

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

Call to order: At 3:38 p.m. Chairman Ralph Hicks called the meeting to order.

Members present: Ralph Hicks, Anthony Polito, Pete Stephens, Carol Daring, Suzanne Koehler, Rebecca Badgley, Mike Niles. CAPS: Ed McCaul, Justin Nussey, Cheryl Rohrig

Members absent: Deb Koziol, Stephanie Conrod, Tari Thomas, Maureen Marshall.

1. Motion to accept the Minutes of April 14. A motion to accept the minutes of the April 14, 2014 meeting was made by Mr. Niles and seconded by Mr. Stephens. Motion passed unanimously.

2. Director's Report: The Executive Director's Report is attached to these minutes.

3. New Initiatives – Bussing? Dr. Hicks spoke about the need for more competition to the existing bussing companies in the area and asked Dr. McCaul to look into the feasibility of CAPS expanding current bussing services. Other Members discussed the possibility of expanding current special education bussing rather than competing with bus companies providing general education bussing. Dr. McCaul indicated that he will gather information on the feasibility of both small and large scale bussing.

4. New Hires/Reductions in Force: Dr. McCaul indicated that the program-coordinator hiring committee had chosen Kyle Harrington as the program coordinator for Gateway and Jr./Sr. High programs. Dr. McCaul stated that Mr. Harrington had the knowledge, experience, and education for the position and that his references had been checked. Mr. Stephens made a motion, seconded by Mr. Polito, to hire Mr. Harrington as the Coordinator for the Jr./Sr. High School and Gateway Programs. The motion passed unanimously.

Dr. McCaul also indicated that an assistant teacher at the Horizons Program had been let go. He explained that CAPS employees are employees-at-will and that the assistant teacher had been employed on a trial basis. After multiple attempts to improve his performance, it became evident that he did not have the skills required for the position. A discussion ensued as to the Collaborative's practices for dismissal, reduction in force, and non-renewal.

5. Donations: Dr. McCaul presented a list of donations to the Rainbow Fund totaling \$735.00. The donations were in memory of a well-respected educator, Mr. Joseph DeCarolis, who had recently passed away. He was also related to a family member of a student at CAPS. Therefore, the family requested that donations in the memory of Mr.

DeCarolis be made to CAPS. A motion was made by Mr. Stephens and seconded by Mr. Niles to accept the donations. Motion passed unanimously.

6. RFP for Classroom Space: Dr. McCaul explained that two proposals were received for the RFP for classroom space. One was not competitive, but a viable proposal was received from Foster-Healey Realty for the classroom space at Sonoma Square in Westminister, MA. A motion was made by Mr. Stephens to begin negotiations on the classroom space at Sonoma Square with a 3 year lease and a two-year renewal option. The motion was seconded by Mr. Polito. Motion passed unanimously. Dr. Hicks asked for a Board Member to be involved in the negotiations. Mr. Stephens volunteered and will assist Mr. Nussey and Dr. McCaul with the negotiations. .

7. RFP for Joint Office Space: Dr. McCaul reported that FLLAC had issued a RFP for joint office space. Coincidentally, Foster-Healey responded to the RFP with a proposal for a vacant office space at Sonoma Square. (FLLAC had received another proposal, but the Sonoma Square proposal was rated more highly in the RFP evaluation process.) Dr. McCaul and Dr. Murphy (director of FLLAC) has discussed the possibility of CAPS being the primary tenant and subleasing a portion of the office space to FLLAC. They both agreed that this approach might yield a better lease price since the landlord would be assured of almost two-thirds of the property being rented. This option was discussed and it was decided that CAPS could use the office space even if a sublease to FLLAC was not supported by the FLLAC Board of Directors. A motion was made to pursue the lease of the office space by Mr. Polito, seconded by Dr. Daring. Motion passed unanimously.

8. Treasurer Resignation: Dr. McCaul presented a letter of resignation from the current Treasurer, Joseph Piniarski. The resignation is effective June 30, 2014, but Dr. McCaul indicated that Mr. Piniarski had agreed to stay on longer if necessary if a new treasurer had not been hired by June 30. Dr. McCaul stated that an advertisement is running in the Worcester Telegram for 5/16 – 5/18. Several Board members indicated that they knew potential applicants. It was decided that the Warrant Subcommittee would operate as the hiring committee for a new Treasurer.

