



Acton-Boxborough
Regional School District



Bedford Public Schools



Carlisle Public Schools



Concord Public Schools



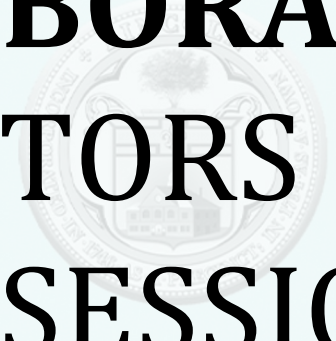
Concord-Carlisle
Regional School District

CASE COLLABORATIVE BOARD OF DIRECTORS MEETING REGULAR SESSION

SEPTEMBER 12, 2025



Harvard Public Schools



Lincoln Public Schools



Lincoln-Sudbury
Regional School District



Sudbury Public Schools



Littleton Public Schools



Maynard Public Schools

**BOARD OF DIRECTORS MEETING
SEPTEMBER 12, 2025; 12:30 PM (*In Person*)**

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: May 23, 2025 (Vote Required)

III. PUBLIC COMMENTS

IV. REPORTS OF THE EXECUTIVE DIRECTOR

- A. Executive Director's General Update (Information Only)
B. Personnel Report (Vote Required)
C. Treasurer's Report (Information Only)

V. KEY BUSINESS

- A. Approver of Warrants (FY26) (Vote Required)
B. Selection of Board Members on Subcommittees for FY26 (Vote Required)
C. Donation from CASE Teacher (Vote Required)
D. Addition of Snow Date For December Board Meeting (Information Only)
E. FY27 Budget Timeline (Information Only)
F. Executive Director's Goals 2025-2026 (Vote Required))
G. Executive Director's 2024-25 Evaluation (Vote Required)

VI. EXECUTIVE SESSION

- A. Roll call vote to enter into Executive Session
B. Approval of Minutes of April 11, 2025 (Vote Required)
C. M.G.L. c. 30A, s. 21(a)(3): To discuss strategy with respect to collective bargaining with the CASE Education Association if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares (*CASE Professional Association - Unit A*) (Discussion Only)
D. M.G.L., c. 30A, s. 21(a)(2): To discuss strategy sessions in preparation for negotiations with non-union personnel and to conduct contract negotiations with non-union personnel (*Executive Director*) (Vote Required)

VII. 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.

TO: BOARD OF DIRECTORS, CASE COLLABORATIVE

FROM: Sanchita Banerjee, *Executive Director*

DATE: September 2025

RE: IV. A. General Update

A NEW SCHOOL YEAR 2025-2026

All CASE programs and services have started strong this year. We had a New Educator Orientation on 8.22.25. It was a day of learning for educators who started becoming acclimatized to CASE, its mission, vision, core values and many other important topics. They also started CASE's Mentoring and Induction program, met with the mentor coordinators, and their mentors.

All staff returned on 8.25.25. It was a busy and invigorating day. Massachusetts' new Commissioner of DESE, Pedro Martinez was in attendance to welcome our staff as a keynote speaker.

CASE drivers have been driving students all summer and into the school year. Drivers underwent two training sessions before the school year started.

Our consultation department worked on a few projects over the summer and are starting the school year with multiple contracts on different topics in a wide range of districts across Massachusetts.

CASE PROGRAMS FOR SCHOOL YEAR 2025 - 2026

This school year (2025 - 2026), CASE programs are situated in the following locations:-
(See *Continuum of Classes 2025 - 2026* below)

LOCATION	NUMBER OF CLASSES	PROGRAM REPRESENTED
Acton-Boxborough Regional School District	1 1	<ul style="list-style-type: none"> TIP EMPOWER
Bedford Public Schools	2	<ul style="list-style-type: none"> LFL
Lincoln Public Schools	2	<ul style="list-style-type: none"> EMPOWER LFL / EMPOWER
Littleton Public Schools	2	<ul style="list-style-type: none"> EMPOWER
Maynard Public Schools	2 1	<ul style="list-style-type: none"> TIP TIP / EMP

