



**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: March 2015

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

### 1. Status of CAPS Programs and Services

**Referrals/Enrollment.** CAPS has received twenty four (24) regular referrals since the beginning of September. Three of these referrals have been since the last Board meeting. Enrollment in specific CAPS programs from November 2014 to February 2015 is shown in the table below. A three-year financial profit/loss (P/L) statement will be shared at the Board meeting.

<b>CAPS Enrollment by Program: November 2014 to February 2015</b>					
<u>Program</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	
Jr./Sr High	23	22	22	21	
Gateway	13	15	16	16	
Odyssey	2	2	2	2	
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	9	9	9	
Sr. Senators	9	9	9	9	
Horizons	6	6	6	6	
Deaf pre	7	7	10	10	
DHHP Mid	3	3	2	2	
LINK	2	2	2	2	
<b>TOTAL</b>	<b>97</b>	<b>98</b>	<b>101</b>	<b>100</b>	

**CAPS News.** CAPS has been reorganizing Jr./Sr. High, Odyssey, and LINK classrooms so that they are combining efforts. The new classroom space on the second floor of Sonoma Square is being used by Jr./Sr. High and Odyssey programs. This change eases the space needs in the downstairs classrooms and assists in implementing more online learning through the My Path program. It also helps programmatic grouping of students. The LINK program teacher is

arranging physical education classes and vocational opportunities for Jr./Sr. High students at Mt. Wachusett Community College.

In previous Director's reports, I have emphasized the benefits of having CAPS classrooms in public school settings. One benefit is the positive impact on general education students including helping to shape their career plans. A perfect example is the attached note from a student at Oakmont High School about his experience in the CAPS Kelly Day High School.

The downstairs Professional Development Center is in operation. The DSAC principals group used the Center for a meeting on February 4. The regional educational team leader (ETL) group had scheduled the Center for February 5 but had to cancel due to the weather. Use of the PD Center by member districts is encouraged, so Board members are encouraged to contact us if they would like to schedule meetings for the Center.

The Groundhog Day Party was also canceled due to the weather. Instead, the staff get-together will have a President's Day theme and be held on February 12, 2:45 to 5:00 p.m. Board members are cordially invited.

***Executive Director Search.*** The Executive Director Search Committee was scheduled for February 2<sup>nd</sup> but was canceled due to the weather. As of the date of this report, the Search Committee has not rescheduled its meeting.

## **2. Report on Standing Agenda Items**

***MOEC/Collaborative Developments.*** As mentioned at the last Board meeting, the Central MA collaboratives were invited to apply for an Early Literacy grant. The five Central MA executive directors discussed the advisability of responding to the DESE solicitation in order to demonstrate collaboratives responsiveness to grant opportunities. FLLAC and CAPS have offered to explore the possibility and the FLLAC Director has contacted the eligible districts in Central MA. At this point, several districts, including Leominster, have shown interest in pursuing this grant.

On another collaborative issue, the joint meeting of the CAPS and FLLAC Boards had to be rescheduled due to the weather. A possible new date would be the morning of March 5, but this date has not yet been confirmed.

***DESE Developments/Meeting DESE Timelines.*** Ms. Suzanne Shaw, lead DESE representative for the CAPS Coordinated Program Review (CPR), contacted the CAPS Executive Director by e-mail on February 6. Ms. Shaw indicated that the initial meeting regarding the CPR will be on March 16 at the CAPS central office. At this meeting, the timelines for and scope of the CPR will be discussed.

***New Hires/Staff Changes.*** Ms. Jennifer Gates has been chosen to be our new Program Coordinator for the Gateway, Jr./Sr. High programs. She will also be the Coordinator for Odyssey and LINK programs after more discussions and futures-planning.

Ms. Gates has extensive experience in education including being an educational team leader, a regular education teacher, a special education teacher, a guidance counselor, and of course most recently the 45 Day Coordinator for FLLAC and CAPS. She has also been an adjunct faculty member at Fitchburg State University. She brings the ideal set of experience, knowledge, and interpersonal skills to the Program Coordinator position.

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