

**SEEM Collaborative Board of Director's Meeting**  
**SEEM Administrative Office**  
**10/24/2017**  
**9:00 am – 11:00 am**

**Superintendents**

Dr. John Doherty, Reading  
Ms. Jane Tremblay, Lynnfield  
Mr. Mark Donovan, Woburn  
Dr. David DeRuosi, Saugus  
Mr. Jon Bernard, North Reading  
Mr. Paul Ruggiero, Wilmington  
Mr. John Macero, Stoneham  
Dr. Kim Smith, Wakefield  
Mr. Matt Crowley, Assistant Superintendent, Woburn  
Dr. Judy Evans, Winchester

**Collaborative Staff**

Dr. Cathy Lawson, Executive Director  
Mr. Greg Zammuto, Director of Finance and Operations

- A. **The Meeting was called to order by Chair of the Board, Dr. John Doherty, at 9:00 AM.**
- B. Public Comment – There were no public comments
- C. Approval of the Consent Agenda
  - a. General Session Minutes of 9/26/2017
  - b. Personnel Report of 9/23/2017  
There were no major changes in the personnel report for this period but Dr. Lawson explained that the financial report will reflect the impact of changes made prior to the start of the school year. Due to increased enrollment, another classroom had to be opened to the Deaf and Hard of Hearing program and a teacher and aide position had to be added. This led to the need to fill another position for an itinerant Teacher of the Deaf to work in districts. The itinerant TOD was previously approved, but due to lower enrollment was being filled by existing program staff. There has also been an increased need for 1:1 positions across programs. These changes will be reflected in the next report for December. **Motion made to approve the consent agenda as presented by Mr. Jon Bernard, seconded by Ms. Jane Tremblay, all in favor.**
- D. Administrative and Committee Reports
  - a. Executive Director's Report:

- i. Dr. Cathy Lawson reminded the Board that per state regulations, all Board members must report out the Executive Director's report to respective school committees on a quarterly basis.
  - ii. Dr. Cathy Lawson is now serving as the MA legislative liaison for the national association of educational service agencies. In September she attended the call to action conference run by Noelle Ellerson Ng, lobbyist for AESA and ASSA. As part of the conference she met with staff from Sen. Elizabeth Warren and Rep. Kathryn Clark, both whom are on the education committee. Noelle Ellerson Ng has offered to skype in to a meeting to discuss federal updates if the Board is ever interested.
  - iii. Collaborative highlights:
    1. SEEM Collaborative has been ranked by the Boston Globe as one of the top places to work in Massachusetts for 2017. A survey was sent to all employees of the collaborative.
    2. As part of Dr. Cathy Lawson's goals, staff from Campus academy gave a presentation of the work they are doing in their program. Maureen Crowley, Principal and Ms. Cara Luca and Ms. Meghan Sullivan, ELA teachers, provided an overview of the reading and writing model they've put in place over the past 5 years under the guidance of Dr. Ilda King. The model has been very successful and has now been replicated for the math program. A new tool is being used to collect data on student's reading levels. They have switched from iReady Diagnostic to the Renaissance 360 which they have found gives more accurate data on student's reading levels. The Renaissance 360 takes less time to complete so students don't burn out and more accurate data is collected. The MCAS scores are one piece of data that demonstrates the benefits of this new program. Last spring was the first time that all Campus Academy students passed the 10<sup>th</sup> grade ELA MCAS on the first attempt.
    3. The Bridge Program for wrap around services is at capacity so per diems have been hired, one of whom is a substance abuse counselor.
- b.** Financial Update – Enrollment report through 9/30/2017. At that time enrollments were down 64FTE, 48 of which was the assessment center. Our projected enrollment based on current information, is around 340 instead of the budgeted 350. Revenue and expense from 7/1/2017 through 9/30/2017. This projects everything to be on target as budgeted. The next report will have additional information which will include changes in benefits and staff added due to growth of the Deaf and Hard of Hearing program as well as a need for additional 1:1s. Profit and Loss through 9/30/2017 shows further breakdown of the expense line items.
- Motion to accept the Financial Report as presented by Ms. Jane Tremblay, seconded by Mr. Jon Bernard, all in favor.**

- E. Old Business
  - a. Service Animal Policy – The revised version with changes discussed at the last meeting were presented. **Motion to accept the Service Animal Policy as presented, by Dr. Kim Smith, seconded by Dr. David DeRuosi, all in favor.**
- F. New Business - There was no new business brought before the Board.
- G. Other Business – Mr. Jon Bernard thanked Dr. Cathy Lawson for the work and effort she put into the application for the Grant.
- H. Future Meetings and Agenda Items – The next meeting of the Board of Directors will be December 19, 2017. Agenda Items: 2019 Budget proposal and Report of Audited Financials, review of the FY17 Annual Report.
- I. **Meeting adjourned at 9:30 am.**

Respectfully submitted by,  
Catherine Lawson, Executive Director