

**SEEM Collaborative Board of Director's Meeting
SEEM Administrative Office
3/26/2019
9:00 am – 11:00 am**

Superintendents

Dr. John Doherty, Reading
Mr. Jon Bernard, North Reading
Dr. Glenn Brand, Wilmington
Dr. Judy Evans, Winchester
Ms. Cyndy Taymore, Melrose
Dr. Doug Lyons, Wakefield
Dr. Matthew Crowley, Woburn
Mr. John Macero, Stoneham
Dr. David DeRuosi, Saugus
Dr. Gregg Gilligan, North Andover

Absent Superintendents

Ms. Jane Tremblay, Lynnfield

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 9:10 AM.**
- B. Public Comment – There were no public comments.
- C. Approval of the Consent Agenda
 - a. General Session Minutes of 1/29/2019
 - b. Personnel Report as of 3/8/2019

Motion to approve the consent agenda as presented by Ms. Cyndy Taymore, seconded by Dr. John Doherty, all in favor. Mr. John Macero and Dr. David DeRuosi abstained.

- D. Administrative and Committee Reports
 - a. Executive Director's Report:
 - i. DESE/MOEC: Dr. Cathy Lawson gave an update on the new legislation. MOEC and DESE have formed a joint steering committee

and the first meeting was held yesterday. Under the new commissioner grants will be offered that collaboratives can apply for on behalf of their districts that they wouldn't previously have been eligible for. MOEC would like funding attached to anything new that is asked of collaboratives. Also, the MOEC legislative committee has begun working with our lobbyist and local legislators to advocate for the inclusion of BCBAs in MTRS. PTs and OTs are already in MTRS but BCBAs didn't exist when that was decided.

- ii. **Collaborative Programs/District Based Services:** Senator Lewis and a group from the education committee will be touring SEEM programs at the Central School in May. There will be a discussion including designated staff, parents and students.

SEEM staff are conducting the first equity audit for Woburn Public Schools. This is a pilot with the goal of offering equity audits as a formalized service to public school districts starting next year.

- iii. **Grants:** Dr. Cathy Lawson gave an update on grants. SEEM has applied for the SEL/Mental Health Academy initiative with 10 other collaboratives through MOEC. If awarded the grant, SEEM will be partnering with the PEAR institute which allows for SEEM to provide a train-the-trainer model for district staff. This will start at the end of the summer and they will be looking for districts to volunteer. Dr. Cathy Lawson will reach out to the superintendents if we are awarded the grant.
- iv. **Professional Development:** There are several SEI courses for teachers and one for administrators underway now and more will be offered in the fall. SEEM has been chosen by DESE to offer no-cost SEI courses for Career Voc Tech Teachers. Two courses are underway now and two more will be offered in the fall. Also, 15 PDP courses in SEI are being offered for MASBO and MASS. Jessica Minahan's workshop "Reducing Anxiety in the Classroom" will be held on 4/30 and registration is full. Part 2 of Signing Exact English will begin on 4/24.
- v. **Financial Update:** Mr. Greg Zammuto gave an update on financials as of 2/28/19. Enrollment is estimated to be approximately 340-345 FTE based on referrals to date. Revenue and Expense Report was reviewed. Projecting approximately \$182,000 balance at the end of the year. That is based on the tuition/enrollment projection. The projected revenue has been updated. The biggest changes are \$223,000 less in tuition and increases in transportation. Estimate is about \$23,000 above what was projected for revenue and about \$158,000+ in expenses. Profit and Loss as of 2/28/19 shows further breakdown of expenses. **Motion made to accept the financial**

reports as presented, by Mr. John Macero, seconded by Mr. Doug Lyons, all in favor.

- vi. **Facilities Update:** Dr. Cathy Lawson gave an update on facilities. SEEM is currently looking for space for the Beebe School program. Schools have been toured in Saugus and Medford. There were issues with the bathroom placement in the Saugus school and parking issues in Medford. Cummings Properties will have a full building facility coming soon which will be looked into. There is also commercial space available in Wakefield at the Comverse building but it is not desirable for a school and would need to be retrofitted which would be very costly. A formal RFP will be done and the search for space will continue. Dr. Cathy Lawson will keep the Board up to date on any developments.

E. New Business

- a. FY18 Cumulative Surplus Funds: Each year the Board of Directors must vote to either retain the cumulative surplus funds for the Collaborative's use or return all, or a some portion of the funds to the member districts. The audit report for the fiscal year ended 6/30/2018 identifies the cumulative surplus to be \$5,811,203. Of this amount, \$46,025 is identified as net change in fund balances for budget to actual. After discussion **motion made that the Board of Directors designate \$46,025 into the OPEB account to help fund liability by Mr. Jon Bernard, seconded by Mr. John Macero, all in favor.**

- F. Old Business - Dr. Cathy Lawson gave the Board an update on discussions between SEEM Collaborative, Jim Kearns and Salem State University. Mr. Kearns has met with Salem State and they are open to SEEM Collaborative taking over Salem State collaborative and they are open to moving funds in increments. They are drafting an MOU from their perspective. Once Dr. Lawson receives the MOU she will bring it back to the Board. It is not expected that a vote will take place until fall 2019.

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

- H. Future Meetings and Agenda Items – The next meeting of the Board of Directors will be May 21, 2019. Agenda items include Meeting dates for next year, election of officers, and review of drafts of the Investment Policy and Amended OPEB Investment policy.

- I. General session adjourned at 9:50 am unanimously by roll call vote to enter into Executive Session for non-union contract discussion. The Board will not return to general session.

S E E M Collaborative

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Respectfully submitted by,
Catherine Lawson, Executive Director