

CHARMS COLLABORATIVE

Jones School • 137 Walnut Street • Stoughton, MA 02072

781-344-1463 • Fax: 781-344-5299

www.charmscollaborative.org

Meeting of the Board of Directors

Thursday, September 27, 2007

10:00 am – 12:00 Noon

Charms Main Office

Jones Elementary School

Stoughton, Massachusetts

AGENDA

1 Hour



1. Minutes – May 15, 2007 (Correction)
- June 12, 2007



2. Review Board Meeting Dates for 2007-2008



3. Legislative Breakfast

4. Program and Personnel Updates

✓ a. Personnel Changes

✓ b. District Classes

✓ c. Massapoag

✓ d. Facilities

✓ e. Transportation



5. Financial

a. FY07 Summary

b. FY08 Status and Projections

6. Executive Session - Personnel

7. Adjournment

1 Hour

Charms – 2008 and Beyond

Charms Collaborative Board of Directors Meeting

May 15th, 2007

8:45 AM -11:15 AM

Charms Collaborative

Opening:

The Charms Collaborative Board of Directors meeting for May 15th was structured in two parts: the first part dealing with five agenda items; the second part being a presentation to the Board by representatives from Paradigm Properties. The meeting room was set-up so that a PowerPoint presentation could accompany the materials for the meeting. The meeting was called to order by Chairperson Giffune at 8:50 AM.

Members Present:

Superintendents

Dr. Margaret Frieswyk, Vice Chairperson
Avon Superintendent

Dr. Irene Sherry Kaplan,
Canton Superintendent

Ms. Susan Martin
Holbrook Superintendent

Dr. Magdalene Giffune, Chairperson
Milton Superintendent

Dr. Barbara Dunham¹,
Sharon Assistant Superintendent

Ms. Claire McCarthy,
Stoughton Superintendent

Charms Staff

Dr. Edward Carter
Executive Director

Ms. Beverly Beno
Finance Manager

Ms. Megan Mercier
Massapoag Principal

Ms. Barbara Miller
DBC Program Director

Absent: NA

1. **Approval of Minutes of the Meeting of April 9th, 2007 (Vote)**

The minutes of the meeting of April 9th, 2007 meeting were approved; moved by Superintendent McCarthy and seconded by Superintendent Kaplan. Superintendent Giffune abstained.

3. **FY '07 Budget Projections as of 05-04-07**

Ms. Beno handed out an updated projection for the FY'07 Budget as of May 4th 2007. The updated document was based on a student enrollment figure of 148.2 FTEs. Ms. Beno explained changes in enrollments from the last report which indicated a growing positive fund balance.

3. **Continued Discussion of FY'08 Budget Proposal**

Dr. Carter summarized his rationale for recommending a 3% salary schedule increase for FY'08 which was articulated in a memo to Board members. Given the growing gap between the average of the Charms member districts' schedules', and the Charms salary schedule, limits on lanes, the fact that 52% of the Charms personnel only receive the

¹ Dr. Dunham substituted for Dr. Claire Jackson, Sharon Superintendent

salary % increase (i.e., no steps increases), and that there would be no change in tuition rates, Dr. Carter strongly recommended a 3% increase.

Dr. Kaplan stated that Canton would not support the projected salary increase because of local negotiations and challenges to resolve budget concerns in Canton. An extended discussion ensued where a number of alternative strategies for providing staff salary increases were explored. Following these discussions, Dr. Giffune requested a vote on the salary increase recommendation. Superintendent Kaplan motioned, but there was no second. Given the Board's deferring a vote on the salary increase recommendation, Dr. Giffune asked if there were any issues with the rest of the content of the FY'08 Budget proposal, for which there was unanimous support. In addition, Superintendent McCarthy complimented the program goals, objectives and activities format in the proposed budget. Subsequently, members continued discussing the merits of different approaches to rectifying the salary issues. In particular Board members supported the concept suggested by Dr. Dunham of dropping the bottom step on the salary schedule and adding a top step. After further debate, Superintendents McCarthy, and Martin and Assistant Superintendent Dunham volunteered to meet with Ms. Beno to develop alternative schedules and data for the Board's review at the June meeting. Superintendent McCarthy also recommended a subcommittee be established to look at the long term ramifications of the salary schedules.

4. Transportation Updates

Dr. Carter summarized outcomes of the recent Transportation Subcommittee meeting and meetings of the Metrowest Inter-Collaborative Network. New materials were disseminated describing the Terms, Requirements and Specifications for soliciting prices for providing special education transportation using cooperative routing through Charms. Selected details of the Terms document were discussed. Dr. Dunham specifically requested that the provisions for CORI access on drivers/monitors be changed. Dr. Kaplan complimented the efforts and progress for moving forward with transportation alternatives. The transportation subcommittee is scheduled to reconvene on May 30th to review results of the price solicitation process and to make further recommendations for implementation in FY'08.

Dr. Carter briefly reviewed Charms' established role in coordinating the Metrowest Inter-Collaborative Network. The outlook for new DOE resources to support these efforts remains optimistic with Charms being an integral player in the design and implementation of this region's Network activities. It is expected that Charms would receive resources from the state pilot project if continuation of the project in FY'08 is funded by the legislature.

