



Director's Report

February 7, 2024

Student Enrollment: 184

Staffing: We have filled many of our open positions since the start of the school year. We currently have ASL interpreter positions open in our Middle and High School DHHP.

We have 5 days of PTA services available for contract services and one day of OT services available.

Referrals:

Senators Program - 2 referrals
Gateway School - 5 (2 students for potential fall placement)
DHHP - 3 referrals

Coordinated Program Review: We have submitted all documents required for the self-assessment component of our mid-cycle review. Our orientation is scheduled for Tuesday, February 27th, with the review scheduled for the week of March 25th.

FY25 Budget process: CAPS leadership team including program directors have started meetings to begin to prepare the FY25 budget. Timelines moving forward would be to have a draft budget available for the Finance subcommittee to review later in February. A draft budget will be presented at our March board meeting. A public hearing and final budget will be presented for approval at our April board meeting. Factors which will impact the budget include increased cost associated with employee benefits as well as tuition rates. The possible expansion of programs and associated space and staffing requirements will also impact the budget.

Possible Expansion: DHHP (Pre-K)
Gateway (Elementary classrooms)
Senators (Elementary classrooms)

Space: In order to expand the Senators program, we have started to explore available space options in the area. We have been actively looking at buildings in Gardner. If we identify any solid leads, we will schedule a Facilities Subcommittee to discuss details.

Special Education Directors Group: We are looking to schedule regular monthly meetings for Special Education Directors of member districts. These meetings will provide opportunities for valuable feedback around how we are meeting district needs and ways we can look to expand district support.

Program Updates

Newton DHHP - Teacher's strike took place over (11) days. This directly impacted our programming at Bigelow Middle School and Newton North High School. Students and staff will follow the make-up schedule of Newton Public Schools. Dr. Courtney Dunne, CAPS program director, has been regularly updating staff and families. Teachers and staff have hosted a Zoom lunch bunch and have been checking in with families.

Highlights and Initiatives:

Gateway basketball program

RBT Initiative

ALICE eLearning and certified instructor training

Employee Handbook Review

Upcoming Events: Job Fair Fitchburg State University, March 26th - HR
Family ASL series