

SEEM Collaborative Board of Directors Meeting
SEEM Administrative Office
10/18/2022
9:00 am – 11:00 am

Superintendents Present

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

Superintendents Absent

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

Collaborative Staff Present

Dr. Cathy Lawson
Mr. Greg Zammuto

- A. The meeting was called to order by Dr. Patrick Daly at 9:10 am.
- B. Public Comment – There were no public comments.
- C. Approval of Consent Agenda
 - a. General Session Minutes of 9/13/2022
 - b. Personnel Report

Motion made to approve the consent agenda as presented by Dr. Julie Kukenberger, seconded by Dr. Gregg Gilligan, all in favor.

- D. Administrative and Committee Reports
 - a. Executive Director's Report – Dr. Cathy Lawson gave an update. She is the MA AESA Representative and she met with MA congressional members at the Call to Action conference in DC. Talking points included federal funding and appropriations, full funding of IDEA and the educator workforce shortage. They are very focused on making loan forgiveness more accessible. Dr. Lawson suggested funneling money into districts to offset or partially fund education up front rather than doing it on the back end.

Dr. Cathy Lawson also had the regional liaison meeting with the Commissioner on 10/13. The workforce shortage was discussed and the “Dear Colleague” letter from Marty Walsh and Secretary Cardona regarding the staffing crisis in education. It focuses on an apprenticeship model.

SEEM programs are still struggling with staffing especially at our Intensive Special Needs program which is heavily staffed with paras. Focusing on retention and keeping up morale. Members from the Administration office are helping out to show support. Currently collecting data on salary scales and benefits comps in surrounding districts. We also surveyed staff on credits beyond degree and length of employment at the collaborative. Also reaching out to higher ed institutions to explore apprenticeship opportunities.

The Deaf and Hard of Hearing program successfully moved to Lynnfield and opened on time. They are located at the Huckleberry School and the Summer Street School. Dr. Cathy Lawson reminded the Board members of their DESE/MOEC responsibilities. A checklist is included in the Board packet. From a programming standpoint SEEM is doing well. All schools opened successfully. Dr. Lawson and India Barrows, DEI Coordinator, will be getting coaching from Cyndi Weeks Bradley around DEI. She will also be facilitating this year’s elementary principals job alike for member districts. There will be a small fee for this job alike to recoup the cost of the facilitator. SEEM will be presenting on the development and implementation of the DEI shared service model to MASC/MASS. We have applied for and were awarded \$50,000 for the SEL and Mental Health Grant. This will help continue the after school programming for students who attend Ripley Elementary and SEEM Middle School programs. The grant will also help fund high quality professional development for this school year as well as increase our number of subscriptions to Mightier, a biofeedback app used to help students learn to self-regulate. SEEM is coordinating the Title III grant again. Also, project Here grant is being offered again which is the substance abuse prevention grant offered by the attorney general’s office.

The Board had a conversation regarding recruitment and retention. All districts are struggling with this issue and a large number of staff are on emergency licenses and waivers. Ideas and strategies were shared.

b. Financial Update

1. Enrollment Report as of 9/30/2022 – Mr. Greg Zammuto provided the financial update. As of 9/30/2022 we have 262 students that is an increase of 7 since the first report this year. As of yesterday, we are at 268 students. We have staffing challenges that are causing delays for start dates of new students. It is a bit too early to know if we will meet the budgeted projections for the year.
2. Revenue & Expense report as of 9/30/2022 – Projecting a year-end balance after the audit of \$64,000. Projecting a few areas to be lower

than anticipated. One is transitional assessments and that's due to referrals for that service. Tuitions are down just over \$98,000 and that's based on students that attended EYP in July and August. Tuition school year is anticipated to be down almost \$49,000. Tutoring is down \$55,000 less than anticipated due to projection to have a full time Wilson certified tutor. We did fill the position but the person didn't stay.

