



Mission: *To work in partnership with districts to provide programs and services of the highest quality and to improve results for students.*

Executive Director’s Report: April 2015

This Executive Director’s Report is divided in to two sections: (1) *Status of CAPS Programs and Services*, and (2) *Report on Standing Agenda Items*.

1. Status of CAPS Programs and Services

Referrals/Enrollment. CAPS has received thirty one (31) regular referrals since the beginning of September. Three of these referrals have been since the last Board meeting. Enrollment in specific CAPS programs from January 2015 to April 2015 is shown in the table below. As is evident from the table, CAPS has had a healthy growth in enrollment which currently stands at 103 students. Two additional students are expected to start in Kelly Day programs within the next two weeks. A three-year financial profit/loss (P/L) statement will be shared at the Board meeting.

CAPS Enrollment by Program: January 2015 to April 2015					
Program	January	February	March	April	
Jr/Sr High	21	21	21	22	
Gateway	15	15	16	17	
Odyssey	2	4	4	4	
Kelly Day Pre	2	2	2	2	
Kelly Day K-2	8	8	8	8	
Kelly Day Elem	7	7	7	7	
Kelly Day Middle	6	6	6	6	
Jr. Senators	9	8	8	8	
Sr. Senators	9	9	9	9	
Horizons	6	6	6	6	
Deaf pre	10	10	10	10	
DHHP Mid	2	2	2	2	
LINK	2	2	2	2	
TOTAL	99	100	101	103	

CAPS News. Alternative Education Programs/Facility Issues. Staff from CAPS alternative education programs participated in a team-building session in the Professional Development Center. The purpose of the meeting was to enhance collaboration and set common goals and directions for the programs. Under the leadership of Principal Jen Gates, the programs have made substantial progress in expanding opportunities (e.g., career building courses at Mt. Wachusett) and instructional offerings (e.g., online learning opportunities).

The growth of the alternative programs combined with some limitations to the Sonoma Square classroom space have led to staff discussions of additional classroom space. In order to ease crowding in downstairs programs, CAPS has rented additional space upstairs and has expanded community involvement and vocational activities. Even so, the Jr./Sr. High and Gateway programs have had to turn away referrals because of space limitations. Also, staff are logging problems that we have experienced regarding the building. I am including facility issues in my report as the Board of Directors needs to be aware of the situation.

Satellite Programs. Under the leadership of Program Coordinator Sheri D’Annolfo, the Satellite programs have taken a team approach to enhancing instruction, development of social skills, and building the skills needed for daily living. Student needs are addressed through professional learning community (PLC) meetings that involve obtaining multiple perspectives on “what works” for a particular student and utilizing a team approach to implementing an instructional strategy. Next steps involve gathering data to assess the effectiveness of the PLC dynamics as well as the recommended instructional strategies.

Executive Director Evaluation. I have requested an evaluation because I believe that feedback from the Board will be extremely useful for me in future endeavors. I have a great deal of professional respect for CAPS Board members and would appreciate honest feedback from each of you.

2. Report on Standing Agenda Items

MOEC/Collaborative Developments. The Central MA collaboratives met on April 1 at the CAPS/FLLAC office conference room. Issues discussed included collaborative “mergers,” and executive director vacancies, collaborative professional development initiatives, and grant opportunities for collaboratives.

CAPS/FLLAC Meeting. A Subcommittee of the CAPS Board met with a Subcommittee of the FLLAC Board on March 26th. Ralph Hicks, Tony Polito, and Pete Stephens participated for the CAPS Board. Maureen Marshall participated for the FLLAC Board. The discussion focused on efforts to increase efficiency through combining efforts and possibly establishing one larger collaborative that has more capacity to meet the needs of the region’s districts. The Subcommittee’s recommendations will be discussed at the 8 April Board meeting.

DESE Developments/Meeting DESE Timelines. The initial meeting on the CAPS Coordinated Program Review (CPR) took place on March 16 at the CAPS central office. Timelines and tasks were reviewed. CAPS administrators and teachers are preparing student files for the review by

DESE staff which will take place on May 4 and 5. The CAPS Executive Director is working with DESE staff to develop an interview schedule for the field work which will be conducted the week of May 11th through the 14th.

New Hires/Staff Changes. Ms. Patricia Johnson was hired as nurse to replace Kira Rosengren (resignation) in the Kelly Day programs. Ms. Johnson has been working as a substitute nurse, has worked in almost every CAPS program, and has received excellent reviews from staff. Ms. Kayla Ragnan has been hired as an assistant teacher/BCBA specialist to replace assistant teacher Kristie Turner (resignation). Her initial work involves working with the CAPS BCBA, Ms. Cyd Brown, on collecting data and discussing behavior strategies for a student at a Senators program. She will continue to provide assistance to teachers and the BCBA in developing and implementing behavior plans for CAPS students in different programs.

Regarding the Executive Director Search, the Search Committee is scheduled to meet after the 8 April Board meeting. It appears that there are a number of resumes for the Committee to examine. More information will be provided at the 8 April Board meeting.

Board members are encouraged to get in touch with the Executive Director if they have any questions or concerns regarding this report.