



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: January 2014

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

Status of Programs and Services. There are several significant developments with CAPS programs and services to report:

Enrollment. As of January 3rd, enrollment in CAPS programs was 88 with other placements expected during the week of the Board meeting. Enrollment in CAPS programs from September to December is shown in the following table. We have received eight referrals since the last Board meeting.

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

PD Day 1/27. As previously reported, CAPS has set a goal for enhancing professional development opportunities for CAPS staff. Also, CAPS has targeted January 27 as a professional development day for **all** CAPS staff. The agenda will include participating in general informational meetings (e.g., changes in health insurance, submission of time sheets) and participating in breakout sessions (e.g., CPR, physical restraint training, bus driver training, etc.). The professional development activities will take place at Wachusett Village Inn. Also, a reception at the Wachusett Village Inn will be held from 4:00 to 6:00 p.m. to acknowledge Barbara White and other retirees.

Update on Staffing. The only new hire to report is Dennis Halligan, who has been hired as an assistant teacher on a temporary basis. Mr. Halligan will be working in the Horizons program, although all new hires are aware that they may be transferred to other programs if the need arises. Mr. Halligan's resume is available upon request.

Regarding other staff-related issues, the Board should be aware that we have contracted with FLLAC for the services of Jennifer Gates, 45-day Coordinator for FLLAC. Ms. Gates will work for us on a .35 basis and will assist CAPS with administration, data collection, and evaluations for students in interim placements. In addition, Board members should be aware that Ms. Sheri D'Annolfo, our Nurse Leader, has been asked to assume Barbara White's program coordinator responsibilities for the Kelly Day programs for the remainder of this school year. We will conduct a full search later this spring. (Ms. D'Annolfo will be able to apply for this position.)

E-mail change. As of January 1, CAPS staff will be using a new e-mail address with a different extension ("capsed.net"). The e-mail address for all CAPS staff will be the first initial of their first name followed by their last name; e.g., emccaul@capsed.net. We will not be eliminating e-mail addresses with the "capsped.org" extension, but we will be phasing it out.

Space Needs. Since the last Board meeting, CAPS staff and the Board Chair visited two locations at Sonoma Square, an office building at the corner of Route 140 and Route 2. One location is a traditional office suite and the other is a space formerly occupied by the Institute for Professional Practice and is therefore potentially suitable for the Gateway and Jr./Sr. High School programs. More information on these locations will be provided at the Board meeting on January 8.

DESE Requirements & Developments/ Agreement/Grants

CAPS has met DESE requirements for program approval of programs at School Street and for submission of the FY 13 annual report and audit. Please be aware that this involves mailing both documents to the chairs of member school committees. As also required by DESE, our CAPS Agreement has also been mailed to school committee chairs, and they have been notified that the first reading of the Agreement is at our January 8 Board meeting. All superintendents for member districts have also been informed that their school committee chairs would be receiving these documents and invited to attend the Board meeting on the 8th. Finally, Board members should be aware that Christine Lynch from DESE has been invited to the January 8 meeting.