

**CAPS Board of Directors Meeting
Ralph C. Mahar Regional School District, Orange, MA
Minutes of the March 12, 2014 Board Meeting**

Call to order: At 3:50 p.m. Chairman Ralph Hicks called the meeting to order.

Members present: Ralph Hicks, Anthony Polito, Pete Stephens, Carol Daring, Deb Koziol, Stephanie Conrod, Tari Thomas, Maureen Marshall, Rebecca Badgley. Also Present: Ed McCaul, Justin Nussey, Cheryl Rohrig

Members absent: Sue Koehler, Mike Niles

1. Motion to accept the Minutes of January 8, 2014 meeting was made by Mr. Stephens and seconded by Ms. Koziol. Motion passed unanimously. (*Note.* There was no quorum at the February Board meeting.)

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

- CAPS Success Stories
- Status of Programs and Services
- Update on Space Needs
- Virtual School Initiative
- Suicide Prevention Task Force
- DESE/Collaborative Developments

3. New Hires: Dr. McCaul presented resumes for three new employees. They included Judith Lang Chiarella, teacher in Jr./Sr. High School, Kira Rosengren, LPN for Kelly Day Programs at Hubbardston, and Rena Payne, Teacher Assistant in Gateway. Dr. Hicks asked for a brief bio on these employees. A motion was made to accept the three employees as new hires as presented by Dr. Marshall, and seconded by Mr. Stephens. Motion passed unanimously.

4. Donations: Dr. McCaul presented a list of donations to the Retirement Fund totaling \$280.00. A motion was made by Mr. Stephens, seconded by Dr. Marshall to accept the donations as presented. Motion passed unanimously.

5. RFP for Joint Office Space CAPS/FLLAC: Dr. McCaul reported that a draft RFP for joint office space had been developed by FLLAC. He indicated that it was still in draft form and some minor changes needed to be made before it would be issued. Dr. McCaul requested a Board vote to approve proceeding with joining with FLLAC in issuing the RFP.

6. RFP for Classroom Space: Dr. McCaul reported a RFP had been developed for classroom space for the Gateway and Jr./Sr. High School programs. (These are the only remaining programs at School Street.) He indicated that some minor changes needed to be made before issuing, but he requested a Board vote to approve proceeding with issuing the RFP.

Dr. Marshall made a motion to accept both RFPs as recommended by the Finance Subcommittee. Motion was seconded by Ms. Koziol. Motion passed unanimously.

7. Agreement (Second Reading): Dr. McCaul presented the CAPS Collaborative Agreement for a Second Reading. This document has been approved by DESE for sending to school committees, and a first reading had occurred at the previous Board Meeting. Once the second reading takes place, the Agreement will be sent to school committees for approval. Dr. McCaul indicated a cover letter would be sent to school committee chairs along with the Agreement. The cover letter would also request that Board members for FY 15 be appointed by the respective school committee.

A motion to approve the Agreement as presented was made by Dr. Marshall and seconded by Mr. Stephens. Motion passed unanimously.

7. Subcommittee Reports:

- Warrant Subcommittee (did not meet)
- Policy/Personnel: Several policies were presented for first reading and voted on as follows:
 - ✓ **Policy Adoption** (First Reading). A motion was made to accept the policy for a first reading and posted for public comment by Dr. Marshall, seconded by Mr. Stephens. Motion passed unanimously.
 - ✓ **Sexual Harassment** (First Reading). A motion was made to accept the policy for a first reading and posted for public comment by Dr. Marshall, seconded by Mr. Stephens. Motion passed unanimously.
 - ✓ **Physical Restraint** (First Reading). A motion was made to accept the policy for a first reading and posted for public comment by Dr. Marshall, seconded by Mr. Stephens. Motion passed unanimously.
 - ✓ **Issuing of Credits** (First Reading). A motion was made to accept the policy for a first reading and posted for public comment by Dr. Marshall, seconded by Mr. Stephens. Motion passed unanimously.
 - ✓ **CAPS Investments** (First Reading). A motion was made to accept the policy for a first reading and posted for public comment by Dr. Marshall, seconded by Mr. Stephens. Motion passed unanimously.

- ✓ **Acceptable Use** (First Reading). A motion was made to accept the policy for a first reading and posted for public comment by Dr. Marshall, seconded by Mr. Stephens. Motion passed unanimously.
- ✓ **Wellness** (First Reading). A motion was made to accept the policy for a first reading and posted for public comment by Dr. Marshall, seconded by Mr. Stephens. Motion passed unanimously.
- ✓ **Equal Employment** (First Reading). A motion was made to accept the policy for a first reading and posted for public comment by Dr. Marshall, seconded by Mr. Stephens. Motion passed unanimously.
- ✓ **Drug Free Workplace** (First Reading). A motion was made to accept the policy for a first reading and posted for public comment by Dr. Marshall, seconded by Mr. Stephens. Motion passed unanimously.
- **Finance/Facilities (Met on February 24)**
 - ✓ **Budget FY15:** Dr. Marshall presented the preliminary budget as approved by the Finance Subcommittee. A motion was made to accept the budget as presented and move to a public hearing for comments before approval, by Mr. Stephens, seconded by Ms. Conrod. Motion passed unanimously. The public Hearing will take place at 5:00 p.m. on March 24 at the School St. location.
 - ✓ **Auditor Search:** Dr. Marshall reported that the Finance Subcommittee was concerned about the cost of the last audit, and had requested that CAPS administration obtain estimates for the cost of the next audit from 3-5 more accounting firms. Dr. Hicks provided the names of two companies, and Dr. Marshall indicated that she would provide the contact information for another potential auditor. Estimates will be solicited before deciding on the firm to conduct the FY 15 audit.

4. Meeting Schedule: The next board meeting is scheduled for April 9, 2014, at 3:30 p.m. at the Superintendent's conference room in Leominster. Dr. McCaul will provide more information on the meeting at a later date.

5. Adjournment: A motion was made to adjourn at 4:50 p.m. by Mr. Polito, and seconded by Mr. Stephens. Motion passed unanimously.

Cheryl E. Rohrig
Recording Secretary