

## Executive Director's Report 3/22

### **CAPS Identity and Marketing:**

- Invest in our identity, stay ahead of the curve with programs and services and keep CAPS distinctive.
- Expand exposure and continue to solidify our reputation
- Met with Athol, Gardner, Quabbin and Ash/West regarding their current satisfaction with programming, services and potential future needs
- Define the essence of CAPS identity and who we are as an organization
- Stay current with the needs of districts, families and students and with best practices that meet the needs of our students and differentiate us from our competition
- Districts shared potential ideas for additional programming and services. Currently researching the viability of these ideas
- Expand Family support and connections in the community
- Exploring the potential of providing a family sign language course
- Develop a marketing plan for our identity and position both internally and externally
- Met with program Directors and Finance Manager on 3/4 to begin marketing discussions
- Discussed presence at job fairs, SPAN fair, Special Education Surrogate Parents events, as well as potentially sponsoring local events that support special education students.

### **Comprehensive Student Programs and Services:**

- Maintain and grow high quality comprehensive and fiscally viable programs for the very diverse student population that we serve
- Establish and continue best practices to sustain strong academic programs and create optimum learning spaces for students and staff
- Submitted Math Acceleration Grant to DESE. McGraw Hill Reveal Math, Reveal MATH Integrated I,II,III and Redbird for K-8 Supplemental were chosen by the committee.
- Continue to create a continuum of programs that allow for students to remain within our programs throughout their school career if their disability dictates the need, programs that will support transition within CAPS as well as to adult life
- Research and develop additional vocational programming for students across all CAPS programs
- Reviewing the Comp TIA IT Fundamentals course that was recommended by the Voc teacher that we have been consulting with. Meeting with High School team on 3/14 to discuss viability
- Research and identify ways that services can be provided within district schools
- In continued discussion with districts regarding the potential of CAPS employees working in classrooms within the district as well as to provide supervision of in-district staff. Specifically regarding mentoring at this time
- Given Covid, be open minded, creative and out of the box thinkers about our service models going forward as we re-discover student needs

### **Quality Staffing:**

- Retain and hire the most qualified personnel to support our programs; our staff must be experts in the field. Professional Development for staff is of utmost importance for this to be true.
- Re-evaluated pay scales and made proposed adjustments to retain and attract staff and be competitive

- Will pursue information regarding scholarship tracks for paraprofessionals to become teachers
- Discover expertise within our agency and create time and opportunities for staff to meet as well as creative ways to provide professional development
- Develop comprehensive onboarding, training and mentoring programs
- Met with Program Directors on 3/4 and began discussion about improvement of mentoring programs
- Find resourceful, strategic and cost effective ways to improve professional development both within our agency as well as what we are able to provide to districts
- Discussed shared PD with member districts

#### **Financial Resources:**

- Support fiscally responsible growth to support operations and proposed initiatives
- Explore potential new revenue generating services to districts by identifying any gap areas or needs we can fill
- Stay current with DESE and other grant opportunities for Collaboratives
- Submitted an application for DESE's Accelerating Math Grant on 2/24.
- Watching for the release of DESE's Summer Learning Opportunities Competitive Grant expected to be released early to mid March
- Identify and evaluate options that meet compliance with collaborative's fiscal regulations
- The Collaborative is currently exploring whether the potential of teachers utilizing Donors Choose would be appropriate given Collaborative fiscal regulations. Continues to be a work in progress
- Continue practices and analysis to manage the uncertainty and unpredictability of enrollment and evaluate the fiscal resources and implications of strategic priorities
- Budget proposal presented at this meeting

#### **Enrollment update:**

- Enrollment is at 162.
- Satellite Programs have 3 active referrals, 2 which have been accepted and 3 new referrals
- Gateway has 5 active referrals and have had to not accept or waitlist 9 students since our last meeting (2/8) due to space and staffing issues
- DHHP Newton has 4 referrals and all 4 have been accepted. One student will start this month and others in the fall.