

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

141 Mansion Drive, Suite 200  
East Walpole, Massachusetts 02032  
Phone: 781-352-5700 Fax: 508-660-1124

To: The TEC Board of Directors  
Subject: Minutes of the Board of Directors Meeting - September 22, 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/81691626625?pwd=jGSgZvhOvdUISqpl8M0cTx4AJEMlt2.1>

The meeting was called to order at 8:11 a.m. by Emily Parks.

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

Emily Parks took a roll call of TEC Voters present:

Derek Folan, Canton	Present Remotely at 8:16am
Ian Kelly, Dedham	Present Remotely
Priscilla Sousa, Framingham	Not Present
Dr. Susan Kustka, Holliston	Present Remotely at 8:28am
Dr. Carol Cavanaugh, Hopkinton	Present Remotely
Dr. Jeffrey Marsden, Medfield	Present Remotely
Dr. Armand Pires, Medway	Present Remotely
Robert Mullaney, Millis	Not Present
Elizabeth McCoy, Dover Sherborn	Present Remotely
Matt Brand, Natick	Present Remotely
Matt Spengler, Needham	Not Present
Dr. David Thomson, Norwood	Present Remotely
Nancy Gallivan, Chair, Walpole	Present Remotely at 8:14am
Erin Mueller, Wayland	Present Remotely
Timothy Piwowar, Westwood	Present Remotely

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

**Consent Agenda:**

2b. Brad Jackson provided a Q4 FY23 Financial Update:

- The revenue for The Education Cooperative through June 30, 2023 was \$10.6M an increase of \$398,818K or 3.9% from FY2022
- Total expenses were \$10.6M an increase of \$863K or 8.7%. The increase was driven by an increase in instructional and administrative salaries, health insurance benefits and building and utilities.
- Accrued a contingent liability of 275k due to the ongoing legal issue regarding the building lease
- Net income through June 30, 2023 was \$27,952
- The Board approved mid-year step scale changes that took effect in January, 2023, which had a significant effect on instructional salary expense and net income
- TEC FY22 audited cumulative surplus was \$3.018m or 34.4%

2c. Emily Parks presented the Personnel Update:

- Most appointed positions are replacement positions; two new positions for Per Diem Nurses
- As many districts of finding Paraprofessionals, posting the position as a CNA position has been successful
- Brad Jackson to be reappointed as TEC's treasurer
- Emily recommends an increase to TEC's Internship and Career Development Coordinator to \$60k (2%) and an incentive structure to increase program enrollments with a maximum stipend of \$5,000, if the enrollment target is reached

2d. Emily Parks provided a Strategic Plan Update:

- Given the Executive Director transition, the leadership team did not assess the progress and update the action steps for the following year. In August, the leadership team did review the current action steps and updated to reflect the work that was completed. The plan is to do a more thorough review this spring after Emily completes her entry process.

Previously not included in Strategic Plan:

- To provide professional development for all TEC Educators so they are ready to implement on the new IEP for next year
- The professional learning and leadership department to work with Natick Public Schools to provide and implement a virtual learning pilot
- Research a new student data management system as our current system, MIDAS, is retiring in June 2024

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

Derek Folan, Canton	Yes
Ian Kelly, Dedham	Yes
Dr. Susan Kustka, Holliston	Yes
Dr. Carol Cavanaugh, Hopkinton	Yes

Dr. Jeffrey Marsden, Medfield	Yes
Dr. Armand Pires, Medway	Yes
Elizabeth McCoy, Dover Sherborn	Yes
Matt Brand, Natick	Yes
Dr. David Thomson, Norwood	Yes
Nancy Gallivan, Chair, Walpole	Yes
Erin Mueller, Wayland	Yes
Timothy Piwowar, Westwood	Yes

**FY'25 Budget Subcommittee**

Ian Mills, Armand Pires and Tim Piwowar have asked to join the subcommittee.

Nancy asked for a motion to approve Ian, Armand and Tim to join the budget subcommittee. Jeff Marsden made the motion to approve the consent agenda. Derek Folan seconded the motion and the Board voted to approve in a roll call vote as recorded below:

Derek Folan, Canton	Yes
Ian Kelly, Dedham	Yes
Dr. Susan Kustka, Holliston	Yes
Dr. Carol Cavanaugh, Hopkinton	Yes
Dr. Jeffrey Marsden, Medfield	Yes
Dr. Armand Pires, Medway	Yes
Elizabeth McCoy, Dover Sherborn	Yes
Matt Brand, Natick	Yes
Dr. David Thomson, Norwood	Yes
Nancy Gallivan, Chair, Walpole	Yes
Erin Mueller, Wayland	Yes
Timothy Piwowar, Westwood	Yes

**Executive Director’s Update**

Emily Parks presented an update which included the following:

- TEC’s Summer program; offered a bonus stipend to staff that worked every day through the summer
- Orientation for new and returning staff members
- Offices and classrooms were moved around in the summer which allowed TECCA more space in the building
- Start of school year enrollments were low. TEC started with 82 and increased to 85; budgeted 95. Acceptance letters and referrals are in the pipeline and are hopeful by December, we will be closer to our budgeted number

**Tasks for this year:**

TEC Phoenix Academy is in need of a new space, currently located at the Plimpton building out of WPS. WPS is in need of that space.

**New Business- None**

**Adjourn:**

Nancy Gallivan made a motion to adjourn the meeting at 8:41 to enter into executive session. Susan Kustka seconded the motion. A roll call vote was taken as follows:

Derek Folan, Canton	Yes
Ian Kelly, Dedham	Yes
Dr. Susan Kustka, Holliston	Yes
Dr. Carol Cavanaugh, Hopkinton	Yes
Dr. Jeffrey Marsden, Medfield	Yes
Dr. Armand Pires, Medway	Yes
Elizabeth McCoy, Dover Sherborn	Yes
Matt Brand, Natick	Yes
Dr. David Thomson, Norwood	Yes
Nancy Gallivan, Chair, Walpole	Yes
Erin Mueller, Wayland	Yes
Timothy Piwowar, 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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Division of Open Government  
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