

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 by roll call vote.**
- 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 2/28/23 - Just over 286 FTE based on past trends and based on current staffing it's anticipated that we may add 10 FTEs between now and the end of the school year. It will be less than projected amount of 337 but we are anticipating just around 300. Dr. Cathy Lawson acknowledged Mr. Greg Zammuto's good work and diligence on the budget and keeping SEEM in a good financial position. A few months ago we projected a \$500,000 deficit and now we are projecting a balance due to his diligence and putting a spending freeze in place along with other cost saving measures.
2. Revenue and expense report as of 2/28/23 - We are anticipating a positive year-end balance of just under \$55,000. This takes into account the projected revenue for additional students. Other than that there is nothing new to highlight. We have worked to try to put a budget freeze in place to mitigate some of the lost revenue. We have tried to save money where we can on items that can wait. This number could improve if we do take additional students beyond what is projected between now and the end of the year.
3. Budget vs Actual as of 2/28/23 - report was reviewed. This provides a further breakdown of expense items by category.

Motion to accept the financial report as presented, by Dr. Gregg Gilligan, seconded by Dr. Kristen Vogel, all in favor by roll call vote.

- 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 - there was no old business.

F. New Business

- a. Cumulative Surplus Funds - Mr. Greg Zammuto discussed designated money into the OPEB Trust. Based on the FY22 audit, we had a new OPEB liability of just over \$22.6 million and our current balance in the trust is \$1.3 million. This year we are doing a study with actuarial and that will be included in the next audit. Each year, we make a recommendation to the Board to designate some money into OPEB if money is available. Based on the audit, the cumulative surplus was \$6,373,632 and this included an amount of \$138,244 which was identified as excessive revenues over expenditures for FY22. In FY22 the retiree health insurance expense was \$96,506 and we are recommending to the Board to designate \$96,506 to OPEB and have the remaining \$41,738 remain as part of cumulative surplus. Over the past years we have had a few more retirees so the number of retirees has increased. At this point no additional retirees are anticipated by the end of the school year. **Motion that the Board of Directors vote to designate \$96,506 to the OPEB Trust account to help fund liability, designate \$41,738 as Retained Earnings and to retain remaining cumulative surplus funds, made by Dr. Gregg Gilligan, seconded by Dr. Kristen Vogel, all in favor by roll call vote.**

G. Other Business - Dr. Cathy Lawson let the Board know that the financial information for Emily Patt and India Barrow's positions will be sent out soon. It is level now. Every year India Barrow's position is split between 7 districts including SEEM and Emily Patt is split between 8 districts. How it works is, if the district is staying and another district stops, the position will be moved to fee for service for that portion of the services that were dropped. In this way, if the service is not a match for one district, it won't affect the other districts who want to continue.

H. Future Meeting Dates - The next meeting is May 16, 2023. Agenda item will be a psychologist position as a contracted service through the SEEM Assessment Center. Dr. Cathy Lawson will bring a salary scale for the position for Board approval.

I. Adjournment - **Motion made to adjourn the meeting at 9:25 am by
Dr. Julie Kukenberger, seconded by Mr. Doug Lyons, all in favor by roll call vote.**

Respectfully submitted,

Catherine Lawson, Ed.D
Executive Director