

CHARMS Collaborative
Open Session Meeting Minutes, June 16, 2017

Members Present: Mr. Zinni (Avon), Mr. Farmer (Sharon), Dr. Rizzi (Stoughton), Dr. Fischer-Mueller (Canton)

Also Present: Rosalie O'Connell (Executive Director), Marc Richard (Business Manager), John Nunes (Charms Treasurer), Gretchen Conlon (Charms Administrative Assistant), Paulajo Gaines (DESE Representative), Sarah Catignani (Attorney), Caitliln Sevigny (Charms Employee)

Open Session

- **Dr. Rizzi Motion to go into Executive Session**
 - All in favor, open session will resume at approximately 1:00pm

Executive Session

- For purpose three to discuss litigation strategy with respect to potential litigation if the chair determines that an open meeting may have a detrimental effect on litigating position of the public body

Open Session

- **Welcome and Public Comment**
 - **Public Comment**
 - Ms. Sevigny – Asked to please submit a letter into the meeting minutes (See attached letter), Then read letter on behalf of the current employees
- **FY17 Budget Update**
 - Mr. Richard reviewed outstanding revenue, outstanding revenue is \$75,886.63
 - Mr. Richard gave financial overview, no massive numbers in payments due, numbers are looking favorable
 - Mr. Richard reviewed closing costs
 - Surplus is up to \$938,654.53 to date
 - Within approximately \$14,000 variance even if additional revenue is not collected
 - \$126,000 encumbered, Mr. Richard does not foresee any large unexpected bills coming in
 - Possible insurance variance, but not major
 - No vote required
 - Mr. Richard discussed next steps with the 3 accounts with Rockland Trust, Options:
 - Transfer signatory to Stoughton, bills will be paid by Stoughton School Department
 - Keep exact amount in the account to cover final expenses, will zero out once all checks have been cashed

- Mr. Nunes has single signing ability to close account after zero balance
 - Ms. Catignani recommended waiting until as close to the closing to transfer any money to the non-interest bearing account
 - Mr. Nunes stated that per state law checks are void after 1 year, you can advertise any outstanding checks on the website, give a 14 day notice if it is still not cashed, any uncashed checks go back to Charms/Stoughton
 - Mr. Zinni asked that we notify anyone with outstanding checks that if they are not cashed a stop payment will be made and new checks will be issued by Stoughton
- Mr. Richard stated the final meeting will be the final Charms Warrant
- Mr. Richard would like to meet with the Stoughton Business manager to figure out next steps after Charms closing
- Mr. Richard presented TMS proposal
 - Dr. Rizzi has requested an electronic copy be sent as well
- **Annual Report**
 - Mr. Zinni – Stated intro page references 5 programs and East Elementary , only 4 programs and no elementary program
 - Dr. Rizzi asked if this needed to be voted on
 - Ms. Catignani – yes
 - Dr. Rizzi has asked that certain pages be removed/amended
 - Would like the executive summary removed as it is Mrs. O’Connell’s opinion
 - Ms. Gaines stated the annual report must include the executive summary
 - Eliminate pages 3&4, Goals and Objectives and Progress for FY17 Goals
 - Would like all of the progress for FY17 Goals removed as she has not seen any evidence that these have taken place
 - Ms. Catignani asked Ms. O’Connell if she could provide the evidence for the progress.
 - Mrs. O’Connell will provide evidence at next meeting
 - Mr. Zinni would like Medicaid Billing removed from Services for Professionals and Districts as he does not believe Charms handles this
 - Mr. Zinni requested to resend annual report with revisions tracked
 - Dr. Fischer-Mueller suggested changing the title from “Progress for FY17 Goals” to “Actions Taken for FY17 Goals”
 - Mr. Zinni – requested changing “Cost savings to reinvest” to “Cost savings for closing”
 - Dr. Rizzi stated if no evidence is provided she feels it should be removed
 - Mr. Zinni stated that some of the goals make sense while others he feels do not and should not be mentioned
 - Ms. Gaines stated that all of the goals are from the agreed upon collaborative agreement and that evidence is not needed. She would expect the collaborative to have met all of the goals for FY17

