

**CHARMS Collaborative**  
**Open Session Meeting Minutes, June 12, 2015**

**Members Present:** Mr. Farmer (Sharon), Mr. Zinni (Avon), Dr. Lally (Holbrook), Mr. Granatino (Canton).

**Members Absent:** Mrs. Gormley (Milton), Dr. Rizzi (Stoughton)

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

**Board Meeting Minutes**

Board meeting minutes for September 19, 2014, December 19, 2014, February 27, 2015, April 9, 2015 and May 1, 2015 were presented for approval.

Mr. Zinni made a motion to approve board meeting minutes for September 19, 2014, December 19, 2014, February 27, 2015, April 9, 2015 and May 1, 2015; Mr. Granatino seconded. Motion to approve board meeting minutes for September 19, 2014, December 19, 2014, February 27, 2015, April 9, 2015 and May 1, 2015 passed unanimously by a vote of 4 to 0.

**Anticipated Staff FY16**

Mrs. O'Connell presented the Board with a listing of the anticipated staff members for FY16 for approval.

Mr. Granatino made a motion to approve the FY16 anticipated staff members; Mr. Zinni seconded. Motion to approve FY16 anticipated staff members passed unanimously by a vote of 4 to 0.

**Business Manager Recommendation**

Mrs. O'Connell would like to move forward with candidate Mindy Ryan for the Business Manager position. Upon approval, Ms. Ryan will start on July 1, 2015.

Mr. Granatino made a motion to approve Mindy Ryan as the Charms Collaborative Business Manager; Mr. Zinni seconded. Motion to approve Mindy Ryan as the Charms Collaborative Business Manager passed unanimously by a vote of 4 to 0.

**Executive Director Goals**

Mrs. O'Connell reviewed her Executive Goals for FY15. Evidence to support goals was presented to board for review. Mr. Farmer will complete the summative evaluation report and share with Mrs. O'Connell and the Board.

Mr. Zinni questioned if staff is working on the same DDMs. Mrs. O'Connell replied that all staff is working on two DDMs over the course of two years in the areas of balanced literacy and social-emotional supports. Data collection has been individualized within each program. Staff has met over the course of the year to share ideas and resources, and to discuss options for data collection.

## **Board of Directors FY16 Officer Appointments**

Mr. Granatino made a motion to nominate Mr. Zinni as the FY16 Chairman. Dr. Lally seconded that nomination. Mr. Zinni accepts appointment to Charms Collaborative FY16 Chairman.

Mr. Granatino made a motion to nominate Mr. Farmer as the FY16 Vice Chairman. Dr. Lally seconded that nomination. Mr. Farmer accepts appointment to Charms Collaborative FY16 Vice Chairman.

## **Program Updates**

Cheryl Nolan, special education teacher at the Charms Multi Skills II program, did a great job putting together the evacuation plan for the Charms Collaborative program located at Rodman. This plan is being utilized at the Rodman Administration building.

The programs located at the middle/high school in Avon and the Galvin Middle School in Canton will move out of their current locations on July 2, 2015. The Multi-Skills 1 Program will move to Rodman. The Middle School Alt Ed Program will be dissolved as a public school setting is not available. Mrs. O'Connell will continue to advocate for space within public school settings.

Mrs. O'Connell will be facilitating a workshop for new hires in the fall.

Mr. Zinni requested the use of a drop box for future board meeting correspondence.

Mrs. O'Connell shared that the Charms Collaborative website, Twitter and Facebook page are up and running. Newsletters are also going out monthly via email.

Our students and staff will attend this year's Special Olympics on Wednesday, June 17, 2015.

Mrs. O'Connell is in contact with a representative at the Stoughton Police Department regarding a community program called Radkids. Mrs. O'Connell would like to make arrangements for our students to be able to access this program.

Our staff has been working on job placements where students receive a paid position within the community. Staff continues to update the transition binders with data to document progress and areas of strengths/challenges. Staff has been working with the outside agencies to assist in the transition process for students who will be aging out of Charms.

There will be 3 new students attending the summer session starting on July 6, 2015.

There are currently 2 active referrals from Boston for the Alternative Education and Vocational Education programs.

## **Policies and Procedures Handbook**

Mrs. O'Connell presented the Board with an updated policies and procedures handbook. The updates include procedures that were not previously addressed. Upon approval by the Board, the Policies and Procedures handbook will be posted on the Charms Collaborative website.

Mr. Granatino made a motion to approve the FY16 policies and procedures handbook; Mr. Zinni seconded. Motion to approve FY16 policies and procedures handbook passed unanimously by a vote of 4 to 0.

#### Health Care Procedures Manual

Mrs. O'Connell presented the Board with an updated health care procedures manual. This manual is maintained by the nurse leader. Upon approval by the Board, the health care procedures manual will be posted on the Charms Collaborative website.

Mr. Granatino made a motion to approve the FY16 health care procedures manual; Mr. Zinni seconded. Motion to approve FY16 health care procedures manual passed unanimously by a vote of 4 to 0.

#### **Budget Update**

Ms. Whittemore presented the Board with an updated chart of accounts in accordance with DESE regulations.

There is a FY15 carry over of \$143,000.

Mr. Zinni requested to discuss the budget surplus at the September 2015 meeting.

Mr. Zinni discussed his goal to grow business, developing a strategic planning process (5 year plan) and increasing professional development services.

The FY16 budget had a change in enrollment; the addition of 1 student.

#### **Board Meeting Calendar**

The Board discussed moving the FY16 board meetings to a different day and different start or end times. After a brief discussion, the Board agreed to the last Wednesday of the month in the mornings.

#### **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.