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

**SEEM Administrative Office**

**September 30, 2014**

**9:00 am – 11:00 am**

**Superintendents**

**Mr. Mark Donovan, Woburn**

**Dr. John Doherty, Reading**

**Ms. Kathleen Willis, N. Reading**

**Ms. Mary DeLai, Wilmington**

**Ms. Cyndy Taymore, Melrose**

**Mr. William McAlduff, Winchester**

**Ms. Jane Tremblay, Lynnfield**

**Dr. Les Olson, Stoneham**

**Other Attendees**

**Cathy Lawson, Executive Director**

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

**Mr. Jon Bernard, N. Reading**

**Absent Superintendents**

**Dr. Stephen Zrike, Wakefield**

**Mr. Michael Tempesta, Saugus**

A. **Meeting called to order by Chair of the Board, Mr. Mark Donovan at 9:00 AM.**

B. Public Comment – There were no public comments.

A moment of silence was held for the Winchester student who was tragically lost in a car accident recently.

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

D. Minutes from Previous Meetings

1. Approval of the general session minutes from May 27, 2014 - **Ms. Cyndy Taymore, seconded**

**by Dr. John Doherty, all in favor.**

2. Approval of the executive session minutes from May 27, 2014 – **Dr. Les Olson, seconded by**

**Ms. Kathleen Willis, all in favor.**

E. Administrative and Committee Reports

1. Executive Directors Report
   1. Ms. Cathy Lawson gave an update on Chapter 43 regulations and reminded Board members of actions that need to be taken annually: Quarterly report to school committees, Collaborative Agreement voted by school committees once approved by DESE, Collaborative to prepare and submit annual report to DESE by January 1st and then submitted to school committees, annual appointment of Board members by school committee, budget to be submitted to school committees once approved by Board. Also, DESE will send out training information for new Board members.
   2. Programs – Ms. Cathy Lawson gave an update on SEEM programs. The new school year has started out strong. Current enrollment is 299. Key program development areas are data driven practices and assessments, evidence based practices for positive behavior support, transition, technology integration and 21st century skill development so students can become successful and independent individuals.
   3. Grants:
      1. In progress:
         1. MA Cultural Council: $5000 for Campus Academy to participate in Express yourself.
         2. MA Cultural Council: $4,400 for Middle School with Circus Up! Should hear by the end of October.
         3. Community Challenge Innovation Grant: Up to $500,000 to expand the transition services and establish a Northeast region post-secondary transition center. If we get the grant it will eventually be absorbed into the SEEM programs.
         4. NaMaYa: $10,000 grant to create electronic portfolios for students as they leave SEEM. This is part of a transition planning grant.
         5. Javits Gifted & Talented: This is a federal grant which we should hear about soon.
         6. CY Grant for Melrose: Should hear about this grant in the next few weeks.
      2. Received:
         1. DDM Development Leadership Grant: Focus area will be SISP and then possibly extend to fine arts. We received about $24,000 which will provide stipends to staff who work on the DDMs.
         2. Title III: $32,334 received for multi-district grant which will provide Professional Development in three tiers, high quality language instruction, high quality PD and parent engagement. Working with Seaside Consultants to provide some PD for ELL, also job alike for ELL teachers, working with CAST to bring in high quality PDPs.
   4. Overview of District Based Services and Support Provided:
      1. Job Alikes:
         1. Curriculum Directors – focus will be on social studies curriculum mapping for grades K-5. Goal is to have one teacher from each district meet 4 times a year to do facilitated work for social studies guides and blend in with ELA.
         2. Preschool Directors – focus areas include ways to expand and improve programming, compliance demands, sharing resources and designing professional development opportunities.
         3. Educational Team Leaders – continuing this year, facilitated by Dr. Ed Nazzaro.
         4. Department Heads – being structured differently this year. There will be one convening meeting and will then break into groups with each curriculum director acting as liaison on different department focus areas.
         5. Elementary Principals – This is a new job alike this year launched by Melrose. In the process of soliciting participation for this.
   5. Professional Development
      1. 2014-15 Offerings to date:
         1. iPads for Teaching and Learning, Elementary, 10/27/14 - Kathy Schrock
         2. iPads for Teaching and Learning, Middle, 10/28/14 – Kathy Schrock
         3. Co-Teaching 5-day Course, Fall 2014 - Judy DeLucia
         4. For-Cost SEI Endorsement Full course – Dates to be determined. Participants need to have access to an ELL practicum student. A new course is being developed by the Department that will allow teachers to take the course without a practicum student.
         5. PECs to Speech Generating Devices, 1/20/15
2. Planning and Assessment Committee Report – Ms. Kimberly Lawrence reviewed the minutes from the meeting of 9/11/14. SEEM principals and program directors gave an overview of each program. Jessica Minahan has been hired as an inclusion consultant for 10 hours per week to pilot the program and set it up. The position will be reassessed next year. Grant writer, Christina Gagliano, discussed grant opportunities that are being worked on. Planning to hold a

mental health day next summer and grant opportunities are being looked into for funding this. Discussion held regarding the need for an assistive technology center that all districts could access. Legal Issues workshop will be offered with Matt McAvoy. Date to be determined. Job alikes and PD were discussed. Shore Collaborative is hosting a new ETL coaching forum with Dr. Ed Nazzaro and have invited SEEM districts to attend.

