

**CAPS Board of Directors Meeting
Minutes of the March 11, 2015 Board Meeting**

Call to order: At 3:38 p.m. Dr. Hicks called the meeting to order.

Members present: Ralph Hicks, Pete Stephens, Suzanne Koehler, Deb Koziol, Diane Salcedo, Maureen Marshall, Denise Clemons, Tari Thomas, Rebecca Badgley. Also present: Justin Nussey, Ed McCaul, Cheryl Rohrig.

Members absent: Anthony Polito, Mike Niles.

1. **Motion to accept the Minutes** of February 11, 2015 meeting was made by Mr. Stephens and seconded by Ms. Koziol. Motion passed unanimously.
2. **Executive Director's Report:** The Director's Report is attached to these minutes.
3. **New Hires:** Dr. McCaul presented the resume of Jocelyn Brough, as a SLP. He explained that she is a recent graduate with impressive qualifications. She is currently being mentored by Ms. Valerie Chase SLP. A motion to accept Ms. Brough as a new hire was made by Dr. Marshall and seconded by Mr. Stephens. Motion passed unanimously.

4. Subcommittee meetings:

Ad Hoc Director Search Committee (Met on 2/24)

Update on Status. Dr. Hicks stated the advertisement for a new director has been posted on School Spring and a newspaper advertisement will run in the Sunday Telegram on 3/15/2015. There have already been applications received, including one in-house application. Dr. Hicks stated there will be another sub-committee meeting to discuss the possibility of combining the FLLAC and CAPS Collaboratives, or the possibility of sharing one director between the two organizations. Dr. Hicks picked the members for the CAPS subcommittee to be, Dr. Marshall, Mr. Stephens, Mr. Niles, Mr. Polito and himself, Dr. Hicks. That subcommittee meeting will take place after the next FLLAC board meeting on 3/26. Dr. Hicks then spoke about the timeline for reviewing applications, and interviewing candidates, and that the interviews should be conducted by the full board. Dr. Marshall voiced concern that this process not get to far along before the decision is made with the joint subcommittee as to how to proceed with combining Directors/Collaboratives.

Job Description. Dr. Hicks asked all members to look at the Job Description for the Executive Director as written. A motion was made by Mr. Stephens and seconded by Dr. Marshall to review and accept the description. A discussion followed. Ms. Koehler suggested it is inappropriate to publish Salary and Benefits in the job description. Dr. Hicks stated it is necessary to have the salary in the advertisement for the job and after a

discussion on this point, it was decided that the salary and benefits be removed from the job description. Dr. McCaul asked for two changes to the Duties and Responsibilities as worded and the Board Members agreed to the changes as requested. A motion was made to revise the job description as discussed by Mr. Stephens and Seconded by Dr. Marshall. Motion passed unanimously. (New Job description is attached)

Warrant Subcommittee (meets as needed)
Policy/Personnel (Next Meeting: April 2)
Finance/Facilities (Met: March 4) Next meeting April 6 at 4:30 p.m.


Update on Budget (discussion) Dr. McCaul stated that some changes to the proposed budget had been made and will be implemented for the next Finance Subcommittee meeting. Also, the public hearing will need to take place.


Actuarial Study. Dr. McCaul stated that two proposals had been received and thanked Mr. Nussey for his work in securing these proposals. It is with the strong recommendation of the treasurer, Mr. Murray Cox, and the Finance Committee that KMS be the firm chosen to do the study. A motion was made by Ms. Koehler and seconded by Mr. Stephens and Ms. Clemons. Motion passed unanimously.

4. Meeting Schedule: The next board meeting is scheduled for April 8, 2015 at 3:30 p.m. at Sonoma Square.

5. Adjournment: A motion was made by Mr. Stephens and seconded by Ms. Koehler to adjourn at 4:34 p.m. Motion passed unanimously.

Respectfully submitted,


Cheryl E. Rohrig
Recording Secretary


Peter V. Stephens
Secretary

**CAPS Collaborative
Executive Director
Job Description**

Qualifications

1. A minimum of a Masters Degree in Special Education or Educational Administration or related field, Doctorate preferred.
2. Licensure as a Special Education Administrator and/or Superintendent of Schools.
3. A minimum of three years experience in special education teaching or a related field.
4. Three years relevant supervisory experience.

Duties and Responsibilities

1. Under the directive of the Board of Directors, the Executive Director will work to fulfill the Mission of the Collaborative.
2. Directs, administers, and supervises all programs and services provided by the Collaborative.
3. Conduct needs assessments throughout the collaborative geographic area concerning the needs of the School Districts and informs the member districts Special Education Directors, Superintendents and member School Committees on any new Collaborative initiatives.
4. Screens, interviews and recommends qualified personnel for filling vacancies.
5. Develops and carries out program for evaluation of personnel.
6. Provides appropriate liaison between personnel employed by the collaborative, the Board of Directors, school administrators, and member school committees.
7. Works closely with area special education administrators in providing programs and services.
8. Oversees arrangements to obtain and maintain suitable physical facilities for programs and services.
9. Coordinates with appropriate personnel in specific programs and services in the preparation of annual budget. Coordinates with the Business Manager, Finance Committee, and Treasurer to bring the proposed budget to the full Board.
10. Be responsible for sound fiscal practices and accounting procedures.
11. Maintains necessary records and statistics to prepare and complete required reports for the Collaborative, member school systems, State and Federal Agencies.
12. Researches and prepares project applications for State and/or Federal funding.

13. Maintains appropriate and continuous liaisons between the Collaborative, the Department of Elementary and Secondary Education and other appropriate agencies to ensure compliance with all appropriate state and federal laws and regulations.
14. Maintains professional knowledge by attending relevant conferences, meetings and other professional development and performs activities and membership in appropriate professional associations.
15. Any other duties as prescribed by the Board of Directors.