

Charms COLLABORATIVE

137 Walnut Street, Stoughton, MA 02072
Ph 781-344-1463 • Fax 781-344-5299
www.charmscollaborative.org



**Charms Collaborative
Board of Directors
September 20, 2013
2pm
Charms Office
137 Walnut Street
Stoughton, MA.**

AGENDA

Open Session

1. Personnel Update
2. Update on Programs, Enrollment and Services
Board of Director's Tour of Programs
3. Collaborative Agreement Update
4. Charms Teacher Evaluation Process
5. Executive Director Proposed Goals
6. Charms Budget Update
Purchase Order Review
7. Charms Representative to SCRO Governing Board
Vote Required
8. Other

Executive Session- if necessary

The matters listed above are those reasonably anticipated by the Chair that may be discussed at the meeting. Not all items listed may, in fact, be discussed and other items may also be brought up for discussion to the extent permitted by law.

3-0-1 accepted 10-25-13

Charms Board of Directors Meeting
9/20/13

A quorum was determined at 2:03 PM.

Present: Dr. Rizzi, Mr. Granatino, Ms. Gormley, Mr. Farmer
Also Present: Rosalie O'Connell, Lincoln Lynch

After Mr. Granatino opened the meeting, he asked for a motion to approve the new hires as recommended by Mrs. O'Connell.

Motion to approve the new hires: Dr. Rizzi moved the motion and it was seconded by Ms. Gormley. Motion passed 4 to 0.

Mrs. O'Connell next provided an update re: summer nurse position and DPH. She also provided information about the new nurse being recommended as the nurse leader. Discussion ensued. Mr. Farmer asked if the nurse is working under the license of a contracted doctor. Mrs. O'Connell is pursuing this.

Mrs. Gormley moved to approve the nurse leader, and Mr. Farmer seconded. Motion passed 3 to 1 with Dr. Rizzi voting in the negative.

Announcements and Updates

- Mrs. O'Connell announced a grant written by the YMCA that will allow our students to use the Stoughton Y. Potential exists for the parents of our students also to be allowed to use the facilities.
- Mrs. O'Connell will be meeting with Blue Hills Regional in a few weeks to see if our students can use their facilities.
- The South program in Stoughton only has two students. Both students will be transitioning to another program next year. Mrs. O'Connell described transition activities planned to help these two children move to the new program.
- The East program is moving along very nicely. The educators and students are planning field trips.
- SHS program moved to a very nice new location.
- Canton HS program is now full.
- CHARMS is currently looking at six students at Galvin middle school and two referrals.

October 11 is the date set aside for the Board Chair and other members to join Mrs. O'Connell and Mr. Lynch to visit program classrooms.

Mrs. O'Connell next updated the Board on the CHARMS agreement. There is little new on this front with many steps remaining before the Agreement is accepted/finalized.

The Board next moved into the Educator Evaluation discussion, and Mrs. O'Connell shared a handout of staff training dates.

Mrs. O'Connell next shared her Educator Evaluation (student learning, professional practice, and program) goals – see attachment.

Dr. Rizzi expressed concern about the goals being a bit too overwhelming – Mrs. O'Connell indicated she felt they were doable.

Motion to accept Mrs. O'Connell's educator evaluation goals was made by Dr. Rizzi and seconded by Mrs. Gormley. Motion carried with 4 to 0.

Approximately one hour into the meeting, Mr. Lynch shared the on-going budget update as of 9/20/13. Two handouts were prepared and distributed to the Board.

Mr. Lynch also asked about a credit card and providing staff this benefit instead of making use of a reimbursement process. The sentiment of the Board was not to move forward with a credit card. It was suggested that a debit card with limits may be the way to go.

Mr. Lynch next shared information about van costs: van costs for field trips is \$99.22 per hour, and Mr. Lynch is thinking about purchasing or leasing a van to provide transport to field trips and other events away from the school sites.

The last item discussed involved having one of the CHARMS Board members also serve on the SCRO Governing Board. After discussion – Mary and I agreed to share the responsibility.

