

SEEM Collaborative Board of Directors Meeting  
SEEM Administrative Office  
9/14/2021  
9:00 am – 11:00 am

**Superintendents Present**

Dr. Kristen Vogel, Lynnfield  
Dr. Gregg Gilligan, North Andover  
Dr. Matt Crowley, Woburn  
Dr. Glenn Brand, Wilmington  
Dr. Frank Hackett, Interim Superintendent, Winchester  
Mr. Doug Lyons, Wakefield  
Mr. John Macero, Stoneham  
Ms. Erin McMahon, Saugus  
Dr. Thomas Milaschewski, Reading

**Superintendents Absent**

Dr. Patrick Daly, North Reading  
Dr. Julie Kukenberger, Melrose

**Collaborative Staff Present**

Dr. Cathy Lawson  
Mr. Greg Zammuto

- A. The meeting was called to order by Mr. John Macero at 9:05 am. New members of the board were introduced and welcomed. They are Ms. Erin McMahon, Saugus, Dr. Thomas Milaschewski, Reading and Dr. Frank Hackett, Interim Superintendent, Winchester.
- B. Public Comment – There were no public comments.
- C. Approval of Consent Agenda
- a. General Session Minutes of 5/18/2021
  - b. Personnel Report

**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. SEEM is open and students have returned to the classrooms. The Beebe School program moved to Fordham Road in Wilmington. The new facility is beautiful and Dr. Cathy Lawson would like to host a Board meeting there in the future so the Board members can see it. She recognized Mr. Gregory Zammuto for doing a phenomenal job in getting the new school successfully opened on time for the new school year.

The Coordinator of DEI position which several districts are participating in, has been filled by Ms. India Barrows, and she is onboarding and will be meeting with the districts soon.

There have been some COVID cases but not an overwhelming amount. Staffing is tight at the moment and there are still some open positions.

A new job alike is being offered this year for elementary school principals and that will be starting soon.

Professional development - Dr. Cathy Lawson explained to the new Board members that typically the special education directors and the curriculum directors from the districts will inform her on what the district's needs are for professional development and SEEM will organize and offer it.

b. Financial Update

1. Enrollment Report as of 6/30/2021 – Mr. Greg Zammuto provided the financial update. We ended the FY21 year with just over 310 FTE for students and generated tuition revenue for just over \$18.7 million.
2. Revenue & Expense report as of 6/30/2021 – Projecting a year-end balance after the audit of \$276,224. This number on the audit may be shown as \$205,000 because of the way we have to record depreciation on projects for the auditors.
3. Profit and Loss as of 6/30/2021 - Provides further breakdown of last fiscal year by account.
4. Enrollment Report from 7/1/2021 through 8/31/2021 - For the start of school this year, 272.61 FTEs were projected based on what we knew at the end of August. This was in line with where we started last year. As the school year goes on SEEM gets more enrollments and the target is 346 for the year.
5. Revenue & Expense report for 7/1/2021 through 8/31/2021 - This is something that will change as the year goes on. The most significant adjustment was the extended year tuition where our projected enrollment was down and that resulted in just over \$289,000 in revenue. With that we still feel confident that we will be able to end the year in a positive balance based on what we know. We adjusted for some of the salary decreases and increases based on replacement positions. Currently we are projecting the end of year balance to just over \$13,000 for the year. **Motion to approve the financial report as presented by Dr. Kristen Vogel, seconded by Dr. Glenn Brand, all in favor.**

c. Facilities Update - Dr. [Cathy Lawson](#) informed the Board that SEEM will be changing the ESY dates to begin on July 1 next year. It will remain the same number of days but making the shift from starting in June as it makes more sense from a fiscal and billing standpoint to have ESY be in the new fiscal year rather than spread over two fiscal years.

Mr. Greg Zammuto gave an update on the move of the Beebe School to Fordham Street in Wilmington. We did receive DESE approval and were able to open on time. We were able to obtain E-Rate funding for a major part of our technology buildout in the new facility.

The cost was \$140,000 and we received \$104,000 in E-Rate funding so therefore, the cost for most of our technology wiring and buildout was \$36,000 which helped us stay on budget.

Roof repair requests have been made from Melrose for the Ripley School building. The facilities director from Melrose has been working with us to try and find a solution. There have been some roof leaks. We had a contractor trying to do some work to keep the building operational during rain storms. There is also a roof repair request from Stoneham for the Old Central School building. Mr. Greg Zammuto has been in conversations with the facilities director and the superintendent, Mr. John Macero, to discuss roof repair in one section of the building. The discussion is ongoing. We are hoping that through funding that Stoneham can receive and funding that SEEM has, that we would be able to accomplish this repair during this fall season.

E. New Business

a. P Card - Dr. Cathy Lawson explained that SEEM does not have a company credit card, however, because of the nature of the curriculum with special education students and everything being very individualized, staff end up needing to purchase items and getting reimbursed for purchases. Mr. Greg Zammuto has researched the P Card program and explained that it is basically a credit card with strict controls that we can set. We can have more control over purchases by setting limits upfront prior to purchasing. With over 100 reimbursements per year, this will provide more structure. Another benefit is that SEEM would receive rebates which could be distributed back to the districts. Reading is the only SEEM member district that uses the P Card. SEEM's Treasurer, Ms. Elizabeth Klepeis is endorsing the P Card. **Motion to accept the following resolution regarding SEEM obtaining a P Card, made by Dr. Frank Hackett and seconded by Ms. Erin McMahon: Resolution Authorizing Issuance Procurement Cards**

**WHEREAS, the Board of the SEEM Collaborative has the authority to enter into an agreement with the Bank of Montreal for purchasing cards; and NOW, THEREFORE, BE IT RESOLVED by the Board of the SEEM Collaborative that the SEEM Collaborative Treasurer and the SEEM Collaborative Director of Finance and Operations are authorized to enter into an Agreement with the Bank of Montreal to secure Procurement Cards for SEEM Collaborative under such terms and conditions as approved by the Board. The Board authorizes SEEM Collaborative's Director of Finance and Operations to execute a p- Card program agreement on its behalf. All in favor.**

b. FY 21 Actuarial Study as of June 30, 2021- Mr. Greg Zammuto reviewed SEEM's actuarial study that is done for OPEB every 2 years. This is just for health insurance for SEEM. The total OPEB liability is \$29,320,000, which is an increase of \$5,575,753 compared to the last report. The fund balance as of June 30, 2021 is \$1,322,099. Odyssey Advisors recommends OPEB trust contributions of \$910,000 and increase by 3.00% per year thereafter. Current and past contributions were reviewed. The way SEEM contributes to the trust is based

on the audit and the amount that is determined as a surplus for the year. Then a recommendation is made on how much to put into the trust.

- F. Old Business - there was no old business brought before the Board.
- G. Other Business - there was no other business brought before the Board.
- H. Adjournment – The next meeting is October 19, 2021. The meeting adjourned at 9:35 am. Mr. John Macero would like the December meeting to be in person if possible.

Respectfully submitted by,  
Catherine Lawson, Executive Director