



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

Minutes 11-12-2025

Hybrid Meeting

Call to order: At 9:00 a.m. Chairperson Peter Stephens called the meeting to order.

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

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

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

Discussion:

Motion to approve the minutes of September 10, 2025, as presented.

2. FY 25 Audit Report (*voting item*)

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

Discussion:

Approve the \$2,900,722 cumulative surplus as stated in the FY25 Audit Report

Roll Call:

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

Decision: Passed Unanimously

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

Discussion:

Approve the \$120,000 Capital Reserve balance as stated in the FY25 Audit Report

Roll Call:

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

Decision: Passed Unanimously

3. Staffing Updates. (*voting item*)

Motion:	Dr. Elizabeth Zielinski	<u>Discussion:</u>
Seconded:	Dr. Mark Pellegrino	<i>Motion to accept New Hires as of September 10, 2025.</i>
Result:	Passed (<i>unanimously</i>)	

4. Executive Director's Report

Discussion:

- Student Enrollment: 213
- Buildout of new space in Leominster is well underway. Buildout is expected to be completed in December 2025
- CAPS is partnering with AIS (Affordable Interior Systems) in Leominster, participating in their Radiance Program.

5. Adjournment. (*voting item*)


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

Discussion:

Motion to adjourn at 9:15 a.m.

Respectfully submitted,

Signed by:



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Jenni Guthrie

Recording Secretary

Signed by:



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Peter V. Stephens

Chairperson