



2 Narrows Road, Suite C105, Westminster, MA 01473
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**CAPS Board of Directors Meeting
Minutes of 1/10/2024
Zoom Meeting**

Call to order: At 3:14pm Chairperson Pete Stephens called the meeting to order.

Members present: Jennifer Storm, Pete Stephens, Melissa Bible, Elizabeth Zielinski, Crystal Clarke,

Members absent: Christopher Casavant, Matthew Ehrenworth, Ruthann Petruno-Goguen, Colleen Mucha

Also present: Richard Sarasin, Justin Nussey, Jenni Guthrie, Sheri D'Annolfo

1. **Approval of the minutes.** A motion was made by Elizabeth Zielinski, seconded by Jennifer Storm to approve the minutes of November 15th, 2023, as presented. Motion passed unanimously.
2. **Fiscal Update:** 182 students, projecting \$90,000 surplus at year end.
3. **Staffing. (voting item)**
 - New Hires: Taylor Campobasso, KD Para; Shannon Fowler, DHH Para; Bryan McMaster, Gateway Teacher; Ann Gauthier, DHH TOD; Keishaun Hornsby, Gateway Para; Kristina Hnath, DHH LPN/Para; Adrienne Kearney, DHH Interpreter; Kristie Turner, Senators Para; (Voting item)
 - Resignations: Edward King, Gateway Para; Jason Schwartz, DHH Interpreter; Rebecca Therrien, Gateway Teacher; Michelle Paine, KD Para; Jennifer Pytel, KD Para

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

Motion to accept New Hires made by Jennifer Storm and seconded by Elizabeth Zielinski. 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: Pete Stephens informed the board that Sheri D'Annolfo will be acting Director until February 12, 2024.

7. Future Agenda Items: No future agenda items

8. Adjourn: At 3:19pm, Jennifer Storm made a motion to adjourn, seconded by Melissa Bible. Motion passed unanimously.

Respectfully submitted,

DocuSigned by:



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Jenni Guthrie
Recording Secretary

DocuSigned by:



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Peter V. Stephens
Chairperson