

SEEM Collaborative Board of Directors Meeting  
SEEM Administrative Office  
1/23/2024  
9:00 am – 11:00 am

**Superintendents Present**

Mr. Thomas Geary, Interim Superintendent, Lynnfield  
Dr. Gregg Gilligan, North Andover  
Dr. Glenn Brand, Wilmington  
Mr. Doug Lyons, Wakefield  
Mr. John Macero, Interim Superintendent, Melrose  
Dr. Patrick Daly, North Reading  
Dr. Thomas Milaschewski, Reading  
Mr. Michael Hashem, Saugus

**Superintendents Absent**

Dr. Matt Crowley, Woburn  
Dr. David Ljungburg, Stoneham  
Dr. Frank Hackett, Winchester

**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 9:00 am. 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
  - a. General Session Minutes of 12/13/2023
  - b. Personnel Report of 1/23/2024

**Motion made to approve the consent agenda as presented by Dr. Gregg Gilligan, seconded by Mr. John Macero, all in favor, Mr. Mike Hashem abstained.**

D. Administrative and Committee Reports

- a. Executive Director's Report – Dr. Cathy Lawson gave a verbal update on the collaborative. The Deaf and Hard of Hearing program has a year-to-year lease with Lynnfield but their census is increasing and they need their classrooms back. Dr. Lawson has been doing some exploratory discussions and has a few options. One option is with Reading Public Schools and they may have a few classrooms at the Woodend Elementary School. Once Reading confirms they are interested, we will explore further. Another option is Wilmington. At SEEM TLC program in Wilmington SEEM has two classrooms that are not being utilized due to a teacher shortage. The thought is to potentially use the classroom space at TLC and use Wilmington public school for the inclusion component of the DHOH program. This is also in the exploratory phase right now. Another option as a last resort would be LABBB Collaborative. Their entire collaborative is housed in public school districts and it was contemplated that we have an MOU, shared program model, or transitioning the program over to LABBB at some point. The last option would be to close the program. The next step is to continue the conversations and once interest is expressed, Dr. Lawson will come back to the Board to get authorization to go into negotiations.

The Ripley School has had leaking issues. The most recent issue was due to clogged pipes. In the past there has been rain damage. SEEM is trying to get it cleaned up and painted to a condition that is conducive to learning. Two classrooms have been temporarily moved to the TLC program and it is going well considering the quick nature in which the classrooms had to move. Following February vacation it will be reassessed as to whether the classrooms can move back to Ripley or not. The lease with Melrose is up in August 2026. Cummings Properties is the only proposal SEEM has received for space. SEEM is continuing to negotiate with Cummings to try and bring the cost down.

- b. Financial Update - Mr. [Greg Zammuto](#)
  1. Enrollment Report as of 12/31/2023 – FTE is at just under 283 students. This was up about 1.5 FTE from last report. In comparison to the same time frame last year we are up 8 students. There isn't anything more to highlight. One issue with enrollment is that we have not been able to fill positions so it delays us from taking in new students. 287.74

2. Revenue & Expense report as of 12/31/2023 – The year end projection is just over \$472,000. The main contributors to this are savings on health insurance, savings on payroll due to the unfilled positions. the health insurance savings is partly due to the renewal and partly due to less subscribers. There has been an increase in contract services expenses due to the need for use of staffing agencies to fill positions. The participation has increased in transportation so we are projecting an increase in revenue of just over \$800,000.
3. Profit and Loss as of 12/31/2023 - Budget vs. Actual, shows a breakdown of the expenses by expense line item. **Motion to approve the financial report as presented by Mr. John Macero, seconded by Dr. Glenn Brand, all in favor.**

E. Old Business

- a. FY2025 Draft Budget Proposal - Dr. Greg Zammuto stated that there were no questions or comments from the Board after the initial presentation of the budget in December. There have not been any changes made to the proposed budget. There being no further discussion, **motion was made to accept the FY2025 Budget as proposed by Dr. Gregg Gilligan seconded by Mr. Doug Lyons, all in favor.**

F. New Business

- a. Transportation Contract - SEEM is entering a contract renewal and wants to add the ability to negotiate a 5 year agreement when the time comes. The Board would need to approve anything beyond a 3 year agreement. **Motion that the Board authorize SEEM Collaborative Administration to enter into a contract of 5 years covering the period of 9/1/2024 to 8/31/2029, made by Mr. John Macero, seconded by Dr. Gregg Gilligan, all in favor.**

G. Other Business

- a. Dr. Cathy Lawson will put on a future agenda, Creation of a Capital Plan. SEEM is entering some challenging times regarding facilities. Historically collaboratives relied on public school space, however, there are less of those types of facilities available. Now SEEM is looking at more privately owned space which is not ideal, but it is the most likely alternative if public space is not available. A capital plan would require a vote of member school committees. In order to do a capital plan we would need to set the terms, define the function and the limits and the respective school committees would need to authorize through a vote for SEEM to create a plan.

H. Future meeting dates - March 26, 2024

- a. FY23 Cumulative Surplus Funds

b. Creation of a Capital Plan

Adjournment – The meeting adjourned at 9:35 am. **Motion to adjourn made by Dr. Glenn Brand, seconded by Dr. Gregg Gilligan, all in favor.**

Respectfully submitted by,  
Catherine Lawson, Executive Director