



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

CAPS Collaborative Board of Directors Meeting

Minutes 11-13-2024

Hybrid Meeting

Call to order: At 3:38 p.m. Chairperson Peter Stephens called the meeting to order.

BOD Members Present

Ash-West	Kimberly Russo
Athol-Royalston	Matthew Ehrenworth
Ayer-Shirley	Dr. Adam Renda
Fitchburg	Peter Stephens (<i>chair</i>)
Petersham	Dr. Elizabeth Zelinkski
R.C. Mahar	Crystal Clarke
Winchendon	Dr. Marc Gosselin

BOD Members Absent

Gardner	Dr Mark Pellegrino
Leominster	Melissa Bible
Narragansett	Dr. Chris Casavant (Vice-Chair)
Orange	Jessica Reske
Quabbin	Colleen Mucha

Other Attendees

Sheri D'Annolfo
Jenni Guthrie
Justin Nussey
Richard Sarasin
Jennifer Storm
Terenzio Volpicelli, CPA

1. Approval of the minutes. (*voting item*)

Motion: Crystal Clarke
Seconded: Matthew Erenworth
Result: Passed (*unanimously*)

Discussion:

Motion to approve the minutes of September 11, 2024, as presented.

2. Fiscal Updates.

a. 2024 Annual Audit. (*voting item*)

Motion: Crystal Clarke
Seconded: Matthew Erenworth
Result: Passed (*unanimously*)

Discussion:

Terenzio Volpicelli, CPA & Partner, of McCarthy, Hargrave and Associates, presented the 2024 Annual Report and Management letter in an open discussion.

Motion to accept the 2024 Annual Audit as presented.

b. 2024 Cumulative Surplus. (*voting item*)

Motion: Matthew Erenworth
Seconded: Dr. Adam Renda
Result: Passed (*unanimously*)

Discussion:

Motion to accept cumulative surplus of \$1,793,840.00.

c. 2025 Fiscal Update

Discussion:

Review of the 2025 budget to actuals presented by the CAPS Executive Director, Director of Finance & Operations and Treasurer.

3. Staffing. *(voting item)*

a. 2024 Annual Audit

Motion: Matthew Erenworth
 Seconded: Dr. Adam Renda
 Result: Passed *(unanimously)*

Discussion:

Motion to accept New Hires as of November 13, 2024.

4. Subcommittee Reports

- Facilities
- Finance
- Policy/Personnel
- Warrant

Discussion:

No formal meeting.
 No formal meeting.
 Meeting held October 09, 2024.
 On going every other week.

5. Executive Director's Report

Discussion:

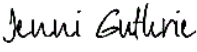
- Student enrollment is currently **195**.
- AAC/AT evaluations and consultations are available for all districts.
- Monty Tech/CAPS STEP Program started again this fall. Employees from both CAPS and Monty Tech are supporting the program as teachers and vocational assistants. Monty Tech has applied to renew grant funding for a spring session.
- New Deaf Hard of Hearing Preschool program started on 10/1/2024. Gateway Elementary class opened in the middle of October and Senators elementary program is open and has 5 students enrolled.
- Professional development, coaching and modification of Gateway space is continuing as a result of the receipt of the *Reducing or Eliminating the use of Time out Space Grant*.
- CAPS is continuing to explore potential space for Senators program.
- New IEP is being utilized across CAPS Programs.

6. Adjournment. *(voting item)*

Motion: Matthew Ehrenworth
Seconded: Dr. Adam Renda
Result: Passed *(unanimously)*

Discussion:
Motion to adjourn at 4:02 p.m.

Respectfully submitted,

DocuSigned by:

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Jenni Guthrie
Recording Secretary

Signed by:

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Peter V. Stephens
Chairperson