

CHARMS Collaborative
Open Session Meeting Minutes, February 27, 2015

Members Present: Mr. Farmer (Sharon), Dr. Rizzi (Stoughton), Mr. Zinni (Avon), Mr. Granatino (Canton).

Members Absent: Mrs. Gormley (Milton), Dr. Lally (Holbrook)

Also Present: Rosalie O'Connell (Executive Director), Ellen Whittemore (Business Manager), Christina Farrington (Business Office Assistant)

Staffing / Student Update

As of this date, CHARMS has 37 students. To date, CHARMS has received 20 referrals for FY15. Out of the 20-6 have enrolled in our programs, 6 were not appropriate for our programs and 8 either went to other settings or remained in their home schools. Boston Public Schools has been a big supporter of our programs.

Mrs. O'Connell shared information about a training workshop, Train the Trainer, sponsored by South Shore Hospital Youth Connection. The workshop focuses on raising awareness about teen risky behaviors. Mrs. O'Connell and 2 other staff members will be attending this cost-free training. Plans to offer this to local districts will be discussed in the fall.

Executive Director Updates

Mrs. O'Connell asked the Board members to go back to their SPED Directors for referrals. She offered to give tours of the programs to the town coordinators. Mrs. O'Connell feels be have lost opportunities due to districts not sharing what CHARMS has to offer.

Mrs. O'Connell shared information about the CHARMS revamped newsletter. The newsletter goes out once a month and includes pictures with new stories from all of the programs. CHARMS have received wonderful feedback from the parents and districts.

Mrs. O'Connell announced that CHARMS will be volunteering at a fundraiser in Stoughton on Saturday, February 28th to help support the buying of a handicap van for Giovanna.

Mrs. O'Connell discussed the impending move of the administrative offices and the expansion of the vocational program to the YMCA in Stoughton. The current staff and students aged 18 to 22 years of age will be utilized for this expansion program. The program will be set up as an office environment instead of a classroom setting. The Board discussed.

Mr. Granatino made a motion to expand the vocational program and administrative offices to the YMCA; Dr. Rizzi seconded. Motion to expand the vocational program and administrative offices to the YMCA in Stoughton passed unanimously by a vote of 4 to 0.

Mrs. O'Connell shared concerns about classroom rental fees. A survey of what other collaboratives are currently paying per year for classroom space was provided to the Board. Mrs. O'Connell would like to look at rental fees in order to decide CHARMS fees. Board felt that this information needed to be supplied in the fall before district budgets are done. Board will revisit lease fees in the fall. Mr. Grantino stated the program housed at the Galvin Middle School may need to relocate due to space restrictions.

Budget Update

Ms. Whittemore provided the board with an update on the FY 15 budget and additional areas of cost savings she has identified.

Ms. Whittemore shared that payroll will be moving from ADP to Harpers as a cost savings measure.

Ms. Whittemore outlined the FY16 budget will be based on 36 students. There will be students aging out within FY16.

A brief discussion took place around the topic of preparing FY 16 budget e.g., areas of savings and proposed tuition increases, etc. Ms. Whittemore proposed increasing tuitions by 4% for district partners and 6% for out-of-district participants. Discussions continued regarding what other collaboratives are charging. Ms. Whittemore will research this and report back at the next board meeting.

Mr. Farmer instructed the members of the Board to give Mrs. O'Connell and Ms. Whittemore any questions regarding this before the next board meeting.

Mrs. O'Connell discussed the current salary tables. To date, CHARMS calendar indicates 185 paid days for full time staff. Mrs. O'Connell proposed changing to 183 days to be consistent with our member districts. Dr. Rizzi inquired as to what the difference would be. Ms. Whittemore will research this and report back at the next board meeting.

Administrative Updates

The fingerprinting policy was discussed. Policy conforms to state law.

Mr. Farmer made a motion to approve the fingerprinting policy; Mr. Zinni seconded. Motion to approve the fingerprinting policy passed unanimously by a vote of 4 to 0.

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

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Executive Session Meeting Minutes, February 27, 2015**

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Members Absent: Mrs. Gormley (Milton), Dr. Lally (Holbrook), Mr. Zinni (Avon)

Also Present: Rosalie O'Connell (Executive Director), Ellen Whittemore (Business Manager), Christina Farrington (Business Office Assistant)

The meeting began with the Chair requesting a motion to enter Executive Session. So moved by Mr. Farmer and seconded by Dr. Rizzi. By a unanimous roll call vote, the Board entered into Executive Session at approximately 3:20 PM.

Discussions began regarding vacation pay paid to the former business manager. The Board discussed and due to legal costs decided not to pursue reimbursement from the former business manager.

The Board also discussed the medical leave of absence of a speech therapist. CHARMS will continue to pay her medical insurance through June 30, 2015 should she not return from her leave of absence.

At approximately 3:40 PM the Chair requested a motion to exit Executive Session. By a unanimous roll call vote, the Board voted to exit Executive Session.