Town of Acton - Approved Public Day School (Colebrook High School)	1 2 2	FULL APD PROGRAM • TIP • EMPOWER • LFL
- Post High School Program (RISE Program)	1	• EMP / LFL
Total CASE Programs	17	

Number of CASE Classes in Public School Districts = 11

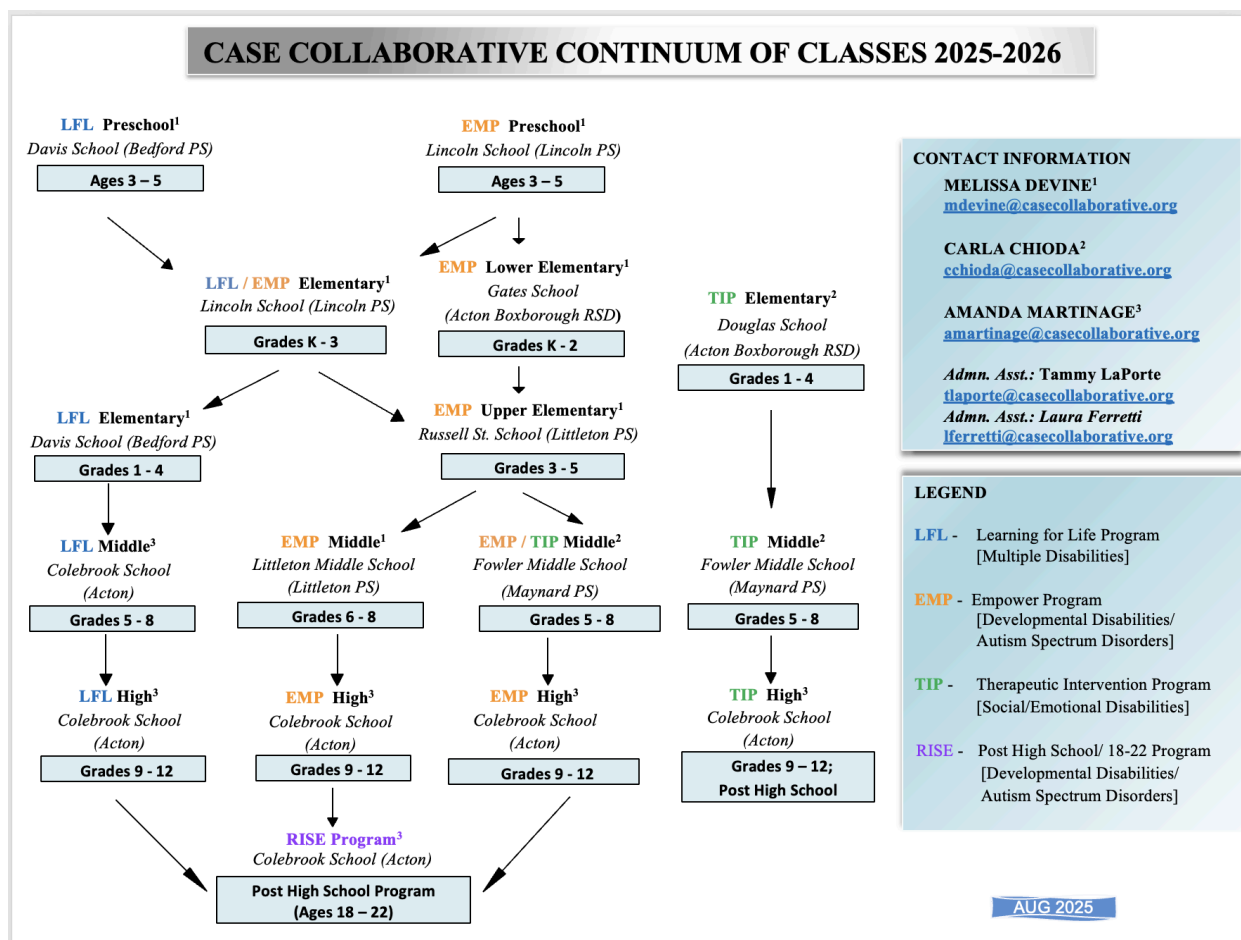
Independent Location = 1; Acton

Number of Districts Hosting CASE Classes = 5; Acton, Bedford, Lincoln, Littleton, Maynard

