

CAPS Board of Directors Meeting
Minutes of March 8, 2017

Call to order: At 3:30 p.m. Chairperson Peter Stephens called the meeting to order

Members present: Ellen Holmes, Steve Meyer, Pete Stephens, Suzanne Koehler, Chris Casavant, Maureen Marshall, and Larry Murphy.

Members absent: Mark Pellegrino, Dianne Salcedo, Tari Thomas and Rebecca Badgley.

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

1. Motion to accept the Minutes. Dr. Marshall made a motion seconded by Ms. Holmes to accept the minutes of the February 8, 2017 meeting. Motion passed unanimously.

2. Fiscal Update

- **FY 17 Financial Update**

3. New Hires. Ms. Landanno presented a resume for a new hire. Kimberly Jaksina is a COTA who was hired to work in the Quabbin District. A motion was made to approve the hiring of Kimberly Jaksina by Dr. Marshall, seconded by Ms. Holmes. Motion passed unanimously.

4. Subcommittee Reports

- **Policy Subcommittee**

- ✓ **Approval of the minutes.** A motion was made by Dr. Marshall, seconded by Ms. Koehler to accept the minutes of the subcommittee meeting of 1/17/17. Motion passed unanimously.
- ✓ **Update on status of Employee Guidelines & Procedures document.** Ms. Landanno reviewed the progress of the Employee handbook and explained that it is now being reviewed by Ginny Tate for legal edits. More information will be presented at the next Board Meeting if it is back by then.

- **Finance Subcommittee**

- ✓ **Approval of the minutes.** A motion was made by Dr. Marshall, seconded by Dr. Casavant to accept the minutes of the subcommittee meeting of 1/19/17. Motion passed unanimously.
- ✓ **Draft 2018 Budget.** Ms. Koehler asked Ms. Landanno to present the 2018 Draft Budget that has been overseen by the Subcommittee. Ms. Landanno summarized the budget and the amount of students it is based on with a 0% increase in tuition and contract service and transportation rates. The budget includes a 2% cost of living increase for staff and a 9.95% increase in Health Insurance premiums. She explained the 401k match funds budgeted are at a \$1,000 max per participant (currently 47 employees enrolled in the program). She also discussed some changes to programming, including the possibility of closing the Middle/High School Deaf Hard of Hearing Program but relocating the staff to other positions to provide services for the two students who would be displaced, and adjusting the tuition rate of the Gateway Link Program down by 23% to make the program more marketable. She also proposed some new classrooms that are included in the budget including one in the Kelly Day Elementary Program, one for the Deaf Hard of Hearing Program at the Elementary level and one in the Gateway Middle school, explaining this would necessitate hiring three new teachers. There is also a need for an Assistive Tech and part time Speech Pathologist to meet the growing demands in the community. She explained this proposed FY18 budget is funded by a \$40,000 transfer from the CAPS Fund Balance.

Dr. Marshall made a motion, seconded by Mr. Murphy to move the draft budget forward by scheduling a public hearing before the next Board Meeting, then presenting the budget for a Board vote on April 12, 2017. Mr. Stephens took a roll call vote for approval. Roll call as follows:

Mr. Murphy	Yea
Dr. Casavant	Yea
Ms. Holmes	Yea
Dr. Marshall	Yea
Dr. Meyer	Yea
Ms. Koehler	Yea
Mr. Stephens	Yea

- **Warrant Subcommittee** – ongoing every other week
- **Facilities Subcommittee** – no meeting

5. Executive Director's Report. Ms. Landanno gave a brief summary of her report. CAPS hosted a joint Legislative Breakfast with MASC that was well attended. She met with a DESE representative to learn about the process to complete a mid-cycle coordinated program review. She also recognized our High School Science teacher, Tina Grammel, for receiving a Grant for her project titled "Introduction to Robotics and Engineering". CAPS will receive \$2,000 to start the project. Ms. Landanno reported that 47 staff members have opted to participate in the new 401k program. CAPS will be joining MOEC to work jointly with DESE as part of a facilitator group looking at special education and specialty education licensure as the department begins a review of license criteria. Lastly she noted that CAPS will be hosting a Blood Drive sponsored by Boston Children's Hospital on March 25, 2017 in memory of Kelly O'Brien, a former student who passed 10 years ago.

Dr. Marshall made a motion, seconded by Dr. Casavant for CAPS to write a letter to Monty Tech, requesting a meeting with the CAPS Board and/or Executive Director to collaborate on programs for Intensive Special Needs Students. Motion passed unanimously.

6. Old Business

7. Future Agenda Items

8. Adjournment. At 4:18 p.m. a motion was made by Dr. Marshall, seconded by Ms. Holmes to adjourn. Motion passed unanimously.

Respectfully submitted,


Cheryl Rohrig
Recording Secretary


Maureen Marshall
Secretary