



2 Narrows Road, Suite C105, Westminster, MA 01473
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**CAPS Board of Directors Meeting
Minutes of 11/15/2023
Zoom Meeting**

Call to order: At 3:37pm Executive Director Jennifer Gates called the meeting to order.

Members present: Jennifer Storm, Pete Stephens, Mark Pellegrino, Melissa Bible, Elizabeth Zielinski, crystal Clarke, Colleen Mucha

Members absent: Christopher Casavant, Matthew Ehrenworth, Ruthann Petrino-Goguen

Also present: Palajo Gaines (DESE), Terenzio Volpicelli (Audit firm), Richard Sarasin, Justin Nussey, Jenni Guthrie, Jennifer Gates

1. **Approval of the minutes.** A motion was made by Mark Pellegrino, seconded by Elizabeth Zielinski to approve the minutes of September 12, 2023, as presented. Motion passed unanimously.

2. 2023 Financial Year End Audit,, Presented by Roselli Clark and Associates (Voting item):

Ash./West.	Yes	Mahar	Yes
Athol	Not present	Orange	Yes
Fitchburg	Yes	Quabbin	Yes
Gardner	Yes	Petersham	Yes
Leominster	Yes	Winchendon	Not present
Narragansett	Not Present		

Mr. Terenzio Volpicelli presented the 2023 Year End Audit. Giving an overview of the findings and asking for questions. Since there were no questions, a motion was by Mark Pellegrino, seconded by Jennifer Storm to approve the 2023 Financial Year End Audit, as presented. Motion passed unanimously.

3. Approval of the 2023 Cumulative Surplus: \$2,018,167 as of June 30th, 2022.

Ash./West.	Yes	Mahar	Yes
Athol	Not present	Orange	Yes
Fitchburg	Yes	Quabbin	Yes
Gardner	Yes	Petersham	Yes
Leominster	Yes	Winchendon	Not present
Narragansett	Not Present		

Motion was made by Mark Pellegrino, seconded by Jennifer Storm to approve the 2023 Cumulative Surplus, as presented. Motion passed unanimously.

4. CAPS 2023 Annual Report (Voting Item)

Ash./West.	Yes	Mahar	Yes
Athol	Not present	Orange	Yes
Fitchburg	Yes	Quabbin	Yes
Gardner	Yes	Petersham	Yes
Leominster	Yes	Winchendon	Not present
Narragansett	Not Present		

Motion was made by Melissa Bible, seconded by Jennifer Storm to approve the 2023 Annual Report, as presented. Motion passed unanimously.

4. Staffing. (voting item)

- New Hires: Jennifer Smith, LINK Para; Emily Gerhard, Gateway Para; Bryce Belton, Gateway Para; Amanda Vincent, Senators Para; Renee DuShane, Senators RN; Sarah Camacho, Senators Teacher; Linda Moran, KD HS Para; Alfred Lamontagne, Senators Para; Nicole Bilotta, KD PK LPN; Dennis Dagoumas, Gateway Para; Keishaun Hornsby, Gateway Para; Bryan McMaster, Gateway Elem Teacher; Kristina Hnath, DHH LPN; Adrienne Kearney, DHH interpreter; Anna Gauthier, DHH TOD. (Voting item)
- Resignations: Mary Fisher, Senators Para; Michele Folmsbee, Senators Para; Samantha Haskins, Senators Teacher; Stephen Lewis, Gateway Para; Theresa Reynolds, KD PK LPN; Jessica Smith, Senators Para; Rebecca Therrien, Gateway Elem Teacher; John Brewer, Gateway Middle Teacher; Jason Schwartz, DHH Interpreter

Ash./West.	Yes	Mahar	Yes
Athol	Not present	Orange	Yes
Fitchburg	Yes	Quabbin	Yes
Gardner	Yes	Petersham	Yes
Leominster	Yes	Winchendon	Not present
Narragansett	Not Present		

Motion to accept New Hires made by Elizabeth Zielinski and seconded by Melissa Bible. Motion passed unanimously.

5. Subcommittee Reports

- Policy Subcommittee – no formal meeting
- Finance Subcommittee – no formal meeting
- Warrant Subcommittee – on going every other week
- Facilities Subcommittee – no formal meeting

6. Executive Director's Report:

Jennifer Gates reported that the Elementary Deaf and Hard of Hearing Elementary Program at Page Hilltop is up and running and started on a very positive note. An email was shared from the principal of Page Hilltop expressing how great the program is in their community and our staff are all professional, friendly and enthusiastic. A basketball team has been set up with the Gateway Program and will start soon. Mentorship of teachers has started and now have a monthly schedule. Has been proving to run successfully.

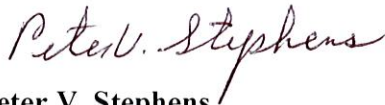
7. Future Agenda Items: No future agenda items

8. Adjourn: At 4:09pm, Jennifer Storm made a motion to adjourn, seconded by Melissa Bible. Motion passed unanimously.

Respectfully submitted,



Jenni Guthrie
Recording Secretary



Peter V. Stephens
Chairperson