

# Charms COLLABORATIVE

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137 Walnut Street, Stoughton, MA 02072  
Ph 781-344-1463 • Fax 781-344-5299  
[www.charmscollaborative.org](http://www.charmscollaborative.org)



**Charms Collaborative  
Board of Directors  
September 19, 2014  
2pm  
Charms Office  
137 Walnut Street  
Stoughton, MA.**

## **AGENDA**

### **Open Session**

1. Vote on previous Board minutes
2. Personnel Recommendations and Updates
3. Update on Programs, Enrollment and Services
4. Executive Director FY15 Goals
5. Charms Budget Update FY15
6. Public Comment
7. Other

### **Executive Session**

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 Director  
Meeting Minutes  
September 19, 2014

Board Members Present: Tim Farmer, Sharon

Charms Administration: Rosalie O'Connell, Executive Director  
Ellen Whittemore, Business Manager

Open Session:

1. No public comment.
2. Vote on May 15, 2014 and June 13, 2014 Meeting Minutes  
3 to approve  
1 to abstain
3. Drop Box- it was discussed and determined that email would work best
4. Personnel Recommendations and Staffing Updates  
Board was presented with list of new hires for FY 15.  
Recommendations approved with a 4 to 0 vote.
5. Student Enrollment  
Currently 38 students with 2 referrals.  
Charms lost 10 students when Sharon Public Schools opened up a district voc ed program  
Newsletters and Updated Website will help spread the word about our programs
6. Classroom Space  
New space at Canton High School for voc ed program  
New space at Avon middle/High School for Multi-Skills 1 program  
Question raised about tuition breaks for schools hosting collaborative programs.  
Mrs. O'Connell will look at other collaborative procedures.
7. Review of Mrs. O'Connell's FY15 Goals.  
Board to vote at next meeting
8. Ms. Whittemore reviewed current status of budget.  
Charms has currently expended 15.2% of the FY15 Operating Expenses
9. Board will plan to visit classrooms on October 24, 2014.
10. It was determined that Christina Farrington, Charms Administrative Assistant, will take notes at Board Meetings.

Open Session ended at 3:34

Executive Session:

1. Board discussed potential litigation against former employees. Mrs. O'Connell will discuss further with Charms attorney. Discussion to send letters to former employees. It was determined that letters not be sent.

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Charms Collaborative  
Board of Directors  
November 14, 2014  
2pm  
Charms Office  
137 Walnut Street  
Stoughton, MA.

NO QUORUM

## AGENDA

### Open Session

1. Health and Insurance Benefits- Brian Fitzgerald
2. Vote on previous Board minutes
3. Personnel Recommendations and Staffing Updates
4. Update on Programs, Enrollment and Services
5. Charms Office and Classroom Space
6. Executive Director FY15 Goals
7. Budget Update FY15
8. Money Market Account
9. Outstanding Invoices- FY12, FY13, FY14
10. Audit FY14 Update
11. Draft Finger Printing Policy
12. Other

### Executive Session

1. Update on Potential Litigation

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 19, 2014  
2pm  
Charms Office  
137 Walnut Street  
Stoughton, MA.**

## **AGENDA**

### **Open Session**

1. Health and Insurance Benefits- Brian Fitzgerald
2. Audit Review—Will need a vote to accept
3. Money Market Account
4. FY14 Annual Report Review-Will need a vote to accept
5. Vote on previous Board minutes
6. Personnel Recommendations and Staffing Updates
7. Update on Programs, Enrollment and Services
8. Charms Office, Classroom Space and Lease Agreements
9. Executive Director FY15 Goals-Will need a vote to accept
10. Budget Update FY15
11. Accounting Software
12. Draft Finger Printing Policy

### **Executive Session**

1. Update on Potential Litigation

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 & Operating Committee

Meeting Minutes  
December 19, 2014

### Opening:

The 2014-2015 School Year meeting of the Charms Collaborative Board of Directors/Operating Committee was called to order at 2:00 PM on December 19, 2014 at the Charms Main Office in Stoughton, MA by the Chairperson Timothy Farmer.