Motion to adjourn – Dr. Rizzi moved the motion and Mrs. Gormley seconded. The motion passed 4 to 0.

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8. Other

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**Charms Collaborative
Board of Directors
October 25, 2013
2pm
Charms Office
137 Walnut Street
Stoughton, MA.**

AGENDA

Open Session

1. Personnel Update
2. Update on Programs, Enrollment and Services
3. Collaborative Agreement Update
4. Charms Teacher Evaluation Process Update
5. Executive Director Proposed Goals -Final
6. Charms Budget Update
7. Charms Representative to SCRO Governing Board
Vote Required
8. Other

Executive Session- if necessary

The matters listed above are those reasonably anticipated by the Chair that may be discussed at the meeting. Not all items listed may, in fact, be discussed and other items may also be brought up for discussion to the extent permitted by law.

CHARMS Collaborative

Board of Directors

Meeting Minutes

October 25, 2013

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

Also Present: Rosalie O'Connell and Lincoln Lynch

Mr. Granatino called the group to order at 2:15 PM. Dr. Rizzi moved the September meeting minutes, seconded by Mr. Farmer. The motion passed 3 – 0 – with 1 abstention.

Personnel Update

Both instructional assistants at the Galvin Middle School program are working out well.

We still have an open position for a special education teacher at Rodman. Mr. Zinni asked a few questions about certification and whether the successful candidate would need mild/moderate or severe/intensive certification.

Program Update

Earlier this day Mr. Granatino, Mr. Farmer, and Dr. Lally joined Mrs. O'Connell and Mr. Lynch for a walkthrough of the various CHARMS programs.

Currently we enroll 58 students, one above the number enrolled during the time of the September meeting. We currently have two referrals for the Canton High School program and one for the program at Galvin Middle School. We also have one referral for the program at East Elementary in Sharon.

As Mrs. O'Connell thinks long-term, we is hoping to move some of the students from the South program and the program at East to a multi-skills program for middle school children. In order to do this, a

classroom space is needed. Questions ensued about the ages in the programs, disability types and similarities.

The CHARMS COTA resigned in December. Mrs. O'Connell spoke about the horseback-riding program for the children in the Rodman program. Mrs. O'Connell also distributed information about the Friendship Home located in Norwell. This could be another opportunity to integrate students into the community. The Stoughton Chamber of Commerce is another potential integration opportunity. Mr. Granatino asked about transition activities when children transition from one program to another or transition from a program to a job-training environment.

Regarding the Collaborative agreement, Mrs. O'Connell indicated we have one area still to work on (Capital Costs). Mrs. O'Connell will be speaking with Michelle Griffin from DESE for guidance.

To close the program update discussion, Mrs. O'Connell spoke about her goals and provided a brief update. She also talked about the implementation of the educator evaluation system and that CHARMS staff are up and running with the new system.

Financial Update

If all goes as anticipated, CHARMS is looking at a surplus of \$174,000. This is \$54,000 higher than the surplus total reported at the last meeting. When the audit is finished we will know more about what surplus, if any, exists from the previous fiscal year. Mr. Zinni asked if we have a budget strategic plan in place and/or a technology plan in place that will help guide budget expenditure decisions.

Mr. Lynch next spoke about expenses of the collaborative. To date, we have spent about a quarter of what we have budgeted. Financially we are looking good.

Mr. Lynch also spoke about the fingerprinting process as it relates to CORI checks.

Mr. Zinni has volunteered to assume the responsibility as representative to the SCRO Board. Mrs. Gormley and Mr. Farmer will serve as backups, as needed.

At 3:03 PM, the Board voted to enter into executive session with the intent of not returning to open session. Mr. Granatino moved the motion to enter into executive session and Mr. Zinni seconded. By individual role call, it was a 5 – 0 vote to enter into executive session.

