



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

**CAPS Board of Directors Meeting  
Minutes of 4/3/2024  
Zoom Meeting**

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

**Members present:** Jennifer Storm, Pete Stephens, Elizabeth Zielinski, Melissa Bible, Jessica Reske, Ruthann Petrino-Goguen, Mark Pellegrino

**Members absent:** Matthew Ehrenworth, Colleen Mucha, Christopher Casavant, Jessica Reske

**Also present:** Sheri D'Annolfo, Richard Sarasin, Justin Nussey, Jenni Guthrie, Adam Renda, Noman Khanani

1. **Approval of the minutes.** A motion was made by Elizabeth Zielinski, seconded by Jennifer Storm to approve the minutes of March 13, 2024, as presented. Motion passed unanimously.

2. **Grant Presentation by WestEd (voting item)**

Noman Khanani presented a grant opportunity to the Board for ELL students in the area. CAPS would be a central point for the grant. WestEd would provide the program development and analysis of programs for student learning. EIR program has multiple phases that include developing and testing innovative education. It would meet the student SEL and academic needs and create an IEP like plan for ELL students. It would create a structure model to meet student needs. It would improve the development of ILAAPS – Language Acquisition and Achievement Plan for multi-lingual learners. WestEd will be the evaluator of the plans. CAPS is a fiscal agent and not have any management responsibilities. CAPS would be listed as a Prime grant Awardee and would help assist in recruitment of 25-30 schools in three years.

A motion was made by Elizabeth Zielinski and seconded by Mark Pellegrino to approve CAPS as fiscal agent for Grant.

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

### 3. Approval of Amended Collaborative Agreement (voting item)

Motion to accept 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	Not Present
Fitchburg	Yes	Quabbin	Not Present
Gardner	Yes	Petersham	Yes
Leominster	Yes	Winchendon	Yes
Narragansett	Not Present		

### 3. Staffing (voting item)

- New Hires: Erin Gustin, Kelly Day Para
- Resignations: Jonathan Sweeney, Gateway Para

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	Not Present
Fitchburg	Yes	Quabbin	Not Present
Gardner	Yes	Petersham	Yes
Leominster	Yes	Winchendon	Yes
Narragansett	Not Present		

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 – Facilities Meeting 03/29/2024; space updates and discussion

### 6. Fiscal Update: To be presented at May meeting.

### 7. Executive Director's Report:

- Student enrollment at 184.
- ASL interpreter positions still open as well as 2 teaching positions in Gateway.
- 4 Kelly Day Referrals, 2 Senators and 10 for Gateway
- DESE exit interview stated that there was one finding but otherwise was a great review.
- Special Education Director group to meet in April to discuss the LINKS program at MWCC.
- Looking for space for the Senators program. Meeting on 4/4 in Athol at a building for sale.


7. Collaborative Executive Director Discussion

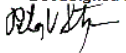
Motion to post for permanent Executive Director position as of July 1, 2024 by Mark Pellegrino and seconded by Melissa Bible.

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

8. Adjourn: At 4:28pm Mark Pellegrino made a motion to adjourn, seconded by Jennifer Storm. Motion passed unanimously.

Respectfully submitted,

DocuSigned by:  
  
346008AB21D042F...  
**Jenni Guthrie**  
**Recording Secretary**

DocuSigned by:  
  
36E087B9B5B941B...  
**Peter V. Stephens**  
**Chairperson**