

**CAPS Board of Directors Meeting
2 Narrows Rd., Suite C105, Westminister, MA
Minutes of the September 10, 2014 Board Meeting**

Call to order: At 3:35 p.m. Chairman Ralph Hicks called the meeting to order.

Members present: Ralph Hicks, Anthony Polito, Peter Stephens, Denise Clemons, Sue Koehler, Deb Koziol, Stephanie Conrod, Maureen Marshall, Rebecca Badgley, Mike Niles. CAPS Staff present: Ed McCaul, Justin Nussey, Cheryl Rohrig, Kyle Harrington, and Sheri D'Annolfo. DESE representative: Michelle Griffin.

Members absent: Tari Thomas

1. Motion to accept the Minutes of June 11, 2014 meeting was made by Mr. Stephens and seconded by Mr. Niles. Motion passed unanimously.

2. Director's Report: The Director's Report is attached to these minutes. During the Director's Report, Dr. McCaul called upon Mr. Mara to present an overview of his report on bussing. (CAPS had been asked to the possibility of expanding transportation services at a previous meeting.) After some discussion of Mr. Mara's report, it was decided to place expanding CAPS transportation services on the agenda for the Finance Subcommittee to consider.

3. Fiscal Agent for CIC Grant. Dr. Marshall made a motion to appoint CAPS as the fiscal agent for the CIC Grant should the members find it feasible. Mr. Stephens seconded this motion. Motion passed unanimously.

4. New Hires/Non-Renewals. Dr. McCaul reported that he had some non-renewals to present to the Board. The issue of whether executive sessions were necessary for non-renewals, dismissals, or reductions in force was raised, and after a short discussion, it was decided Dr. McCaul would get a legal opinion on the issue. Dr. McCaul presented a detailed list of new hires including: John Mara (Odyssey Teacher); Cynthia Brown (BCBA); Mindy Jones Imperio (Long-Term Substitute Teacher – Kelly Day High School; Tori Bourgeois (LPN). *Assistant Teachers:* Dan Kazmarczyk, Sabrina Streeter, Brandy Lefsyk, Jennifer Degnan, , Kelly Mancill, Jessica Nagle, and Sheena Palmi. Dr. Marshall moved to approve all new hires ad outlined by Dr. McCaul. Motion was seconded by Mr. Polito. Motion passed unanimously.

5. Election of Officers. A motion was made by Dr. Marshall, seconded by Mr. Polito to elect Dr. Hicks as Chairperson for the 2014-2015 school year. Motion passed unanimously.

A motion was made by Ms. Koziol, seconded by Mr. Stephens to elect Mr. Niles as Vice-Chairperson for the 2014-2015 school year. Motion passed unanimously.

Dr. Marshall made a motion, seconded by Mr. Polito to elect Mr. Stephens as Secretary to the Board for the 2014-2015 school year. Motion passed unanimously.

6. Formation of Subcommittees. Dr. Hicks appointed the following members to subcommittees:

- **Warrant Subcommittee** – Mr. Niles (Chair), Mr. Stephens, and Ms. Koziol
- **Policy/Personnel** – Mr. Polito (Chair), Mr. Niles, Ms. Conrod, Ms. Clemons, and Ms. Thomas
- **Finance/Facilities** – Dr. Marshall (Chair), Ms. Koehler, Mr. Stephens, and Dr. Hicks

7. Meeting Schedule. Meeting schedule is included in packets. All future meetings will be at the CAPS Central Office at Sonoma Square in Westminster unless other arrangements are made.

8. At 4:56 p.m. a motion was made by Mr. Stephens, seconded by Mr. Niles to move into Executive Session to approve the minutes of the last Executive Session from June 11, 2014. Dr. Hicks polled the Members as follows:

Mr. Polito	yea
Mr. Stephens	yea
Ms. Clemons	yea
Ms. Koehler	yea
Ms. Koziol	yea
Dr. Marshall	yea
Mr. Niles	yea
Ms. Conrod	yea
Ms. Badgley	yea
Dr. Hicks	yea

The Board returned from Executive Session at 4:59 p.m.

5. Adjournment: A motion was made by Ms. Badgley, seconded by Ms. Koehler to adjourn at 5:00 p.m. Motion passed unanimously.

Cheryl E. Rohrig
Recording Secretary

Pete Stephens
Secretary