Executive Session, 10-25-13

To begin discussion, Mrs. O'Connell spoke about the person who currently serves as the executive assistant to the Executive Director. Things are not working out and Mrs. O'Connell would like to propose a Program Coordinator to take the place of the current assistant. Dr. Rizzi suggested the Board be provided a job description for a Program Coordinator that would allow the Board to compare the current position to the proposed position. In other words, how would the new job be different than the old job?

By individual role call, the Board voted 5 – 0 to exit executive session at 3:20 PM.

Respectfully submitted,
Tim Farmer

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**Charms Collaborative
Board of Directors
October 25, 2013
2pm
Charms Office
137 Walnut Street
Stoughton, MA.**

AGENDA

Open Session

1. Personnel Update
2. Update on Programs, Enrollment and Services
3. Collaborative Agreement Update
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5. Executive Director Proposed Goals -Final
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7. Charms Representative to SCRO Governing Board
Vote Required
8. Other

Executive Session- if necessary

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**Charms Collaborative
Board of Directors
December 20, 2013
8:30am
Charms Office
137 Walnut Street
Stoughton, MA.**

AGENDA

Open Session

1. Personnel Update
2. Update on Programs, Enrollment and Services
3. Community Partnerships Update
4. FY13 Annual Report and Independent Audit
5. Charms Budget Update
6. Van Invitation for Bid Update
7. Other

Executive Session

1. Draft Budget for FY15

The matters listed above are those reasonably anticipated by the Chair that may be discussed at the meeting. Not all items listed may, in fact, be discussed and other items may also be brought up for discussion to the extent permitted by law.

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**Charms Collaborative
Board of Directors
December 13, 2013
2pm
Charms Office
137 Walnut Street
Stoughton, MA.**

*Rescheduled to
12-20-13*

AGENDA

Open Session

1. Personnel Update
2. Update on Programs, Enrollment and Services
3. Community Partnerships Update
4. Collaborative Agreement Update
5. Charms Teacher Evaluation Process Update
6. Annual Report and Audit
7. Charms Budget Update and Draft Budget for FY15
8. Other

Executive Session- if necessary

The matters listed above are those reasonably anticipated by the Chair that may be discussed at the meeting. Not all items listed may, in fact, be discussed and other items may also be brought up for discussion to the extent permitted by law.

Open Session #1

**Charms Collaborative
Board of Directors
Meeting Minutes
12/20/13**

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

Also Present: Rosalie O'Connell, Mr. Lynch, and a member of the public.

Mr. Granatino opened the meeting at 8:40 AM, and a quorum of members was present.

Executive Director Updates:

- Mrs. O'Connell requested the approval of candidates to fill two vacant instructional assistant positions. Mr. Farmer made the motion; Mr. Zinni seconded it. The motion was approved by a 4-0 vote.
- Mrs. O'Connell notified the Board that the Collaborative is down to 52 students. It is possible that one former student will be returning soon.
- Mrs. O'Connell introduced the concept of the Second Chances program proposal. Members of the Board seemed to like the concept but asked for a more detailed proposal.
- Mrs. O'Connell also spoke about a PD opportunity that CHARMS plans to offer. A conversation ensued about virtual programming.
- Mrs. O'Connell shared the CHARMS newsletter.
- Mrs. O'Connell shared information and updates related to partnerships with the community. Specifically, job training in the community will be a possibility. IKEA, Stop and Shop, Stoughton Community Center have all expressed interest in forming a partnership. Mrs. O'Connell is hoping to survey students with an inventory to determine interests and inform appropriate job placements.

FY13 Annual Report and Independent Audit

Mrs. O'Connell took us through the report. The Board took some time to look at the report to outline and discuss various topics (e.g., Darkness to Light, Transition Planning, etc).

Mr. Lynch next spoke to the audit report and budget implications. See the report for details. Even though expenses exceeded revenue, finances were allowed to be carried over to offset the difference.

Mr. Zinni asked about transportation consolidation and potential savings. Mr. Lynch indicated this would be on a future agenda.

Mr. Zinni made the motion to approve the audit report; Dr. Lally seconded. The motion was approved by a 4 – 0 vote.

