

**CAPS Board of Directors Meeting
Minutes October 19, 2016**

Call to order: At 3:39 p.m. Chairperson Mr. Pete Stephens called the meeting to order.

Members present: Ellen Holmes, Steve Meyer, Pete Stephens, Suzanne Koehler, Dianne Salcedo, Rebecca Badgley and Larry Murphy.

Also present: Murray Cox, Justin Nussey, Cindy Landanno, and Cheryl Rohrig.

Members absent: Denise Clemons, Chris Casavant, Tari Thomas, and Maureen Marshall.

1. Approval of the Minutes. Ms. Holmes made a motion seconded by Ms. Salcedo to approve the minutes of the September 14, 2016 meeting. Motion passed unanimously.

2. Fiscal Update.

- **FY 17 Budget.** Ms. Landanno gave an update of the FY17 Budget. There was a short discussion of the Aging Receivables and a request that Members be updated at each meeting.
- **FY 16 Closing/Audit.** Auditors are scheduled to come the week of October 24, 2016. Mr. Nussey will supply information and documents. A draft document will be furnished to the Finance Subcommittee in November/December and brought to the full Board for a vote in December.

3. New Hires. Ms. Landanno presented one resume for a Behavioral Specialist Position and explained that Tiffany Hermans came with a background of skill to work with the Gateway student population. A motion was made by Ms. Koehler seconded by Ms. Holmes to hire Tiffany Hermans as a Behavioral Specialist. Motion passed unanimously.

4. Subcommittee Reports.

- **Policy – no meeting (Fiscal Policy in November)**
- **Finance Subcommittee – no meeting (Audit Draft November)**
- **Warrant Subcommittee – ongoing bimonthly**
- **Facilities Subcommittee – no meeting**

5. Executive Director's Report. Ms. Landanno reported the DESE Fiscal Audit took place the week of September 26. Ms. Landanno also noted some staff concerns around the pay scales of the teacher assistants. There are three scales, one for Teacher Assistants, one for Educational Paras and one for Licensed Paras. There seems to be some confusion with the first two scales as they seem to have been used interchangeably over time. This has created a situation of some staff who have been long time employees now being paid less than new staff being hired, doing the exact same jobs. She asked that when the Finance Subcommittee meets in November this situation could be considered to try to find a remedy for a situation which is causing some unrest among employees. Ms. Landanno also briefed the Members on Professional Development which has taken place and ideas for future Professional development. The Annual Report is now being worked on and will be presented at the December meeting for approval to meet the January 1, 2017 deadline with DESE. Ms. Landanno also offered to attend a school committee meeting in any district to update any district's committee on CAPS programs and partnerships with the districts.

6. Old Business.

- **OPEB Discussion.** Ms. Landanno presented documents of proposed change considerations to the CAPS Retiree Employee Benefit. She asked Mr. Cox, CAPS Treasurer to address the options and changes being considered. Mr. Cox explained the considerations and his recommendation to eliminate the benefit as it stands currently. He also addressed what would be required if the benefit was not eliminated and some of the options to consider in ending this benefit. After a discussion by the Members a motion was made by Ms. Koehler, seconded by Dr. Meyer to eliminate the current employee retirement Health Insurance benefit as outlined in the CAPS employee Handbook dated July 1, 2006. This change will be retroactive to July 1, 2015. Motion passed unanimously.
- Dr. Meyer made a motion, seconded by Ms. Holmes, to establish a Grandfathered Clause, establishing a new retiree health insurance benefit for employees who meet the criteria of retiring at the age of 60 or older, until 65, work full time, participate in health insurance for at least one year before retirement, and have been employed at least 10 years at the time of retirement. Retirement must be within the next 5 years, or by October 19, 2021. Motion passed unanimously.
- Mr. Murphy made a motion, seconded by Ms. Koehler to establish a discretionary employee match saving/investment benefit for all employees with the Board determining the amount of the annual match during the budget process. Motion passed unanimously. (Finance Subcommittee will review options and bring recommendation to the Board at a future meeting.)

7. New Business.

- 2015 DESE Fiscal Audit update. Ms. Landanno spoke of the DESE Audit for FY 16 which just occurred and stated that the Auditor was satisfied with the fiscal information presented by Mr. Nussey. She said she should have a draft report and hopes to bring it to the Finance Subcommittee as soon as it is received in November. A final report will be presented to the whole Board at a future meeting.

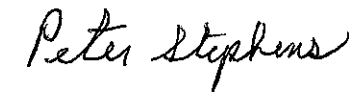
8. Future Agenda Items.

- Employee handbook. Ms. Landanno stated the Employee Handbook has been reviewed by herself and a subcommittee of employees and Board Members for changes and is currently in a draft form that will be updated to reflect the new change in Retiree Health Insurance Benefit and brought to the Board Meeting in December for review and discussion by the Board.

9. Adjournment. At 4:47 p.m. Ms. Holmes made a motion to adjourn, seconded by Ms. Koehler. Motion passed unanimously.

Respectfully submitted,


Cheryl Rohrig
Recording Secretary


Peter Stephens
Chairperson