

SEEM Collaborative Board of Director's Meeting
SEEM Administrative Office
6/5/2018
9:00 am – 11:00 am

Superintendents

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

Absent Superintendents

Dr. John Doherty, Reading
Ms. Jane Tremblay, Lynnfield

Collaborative Staff

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

Special Education Directors

Carolyn Wilson, Reading

- A. The Meeting was called to order by Acting Chair of the Board, Dr. Judy Evans, in the absence of Chair Dr. John Doherty, at 9:25 AM.
- B. Public Comment – There were no public comments.
- C. Approval of the Consent Agenda
 - a. General Session Minutes of 4/3/2018
Motion made to approve the consent agenda as presented by Mr. Jon Bernard, seconded by Ms. Cyndy Taymore, all in favor.
- D. Administrative and Committee Reports
 - a. Executive Director's Report:
 - i. Three SEEM staff members from the Hurd Elementary program are being recognized by Woburn SEPAC at the annual Honors and

Appreciation event for making a difference in the life of a student with a disability.

Campus Academy is graduating 18 students. Two will be attending UMass Lowell, two will be attending Bunker Hill Community College, two will be going to trade schools for plumbing and welding and one student is joining the Marines. The remainder will be joining the workforce in many different areas.

- ii. SEEM has been exploring the possibility of moving all programs to trimesters. Much consulting has been done with districts who use trimesters at different levels. Also the SEEM attorney has been consulted to review how the switch would impact IEPs and potential steps that would need to occur to remain compliant.
- iii. Partnership with Creative Living of North Andover will begin this fall. Campus Academy and SEEM Prep will bring the transition-aged students to Creative Living to build life skills in a natural setting.
- iv. Planning and Assessment Committee: The committee just met recently and Counselors, Katie O'Donnell and Marina Gonzalez-Ang, from the Bridge program attended to discuss the current service delivery model and solicit feedback from the directors. The program is at full capacity. District needs and referrals are shifting from short-term acute situations to more long-term service needs at both home and in school. The need for direct service is also increasing. Also, the need for parent training around anxiety-based school refusal was discussed including what type of support is needed and how it might be made available to parents.

- b. Financial Update - Enrollment report through 5/31/2018: Enrollment is below projected at this point. While we do expect to have a few more enrollments, it is not projected to meet the projected number of 350 by the end of the year. We have been able to reduce expenses in other ways so the deficit is very low. We are not able to cut personnel due to the IEP requirements and the number of 1:1's required.

Revenue and Expense through 5/31/2018: We are projecting just over \$88,000 net compared to the last report of \$150,000. The change is due mostly to enrollment not being quite as high as projected. Contract services expenses have been rising due to the need for utilizing outside service agencies for positions that are difficult to fill.

Profit and Loss through 5/31/2018 shows further breakdown of the expense line items. **Motion to accept the Financial Report as presented made by Mr. John Macero, seconded by Mr. Jon Bernard, all in favor.**

E. New Business

- a. Executive Director's Evaluation: The evaluation was sent out to the Board and everyone had a chance to review it and provide feedback. It will be discussed further in Executive Session. Dr. Judy Evans stated for the record that she was very impressed by the evidence that was presented in the evaluation and that she believes that Dr. Cathy Lawson is doing an excellent job.
 - b. Election of New Officers: After discussion, the Board nominated Ms. Jane Tremblay for Financial Representative. **Motion made that Ms. Jane Tremblay be named the Financial Representative for the Board, by Mr. Jon Bernard, seconded by Dr. Kim Smith, all in favor.**
The Board nominated Dr. Judy Evans for Chairman of the Board. After discussion, **motion made that Dr. Judy Evans be named Chairman of the Board of Directors, by Mr. John Macero, seconded by Dr. Kim Smith, all in favor.**
 - c. 2018-2019 Board Meeting Dates: The Board reviewed the proposed 2018-2019 dates and no changes were made. **Motion made to approve the 2018-2019 Board Meeting dates as presented, by Dr. Kim Smith, seconded by Mr. Jon Bernard, all in favor.**
 - d. Recognition of Board Members: The Board thanked Mr. Paul Ruggiero for his contributions to the Board as he will be taking on a new role. The Board also recognized Dr. Kim Smith for her contributions to the Board and Wakefield Public Schools, and wished her well in her retirement.
- F. Other Business: Mr. Greg Zammuto gave an update on the RFP that was sent out for a lease proposal for administrative office space. There was only one proposal submitted which was by Cummings Property. Currently SEEM is paying \$16.63 per sq foot. RFP was for 10 year lease with 5 year option at SEEM's discretion to renew. Cummings proposal is \$15.06 - \$15.42 per square foot. The market rate is \$22.95 and they add in a discount of \$1800/month, bringing it down to \$18.95. In addition they will allot SEEM with a grant for \$20,000/year for 10 years to bring the rate down to \$15.06. Currently SEEM is a recipient of the \$100,000 grant which is used toward the rent. This offer also allows \$10,000 in improvements.
- G. Future Meeting Dates and Agenda Items: The first meeting for 2018-2019 will be 9/18/18.
- H. Meeting adjourned for the purposes of going into Executive Session for negotiation of individual non-union contract at 9:55 am, by Mr. Jon Macero, seconded by Ms. Cyndy Taymore, unanimous by roll call.
- I. Meeting reconvened to open session at 10:05 am. The Board would like to send a strong signal to Dr. Cathy Lawson that she is doing an exemplary job. Dr. John Doherty will be asked to make the final revisions to the evaluation. The Board rated

Dr. Lawson as proficient in standards 1 and 3 and exemplary in standards 2 and 4, and exemplary overall. The Board would like to convey that Dr. Cathy Lawson is doing an extraordinary job and acts a role model for her peers and they would like her stay on as Executive Director for the foreseeable future. Dr. Lawson thanked the Board for their support which enables her to carry on the mission of the Collaborative. **Motion made to accept the Executive Director's evaluation by Ms. Cyndy Taymore, seconded by Mr. John Macero, all in favor.**
Motion made by Mr. Jon Bernard to accept a 3% salary increase in recognition of Dr. Lawson's exemplary performance, seconded by Ms. Cyndy Taymore, all in favor.

J. Meeting Adjourned at 10:10 am.

Respectfully submitted by,
Catherine Lawson, Executive Director