



2 Narrows Road, Suite C105, Westminster, MA 01473
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CAPS Collaborative Board of Directors Meeting Minutes 03-11-2026 Hybrid Meeting

Call to order: At 3:35 p.m. Chairperson Peter Stephens called the meeting to order.

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

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

Motion: Kyle Johnson
 Seconded: Dr. Chris Casavant
 Result: Passed (*unanimously*)

Discussion:

Motion to approve the minutes of February 11, 2026, as presented.

Ash-West	Yes	Narragansett	Yes
Ayer-Shirley	Not Present	Orange	Yes
Athol-Royalston	Not Present	Petersham	Not Present
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 February 11, 2026.

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

3. Fiscal Update

2026 Fiscal Update

Projected \$204,627.00 excess as of 3/11/26

2027 Budget Process Update

CAPS leadership team, including program directors, continue to meet to prepare the FY27 Budget. Timelines moving forward would include reviewing a preliminary budget with the Finance Subcommittee in early April.

4. Subcommittee Reports

- Facilities
- Finance
- Warrant
- Policy/Personnel

Discussion:

No formal meeting

No formal meeting

On going every other week.

No formal meeting

5. Executive Director’s Report

Discussion:

- Student Enrollment: 220
- McCaul school opened its doors to welcome students on Wednesday, February 25th at 690 Mechanic Street in Leominster. The move went well and we are grateful for the support of our districts, staff, and families for helping this all come together for a very smooth opening.
- Time Out Regulations Implementation-Exploring options for professional development and coaching on Collaborative Problem Solving through Mass General Hospital’s Think Kids Program.
- CAPS next ETL forum is scheduled for March 26th.
- Momentum, CAPS Community-Based Adult Program, is ready to take off as we await DDS approval. There is currently a 25 individual waitlist/interested in program.

6. Adjournment. *(voting item)*

Motion: Dr. Mark Pellegrino

Seconded: Dr. Chris Casavant

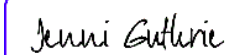
Result: Passed *(unanimously)*

Discussion:

Motion to adjourn at 3:52 p.m.

Respectfully submitted,

Signed by:

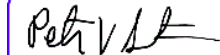


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Jenni Guthrie

Recording Secretary

Signed by:



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Peter V. Stephens

Chairperson