

SEEM Collaborative Board of Directors Meeting

SEEM Administrative Office

12/13/2022

9:00 am – 10:00 am

Superintendents Present

Dr. Kristen Vogel, Lynnfield
Dr. Gregg Gilligan, North Andover
Dr. Glenn Brand, Wilmington
Dr. Frank Hackett, Interim Superintendent, Winchester
Mr. Doug Lyons, Wakefield
Dr. Patrick Daly, North Reading
Dr. Julie Kukenberger, Melrose

Superintendents Absent

Dr. Thomas Milaschewski, Reading
Ms. Erin McMahon, Saugus
Dr. Matt Crowley, Woburn
Mr. Dave Ljungberg, Stoneham

Assistant Superintendents Present

Ms. Margo Ferrick - Saugus

Collaborative Staff Present

Dr. Cathy Lawson, Executive Director
Mr. Greg Zammuto, Director of Finance and Operations
Ms. Elizabeth Klepeis, Treasurer
Ms. Catherine Hindle (in for Sheilagh Senior, HR Administrator)

Fritz Deguglielmo, LLC

Mr. Daniel Schaffner, CPA

Department of Elementary and Secondary Education

Ms. Ruth Hersh
Ms. Paulajo Gaines

- 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

a. Recommendation by Dr. Daly to start with new business, no objections.

Motion by Ms. Kristen Vogel to approve the consent agenda, seconded by Dr. Gregg Gilligan, all in favor.

D. New Business

a. Report of FY22 audited financials – Mr. Daniel Schaffner of Fritz Deguglielmo, LLC, presented the draft report of the FY22 audited financials. The FY22 audit went very well and there were no deficiencies or weaknesses to report. This was another clean audit. Mr. Schaffner presented a letter to the board outlining a new regulation, GASBY 87, and stated that SEEM Collaborative is in compliance with the new regulation, as our budget now reflects the assets and liabilities of our property leases. Mr. Schaffner reviewed SEEM Collaborative's budget items, and reported that the general fund surplus was \$6,373,632, SEEM paid approximately \$1,300,000 in rent, had an outstanding loan of approximately \$1,500,000, and saw a decrease in the OPEB funds due to the market. SEEM had a strong financial standing in FY22. There were no questions for Mr. Schaffner.

Motion made to recognize the cumulative general fund surplus of \$6,373,632 as of 6/30/2022, by Mr. Doug Lyons, seconded by Dr. Julie Kukenberger, all in favor.

Motion made to accept the SEEM Collaborative FY22 audited financial statements as presented, by Mr. Doug Lyons, seconded by Dr. Gregg Gilligan, all in favor.

b. FY24 Draft Budget Proposal - First Reading

Mr. Greg Zammuto reviewed the budget highlights. The increase in tuition for the 180 day programs is 6.27% for member districts and 3.13% for non-member districts and the Assessment Center is 6.21% for member districts and 6.08% for non-member districts and the EYP is 5.94% for member and 5.85% for non-member districts. Mr. Zammuto references a table which shows that even with the increase in tuition costs, SEEM Collaborative continues to be effective in cost avoidance measures in comparison to other private placements. Dr. Cathy Lawson explained that SEEM is proposing the tuition increase to account for the decreased number of students we can service due to their increased acuity and level of needs. For enrollment we are

projecting 323 FTEs, including 60 FTEs with 1:1 support. This is a decrease of 14 FTEs over the current year. For staffing we budgeted for an decrease of 5.1 FTE compared to FY23. For revenue we are projecting revenue of just under \$36 million. This is an increase of just under \$151,092 compared to FY23. This represents a .42% increase over FY23.

There is a significant decrease in transportation revenue, a significant increase in health insurance costs, and a proposed adjustment in salary scales to be more in line with our member districts. Staffing shortages, which disproportionately affects special education, have limited our ability to accept students into our program. Cathy Lawson explained that in order to continue to be a cost effective option, we need to be able to keep up with the increased acuity of students we serve.

