



# Southern Worcester County Educational Collaborative

Post Office Box 517

Southbridge, Massachusetts 01550

Tel. (508) 764-8500 ~ Fax. (508) 764-2724

Visit us at: [www.swceec.org](http://www.swceec.org)

Administrative Offices

Dudley, MA 01571

## Board of Directors

### Meeting Minutes

October 23, 2020

SWCEC Board of Directors regular meeting commenced at 8:34 on October 23, 2020 through zoom remote meeting, per Governor Baker’s order suspending certain provisions of the open meeting law, G.L. c30a s20, by Dr. Haughey.

#### Present

Dr. Paul Haughey, Chair	Spencer East Brookfield Regional School District
Dr. Marilyn Tencza, Vice Chair	Leicester Public Schools
Dr. Casey Handfield	Auburn Public Schools
Mr. Steven Lamarche	Dudley Charlton Regional School District
Mr. Richard Lind	North Brookfield Public Schools
Ms. Amy McKinstry	Northbridge Public Schools
Dr. Kristine Nash	Oxford Public Schools
Dr. Jeffrey Villar	Southbridge Public Schools
Mr. Theodore Friend (8:51)	Sutton Public Schools
Dr. Erin Nosek	Tantasqua/Union 61 Regional School District
Dr. Ruthann Goguen	Webster Public Schools

#### Financial Operations Report

- Mr. Love introduced Bruce C. Norling to review SWCEC FY 2020 Financial Report. The firm reviewed well over 100 transactions during their audit. The pandemic, lower enrollment than anticipated and an adjustment in the OPEB assumptions were factors in SWCEC not being profitable in FY 2020. The student activities fund was reviewed with no concerns. This audit produced no findings.

Dr. Tencza made a motion to accept the FY 2020 Financial Audit as presented.

Seconded by Mr. Lamarche. The vote carried 10 – 0 – 0

#### Roll Call Vote

Dr. Paul Haughey, Chair	Yes	Mrs. Amy McKinstry	Yes
Dr. Marilyn Tencza, Vice Chair	Yes	Dr. Kristine Nash	Yes
Dr. Casey Handfield	Yes	Dr. Jeffrey Villar	Yes
Mr. Steven Lamarche	Yes	Dr. Erin Nosek	Yes
Mr. Richard Lind	Yes	Dr. Ruthann Goguen	Yes

- Mr. Love spoke about the financial health of SWCEC. Enrollment is down significantly from what was budgeted for the year resulting in a deficit currently. There are 14 active referrals between the three programs and the majority seem promising. Dr. Tencza made a request that the Board be provided with a comparison of enrollment numbers from last year as a point of reference moving forward.

### Approval of Minutes

Dr. Tencza made a motion to accept the minutes of the September 18, 2020 regular session.

Seconded by Mr. Friend. The vote carried 10 – 0 – 1

#### Roll Call Vote

Dr. Paul Haughey, Chair	Yes	Dr. Kristine Nash	Yes
Dr. Marilyn Tencza, Vice Chair	Yes	Dr. Jeffrey Villar	Yes
Dr. Casey Handfield	Yes	Mr. Theodore Friend	Yes
Mr. Steven Lamarche	Yes	Dr. Erin Nosek	Abstained
Mr. Richard Lind	Yes	Dr. Ruthann Goguen	Yes
Mrs. Amy McKinstry	Yes		

### Executive Director's Report

- Executive Director Goals

Mr. Lundwall presented to the board for review and approval the three goals that he feels are in need to move SWCEC forward.

Dr. Nosek made a motion to approve the presented Executive Director goals for the 2020-2021 school year.

Seconded by Dr. Goguen. The vote carried 11 – 0 – 0

#### Roll Call Vote

Dr. Paul Haughey, Chair	Yes	Dr. Kristine Nash	Yes
Dr. Marilyn Tencza, Vice Chair	Yes	Dr. Jeffrey Villar	Yes
Dr. Casey Handfield	Yes	Mr. Theodore Friend	Yes
Mr. Steven Lamarche	Yes	Dr. Erin Nosek	Yes
Mr. Richard Lind	Yes	Dr. Ruthann Goguen	Yes
Mrs. Amy McKinstry	Yes		

- Personnel

Mr. Lundwall informed the membership that we are slowly filling vacant positions, as there have not been many applicants recently.

Mr. Lundwall announced that Mr. Love has submitted his letter of intent to retire effect June 30, 2020.

- Enrollment/Staffing

SWCEC is currently is at 115 enrolled students.

- Board of Director meeting dates

Mr. Lundwall let the membership know that all but one scheduled board meeting conflicts with an area collaborative that share many members. Mr. Lundwall offered alternative dates and as all in attendance were in agreement, an updated schedule will be emailed.

### Adjournment

Mr. Friend made a motion to adjourn the meeting at 9:19 am. The next general meeting will be at 8:30 on November 13, 2020, through a zoom meeting.

Documents Used at this Meeting

- ❖ Board Agenda
- ❖ Financial Audit
- ❖ Balance Sheet and Profit & Loss Sheet
- ❖ Regular Session Minutes – September 18, 2020
- ❖ Executive Director's Goals
- ❖ Personnel Report
- ❖ Enrollment Report

Minutes submitted by:      Lena L. Travinski