

SEEM Collaborative Board of Directors Meeting  
SEEM Administrative Office  
9/18/2019  
9:00 am – 11:00 am

**Superintendents**

Dr. Judy Evans, Winchester  
Ms. Jane Tremblay, Lynnfield  
Mr. Jon Bernard, North Reading  
Dr. John Doherty, Reading  
Ms. Cyndy Taymore, Melrose  
Dr. David DeRuosi, Saugus  
Mr. John Macero, Stoneham  
Dr. Matthew Crowley, Woburn

**Absent Superintendents**

Dr. Gregg Gilligan, North Andover  
Mr. Doug Lyons, Wakefield  
Dr. Glenn Brand, 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 9:10 am.**
- B. Public Comment – There were no public comments.
- C. Approval of the Consent Agenda
- General Session Minutes 5/21/2019
  - General Session Minutes 7/29/2019
  - Personnel Report

**Motion to approve the consent agenda as presented by Mr. Jon Bernard, seconded by Ms. Jane Tremblay, all in favor.**

- D. Administrative and Committee Reports
- a. Executive Director's Report:
- Dr. Cathy Lawson discussed highlights of the Project Impact Grant including the full implementation of touch guidelines, continued funding

until December 2019, a four-day course held over the summer for parents funded by the grant, Reading SEPAC's interest in running a portion of the course, and the last phase of the parent engagement strategy plan will identify a parent mentor.

All 10<sup>th</sup> grade Campus Academy students passed the ELA MCAS on the first attempt. Ms. Ilda King has been assisting with curriculum and SEEM has been documenting the model used. Seventy percent passed the Math MCAS. Collaborative scores will be posted on the website so that districts will be able to isolate the data based on disability to see trends.

There has been a lot of interest in Job Alikes. Courses will continue for Educational Team Leaders, Curriculum Directors, Technology Directors, Preschool Directors, BCBA's. Job Alikes will be offered for ELL Directors/Teachers and School Psychologists.

Districts grants will continue including Title III and Project Here.

Dr. Judy Evans reminded Board members that they must be appointed annually by respective school committees for DESE/MOEC. Dr. Cathy Lawson directed Board members to the checklist of required responsibilities included in the Board of Directors meeting packet. She would like access to school committee meeting minutes if needed.

b. Financial Update:

Mr. Greg Zammuto discussed FY19 unaudited financial statements. The year ended with an FTE of 331.59. Revenue was just over \$17.9 million. The projected year-end balance is just under \$134,000. The audit may reflect a higher projected number due to how expenses such as the boiler project at the Central School had to be recorded. Details of all expenses are included in the report.

Ms. Cyndy Taymore asked about the amount to be put into OPEB. Mr. Greg Zammuto explained that the auditors are starting today, and their report should be completed by the December meeting. The Board will vote on the amount to designate to OPEB at the January 2019 meeting.

The FY20 financial statements are based on enrollment through 8/31/2019. The FTE only reflects one day of school in August. The report highlights starting balances and year to date expenses. Projections will be included at the next meeting.

Open enrollment for insurance will be held in October with a 0% increase in cost for the second year.

Ms. Cyndy Taymore requested enrollment by sending district by program.  
Mr. Greg Zammuto will provide each Board member with a report.

**Motion to approve the financial report as presented by Mr. John Macero, seconded by Ms. Cyndy Taymore, all in favor.**

E. New Business

a. OPEB – Actuarial Valuation

Mr. Greg Zammuto discussed the OPEB actuarial valuation as of June 30, 2019 conducted by Odyssey Advisors. As a government entity, SEEM Collaborative is required to complete this process every two years in order to show future liability to cover retiree benefits, specifically health insurance. Highlights of the report include assumption changes of the discount rate from 3% to 3.25%, retirement age as teachers are retiring at a younger age, an increase of 6 retirees since the last report in 2017. Total liability is just over \$19.5 million and current fund balance is \$879,072.

b. Draft revised OPEB Investment Policy – first reading

Mr. Greg Zammuto discussed less significant changes to the language in Section I. Section II included more significant changes. The language is more toward spending, not toward investing. Section II language would have to be changed or the budget amount would have to be increased. Mr. Greg Zammuto suggested to eliminate Section II from the policy since it is more toward spending.

Ms. Cyndy Taymore asked about the worst case scenario based on current staff. Mr. Greg Zammuto estimated that with current staff, based on interest earned, an increased number of retirees and a slight increase in premium, the policy covers 10-12 years. After the 10-12 years, SEEM Collaborative may need to increase the budget.

F. Old Business

a. Investment Policy

Per the FY18 audit report, Fritz Deguglielmo recommended that SEEM Collaborative develop an investment policy. Beth Klepeis, SEEM's Treasurer, and Mr. Greg Zammuto reviewed language from various districts and collaboratives to use as a basis to draft this policy.

**Motion to approve the SEEM Collaborative Investment Policy as presented by Ms. Cyndy Taymore, seconded by Jon Bernard, all in favor.**

b. Beebe School – RFP Update

Dr. Cathy Lawson stated that the RFP is open until September 30, 2019. SEEM Collaborative has expanded the search to Peabody, to the contiguous districts. The realtor presented a lead in West Peabody. Mr. Greg Zammuto clarified that the realtor identifies properties, then approaches the property owner about use of the building as a school. Some properties have appeared as a good fit for the Beebe School program, but the property owners reject the use of the building as a school. SEEM Collaborative will continue to process leads.

Dr. Judy Evans went on to discuss that a decision should be made by the end of October taking into consideration options and different scenarios for the Beebe School program.

#### G. Other Business

Dr. Cathy Lawson answered a question about Cultural Intelligence Professional Development. SEEM's Equity Specialist, Elizabeth Miller, will be focusing more on how we think about diversity within the broader topic of cultural proficiency.

Dr. Cathy Lawson gave an update on the Salem State Collaborative. There is a new dean of the university and a decision was made not to release professional development at this time.

H. Future Meeting Dates and Agenda Items – The next Board of Directors meeting will be held on October 22, 2019. Agenda items will include an update on the Beebe School.

**I. Meeting adjourned at 9:40 am.**