SEEM Collaborative
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SEEM Collaborative Board of Directors Meeting
SEEM Administrative Office
3/22/2022
9:00 am – 11:00 am

Superintendents Present

Mr. Doug Lyons, Wakefield
Mr. John Macero, Stoneham
Dr. Frank Hackett, Interim Superintendent, Winchester
Dr. Kristen Vogel, Lynnfield
Dr. Gregg Gilligan, North Andover
Dr. Glenn Brand, Wilmington
Dr. Julie Kukenberger, Melrose
Dr. Matt Crowley, Woburn

Superintendents Absent
Dr. Patrick Daly, North Reading
Ms. Erin McMahon, Saugus
Dr. Thomas Milaschewski, Reading

Collaborative Staff Present
Dr. Cathy Lawson, Executive Director
Mr. Greg Zammuto, Director of Finance and Operations

A. The meeting was called to order by Mr. John Macero at 9:05 am.

B. Public Comment – There were no public comments.

C. Approval of Consent Agenda
a. General Session Minutes of 1/25/2022

Motion made to approve the consent agenda as presented by Dr. Matt Crowley, seconded by Dr. Gregg Gilligan, all in favor.

D. Administrative and Committee Reports
a. Executive Director's Report – Dr. Cathy Lawson gave an update on the collaborative and programs. Currently our schools are focusing on stabilizing students. The acuity has increased and there is a backlog and all programs are overwhelmed and have waitlists. As a result students are forced to stay with SEEM beyond their evaluation. There is also a lack of hospital beds for students who need to be hospitalized. Our staff are working on getting community resources in place. Because districts are experiencing the same issues, general ed referrals are being made as special ed referrals. The letter

was sent to Russell Johnston regarding the critical need for Tier II supports to try to offset the over reliance on special ed in the referral process. Another addition was made to the letter at Dr. Patrick Daly's suggestion, regarding the shortage of counselors and school psychologists. We hope to get some response from this.

Lynnfield is interested in Emily Patt, the inclusion coach. She is very much a tier II support. We may want to expand this service for districts. If Lynnfield uses Emily, it would require the participating districts to lose 2 days per year. Dr. Cathy Lawson stated that there is a need to create a policy because this is a unique model in that districts pay up front and services are dedicated strictly to the districts who pay for it and the cost is split between the districts. If a couple districts should discontinue the service, suddenly the other districts can be hit with a higher bill and if new districts join, it can mean less time allocated to each district. We need to create a policy for how to make these types of changes so that it is fair to everyone. Dr. Cathy Lawson will work on developing this policy. A meeting will be set up to work on this for anyone who wants to join. Dr. Cathy Lawson will send out a notice. It was requested that a decision date be set for early in the year, possibly February 15th. The Board requested to hear from Emily Patt and India Barrows to review how things are going with their positions. Dr. Cathy Lawson stated that they do check in with the Curriculum Leaders but she can arrange for them to do that at the Board level also.

b. Financial Update - Mr. Greg Zammuto

1. Enrollment Report as of 2/28/2022– The current FTE is 304.81. That's an increase of 7.34 from February. There were not any significant changes to enrollment. We still have current referrals and we anticipate the enrollment to increase as we go forward.

2. Revenue & Expense report as of 2/28/2022 – As of this report, we are projecting a year end balance of $160,392. This is a decrease from the last report related to a decrease in transportation of about $100,000 and school year tuition is down just over $100,000 from the last report. In addition to that, this year-end projection takes into account the capacity for SEEM to pay down the modification payment related to the TLC program in Wilmington and this also allows us to do a couple other things that we have been discussing with Stoneham. One is partial repavement of the parking area at the Central School. We hope to do that in the spring or early summer.

3. The Profit & Loss report is just a further breakdown of expenses by category. There is not anything significant to report. **Motion to approve the financial report as presented by Dr. Gregg Gilligan, seconded by Dr. Matt Crowley, all in favor.**

c. Facilities Update - Dr. Cathy Lawson stated that space is a challenge for SEEM at the moment, particularly with SEEM Prep High School. We are at max capacity right now and we are always looking into what is available for expansion and/or relocation. Dr. Cathy Lawson is requesting authorization to put out an RFP for space. At this point, it is exploratory. Public School buildings do not require an RPF, but this provides us a scope

of what is available on the market. Dr. Frank Hackett stated that Winchester has the Parkhurst elementary which will be used as swing space in the fall while a building project is happening but will be leased in the future. It is in very good shape. It is about 30,000 sq feet with a gymnasium, cafeteria, stage, etc. Dr. Cathy Lawson will follow up separately with Dr. Frank Hackett and schedule a tour soon. **Motion to authorize SEEM Collaborative to issue and RFP for space, made by Mr. Doug Lyons, seconded by Dr. Glenn Brand, all in favor.**

E. Future meeting dates - May 17, 2022 is the final meeting of the year and we will honor Dr. John Macero on his retirement. Breakfast will be served.

F. Adjournment – The meeting adjourned at 9:25 am. **Motion to adjourn made by Dr. Glenn Brand, seconded by Dr. Kristen Vogel, all in favor.**

Respectfully submitted by,
Catherine Lawson, Executive Director