

## Charms Collaborative Board of Directors & Operating Committee

Meeting Minutes  
December 19, 2014

### Opening:

The 2014-2015 School Year meeting of the Charms Collaborative Board of Directors/Operating Committee was called to order at 2:00 PM on December 19, 2014 at the Charms Main Office in Stoughton, MA by the Chairperson Timothy Farmer.

### Members Present:

Superintendents	Charms Staff
Timothy Farmer Chairperson Sharon Superintendent	Rosalie O'Connell Charms Executive Director
Patricia Lally Holbrook Superintendent	Ellen Whittemore Charms Business Manager
Dr. Marguerite Rizzi Stoughton Superintendent	
Jeffrey Granatino Canton Superintendent	

**Absent:** Paul Zinni, Avon Superintendent; Mary Gormley, Milton Superintendent

### A. Updates, Staffing

Mrs. O'Connell reported that we are in good shape with staffing. We are currently consulting with Easter Seals as they gave us a good rate. Positive feedback has been received for all the professionals contracted through Easter Seals. Karen McDeed, an assistant teacher, gave her resignation on Friday, 12/12/14. Interviewing for her position will begin after the holiday break in January.

### B. Updates, Enrollment

Mrs. O'Connell reported enrollment is going well as referrals are continuing to be received. There are 2 kids starting shortly. We have received referrals from Easton. Historically referrals tend to increase each year after the first report cards are distributed. We currently have 37 student enrollees and 5 referrals. Staffing changes have saved money as the programs are sharing paraprofessionals. In addition, Boston has been a great partner and is beginning to take advantage of everything we have to offer.

### C. New Program Proposal

The YMCA in Stoughton has approached Mrs. O'Connell regarding the renting of classroom and office space. The classroom includes a kitchen. Mrs. O'Connell proposes moving the older kids (18 – 22 year olds) to the YMCA. The students will move from the vocational program at the Canton High School and the existing staff will also be split among the 2 programs. The lease term with the YMCA would be for at least 3 years.

#### **D. Second Chance Program**

Mrs. O'Connell proposed a new program option called the Second Chance Program. Mrs. O'Connell proposed to use the existing office space at the Jones School in Stoughton to house a program for kids who have not been successful in a public school setting for various reasons. This new program would offer one on one attention that would be customized to each child. Boston has referred 3 kids who meet this criterion.

#### **E. Health Insurance**

A representative from Mosse & Mosse Associates, Inc., Brian Fitzgerald, attended the meeting to present his finding for more affordable health insurance for the staff at Charms Collaborative. Currently we subscribe to Harvard Pilgrim and have high premiums. In Brian's analysis he identified the Group Insurance Commission (GIC) as an alternative. GIC offers 2 popular plans with the most comprehensive coverage, one of them being Tufts Navigator. These plans offer savings, better benefits, lower rates and rate stability. If we chose to go with GIC we would need to follow the state guidelines which includes tiered pricing according to the staff's hire dates. Some negatives include very strict guidelines and time frames. Coverage would not start until the first of the month after 60 days of employment. Applicable paperwork would need to be obtained for coverage. Mr. Farmer asked Mr. Fitzgerald if there are any other options. Mr. Fitzgerald responded that we reviewed other options and the rates were higher than GIC. Ms. Lally shared that she has GIC through Holbrook Public Schools and have found that GIC has hidden costs, per her personal experience. Ms. Whittemore added that an information meeting would be set up for the staff to ask questions. In addition, GIC would give access to life insurance and flex spending accounts. Charms would also like to change the voluntary dental plan and add a voluntary vision plan.

Mr. Granatino moved to move insurance to GIC - APPROVED

#### **F. Audit**

Mr. John Ratcliff presented a general overview of the FY14 audit findings with the Board of Directors. A copy of the audit report was distributed to the attendees. Currently Ms. Whittemore is working on resolving bills from FY12 and FY13. Mr. Farmer is concerned about how the towns are going to pay for previous year's bills. Ms. Whittemore provided that Randolph is meeting with their comptroller regarding the outstanding bills. Dr. Rizzi asked if Ms. Whittemore found it unusual that these bills were not paid. Ms. Whittemore replied yes.

Mr. Ratcliff went over the independent auditor report. Currently there is a money market account that holds \$223,000 that was put aside years ago to fund 2 payrolls. Mr. Farmer asked if it is required by DESE to have 2 payrolls encumbered. Mr. Ratcliff replied no. Ms. Whittemore explained that the accounting system is in need of an update. Mr. Ratcliff suggested moving the assigned fund balance into the operational account. Mr. Farmer asked if it would be possible to designate the money back to a capital account after the fact. Mr. Ratcliff replied yes. Mr. Farmer then asked how Mr. Ratcliff knew that the money would for 2 payrolls. Mr. Ratcliff replied that is was noted in previous documents.

Mr. Ratcliff then went over the management comments.

Mr. Granatino asked Mr. Ratcliff if the audit results are typical. Mr. Ratcliff replied yes.

**G. Executive Director Goals**

Ms. O'Connell shared that Charms Collaborative has joined the Stoughton Chamber of Commerce to increase our visibility. The YMCA has been very helpful in accommodating our student's needs. The goals are to better identify what each program needs - increased communication with everyone including parents, staff and the Board of Directors. The staff has been volunteering their time and is working to maintain a Facebook page. Professional development has the staff utilizing each other to share knowledge, making people more accessible.

**H. Votes**

1. Annual Audit – motion to approve the annual audit in its entirety. APPROVED
2. Money Market Account – motion to move the move from the money market account to the general fund. APPROVED
3. Accounting Software – motion to shift accounting software from Sage Business Works to Budget Sense. APPROVED
4. Annual Report – motion to approve the annual report. APPROVED
5. Director Goals – motion to approve Executive Director's goals. APPROVED

**I. Adjournment:**

Meeting was adjourned at 4:00 PM by Mr. Farmer. The next Board of Directors meeting will be at 2:00 PM on January 30, 2015 at The Jones School in Stoughton.