

SEEM Collaborative Board of Directors Meeting  
SEEM Administrative Office  
3/28/2023  
9:00 am – 10:00 am

**Superintendents Present**

Dr. Gregg Gilligan, North Andover  
Dr. Frank Hackett, Superintendent, Winchester  
Mr. Doug Lyons, Wakefield  
Dr. Patrick Daly, North Reading  
Dr. Julie Kukenberger, Melrose  
Dr. Thomas Milaschewski, Reading  
Dr. Kristen Vogel, Lynnfield  
Mr. Dave Ljungberg, Stoneham

**Superintendents Absent**

Ms. Erin McMahon, Saugus  
Dr. Glenn Brand, Wilmington  
Dr. Matt Crowley, Woburn

**Collaborative Staff Present**

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

- A. The meeting was called to order by Dr. Patrick Daly at 9:02 am and the following statement was read. “Open Meeting of the SEEM Collaborative Board of Directors is being conducted remotely consistent with Governor Baker’s Executive Order of March 12, 2020, and the provisions extended by Chapter 20 of the Acts of 2021 signed by Governor Baker on June 16, 2021 due to the outbreak of the COVID-19 virus. The Meeting is being recorded. Members of the public who would like to access can join the Zoom meeting. The matters listed below are those reasonably anticipated by the Chairperson that may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.”
- B. Public Comment – There were no public comments.
- C. Approval of Consent Agenda  
**Motion by Dr. Gregg Gilligan to approve the consent agenda, seconded by Dr. Kristen Vogel, all in favor.**
- D. Administrative and Committee Reports

- a. Executive Director's Report - Dr. Cathy Lawson gave a verbal update. MOEC has been working with MASS and MASC to advocate for collaboratives to receive fiscal support from the state to support our facilities expenses. As a result, SEEM will receive \$100,000 for air quality improvements. The funds, which come from the Commissioner's ESSER-III set-aside will need to be obligated by 9/30/2024.

1. Collaborative highlights: Continuation grant: Grant Code - 613/332 Supporting Students Social-Emotional Learning, Behavioral and Mental Health, and Wellness. Awarded \$50,000 in September 2022. We were awarded as of March an additional \$35,000 for the 2022-2023 school year.

Year 1 (2021-2022) funded:

- a. Lynn Lyons full-day training - student and family effects of anxiety and how to support them (available to our member district staff as well)
- b. after-school program for SEEM students at Ripley and Middle including transportation home
- c. biofeedback tools for Ripley Elementary
- d. family support - meeting with families to get them connected to community services

2022-2023 Continuation Investments include:

- e. Project Adventure - professional development for Ripley staff and Campus Academy staff
- f. after-school program for SEEM students at Ripley and Middle including transportation home
- g. Breathe for Change - certified 2 staff members who run yoga/meditation/mindfulness classes for students
- h. materials to assist in student self-regulation - weighted vests
- i. outfitting yoga/mindfulness spaces for Breathe for Change staff
- j. additional biofeedback tools for more programs

## 2. District Service Highlights: Professional Development:

**Chronic Absenteeism:** Facilitated by SEEM's BRIDGE Program counselors Katie O'Donnell and Marina Gonzalez-Ang

### Target Audience

- School Psychologists, Adjustment Counselors
- Building Administrators
- All grades with preference for Elementary and Middle School
- Building based teams are highly recommended

### Objectives

Tier 1- Increasing Attendance Tracking and Implementing Systems for Early Identification

- Define chronic absence/school avoidance and identify its' patterns
- Use data for identifying and tracking chronic absenteeism

- Identify school wide prevention strategies and create activities to increase attendance awareness and reduce chronic absenteeism
- Understand impacts of chronic absenteeism on learning and explain the ripple effects it has on the community

#### Tier 2- Addressing Students at Risk

- Identifying Students at high risk for chronic absenteeism
- Explain the functions of school avoidance
- Creating school based interventions (therapeutic groups, parent trainings, outreach)
- How to incorporate strategies into 504/IEP

### 3. Facility Highlights

We continue to explore space options for our programming and central office.

