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CAPS Collaborative

Director's Report

April 12, 2017

CAPS Collaborative Presentations: I have had the opportunity this year to present several times at Member District School Committee meetings. Each time I have found the experience to be very positive and have enjoyed providing information on our programs and the support we can offer districts. I have been able to talk about how we are trying to keep our costs down and be an excellent value to the districts. Keeping our tuition at last year's price and not increasing related services is something that all the districts have expressed appreciation of. The presentations also give us an opportunity to showcase certain programs and market services and highlight specializations that districts may not know we offer.

Professional Development Center: We have seen a significant increase in the use of our professional development center. The Department of Elementary and Secondary Education has used the space several times for regional meetings. The regional DSAC and Central Mass DSAC group uses the PD Center every month. West Ed has rented the space and we were able to hold the Division 4 Legislative Breakfast in the PD center last month. We have several other smaller conference rooms and are always willing to host meetings if our member districts find themselves looking for a centrally located meeting space.

Job Alike Groups: CAPS Collaborative has hosted several job alike groups meeting here at CAPS Collaborative. Each month we host a joint regional Special Education Director Meeting with FLLAC. These meetings are well attended with guest speakers as well as networking time. We hold a job alike group for district Special Education Team Chairs. This group is the brain child of Kristin Campione, Special Education Director, from the Quabbin Regional District. She and I have worked all year to provide speakers and PD opportunities for this very specialized group. The meetings are well attended and provide not only information but a support group as well. We host a regional SEPAC group that has met three times this year. This group has worked on regional trainings as well as networking. Lastly, I have plans to kick off a school psychologist job alike group this spring. I am open to other suggestions for job alike groups please let me know if you have need.



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Sonoma Square Space: A second floor space has opened in the Sonoma Square building in the area that houses most of our Gateway Program. I am interested in exploring if this space is needed to assist us as we continue to expand programming and services. I have told the landlord that we would like first refusal rights and I am seeking to meet with the Facility Sub-committee as soon as possible to discuss the possibility of adding this space to our program planning for next year. Our lease for the entire program space will be up next year and we will need to negotiate a new lease this time next year.

Employee Guidelines and Benefits Book: We have finally completed our review of the Employees Handbook. This was a process that I started when I first joined CAPS last year. The Handbook had not been reviewed for quite some time and needed updating. The process started with an internal review by the program administrators, HR and Finance Manager. Last year a group of employees, representative of each program, joined me to review the Handbook. After that process, the Handbook was brought to our Policy Sub-committee for review earlier this year. The last step was for the book to be reviewed by our legal counsel. Gini Tate reviewed the Guidelines last month and the Board will be asked to vote to accept the Book as printed. Once we have a full board approval we will make sure all employees are provided a copy and employees will submit a sign off that they have reviewed the document. This has been a lengthy process but I am very pleased with the end results and feel that the new document represents our current practices, is up to date with current law and best practice and provides a clear guide for our employees. Thank you for your support during this process.