### Members Present:

Superintendents	Charms Staff
Timothy Farmer Chairperson Sharon Superintendent	Rosalie O'Connell Charms Executive Director
Patricia Lally Holbrook Superintendent	Ellen Whittemore Charms Business Manager
Dr. Marguerite Rizzi Stoughton Superintendent	
Jeffrey Granatino Canton Superintendent	

**Absent:** Paul Zinni, Avon Superintendent; Mary Gormley, Milton Superintendent

### A. Updates, Staffing

Mrs. O'Connell reported that we are in good shape with staffing. We are currently consulting with Easter Seals as they gave us a good rate. Positive feedback has been received for all the professionals contracted through Easter Seals. Karen McDeed, an assistant teacher, gave her resignation on Friday, 12/12/14. Interviewing for her position will begin after the holiday break in January.

### B. Updates, Enrollment

Mrs. O'Connell reported enrollment is going well as referrals are continuing to be received. There are 2 kids starting shortly. We have received referrals from Easton. Historically referrals tend to increase each year after the first report cards are distributed. We currently have 37 student enrollees and 5 referrals. Staffing changes have saved money as the programs are sharing paraprofessionals. In addition, Boston has been a great partner and is beginning to take advantage of everything we have to offer.

### C. New Program Proposal

The YMCA in Stoughton has approached Mrs. O'Connell regarding the renting of classroom and office space. The classroom includes a kitchen. Mrs. O'Connell proposes moving the older kids (18 – 22 year olds) to the YMCA. The students will move from the

vocational program at the Canton High School and the existing staff will also be split among the 2 programs. The lease term with the YMCA would be for at least 3 years.

#### **D. Second Chance Program**

Mrs. O'Connell proposed a new program option called the Second Chance Program. Mrs. O'Connell proposed to use the existing office space at the Jones School in Stoughton to house a program for kids who have not been successful in a public school setting for various reasons. This new program would offer one on one attention that would be customized to each child. Boston has referred 3 kids who meet this criterion.

#### **E. Health Insurance**

A representative from Mosse & Mosse Associates, Inc., Brian Fitzgerald, attended the meeting to present his finding for more affordable health insurance for the staff at Charms Collaborative. Currently we subscribe to Harvard Pilgrim and have high premiums. In Brian's analysis he identified the Group Insurance Commission (GIC) as an alternative. GIC offers 2 popular plans with the most comprehensive coverage, one of them being Tufts Navigator. These plans offer savings, better benefits, lower rates and rate stability. If we chose to go with GIC we would need to follow the state guidelines which includes tiered pricing according to the staff's hire dates. Some negatives include very strict guidelines and time frames. Coverage would not start until the first of the month after 60 days of employment. Applicable paperwork would need to be obtained for coverage. Mr. Farmer asked Mr. Fitzgerald if there are any other options. Mr. Fitzgerald responded that we reviewed other options and the rates were higher than GIC. Ms. Lally shared that she has GIC through Holbrook Public Schools and have found that GIC has hidden costs, per her personal experience. Ms. Whittemore added that an information meeting would be set up for the staff to ask questions. In addition, GIC would give access to life insurance and flex spending accounts. Charms would also like to change the voluntary dental plan and add a voluntary vision plan.

Mr. Granatino moved to move insurance to GIC - APPROVED

#### **F. Audit**

Mr. John Ratcliff presented a general overview of the FY14 audit findings with the Board of Directors. A copy of the audit report was distributed to the attendees. Currently Ms. Whittemore is working on resolving bills from FY12 and FY13. Mr. Farmer is concerned about how the towns are going to pay for previous year's bills. Ms. Whittemore provided that Randolph is meeting with their comptroller regarding the outstanding bills. Mr. Farmer inquired what the total amount of money owed is. Ms. Whittemore responded the total is [\$.]. Dr. Rizzi asked if Ms. Whittemore found it unusual that these bills were not paid. Ms. Whittemore replied yes.

Mr. Ratcliff went over the independent auditor report. Currently there is a money market account that holds \$223,000 that was put aside years ago to fund 2 payrolls. Mr. Farmer asked if it is required by DESE to have 2 payrolls encumbered. Mr. Ratcliff replied no. Ms. Whittemore explained that the accounting system is in need of an update. Mr. Ratcliff suggested moving the assigned fund balance into the operational account. Mr. Farmer asked if it would be possible to designate the money back to a capital account after the fact. Mr.