5. Other Updates

Concerns regarding the relocation possibilities of the Multi-Needs Secondary Programs currently located at Holbrook Jr./Sr. High School continue to be a primary issue with the 2007-2008 facilities plan for Charms District-Based Classes. Superintendent Martin shared the timeline for local votes/decisions in Holbrook regarding renovation to the Sr./Jr. High School. Dr. Kaplan informed members that the elevator for the Rodman Education Center had been funded and that completion of installation was anticipated in

the fall of 2008. Consideration for Charms occupancy among the seven available classrooms was expressed by Dr. Carter.

Brief references to new technology grants included in the packets and to ongoing transition activities for the new Interim Executive Director were provided.

6. Massapoag Facilities Development Updates

After a brief break, Mr. Robert Baldwin Jr., Senior Vice President, Director of Development Services Group, and Ms. Patricia Forbes, Vice President of Development Services, from Paradigm Properties, facilitated a discussion/presentation regarding the preliminary outcomes of a strategic real estate plan for the Massapoag Program and the Charms Collaborative main offices. Mr. Baldwin and Ms. Forbes, using a prepared PowerPoint presentation and packets of materials, reviewed the conditions of change at "Southfield" (current site of the two leased Massapoag buildings) in S. Weymouth, Charms' debt capacity analysis, characteristics for consideration of buying or leasing, and projected schedules for acquisition and relocation vs. lease and relocation. Generally there is a significant gap between what is affordable using current lease payment schedules and projected costs for building a new facility (projected at 40,000 square feet). A variety of modifications required to make the project more affordable were reviewed including reduced square footage (e.g., 20 or 30 thousand square feet), favorable purchase arrangements with member municipalities for land/building acquisition, and additional funding options such as grants.

Suggestions from Board members included: Superintendent McCarthy recommendation to investigate the possibilities of South Shore Voc Tech High School, or Blue Hills Voc Tech School, building the facility to reduce construction costs. She also suggested investigating property across from the Hansen Elementary School in Stoughton. Dr. Frieswyk inquired about LNRs disposition regarding Massapoag remaining at "Southfield" in S. Weymouth. Dr. Dunham suggested that the Sacred Heart School site in Sharon might be receptive to options that address the needs for gym space and other facilities during weekends. It was also suggested that schools being vacated by the Arch Dioceses might be an opportunity. When questioned as to whether remaining within the boundaries of the Charms member communities was an absolute, Board members remained open minded to considering alternative locations based on the project's potential affordability.

Lastly, Dr. Kaplan asked if the remaining consultation hours available from Paradigm could be used to provide comparative information regarding the potential sites currently being investigated, and that the results be reported back to the Board in June.

7. Adjournment

The meeting was adjourned at 11:10 AM, motioned by Dr. Kaplan and seconded by Dr. Frieswyk.

Charms Collaborative Board of Directors Meeting

June 12th, 2007

8:45 AM -11:15 AM

Charms Collaborative

Opening:

The Charms Collaborative Board of Directors meeting for June 12th was the last formal gathering for Dr. Kaplan, Superintendent of Canton, and Dr. Jackson, Superintendent from Sharon, both of whom are retiring before the next formal meeting of the Board in September. After the meeting minutes were approved, Dr. Carter presented congratulatory gifts in honor of Dr. Kaplan's and Dr. Jackson's many years of dedicated service to the Charms Collaborative Board of Directors.

The meeting was called to order by Chairperson Giffune at 8:50 AM..

Members Present:

Superintendents

Dr. Margaret Frieswyk, Vice Chairperson
Avon Superintendent

Dr. Irene Sherry Kaplan,
Canton Superintendent

Dr. Magdalene Giffune, Chairperson
Milton Superintendent

Dr. Barbara Dunham¹,
Sharon Assistant Superintendent

Ms. Claire McCarthy,
Stoughton Superintendent

Charms Staff

Dr. Edward Carter
Executive Director

Ms. Beverly Beno
Finance Manager

Ms. Megan Mercier
Massapoag Principal

Ms. Barbara Miller
DBC Program Director

Absent: Superintendent Martin, Holbrook

- 1. Approval of Minutes of the Meeting of May 15th, 2007 (Vote)**
The minutes of the meeting of May 15th, 2007 were approved; moved by Superintendent McCarthy and seconded by Superintendent Frieswyk. Subsequently, Dr. Kaplan made a correction to the minutes. Corrected minutes will be voted in September.
- 2. BOD Officers 2007-2008 (Vote)**
Motion to accept Dr. Giffune as the Chairperson of the Charms Collaborative Board of Directors for 2007-2008 was unanimously accepted, moved by Dr. Kaplan and seconded by Superintendent McCarthy. Motion to accept Dr. Frieswyk as the Vice Chairperson of the Charms Collaborative Board of Directors for 2007-2008 was unanimously accepted, moved by Dr. Kaplan and seconded by Superintendent McCarthy.
- 3. BOD Meeting Calendar 2007-2008 (Vote)**
A proposed calendar with meeting dates in September, October, December, January, March, May and June was presented. Dr. Frieswyk recommended adding a meeting in April, which was designated on the 15th. Dr. Giffune volunteered to host the Legislative

¹ Dr. Dunham substituted for Dr. Claire Jackson, Sharon Superintendent

Breakfast in October. It was also agreed that meetings should begin at 8:15 instead of 8:45 AM. Given these conditions, a motion to accept Charms Collaborative Board of Directors meeting calendar for 2007-2008 was unanimously accepted, moved by Dr. Kaplan and seconded by Superintendent McCarthy.

