

**SEEM Collaborative Board of Director's Meeting**  
**SEEM Administrative Office**  
**10/23/2018**  
**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  
Mr. Jon Bernard, North Reading  
Dr. David DeRuosi, Saugus

**Special Education Directors**

Pamela Girouard, Winchester  
Roberta Keane, Lynnfield  
Martha Bakken, Stoneham  
Cynthia Conant, North Reading  
Alice Brown-LeGrand, Wilmington

**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 9:15 am.
- B. Public Comment – There were no public comments.
- C. Consent Agenda: **Motion to approve the consent agenda consisting of the General Session Minutes of 9/18/18 and the Personnel Report as of 10/23/18, made by Dr. David DeRuosi, seconded by Dr. John Doherty, all in favor.**
- D. It was agreed to move to Agenda Item D. Administrative and Committee Reports – Executive Director's Report and then move on to Agenda Item E. 1. New Business in order to allow the joint discussion with the Special Education Directors and the Superintendents regarding placement challenges.

Executive Directors Report: Dr. Cathy Lawson gave an update on DESE and MOEC matters. Board members were reminded that regulations require that they provide a quarterly report on the Collaborative to their respective School Committees. The Executive Director's reports can be used as an update. The Annual Report will be out in January and that can serve as an update.

As a result of the RADAR grant SEEM Collaborative and participating districts are going to be highlighted in the Department of Education's annual report. It is specific to the work that is being done with RADAR and district capacity building regarding inclusion. The annual report will be released in December.

The Collaborative Bill that followed the Acts of 2012 has been unanimously passed by the Senate and is currently in the Ways & Means. It is a modification of the Acts of 2012. The bill establishes a regional liaison for each region, expands eligibility to receive state and federal grants and restores Collaborative's ability to provide adult services if desired.

Other Bills which were included in the Board packet have been introduced to address the need for increased staffing levels for school-based mental health service providers.

The collaborative will be doing three presentations at MASC/MASS conference: One regarding the RADAR grant with North Reading and Stoneham, one regarding our work relative to equity and one as part of MOEC.

A cohort of superintendents from Vermont are coming to the collaborative to learn about how Educational Service Agencies support districts. They do not have ESAs in Vermont. Superintendent's Cindy Taymore, John Doherty and Judy Evans will attend the meeting along with Dr. Cathy Lawson.

District Based Services: The Bridge program has hired a per diem substance abuse counselor. Equity Support Services Update: Elizabeth Miller, BCBA and Equity Specialist has become a trainer for staff in providing sex education instruction to students with intellectual impairments and she also provides direct sex education instruction. She also provides direct individual support to trans students who are transitioning; consultation to school psychologists about how to create a supportive and competent early childhood classroom for trans students; PD around class, disableism and diversity and equity courses for administrators.

Job Alikes: ETL job alike is new this year and the first meeting is this week. Curriculum Directors, technology directors, and BCBA job alike are continuing. Preschool Directors job alike will be offered along with a job alike for ELL directors/teachers.

Discussion with Special Education Directors: Dr. Cathy Lawson explained that there has been complex problems with a certain student population and the supports in the district are not available. The Special Education Directors meet monthly and have identified a trend across all districts of a substantial increase in students with severe psychiatric needs. There is not enough program development for these

students and the districts do not have the capacity to support these students or to meet their educational needs. Several programs in the area have closed and these students are not being accepted to out-of-district placements, therefore, students are remaining in district. Students are often being sent to SEEM's 45-day assessment program and this is taxing the SEEM staff as well. The Special Education Directors group has discussed this issue and possible options. A question arose as to whether a program could be developed through SEEM and be housed within a district. The Board listened to the Special Education Directors and discussed the issues and possible options. One question that arose was, could a program be developed through SEEM and be housed within a district? There was also discussion of a triage team that could respond to emergencies in the district and provide a link between the medical community and the schools. The possibility of expanding the Bridge Program was discussed. After much discussion, it was decided to turn the matter back over to the Special Education Directors for further discussion at their next meeting of the Planning and Assessment Committee which is prior to budget development. Any specific recommendations will be brought back to the Board.

