



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

CAPS Collaborative Board of Directors Meeting

Minutes 05-13-2026

Hybrid Meeting

Call to order: At 3:33 p.m. Chairperson Peter Stephens called the meeting to order.

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

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

Motion: Matthew Ehrenworth
Seconded: Dr. Adam Renda
Result: Passed (*unanimously*)

Discussion:

Motion to approve the minutes of April 8, 2026, as presented.

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

2. Staffing updates (No New Hires as of April 8, 2026)

3. 2027 Operating Budget. (voting item)

Motion:	Matt Ehrenworth	<u>Discussion:</u> <i>Motion to accept 2027 Operating Budget as presented.</i>																												
Seconded:	Dr. Adam Renda																													
Result:	Passed <i>(unanimously)</i>																													
		<table><tr><td>Ash-West</td><td>Not Present</td><td>Narragansett</td><td>Not Present</td></tr><tr><td>Ayer-Shirley</td><td>Yes</td><td>Orange</td><td>Yes</td></tr><tr><td>Athol-Royalston</td><td>Yes</td><td>Petersham</td><td>Yes</td></tr><tr><td>Fitchburg</td><td>Yes</td><td>Quabbin</td><td>Not Present</td></tr><tr><td>Gardner</td><td>Yes</td><td>R.C. Mahar</td><td>Yes</td></tr><tr><td>Leominster</td><td>Yes</td><td>Wachusett</td><td>Yes</td></tr><tr><td></td><td></td><td>Winchendon</td><td>Yes</td></tr></table>	Ash-West	Not Present	Narragansett	Not Present	Ayer-Shirley	Yes	Orange	Yes	Athol-Royalston	Yes	Petersham	Yes	Fitchburg	Yes	Quabbin	Not Present	Gardner	Yes	R.C. Mahar	Yes	Leominster	Yes	Wachusett	Yes			Winchendon	Yes
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Gardner	Yes	R.C. Mahar	Yes																											
Leominster	Yes	Wachusett	Yes																											
		Winchendon	Yes																											

4. 2027 Capital Budget. (voting item)

Motion:	Mark Pelleegrino	<u>Discussion:</u> <i>Motion to accept 2027 Capital Budget as presented</i>																												
Seconded:	Dr. Elizabeth Zielinski																													
Result:	Passed <i>(unanimously)</i>																													
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5. 2026 Fiscal Update

2026 Fiscal Update

Current enrollment of 227. Projected Excess of \$310,063.36

6. Bank Accounts with TD Bank (voting item)

Motion:	Matthew Ehrenworth	<u>Discussion:</u> <i>Executive Director Sheri D'Annolfo, Director of Finance and Operations Justin Nussey and Treasurer Richard Sarasin on TD Bank Account authorized to do banking on behalf of CAPS Collaborative</i>																												
Seconded:	Dr. Elizabeth Zielinski																													
Result:	Passed (unanimously)																													
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7.

8. Subcommittee Reports

- Facilities
- Finance
- Warrant
- Policy/Personnel

Discussion:

No formal meeting

No formal meeting

On going every other week.

Formal meeting held on May 5th, 2026 (First Readings of new Policies. Will vote June 10th, 2026)

- *Code of Ethics/Conflict of Interest Policy Update*
- *Executive Director Evaluation Policy*
- *Non-Discrimination Policy*
- *Restraint and Time Out Policy Update*

9. Executive Director's Report

Discussion:

- Student Enrollment: 227
- All programs have active referrals
- Space has been secured for all programs for the 2026-2027 school year.
- DDS review CAPS initial application. Additional information requested and will be submitted in next few weeks.
- Coordinated Program Review with DESE during 2026-2027 school year. Site visit in November 2026.
- DESE Financial Review will be during July 2026.

10. Adjournment. (voting item)

Motion: Dr. Matthew Ehrenworth
Seconded: Dr. Adam Renda
Result: Passed (unanimously)

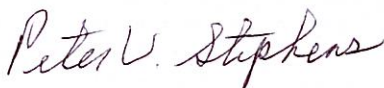
Discussion:

Motion to adjourn at 3:55 p.m.

Respectfully submitted,



Jenni Guthrie
Recording Secretary



Peter V. Stephens
Chairperson