



Southern Worcester County Educational Collaborative

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Administrative Offices

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Board of Directors

Meeting Minutes

November 18, 2022

SWCEC (SOUTHERN WORCESTER COUNTY EDUCATIONAL COLLABORATIVE) Board of Directors regular meeting commenced at 8:30am on November 18, 2022, in the Auburn Public Schools Superintendent's office hosted by Dr. Chamberland.

Present

Dr. Brett Kustigian, Chairman	Leicester Public Schools
Ms. Deborah Boyd, Vice Chairman	Tantasqua/Union 61 Regional School District
Dr. Ruthann Goguen	Webster Public Schools
Dr. Paul Haughey	Spencer East Brookfield Regional School District
Mr. Michael Lucas (8:40AM)	Oxford Public Schools
Mr. Timothy McCormick	North Brookfield Public Schools
Mrs. Amy McKinstry	Northbridge Public Schools
Dr. Kimberly Roberts-Morandi	Sutton Public Schools
Dr. Jeffrey Villar	Southbridge Public Schools

Executive Session

Ms. Boyd made a motion to enter into Executive session at 8:32 am under reason 2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. Dr. Goguen seconded the motion. The vote was 8-0-0 by roll call.

Roll Call to enter into Executive Session

Dr. Brett Kustigian, Chairman	Yes
Ms. Deborah Boyd, Vice Chairman	Yes
Dr. Ruthann Goguen	Yes
Dr. Paul Haughey	Yes
Mr. Timothy McCormick	Yes
Mrs. Amy McKinstry	Yes
Dr. Kimberly Roberts-Morandi	Yes
Dr. Jeffrey Villar	Yes

Ms. Boyd made a motion to exit Executive session at 9:08 am and return to regular open Session. Dr. Roberts-Morandi seconded the motion. The vote carried 9-0-0 by roll call.

Roll Call to exit Executive Session

Dr. Brett Kustigian, Chairman	Yes
Ms. Deborah Boyd, Vice Chairman	Yes
Dr. Ruthann Goguen	Yes
Dr. Paul Haughey	Yes
Mr. Michael Lucas	Yes
Mr. Timothy McCormick	Yes
Mrs. Amy McKinstry	Yes
Dr. Kimberly Roberts-Morandi	Yes
Dr. Jeffrey Villar	Yes

Regular Open Session

Dr. Goguen announced to the Board that she will be retiring in March 2023. Congratulations was shared by all.

Approval of Minutes

Dr. Haughey made a motion to accept the minutes of October 20, 2022. Seconded by Ms. Boyd. The vote was carried 9 – 0 – 0.

Executive Director's Report

1. Personnel

Mr. Lundwall informed the membership that one of the Collaborative's Development program teachers has resigned and interviews are currently being held.

The last day of the one of the Collaborative's Teachers of the Visually Impaired was November 17th. Districts have been notified. No applicants have applied.

2. Enrollment

As of October 31, 2022, SWCEC has 112 enrolled students. As availability in grades open, students will be moved from waiting list. The Collaborative has physical space but there is need for more qualified personnel before opening a new classroom.

3. Program Update

Mr. Lundwall and Ms. Travinski will be working on setting up meetings with each superintendent to discuss survey questions emailed on November 4th.

4. FY23 Q1 Report

Mr. Lundwall presented the FY23 First Quarter Report. By hosting the Extended School Year program on one campus it allowed for more efficient use of resources and personnel.

Dr. Haughey made a motion to approve the FY23 First Quarter Report. Seconded by Dr. Goguen. The vote was carried 9-0-0.

Dr. Kustigian reminded the board that that the Q1 report needs to be put on their School Committee agenda. Minutes need to be forwarded to SWCEC business office.

Next Meeting will be held remotely through Microsoft Teams. Representatives from DESE will be in attendance.

Financial Operation Report

1. Ms. Travinski spoke about the financial health of SWCEC. She informed the board that therapy revenue is estimated in financials presented.

The Collaborative enrollment is 114 as of November 19th. If we stay at this enrollment there will be a deficit in tuition revenue. The Collaborative's reserves are in good shape.

Ms. Travinski stated that audited financial reports will be presented at the December meeting

Adjournment

Dr. Haughey made a motion to adjourn at 9:35am. Seconded by Ms.Boyd. The vote was carried 9-0-0.

Documents Used at this Meeting

- ❖ Board Agenda
- ❖ Regular Session Minutes October 21, 2022
- ❖ Enrollment Report
- ❖ Balance Sheet and Profit & Loss Sheet
- ❖ Student Enrollment 10/31/2022
- ❖ Staffing Report
- ❖ FY23 Quarter 1 Report
- ❖ Executive Session Documents

Minutes submitted by: Christine Fadden