

**CHARMS Collaborative**  
**Open Session Meeting Minutes, September 30, 2015**

**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), Mindy Ryan (Business Manager), Christina Farrington (Business Office Assistant)

### **Program and Services Update**

Charms currently has 5 programs located in Canton High School, Canton Rodman Administrative Building and Sharon East Elementary School. In addition, Charms is in the second year of offering a "hybrid" program to students who require both services to acquire a high school diploma and services to support vocational/life skills. During FY15, there was one student taking advantage of this opportunity. In FY16, there are currently three students receiving services from both programs. Classroom space within a public school setting was lost for the Alternative Learning Middle School Program which was located at the Galvin Middle School in Canton and the Multi-Skills I Program which was located at the Avon Middle/High School in Avon. Charms is actively looking for other locations within public school settings. All of the host schools have been wonderful and very welcoming to our students and staff.

There are currently thirty six students enrolled with two active referrals. Charms has seven new students for the FY16 school year. Unfortunately, three of the original 35.5 students enrolled for the FY16 year have left Charms.

Mrs. O'Connell would like to explore the possibility of opening a stand-alone day program to accommodate the referrals that have been received where the students are not a good fit in a public school setting. Dr. Rizzi inquired as to what the enrollment number is based on for the approved FY16 budget. Mrs. Ryan replied that the budget was based on 35.5 students. Mr. Zinni then requested a history of enrollment over the past 5 years. Mr. Zinni spoke about strategic planning, developing programs as well as having experts come in to collect data. Mr. Farmer would like to brainstorm the bigger picture – does Charms need outside help?

Mrs. O'Connell updated the board on the developed health services program which is accessible to the students. The staff is strong and works well together. Mrs. O'Connell believes that Charms is ready to move forward.

### **Budget Review**

Mrs. Ryan spoke about some the issues she has run into since accepting the Business Manager position at Charms. Issues included: FY15 had not been reconciled on a monthly basis, information on revenue was not left readily available and bills had not been paid on time. With the assistance of Mrs. O'Connell and Mrs. Farrington, she is updating the business procedures in order to move ahead in FY16. Mrs. Ryan offered to produce specific reports for the Board based on the information they would like to review. Board indicated that they like the example shared with them today. Mr. Zinni would like Mrs. O'Connell to take a role in the business administration side of Charms. Mrs. O'Connell indicated that she is actively involved in overseeing all business administrative tasks.

## **Chief Procurement Officer**

Mrs. O'Connell would like a vote to appoint the Executive Director as the CPO who will have the authorization to delegate duties to the Business Manager.

Mr. Zinni made a motion to appoint Mrs. O'Connell as the Chief Procurement Officer; Dr. Lally seconded. Motion to approve Mrs. O'Connell as the Chief Procurement Officer passed unanimously by a vote of 5 to 0.

## **Board Minutes**

Board meeting minutes for June 12, 2015 were presented for approval.

Mr. Zinni made a motion to approve board meeting minutes for June 12, 2015; Mr. Farmer seconded. Motion to approve board meeting minutes for June 12, 2015 passed by a vote of 3 to 2, 2 members abstained.

## **New Staff**

Mrs. O'Connell presented the new staff members – Casandra Sullivan (who replaced Greg Goetz as the English Teacher in the alternative high school program), Joseph Miele (who replaced Carolyn Campbell as the Special Education Teacher in the alternative high school program), Tarah Craig (who replaced Rosemary Barry in the vocational high school program), Sean Crehan (who replaced Maura Crowley in the Sharon East Elementary program), Jennifer Murphy (who replaced Breanne Vigeant in the vocational high school program) and Colleen Dillon (who replaced Donna McIntyre as a Speech/Language Pathologist) for approval.

Mr. Farmer moved to approve the new hires Casandra Sullivan, Joseph Miele, Tarah Craig, Sean Crehan, Jennifer Murphy and Colleen Dillon; Dr. Rizzi seconded. Motion to approve the new hires Casandra Sullivan, Joseph Miele, Tarah Craig, Sean Crehan, Jennifer Murphy and Colleen Dillon passed unanimously by a vote of 5 to 0.

## **Policy and Procedure Handbook**

Mrs. O'Connell presented the Board with an amended 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. Zinni made a motion to approve the amended FY16 policies and procedures handbook; Mr. Farmer seconded. Motion to approve the amended FY16 policies and procedures handbook passed by a vote of 4 to 1, 1 member abstained.

## **Collaborative Agreement**

Mrs. O'Connell discussed which districts she does not have a signature page for – Canton and Stoughton. Dr. Rizzi informed Mrs. O'Connell that the signature page was signed the previous night at her school committee meeting. Mrs. O'Connell then discussed adding language for Board of Directors attendance being a requirement and presented the Board with language options for consideration. The Board will review for the next Board of Directors meeting.

## **Board Meeting Calendar**

The next Board Meeting is scheduled for October 21, 2015 and the DESE representative will be in attendance. The December board meeting was changed to December 18, 2015 at 9:00 am.

### **Adjournment**

Mr. Zinni made a motion to adjourn open session; Mr. Farmer 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.