**CHARMS Collaborative**

**Open Session Meeting Minutes, January 25, 2017**

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

**Members Absent**: Dr. Rizzi (Stoughton)

**Also Present:** Rosalie O’Connell (Executive Director), Marc Richard (Business Manager), Gretchen Conlon (Charms Administrative Assistant), Paulajo Gaines (DESE Representative, Hank Perrin (SSEC), Rick Reino (SSEC), Sarah Catignani (Attorney)

**Open Session**

* **FY17 Budget Overview**
  + Mr. Richard presented the budget overview
  + Decrease in Revenue
    - Lost one student and some transportation totaling $33,975
    - Audit cost was higher than planned by $10,000
      * Working with audit firm to work through contract to reduce this cost
      * Audit firm claims they were not notified we were closing even though it had been discussed numerous times
      * Claim came at the end of the audit
      * No action necessary right now, may need a vote later on
    - Deficit total increased to $74,599
      * Made budget costs of $8250
      * Current deficit is $66,349
    - We’re in good shape to cover costs right now, we may lose more students, but not a concern right now
    - Mr. Zinni requested we re-evaluate in April and move a lump sum to cover deficit cost at that time
    - No Problem carrying the deficit until that time
    - Can add a depiction on the budget of where surplus stands due to deficit without actually moving money at this time
    - Currently 27 students, 4 aging out
  + Motion to accept budget line item adjustments
    - Dr. Lally, Discussion to clarify, Mr. Farmer seconded, All in favor, So moved
* **Motion to Accept the Minute from December 7, 2016**
  + Mr. Farmer, Dr. Lally seconded, All in favor, So moved
* **CHARMS Dissolution Updates**
  + **Health Insurance**
    - Mr. Richard put together summary of options for retirees which Ms. Catignani reviewed. Mrs. O’Connell sent letter to retirees.
    - Retirees responsible for looking into the options.
    - Questions of fairness, what to do next?
    - Some anxiety with retirees
    - Will discuss surplus distribution closer to the close date
    - Mr. Zinni would like to discuss in March due to April triggering a lot of 90 day notices, perhaps a longer March meeting
    - Cobra notice to go out in the spring to retirees and current employees.
  + **Collaborative Agreement**
    - Must be signed and sent back by March
    - Have only received Canton and Holbrook
    - Sharon complete and will send
    - Avon was waiting on minutes to be finalized and will send
    - Mrs. O’Connell will remind Stoughton
  + **Attorney Input**
    - South Shore Collaborative raised issues about continuing liability including:
      * 3 year wage claims
      * Discrimination claims
      * Insurance would cover liability, no claims to date
      * More details to be provided by Mr. Richard on insurance coverage at next meeting
  + **South Shore Update**
    - Good Turnout from parents
    - Liability concerns from SSEC board
    - Met with Attorney Ginny Tate to discuss options
    - Mr. Perrin discussed his longevity with Ms. Tate as well as members of his board and how they have seen many opportunities and changes come through their collaborative
    - Would like to open the doors to potential students to join their collaborative
    - Possibility still there to work with Canton or move the students to Randolph, but as a new program under SSEC and not an absorbed program from Charms
    - Need to let parents that this is no longer moving forward
    - Mr. Farmer expressed concern and disappointment that now the students need to be placed
      * We need to start having communication with the Directors to begin looking at placement options immediately
      * Mr. Zinni suggested inviting representatives from different collaboratives as sort of a placement fair for Directors and parents
      * Mrs. O’Connell to determine next steps, meet with teams and send out packets with placement options in March and share these with the Board
    - Dr. Fischer-Mueller also expressed concern and disappointment, but would like to engage in conversation about keeping at least one program (Alt Education) at Canton. She is hopeful but not optimistic
    - Thanked Mr. Perrin and Mr. Reino for attending
    - Mr. Perrin expressed his apologies for not being able to move forward in the way we had hoped
    - Ms. O’Connell will communicate update to Dr. Rizzi
* **Maintenance of Records**
  + Student records to be Fed Exed to districts for past students and sent with current students to new placement (Pg. 6 outlines this process)
  + Need to determine who will maintain employee records, fiscal records, audit responsibility, and record of public meeting
  + Mr. Zinni had asked if we could hold the records electronically
    - Ms. Gaines stated there is no reason to hold paper copies that she knows of as long as the documents are accessible
    - Ms. Catignani stated there is no law to keep paper copies, but someone needs to be responsible for Audit, tuition collection, and record maintenance. She will verify how long records need to be held.
      * Her firm may be able to hold a backup copy of records
  + Mr. Zinni posed the question, “What if all the Districts refuse to be responsible”?
    - DESE has to be assured everything will be taken care of in order to approve the closure
  + Dr. Fischer-Mueller asked “What type of support comes with the responsibility”? What large sum of money could be offered to get people interested
  + **It is in the collaborative agreement that someone will take responsibility**
  + Ms. Catignani will have a breakdown of all record requirements to Mrs. O’Connell for February meeting.
  + Was stressed again that **any surplus goes back to the District, not the School Board**
  + There will also need to be two audits done unless everything can be zeroed out by June 30th, 2017. This is unlikely as bills are paid through the summer. Will need audits for FY17 and FY18.
  + Discussed possible dates for a February meeting. Will double check with Dr. Rizzi and confirm with board.
    - Mr. Richard will send all information to board prior to meeting
* **DESE Input**
  + None
* **New Business**
  + Staffing issue – Ed Assist can get a temporary waiver for remainder of the year
    - Hire long-term sub for Ed Assist Position
    - Going to use Tenmark for math lesson planning – It is a free service

**Executive Session**

* No items have been presented

**Motion to Adjourn**

* Dr. Lally so moved, Dr. Fischer-Mueller seconded, All in favor, So moved