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

**SEEM Administrative Office**

**November 25, 2014**

**9:00 am – 11:00 am**

**Superintendents**

**Mr. Mark Donovan, Woburn**

**Dr. Les Olson, Stoneham**

**Dr. John Doherty, Reading**

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

**Ms. Mary DeLai, Wilmington**

**Ms. Cyndy Taymore, Melrose**

**Mr. William McAlduff, Winchester**

**Ms. Jane Tremblay, Lynnfield**

**Dr. Stephen Zrike, Wakefield**

**Collaborative Staff**

**Cathy Lawson, Executive Director**

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

**Others in Attendance**

**Ms. Kim Lawrence, Special Education Director, Woburn**

**Ms. Paulajo Gaines, Department of Elementary and Secondary Education**

**Mr. Steve Deguglielmo, Fritz Deguglielmo, LLC**

**Mr. Dan Schaffner, Fritz Deguglielmo, LLC**

**Ms. Maureen Crowley, Principal Campus Academy**

**Ms. Susan Ottaviano, Clinician Campus Academy**

**Ms. Cara Luca, ELA Teacher Campus Academy**

**Mr. Jessie Walsh, Math Teacher Campus Academy**

**Two Student presenters**

**Absent Superintendents**

**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.

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

D. Approval of the minutes from 9/30/14 – **Motion to approve the minutes of 9/30/14 with addendum to add Dr. Les Olson to the superintendents in attendance, by Ms. Cyndy Taymore, seconded by Dr. John Doherty, all in favor.**

E. Administrative and Committee Reports

1. Executive Directors Report
   1. Ms. Cathy Lawson gave an update on Chapter 43 and statewide House Bill 3938. The Bill went before the Ways and Means last spring and next MOEC representatives will meet with Commissioner regarding the bill and regionalizing services. Regionalization would be done in an effort to work with the Department to support the districts with state initiatives and mandates. SEEM will be the northeast representative at the meeting.
   2. ESE is requesting MOEC representation on various advisory committees. SEEM is representing MOEC on the PARCC Advisory Committee. Collaboratives were asked to host a Q&A session regarding PARCC accommodations. The plan is to have Dan Weiner from ESE do a presentation at SEEM for districts.
   3. Grants:
      1. In progress:
         1. Beginning to apply for the Title IIB grant.
         2. Writing a letter of intention to Amgen Foundation for funding Melrose High Schools MMSI program in 2016.
      2. Awaiting Response:
         1. Community Challenge Innovation Grant - should hear back by the end of December.
         2. NaMaYa grant – should hear back soon.
      3. Received to date for 2015:
         1. DDM Development Leadership Grant (ESE adjusting funding, will be in the range of $20-$25K)
         2. Title III multi-district grant (Wakefield, Melrose, Stoneham, N. Reading) $32,334
         3. MA Cultural Council grant for Campus Academy, $5K Express Yourself visual and performing arts year-long arts immersion program culminating in production at the Wang Theater in May.
         4. MA Cultural Council grant for SEEM Middle School, $4,400 for CircusUp! artist in residency.
      4. Did not receive:
         1. Elementary and Secondary School Counseling grant
         2. Target Arts Grant
         3. Javits Gifted & Talented grant
         4. CY federal grant for Melrose
      5. 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.

**Motion to change the order of the agenda and go to Report of Audited Financials, by Mr. William McAlduff, seconded by Dr. Steven Zrike, all in favor.**

G. 1. Report of Audited Financials, Fritz Deguglielmo, LLC - Report of Audited Financials was presented by Steve Deguglielmo and Dan Schaffner from Fritz Deguglielmo, LLC. The Board members introduced themselves to the auditors. The audit went very well this year and the auditors are happy with the results. They are comfortable that the financial information is being delivered timely and accurately and internal processes are working very effectively. They passed out charts that summarize the financials. The charts and highlights and trends of the last 3 years were reviewed by the auditors. There has been a trend upward in total revenue of roughly $1.2 million. This corresponds with increase in expenses of about $900,000 which the majority is personnel-related and transportation with mild changes in other expenses. The Cumulative Surplus this year was + $460,000 this year which is an improvement over $187,000 from last year and a deficit of $165,000 for FY12. Overall the collaborative is in a very good financial position. Total personnel costs vs. total service revenue, excluding transportation were reviewed. They look for changes in this category, 84% of revenue was used for personnel-related costs which is almost identical to last year and a decrease from FY12. The increase in students being serviced corresponds to the increases in personnel costs in order to serve the students. In another chart, all other expenses were reviewed excluding payroll and transportation costs. Professional services have gone down steadily in the last 3 years due to taking more services in-house, more personnel related, rather than hiring outside contractors. Services remain low and rent and utility costs are up slightly due to increased heating costs. Food service is level. Overall, revenues over expenses for the year resulted in a positive change in net assets for the collaborative as a whole. The audit report itself was also reviewed. This was a clean audit for FY14. Overall, the operating unrestricted net position is a little less than $1.3 million. This is well within the 25% rule which states that unrestricted net assets cannot be more than 25% of budgeted revenue. This is a very strong net position for the collaborative as a whole unit despite the post retirement obligation. For the first time in 3 years, the collaborative program side had a surplus this year showing that the budgeting process for the program operations has been addressed satisfactorily. The footnotes were reviewed. Note G is the disclosure of the 5 highest paid employees. Brief job descriptions are not included in this draft report but are required under the regulations. Overall, no deficiencies or material weaknesses were noted in internal control and no management letter was issued this year. The finance staff has addressed all previous year’s issues. This is the first year that a letter of recommendation was not issued.