CHARMS Budget Update

Mr. Lynch next provided an update to the FY 14 budget. He then spoke to bids for wheelchair vans. Two bids came in. No one came to the opening of the bid. Questions were asked about whether or not CHARMS is looking to use vans to create transportation efficiencies and/or rent/lease vans to other vendors.

Motion to adjourn moved by Mr. Farmer, seconded by Mr. Zinni. Vote to adjourn passed 3 to 0. Dr. Lally had left just seconds prior to the motion to adjourn.

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**Charms Collaborative
Board of Directors
February 7, 2014
2pm
Charms Office
137 Walnut Street
Stoughton, MA.**

AGENDA

Open Session

1. Vote on previous Board minutes
2. Personnel Update
3. Update on Programs, Enrollment and Services
4. Collaborative Agreement Update
5. SCRO Updates
6. Nursing Updates
7. Charms Budget Update FY14
8. Draft Budget FY15
9. Van Update
10. Public Comment
11. Other

Executive Session- if warranted

The matters listed above are those reasonably anticipated by the Chair that may be discussed at the meeting. Not all items listed may, in fact, be discussed and other items may also be brought up for discussion to the extent permitted by law.

**CHARMS Collaborative
Meeting Minutes, February 7, 2014**

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

Members Absent: Mrs. Gormley (Milton)

Also Present: Rosalie O'Connell (Executive Director), Lincoln Lynch (Business Manager)

The meeting began at 2:04 PM, and the Chair asked for a motion to approve the minutes from the January meeting. Dr. Lally moved approval of the meeting minutes and Mr. Farmer seconded. The motion passed by a 3 – 0 – 1 margin. Dr. Rizzi abstained.

Personnel Update

Mrs. O'Connell updated the Board about a transfer request from Galvin to Rodman. Dr. Rizzi made the motion to approve this transfer request; Dr. Lally seconded. The motion passed by a 4 – 0 margin.

Mrs. O'Connell next spoke to job descriptions for a .5 FTE CHARMS Team Chairperson and .5 FTE CHARMS Office Manager. Starting July 1st these positions will be funded by a reduction of 1.0 FTE office staff. The two .5 FTE's together will cost slightly more than the 1.0 reduction. Dr. Lally made a motion to approve the proposal of these positions; seconded by Mr. Zinni. The motion passed by a 4 – 0 margin.

Enrollment and Programmatic Updates

Enrollment is up to 57 students – two new students at Canton High and one at Rodman.

Second Chances: Mrs. O'Connell is working with a realtor looking for a property for this new program. Mr. Zinni asked a few clarifying questions and discussion ensued. It is more likely that if this program were to start, it would start in September rather than July. Mr. Granatino asked for a motion to approve the Second Chances program, contingent on enrollment and approval by the Department of Elementary and Secondary Education. Dr. Lally moved the motion and it was seconded by Mr. Zinni. (See program description for backup information on the Chapter 222 *Second Chances* program. The motion passed by a 5 – 0 margin.

The next discussion topic was the DESE Collaborative Agreement – Mrs. O'Connell indicates the Collaborative agreement is improving, but the DESE has provided specific guidance around how it wants particular things to look like in the

agreement. Questions surfaced and discussion ensued around topics such as, "How do we come up with member share of liability, as well as the determination of member vs. non-member rates. Dr. Rizzi referenced a situation from a few years ago and the lawyer stating that there is no liability for communities should the collaborative dissolve.

SCRO Update

Mr. Zinni attended the latest meeting (with Mrs. O'Connell). Two more sessions coming up. SCRO is exploring the virtual school option. A committee will be working on this and Mr. Zinni is on that committee.

Update on Nurse Leader position – This work is moving in a positive direction and Mrs. O'Connell is pleased the position is filled and moving forward

Budget Update

Next Mr. Lynch spoke to a budget update for FY14. The Collaborative has a new student starting 2/24 who is not reflected on the FY14 budget sheet. Consequently, Mr. Lynch learned that the Board needs to vote any increases to the budget that exceed what was originally approved. Mr. Zinni moved that we accept the budget line items as presented and approve the increased budget total; Dr. Lally seconded. The motion passed by a 5 – 0 margin.

