

SEEM Collaborative Board of Directors Meeting
SEEM Administrative Office
5/16/2023, 9:00 a.m.

Superintendents Present

Dr. Thomas Milaschewski, Reading
Mr. Doug Lyons, Wakefield
Mr. Dave Ljungberg, Stoneham
Dr. Matt Crowley, Woburn
Dr. Patrick Daly, North Reading
Dr. Julie Kukenberger, Melrose
Dr. Gregg Gilligan, North Andover
Dr. Glenn Brand, Wilmington

Superintendents Absent:

Dr. Frank Hackett, Winchester
Dr. Kristen Vogel, Lynnfield
Ms. Erin McMahon, Saugus

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 9:05 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 Mr. Doug Lyons to approve the consent agenda, seconded by Dr. Matt Crowley, all in favor.

D. Administrative and Committee Reports

- a. Executive Director's Report - Dr. Cathy Lawson gave a verbal update. Currently in the middle of tiered focus monitoring and piloting the new CHAMP system. A student participating in the MAICEI program at Salem State was on the panel at the recent meeting of the Board of Education meeting. It was a higher ed panel around funding, support and the impact the program has on students with cognitive impairments. The Board discussed an HR job sharing position for dealing with Title IX investigations and on boarding, since there has been an increase in staff turnover and hiring, and other HR functions. Most districts have some type of an HR position, but still have needs that could be shared to supplement their current positions such as first tier recruitment. North Reading has a shared HR position and considered it a good idea, Stoneham also has the position. Dr. Cathy Lawson discussed the possibility of a consortium model which functions as an MOU where there are specialists in various areas in each district instead of each district having someone who does all HR functions. Support with investigations and HR coaching/support was of most interest. Dr. Gregg Gilligan and other districts use their legal counsel to help with investigations and they also provided training to all of their staff. They use counsel to write decision letters, and other aspects of Title IX. Dr. Thomas Milaschewski stated that Reading has a 3 person HR department with a highly skilled director. Perhaps she would be willing to work with other districts and it could incentivize her to stay and they'd be able to offer a higher salary. Dr. Lawson and Dr. Milaschewski will meet to discuss further.

Danvers mentioned that they were interested in membership. We will follow the process that was established for membership.

Being stringent with the rubric is important.

- b. **Financial Update:** Enrollment as of 4/30/2023. FTE was 294.48. Since then it has grown a couple FTE. Do not anticipate it growing much more this school year. Enrollment has been down in all programs due to challenges with filling teaching positions and accepting additional students.
Revenue and expense as of 4/30/2023. At this point projecting a year end balance of \$12,042. This takes into account projected enrollment as of 4/30/23. The school principals and directors have done an excellent job keeping us in balance with a spending freeze

and only purchasing essential items. No major changes anticipated from this projection.

Budget vs Actual as of 4/30/23. This report provides further breakdown of expense items by category.

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

E. **Old Business:** There was no old business.

F. **New Business**

- a. **Clinical Psychologist Position:** Dr. Cathy Lawson discussed the need for a Clinical Psychologist due to a level of complexity and acuity in the SEEM Assessment Center where they are functioning almost as a CBAT and districts are having similar difficulties. The sophisticated level of assessing and understanding risk assessments, threat assessments, section 12 is a big need. SEEM is proposing that this position be added to the SEEM Assessment Center and be available to districts as well. Draft job description was reviewed. For the salary range, this position doesn't exist in member districts so the doctorate scale was used with an average of the member districts which is \$66,000 to \$110,000. Two collaboratives have clinical psychologists at salaries of \$121,000 and \$100,000. SEEM is not putting a scale in place but rather a range that the Board authorizes Dr. Cathy Lawson to work within. The range recommended for a 205 day position is \$105,000 to \$125,000 and funded through the Assessment Center. The fee for service model would be in place for districts.

Motion to approve the position of Clinical Psychologist, 205 days, with a salary range of \$105,000 to \$125,000, made by Mr. Doug Lyons, seconded by Dr. Glenn Brand, all in favor.

b. **Facilities:**

1. This is specific to the Central Office Space. SEEM is seeking authorization to send out an RFP. Mr. Greg Zammuto stated that the lease for the Montvale Ave administrative location will expire on 12/31/2023. An RFP is necessary because the lease value is anticipated to be more than \$35,000 per year. Currently the rent is 17.25/ft based on the rent of \$2478 minus an owner grant and owner discount, just under \$98,0000. The rationale is the RFP process will enable SEEM Collaborative to clearly compare and analyze available space and provide higher ratings to

proposals that meet or exceed identified requirements. The lease would be for 5 years.