9. Finance Manager Evaluation: Dr. McCaul reported on Mr. Nussey's evaluation. Dr. McCaul indicated that Mr. Nussey had achieved several of the goals that had been established and had taken the initiative with several CAPS initiatives. Dr. McCaul indicated that goals for next year included continuing to pursue licensure, involvement with MASBO, enhancing forecasting techniques, and regular communication with other collaborative business administrators in order to improve financial practices.

10. Executive Director Evaluation: Dr. Hicks explained that the Board's evaluation of Dr. McCaul was highly favorable, and he distributed copies of the evaluation. Based on the evaluation, Dr. Hicks recommended a one-percent performance raise for Dr. McCaul retroactive to the beginning of the year. A motion to approve the raise retroactive to the beginning of the year was made by Mr. Stephens and seconded by Mr. Niles. Motion passed unanimously.

11. Subcommittee Reports:

- **Warrant Subcommittee** (did not meet)
- **Policy/Personnel** (met on May 8): Mr. Polito suggested all the following policies that already had a first reading by the Board. He recommended that they should be presented together for a second reading and approval by the Board.
 - ✓ Policy Adoption
 - ✓ Sexual Harassment
 - ✓ Physical Restraint
 - ✓ Issuing of Credits
 - ✓ CAPS Investments
 - ✓ Acceptable Use
 - ✓ Wellness
 - ✓ Equal Employment
 - ✓ Drug Free Workplace

A motion was made by Mr. Polito and seconded by Mr. Stephens to approve the policies presented. Motion passed unanimously.

Mr. Polito suggested the following policies have been approved by the Policy Subcommittee and were presented for a first reading by the Board.

- ✓ *Fingerprinting Policy.* Mr. Polito made a motion seconded by Mr. Niles to accept the Fingerprinting Policy as presented for first reading. Motion passed unanimously.
- ✓ *Reporting Child Abuse or Neglect.* Mr. Polito made a motion, seconded by Mr. Niles to accept the Policy of Reporting Child Abuse or Neglect as presented for first reading. Motion passed unanimously.
- ✓ *Archiving E-mail.* Mr. Polito made a motion seconded by Mr. Stephens, to accept the Policy on Archiving E-mail as presented. After a discussion, Ms. Koehler asked to strike the words “and officials” from the policy, as the Board Members do not currently have a CAPS e-mail address and do not want to have them. Mr. Polito moved to amend the original motion to strike the “and officials” from the policy, seconded by Mr. Stephens. Motion passed unanimously. Dr. Hicks then asked for a vote on the original motion. Motion passed unanimously.

Mr. Polito recommended a CAPS Staff-Board meeting to take place on June 11, 2014. Dr. McCaul recommended that the staff-Board meeting could take place after a CAPS-wide professional development session on the afternoon of the 11th. The meeting could take place at 2:30 p.m. with Board Members arriving early for an informal “round table” discussion with staff members. The regular Board Meeting would then take place

immediately following this meeting. (The location would be the Wachusett Village Inn as this was the location of the CAPS professional development session.) A motion was made by Mr. Stephens, seconded by Ms. Koehler, to have a joint meeting with CAPS Staff and Board Members on June 11, 2014 at Wachusett Village Inn. The motion passed unanimously.

On behalf of the Policy Subcommittee, Mr. Polito recommended a change to the schedule of CAPS Board Meetings from ten per year to six per year. Mr. Stephens said he would not support this idea, stating he feels there is a need for more than six meetings per year. Mr. Polito then asked Dr. McCaul to bring several scheduling options to the June 11 Board meeting. Dr. McCaul indicated that he would bring three options to the Board meeting. Mr. Polito then withdrew his original motion.

- **Finance/Facilities** (did not meet)

12. Meeting Schedule: The next board meeting is scheduled for June 11, 2014 at 3:30 p.m. at Wachusett Village Inn.

13. Adjournment: A motion was made by Mr. Stephens and seconded by Ms. Koehler to adjourn at 5:05 p.m. Motion passed unanimously.

Cheryl E. Rohrig
Recording Secretary