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

**SEEM Administrative Office**

**April 16, 2014**

**9:00 am – 11:00 am**

**Superintendents**

**Ms. Joanne Benton – Wilmington**

**Mr. Mark Donovan, Woburn**

**Mr. William McAlduff, Winchester**

**Dr. Thomas Jefferson, Lynnfield**

**Dr. Les Olson, Stoneham**

**Ms. Kathleen Willis, North Reading**

**Dr. Stephen Zrike, Wakefield**

**Collaborative Staff**

**Cathy Lawson, Executive Director**

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

**Beth Klepeis, Treasurer**

**Absent Superintendents**

**Dr. John Doherty, Reading**

**Ms. Cyndy Taymore, Melrose**

**Mr. Michael Tempesta, Saugus**

A. **Meeting called to order by Chair of the Board, Ms. Joanne Benton 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 general session minutes from February 12, 2014 – **Mr. Mark Donovan, 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 the statewide and regional collaborative services.
      1. Ms. Lawson will be giving a joint presentation with other collaborative directors and readiness center directors focusing on regional professional development to an ESE roundtable meeting on 4/23/14.
      2. On 5/15/14 there will be a meeting with Brian Devine, Director of Educator Licensure, who is looking to redesign the licensure requirements for special education.
   2. Grant Application Status Update
      1. SEEM Program Grants – Waiting to hear back on the following grants that have been submitted: SEI RETELL endorsement, Cummings $100,000 grant and Target Arts Grant for a follow-your-art elective at Ripley next fall. Lightspeed Systems $10,000 grant for an electronic student portfolio project will be submitted when the grant opens next week.
      2. District Grants – The following district grants have been submitted and waiting to hear back: Eastern Bank Foundation $10,000 for mental health institute, Professional Practice Innovation grant and the Library of Congress Teaching with Primary Sources grant will be completed today and submitted for $20,000.
   3. SEEM Prep students just finished their MA Cultural Council grant project at Follow-Your-Art and their art was displayed at the Melrose Arts Festival.
   4. SEEM Middle School was awarded the Whole Foods grant and will begin a hydroponic garden for science class.
   5. Professional Development
      1. SEEM Curriculum Directors are presenting on their math common core work at the ESE spring convening on 5/28 and 5/29/14 and at the MASS Executive Institute on 7/17/14.
      2. Upcoming Offerings for spring and summer were reviewed.
2. Planning and Assessment Committee Report – Ms. Cathy Lawson reviewed the minutes from the Planning and Assessment Committee meeting of 3/20/14. SEEM’s grant writer, Christina Gagliano, attended to discuss the Eastern Bank $10,000 grant for the Mental Health Institute. Possible topics and speakers were discussed. Ms. Cathy Lawson discussed potential new positions for an inclusion specialist and two different models being explored in response to Chapter 222 requirements. Professional development was discussed and upcoming offerings were reviewed.
3. Personnel Report: Ms. Cathy Lawson gave an update on Personnel as of 3/31/14. The only changes have been due to resignations and ABA services due to an increase in home services. We are subcontracting with another collaborative and a private agency to help with home services. A new BCBA has just started which will help with the backlog of ABA referrals. **Motion to accept the Personnel Report as of 3/31/14 made by Mr. Mark Donovan, seconded by Mr. William McAlduff, all in favor.**
4. Financial Report: Mr. Greg Zammuto presented the Financial Report
   1. Enrollment Report through 3/31/14 – FTE is 337 which is lower than budgeted projection, however, the revenue for those enrollments is higher than projected as a result of those placements being in higher categories in terms of revenue. As of Monday, 4/14/14 there are 4 additional students so enrollment is still trending upward.
   2. Revenue and Expense Report as of 3/31/14 – Highlights since last report were reviewed by Mr. Greg Zammuto. Tuition for the school year changed by about $100,000. Enrollments have increased and the Collaborative is now ahead of what was projected. Vision and Mobility have changed by $11,500 based on current agreements to provide services. Expenses at Campus and Middle has increased due to higher than expected utilities due to a very cold winter.
   3. Year-To-Date Profit and Loss V. Actual through 3/31/14 – Numbers related to extended year program may change depending on the start date. If it starts in June billing will have to include the June dates in this fiscal year and the remainder for next fiscal year. The calendar is being finalized soon. **Motion to accept the Financial Report by Mr. William McAlduff, seconded by Dr. Stephen Zrike, all in favor.**
5. Facilities Update: RFPs for land or space are due today. The Stoneham lease was approved at the last meeting and we are currently waiting for Melrose and North Reading to submit their lease proposals.

F. Old Business

1. FY15 Draft Budget Final Reading – Ms. Cathy Lawson and Mr. Greg Zammuto presented the final

proposed FY15 Budget. Mr. Zammuto presented a memo regarding the 1:1 aides and tuition

impact per district. The average salary and health benefit is $33,660 and the proposed FY 15 1:1

billing rate is $32,248 with a difference of $1,412. Discussion ensued regarding the logic for

billing less than the average. Ms. Lawson explained that, at times a student may require

several different aides during the course of a day or during the week and it was decided to bill an

amount in the middle. After discussion, the committee preferred to keep the charge for 1:1 aides

as stream lined as possible and requested that the collaborative bill the actual amount. M**otion**

**made that the Collaborative use the average salary and health benefit cost for 1:1 Aides in**

**determining the charge to districts, by Mr. William McAduff, seconded by Dr. Les Olson, all in**

**favor.**

**Motion to move the expense budget of $25,061,292 by Dr. Les Olson, seconded Ms. Kathy Willis, all in favor.**

**Motion made that the Collaborative bring forward a budget for 2015-2016 that is balanced for operations and does not assume the transportation surplus to balance the budget, by next year a budget is presented that is balanced for operations, made by Dr. Les Olson, seconded by Mr. William McAlduff, all in favor.**

G. New Business – There was no new business brought before the Board.

H. Other Business – There was no other business brought before the Board.

I. Future Meeting Dates and Agenda Items – 5/27/14 is the next meeting.

1. Recognition of departing Board Members

2. Executive Director Evaluation

3. Election of New Officers

4. Approval of 2014-2015 Board Meeting Dates

5. Approval of Beebe, Ripley, Yeuell and DHOH Leases

J. Adjournment – **Motion to adjourn was made by Mr. William McAlduff, seconded by Mr. Thomas Jefferson, all in favor.**

Respectfully submitted by,

Catherine Lawson, Executive Director