

Emily J. Parks
Executive Director

Dan Shovak
Dir. of Finance & Operations



Dr. Zachary Abrams
Dir. of Student Services

Dr. Jean Kenney
Dir. of Professional Learning & Leadership

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To: The TEC Board of Directors
Subject: Minutes of the Board of Directors Meeting - May 12, 2023

****Due to the Coronavirus Situation, the Governor of Massachusetts modified certain requirements of the Open Meeting Law and allowed remote participation for all open meetings. Notice from the Attorney General is attached.**

<https://tec-coop-org.zoom.us/j/86401580586?pwd=OURnMTVoMFBMVWhmNFF4T3dXOXhGZz09>

The meeting was called to order at 8:04 a.m. by Nancy Gallivan.

March 29, 2023 Governor Maura healey signed into law temporary revisions to Open Meeting Law through March 31, 2025.

Nancy Gallivan took a roll call of TEC Voters present:

Derek Folan, Canton	Not Present
Ian Kelly, Dedham	Not Present
Beverly Hugo, Framingham	Present Remotely
Dr. Susan Kustka, Holliston	Present Remotely
Dr. Carol Cavanaugh, Hopkinton	Not Present
Dr. Jeffrey Marsden, Medfield	Present Remotely
Dr. Armand Pires, Medway	Present Remotely
Robert Mullaney, Millis	Present Remotely
Elizabeth McCoy, Dover Sherborn	Present Remotely
Matt Brand, Natick	Not Present
Matt Spengler, Needham	Present Remotely
Dr. David Thomson, Norwood	Present Remotely
Nancy Gallivan, Chair, Walpole	Present Remotely
Christina Rodrigo, Wayland	Present Remotely
Dori Parmelee, Westwood	Present Remotely

Also present were: Dan Shovak, Director of Finance and Operations, Brad Jackson, Interim Executive Director, Zachary Abrams, Director of Student Services, Michael Friscia, Interim Treasurer, Emily Parks, Executive Director & Kayla Ober, Executive Assistant.

Consent Agenda:

2a. Brad Jackson recommended the minutes from January 9, 2023; February 3, 2023 Open Session; February 3, 2023 Executive Session (Not for Release) to be approved and obtained

2b. Brad Jackson presented TEC personnel appointments for the month of May; Linda Freeley .

2d. Michael provided a Q2 FY23 Financial Update:

- The revenue for The Education Cooperative through March 31, 2023 was \$9.8M an increase of \$383K or 4.1% from FY2022
- Total expenses were \$7.2M an increase of \$514K or 7.6%. The increase was driven by an increase in total salaries which coincides with the increased revenue from tuitions and therapies
- Summer stipends for teachers, counselors, therapists and nurses increased from \$6,760 to \$7,900
- Net income through March 31, 2023 was \$2.5M, an decrease of \$101K or 3.1% from the prior year
- The Board approved mid-year step scale changes that took effect in January, 2023, which will have a significant effect on instructional salary expense and net income.
- TEC FY22 audited cumulative surplus was \$3.018m or 34.4% and TEC will remain a stable position in year end

Nancy asked for a motion to approve the consent agenda. Jeff Marsden made the motion to approve the consent agenda. Beverly Hugo seconded the motion and the Board voted to approve in a roll call vote as recorded below:

Beverly Hugo, Framingham	Yes
Dr. Susan Kustka, Holliston	Yes
Dr. Jeffrey Marsden, Medfield	Yes
Dr. Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Elizabeth McCoy, Dover Sherborn	Yes
Matt Spengler, Needham	Yes
Dr. David Thomson, Norwood	Yes
Nancy Gallivan, Chair, Walpole	Yes
Christina Rodrigo, Wayland	Yes
Dori Parmelee, Westwood	Yes

Old Business

3a. Executive Director’s Recommended FY24 Budget

Brad Jackson explained that the budget is ready for a vote and would like Dan Shovak to present the budget. Dan Shovak reviewed the budget.

- Proposed operating budget of \$11,757,880 which is being partially funded from cumulative surplus original budget amount of \$927,573 (7.9%) to support the FY2024 budget.
- Assessment remains unchanged
- Tuition increases for in district is 4% and out of district is 9% with the exception of TEC High School; 4% for both in and out of district
- 1.5% from the TEC FY2023 amended budget approved December 16, 2022.

Brad Jackson asked for a motion to approve the FY24 Budget dated March 24, 2023. Beverly Hugo made the motion to approve the FY24. Jeff Marsden seconded the motion and the Board voted to approve in a roll call vote as recorded below:

Beverly Hugo, Framingham	Yes
Dr. Susan Kustka, Holliston	Yes
Dr. Jeffrey Marsden, Medfield	Yes
Dr. Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Elizabeth McCoy, Dover Sherborn	Yes
Matt Spengler, Needham	Yes
Dr. David Thomson, Norwood	Yes
Nancy Gallivan, Chair, Walpole	Yes
Christina Rodrigo, Wayland	Yes
Dori Parmelee, Westwood	Yes

New Business

4a. Review Results of DESE Tiered Focused Monitoring Review (TFM) Coordinated Program Review (CPR)

Zachary Abrams presented the results of DESE Tiered Focused Monitoring Review (TFM) Coordinated Program Review (CPR).