Information was shared about the possibility of combining the East program with another program and to house it at a school in Stoughton. Change at the Canton High School Program was also discussed. A request was made to see all of these proposed changes in writing. Specifically, how do these changes impact staffing, space, etc?

The Board also discussed the reduction of children in the SHS program and the associated staff changes. The proposed budget represents a 3.6% increase over last year. A request was to have the full budget with supporting documentation by the March meeting.

The group next moved onto an update/analysis of the van situation. Sentiment seemed to be that with a lease situation we could experiment without making a full commitment to purchase. Motion to move forward with van service / lease was made by Mr. Zinni, with a second by Dr. Rizzi. The motion passed by a 5 – 0 margin.¹

Next meeting has been changed from March 28 to April 11.

Motion to adjourn by Dr. Rizzi and seconded by Mr. Zinni. 5- 0 vote.

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**Charms Collaborative
Board of Directors
February 7, 2014
2pm
Charms Office
137 Walnut Street
Stoughton, MA.**

AGENDA

Open Session

1. Vote on previous Board minutes
2. Personnel Update
3. Update on Programs, Enrollment and Services
4. Collaborative Agreement Update
5. SCRO Updates
6. Nursing Updates
7. Charms Budget Update FY14
8. Draft Budget FY15
9. Van Update
10. Public Comment
11. Other

Executive Session- if warranted

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**Charms Collaborative
Board of Directors
May 16, 2014
2pm
Charms Office
137 Walnut Street
Stoughton, MA.**

AGENDA

Open Session

1. Vote on previous Board minutes
2. Update on Programs, Enrollment and Services
3. SCRO and MOEC Updates
4. Personnel Recommendations
5. Charms Budget Update FY14
6. Draft Budget FY15 - Vote to approve
7. Public Comment
8. Other

Executive Session

1. Contracts

The matters listed above are those reasonably anticipated by the Chair that may be discussed at the meeting. Not all items listed may, in fact, be discussed and other items may also be brought up for discussion to the extent permitted by law.

CHARMS Collaborative
Executive Session Meeting Minutes, May 15, 2014

Members Present: Dr. Lally (Holbrook), Mr. Farmer (Sharon), Dr. Rizzi (Stoughton); Mr. Granatino (Canton).

Members Absent: Mrs. Gormley (Milton), Mr. Zinni (Avon)

Also Present: Rosalie O'Connell (Executive Director), Lincoln Lynch (Business Manager)

The meeting began with the Chair requesting a motion to enter Executive Session for the purpose of negotiations with non-union personnel. So moved by Dr. Rizzi and seconded by Mr. Farmer. By a unanimous roll call vote, the Board entered Executive Session at approximately 2:10 PM.

The Chair presented FY15 salary requests from both the Executive Director and the Business Manager. The Board discussed.

A budget question, the answer to which was directly related to the negotiations discussion, was asked and answered. At 2:29 PM the Chair requested a motion to exit Executive Session. By a unanimous roll call vote, the Board voted to exit Executive Session and to enter Open Session at approximately 2:30 PM.

CHARMS Collaborative
Open Session Meeting Minutes, May 15, 2014

Members Present: Dr. Lally (Holbrook), Mr. Farmer (Sharon), Dr. Rizzi (Stoughton); Mr. Granatino (Canton).

Members Absent: Mrs. Gormley (Milton), Mr. Zinni (Avon)

Also Present: Rosalie O'Connell (Executive Director), Lincoln Lynch (Business Manager)

The May 15th Open Session meeting of the CHARMS Collaborative began with a motion to approve the meeting minutes of February 7, 2014. Dr. Rizzi made the motion; seconded by Dr. Lally. By a unanimous vote of 4 - 0, the motion passed.

Programmatic Updates

Mrs. O'Connell indicated it was possible that children would be leaving the East Elementary program to be relocated elsewhere.

