



CHARMS COLLABORATIVE

Old Colony YMCA, 445 Central Street, Stoughton, Massachusetts 02072

(781) 344-1463 • Fax: (781) 344-5299

www.charms-collaborative.org

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**Charms Board of Directors
September 30, 2015 at 9am**

**Location for September 30 Meeting
Avon Public Schools Administrative Offices
Patrick Clark Drive
Avon
Agenda**

Open Session

1. Welcome and Public Comment
2. Budget Review
Vote for Chief Procurement Officer
3. Audit Update
Review 603 CMR 50.03(5) (b) 5
Collaborative Agreement Approval
Updated Policies and Procedures Manual
Board Member Training (603 CMR 50.05
Special Education – Program Improvement Grant 274
4. Vote on June 2015 Board Minutes
5. Vote on New Staff
6. Vote on Amended Policies and Procedures Handbook
7. Collaborative Agreement
Approval Required from School Committees
Discussion about language in agreement based on audit
8. Update on Programs and Services
9. Space for Programs within public school settings

Executive Session

There are no items for Executive Session at this time.

CHARMS Collaborative
Open Session Meeting Minutes, September 30, 2015

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

Members Absent: Mrs. Gormley (Milton)

Also Present: Rosalie O'Connell (Executive Director), Mindy Ryan (Business Manager), Christina Farrington (Business Office Assistant)

Program and Services Update

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

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

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

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

Budget Review

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

Chief Procurement Officer

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

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

Board Minutes

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

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

New Staff

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

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

Policy and Procedure Handbook

Mrs. O'Connell presented the Board with an amended policies and procedures handbook. The updates include procedures that were not previously addressed. Upon approval by the Board, the Policies and Procedures handbook will be posted on the Charms Collaborative website.

Mr. Zinni made a motion to approve the amended FY16 policies and procedures handbook; Mr. Farmer seconded. Motion to approve the amended FY16 policies and procedures handbook passed by a vote of 4 to 1, 1 member abstained.

Collaborative Agreement

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

Board Meeting Calendar

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

Adjournment

Mr. Zinni made a motion to adjourn open session; Mr. Farmer seconded. Motion to adjourn passed unanimously by a vote of 5 to 0.

Executive Session

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



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**Charms Board of Directors
October 21, 2015 at 9am
Old Colony YMCA**

Agenda

Open Session

1. Welcome and Public Comment
2. Vote on September 30, 2015 Board Minutes
3. Collaborative Agreement Language- Conditions of Membership
Carried over from September 30, 2015 Meeting
4. Executive Director FY16 Goals/Draft
5. Update on Programs and Services
 - Sharon/Charms Partnership Opportunity
 - Multi-Skills I Space within a public school setting
 - Referrals
6. Overview FY10 through FY16 Student Roster
7. Budget Overview
 - Review of Old Colony YMCA Lease-requested by Mr. Zinni
8. Strategic Planning

Executive Session

There are no items for Executive Session at this time.

**CHARMS Collaborative
Open Session Meeting Minutes, October 21, 2015**

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

Members Absent: Mrs. Gormley (Milton), Ms. Henderson (Canton)

Also Present: Rosalie O'Connell (Executive Director), Mindy Ryan (Business Manager), Christina Farrington (Business Office Assistant), Paulajo Gaines (DESE Representative)

Board Minutes

Board meeting minutes for September 30, 2015 were presented for approval.

Mr. Zinni made a motion to approve board meeting minutes for September 30, 2015; Dr. Rizzi seconded. Motion to approve board meeting minutes for September 30, 2015 passed by a vote of 4 to 0.

Collaborative Agreement

Mrs. O'Connell informed the Board that she is only missing the signature page for Canton. Board discussed membership requirements and amending the plan with additional language. Language from other approved collaborative agreements were provided to board for review. In regards to the addition of conditions of membership language, Ms. Gaines recommended moving forward with existing agreement to DESE and once approved, to add an amendment for conditions of membership. Mr. Zinni requested that Mrs. O'Connell look over the conditions of the membership language and incorporate language into the Charms agreement, allowing for flexibility, to share at an upcoming meeting.

Mr. Zinni inquired to Ms. Gaines regarding the possibility of appointing a representative to sit in the superintendent's place at a board meeting if they are unable to attend. Ms. Gaines responded that no, that is not allowed. Mr. Zinni then inquired about extenuating circumstances when a superintendent is not able to attend due to a medical condition. Pauljo responded that she would need to research that question. Mr. Zinni also inquired about electronic votes and what the policy is on board members casting electronic votes. Ms. Gaines responded that she would have to research that. Ms. Gaines indicated that Mr. Zinni should consult the "Open Meeting Law" requirements.

Mr. Farmer suggested that Charms invite other districts to join the collaborative.

Review of the Charms Lease Agreement with the Old Colony YMCA

Board reviewed lease and discussed terms. Recommended Board vote on all future leases.

Program and Services Update

Mrs. O'Connell shared a program that Sharon Public Schools approached her about. Susan, SPED Director, approached Mrs. O'Connell about a program in Sharon for grades 2 - 5, housed in the East Elementary School. The program would consist of 6 to 8 students for each grade level. Charms would be responsible for covering the salaries of 3 teachers. This would be a year round program. Sharon already has 4 students per grade level and has resources, intensive services for the students. Some questions regarding this collaborative would be finances (who would pay for what). That will be discussed at a later time with the business managers. This program is anticipated to begin in the summer of 2016. Mr. Farmer indicated that discussion of this program is currently only in the preliminary stages and Sharon

will be starting budget preparations with Susan regarding this program. Mr. Zinni requested that Mrs. O'Connell discuss a need for this program with the other district's SPED Directors.

The Multi Skills I program had moved from a program within a public school setting to a day program although the parents would like to see this program housed back in a public school setting. The current students need to be more involved with other students and is looking for high school space. At this time, Board members indicated that they do not have additional space in their buildings to house collaborative programs.

Mrs. O'Connell shared her concerns that Charms has lost 2 possible referrals due to programs not being in a public school setting. Mrs. O'Connell also has concerns regarding a member district that will not send referrals to Charms. She has since had conversations with the superintendent regarding this issue.

Mrs. O'Connell is looking for space for students with significant mental health concerns staffed with the appropriate personnel and supports. This is an area that generates referrals but is not able to be housed in a public school setting. Mrs. O'Connell also discussed a partnership opportunity with the Boston Public Schools and is looking into this further.

Strategic Planning

Mr. Zinni is concerned with the current number of students. Dr. Rizzi suggested that Charms should begin a strategic planning process to determine which direction Charms should go in. Mr. Zinni feels that strategic planning is crucial. Mr. Farmer suggested that the strategic plan should start FY17.

Mr. Farmer discussed strategic planning with outside consultants and what the budget will allow for. Mr. Zinni would like Mrs. O'Connell to include strategic planning as one of her goals.

Executive Director Goals

Mrs. O'Connell first goal is professional development which is a combination of 3 goals from last year.

The second goal is for referrals for new population of student, trauma sensitive. 1 in 4 students come with trauma events that impact their learning. Mrs. O'Connell is working with another collaborative who has already instituted this. Charms has developed a crisis team and the first step is training staff and working on the curriculum. Mr. Zinni inquired what prompted this need. Mrs. O'Connell explained this need has come from past referrals. Mr. Zinni then requested if Mrs. O'Connell had data on the number of referrals Charms had received and where the referrals went if Charms could not meet their needs.

The third goal is transition planning and how to plan the curriculum around it. The curriculum is tailored to each student. All but 3 of Charms students have transition planning in place.

The Board will vote on the goals at the next meeting on November 18, 2015 with the additions that were suggested around strategic planning. Goals should include measurements as well. A draft should be sent to the Board before the next meeting.

Budget Review

Mrs. Ryan spoke briefly about the updated budget.

Adjournment

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



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**Charms Board of Directors
November 18, 2015 at 9am
Old Colony YMCA**

Agenda

Open Session

1. Welcome and Public Comment
2. Vote on minutes from October 21, 2015
3. Host School Agreement
4. Business Manager Position Update
5. Collaborative Agreement Update
Has been submitted to DESE for approval.
Proposal to amend Section V: Membership
6. DESE Updates
7. Review of 2012 Feasibility Study by Future Management Systems
Report was emailed to Board members on November 6, 2015
8. Executive Director FY16 Goals and Charms Improvement Plan
9. Budget Overview

Executive Session

There are no items for Executive Session at this time.

CHARMS Collaborative
Open Session Meeting Minutes, November 18, 2015

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

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

Also Present: Rosalie O'Connell (Executive Director), Mindy Ryan (Business Manager), Christina Farrington (Business Office Assistant), Paulajo Gaines (DESE Representative)

Board Minutes

Board meeting minutes for October 21, 2015 were presented for approval.

Dr. Lally made a motion to approve board meeting minutes for October 21, 2015; Ms. Henderson seconded. Motion to approve board meeting minutes for October 21, 2015 passed by a vote of 4 to 0.

Budget Review

Mrs. Ryan spoke briefly about cleaning up last fiscal year. The audit is currently in process. Mrs. Ryan discussed the challenges she faced with reconciling 2 different accounting systems and 2 different banks. She also voiced that the previous treasurer did not keep books which has been another obstacle in the process. Currently, Charms is at a surplus.

Business Manager

Mrs. Ryan has resigned from Charms and her last physical day in the office will be November 30, 2015. Her official last day will be December 22, 2015 as she will use her contracted vacation days.

Mrs. O'Connell has posted for a part time business manager on School Spring and MASBO. Margaret Foster, Charms' treasurer, recommended a company, The Management Solution, which provides business management services. Mrs. O'Connell contacted The Management Solution and requested a cost estimate for a part time Business Manager and was given a ball park figure of \$40,000 to \$50,000. Dr. Lally added that Holbrook has used this company in the past. If chosen, Charms would have a dedicated individual assigned.