**Motion to accept the representations of management and the expression of the opinions made by Fritz DeGuglielmo, LLC as embodied in the financial statements, supplemental schedules and independent auditor’s reports for the year ended June 30, 2014 and also certify that the representations made by management and the disclosures in the financial statements are accurate and have been correctly and completely disclosed as required by accounting principles generally accepted in the United States of America and under Commonwealth of Massachusetts laws for the year ended June 30, 2014 with the addition of job descriptions that will be provided by the Collaborative, by Ms. Mary DeLai and seconded by Dr. John Doherty, all in favor.**

Mr. William McAlduff congratulated Ms. Cathy Lawson and Mr. Greg Zammuto for their excellent work and clean audit with no letter of recommendation.

The meeting now returned to the regular order of the agenda at E. 2. Planning and Assessment Committee Report:

1. Planning and Assessment Committee Report – Ms. Kimberly Lawrence gave an update to the Board. There was no meeting this month but a group met at Express Yourself in Beverly to move forward on the Mental Health Institute for later in the summer. Lynnfield and Woburn are the SEEM districts working on this. District needs were discussed and four strands were identified. The four strands will be trauma and learning, anxiety and depression, strength-based approach and school leadership regarding mental health. The anxiety and depression strand will incorporate suicide prevention training. Dr. Robert Brooks will be the keynote speaker and other speakers are being looked into for the different strands. The goal is to have the institute grant funded so there will be no cost or limited cost. This will be a team approach with teams of 3-4 representing administration, guidance, nurses, teachers or anyone who is in a triage position in the schools. Also looking for teams from elementary, middle and high school levels. There will be follow-up sessions scheduled throughout the year for each strand to bring teams deeper into application. The next P&A will be 12/4/14 which will be the Legal issues workshop with Matt McAvoy.
2. Personnel Report – Ms. Cathy Lawson presented the Personnel report. There has been a slight format change to make it easier to follow. All new hires are the result of replacements for terminations and two new positions for home therapist and substitute aide based on need. **Motion to accept the personnel report for 9/2/2014-11/7/2014 by Dr. Les Olson, seconded by Dr. John Doherty, all in favor.**
3. Financial Report: Mr. Greg Zammuto presented the Financial Report
   1. Enrollment as of 10/31/2014 – We are on target to exceed what we budgeted. In terms of student enrollment we are at 311 as of the date of this report. We have an additional 10 students since then. We should hit our target budgeted FTE for this year.
   2. Revenue and Expense report through 10/31/2014 – Transportation income continues to grow based on ridership to date. Tuition is ahead of schedule on what was budgeted. The projected expenses have been updated to reflect changes in staffing and benefits through October. Based on these changes we are approximately $110,000 ahead of what was budgeted.
   3. Year-to-Date Profit & Loss Budget vs Actual 7/1/13 through 10/31/14 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. **Motion to accept the Financial Reports as of 10/31/14 by Dr. John Doherty, seconded by Mr. William McAlduff, all in favor.**

F. Old Business

1. Collaborative Agreement – Ms. Cathy Lawson reviewed the Collaborative Agreement. There are no substantive changes since the last submission. This needs to be voted on and then submitted to the school committees for approval. Ms. Cathy Lawson drafted a cover letter and signature page for each district to submit to their school committees. **Motion to accept the revised Collaborative Agreement by Ms. Cyndy Taymore, seconded by Ms. Mary DeLai, all in favor.**

2. Revised Student Discipline Policy – The revised Student Discipline Policy was submitted to the Board for a final reading. There were no changes. **Motion to accept the revised Student Discipline Policy by Ms. Cyndy Taymore, seconded by Dr. John Doherty, all in favor.**

G. New Business

2. FY14 Annual Report – Ms. Cathy Lawson reviewed the Annual Report and the upcoming changes for this year. The layout will be the same but information will be updated for this year and Ms. Lawson reviewed those changes. It is due to the department by January 1st. Ms. Lawson will complete the changes for this year and send out the final report to the Board members for review. Since there is no Board meeting before January 1st, if the Board is in agreement, the report will be authorized by members of the finance committee, Dr. Les Olson and Mr. Mark Donovan in order to be submitted to the department by the January 1st deadline. **Motion to authorize the submission of the FY14 Annual Report pending final review by the Finance Committee, by Ms. Cyndy Taymore, seconded by Ms. Mary DeLai, all in favor.**

3.Revised Drug and Alcohol Policy first reading – Ms. Cathy Lawson reviewed the revised policy. The current policy was established many years ago and these changes have been addressed so as to be in accordance with the ADA. The EAP has helped with the changes and it has been sent to legal counsel for review. It will be brought back for a final reading at the January meeting.

4. Authorization to Issue RFP for an on-call architect – As a preparation for conducting a small- scale study of the Old Central School, Mr. Greg Zammuto has developed an RFP for on-call as-needed architectural design services. This will save time and money with not having to do an RFP for each project and will allow a long-term working relationship with one firm for up to five years for 2015-2020. **Motion that the Board authorize SEEM Collaborative administration to enter into a contract for on-call as-needed architectural design services for a period of up to five years, covering 2/1/2015 through 3/31/2020 at the sole discretion of SEEM Collaborative, with the understanding that any specific project and the cost for that will go back to the Board for approval, by Mr. William McAlduff, seconded by Ms. Mary DeLai, all in favor.**

H. Other Business – Staff from Campus Academy came to present an overview of their program and the services they provide. Two students who are Seniors from Campus Academy also discussed their education at Campus Academy and the successful progress they have made.

I. Future Meetings Dates and Agenda Items – the next meeting will be 1/31/2015. Ms. Cathy Lawson and Mr. Greg Zammuto will present the FY15 budget proposal.

J. Adjournment – **Motion to adjourn was made by Mr. William McAlduff at 10:40 am, seconded by Dr. Les Olson, all in favor.**

Respectfully submitted by,

Catherine Lawson, Executive Director