



Southern Worcester County Educational Collaborative

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Administrative Offices

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Board of Directors

Meeting Minutes

March 18, 2022

SWCEC Board of Directors regular meeting commenced at 8:35am on March 18, 2022 in the Auburn Public Schools Superintendent's office hosted by Dr. Chamberland.

Present

Dr. Paul Haughey, Chair	Spencer East Brookfield Regional School District
Dr. Elizabeth Chamberland	Auburn Public Schools
Mr. Steven Lamarche	Dudley Charlton Regional School District
Mr. Gregory Myers	Millbury Public Schools
Dr. Brett Kustigian	Quaboag Regional School District
Mrs. Mary Jane Rickson	North Brookfield Public Schools
Mrs. Amy McKinstry	Northbridge Public Schools
Mr. Michael Lucas	Oxford Public Schools
Mr. Theodore Friend	Sutton Public Schools
Ms. Deborah Boyd	Tantasqua/Union 61 Regional School District

Approval of Minutes

Mr. Lamarche made a motion to accept the minutes of January 21, 2022. Seconded by Mr. Meyers.

The vote carried 10 – 0 – 0.

Executive Director's Report

1. Personnel

Mr. Lundwall informed the membership that 3 new hires were recently made but new prospects are still bleak, reflective of the labor market.

2. Enrollment/Staffing

As of February 28, 2022, SWCEC has 124 enrolled students. Students are starting to be moved off the wait list as space opens up in the classrooms.

3. Program Update

Mr. Lundwall and Mr. Todd have been in member districts doing program evaluations.

SWCEC is having to put new projects involving itinerants in high need, including Teacher of the Visually Impaired, on hold due to full caseloads.

4. SWCEC FY22 Quarter Report

Mr. Lundwall presented the FY 22 Second Quarter Report.

Dr. Kustigian made a motion to approve the SWCEC FY22 Second Quarter Report as presented. Seconded by Mr. Myers. The vote carried 10-0-0.

Financial Operation Report

1. Ms. Travinski spoke about the financial health of SWCEC. Enrollment is steady and the year-end projection looks positive. Ms. Travinski will continue to monitor the finances.
2. SWCEC received a compliance approval for FY21 Annual Report submission by DESE.
3. Budget Presentation
Ms. Travinski presented an \$8,037,788 FY2023 budgeted revenue for the Board of Directors to review. The Finance Subcommittee met in February to hear SWCEC recommendations. The budget is based on 118 students, lower than the FY 2022 due to historical enrollment and large graduating class of FY22. The total tuition increase SWCEC is seeking is 8 percent and a 4% increase across evaluation and iterant services.

Adjournment

Mr. Friend made a motion to adjourn the meeting at 9:06am. Seconded by Dr. Kustigian. The vote carried 10-0-0.

Documents Used at this Meeting

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| ❖ Board Agenda | ❖ SWCEC FY23 Budget Proposal |
| ❖ Regular Session Minutes January 21, 2022 | ❖ SWCEC 2nd Quarter Report |
| ❖ Personnel Report | ❖ Student Enrollment 2/28/2022 |
| ❖ Enrollment Report | ❖ DESE FY21 SWCEC Annual Report Letter |
| ❖ Balance Sheet and Profit & Loss Sheet | ❖ Staffing Report |

Minutes submitted by: Christine Fadden