**Board Meeting – October 26, 2016**

**Board Members In Attendance**: Paul Zinni (Avon), Jennifer Mueller-Fischer (Canton), Patty Lally (Holbrook), Tim Farmer (Sharon), and Maggie Rizzi (Stoughton)

**Other Attendees**: Rosalie O’Connell (Charms Executive Director), Paulajo Gains (DESE Representative), Marc Richards (TMS, Business Department), Gretchen Conlon (Charms Administrative Assistant), Deb Bromfield (Special Education Director, Canton)

**Meeting Minutes**

Meeting minutes from September 28, 2016 were presented. A motion to accept the September 28th minutes was made by Dr. Lally and seconded by Dr. Mueller-Fischer.

**Personnel Updates**

* School Nurse resigned as of November 1, 2016
	+ Training of the new agency nurse began in October.
	+ Ms. Rothwell is familiar with our program and students as she has subbed in the past and has received updates on students.
	+ There will be some savings on the Charms end as Ms. Rothwell is only scheduled to work on school days.

**FY17 Budget Overview**

* Audit FY16
	+ In progress
	+ To be reviewed at the December 7, 2006 meeting.
* Putting line items in for closing costs
	+ Misc. revenue from prior year surplus listed in expenses
	+ Additional closing costs listed
* Proceeding as planned with the budget
* The revenue to date is on target.
* There are no significant changes at this time.
* Mark Richards will continue to monitor and update with any changes
* Long term commitment contracts will be contacted about closing.
* **Vote:**  To approve current FY17 budget as presented.
	+ Dr. Mueller-Fischer made the motion to accept the updated FY17 budget. Dr. Lally seconded, unanimous vote to accept updated FY17 budget.

**Collaborative Agreement Amendment**

* Amendment Information shared with Board.
	+ Will need DESE approval once Board votes to accept.
	+ Ms. Gaines has reviewed the language and finds it appropriate.
	+ Motion to vote on amendment language will be scheduled for December 2016 meeting.

**Charms Dissolution**

**Retiree Insurance Information**

* Mr. Richards and Mrs. O’Connell reviewed the information with Ms. Catignani by telephone conference.
* Ms. Catignani shared the following information about options with the board:
* Charms should contact GIC to see if there are any options offered by them to keep retirees on a plan with them
	+ These would be self-funded
	+ If that is not an option, then retirees must purchase private insurance MediGap plan to cover what Medicare does not
* Districts could offer to cover the insurance cost
	+ Difficult to find districts willing to take over
	+ This was not recommended
	+ The collaborative could pay an estimate, but the premium could change over time leaving a higher liability on the district
* Offer money toward the purchase of new Healthcare
	+ Typical timeframe offered is 3-6 months
	+ Must be given an unencumbered amount which they are free to do with what they wish
	+ Retirees must provide proof of new coverage 1 month prior to close in order to receive reimbursement
	+ We can provide notice to retirees before the 1st of the year
	+ Can we set an amount pre-tax for the reimbursement?
		- Ms. Catignani indicated that money can be provided for insurance but retirees could use money as they wish.
	+ We may want to think about making an exception for the more expensive family plans. Possibly offer more reimbursement
		- Would these retirees have an option through an agency for coverage?
			* Ms. Catignani indicated that there could be options available
	+ We will try to get the notice out to the retirees with all options by December
	+ Under 65 retirees – Same options as the 65+ retirees
		- Will need to get private, self-funded insurance
		- Possibly offer higher reimbursement because they are on a family plan
		- Make others aware of the difference or make the reimbursement the same for all
* GIC is less rigid and therefore may be able to work with us more
* Ms. Catignani, Mr. Richards and Mrs. O’Connell will research information in order for board to review at the next meeting.

