SEEM Collaborative Board of Directors Meeting  
SEEM Administrative Office  
1/28/2020  
9:00 am – 11:00 am

Superintendents  
Dr. Patrick Daly, North Reading  
Dr. Glenn Brand, Wilmington  
Dr. Judy Evans, Winchester  
Ms. Cyndy Taymore, Melrose  
Ms. Jane Tremblay, Lynnfield  
Dr. Matthew Crowley, Woburn  
Mr. John Macero, Stoneham  
Dr. Gregg Gilligan, North Andover

Absent Superintendents  
Dr. John Doherty, Reading  
Dr. David DeRuosi, Saugus  
Mr. Doug Lyons, Wakefield

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.

B. Public Comment – There were no public comments.

C. Approval of the Consent Agenda  
a. General Session Minutes of 12/20/2019  
b. Personnel Report as of 12/9/2019  
Motion to approve the consent agenda as presented by Mr. John Macero, seconded by Ms. Jane Tremblay, all in favor.

D. Administrative and Committee Reports  
a. Executive Director’s Report:  
i. The FY19 Annual Report serves as the Executive Director’s Report for this meeting. Dr. Cathy Lawson gave updates from the Special Education Directors meeting. Katie Novak is going to start consulting to Emily Patt, SEEM Inclusion Specialist. In conversations with the
Special Education Directors and the Curriculum Directors, there is a great need for tier 1 and tier 2 support to prevent referrals to Special Education and promote inclusive practices. Emily is at full capacity but she can identify areas where she can make recommendations for specialists so that districts can move forward with support in the general education classrooms, particularly in regard to the behavioral component and dysregulation. The Special Education Directors were also brainstorming if it made sense regarding program evaluations, from a compliance standpoint, for SEEM to spearhead program evaluations where they each pick one domain in which they had to do a program evaluation and one person could do the evaluation. Then when the recommendations came in, they could work together and support each other and each take the lead on different aspects of the corrective action. It would mean recruiting a specialist in the particular area and SEEM would contract with them and it would be structured in a way that coordinated with the districts. This would be a way of maximizing efficiency and not duplicating services.

ii. Financial Update - Mr. Greg Zammuto

1. Enrollment Report as of 12/31/2019 FTE was 291.98 students; an increase of 7.71 from the last report. As of today, enrollment is 299.22. This is approximately 15 FTE less than last year at this point. This change is reflected going forward into next fiscal year's budget as well.

2. Revenue and Expense 7/1/19 through 12/31/2019. Projecting year end balance of almost $72,000. That is an increase of $62,000 from the last report. Revenue for BCBA is projected to be $120,000 less than last reported based on caseload. Food Service is projected to be $16,000 less. Transition is expected to be $20,000 more. Tuition for EYP has increased by just under $55,000. The reason is that is there will be 6 days of the EYP program that falls in June, 2020. This could change due to snow days. If it changes, the number will go down.

3. Profit & Loss as of 12/31/2019. This provided further breakdown of expenses.

Motion to approve the financial report as stated, by Ms. Jane Tremblay, seconded by Dr. Glenn Brand, all in favor.

iii. Facilities Update - RFP was approved and SEEM signed the agreement with Cummings Properties. An initial meeting was held with the principals of the Beebe School and the Director of the Assessment Center to discuss a proposed floor plan. A meeting will be held 2/10/2020 with Cummings representatives to review the requested changes. In terms of financing, at the December meeting the Board approved SEEM to obtain a loan of $1.6 million. Legal counsel is determining if a bid or RFP needs to be done. In the meantime, Mr. Greg Zammuto has met with the bank to discuss how much SEEM could be approved for. They will provide information in regard to that. Still anticipating May/June 2021 timeframe for completion of the new space.

E. Old Business
a. FY21 Draft Budget Proposal - The Budget Highlights were reviewed again. There is a recommended tuition rate increase of 3.66% for 180-day programs and 5.69% increase for 45-day assessments for member districts. For non-member districts, there is a
recommended tuition increase of 3.52% for 180-day programs and 5.30% increase for 45-day assessments. This will maintain the member to non-member differential in tuition rates to less than 40%. If enrollment increases, SEEM will have space to accommodate the additional students. The new facility will provide an opportunity for growth. There will be 3 additional classrooms. Also, the Central School will have 3 additional classrooms due to the Assessment Center moving to the new facility. Insurance renewal is 11/1/2020 and for this year there was a 0% increase. The hope is that it will be 0% or close to that again next year, but an increase is built into the budget. Motion to approve the FY21 SEEM Collaborative budget as presented, by Ms. Jane Tremblay, seconded by Dr. Matthew Crowley, all in favor.

b. Amended OPEB Policy - Presented for second reading. Recommendation made to change the existing policy to be more in line with investment policy and not necessarily spending. There will be some word changes to #1 and all of #2 will be eliminated as discussed in the memo. There have been no changes to these recommendations. Motion to approve the revision to the OPEB Investment Policy based on recommendations in the memo of September 18, 2019, by Ms. Jane Tremblay, seconded by Mr. John Macero, all in favor.

F. New Business

a. Hamilton-Wenham Regional School District Membership Request - The Board received a letter from Hamilton-Wenham requesting membership. The Procedure for Admission of New Member Districts was reviewed as well as the Guidelines and Criteria for Admitting New Members. A subcommittee is required to review the request and complete the checklist criteria and make a recommendation to the Board. A subcommittee was formed of Dr. Patrick Daly, Dr. Gregg Gilligan and Dr. Cathy Lawson.

b. FY19 Cumulative Surplus Funds - Each year based on the audit, the Board has to vote whether to move money into OPEB or not. The audit that was presented in December 2019 identified a cumulative surplus of just over $5.9 million and also identified $139,926 as excess revenues over expenses for FY19. Also retiree health insurance is considered. The FY19 retiree health insurance was $77,047. Recommendation is made to move $77,047 into the OPEB trust. Motion to designate $77,047 to fund the OPEB Trust Account to help fund liability and designate $62,879 as Retained Earnings, made by Mr. John Macero, seconded by Dr. Patrick Daly, all in favor.

G. Future Meetings and Agenda Items – The 2/25/20 date is tentative. We do not need to meet because we are on track. The next meeting of the Board of Directors will be March 24, 2020.
H. Meeting adjourned at 9:35 am.

Respectfully submitted by,
Catherine Lawson, Executive Director