4. Charms BOD Policy Manual

Board members received copies of the Charter for the Charms Collaborative, a BOD Policy Manual from February 2001 (White copy), and an edited/updated version of a BOD Policy Manual from June of 2007. Ms. Beno & Dr. Carter updated the February '01 manual to reflect current practice for 2007. It was recommended that the Board use updated documents in preparation for the transition of a new Executive Director as well as new Board members. Dr. Kaplan recommended the documents be legally reviewed and also complimented the effort to update the manual. Dr. Giffune requested the updated invoicing practices recommended by Ms. Beno be distributed to the Board members for consideration. Dr. Frieswyk volunteered to head a subcommittee to take a detailed examination of the updated manual, and also recommended the BOD Policy Manual be put on the September BOD meeting agenda.

5. FY '07 Budget Projections as of 06-04-07

Ms. Beno updated projections for the FY'07 Budget as of June 4th 2007. The updated document was based on a student enrollment figure of 148.3 FTEs. Ms. Beno explained changes in enrollments from the last report which indicated a stable, positive fund balance.

6. FY'08 Budget Proposal Recommendations

Since the May Board meeting, Superintendents McCarthy, and Martin and Assistant Superintendent Dunham volunteered to meet with Ms. Beno to develop alternative salary schedules and data for the Board's review. Ms. Beno explained that the revised budget proposal reflected salary schedules whereby the bottom step was eliminated and one additional step was added to the top of each scale. The revised salary schedules averaged to approximately a 4.6% increase. An extended discussion ensued regarding the value of the added steps to all scales, and the pros and cons of this approach. Dr. Frieswyk was especially concerned that the recommended changes might not address issues of retention. Clarification was provided regarding issues already discussed during the May meeting. Dr. Giffune suggested there needed to be differences in recommendations for Charms regardless of the local situations each member district was experiencing. Then a motion to recommend the salary schedule proposal with the exception of the administrative team was put forth by Superintendent McCarthy. Results were 3 yes votes and 2 Superintendents abstained. The motion passed. In an effort to address the salary increase recommendations for the administrative team, the Charms Board of Director entered into Executive Session, motioned by Superintendent Frieswyk and seconded by Superintendent McCarthy.

Executive Session

Members convened in Executive Session per sub section (3) of the Open Meeting Law (Chapter 39, Section 23A).

7. **Transportation Updates**

Dr. Carter asked Chairperson Giffune if there had been any outcome regarding moving forward with the Charms Transportation project for 2007-2008 during the Executive Session. Dr. Giffune stated that the Board had moved to go forward with the transportation initiative.

8. **Massapoag Facilities Development Updates**

Due to the extensive time used for Executive Session, the Massapoag Facilities Development presentation from Ms. Patriacia Forbes of Paradigm Properties was not conducted.

* 9. **Adjournment**

The meeting was adjourned at 12:30 p.m. at the end of Executive Session discussions.



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no financial audit

Meeting of the Board of Directors

Friday, December 7, 2007

8:15 am – 10:00 am

Charms Main Office

Jones Elementary School

Stoughton, Massachusetts

AGENDA

1. Minutes – September 27, 2007
2. Election of Board Chairperson
3. Board Meeting Dates – 2008
4. Informational Items
 - a. Charms Transportation Initiative
 - b. New Private School in Stoughton?
5. Financial Matters
 - a. FY07 Financial Audit
 - b. FY08 Budget Status – Deficit Reduction Plan
 - c. FY09 Budget Proposal
6. Personnel Matters
7. Professional Development – Common Meeting Date
8. Other

Agenda Item #1 Minutes – Board of Directors Meeting September 27, 2007

Board Action Needed: Approval of Minutes

**Minutes of: Charms Board of Directors
September 27, 2007**

Attendance:

Avon -	Margaret Frieswyk	Milton –	Magdalene Giffune
Canton -	John D’Auria	Sharon -	Barbara Dunham
Holbrook -	Susan Martin	Stoughton -	Claire McCarthy

Others in Attendance:

Charms - Michael Palladino, Interim Executive Director
Barbara Miller, Director DBC Programs
Megan Mercier, Principal Massapoag Schools
Beverly Beno, Finance Manager

The meeting was called to order at 10:05 am.

Minutes

May 15, 2007 - The May 15, 2007 minutes were amended to reflect a date change in Item #5 from “fall of 2007” to fall of 2008. Moved by Ms. McCarthy and seconded by Dr. Frieswyk that the minutes from the May 15, 2007 Charms Board of Directors meeting be approved as amended. The vote was 4 in favor with 2 abstentions.

June 12, 2007 - Moved by Ms. McCarthy and seconded by Dr. Frieswyk that the minutes from the June 12, 2007 Charms Board of Directors meeting be approved. The vote was 5 in favor with 1 abstention.