- c. 2021-2022 Draft Annual Report - Dr. Cathy Lawson presented the 2021-2022 Annual report. This report goes to the state once it is approved by the Board. Changes to the annual report are highlighted and Dr. Cathy Lawson explained the changes in the report. Key initiatives for the year were highlighted as well as progress towards goals and objectives. Program comparisons were updated. Cost effectiveness of each program is highlighted. **Motion by Dr. Kukenberger to approve the 2021-2022 Annual Report, seconded by Dr. Brand, all in favor.**

E. Administrative and Committee Reports

- a. Executive Director's Report – Dr. Cathy Lawson reviewed highlights from her annual report, which included SEEM Collaborative's partnership with PD Collab, the relocation of our TLC program from Melrose to Wilmington, and the increased equity work made possible through the addition of India Barrows. Dr. Lawson also explained that SEEM did a tuition comparison of programs and also an in-district services comparison and that SEEM is still a cost effective way to support low incidence students. Dr. Lawson reviewed the grants that SEEM manages (Title III, McKenney-Vinto) and transportation. Dr. Kukenburger commented that the cost comparison graphs in the report are extremely helpful, and Dr. Daly shared that it is helpful to hear about all of the services that SEEM has to offer.
- b. Facilities update - Dr. Cathy Lawson gave an update on facilities. SEEM is currently exploring space options for our programming and central office. SEEM is exploring the possibility of shared administrative space with Stoneham Public Schools Central Office. SEEM is also 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. Conversations with Winchester have taken place regarding a school facility they are anticipating will be available in the next few years. The goal is to relocate SEEM Prep and then relocate the Ripley Elementary School, or another program, into the Yeuell School. The City of Melrose and SEEM are working together to plan for replacement 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. Dr. Lawson acknowledged Dr. Julie Kukenberger for the role she has been playing as a liaison between SEEM and the City of Melrose for some facility challenges at the Ripley School. Dr. Kukenberger has purposely been kept out of communications because she needs to remain neutral and it's a hard situation to be in and Dr. Lawson wanted to acknowledge this. Dr. Lawson also thanked Dr. Kukenberger for her advocacy on behalf of the collaborative around these matters.

Dr. Catherine Lawson commended everyone who helped with the equity presentation at the MASS/MASE conference. It was well received and Dr. Lawson has received several calls looking for more information. Dr. Patrick Daly thanked Dr. Cathy Lawson and India for leading the presentation and doing an excellent job.

c. Financial Update - Mr. Greg Zammuto

1. Enrollment Report as of 11/30/2022 – Total FTE is 273. This is 62 less than our budgeted FTE. Part of this is related to not being able to fill positions so we are not able to take the students in as quickly as we would prefer. This number is 16 less than the same period last year, but last we picked up approximately 35 FTE from this time until the end of the year and we are hopeful for a similar situation this year.
2. Revenue & Expense report as of 11/30/2022 – Key things to highlight is transportation is projected to be \$1 million less because one district went into their own contract. They mentioned that they may try to end their contract and join SEEM again. Also, projected tuition was adjusted for the school based on enrollment projections and updated projected expenses based on current staffing changes and the increase in health insurance. At this point we are projecting a year end deficit of just over \$131,000. We are monitoring closely and there is a budget freeze in place right now.
3. Profit and Loss as of 11/30/2022 - Further breakdown of budget vs. actual, showing where we are in terms of what revenue came in and what expenditures went out as of 11/30/22. **Motion to approve the financial report as presented by Mr. Doug Lyons, seconded by Dr. Kristen Vogel, all in favor.**

F. Old Business - There was no old business.

G. Future meeting dates - January 24, 2023 - Agenda Items: Vote FY23 Budget

H. Adjournment – Motion to adjourn made at 9:55 am by Dr. Julie Kukenberger, seconded by Dr. Kristin Vogel, all in favor.

Respectfully submitted by,
Catherine Lawson, Executive Director