

**CAPS Board of Directors Meeting
Minutes of April 12, 2017**

Call to order: At 3:32 p.m. Chairperson Peter Stephens called the meeting to order

Members present: Ellen Holmes, Steve Meyer, Pete Stephens, Suzanne Koehler, Maureen Marshall, Mark Pellegrino, Dianne Salcedo and Larry Murphy.

Members absent: Chris Casavant, Tari Thomas and Rebecca Badgley.

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

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

2. Fiscal Update. Ms. Landanno gave a brief overview of the current financial status. Currently there are 121 students enrolled but that enrollment can change daily, therefore the fiscal status can also change. She also mentioned the only district with an outstanding balance is the city of Boston, and how that can be a challenging to follow up on.

3. New Hires. There are no new hires for this Board Meeting.

4. Subcommittee Reports.

- **Policy Subcommittee**

- ✓ **Employee Guidelines & Procedures document.** Ms. Thomas is the chairperson of the subcommittee, and since she was not in attendance, Ms. Landanno explained how the document had been review by both the subcommittee, and Ginny Tate, who is an attorney who understands Collaboratives well. Ms. Tate made several revisions for both legal reasons and clarifications. Those revisions have all been incorporated into the document. Ms. Landanno also thanked the subcommittee for the work they had done in preparing the document for presentation. A motion was made by Dr. Marshall to adopt the Employee Guidelines & Procedures Handbook as presented. Motion was seconded by Ms. Holmes. Motion passed unanimously.

- ✓ **Investment Policy.** Ms. Landanno explained that CAPS currently has an investment policy which has language regarding investment of funds for the purpose of funding a retiree health insurance plan, which no longer exists. So therefore, the policy needs to be deleted. A motion was made by Ms. Holmes to delete the Investment Policy of 2014 as it currently stands. Motion was seconded by Ms. Salcedo. Motion passed unanimously.

- **Finance Subcommittee.**

- ✓ **FY 2018 Budget.** Ms. Koehler asked Ms. Landanno to speak about the document being presented to the Members with the FY18 Operating Budget as well as the FY18 Capital Reserve Budget. Ms. Landanno gave an overview of all the documents in the bound Budget 2017-2018 Presentation. After Ms. Landanno finished, Ms. Koehler brought up her concern that the Capital Reserve Budget should not be part of the bound presentation. She felt it was a separate document and should not be shown in the Operating Budget. After a discussion, most members present agreed that they liked the Budget Document the way it was presented and felt that it showed fiscal responsibility and transparency.

- ✓ **Report of Public Hearing.** Dr. Marshall reported the public hearing was attended by herself, Mr. Stephens, Ms. Holmes, Mr. Cox, Mr. Nussey and Ms. Landanno, and no questions were raised.
- ✓ **Recommend FY 18 Operating Budget.** Dr. Marshall made a motion to accept the FY18 Operating Budget as presented and explained. Motion was seconded by Mr. Murphy. A roll call vote was taken as follows:

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|----------------|-----|
| Mr. Murphy | Yea |
| Ms. Koehler | Yea |
| Ms. Holmes | Yea |
| Dr. Marshall | Yea |
| Ms. Salcedo | Yea |
| Mr. Pellegrino | Yea |
| Dr. Meyer | Yea |
| Mr. Stephens | Yea |

- ✓ **Recommend FY Capital Budget.** A motion was made by Dr. Marshall to accept the Capital Reserve Budget with a projected beginning balance of \$281,806.00 and planned spending of \$30,000.00 and a planned ending balance of \$251,806.00. Motion was seconded by Mr. Murphy. A roll call vote was taken as follows:

| | |
|----------------|-----|
| Mr. Murphy | Yea |
| Ms. Koehler | Yea |
| Ms. Holmes | Yea |
| Dr. Marshall | Yea |
| Ms. Salcedo | Yea |
| Mr. Pellegrino | Yea |
| Dr. Meyer | Yea |
| Mr. Stephens | Yea |

- **Warrant Subcommittee** – ongoing every other week
- **Facilities Subcommittee** – no meeting. Ms. Landanno spoke about the need to hold a subcommittee meeting soon. She has been offered more space in the building at Sonoma Square by the landlord and would like to lease the space for expansion of the Gateway Programs that are housed in the building, on a one year lease to coincide with the rest of the leased space. That lease will need to be re-negotiated during the upcoming school year and the Facilities Subcommittee will need to be involved in the lease review. After a short discussion by the members it was a clear consensus that the extra space would be a good addition and Ms. Landanno should move forward with the landlord. She will bring the subcommittee together to show them the space and tour the building as soon as a date can be arranged with the members.
 - ✓ Set meeting. Ms. Landanno will send out several dates for the members of the subcommittee to find a common acceptable date for a future meeting.
 - ✓ Appoint for vacancy. Mr. Stephens noted that the subcommittee existed now with Mr. Murphy, Dr. Casavant and Ms. Clemmons who is no longer a Board Member. He asked Mr. Pellegrino to join the subcommittee and Mr. Pellegrino agreed. Ms. Holmes added that she thought she was part of the committee and Mr. Stephens invited anyone who would like to be a part, to join in.

5. Executive Director's Report. Ms. Landanno briefly reviewed her Director's report, highlighting that she has meet with several Member School District's School Committees. She spoke of the increased use of the Professional Development Center. Also the Sonoma Square Space was discussed and the Employee Guidelines and Benefits book.

6. Old Business – Draft letter to Monty Tech. Ms. Landanno presented a drafted letter to be signed by Mr. Stephens going to the Monty Tech Superintendent. The Members agreed the letter conveyed their intentions perfectly.

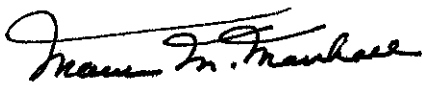
7. Future Agenda Items.

- **Edward Jones investment funds.** Ms. Landanno explained that CAPS holds an investment fund with Edward Jones. The investment needs to be reviewed by the Finance Subcommittee and a recommendation regarding the fund's future will be created. Once the Subcommittee has a recommendation, the matter will be brought to the next Board Meeting for a vote.
- **May Board meeting?** Mr. Stephens and Ms. Landanno told the Board there did not seem to be a need for a May meeting. Ms. Landanno said it would be a good time to do Subcommittee work and then have one last meeting in June to finish up business for the year. It was agreed upon to cancel the May 10, 2017 Board Meeting.

8. Adjournment. Motion to adjourn was made by Ms. Koehler and seconded by Ms. Salcedo at 4:25 p.m. Motion passed unanimously.

Respectfully submitted,


Cheryl Rohrig
Recording Secretary


Maureen Marshall
Secretary