

**CHARMS Collaborative**  
**Open Session Meeting Minutes, October 21, 2015**

**Members Present:** Mr. Farmer (Sharon), Mr. Zinni (Avon), Dr. Lally (Holbrook), Dr. Rizzi (Stoughton).

**Members Absent:** Mrs. Gormley (Milton), Ms. Henderson (Canton)

**Also Present:** Rosalie O'Connell (Executive Director), Mindy Ryan (Business Manager), Christina Farrington (Business Office Assistant), Paulajo Gaines (DESE Representative)

### **Board Minutes**

Board meeting minutes for September 30, 2015 were presented for approval.

Mr. Zinni made a motion to approve board meeting minutes for September 30, 2015; Dr. Rizzi seconded. Motion to approve board meeting minutes for September 30, 2015 passed by a vote of 4 to 0.

### **Collaborative Agreement**

Mrs. O'Connell informed the Board that she is only missing the signature page for Canton. Board discussed membership requirements and amending the plan with additional language. Language from other approved collaborative agreements were provided to board for review. In regards to the addition of conditions of membership language, Ms. Gaines recommended moving forward with existing agreement to DESE and once approved, to add an amendment for conditions of membership. Mr. Zinni requested that Mrs. O'Connell look over the conditions of the membership language and incorporate language into the Charms agreement, allowing for flexibility, to share at an upcoming meeting.

Mr. Zinni inquired to Ms. Gaines regarding the possibility of appointing a representative to sit in the superintendent's place at a board meeting if they are unable to attend. Ms. Gaines responded that no, that is not allowed. Mr. Zinni then inquired about extenuating circumstances when a superintendent is not able to attend due to a medical condition. Pauljo responded that she would need to research that question. Mr. Zinni also inquired about electronic votes and what the policy is on board members casting electronic votes. Ms. Gaines responded that she would have to research that. Ms. Gaines indicated that Mr. Zinni should consult the "Open Meeting Law" requirements.

Mr. Farmer suggested that Charms invite other districts to join the collaborative.

### **Review of the Charms Lease Agreement with the Old Colony YMCA**

Board reviewed lease and discussed terms. Recommended Board vote on all future leases.

### **Program and Services Update**

Mrs. O'Connell shared a program that Sharon Public Schools approached her about. Susan, SPED Director, approached Mrs. O'Connell about a program in Sharon for grades 2 – 5, housed in the East Elementary School. The program would consist of 6 to 8 students for each grade level. Charms would be responsible for covering the salaries of 3 teachers. This would be a year round program. Sharon already has 4 students per grade level and has resources, intensive services for the students. Some questions regarding this collaborative would be finances (who would pay for what). That will be discussed at a later time with the business managers. This program is anticipated to begin in the summer of 2016. Mr. Farmer indicated that discussion of this program is currently only in the preliminary stages and Sharon

will be starting budget preparations with Susan regarding this program. Mr. Zinni requested that Mrs. O'Connell discuss a need for this program with the other district's SPED Directors.

The Multi Skills I program had moved from a program within a public school setting to a day program although the parents would like to see this program housed back in a public school setting. The current students need to be more involved with other students and is looking for high school space. At this time, Board members indicated that they do not have additional space in their buildings to house collaborative programs.

Mrs. O'Connell shared her concerns that Charms has lost 2 possible referrals due to programs not being in a public school setting. Mrs. O'Connell also has concerns regarding a member district that will not send referrals to Charms. She has since had conversations with the superintendent regarding this issue.

Mrs. O'Connell is looking for space for students with significant mental health concerns staffed with the appropriate personnel and supports. This is an area that generates referrals but is not able to be housed in a public school setting. Mrs. O'Connell also discussed a partnership opportunity with the Boston Public Schools and is looking into this further.

### **Strategic Planning**

Mr. Zinni is concerned with the current number of students. Dr. Rizzi suggested that Charms should begin a strategic planning process to determine which direction Charms should go in. Mr. Zinni feels that strategic planning is crucial. Mr. Farmer suggested that the strategic plan should start FY17.

Mr. Farmer discussed strategic planning with outside consultants and what the budget will allow for. Mr. Zinni would like Mrs. O'Connell to include strategic planning as one of her goals.

### **Executive Director Goals**

Mrs. O'Connell first goal is professional development which is a combination of 3 goals from last year.

The second goal is for referrals for new population of student, trauma sensitive. 1 in 4 students come with trauma events that impact their learning. Mrs. O'Connell is working with another collaborative who has already instituted this. Charms has developed a crisis team and the first step is training staff and working on the curriculum. Mr. Zinni inquired what prompted this need. Mrs. O'Connell explained this need has come from past referrals. Mr. Zinni then requested if Mrs. O'Connell had data on the number of referrals Charms had received and where the referrals went if Charms could not meet their needs.

The third goal is transition planning and how to plan the curriculum around it. The curriculum is tailored to each student. All but 3 of Charms students have transition planning in place.

The Board will vote on the goals at the next meeting on November 18, 2015 with the additions that were suggested around strategic planning. Goals should include measurements as well. A draft should be sent to the Board before the next meeting.

### **Budget Review**

Mrs. Ryan spoke briefly about the updated budget.

### **Adjournment**

Mr. Zinni made a motion to adjourn open session; Mr. Farmer seconded. Motion to adjourn passed unanimously by a vote of 4 to 0.

### **Executive Session**

With there being no further business, an Executive Session was not held.