

**SEEM Collaborative Board of Director's Meeting**  
**SEEM Administrative Office**  
**6/7/2016**  
**9:00 am – 11:00 am**

**Superintendent's**

Ms. Cyndy Taymore, Melrose  
Dr. Les Olson, Stoneham  
Ms. Mary DeLai, Wilmington  
Ms. Judy Evans, Winchester  
Dr. John Doherty, Reading  
Ms. Jane Tremblay, Lynnfield  
Mr. Jon Bernard, North Reading

**Special Education Director**

Ms. Kimberly Lawrence, Woburn

**Collaborative Staff**

Ms. Cathy Lawson, Executive Director  
Mr. Greg Zammuto, Director of Finance and Operations

**Absent Superintendents**

Mr. Mark Donovan, Woburn  
Dr. Kim Smith, Wakefield  
Mr. Michael Hashem, Saugus

- A. **In the absence of Chair of the Board, the Meeting called to order by Acting Chair of the Board, Dr. Les Olson, at 9:15 AM**
- B. Public Comment – There were no public comments
- C. Agenda – **Motion to accept as enclosed, all in favor.**
- D. Approval of the general session minutes from 4/26/16. **Motion to approve the minutes of 4/26/16 by Dr. John Doherty, seconded by Ms. Cyndy Taymore, all in favor.**
- E. Administrative and Committee Reports.
  1. Executive Director's Report
    - a. Program Update: Five graduates from Campus Academy will be attending college in the fall and all other graduating students have secured employment opportunities after graduation. Seven students participated in the dual enrollment program. This program has proven to be successful in prepping students to attend college after graduation.

SEEM Prep has their first graduate who will be attending community college after graduation in the culinary arts department.

- b. District Based Services: The Moderate Special Needs Licensure program with Stoneham Public Schools and Salem State is set to run in September 2016. An open house was held and was well attended by member districts as well as SEEM staff. Courses can be taken individually or the entire certification program.

Job Alikes: Curriculum Director's Job Alike is looking into using Primary Source. A discount is being offered. They are still working on the Title III grant and this will be applied for soon. Funds will be used for additional professional development and parent support.

School Psychologist Job Alike: At the last meeting Dr. Jeff Bostic did a presentation on psychopharmacology.

The BCBA Job Alike is well attended. They are focusing on article overviews such as behavior analysis in the treatment of anxiety and related disorders. Topics of discussion include consultation strategies when encountering resistance.

- c. Professional Development: Upcoming professional development include:
  - i. Phonology – Learn, Make and Take It, facilitated by Ilda King, 6/27/16
  - ii. School Business Manager/Administrator SEI Course leading to 15 PDPs in ELL, facilitated by Rachel Hoffman.
  - iii. Online Book Study: The Behavior Code Companion leading to 15 PDPs in Special Education, facilitated by Rich Plouffe.
  - iv. Two additional SEI Full Teacher Endorsement courses starting in September 2016 as well as many district based SEI courses.

- 2. Planning and Assessment Committee: Kim Lawrence reviewed the minutes of the 5/5/2016 meeting. A draft of the Wrap-Around Services Model was reviewed and discussed. This position will provide support to families via initial assessments of family supports and resources. It will also provide support to school teams by providing consultation as needed, coordinating potential specialists needed, providing PD for staff on related topics, collaborating services with outside providers and crisis intervention.

LABBB, NEC and SEEM met with Walker Partnerships to discuss possibility of expanding district based services to member districts. The Special Education Directors from each collaborative will join a meeting to discuss needs. Also, PD for next year was discussed including Student Mental Health 2 day workshop at Essex Tech in August and the Moderate Special Needs Licensure Program with Salem State, SEEM and Stoneham Public Schools. The Committee also discussed whether or not to continue with the ETL forum since attendance has been low. The Committee agreed that they gain valuable information from the ETL forum and would like to continue it next year.

New and Existing services were discussed. Home Tutoring service has been very successful with 8 member districts utilizing services at this point. The SEEM Middle school pilot program for afterschool programming was discussed. This will serve as a pilot for future after school model.

