

**CAPS Board of Directors Meeting
Minutes October 14, 2015**

Call to order: At 3:37 p.m. Mr. Stephens called the meeting to order.

Members present: Ellen Holmes, Anthony Polito, Pete Stephens, Denise Clemons, Suzanne Koehler, Steve Hemman, Dianne Salcedo, Rebecca Badgley and Steve Haddad. Also present, Cindy Landanno, Justin Nussey, Jen Gates, Sheri D'Annolfo, Melanie Glynn and Cheryl Rohrig.

Members absent: Tari Thomas and Maureen Marshall.

1. Approval of the minutes September 9, 2015. A motion to accept the minutes of the September 9, 2015 Board Meeting was made by Dr. Hemman, seconded by Mr. Polito. Motion passed unanimously.

2. Board Election of Officers. Mr. Stephens explained that during last month's meeting there was an oversight in electing a Vice Chairperson for the Board. He asked Mr. Polito if he would be willing to serve as the Vice Chairperson, and Mr. Polito said he would be happy to do so. A motion was made by Dr. Hemman, seconded by Ms. Salcedo to elect Mr. Polito as Vice Chairperson. Motion passed unanimously.

3. Executive Director's Report: The Director's Report is attached to these minutes. Mrs. Landanno introduced the program coordinators and asked them to give a brief overview of their programs. Mrs. Jen Gates, Program Coordinator for the Gateway School Program talked about the expansion of the School into new space in the Sonoma Square Building and how well it is working out for the students, allowing for more usable space different activities and giving the opportunity to accept more students into the Program. Mrs. Sheri D'Annolfo, Program Coordinator for the Satellite Programs gave an overview of the expansion of those programs again explaining how well they are all adapting and being accepted into the various school buildings in which they are located. This expansion also allows for more students to be accepted as well as meeting DESE regulations for age span in the various programs.

Mrs. Landanno then gave a report on enrollment and referrals. Currently CAPS is servicing 107 students, which is an increase from 93 that was originally budgeted for. She explained that referrals are continuing, on average of a few a week. She also explained that the playground was set to be installed on October 28, with some work being done by the landlord, with whom she continues to work well.

4. Budget Update: Mr. Nussey gave a brief budget update. Dr. Hemman asked for the monthly update to be prepared in a slightly different format going forward.

5. New Hires: Mrs. Landanno explained that due to an abrupt resignation it was necessary to hire a new teacher and this was somewhat challenging this time of year. The candidate that was hired, does not have the exact certification needed, and therefore a waiver will need to be applied for but Mrs. Landanno felt that April Stundtner was a good candidate and so far has been working well. A motion was made by Ms. Clemons and seconded by Dr. Hemman to approve the hiring of April Stundtner as a teacher for the Gateway School. Motion passed unanimously.

6. Subcommittee Reports:

- Finance – has not met yet. A meeting will need to be scheduled for the end of November to approve the Draft Audit which should be ready by then
- Warrant – continues to meet every other week. Last meeting was a bit of a challenge and discussion took place concerning who might be more available to sign Warrants. It was decided that if only 2 signatures were obtained this would be acceptable so that payroll is never held while waiting for the

third signature, and Ms. Holmes was added to the Warrant Sub-committee to make obtaining signatures easier.

- Policy/Personnel – Has not met. Mrs. Landanno stated that she is getting policies together that need to be addressed for the first meeting, and she and Mr. Polito will set a date for that meeting that will fit more easily into Ms. Thomas' schedule.
- Facilities – Has not met, but again Mrs. Landanno mentioned that the Playground construction is moving forward and scheduled to start October 28 and the landlord is also working on more parking and a place for the CAPS vans to be parked which will free up some more parking in the lot.

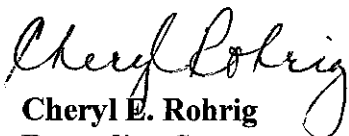
7. New Business:


- **Board Member Management System**
 - ✓ **Handout Board Member Duties & Responsibilities:** Mrs. Landanno included a handout to the Members from DESE which shows Duties & Responsibilities of Board Membership.
- **Program Approval:** Mrs. Landanno stated that currently information is being compiled to be sent to DESE to obtain the yearly approval for standalone programs such as Gateway. This is due by the end of October.
- **Annual Report:** Mrs. Landanno explained that there is no meeting scheduled for November and therefore it is important to have a quorum at the December meeting because she will be preparing an Annual Report for FY 2015 and the Audit which is scheduled for the first week of November will both need to be approved by the Board to be submitted to DESE by January 1, 2016.

8. Future Agenda Items: Mr. Stephens again asked the Members to send any future agenda items to Mrs. Landanno or himself for inclusion on the next Board Meeting.

9. Adjournment: A motion was made by Ms. Holmes and seconded by Ms. Koehler to adjourn at 4:39 p.m. Motion passed unanimously.

Respectfully submitted,


Cheryl E. Rohrig
Recording Secretary


Ellen Holmes
Secretary



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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 a 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

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