Mrs. O'Connell shared information about a SCRO workshop series on mental health issues. CHARMS is planning a smaller version of this type of workshop series for our collaborative districts in the Fall of '14.

Professional development presentations on balanced literacy and the continuum of reading services will be provided during election day.

Mrs. O'Connell announced the Special Needs Advocacy Network (SNAN) School Fair. She also announced that CHARMS will have 20 students participating in the Attleboro Special Olympics. On a related note, via an YMCA grant, classes like zumba, weight lifting, and track will be offered.

Mrs. O'Connell summarized her work with respect to transitional services for students...where will the child be at 22? Mrs. O'Connell shared the idea of implementing a testing portfolio in the Fall of '14.

Staffing / Student Update

As of this date, CHARMS has 55 students and will have a projected enrollment of 45 students next year (due to the loss of 10 Sharon students).

Budget Update

Mr. Lynch spoke about the FY14 budget and indicated that all things were "solid". At this point in the school year, the Collaborative has spent approximately 72% of its budget. We are on target.

A brief discussion ensued around the topic of preparing budget and programmatic materials e.g., salary adjustments, tuition increases, etc. Mr. Granatino asked for a motion to increase tuitions by 3% for district partners and 6% for out-of-district participants. Dr. Lally moved the motion; seconded by Mr. Farmer. The motion passed unanimously by a vote of 4 - 0.

Dr. Rizzi made a motion to adjourn; Dr. Lally seconded. Motion to adjourn passed unanimously by a vote of 4 to 0.

Respectfully Submitted by
Timothy J. Farmer
Sharon Superintendent

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**Charms Collaborative
Board of Directors
April 11, 2014
2pm
Charms Office
137 Walnut Street
Stoughton, MA.**

AGENDA

Open Session

1. Vote on previous Board minutes
2. Update on Programs, Enrollment and Services
3. SCRO Updates
4. Personnel Recommendations
5. Charms Budget Update FY14
6. Draft Budget FY15 - Vote to approve
7. Public Comment
8. Other

Executive Session

1. Contracts

The matters listed above are those reasonably anticipated by the Chair that may be discussed at the meeting. Not all items listed may, in fact, be discussed and other items may also be brought up for discussion to the extent permitted by law.

No Quorum
- rescheduled to May 2, 2014
- May 2, 2014 - cancelled
- May 16, 2014

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* no quorum

**Charms Collaborative
Board of Directors
April 11, 2014
2pm
Charms Office
137 Walnut Street
Stoughton, MA.**

AGENDA

Open Session

1. Vote on previous Board minutes
2. Update on Programs, Enrollment and Services
3. SCRO Updates
4. Personnel Recommendations
5. Charms Budget Update FY14
6. Draft Budget FY15 - Vote to approve
7. Public Comment
8. Other

Executive Session

1. Contracts

The matters listed above are those reasonably anticipated by the Chair that may be discussed at the meeting. Not all items listed may, in fact, be discussed and other items may also be brought up for discussion to the extent permitted by law.

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**Charms Collaborative
Board of Directors
June 13, 2014
2pm
Charms Office
137 Walnut Street
Stoughton, MA.**

AGENDA

Executive Session

1. Contracts

Open Session

1. Vote on previous Board minutes
2. Vote to approve Charms Collaborative Agreement
3. Update on Programs, Enrollment and Services
4. Personnel Recommendations and Updates
5. Executive Director Evaluation
6. Charms Budget Update FY14
7. Draft Budget FY15 - Vote to approve
8. Public Comment
9. Other

The matters listed above are those reasonably anticipated by the Chair that may be discussed at the meeting. Not all items listed may, in fact, be discussed and other items may also be brought up for discussion to the extent permitted by law.

**CHARMS Collaborative
Meeting Minutes, June 13, 2014**

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

Members Absent: Mrs. Gormley (Milton), Dr. Lally (Holbrook)

Also Present: Rosalie O'Connell (Executive Director), Lincoln Lynch (Business Manager)

The meeting did not officially begin until a quorum was realized at approximately 2:30 PM.

