**Charms Board of Directors Meeting**

**August 11, 2016**

Board Members Present: Paul Zinni, Avon

Tim Farmer, Sharon

Patty Lally, Holbrook

Jennifer Mueller-Fischer, Canton

Board Members Absent: Marguerite Rizzi, Stoughton

Other Attendees: Rosalie O’Connell, Executive Director

Paulajo Gaines, DESE Representative

Jennifer Henderson, Former Interim Superintendent, Canton

Andy Paquette, TMS, Business Department

Mark Chapulis, TMS, Business Department

Mark Richards, TMS, Business Department

Mr. Zinni opened the Board Meeting at 9:06am.

Mr. Zinni asked Mr. Paquette about the FY16 finances. Mr. Paquette indicated that there will be surplus for FY16. The audit process will begin in September 2016 which will determine the final surplus for FY16. Revenues for FY16 are up to date.

Mr. Zinni asked Mr. Paquette about the over budgeted amount of money for summer 2015 and why this was just discovered. Mr. Paquette indicated that this money was identified to the board through the monthly reports as surplus, and was not spent on other areas. Mr. Paquette will provide more information to the board when there is additional surplus from a line item. Mr. Zinni asked that the summer FY17 surplus be shared at the September 28, 2016 board meeting.

Ms. Gaines reviewed the DESE checklist for dissolution. The school committees from each member district will need to vote one more time on the dissolution. DESE does not have a timeline but it is suggested that it be done as soon as possible.

Mr. Zinni asked about amending the Charms Collaborative Agreement. He would like to amend the language on equitable distributions. Ms. Gaines indicated that this is a board decision. Mr. Zinni indicated that he would like to adjust the language to split the surplus evenly among the member districts. Ms. Gaines indicated that the board attorney should be part of this process in order to determine how this would affect Milton. Mr. Zinni indicated that he will follow up with attorney.

Ms. Gaines shared that there was a call to DESE from a Charms retiree who was inquiring on how the dissolution will affect retirees and health insurance. Mr. Zinni indicated that we will need to know what it will take to cover them until they turn 65 years of age and transition to Medicaid. Mr. Paquette indicated that it would be less than $200,000 to cover and that Charms has over $800,000 to cover current or former employees.

Ms. Gaines shared that the board will need to determine who will maintain the records. This will include the FY16 and FY17 audit and annual reports. Ms. O’Connell will complete the FY16 annual report and will keep a record for the completion of FY17 annual report. FY17 annual report will not need a cost efficiency overview. Mr. Zinni asked about an account set aside to pay a consultant to complete the final work. Ms. Gaines indicted that a district can hold the account with money from the surplus.

Other items to be maintained include: student records and employee records. Student records will need to be returned to the districts. Mr. Zinni suggested mailing the records back to each district. DESE accepts this as proof that records were returned to districts. If there is a transfer of a complete program, than the new district will be responsible for program approvals. Ms. Gaines suggested that the board consult with the Secretary of State’s Office for additional requirements on record keeping.

Mr. Farmer asked how they will approach the discussions with their school committees. The school committees already voted once to dissolve Charms, they will want to know why they are voting again. Ms. O’Connell will prepare an overview for the Charms board members to share with their school committees.

Mr. Paquette indicated that the board will need to vote on surplus/inventory before items can be distributed to member districts. Ms. Gaines indicted that a process for distribution should be in the collaborative agreement. Board can amend collaborative agreement to discuss how to distribute assets. Amendment should be completed by March 2017 in order to have DESE approval. Mr. Zinni indicated that there should be a timeline to determine assets and liabilities. Mr. Paquette indicated that surplus funds will go to each town and it will be determined at town meetings on how to allocate funds to school departments.

Mr. Zinni indicated that although he offered to remain board chairperson for FY17, he will not be available for September 28, November 30 or March 22. Board determined that they will keep the September 28th date but reschedule for November 30 and March 22. Ms. O’Connell will follow up with board members on rescheduling the dates through doodle.

Ms. Gaines indicated that Milton will need to be considered when dealing with the dissolution. She will check to clarify on what this will mean for the board. Mr. Zinni will call Ms. Gormley to follow up with her on Milton’s role.

Board would like to have a meeting with collaborative directors and special education directors in order to have them review programs that they may want to incorporate into their collaborative/districts. Board will further discuss this in September. Ms. O’Connell will add this to the timeline.

Motion to adjourn at 10:25am.