



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

Minutes 09-10-2025

Hybrid Meeting

Call to order: At 3:32 p.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	Kyle Johnson	Athol-Royalston	Matthew Ehrenworth	Jenni Guthrie
Fitchburg	Peter Stephens (<i>chair</i>)	Petersham	Dr. Elizabeth Zielinski	Justin Nussey
Gardner	Dr Mark Pellegrino			Richard Sarasin
Leominster	Sandra Cucchiara			Jennifer Storm
Narragansett	Dr. Chris Casavant (Vice-Chair)			
Orange	Crystal Clarke			
Quabbin	Colleen Mucha			
R.C. Mahar	Crystal Clarke			
Winchendon	Charlotte King			
Wachusett	Dr. James Reilly			

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

Motion: Dr. Mark Pellegrino
Seconded: Dr. Chris Casavant
Result: Passed (*unanimously*)

Discussion:

Motion to approve the minutes of May 21, 2025, as presented.

2. Election of Board Members. (*voting item*)

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

Discussion:

Appointment of Board Members

Roll Call:

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

Decision: Passed Unanimously

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

Motion:	Crystal Clarke	<u>Discussion:</u>
Seconded:	Dr. Chris Casavant	<i>Motion to accept New Hires as of May 21, 2025.</i>
Result:	Passed <i>(unanimously)</i>	

4. **Fiscal Updates** *(voting item)*

Discussion:
2026 Fiscal Update

2025 Annual Audit (Updated report at November meeting)

5. **Subcommittee Reports.**

- | | |
|---|---|
| <ul style="list-style-type: none">• Facilities• Finance• Warrant• Policy/Personnel | <u>Discussion:</u>
<i>No formal meeting</i>

<i>No formal meeting</i>

<i>On going every other week.</i>

<i>No formal meeting</i> |
|---|---|

6. **Executive Director’s Report**

- Discussion:
- All Staff opening day was held on 8/25/25 at Great Wolf Lodge in Fitchburg.
 - Gateway School was announced to be renamed to the Foley Center after former Executive Director Robert J. Foley.
 - Contracted services are still available.
 - Lease was secured for Crossroads building at 690 Mechanic Street in Leominster. The buildout is expected to be completed in October.
 - Wachusett School District is officially a member of CAPS Collaborative.
 - 2025 Fiscal Audit was completed and will be presented at November Board Meeting.

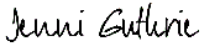
7. Adjournment. *(voting item)*

Motion: Kyle Johnson
Seconded: Dr. Mark Pellegrino
Result: Passed *(unanimously)*

Discussion:
Motion to adjourn at 3:48 p.m.

Respectfully submitted,

Signed by:



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Jenni Guthrie
Recording Secretary

Signed by:



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Peter V. Stephens
Chairperson