

SEEM Collaborative Board of Directors Meeting

SEEM Administrative Office

10/17/2023

9:00 am – 11:00 am

Superintendents Present

Dr. Gregg Gilligan, North Andover

Dr. Matt Crowley, Woburn

Mr. Michael Hashem, Interim Superintendent, Saugus

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

Dr. Glenn Brand, Wilmington

Collaborative Staff Present

Dr. Cathy Lawson

Mr. Greg Zammuto

- A. The meeting was called to order by Dr. Patrick Daly at 9:00 am. Mr. Mike Hashem, Interim Superintendent for Saugus, was introduced.
- B. Public Comment – There were no public comments.
- C. Approval of Consent Agenda
 - a. General Session Minutes of 9/12/2023
 - b. Personnel Report
- D. Administrative and Committee Reports
 - a. Executive Director's Report – Dr. Cathy Lawson gave an update. SEEM is off to a good start. Within the last two weeks there have been several resignations. SEEM is doing our best to fill gaps and remain stable. The real challenge is that it affects our ability to take new students. SEEM just finished the CPR onsite review and the close down will be this week. SEEM piloted the new CHAMP system. There are some issues to work out and it ended up taking 2 school years to complete it. Regarding EL we brought in LexMark Translation Assistant. Member districts were on for the presentation. SEEM is going to move on it. It will save us money and it is as reliable as you can get. We reached out to curriculum directors to see if they want to join in on our

purchase. SEEM could purchase the membership and then issue debit cards to districts. The cost is about \$750 and the initial allotment is 10,000 translations and we could break that out so if more districts join we just have to keep track of it and share the cost of it. Districts can go on their own too if they feel it would be beneficial to the districts. There would be a portal to translate the documents and there would be one large photo copier/printer piece of equipment that would be housed at SEEM. Dr. Cathay Lawson was just down in DC for the Educator Call to Action conference. They met with representatives regarding education policy. Senator Markey is coming out with a Bill of Rights for Paraprofessionals. It's being sent to the education committee. Curriculum discussion has been around curriculum budgets. The big change is we no longer have a one time investment in curriculum. Everything is subscription based now and has fees and that is having a tremendous budget impact. The group has been discussing if there are ways to work together and explore possible efficiencies around curriculum subscriptions.

b. Financial Update

1. Enrollment Report as of 9/30/2023 – Mr. Greg Zammuto provided the financial update. Total FTE is 265.6. Compared to this time last year, SEEM is 4 FTEs ahead which is good. SEEM does have some referrals but they need to fill some staff positions before they can accept the additional students.
2. Revenue & Expense report as of 9/30/2023 – At this point projecting a year-end surplus of \$15,336. It is anticipated that this number will change. currently updating salaries based on open positions. SEEM is in the middle of open enrollment period for benefits so it could change the expense on health insurance. This will be updated for the next Board meeting.
3. Profit and Loss as of 9/30/2023 - This shows a further breakdown of the revenue and expense report. Under contract services, there are current encumbrances of \$29,500. That expense is going to be covered as part of the \$100,000 funding that SEEM received from the state to upgrade windows and boiler repair. So this will shift out of the general fund to a restricted fund expense once the funds come in.

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. SEEM did an RFP for school space. Once response was received from Cummings Properties for a facility in Woburn and is being reviewed now. The facility would not be available before October - December 2025. This would be to move the SEEM Prep program out of the Yeuell School to help increase the size of that program. SEEM elementary program needs to be moved out of the

current space at the Ripley school in Melrose by 2025 so the plan would be to move it to the Yeuell School.

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 - The next meeting is December 12th and will be held remotely. The audit will be reviewed and the auditors and treasurer will be present.

The meeting adjourned at 9:25 am. **Motion to adjourn was made by Mr. Doug Lyons, seconded by Mr. John Macero, all in favor.**

Respectfully submitted by,
Catherine Lawson, Executive Director