

**CAPS Board of Directors Meeting  
2 Narrows Road, Westminster, MA  
Minutes of the December 17, 2014 Board Meeting**

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

**Members present:** Ralph Hicks, Anthony Polito, Pete Stephens, Denise Clemons, Dianne Salcedo, Tari Thomas, Maureen Marshall, Rebecca Badgley and Mike Niles. Also present: Ed McCaul, Justin Nussey, Al Hargrave, Sr., Murray Cox, John Mara, Cheryl Rohrig.

**Members absent:** Deb Koziol, Suzanne Kochler

**1. Motion to accept the Minutes** of September 10, 2014 meeting was made by Dr. Marshall and seconded by Mr. Stephens. Motion passed unanimously.

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

**3. New Hires:** Dr. McCaul presented the list of new hires since the September meeting. They include: Dr. Kathy Stemm (PT/OT Coordinator); Meagan Blodgett (OTR); Holly Lynch (OTR, part-time); Antoinette Mailloux, (Two-year RN, DHHP); Tim Kenney (Assistant Teacher, Horizons); Lauren Kalbach (Assistant Teacher, Kelly Day Elementary); Kyle Owens, (Teacher for Gateway & Jr./Sr. High Programs).

Dr. Marshall made a motion, to accept the new hires as presented by Dr. McCaul. Motion was seconded by Mr. Polito. Motion passed unanimously.

**4. Audit FY14:** The audit was presented by Mr. Al Hargrave, Sr., from the accounting firm McCarthy, Hargrave & Co. There were no questions raised by Board Members.

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

**5. Annual Report SY14:** The Annual Report was presented by Dr. McCaul. He presented the report in the draft stage as he would like to have it checked once again for any errors and make certain it meets DESE requirements.

Dr. Marshall made a motion to accept the Annual Report as presented with the stipulation that one more review will be done to meet DESE requirements. Motion was seconded by Ms. Clemons. Motion passed unanimously.

**6. Subcommittee Reports:**

- Warrant Subcommittee (meets as needed)
- Policy/Personnel (met December 4, no quorum)
- Finance/Facilities (Met on December 10) Dr. Marshall reported that the committee is being very cautious in making any determination concerning


bussing and CAPS expanding into this area. A pilot program is being considered, but Dr. Marshall would like this issue to be discussed at a Finance Subcommittee meeting and presented for full Board consideration at the February 11 meeting.

**7. Meeting Schedule:** The next board meeting is scheduled for January 7, 2015 at 3:30 p.m. at Sonoma Square. Dr. Marshall asked Dr. McCaul to conduct a poll on the time of Board meetings. She explained, and many members agreed, that the 3:30 p.m. afternoon time for Board meetings is becoming increasingly difficult for some Board members, especially during the “budget season” that takes place over the next few months. Dr. McCaul indicated that we would conduct a poll of members to determine if the time should be changed for future meetings.

**8. Adjournment:** A motion was made by Mr. Stephens and seconded by Dr. Marshall to adjourn at 4:15 p.m. Motion passed unanimously.

Respectfully submitted,

  
Cheryl E. Rohrig  
Recording Secretary

  
Peter V. Stephens  
Secretary