



**CAPSEF** *Founded 1974 ~ Innovation in Special Education ~*

## Connecticut Association of Private Special Education Facilities

701 Hebron Avenue – Third Floor – Glastonbury, CT 06033 – P. 860.525.1316 – F. 860.541.6484 [www.capsef.org](http://www.capsef.org)

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October 6, 2021

Dear Prospective Member,

As you may know, the Connecticut Association of Private Special Education Facilities (CAPSEF) is a non-profit voluntary association of state approved private schools which provide quality, special education and related services to meet the special needs of children, adolescents and young adults in Connecticut. Particularly in these challenging times during the pandemic, support and collaboration with colleagues is more important than ever.

Established in 1974, CAPSEF has provided its members with a voice to represent interests to the State Department of Education, Bureau of Special Education, Department of Children and Families, ConnCASE and other providers, legislative/advocacy groups and members of the Connecticut General Assembly.

Currently, CAPSEF represents more than 30 state approved private special education programs in Connecticut, which annually serve almost 2,500 students and families. As we continue to grow our membership, we welcome you to take advantage of our services and benefits by becoming a member today. Attached you will find the membership application. Please note your dues payment is based on actual enrollment as of May 1, 2021.

*Services and Benefits include the following:*

The payment of these dues has always entitled members to the following:

- A voice in the aggressive lobbying efforts at the state capital in Hartford
- Reduced fees for the annual conference (offered virtually this year)
- Access to our APSEP member directory
- CAPSEF representation on various State Committee and Councils

New benefits also included for members this year:

- Access to virtual membership forums – currently scheduled every two weeks during this pandemic period to discuss issues currently facing APSEPs as a whole and our members in particular. These forums have allowed for sharing of valuable ideas and resources amongst programs.
- State Approval Process Forum and Mentor - specifically targeting the state approval process in which we can field questions and pair you with a CAPSEF board member mentor for your future questions as they arise.
- CAPSEF “buddy” - serves as a check-in with you on a quarterly basis.
- Teacher Forums

We are optimistic with this personalized approach coupled with increased outreach efforts through networking events, email blasts, and a stronger social media presence, that you can remember we are here to best serve you! We are looking forward to an even more exciting year with increased collaboration to address the many challenges we face. Your membership is very important to us and, we hope, to you as well. Please feel free to call the CAPSEF Office at 860.525.1318, if you should have any questions. Please follow us on Facebook to receive regular updates!

Sincerely,

*Gwen*

Gwen Killheffer  
Membership Chair  
CAPSEF

Enclosures

**CAPSEF INVOICE 2021-2022**  
**Membership Application**

CAPSEF Contact

Name/Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

Please list other staff/administrators below for our distribution list:

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Our correspondence will be through an email listserve.  
Please be sure to add [info@capsef.org](mailto:info@capsef.org) to your spam filter.



A. Base Rate for Membership \$550.00

B. Number of Actual Students \_\_\_\_\_ x \$12.00 per student \$   
(as of May 1<sup>st</sup>, 2021)

**Total Amount Due (A+B)** \$

*For Example:*

*\$550.00 Base Rate + 80 students x \$12.00 per student = Total Amount Due \$1,510.00*

**\$2,250.00 membership cap for 2021 - 2022**

*Please note that 30% of dues are used for lobbying efforts and are nondeductible.*

Please make checks payable to CAPSEF and mail to:  
CAPSEF Office  
ATTN: Allyson J. Deckman  
701 Hebron Avenue, 3<sup>rd</sup> Floor, Glastonbury, CT 06033



# Mark Your Calendars!

## CAPSEF

### 2021 - 2022 MEETING SCHEDULE

[WWW.CAPSEF.ORG](http://WWW.CAPSEF.ORG)

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October 20, 2021 12:00pm - 1:00pm	Virtual Membership Forum with Bryan Klimkiewicz CT-SEDS and IEP Quality Training
November 17, 2021 12:00pm - 1:00pm	Virtual Membership Forum
December 15, 2021 12:00pm - 1:00pm	Virtual Membership Forum
January 19, 2022 12:00pm - 1:00pm	Virtual Membership Forum
February 16, 2022 12:00pm - 1:00pm	Virtual Membership Forum
March 16, 2022	Virtual Annual Professional Development Conference
March 23, 2022 12:00pm - 1:00pm	Virtual Membership Forum
April 20, 2022 12:00pm - 1:00pm	Virtual Membership Forum
May 18, 2022 12:00pm - 1:00pm	Virtual Membership Forum
June 1, 2022	Annual Workday/Board Retreat

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#### CAPSEF Executive Board Meetings - Virtual

Wednesday, October 6, 2021 11:00am - 1:00pm	Wednesday, February 2, 2022 11:00am - 1:00pm
Wednesday, November 3, 2021 11:00am - 1:00pm	Wednesday, March 2, 2022 11:00am - 1:00pm
Wednesday, December 1, 2021 4:00pm - 7:00pm	Wednesday, April 6, 2022 11:00am - 1:00pm
Wednesday, January 5, 2022 11:00am - 1:00pm	Wednesday, May 4, 2022 11:00am - 1:00pm

**\*ALL STAFF & ADMINISTRATORS ARE WELCOME TO ATTEND ANY MEETINGS  
ALONG WITH COMMITTEE MEETINGS**