



## **Director Report December 13, 2017**

**Enrollment:** Our enrollment continues to go up and at this point we have created a wait lists for several grade levels. We have been having program discussion on how to best move forward to meet our districts' needs. We currently have very little space available in our Gateway programs at the Sonoma Square building. As we approach budget planning, possible expansion will be a clear consideration during the process.

**Special Activities:** Several exciting events were held in the last month. The Gateway Program hosted their annual Thanksgiving Luncheon for the students, staff and our local partners in the police and fire department. The event was well attended, and I thank the staff for all their hard work in making this event such a success each year. In addition, the Gateway Program students held a fund raiser for Puerto Rico as several of our staff have family who were adversely affected by the Hurricane. The students organized the whole event and raised over \$400.00 to go to Hurricane relief. I am very proud of the way they thought up the idea and the planning and involvement of everyone in this worthwhile event.

**Mid Cycle Coordinated Program Review:** We have recently had our Mid Cycle Coordinated Program Review. Christine Romancewicz from the DESE came here to review files, visit classrooms, verify previously reported information and interview select staff. I am happy to report that overall the review went very well. During the exit interview Christine reported feeling very good about what she had seen. We will receive direct feedback in the next month or so.

**FY 2017 Audit:** Al Hargrave our Auditor has worked with Justin, Richard and myself to complete the annual audit. Overall the process went quite smoothly. We were able to supply Al with the needed documents and information. Overall there are only two finds which will be easily followed through on in this year. The Draft Audit document was reviewed by the Finance Subcommittee and recommended for Board vote at the upcoming Board meeting. Once voted for approval by the Board the Annual Audit report and the Annual Collaborative Report will need to be approved at one of your upcoming School Committee meetings. Copies will be sent directly to each member district's Superintendents Office.

**School Committee Meetings and or Tours:** I am always available to attend your School Committee meeting any time you feel it might be appropriate to have information about CAPS Collaborative on the agenda. On a similar note we are also available to provide tours of our programs to anyone from the Board who would like to see up close what we do each day to service our special student population. I had the pleasure of touring Mr. Murphy, our Winchendon Board rep and he walked away with a new understanding of the types of CAPS Collaborative programs housed in his district.

**Professional Development:** We have recently started a 5-week training on the ins and outs of writing IEP's. Several of our staff were trained to provide this PD. We have opened the class up to other districts and several



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districts have taken advantage. We have provided CPI Training for several districts this Fall. In addition, our Related service staff has been contracted to provide training to member district staff as well as parent groups.

As we approach the mid-way point in the school year I am happy to report that programs are running smoothly, we have competent and licensed staff in our programs, our enrollment continues to increase, our fiscal status is quite secure, and we have been able to help many of our member districts with specialty service needs such as Teacher of the Visionally Impaired, Teacher of the Deaf, Orientation and Mobility, Assistive Technology and related services. During the up-coming months we will work on the new budget and continue to plan for the future of the organization.

Respectfully Submitted By:

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Executive Director