



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: May 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 forty (40) regular referrals since the beginning of September. Nine of these referrals have been since the April 8 Board meeting. Enrollment in specific CAPS programs from February 2015 to May 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 105 students. A three-year financial profit/loss (P/L) statement will be shared at the Board meeting.

CAPS Enrollment by Program: February to May 2015					
Program	February	March	April	May	
Jr/Sr High	21	21	22	16	
Gateway	15	16	17	18	
Odyssey	4	4	4	10	
Kelly Day Pre	2	2	2	3	
Kelly Day K-2	8	8	8	8	
Kelly Day Elem	7	7	7	8	
Kelly Day Middle	6	6	6	6	
Jr. Senators	8	8	8	8	
Sr. Senators	9	9	9	8	
Horizons	6	6	6	6	
Deaf pre	10	10	10	10	
DHHP Mid	2	2	2	2	
LINK	2	2	2	2	
TOTAL	100	101	103	105	

CAPS News. Alternative Education Programs. As is evident from the number of referrals and the growth in enrollment, the alternative education programs are thriving. Thanks to the leadership of Jen Gates, the programs are continuously improving in quality and their reputation

is growing. I also need to commend the collaboration efforts, particularly those of Mr. John Mara and Ms. Mindy Leblanc, as the collaboration has led to a richer range of options for students.

As a celebration of teacher's week, Jen Gates prepared a meal for both staff and students. The celebration was held on May 7 and was a great success. The only downside was that I did not have a chance to sample her ziti which was reported to be delicious!

Satellite Programs. A milestone for the programs occurred on May 7 when a 3-year old child on a ventilator started school in the Kelly Day Preschool. The teacher, Erin Blanchette, reported that the student had a terrific day and the youngster only shed tears when he had to go home!

As reported in the last Director's report, the Satellite Program Coordinator, Sheri D'Annolfo, has taken a team approach to enhancing instruction, development of social skills, and building the skills needed for daily living. She established 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. Ms. D'Annolfo has worked with the PLC team to assess the effectiveness of the both the PLC dynamics as well as the recommended instructional strategies. I anticipate that her report will be issued and shared with relevant staff by the time of the Board meeting.

Transportation

Over the course of this past year, the Finance Subcommittee has spent considerable time discussing whether CAPS should expand its transportation services. Mr. John Mara provided a report to the Subcommittee on a "pilot study" for in-district transportation for the Ashburnham/Westminster School District. While actually implementing the results of the pilot study were deemed impractical, Justin and I decided to expand the study and engage the services of Colleen Cavanaugh, expert consultant for the Massachusetts Association of Pupil Transportation (MAPT). Justin and I met with Ms. Cavanaugh on May 1, and Justin and Colleen are currently assessing the market in this region and examining opportunities for CAPS to expand transportation services.

Facilities

In previous Director's reports, I have indicated that the increase in enrollment has led to a search for additional space. We have also had facility issues, most recently problems with mold in the school environment. We engaged **Cardno, ATC** of West Springfield to conduct tests, and the assessment was done on Saturday May 2. The report on the results is expected to be issued on May 11, so the results of the report (if available) and information on other facility-related issues will be discussed at the Board meeting.

Status of Board Appointments for 2015-2016

Letters requesting appointment of a representative to the CAPS Board were sent to School Committee Chairs in early April. A second letter was sent at the beginning of this month as a

reminder to place the appointment of a representative on school committee agendas. A report on the status of appointments will be provided at the May 13 Board meeting.

Executive Director Evaluation

At the last Board meeting, I requested that the Board conduct an evaluation of my performance as Executive Director. I indicated that feedback from the Board will be extremely useful for me in future endeavors. As I mentioned, I have a great deal of professional respect for CAPS Board members and would appreciate honest feedback from each member. A report on the status of evaluations submitted will be provided at the May 13 Board meeting.

June 10 Board Meeting

The last Board meeting of the year is on June 10. We have lost two Board members over the course of the year (Stephanie Conrod and Mike Niles). We also anticipate losing other Board members for next year including the particularly difficult loss of our Board Chair, Dr. Ralph Hicks.

While we welcome new Board members, it would be difficult to adequately express how much we have valued the contribution of Stephanie, Mike, Ralph, and other members who are departing. (If you will please pardon that expression!) They will be missed.

In addition to discussing Board appointments and officers for next year, I would like to take some time to express our appreciation of members who are leaving the Board. I would also like to suggest that we spend some time acknowledging CAPS's many accomplishments this year which would not have been possible without the support of our Board of Directors.

2. Report on Standing Agenda Items

MOEC/Collaborative Developments (Central MA meets on 5/19)

The last meeting of the Central MA collaboratives was 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. The Central MA meeting on May 19 will be held at Assabet Valley Collaborative. The new Director for Southern Worcester Educational Collaborative will be present. Also, the Central MA Collaborative Director, who is reported to be leaving at the end of the year, will be present.

CAPS/FLLAC Meeting

A report on the March 26 meeting will be provided by the Subcommittee on CAPS/FLLAC collaboration at the May 13 Board meeting.

DESE Developments/Meeting DESE Timelines

As Board members know, CAPS is undergoing the Collaborative's first Coordinated Program Review (CPR). The record review component was conducted on May 4th and 5th. The interviews and observations of CAPS classrooms are taking place on May 11 through May 14. I will provide more information at our May 13 Board meeting.

New Hires/Staff Changes

The only new hire is Ms. Alyssa Reynolds as an educational paraprofessional for the Language Acquisition Program (LAP). Ms. Reynolds is a proficient signer and has also had experience with Applied Behavior Analysis (ABA). In brief, she is a perfect fit for the growing LAP at Bennett School in Leominster.

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