

**CAPS Board of Directors Meeting Minutes**  
**February 10, 2016**

**Call to order:** At 3:32 p.m. Chairperson, Mr. Stephens called the meeting to order.

**Members present:** Ellen Holmes, Pete Stephens, Suzanne Koehler, Steve Hemman, Dianne Salcedo & Maureen Marshall. Also Present: Cindy Landanno, Justin Nussey, & Cheryl Rohrig.

**Members absent:** Anthony Polito, Denise Clemons, Tari Thomas, Rebecca Badgley & Steve Haddad.

**1. Approval of the Minutes:** Dr. Marshall made a motion, seconded by Ms. Holmes to accept the minutes as presented. Motion passed unanimously.

**2. Fiscal Update**

- FY 16 Budget Update

**3. New Hires:** Ms. Landanno presented two candidates for hire. Stephen Lewis as a behavior staff employee for the Gateway Program and Corey Bedard as a teacher assistant for the Jr. Senators Program. A motion was made by Dr. Marshall and seconded by Ms. Holmes to hire the two candidates as presented. Motion passed unanimously.

**4. Subcommittee Reports**

- Policy
  - ✓ Policy Reading
    - LEP Policy - 2nd Reading. A motion to accept the LEP Policy as a second reading was made by Dr. Marshall, seconded by Ms. Holmes. Motion passed unanimously.
- Finance
  - ✓ Minutes: Minutes from the previous Finance Subcommittee meeting were available but need to be reviewed and voted by the subcommittee then brought forward at the next board meeting for approval.
  - ✓ Draft FY 17 Budget. Ms. Landanno presented the FY 17 Budget in a draft form. Members discussed some format changes and asked questions. The finance subcommittee will meet again March 2 for more revisions and work on the budget. Ms. Landanno also presented a Budget summary with points she wished to explain concerning the FY 17 Budget
  - ✓ Capital Reserve Definition. Ms. Landanno presented a Capital Reserve Fund Definition for consideration. Dr. Marshall mentioned that this and the Capital Plan were both recommended by the Treasurer. A motion was made by Dr. Hemman and seconded by Ms. Holmes to accept the Capital Plan as presented. Motion passed unanimously.
  - ✓ Capital Reserve Plan FY 16. Ms. Landanno presented a Capital Reserve Plan for FY16 as recommended by the Treasurer. A motion was made by Dr. Hemman and seconded by Ms. Holmes to accept the Capital Reserve Plan for FY16 as presented. Motion passed unanimously.
- Warrant - meets every other week
- Facilities - no meetings held

**5. Executive Director's Report** -attached to these minutes

6. *New Business:* Nothing to discuss.

7. *Future Agenda Items:* No items discussed.

8. *Adjournment:* A motion was made by Dr. Marshall and seconded by Ms. Koehler to adjourn at 4:25 p.m. Motion passed unanimously.

Respectfully submitted,



Cheryl E. Rohrig  
Recording Secretary



Ellen Holmes  
Secretary



## **CAPS Collaborative**

### **Director's Report**

**February 10, 2016**

**Health Insurance and other benefits:** This past month we have met with our broker and reviewed options for health insurance renewal. It appears that going out to bid would not net us any better offer than was presented by Harvard Pilgrim, our current provider, for a no bid option. They have locked in at an increase of 8% which is significantly lower than the current market trend of 13%. CAPS has changed insurance carriers several time in the last few years and it was felt that this rate increase coupled with staying consistent for another year would be in our employees best interest. February is open enrollment month and two informational sessions will be offered for all staff. Not only are these sessions geared to new members but will review the current options available through our plan and help staff take advantage of some Health Care program benefits that they don't seem to understand or use to their fullest advantage.

**Potential new Member District:** I have been meeting with several area Special Education Directors with the emphasis on showcasing our programs, gathering information on district needs and explaining our additional services. In two cases, I have also explained the advantages for fiscal savings for member districts. I have reviewed the process for bringing a new member district into our organization and while a bit cumbersome it would be worth pursuing. I will keep you updated on this status and may reach out to you to speak to a superintendent or special education director about your experience as a Member District.

**Marketing Materials:** Closely related to seeking new members is a real need for current, attractive and appropriate marketing materials. While most inquiry about our programs can be addressed through our website it is clear we need to create other materials to highlight CAPS

Collaborative programs and services. Justin and I have met with a woman who does this work as a side business and she is going to create a sample of several types of marketing materials for us to review. While this will cost a little bit of money I think the cost will be well worth the exposure it will create. One of my focus goals for the year is to expand our program catchment area. These marketing materials will help me reach out to the western part of the state as well as southern New Hampshire.

**Recycling Program:** Justin Nussey, our Business Manager has made a connection with the Green Up our Schools Program. This group has awarded CAPS Collaborative \$1000 in grant money to start up a recycling program in our Gateway School. This student organized program is up and running and is a giant step to making our school more green. Students have reached out to other tenants in our building and everyone is involved. Students collect recycling from classroom and office bins weekly and the landlord has supplied a recycling dumpster. This group effort is very motivating for our students and Justin should be recognized for the efforts he has put into seeing this project happen. Thanks Justin!!!

**School Resource Officer:** We have been working with the Westminster Police Department around establishing a partnership. Our Gateway program would greatly benefit from a positive relationship with the police. We are working on creating a plan to have an officer here several days a week to establish relationships and support our program staff around working with our unique population. The Chief is very receptive and we are working on a MOA to define what this might look like in the Gateway Program. The staff and several of the police officers are very excited about this possibility.

Respectfully Submitted:

Cindy Landanno  
Executive Director  
CAPS Collaborative