



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

**CAPS Board of Directors Meeting
Minutes of 6/12/2024
Zoom Meeting**

Call to order: At 3:35pm Chairperson Peter Stephens called the meeting to order.

Members present: Pete Stephens, Elizabeth Zielinski, Colleen Mucha, Christopher Casavant, Matthew Ehrenworth

Members absent: Jessica Reske, Melissa Bible, Ruthann Petrino-Goguen, Mark Pellegrino

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

1. **Approval of the minutes.** A motion was made by Elizabeth Zielinski, seconded by Christopher Casavant to approve the minutes of 5/8/24 and 5/30/24, as presented. Motion passed unanimously.

2. **Fiscal Update**

- **2024 Fiscal Update**
- **2024 Annual Audit Schedule: Roselli, Clark & Associates, week of August 26**

3. **Staffing (voting item)**

- New Hires: **Samantha Davis**, Kelly Day Para
- Resignations: **Michael Prophet**, Senators Para; **Anna Gauthier**, TOD; **Summer Kai**, ASL Interpreter, **Lindsey Christoffersen**, OT/PT Coordinator; **Cheryl Keeter**, ASL Interpreter, **Amy Thomas**, DHHP Para; **David Cardoza**, Counselor Gateway

Motion to accept New Hires made by Matthew Ehrenworth and seconded by Elizabeth Zielinski.

A roll call vote was taken:

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

Motion passed unanimously.

4. **Subcommittee Reports**

- • Policy Subcommittee – May 2, 2024; Policy Handbook & Director Candidate Review
- • Finance Subcommittee –no formal meeting

- • Warrant Subcommittee – on going every other week
- • Facilities Subcommittee – no formal meeting

5. Employee Handbook Revision 05/02/2024 (voting item)

Motion to accept Employee Handbook Revision made by Jennifer Storm and seconded by Elizabeth Zielinski.

A roll call vote was taken:

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

Motion passed unanimously.

7. Executive Director's Report:

- Current enrollment at 177 (after graduates)
- Currently looking for ASL interpreter positions, BCBA, School Psychologist, TOD for preschool and a PT position.
- Submitted second and final progress report to DESE and have fulfilled all requirement.
- Acquired last office space in Sonoma Building and renovating during summer 2024.
- Special Education Director's Group met to talk about AAC.
- Gateway Graduation happened on June 7th with a great turnout from family and staff.
- Newton End of Year Celebration occurred on May 30th with a great turnout as well.
- Step Program from Monty Tech will happen on June 20th and districts are welcomed to come.

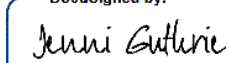
8. Meeting Dates – Stay as second Wednesday of the month

9. Adjourn: At 3:43pm Matthew Ehrenworth made a motion to adjourn, seconded by Christopher Casavant

Motion passed unanimously.

Respectfully submitted,

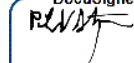
DocuSigned by:



Jenni Guthrie

Recording Secretary

DocuSigned by:



36E087B9B5B941B...

Peter V. Stephens

Chairperson