



2 Narrows Road, Suite C105, Westminster, MA 01473
 p: 978.632.2208 f: 978.668.5732

CAPS Collaborative Board of Directors Meeting
Minutes 04-08-2026
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
Ash/West Kyle Johnson		Sheri D’Annolfo
Athol-Royalston Matthew Ehrenworth	Leominster Sandra Cucchiara	Jenni Guthrie
Ayer-Shirley Dr. Adam Renda		Richard Sarasin
Fitchburg Peter Stephens (<i>chair</i>)		Jennifer Storm
Gardner Dr Mark Pellegrino		Samantha Squallia
Narragansett Dr. Chris Casavant (Vice-Chair)		
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: Kyle Johnson
 Seconded: Dr. Adam Renda
 Result: Passed (*unanimously*)

Discussion:

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

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

2. Staffing Updates. *(voting item)*

Motion:	Peter Stephens	<u>Discussion:</u> <i>Motion to accept New Hires as of March 11, 2026.</i>																												
Seconded:	Dr. Adam Renda																													
Result:	Passed <i>(unanimously)</i>																													
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Gardner	Yes	R.C. Mahar	Yes																											
Leominster	Not Present	Wachusett	Yes																											
		Winchendon	Yes																											

3. Procurement Officer Appointment. *(voting item)*

Motion:	Peter Stephens	<u>Discussion:</u> <i>Motion to accept Justin Nussey Procurement Officer Appointment</i>																												
Seconded:	Dr. Adam Renda																													
Result:	Passed <i>(unanimously)</i>																													
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4. Lease Agreement. *(voting item)*

Motion:	Peter Stephens	<u>Discussion:</u> <i>Motion to accept Lease Agreement 680 Mechanic Street, Leominster</i>																												
Seconded:	Dr. Adam Renda																													
Result:	Passed <i>(unanimously)</i>																													
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5. Appointment of Auditing Firm. *(voting item)*

Motion: Seconded: Result:	Peter Stephens Dr. Adam Renda Passed <i>(unanimously)</i>	<u>Discussion:</u> <i>Motion to accept Roselli Clark & Associates for Auditing Form for 3 year term</i>			
		Ash-West Ayer-Shirley Athol-Royalston Fitchburg Gardner Leominster	Yes Yes Yes Yes Yes Not Present	Narragansett Orange Petersham Quabbin R.C. Mahar Wachusett Winchendon	Not Present Yes Yes Yes Yes Yes

6. Fiscal Update

2026 Fiscal Update Projection excess of \$271,577.91 for FY26.

Review of 2027 Draft Budget Presented by Sheri D’Annolfo

7. Subcommittee Reports

<ul style="list-style-type: none"> • Facilities • Finance • Warrant • Policy/Personnel 	<u>Discussion:</u> <i>No formal meeting</i> <i>Formal meeting held on April 3, 2026; Draft FY27 Budget</i> <i>On going every other week.</i> <i>No formal meeting</i>
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8. Executive Director’s Report

Discussion:

- Student Enrollment: 226
- A preliminary budget has been prepared and reviewed with the Finance Subcommittee on April 3, 2026. Final vote to be scheduled during May Board Meeting.
- Final CAPS ETL forum will be held in May led by Jennifer Storm and Kristin Campione.
- Professional Development from ThinkKids to be provided to Foley School in August.
- DDS Application has been reviewed but not approved as of meeting date.
- Quarterly reports will go out to Board Members to be reviewed at May School Committee Meetings.
- Board members must be elected in next few School Committees to begin the new school year with a full Board for CAPS.
- Staffing needs for ESY will be reviewed and jobs posted soon.

9. Adjournment. *(voting item)*

Motion: Dr. Mark Pellegrino

Seconded: Dr. Chris Casavant

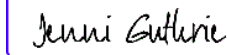
Result: Passed *(unanimously)*

Discussion:

Motion to adjourn at 4:07 p.m.

Respectfully submitted,

Signed by:



346008AB21D042F...

Jenni Guthrie

Recording Secretary

Signed by:



36E087B9B5B941B...

Peter V. Stephens

Chairperson