

**CAPS Board of Directors Meeting  
Minutes September 9, 2015**

**Call to order:** At 3:39 p.m. Chairman Peter Stephens called the meeting to order.

**Members present:** Peter Stephens, Ellen Holmes, Anthony Polito, Denise Clemons, Steve Hemman, Maureen Marshall, Steve Haddad. Also Present: Cindy Landanno, Justin Nussey, Murray Cox, and Cheryl Rohrig.

**Members absent:** Suzanne Koehler, Dianne Salcedo, Tari Thomas, Rebecca Badgley.

**1. Board Introductions**

**2. Approval of minutes: June 10, 2015.** A motion to accept the minutes of the June 20, 2015 meeting was made by Ms. Holmes and seconded by Dr. Hemman. Motion passed unanimously.

**3. Board Election of Officers**

**Chairperson:** Mr. Polito made a motion, seconded by Dr. Marshall to elect Mr. Stephens as Chairperson. Motion passed unanimously.

**Secretary:** Dr. Hemman made a motion, seconded by Dr. Marshall to elect Ms. Holmes as Secretary. Motion passed unanimously.

**4. Executive Director's Report:** The Director's Report is attached to these minutes. In her report, Mrs. Landanno spoke of the expansion in the Gateway School with the High School now occupying the first floor of the Sonoma Square space. Also, other programs expanded and new classrooms were implemented in the Kelly Day Program in Hubbardston, the Horizons Program which moved to Winchendon and the Deaf Program leaving Leominster and moving to Westminster and being divided into two classrooms. Some of the changes were necessitated because of the Coordinated Program Review and Mrs. Landanno spoke of the need to address these and other changes from the CPR in a timely manner. Also addressed was the need for proper space at Sonoma Square for the students to have some safe, outside exercise time. Several proposals have been made and are being explored by Mrs. Landanno, Mr. Nussey and the Landlords.

A motion was made by Mr. Polito and seconded by Mr. Haddad to move ahead with playground expansion and bring a proposal to the Finance Subcommittee. Motion passed unanimously.

**5. Treasurer's Report:** Mr. Cox gave a brief report on the state of finances and explained how it is important for bills to be paid in a timely manner and how student enrollments fluctuating can greatly impact the financial stability of CAPS.

**6. New Hires.** Mrs. Landanno presented a list of newly hired employees. She explained that some were hired before and some after she assumed the role of Executive Director. Most all were hired to fill positions in newly formed classrooms or to replace someone who resigned or retired. The list of new hires presented is as follows:

NAME	POSITION
Mary McFadden	Interpreter/Deaf Program
Virginia Bixler	Teacher/Sr. Senators
Theresa Taylor	BCBA
Amanda Stone	Physical Therapist
Danielle France	Teacher/ Jr. Senators
Elizabeth Alves	Teacher/Elementary Deaf Program
Danielle Burgess	Teacher/Pre-K Deaf Program
Molly Bicchieri	Teacher/Kelly Day Early Elementary
Tracy Cefole	Teacher/Gateway Transition

A motion was made by Dr. Marshall, seconded by Ms. Clemons to approve the hiring of employees as recommended by Mrs. Landanno. Motion passed unanimously.

**7. Subcommittee Appointments.** The following subcommittees were organized members appointed:

- Finance – Dr. Marshall, chairperson, Ms. Koehler, Mr. Stephens
- Warrant – Dr. Hemman, Dr. Marshall, Mr. Stephens
- Policy/Personnel – Mr. Polito, Ms. Thomas, Mr. Haddad
- Facilities – Mr. Stephens, Ms. Holmes, Ms. Clemons

**8. Meeting Schedule.** The meeting schedule for 2015-2016 was presented and after a brief discussion, it was decided to keep the schedule as presented.

**9. New Business.** No new business was discussed.

**10. Future Agenda Items.** Mr. Stephens noted that any future agenda items should be brought to his attention or that of Mrs. Landanno.

**11. Adjournment.** A motion to adjourn was made by Dr. Marshall and seconded by Ms. Clemons at 4:20 p.m. Motion passed unanimously.

**Respectfully submitted,**

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

**Ellen Holmes**  
**Secretary**