Prior to the official start of the meeting Mrs. O'Connell shared updates related to student enrollment, active referrals, and an update about the special olympics event held on May 22, 2014.

Discussion ensued about a potential presentation by the Executive Director to the various school committees. During informal conversation, three members of the Board also talked about Mrs. O'Connell being present when the new collaborative agreement is presented to the various school committees. Mrs. O'Connell indicated a willingness and happiness to be present.

Realizing a quorum at approximately 2:30 PM, Dr. Rizzi made a motion to move into Executive Session for the purpose of discussing negotiations with non-union personnel. The motion was seconded by Mr. Zinni. Upon a roll call vote, the motion passed unanimously by a vote of 4 to 0.

**CHARMS Collaborative
Executive Session Meeting Minutes, June 13, 2014**

The only topic of discussion during executive session was the contractual salary offer to the Executive Director. By a roll call vote and motion made by Mr. Farmer and seconded by Dr. Rizzi, the Board left executive session and began its open session at approximately 3 PM.

**CHARMS Collaborative
Meeting Minutes, June 13, 2014**

Updates

At the beginning of open session, Mr. Granatino explained the Board's thinking with regard to salary and contract issues for the Executive Director. Mrs. O'Connell did not have any questions.

Next on the agenda was a final presentation and discussion of the collaborative agreement. Dr. Rizzi moved approval of the collaborative agreement; Mr. Zinni seconded the motion. The motion passed by a unanimous vote of 4 to 0.

Budget Update

Mr. Lynch addressed the FY14 budget and indicated that not much has changed. Mr. Lynch then moved on to present the FY15 budget. Dr. Rizzi commented that the surplus amount is significantly less than what we had projected and expressed a minor concern. The Chair asked for a motion to approve the FY15 budget. Mr. Zinni made the motion; seconded by Dr. Rizzi, in the amount of \$2,995,069. The motion passed unanimously by a vote of 4 to 0.

Under the heading of "Other" Mrs. O'Connell addressed the topic of the nurse/medical procedure manual. As this manual represents procedural protocols, not policy, the manual did not require a vote of the Board.

The final topic on the agenda was CHARMS Board Reorganization. After discussion, Dr. Rizzi nominated Mr. Farmer as Chair; motion seconded by Mr. Zinni. The motion passed unanimously by a vote of 4 to 0. Next, Mr. Farmer nominated Mr. Zinni as Vice Chair; Dr. Rizzi seconded. This motion passed unanimously by a vote of 4 to 0. Dr. Rizzi nominated Dr. Lally as secretary; Mr. Zinni seconded. This motion passed unanimously by a vote of 4 to 0.

A brief discussion ensued about the potential for the new .5 administrative assistant to assume the secretarial responsibilities for Board members (minute taking and preparation). The Board agreed to revisit this topic at a later meeting.

Prior to the dismissal motion, Mr. Lynch thanked the Board for its support during the past two years. At a previous meeting, Mr. Lynch announced his departure to accept a position with the Norton Public Schools.

Dr. Rizzi made a motion to adjourn; Mr. Zinni seconded the motion. The motion passed unanimously by a vote of 4 to 0.

Respectfully Submitted by
Timothy J. Farmer
Sharon Superintendent

Charms COLLABORATIVE

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**Charms Collaborative
Board of Directors
June 13, 2014
2pm
Charms Office
137 Walnut Street
Stoughton, MA.**

AGENDA

Executive Session

1. Contracts

Open Session

1. Vote on previous Board minutes
2. Vote to approve Charms Collaborative Agreement
3. Update on Programs, Enrollment and Services
4. Personnel Recommendations and Updates
5. Executive Director Evaluation
6. Charms Budget Update FY14
7. Draft Budget FY15 - Vote to approve
8. Public Comment
9. Other

The matters listed above are those reasonably anticipated by the Chair that may be discussed at the meeting. Not all items listed may, in fact, be discussed and other items may also be brought up for discussion to the extent permitted by law.