- Dr. Rizzi will not sign without evidence, asked to table the voting until the next meeting
- **Dissolution Updates**
 - Mrs. O'Connell reviewed inventory updates
 - Mr. Richard stated that the Worcester collaborative was only interested in the 3 vans and not furniture. YMCA has requested any furniture be donated to them
 - **Motion to give Charms the authority to donate all leftover items**
 - Dr. Rizzi motioned, Mr. Farmer seconded, All in favor, so moved
 - Mrs. O'Connell stated there are no other items with a value over \$300, referenced page 1 of list, junk removal coming on June 29th for any remaining items
 - Ms. Catignani stated that the letter that goes to DESE must include a dollar amount for each item
- Dr. Fischer-Mueller invited all staff to a breakfast at the Rodman center on Tuesday June 20, 2017 called "Thank you for being a Great Neighbor"
- Mr. Zinni – Stated he only received 2 packets from Charms employees, referenced the MAPS booklets
- **Motion to approve the website update cost of \$100**
 - Dr. Rizzi motioned, Mr. Farmer seconded, All in favor, so moved
- Mrs. O'Connell provided the Purchase and Sales agreement for the 3 vans going to South Shore Collaborative
 - Mr. Zinni – stated if it was drawn up by Ms. Catignani he trusts everything is in order to sign
- **Motion to vote on the meeting minutes from 5/31/2017**
 - Mr. Zinni requested a couple of changes, misprint where TMS will be working out of. Will be Sharon and not Stoughton
 - Mr. Zinni stated that he believed there was a reason given for the Executive Session, For purpose three, recording secretaries did not hear it, but will add to the minutes
 - Dr. Rizzi motioned, Mr. Farmer seconded, All in favor, so moved
- **Attorney Updates**
 - Ms. Catignani – no updates, just make a few changes to the final letter to DESE
- **DESE Updates**
 - Ms. Gaines – No updates
- Next board meeting will be June 21, 2017 at 9:00am

Motion to Adjourn

- Mr. Farmer motioned, Dr. Fischer-Mueller seconded, All in favor, So moved

Dear Charms Board of Directors,

“Our prime purpose in this life is to help others. And if you can’t help them, at least don’t hurt them”
Dalai Lama.

Please enter this letter into the minutes for June 16, 2017 as staff is using earned time to be here at this meeting. On June 30, 2017 Charms staff will be applying for unemployment, praying that we can make the mortgage and hoping that we don’t have to tell our oldest child that he/she may need to wait a year to attend college. We will also be worrying about our students who will be uprooted from their school family; from a group of dedicated staff. We will be worrying about how they will handle going to a new program, did we help them choose the right program, and will they be getting the same quality emotional and academic support that they have become accustomed to.

As the year began to wind down staff began attending board meetings, using earned time so we can see first-hand how our board would be supporting retirees, students and current staff. We were encouraged when we saw that the board voted to extend retirees health benefits for another 6 months and were even more encouraged when future agendas showed that the board was going to re-evaluate their vote and potentially extend this for them. We are a small, dedicated, loyal group of hard working employees who work with students who are extremely vulnerable and complex. So complex that many programs wouldn’t accept our students or were accepted in a more restrictive environment. So complex that two sending districts that sit on this board still haven’t placed all their students. We are also a group who are a single income family, have student loans to pay back, mother and fathers who are unsure as to when we will be getting our next paycheck. Many went into panic mode when Ms. Catignani told us that unemployment would probably max out at \$500-\$600 per week for those who have families. A vote about potential severance packages has been continuously pushed back meeting after meeting. Although you don’t have any legal obligation to give us any severance package do you feel that you have a moral obligation?

Respectfully submitted by,

Charms Collaborative Staff



Board Meeting

6-16-17