

**CAPS Board of Directors Meeting
53 School St, Gardner, MA
Minutes of the January 8, 2013 Board Meeting**

Call to order: At 3:37 p.m. Chairman Dr. Ralph Hicks called the meeting to order.

Members present: Ralph Hicks, Anthony Polito, Pete Stephens, Suzanne Koehler, Deb Koziol, Stephanie Conrod, Maureen Marshall, Rebecca Badgley, Mike Niles. Also present: Ed McCaul, Justin Nussey, Cheryl Rohrig and Michelle Griffin (DESE representative)

Members absent: Carol Daring and Tari Thomas

1. Motion to accept the Minutes of December 11, 2013 meeting was made by Mr. Niles and Seconded by Ms. Conrod. Motion passed unanimously.

2. Director's Report: The Director's Report is attached to these minutes. Points of discussion were:

- *Status of Programs and Services.* Dr. McCaul provided an update on the following:
 - ✓ Enrollment
 - ✓ Update on Staffing
 - ✓ E-mail Change
 - ✓ PD Day 1/27
 - ✓ Space Needs
 - ✓ Audit/FY14
- *DESE Requirements & Developments/Agreement/Grants.* Dr. McCaul indicated that CAPS had met all DESE requirements and timelines.

3. Strategic Planning (Discussion): Dr. Hicks began the discussion by thanking Dr. Marshall for hosting the October Board and strategic planning meetings. He also thanked the principal and staff at Hubbardston Center School for their hospitality and the Quabbin food service director who provided a delicious lunch for the Board Members. Next, Dr. McCaul passed out an article from the Harvard Business Review about Strategic Planning and provided a summary of its contents. He indicated that the article suggested keeping strategic plans simple and flexible. He also indicated that he had three major goals for the organization: (1) moving the remaining two programs from the School St. building, (2) providing professional development for staff so that they could meet changing demands; and (3) strengthening programs through restructuring and hiring staff with the needed skills. He also mentioned that CAPS was seeking to make more districts aware of the quality of CAPS programs.

4. New Hires: Dr. McCaul indicated that there had been only one new hire, Dennis Halligan, since the last Board meeting. Mr. Halligan was hired on a temporary basis subject to passing the Para Pro test and completing a 30-day trial period. A motion was made by Dr. Marshall, and seconded by Mr. Stephens to hire Mr. Halligan subject to him passing the test. Motion passed unanimously.

5. Agreement (first reading). Board members had a brief discussion of the CAPS Agreement since it had been reviewed and discussed previously. The Board then officially conducted the first reading of the Agreement. A motion to accept the first reading was made by Dr. Marshall and seconded by Mr. Stephens. Motion passed unanimously. The second reading will take place at the February Board meeting.

6. Subcommittee Reports:

- *Warrant Subcommittee* (meets bi-weekly, if necessary). The Subcommittee did not meet.
- *Policy/Personnel* (Meets on January 16). No quorum at the last meeting, but a policy was presented for a second reading:
 - ✓ *Bullying Policy:* A motion was made by Mr. Niles, and seconded by Dr. Marshall to accept the second reading of the Bullying Policy. Motion passed unanimously.
- *Finance/Facilities:* The Finance Subcommittee was scheduled to meet on January 27. Dr. McCaul suggested that the meeting be rescheduled because of a conflict with a PD day and reception planned for CAPS staff. Dr. Marshall indicated that she would poll Subcommittee members and find an acceptable date for the next meeting. (The meeting was subsequently scheduled for February 24, 5:00 p.m., at School Street.)

4. Meeting Schedule: The next board meeting is scheduled for February 12, 2014 at 3:30 p.m. at School Street.

5. Adjournment: A motion was made by Mr. Stephens and seconded by Ms. Koehler to adjourn at 4:38 p.m. Motion passed unanimously.

Cheryl E. Rohrig
Recording Secretary