

SEEM Collaborative Board of Directors Meeting
SEEM Administrative Office
09/12/2023
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
Mr. John Macero, Acting Superintendent, Melrose
Dr. Thomas Milaschewski, Reading
Dr. Kristen Vogel, Lynnfield

Superintendents Absent

Dr. Frank Hackett, Superintendent, Winchester
Mr. Michael Hashem, Acting Superintendent, Saugus

Collaborative Staff Present

Dr. Cathy Lawson
Mr. Greg Zammuto

- A. The meeting was called to order by Dr. Patrick Daly at 9:20 am.
- B. Public Comment – There were no public comments.
- C. Approval of Consent Agenda
 - a. General Session Minutes of 5/16/2023
 - b. Personnel Report

Motion made to approve the consent agenda as presented by Mr. Doug Lyons, seconded by Dr. Matt Crowley, all in favor.

Motion to amend the Agenda, to include the FY24 Financial Reports, made by Mr. John Macero, seconded by Dr. Glenn Brand, all in favor.

- D. Administrative and Committee Reports
 - a. Executive Director's Report – Dr. Cathy Lawson gave an update. SEEM is off to a good start. Staffing is still a challenge but SEEM is in a better position than last year. While there are still some openings, students are being accepted from the waitlist. The Assessment Center has been expanded to include a Clinical Psychologist and School Psychologist. This will help districts support students with more complex learning needs.

The Bridge program has been restructured and now falls under the Assessment Center and will be overseen by Aine Healy, Program Director.

Grants: SEEM continues to coordinate the Title III Grant for low incidence member districts. Districts include Willmington, North Reading, Reading, Lynnfield, Wakefield and Stoneham. SEEM has been awarded \$85,000 for the SEL & Mental Health Grant - Code 302. The funds are being used to support an after school program so parents don't have to pay. Also exercise equipment was purchased for the programs and some of the Assessment Center staff were able to get another level of certification as clinicians so that they can do more assessments and testing that they weren't able to do before. Also, funds were used to have some staff certified as Yoga instructors which has been a big hit at the SEEM Middle School program.

Translation was discussed. SEEM is looking into a scanner through Lexmark that provides translated documents within minutes. The Lexmark machine has been approved by DESE as an acceptable translation tool. SEEM also has instant translation earbuds from Timekettle. Each person puts in one earbud and it provides real time translation.

b. Financial Update

1. Enrollment Report as of 6/30/2023 – Mr. Greg Zammuto provided the financial update. As of the end of the school year SEEM had 299.87 FTE, and there were 331 students that came to SEEM during the course of the school year. This was lower than budgeted which was 337 so we were down about 37 FTE for the year.
2. Revenue & Expense report as of 6/30/2023 – Projecting a year-end balance \$383,830. This is higher than projected in May because during the last few months of the school year, there was a big uptick in transportation which resulted in about \$350,000 more in revenue than anticipated. Also, additional enrollment of students accounted for about \$180,000.
3. Profit and Loss as of 6/30/2023 - This shows a further breakdown of the expenses.
4. FY24 Financials: Enrollment Report as of now we have 263.48 FTE. This is good news because we started last year at 254.
5. Revenue & Expense - It's difficult to project so early in the year, but for July and August, in terms of savings, SEEM changed it's insurance broker for property and liability insurance and this resulted in \$40,000 less expense. SEEM's Administrative office lease expires at the end of December which could automatically renew, however Dr. Cathy Lawson and Mr. Greg Zammuto opted to do an RFP for space instead which resulted in \$14,000 savings and the office will remain in the same space for a 5 year term. The third savings was that SEEM was able to secure \$100,000 funding to address HVAC and window issues at Central School in Stoneham.

Motion to approve the financial reports as presented by Mr. Doug Lyons, seconded by Dr. Kristen Vogel, all in favor.

c. Facilities Update - Mr. Greg Zammuto gave a verbal update on facilities. Last spring Melrose stated that they will not be renewing the lease for Ripley School. An RFP for space was done for SEEM Prep High School and then Ripley School could move into the Yeuell School.

At SEEM Prep High School some modifications have been made to take on additional students and also provide private therapy sessions. The RFP went out to property owners and real estate agents. Cummings was one of the property owners.

At the Central School this past summer there were upgrades to the appearance of the building with some landscaping and new windows.

E. New Business - There was no new business brought before the Board.

F. Old Business - There was no old business to discuss.

G. Future Meeting Dates and Agenda Items - Dr. Kristen Vogel would like to have a future discussion regarding a position of PD Coordinator. Marshfield has a great model. Would like to consider a position that could be housed at SEEM that handles online PD for SEEM and member districts. Dr. Cathy Lawson suggested that this could be discussed with the Curriculum Leaders as well. There has been discussion among that group of running a smaller NPEN type day. This will be a discussion item at the next meeting. The next meeting is scheduled for October 17, 2023.

The meeting adjourned at 10:25 am. **Motion to adjourn was made by Mr. Doug Lyons, seconded by Dr. Matt Crowley, all in favor.**

Respectfully submitted by,
Catherine Lawson, Executive Director