Ratcliff replied yes. Mr. Farmer then asked how Mr. Ratcliff knew that the money would for 2 payrolls. Mr. Ratcliff replied that is was noted in previous documents.

Mr. Ratcliff then went over the management comments.

Mr. Granatino asked Mr. Ratcliff if the audit results are typical. Mr. Ratcliff replied yes.

#### **G. Executive Director Goals**

Ms. O'Connell shared that Charms Collaborative has joined the Stoughton Chamber of Commerce to increase our visibility. The YMCA has been very helpful in accommodating our student's needs. The goals are to better identify what each program needs - increased communication with everyone including parents, staff and the Board of Directors. The staff has been volunteering their time and is working to maintain a Facebook page. Professional development has the staff utilizing each other to share knowledge, making people more accessible.

#### **H. Votes**

1. Annual Audit – motion to approve the annual audit in its entirety. APPROVED
2. Money Market Account – motion to move the move from the money market account to the general fund. APPROVED
3. Accounting Software – motion to shift accounting software from Sage Business Works to Budget Sense. APPROVED
4. Annual Report – motion to approve the annual report. APPROVED
5. Director Goals – motion to approve Executive Director's goals. APPROVED

#### **I. Adjournment:**

Meeting was adjourned at 4:00 PM by Mr. Farmer. The next Board of Directors meeting will be at 2:00 PM on January 30, 2015 at The Jones School in Stoughton.

Minutes submitted by:

Approved by:

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**Charms Collaborative  
Board of Directors  
January 30, 2015  
Reschedule to February 6, 2015  
Rescheduled to February 27, 2015  
2pm  
Charms Office  
137 Walnut Street  
Stoughton, MA.**

## **AGENDA**

### **Open Session**

1. Update on Programs, Enrollment and Services
2. New Programs  
Elementary ED/BD Classroom (for students ages 5 to 8)  
Vocational Support Program (for students ages 18 to 22)
3. Classroom Lease Rates
4. Budget Update FY15
5. FY16 Projections
6. RFP Update
7. Draft Finger Printing Policy
8. Board Designated Funds

### **Executive Session**

1. Update on Potential Litigation

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**  
**Open Session Meeting Minutes, February 27, 2015**

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

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

**Also Present:** Rosalie O'Connell (Executive Director), Ellen Whittemore (Business Manager), Christina Farrington (Business Office Assistant)

**Staffing / Student Update**

As of this date, CHARMS has 37 students. CHARMS has received referrals however we were not able to take six of them due to discipline issues. Three are currently being considered. Boston Public Schools has been a big supporter of our programs.

Mrs. O'Connell shared information about a training workshop, Train the Trainer. The workshop focuses on how to look for signs of drug addiction. This workshop will be offered at no cost.

**Executive Director Updates**

Mrs. O'Connell asked the Board members to go back to their SPED Directors for referrals. She offered to give tours of the programs to the town coordinators. Mrs. O'Connell feels that we have lost opportunities due to districts not sharing what CHARMS has to offer.

Mrs. O'Connell shared information about the CHARMS revamped newsletter. The newsletter goes out once a month and includes pictures with new stories from all of the programs. CHARMS have received wonderful feedback from the parents and districts.

Mrs. O'Connell announced that CHARMS will be volunteering at a fundraiser in Stoughton on Saturday, February 28<sup>th</sup> to help support the buying of a handicap van for Giovanna.

Mrs. O'Connell discussed the impending move of the administrative offices and the expansion of the vocational program to the YMCA in Stoughton. The current staff and students aged 18 to 22 years of age will be utilized for this expansion program. The program will be set up as an office environment instead of a classroom setting. The Board discussed.

Mr. Granatino made a motion to expand the vocational program and administrative offices to the YMCA; Dr. Rizzi seconded. Motion to expand the vocational program

and administrative offices to the YMCA in Stoughton passed unanimously by a vote of 4 to 0.

Mrs. O'Connell shared concerns about classroom rental fees. A survey of what other collaboratives are currently paying per year for classroom space was provided to the Board. Mrs. O'Connell would like to look at rental fees in order to decide CHARMS fees. Mr. Grantino stated the program housed at the Galvin Middle School may need to relocate due to space restrictions. A brief discussion resulted in the request from Mr. Farmer to put back on the agenda for the next meeting.

