

**CAPS Board of Directors Meeting  
Minutes of September 13, 2017**

**Call to order:** At 3:30 p.m. Chairperson Peter Stephens called the meeting to order

**Members present:** Ellen Holmes, Darcy Fernandes, Pete Stephens, Suzanne Koehler, Chris Casavant, Maureen Marshall, Tari Thomas, Rebecca Badgley and Larry Murphy.

**Members absent:** Mark Pellegrino and Dianne Salcedo.

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

**Recognition of Murray Cox, Treasurer.**

**1. Motion to accept the Minutes.** Ms. Holmes made a motion seconded by Dr. Marshall to accept the minutes of the June 14, 2017 meeting. Motion passed unanimously.

Ms. Holmes made a motion seconded by Ms. Koehler to accept the minutes of the special meeting on August 14, 2017. Motion passed unanimously.

**2. Election of Board Officers:**

- **Chairperson.** Ms. Holmes made a motion to nominate Mr. Stephens as Chairperson. Motion was seconded by Dr. Marshall. Motion passed unanimously.
- **Vice Chairperson.** Mr. Stephens made a motion to nominate Ms. Holmes as Vice Chairperson. Motion was seconded by Ms. Koehler. Motion passed unanimously.
- **Secretary.** Mr. Stephens made a motion to nominate Dr. Marshall as Secretary. Motion was seconded by Ms. Holmes. Motion passed unanimously.

**3. Fiscal Update.**

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

**4. New Hires.** Ms. Landanno presented the resumes of several candidates to be hired as new employees. Ms. Landanno also explained about the turnover of staff and the end of last school year and the need for the new hiring. These included Ama Dede-Paintsil, Teacher Kelly Day Program, Michelle Shea, Teacher Deaf Program, Paul Quinn, History Teacher Gateway Program, Katrina Barnes, LPN Kelly Day Program, Elaine Moore, Sign Language Interpreter Deaf Program, and Abbey Norden Paraprofessional Senators Program. A motion was made by Dr. Marshall and seconded by Ms. Holmes to accept the staff as presented as new hires. Motion passed unanimously.

**5. Subcommittee Reports**

- **Policy Subcommittee**
  - ✓ **Fiscal Policy.** Ms. Landanno explained the current Fiscal Policy was more of a procedure document and therefore the Policy Subcommittee as well as the Finance Subcommittee has compiled a new Draft Fiscal Policy Document which she presented for a first reading by the full Board. A motion was made by Dr. Marshall, seconded by Ms. Holmes for a discussion and first reading of the new Fiscal Policy. Motion passed unanimously.
- **Finance Subcommittee**
- **Warrant Subcommittee – ongoing every other week**
- **Facilities Subcommittee**

**6. Executive Director's Report.** Ms. Landanno summarized her director's report. She spoke about a successful summer program and also thanked Mr. Stephens for his help implementing a very good relationship with Fitchburg Public Schools for the summer food program which they generously included CAPS in. She spoke of the opening day staff meeting and the new site she found to hold the meeting, at the Polish American Citizens Club in Gardner. She explained the need for the new staff to be hired based on expanded programs and the amount of staff who resigned or were not renewed at the end of the past school year. She also expressed her thanks to Murray Cox, the treasurer who is retiring and expressed her excitement to work with Richard Sarasin, who will be taking over as the new treasurer. Ms. Landanno also spoke about student enrollment and the current enrollment of 122 students. Lastly she explained about building safety and partnerships. Alice training is being explored and the relationship with the Westminster Police and Fire department is ongoing to create better safety plans.

## **7. Other Business**

- **Treasurer Transition**

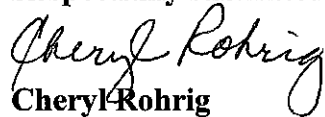
A motion was made by Ms. Holmes, seconded by Ms. Koehler to reaffirm the vote to appoint Richard Sarasin as treasurer. Motion passed unanimously.

- **Edward Jones Investment** (Update/discussion) Ms. Landanno explained that Mr. Cox had recommended moving investment money from an Edward Jones account and she has begun to explore options for that. However, Mr. Sarasin has expressed his opinion to possibly retain the Edward Jones account and the investment. After some discussion, it was decided that Mr. Sarasin will attend the next Board Meeting and give his recommendations and the Board will then make a decision on this investment account.

**8. Future Agenda Items.** Ms. Koehler asked for an update on the Monty Tech letter that was sent some months ago, and if there is any new information regarding this partnership.

**9. Adjournment:** A motion was made by Ms. Holmes, seconded by Ms. Koehler to adjourn at 4:35 p.m. Motion passed unanimously.

**Respectfully submitted,**



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



**Maureen Marshall**  
**Secretary**