

**SEEM Collaborative Board of Directors Meeting  
SEEM Administrative Office  
92 Montvale Avenue, Suite 3500  
Stoneham, MA. 02180  
Wednesday, December 14, 2011, 9:00 a.m.**

**AGENDA**

- A. Call to Order– Chair – Dr. John Doherty
- B. Public Comment
- C. Approval of the Agenda
  - **Action needed**
- D. Minutes of the Previous Meetings
  - General Session Minutes – October 5, 2011 - **Action needed**
- E. Administrative and Committee Reports
  - a. Planning & Assessment Committee – Ms. Alison Elmer
  - b. Executive Director’s Report – Ms. Cathy Lawson
    - i. Update of State Legislation on Collaboratives – Dr. Maureen LaCroix, President MASS
    - ii. Program Updates
    - iii. Personnel Update
    - iv. 1:1 Status Update
    - v. Review of Treasurer’s role – Ms. Elisabeth Klepsis
  - c. Financial Report – Mr. Clinton Rowe
    - i. Report of Audited Financials and GASB 45 Recommendation -**Action Needed**
    - ii. Revenue and Expense Projections FY12
- F. Old Business
  - a. Fundraising Policy – Final Reading – **Action Needed**
  - b. SEEM Collaborative Draft By-Laws – Final Reading – **Action Needed**
- G. New Business
  - a. Draft Appointment of Personnel Policy – First Reading
  - b. Proposed Budget Development Timeline
- H. Other Business Brought Before the Board
  - a. Special Education Transportation discussion with Northshore Education Consortium
- I. Future Meeting Dates and Agenda Items- 1/18/2012
  - a. Draft FY13 Budget Proposal
  - b. Any Other Agenda Items
- J. Executive Session – Individual Non-Union Contract Negotiation
- K. Adjournment