### **Budget Update**

Ms. Whittemore spoke of the current budget deficit. Ms. Whittemore will be offsetting this deficit with TVI services.

Ms. Whittemore shared that payroll will be moving from ADP to Harpers as a cost savings measure.

Ms. Whittemore shared if the deficit is still present at the next board meeting, she will ask to transfer monies from the Board Designated Fund to account for the FY14 audit bill. A brief discussion continued regarding the budget being based on active referrals and that some of the students did not return as anticipated on the original FY15 budget. Currently the enrollments are low.

Ms. Whittemore outlined the FY16 budget will be based on 36 students. There will be 2 students aging out within FY16. CHARMS will be acquiring a student from Norwood. There will be 1 teacher position eliminated. The teacher has indicated to Mrs. O'Connell that she intends on retiring at the end of this school year. CHARMS will have cost savings from changing the health insurance from Harvard Pilgrim to GIC and from changing payroll services from ADP to Harpers.

A brief discussion ensued around the topic of preparing budget e.g., tuition increases, etc. Ms. Whittemore proposed increasing tuitions by 4% for district partners and 6% for out-of-district participants. Discussions continued regarding what other collaboratives are charging. Ms. Whittemore will research this and report back at the next board meeting.

Mr. Farmer instructed the members of the Board to give Mrs. O'Connell and Ms. Whittemore any questions regarding this before the next board meeting.

Mrs. O'Connell discussed the current salary tables. To date, CHARMS pays for 185 days. As a cost saving measure, Mrs. O'Connell proposed changing to 183 days. Dr. Rizzi inquired as to what the difference would be. Ms. Whittemore will research this and report back at the next board meeting.

## **Administrative Updates**

The fingerprinting policy was discussed. Policy conforms to state law.

Mr. Farmer made a motion to approve the fingerprinting policy; Mr. Zinni seconded. Motion to approve the fingerprinting policy passed unanimously by a vote of 4 to 0.

Mr. Farmer made a motion to adjourn open session; Mr. Granatino seconded. Motion to adjourn passed unanimously by a vote of 4 to 0.

## **CHARMS Collaborative Executive Session Meeting Minutes, February 27, 2015**

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

**Members Absent:** Mrs. Gormley (Milton), Dr. Lally (Holbrook), Mr. Zinni (Avon)

**Also Present:** Rosalie O'Connell (Executive Director), Ellen Whittemore (Business Manager), Christina Farrington (Business Office Assistant)

The meeting began with the Chair requesting a motion to enter Executive Session. So moved by Mr. Farmer and seconded by Dr. Rizzi. By a unanimous roll call vote, the Board entered into Executive Session at approximately 3:20 PM.

Discussions began regarding vacation pay paid to former business manager. The Board discussed and due to legal costs decided not to pursue reimbursement.

The Board also discussed the medical leave of absence of D. McIntyre. CHARMS will continue to pay her medical insurance until she is scheduled to return in April 2015.

At approximately 3:40 PM the Chair requested a motion to exit Executive Session. By a unanimous roll call vote, the Board voted to exit Executive Session.

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**Charms Collaborative  
Board of Directors  
March 20, 2015  
Rescheduled to April 9, 2015  
12pm  
Charms Office  
137 Walnut Street  
Stoughton, MA.**

## AGENDA

### **Open Session**

1. Update on Programs, Enrollment and Services
  - A. Current Enrollment
  - B. Enrollment Comparisons from FY14
  - C. Enrollment Expectation for FY16
2. Space Availability
3. SCRO Updates
  - A. Virtual Learning Initiative
  - B. Collaborative School Fair
4. Budget Update FY15
5. FY16 Budget Overview

### **Executive Session**

1. We do not have any items for Executive Session at this time.

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  
March 20, 2015  
2pm  
Charms Office  
137 Walnut Street  
Stoughton, MA.**

## **AGENDA**

### **Open Session**

1. Update on Programs, Enrollment and Services
  - A. Current Enrollment
  - B. Enrollment Comparisons from FY14
  - C. Enrollment Expectation for FY16
2. Space Availability
3. SCRO Updates
  - A. Virtual Learning Initiative
  - B. Collaborative School Fair
4. Budget Update FY15
5. FY16 Budget Overview

