

CAPS Board of Directors Meeting

Minutes December 14, 2016

Members Present: Ellen Holmes, Dianne Salcedo, Tari Thomas, Denise Clemons, Chris Casavant, Larry Murphy, Pete Stephens, Sue Koehler,

Also Present: Murray Cox, Al Hargrave, Cindy Landanno

Members Absent: Maureen Marshall, Rebecca Badgley, Steve Meyer

Approval of Minutes. Ms. Holmes made a motion seconded by Ms. Salcedo to approve the minutes of the October 19, 2016 CAPS Board meeting. Motion passed unanimously.

Fiscal Update:

Independent Audit presentation. Al Hargrave the auditor presented the independent audit report to the Board for approval. He read the Management Letter and a letter to the Board of Directors which identified no audit concerns. He mentioned the continued adverse opinion and the Collaboratives direction to forgo GASB 45 without conducting an actuarial study. In 2018 the Collaborative will adopt GASB 45 based on removal of the retiree health insurance benefit. Surplus was identified as \$196,116. Ms. Holmes made a motion, seconded by Ms. Salcedo to accept the annual audit as presented. Motion passed unanimously.

2016 Cumulative Surplus Funds: Mr. Hargrave presented information on the formula used by the state to determine annual cumulative surplus funds. 2016 annual surplus funds as of June 30, 2016 were identified as \$1,796,365. Ms. Koehler made a motion seconded by Ms. Holmes to retain the cumulative Surplus funds as presented. Motion passed unanimously.

FY17 Budget Update: Ms. Landanno presented information on current profit and loss report, projected budget, and three-year comparison. In addition, a new document was distributed identifying accounts receivable. A short discussion took place regarding nonmember payment requests and procedures.

2016 Annual Report: Ms. Landanno presented the 2016 annual report highlighting several sections. She discussed the alignment of fiscal information reported and the annual audit. Ms. Koehler made a motion seconded by Ms. Holmes to accept the annual report as presented. Motion passed unanimously.

New Hires: Ms. Landanno presented information on several resignations and several new hires based on filling open positions and the need to expand staffing to meet student need. Ms.

Holmes made a motion seconded by Ms. Salcedo to accept the new hires as presented. Motion passed unanimously.

Subcommittee Reports:

Policy subcommittee: Ms. Thomas reported that the policy subcommittee had worked on several policies bringing these policies up to date and into compliance. Policy subcommittee will continue to work on updating policy and also are committed to working on the employee handbook policies as well. Ms. Holmes made a motion seconded by Ms. Salcedo to accept the first reading of the Fingerprint, Naloxone and Substance Use and Prevention policies. Motion passed unanimously.

Finance Subcommittee: Ms. Koehler reported on the work of the Finance subcommittee discussing how they had met two times and created language for the new 403(B) benefit for staff as well as the paraprofessional pay scale. Ms. Koehler made a motion seconded by Mr. Murphy to accept the minutes from their November 15, 2016 subcommittee meeting. Minutes accepted unanimously.

Ms. Landanno presented information on the 403(B) benefit and reported that Attorney Gini Tate had provided initial approval but had passed the language on to Attorney Fox, an HR law specialist. Ms. Koehler made a motion seconded by Ms. Holms to accept the 403 (B) language as presented allowing for edits if the HR lawyer had additional language suggestions. Motion passed unanimously.

Ms. Koehler presented information on the subcommittee's work to combine the paraprofessional scales to eliminate three scales. Mr. Nussey had created a document that summarized the impact of the scale merger and presented cost factors associated. Ms. Koehler made a motion seconded by Mr. Murphy to accept the paraprofessional Pay scale merger with a start date of January 2017. The final scale configuration will be reviewed by the subcommittee at their next meeting. Motion was approved unanimously.

Warrant Subcommittee: Ongoing no report

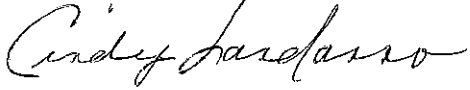
Facilities Subcommittee: No meeting

Director's Report: Ms. Landanno reported that the Gateway school had celebrated with the police and Fire department recognizing their hard work. She mentioned that the administrative team had begun early budget discussions, looking at existing programs and needs for expansion. Referrals continue to come in and programs continue to grow. CAPS is committed to careful growth considering quality and capacity. She introduced a plan for an all staff meeting in early February to discuss benefits and employee options with all staff. Calendars will

be adjusted for this half day. Ms. Landanno highlighted a professional development offered to Fitchburg staff and highlighted PD that CAPS can offer districts.

Meeting Adjourned at 4:46 PM

Respectfully Submitted:

Handwritten signature of Cindy Landanno in cursive script.

Cindy Landanno
Executive Director

Handwritten signature of Peter V. Stephens in cursive script.

Peter Stephens
Chairperson