



Administrative Offices
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Southern Worcester County Educational Collaborative

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Board of Directors

Meeting Minutes
December 15, 2023

SWCEC (SOUTHERN WORCESTER COUNTY EDUCATIONAL COLLABORATIVE) Board of Directors regular meeting commenced at 8:40AM on December 15, 2023, in the Oxford Public Schools Superintendent's office.

Present

Dr. Brett Kustigian, Chairman	Leicester Public Schools
Dr. Michael Baldassare	Uxbridge Public Schools
Dr. Elizabeth Chamberland	Auburn Public Schools
Mr. Stephen Duff	Quaboag Regional School District
Dr. Paul Haughey	Spencer North Brookfield Regional School District
Mr. Steven Lamarche	Dudley Charlton Regional School District
Mrs. Amy McKinstry	Northbridge Public Schools
Dr. Greg Meyers 8:52AM	Millbury Public Schools
Dr. Kimberly Roberts-Morandi	Sutton Public Schools
Ms. Monique Pierangeli	Webster Public Schools

Approval of Minutes

Dr. Haughey made a motion to accept the minutes of November 17, 2023. Seconded by Mr. Lamarche. The motion was carried 9-0-0.

Executive Director's Report

1. Approval of FY23 Annual Report

Dr. Haughey made a motion to accept the FY23 Annual Report with 2 edits on pages 8 & 9. Seconded by Mr. Duff. The motion was carried 9-0-0.

2. Personnel

There has been little change to personnel since last month. SWCEC is Still looking for a Speech Pathologist to replace the resignation from last year.

Mr. Lundwall presented a CNA job description to the board for approval. The board recommending pairing down the responsibility, removing 7D licensure and any reference to instructional teaching.

Mr. Lamarche made a motion to accept the Certified Nursing Assistant job description with changes from the board made. Seconded by Dr Roberts-Morandi. The motion passed 8-1-1.

3. Enrollment

Enrollment is 118 students as of December 14th.

Dr. Kustigian expressed concern over students being returned by SWCEC to districts and inquired if anyone else was seeing this happen. Mr. Lundwall said that the decision on which student is not a good fit for SWCEC does not come lightly.

The Board asked for the January agenda to include trends and needs of the Collaborative.

4. Program Update

January 16th Professional Development Day is scheduled for ALICE training.

Financial Operation Report

1. FY 2024 Balance Sheet & Operation Statement

Through the end of December, expenses are down and student enrollment is increasing. Overall, SWCEC is tracking closer to budget goals compared to the same time last year.

2. ArxEd Presentation

Mike Mastrullo & Mike Welch of ArxEd presented their Mandated Training for Educators product to the board.

Adjournment

Mr. Lamarche made a motion to adjourn at 10:08AM. Seconded by Mr. Lucas. The vote was carried 9-0-0.

Documents Used at this Meeting.

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| ❖ Board Agenda | ❖ Enrollment Report |
| ❖ Regular Session Minutes November 17, 2023 | ❖ Balance Sheet and Profit & Loss Sheet |
| ❖ Personnel Report | |
| ❖ FY23 Annual Report | |

Board Minutes submitted by: Christine Fadden