Board indicated that they would like a "Business Plan" developed in order to determine the next steps.

Mr. Zinni made a motion to permit Mrs. O'Connell to determine if The Management Solution would be hired as a consultant to run the business management office and to develop a business plan over the next couple of month in order to determine the needs of Charms. Ms. Henderson seconded. Motion to permit Mrs. O'Connell to determine who to hire as a consultant to run the business management office and to develop a business plan was passed by a vote of 4 to 0.

Mrs. O'Connell also discussed our current accounting system and would like to explore different programs that might be better suited for Charms. The auditor, as well as Margaret Foster, Charms Treasure, indicated that QuickBooks might be the better option. It was determined that this discussion would take place once Charms had the business manager in place.

Mrs. O'Connell would like to hire a part time administrative assistant for assistance with SPED duties as Mrs. Farrington has taken an active role in the accounts receivable function. The Board would like to

hold off on hiring someone until a needs assessment is received from the new business consultant. This will be reviewed at the December 18, 2015 meeting.

Host School Agreement

Mrs. O'Connell discussed a host school agreement that Canton drafted. Charms currently has 4 programs housed in Canton and works closely with Canton Administration as new referrals are received for the programs. Mrs. O'Connell will have the Charms attorney review the contract for the December 18, 2015 meeting.

Collaborative Agreement and DESE Updates

Mrs. O'Connell informed the Board that the Collaborative Agreement has been submitted to the Commissioner.

Mr. Farmer asked to clarify the language regarding chair or vice chair in the conditions of membership language. Ms. Gaines suggested not using the word "designee" in the agreement. Mrs. O'Connell will update the language and then resend to the Board. The Board will hold off on voting on this additional language until the Collaborative Agreement has been approved by DESE.

Ms. Gaines informed the Board that DESE is waiting for the approval of the Collaborative Agreement meeting minutes for 4 districts. Ms. Gaines offered to review the conditions of membership language prior to submitting it to the Commissioner. She also reminded the Board that the FY15 audit needs to be uploaded prior to January 1, 2016. There will be no waivers granted. Ms. Gaines will be in attendance at the Board Meeting on December 18, 2015.

Feasibility Study

Mrs. O'Connell prepared a PowerPoint Presentation to review the Feasibility Study drafted in 2013, discuss the current state of Charms and highlight her goals and Charms Improvement Plan for FY16 and FY17.

The Feasibility Study indicated that Charms may be one collaborative too many, no vision had been developed, members were disengaged, and districts received annual rebates instead of a reinvesting revenue to build programming. Recommendations from the study included; terminating Charms, merging with another collaborative or to stay in business and reorganize. The Board at that time voted to stay in business and reorganize.

Mrs. O'Connell presented the Board with some of the current strengths and challenges of Charms. She indicated that over the last three and a half years that there have been many positive changes within Charms. Some of the same challenges remain in place. Challenges include; stakeholder perceptions, competition, spacing needs. Strengths include; increased service access across all programs, curriculum designed to meet the unique needs of students, Charms' partnership with the YMCA, dedicated staff committed to the mission and values, outreach to families, community engagements and tighter fiscal management. Highlights shared include; students volunteers at the YMCA, Canton Library and Brockton Animal Shelter; student access to swimming lessons, community outings, life skills engagements-including cooking and working out at the Y. Mrs. O'Connell presented the Board with parent endorsements in support of the services and staff.

Ms. Henderson inquired as to how many students Charms can currently accept in the multi-skills programs. Mrs. O'Connell replied that given the current spacing, 2 for multi skills I and 4 for multi skills

II. Mrs. O'Connell stated that Charms is in need of space to rebuild a middle school alternative learning program as Charms receives many referrals for this age group. In addition, middle school space within a public school setting is needed to house the multi-skills 1 classroom.

Within the PowerPoint Presentation, Mrs. O'Connell shifted to a review of her goals and the Charms Improvement Plan.

Executive Director Goals

Mrs. O'Connell highlighted the four goals proposed for the FY16 and FY17 school years.

- Student Learning Goal #1: Post-Secondary Transition
- Professional Practice Goal #2: Increase Understanding and Involvement in Charms Financial Management
- Goal #3: Development and implementation of "trauma sensitive" and "mental health first aid" strategies in all classrooms.
- Charms Improvement Plan Goal #4: Increase programming service options and stakeholder perceptions in order to meet the needs of districts to increase enrollment.

Next Board Meeting

The FY15 Audit and Annual Report will be presented at the next board meeting on December 18, 2015.

Executive Session

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



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**Charms Board of Directors
December 18, 2015 at 9am
Tim Farmer's Administrative Office
Sharon Middle School
75 Meadow Street
Sharon, MA**

Agenda

Open Session

1. Welcome and Public Comment
2. Welcome new Business Managers TMSolutions
3. Audit Overview-John Ratcliffe- Vote to Accept
4. Budget Overview and discussion about Financial Accounting System
5. Annual Review for FY15-Vote to Accept
6. DESE Comments and Update on the Charms Collaborative Agreement
7. Executive Director FY16 Goals and Charms Improvement Plan-Vote To Accept
8. Vote on minutes from November 18, 2015
9. Host School Agreement- Vote to Accept
10. Feasibility Study

Executive Session

~~There are no items for Executive Session at this time.~~

CHARMS Collaborative
Open Session Meeting Minutes, December 18, 2015

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

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

Also Present: Rosalie O'Connell (Executive Director), Christina Farrington (Business Office Assistant), Paulajo Gaines (DESE Representative), Andrew Paquette (TMSolutions, Business Management), John Ratcliffe (Pavento, Ratcliffe, Renzi & Co., LLC)

Business Manager Position

TMSolutions has been selected through June 2016 to oversee the business aspect of Charms and provide consulting services. Mr. Paquette was introduced and welcomed to Charms.

Milton

Ms. Gormley, the superintendent from Milton Public Schools, informed Mrs. O'Connell that they will withdraw from Charms Collaborative effective the end of this fiscal year, June 30, 2016. Their school committee has already voted.

Audit Overview

Mr. Ratcliffe reviewed the draft results of the FY15 audit with the Board. The independent auditor report found challenges with the business office turnover within the fiscal year. Mr. Ratcliffe reviewed the management discussion and government wide state and fund financial statement. He explained the total net position is down because of a revenue deficit.

Mr. Zinni questioned that he was under the impression that Charms was in the positive last year. Mr. Ratcliffe explained that because of an estimated revenue shortfall, the collaborative used a portion of the prior year "cushion" leaving a net position of \$40,736.

Mr. Zinni inquired what about OPEB. Mr. Ratcliffe explained that OPEB is a hypothetical obligation. Ms. Gaines inquired if the Board ever voted on an OPEB fund in the past? The Board is not aware of any votes. Mr. Ratcliffe was going to look into it.

Mr. Zinni inquired how the Charms budget is as of right now. Mr. Ratcliffe explained that revenue collections need to be made and that is the only area of concern. Mr. Ratcliffe went on to explain that it is not unusual to redo the budget half way through the fiscal year. Mrs. O'Connell further explained that the budget voted on in the spring includes line items that are not being used or no longer applicable (programs that have been closed, summer programs where the money allocated was not utilized). Mr. Farmer inquired what the estimated revenue shortfall was. Mr. Paquette will look into this and report back in January.

Mr. Ratcliffe reviewed the net position/fund balance, retirement benefit plan and commitments. The retirement portion is very detailed. Mr. Zinni questioned the obligations for the vans and copiers and if they are fiscal or calendar year. Mr. Ratcliffe indicated that both are paid within the fiscal year.

Mr. Ratcliffe stated that a lack of segregation of duties due to the size of the organization was a problem in FY15. Mrs. O'Connell explained that she is aware of this and that a segregation of duties is currently in

place for FY16. With a new treasure and clear processes for the business office, duties are segregated and include a checks and balances system.

Mr. Zinni inquired about the letter he received regarding past due payments for his district. Mr. Zinni believes this total is incorrect. Mr. Ratcliffe is going to look into that and get back to Mr. Zinni.

Mr. Ratcliffe closed the overview with the FY15 audit was very difficult as things were not done correctly or at all by the previous business manager. Adding to that was the multiple systems used throughout the fiscal year (Sage, Budget Sense and Quickbooks).

Mr. Farmer made a motion to accept the FY15 audit done by Pavento, Ratcliffe, Renzi & Co., LLC; Dr. Lally seconded. Motion to accept the FY15 audit done by Pavento, Ratcliffe, Renzi & Co., LLC passed unanimously by a vote of 4 to 0.

ACCOUNTING SYSTEM

Mr. Ratcliffe talked about the financial accounting system and feels that Quickbooks would meet the needs of the collaborative. Due to the cost invested into Tyler, Board would like additional information. Mr. Paquette will look into options and report back at the next Board meeting in January.

BUDGET OVERVIEW

Mr. Paquette presented that there is money available in some of the unused line items. He will be doing budget adjustments in order to clarify the current status of the budget. Mr. Zinni inquired about a time line for the budget adjustments. Mr. Paquette will work to adjust the line items and report back to the Board at the January meeting. He will also be doing a running projection for the end of the year.

ANNUAL REPORT

Mrs. O'Connell presented the FY15 annual report to the Board. Twenty nine communities accessed Charms services during FY15. Mrs. O'Connell discussed cost effectiveness study that was done against private schools in the area and feels that our services are cost effective.

Some of the FY15 highlights are:

- Goals – looked at services instead of programs. Students are able to access all services.
- Staffing – staffing was reduced to meet the needs we currently have.
- Relocation – the administrative offices were moved to the Old Colony YMCA and the students have access to the YMCA.

