**SEEM Collaborative Board of Director’s Meeting**

**SEEM Administrative Office**

**2/24/2015**

**9:00 am – 11:00 am**

**Superintendents**

**Dr. Les Olson, Stoneham**

**Mr. Michael Tempesta, Saugus**

**Mr. William McAlduff, Winchester**

**Dr. Stephen Zrike, Wakefield**

**Ms. Jane Tremblay, Lynnfield**

**Mr. Jon Bernard, North Reading**

**Dr. John Doherty, Reading**

**Special Education Director**

**Ms. Kimberly Lawrence, Woburn**

**Collaborative Staff**

**Ms. Cathy Lawson, Executive Director**

**Mr. Greg Zammuto, Director of Finance and Operations**

**Others in Attendance**

**Ms. Stephanie Arzigian, Principal SEEM Middle School**

**Absent Superintendents**

**Ms. Mary DeLai, Wilmington**

**Ms. Cyndy Taymore, Melrose**

**Mr. Mark Donovan, Woburn**

A. **Meeting called to order by Acting Chair of the Board, Dr. Les Olson, at 9:10 AM.**

B. Public Comment – There were no public comments.

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

D. Approval of the minutes from 1/13/15 – **Motion to approve the minutes of 1/13/15 by Mr. Jon Bernard, seconded by Mr. Michael Tempesta, all in favor.**

E. Administrative and Committee Reports

1. Executive Directors Report
	1. Ms. Cathy Lawson gave an update on Chapter 43. Regionalized Services – MOEC representatives met with the commissioner regarding regionalized services. The bill has been refiled and it is not expected to pass. The Department is currently supporting regional work by funding regional grants through collaboratives. Grants include DDM development and an early literacy grant.
	2. The Collaborative Agreement has been sent to member districts. Once all signature pages are collected it will be sent to the BOE for approval.
	3. SEEM Programs:
		1. Snow Days – SEEM has had 6 snow days. At this point there is no need to add make up days, but if there are any more snow days, the leadership team has discussed holding school on Good Friday and/or the March professional development day.
		2. Extended Year Program – SEEM is considering moving from 4.5 days to 4 days in response to low enrollment needs on Fridays, assessment of students’ current service needs. A fifth day will be offered should there be a need. It will be offered through home tutoring for 3 hours or if there is enough need, SEEM would open a program on Friday for those students. The Special Education Directors are in agreement with this plan.
	4. District Based Services
		1. Preschool Directors Job Alike – Sally Grimes presented on literacy and assessment at the December meeting. Jessica Minahan will be presenting on anxiety-related behavior at the preschool level at the February meeting.
		2. ELL Job Alike – This was started as a result of the Title III grant. Topics of focus include regulations pertaining to identification of preschool aged students; distinguishing ELL from Special Education; curriculum and assessments for students who are performing significantly below grade level and parent outreach and support.
		3. Transportation Contract – per contract agreement NRT Bus will be holding a meeting for participating districts to discuss current services and solicit feedback in March. NRT Bus will also be joining the March P&A Committee meeting to give overview of contract and services and provide a Q&A to orient special education directors who are new to the collaborative.
		4. Service Needs – Adaptive PE and home tutoring services have been identified as a need across districts. Service model options are being developed and will be brought to the Board in the spring for approval.
2. Planning and Assessment Committee Report – Ms. Kimberly Lawrence reviewed the minutes from the 1/29/15 meeting. The transportation contract was distributed for review at the next meeting. George Flynn and John McCarthy from NRT Bus will be present to review the contract and answer questions. This is the 4th year of the 5 year contract. The Board will decide if SEEM will renew or go out to bid. If we do go out to bid a subcommittee will be developed.

Follow up discussion was held regarding reducing the EYP program to 4 days from 4.5 days. The group was in agreement with the plan. New service needs were discussed, including equipment lending and home-based tutoring for home hospital tutoring and for students with school avoidance and anxiety issues that keep them out of school for extended periods. Tutoring is needed by teachers during school hours and after school hours. A subcommittee has been formed and they will work on a service model for the fall. Paraprofessional training was also discussed. The northeast region curriculum directors are working on a common PD day and focusing on low incidence first. SEEM currently has a wait list for home behavior support services and vision services. Vision referrals are being sent to the Carroll Center for the Blind and SEEM is absorbing the cost differential for this year.

