



2 Narrows Road, Suite C105, Westminster, MA 01473
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CAPS Collaborative Board of Directors Meeting
Minutes 02-11-2026
Hybrid Meeting

Call to order: At 3:45 p.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		Justin Nussey
Fitchburg Peter Stephens (<i>chair</i>)		Richard Sarasin
Gardner Dr Mark Pellegrino		Jennifer Storm
Leominster Sandra Cucchiara		
Narragansett Dr. Chris Casavant (<i>Vice-Chair</i>)		
Orange Crystal Clarke		
Petersham Dr. Elizabeth Zielinski		
R.C. Mahar Crystal Clarke		
Quabbin Colleen Mucha		
Winchendon Charlotte King		
Wachusett Dr. James Reilly		

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

Motion: Peter Stephens
 Seconded: Dr. Mark Pellegrino
 Result: Passed (*unanimously*)

Discussion:
Motion to approve the minutes of December 10, 2025, as presented.

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

2. Staffing Updates. (*voting item*)

Motion: Peter Stephens
 Seconded: Dr. Adam Renda
 Result: Passed (*unanimously*)

Discussion:
Motion to accept New Hires as of December 10, 2025.

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

3. Subcommittee Reports

- Facilities
- Finance
- Warrant
- Policy/Personnel

Discussion:

Meeting held February 11, 2026; exploration of additional office space at 680 Mechanic Street, Leominster

No formal meeting

On going every other week.

No formal meeting

4. Facilities Meeting (voting item)

Motion: Peter Stephens
 Seconded: Dr. Mark Pellegrino
 Result: Passed (unanimously)

Discussion:

Peter Stephens shared the facilities subcommittee met on 2/11 and voted favorably to bring to the full CAPS Board regarding exploration of additional office space at 680 Mechanic Street. Mr. Stephens asked for a motion to move forward with sharing a draft lease for additional office space at 680 Mechanic Street.

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

5. Executive Director’s Report

Discussion:

- Student Enrollment: 212
- Renovation at 690 Mechanic Street in Leominster is complete. Occupancy permit has been signed off and final inspection with DESE is scheduled for February 17th. Looking to finalize move during February break. FPS will provide breakfast and lunch.
- Application for adult programming is under review this quarter.
- CAPS leadership team has been working on the process of developing a proposed budget plan for FY27.
- Open enrollment for benefits is under way for all employees.
- Renewed contract with Cleartech Group for 3 more years.
- CAPS has joined the North Central Massachusetts Chamber of Commerce.
- Awarded \$50,000 grant for FC0213, Support Implementation of Updated Regulations Regarding Time-Out Practices.

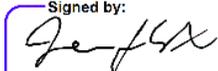
6. Adjournment. *(voting item)*

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

Discussion:
Motion to adjourn at 4:15 p.m.

Respectfully submitted,

Signed by:

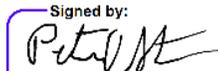


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Jennifer Storm

Recording Secretary

Signed by:



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Peter V. Stephens

Chairperson