

**CAPS Board of Directors Meeting
Minutes of June 14, 2017**

Call to order: At 3:44 p.m. Chairperson Peter Stephens called the meeting to order

Members present: Ellen Holmes, Steve Meyer, Peter Stephens, Suzanne Koehler, Dianne Salcedo, and Rebecca Badgley

Members absent: Mark Pellegrino, Chris Casavant, Tari Thomas, Maureen Marshall and Larry Murphy.

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

1. Motion to accept the Minutes. Ms. Holmes made a motion seconded by Ms. Koehler to accept the minutes of the April 12, 2017 meeting. Motion passed unanimously.

2. Fiscal Update.

- FY 17 Financial Update

3. New Hires. Ms. Landanno presented the following resumes to the Board for review. She explained the need for a new teacher to expand both the Kelly Day Program in Hubbardston and also the Gateway middle school position because of increased referrals. She also spoke of the opportunity to hire Pam Oddis for Orientation and Mobility and being able to offer her services to our member and non-member districts.

- Pam Oddis (O & M)
- Emma Madsen (teacher Kelly Day Hubbardston)
- Nancy Amin (Teacher Gateway middle school)

A motion was made by Ms. Salcedo seconded by Ms. Holmes to approve the hiring of the three new employees for the positions as presented. Motion passed unanimously.

4. Subcommittee Reports.

- Policy Subcommittee – no meeting
- Finance Subcommittee – Ms. Koehler recommended the revised Paraprofessional pay scale be approved by the full Board. Motion was seconded by Dr. Meyer. Motion passed unanimously. Ms. Koehler also made a motion to explore the Edward Jones Investment Fund for a possible change. Motion was seconded by Dr. Meyer. Motion passed unanimously.
- Warrant Subcommittee – on going every other week
- Facilities Subcommittee – Ms. Landanno spoke of taking the members on a tour of the building at Sonoma Square. She also told the Board that she will need to re-negotiate the lease for this space in the upcoming months and will look to the Facilities Subcommittee for input during that process.

5. Appointments: Auditor – Ms. Koehler made a motion to appoint McCarthy, Hargrave & Co. as the Auditors for the next audit. Motion was seconded by Ms. Holmes. Motion passed unanimously.

6. Executive Director's Report. Ms. Landanno summarized her report, speaking of the Graduation of students at Sonoma Square, the upcoming summer program and summer lunch program. She also gave an overview of the classroom expansions in several programs, as well as new hires needed to staff the programs.

7. Other Business.

- Executive Director Evaluation. Mr. Stephens presented the combined performance evaluation for Ms. Landanno to the Board. He explained that he had met previously with Ms. Landanno and both had signed the evaluation on 6/8/17.
- Monty Tech update – Letter had been sent. Ms. Landanno was contacted by the Monty Tech Special Ed Director. They will meet during the summer.
- Board Meeting Calendar 2017-2018. Ms. Landanno presented a schedule the 2017-2018 Board Meetings. A motion was made by Ms. Holmes, seconded by Ms. Salcedo to accept the schedule as presented. Motion passed unanimously.
- Board Appointment reminder. Ms. Landanno reminded the Members that they need to be re-appointed yearly by their school committee and CAPS needs a copy of the minutes of the meeting confirming the appointments.

8. Future Agenda Items

- Program updates

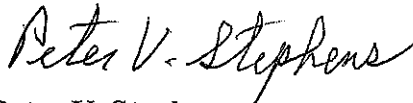
9. **Adjournment:** A motion was made by Ms. Salcedo and seconded by Ms. Holmes to adjourn at 4:25 p.m. Motion passed unanimously.

Respectfully submitted,



Cheryl Rohrig

Recording Secretary



Peter V. Stephens

Chairman