



Administrative Offices  
Dudley, MA 01571

## Southern Worcester County Educational Collaborative

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### Board of Directors

#### Meeting Minutes May 20, 2022

SWCEC (SOUTHERN WORCESTER COUNTY EDUCATIONAL COLLABORATIVE) Board of Directors regular meeting commenced at 8:44am on May 20, 2022, in the Auburn Public Schools Superintendent's office hosted by Dr. Chamberland.

#### Present

Ms. Deborah Boyd, Vice Chairman	Tantasqua/Union 61 Regional School District
Dr. Elizabeth Chamberland	Auburn Public Schools
Dr. James Cummings (Phone)	Grafton Public Schools
Dr. Patrick Dillon	Uxbridge Public Schools
Dr. Paul Haughey	Spencer East Brookfield Regional School District
Mr. Steven Lamarche	Dudley Charlton Regional School District
Mr. Michael Lucas	Oxford Public Schools
Dr. Marilyn Tencza (Phone)	Leicester Public Schools

#### Approval of Minutes

Mr. Lucas made a motion to accept the minutes of April 19, 2022. Seconded by Dr. Haughey. The vote was carried 8 – 0 – 0.

#### Executive Director's Report

1. Personnel  
Mr. Lundwall informed the membership there are no staffing changes. Positions still remain open.
2. Enrollment/Staffing  
As of April 30, 2022, SWCEC has 129 enrolled students. Mr. Lundwall shared that our average referrals going back to FY17 was 38. As of April 30<sup>th</sup>, SWCEC has had 90 referrals this year.
3. Program Update  
Russell Johnston will be speaking at the May 24<sup>th</sup> Special Education Administrator Meeting being hosted by Mr. Lundwall and Mr. Todd, Director of Special Services via Microsoft TEAMS.
4. SWCEC FY23 Board Meeting Schedule

Mr. Lucas made a motion to accept the SWCEC FY23 Board Meeting schedule as presented. Seconded by Dr. Haughey. The vote was carried 8-0-0.

5. Q3 Quarterly Report

Mr. Lundwall presented the Q3 Quarterly Report. He asked that the report be presented at each district's school committee meeting for approval.

Mr. Lucas made a motion to accept the Q3 Quarterly report as presented. Seconded by Dr. Haughey. The vote was carried 8-0-0.

6. Nomenclature Change

Mr. Lundwall explained that the current title of tutor is misleading to candidates. He is suggesting that the position be renamed 1-1 Classroom Aide.

Mr. Lucas made a motion to accept renaming tutor to 1-1 Classroom Aid. Seconded by Dr. Haughey. The vote was carried 8-0-0.

7. SWCECA 2023-2025 Agreement

Dr. Haughey informed the board that there was a change to Bachelor step 11-13 becoming a Bachelor step 10+ along with language that if the individual obtained their Masters they would move to a Master Step 10. Dr. Haughey thanked Dr Tencza for the language.

Mr. Lucas made a motion to accept the SWCECA 2023 -2025 as presented. Seconded by Mr. Lamarche. The vote was carried 8-0-0.

8. Janet Malser Humanities Trust

Mr. Lundwall shared the letter that the Grow Career Development Program received a grant for \$10,500.

Mr. Lucas made a motion to accept the funds from the Janet Malser Humanities Trust. Seconded by Dr. Haughey. The vote was carried 8-0-0.

**Financial Operation Report**

1. Ms. Travinski spoke about the financial health of SWCEC. The Collaborative is in an acceptable position ending the 4<sup>th</sup> quarter. Ms. Travinski is projecting that FY22 will have a net income of \$100,000. This is a combination of higher billings in therapeutic services, lower expenses and salaries and state reimbursement funds.
2. OPEB Fund  
Ms. Travinski shared that the last time funds were allocated to the SWCEC OPEB fund was in 2019. She asked that board to accept allocating \$50,000 or surplus of more than 25% of total budget to the fund. Dr. Haughey suggested that OPEB be included in the next round of bargaining negotiations.

Dr. Haughey made a motion to move \$50,000 or surplus of more than 25% over budget into OPEB. Seconded by Mr. Lucas. The vote was carried 8-0-0.

**Adjournment**

Mr. Lucas made a motion to adjourn at 9:17am. Seconded by Dr. Haughey. The vote was carried 9-0-0.

Documents Used at this Meeting

- ❖ Board Agenda
- ❖ Regular Session Minutes April 19, 2022
- ❖ Personnel Report
- ❖ Enrollment Report
- ❖ Balance Sheet and Profit & Loss Sheet
- ❖ SWCEC FY23 Budget Proposal
- ❖ Student Enrollment 4/30/2022
- ❖ SWCEC FY23 Board Meeting Dates

- ❖ Q3 Quarterly Report
- ❖ Malser Grant Award Letter
- ❖ Staffing Report

- ❖ SWCECA Collective Bargaining Tentative Agreements

Minutes submitted by: Christine Fadden