

**CAPS Board of Directors Meeting  
Minutes of September 14, 2016**

**Call to order:** Chairperson Peter Stephens called the meeting to order at 3:31 p.m.

**Members present:** Ellen Holmes, Steve Meyer, Peter Stephens, Suzanne Koehler, Chris Casavant, Dianne Salcedo, Tari Thomas, Maureen Marshall, and Larry Murphy.

**Also present:** Sheri D'Annolfo, Jennifer Gates, Justin Nussey, Cindy Landanno and Cheryl Rohrig.

**Members absent:** Denise Clemons and Rebecca Badgley.

Chairperson Mr. Stephens asked for an introduction of all Board Members.

1. **Motion to accept the Minutes:** A motion was made by Dr. Marshall and seconded by Ms. Holmes to approve the minutes of the June 8, 2016 meeting. Motion passed unanimously.
2. **Election of Board Officers:**
  - **Chairperson:** A motion was made by Ms. Holmes, seconded by Dr. Marshall to elect Mr. Stephens as Chairperson. Motion passed unanimously.
  - **Vice Chairperson:** A motion was made by Ms. Koehler, seconded by Ms. Salcedo to elect Ms. Holmes as Vice Chairperson. Motion passed unanimously.
  - **Secretary:** A motion was made by Ms. Holmes, seconded by Ms. Salcedo to elect Dr. Marshall as Secretary. Motion passed unanimously.
3. **Fiscal Update.** Ms. Landanno gave a brief update of FY 16, explaining that Mr. Nussey will be closing out FY 16 and preparing for the upcoming audit. She also spoke briefly on the status of CAPS and the increase in students presently, and the positive financial impact this has on the organization. Last year at the beginning of the school year there were 101 students enrolled. This year there are 121.
4. **New Hires.** Ms. Landanno explained the need for 13 new hires was due to the loss of 10 employees through retirements, some not returning from maternity leave or other life events, and some resignations. Also, with the increase in students and the need to start a new middle school classroom in the Gateway school, there was a need for more staff. She presented the following resumes for consideration: Rachael Chapman, Melissa Edson, Ashley Tarckini, Erin Greene, Marloe Swenson, Mallory Ellis, Rachel Money, Jessica White, Sarah Marshall, Sheena Swanson, Jessica Nobrega, Marie Woodard and Robin Dentler. A motion was made by Dr. Marshall, seconded by Ms. Salcedo to hire the staff as presented by Ms. Landanno. Motion passed unanimously.

Ms. Landanno introduced Jennifer Gates, Program Director for the Gateway Programs and Sheri D'Annolfo, Program Coordinator for the Satellite Programs. Ms. Gates gave an update on the Program, located at Sonoma Square and explained the need for the new middle school classroom. Ms. D'Annolfo gave an overview of the Satellite Programs, and explained the desire to expand the program at Hubbardston Center School if a teacher could be found with the correct licensure. She also spoke about the Programs at R. C. Mahar, Winchendon, Oakmont and the Deaf Program at Westminster.

5. **Subcommittee Reports-Reorganization.** Mr. Stephens explained there were no meetings to report on and then appointed members to Subcommittees for the new school year. The committees are as follows:

- Finance: Chairperson – Ms. Koehler, Dr. Marshall, Mr. Stephens
- Warrant: Mr. Stephens, Dr. Marshall, Ms. Holmes
- Policy/Personnel: Chairperson-Ms. Thomas, Dr. Meyer, Ms. Salcedo
- Facilities: Ms. Clemons, Mr. Murphy, Dr. Casavant

6. **Executive Director's Report.** Ms. Landanno gave a brief summary of her Director's Report which was sent to Members prior to this meeting.

7. **Old Business.** Ms. Landanno summarized a letter sent by Dr. Richard Murphy, Executive Director of FLLAC thanking her for the space that was utilized by his central office staff at the Sonoma Square building for the past two years, and encouraged the continued joint ventures between FLLAC and CAPS.

8. **New Business.**

- OPEB overview. Ms. Landanno spoke briefly about the current benefit of health insurance for retirees and the need to review and consider changing this benefit. Mr. Stephens spoke about the new option presented by Mr. Cox, CAPS Treasurer, and the Board had a discussion about this option. Dr. Marshall expressed her desire to look at this issue more closely and discuss the best option for the future of the organization. Ms. Landanno explained this issue needs to be discussed and voted during the next Board Meeting as the Board discussion will impact the annual audit.

9. **Future Agenda Items**


- Employee handbook. Ms. Landanno told the Members that work on the Employee Handbook is progressing. She had a subcommittee of employees who helped review the current handbook and edits are taking place currently. She will be bringing the edited version to the Members soon.

10. **Adjournment:** A motion to adjourn was made by Ms. Holmes, seconded by Ms. Salcedo at 4:59 p.m. Motion passed unanimously.

Respectfully submitted,



Cheryl E. Rohrig  
Recording Secretary



Maureen Marshall  
Secretary