



2 Narrows Road, Suite C105, Westminster, MA 01473
p: 978.632.2208 f: 978.668.5729 www.capsed.net

Directors Report

October 14, 2015

Program Updates:

The CAPS Collaborative year has started off with very few hitches. Students and staff have settled in nicely. Our new spaces are working out fine and meeting our program needs. With new space we have been able to expand our programs and spread out a bit. New space has also given our programs the ability to add new students.

Gateway is currently at 45 students, with 4 referrals in the process.

The Satellite Programs are currently at 62 students, with one current referral and two new students slated for starting in November.

Staff Relationship building:

I have been working on building staff relationships. I held two open forums where staff were invited to come and share their concerns. I had a number of staff attend each session. I was impressed with their professionalism and their willingness to speak up about things that they feel need to be addressed. Some things are easy fixes and I have already addressed a few. Other areas are more involved and will take time to solve. My goal is to reach out to the staff and give them an avenue to be heard.

My next plan related to staff relationship building is the formation of a Director's Advisory Group. Each program and related service area will each send a representative to meet with me monthly. These meetings will be designed to be a sharing session with information from programs being brought to my attention and info being brought back to the program level. My hope is to establish a more open dialogue with staff as well as a sense of improved program level communication.

Program Staffing:

I have spent time out visiting each program, getting to know the staff as well as the students. I have made some clear observations around staffing patterns and staff needs. I have posted a new position in the Oakmont Kelly Day program based on student need, staff patterning and overall safety concerns. I will continue to look at our current staff patterns and see how staff can be used more optimally. As referrals are brought into the programs in many cases this requires additional staff to meet the diverse

needs of our student population. I have established a system to post positions in house first prior to seeking outside applicants. Staff expressed a desire for this practice to be used and it is an easy and appropriate way for us to look at filling positions.

MOEC

I have attended a MOEC Board meeting and found the information informative as well as collegial. MOEC is working with the DESE to look at ways the Collaborative's across the state can support state wide initiatives. I find that organization interesting to be involved with and like that we can be represented at the state level for the unique work we are doing. As a smaller Collaborative it is important for us to still have a voice in state related decisions.

Special Education Director Advisory

Working with FLLAC we held a Special Education Director Advisory meeting the end of last month. The group is great opportunity for the Collaborative's to work together. Several really exciting ideas for professional development came out of the meeting. We are already scheduled to put on two CAPS/ FLLAC trainings for districts on the Mental Health First Aid training our staff attended this summer. The Special Education Directors showed a real interest in two new evaluations CAPS will be able to provide starting this year. Augmentative Communication and Assistive Tech evaluations are very expensive for the districts and we will be able to offer a more local and less expensive option.

CAPS FYI's

We have moved forward with the ordering of our new playground structure. Working with both the landlord and the playground company we are set for an October 28th installation. Working with the local Board of Health Agent as well as the Food Manager for Ashburnham/Westminster Food Services we are ready to move forward with serving hot lunch to our student starting hopefully next week. We are working on getting a few more people Safe Serve Certified. In addition we are also seeking to have a couple more people get 7D licenses. This will expand our ability to get students out into the community in all of our programs.

Respectfully submitted:

Cindy Landanno
Executive Director
CAPS Collaborative

October 14, 2105