

# CAPS Collaborative

## Director's Report

October 11, 2017

**Enrollment:** We continue to see a steady increase in our enrollment across all programs with referrals coming in from member and nonmember districts. We continuously monitor referrals and use this information to help with program planning, staff patterns and future budgeting. Our overall goals are focused on meeting the needs of our sending districts and providing the highest quality of programs to support our student populations.

**Annual Report:** Each year Collaboratives are asked to submit an annual report to DESE. The report includes information on the past years programs, cost effectiveness of programs and services, and progress with meeting the goals and objectives of the Collaborative's agreement. The report will be accepted by the Board at our December Board meeting and then forwarded to the DESE as well as all our member districts.

**Annual Audit:** During the month of October we will be working closely with our Audit Firm McCarthy and Hargrave to complete our annual audit. Several reports are being sent out to the auditors, they will spend several days on site and then will meet with our treasurer and finance subcommittee. Following guidelines from DESE as well as appropriate audit practice a final document will be presented to the Board for approval at our December Board meeting. McCarthy and Hargrave have been completing our annual audit for several years now and are becoming more and more familiar with the Collaborative and our fiscal management. We have incorporated all findings and suggestions into our fiscal planning and the audit has become an easier process as time has gone by.

**Contract Related Services:** Along with direct programs CAPS Collaborative has become quite well known for our related services and specialty services. Services include things like speech, OT, PT, Orientation and Mobility, Teacher of the Visionally Impaired, Teacher of the Deaf and school psychologists just to name a few. We provide a large quantity of related services to many of our member and nonmember districts. Many districts reach out to us when they have a staff shortage or a service need. I am happy to report that we have been able to assist many of our member districts with staff coverage for hard to find positions as well as coverage for staff leaves.

**Specialty Assessments:** An additional area of support we offer to our districts is in the form of assessments. While we frequently can assist with completing many traditional assessments, our specialized assessments are in high demand. We conduct Augmentative Communication Assessments as well as Assistive Technology Assessments. These two assessments are a notable example of the cost effectiveness of our program offerings. We can save districts thousands of dollars for these specialized assessments compared to organizations in the eastern part of the state that charge excessive prices. Staff conducting these types of specialized assessments are in high demand. One area in particular, is the Assistive Technology staff. We have received over 20 requests for Assistive Technology evaluations this fall. We are currently unable to keep up with the demand for testing and consultation. I am requesting that we create an Assistive Technology Assistant position to help meet the demand for consultation. I have surveyed the staff and we have several staff who would be able to fill this position and are willing to attend trainings.

**Mid-Cycle Review:** DESE has recently contacted us to set dates for our Mid-Cycle Review on site visits. They will be coming to the Collaborative in December spending one or two days reviewing records, visiting classrooms and looking over the Collaboratives policies and procedures. As you will recall at the end of last school year, we uploaded a variety of required documents and this information will also be incorporated into the Mid-Cycle review process.

**School Safety:** We continue to work on our school safety plan. We have had several meetings with our local police and fire departments and have been reviewing our existing procedures. We have practiced fire drills and building evacuations and the fire department conducted our annual fire inspection with minimal findings. This year we are committed to completing a comprehensive document that outlines our safety plans and procedures.

As always thank you for your continued support of the CAPS Collaborative programs.

Respectfully Submitted:

Cindy Landanno, Executive Director