Board Meeting Dates

The Board reached consensus of the following meeting dates through December 2007:

- October 26, 2007 Retreat Meeting 9:00 am – 2:00 pm
- November 9, 2007 Retreat Meeting (cont.) 9:00am – 2:00pm
- December 7, 2007 Board Meeting 8:15am – 10:00am

Meeting dates between January and June 2008 will be determined at a later date.

Legislative Breakfast

There was much discussion in regard to the Legislative Breakfast scheduled for October 16, 2007. It was decided that the Breakfast should be re-scheduled for a date in November.

Programs and Personnel

A listing of new hires and terminations for FY08 was presented to the Board. The list of new staff included:

- 4 Teachers
- 3 Teacher Assistants
- 1 Speech/language Therapist
- 1 Administrative Assistant
- 1 Transportation Coordinator

The list of terminations included:

- 1 Clinical Director (effective 12/31/07)
- 1 Executive Director
- 1 Administrative Assistant
- 5 Teachers
- 7 Teacher Assistants
- 3 Speech/language Therapists
- 1 Physical Therapist
- 1 Vision Specialist
- 1 Long Term Substitute

Barbara Miller, Director of DBC Programs presented an overview student services for programs located in member district school buildings. Charms started the school year with 89 students enrolled in 11 programs. Classroom enrollments are at projected levels. Ms. Miller expressed a concern as to the space issues in Holbrook and asked if additional space could be provided. Dr. Martin indicated that, although it is not likely that additional space will be available, she will consult with Holbrook personnel.

Megan Mercier, Principal of the Massapoag Schools presented an overview of Massapoag programs that included a review of curriculum, clinical services, MCAS results and vocational options. Massapoag programs are under-enrolled by approximately 33%. Ms. Mercier has been working closely with Dr. Palladino and Ms. Beno in an effort to address the issues related to the under-enrollment.

An additional concern at Massapoag is related to space. The current lease with LNR is effective through June 2008 and a longer term option is tentative at best. Collaborative staff has explored other space possibilities however no appropriate options have been

identified. Securing appropriate space for Massapoag programs will be a priority during the 2007-2008 school year.

Dr. Palladino presented an overview of the Charms Transportation Initiative. Although it was not possible to begin the project as originally planned, Dr. Palladino indicated that Charms was still in an excellent position to establish a collaborative transportation program. He suggested that Ms. Tamarkin be retained in a .4 FTE position in order to work on a new proposal for FY09 (It was also noted that Ms Tamarkin would be consulting with the ACCEPT Collaborative on the establishing a Metrowest Collaborative Network. Ms. Tamakin would actually be hired on a .8 FTE basis with .4 FTE billed to ACCEPT). It was anticipated that a decision to move forward with a transportation program would be made by February 2008.

Financial

a. FY07 Summary

A summary of FY07 Charms finances was shared with the Board. Although the financial audit has not been completed, it was estimated that the collaborative could realize a positive fund between \$100-200K.

b. FY08 Summary

Student enrollments at the Masspaog Schools are down by 33% resulting in a projected shortfall of approximately \$730,000. Dr. Palladino and Ms. Beno presented a proposed Deficit Reduction Plan taking into account controlled line item spending, reduction in rental liabilities and potential mid-year staff layoffs. It was suggested that additional enrollments in October/November would favorably change the projections and the more serious alternative of staff layoffs should be delayed until the end of November.

Executive Session – Personnel

Moved by Dr. D'Auria and seconded by Ms. McCarthy that the Board enter into Executive Session in order to discuss personnel a personnel matter. Vote in favor was unanimous.

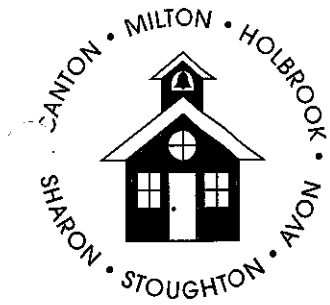
Charms – 2008 and Beyond

The Board began an open discussion relative to the future of the Charms Collaborative and the role of the Interim Executive Director during the current year. It was decided that additional time would be necessary. The Board agreed to meet in a Retreat format on October 26 and November 9, 2007 to explore possible options available to the collaborative. It was further determined that the Board would need time beyond the

current year to address the myriad issues facing Charms and asked Dr. Palladino if he would be available for the 2008-2009 year. Dr. Palladino indicated that he would be interested in continuing at Charms pending discussions with NESDEC.

Moved by Dr. Martin and seconded by Dr. D'Auria that the Charms Board extend the Interim Executive Director contract with NESDEC through June 2009. Vote in favor was unanimous.

The meeting adjourned at 12:00 noon.



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Meeting of the Board of Directors

Friday, February 29, 2008

8:15 – 9:00 a.m.

CHARMS Main Office

Jones Elementary School

Stoughton, Massachusetts

AGENDA

1. Special Education Transportation
2. Solomon Schechter School Building

Board Action Needed:

- 1. Vote to select a transportation vendor and authorize the Executive Director to negotiate and sign a contract with the selected vendor on behalf of the Board**

Attached is a summary of the bids received in response to the CHARMS solicitation for bids to provide special education transportation services to CHARMS member districts. A draft contract is also attached.