### **Executive Session**

1. We do not have any items for Executive Session at this time.

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**CHARMS Collaborative  
Open Session Meeting Minutes, April 9, 2015**

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

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

**Also Present:** Rosalie O'Connell (Executive Director), Ellen Whittemore (Business Manager), Christina Farrington (Business Office Assistant)

**Staffing / Student Update**

Mrs. O'Connell shared information regarding attendance of students in the expanded vocational program at the YMCA. There will be up to 10 students using the space at different times. Different staff members will be utilized in their specific area of expertise. Mr. Zinni questioned if Charms can offer the students job placements. Mrs. O'Connell answered that the job placements start on a volunteer basis in order to build the student's resume and then lead to a paid position.

Mrs. O'Connell explained the importance of the transition binders. The students build portfolios that outline their areas of strength, learning styles, accommodations necessary to be successful, information about job placements and references. Mr. Zinni suggested a formal transition assessment as an informal assessment in order to build an assessment package and plan.

Mrs. O'Connell shared that Charms is in need of a classroom for the Avon Multi Skills program and the Galvin Middle School program. Each program has 3 students. Mr. Farmer shared that he might have a room in the high school however he needed to inquire with the principal. If it is available, Mr. Farmer will send Mrs. O'Connell pictures of the space. Additionally, sending a letter of invitations to other towns (Randolph, Dedham, Norwood, Easton) to join Charms was discussed.

Mrs. O'Connell shared that SCRO virtual learning academy went live.

Mrs. O'Connell discussed the collaborative school fair in the fall. Charms and BICO will be chairing this event.

**Budget Update**

Ms. Whittemore provided an update to the FY15 budget with the addition of a new student.

The FY16 budget will be based on 38 students and a 35.5 FTE staff.

Ms. Whittemore discussed changing the school days to 183 (from 185) to provide salary savings. Staff feedback was discussed specifically what the average loss would be, grandfathering staff that have tenure and the number of staff that are currently at the top of their step. Mr. Zinni suggested phasing out days each year.

Ms. Whittemore provided the Board with the proposed tuition increases for FY16. The Canton Vocational program will not have an increase, the multi skills program proposed increase is 3% for members and 6% for non-members, alternative middle school proposed increase is 3% for members and non-members and the alternative high school program proposed increase is 2% for members and 1% for non-members. Ms. Whittemore also discussed a proposed nursing fee. After further discussions regarding the nursing fee, the Board did not agree with the additional fee.

Mr. Granatino made a motion to adjourn open session; Mr. Farmer seconded. Motion to adjourn passed unanimously by a vote of 4 to 0.

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**Charms Collaborative  
Board of Directors  
May 1, 2015  
1pm  
Charms Office  
Old Colony YMCA  
445 Central Street  
Stoughton**

## **AGENDA**

### **Open Session**

1. Update on Programs, Enrollment and Services
2. Space Updates
3. Executive Director's FY15 Overview of Goals
4. Budget Update FY15
5. Days in School Year
6. FY16 Budget - Vote

### **Executive Session**

1. We do not have any items for Executive Session at this time.

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**Charms Collaborative  
Board of Directors  
May 1, 2015  
1pm  
Charms Office  
Old Colony YMCA  
445 Central Street  
Stoughton**

## **AGENDA**

### **Open Session**

1. Update on Programs, Enrollment and Services
2. Space Updates
3. Executive Director's FY15 Overview of Goals
4. Budget Update FY15
5. Days in School Year
6. FY16 Budget - Vote

### **Executive Session**

1. We do not have any items for Executive Session at this time.

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  
Open Session Meeting Minutes, May 1, 2015**

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

**Members Absent:** Mrs. Gormley (Milton), Mr. Granatino (Canton).

**Also Present:** Rosalie O'Connell (Executive Director), Ellen Whittemore (Business Manager), Christina Farrington (Business Office Assistant)

**Staffing / Student Update**

As of this date, CHARMS has 38 students. To date, CHARMS has received 20 referrals for FY15. Out of the 20-6 have enrolled in our programs, 6 were not appropriate for our programs and 8 either went to other settings or remained in their home schools.

Mrs. O'Connell shared information about the continued partnership with the YMCA since our administrative offices are officially housed at the YMCA. The YMCA is looking to work with our students to establish volunteer opportunities and job placements.

