



2 Narrows Road, Suite C105, Westminster, MA 01473  
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**CAPS Board of Directors Meeting  
Minutes of 2/7/2024  
Zoom Meeting**

**Call to order:** At 3:34pm Chairperson Peter Stephens called the meeting to order.

**Members present:** Jennifer Storm, Pete Stephens, Colleen Mucha, Elizabeth Zielinski, Mark Pellegrino

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

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

1. **Approval of the minutes.** A motion was made by Mark Pellegrino, seconded by Jennifer Storm to approve the minutes of January 10, 2024, as presented. Motion passed unanimously.
2. **Fiscal Update**
  - **2024 Budget Update**, 184 current enrollment. +\$93,000 at this point
  - **Annual Investment Review**
3. **Staffing.**
  - New Hires: Whitney Paul, Gateway Para, Sanelee Viola, Gateway Para.
  - Resignations: None

Motion to accept New Hires made by Elizabeth Zielinski and seconded by Jennifer Storm.

A roll call vote was taken:

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

Motion passed unanimously.

**4. Subcommittee Reports**

- • Policy Subcommittee – no formal meeting
- • Finance Subcommittee –Upcoming Budget Meeting
- • Warrant Subcommittee – on going every other week
- • Facilities Subcommittee – no formal meeting

**5. Executive Director's Report:** All time high students at 184, continue to grow the programs. All positions have been filled besides ASL interpreters needed in DHH Middle and HS Programs. There are still 5 days of PTA contracted services that could be contracted out as well as 1 day of OT services. There are Senators, Gateway and DHH Preschool referrals that are being looked at. With the program review coming up, all self-assessment documents have been submitted and meeting to be held in February and Review in March. Senators Program looking to expand to a younger program as well as the Gateway program looking to fill a new Elementary classroom. DHH Preschool is looking to add a second classroom as well with the referrals. Classrooms can not go over 9 or 10 students per teacher. Been looking for a new building to expand the Senators Program. Would like to set up meetings with Special Education Directors about what they would need for the future in terms of student referrals. Newton strike did impact our students as they were out of school for 11 days. Teachers and counselors were in touch with students during the strike to make sure they were doing OK and if they needed anything. They will be making up days during the February vacation and April vacation will be available if there are snow days. Calendars went out to all districts so that they can prepare for transportation in February. RBT initiative has started and currently has 8 participants enrolled. All have completed the eLearning part and currently working on the hands on learning with the BCBA's. Alice training has been discussed and would like to have all staff trained as well as collaborate with the districts that the programs are housed in. Looking to train two staff members to be trainers. A committee of employees would like to begin by looking at the employee handbook and start improving on it. There was a grant that was approved in collaboration with Monty Tech. They are looking for individuals between 18 and 33 years old to join the vocational training that Monty Tech will provide. This will take place between March 18<sup>th</sup> and June 27<sup>th</sup> and will be after school hours.

**6. Adjourn:** At 3:56pm Mark Pellegrino made a motion to adjourn, seconded by Jennifer Storm. Motion passed unanimously.

**Respectfully submitted,**

DocuSigned by:

*Jenni Guthrie*

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**Jenni Guthrie**

**Recording Secretary**

DocuSigned by:

*Peter V. Stephens*

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**Peter V. Stephens**

**Chairperson**