Motion that the Board of Directors vote to authorize SEEM Collaborative Administration to solicit proposals for administrative office space ranging from 5,000 to 6,000 square feet and to enter into an agreement based on the RFP, made by Dr. Gregg Gilligan, seconded by Dr. Glenn Brand, all in favor.

2. Stoneham Public Schools/SEEM Collaborative Office Space RFP. Stoneham Public Schools is currently looking for administrative office space so conversations have been had about finding space that could house both SEEM Administrative Office and Stoneham Public Schools Administrative Office. The idea is that a larger space could possibly be found at a better price which would be an advantage to SEEM and Stoneham. Since it's an RFP issued by Stoneham, authorization is needed from the Board to authorize SEEM to be included in the RFP issued by Stoneham Public Schools.

Motion that the Board of Directors authorize SEEM Collaborative to be included in the Administrative Office Space RFP issued by Stoneham Public Schools, made by Dr. Thomas Milaschewski, seconded by Mr. Doug Lyons, all in favor.

3. Ripley School Notification and Request from City of Melrose. Due to the large financial obligation Melrose would have to make to keep the building suitable for a school, the City of Melrose has informed SEEM Collaborative that they will not renew the lease of the Ripley School when it expires on July 31, 2026. In addition to this notification, the City of Melrose requested that SEEM end the lease earlier than July 31, 2026. Dr. Lawson and Mr. Zammuto met with Melrose and agreed if they could find a suitable location for the Ripley School sooner, they would end the lease sooner. As of today, they have not found suitable space. The thought is to move the Yeuell School program to a new space and move the Ripley program into the Yeuell School.

Motion that the Board of Directors vote to end the lease of the Ripley School earlier than July 31, 2026 if SEEM Collaborative finds a suitable facility in which occupancy can be granted prior to July 31, 2026, made by Dr. Gregg Gilligan, seconded by Mr. Dave Ljungberg,

all in favor with Dr. Julie Kukenberger, Melrose Superintendent, abstaining.

4. Lynnfield Lease Agreement - SEEM Collaborative leases three classrooms from Lynnfield Public Schools. The lease ends on August 21, 2023 and has language stating that the lease may be extended by one year if mutually agreed. The current lease amount is \$18,000 per year.

Motion that the Board of Directors vote to authorize SEEM Collaborative Administration to enter into discussion with Lynnfield Public Schools to extend the lease for one year, made by Dr. Matt Crowley, seconded by Dr. Glenn Brand, all in favor.

- c. Executive Director's Evaluation - Dr. Patrick Daly reviewed Dr. Cathy Lawson's evaluation which was sent out to the Board. Dr. Lawson did a great job compiling bullet items to speak to the work she has done. Dr. Daly raised a couple indicators from proficient to exemplary. Overall Dr. Lawson does a great job communicating with the Board and always bringing creative ideas to the Board. It has been easy to speak to the value of the Collaborative for the member districts in large part to Dr. Lawson's leadership. Board members echoed Dr. Daly's comments and shared their appreciation for Dr. Lawson's leadership and ability to be up to date with all issues happening in the member districts. Her responsiveness to the districts is greatly appreciated. Dr. Cathy Lawson expressed her appreciation to the Board as well and their willingness to be responsive to her and have the confidence in her to allow her to take risks and be honest with her regarding any concerns they may have.

Motion that the Board of Directors vote to accept the Executive Director's Evaluation, made by Dr. Thomas Milaschewski, seconded by Dr. Matt Crowley, all in favor.

- d. Recognition of Dr. Julie Kukenberger, departing Board Member from Melrose Public Schools. Dr. Cathy Lawson thanked Dr. Kukenberger for her support to the Board and the Collaborative especially since she joined in the middle of the pandemic when there were many issues to problem solve and always remaining child centered in her approach.

G. Other Business - There was no other business brought before the Board.

H. Future Meeting Dates - Dr. Cathy Lawson will send out dates for next years' meetings today. It will be the same schedule as this year.

- I. **Adjournment - Motion to adjourn at 10:05 am and enter into Executive Session, made by Dr. Thomas Milaschewski, seconded by Mr. Doug Lyons. All in favor.**