



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

Minutes 05-21-2025

Hybrid Meeting

Call to order: At 10:01 a.m. Chairperson Peter Stephens called the meeting to order.

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

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

Motion: Dr. Elizabeth Zielinski
Seconded: Crystal Clarke
Result: Passed (*unanimously*)

Discussion:

Motion to approve the minutes of April 9, 2025, as presented.

2. Fiscal Updates. (*voting item*)

Discussion:

2025 Fiscal Update

Projected Year End \$273,611.09

3. Draft Lease Agreement. *(voting item)*

Motion: Dr. Mark Pellegrino
 Seconded: Dr. Adam Renda
 Result: Passed *(unanimously)*

Discussion:

Recommendation from Facilities Subcommittee Meeting

Roll Call:

Ash-West	Yes	Orange	Yes
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

Preceding lease agreement for 690 Mechanic Street location will be cosigned by Peter Stephens, Board Chair and Sheri D'Annolfo, Executive Director after attorney's review.

4. Staffing Updates. *(voting item)*

Motion:	Crystal Clarke	<u>Discussion:</u>
Seconded:	Dr. Adam Renda	<i>Motion to accept New Hires as of April 9, 2025.</i>
Result:	Passed <i>(unanimously)</i>	

5. Appointments *(voting item)*

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

Discussion:

Reappointment of Treasurer Richard Sarasin FY 26

Motion: Crystal Clarke
 Seconded: Dr. Chris Casavant
 Result: Passed *(unanimously)*

Discussion:

Appointment of Auditing Firm Roselli Clark & Associates FY26

6. Subcommittee Reports.

- Facilities
- Finance
- Warrant
- Policy/Personnel

Discussion:

Meeting held May 13, 2025; draft lease options

No formal meeting

On going every other week.

No formal meeting

7. Executive Director's Report

Discussion:

- Student Enrollment: 201
- All Programs have referrals
- Continue to seek Paraprofessional, ESY Nursing and ASL Interpreter positions
- Collaborative Agreement has been approved to seek over 22 programming
- Final Agreement approves Wachusett Regional School District joining CAPS Collaborative as of July 1, 2025
- STEP Program graduation on June 3rd

8. Adjournment. *(voting item)*

Motion: Dr. Chris Cassavant
Seconded: Crystal Clarke
Result: Passed *(unanimously)*

Discussion:

Motion to adjourn at 10:20 a.m.

Respectfully submitted,

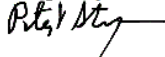
Signed by:



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Jenni Guthrie
Recording Secretary

Signed by:



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Peter V. Stephens
Chairperson