**CHARMS Collaborative**

**Open Session Meeting Minutes, June 22, 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), Paulajo Gaines (DESE Representative), Crystal Fairman (TMSolutions, Business Management), Allison Eskenas (Parent), Dave (visitor)

**BOARD MINUTES**

Board meeting minutes for April 11, 2016, May 25, 2016 and May 18, 2016 were presented for approval.

Dr. Rizzi made a motion to approve board meeting minutes for April 11, 2016; Dr. Lally seconded. Motion to approve board meeting minutes for April 11, 2016 passed unanimously by a vote of 5 to 0.

Dr. Lally made a motion to approve board meeting minutes for May 18, 2016; Mr. Farmer seconded. Motion to approve board meeting minutes for May 18, 2016 passed unanimously by a vote of 5 to 0.

Dr. Rizzi made a motion to approve board meeting minutes for May 25, 2016; Dr. Lally seconded. Motion to approve board meeting minutes for May 25, 2016 passed unanimously by a vote of 5 to 0.

**WELCOME AND INTRODUCTIONS**

Mr. Zinni welcomed the guests that were in attendance.

**EXECUTIVE DIRECTOR UPDATES**

Mrs. O’Connell provided the board with some program updates including a donation, from Mr. Joseph Graffeo, of a mirror for the sensory room. A thank you card was sent to Mr. Graffeo for his generous donation. Charms Collaborative was featured on the Stoughton Media television station. The staff was interviewed and the segment lasted for an hour. Mrs. Cari-Ann Dufresne was recognized for your hard work and dedication to organize the students attending the Special Olympics. She trained with the student, put together schedules and her hard work paid off. The students won gold, silver and bronze metals.

Mrs. O’Connell provided the Board with some employees that will be retiring on 6/30/2016. Those employees are: Deborah Doody, Josee Klentak and Margaret Foster. Mr. Joseph Miele will not be returning to his role as teacher in the Alternative Education program.

As of July 1, there are 31 students enrolled for summer session. 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. Two of the Charms Collaborative students will be starting counselor in training positions at the YMCA in Stoughton this summer as well as attending summer school at Charms.

Mrs. O’Connell provided the Board with mid-year cycle progress report of her her goals. The Mrs. O’Connell’s Professional Practice Goal is to increase her understanding and involvement in the Charms Financial Management. She provided goal evidence regarding the financial goal. Mrs. O’Connell is involved of all aspects of the budget and works closely with the business office to review everything coming in and out of the office that requires approval. Procedures have been put into place with checks and balances. The budget for FY17 has been reviewed and verified by Mrs. O’Connell. Mrs. O’Connell discussed a meeting she attended where it was acknowledged that Executive Directors roles are very different regarding financial knowledge. The MOEC Professional Development Committee, in which Ms. O’Connell is the chairperson, is currently developing workshops on various financial topics unique to collaboratives. Mrs. O’Connell asked for clarification regarding who can sign the warrant if the chairperson is not available. Ms. Gaines confirmed that the vice chairperson can sign in the event the chairperson is not able to. Mr. Zinni stated that there were no checks and balances in place prior to Mrs. O’Connell’s goal and wants to rectify this. He wants to know exactly where any extra money is coming from. Mr. Farmer agreed that procedures should be in place and board should be made aware of all budget transfers.

Mrs. O’Connell’s Student Learning Goal is focusing on post-secondary transition. Staff trainings and student involvement in the process are two main areas of focus. Each transition plan looks different for every student and program because every student is unique. A transition binder is compiled for students aging out at 22 years of age that includes work/volunteer history, profiles, and various assessments to help support transitions.

The third goal is a Student Learning, Professional Practice and Charms Improvement Goal centering on the implementation of trauma sensitive and mental health first aid strategies in the classrooms. Mrs. O’Connell has made progress with trainings and has put together several committees. In a recent poll with the staff, 33% felt comfortable prior to when training began at the beginning of the year. To date, 90% of the staff feels comfortable. Navigating the mental health and adult services systems are very difficult. The focus is to educate families on the process in order to obtain services for adulthood.

The fourth goal is Charms Improvement Goal which focuses on meeting the special education needs of the communities. Mrs. O’Connell is moving forward with this goal by reviewing the obstacles and working on five action plan items to revitalize Charms. Examples of the progress include: independent reviewed the Multi Skills program and implementation of recommendations, approval from DESE for the multi-skills programs, an increase in appropriate referrals, curriculum updates in all programs, increased professional development and increased accountability. Mrs. O’Connell has been transparent with the districts regarding the status of Charms. Mr. Zinni asked for a copy of the plan for this goal and the Board will provided feedback to Mrs. O’Connell’s evaluation. Mrs. O’Connell provided a copy of the mid cycle goals progress report to each board member and indicated that she has complied evidence for each if anyone would like to review in more detail.

Mr. Farmer would like for the first meeting in the fall to provide Mrs. O’Connell with verbal feedback of her goals. Mr. Zinni will compile the information and then provide a written document at the October board meeting.

Mrs. O’Connell reviewed Board Meeting calendar updates. The board would like to continue to have meetings on Wednesdays at 9:00am at the Old Colony YMCA in Stoughton. The Board will reassess dates if conflicts arise during the school year. Ms. Henderson will provide these dates to the new superintendent of Canton.

**BUDGET UPDATE**

Mrs. Fairman provided the board with an updated budget. Mrs. Fairman inquired about a line item transfer for summer substitutes as the budget for this line item was high. The contracted services line item with cover the expenses for the audit.

Mr. Zinni requested that any information prepared should be sent to the Board prior to sharing with the public.

Dr. Lally made a motion to approve the budget updates; Ms. Henderson seconded. Motion to approve budget updates passed unanimously by a vote of 5 to 0.

**STRATEGIC PLANNING**

Mr. Zinni will continue to be the chairperson for FY17 and Mr. Farmer will be the vice chairperson.

The Board discussed a dissolution vote which would not take place until June 2017. Mr. Farmer discussed the need to investigate and explore other collaboratives taking over the Charms programs. Mrs. O’Connell informed the Board that Brockton approached her regarding observing in the alternative education program in order to help in their design of a similar program.

Dr. Rizzi made a motion to honor the request of the school committees and dissolve the Charms Collaborative collaborative agreement; Dr. Lally seconded. Motion to honor the request of the school committees and dissolve the Charms Collaborative collaborative agreement passed unanimously by a vote of 5 to 0.

Mr. Zinni requested a board meeting before September 2016. Mr. Farmer suggested the first week in August. Mrs. O’Connell will schedule and sent the Board the proposed dates. The Board would like to include the attorney in the meeting.

**Adjournment**

Mr. Farmer made a motion to adjourn open session; Dr. Lally seconded. Motion to adjourn passed unanimously by a vote of 5 to 0.

**Executive Session**

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