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

**SEEM Administrative Office**

**6/2/2015**

**9:00 am – 11:00 am**

**Superintendents**

**Mr. Jon Bernard, North Reading**

**Dr. John Doherty, Reading**

**Mr. Mark Donovan, Woburn**

**Mr. William McAlduff, Winchester**

**Dr. Les Olson, Stoneham**

**Ms. Cyndy Taymore, Melrose**

**Mr. Michael Tempesta, Saugus**

**Ms. Jane Tremblay, Lynnfield**

**Ms. Mary DeLai, Wilmington**

**Special Education Director**

**Ms. Kimberly Lawrence, Woburn**

**Collaborative Staff**

**Ms. Cathy Lawson, Executive Director**

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

**Absent Superintendents**

**Dr. Stephen Zrike, Wakefield**

A. **Meeting called to order by Chair of the Board, Mr. Mark Donovan, at 9:05 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 4/1/15 – **Motion to approve the minutes of 4/1/15 by Dr. Les Olson, 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. The Collaborative Agreement has been sent to the BOE for approval. DESE has issued draft guidance for Collaboratives regarding OPEB and they are soliciting feedback before finalizing the document.
   2. SEEM Programs:
      * Online Learning – in response to districts’ request for support with students who are temporarily homebound, the Collaborative is piloting Fuel Education’s Online Learning Program and is now able to offer this service to districts and to student’s attending programs at the Ripley and Central School.
      * Extended Evaluations – The Assessment Center is piloting extended evaluations in-district as an alternative option to placing students in an alternative interim setting for 45 days. This came about as a request from a district due to parent’s refusal to allow student to attend the 45 day program, which presented the opportunity to pilot the model. The 45-day Assessment Center program will always be an option as well.
   3. District Based Services:
      * Preschool Directors Job Alike: At the May meeting the focus was on setting a calendar for presenters for next year. Presenters have worked very well for this group.
      * Title III Grant: The ELL Job Alike sessions have concluded. Identified ELL staff will participate in 4 workshops on Understanding by Design during June and over the summer.
      * Curriculum Director’s Job Alike:
        1. Social Studies Curriculum Mapping Grades K-5 are done. All districts who participated have access to the maps.
        2. Sally Grimes came into last meeting. She is becoming a dual language trainer for teachers up to age 5 and needs to fulfill requirements to become a DESE trainer and will be offering a free 15 hour dual language workshop. She can take up to 40 people.
        3. Science Mapping project is currently being implemented. This project has expended into the North Middlesex region.
        4. Professional Development: This group is on a subcommittee for regional PD. A day is being planned for Election Day and will focus on low incidence, visual arts, language and music. PD for next year was discussed as well, especially a need for PD for paraprofessionals and how to structure it so they are not out for full days. Also tying into the 15 PDPs and setting up workshops that would be eligible for PDPs. Ms. Lawson met with Keys to Literacy. They are interested in SEEM hosting a number of districts that are working with them and the collaborative can access it for staff that need to be brought up to speed etc. Retell is another area of PD that has been discussed.
2. Planning and Assessment Committee Report – Ms. Kimberly Lawrence reviewed the minutes from the 5/7/15 meeting. Sally Grimes was present to discuss the dual language learner program that she will be offering free for PreK-5 teachers. Jessica Minahan spoke about challenging behaviors in students with underlying mental health and anxiety disorders and how it affects their future success as well as misconceptions of challenging behaviors in relation to ADHD vs. anxiety. District needs and new services that were discussed included home tutor/online learning services, night school services, certified recreational therapist and specialized health education specialist.
3. Personnel Report – Ms. Cathy Lawson presented the Personnel report. The only new positions were in relation to new students with 1:1. Two resignations for secretary were the same position. One left and the new secretary resigned after only a couple days. **Motion to accept the personnel report for 3/28/2015 – 5/27/2015 by Mr. William McAlduff, seconded by Ms. Mary DeLai, all in favor.**
4. Financial Report: Mr. Greg Zammuto presented the Financial Report
   1. Enrollment and Tuition Report as of 5/26/2015 – Have hit the target of 347 FTE. For the year 391 students have been serviced and current head count is 329 and revenue is ahead of projection. At 15.9 million projected revenue through the end of the school year.
   2. Revenue and Expense report through 5/26/2015 – The projections for year- end balance is just under $500,000.  Mainly due to our transportation account and school year tuition being ahead of what was projected at the start of the school year. For grants we have received one new grant for breakfast expansion grant of $1900 for middle high school and Prep school.
   3. Year-to-Date Profit & Loss Budget vs Actual 7/1/14 through 5/26/15 was reviewed. This is a further breakdown of expenses by line item. Two highlighted areas are over expended in building maintenance due to snow removal and utilities and contact services were over expended by $95,000 due to use of Easter Seals for hard-to-fill positions. **Motion to accept the Financial Report as presented, by Ms. Cyndy Taymore, seconded by Dr. Les Olson, all in favor.**
5. Facilities Update: Mr. Greg Zammuto provided an update on facilities. Based on discussion last year, SEEM put out an RFP and hired an architect for a small scale study of Central school. KBA has been hired and started with walk-throughs in April to check the systems (plumbing, HVAC, fire protection). Reports and cost estimates are not prepared yet. It is anticipated that the reports will be ready for the next Board meeting in the fall. KBA will attend and make a presentation to the Board. On a related issue, Dr. Les Olson stated that the Town Meeting of Stoneham has voted to authorize the School Committee to enter into a 10-year lease with SEEM if all parties agree. Ms. Cathy Lawson also stated that Melrose is not increasing the leases next year for Beebe and Ripley Schools.