3. Profit and Loss as of 9/30/2022 - This is further breakdown of the expenses. One area to highlight is that the staffing shortages are causing our contracted services to grow. **Motion to approve the financial reports as presented by Dr. Gregg Gilligan, seconded by Dr. Matt Crowley, all in favor.**

c. Facilities Update - Mr. Greg Zammuto gave a verbal update on facilities. At the Ripley School Melrose is working on getting the heat up and running this week. Some cosmetic work has been done inside and we are working with the attorney for Melrose on getting the roof replaced as soon as possible. There are several roof leaks and it's very important to resolve this in a timely manner.

E. . New Business

- a. Investment policy report - The Board approved an investment policy a few years back. In that policy there is a requirement that a report to the Board of Directors. The report should include a listing of the individual accounts and securities if any, held at the end of the reporting period. A summary of the income earned on a year to date basis and measured against a suitable comparable benchmark. The report should demonstrate the degree of compliance with the tenants set forth in the investment policy. **Motion that the Board of Directors accept the Investment policy report as submitted, made by Dr. Thomas Milaschewski, seconded by Mr. Doug Lyons, all in favor.**
- b. SEEM Investment Policy and MMDT Information - SEEM Collaborative uses Stoneham Bank for a Money Markey Account. Currently the interest rate is 0.2%. The current interest rate offered by MA Municipal Depository Trust (MMDT) is 3.11% (October 3, 2022). MMDT is an investment pool for state, local, county and other independent governmental authorities and is under the auspices of the State Treasurer. The SEEM Investment Policy allows for the SEEM Treasurer to invest in MMDT. **Motion made that the Board approve SEEM Collaborative to open an account with MMDT in an effort to increase interest income, by Dr. Matt Crowley, seconded by Dr. Julie Kukenberger, all in favor.**

E. Old Business - Adoption of M.G.L. c. 32b Retiree Health Insurance Policy, second reading

During a recent review of the SEEM's employee handbook by their attorney, the retiree health insurance eligibility policy and M.G.L c.32B, was reviewed which led to two recommendations: 1) Ensure that the Board has adopted the necessary sections of c. 32B and 2) amend the current policy to include her suggested revisions.

The original retiree health policy was voted over 15 years ago, and there is no evidence in the Board minutes that the necessary provisions were brought forth to the Board for a vote. Therefore, SEEM is moving on this now.

Motion made pursuant to M.G.L. c. 32B, section 10, shall certain provisions of chapter thirty-two B of the General Laws, authorizing the Collaborative to provide a plan of contributory group life insurance, group accidental death and dismemberment insurance, and group general or blanket hospital, surgical medical, dental and other health insurance for certain persons in the service of the Collaborative and their dependents, be accepted by the Collaborative. Motion by Dr. Gregg Gilligan, seconded by Dr. Glenn Brand, all in favor.

Motion made pursuant to M.G.L. c. 32B, § 9E, shall the Collaborative, in addition to the payment of fifty per cent of a premium for contributory group life, hospital, surgical, medical, dental and other health insurance for employees retired from the service of the Collaborative, and their dependents, pay a subsidiary or additional rate. Motion by Dr. Glenn Brand, seconded by Dr. Thomas Milacshewski, all in favor.

Motion made pursuant to M.G.L. c. 32B, § 9D1/2, shall the Collaborative, in addition to the payment of fifty per cent of premium costs payable by the surviving spouse of an employee or retired employee for group general or blanket hospital, surgical, medical and other health insurance pay an additional or subsidiary rate. Motion by Dr. Julie Kukenberger, seconded by Dr. Thomas Milaschewski, all in favor.

- F. Other Business - There was no other business brought before the Board.
- G. Adjournment – The meeting adjourned at 9:45 am. The next meeting is December 13, 2022. Agenda Items are Draft Budget Proposal, Draft Annual Report and Auditors report.

Respectfully submitted by,
Catherine Lawson, Executive Director