**Current Employees Insurance Information**

* Insurance
	+ COBRA will only be in effect as long as a program exists (June 30, 2017)
		- Normally given 18-36 months of coverage, but if insurance goes away due to closure, so does coverage for current employees
		- Can we work with GIC to delay end 1 month out or more?
	+ Communicate end date to employees once established
	+ When does regular coverage start for an employee hired in the summer?
		- Typical on the start of school year or later
	+ Can we get them coverage to September 1 to cover them through the summer and hopefully to their next opportunity
	+ Ms. Catignani – We may want to look into how many employees are accessing insurance and if they have the option to move to a spouse or alternative insurance option
		- We may have to prepay premiums if GIC is willing to delay the end date
	+ Mr. Richards will check with GIC first to see what they have for options before making any decisions
	+ When will insurance end?
	+ What options are available to current employees?
	+ Mr. Zinni would like options available by the next board meeting and **vote** placed on the agenda
	+ Mr. Richards ill work with Mrs. O’Connell and Mr. Paquette to have everything cleaned up and prepared to vote by next meeting
	+ Ms. Catignani will prepare a letter and a **vote** will be added to the agenda

**Other Closing Costs to Consider**

* + Vacation Pay – Employees are entitled to vacation payout for any unused vacation time
		- Should be low cost and paid out at closure
	+ We should be adequately prepared for extra costs by using the surplus
	+ Mr. Richards will begin to show $800,000.00 surplus in the budget to clearly see what is available
	+ Mr. Zinni has stated it is not important that the districts make any money back, but more important to take care of current employees as well as retirees
		- However, does not want any surprise liabilities to fall on the districts at the close
		- Mr. Zinni indicated that surplus should be used to keep programs going over this school year.
		- Impressed with the employees’ loyalty to the program and thinks the surplus can be used for fair treatment
	+ Refer to options handout from Ms. Catignani for any further clarification
* The plan will be clearer when options are determined.

**Dissolution Options**

* 3 Collaboratives have expressed interest in assisting with the dissolution
	+ BICO – Has offered to help with placements
	+ North River is visiting on October 31, 2016
	+ SSEC – Interested in taking over the programs as is
		- Hank Perrin, Executive Director of SSEC, visited the programs and is very interested in taking the programs over as is.
		- Would keep all the programs in place
		- SSEC board is meeting December 9th and will further discuss this.
		- Mrs. O’Connell is visiting SSEC on 10/27.
		- They would like to make a decision before the holidays
		- Staff would be determined based on number students and their needs, in hopes of keeping current staff
		- Randolph may have space to house students if Canton is no longer an option
		- This is not considered a merge. SSEC would establish the programs under SSEC.
		- SPED department would need to be notified of new programs
		- Any hard assets to sell?
			* SSEC would like to take over everything completely
		- Mr. Famer inquired about the Charms vans.
			* We have 4 vans, one of which is a lease that SSEC could take over on their own if they choose to do so
		- Mr. Perrin has asked to review Charms financial documents.
			* Is there anything legal that should be confidential?
			* Mr. Richards will take out any names of employees and just give general titles with salary information
			* Approval to have SSEC review financial information.
		- Mr. Perrin has asked to attend next board meeting
			* Mr. Zinni - Not a problem, but maybe just for a scheduled portion of the meeting
				+ Perhaps make part of the meeting Executive session for more sensitive material
				+ Mr. Zinni – Suggested a meeting between Canton Administration and Mr. Perrin to discuss space.
				+ Mrs. O’Connell will set up a meeting with Canton Administration.
	+ As a note: Retirees will NOT transfer over
		- Not worth asking SSEC to absorb

**Information Letter To Districts**

* Letter to districts on hold until we have more information on next steps.
	+ Most districts do not need clarification until March or April
	+ Send an FYI that we are in talks with other collaborative.
* Who decides on final collaborative takeover?
	+ Who could sustain the collaborative?
	+ If SSEC is ready for a takeover, North River may not be disappointed
* Mrs. O’Connell will update timeline of dissolution.

**New Business**

* Holbrook has voted to dissolve the Charms Collaborative Agreement.
	+ Letter from chairperson attesting to the vote and minutes are needed
		- Can use Mrs. O’Connell’s template letter

Motion to adjourn was made by Dr. Lally and seconded by Dr. Rizzi.