Ms. Henderson made a motion to accept the FY15 Annual Report; Dr. Lally seconded. Motion to accept the FY15 Annual Report passed unanimously by a vote of 4 to 0.

Collaborative Agreement

The Collaborative Agreement will need to be amended to remove Milton Public Schools effective July 1, 2016. Additionally the conditions of membership language will be reviewed. Each signed agreement must be received by March 30, 2016 to be effective July 1, 2016. The quorum language will also be amended to "majority" instead of "two-thirds."

Mr. Farmer made a motion to amend the Collaborative Agreement; Ms. Henderson seconded. Motion to amend the Collaborative Agreement passed unanimously by a vote of 4 to 0.

Executive Director Goals

Goals were not voted on at the November 18, 2015 meeting due to time constraints. Mrs. O'Connell indicated that she updated Goal #1, Secondary Transition, to include all the collaborative programs and meet the requirements of Indicator 13. Indicator 13 was shared with the Board.

Dr. Lally made a motion to accept the Executive Director FY16 goals; Ms. Henderson seconded. Motion to accept the Executive Director FY16 goals passed unanimously by a vote of 4 to 0.

Board Minutes

Board meeting minutes for November 18, 2015 were presented for approval.

Ms. Henderson made a motion to approve board meeting minutes for November 18, 2015; Mr. Zinni seconded. Motion to approve board meeting minutes for November 18, 2015 passed unanimously by a vote of 4 to 0.

Host School Agreement

Mrs. O'Connell reported that the Charms attorney reviewed the Host School Agreement and found it acceptable. Mr. Farmer made a motion to accept the host school agreement; Ms. Henderson seconded. Motion to accept the host school agreement passed unanimously by a vote of 4 to 0.

Feasibility Study

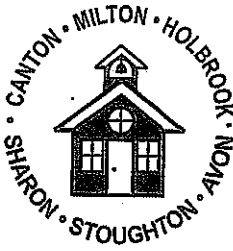
Mr. Zinni would like to further discuss the Charms Feasibility Study from 2012. Mrs. O'Connell explained that her goals were established to move Charms forward and that the quality of the current programs and services far exceed where Charms was 3.5 years ago Mr. Farmer suggested that the January 2016 Board meeting be dedicated to discussing the feasibility study in more depth.

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.



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Charms Board of Directors

January 20, 2016

Old Colony YMCA

Agenda

Open Session

1. Welcome and Public Comment
2. Vote on minutes from December 18, 2015
3. Budget Update
4. Charms Updates
 - Collaborative Agreement Amendment Update
 - Overviews
5. Review of 2012 Feasibility Study by Future Management Systems
Report was emailed to Board members on November 6, 2015

Executive Session

There are no items for Executive Session at this time.

**CHARMS Collaborative
Open Session Meeting Minutes, January 20, 2016**

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

Members Absent: Mrs. Gormley (Milton)

Also Present: Rosalie O’Connell (Executive Director), Christina Farrington (Business Office Assistant), Paulajo Gaines (DESE Representative), Andrew Paquette (TMSolutions, Business Management)

Board Minutes

Board meeting minutes for December 18, 2015 were presented for approval.

Mr. Farmer made a motion to approve board meeting minutes for December 18, 2015; Dr. Lally seconded. Motion to approve board meeting minutes for December 18, 2015 passed unanimously by a vote of 4 to 0.

BUDGET UPDATE

Mr. Paquette presented an updated budget showing a surplus of \$128,248.33. This surplus increases to \$158,067.13 with the addition of a new student from Brockton. The prior year revenue received in August 2015 is \$268,336.48. Mr. Zinni asked for clarification on the FY15 status. Mr. Paquette will present a revised budget (revenue and expense) for the Board to vote on.

Mr. Paquette explains that the collaborative received some late FY15 payments in FY16. Mr. Farmer questioned why they were late. Mr. Paquette answered that they were sent in late or the district did not pay in time. Mrs. O’Connell feels that both are accurate explanations. The former Business Manager stopped sending invoices and following up on past due invoices. Mr. Paquette further explained that a majority of the past due invoices are from non-member districts. Dr. Lally inquired if there are any invoices that cannot be collected? Would it be worth it to try to get the money owed? Mr. Paquette feels these invoices are collectable and indicated that all revenue that came in after July 1, 2015 is reflected in FY16. Mr. Paquette indicated that all FY15 obligations were paid.

Mr. Zinni and Mr. Farmer were pleased with the format of the updated revenue report.

Ms. Henderson motioned to accept the revised revenue report with the addition of the new student; Mr. Farmer seconded. Motion to approve the revised revenue report with the addition of the new student passed unanimously by a vote of 5 to 0.

EXECUTIVE DIRECTOR UPDATES

Mrs. O’Connell reviewed the **Charms major initiatives** for this year:

1. Trauma Sensitive Classrooms and meeting the social-emotional needs of all our students.
 - All Charms staff trained in Youth Mental Health First Aid
 - Committee working on draft policies, procedures and protocols
 - Collaboration with outside agencies
 - Strategies incorporated into classroom settings

2. Transition Planning

- Indicator 13 as our blueprint
- Curriculum Needs
- Student Driven Practices
- Collaboration with adult services
- Engaging Families

Program Updates:

- There are currently 4 students that are enrolled in the Alternative Education/Vocational Education hybrid program.
 - Increased accessibility to receiving a diploma and vocational training
 - Wider range of transitioning services
 - Increased individualization of services
- One of our students is currently holding a position at Sports Authority working 15 hours a week.
- Charms students volunteering at the YMCA as well as in the Charms administrative office.
- A new student from Brockton is enrolled.
- Five active referrals. Mrs. O'Connell stated that the majority of referrals are for social/emotional students.

Mrs. O'Connell updated the Board on the **SCRO Initiatives**.

1. Registration is still open for the applicants for the SCRO Virtual Learning Academy as they need 12 teachers to run the program.
2. The SCRO is looking to offer mentoring for teachers in the severe special needs program.
3. There will be a special education fair on 12/15/16 & 12/16/16. This fair will include key note speakers for both days as well as breakout sessions with the collaborative staff. The location has not been finalized yet however Mrs. O'Connell is looking into holding it at the Massasoit Conference Center in Brockton as they can accommodate the amount of people that would be attending.

FEASIBILITY STUDY

The previous study was completed in 2012 when the number of students was dwindling. The decision from that study was to hire a new Executive Director and move forward. There were 53 students in 2012. Mr. Zinni is concerned with Milton Public Schools leaving the collaborative, will the other member districts leave as well. The 3 options for moving forward are: (1) revitalize, (2) merge with another collaborative, and (3) dissolve. Mr. Farmer questioned the merger option and what are the financial liabilities? Dr. Rizzi questioned whether the board members should ask the collaborative attorney questions regarding this and then discuss further at the next board meeting. Mr. Zinni explained that he talked to his districts' attorney and was told the only liability while a member is a 120 day clause.

Mr. Farmer is worried about other districts as his district has no intention of changing their membership in Charms unless there is some big financial issue. Mrs. O'Connell shared her concerns about space. Mr. Farmer further clarified that this process needs to be very thorough. He questioned what the collaborative could do to revitalize; the collaborative needs to be fair. Mr. Zinni questioned what the next step should look like. Mr. Zinni suggested the board members generate questions for the attorney and also perform a needs assessment for the districts. Ms. Henderson believes the high school programs in Canton are very impressive. Mr. Zinni feels that Charms needs to grow and expand. Mr. Farmer

questioned how small is too small? What would that number be? Mr. Farmer agrees that each board member needs to put together a list of questions. Mr. Zinni questioned what service/product does Charms need in provide? Dr. Rizzi feels both are great questions. Dr. Rizzi questions how many kids are covering that overhead? Need accounting to get an answer.

Mrs. O'Connell explained that when she started at Charms the programs were not meeting the needs and her first duty was to revitalize the programs. The current quality of the teachers and curriculum are excellent. Charms' now has a team that is very committed.

Mr. Paquette feels that the budget should be voted on/looked at during each board meeting. He also feels that Charms could look into non special education initiatives that could be revenue generating. Mr. Zinni questioned FY15 and what is owed/not collected. He requested a report that reflects this.

Mr. Zinni would like a new understanding of the district's obligations should Charms close. Mr. Zinni questioned if the collaborative should bring in some to evaluate the programs? He suggested a retired Special Education Director. This would give the Board an idea of where the collaborative is. The overall evaluation should cover staff, curriculum, safety, IEPs, quality and best practices. Mrs. O'Connell explained that she has a goal to accomplish this for the Multi Skills program. Ms. Henderson was looking for clarification on the overall evaluation. Is this how the collaborative wants to spend our money? Who is going to let the collaborative know how to grow the programs? Dr. Rizzi feels that a cost saving method would be to have one of the district's Special Education Directors do the evaluation. Mr. Farmer feels that the collaborative would need to move forward should the evaluation prove that the collaborative has high quality programs. The collaborative should not dissolve at that point and should move forward. Mr. Farmer questioned if the collaborative maxed out, how many referrals can the collaborative take? Mrs. O'Connell replied 20 to 25 students.

Mr. Farmer inquired if there is a benefit to open up the collaborative membership to other districts? Mrs. O'Connell has looked into this option over the last few years. Mr. Farmer clarified that he although he has concerns, he hopes for the collaborative to achieve success. Once the collaborative has a full picture, then the collaborative can move forward.

Dr. Rizzi explained that since the Multi Skills program evaluation is a part of Mrs. O'Connell's goals, those two program will be evaluated first and then decide if the collaborative should move forward with the other programs.

