



**CAPS Board of Directors Meeting  
Minutes of the April 8, 2015 Board Meeting**

**Call to order:** At 3:41 p.m. Dr. Hicks called the meeting to order.

**Members present:** Ralph Hicks, Pete Stephens, Suzanne Koehler, Deb Koziol, Dianne Salcedo, Maureen Marshall, Anthony Polito. Also present: Justin Nussey, Ed McCaul, Cheryl Rohrig, Jennifer Gates, Sheri D'Annolfo, Murray Cox, Kathy Stemm, Melanie Glynn, and John Mara.

**Members absent:** Denise Clemons, Tari Thomas, Rebecca Badgley.

1. **Motion to accept the Minutes** of March 11, 2015 meeting was made by Mr. Polito and seconded by Ms. Salcedo. Motion passed unanimously.

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

- **Status of Programs & Services**
- **Referrals/Enrollment/CAPS News**
- **Executive Director Evaluation**
- **Report on Standing Agenda Items**
- **MOEC/Collaborative Developments (Central MA met on 4/1/15)**
- **CAPS/FLLAC Meeting (Met on 3/16)**
- **DESE Developments/Meeting DESE Timelines**
- **New Hires/Staff Changes**

3. **New Hires:** Dr. McCaul presented two resumes for review of the two new hires. They are Patricia Johnson as a nurse and Kayla Ranaghan as an assistant teacher. A motion to accept the two new hires as presented was made by Dr. Marshall and seconded by Mr. Stephens. Motion passed unanimously.

4. **Subcommittee meetings:**

**Executive Director Search.** Dr. Hicks reported on the number of resumes received and indicated that he intended to set up preliminary interviews for the week of April 20 to April 24. He also indicated that he would like to have the full Board interview finalists either the first week of May or at the Board Meeting on May 13.

**Warrant Subcommittee** (meets as needed)

**Policy/Personnel** (meeting scheduled for April 2; no quorum.) Since the Policy Subcommittee had not met, the first reading of policies scheduled was tabled.

**Finance/Facilities** (Met April 6).

**FY 16 Budget.** Dr. Marshall reported on the public hearing on the budget and indicated that the Finance Subcommittee and approved bringing the proposed FY 16 budget to the Board of Directors. She then made a motion to accept the budget as presented and approved by the Subcommittee. Dr. Marshall stated that the budget needed to be approved by 2/3 of the members present and asked Dr. Hicks to poll the members for a vote. The motion was seconded by Mr. Polito. The vote was as follows:

Mr. Stephens	Aye
Dr. Marshall	Aye
Ms. Koehler	Aye
Ms. Koziol	Aye
Mr. Polito	Aye
Ms. Salcedo	Aye
Dr. Hicks	Aye

Motion passed unanimously. Dr. Marshall thanked Mr. Nussey for his work on the budget.

**Transportation.** Dr. Marshall reported on the Finance Subcommittee discussion of the transportation initiative. She indicated a number of concerns had been expressed with proceeding with the initiative; in particular, concerns were expressed about start-up costs and the risks involved in the project. Dr. Hicks indicated that he had volunteered his district to be a pilot for the initiative in hopes that it would both save districts money and provide a revenue stream for the Collaborative. He also asked Dr. McCaul if he had obtained rates for two consultants who were experts on transportation services and who could examine the work done on the initiative thus far and make recommendations. Dr. McCaul reported that Rich Labrie (former director of Lower Pioneer Valley Collaborative) had indicated that his rate was \$500 per day plus expenses. Gerry Mazur (former Director of CASE Collaborative) estimated his rate to \$165 per hour.


A motion was made by Dr. Marshall to direct Dr. McCaul to work with Finance Subcommittee members to define the work scope for a consultant to examine the current status of the transportation initiative and to provide some preliminary advice regarding expanding CAPS transportation services to districts. In addition, Dr. McCaul would then obtain estimates for the scope of work from the consultants. The motion was seconded by Mr. Stephens. Motion passed unanimously.

**4. Meeting Schedule:** The next board meeting is scheduled for May 13, 2015 at 3:30 p.m. at Sonoma Square.

**5. Adjournment:** A motion was made by Ms. Koehler and seconded by Mr. Stephens to adjourn at 4:49 p.m. Motion passed unanimously.

**Respectfully submitted,**

  
**Cheryl E. Rohrig**  
**Recording Secretary**

  
**Peter V. Stephens**  
**Secretary**