After interviewing with 3 quality services providers, the Transportation Sub-Committee concluded that the districts and CHARMS would be comfortable with any one of the 3 providers. Thus, a determination as to the most appropriate provider was based on the lowest bid. TLC School Transportation Company of Canton was the lowest bidder and the unanimous choice of the committee.

Recommendation:

It is recommended that the Board select TLC of Canton as the CHARMS vendor and authorize the Executive Director to negotiate and sign a contract on behalf of the Board.



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Meeting of the Board of Directors

Friday, January 11, 2008

8:15 – 10:00 am

CHARMS Main Office

Jones Elementary School

Stoughton Massachusetts

AGENDA

1. Minutes – December 7, 2007
2. Program Up-Dates
 - a. District Based Classes – Barbara Miller
 - b. Massapoag Schools – Megan Mercier
 - c. Solomon-Schechter School Building
3. Budget Up-Date
 - a. FY08 Status
 - b. FY09 Projections
4. CHARMS Transportation Initiative
5. Other

Agenda Item #1 Minutes - Board of Directors Meeting December 7, 2007

Board Action Needed: Approval of Minutes

**Minutes of: CHARMS Board of Directors
December 7, 2007**

Attendance:

Avon -	Margaret Frieswyk	Sharon -	Barbara Dunham
Canton -	John D'Auria	Stoughton -	Claire McCarthy
Milton -	Magdalene Giffune		

Others in Attendance:

CHARMS - Michael Palladino, Interim Executive Director
Barbara Miller, Director DBC Programs
Beverly Beno, Finance Manager

The meeting was called to order at 10:00 am.

Minutes

Moved by Ms. Frieswyk and seconded by Dr. Giffune that the minutes from the September 27, 2007 CHARMS Board of Directors meeting be approved. The vote in favor was unanimous.

Election of Board Chairperson

Moved by Dr. Giffune and seconded by Ms. McCarthy that Ms. Frieswyk be nominated for the position of Chairperson of the CHARMS Board of Directors. Vote in favor was unanimous.

Moved by Ms. McCarthy and seconded by Dr. D'Auria that Ms. Frieswyk be appointed Chairperson of the CHARMS Board of Directors. Vote in favor was unanimous.

Moved by Dr. Giffune and seconded by Ms. McCarthy that Dr. D'Auria be nominated for the position of Vice-Chairperson of the CHARMS Board of Directors. Vote in favor was unanimous.

Moved by Dr. Giffune and seconded by Ms. McCarthy that Dr. D'Auria be appointed Vice-Chairperson of the CHARMS Board of Directors. Vote in favor was unanimous.

Board Meeting Dates

The Board agreed to the following meeting for 2008:

<u>Day</u>	<u>Date</u>	<u>Location</u>	<u>Time</u>
Friday	January 12, 2008	CHARMS Office	8:15-10:00 am
Friday	March 14, 2008	CHARMS Office	8:15-10:00 am
Friday	April 18, 2008	CHARMS Office	8:15-10:00 am
Friday	May 16, 2008	CHARMS Office	8:15-10:00 am
Friday	June 13, 2008	CHARMS Office	8:15-10:00 am

Informational Items

- a. Special Education Transportation Initiative – CHARMS has collected special education routing and expenditure information from member districts. Dr. Palladino shared estimated costs based on preliminary discussions with vendors. CHARMS staff will be meeting with vendors in December in order to determine the level of interest in CHARMS initiative. The following timeline was presented:
 - November 2007 Data collection and analysis (routing & cost)
 - December 2007 Data analysis and recommendations
 Meetings with interested vendors
 - January 2008 Obtain pricing quotes
 Decision on implementation
 - February 2008 Vendor selection
 - March 2008 Sign contract

- b. Possible New Private School in Stoughton – CHARMS has been considering the Solomon-Schechter School Building in Stoughton as a possible site for the Massapoag Schools. It has come to our attention that a private day school, Summit Academy, has made a lease purchase offer for the Solomon-Schechter property and will be going through a due diligence process.

Financial Matters

- a. FY07 Financial Audit - Ms. Beno presented the CHARMS FY07 Financial Audit Report as completed by Solomon & Company CPA, Inc. of Canton. CHARMS ended the FY07 year with a budget surplus of \$241,272. The Board unanimously commended Ms. Beno for her contribution to CHARMS and specifically made a point of expressing their confidence in the information she presents to the Board.

Moved by Ms. McCarthy and seconded by Ms. Dunham that the FY07 Audit Report be accepted as presented. Vote in favor was unanimous.

- b. FY08 Budget Status - The FY08 Budget continues to show a significant deficit which is currently estimated at \$480,507. A budget deficit plan was shared with the Board. In addition to minimal spending across line items, the plan recommended 4 staff lay-offs at Massapoag to take effect on January 7, 2008. The proposed lay-offs would result in a savings of \$114,000. Dr. Palladino also recommended that a Behavioral Consultant position be created at Massapoag in place of the recommended termination of 1 teaching position. The net result of the lay-offs and new position would be a \$75,000 savings. Moved by Dr. Giffune and seconded by Dr. D'Auria that the Board approve the Deficit Spending plan as proposed. Vote in favor was unanimous.
- c. FY09 Budget Proposal – Ms. Beno presented a first draft of the CHARMS FY09 Operating Budget. The proposal included the following Key Factors:

Expenses:

- Salaries were projected at a 3% increase
- Health insurance was projected at a 12% increase
- The Massapoag Middle School Program was eliminated
- A .5 FTE psychiatrist position was included to enhance the quality of the Massapoag High School Program
- Classroom rent to member districts was reduced from \$1000/r/m to \$500/r/m.