Mr. Farmer questioned if there is an expert on merging collaboratives? Ms. Gaines will inquire with Christine Lynch at DESE regarding this question.

The Board would like for the attorney to attend the next board meeting in February and attend at 10:00am.

In closing, the collaborative's next steps are:

1. Board members will send questions to Mrs. O'Connell to forward to attorney;
2. Attorney will be invited to attend the next board meeting on February 24, 2016;
3. Plan a future meeting with the Board of Directors and their Special Education Directors; and
4. Financial questions answered by Mr. Paquette.

Adjournment

Mr. Farmer made a motion to adjourn open session; Dr. Lally seconded. Motion to adjourn passed unanimously by a vote of 5 to 0.

Executive Session

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



CHARMS COLLABORATIVE

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Charms Board of Directors

February 24, 2016

Old Colony YMCA

Agenda

Open Session

1. Welcome and Public Comment
2. Vote on minutes from January 20, 2016
3. Business Office Updates
4. Charms Program and Services Updates
 - Collaborative Agreement Amendment Update
 - Charms Part-Time Office Support
 - Charms Collaborative FY16 Survey Results
 - Charms: Meeting Youth Mental Health Needs In Our Communities
5. DESE Updates: Paulajo Gaines
6. Attorney Sarah Catignani
 - Answer previously submitted questions pertaining to Charms Collaborative

Executive Session

There are no items for Executive Session at this time.

**CHARMS Collaborative
Open Session Meeting Minutes, February 24, 2016**

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

Members Absent: Mrs. Gormley (Milton)

Also Present: Rosalie O'Connell (Executive Director), Christina Farrington (Business Office Assistant), Paulajo Gaines (DESE Representative), Andrew Paquette (TMSolutions, Business Management), Crystal Fairman (TMSolutions, Business Management), Sarah Catignani (Murphy Hesse Toomey & Lehane LLP)

Board Meeting commenced at 9:10am with a quorum of 4 at that time.

Board Minutes

Board meeting minutes for January 20, 2016 were presented for approval.

Dr. Lally made a motion to approve board meeting minutes for January 20, 2016; Ms. Henderson seconded. Motion to approve board meeting minutes for January 20, 2016 passed unanimously by a vote of 4 to 0.

COLLABORATIVE AGREEMENT UPDATE

Dr. Lally informed the Board that her district (Holbrook) will not sign the amended Charms Collaborative Agreement at this time as they would like more time to review. Ms. Gaines informed the Board that a majority of the districts need to sign in order to move forward. Failure to do so will result in Milton not being able to end their membership with Charms. Charms has received signed amended agreements from Stoughton, Avon, Canton and Sharon. We are waiting meeting minutes from Stoughton, Canton and Sharon.

BUDGET UPDATE

Mr. Paquette presented an updated budget showing the addition of a student who started in January. In addition, a student from Boston will be starting within a few weeks. Mr. Paquette discussed the overhead review as well as the overview of the time study completed by Mrs. O'Connell and Mrs. Farrington. Upon completion, Mr. Paquette can assemble a more accurate overhead number.

Mr. Zinni is looking for the bigger picture of the budget. Mr. Zinni would like to see the status of the current budget, the expected surplus for FY16 and how this can be used to revitalize Charms. Mr. Paquette is confident with the current budget projections and indicated that the operational surplus has increased from the last meeting and revenues are coming in to cover all expenses. An actuarial study needs to be completed. Mr. Zinni inquired as to how long that process will take. Mr. Paquette estimated a months' time. Mr. Zinni asked if Mr. Paquette thinks the study would be completed by the next board meeting on March 23, 2016. Mr. Paquette replied that he cannot predict as it depends on the quality of the records, etc. Dr. Lally inquired if Mr. Paquette has confidence in the quality of the records and who kept those records. According to Mr. Paquette, human resources are the keepers of those records.

Mr. Farmer inquired who will be completing the FY17 budget. Mrs. O'Connell answered that it will be herself with Mr. Paquette and Mrs. Fairman. A draft budget will be presented to the board at the March meeting for review.

Mr. Zinni motioned to accept the revised revenue report with the addition of the new student; Dr. Lally seconded. Motion to approve the revised revenue report with the addition of the new student passed unanimously by a vote of 5 to 0.

EXECUTIVE DIRECTOR UPDATES

Mrs. O'Connell updated the Board with the highlights for the month including a fundraiser at Bertucci's in Canton that will be taking place on March 16, 2016. All proceeds will go towards community outings and the Special Olympics in May.

Mrs. O'Connell met with a representative from the Department of Mental Health which has 2 offices that service the Charms communities. They discussed setting up an afterschool program for students needing social-emotional supports. This program will be open to students in neighboring districts as well as Charms students.. Mrs. O'Connell also discussed the possibility of another program that would focus on the mental health/social/emotional needs for students in the 18 to 22 year old range who need vocational and community supports to be successful. Mrs. O'Connell is hoping to partner with the Department of Mental Health for this program.

The programs are working on updating brochures. Patty Mason, from SSEC, will be coming to review the multi skills program. The professional development day on November 8, 2016 will include Dr. Robert Brooks and the Department of Mental Health as speakers.

ATTORNEY

Attorney Sarah Catignani joined the meeting to answer some questions the Board had regarding the feasibility study from 2012 as well as the future plans for Charms.

Attorney Catignani explained dissolution first. Dissolution is governed by law and is a yearlong process. There needs to be a notice of dissolution 12 months before the fiscal year ends. There also needs to be 2/3 majority vote to dissolve. If the collaborative agreement is not amended in time, Milton would need to be a part of the vote. The actions necessary for dissolution are laid out in the collaborative agreement. There would need to be a final audit completed. DESE would be involved in the process. Fair market value of assets would need to be determined. Someone would need to be assigned to maintain fiscal and employee records after dissolution. Any liabilities would be assigned to the member districts. Monies for unemployment insurance would need to be set aside. The current health care provider GIC would take over the COBRA responsibility. All multi-year contracts would need to be accounted for. Any fundraising accounts would need to be closed. Mr. Zinni inquired if the individual districts would utilize this account. Could this be a benefit to the districts? Ms. Gaines will look into this. Charms currently does not have this type of account. Benefits such as retirement (MTRS and MA State) and health insurance would no longer be an obligation for Charms if dissolution is chosen. Retiree health insurance would also no longer be an obligation. If there are any contracts that guarantee health insurance after retirement, those would need to be looked at. Any surplus funds would be distributed to the districts pro-rata.

Another option is to dissolve and merge into another collaborative. This is a much cleaner option. The Board would remain and an agreement would be created between the 2 collaboratives. This process can be tailored to meet the individual collaborative needs.

A third option is the member districts entering into an inter-municipality agreement within the districts. These types of agreements have a 25 year expiration and contain very specific terms including a limited scope of programming. There are currently programs housed in the member districts of Canton and Sharon. Each town could absorb Charms' employees and obligations.

Mr. Zinni asked how many students are from outside districts. Mrs. O'Connell answered 23 of the 34 students are from nonmember districts, 10 students are from member districts. Dr. Rizzi asked how many students will be aging out this year from Stoughton. Mrs. O'Connell answered 3 Stoughton students will be aging out this year.

Attorney Catignani explained that Milton would need to meet any obligations before withdrawing. Dr. Rizzi asked what a liability would entail. Attorney Catignani answered contracts, unemployment, health insurance - any debts that would be attributed to that district. This would need to be separated out before and after liabilities. Attorney Catignani suggested reentering into any agreements/contracts without Milton (as long as there aren't any penalties for opting out). Mr. Zinni agreed and suggested that Charms should look at any multi-year contracts and re-enter into them without Milton and this should be done before July 1, 2016.

Dr. Rizzi asked if the districts should pull out or dissolve. Would there be less liability to dissolve? If the collaborative goes bankrupt then the districts would have no liabilities. Ms. Henderson asked if Milton would need to be accessed and owe the collaborative money. Attorney Catignani answered yes. Mr. Zinni then asked why would Milton need to pay. Attorney Catignani explained that Milton would need to make the collaborative whole by withdrawing. Mr. Zinni asked Mr. Paquette if he would assess the multi-year contracts. Mr. Paquette answered yes. Attorney Catignani explained that if the dissolution was foreseeable, liabilities would still be assessed to each district. She suggested looking at old employee contracts for obligations promised. The Board only recalls one employee this applies to.

Mr. Zinni explained there is currently no dues so therefore there are no liabilities to the districts as the district's volunteer their time.

Attorney Catignani explained that there are benefits for keeping the collaborative running as it is difficult to establish a new collaborative. District's benefit from collaboratives that are currently established. Smaller collaboratives have more flexibility with new programs.

Mr. Zinni inquired if Attorney Catignani could provide the Board with a memo that summarizes the discussion.

Ms. Henderson had to leave to attend another meeting.

ADMINISTRATION

Mrs. O'Connell asked the Board for approval to hire temporary office help at 10 hours a week maximum (\$3,500 a year maximum) to assist with tasks that need to be completed that are unable to be done by the current staff. Mrs. O'Connell was asked to list these tasks. Tasks include: scanning past employee records onto a hard drive and shredding the paper copies, assisting with filing and previous student record keeping, assisting with organizing the boxes of files that have been moved from one location to the next over the years. Mr. Farmer asked if this requires a vote by the Board. Dr. Rizzi asked where the money for this is coming from. Mr. Paquette answered the left over money from the transition of the prior

business manager and TMS. Mr. Zinni would like to see a time log for Mrs. O'Connell and Mrs. Farrington. Mr. Paquette will have the information from the time study for the next meeting. Mr. Zinni would like to vote to authorize this temporary position.

Dr. Rizzi motioned to move money for temporary help with a time study used by current staff and temporary employee; Dr. Lally seconded. Motion to hire temporary help with a time study used by current staff and temporary employee was passed unanimously by a vote of 4 to 0.

