

**SEEM Collaborative Board of Director's Meeting**  
**SEEM Administrative Office**  
**9/18/2018**  
**9:00 am – 11:00 am**

**Superintendents**

Mr. John Macero, Stoneham  
Mr. Matt Crowley, Woburn  
Dr. Judy Evans, Winchester  
Ms. Cyndy Taymore, Melrose  
Mr. Doug Lyons, Wakefield  
Ms. Jane Tremblay, Lynnfield  
Dr. John Doherty, Reading  
Dr. Glenn Brand, Wilmington

**Absent Superintendents**

Mr. Jon Bernard, North Reading  
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. Judy Evans, at 9:05 am.  
Dr. Glenn Brand, new of the Board for Wilmington, was introduced and welcomed.
- B. Public Comment – There were no public comments.
- C. Approval of the Consent Agenda
  - a. General Session Minutes of 6/5/2018
  - b. Personnel Report as of 6/26/2018

**Motion made to approve the consent agenda as presented by Ms. Cyndy Taymore, 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 members that they must be appointed to the Board annually by their respective school committees.
    - ii. Update on Project Triangle Grant – Preventing sexual abuse for children with disabilities: Touch Guidelines were developed last year are now fully implemented. The National Coalition to Prevent Child

Sexual Abuse and Exploitation will be publishing these guidelines in their resource journal. We are the first in this country to have these guidelines. Grant funding will continue until December 2019. Next steps are to develop a peer mentoring program for parents of students who have experienced sexual abuse and a healthy development student curriculum

iii. SEEM staff from the elementary, middle and high school will be joining the cross district history and social studies mapping team.

iv. SEEM has been approved by Google Education. It will be rolled out this year.

v. District-based services: The Bridge Program for wrap-around services is at 1.5 employees and there are currently many referrals for that program. SEEM is currently recruiting per diem employees who specialize in substance abuse for that program.

Job Alikes are scheduled to begin next month. The Educational Team Leaders job alike will continue and Kim Lawrence will co-facilitate. Also, the Preschool Directors job alike will be started back up again this year and Donna Rosso will co-facilitate.

SEEM has received requests to offer an ELA job alike and Dr. Cathy Lawson asked the Board for their input as not all districts have ELA directors. The Board suggested having a Job Alike for a broader group in Humanities. After discussion, it was decided that Dr. Lawson will reach out to the Assistant Superintendents/curriculum directors.

vi. District Grants: Dr. Cathy Lawson gave an update on grants. Title III grant is in full swing again this year. For the PD section it was decided to allow each district to come up with a plan that meets their needs and then allocate funds to each district as opposed to all districts agreeing on one PD for all. Participating districts are North Reading, Reading, Lynnfield, Wakefield and Stoneham.

The Project Here grant has been funded. This is a two-year substance abuse prevention grant from the Attorney General's Office. It will cover the cost of curriculum materials and staff training for grade 6-8 Health teachers. Participating districts are Lynnfield, Melrose, North Reading, Stoneham and Wilmington.

RADAR Grant is fully underway. Two sessions of UDL training for teachers were held over the summer with Katie Novak. The inclusion coach has been hired and has begun working in districts. She worked with the steering committee to develop pre and post assessments for both teachers and students which will be used to measure the impact of the coaching support. Participating districts are Melrose, Reading, North Reading, Stoneham, Wakefield, Wilmington and Woburn. The Department is still looking for participants for a panel on inclusive practices. Mr. Patrick Daly, Assistant Superintendent for North

Reading has offered to participate and Dr. Cathy Lawson will participate.

- vii. Professional Development: Addressing Educational Equity course is running again this fall in Stoneham and Northampton. This is funded by DESE and participants receive a stipend of \$100.
- b. Financial Update – Mr. Greg Zammuto reviewed the Enrollment Report for 2017-2018. SEEM finished the year about 10 FTEs below what was projected, however, overall the financial picture ended on a positive note. For the current school year SEEM is at 280 FTE which is standard for this time of year. Projecting 348 FTE for the year. Revenue and Expense is on target. Mr. Zammuto is working on ways to earn additional income. The Treasurer is working with the bank to manage the money a little differently to gain more interest. By keeping less money in the account until it is actually needed it is expected that SEEM Collaborative could generate over \$10,000 in additional interest. In addition to that, for health insurance renewal on 11/1 SEEM received a 0% health insurance increase with no change in the plan. This will generate approximately \$100,000. **Motion to accept the unaudited FY18 financial statements and the FY19 financial statements to date, made by Mr. John Macero, seconded by Ms. Cyndy Taymore, all in favor.**

E. New Business

- a. Central School Lease – The Stoneham Public Schools has offered SEEM a 10 year lease with no increase during the duration of the lease in order to cover Stoneham’s cost of repairing a section of the roof and replacement of a boiler. **Motion to accept the Central School proposed lease agreement, made by Mr. Matthew Crowley, seconded by Ms. Jane Tremblay, all in favor, Mr. John Macero, Stoneham, abstained.**
- b. Winthrop Public Schools Membership Request – The Guidelines and Criteria for Admitting New Member Districts was included in the board packet as well as the procedure from the Articles of Agreement. The Board reviewed these documents and discussed the process and reason for developing the procedure. A subcommittee was formed of Ms. Jane Tremblay and Dr. Judy Evans to consider the request. They will come back to the October Board meeting with their recommendation.
- c. Dr. Judy Evans and Ms. Jane Tremblay as the finance subcommittee, have met. They will be touring the SEEM Collaborative programs in October and invited other Board members to join if they wish.
- d. Executive Director’s Evaluation Goals – Dr. Cathy Lawson discussed her goals for this year. The goals and planned activities are included in the Board packet. After review and discussion, it was decided that Dr. Lawson will refine the student learning goal with regard to how she captures student progress.

F. Other Business –

- 1. Accountability designations and the latest MCAS results were discussed. There is some confusion regarding previous year’s comparisons and the new criteria and

attendance piece. Dr. Judy Evans will contact DESE and try to get someone to come to a future Board meeting to discuss the issues.

2. Dr. Cathy Lawson discussed a conversation she has been having with the Special Education Directors and the SEEM Assessment Center staff. There has been a sharp increase in psychiatrically involved students and several programs that service them are closing. Also, private schools are having a staffing crisis and are no longer accepting these students. As a result, there is very limited places to provide services to this particular population and the Assessment Center is receiving a high volume. The acuity of these student's needs is affecting the current staffing levels. Dr. Lawson asked the Board if they wanted to consider opening a separate branch of the Assessment Center to service this population. After some discussion, it was decided to invite the Special Education Directors to the next meeting of the Board to have a problem-solving discussion and start planning for next year if changes are going to be made.

G. Future Meetings and Agenda Items – The next meeting of the Board of Directors will be October 23, 2018. The Special Education Directors will be invited to attend this meeting.

H. Meeting adjourned at 10:05 am.

Respectfully submitted by,  
Catherine Lawson, Executive Director