



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

### Minutes 03-12-2025

### Hybrid Meeting

*Call to order: At 3:40 p.m. Chairperson Peter Stephens called the meeting to order.*

BOD Members Present		BOD Members Absent		Other Attendees
Ash-West	Kimberly Russo	Ayer-Shirley	Dr. Adam Renda	Sheri D'Annolfo
Fitchburg	Peter Stephens ( <i>chair</i> )	Athol-Royalston	Matthew Ehrenworth	Jenni Guthrie
Gardner	Dr Mark Pellegrino	Narragansett	Dr. Chris Casavant (Vice-Chair)	Justin Nussey
Leominster	Sandra Cucchiara	Orange	Jessica Reske	Richard Sarasin
Quabbin	Colleen Mucha	Petersham	Dr. Elizabeth Zielinski	Jennifer Storm
R.C. Mahar	Crystal Clarke			
Winchendon	Dr. Marc Gosselin			

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

Motion: Dr. Mark Pellegrino  
Seconded: Dr. Elizabeth Zielinski  
Result: Passed (*unanimously*)

#### Discussion:

*Motion to approve the minutes of February 12, 2024, as presented.*

#### 2. Fiscal Updates.

#### Discussion:

2025 Fiscal Update  
2026 Fiscal Budget Summary

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

Motion: Crystal Clarke  
Seconded: Dr. Mark Pellegrino  
Result: Passed (*unanimously*)

#### Discussion:

*Motion to accept New Hires as of March 12, 2025.*

## 4. Collaborative Agreement

- Wachusett

Discussion: Updated Collaborative Agreement to contain Wachusett School District

Motion: Dr. Mark Pellegrino      Seconded: Dr. Marc Gosselin

Roll Call:

Ash-West	Yes	Orange	Not Present
Ayer-Shirley	Not Present	Petersham	Not Present
Athol-Royalson	Not Present	Quabbin	Yes
Fitchburg	Yes	R.C. Mahar	Yes
Gardner	Yes	Winchendon	Yes
Leominster	Yes		

Decision: Passed Unanimously

- Adult Services

Discussion: Start Adult Services Program

Motion: Peter Stephens      Seconded: Dr. Mark Pellegrino

Roll Call:

Ash-West	Yes	Orange	Not Present
Ayer-Shirley	Not Present	Petersham	Not Present
Athol-Royalson	Not Present	Quabbin	Yes
Fitchburg	Yes	R.C. Mahar	Yes
Gardner	Yes	Winchendon	Yes
Leominster	Yes		

Decision: Passed Unanimously

## 5. Subcommittee Reports

- Facilities

Discussion:

*No formal meeting.*

- Finance

*03-10-2025 meeting held. 2026 Budget (voting item)*

*Motion: Dr. Mark Pellegrino*

*Seconded: Dr. Elizabeth Zielinski*

- Policy/Personnel

*No formal meeting.*

- Warrant

*On going every other week.*

## 6. Executive Director's Report

### Discussion:

- Student Enrollment is currently 203
- Finalizing floor plans for potential new space for Senators Program
- AAC/AT evaluations and consultations are available
- CAPS FY2026 Draft Budget summary presented during Finance Meeting
- Draft Collaborative agreement shared with DESE to include Wachusett School District
- STEP Program running second year
- CAPS Central Mass ETL Forum met on February 28<sup>th</sup>.
- MOEC is celebrating 50 years
- New Gateway Elementary classroom renovation completed and in use.

## 7. Adjournment. *(voting item)*

Motion: Dr. Mark Pellegrino  
Seconded: Dr. Marc Gosselin  
Result: Passed *(unanimously)*

### Discussion:

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

**Respectfully submitted,**

DocuSigned by:

*Jenni Guthrie*

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**Jenni Guthrie**

*Recording Secretary*

Signed by:

*Peter V. Stephens*

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**Peter V. Stephens**

*Chairperson*