



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

### Minutes 04-09-2025

### Hybrid Meeting

*Call to order: At 3:35 p.m. Chairperson Peter Stephens called the meeting to order.*

BOD Members Present		BOD Members Absent		Other Attendees
Ayer-Shirley	Dr. Adam Renda	Ash-West	Kimberly Russo	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
Petersham	Dr. Elizabeth Zielinski	Winchendon	Dr. Marc Gosselin	
Quabbin	Colleen Mucha			
R.C. Mahar	Crystal Clarke			

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

Motion: Dr. Elizabeth Zielinski  
Seconded: Dr. Adam Renda  
Result: Passed (*unanimously*)

#### Discussion:

*Motion to approve the minutes of March 12, 2025, as presented.*

#### 2. Fiscal Updates. (*voting item*)

#### Discussion:

2025 Fiscal Update

2026 Fiscal Operating Budget Summary

Motion: Dr. Elizabeth Zielinski      Seconded: Dr. Adam Renda

Roll Call:

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

Decision: Passed Unanimously

**2026 Capital Budget Summary**

Motion: Dr. Elizabeth Zielinski      Seconded: Dr. Adam Renda

**Roll Call:**

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

Decision: Passed Unanimously**3. Staffing.** *(voting item)*

Motion: Crystal Clarke  
 Seconded: Dr. Adam Renda  
 Result: Passed *(unanimously)*

Discussion:*Motion to accept New Hires as of March 12, 2025.***4. Subcommittee Reports**

- Facilities
- Finance
- Policy/Personnel

Discussion:*No formal meeting.**No formal meeting**Policy Meeting held March 27, 2025*Discussion:**Wellness Policy**

Motion: Crystal Clarke      Seconded: Dr. Adam Renda

**Roll Call:**

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

Decision: Passed UnanimouslyDiscussion:**Sexual Harassment Policy**

Motion: Crystal Clarke      Seconded: Dr. Elizabeth Zielinski

**Roll Call:**

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

Decision: Passed Unanimously

Discussion:

**Title IX Policy**

Motion: Dr. Elizabeth Zielinski      Seconded: Dr. Adam Renda

Roll Call:

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

Decision: Passed Unanimously

*On going every other week.*

- Warrant

## 5. Executive Director's Report

Discussion:

- Student Enrollment: 204
- Continue to seek ASL Interpreters
- Collaborative Agreement has been brought to School Committee Meetings for signatures.
- Finalizing floor plans for the Senators Program in Leominster.
- Three policies have been updated and voted on.
- Reminder to Board that Board Appointments for CAPS Collaborative should be voted on during school committee meetings in May or June.
- End of Year Celebrations and Graduation dates.

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

Motion: Dr. Mark Pellegrino

Seconded: Crystal Clarke

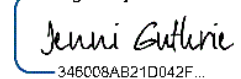
Result: Passed *(unanimously)*

Discussion:

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

**Respectfully submitted,**

Signed by:

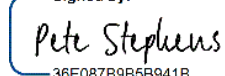


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**Jenni Guthrie**

*Recording Secretary*

Signed by:



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**Peter V. Stephens**

*Chairperson*