynard Public Schools request to access CASE's transportation network, a re-entry phased plan was presented to the Board for review. Because this plan is embedded within the budget, the Board continued the meeting with the First Reading of the FY27 Budget Proposal.

Mike Bergeron, Director of Finance and Administration, presented the first reading of the FY27 Program, ESY, and Transportation Budgets and reviewed a presentation of the budget highlights with Board members.

The FY27 overall **CASE Budget** is being proposed at \$17,949,316. It reflects an increase of \$969,514 or 5.7% in comparison to the FY26 CASE budget of \$16,979,802.

The FY27 CASE **Student Program Budget** is proposed at \$10,323,314. It reflects an increase of \$500,938 or 5.1% over the FY26 budget of \$9,822,376. In 2026-2027, CASE Collaborative is projected to serve 111 students in preschool, elementary, middle, high, and post high school levels. Salaries and benefits make up roughly 89% of this proposed budget.

In the budget proposal, CASE is proposing a 2.5% increase to all Member tuitions, and a 2.5% to 4.0% increase to Non-member tuitions. The tuition rates as proposed will allow for a balanced FY27 Student Programs budget and enable CASE to stay competitive among other schools serving similar populations. Overall, districts will continue to receive substantial savings compared to private school tuitions.

The FY27 CASE **ESY Budget** is proposed at \$702,008, reflecting an increase of \$17,981 or 2.6% compared to the FY26 budget of \$684,027. In FY27 we project student ESY enrollments of 85, which is down 10 students compared to FY26 budgeted ESY student enrollments of 95. The projected enrollment has a larger impact on the rate increase than operational expenses. To better reflect the cost structure of running ESY programs and ensure proper staffing we are proposing ESY tuition increasing Member and Non-member rates by \$611 and \$722, respectively. Actual spend/revenue data indicates that ESY has historically run at a deficit, which CASE hopes to address with this rate increase.

The FY27 CASE **Transportation Budget** is proposed at \$6,923,995 which is an increase of \$450,595 or 7.0% over the FY26 budget of \$6,473,400. In FY27, CASE is projected to transport at least 335 students to over 100 programs, utilizing a fleet of 90 vehicles.

Questions and comments on the proposed budgets were addressed and answered by Mike Bergeron and Sanchita Banerjee. No action required, the second reading of the budget will take place at the February 13, 2026 board meeting.

Cliff Chuang made a motion to accept the adoption and implementation of the MAIPSE program. The motion was seconded by Brian Haas. The motion was carried unanimously.

A discussion on the motion to approve a Teacher Sign-on and Referral Bonus took place. The Board recommended that this item be discussed with the Union and reviewed by CASE Counsel, after which the motion can be brought back to the Board for review and potential vote.

Due to the late hour of the meeting and the potential lack of a quorum, Agenda Item J - Weston Public Schools' Request to Rejoin CASE Collaborative, was postponed to the next regularly scheduled meeting.

The Board Meeting originally scheduled for Friday, February 6, 2026 has been changed to Friday, February 13, 2026.

Cliff Chuang made a motion to adjourn the meeting, which was seconded by Laurie Hunter. The motion passed unanimously. The meeting was adjourned at 2:52pm.

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