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

**SEEM Administrative Office**

**May 27, 2014**

**9:00 am – 11:00 am**

**Superintendents**

**Ms. Joanne Benton – Wilmington**

**Mr. Mark Donovan, Woburn**

**Mr. William McAlduff, Winchester**

**Dr. Les Olson, Stoneham**

**Ms. Kathleen Willis, North Reading**

**Dr. Stephen Zrike, Wakefield**

**Ms. Cyndy Taymore, Melrose**

**Mr. Michael Tempesta, Saugus**

**Collaborative Staff**

**Cathy Lawson, Executive Director**

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

**Beth Klepeis, Treasurer**

**Absent Superintendents**

**Dr. John Doherty, Reading**

**Dr. Thomas Jefferson, Lynnfield**

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 April 16, 2014 – **Ms. Cyndy Taymore, seconded by Mr. William McAlduff, all in favor.**

E. Administrative and Committee Reports

1. Executive Directors Report
   1. Ms. Cathy Lawson gave an update on Chapter 43
      1. The Collaborative Agreement was resubmitted and returned by DESE with a request for additional changes. Since it is still being vetted with DESE and their legal team, it is unlikely that the Agreement will be approved and ready to go to the school committees before fall.
      2. The Office of the State Auditor reviewed our FY13 financials and commended the Collaborative’s report and work in this area. A formal letter will be sent to the Board Chair.
   2. Grant Awards – Ms. Cathy Lawson gave an update on Grant Awards
      1. SEEM Program Grants:
         1. SEI Endorsement training RFR was approved and SEEM is now an approved provider of for-cost trainings.
         2. Cummings $100,000 grant was approved for SEEM Programs. The money will be taken off of the central office rent of $20,000 per year for 5 years. The funds will be used for Project Adventure for all programs and new vans for Ripley and DHOH.
         3. Lowe’s Toolbox for Education awarded SEEM $4800 to fund classroom tables and chairs and indoor gym/exercise equipment at Campus Academy.
         4. Teaching with Primary Sources awarded $19,462 to fund teacher
   3. 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 professional development offerings for spring and summer were reviewed.
2. Planning and Assessment Committee Report – Ms. Mary Houde reviewed the minutes from the Planning and Assessment Committee meeting of 5/8/14. Steve Bogdanoff, Data Specialist with DSAC attended to query the committee on what data they looked at most for effectiveness. Ms. Cathy Lawson updated the committee on facilities. Draft letter to districts regarding staffing for EYP was presented to the committee for their review prior to mailing.
3. Financial Report: Mr. Greg Zammuto presented the Financial Report
   1. Revenue and Expense Report as of 4/30/14 – Highlights since last report were reviewed by Mr. Greg Zammuto. Tuition for the school year changed by about $198,000. Enrollments have increased. BCBA projection is down about $17,000 based on what we have billed to date and what is anticipated through 6/30/14. Vision is down about $12,000 based on what we have billed to date and what is anticipated through 6/30/14. Transportation revenue is up $162,000 based on what we have received to date and spreading that through the remaining days of the year based on average. Expenses are up about $240,000. Big portion of that is due to transportation. Projecting year-end balance of just over $348,000 which is $148,000 more than budgeted at the beginning of the year.
   2. Year-To-Date Profit and Loss V. Actual through 4/30/14 was reviewed. This shows where expenses are by category and projects $436,000 balance because some of the anticipated expenses are not factored in yet.
   3. Enrollment Report through 4/30/14 – Compared to last report, enrollment is up 8.29 FTE and that continues to grow. We should reach the target of 349. Current FTE is 339. **Motion to accept the Financial Report by Dr. Les Olson, seconded by Mr. Mark Donovan, all in favor.**
4. Personnel Report: Ms. Cathy Lawson gave an update on Personnel as of 4/30/14. The only changes have been due to maternity leave and an increase in home services. **Motion to accept the Personnel Report as of 4/30/14 made by Ms. Cyndy Taymore, seconded by Dr. Les Olson, all in favor.**