CASE has expanded its program offerings this year. There is a new hybrid program - LFL / EMPOWER that has started in Lincoln School.

The locations of CASE programs for the school year 2025-2026 remain the same as the previous year.

We look forward to working with our host schools in ensuring CASE students have the most optimal and diverse school experience. We thank all our host districts for the support they provide and the collaboration they exhibit. It is only with this framework that it is possible to operate our programs.



STUDENT ENROLLMENT

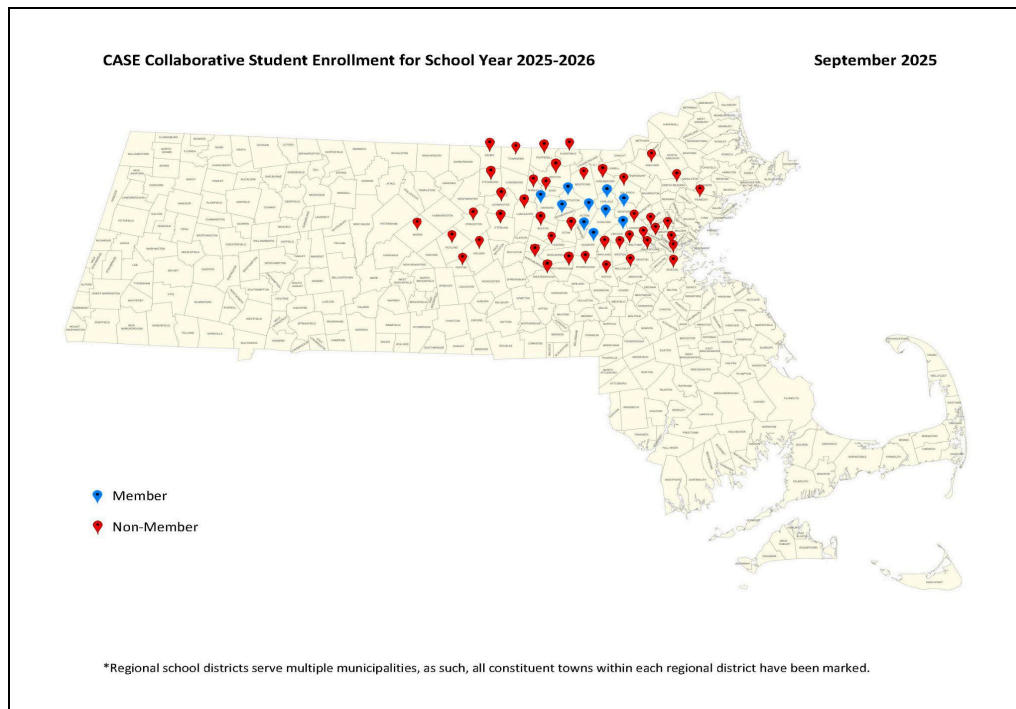
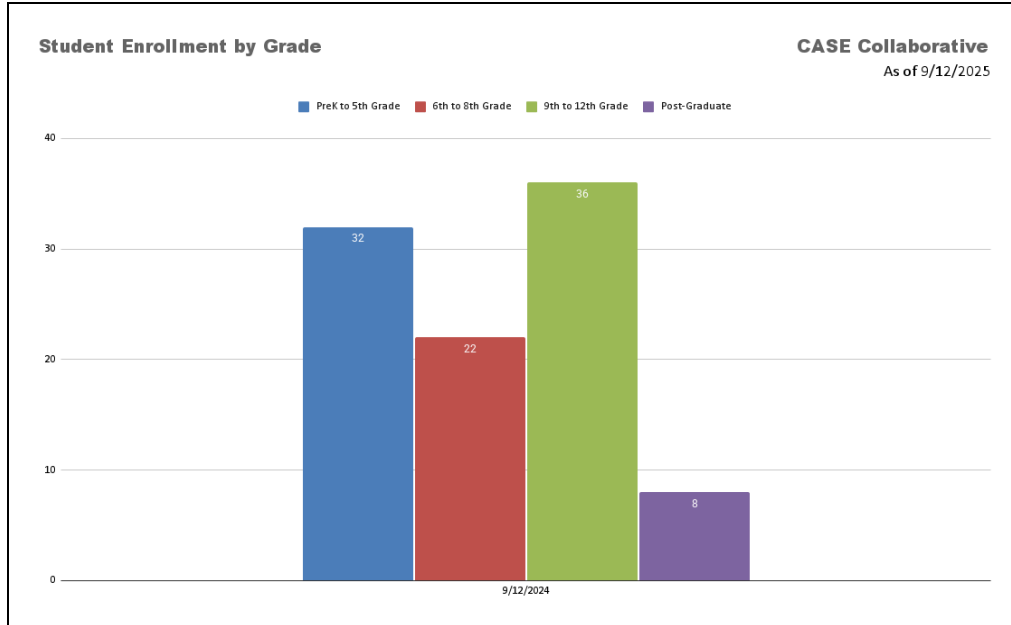
CASE Collaborative started FY26 with 97 students. We have added 1 student since the start of the year. Three more students are scheduled to start on September 15.