NEXT MEETING

Mr. Zinni would like to discuss strategic planning and programming at the next board meeting on March 23, 2016. The time has been changed from 9:00 am to 9:30 am. He also requested that the next meeting date and time be listed on the agenda going forward.

The FY17 budget draft will also be reviewed at the March 23, 2016 meeting.

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.



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Charms Board of Directors
March 23, 2016
9:30am –Note Time Change
Old Colony YMCA

Agenda

Open Session

1. Welcome and Public Comment
2. **Vote** on minutes from February 24, 2016
3. Charms Program and Services Update: Rosalie O'Connell
4. Charms Personnel Update: Rosalie O'Connell
5. Business Office Update: Andy Paquette
FY16 Budget Update
FY17 Draft Budget
6. Charms Strategic Planning
7. Next Meeting Scheduled for April 13, 2016 at 9am

* April 11 @ 12pm

Executive Session

There are no items for Executive Session at this time.

**CHARMS Collaborative
Open Session Meeting Minutes, March 23, 2016**

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

Members Absent: Mrs. Gormley (Milton)

Also Present: Rosalie O'Connell (Executive Director), Christina Farrington (Business Office Assistant), Paulajo Gaines (DESE Representative), Crystal Fairman (TMSolutions, Business Management), Andrew Paquette (TMSolutions, Business Management) – via phone

Quorum at 9:40am

Board Minutes

Board meeting minutes for February 24, 2016 were presented for approval.

Mr. Farmer made a motion to approve board meeting minutes for February 24, 2016; Dr. Lally seconded. Motion to approve board meeting minutes for February 24, 2016 passed unanimously by a vote of 4 to 0.

EXECUTIVE DIRECTOR UPDATES

Mrs. O'Connell updated the Board regarding the Bertucci's fundraiser that took place on March 16, 2016. The fundraiser went very well and Charms is currently waiting for the results as well as the check.

Patty Mason met with the Multi Skills II staff last week and visited again yesterday, Tuesday 3/22/16 and today, Wednesday 3/23/16, in order to complete the program review. In addition to visiting the classroom, Ms. Mason also went out into the community with the students. Ms. Mason will have a report ready by the next Board meeting in April and would like to attend the meeting as well.

Mrs. O'Connell presented the Board members with the program brochures and informational packets. Once brochures are ready for all of the programs, students will hand deliver them to the districts.

There is currently 1 confirmed referral starting July 1, 2016 and 5 pending (3 for July 1, 2016 and 2 for this current school year). One of the big highlights is the health services program. Parents are happy that Charms provides this service. Dr. Lally inquired about the number of referrals this year and the reasoning why, if they did not choose Charms. Mrs. O'Connell indicated that referrals are coming in for high school students who require a more restrictive environment than what can be provided at Charms currently.

In June 2016 there will be 6 seniors graduating within the Alternative Education and Vocational Education programs. The number of students in FY17 is projected to be 29; 34 with referrals. When the students age out of the programs, the current staffing will be reviewed and changes made based on enrollment.

Staff from the Charms programs held a panel discussion for the Operating Committee on March 8. Representatives from Stoughton and Sharon attended.

The trauma committee has been providing information and training to the staff by providing internal professional development and providing information for applicable webinars. We are seeing a higher incidence of students with trauma being referred to Charms due to the on-site health services availability and staff ability to work with these students. Data has been collected that indicates that our students have fewer absences, less incidences of aggression and negative behaviors, are able to participate in academic learning and achieve better outcomes.

The staff has been working with students, parents and outside agencies for transition planning. Two students are now employed and have been working with a job coach at Sports Authority and Marshalls in Westwood, MA. Mr. Zinni asked how many students have transition services. Mrs. O'Connell indicated that transition services are in place for all students at the middle and high school levels. Services are individualized based on student needs and vision.

The Multi Skills program went on a field trip to Stoughton Media Access Channel and was offered to go on air to talk about Charms. They will be doing this on April 28, 2016. Mrs. O'Connell invited the members of the Board to attend.

Personnel Updates:

- Joseph Miele is currently out on medical leave until the end of the school year. It does not appear that he plans on returning to his position at Charms in the fall of 2016.
- Cynthia Gallagher was hired at Mr. Miele's replacement and starts on Monday, March 28, 2016.
 - Dr. Rizzi made a motion to appoint Cynthia Gallagher as the Special Education teacher in the Alternative Education program; Dr. Lally seconded. Motion to appoint Cynthia Gallagher as the Special Education teacher in the Alternative Education program passed unanimously by a vote of 5 to 0.
- Deborah Doody is scheduled to have surgery and will be on medical leave starting the end of March until the end of the current school year.
- Barbara Graffeo, a substitute who has worked in the Multi Skills II program in the past, will be taking over for Ms. Doody. She is currently paid at \$85 a day.
- Josee Klentak, TVI teacher, has given notice of her intention to retire at the end of the school year.
- The temporary employee from South Shore Staffing has started working in the administrative office to assist in the organization of files.

BUDGET UPDATE

Mr. Paquette joined via telephone. Mrs. Fairman presented the FY16 budget and has projected a surplus to date of \$349,000 plus the \$40,000 surplus from FY15. He indicated that paid to date revenue is in line with the time of the year. Revenue is steadily coming in and is in line with expectations. Mr. Zinni asked if the actuarial study has been completed yet. Mr. Paquette answered no as the former company went out of business and he is waiting on quotes for 2 other companies. The 1 quote he did receive was for \$10,000. Mr. Paquette felt the previous actuarial study is in line with today's numbers. In addition, the time study done by Mrs. O'Connell and Mrs. Farrington still needs to be analyzed.

A draft of the FY17 budget was presented to the Board. At this time, the draft includes a deficit. Mr. Farmer asked if the increase to staff is proposed at 2%. Mr. Paquette answered yes. Mr. Zinni said that he does not want to use the contingency money to fund the budget. Dr. Rizzi stated that there would continue to be a deficit should the contingency fund be rolled over. Mr. Zinni would not feel comfortable not locking in the budget by May 1, 2016. Mr. Paquette answered that it will be completed by the middle of April 2016 and that the drafts are for review. Mr. Zinni would like the budget balanced without touching the surplus and would like a balanced budget by the next board meeting in April. Dr. Rizzi wants the surplus off the table. Mr. Farmer would like each category of the budget color coded in order to easily decipher what belong to each funding category. There are 5 funding categories. Mrs. O'Connell is working on a review of program needs and students in order to determine appropriate staffing. Dr. Rizzi stated that she does not feel comfortable with touching any of the contingency funds. Ms. Henderson, Dr. Lally, Mr. Zinni and Mr. Farmer agreed with Dr. Rizzi.

Mrs. O'Connell is proposing at 2% tuition increase for members and 3% tuition increase for non-members. Dr. Rizzi asked if trends were researched and what are the current collaborative tuitions. Dr. Rizzi would like a report with this information. Dr. Lally inquired as to when the last time rates were increased. Mrs. O'Connell answered that rates have been increased each year based on averages collected from other collaboratives. Mrs. O'Connell indicated that the current FY17 draft budget includes a 2% cost of living increase for employees who are no longer

receiving step increases. Mr. Farmer asked if Charms is competitive with other districts regarding salaries. Mrs. O'Connell indicated that salaries and steps were adjusted last year in order to bring Charms staff closer to the average range of member districts. Dr. Rizzi asked how many staff members will receive a pay increase as determined by steps. Mrs. O'Connell answered that 21 staff members will get a pay increase based on steps and 11 staff members are currently on the top step. Ms. Henderson asked how many in total? Mrs. O'Connell answered of 32 staff members, 11 would get 2% and 21 would receive the step increase. Mr. Zinni would like a very clear outline of steps as well as options with increases.

Mr. Farmer would like to further discuss what the Board is looking for in the FY17 budget. Mr. Zinni indicated that data is needed to document all budget proposals.

Mr. Farmer motioned to accept the revised FY16 budget update; Ms. Henderson seconded. Motion to accept the revised FY16 budget update passed unanimously by a vote of 5 to 0.

STRATEGIC PLANNING

Mrs. O'Connell referred to the findings from the feasibility study done in 2012 as well as additional information regarding where Charms was in 2012 in terms of quality. In addition, she stated what improvements have been made with staffing, curriculum and services to date. Seven barriers were identified in 2012 through the feasibility study and Mrs. O'Connell identified five additional concerns when she took over in July 2012. The twelve items were provided to the board with information highlighting the action steps taken to remedy each.

Mr. Zinni questioned what are our next steps for going forward. Mr. Zinni would like to discuss moving forward and not reviewing what happened in the past. Dr. Rizzi explained that she has been on the Board for a number of years, and in 2012 there were 52 students enrolled in Charms. There are now less than half of those students. Growth has not happened. Dr. Rizzi announced that Stoughton will not need to be a member of the collaborative in the future. Stoughton will be withdrawing from Charms Collaborative, with next year being the last year.

Mrs. O'Connell indicated that the loss of space in public school settings has had an impact on two of the programs. One of which has had to close. In addition, Mrs. O'Connell stated that with the positive changes in services that have been made over the last 3 ½ years, Charms is regaining a positive reputation. Referrals have been steady due to the quality of services, staff engagement with families and districts, and the ability to provide health related services along-side the educational component.

