

CAPS Collaborative Board of Director's Meeting  
2 Narrows Road, Westminster, MA 01473  
September 14, 2016

Agenda

Introduction of New Board Members

1. Approval of Minutes: June 8, 2016
2. Election of Board Officers
3. Fiscal Update
  - FY 16 Budget
  - FY 17 Budget
4. New Hires: (voting item), [Rachael Chapman, Melissa Edson, Ashley Tarckini, Erin Greene, Marloe Swenson, Mallory Ellis, Rachel Money, Jessica White, Sarah Marshall, Sheena Swanson, Jessica Nobrega, Marie Woodard, Robin Dentler].
  - Program Updates
5. Subcommittee Reports – Reorganization
  - Policy Subcommittee– no meeting
  - Finance Subcommittee – no meeting
  - Warrant Subcommittee (ongoing bimonthly)
  - Facilities Subcommittee – no meeting
6. Executive Director's Report (Information & discussion)
7. Old Business
  - Correspondence – FLLAC
8. New Business
  - OPEB Board Discussion
  - 2015 DESE Fiscal Audit
  - 2016-2017 Meeting Schedule
9. Future Agenda Items
  - Employee handbook
10. Adjourn

**CAPS Board of Directors Meeting  
Minutes of June 8, 2016**

**Call to order: at 3:37 p.m. Chairperson, Mr. Peter Stephens called the meeting to order.**

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

**Members absent:** Steve Hemman

**Also present:** Michelle Griffin DESE, Justin Nussey, Cindy Landanno & Cheryl Rohrig

**1. Motion to accept the Minutes:** A motion to approve the minutes of April 13, 2016 was made by Dr. Marshall, seconded by Ms. Clemons. Motion passed with Ms. Corbosiero abstaining.

**2. Fiscal Update**

- **FY 16 Budget Update.** Ms. Landanno spoke about the year and budget she inherited. She feels the year will be ended in the black, with a tight control on spending and careful staffing during the year. CAPS has experienced increased enrollment with referrals still on the rise. The Budget Updates will continue to be presented in this format to keep the Board informed of the Fiscal Status at all Board Meetings.

**3. New Hires: Debra Boyle, Muriel Nance, Tim McKeen & Jessica Miller.** Ms. Landanno presented the resumes of the new hires, one being a teacher to replace a teacher who resigned and the other three being paraprofessionals to replace those who resigned or being added because of an increase in student population. A motion was made by Dr. Marshall and seconded by Ms. Holmes to hire the four new staff members as presented. Motion passed unanimously.

**4. Subcommittee Reports**

- Policy Subcommittee - no meeting
- Finance Subcommittee - no meeting
- Warrant Subcommittee - Mr. Stephens appointed Ms. Holmes to the Warrant Subcommittee to replace Dr. Hemman who has retired.
- Facilities Subcommittee - no meeting

**5. Appointment**

- **Audit Firm:** Ms. Landanno presented a contract for McCarthy Hargrave, the current auditor for next year, with a \$300 increase. She explained she has requested a 3 year contract from them, anticipating negotiating the fee if necessary. Dr. Marshall made a motion seconded by Ms. Clemons to hire McCarthy Hargrave as the auditor. After a discussion Dr. Marshall made an amendment to her motion. The motion was then to hire McCarthy Hargrave as the auditing firm, and if Ms. Landanno received a

three year proposal a new vote will be taken to hire the firm for a three year contract. Motion was seconded by Ms. Clemons. Motion passed unanimously.

- **Treasurer:** Ms. Landanno spoke about Murray Cox and his dedication and commitment to CAPS. She recommended reappointing him as Treasurer. A motion was made by Ms. Holmes and seconded by Ms. Koehler to reappoint Murray Cox as Treasurer. Motion passed unanimously.

**6. Executive Director's Report.** Ms. Landanno spoke about Graduation, Board Member appointments, the Summer Program, and the Handbook Committee. She asked for volunteers to work with her over the summer regarding changes and revisions that could be brought to the Board in the fall for approval. She also thanked the Board Members for their support over the year and said that she has enjoyed her first year as Executive Director and is looking forward to new endeavors in the next few years.

