**Board Meeting – September 28, 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), Andy Paquette (TMS, Business Department), Marc Richards (TMS, Business Department), Mark Chapulis (TMS, Business Department), Gretchen Conlon (Charms Administrative Assistant)

**Meeting Minutes:** Motion to accept the minutes from the June 22, 2016 and August 11, 2016 meetings – Mr. Farmer made the motion to accept the minutes and Dr. Lally seconded the motion. Meeting minutes were accepted with 3 in favor and 1 abstention

**Budget**

* FY16 Packet Overview

Currently unaudited

Audit is scheduled to begin in October

Projected surplus is between $275,000- $280,000

Projected surplus is not included in the FY17 budget.

* FY17 Final Audit will be required at the end of the year

Currently not budgeted for in FY17

Cost will be approximately $15,000

* Audit company is Moriarity and Premac

Board approved moving $15,000 from FY16 surplus to cover this expense.

* Additional funding will be necessary for attorney fees due to closing procedures.
* Warrant clarification

Renew Conference for Ms. O’Connell.

* + - Mr. Zinni asked that all documents be attached and asked if prior approval is required for conference expenses.
    - Mr. Famer indicated that approval is not necessary as it is stated in Ms. O’Connell’s contract.

Credit Card Expenses

* + - Mobil – Gas card for the van
    - Shaws – Advantage card to buy groceries for culinary arts program
    - Each has a spending limit. Receipts are submitted with each purchase.
    - Expenses are approved and verified by Ms. O’Connell and Business Office

Amazon Account

* + - Reviewed Amazon account procedures, requisition, order submitted, check items as received
    - Open account, invoices paid monthly for items received
    - Discussed how to set up an open account for schools

Cell Phone Account

* + - 5 cell phones – Ms. O’Connell, 2 Counselors, Nurse Leader, and Voc. Ed. Classroom
* FY17 Status Update
  + - Review of Summer Program-all expected students attended.
    - Under spent in Medical/Therapy services for summer due to reduced Summer IEP services
    - Overspent in Educational Assistants in Multi-Skills Programs: Additional staffing for Multi-Skills I with student moving up from Elementary Skills at the end of June 2016.
    - One additional student started as of September 2016
    - Two students left programs for more restrictive placements
    - Two active referrals being considered
    - Total Current Students = 30 with 6 aging out prior to year end

1. students will need to be reassigned at the end of the year

Working with districts to determine future placements

* Mr. Zinni has asked that all future board packets be sent with the pages facing the same direction
* Balanced FY17 Budget takes into consideration the student loss
* Board voted unanimously to approve the updated FY17 budget.
* Mr. Zinni proposed that FY16 surplus be used to cover programming expenses and additional needs over FY17.
* Board will be updated as additional items arise that need additional funding from FY16 surplus. Mr. Paquette will use a separate line item to track these expenses.
  + - This will be added to next budget
    - Add year end closing expenses to budget to ensure a clean and clear process
    - Increase attorney fees as the cost will increase given the dissolution.

**Retirees**

* 15 Retirees. 13 over the age of 65
* Attorney needs to review next steps both legally and financially
* No agreement is in place for retiree health insurance.
* Those who are 65 and over will be penalized for not transferring to Medicare

No obligation of employers to tell them they need to transfer to Medicare

Retirees will incur a yearly penalty until they transfer

* $119,000/year paid by Charms to cover all retiree health insurance
* $152,000 – Total cost to cover the 2 retirees who are under the age of 65 until they reach the age of 65 and can transfer to Medicare
* No obligation to pay health insurance costs after they reach 65
* They have been made aware of the closure.
* We need to check to make sure they are not already on Medicare
* Attorney needs to review and clarify options for Retirees

Attorney will be asked to share options with the board at the next meeting

Give attorney meeting dates and have her attend all at a certain time in the meeting

(i.e.: 9:30am)

Prefer live presence unless something comes up, then teleconference as last resort

* Retirees will be notified of board decision once attorney has reviewed the options.

**Primary Topics for the Next Meeting**

**Attorney will be asked to speak on the following**:

Suggested options for retiree health insurance

Possible vote on retiree option at next meeting:

* + - What will be the board’s obligations to retirees?

Legal ramifications of closing prepared in advance.

(Ms. O’Connell will check with MOEC as well)

**Dissolution – Next Steps**

* Ms. O’Connell provided an updated time line on closing procedures.
* Ms. O’Connell prepared an overview for board to share with their school committees on the necessity of the second school committee vote. First school committee vote was to initiate dissolution of the collaborative agreement and second school committee vote is to approve the dissolution. Board requested that Ms. O’Connell send the letter to Board as a word document.
* Charms Collaborative Agreement –Amendment Language

Updated suggested change: Section XI, G6

Language changed to have an even division of the assets to all five member districts.

Attorney and DESE will review language.

Mr. Zinni will share collaborative agreement language with Milton

* + - Milton is no longer a member district. Milton has no voting rights and does not need to attend board meetings

Need to clarify which is “Previous Fiscal Year” as stated in the agreement (FY15 or FY16)

Milton is not entitled to any surplus, but still has liability

Ensure both sections are compatible, may need to amend agreement

Ms. O’Connell will send the agreement to DESE once it has been reviewed. Latest date to submit amendment will be March 2017.

* Ms. O’Connell will work with the business office to review all contracts outstanding

Identify obligations that will extend past 6/30/17

Draft a letter to opt out

* Distribution of records – Package records and mail back to district now with a list of students in the box

Hold on to records for current students until closure

* Board discussed the need for a joint meeting with District SPED directors.
  + - * It was determined that Ms. O’Connell will work with districts to support transitions. Board did not feel it necessary to have a joint meeting at this time.
      * Options: SPED directors relocate students at end of FY17 or have collaboratives already set in place to takeover
      * District could absorb the program and tuition would be paid to the school district
      * Draft a letter to send to districts with students and all districts regarding possibilities.

**DESE Input**

* Closing guidelines have been published and shared with the board.
* DESE suggests that the board follow guidelines as well as consult with attorney.

**Ms. O’Connell’s FY16 Goals Feedback and Overview of FY17 Goals**

* Mid-cycle goals progress report was provided to the board last spring. Evidence was shared with board at that time.
* Ms. O’Connell shared updated goal benchmarks as most benchmarks from last year had been completed.
* Mr. Zinni stated that FY17 should have one goal which is to assist in closing and provide a clean closure

Help broker conversations to the districts

This will be the priority goal going forward

* Ms. O’Connell has modified Goal 4 to reflect dissolution process.
* Dr. Mueller-Fischer commended Ms. O’Connell on her completion and great work with her goals over FY16.

Next Board Meeting scheduled for October 26, 2016.

Meeting Adjourned – Dr. Lally made the motion to adjourn. Dr. Rizzi seconded the motion.