Mr. Farmer feels that a discussion about next steps is what the Board should be discussing. Ms. Henderson is looking for clarification on the options. Would dissolution be over a year period? Ms. Henderson asked if Charms were to merge with another collaborative what programs could be merged. Mrs. O'Connell answered that there are currently five programs, which all could be successfully continued. Mr. Farmer said that before any decisions are made, there should be a forum with others to discuss. Mr. Zinni is interested in merging with another collaborative and would like to reach out to the other collaboratives. Dr. Rizzi stated that the Board would need to make a decision within 3 months. Ms. Henderson asked about what are our talking points to the district's school committees. She does not want to alert parents or staff just yet. Mr. Farmer asked if there are any other collaboratives that are interested in merging. He would like to have that information by the next board meeting. Mr. Farmer would like more fact finding before alerting the staff. Mr. Zinni asked if the upcoming SCRO meeting would be an appropriate forum to discuss this with the other collaboratives. He would like to present information at the SCRO Governing Board meeting to see if any collaboratives are interested in pursuing a merger. Mrs. O'Connell asked if Charms should contact the executive directors first before discussing this with a large group, as staff and parents should be hearing this from Charms before information is heard from other sources. Mrs. O'Connell feels that this would not be appropriate to discuss during the SCRO Governing Board meeting but is happy to reach out to other executive directors.

NEXT MEETING

The next board meeting has been changed to **April 11, 2016 at 12 noon.**

Adjournment

Mr. Farmer made a motion to adjourn open session; Dr. Lally seconded. Motion to adjourn passed unanimously by a vote of 5 to 0 at 11:37 a.m.

Executive Session

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



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Charms Board of Directors
Monday, April 11, 2016
12pm
Old Colony YMCA

Agenda

Open Session

1. Welcome and Public Comment
 2. **Vote** on minutes from March 23, 2016
 3. DESE Updates
 4. Charms Updates
 - Referrals
 - Health and Wellness
 5. Review of Multi-Skills Program
 6. Budget Update
 - FY16 Overview
 - FY17 Drafts
 7. Proposed Staffing for FY17-**Will Require a Vote**
-
8. Strategic Planning
 9. Next Meeting is Scheduled for **Thursday, May 19, 2016**

Executive Session

There are no items for Executive Session at this time.

**CHARMS Collaborative
Open Session Meeting Minutes, April 11, 2016**

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

Members Absent: Mrs. Gormley (Milton)

Also Present: Rosalie O'Connell (Executive Director), Christina Farrington (Business Office Assistant), Lisa Coenen (Nurse Leader, Charms Collaborative), Donna Sabbag (Psychologist, Charms Collaborative), Paulajo Gaines (DESE Representative), David Lockwood (TMSolutions, Business Management)

BOARD MINUTES

Board meeting minutes for March 23, 2016 were presented for approval.

Ms. Henderson made a motion to approve board meeting minutes for March 23, 2016; Dr. Rizzi seconded. Motion to approve board meeting minutes for March 23, 2016 passed unanimously by a vote of 4 to 0.

DESE UPDATES

The updated collaborative agreement was approved and signed on 4/4/2016.

EXECUTIVE DIRECTOR UPDATES

Mrs. O'Connell provided the Board with an outline of referrals. There are a total of 44 referrals with 2 in process. 16 of the 44 have been viable referrals in which Charms has accepted. Current acceptance and attendance into charms programs is 88% for FY16. Mr. Zinni asked Mrs. O'Connell how many of the referrals came from member districts. Mrs. O'Connell answered 1 (Stoughton).

There are currently 36 students with 2 active referrals, 2 students will be starting July 1, 2016. Mr. Zinni clarified that there will be 31 students starting FY17 with 5 students aging out throughout the year, ending the year with 26 students.

HEALTH AND WELLNESS - PRESENTED BY LISA COENEN AND DONNA SABBAG

Mrs. Coenen and Ms. Sabbag presented the Board with information regarding their work with public health initiatives. They discussed the themes they have been working on such as disease, social emotional and behavior self-assessment tools. Mrs. Coenen discussed Charms needs to implement laws such as putting together and implementing a crisis plan. Each program within Charms has implemented a crisis plan. Trauma in-services have been implemented as well. Mr. Farmer discussed that social/emotional has become key topics and that his staff has spent a lot of time, resources and training on this topic. Mrs. Coenen then explained the regulations and how these laws came into place. Mr. Farmer asked if there is a time line currently in place. Mrs. Coenen answered that there are some available on restraint. Mr. Farmer then asked if there is any state guidance. Ms. Sabbag discussed the resources that are available to implement.

Out of the 5 member districts only 2 have nurse leaders. Mrs. Coenen explained the difference between a nurse and a nurse leader such as the nurse leader's role in crisis situations and putting together protocols to assist students in crisis.

PROGRAM REVIEW

A program review was completed on the multi skills program by Patty Mason. The staff was excited to meet and work with her. Mrs. Mason visited the program over many days and reviewed many different scenarios. Based on her findings, the multi-skills programs have developed a good foundation to expand upon. Report will be posted to the Charms website.

BUDGET UPDATE

Mr. Lockwood presented the Board with the FY16 overview. There is 2.791 million in revenue, 362,000 in surplus, with the addition of 40,000 it bring the surplus to 402,000.

Mr. Lockwood has received a quote of \$10,000 for the actuarial study to be completed and is actively looking for other quotes due to the high price quoted. Mr. Zinni voiced his frustration with the length of time this request has taken as the Board has been asking for this study to be done since the fall. Mr. Zinni is very concerned and feels it is needed as soon as possible as this is time sensitive information. Dr. Rizzi inquired how long it would take to get someone on board. Would this study be completed by the next board meeting? Mr. Lockwood replied that he would look into this as soon as possible. Dr. Lally asked how many potential companies has Mr. Lockwood contacted? Mr. Lockwood answered that he would need to get back to her with that information as firms are not getting back to him. The Board agreed unanimously that the actuarial study needs to be completed and presented to the Board by May 17, 2016.

Ms. Henderson motioned to accept the revised FY16 budget update; Dr. Lally seconded. Motion to accept the revised FY16 budget update passed unanimously by a vote of 5 to 0.

FY17 Budget Draft

An updated draft of the FY17 budget was presented to the Board. Mr. Farmer asked why the expenses are more than the revenue. Mr. Lockwood explained the current surplus and how this would roll over to the FY17 budget. He explained that it is fiscally sound to fund with the FY16 surplus. Dr. Rizzi explained that the FY17 budget should be balanced without using the surplus. Mr. Lockwood responded that the surplus would be used as a placeholder. Dr. Rizzi explained that she is concerned with the budget as there used to be 56 students and now there are 36. Mr. Zinni would like a balanced budget with various scenarios including and varying increasing tuition rates. Mr. Lockwood explained that there have been many cuts made to the budget. Mr. Farmer requested that the Executive Director provide the Board with the details of the cuts that were made before the next board meeting. Mrs. O'Connell responded that she would send the Board that information. She also reminded the Board that when she started Charms there was a budget deficit. Mr. Zinni is concerned that by the next meeting the budget will not be balanced. Dr. Rizzi asked Mrs. O'Connell what cuts have been made. Mrs. O'Connell referred the board back to the data provided on the budget cuts. Dr. Rizzi would have like to see exactly what was cut prior to this meeting. Mr. Zinni is concerned as he does not want to use the surplus at all in order to meet dissolution obligations. This is why the Board has been looking for an updated actuarial study.

Mr. Zinni wants to make a statement that the Board has been struggling for months to make a very difficult decision. The Board has been very cautious about how the information has been disseminated to be thoughtful for the staff, students and families. A balanced budget is needed in order to proceed. Mr. Zinni feels that not having this tie the Boards hands. Mr. Farmer inquired if the budget was voted before June in the past. Mrs. O'Connell answered that the budget can be voted on in May or June, but budget will need to be approved in order to identify staffing. Mr. Farmer feels that another board meeting needs to be added in order to get the budget approved. As a result another meeting has been scheduled for May 25, 2016 at 1:00 pm.

Proposed FY17 Staffing

The proposed FY17 staffing cannot be voted on until the FY17 budget has been approved.

STRATEGIC PLANNING

Mr. Zinni discussed Charms current position at the SCRO Governing Board meeting and asked the other collaboratives for any interest. Mr. Zinni received lots of questions like how many students and what programs we offer. He spoke with BICO and North River who both are not interested in merging. Mrs. O'Connell shared that the Executive Director from Reeds suggested talking at the SCRO Operating Committee meeting. Mr. Farmer feels that the budget should be the first priority and that everything else is a moot point. Ms. Henderson inquired if a decision would need to be made about dissolution by June 30, 2016. The Board answered yes. Mr. Farmer suggested if an RFP would be a good option to submit to area collaboratives. Mr. Farmer feels that there should be a more formal option. Mr. Farmer also feels that the Board has been very cautious about informing families.

Ms. Gaines informed the Board that a request needs to be made by a member district by July 1, 2016, one request by one school board by July 1, 2016. Ms. Gaines has read the language in the collaborative agreement and it states that the request needs to be made, and then this Board would need to vote by the end of the fiscal year. Dr. Rizzi asked in order to meet all the parameters, what does the Board need to do by June 30, 2016. Ms. Gaines also noted that the agreement does not say when the member districts need to vote. Mr. Zinni asked that the collaborative agreement be sent to the attorney for review. Ms. Henderson added that the Board should ask the attorney if the decision of merging can still be an option if they vote to dissolve. Mr. Farmer feels that a vote should not be made until others have been notified. Mr. Zinni clarified that the collaborative would need to dissolve and then merge with another collaborative. Dr. Rizzi asked Ms. Gaines if there is any guidance from DESE regarding merging collaboratives. Ms. Gaines responded they do not have anything yet as it is in draft form. She will look into it and get back to the Board. Mr. Zinni does not want to unduly alert stakeholders. There will be a guaranteed placement for another year. Ms. Henderson asked to clarify what the attorney said regarding the options. Ms. Gaines answered that merging is not an option with 2 Boards. Dr. Rizzi added that there is a great possibility for programs to move to another collaborative. Mr. Zinni suggested inviting the attorney to the next meeting and feels adding another meeting is mandatory. Ms. Gaines will go back to DESE and gather information on inter-governmental agreements.

