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Board of Directors

Meeting Minutes April 14, 2022

SWCEC Board of Directors regular meeting commenced at 1:07pm on April 14, 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. Marilyn Tencza, Vice Chairman	Leicester Public Schools
Dr. Elizabeth Chamberland	Auburn Public Schools
Mr. Steven Lamarche	Dudley Charlton Regional School District
Mr. Gregory Myers	Millbury Public Schools
Mr. Theodore Friend	Sutton Public Schools
Ms. Deborah Boyd	Tantasqua/Union 61 Regional School District
Dr. Ruthann Goguen	Webster Public Schools
Dr. Jeffrey Villar	Southbridge Public Schools

Approval of Minutes

Mr. Lamarche made a motion to accept the minutes of March 18, 2022. Seconded by Mr. Friend.
The vote carried 9 – 0 – 0.

Executive Director's Report

1. Personnel

Mr. Lundwall informed the membership that the Grow Middle High School Principal has resigned from his position effective June 3, 2022. The search for a replacement candidate as of July 1st has begun.

While SWCEC has seen an uptick in overall candidates, the Elementary school is finding it hard to fill the 1-1 positions.

2. Enrollment/Staffing

As of March 31, 2022, SWCEC has 125 enrolled students. SWCEC is anticipating 11 students graduating plus 2 developmental students aging out. Dr. Lundwall explained that they are being cautious at where and when to place new students as not to overwhelm existing students and staff.

3. Program Update

SWCEC's mission is help and develop students so that they are in a position to return to their home district. This year, SWCEC is slated to have 4 students to return back to their district for the start of FY2023.

The Extended School Year program will be consolidated to one campus this summer. This will give more flexibility in staffing.

On March 17th, SWCEC held their first one mile fun run. Led by Kathleen Russell, Reading Specialist, there were 30 participants including staff and students.

SWCEC Specialized Medical and Autism students will be attending the May 20th Special Olympics to be held in Leicester.

4. SWCEC FY23 School Calendar

Mr. Lundwall presented 2 versions of the FY 23 calendar for approval by the Board of Directors.

Mr. Ted Friend made a motion to approve both versions of SWCEC FY23 Calendars as presented. Seconded by Mr. Lamarche. The vote carried 9-0-0.

SWCEC Executive Director Evaluation

Dr. Haughey thanked the membership for being engaged in this evaluation process. Overall Mr. Lundwall received a rating of proficient and this was reflected in the work done to date. The board suggested that negotiations begin for Mr. Lundwall's next contract. Mr. Lundwall thanked the Board for their feedback.

Mr. Friend made a motion to approve the Executive Director evaluation as presented. Seconded by Dr. Tencza. The vote carried 9-0.

Financial Operation Report

1. Ms. Travinski spoke about the financial health of SWCEC. As of March 31st, the net income shown includes the grants received but does not take into consideration the teacher accrued salary paid over summer months. Enrollment is steady and the year-end projection looks to be close to breakeven. Ms. Travinski will continue to monitor the finances.
2. Budget Presentation
Ms. Travinski presented an \$8,037,788 FY2023 budgeted revenue for the Board of Directors to review. The budget was initially presented at the February meeting. The budget is based on 118 students.

Dr. Tencza made a motion to approve the FY2023 budget of \$8,037,788 as presented. Seconded by Mr. Friend. The vote carried 9-0.

Chairman Update - Reorganization of Chairman and Vice Chairman.

1. Dr. Haughey stated that both himself and Vice Chairman Dr. Tencza have completed their term as officers, Dr. Haughey was looking for candidates that would serve the next 2 years.

Mr. Meyers made a motion to appoint Dr. Kustigian for Chairman of Board of Directors. Seconded by Mr. Friend. The vote carried 9-0.

Dr. Tencza made a motion to appoint Ms. Boyd for Vice Chairman of the Board of Directors. Seconded by Mr. Friend. The vote carried 9-0.

Executive Session

Dr. Goguen made a motion at 1:50pm to move into Executive Session for the purpose of strategic planning on non-personnel collective bargaining and to discuss strategy with respect to collective bargaining. Seconded by Dr. Tencza. The vote carried 9-0.

Mr. Friend made a motion at 2:15pm to exit Executive Session and rejoin regular meeting. Seconded by Dr. Tencza. The vote carried 9-0-0

Regular Session

Chairman Dr. Haughey asked for a motion from the board members based on the discussion held in executive session regarding the Executive Director's salary compensation for next fiscal year.

Dr. Villar make a motion to provide a 4% increase to the Executive Director's salary for the next contract 7/1/2022. Seconded by Dr. Tencza. The vote was carried 7-2-0.

Adjournment

Mr. Friend made a motion to adjourn the meeting at 2:30PM. Seconded by Mr. Larmarche. The vote carried 9-0-0.

Documents Used at this Meeting

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| ❖ Board Agenda | ❖ Balance Sheet and Profit & Loss Sheet |
| ❖ Regular Session Minutes March 18, 2022 | ❖ SWCEC FY23 Budget Proposal |
| ❖ Personnel Report | ❖ Student Enrollment 3/31/2022 |
| ❖ Enrollment Report | ❖ Staffing Report |

Minutes submitted by: Christine Fadden