Mrs. O'Connell shared that 2 of the programs will be moving locations next school year. The class currently located in the Avon Middle Schools will be relocating to the Rodman building in Canton. The Galvin Middle School classroom will also be relocating however a location has not been confirmed. Mrs. O'Connell will be reaching out to Brockton regarding space.

**Executive Director Goals**

Mrs. O'Connell discussed with the Board her past goals.

Staff

Mrs. O'Connell believes she has good staff and feels that resignations within the past fiscal year have been to the benefit of CHARMS. The current staff works together well and shares resources that are mutually beneficial to the team.

Staff Evaluations

Mrs. O'Connell utilizes the DESE Educator Evaluation system and it was been working well. The staff appreciates the feedback received. There has been 5 new professional staff members hired. The existing staff each received refresher training.

## IEP

Mrs. O'Connell discussed tying the curriculum to the IEP and documenting this within the IEP. There is a social/emotional crisis team in every program. Data is documented. Mr. Farmer questioned where the current information gets stored. Mrs. O'Connell explained that each program has a binder that remains in the classroom.

## Collaborative Improvement Goal

- 2 audits were performed in FY15 – a DESE audit and an independent audit
- Reports and updates to the Board
- Staff professional development
- Policy and procedures handbook – website is updated when needed
- Health and wellness manual
- Transition binders – all materials are located in students' programs, information is added as necessary.
- Collaboration with parents – work with the student's parents to understand the IEP, get student involved in the process having the student invite individuals they would like to attend

## **Budget Update**

Ms. Whittemore provided the board with 3 versions of the budget – (1) budget based on 185 days, (2) budget based on 184 days and (3) budget based on 184 days with top step stipend. Mr. Zinni made a motion to accept the FY16 budget based on 185 days at \$2,633,725.36; Dr. Lally seconded. Motion to approve the FY16 budget based on 185 at \$2,633,725.36 passed unanimously by a vote of 4 to 0.

FY16 salaries reflect 2% increase. Mr. Zinni made a motion to approve a 2% increase in salary for FY16; Mr. Farmer seconded. Motion to approve a 2% salary increase for FY16 passed unanimously by a vote of 4 to 0.

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

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**Charms Collaborative  
Board of Directors  
June 12, 2015  
2pm  
Charms Office  
Old Colony YMCA  
445 Central Street  
Stoughton**

## **AGENDA**

### **Open Session**

1. Vote on previous minutes
2. Update on Programs, Enrollment and Services
3. Collaborative Agreement Update
4. FY16 Personnel- Approval
5. Business Manager Recommendation
6. Executive Director's FY15 Overview of Goals and Evidence
7. Budget Update FY15
8. Budget Update FY16
9. Vote for New Board Officers
10. FY16 Calendar

### **Executive Session**

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  
Open Session Meeting Minutes, June 12, 2015**

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

**Members Absent:** Mrs. Gormley (Milton), Dr. Rizzi (Stoughton)

**Also Present:** Rosalie O'Connell (Executive Director), Ellen Whittemore (Business Manager), Christina Farrington (Business Office Assistant)

**Board Meeting Minutes**

Board meeting minutes for September 19, 2014, December 19, 2014, February 27, 2015, April 9, 2015 and May 1, 2015 were presented for approval.

Mr. Zinni made a motion to approve board meeting minutes for September 19, 2014, December 19, 2014, February 27, 2015, April 9, 2015 and May 1, 2015; Mr. Granatino seconded. Motion to approve board meeting minutes for September 19, 2014, December 19, 2014, February 27, 2015, April 9, 2015 and May 1, 2015 passed unanimously by a vote of 4 to 0.

**Anticipated Staff FY16**

Mrs. O'Connell presented the Board with a listing of the anticipated staff members for FY16 for approval.

Mr. Granatino made a motion to approve the FY16 anticipated staff members; Mr. Zinni seconded. Motion to approve FY16 anticipated staff members passed unanimously by a vote of 4 to 0.

**Business Manager Recommendation**

Mrs. O'Connell would like to move forward with candidate Mindy Ryan for the Business Manager position. Upon approval, Ms. Ryan will start on July 1, 2015.