Revenues:

- New Tuitions rates included a differentiated tuition structure:

District-Based Classes (DBC) = +7.5%; Non-Members = +7.8%
Massapoag High School = +15.6%; Non-Members = +15.5%
Summer Program Tuitions = +5%

Dr. D'Auria expressed a concern that districts providing classroom space are being asked to absorb the largest share of the budget increase due to the proposed lower classroom reimbursements and increased tuitions. His concern was shared by Ms. Dunham. Ms. Beno and Dr. Palladino were asked to reconsider their proposal with regard to classroom space reimbursements to member districts. No additional action was taken on the proposed FY09 Budget.

Personnel Matters

Moved by Dr. Giffune and seconded by Dr. D'Auria that the Board approve the following recommendations as presented by Dr. Palladino:

1. It is recommended that the following staff be terminated effective January 7, 2008:

John Fosdick	ELA Teacher
Mary Kelly	History Teacher
Diane Horwath	Behavior Specialist

2. It is recommended that the equivalent of 1.0 FTE Administrative position be eliminated effective January 2, 2008.

3. It is recommended that the Board approve the establishment of a Behavioral Consultant position through June 2008.

The Board vote in favor of the proposed recommendations was unanimous.

The meeting adjourned at 10:15 am.

Meeting of the Board of Directors
Friday, March 14, 2008
8:15 – 10:00 a.m.
CHARMS Main Office
Jones Elementary School
Stoughton Massachusetts

AGENDA

1. Minutes
 - a. December 7, 2007
 - b. January 11, 2008
 - c. February 29, 2008
2. Agreement Extension – Comprehensive Educational Services
3. CHARMS Transportation Initiative – Up-Date
4. Collaborative Programs
 - a. District-Based Classes – Space Needs
 - b. Massapoag Schools
 - c. Solomon Schechter School Building Status
5. Financial
 - a. FY08 Deficit Status
 - b. FY09 Budget Proposal
6. Other

unanimous. The Board also authorized the Executive Director spend up to \$25,000 to assess the condition and market value of the property.

Budget Up-Date

FY08 Deficit – Dr. Palladino and Ms. Beno informed the Board that the projected FY08 budget deficit remains at approximately \$480,000. We have been marginally successful in reducing the deficit as a result of mid-year layoffs and reduced line item spending. Although we expect that winter/spring enrollments and additional line item monitoring will improve the bottom line, we anticipate that the deficit will remain in the \$400,000 range.

Mr. Sarno indicated that he would be informing his school committee about the deficit and suggested that CHARMS develop a draft statement that each district might use at their discretion. Moved by Mr. Sarno and seconded by Ms. Frieswyk that the Executive Director prepare a draft statement on the deficit to be used at the discretion of each Board member. Vote in favor as unanimous.

FY09 Budget Proposal – Ms. Beno presented details of the FY09 CHARMS Budget Proposal. Key factors influencing spending include:

- A budgeted salary increase of 3% to be adjusted based on member district agreements as of June 30, 2008.
- A projected Health Insurance rate increase of 12%.
- A new .5 Psychiatrist position at Massapoag.
- The \$1000/m rental fee to member districts was restored to the budget at Board request.

Revenues are expected to increase by 7.5% for District-Based Programs, 15.5% for Massapoag Programs and 5% for Summer Programs. Several Board members expressed their concern in regard to the projected tuition rate increases and the collaborative's over-reliance on tuition revenues.

No action was taken on the Budget Proposal.

CHARMS Transportation Initiative

CHARMS staff has met with 3 special education transportation vendors and has solicited quotes for our transportation initiative. The results were shared with the Operating Committee and Board. The Committee has scheduled January 24th for vendor interviews and the Board agreed to a tentative meeting date on February 29th in anticipation of selecting a transportation provider.

The meeting adjourned at 10:15 a.m.

Solomon Schechter School Building

Dr. Palladino advised the Board as to the status of lease-purchase negotiations with the owners of the Solomon Schechter School Building in Stoughton. The building owners and CHARMS have agreed, in principle, to the following terms:

<u>Year</u>	<u>Monthly</u>	<u>Annual</u>	<u>Purchase Price</u>
2008-2009	\$15,000	\$180,000	\$1,725,000
2009-2010	\$17,000	\$204,000	\$1,825,000
2010-2011	\$20,000	\$240,000	\$1,925,000

CHARMS has filed a *Unique Real Property Acquisition* notification as part of our responsibility in complying with public procurement requirements. The notification will be posted from March 5th through April 4, 2008. If there are no responses to the posting, we should expect to sign a lease-purchase binding agreement by mid-April.

