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**CAPS Board of Directors Meeting
Minutes of 09/11/2024
Zoom Meeting**

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

Members present: Kimberly Russo, Matthew Ehrenworth, Dr. Adam Renda, Peter Stephens, Dr. Mark Pellegrino, Dr. Christopher Casavant, Dr. Elizabeth Zielinski, Colleen, Mucha

Members absent: Melissa Bible, Crystal Clarke, Jessica Reske, Winchendon appointment pending

Also present: Sheri D'Annolfo, Richard Sarasin, Jenni Guthrie, Justin Nussey, Marc Gosselin, Jennifer Storm

1. **Approval of the minutes.** A motion was made by Dr. Mark Pellegrino, seconded by Adam Renda to approve the minutes of June 12, 2024, as presented. Motion passed unanimously.
2. **Election of Board Officers** (voting item)
 - **Chairperson:** Adam Renda made a motion to nominate Mr. Peter Stephens as Chairperson. Motion was seconded by Dr. Elizabeth Zielinski. Motion passed unanimously.
 - **Vice Chairperson:** Dr. Mark Pellegrino made a motion to nominate Dr. Christopher Casavant as Vice-Chairperson. Motion was seconded by Adam Renda. Motion passed unanimously.
 - **Secretary:** Mr. Peter Stephens made a motion to nominate Dr. Elizabeth Zielinski as Secretary. Motion was seconded by Dr. Mark Pellegrino. Motion passed unanimously.
 - **Subcommittee Appointments:**
 - **Finance:** Mark Pellegrino, Peter Stephens, Elizabeth Zielinski
 - **Warrant:** Chris Cassavant, Mark Pellegrino, Peter Stephens
 - **Policy/Personnel:** Peter Stephens, Elizabeth Zielinski, Colleen Mucha
 - **Facilities:** Matthew Ehrenworth, Adam Renda, Mark Pellegrino, Peter Stephens

Motion to accept Subcommittee Appointments made by Matthew Ehrenworth and seconded by Adam Renda.

Motion passed unanimously.

3. **Staffing** (voting item)

- New Hires

Motion to accept New Hires made by Matthew Ehrenworth and seconded by Adam Renda.

Motion passed unanimously.

4. Fiscal Updates

- **2025 Fiscal Update:** Positive Start to the new year. 189 students. New classrooms started in 3 programs. Taking a more in depth look into OT, PT, Speech Services.
- **2024 Annual Audit:** Audit took place the last week of August with three and a half days in person at Central Office. Clean audit and draft report received with minor edits. Full report will be presented at November meeting.

5. Subcommittee Reports

- **Policy Subcommittee** – *no formal meeting*
- **Finance Subcommittee** – *no formal meeting*
- **Warrant Subcommittee** – *on going every other week*
- **Facilities Subcommittee** – *no formal meeting*

6. Executive Director's Report

- CAPS all staff meeting was held on August 26 at Great Wolf Lodge in Fitchburg with 180 staff in attendance.
- Student enrollment is at its highest at 189. Budget for the year was to start at 187 students.
- Currently looking at creative ways to find ASL interpreters.
- Taking a stronger look at contracted services.
- New classrooms are set to open on October 1st in the DHH Preschool classroom and the Gateway Elementary classroom. The Senators Elementary started on the first day of school with 4 students.
- Continuing to look for a building to house the entire Senators Program together.
- An Open House/Meet the new Directors was held at Sonoma Building for families to meet the directors and learn about the new IEP.
- Monthly meetings with Special Education Directors will resume next month.

7. Meeting Dates – discussion about keeping/changing day, time

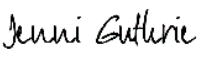
- Dates and times were discussed and agreed to keep second Wednesday of the month at 3:30pm

8. Adjourn: At 4:05 pm Dr. Marc Pellegrino made a motion to adjourn, seconded by Adam Renda.

Motion passed unanimously.

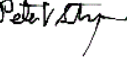
Respectfully submitted,

DocuSigned by:


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Jenni Guthrie
Recording Secretary

Signed by:


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Peter V. Stephens
Chairperson