- The findings were all Criterion rated as implemented and no corrective action needed

4b. FY23 Budget Amendment

Dan Shovak presented the proposed changes.

- FY2023 approved budget total budget \$11,581,023 with the proposed changes of \$156,900 totalling \$11,737,923

Nancy Gallivan asked for a motion to approve the FY24 Budget Amendments. David Thomson made the motion to approve the FY24 budget amendments. Armand Pires seconded the motion and the Board voted to approve in a roll call vote as recorded below:

Beverly Hugo, Framingham	Yes
Dr. Susan Kustka, Holliston	Yes
Dr. Jeffrey Marsden, Medfield	Yes
Dr. Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Elizabeth McCoy, Dover Sherborn	Yes
Matt Spengler, Needham	Yes
Dr. David Thomson, Norwood	Yes
Nancy Gallivan, Chair, Walpole	Yes
Christina Rodrigo, Wayland	Yes
Dori Parmelee, Westwood	Yes

4c. Proposed FY24 Board of Directors Meeting Dates

[Proposed Meeting Dates](#)

Nancy Gallivan asked for a motion to approve the 2024 Board of Directors Meeting Schedule. Jeff Marsden made the motion to approve the 2024 Board of Directors Meeting Schedule. Dori Parmelee seconded the motion and the Board voted to approve in a roll call vote as recorded below:

Beverly Hugo, Framingham	Yes
Dr. Susan Kustka, Holliston	Yes
Dr. Jeffrey Marsden, Medfield	Yes
Dr. Armand Pires, Medway	Yes

Robert Mullaney, Millis	Yes
Elizabeth McCoy, Dover Sherborn	Yes
Matt Spengler, Needham	Yes
Dr. David Thomson, Norwood	Yes
Nancy Gallivan, Chair, Walpole	Yes
Christina Rodrigo, Wayland	Yes
Dori Parmelee, Westwood	Yes

5. Correspondence - None

6. Interim Executive Director's Update

Brad Jackson presented his Interim Executive Director update including the following his six projects that he helped complete:

- Completed CPR (Coordinator Program Review)
- FY24 Budget
- Worked with DESE to resolve TEC surplus
- Negotiated with TEC's landlord
- Expanding our Student Data Privacy
- Worked with Emily Parks to ensure a smooth transition

Brad Jackson presented Emily Parks. Emily provided an update and discussed her transition from Westwood to TEC.

Adjourn:

Nancy Gallivan asked for a motion to adjourn the meeting at 8:55am . David Thomson made a motion to adjourn the meeting at 9:03. Jeff Marsden seconded the motion. A roll call vote was taken as follows:

Beverly Hugo, Framingham	Yes
Dr. Susan Kustka, Holliston	Yes
Dr. Jeffrey Marsden, Medfield	Yes
Dr. Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes

Elizabeth McCoy, Dover Sherborn	Yes
Matt Spengler, Needham	Yes
Dr. David Thomson, Norwood	Yes
Nancy Gallivan, Chair, Walpole	Yes
Christina Rodrigo, Wayland	Yes
Dori Parmelee, Westwood	Yes

Update on the Open Meeting Law and COVID-19

2 messages

Attorney General's Division of Open Government
<OpenMeeting@state.ma.us>

Thu, Mar 12, 2020 at
9:54 PM

Reply-To: Attorney General's Division of Open Government <OpenMeeting@state.ma.us>
To: jgriffin@tec-coop.org

[View this email in your browser](#)



Update from the Division of Open Government

On March 12, 2020, Governor Baker issued an Executive Order modifying certain requirements of the Open Meeting Law, to enable public bodies to carry out their responsibilities while adhering to public health recommendations regarding social distancing.

The Executive Order relieves public bodies from the requirement in the Open Meeting Law that meetings be conducted in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body through adequate, alternative means. "Adequate, alternative means" may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body in real

time. A municipal public body that for reasons of economic hardship and despite best efforts is unable to provide alternative means of public access in real time may instead post on its municipal website a full and complete transcript, recording, or other comprehensive record of the proceedings as soon as practicable afterwards.

In addition, all members of a public body may participate in a meeting remotely; the Open Meeting Law's requirement that a quorum of the body and the chair be physically present at the meeting location is suspended.

All other provisions of the Open Meeting Law, such as the requirements regarding posting notice of meetings and creating and maintaining accurate meeting minutes, as well as the limited, enumerated purposes for holding an executive session, remain in effect.

The full text of the Executive Order is available [here](#).

In partnership,
The Attorney General's Division of Open Government



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