



2 Narrows Road, Suite C105, Westminster, MA 01473
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**CAPS Board of Directors Meeting
Minutes of 5/8/2024
Zoom Meeting**

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

Members present: Jennifer Storm, Pete Stephens, Elizabeth Zielinski, Jessica Reske, Christopher Casavant, Colleen Mucha

Members absent: Matthew Ehrenworth, Mark Pellegrino, Christopher Casavant, Melissa Bible, Ruthan Petrino-Goguen

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

1. **Approval of the minutes.** A motion was made by Elizabeth Zielinski, seconded by Jennifer Storm to approve the minutes of April 3, 2024, as presented. Motion passed unanimously.

2. **Fiscal Update**

- **2024 Fiscal Update**
- **2024-2025 Budget Presentation**
 - **Approval of 2025 Operating Budget (voting item)**

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

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

- **Approval of 2025 Capital Budget (voting item)**

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

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

3. Staffing (voting item)

- New Hires: **Susan Vaillancourt**, Sub RN; **Shoua Fletcher**, Sub LPN; **Amber Unislawski**, ASL Interpreter; **Catherine Tan**, ASL Interpreter; **Roxanne Dunn**, LPN
- Resignations: **Summer Kai**, ASL Interpreter

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	Not Present	Petersham	Yes
Leominster	Not Present	Winchendon	Not Present
Narragansett	Yes		

Motion passed unanimously.

4. Reappointment of Treasurer Richard Sarasin FY25 (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	Yes
Fitchburg	Yes	Quabbin	Yes
Gardner	Not Present	Petersham	Yes
Leominster	Not Present	Winchendon	Not Present
Narragansett	Yes		

Reappointment of Auditing Firm Roselli Clark & Associates FY25 (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	Yes
Fitchburg	Yes	Quabbin	Yes
Gardner	Not Present	Petersham	Yes
Leominster	Not Present	Winchendon	Not Present
Narragansett	Yes		

5. DESE Approved Collaborative Agreement

6. Subcommittee Reports

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

7. Executive Director's Report:

- Student Enrollment at 185
- All programs have referrals
- Currently need 3 lead teacher positions
- Planned Expansions include a DHH Preschool/K Classroom, Gateway Elementary Classroom and Senators Elementary Classroom
- Coordinated Program review was held and final report given.
- Grant for “Strategies to Reduce or Eliminate the Use of Time-Out Rooms” for \$75,000 was awarded. Only 19 schools were chosen out of 69 schools that applied.
- Special Education Directors Group held in May to present an overview of the LINKS program. June will be to present the AAC opportunities that CAPS is providing area districts.
- Monty Tech/CAPS Grant Partnership has been going great. Students received their first paycheck.
- Two CAPS employees are now certified as ALICE training instructors.
- Graduation dates include DHHP Newton, 5/30/2024, Gateway 6/7/2024 and Step Program 6/20/2024

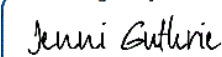
8. Collaborative Executive Director Discussion

- Two candidates were selected to go in front of the Board for interviews in late May.

9. Adjourn: At 4:10pm Chris Casavant made a motion to adjourn, seconded by Jennifer Storm. Motion passed unanimously.

Respectfully submitted,

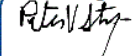
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Jenni Guthrie

Recording Secretary

DocuSigned by:



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Peter V. Stephens

Chairperson