

**CAPS Board of Directors Meeting  
Minutes of April 13, 2016**

**Call to order:** At 3:35 p.m. chairman Mr. Peter Stephens called the meeting to order.

**Members present:** Steve Meyer, Peter Stephens, Denise Clemons, Suzanne Koehler, Steve Hemman, Dianne Salcedo, Tari Thomas, Maureen Marshall & Rebecca Badgley.

**Also present:** Murray Cox, Justin Nussey, Cindy Landanno, Larry Murphy and Cheryl Rohrig

**Members absent:** Ellen Holmes

**1. Motion to accept the Minutes:** Dr. Marshall made a motion, seconded by Ms. Salcedo to accept the minutes of the March 9, 2016 Board Meeting as presented. Motion passed unanimously.

**2. Fiscal Update:**

- FY 16 Budget Update
- Donations. Ms. Landanno presented two donations. One from the former Director, Dr. McCaul for \$250.00 which he hoped would be used for OT and PT equipment. A motion was made by Dr. Marshall, seconded by Dr. Hemman to accept the \$250.00 donation. Motion passed unanimously.

The second donation is from the Nicholas James Foundation in Leominster. This organization has provided 9 iPads to our teachers with the stipulation that they will remain as property of CAPS if the teachers leave employment.

**3. New Hires:** Ms. Landanno presented two new candidates for Board approval. Alisha Pierce is a Paraprofessional in the Gateway Program and David Macpherson is a BCBA. Dr. Marshall made a motion seconded by Ms. Koehler to hire the two candidates as presented. Motion passed unanimously.

**4. Subcommittee Reports:**

- Policy - no meeting. Ms. Landanno told the Board that there are two policies that need to be implemented. The first is a policy on Opioid/Narcan, which is available in the Gateway Program. The second is a Fingerprinting Policy which DESE has published as a model policy. After a short discussion, it was decided that Ms. Landanno would write these policies and present them at the next Board Meeting which will be June 8, 2016.
- Finance Subcommittee:
  - ✓ Minutes: Dr. Marshall presented the minutes of the March 2, 2016 meeting. Ms. Koehler made a motion seconded by Ms. Salcedo to approve the minutes as presented. Motion passed unanimously.
  - ✓ FY17 Budget: Dr. Marshall presented the Budget for FY17 explaining that the subcommittee has worked on this budget and Mr. Nussey and Ms. Landanno have made revisions and presented a very clear and thorough budget. The Budget has had a Public Hearing and is ready to be voted on by the full Board.
    - Operating Budget FY17. Dr. Hemman made a suggestion to use the word Excess on the Budget as opposed to Net Profit, and the members agreed this was a better way to define the excess funds. Dr. Marshall made a motion to accept the Operating Budget FY17 as presented. Motion was seconded by Ms. Koehler. Motion passed unanimously.

➤ Capital Reserve Budget FY17. Dr. Marshall asked Mr. Cox, Treasurer, to explain the Capital Reserve Budget for FY17. Mr. Cox outlined the three year Capital Plan and how the money could be used. Ms. Koehler made a motion seconded by Ms. Badgley to approve the Capital Reserve Budget for FY17 as presented. Motion passed unanimously.

- Warrant Subcommittee - meets every other week
- Facilities Subcommittee - no meeting

**5. Executive Director's Report:** Ms. Landanno talked about the Annual report that was submitted to DESE for review. The Department identified some sections in the Auditor's report requiring clarification. A response was submitted to the DESE. Ms. Landanno will meet with several Board Members in a subcommittee to address the current policy around Health Insurance benefits for retirees and the long term impact. She also mentioned letters being sent to School Committee Chairpersons regarding appointments for CAPS Board Members for next year. She also talked about PD opportunities and sign language training being arranged for the near future. Space for FY17 is confirmed in most districts for next year. And finally the possibility of more office space in the central office due to the possibility of FLLAC moving to a new location. Ms. Landanno will have several options in repurposing this space and will keep the Board informed.

**6. New Business:**

- Board appointments letters
- Annual Report DESE letter & Response


**7. Future Agenda Items**

- Executive Director Evaluation. Dr. Marshall has requested a new evaluation form be developed for Ms. Landanno's evaluation as the old form is dated. Mr. Stephens stated once developed it should be distributed to the Members and then returned to Ms. Rohrig where he will compile an evaluation based on everyone's input.
- Treasurer Evaluation. Ms. Landanno stated the Treasurer needs to be evaluated before the June meeting.
- Annual Treasurer appointment. The Treasurer is appointed for a year at a time and will need to be appointed at the June meeting.
- Annual Auditor appointment. The Auditor has previously been appointed yearly. Dr. Hemman suggested Ms. Landanno explore the possibility of a three-year contract to see if the cost might be less.

**7. Adjournment:** A motion was made by Ms. Clemons and seconded by Dr. Marshall to adjourn at 4:29 p.m. Motion passed unanimously.

Respectfully submitted,

  
Cheryl E. Rohrig  
Recording Secretary

  
Peter Stephens  
Chairperson