

**CAPS Board of Directors Meeting
53 School Street, Gardner, MA
Minutes of the April 14, 2014 Board Meeting**

Call to order: At 5:00 p.m. Chairman Ralph Hicks called the meeting to order.

Members present: Ralph Hicks, Pete Stephens, Carol Daring, Suzanne Koehler, Deb Koziol, Stephanie Conrod, Maureen Marshall, Rebecca Badgley, Mike Niles. Also Present: Justin Nussey, Ed McCaul, and Cheryl Rohrig.

Members absent: Anthony Polito, Tari Thomas.

1. Motion to accept the Minutes of March 12, 2014 meeting was made by Mr. Stephens and seconded by Ms. Koziol. Motion passed unanimously.

2. New Hires: Dr. McCaul presented two new hires to the Board. The first new hire that he presented was Ms. Melissa Bolduc, a two-year RN (currently pursuing her Bachelor's Degree in Nursing) for the position of a 1:1 nurse for a new student in the Kelly Day Program. A Motion to hire Melissa Bolduc as the nurse was made by Mr. Stephens and seconded by Dr. Marshall. Motion passed unanimously.

The second candidate presented to the Board was Ms. Sheri D'Annolfo, the hiring committee's choice for Program Coordinator for the Medically Fragile (Kelly Day & Senators) Programs. Board members were aware that Ms. D'Annolfo had assumed responsibilities for these programs and functioned as an interim program coordinator since Barbara White's retirement at the end of June. Dr. McCaul reported that she had been doing an excellent job and had already made improvements in the programs and established a positive working relationship with area special education directors. Dr. Marshall made a motion to hire Mrs. D'Annolfo, seconded by Mr. Stephens. Motion passed unanimously.

3. FY 15 Budget: Dr. McCaul gave an overview of the proposed budget for FY 15. Dr. Marshall thanked Ms. Koehler for her help and guidance in preparing the budget and her work in the sub-committee. She also commended Mr. Nussey for his work and his preparation of the FY 15 budget document in Board Members' packets. A motion was made by Mr. Stephens and seconded by Ms. Koehler to accept the budget as presented. Motion passed unanimously.

4. Auditors for FY 14: Dr. McCaul reported that there were two responses to the auditor search. The auditor for the past two years, P.L. Jones & Associates, responded with an e-mail proposal at the cost of \$17, 375. McCarthy, Hargrave & Co. submitted a more formal bid with a price of \$9,500. Board members discussed both proposals, and a

motion was made by Dr. Marshall and seconded by Mr. Stephens to accept the bid from McCarthy, Hargrave & Co. for the FY 14 audit. Motion passed unanimously.

5. Meeting Schedule: The next board meeting is scheduled for May 14, 2014 at 3:30 p.m. at School Street.

6. Adjournment: A motion was made by Dr. Marshall and seconded by Mr. Niles to adjourn at 5:21 p.m. Motion passed unanimously.

Cheryl E. Rohrig
Recording Secretary