

CAPS Board of Directors Meeting Minutes
January 13, 2016

Call to order: At 3:33 p.m. Chairperson Mr. Stephens called the meeting to order.

Members present: Ellen Holmes, Anthony Polito, Pete Stephens, Steve Hemman, Dianne Salcedo, Rebecca Badgley, and Steve Haddad. Also present: Justin Nussey, Cindy Landanno and Cheryl Rohrig.

Members absent: Denise Clemons, Suzanne Koehler, Tari Thomas and Maureen Marshall.

1. Approval of the Minutes: A motion to approve the minutes as presented was made by Ms. Salcedo, seconded by Dr. Hemman. Motion passed unanimously.

2. Fiscal Update:

- FY 16 Budget Update was presented by Mrs. Landanno
- FY17 Initial Budget Discussion (Timeline) Mrs. Landanno laid out a timeline for the work to be done on the FY 2017 Budget. Mr. Stephens suggested Mrs. Landanno contact the Members of the Finance Subcommittee to arrange the Sub-committee meetings.

3. New Hires: Mrs. Landanno presented the resume for a new teacher, Anne McGinty, who is working with students in the Gateway Elementary Program. She explained the students and the need for the new classroom which currently has 2 students with 1 referral. A motion was made by Mr. Polito, seconded by Ms. Badgley to hire Ms. McGinty as a teacher in the Gateway Program. Motion passed unanimously.

4. Subcommittee Reports:

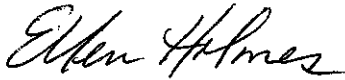
- **Policy - minutes and Policy Readings**
 - ✓ **Idling Vehicles Policy (2nd Reading)** A motion was made by Mr. Polito and seconded by Mr. Haddad to accept the Policy as a second reading and adopt as a Policy. Motion passed unanimously.
 - ✓ **Policy Adoption (2nd Reading)** A motion was made by Mr. Polito and seconded by Ms. Badgley to accept the Policy as a second reading and adopt as a Policy. Motion passed unanimously.
 - ✓ **Hazing Policy (2nd Reading)** A motion was made by Mr. Polito and seconded by Ms. Badgley to accept the Policy as a second reading and adopt as a Policy. Motion passed unanimously.
 - ✓ **LEP Policy (1st Reading)** A motion was made by Ms. Holmes and seconded by Ms. Salcedo to accept the Policy as a 1st reading. Motion passed unanimously.
- **Finance Subcommittee** - meetings will be scheduled for FY 17 Budget work
- **Warrant Subcommittee** - continues to meet every other week. Dr. Hemman commended Mr. Nussey for his work on the Warrants and supporting material in preparation for signatures.
- **Facilities Subcommittee** - has not met

5. **Executive Director's Report:** The Director's Report is attached to these minutes.
6. **New Business** - nothing new was discussed
7. **Future Agenda Items** - no future items were discussed
8. **Adjournment:** A motion was made by Dr. Hemman and seconded by Ms. Holmes to adjourn at 4:00 p.m. Motion passed unanimously.

Respectfully submitted,



Cheryl E. Rohrig
Recording Secretary



Ellen Holmes
Secretary

CAPS Collaborative

Director's Report

January 13, 2016

Coordinated Program Review: As you are aware last year CAPS Collaborative underwent their first Coordinated Program review by DESE. We were cited in several areas, however in my opinion for a first time through the process we fared quite well. The next step to compliance is to complete Progress Reports. I have submitted a written document that outlines our steps to complying with regulations cited. In addition, we submitted a binder of documentation of the actions we have taken, new policies and program procedures needed to comply with the CPR criteria. This information was sent to the DESE right after the break. We will receive a report back as to the status of the progress submission and will also submit a second Progress Report in the later part of March. I will keep the Board informed as new information is shared by DESE.

School Building Safety: Like all schools in the Commonwealth we are concerned about building safety and security. We are faced with additional challenges around this subject based on the fact that we are not a standalone school building but more of a public building. We have a Safety Team in affect and have been brainstorming ways to comply and secure school safety in our unique situation. We are working with the local Police and a security company to make the school part of the building more secure.

Van Lease Update: As approved at our last meeting we have moved forward with our Van replacement plan. Just before vacation we turned in two vans to CASE Collaborative that were aging and had significant mileage. We also turned back one smaller leased van. We have leased two new transport Vans and will replace the two older leased wheelchair Vans next month. When all is said and done the Van replacement plan will cost just over \$100 more monthly but this amount will easily be absorbed with no maintenance and repair costs being charged to the budget.

FY2017 Budget Considerations: As we move into full FY17 budget preparation there are several budget considerations for the Board to discuss. Since my arrival in the summer I have been reviewing the budget, staffing patterns, service and the district needs and classroom configuration.

New Kelly Day Classroom: In the Coordinated Program Review we were cited for too large of an age span between students in a number of our programs. Age Span waivers were applied for and granted however it is clear that the DESE wants us to look to address these age span issues for next year. Some of the concern can be addressed by moving students to new classrooms however one age group is currently not accommodated in a separate program in our Satellite Programs. To meet this need we would request that the Board support looking at the possibility of an additional special education teacher to start a middle school Kelly Day Classroom. Through this program expansion there would be a need for a middle school classroom in one of our cooperating district's schools. Please let me know if you think there might be space in your school district to accommodate a classroom for this age group.

Speech Staff: As our student population and the district's needs continue to grow we are very tight with supplying speech and language services. If the Board would support I would like to explore the possibility of adding a speech person to the speech team, budget permitting.

IT/Assistive Tech: We currently have an IT person for three days a week and share the staff person with FLLAC the other two days. The staff person has a

background in assistive tech. Our needs both in our own programs and out in our districts for Assistive Tech assessments and services is much more than our current staff can support. If the Board would consider I would like to investigate if the budget could support adding two days to this persons time at CAPS. I can discuss how this plan would affect FLLAC and what Dr. Murphy has shared with me regarding his plans moving forward.

Respectfully submitted:

Cindy Landanno
Executive Director
CAPS Collaborative