School District	Program Enrollment September 2025	%
Acton Boxborough	16	16.3%
Bedford	4	4.1%
Concord	1	1.0%
Concord Carlisle	3	3.1%
Harvard	2	2.0%
Lincoln	9	9.2%
Lincoln - Sudbury	5	5.1%
Littleton	3	3.1%
Maynard	2	2.0%
Sudbury	0	0.0%
Members	45	45.9%
Non-Members	53	54.1%
Total	98	100%

As of September 5, 2025, 45.9% of the students represented at CASE Collaborative belonged to member towns. Students from non-member districts equate to 54.1%.

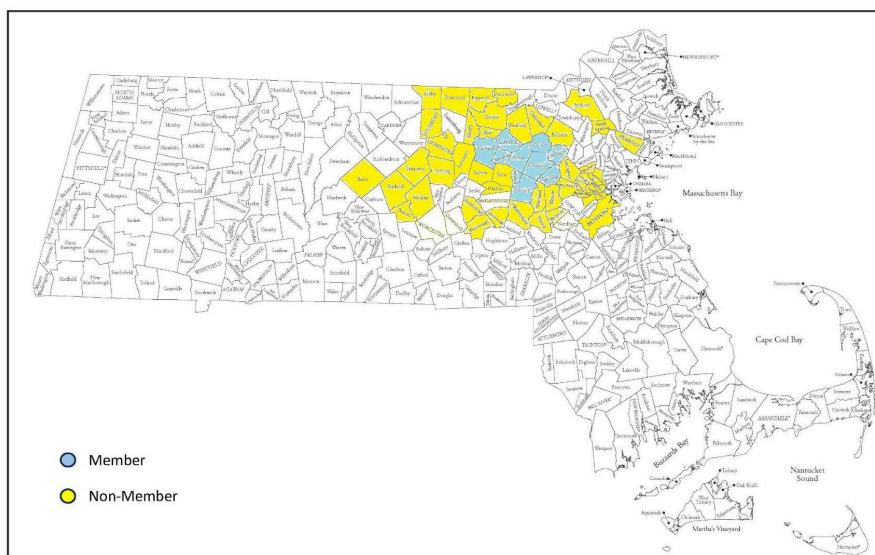
SCHOOL DISTRICTS	ENROLLMENT Start of year 2025/2026	%	ENROLLMENT 9/12/2025	%
Acton/Boxborough	16	16.5%	16	16.3%
Bedford	4	4.1%	4	4.1%
Carlisle	0	0.0%	0	0.0%
Concord	1	1.0%	1	1.0%
Concord/Carlisle	3	3.1%	3	3.1%
Harvard	2	2.1%	2	2.0%
Lincoln & Lincoln/Hanscom	9	9.3%	9	9.2%
Lincoln/Sudbury	5	5.2%	5	5.1%
Littleton	3	3.1%	3	3.1%
Maynard	2	2.1%	2	2.0%
Sudbury	0	0.0%	0	0.0%
MEMBER TOWNS	45	46.4%	45	45.9%
NON-MEMBER TOWNS	52	53.6%	53	54.1%
TOTALS	97	100.0%	98	100.0%

