

SEEM Collaborative Board of Director's Meeting
SEEM Administrative Office
1/30/2018
9:00 am – 11:00 am

Superintendents

Dr. John Doherty, Reading
Mr. Jon Bernard, North Reading
Mr. Paul Ruggiero, Wilmington
Mr. John Macero, Stoneham
Mr. Matt Crowley, Woburn
Dr. Judy Evans, Winchester
Ms. Cyndy Taymore, Melrose
Dr. Kim Smith, Wakefield
Ms. Lori Gallivan, Curriculum Director, Saugus – for Dr. David DeRuosi

Absent Superintendents

Ms. Jane Tremblay, Lynnfield
Dr. David DeRuosi, Saugus

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 9:05 AM.**
- B. Public Comment – There were no public comments.
- C. Approval of the Consent Agenda
 - a. General Session Minutes of 12/19/2017
Motion made to approve the consent agenda as presented by Ms. Cyndy Taymore, seconded by Dr. Judy Evans, all in favor.
- D. Administrative and Committee Reports
 - a. Executive Director's Report:
 - i. Dr. Cathy Lawson provided a copy of the SEEM FY17 Annual Report and reminded the Board that per state regulations, all Board members must present SEEM's annual report to their respective school committees.

- ii. Financial Update – Enrollment report through 12/31/17: Enrollment is down approximately 3 FTEs based on the average for the last few years. It is anticipated that the next report will have an increase of 10 or more FTEs based on referrals that have been received.
Revenue and expense through 12/31/2017: This report has changed since last reported. SEEM’s position has improved by approximately \$170,000. Year-end projection went from \$198,000 to about \$270,000. Revenue projections are down since the last report. The most significant change is tuition which was reduced by \$355,000 based on projected FTEs. Transportation increased by \$220,000 based on projected average daily ridership for the remainder of the school year. Expenses have been reduced by approximately \$394,000. This is related to staffing changes and changes in health insurance plans. Also a spending freeze continued to be in place while allowing only essential purchases.
Profit and Loss through 12/31/2017 shows further breakdown of the expense line items. **Motion to accept the Financial Report as presented made by Mr. Jon Bernard, seconded by Mr. Paul Ruggiero, all in favor.**

E. Old Business

- a. FY19 Draft Budget Proposal – Second Reading

Dr. Cathy Lawson and Mr. Greg Zammuto presented the SEEM Collaborative Draft FY19 Budget Proposal at the last meeting of the Board. There were no questions submitted. After discussion, **motion made to accept the SEEM Collaborative FY2019 Budget as initially proposed, by Dr. Kim Smith, seconded by Ms. Cyndy Taymore, all in favor.**

F. Other Business – There was no other business brought before the Board.

- G. Future Meetings and Agenda Items – The next meeting of the Board of Directors will be April 3, 2018. The tentative meeting scheduled for February 27th for budget discussion will not be necessary since the budget was voted today.

H. Meeting adjourned at 9:30 am.

Respectfully submitted by,
Catherine Lawson, Executive Director