

**CHARMS Collaborative
Open Session Meeting Minutes, May 1, 2015**

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

Members Absent: Mrs. Gormley (Milton), Mr. Granatino (Canton).

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 38 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.

Mrs. O'Connell shared information about the continued partnership with the YMCA since our administrative offices are officially housed at the YMCA. The YMCA is looking to work with our students to establish volunteer opportunities and job placements.

Mrs. O'Connell shared that 2 of the programs will be moving locations next school year. The class currently located in the Avon Middle Schools will be relocating to the Rodman building in Canton. The Galvin Middle School classroom will also be relocating however a location has not been confirmed. Mrs. O'Connell will be reaching out to Brockton regarding space.

Executive Director Goals

Mrs. O'Connell discussed with the Board her past goals.

Staff

Mrs. O'Connell believes she has good staff and feels that resignations within the past fiscal year have been to the benefit of CHARMS. The current staff works together well and shares resources that are mutually beneficial to the team.

Staff Evaluations

Mrs. O'Connell instituted a new evaluation system and it was been working well. The staff appreciates the feedback received. There has been 5 new professional staff members hired. The existing staff each received refresher training.

IEP

Mrs. O'Connell discussed tying the curriculum to the IEP and documenting this within the IEP. There is a social/emotional crisis team in every program. Data is

documented. Mr. Farmer questioned where the current information gets stored. Mrs. O'Connell explained that each program has a binder that remains in the classroom.

Collaborative Improvement Goal

- 2 audits were performed in FY15 – a DESE audit and an independent audit
- Reports and updates to the Board
- Staff professional development
- Policy and procedures handbook – website is updated when needed
- Health and wellness manual
- Transition binders – all materials needs is located in one place, grows with the student
- Collaboration with parents – work with the student's parents to understand the IEP, get student involved in the process having the student invite individuals they would like to attend

Budget Update

Ms. Whittemore provided the board with 3 versions of the budget – (1) budget based on 185 days, (2) budget based on 184 days and (3) budget based on 184 days with top step stipend. Mr. Zinni made a motion to accept the FY16 budget based on 185 days at \$2,633,725.36; Dr. Lally seconded. Motion to approve the FY16 budget based on 185 at \$2,633,725.36 passed unanimously by a vote of 4 to 0.

FY16 salaries reflect 2% increase. Mr. Zinni made a motion to approve a 2% increase in salary for FY16; Mr. Farmer seconded. Motion to approve a 2% salary increase for FY16 passed unanimously by a vote of 4 to 0.

Dr. Rizzi made a motion to adjourn open session; Dr. Lally seconded. Motion to adjourn passed unanimously by a vote of 4 to 0.