

**CAPS Board of Directors Meeting
December 9, 2015**

Call to order: At 3:34 p.m. Chairperson Mr. Stephens called the meeting to order.

Members present: Ellen Holmes, Pete Stephens, Denise Clemons, Suzanne Koehler, Steve Hemman, Dianne Salcedo, Maureen Marshall. Also present, Al Hargrave, Murray Cox, Justin Nussey, Cindy Landanno, Cheryl Rohrig.

Members absent: Anthony Polito, Tari Thomas, Rebecca Badgley, Steven Haddad.

1. Motion to accept the Minutes: Dr. Marshall made a motion to approve the minutes of the October 14, 2015 Board Meeting, seconded by Ms. Salcedo. Motion passed unanimously.

2. Fiscal Update: The 2015 audit was presented by Mr. Hargrave. The audit was performed by McCarthy, Hargrave & Co. CPA. Mr. Hargrave detailed the audit and the opinions and spent some time answering questions. After a short discussion a motion was made to accept the audit with one adjustment, strike the word consultant from John Mara's title where he was named as one of the five highest paid employees. The motion was made by Dr. Hemman and seconded by Dr. Marshall. Motion passed unanimously.

3. Annual Report: Mrs. Landanno presented the Annual Report for 2014-2015. A motion was made by Dr. Hemman and seconded by Ms. Holmes to accept the Annual Report as presented. Motion passed unanimously.

4. New Hires: Mrs. Landanno brought three resumes to the Board for approval. She explained that April Stundtner is a teacher hired to teach English, replacing a teacher who left abruptly. Two paraprofessional, Nicole Barrett and Kim Faucher were needed to fill vacancies and were very qualified and highly recommended. A motion was made by Dr. Hemman and seconded by Ms. Salcedo to accept the new hires as presented. Motion passed unanimously.

5. Subcommittee Reports

- Policy Subcommittee - Mrs. Landanno gave an overview of the Policy Subcommittee minutes since Mr. Polito was not present. She explained that policies needed to be read as first readings, and second readings for presentation to the DESE as part of the CPR corrective action plan.
 - ✓ The **Physical Restraint** policy was presented for approval to meet the January 1 deadline, and therefore she asked that the second reading be waived. A motion was made by Dr. Hemman and seconded by Ms. Clemons to waive the second reading and adopt the Physical Restraint policy as presented. Motion passed unanimously.
 - ✓ **Idling Vehicles** policy was read and a motion to accept as the first reading was made by Ms. Clemmons and seconded by Ms. Holmes. Motion passed unanimously. Ms. Salcedo gave Mrs. Landanno a copy of Orange Public School District's Idling Vehicle policy for review by the subcommittee when they next meet on December 15, 2015.
 - ✓ **Policy Adoption** was presented for a first reading. Motion to accept was made by Ms. Holmes and seconded by Ms. Clemons. Motion passed unanimously.
 - ✓ **Hazing Policy** was presented for a first reading. Motion to accept was made by Ms. Holmes and seconded by Ms. Salcedo. Motion passed unanimously.
 - ✓ Mrs. Landanno presented the **Bullying Prevention Policy**. She explained that in the previous records and minutes it appeared this policy had a first reading in April 2015. So she presented the policy for a second reading. A motion to accept this policy was made by Ms. Holmes, seconded by Dr. Hemman. Motion passed unanimously.

- Finance Subcommittee

- ✓ **Surplus Funds** - The finance subcommittee presented a proposal for creating a Capital Fund for the surplus balance in excess of the 25% limit as determined by the FY 15 audit. After a discussion, Dr. Marshall made a motion seconded by Ms. Clemons to establish a Capital Fund of \$304,806 to be monitored and maintained by the CAPS Treasurer and Board of Directors. Motion passed unanimously.
- ✓ **Van Leases** - The proposal was made to reduce the number of leased vans the Collaborative maintains from 7 to 6 by turning in 3 termed leases to Act Leasing and two monthly leases to CASE Collaborative. CAPS will obtain 4 new leased vehicles (2 transit, 2 wheelchair) that will increase the monthly lease costs by an estimated \$114.73 but reduce increasing maintenance costs from aging vehicles. A motion was made by Dr. Hemman and seconded by Ms. Koehler to turn in 5 vans and lease 4 new ones. Motion passed unanimously.

6. Executive Director's Report: The Director's Report is attached to these minutes. Mrs. Landanno asked if there were any questions regarding her Director's Report which was emailed prior to the Board Meeting. There were no questions and a motion to accept the Director's Report was made by Ms. Clemons and seconded by Ms. Holmes. Motion passed unanimously.

7. New Business: There was no new business to discuss.

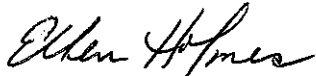
8. Future Agenda Items: No future items were discussed.

9. Adjournment: A motion was made by Ms. Holmes and seconded by Ms. Koehler to adjourn at 5:03 p.m. Motion passed unanimously.

Respectfully submitted,



Cheryl E. Rohrig
Recording Secretary



Ellen Holmes
Secretary