

SEEM Collaborative Board of Director's Meeting
SEEM Administrative Office
4/3/2018
9:00 am – 11:00 am

Superintendents

Dr. John Doherty, 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
Ms. Jane Tremblay, Lynnfield

Absent Superintendents

Dr. David DeRuosi, Saugus
Mr. Jon Bernard, North Reading

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 1/30/2018
 - b. Personnel Report as of 3/16/2018

Motion made to approve the consent agenda as presented by Dr. Judy Evans, seconded by Ms. Cyndy Taymore, all in favor.
- D. Administrative and Committee Reports
 - a. Executive Director's Report:
 - i. Dr. Cathy Lawson provided an update on SB2330 an act relative to collaboratives which aims to amend Chapter 40 Sec 4E. It was passed by the Senate and now goes to the House ways and means. Key changes relate to regional structure and a designated lead

collaborative to act as a liaison between the state and districts for a period of 3 years. The responsibilities of the liaison will be 1. Identifying regional needs and priorities for educational services. 2. Developing policies to coordinate the delivery of services to school districts to respond to regional needs and priorities. 3. Working to coordinate the dissemination of information and support to districts in partnership with the department and regional entities.

Collaborative Programs/District Based Services:

Dr. Cathy Lawson gave an update on Facilities. She has toured 3 local schools, Wyman in Woburn, Parkhurst in Winchester and Hurd in Wakefield, for future planning and potential program expansion. Central School lease is up next year and SEEM is exploring the feasibility of continuing that lease or what would be necessary to continue using that school.

Planning and Assessment Committee: At the 3/8 meeting presentations were provided by TeachTown and Project Harmony (Roman House Music Therapy). Discussion was had about the potential for SEEM to coordinate recreation and leisure activities across member districts. They would like SEEM to put together a calendar of events in the area, possibly provide transportation, have afterschool and family-inclusive events, with possibility of each district paying a flat fee to cover coordinator expenses and perhaps add calendar and sign-up to the website or create a separate website.

ETL Job Alike: They have met 3 times to date. Meetings have included a DESE presentation on mediation, discussion on problems of practice and cross district sharing. At the 4/4 meeting, four member special education directors will do a Q&A panel presentation for the ETLs.

RADAR Grant Update: Inclusion Coach Position has been posted, UDL PD with Katie Novak has been scheduled, inclusion mentor position has been drafted into a posting and distributed to participating districts and Grant Liaison, Melissa Donaher, will be joining the 4/23/18 meeting.

- ii. Financial Update – Folders were distributed with FY19 Budget documents for each district and budget highlight documents as well as a flash drive for all districts to have the budget documents

electronically. These need to be presented to respective school committees by the end of the school year.

Enrollment report through 2/28/18: Enrollment increased to just over 319 FTEs. As of the end of February enrollment is down 30 compared to projection. Since this report was run there has been 10 new students so the collaborative is approaching the projected FTEs.

Revenue and expense through 2/28/2018: Compared to last report, revenue increased by \$73,000 and expenses went down by \$107,000. The projected year-end balance has changed from -\$27,000 to +\$153,000 as of the end of February. Profit and Loss through 2/28/2018 shows further breakdown of the expense line items.

Motion to accept the Financial Report as presented made by Mr. John Macero, seconded by Ms. Jane Tremblay, all in favor.

E. New Business

- a. FY17 Cumulative Funds – The FY17 certified cumulative funds amount is \$531,687. Of this amount, \$102,943 is unexpended grant and restricted funds, which once deducted, brings the total to \$428,744. The Collaborative’s anticipated FY18 retiree health cost is \$77,169. If the Board designates the anticipated FY18 retiree health cost of \$77,169 to fund OPEB, the remaining amount will be \$351,755. After discussion, **motion made to designate \$155,845 (\$77,169 anticipated FY18 retiree health insurance cost plus \$78,767 additional towards funding OPEB liability) of the FY17 cumulative surplus into the OPEB account and that the Board of Directors vote to designate the remaining amount \$272,899 (anticipated cost of salary and benefits of FY18 staff hired at DHOH after the budget was passed due to an enrollment increase) into the SEEM general fund, by Ms. Cyndy Taymore, seconded by Dr. Judy Evans, all in favor.**
- b. Administration Office Space Request for Proposal (RFP) – The current lease for the administrative office space expires 12/31/2018. An RFP for office space was developed for a 10 year lease with an option to renew for 5 years at the sole discretion of SEEM Collaborative. The intent is to award a contract for 1/1/2019 through 12/31/2028 with one 5-year option to renew at the sole discretion of SEEM Collaborative. The renewal will cover the following date range: 1/1/2029 through 12/31/2033. The process will enable SEEM Collaborative to compare and analyze available office space and provide higher ratings to proposals that meet and/or exceed identified requirements. **After discussion, motion made for the Board of Directors to authorize SEEM Collaborative Administration to solicit proposals for office space.**

- c. Approval of North Reading's Proposed Lease Terms – The town of North Reading School Department is proposing the following lease terms for the classroom space that the Deaf and Hard of Hearing Program utilizes at the Hood School: 1 year term with approximately 3% increase. The current rate is \$17,100 per year and the proposed new rate will be \$17,600. The last increase was during FY17. **Motion made that the Board of Directors vote to accept the North Reading lease agreement as stated, by Ms. Cyndy Taymore, seconded by Ms. Jane Tremblay, 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 June 5, 2018. Election of New officers will be on the agenda.

H. Meeting adjourned at 9:55 am.

Respectfully submitted by,
Catherine Lawson, Executive Director