

**SEEM Collaborative Board of Directors Meeting  
SEEM Administrative Office  
92 Montvale Avenue, Suite 3500  
Stoneham, MA. 02180  
Wednesday, October 5, 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 – June 1, 2011 - Action needed
- E. Administrative and Committee Reports
  - a. Food Service Report – Ms. Mary Palen
  - b. Planning & Assessment Committee – Ms. Alison Elmer
  - c. Executive Director’s Report – Ms. Cathy Lawson
    - i. Program Updates
    - ii. Executive Director’s Proposed Goals 2011-2013
    - iii. Personnel Update
    - iv. Update of State Audit Reports on Collaboratives
    - v. Update on DESE Pilot Coordinated Review Findings
  - d. Financial Update – Mr. Clinton Rowe
    - i. FY11 Financial Report
    - ii. Revenue and Expense Projections FY12
- F. Old Business
  - a. Executive Director Evaluation Process
- G. New Business
  - a. Conflict of Interest Law Summary and Ethics Certificates
  - b. SEEM Collaborative Draft By-Laws – First Reading
  - c. Draft Fundraising Policy – First Reading
  - d. Meeting Dates – Response to FY10 Internal Controls Audit – Action Needed
- H. Other Business Brought Before the Board
- I. Future Meeting Dates and Agenda Items- 12/14/2011
  - a. Report of Audited Financials – Fritz Deguglielmo LLC.
  - b. Update on Progress and Response to FY10 Internal Controls Audit
- J. Executive Session – Individual Non-Union Contract Negotiation
- K. Adjournment