



2 Narrows Road, Suite C105, Westminster, MA 01473
p: 978.632.2208 f: 978.668.5732

**CAPS Board of Directors Meeting
Minutes of 3/13/2024
Zoom Meeting**

Call to order: At 3:33pm Chairperson Peter Stephens called the meeting to order.

Members present: Jennifer Storm, Pete Stephens, Colleen Mucha, Elizabeth Zielinski, Melissa Bible, Jessica Reske, Christopher Casavant, Ruthann Petruno-Goguen

Members absent: Matthew Ehrenworth, Mark Pellegrino

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

1. **Approval of the minutes.** A motion was made by Jennifer Storm, seconded by Elizabeth Zielinski to approve the minutes of February 7, 2024, as presented. Motion passed unanimously.

2. **Fiscal Update**

- **2024 Budget Update**

At a positive \$80,000 to date. Lost a few students back to district but good number of referrals being looked at. Positive outlook for the year.

- **Finance Subcommittee**

Meeting was held on 3/12/24 to discuss future budget needs.

3. **Staffing (voting item)**

- New Hires: Michelle Welton, Sr. Senators Teacher; Lee Haschig, KD Para;
- Resignations: Tori Bourgeois, RN; Taylor Campobasso, KD para; Fern Vasquez, Gateway Para; Krsyta Szymakowski, KD LPN

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

A roll call vote was taken:

Ash./West.	Yes	Mahar	Yes
Athol/Royalston	Not Present	Orange	Yes
Fitchburg	Yes	Quabbin	yes
Gardner	Yes	Petersham	Yes
Leominster	Yes	Winchendon	not present (at time of vote)
Narragansett	Yes		

Motion passed unanimously.

3. Ayer Shirley Membership (voting item)

Motion to accept Ayer Shirley Membership in accordance with draft copy of amended Collaborative Agreement made by Jennifer Storm and seconded by Elizabeth Zielinski.

A roll call vote was taken:

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

Motion passed unanimously.

5. Subcommittee Reports

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

Board Chair Peter Stephens addressed the Board to state that Jennifer Gates will be out on leave until the end of the school year. Per her retirement notice written and received by Peter Stephens January 30, 2024, Ms. Gates will officially retire as of June 30th, 2024

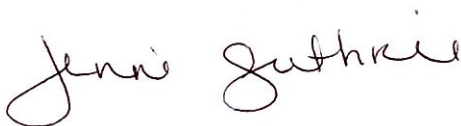
6. Executive Director's Report:

Open ASL positions still available and PTA and OT services still available for districts. Referrals: 5 Kelly Day, 2 Senators, 5 Gateway and 3 Deaf Hard of Hearing. Orientation for mid cycle review went well and all documents have been submitted. March 27th and 28th is the onsite review. Ayer/Shirley has started the process of becoming a member district. Possible expansion of 3 of the programs and looking at building possibilities. Facilities subcommittee meeting will be held at end of March to discuss future building needs. Attended MOEC meeting to receive updates and discuss collaboratives and their needs in the future.

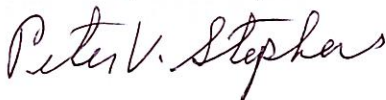
7. Future Agenda Items

8. Adjourn: At 3:52pm Jennifer Storm made a motion to adjourn, seconded by Chris Casavant. Motion passed unanimously.

Respectfully submitted,



Jenni Guthrie
Recording Secretary



Peter V. Stephens
Chairperson