

**CAPS Board of Directors Meeting  
Minutes of October 11, 2017**

**Call to order:** At 3:34 p.m. Chairperson Peter Stephens called the meeting to order

**Members present:** Ellen Holmes, Darcy Fernandes, Peter Stephens, Suzanne Koehler, Dianne Salcedo, and Larry Murphy.

**Members absent:** Mark Pellegrino, Christopher Casavant, Tari Thomas, Maureen Marshall and Rebecca Badgley.

**Also present:** Paulajo Gaines, DESE Representative, Richard Sarasin, Sheri D'Annolfo, Jennifer Gates, Justin Nussey, Cindy Landanno and Cheryl Rohrig.

Mr. Stephens introduced and welcomed Paulajo Gaines, DESE Collaborative Liaison.

**1. Approval of the Minutes.** A motion was made by Ms. Holmes, seconded by Ms. Koehler to accept the minutes of the September 13, 2017 meeting. Motion passed unanimously.

**2. Fiscal Update.**

- **2017 Financial Closing**
- **2018 Budget Update**

**3. New Hires.** Ms. Landanno presented the resumes for three new candidates for hire. They are Donna Heglin (PTA part time), Kathryn Dean (RN part time) and Claire Marcoux (Teacher, DHPK). A motion was made by Ms. Holmes, seconded by Ms. Koehler to approve the hiring of these three candidates as presented. Motion passed unanimously.

Ms. Landanno reported a resignation of the Deaf and Hard of Hearing Preschool teacher, Marie Woodard.

**Program Updates.** The Program Coordinators each gave an overview and update on their programs.

- **Satellite Programs – Sheri D'Annolfo**
- **Gateway – Jen Gates**

**4. Subcommittee Reports**

- **Policy Subcommittee**
  - ✓ **Fiscal Policy.** Several policies were presented for a second reading and adoption. They included: Annual Budget (DB), Annual Report (CM), Audits (DIE), Authorized Signatures (DGA), Bonded Employees and Officers (DH), and Fiscal Accounting and Reporting (DI). A motion was made by Ms. Koehler, seconded by Ms. Fernandes to accept the policies for second reading and adopted as presented. Motion passed unanimously. A previously introduced policy regarding Warrant (DK) requiring Board signatures was discussed and returned to the Subcommittee for edits and will be resubmitted at a future meeting.
- **Finance Subcommittee.** No meeting to report on.
- **Warrant Subcommittee – on going every other week**
- **Facilities Subcommittee.** No meeting to report on.

**5. Executive Director's Report.** Ms. Landanno summarized her Director's Report, speaking of increased enrollment, working on the Annual Report, and the Annual Audit. She also talked about contracting related services for the districts and the requests for specialty assessments. She also explained that DESE will be doing a Mid-Cycle review in December, and the continued work on our school safety plan. In speaking about the

requests for Assistive Tech Evals, she explained that there was a need for extra support in this area and was interested in hiring an assistant for this position. She explained that she would re-evaluate this need after 1 year. She would like to promote a current Paraprofessional to this position, Tim Kenney. A motion was made by Ms. Holmes, seconded by Ms. Salcedo to appoint Mr. Kenney to be an assistant for Assistive Technology. Motion passed unanimously.

#### **6. Other Business**

- **Treasurer – Richard Sarasin.** Ms. Landanno introduced Mr. Richard Sarasin as the new Treasurer to the Board.
- **Monty Tech Update** – was tabled for a future meeting agenda.

#### **7. Future Agenda Items**

- 2017 Audit (voting item)
- 2017 Annual Report (voting item December)
- Monty Tech Update
- Warrant Subcommittee Policy

**9. Adjournment.** At 5:01 p.m. a motion was made by Mr. Murphy to adjourn. Motion was seconded by Ms. Salcedo. Motion passed unanimously.

**Respectfully submitted,**

  
**Cheryl Rohrig**  
**Recording Secretary**



**Peter Stephens**  
**Chairperson**