Mr. Zinni has requested to only discuss the budget and the actuarial study at the next board meeting on May 19, 2016.

Adjournment

Dr. Rizzi made a motion to adjourn open session; Dr. Lally seconded. Motion to adjourn passed unanimously by a vote of 5 to 0 at 2:17 p.m.

Executive Session

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



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Charms Board of Directors
May 18, 2016 at 2:30pm
(Note date and time change)
Old Colony YMCA

Agenda

Open Session

1. Welcome and Public Comment
2. Actuarial Study
Mr. Elmore will be joining by phone at 2:45pm to provide an overview and answer questions.
3. Proposed FY17 Budget
4. Staffing Recommendations for FY17
5. Charms: Next Steps
6. Next Meeting: May 26, 2016 at 1pm

Executive Session

There are no items for Executive Session at this time.

Staff Meeting at 3:30pm

Charms Board Meeting

May 18, 2016

2:30pm

Open Session

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

Members Absent: Mrs. Gormley (Milton)

Also Present: Rosalie O'Connell (Executive Director), Cari-Ann Dufresne (Charms teacher, taking meeting minutes), Paulajo Gaines (DESE Representative), Andrew Paquette (TMSolutions, Business Management), and Mr. Parker Elmore (via phone conference)

Board meeting commenced at 2:33. Cari-Ann Dufresne was introduced to members

2:34 Mr. Elmore contact via phone to discuss Actuarial Report about retiring/medical benefits. Due to Charms being open for so long they have more retirees than most other collaboratives. These are accruing benefits. The figures range in the area of \$2 million but could also go as high as \$3.1 million that could potentially be needed in the future.

Mr. Zinni thanked Mr. Elmore for the information and posed some questions for him including

- What do other collaboratives do with their retired employees?
- Does Charms have enough money set aside to cover these expenses?
- If Charms dissolves what is liability for the member districts?

Mr. Elmore asked how would they invest the money if the collaborative closes because they would not have any revenue coming in. They would need to determine who is eligible and how much money each individual person is entitled to.

Ms. Henderson: Is there a legal obligation to pay out future retirees?

Mr. Elmore: I don't have the answer. What has been communicated to employees?

Dr. Rizzi: Section 32

Ms. Henderson to Ms. O'Connell: Is there any specific information about retirement to current employees? Ms. O'Connell stated that there is no wording on current contracts about retirement.

Dr. Rizzi asked Mr. Elmore: What would happen if funds were not there for the retirees? Mr. Elmore stated that he is not a lawyer and could not give legal advice.

Mr. Zinni wanted to know what the payout would be if Charms dissolved?

Mr. Farmer asked how much money is needed for retirees and how do we pool it. Mr. Elmore answered that there needs to be a formation of the \$800,000.

Mr. Zinni feels the key point is to pool money and set it aside for retirees who are eligible for funds.

Mr. Farmer asked for clarification as to how long retiree benefits were for? No affirmative answer was given as no one knew.

3:01 – Parker Elmore’s phone call ended.

Mr. Farmer inquired how the collaborative would finance \$1.3 million dollars needed for a payout. He also wanted asked how many retirees are eligible for services. The Board was referred to page 21 of the report for the information about ages for potential retirees who have reached majority age.

Ms. Henderson asked if retirees are Medicaid eligible could they be using Charms as supplemental income. Dr. Rizzi would like to know what the legal obligation the board has to the retirees.

Ms. Gaines read the terms of the dissolution as Mr. Farmer asked about the current talks to dissolve. Holbrook has already started the process and Stoughton indicated that they will. Ms. Henderson wanted clarification about Milton’s role in the 2/3 vote for dissolution. She was told that Milton would have to take part in the voting process.

Stoughton told the board that their next School Committee they are having is 6/21. Avon has one on 6/13. Mr. Zinni would like to have a meeting with the attorney to have written clarification about the legal obligation for retirees. A new meeting date for 5/25 at 1 pm was agreed upon. Mr. Zinni said that he would get in touch with the Charms attorney about the board’s questions.

3:35pm- Charms staff invited in for meeting

Charms staff was invited to the board meeting to discuss the future of Charms. Mr. Zinni discussed how great the programming is at Charms and the dedication of the staff, but looking ahead the board was finding it difficult to sustain costs with the low enrollment. There is no final decision about the future of Charms but will be open through June 2017. He assured staff that the students would be well cared for and during the 2016-2017 school year it will be “business as usual”. Dr. Rizzi talked about the potential of another collaborative possibly coming in and assuming Charms. Mr. Farmer advised staff to look at the Collaborative Agreement to find out what the process should look like to keep the board on the “straight and narrow”. Staff was allowed to ask questions and voice concerns. Most questions were about making sure the students would have a smooth transition in the event of a closure. Question about current finances was asked. Dr. Rizzi indicated that Charms had a deficit.

4:14pm- Proposed FY 17 Budget

Mrs. O’Connell provided board members with 3 different versions of a balanced budget which did not include the surplus. Dr. Rizzi wanted to know the cuts made to this budget as opposed to others presented. Mrs. O’Connell referred the board to the color coded pages which shows cuts in the

administrative section, office supplies. She also referred to the Instructional level (blue coded area) which has \$27,000 in cuts as we are contracting through Easter Seals for both PT and OT services. Mr. Farmer asked about the increase in the vocational program and Mrs. O'Connell was able to show that the Vocational Program is growing, especially with the hybrid program with the Alternative Education program. Mrs. O'Connell provided the board with the FY17 project roster. One main goal of the Voc program is to have students out in the community and on jobs so a .5 teacher will be hired along with a job coach. Mr. Farmer questioned why there would be an increase of staff and Mrs. O'Connell stated that the numbers were based on active students and she currently has 5 perspective referrals for the programs. Dr. Rizzi asked Mrs. O'Connell if all 3 proposed plans were balanced and she assured them that they were. Dr. Rizzi asked Mr. Paquette if these plans were verified by him and he said that they were and they were balanced.

Mr. Farmer motioned to make the 2nd proposal the agreed budget. Dr. Rizzi 2nd the motion. Mr. Zinni wanted to know why Mr. Farmer liked the 2nd proposal best. He told him that the first proposal did not leave enough "wiggle room" with a surplus of \$57 and he felt that the increase for the members/non-members tuition in the 3rd proposal was too much.

Vote for 2nd proposal- all voted to accept the FY17 budget.

Mrs. O'Connell presented to the board the staff she would like to hire for the 2016-2017 school year. Dr. Rizzi motioned to accept the proposal with Dr. Lally 2nd. All voted in favor of proposed staff list.

Mr. Farmer felt that transparency is important and that parents should be able to know about the future of Charms. Mr. Zinni said that it could go on the agenda for next meeting on how parents can have the information and what meeting they could attend to have their voices heard. Mr. Zinni said agenda items for 5/25 will be:

1. The attorney- Mr. Zinni will contact the lawyer himself.
2. Letter to parents- Mrs. O'Connell will draft the letter
3. Mr. Paquette will get more specific information about retirees
4. The potential for other collaboratives to be a part of discussions in the event of a closure.
5. FY 16 Budget Update

There were no Items for Executive Session.



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Charms Board of Directors

May 25, 2016

1pm

Old Colony YMCA

Agenda

Open Session

1. Welcome and Public Comment
2. Correspondence from DESE (if necessary)
3. Board Counsel Information
4. Budget Update
FY16 Overview
5. Roll Out Discussion
6. Next Meeting is Scheduled for **June 22, 2016**.

Executive Session

There are no items for Executive Session at this time.

May 25, 2016 meeting of CHARMS Board of Directors

Present: Paul Zinni, Jen Henderson, Patricia Lally, Maggie Rizzi, Tim Farmer, Andy Paquette, PaulaJo Gaines from DESE, Sarah Catignani legal counsel, and Rosalie O'Connell

Mr. Paquette reviewed status of current FY16 budget. In the absence of policy related to transfer of funds, he will come to the next meeting with a group transfer of funds request to zero out the accounts.

Mr. Paquette addressed the one retiree who would fall outside of OPEB. \$900,000 in surplus account to meet our OPEB liability and/or to address deficits during dissolution. Dr. Lally asked the cost of funding employees' insurance up to the age of 65. Andy responded 1.9 million. If we closed, staff would have the rights to 18 months of COBRA.

1.2 million available or \$900,000 in one fund and \$300,000 in surplus to carry over from the FY16 budget. Andy indicates there is no obligation to the one employee who was to have insurance for life. Legal counsel confirms this to be true. Therefore, we have no liability to this person. The Board asked for confirmation from the Executive Director of this person and his lack of need for insurance.

No obligation to anyone who has retired from us. We have already paid the retirement benefits to MTRB. While it is not a financial obligation, we will be responsible to help current employees transition to COBRA. We would also have to take responsibility for unemployment processing. No cost, but administrative work for one of the districts to assume.

Obligations to current employees involves timely notice, payment to COBRA for up to 18 months. Dr. Lally asked about our obligation to retirees who have not yet reached the age of 65 – what is the cost to CHARMS to cover health insurance until those employees reach the age of 65? Mr. Paquette indicated that amount would be \$152,000+.

What other obligations would we have: one van will be paid off at the end of this year. Rental agreement with the Y only requires a five month notice. The attorney indicates that a year's notice to families is generally enough time to prevent family lawsuits. This liability still exists no matter how much time we provide, but generally one year is sufficient. There would be minimal legal fees.