DISTRICT	PROGRAM	Adds	Drops	TOTAL
START OF YEAR 2025/2026				97
Northborough-Southborough	TIP	1		
ENROLLMENT AS OF 9/12/2024				98



CASE Collaborative Student Enrollment for School Year 2025-2026

September 2025



*Regional school districts serve multiple municipalities, as such, all constituent towns within each regional district have been marked.

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

ESY 2025 UPDATE

CASE's summer program was successful in providing extended school year (ESY) services to students. There were 82 students participating in our ESY program this summer.

Staff spent the summer making sure students are maintaining their IEP goals but at the same time engaging in enriching activities.

CASE's ESY program has been located at The Willard School in Concord for the last 3 years. Our second location was Colebrook School in Acton.

We look forward to continuing our partnership with Concord to host our ESY program for district-based programs. Laurie Hunter (Concord Superintendent), Matt Lucey (Willard Principal) and the school custodian made sure we had a successful summer. We thank them for their support.

TRANSPORTATION UPDATE

The chart below shows the scheduled ridership for CASE transportation as of 8/27/2025

MEMBER	RIDERS WITH CASE
A/B	132
Bedford	31
Carlisle	4
C/C	32
Concord	57
Harvard	13
L/H	19
Lincoln	10
Littleton	23
Sudbury	77
Total	398

Our 398 students are transported to 78 different programs. Approximately 78 are 5 years old or younger.

Presently, we have 69 full time drivers. We are anticipating 3 new hires over the next two weeks.

The total number of vehicles operating at CASE is 90. Out of these, 21 are wheelchair equipped. Presently, 29 students require wheelchair transport.

Over the past couple of months we have added 10 new vehicles. We are anticipating the arrival of an additional 5 new vans this fall.

UPDATE ON CONSULTING SERVICES TO DISTRICTS

In **FY25**, CASE's Consulting Department had its inaugural year developing and strengthening partnerships with both member and nonmember districts, and delivering impactful consultation, evaluations and professional development to support inclusive, effective, and student-centered practices

Broad Impact:- In FY25, 26 districts served (6 member, 20 nonmember) through CASE's Consulting Services department.

Comprehensive Program Evaluations:- Completed 7 comprehensive program evaluations for Massachusetts public school districts:

- Berlin-Boylston Regional Schools: PK–12 ASD Program
- Lincoln Public Schools: PK–8 Social, Emotional, and Behavioral Services
- Lowell Community Charter School: K–8 Special Education Services
- Northampton Public Schools: PK-5 Special Education Programs and Services
- Peabody Public Schools: K–12 Counseling Services
- Rockport Public Schools: K–12 Special Education Services
- Weymouth Public Schools: PK–12 Life Skills Program

Customized In-District PD: CASE provided tailored, high-impact training initiatives to several districts. PD highlights include:

- Harvard Public Schools: Understanding Specially Designed Instruction in Inclusive Classrooms.
- Randolph Public Schools: Yearlong series on The New Massachusetts IEP, and a Special Education Leadership Institute for Assistant Principals.
- Peabody Public Schools: Yearlong series on Best Practices in Therapeutic Programs.
- Concord Public Schools: Parent/Caregiver trainings and educator coaching on The New Massachusetts IEP.
- Bedford Public Schools: Summer Paraprofessional PD Series on Trauma-Informed and Compassionate Practices.