1. Personnel Report – Ms. Cathy Lawson presented the Personnel report. The only new positions are ABA per diem staff for new home service cases. **Motion to accept the personnel report for 1/7/2015 - 2/6/2015 by Mr. William McAlduff, seconded by Mr. Jon Bernard, all in favor.**
2. Financial Report: Mr. Greg Zammuto presented the Financial Report
	1. Enrollment and Tuition Report as of 1/31/2015 – Current student enrollment is 319 which is up by 3 students. Projected revenue increased an additional $35,000. Enrollment is still down in the Assessment Center but this is the time of year that we see an increase in that program. Based on the current enrollment projected through the end of year, we are expected to be on target.
	2. Revenue and Expense report through 1/31/2015 – The projections for revenue and expenses have been updated.  Based on these changes there is a projected year-end balance of $306,882.  The Transportation and School Year Tuition revenue have increased.  Professional Development revenue is projected to be less than budgeted due to the loss of Wilson Training income.   On the expense side, transportation has increased as a result of increase in service.
	3. Year-to-Date Profit & Loss Budget vs Actual 7/1/14 through 1/31/15 was reviewed. This is a further breakdown of expenses by line item.
3. Facilities Update:
	1. At the end of January a pipe burst at the Central School. It caused extensive damage to approximately 3 to 4 classrooms on each floor. Insurance companies were contacted right away. Stoneham’s insurance company handles the building and SEEM’s insurance company handles the contents. Service Master has been managing the project. Over vacation many repairs have been made but there is still more to be done in the coming weeks.
	2. RFP has been sent out for an on-call architect. We received several responses. References have been checked and the firm selected is Knight, Bagge & Anderson architects. They are familiar with the Central School building from work they have done in the past and they have worked with several other school districts in the past.
	3. Leases – Ms. Cathy Lawson gave an update on the Stoneham leases. Dr. Les Olson has gone to his school committee and the current discussion includes offering SEEM a 10 year lease. This would provide SEEM the opportunity to make repairs and invest in the building. In addition to this, Ms. Cathy Lawson continues to look for additional space that would be appropriate for SEEM programs and allow for growth in enrollment.

F. Old Business

1. FY16 Budget Proposal – Mr. Greg Zammuto reviewed the revised FY16 budget highlights and the Proposed FY16 Budget. Based on changes to the Extended Year Programming, the proposed budget has been revised and Mr. Zammuto reviewed these changes with the Board. It was decided that the Board would table voting on the Proposed FY16 Budget until there is more information regarding how the Governor’s budget and Chapter 70 allotments will impact cities and towns. The Board will vote on the FY16 budget proposal at the next meeting on 3/31/15.

G. New Business

1. Tutoring Service – There has been a request by districts to offer tutoring services for students who are homebound for medical reasons and/or in need of credit recovery. Ms. Cathy Lawson is working with the Special Education Directors to develop a service model that will address their needs. She has asked the Board for authorization to hire tutors per diem, if needed, so the collaborative can be responsive to immediate requests. Until a model is developed and approved, tutors would be paid $35 per hour which is the same rate that SEEM tutors receive to work with students in the programs. **Motion to authorize the Executive Director to include tutoring as part of SEEM’s contracted services, by Ms. Jane Tremblay, seconded by Mr. Jon Bernard, all in favor.**

H. Other Business – The Principal from SEEM Middle School, Ms. Stephanie Arzigian, gave a presentation to the Board on the data collection system that is used to document trends in student behavior. The system was developed with Mr. Ryan Snyder, Coordinator of ABA Services for SEEM Collaborative and has been in use for 4 years. The data is very useful for determining causes for behavior breakdowns and can be used for tracking bullying behavior and other issues. This data is used for developing strategies and student behavior plans, as well as, IEP objectives.

I. Future Meetings Dates and Agenda Items – the next meeting will be 3/31/2015. The revised FY16 budget proposal will be presented, as well as, the actuarial study – OPEB.

J. Adjournment – **Motion to adjourn was made by Dr. Stephen Zrike at 10:10 am, seconded by Mr. Jon Bernard, all in favor.**

Respectfully submitted by,

Catherine Lawson, Executive Director