Mr. Granatino made a motion to approve Mindy Ryan as the Charms Collaborative Business Manager; Mr. Zinni seconded. Motion to approve Mindy Ryan as the Charms Collaborative Business Manager passed unanimously by a vote of 4 to 0.

**Executive Director Goals**

Mrs. O'Connell reviewed her Executive Goals for FY15. Evidence to support goals was presented to board for review. Mr. Farmer will complete the summative evaluation report and share with Mrs. O'Connell and the board.

Mr. Zinni questioned if staff is working on the same DDMs. Mrs. O'Connell replied that all staff is working on two DDMs over the course of two years in the areas of balanced literacy and social-emotional supports. Data collection has been individualized within each program. Staff has met over the course of the year to share ideas and resources, and to discuss options for data collection.

## **Board of Directors FY16 Officer Appointments**

Mr. Granatino made a motion to nominate Mr. Zinni as the FY16 Chairman. Dr. Lally seconded that nomination. Mr. Zinni accepts appointment to Charms Collaborative FY16 Chairman.

Mr. Granatino made a motion to nominate Mr. Farmer as the FY16 Vice Chairman. Dr. Lally seconded that nomination. Mr. Farmer accepts appointment to Charms Collaborative FY16 Vice Chairman.

## **Program Updates**

Cheryl Nolan, special education teacher at the Charms Multi Skills II program, did a great job putting together the evacuation plan for the Charms Collaborative program located at Rodman. This plan is being utilized at the Rodman Administration building.

The programs located at the middle/high school in Avon and the Galvin Middle School in Canton will move out of their current locations on July 2, 2015. The Multi-Skills 1 Program will move to Rodman. The Middle School Alt Ed Program will be dissolved as a public school setting is not available. Mrs. O'Connell will continue to advocate for space within public school settings.

Mrs. O'Connell will be facilitating a workshop for new hires in the fall.

Mr. Zinni requested the use of a drop box for future board meeting correspondence.

Mrs. O'Connell shared that the Charms Collaborative website, Twitter and Facebook page are up and running. Newsletters will be designed by each class throughout the school year and distributed to all neighboring districts and parents.

Our students and staff will attend this year's Special Olympics on Wednesday, June 17, 2015.

Mrs. O'Connell is in contact with a representative at the Stoughton Police Department regarding a community program called Radkids. Mrs. O'Connell would like to make arrangements for our students to be able to access this program.

Our staff has been working on job placements where students receive a paid position within the community. Staff continues to update the transition binders with data to document progress and areas of strengths/challenges. Staff has been working with the outside agencies to assist in the transition process for students who will be aging out of Charms.

There will be 3 new students attending the summer session starting on July 6, 2015.

There are currently 2 active referrals from Boston for the Alternative Education and Vocational Education programs.

## **Policies and Procedures Handbook**

Mrs. O'Connell presented the Board with an updated 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. Granatino made a motion to approve the FY16 policies and procedures handbook; Mr. Zinni seconded. Motion to approve FY16 policies and procedures handbook passed unanimously by a vote of 4 to 0.

#### Health Care Procedures Manual

Mrs. O'Connell presented the Board with an updated health care procedures manual. This manual is maintained by the nurse leader. Upon approval by the Board, the health care procedures manual will be posted on the Charms Collaborative website.

Mr. Granatino made a motion to approve the FY16 health care procedures manual; Mr. Zinni seconded. Motion to approve FY16 health care procedures manual passed unanimously by a vote of 4 to 0.

#### **Budget Update**

Ms. Whittemore presented the Board with an updated chart of accounts in accordance with DESE regulations.

There is a FY15 carry over of \$143,000.

Mr. Zinni requested to discuss the budget surplus at the September 2015 meeting.

Mr. Zinni discussed his goal to grow business, developing a strategic planning process (5 year plan) and increasing professional development services.

The FY16 budget had a change in enrollment; the addition of 1 student.

#### **Board Meeting Calendar**

The Board discussed moving the FY16 board meetings to a different day and different start or end times. After a brief discussion, the Board agreed to the last Wednesday of the month in the mornings.

#### **Adjournment**

Mr. Farmer made a motion to adjourn open session; Dr. Lally seconded. Motion to adjourn passed unanimously by a vote of 4 to 0.

#### **Executive Session**

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