



2 Narrows Road, Suite C105, Westminster, MA 01473  
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## CAPS Collaborative Board of Directors Meeting

### Minutes 12-11-2024

### Hybrid Meeting

*Call to order: At 3:31 p.m. Chairperson Peter Stephens called the meeting to order.*

#### BOD Members Present

Ash-West	Kimberly Russo
Athol-Royalston	Matthew Ehrenworth
Fitchburg	Peter Stephens ( <i>chair</i> )
Gardner	Dr Mark Pellegrino
Narragansett	Dr. Chris Casavant (Vice-Chair)
Petersham	Dr. Elizabeth Zielinski
Quabbin	Colleen Mucha
R.C. Mahar	Crystal Clarke
Winchendon	Dr. Marc Gosselin

#### BOD Members Absent

Ayer-Shirley	Dr. Adam Renda
Leominster	Melissa Bible
Orange	Jessica Reske

#### Other Attendees

Donna Amistadi  
Michelle Atter  
Sheri D'Annolfo  
Dr. Courtney Dunne  
Jenni Guthrie  
Justin Nussey  
Richard Sarasin  
Jennifer Storm

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

Motion: Matthew Ehrenworth  
Seconded: Dr. Chris Casavant  
Result: Passed (*unanimously*)

#### Discussion:

*Motion to approve the minutes of November 13, 2024, as presented.*

### 2. Fiscal Updates.

#### Discussion:

Review of the 2026 budget presented by the CAPS Executive Director, Director of Finance & Operations and Treasurer.

### 3. Staffing. (*voting item*)

Motion: Matthew Ehrenworth  
Seconded: Dr. Chris Casavant  
Result: Passed (*unanimously*)

#### Discussion:

*Motion to accept New Hires as of December 11, 2024.*

#### 4. CAPS Program Updates

Discussion:

*Program Updates presented by Program Directors:*

*Dr. Courtney Dunne, DHH Program Director*

*Michelle Atter, Gateway Program Director*

*Donna Amistadi, Satellite Program Coordinator*

#### 5. Subcommittee Reports

- Facilities
- Finance
- Policy/Personnel
- Warrant

Discussion:

No formal meeting.

No formal meeting.

No formal meeting.

On going every other week.

#### 6. CAPS 2024 Annual Report (voting item)

Motion: Dr. Elizabeth Zielinski

Seconded: Kimberly Russo

Result: Passed (unanimously)

Discussion:

*Motion to approve the 2024 CAPS Collaborative Annual Report.*

#### 7. Executive Director's Report

Discussion:

- Student enrollment is currently 198.
- AAC/AT evaluations and consultations are available for all districts.
- Three CAPS DHHP students participated in the fall play at Bigelow Middle School
- CAPS Central Mass Special Education Directors Group continues to meet monthly.
- CAPS Curriculum Committee started meeting monthly. The committee is made up of teachers and administrators from across CAPS programs and is being led by CAPS Director of Student Services, Jennifer Storm.
- CAPS is continuing to explore potential space for Senators program.

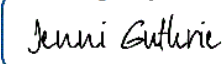
- CAPS Executive Director and Finance Director have recently attended MOEC presentations on the Educational Collaborative Financial Review Protocol being implemented by DESE. This revised financial review protocol will be in addition to the independent audit that Massachusetts collaboratives participate in and will take place over the next 3 years. Twelve indicators will be evaluated. CAPS is scheduled for review between July 2026 and June 2027.

**8. Adjournment.** *(voting item)*

Motion: Dr. Elizabeth Zielinski  
Seconded: Dr. Chris Casavant  
Result: Passed *(unanimously)*

Discussion:  
*Motion to adjourn at 4:05 p.m.*

**Respectfully submitted,**

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**Jenni Guthrie**  
*Recording Secretary*

Signed by:  
  
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**Peter V. Stephens**  
*Chairperson*