

**CAPS Board of Directors Meeting
Wachusett Village Inn, Westminster, MA
Minutes of the June 11, 2014 Board Meeting**

Call to order: At 3:40 p.m. Chairman Ralph Hicks called the meeting to order.

Members present: Ralph Hicks, Anthony Polito, Pete Stephens, Carol Daring, Sue Koehler, Deb Koziol, Stephanie Conrod and Mike Niles. CAPS Staff Present: Ed McCaul, Justin Nussey, and Cheryl Rohrig.

Members absent: Tari Thomas, Maureen Marshall and Rebecca Badgley.

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

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

3. New Hires/Reductions in Force: Dr. McCaul presented three new hires. Michelle O'Leary was hired as an assistant teacher to work with a new student in the Sr. Senators program. The other two candidates, Peter Pianka and Ed Verocchi, are not new hires, but rather two teachers who work in Gardner and Quabbin districts respectively and have worked for CAPS in the Extended School Year (ESY) programs for many summers. A motion was made by Mr. Stephens and seconded by Ms. Koehler to accept the new hires as presented. Motion passed unanimously.

4. Donations: Dr. McCaul has received three more donations in memory of Mr. DeCarolis. These donations total \$250.00, and bring the total to \$1,210.00 already received. A motion was made by Mr. Stephens and seconded by Ms. Koziol to accept the donations as presented. Motion passed unanimously.

5. Lease for Classroom space and 6. Lease for Joint Office Space: Dr. McCaul and Mr. Nussey reported on the status of the proposals and counter-proposals for the classroom space as well as the joint office space. The landlord responded to the latest CAPS proposal with some changes in the details, but the total cost was not reduced. After a discussion by the board members, Mr. Stephens suggested that another counter with a reduction in price be made to the landlord. A motion was made by Mr. Niles to make a counter offer for both the classroom and office spaces that did not exceed \$105,000.00 for both spaces. Mr. Stephens seconded the motion. Motion passed unanimously.

7. Treasurer Appointment: Dr. McCaul presented the resume of R. Murray Cox as the candidate for the Treasurer's position. He explained that four candidates were interviewed, and it was the Warrant Subcommittee's recommendation to offer the position to Mr. Cox. A motion was made by Mr. Stephens, seconded by Mr. Polito to hire Mr. Cox as the next Treasurer. Motion passed unanimously.

8. Subcommittee Reports:

- **Warrant Subcommittee:** Met June 2 to interview candidates for the Treasurer's position.
- **Policy/Personnel:** Met May 8. Mr. Polito presented the following policies for a Second Reading: *Fingerprinting Policy; Reporting Child Abuse or Neglect;* and *Archiving E-mail.* Mr. Polito made a motion to accept the three policies as presented for a second reading and adoption. Motion was seconded by Mr. Stephens. Motion passed unanimously.

9. Meeting Schedule: Dr. McCaul presented Board Members three options for Board Meetings for the 2014-2015 school year. Option #1 was a meeting every month. Option #2 was seven meetings with two additional meetings scheduled if necessary. Option #3 was six meetings with two scheduled if necessary. Dr. Daring made a motion, seconded by Ms. Koziol to accept Option #3. After some discussion of the possible need for more meetings, Dr. Daring amended her motion, seconded by Mr. Niles, to accept Option #3 with a January 2015, if necessary, and with February 2015 as a regularly scheduled meeting. Motion passed unanimously.

10. Executive Session: At 4:20 p.m. Mr. Polito made a motion seconded by Dr. Daring to move into Executive Session for the purpose of negotiating non-union employee salary as per chapter 30A session 21 paragraph (a) (#2). Dr. Hicks polled the Members as follows:

Mr. Polito	yea
Mr. Stephens	yea
Dr. Daring	yea
Ms. Koehler	yea
Ms. Koziol	yea
Mr. Niles	yea
Ms. Conrod	yea
Dr. Hicks	yea

The Board returned from the Executive Session at 4:35 p.m.

5. Adjournment: A motion was made by Mr. Stephens, seconded by Ms. Koehler to adjourn at 4:36 p.m. Motion passed unanimously.

Respectfully Submitted,

Cheryl E. Rohrig
Recording Secretary