AGENDA Item #2 Agreement Extension – Comprehensive Educational Services

Board Action Needed: Sign Agreement Extension - Board Chairperson

On September 27, 2007 the CHARMS Board of Directors unanimously voted to extend the Interim Executive Director Agreement with Comprehensive Educational Services. A copy of the Agreement extension will be distributed at the meeting. The terms of the extension are as follows:

1. The term is extended through June 30, 2009 unless shortened by the Board
2. Compensation will remain unchanged

Recommendation: It is recommended that the Chairperson of the CHARMS Board of Directors sign the Interim Executive Director Agreement Extension.



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Meeting of the Board of Directors

Friday, April 18, 2008

8:15 – 10:00 a.m.

CHARMS Main Office

Jones Elementary School

Stoughton Massachusetts

AGENDA

1. Minutes – March 14, 2008
2. CHARMS Transportation Up-Date
3. Status - Solomon Schechter Lease/Purchase Agreement
4. Massachusetts Teacher Retirement System – New Policy
5. Personnel Matter
6. Visit to Solomon Schechter School
7. Other

Agenda Item #1 Minutes – Board of Directors Meeting March 14, 2008

Board Action Needed: Approval of Minutes

**Minutes of: CHARMS Board of Directors
 March 14, 2008**

Attendance:

Canton -	John D'Auria	Sharon -	Barbara Dunham
Holbrook -	Susan Martin	Stoughton -	Maggie Rizzi
Milton -	Magdalene Giffune		Robert Louzan

Others in Attendance:

CHARMS - Michael Palladino, Interim Executive Director
 Megan Mercier, Principal Massapoag
 Barbara Miller, Director DBC Programs
 Beverly Beno, Finance Manager

The meeting was called to order at 8:20 a.m.

Maggie Rizzi and Robert Louzan attended the meeting as representatives of Stoughton. The Board unanimously agreed that Stoughton would be allowed one (1) vote.

Minutes

Moved by Ms. Dunham and seconded by Dr. D'Auria that the Board of Directors meeting minutes from the December 7, 2007, January 11, 2008 and February 29, 2008 be accepted. The vote was 4 in favor with 1 abstention (Stoughton).

Agreement Extension – Comprehensive Educational Services

On September 27, 2007 the CHARMS Board of Directors unanimously voted to extend the Interim Executive Director Agreement with Comprehensive Educational Services through June 30, 2009. Compensation will remain unchanged. Moved by Dr. Giffune and seconded by Dr. D'Auria that the Board Chairperson be authorized the sign the contract extension with Comprehensive Educational Services. Vote in favor was unanimous.

CHARMS Transportation Initiative

On February 29, 2008 the CHARMS Board of Directors unanimously selected TLC Transportation Company of Canton as the vendor for the collaborative transportation initiative and authorized the Executive Director to negotiate and sign a contract with TLC on behalf of the Board. Dr. Palladino informed the Board that the negotiations with TLC remain in progress. TLC proposed several changes to the contract and CHARMS is in the process of reviewing the changes with the collaborative attorney.

Collaborative Programs

Ms. Miller presented a brief overview of District Based Programs and discussed the need for alternative classroom space in 2008-2009 for the programs currently housed at Holbrook High School. Dr. Martin commented that the space in Holbrook has been reviewed annually and has been a tentative situation each of the last several years. She suggested that looking at alternatives to Holbrook was a good strategy. Dr. Giffune thought that elementary space may be available in Milton. Dr. D'Auria recommended that CHARMS staff visit the Rodman Center in Canton as the collaborative considers possible long term solutions.

Ms. Mercier presented a brief overview of Massapoag Programs and reviewed the most recent referral and enrollment data. Dr. Palladino and Ms. Beno informed the Board that although CHARMS has agreed in principle to the terms of a lease/purchase agreement with the owners of the Solomon Schechter School Building, negotiations are ongoing. We filed a *Unique Real Property Acquisition* form on March 5th as part of our public procurement responsibilities and the 30-day term will end on April 4th. Arrangements are being made to complete a building inspection, an environmental inspection and a property evaluation. CHARMS should expect to sign an agreement by mid-April. The Board was also made aware of a meeting with MassDevelopment as a first step in looking at long term finance options.

It was recommended that the Executive Director be authorized to continue negotiations with Solomon Schechter and sign a lease/purchase agreement on behalf of the Board. Dr. D'Auria suggested that the agreement be leveraged, where possible, in CHARMS' favor and that the agreement be subject to the building inspection report and securing a certificate of occupancy. Moved by Dr. D'Auria and seconded by Dr. Giffune that the recommendations be approved with the above conditions. The vote was 4 in favor with 1 abstention (Stoughton). The Board commended Dr. Palladino, Ms. Beno and Ms. Mercier for their combined efforts in making the Solomon Schechter School a reality.

Financial Matters

Dr. Palladino and Ms. Beno discussed the FY08 budget deficit and indicated that student enrollments have not significantly increased since the January Board meeting. Staff layoffs and limited line item spending have been maximized. It is expected that the deficit will remain in the \$480,000 range.

The initial draft of FY09 Budget Proposal was presented at the December Board meeting with revisions presented at the January meeting. The revised version has been reviewed and endorsed by the Operating Committee.

