

**CHARMS Collaborative**  
**Open Session Meeting Minutes, November 18, 2015**

**Members Present:** Mr. Farmer (Sharon), Mr. Zinni (Avon), Dr. Lally (Holbrook), Ms. Henderson (Canton)

**Members Absent:** Mrs. Gormley (Milton), Dr. Rizzi (Stoughton)

**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 October 21, 2015 were presented for approval.

Dr. Lally made a motion to approve board meeting minutes for October 21, 2015; Ms. Henderson seconded. Motion to approve board meeting minutes for October 21, 2015 passed by a vote of 4 to 0.

### **Budget Review**

Mrs. Ryan spoke briefly about cleaning up last fiscal year. The audit is currently in process. Mrs. Ryan discussed the challenges she faced with reconciling 2 different accounting systems and 2 different banks. She also voiced that the previous treasurer did not keep books which has been another obstacle in the process. Currently, Charms is at a surplus.

### **Business Manager**

Mrs. Ryan has resigned from Charms and her last physical day in the office will be November 30, 2015. Her official last day will be December 22, 2015 as she will use her contracted vacation days.

Mrs. O'Connell has posted for a part time business manager on School Spring and MASBO. Margaret Foster, Charms' treasurer, recommended a company, The Management Solution, which provides business management services. Mrs. O'Connell contacted The Management Solution and requested a cost estimate for a part time Business Manager and was given a ball park figure of \$40,000 to \$50,000. Dr. Lally added that Holbrook has used this company in the past. If chosen, Charms would have a dedicated individual assigned.

Board indicated that they would like a "Business Plan" developed in order to determine the next steps.

Mr. Zinni made a motion to permit Mrs. O'Connell to determine if The Management Solution would be hired as a consultant to run the business management office and to develop a business plan over the next couple of month in order to determine the needs of Charms. Ms. Henderson seconded. Motion to permit Mrs. O'Connell to determine who to hire as a consultant to run the business management office and to develop a business plan was passed by a vote of 4 to 0.

Mrs. O'Connell also discussed our current accounting system and would like to explore different programs that might be better suited for Charms. The auditor, as well as Margaret Foster, Charms Treasure, indicated that QuickBooks might be the better option. It was determined that this discussion would take place once Charms had the business manager in place.

Mrs. O'Connell would like to hire a part time administrative assistant for assistance with SPED duties as Mrs. Farrington has taken an active role in the accounts receivable function. The Board would like to

hold off on hiring someone until a needs assessment is received from the new business consultant. This will be reviewed at the December 18, 2015 meeting.

### **Host School Agreement**

Mrs. O'Connell discussed a host school agreement that Canton drafted. Charms currently has 4 programs housed in Canton and works closely with Canton Administration as new referrals are received for the programs. Mrs. O'Connell will have the Charms attorney review the contract for the December 18, 2015 meeting.

### **Collaborative Agreement and DESE Updates**

Mrs. O'Connell informed the Board that the Collaborative Agreement has been submitted to the Commissioner.

Mr. Farmer asked to clarify the language regarding chair or vice chair in the conditions of membership language. Ms. Gaines suggested not using the word "designee" in the agreement. Mrs. O'Connell will update the language and then resend to the Board. The Board will hold off on voting on this additional language until the Collaborative Agreement has been approved by DESE.

Ms. Gaines informed the Board that DESE is waiting for the approval of the Collaborative Agreement meeting minutes for 4 districts. Ms. Gaines offered to review the conditions of membership language prior to submitting it to the Commissioner. She also reminded the Board that the FY15 audit needs to be uploaded prior to January 1, 2016. There will be no waivers granted. Ms. Gaines will be in attendance at the Board Meeting on December 18, 2015.

### **Feasibility Study**

Mrs. O'Connell prepared a PowerPoint Presentation to review the Feasibility Study drafted in 2013, discuss the current state of Charms and highlight her goals and Charms Improvement Plan for FY16 and FY17.

The Feasibility Study indicated that Charms may be one collaborative too many, no vision had been developed, members were disengaged, and districts received annual rebates instead of a reinvesting revenue to build programming. Recommendations from the study included; terminating Charms, merging with another collaborative or to stay in business and reorganize. The Board at that time voted to stay in business and reorganize.

Mrs. O'Connell presented the Board with some of the current strengths and challenges of Charms. She indicated that over the last three and a half years that there have been many positive changes within Charms. Some of the same challenges remain in place. Challenges include; stakeholder perceptions, competition, spacing needs. Strengths include; increased service access across all programs, curriculum designed to meet the unique needs of students, Charms' partnership with the YMCA, dedicated staff committed to the mission and values, outreach to families, community engagements and tighter fiscal management. Highlights shared include; students volunteers at the YMCA, Canton Library and Brockton Animal Shelter; student access to swimming lessons, community outings, life skills engagements-including cooking and working out at the Y. Mrs. O'Connell presented the Board with parent endorsements in support of the services and staff.

Ms. Henderson inquired as to how many students Charms can currently accept in the multi-skills programs. Mrs. O'Connell replied that given the current spacing, 2 for multi skills I and 4 for multi skills

II. Mrs. O'Connell stated that Charms is in need of space to rebuild a middle school alternative learning program as Charms receives many referrals for this age group. In addition, middle school space within a public school setting is needed to house the multi-skills 1 classroom.

Within the PowerPoint Presentation, Mrs. O'Connell shifted to a review of her goals and the Charms Improvement Plan.

### **Executive Director Goals**

Mrs. O'Connell highlighted the four goals proposed for the FY16 and FY17 school years.

- Student Learning Goal #1: Post-Secondary Transition
- Professional Practice Goal #2: Increase Understanding and Involvement in Charms Financial Management
- Goal #3: Development and implementation of "trauma sensitive" and "mental health first aid" strategies in all classrooms.
- Charms Improvement Plan Goal #4: Increase programming service options and stakeholder perceptions in order to meet the needs of districts to increase enrollment.

### **Next Board Meeting**

The FY15 Audit and Annual Report will be presented at the next board meeting on December 18, 2015.

### **Executive Session**

With there being no further business, an executive session was not held.