

CHARMS Collaborative
Open Session Meeting Minutes, December 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), Christina Farrington (Business Office Assistant), Paulajo Gaines (DESE Representative), Andrew Paquette (TMSolutions, Business Management), John Ratcliffe (Pavento, Ratcliffe, Renzi & Co., LLC)

Business Manager Position

TMSolutions has been selected through June 2016 to oversee the business aspect of Charms and provide consulting services. Mr. Paquette was introduced and welcomed to Charms.

Milton

Ms. Gormley, the superintendent from Milton Public Schools, informed Mrs. O'Connell that they will withdraw from Charms Collaborative effective the end of this fiscal year, June 30, 2016. Their school committee has already voted.

Audit Overview

Mr. Ratcliffe reviewed the draft results of the FY15 audit with the Board. The independent auditor report found challenges with the business office turnover within the fiscal year. Mr. Ratcliffe reviewed the management discussion and government wide state and fund financial statement. He explained the total net position is down because of a revenue deficit.

Mr. Zinni questioned that he was under the impression that Charms was in the positive last year. Mr. Ratcliffe explained that because of an estimated revenue shortfall, the collaborative used a portion of the prior year "cushion" leaving a net position of \$40,736.

Mr. Zinni inquired what about OPEB. Mr. Ratcliffe explained that OPEB is a hypothetical obligation. Ms. Gaines inquired if the Board ever voted on an OPEB fund in the past? The Board is not aware of any votes. Mr. Ratcliffe was going to look into it.

Mr. Zinni inquired how the Charms budget is as of right now. Mr. Ratcliffe explained that revenue collections need to be made and that is the only area of concern. Mr. Ratcliffe went on to explain that it is not unusual to redo the budget half way through the fiscal year. Mrs. O'Connell further explained that the budget voted on in the spring includes line items that are not being used or no longer applicable (programs that have been closed, summer programs where the money allocated was not utilized). Mr. Farmer inquired what the estimated revenue shortfall was. Mr. Paquette will look into this and report back in January.

Mr. Ratcliffe reviewed the net position/fund balance, retirement benefit plan and commitments. The retirement portion is very detailed. Mr. Zinni questioned the obligations for the vans and copiers and if they are fiscal or calendar year. Mr. Ratcliffe indicated that both are paid within the fiscal year.

Mr. Ratcliffe stated that a lack of segregation of duties due to the size of the organization was a problem in FY15. Mrs. O'Connell explained that she is aware of this and that a segregation of duties is currently in

place for FY16. With a new treasure and clear processes for the business office, duties are segregated and include a checks and balances system.

Mr. Zinni inquired about the letter he received regarding past due payments for his district. Mr. Zinni believes this total is incorrect. Mr. Ratcliffe is going to look into that and get back to Mr. Zinni.

Mr. Ratcliffe closed the overview with the FY15 audit was very difficult as things were not done correctly or at all by the previous business manager. Adding to that was the multiple systems used throughout the fiscal year (Sage, Budget Sense and Quickbooks).

Mr. Farmer made a motion to accept the FY15 audit done by Pavento, Ratcliffe, Renzi & Co., LLC; Dr. Lally seconded. Motion to accept the FY15 audit done by Pavento, Ratcliffe, Renzi & Co., LLC passed unanimously by a vote of 4 to 0.

ACCOUNTING SYSTEM

Mr. Ratcliffe talked about the financial accounting system and feels that Quickbooks would meet the needs of the collaborative. Due to the cost invested into Tyler, Board would like additional information. Mr. Paquette will look into options and report back at the next Board meeting in January.

BUDGET OVERVIEW

Mr. Paquette presented that there is money available in some of the unused line items. He will be doing budget adjustments in order to clarify the current status of the budget. Mr. Zinni inquired about a time line for the budget adjustments. Mr. Paquette will work to adjust the line items and report back to the Board at the January meeting. He will also be doing a running projection for the end of the year.

ANNUAL REPORT

Mrs. O'Connell presented the FY15 annual report to the Board. Twenty nine communities accessed Charms services during FY15. Mrs. O'Connell discussed cost effectiveness study that was done against private schools in the area and feels that our services are cost effective.

Some of the FY15 highlights are:

- Goals – looked at services instead of programs. Students are able to access all services.
- Staffing – staffing was reduced to meet the needs we currently have.
- Relocation – the administrative offices were moved to the Old Colony YMCA and the students have access to the YMCA.

Ms. Henderson made a motion to accept the FY15 Annual Report; Dr. Lally seconded. Motion to accept the FY15 Annual Report passed unanimously by a vote of 4 to 0.

Collaborative Agreement

The Collaborative Agreement will need to be amended to remove Milton Public Schools effective July 1, 2016. Additionally the conditions of membership language will be reviewed. Each signed agreement must be received by March 30, 2016 to be effective July 1, 2016. The quorum language will also be amended to “majority” instead of “two-thirds.”

Mr. Farmer made a motion to amend the Collaborative Agreement; Ms. Henderson seconded. Motion to amend the Collaborative Agreement passed unanimously by a vote of 4 to 0.

Executive Director Goals

Goals were not voted on at the November 18, 2015 meeting due to time constraints. Mrs. O'Connell indicated that she updated Goal #1, Secondary Transition, to include all the collaborative programs and meet the requirements of Indicator 13. Indicator 13 was shared with the Board.

Dr. Lally made a motion to accept the Executive Director FY16 goals; Ms. Henderson seconded. Motion to accept the Executive Director FY16 goals passed unanimously by a vote of 4 to 0.

Board Minutes

Board meeting minutes for November 18, 2015 were presented for approval.

Ms. Henderson made a motion to approve board meeting minutes for November 18, 2015; Mr. Zinni seconded. Motion to approve board meeting minutes for November 18, 2015 passed unanimously by a vote of 4 to 0.

Host School Agreement

Mrs. O'Connell reported that the Charms attorney reviewed the Host School Agreement and found it acceptable. Mr. Farmer made a motion to accept the host school agreement; Ms. Henderson seconded. Motion to accept the host school agreement passed unanimously by a vote of 4 to 0.

Feasibility Study

Mr. Zinni would like to further discuss the Charms Feasibility Study from 2012. Mrs. O'Connell explained that her goals were established to move Charms forward and that the quality of the current programs and services far exceed where Charms was 3.5 years ago Mr. Farmer suggested that the January 2016 Board meeting be dedicated to discussing the feasibility study in more depth.

Adjournment

Mr. Farmer made a motion to adjourn open session; Dr. Lally 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.