



Southern Worcester County Educational Collaborative

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Administrative Offices

Dudley, MA 01571

Board of Directors

Meeting Minutes

December 16, 2022

SWCEC (SOUTHERN WORCESTER COUNTY EDUCATIONAL COLLABORATIVE) Board of Directors regular meeting commenced at 8:35am on December 16, 2022 through Teams remote meeting, per Governor Baker's order suspending certain provisions of the open meeting law, G.L. c30a s20, by Dr. Kustigian.

Present

Dr. Brett Kustigian, Chairman	Leicester Public Schools, Chairman
Ms. Maureen Binienda	Quaboag Regional School District
Dr. Elizabeth Chamberland	Auburn Public Schools
Dr. James Cummings	Grafton Public Schools
Dr. Ruthann Goguen	Webster Public Schools
Dr. Paul Haughey	Spencer East Brookfield Regional School District
Mr. Michael Lucas (8:40AM)	Oxford Public Schools
Mr. Steven Lamarche	Dudley Charlton Regional School District
Mr. Timothy McCormick	North Brookfield Public Schools
Dr. Kimberly Roberts-Morandi	Sutton Public Schools
Dr. Gregory Meyers	Millbury Public Schools

Minute Approvals

Dr. Goguen made a motion to approve the minutes of November 18, 2022 as presented. Dr. Haughey seconded the motion. The vote was approved 9-0-2 by roll call.

Roll Call Vote

Dr. Brett Kustigian, Chairman	Yes
Ms. Maureen Binienda	Abstain
Dr. Elizabeth Chamberland	Yes
Dr. James Cummings	Yes
Dr. Ruthann Goguen	Yes
Dr. Paul Haughey	Yes
Mr. Michael Lucas	Yes
Mr. Steven Lamarche	Abstain
Mr. Timothy McCormick	Yes

Dr. Kimberly Roberts-Morandi	Yes
Dr. Gregory Meyers	Yes

FY 2022 Financial Audit

Bruce C Norling, CPA spoke to the board about the findings in the FY22 independent audit. The opinion is different this year due to new reporting requirements of assets and liabilities primarily, with how capital leases and OPEB are presented. Overall, it is in their unqualified opinion that revenue did well and expenses were controlled. Accounting is in good steady shape.

Dr. Roberts-Morandi made a motion to approve the FY22 annual independent audit report and accompanying documentation. Dr. Haughey seconded the motion. The vote was approved 11-0-0.

Roll Call Vote

Dr. Brett Kustigian, Chairman	Yes
Ms. Maureen Binienda	Yes
Dr. Elizabeth Chamberland	Yes
Dr. James Cummings	Yes
Dr. Ruthann Goguen	Yes
Dr. Paul Haughey	Yes
Mr. Michael Lucas	Yes
Mr. Steven Lamarche	Yes
Mr. Timothy McCormick	Yes
Dr. Kimberly Roberts-Morandi	Yes
Dr. Gregory Meyers	Yes

Dr Meyers made the motion to vote on the surplus. Dr. Haughey seconded the motion. The vote was approved 11-0-0.

Roll Call Vote

Dr. Brett Kustigian, Chairman	Yes
Ms. Maureen Binienda	Yes
Dr. Elizabeth Chamberland	Yes
Dr. James Cummings	Yes
Dr. Ruthann Goguen	Yes
Dr. Paul Haughey	Yes
Mr. Michael Lucas	Yes
Mr. Steven Lamarche	Yes
Mr. Timothy McCormick	Yes
Dr. Kimberly Roberts-Morandi	Yes
Dr. Gregory Meyers	Yes

Dr. Chamberland made the motion to retain the surplus. Dr Goguen seconded the motion. The vote was approved 11-0-0.

Roll Call Vote

Dr. Brett Kustigian, Chairman	Yes
Ms. Maureen Binienda	Yes
Dr. Elizabeth Chamberland	Yes
Dr. James Cummings	Yes
Dr. Ruthann Goguen	Yes
Dr. Paul Haughey	Yes
Mr. Michael Lucas	Yes
Mr. Steven Lamarche	Yes
Mr. Timothy McCormick	Yes
Dr. Kimberly Roberts-Morandi	Yes
Dr. Gregory Meyers	Yes

Executive Director's Report

1. FY22 Annual Report

Mr. Lundwall presented the FY22 Annual Report to the board for Approval. The report will be submitted to DESE for regulatory compliance.

Dr. Haughey made a motion to approve the FY22 Annual Report. Seconded by Dr. Goguen. The vote was carried 11-0-0.

Roll Call Vote

Dr. Brett Kustigian, Chairman	Yes
Ms. Maureen Binienda	Yes
Dr. Elizabeth Chamberland	Yes
Dr. James Cummings	Yes
Dr. Ruthann Goguen	Yes
Dr. Paul Haughey	Yes
Mr. Michael Lucas	Yes
Mr. Steven Lamarche	Yes
Mr. Timothy McCormick	Yes
Dr. Kimberly Roberts-Morandi	Yes
Dr. Gregory Meyers	Yes

2. Enrollment/Staffing

Enrollment is up from one student from last month with two students starting end of December and four additional students waiting on paperwork or acceptance through district.

3. Program Update

Strategic Plan committee met and is working on benchmarks.

Full day of Professional Development scheduled for January 13th continuing work on Diversity, Equity & Inclusion with Keesha LaTuipe returning as the speaker.

Financial Operation Report

1. Ms. Travinski spoke about the financial health of SWCEC. She informed the board that therapy revenue is likely to go down with the one Teacher of Visually Impaired out on medical leave and the other position currently open.

Currently tuition revenue is down but new students are scheduled to start over the next month.

Ms. Travinski stated the budget planning for next year has begun. Health insurance is looking at an 8-10% increase compared to 5% last year.

Adjournment

Dr. Goguen made a motion to adjourn at 9:08am. Seconded by Dr. Roberts-Morano. The vote was carried 9-0-0.

Documents Used at this Meeting

- ❖ Board Agenda
- ❖ Regular Session Minutes November 18, 2022
- ❖ Enrollment Report
- ❖ Balance Sheet and Profit & Loss Sheet
- ❖ Student Enrollment 11/30/2022
- ❖ Staffing Report
- ❖ FY22 Financial Audit
- ❖ FY22 SWCEC Annual Report

Minutes submitted by: Christine Fadden