1. We are exploring shared administrative space with Stoneham Public Schools Central Office.
2. We are exploring future space for SEEM Prep which currently resides at the Yeuell School in Wakefield. SEEM Prep has outgrown the size of the Yeuell school. We have been in conversations with Winchester about a school facility they are anticipating will be available in the next few years. Our goal is to relocate SEEM Prep and then relocate the Ripley Elementary School, or another program, into the Yeuell School.
3. The City of Melrose and SEEM are working together to plan for replacement/repair of the roof and boiler. SEEM is also exploring alternative space options in the event we need swing space or to relocate permanently before the lease expires in summer of 2026

#### b. Financial Update -

1. Enrollment Report as of 12/31/22 - Just under 275 FTE. Based on past years we anticipate that we will enroll an additional 25-28 students. As of today we are at 281 FTE for the school year. There isn't any significant changes to enrollment.
2. Revenue and expense report as of 12/31/22 - there are a few changes to highlight in terms of revenue. We are projecting just over \$2.6 million less than what was budgeted. Two of the major factors are the transportation contract based on usage and tuition number being less based on enrollment being less than projected. SEEM has a spending freeze in place although essential items continue to be purchased. Other actions taken to help the financial position are not filling a couple vacant secretarial positions and there are some other unfilled positions due to the staffing shortage that everyone is experiencing. It is anticipated that SEEM will have a year end positive balance of just over \$208,000. This number factors in the projected revenue for the additional 25 to 28 students as previously discussed. If those students do not come, this number will shift.

3. Budget vs Actual as of 12/31/22 - report was reviewed which further breaks down the above information.

**Motion to accept the financial report as presented, by Dr. Gregg Gilligan, seconded by Mr. Doug Lyons, all in favor.**

- c. Facilities Update - Mr. Greg Zammuto gave a verbal update. Right now SEEM is waiting for a response from Melrose for information regarding repairs to the roof of the Ripley School. They are going to prepare some bid documents and they have stated that Ripley is on the list as one of the roofs to be repaired. SEEM continues to do some internal repairs due to leaks.

#### E.. Old Business

- a. FY24 Draft Budget Proposal - Mr. Greg Zammuto again reviewed the highlights that were previously presented at the December meeting. Anticipated enrollment based on information known at the time is projected to be 323 FTE. Just over 5 positions are reduced in staffing. There is a tuition increase for the 180 day program at 6.27% for members and 6.13% for non-members. For the Assessment Center, the increase is requested at 6.21% for member and 6.08% for non-member. For the Extended Year Program, the requested increase is 5.94% for member and 5.85% for non-members. Tuitions were reviewed for each program. Highlights for revenue increases from one year to the next are as follows: ABA Services are anticipating just over \$118,000 increase based on referrals, Food Services an additional \$65,000 compared to this year based on projected reimbursements. Family Support just over \$33,000 increase based upon referrals and Adaptive PE increase of \$49,000 based on referrals. Some decreases are as follows: Projected \$1 million decrease in transportation revenue based on participation. Chelsea decided to go out to bid on their own. They are now trying to negotiate out of their agreement so that they can come back on the SEEM contract. If that happens, it will be a positive for SEEM. For Tutoring, anticipating a \$30,000 decrease based on referrals. For expenses, the highlights are as follows: Transportation will be down just over \$170,000, payroll extended year down just over \$31,000, contract services down just over \$30,000. Expense increases as follows: Retiree health insurance increase just over \$30,000, as there have been some additional retirees. Building utilities increase just over \$32,000. Technology equipment up just under \$89,000 which is part of the replacement plan. Health Insurance is just under \$150,000 increase based on premium increase. Building rent increase just under \$117,000 based on current lease agreements. Payroll increases - Step increases for 115 employees total just over \$219,000. Payroll for staffing agencies is just under \$248,000 and the net change for staffing and salary increases is just over \$258,000. **Motion to accept the FY24 SEEM Collaborative budget as presented, made by Dr. Gregg Gilligan, seconded by Dr. Julie Kukenberger, all in favor.**

F. New Business

- a. Transportation Contract - Nahant is interested in joining the transportation contract. The superintendent reached out inquiring. The procedure was reviewed with Mr. Greg Zammuto. In this case, NRT said it would fit into the contract. It will be a net of about \$3000 based on the current student population. That number could increase due to additional placements. It is recommended that Nahant be added to the contract. **Motion to approve the addition of Nahant Public School to the transportation contract, made by Dr. Julie Kukenberger, seconded by Mr. Doug Lyons, all in favor.**

G. Other Business - there was no other business

H. Future Meeting Dates - The tentative meeting date for February 28, 2023 is not needed. The next meeting will be March 28, 2023.

I. Adjournment - The meeting was adjourned at 9:30 am.

Respectfully submitted,

Catherine Lawson, Ed.D  
Executive Director