- 3. Personnel Report: Ms. Lawson reviewed the Personnel Report as of 6/1/2016. The only new positions are for per diem home services and home tutoring as well as 2 new 1:1 aides as required by the IEP. **Motion to accept the personnel report as presented, by Ms. Cyndy Taymore, seconded by Dr. John Doherty, all in favor.**

- 4. Financial Update:

- a. Revenue and Expense Report as of 5/31/2016 was reviewed by Mr. Greg Zammuto. Estimated year end profit is projected to be \$234, 000.

- b. Profit & Loss Budget vs. Actual for 7/1/2015 through 5/31/2016 shows further breakdown of expenses. Contracted Services have increased due to need for 1:1 nurse as well as the need to use Easter Seals to fill positions.
- c. Enrollment and Tuition Report: Total students as of 6/2/2016 is 319. This is under the projected enrollment by 11. The year is still projected to end with a profit. The projections for next year have been adjusted so FY17 enrollment and tuition will be more on target. **Motion to accept the financial update as presented by, Ms. Mary DeLai, seconded by Mr. Jon Bernard, all in favor.**

#### F. Old Business

- 1. Revised draft Board Procedure for Admitting New Member Districts was reviewed and discussed. Section F was deleted and Section B was replaced with new language. After discussion of the procedure and revisions, **motion made to accept the Procedure for Admitting New Member Districts by Ms. Cyndy Taymore, seconded by Ms. Mary DeLai, all in favor.** A new subcommittee will be convened in the fall to respond to Malden's request for membership. Deadline to respond will be April 2017.

#### G. New Business

- a. Appointment of Chief Procurement Officer. SEEM Collaborative does not currently have a formally appointed Chief Procurement Officer as required by M.G.L. c. 30B, § 6. After discussion, **Motion made to appoint the Executive Director as the Chief Procurement Officer of SEEM Collaborative, by Ms. Cyndy Taymore, seconded by Ms. Mary DeLai, all in favor.**
- b. Proposal to Expand Collaborative Services: In response to emerging needs in both SEEM member districts and existing programs, SEEM is requesting the addition of a new position for a Family and District Support Counselor to provide wrap-around and triage support for districts and families. The Board reviewed the proposed job description and the rationale for the new position, as well as, the budget impact and funding source. After discussion, **motion made to approve the new position of Family and District Support Counselor by Dr. Judy Evans, seconded by Ms. Mary DeLai, all in favor**
- c. Executive Director's Evaluation: The Executive Director's evaluation was sent out to the Board previously. There being no comments or changes, **motion made to approve the Executive Director's evaluation as drafted by the chair, by Ms. Mary DeLai, seconded by Mr. Jon Bernard.**
- d. Election of New Officers: The Board discussed election of a new Board Chair and Financial Representative for 2016-2017. After discussion, **motion to appoint Dr. John Doherty as Chair of the Board for 2017, by Ms. Cyndy Taymore, seconded by Ms. Mary DeLai, all in favor.**  
**Motion to appoint Mr. Jon Bernard as Financial Representative for 2017, by Ms. Cyndy Taymore, seconded by Ms. Judy Evans, all in favor.**
- e. Board Meeting Dates for 2016-2017: The Committee reviewed the proposed dates, keeping the meetings on Tuesday mornings from 9:00 am to 11:00 am. It was decided to change the proposed October 11 meeting to October 18, 2016. **Motion to accept the Proposed Board of Director Meeting dates as presented with the change of October 11, 2016 to October 18, 2016, by Ms. Cyndy Taymore, seconded by Ms. Judy DeLai, all in favor.**



H. Other Business

Ms. Cathy Lawson was contacted by the Arch Diocese regarding space available in Peabody. She asked for the Board's input on the location since it is not in a member district and SEEM programs historically have always been within member districts. The Board felt travel time for students would be the main concern. The Board authorized Ms. Lawson to visit the property in Peabody and gather more information regarding cost and distance and discuss the matter further at a future date.

- I. Future Meeting Dates and Agenda Items – The first meeting of the Board of Directors for 2016-2017 will be October 18, 2016.
- J. Executive Session: **Motion to go into Executive Session for negotiation of individual non-union contract at 10:05 am, not to return to open session, by Ms. Cyndy Taymore, seconded by Dr. Judy Evans, unanimous by roll call.**

Respectfully submitted by,  
Catherine Lawson, Executive Director