1. Personnel Report – Ms. Cathy Lawson presented the Personnel report. Most new hires are replacing terminations. The only changes are three new 1:1 aids hired due to student referrals and a medical need at the DHOH for 1:1 nursing. **Motion to accept the personnel report for 8/26/2014-9/19/2014 by Ms. Cyndy Taymore, seconded by Mr. William McAlduff, all in favor.**
2. Financial Report: Mr. Greg Zammuto presented the Financial Report
   1. Enrollment as of 6/30/2014 – This is the final enrollment numbers for last fiscal year. The year ended with 6.8 FTEs ahead of what was budgeted. The year ended with 342 students.
   2. Year-To-Date Profit and Loss Budget vs. Actual 7/1/13 through 6/30/14 was reviewed. This does not show the OPEB obligation for retirement benefits of $818,000. This information is included in the audit as required by law. The audit report will be ready for the next Board meeting.
   3. Enrollment as of 9/17/2014 – The school year began with 299 students which is 6 more than last year. The overall projection currently looks good in terms of students. Assessment center is down 9 students which is normal and we should hit our target earlier than last year. Based on enrollment and the programs they are in, the projected revenue is $14,971,413.
   4. Year-to-Date Profit and Loss Budget vs. Actual 7/1/14 through 8/30/14 reviewed. Grants – when budget was passed it was not determined if the state was going to continue the Data Specialist grant, since then, they have. Also, SEEM received the $100,000 Cummings grant in the form of $20,000 deducted from rent for the next 5 years.
3. Facilities Update – Mr. Greg Zammuto gave an update on facilities. He looked into a full scope feasibility study and the cost would be prohibitive so it was decided not to do this. A lesser scale study could be done for approximately $10,000. Would need to do an RFP for a bid. Some work was done over the summer on the interior of Central School and it made a big difference in the entrance area. SEEM will continue to look for space within the districts.
4. Transportation – Ms. Cathy Lawson and Mr. Greg Zammuto discussed a transportation matter. Lowell, Chelmsford and Dracut are possibly interested in joining the SEEM contract. It would probably be July 1st. They were asked to send a letter to Greg if they want to pursue it and a price would need to be negotiated. NRT has stated that they do have the capacity to take on these districts. It would not require any additional staffing for SEEM.

F. Old Business

1. Collaborative Agreement – Ms. Cathy Lawson reviewed the most recent changes which the department has approved in regard to the differential of member and non-member costs. The

collaborative agreement is acceptable to the department. It is expected that an approved agreement will be presented at the next Board meeting.

G. New Business

1. First Reading of the SEEM policy on Disciplinary Due Process. This is based on the new discipline law and includes new language on due process. This has been reviewed by Matt McAvoy with MOEC and will be sent to our attorney as well.

2. Executive Director’s Evaluation Goals

The Board reviewed the draft of the Executive Director’s Evaluation Goals. Dr. Les Olson and Mr. Mark Donovan met with Ms. Cathy Lawson last week regarding her goals and they requested that the Board give them the authority to work together with Ms. Lawson to develop a plan based on these goals. **Motion made to accept the Executive Director’s Evaluation Goals and give the Chairman of the Board and the Financial Representative the authority to work with the Executive Director to develop a plan based on these goals, by Ms. Cyndy Taymore, seconded by Ms. Kathleen Willis, all in favor.**

H. Other Business –

Superintendent’s Advisory Council - Dr. John Doherty gave an update to the Board on the Superintendents Advisory Council that he attended recently. All round tables were represented and the Commissioner was in attendance. There was much discussion with the commissioner regarding student surveys, DDMs and PARCC. The minutes will be out soon with all information. Ms. Cathy Lawson is on the PARCC Advisory Committee and she advised the Board that collaboratives are being given the choice for MCAS or PARCC for this year and next year. Which test the student’s take at the collaborative, will not impact the district. SEEM is going to stay with MCAS this year and start with PARCC next year.

Check Signing - Ms. Cathy Lawson explained that the treasurer, Ms. Beth Klepeis is the check signer and currently the back-up signers are Mr. Bill McAlduff and Mr. Les Olson. Since Mr. Olson is the financial representative to the Board, a new Board member needs to fill that role. Dr. John Doherty has agreed to be the back-up check signer.

I. Future Meeting Dates and Agenda Items – Tuesday, 11/25/2014. Fritz Deguglielmo, LLC will report on audited financials.

J. Adjournment – **Motion to adjourn was made by Mr. William McAlduff at 10:10 am, seconded by Dr. John Doherty, all in favor.**

Respectfully submitted by,

Catherine Lawson, Executive Director