**CHARMS Collaborative**

**Open Session Meeting Minutes, February 14, 2017**

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

**Also Present:** Rosalie O’Connell (Executive Director), Marc Richard (Business Manager), Karen Hurley (Charms Administrative Assistant), Paulajo Gaines (DESE Representative, Sarah Catignani (Attorney)

**Open Session**

* **Inventory Appraisal**
  + Inventory Assessment based on market value
  + Approximate cost to do the assessment is based on South Shore Coll. $4,000
  + Sell Inventory or distribute to staff and/or districts
  + No value for office supplies
  + Grouping lower value items into one inventory column
  + Tagging items for tracking
  + Mr. Zinni smaller value items give away to teachers
  + Mr. Farmer questioned the value of supported devices? Also suggested not to resell vans but to donate to junkyard
  + “Pass It On” items-Board Agreed to return items and donate other items
  + Threshold on items for appraisal $300
  + Motion to approve a company to do Inventory Appraisal and to keep threshold at $300
  + Mr. Zinni, Mr. Framer and Dr. Fischer-Mueller seconded, All in favor, So moved
* **Audit**
  + Mr. Richard discussed the higher than expected changes in cost of audit
  + Mr. Zinni concerned who will being doing audit moving forward and cost of audit changed after audit was completed.
  + Mrs. O’Connell stated that we went with new firm because last 2 years were not accurate
* **Insurance**
  + Mr. Richard discussed that more researched needed to pay claims, coverage ends 1/7/2017, and questioned how long coverage will be available after 6/30/2017
  + Ms. Catignani stated shouldn’t be claims, if any discrimination, wrongful acts usually within a year. Should maintain coverage for at least 1 year after closing. Claims can be made against districts even after CHARMS closes.
  + Approximate cost for 1 year will be $5,000
  + Mr. Zinni insurance for a second year should be looked into
  + Mr. Richard will update at March meeting
* **Timelines**

Mrs. O’Connell discussed completed and upcoming closing tasks:

* + April 1st, 2017 –Notices and Maintenance of Records Due
  + YMCA to be notified on space
  + TMS pay them to process final bills, audit. Will get an estimate from TMS.
  + DESE reports-FY 17 Annual Report Audits for FY17 and Probably FY18
  + Designate person to budget hours for reports after 6/30/2017
    - Create position/hire within a district/nonunion member, stipend, job description, bring in someone familiar with CHARMS, how many hours and how long
  + Charms forwarding address, P.O. Box to district
  + Electronic system for files
  + Record retention Schedule (see attached)Options
    - Record document transfers, must be kept somewhere
    - Someone has to be the district
    - Scan information to all 5 districts
  + Link meeting minutes to website
  + Put public records on website
  + Ownership of website
  + Time Sheet – scan/shred
  + Label when time has expired
* Board of Trustees
  + Ms. Catignani- A Trust – each district has to have approval from their school. Recommended to not form a trust. Board agreed.
* Misc.
* Distribution of money
* Ms. Catignani indicated that board should consider severance packets. Mr. Zinni stated employees showed loyalty, Charms has a responsibility to support them. Severance Package Options for March Meeting
* Health Insurance for Current and Retired Staff-Options for March Meeting
* Mr. Zinni money coming back should be recognized (students and employees)
* Parents/Staff have been notified that South Shore Collaborative will not be taking over the Charms Programs.
* **Closing** 
  + Ms. Catignani
  + **Health Insurance**
    - Cobra Notice – prior to 6/30/2017
* **Motion to Accept the Minute from January 25, 2016**
  + Mr. Farmer, Mr. Zinni and Dr. Fischer-Mueller seconded, All in favor, So moved
* **Motion to Adjourn**
  + Mr. Zinni, Mr. Framer and Dr. Fischer-Mueller seconded, All in favor, So moved