## 7. Old Business

- **MOA with Police Department.** Ms. Landanno provided the Members a copy of the MOA with the Westminster Police Department and explained how the billing is handled for the SRO. She said the MOA was a standard contract presented by the Police and spoke of the benefit of having a Resource Officer involved with the students. A motion was made by Ms. Holmes and seconded by Ms. Corbosiero to accept the MOA with the Westminster Police Department as presented. Motion passed unanimously.
- **Capital Reserve Fund.** Ms. Landanno explained the procedure we followed for establishing a Capital Reserve Fund missed a step in the process. The Board had voted to establish the fund, but the correct procedure was to have the School Committees vote to approve this procedure first. An affirmative vote completed by more than 2/3 of the School Committees would require the Board to now vote again on establishing a Capital Reserve Fund. A motion was made by Ms. Holmes seconded by Ms. Koehler to establish a Capital Reserve Fund. Motion passed unanimously.

A second motion was made to move the \$304,000.00 to the Capital Reserve Fund by Ms. Corbosiero, seconded by Ms. Koehler. Motion passed unanimously.

## 8. New Business

- **Executive Director Evaluation.** Mr. Stephens told the Members that he had compiled Ms. Landanno's evaluation based on those returned. He commended Ms. Landanno for doing a good job and moving CAPS forward. He said that he had met with Ms. Landanno and gone over the evaluation and included a copy of the combined evaluation which is signed by both Ms. Landanno and himself in each Member's packet.
- **OPEB overview.** Ms. Landanno said the Finance Subcommittee is reviewing options with Mr. Nussey and herself concerning the benefit currently being offered for health insurance for retirees. The subcommittee will continue to explore options for ways to offer a benefit to employees who are retiring. The Collaborative may need to consider something different than what is currently offered as this offering could become so burdensome financially that eventually it will bankrupt the organization. More options will be explored and brought to the full Board for a vote in the future.
- **2016-2017 Meeting Schedule.** Mr. Stephens presented the Members with a schedule for Board Meetings for next year that mirrors the current year schedule with two meetings being noted "if necessary". A motion by Ms. Clemons seconded by Ms. Thomas to adopt the meeting schedule as presented. Motion passed unanimously.

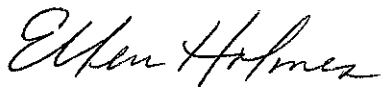
**9. Future Agenda Items.** No future items discussed.

**10. Adjournment:** A motion was made by Ms. Koehler and seconded by Ms. Thomas to adjourn at 4:31 p.m. Motion passed unanimously.

**Respectfully submitted,**



**Cheryl E. Rohrig  
Recording Secretary**



**Ellen Holmes  
Secretary**

## 2016-2017 BOARD MEMBERS

<b>Ash./West.</b>	<b>Ellen Holmes</b> <b>36 Spruce Drive</b> <b>Ashburnham, MA 01430</b> <b><u><a href="mailto:eholmes@awrsd.org">eholmes@awrsd.org</a></u></b>	<b>978.827.9982</b> <b>401.575.6962 (c)</b>
<b>Athol</b>	<b>Steve Meyer</b> <b>P. O. Box 968</b> <b>1062 Pleasant St.</b> <b>Athol, MA 01331</b> <b><u><a href="mailto:smeyer@arrsd.org">smeyer@arrsd.org</a></u></b>	<b>978.249.2400</b> <b>fax 978.249.2402</b>
<b>Fitchburg</b>	<b>Pete Stephens</b> <b>376 South St.</b> <b>Fitchburg, MA 01420</b> <b><u><a href="mailto:pearlhillers@msn.com">pearlhillers@msn.com</a></u></b>	<b>978.660.3478 (c)</b> <b>978.345.6151</b>
<b>Gardner</b>	<b>Denise Clemons</b> <b>70 Waterford St.</b> <b>Gardner, MA 01440</b> <b><u><a href="mailto:clemonsd@gardnerk12.org">clemonsd@gardnerk12.org</a></u></b>	<b>978.632.1000</b> <b>978.360.2224 (c)</b> <b>fax 978.632.1164</b>
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8/24/16

CAPS COLLABORATIVE  
2016-2017  
BOARD OF DIRECTORS' MEETING SCHEDULE

September 14, 2016

October 12, 2016

December 14, 2016

January 11, 2017 (if necessary)

February 8, 2017

March 8, 2017

April 12, 2017

May 10, 2017 (if necessary)

June 14, 2017

*Please Note: Meetings are scheduled for 3:30 p.m. on Wednesdays*