It was recommended that the FY09 CHARMS Budget Proposal be approved by the Board. Ms. Rizzi and Mr. Louzan indicated that moving Massapoag and the CHARMS offices to a new location will heavily impact Stoughton. Moved by Dr. D'Auria and seconded Ms. Dunham that the FY09 CHARMS Budget Proposal be accepted as presented. The vote was 4 in favor and 1 abstention (Stoughton).

The meeting adjourned at 10:00 a.m.



CHARMS COLLABORATIVE

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Meeting of the Board of Directors

Friday, May 16, 2008

8:15 – 10:00 a.m.

Charms Main Office

Jones Elementary School

Stoughton, MA 02072

AGENDA

1. Minutes – April 18, 2008
2. SPED Transportation
 - a. CHARMS Transportation
 - b. SPED Pilot Grant
3. Inter-Collaborative Title I Grant
4. Lease Purchase Agreement
5. Program Up-Dates
 - a. District Based Classes
 - b. Massapoag
6. FY08 Budget Deficit – Current Status
7. Review Comprehensive Educational Services Contract (CES)
8. Other

Board Action Needed: Approval of Minutes

**Minutes of: CHARMS Board of Directors
April 18, 2008**

Attendance:

Avon -	Margaret Frieswyk	Milton -	Magdalene Giffune
Canton -	John D’Auria	Stoughton -	Anthony Sarno
Holbrook -	Susan Martin		

Others in attendance:

CHARMS - Michael Palladino, Interim Executive Director
Barbara Miller, Director DBC Programs
Megan Mercier, Principal, Massapoag School
Beverly Beno, Finance Manager

The meeting was called to order at 8:15 a.m.

Minutes

Moved by Dr. D’Auria and seconded by Dr. Giffune that the minutes from the March 14, 2008 Board of Directors meeting be accepted. The vote was 3 in favor with 1 abstention (Mr. Sarno).

CHARMS Transportation

Dr. Palladino reported that the CHARMS Transportation contract with TLC Transportation of Canton was signed on April 2, 2008. We have had several meetings with TLC staff in anticipation of the July 1, 2008 start date. Ms. Tamarkin, CHARMS Transportation Coordinator, will begin to collect student summer data from member districts in April. TLC has purchased new vans and has begun advertising for drivers. We will continue to meet throughout the spring with TLC on driver training options, vehicle safety requirements, new child seat requirements and routing possibilities.

Status – Solomon Schechter Lease/Purchase Agreement

In March the Board conditionally authorized the Executive Director to negotiate and sign a Lease/Purchase agreement with the owners of the Solomon Schechter School. The conditions were related to reducing CHARMS’ exposure and financial liability during the rental period, results of the building inspection and securing a Certificate of Occupancy.

The building inspection was completed by Joseph Barrell from Acorn Realty Group in Belmont and the results were shared with the Board. The report focused on the building exterior, electrical system, alarms, plumbing, elevator, heating and central cooling system, sprinkler/fire protection, roof, flooring and carpeting, and windows. In general, the two buildings associated with the property seemed sound with no obvious structural building failures.

An environmental report was completed by Melissa Randolph from IES, Inc. in Somerville and results were shared with the Board. The inspection was of a visual nature and therefore only reflected a preliminary and cursory view of the property relative to environmental concerns. Based on the information derived from the report, it was determined that additional environmental inspections would not be necessary at this time.

The Board unanimously re-authorized the Executive Director to sign the Lease/Purchase Agreement with the owners of the Solomon Schechter School.

Massachusetts Teacher Retirement System – New Policy

The Massachusetts Teacher Retirement System has sent a letter to school districts and collaboratives outlining their policy on hiring retirees. The policy could have an impact on the Board's current contract with Comprehensive Educational Services (CES) in regard to the Interim Executive Director contract which will terminate on June 30, 2009. The MTRS has determined that retirees working as "leased" employees through third party companies will be restricted to the requirements of MGL. C32. S9 and the limits on post-retirement hours and compensation. The MTRB will no longer recognize third party arrangements as they apply to "leased" employees.

The Board determined that additional research into the CHARMS contract with CES will need to be completed.

Personnel Matter

Moved by Dr. Giffune and seconded by Dr. Martin that the Board vote to enter Executive Session in order to review a personnel matter. The vote in favor at 8:50 a.m. was unanimous. Moved by Mr. Sarno and seconded by Dr. D'Auria that the Board vote to leave Executive Session. The vote at 9:20 a.m. was unanimous.

The meeting adjourned at 9:20 a.m. Following the meeting, the Board visited the Solomon Schechter School in Stoughton.



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Meeting of the Board of Directors

Friday, June 13, 2008

8:15 – 10:00 a.m.

Thorny Lea Golf Club

159 Torrey Street

Brockton, MA 02301

AGENDA

1. Minutes – April 18, 2008
2. Proposed Board Meeting Dates – 2008-2009
3. SPED Transportation
 - a. CHARMS Transportation
 - b. SPED Pilot Grant
4. Lease-Purchase Agreement
5. Program Up-Dates
 - a. District Based Classes
 - b. Massapoag
6. New Tuition Billing Policy
7. Personnel Appointments
8. Review Comprehensive Educational Services Contract
9. Other