

**CHARMS Collaborative**  
**Open Session Meeting Minutes, April 11, 2016**

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

**Members Absent:** Mrs. Gormley (Milton)

**Also Present:** Rosalie O'Connell (Executive Director), Christina Farrington (Business Office Assistant), Lisa Coenen (Nurse Leader, Charms Collaborative), Donna Sabbag (Psychologist, Charms Collaborative), Paulajo Gaines (DESE Representative), David Lockwood (TMSolutions, Business Management)

**BOARD MINUTES**

Board meeting minutes for March 23, 2016 were presented for approval.

Ms. Henderson made a motion to approve board meeting minutes for March 23, 2016; Dr. Rizzi seconded. Motion to approve board meeting minutes for March 23, 2016 passed unanimously by a vote of 4 to 0.

**DESE UPDATES**

The updated collaborative agreement was approved and signed on 4/4/2016.

**EXECUTIVE DIRECTOR UPDATES**

Mrs. O'Connell provided the Board with an outline of referrals. There are a total of 44 referrals with 2 in process. 16 of the 44 have been viable referrals in which Charms has accepted. Current acceptance and attendance into charms programs is 88% for FY16. Mr. Zinni asked Mrs. O'Connell how many of the referrals came from member districts. Mrs. O'Connell answered 1 (Stoughton).

There are currently 36 students with 2 active referrals, 2 students will be starting July 1, 2016. Mr. Zinni clarified that there will be 31 students starting FY17 with 5 students aging out throughout the year, ending the year with 26 students.

**HEALTH AND WELLNESS – PRESENTED BY LISA COENEN AND DONNA SABBAG**

Mrs. Coenen and Ms. Sabbag presented the Board with information regarding their work with public health initiatives. They discussed the themes they have been working on such as disease, social emotional and behavior self-assessment tools. Mrs. Coenen discussed Charms needs to implement laws such as putting together and implementing a crisis plan. Each program within Charms has implemented a crisis plan. Trauma in-services have been implemented as well. Mr. Farmer discussed that social/emotional has become key topics and that his staff has spent a lot of time, resources and training on this topic. Mrs. Coenen then explained the regulations and how these laws came into place. Mr. Farmer asked if there is a time line currently in place. Mrs. Coenen answered that there are some available on restraint. Mr. Farmer then asked if there is any state guidance. Ms. Sabbag discussed the resources that are available to implement.

Out of the 5 member districts only 2 have nurse leaders. Mrs. Coenen explained the difference between a nurse and a nurse leader such as the nurse leader's role in crisis situations and putting together protocols to assist students in crisis.

## **PROGRAM REVIEW**

A program review was completed on the multi skills program by Patty Mason. The staff was excited to meet and work with her. Mrs. Mason visited the program over many days and reviewed many different scenarios. Based on her findings, the multi-skills programs have developed a good foundation to expand upon. Report will be posted to the Charms website.

## **BUDGET UPDATE**

Mr. Lockwood presented the Board with the FY16 overview. There is 2.791 million in revenue, 362,000 in surplus, with the addition of 40,000 it bring the surplus to 402,000.

Mr. Lockwood has received a quote of \$10,000 for the actuarial study to be completed and is actively looking for other quotes due to the high price quoted. Mr. Zinni voiced his frustration with the length of time this request has taken as the Board has been asking for this study to be done since the fall. Mr. Zinni is very concerned and feels it is needed as soon as possible as this is time sensitive information. Dr. Rizzi inquired how long it would take to get someone on board. Would this study be completed by the next board meeting? Mr. Lockwood replied that he would look into this as soon as possible. Dr. Lally asked how many potential companies has Mr. Lockwood contacted? Mr. Lockwood answered that he would need to get back to her with that information as firms are not getting back to him. The Board agreed unanimously that the actuarial study needs to be completed and presented to the Board by May 17, 2016.

Ms. Henderson motioned to accept the revised FY16 budget update; Dr. Lally seconded. Motion to accept the revised FY16 budget update passed unanimously by a vote of 5 to 0.

