



Mission: To work in partnership with districts to provide programs and services of the highest quality and to improve results for students.

Executive Director's Report: February 2014

The following topics are offered for discussion at our January 8 Board meeting:

PD Day/Retirement Party/CAPS Success Stories. On January 27, CAPS held a professional day for all CAPS staff. The agenda included a health insurance presentation, physical restraint training, useful apps for related services personnel, bus driver training, and an emergency management training for CAPS nurses (Gardner school nurses also attended this latter workshop.) The Executive Director provided an overview of CAPS developments and the challenges ahead for both the organization and the staff's own professional learning and growth. Staff were also asked to share success stories with one another. Two success stories will be shared with Board members at the February 12 Board meeting.

Following the professional development session, a reception for CAPS retirees was held in the Adams room at the Wachusett Village Inn. Eleven retirees were honored and several former employees came to congratulate them and wish them well. A special thanks to Dr. Ralph Hicks for attending.

Space Needs/ Conversation with Inspector General. All Board members are aware that finding a new location for the Gateway and Jr./Sr. High programs is a high priority. The Finance Subcommittee reviewed several possible locations and suggested that CAPS issue a RFP for these programs. (The Finance Subcommittee will report additional information at the February 12 Board meeting.) The Subcommittee also suggested that I call the Inspector General's office to determine if a RFP was necessary. I spoke with a representative from the IG's office, and she indicated that if we found a particular property that met our needs then we could qualify for a "Unique Acquisition" exemption under 30B, Section 16E2. We would need to document in writing why it is a unique acquisition. We would also have to publish our request for a unique acquisition in Central Register for 30 days. After the 30 day waiting period, we would be able to sign the lease. In addition, CAPS and FLLAC plan to issue a RFP for joint office space. This RFP has been placed on the February 12 Board agenda as a voting item. A copy of a draft RFP is included in Board member's packets.

Status of Programs and Services/ Fiscal Status FY 14. The Board of Directors should be aware of the following developments with CAPS programs and services:

Enrollment. As of February 7th, enrollment in CAPS programs was 93. Enrollment in specific CAPS programs from October 2013 to January 2014 is shown in the following table. We have received five referrals since the last Board meeting.

CAPS Enrollment by Program: October 2013 to January 2014				
<u>Program</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>	<u>Jan.</u>
Jr/Sr High	16	15	16	14
Gateway	14	14	14	16
Odyssey	4	5	5	4
Kelly Day Pre	7	7	7	8
Kelly Day Elem	6	6	6	7
Kelly Day Middle	5	5	5	5
Jr. Senators	8	8	8	8
Sr. Senators	8	7	7	8
Horizons	7	7	7	8
Deaf pre	6	6	6	7
LINK	7	6	6	8
TOTAL	88	86	87	93

Update on Staffing. We have three new hires to report. First, Ms. Rena Payne has been hired as an assistant teacher for the Gateway program. Second, Ms. Kira Rosengren has been hired as a LPN for the Kelly Day programs at Hubbardston Center School. The final new hire is Ms. Judy Lang-Chiarilla as a math teacher in the Jr./Sr. High program. Actually, Ms. Lang-Chiarilla has worked for us on a contractual basis with Delta T-Group since the beginning of the school year. Her tenure with Delta T-Group has expired, so we have hired her as the math teacher for Jr./Sr. High. Please note that all new hires are aware that they may be transferred to other programs if the need arises. Also, staff are currently being cross-trained so that they can work effectively in several programs. Resumes for Ms. Lang-Chiarilla, Ms. Payne, and Ms. Rosengren are available upon request.

DESE Developments/ Central MA Collaborative Meeting.

DESE Developments. As Board members know, Michelle Griffin from DESE attended the January 8 Board meeting, but no permanent DESE representative has been appointed. The CAPS Agreement will be presented for a second reading at the February 12 Board meeting. After the

second reading, the Agreement will be sent to school committee chairs. Approval of the Agreement must be placed on the member school committee's agenda. Once the school committee approves the Agreement, the chair of each school committee must sign to document the district's approval and the document gets sent to DESE for ratification. CAPS needs to keep a copy of the school committee meeting minutes that document the committee's approval of the Agreement. If Board members can facilitate this process with their school committees, it would be greatly appreciated.

Central MA Collaborative Meeting. On January 31, the five Executive Directors for the five central region collaboratives and representatives of each collaborative board met at CMSEC in Worcester. Dr. Ralph Hicks and Dr. Carol Daring were in attendance. Discussion focused on district needs and how the collaboratives could combine efforts to better serve their districts. Initiatives discussed included cooperative purchasing, transportation, professional development, and technical assistance to districts. All present felt the discussion was productive and that another meeting should be convened. (The date of the next meeting is still to be determined.)