Mr. Zinni asked: If we voted to dissolve, can we modify the collaborative agreement to adjust the language for distributing assets to all five districts, not just the two districts that have children in the collaborative? Mr. Zinni indicated that it his understanding that assets are distributed based on student fiscal obligations. Counsel and DESE will work to answer that question.

Ms. Gaines talked about how DESE will react to hear we have a \$900,000 surplus when our latest audit indicated we had a significantly smaller surplus. Ms. Gaines indicated that this would need to be looked at as other collaboratives have the same issues with OPEB liability not being counted as an asset. The Board talked about repeatedly asking basic questions about our liabilities should the collaborative close. Among those questions was the question about the surplus and would we have enough to cover our responsibilities. These questions have been asked since the Fall of '15, and the Board has recently learned that the available surplus is approximately \$1.2 million.

Discussion ensued about the collaborative and whether or not it will survive. Mr. Zinni indicated that the collaborative is no longer meeting his district's needs and that the closing should have happened two years ago.

Ms. Gaines was asked to explain her memo as it related to available options for the collaborative. Discussion ensued about the prospect of an intermunicipal agreement with other towns, etc. Ms. Catignani indicated that another collaborative could adopt programs.

Motion to accept the financial report as presented by Mr. Paquette: Moved by Ms. Henderson and seconded by Dr. Rizzi. 5-0 vote to approve.

Counsel left at 2:15 PM.

At 2:20 the Chair moved to item 5 on the agenda: Roll Out Discussion

After discussion it was decided to host a parent meeting on June 16 at 6 PM in Canton. Mrs. O'Connell indicated that staff has asked to attend. Board agreed that staff can attend. A letter will be sent to invite parents and districts to the June 16, 2016 meeting. Next Board meeting is June 22 at 9 AM. Mrs. O'Connell asked if the time could be changed so that staff could attend. Board was not able to change the time due to end of the year time constraints.

All superintendents will present to their respective School Committee's and vote to request the consideration of dissolution. This will happen during June SC meetings.

Mr. Zinni volunteered to continue to serve as the CHARMS representative to SCRO. Ms. Henderson moved that nomination and Dr. Rizzi seconded. 5-0 vote to approve.

Mr. Zinni asked for a motion to adjourn: Dr. Rizzi moved the motion and Dr. Lally seconded. Vote of 5 – 0 to adjourn at approximately 2:45 PM.

Minutes recorded by Tim Farmer and Rosalie O'Connell



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**Charms Board of Directors
June 22, 2016 at 9am
Old Colony YMCA**

Agenda

Open Session

1. Welcome, Public Comment and Acknowledgements
2. Vote on Board Minutes
3. Retirements
4. Program Updates
5. FY16 Budget Overview Vote Required
6. Executive Director Evaluation
7. Charms: Next Steps Vote Required
8. Calendar for FY17

Executive Session

There are no items for Executive Session at this time.

CHARMS Collaborative
Open Session Meeting Minutes, June 22, 2016

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

Members Absent: Mrs. Gormley (Milton)

Also Present: Rosalie O'Connell (Executive Director), Christina Farrington (Business Office Assistant), Paulajo Gaines (DESE Representative), Crystal Fairman (TMSolutions, Business Management), Allison Eskenas (Parent), Dave (visitor)

BOARD MINUTES

Board meeting minutes for April 11, 2016, May 25, 2016 and May 18, 2016 were presented for approval.

Dr. Rizzi made a motion to approve board meeting minutes for April 11, 2016; Dr. Lally seconded. Motion to approve board meeting minutes for April 11, 2016 passed unanimously by a vote of 5 to 0.

Dr. Lally made a motion to approve board meeting minutes for May 18, 2016; Mr. Farmer seconded. Motion to approve board meeting minutes for May 18, 2016 passed unanimously by a vote of 5 to 0.

Dr. Rizzi made a motion to approve board meeting minutes for May 25, 2016; Dr. Lally seconded. Motion to approve board meeting minutes for May 25, 2016 passed unanimously by a vote of 5 to 0.

WELCOME AND INTRODUCTIONS

Mr. Zinni welcomed the guests that were in attendance.

EXECUTIVE DIRECTOR UPDATES

Mrs. O'Connell provided the board with some program updates including a donation, from Mr. Joseph Graffeo, of a mirror for the sensory room. A thank you card was sent to Mr. Graffeo for his generous donation. Charms Collaborative was featured on the Stoughton Media television station. The staff was interviewed and the segment lasted for an hour. Mrs. Cari-Ann Dufresne was recognized for your hard work and dedication to organize the students attending the Special Olympics. She trained with the student, put together schedules and her hard work paid off. The students won gold, silver and bronze metals.

Mrs. O'Connell provided the Board with some employees that will be retiring on 6/30/2016. Those employees are: Deborah Doody, Josee Klentak and Margaret Foster. Mr. Joseph Miele will not be returning to his role as teacher in the Alternative Education program.

As of July 1, there are 31 students enrolled for summer session. Mr. Zinni clarified that there will be 31 students starting FY17 with 5 students aging out throughout the year, ending the year with 26 students. Two of the Charms Collaborative students will be starting counselor in training positions at the YMCA in Stoughton this summer as well as attending summer school at Charms.

Mrs. O'Connell provided the Board with mid-year cycle progress report of her her goals. The Mrs. O'Connell's Professional Practice Goal is to increase her understanding and involvement in the Charms Financial Management. She provided goal evidence regarding the financial goal. Mrs. O'Connell is involved of all aspects of the budget and works closely with the business office to review everything coming in and out of the office that requires approval. Procedures have been put into place with checks and balances. The budget for FY17 has been reviewed and verified by Mrs. O'Connell. Mrs. O'Connell discussed a meeting she attended where it was acknowledged that

Executive Directors roles are very different regarding financial knowledge. The MOEC Professional Development Committee, in which Ms. O'Connell is the chairperson, is currently developing workshops on various financial topics unique to collaboratives. Mrs. O'Connell asked for clarification regarding who can sign the warrant if the chairperson is not available. Ms. Gaines confirmed that the vice chairperson can sign in the event the chairperson is not able to. Mr. Zinni stated that there were no checks and balances in place prior to Mrs. O'Connell's goal and wants to rectify this. He wants to know exactly where any extra money is coming from. Mr. Farmer agreed that procedures should be in place and board should be made aware of all budget transfers.

Mrs. O'Connell's Student Learning Goal is focusing on post-secondary transition. Staff trainings and student involvement in the process are two main areas of focus. Each transition plan looks different for every student and program because every student is unique. A transition binder is compiled for students aging out at 22 years of age that includes work/volunteer history, profiles, and various assessments to help support transitions.

The third goal is a Student Learning, Professional Practice and Charms Improvement Goal centering on the implementation of trauma sensitive and mental health first aid strategies in the classrooms. Mrs. O'Connell has made progress with trainings and has put together several committees. In a recent poll with the staff, 33% felt comfortable prior to when training began at the beginning of the year. To date, 90% of the staff feels comfortable. Navigating the mental health and adult services systems are very difficult. The focus is to educate families on the process in order to obtain services for adulthood.

The fourth goal is Charms Improvement Goal which focuses on meeting the special education needs of the communities. Mrs. O'Connell is moving forward with this goal by reviewing the obstacles and working on five action plan items to revitalize Charms. Examples of the progress include: independent reviewed the Multi Skills program and implementation of recommendations, approval from DESE for the multi-skills programs, an increase in appropriate referrals, curriculum updates in all programs, increased professional development and increased accountability. Mrs. O'Connell has been transparent with the districts regarding the status of Charms. Mr. Zinni asked for a copy of the plan for this goal and the Board will provided feedback to Mrs. O'Connell's evaluation. Mrs. O'Connell provided a copy of the mid cycle goals progress report to each board member and indicated that she has compiled evidence for each if anyone would like to review in more detail.

Mr. Farmer would like for the first meeting in the fall to provide Mrs. O'Connell with verbal feedback of her goals. Mr. Zinni will compile the information and then provide a written document at the October board meeting.

Mrs. O'Connell reviewed Board Meeting calendar updates. The board would like to continue to have meetings on Wednesdays at 9:00am at the Old Colony YMCA in Stoughton. The Board will reassess dates if conflicts arise during the school year. Ms. Henderson will provide these dates to the new superintendent of Canton.

BUDGET UPDATE

Mrs. Fairman provided the board with an updated budget. Mrs. Fairman inquired about a line item transfer for summer substitutes as the budget for this line item was high. The contracted services line item with cover the expenses for the audit.

Mr. Zinni requested that any information prepared should be sent to the Board prior to sharing with the public.

Dr. Lally made a motion to approve the budget updates; Ms. Henderson seconded. Motion to approve budget updates passed unanimously by a vote of 5 to 0.

STRATEGIC PLANNING

Mr. Zinni will continue to be the chairperson for FY17 and Mr. Farmer will be the vice chairperson.

The Board discussed a dissolution vote which would not take place until June 2017. Mr. Farmer discussed the need to investigate and explore other collaboratives taking over the Charms programs. Mrs. O'Connell informed the Board that Brockton approached her regarding observing in the alternative education program in order to help in their design of a similar program.

Dr. Rizzi made a motion to honor the request of the school committees and dissolve the Charms Collaborative collaborative agreement; Dr. Lally seconded. Motion to honor the request of the school committees and dissolve the Charms Collaborative collaborative agreement passed unanimously by a vote of 5 to 0.

Mr. Zinni requested a board meeting before September 2016. Mr. Farmer suggested the first week in August. Mrs. O'Connell will schedule and sent the Board the proposed dates. The Board would like to include the attorney in the meeting.

Adjournment

Mr. Farmer made a motion to adjourn open session; Dr. Lally seconded. Motion to adjourn passed unanimously by a vote of 5 to 0.

Executive Session

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