Professional Development & Networking:- MA Public School BCBA Network: Monthly professional development series connecting 210 BCBAs from 75+ districts statewide.

RBT Course:- CASE served the first cohort of this course during the summer (June- August, 2025). Three paraprofessionals from CASE completed this course.

CETT Services:- CASE's CETT Team provides districts with specialized evaluation and consultation services for students requiring Assistive Technology (AT) and Augmentative and Alternative Communication (AAC) supports. In FY25, the CETT Team served a total of 14 school districts (9 member, 5 nonmember).

- A total of 33 evaluations were conducted for school districts, including 25 AT Evaluations and 8 AAC Evaluations
- A total of 10 districts were provided with ongoing consultation services to strengthen school team capacity in the areas of AT/AAC

Looking ahead in **FY26**, the Consulting Department is busy and has a strong year planned.

Current Contracts (as of 8/27/25) include 17 districts (3 member, 14 nonmember).

Comprehensive Program Evaluations:- Comprehensive program evaluations scheduled for Massachusetts public school districts so far:

- Wellesley Public Schools: Elementary K-5 Autism Program evaluation

- Northampton Public Schools: Secondary Gr.6-12 Special Education Programs and Services
- Gardner Public Schools: Integrated Preschool Program Evaluation
- Rockport Public Schools: K–12 Therapeutic Program Evaluation
- Chelmsford Public Schools: Elementary Inclusion Program Evaluation
- Dartmouth Public Schools: Secondary Gr.6-12 Special Education Programs and Services

Consultation Services:- Ongoing consultation services to:

- Westwood Public Schools: Integrated Preschool Program; Elementary ABA Programs, and Inclusive elementary classrooms
- Wayland Public Schools: Elementary Autism Program
- Bedford Public Schools: Student-specific transition/vocational consultation
- Sudbury Public Schools: Foundations and ACCESS specialized programs
- Norfolk Agricultural High School: Student-specific behavioral consultation
- Ashland Public Schools: Consultation/coaching to district BCBAs and therapeutic services teams
- Peabody Public Schools: Therapeutic Programs K-12
- Rockport Public Schools: Consultation to district Counselors and therapeutic program staff on SEL practices
- Weymouth Public Schools: Elementary TLC Program

Customized In-District PD:- Some upcoming PD highlights include:

- Harvard Public Schools: Co-Teaching in Action: Building Foundations for Inclusive Partnership, Summer PD series and ongoing coaching to teams this year
- Peabody Public Schools: Best Practices in Therapeutic Programs, 2-part series
- Peabody Public Schools: Counseling for Success: Building resilience, relationships, and readiness through SEL, 3-part series
- Berlin-Boylston Regional Schools: From Assessment to Achievement: How to Use the VB-MAPP, ABLLS, and AFLS to Inform Teaching and Learning

Expansion of Professional Development & Networking:-

- MA Public School BCBA Network: Continuation of our monthly professional development series, anticipated 200 BCBAs from over 75 districts statewide
- *NEW Early Childhood Directors Network, PD series meeting 5x year
- *NEW Transition Coordinators Network, PD series meeting 5x year

RBT Course:- CASE is offering a 40-hour training program that meets the Registered Behavior Technician (RBT) certification requirements. Our training model is specifically designed for paraprofessionals working in public school settings, which sets it apart from other models. It has an asynchronous course format which can be completed at each participant's own pace. The instructor engages with students regularly and offers optional live Zoom sessions to provide additional opportunities for participants to connect directly and ask questions. This course is being offered in partnership with Bridgewater State University and can be taken for an optional 3.0 graduate course credits. The next course will run from October 3 - January 16, 2026.