Dr. Cathy Lawson informed the Board that she has been approached about being the fiscal agent for the Mental Health Consortium. Eight of the ten member districts are involved in the mental health consortium. The adjustment counselors meet monthly and they have expanded to seek funding to provide professional development. In order to do this, they need a fiscal agent to house the money. There is no fees, only grant funds. The Board was supportive and did not have any concerns with Dr. Cathy Lawson moving forward with this.

1. Financial Update – Mr. Greg Zammuto reviewed the Enrollment Report through 9/30/18. Enrollment is at 292 FTEs. This is 12 more than the start of the school year and 2 more than this time last year.
2. Projections will be updated for the December meeting. SEEM is still going through open enrollment for health insurance and still finalizing some hirings that are still open. For health insurance, SEEM renewal of 0%. This will present a positive impact on the budget. **Motion to approve the financial reports as presented, made by Ms. Cyndy Taymore, seconded by Ms. Jane Tremblay, all in favor.**

#### E. New Business

2. North Andover Public School's Request for Membership: North Andover has requested membership. The subcommittee has met and the Procedure for Admitting New Members was reviewed along with the Guidelines and Criteria for Admitting New Member District and the financial impact analysis. The immediate budget impact for admitting North Andover would be \$47,586 which would then have an impact per district. The district impact

information was broken down and included in the board packet. The long-term decision would be based on weighing what benefits North Andover could bring to the collaborative in terms of space and/or other expertise. Dr. Cathy Lawson discussed the fact that being a member of the Board is a job with a certain level of commitment. The subcommittee discussed that, before making a decision, they must make sure any new members understand the commitment involved. This could be accomplished by inviting the superintendent to meet with the subcommittee. North Andover has geographic proximity and there is a future potential for space. Right now space is critical to the collaborative. An over-arching issue that encourages new members to apply, is the 40% tuition differential between member and non-member. The collaborative agreement states that this must be brought down to 30% and the collaborative is working on that goal. Since there is too many unknown questions for North Andover it was determined that there was not enough information to make a decision. It was therefore decided to invite the superintendent in to meet with the subcommittee, prior to making a decision to delineate their reasons for joining in more detail than is presented in the letter and to ensure they understand the commitment involved in being a member. The subcommittee will bring a recommendation back to the Board at the next meeting. **Motion to defer this matter to the subcommittee for further review, made by Mr. John Macero, seconded by Dr. David DeRuosi, all in favor.**

F. Old Business

1. Winthrop Public Schools Membership Request – The subcommittee met and reviewed the letter from Winthrop which discussed their reasons for wanting to join the collaborative. They also reviewed the Procedure for Admitting New Members and the Guidelines and Criteria for Admitting New Member District, as well as the Financial Impact Analysis. The immediate financial impact would be \$17,437. While demographically, the number of students in Winthrop is comparable to member towns, Winthrop does not meet the geographic proximity measure as they are not contiguous to a member district. They do not currently have immediate space for the collaborative. Due to it's geographic proximity Winthrop would not be a viable location for programming should space become available. After discussion of reasons for and against Winthrop's membership request, **motion made to reject Winthrop's request for membership, by Mr. Jon Bernard. A vote was taken by show of hands, all in favor, Mr. John Macero abstained.**

- G. Other Business: Mr. Greg Zammuto discussed the plan for addressing the differential between member and non-member districts. Currently SEEM is just under 40% differential. One option to bring it down is an increase in member tuition and decrease in non-member tuition. By increasing member tuition by \$2500 and decreasing non-member tuition by \$1000, this would bring the differential to about

29%. One possible benefit of this for districts is qualifying for circuit breaker. Another option would be to do it incrementally over a few years. Greg will bring back a breakdown of the impact per district given their current students.

H. Future agenda items include Audited Financials and Budget proposal. Meeting adjourned at 10:40 am.

Respectfully submitted by,  
Catherine Lawson, Executive Director