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2 Narrows Road, Suite C105, Westminster, MA 01473
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CAPS Collaborative Board of Directors Meeting
Minutes 06-10-2026
Hybrid Meeting

Call to order: *At 3:40 p.m. Chairperson Peter Stephens called the meeting to order.*

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

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

Motion: Dr. Elizabeth Zielinski
Seconded: Dr. Adam Renda
Result: Passed *(unanimously)*

Discussion:
Motion to approve the minutes of May 13, 2026, as presented.

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

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2. Staffing Updates. *(voting item)*

Motion:	Peter Stephens	Discussion:
Seconded:	Dr. Adam Renda	*Motion to accept New Hires as of May 13, 2026.*
Result:	Passed *(unanimously)*	

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

3. Reappointment of Treasurer Richard Sarasin. *(voting item)*

Motion:	Dr. Elizabeth Zielinski	Discussion:
Seconded:	Dr. Adam Renda	*Motion to accept Richard Sarasin as FY27 Treasurer.*
Result:	Passed *(unanimously)*	

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

4. 2026 Fiscal Update.

2026 Fiscal Update	Current enrollment of 216. Projected Excess of $302,973.50
Annual Investment Review	Leadership met with John Maliska, Financial Advisor for Edward Jones. John Maliska stated that 2025/2026 continue to be good years with favorable investment returns.

5. Subcommittee Reports

	Discussion:
• Facilities	*No formal meeting*
• Finance	*No formal meeting*
• Warrant	*On going every other week.*
• Policy/Personnel	*No formal meeting*

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6. Approval of Restraint Policy *(voting item)*

Motion: Seconded: Result:	Dr. Elizabeth Zielinski Dr. Adam Renmda Passed *(unanimously)*	Discussion: *2nd Reading of Restraint Policy. Noted amended from previous reading with one sentence omitted per new information received.*

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

7. Approval of Executive Director Evaluation Policy *(voting item)*

Motion: Seconded: Result:	Dr. Elizabeth Zielinski Dr. Adam Renmda Passed *(unanimously)*	Discussion: *2nd Reading of Executive Director Evaluation Policy.*

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

8. Approval of Non-Discrimination Policy *(voting item)*

Motion: Seconded: Result:	Dr. Elizabeth Zielinski Dr. Adam Renmda Passed *(unanimously)*	Discussion: *2nd Reading of Non-Discrimination Policy*

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

9. Approval of Code of Ethics/Conflict of Interest Policy *(voting item)*

Motion: Seconded: Result:	Dr. Elizabeth Zielinski Dr. Adam Renmda Passed *(unanimously)*	Discussion: *2nd Reading of Code of Ethics/Conflict of Interest Policy*

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

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10. Approval of CAPS Collaborative Handbooks *(voting item)*

Motion: Seconded: Result:	Dr. Elizabeth Zielinski Dr. Adam Renmda Passed *(unanimously)*	Discussion: *CAPS Collaborative Handbooks for 26/27 School Year*

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

11. Executive Director's Report

Discussion:

- Student Enrollment: 216
- All programs have active referrals
- 12 CAPS Students earned high school diplomas. Four students graduated from the Foley School and 8 Students graduated from Newton North High School.
- Video shared with CAPS student from the DHHP HS program, giving the senior speech in ASL.
- DDS Review for Adult Program has been submitted.
- Coordinated Program Review with DESE during 2026-2027 school year. Site visit in November 2026.
- DESE Financial Review will be during July 2026.

12. Adjournment. *(voting item)*

Motion:	Dr. Elizabeth Zielinski	Discussion:
Seconded:	Dr. Adam Renda	*Motion to adjourn at 4:06 p.m.*
Result:	Passed *(unanimously)*	

Respectfully submitted,

Signed by:
Jenni Guthrie
346008AB21D042F...

Jenni Guthrie
Recording Secretary

Signed by:
36E087B9B5B941B...

Peter V. Stephens
Chairperson