



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

Minutes 12-10-2025

Hybrid Meeting

Call to order: At 3:30 p.m. Chairperson Peter Stephens called the meeting to order.

BOD Members Present	BOD Members Absent	Other Attendees
Ayer-Shirley Dr. Adam Renda		Michelle Atter
Athol-Royalston Matthew Ehrenworth	Ash/West Kyle Johnson	Sheri D’Annolfo
Fitchburg Peter Stephens (<i>chair</i>)	Winchendon Charlotte King	Mallory Ellis
Gardner Dr Mark Pellegrino		Jenni Guthrie
Leominster Sandra Cucchiara		Mindy Leblanc
Narragansett Dr. Chris Casavant (Vice-Chair)		Sonya Matthews
Orange Crystal Clarke		Justin Nussey
Petersham Dr. Elizabeth Zielinski		Richard Sarasin
R.C. Mahar Crystal Clarke		Jennifer Storm
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 November 12, 2025, as presented.

2. Staffing Updates. (*voting item*)

Motion:	Dr. Elizabeth Zielinski	<u>Discussion:</u>	
Seconded:	Dr. Chris Casavant		<i>Motion to accept New Hires as of November 12, 2025.</i>
Result:	Passed (<i>unanimously</i>)		

3. FY 25 Annual Report (*voting item*)

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

Discussion:
Approve the FY25 Annual Report as presented.

Roll Call:

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

Decision: Passed Unanimously

4. Program Updates

- Courtney Dunne – DHH Programs
- Michelle Atter – Foley Center for Education
- Mallory Ellis – Kelly Day School
- Sonya Matthews – Senators Program
- Mindy LeBlanc – Momentum Adult Program

5. Subcommittee Reports

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

6. Fiscal Updates 2026

Discussion:
2026 Fiscal Update

7. Executive Director’s Report

Discussion:

- Student Enrollment: 213
- Renovation at 690 Mechanic Street in Leominster is nearing completion. DESE Application for public day school has been submitted, waiting on final building inspections.
- Grant Update: Applied for the FC 0213 grant.
- Completed the fiscal prequalification process with DDS for approval of Momentum Adult Day Program.
- ASL Class was a great success.
- CAPS Central Mass Special Education Director’s Group continues to meet monthly.

8. Adjournment. (voting item)

Motion: Dr. Chris Casavant
 Seconded: Dr. Elizabeth Zielinski
 Result: Passed (*unanimously*)

Discussion:
Motion to adjourn at 4:10 p.m.

Respectfully submitted,

Signed by:



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Jenni Guthrie

Recording Secretary

Signed by:



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Peter V. Stephens

Chairperson