F. Old Business

1. Facilities Recommendation – Ms. Cathy Lawson and Mr. Greg Zammuto

An RFP was sent out several months ago to approximately 200 names. SEEM received two responses, one was deemed non-responsive, therefore, one proposal remained for consideration. The space was in a Wilmington industrial park. Based on rent per square foot of $22 which includes the build out, this was $1.5 million more in rent than we pay currently. A breakdown of tuition increase necessary to cover this rent was reviewed. The financial impact would be very difficult to overcome. Also, the impact on programming was discussed. A new custom-fit facility would improve learning conditions and appeal to a wider range of parents and districts and this could be a positive impact. However, geographic location could have a negative impact on programming due to distance as well as location. Travel time would increase approximately 20 for many students currently attending SEEM. This may deter referrals from some of the largest referral base. The location being in an industrial setting limits student opportunities for local community inclusion and opportunities to develop community-based skill and life skills as well as vocational opportunities. Staff and students would need to travel farther to access job opportunities and to implement an authentic life skills curriculum.

Based on the financial impact and potentially negative impact the Wilmington facility could have on programming, the recommendation was made by Ms. Cathy Lawson to remain in the current facilities and continue to explore alternative options for space in the local area. Also recommendation was made for a feasibility study to be conducted to determine the extent to which the Central School in Stoneham can be improved and the cost associated with such improvement.

**Motion made to accept the Executive Director’s recommendation to remain in the current facilities and explore alternative options for space in the local area and to conduct a feasibility study to determine the extent to which the Central School in Stoneham can be improved and the cost associated with it, by Mr. Mark Donovan, seconded by Ms. Kathy Willis, all in favor.**

G. New Business

1. Approval of FY15 Lease Terms for SEEM Prep, DHOH, Ripley and Beebe. Figures from the Town of Wakefield are still pending for the Yeuell School. North Reading’s lease for the Deaf and Hard of Hearing program remains the same for one year at $14,400. Melrose lease for Ripley School remains the same for one year at $110,671 and Beebe School for 1 year with increase from $205,000 to $215,250 for a total increase of $10,250. **Motion to accept the lease agreements as stated and authorizing Ms. Cathy Lawson to negotiate the lease with Wakefield for the Yeuell School, by Dr. Les Olson, seconded by Mr. Mark Donovan, all in favor. Ms. Cyndy Taymore, Melrose, and Ms. Kathleen Willis, North Reading, abstained from voting.**

2. Executive Director Self-Evaluation

Ms. Cathy Lawson and Ms. Joanne Benton reviewed the Executive Director’s Self-Evaluation. Following Board review and discussion, **Motion to accept the Executive Director’s Evaluation by Mr. William McAlduff, seconded by Dr. Les Olson, all in favor.**

3. Election of new officers – The Board nominated Mr. Mark Donovan for Board Chair for 2014-2015. **Motion to elect Mr. Mark Donovan as Board Chair for 2014-2015 by Mr. William McAlduff, seconded by Ms. Cyndy Taymore, all in favor.**

The Board also nominated Dr. Les Olson for the Financial Representative for 2014-2015. **Motion to elect Dr. Les Olson as Financial Representative for 2014-2015 by Ms. Cyndy Taymore, seconded by Mr. Michael Tempesta, all in favor.**

4. 2014-2015 Board Meeting Dates – The Board discussed moving the Board Meetings to Tuesdays next year due to a number of conflicts on Wednesdays. After discussion, **Motion to approve the Board Meeting dates as listed for 2014-2015 school year by Mr. William McAlduff, seconded by Mr. Mark Donovan, all in favor.**

5. Recognition of Departing Board Members – Ms. Cathy Lawson handed out retirement gifts to Ms. Joanne Benton, Mr. William McAlduff and Ms. Kathleen Willis. It was also acknowledged that Dr. Thomas Jefferson is leaving Lynnfield for other work.

**Voted unanimously to move to Executive Session by roll call at 10:10 am.**

General Session reconvened at 10:25 am.

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

I. Future Meeting Dates and Agenda Items – Tuesday, 9/30/14 is the first meeting for 2014-2015.

J. Adjournment – **Motion to adjourn was made by Dr. Les Olson at 10:30 am, seconded by Mr. Stephen Zrike, all in favor.**

Respectfully submitted by,

Catherine Lawson, Executive Director