Graduate Certificate in Social and Emotional Learning (SEL):- This year, CASE is offering a 4 course (12-credit) graduate program through Bridgewater State University based on a cohort model. It is designed to be completed within one school year. The first course begins in late September. Here is a link to this course curriculum:

<https://www.bridgew.edu/social-emotional-learning-graduate-certificate>

CETT Services:- CASE's CETT Team provides districts with specialized evaluation and consultation services for students requiring Assistive Technology (AT) and Augmentative and Alternative Communication (AAC) supports. Contracts for FY26 to date include services for 9 school districts (5 member, 4 nonmember):

- CETT Evaluations- 3 AT/AAC evaluations are scheduled for September to date
- CETT Consultations- ongoing AT/AAC consultation with 7 school districts

FINANCIAL UPDATE

Michael Bergeron, CASE's Business Administrator will provide the Board with an update on financial operations. The report can be accessed via this link and a copy is included in this memo. (Link: [Update From Business Director](#))

EL AUDIT 2025

CASE underwent an EL Audit by DESE in the spring of 2025. There were no findings. The Audit report from DESE can be accessed via this link and a copy is included in this memo. (Link: [EL Audit Report](#))

BOARD OF DIRECTORS MEETING – September 12, 2025

AGENDA ITEM: IV. C.

Treasurer's Cash Report

Vote Required

 X

Information Only

FACILITATOR:

Michael Bergeron, *Director of Finance & Operations*

INFORMATION

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

**CASE Collaborative
Treasurer's Cash Report
5/1/2025 - 8/31/2025**

<u>Operating cash 4/30/2025</u>	3,478,689
Cash Inflows:	
Receipts	6,708,421
Interest	67,324
Cash Outflows:	
Payroll	-4,306,945
Accounts Payable	-2,497,366
Bank Fees	-1,832
<u>Operating cash 8/31/2025</u>	3,448,291

Prepared by:
Allison Letizi
CASE Treasurer
9/5/2025

BOARD OF DIRECTORS MEETING – September 12, 2025

AGENDA ITEM: V.E.

FY27 Budget Timeline

Vote Required

 X

Information Only

FACILITATORS:

Sanchita Banerjee, *Executive Director*

Michael Bergeron, *Finance Director*

INFORMATION

A timeline for the FY27 budget will be presented to the Board. This timeline is attached to this memo.

Proposed FY27 Budget Timeline

September 10, 2025

Executive Director meets with administrative team to provide vision, expectations, and direction for the FY27 budget process

September 12, 2025

The Board of Directors are given guidance questions to consider for the FY27 budget process to respond to before the October 10, 2025 Board Meeting, so we can tally responses and provide data

September 30, 2025

Administrators submit initial budget requests to the Executive Director

October 10, 2025

The Board of Directors reviews the answers and guidance from the questions from the September 12, 2025 Board Meeting

October 13 – October 30, 2025

The Executive Director reviews budget requests and meets with the Financial Administrator to discuss the preliminary draft of FY27 Budget. FY25 and FY26 Indicators and FY27 Budget Assumptions are reviewed.

October – November 2025

Financial Administrator develops first draft of FY27 Budget

November 19, 2025

Executive Director and Financial Administrator review FY27 Draft Budget with Administrative team

December 12, 2025 Board Meeting

FY27 Budget First reading

December 2025 – January 2026

Adjustments and revisions from the Board meeting are made, and shared with the Administrators

February 6, 2025 Board Meeting

Second reading of FY27 Budget at CASE Board of Directors meeting; Vote on Adoption of Budget, Assessments, and Tuitions for FY27. Following Board vote, CASE Treasurer transmits budget figures to member districts