

S E E M Collaborative

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SEEM Collaborative Board of Director's Meeting
SEEM Administrative Office
October 5, 2011
9:00 AM – 11:00 AM

Superintendents

Dr. John Doherty – Reading

Dr. Les Olson – Stoneham

Ms. Joanne Benton – Wilmington

Mr. William McAlduff – Winchester

Mr. Mark Donovan – Woburn

Mr. Joseph Casey – Melrose

Dr. Thomas Jefferson – Lynnfield

Ms. Kathleen Willis – North Reading

Also Present

Ms. Mary Palen, Food Service Director

Ms. Alison Elmer, Director of Student Services - Reading

Collaborative Staff

Cathy Lawson, Executive Director

Clinton Rowe, Finance Director

Absent Superintendents

Ms. Joan Landers - Wakefield

Mr. Richard Langlois - Saugus

1. Meeting called to order by Chair of the Board, Dr. John Doherty at 9:05 AM.

(Materials in addition to Board packet included Individual Trust Account Update, DESE Pilot CPR Report – Fiscal Review and Program Review Findings, Conflict of Interest Summary and Signature Sheet, Food Service Report – SEEM Achievements, Memo from Clinton Rowe, Director of Finance and Operations re: Unanticipated Unemployment Expense)

2. Public Comment – There were no public comments.

3. Agenda – **Motion to accept as enclosed – approved by all**

4. Approval of the minutes – **Dr. John Doherty, seconded by Mr. Joseph Casey – approved by all**

5. Administrative and Committee Reports

- *Report from Food Services Director* - Mary Palen reported on the Food Services achievements during 2010-2011 and goals for 2011-2012.
- *Report from Planning and Assessment Committee* – Cathy Lawson reviewed the minutes of the last meeting. A draft of the Foundations for Life Program at Campus Academy was reviewed. This is a new service by Campus Academy for community-based transition to adulthood program for students between ages 18-22.
- *Executive Director's Report* – Cathy Lawson
 - a. All SEEM programs were opened on time with appropriate staffing and permits including the Therapeutic Learning Center at the Beebe School in Melrose.
 - b. The Executive Director's proposed goals for 2011-2013 were presented by Cathy Lawson. Goals include areas of governance & leadership, budget & finance, leadership and planning and technology & communication. **Motion to Approve the Executive Directors goals made by Mr. Joe Casey, seconded by Ms. Joanne Benton, approved by all.**
 - c. Cathy Lawson presented the personnel report for 7/1/2011 through 9/20/2011. **Motion to accept the New Hire Terminations by Mr. John Doherty, seconded by Mr. William McAlduff; approved by all**
 - d. An update on the State Audit Reports on Collaboratives was given by Cathy Lawson. There have been questions regarding whether or not Collaboratives should be providing adult services, which does not impact SEEM. We have begun to receive surveys form MTRB and inquiries in regard to affiliations of board members and administrators, etc.
 - e. Cathy Lawson gave an update on the DESE Pilot Coordinated Program Review Findings. Overall SEEM had a favorable review with just five areas that were partially implemented with a need for corrective action. The five areas were discussed and Cathy reported that Corrective Action Plans have been submitted to the DESE for those areas. Once the DESE accepts the CAPs, Cathy Lawson will distribute to the Board. The fiscal review was very

favorable and DESE has recommended that SEEM's business policy and procedures be used as a training tool for other Collaboratives.

- *Financial update – Clinton Rowe*
 - a. Clinton Rowe presented the FY11 Financial Report. The unexpected unemployment expense was discussed. This will need to be funded with the 2011 surplus. Measures have been taken to ensure this doesn't happen in the future. Clinton will petition the state to try and get some of the interest back. **Motion to fund the unemployment expense from the surplus of the 2011 budget by Dr. John Doherty, seconded by Mr. Joseph Casey – approved by all**
 - b. Clinton Rowe reviewed the FY2012 Revenue and Expense Budget Projections. **Motion to accept the Financial Report by Dr. John Doherty, seconded by Dr. Les Olson – all in favor**

6. Old Business

- Cathy Lawson presented the Proposed Executive Director Evaluation Tool. The evaluation instrument is based on the achievement of organizational goals and essential job functions of the Executive Director. **Motion to accept the Executive Director Performance Evaluation by Mr. John Doherty – all in favor**

7. New Business

- Cathy Lawson presented the SEEM Collaborative Conflict of Interest Law for State Employees, a copy of which needs to be signed and returned to her by the 12/14/2011 Board meeting. It is also requested that Board members provide a copy of their State Ethics training completion certificate by the 12/14/2011 Board meeting.
- A draft of the SEEM Collaborative By-Laws was presented by Cathy Lawson for a first reading. **Motion to accept the first reading of the SEEM Collaborative By-Laws by Mr. John Doherty, seconded by Mr. Mark Donovan – all in favor.**
- A draft of the SEEM Collaborative Acceptance of Donations/Fundraising Policy was presented by Cathy Lawson for a first reading. **Motion to accept the first reading of the SEEM Collaborative Acceptance of Donations/Fundraising Policy by Mr. John Doherty, seconded by Dr. Les Olson – all in favor**

8. Future meeting dates were reviewed. After discussion it was agreed to add meetings on 1/18/2012 and 3/7/2012. **Motion to hold 6 meetings plus 1 budget meeting by Mr. John Doherty, seconded by Ms. Joanne Benton – all in favor.**

9. Other Business

- Dr. Thomas Jefferson discussed transportation and ways to possibly reduce expenses.

Motion to adjourn general session was made by Mr. John Doherty at 10:30 AM – approved by all.
Executive Session entered at 10:30 AM.