### FY17 Budget Draft

An updated draft of the FY17 budget was presented to the Board. Mr. Farmer asked why the expenses are more than the revenue. Mr. Lockwood explained the current surplus and how this would roll over to the FY17 budget. He explained that it is fiscally sound to fund with the FY16 surplus. Dr. Rizzi explained that the FY17 budget should be balanced without using the surplus. Mr. Lockwood responded that the surplus would be used as a placeholder. Dr. Rizzi explained that she is concerned with the budget as there used to be 56 students and now there are 36. Mr. Zinni would like a balanced budget with various scenarios including and varying increasing tuition rates. Mr. Lockwood explained that there have been many cuts made to the budget. Mr. Farmer requested that the Executive Director provide the Board with the details of the cuts that were made before the next board meeting. Mrs. O'Connell responded that she would send the Board that information. She also reminded the Board that when she started Charms there was a budget deficit. Mr. Zinni is concerned that by the next meeting the budget will not be balanced. Dr. Rizzi asked Mrs. O'Connell what cuts have been made. Mrs. O'Connell referred the board back to the data provided on the budget cuts. Dr. Rizzi would have like to see exactly what was cut prior to this meeting. Mr. Zinni is concerned as he does not want to use the surplus at all in order to meet dissolution obligations. This is why the Board has been looking for an updated actuarial study.

Mr. Zinni wants to make a statement that the Board has been struggling for months to make a very difficult decision. The Board has been very cautious about how the information has been disseminated to be thoughtful for the staff, students and families. A balanced budget is needed in order to proceed. Mr. Zinni feels that not having this tie the Boards hands. Mr. Farmer inquired if the budget was voted before June in the past. Mrs. O'Connell answered that the budget can be voted on in May or June, but budget will need to be approved in order to identify staffing. Mr. Farmer feels that another board meeting needs to be added in order to get the budget approved. As a result another meeting has been scheduled for May 25, 2016 at 1:00 pm.

### Proposed FY17 Staffing

The proposed FY17 staffing cannot be voted on until the FY17 budget has been approved.

## **STRATEGIC PLANNING**

Mr. Zinni discussed Charms current position at the SCRO Governing Board meeting and asked the other collaboratives for any interest. Mr. Zinni received lots of questions like how many students and what programs we offer. He spoke with BICO and North River who both are not interested in merging. Mrs. O'Connell shared that the Executive Director from Reeds suggested talking at the SCRO Operating Committee meeting. Mr. Farmer feels that the budget should be the first priority and that everything else is a moot point. Ms. Henderson inquired if a decision would need to be made about dissolution by June 30, 2016. The Board answered yes. Mr. Farmer suggested if an RFP would be a good option to submit to area collaboratives. Mr. Farmer feels that there should be a more formal option. Mr. Farmer also feels that the Board has been very cautious about informing families.

Ms. Gaines informed the Board that a request needs to be made by a member district by July 1, 2016, one request by one school board by July 1, 2016. Ms. Gaines has read the language in the collaborative agreement and it states that the request needs to be made, and then this Board would need to vote by the end of the fiscal year. Dr. Rizzi asked in order to meet all the parameters, what does the Board need to do by June 30, 2016. Ms. Gaines also noted that the agreement does not say when the member districts need to vote. Mr. Zinni asked that the collaborative agreement be sent to the attorney for review. Ms. Henderson added that the Board should ask the attorney if the decision of merging can still be an option if they vote to dissolve. Mr. Farmer feels that a vote should not be made until others have been notified. Mr. Zinni clarified that the collaborative would need to dissolve and then merge with another collaborative. Dr. Rizzi asked Ms. Gaines if there is any guidance from DESE regarding merging collaboratives. Ms. Gaines responded they do not have anything yet as it is in draft form. She will look into it and get back to the Board. Mr. Zinni does not want to unduly alert stakeholders. There will be a guaranteed placement for another year. Ms. Henderson asked to clarify what the attorney said regarding the options. Ms. Gaines answered that merging is not an option with 2 Boards. Dr. Rizzi added that there is a great possibility for programs to move to another collaborative. Mr. Zinni suggested inviting the attorney to the next meeting and feels adding another meeting is mandatory. Ms. Gaines will go back to DESE and gather information on inter-governmental agreements.

Mr. Zinni has requested to only discuss the budget and the actuarial study at the next board meeting on May 19, 2016.

### **Adjournment**

Dr. Rizzi made a motion to adjourn open session; Dr. Lally seconded. Motion to adjourn passed unanimously by a vote of 5 to 0 at 2:17 p.m.

### **Executive Session**

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