F. Old Business – There was no old business.

G. New Business

1. Proposal to Expand Collaborative Services – Ms. Cathy Lawson discussed the rationale for proposed new positions and reviewed the draft job descriptions of each position. These have been in response to emerging needs from SEEM member districts and existing programs. The following new positions are being proposed:

* ELL Coordinator – This position would be a full time position designed to coordinate the ELL needs of the collaborative while also providing strategic thinking that will advance service and programming. The Coordinator will serve as a resource for administrators, teachers and school districts and supervise ELL teachers and tutors, as well as, provide direct service for SEEM students. After discussion, **motion to give Ms. Cathy Lawson the authorization to hire an ELL Coordinator, by Ms. Cyndy Taymore, seconded by Ms. Mary DeLai, all in favor.**
* Recreational Therapist - This position is a full time position designed to support the transition needs of secondary and post-secondary students in the area of recreation and leisure. The recreational therapist will create recreation and leisure activities that provide students opportunities to meet like peers from surrounding communities in order to expand their social group. After discussion, **motion to give Ms. Cathy Lawson the authorization to hire a Recreational Therapist, by Ms. Cyndy Taymore, seconded by Dr. John Doherty, all in favor.**
* Coordinator of Home Tutoring Services – This position would be full time and would coordinate student referral and intake process, coordinate student IEP with relevant members of the service delivery team, supervise home tutors, may maintain regular home visiting assignment depending on enrollment, coordinate ongoing student support for online learning component, observe, mentor, supervise and evaluate tutors, track and monitor attendance. After discussion, **motion to give Ms. Cathy Lawson the authorization to hire a Coordinator of Home Tutoring Services, by Ms. Mary DeLai, seconded by Dr. Les Olson, all in favor.**

1. Evaluation of Executive Director – This item was added to the agenda. Mr. Mark Donovan distributed a draft evaluation for the Executive Director and requested that the Board members review the evaluation over the next week and provide him with any input or changes which he will include in the final evaluation. It was requested that everyone respond to Mr. Doherty within the next week.
2. Election of New Officers – Ms. Cathy Lawson discussed a proposed new practice for the Chairman of the Board and the Financial Representative. In the past, it has always been a one year position, but in the past few years, the officers have served 2 terms and this has been very beneficial to the Executive Director. She asked the Board to consider a 2 year term for the Chair and Financial Officer should circumstances allow for it. 2015-2016 would be the second year for the current officers. **Motion to move to a 2 year term for the Chairman of the Board and the Financial Representative by Ms. Cyndy Taymore, seconded by Dr. John Doherty, all in favor.**
3. Distribution of Approved Budget for 2016 – Mr. Greg Zammuto distributed the approved budget to the Board along with budget highlights and charts. Regulations state that the budget information needs to be provided to School Committees.
4. 2015-2016 Board Meeting Dates – Proposed dates were reviewed. Meetings will continue to be held on Tuesdays. **Motion to accept the proposed Board of Director meeting dates for 2015-2016, by Ms. Cyndy Taymore, seconded by Mr. Michael Tempesta, all in favor.**

H. Other Business

1. Recognition of Departing Board Members. Mr. Mark Donovan and Ms. Cathy Lawson and the Board thanked Mr. William McAlduff for his 12 years of service on the Board and thanked Dr. Stephen Zrike for his 2 years of service on the Board.

I. Future Meetings Dates and Agenda Items – The first meeting of 2015-2016 will be Tuesday, October 6, 2015.

**Voted unanimously to move to Executive Session by roll call at 10:35 am.**

General Session reconvened at 11:05 am.

J. Adjournment – **Motion to adjourn at 11:05 am, all in favor.**

Respectfully submitted by,

Catherine Lawson, Executive Director