

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 10, 2024

**\*\*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/83862415825>

The meeting was called to order at 8:02 by Nancy Gallivan.

- 1. Nancy Gallivan took a roll call of the BOD:

Derek Folan, Canton	Present Remotely
Ian Kelly, Dedham	Not Present
Judith Styer, 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	Not Present
Matt Brand, Natick	Present Remotely
Matt Spengler, Needham	Not present
Dr. David Thomson, Norwood	Not present
Nancy Gallivan, Chair, Walpole	Present Remotely
Erin Mueller, Wayland	Present Remotely
Timothy Piwowar, Westwood	Not present

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:**

2a. Meeting Minutes – March 22, 2024

- Emily Parks noted that a correction was needed on the bottom of p. 5. The minutes should read “Proposing to use \$631,071 of the unreserved fund balance in FY’25 (a decrease of \$296,504 over FY’24)”

2b. Personnel Update

- Emily Parks presented the personnel update. 1 position was new, 4 positions were replacements, 15 stipends were listed.

2c. Donations and Grants

- 2 donations (WeBreathe Wellness and Box Tops for Education) were discussed.

2d. Q3 Financial Report

- The Q3 financial reports were discussed by Brad Jackson. Brad mentioned that TEC is in a healthy financial position for Q3.

2e. Student Handbook Updates

- Emily Parks discussed the draft student handbooks included in the packet.

2f. Proposed FY’25 Board of Directors Meeting Dates

- Emily Parks presented the following board meeting dates: September 20, 2024, November 1, 2024, December 13, 2024, February 7, 2024, March 21, 2024, May 9, 2024, June 6, 2024 (if needed).

Jeff Marsden moved to approve the consent agenda, including the minutes as amended. Bob Mullaney seconded the motion and the Board voted to approve in a roll call vote as recorded below:

Derek Folan, Canton	Yes
Judith Styer, Framingham	Yes
Dr. Susan Kustka, Holliston	Yes
Dr. Jeffrey Marsden, Medfield	Yes
Dr. Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Matt Brand, Natick	Yes
Nancy Gallivan, Chair, Walpole	Yes
Erin Mueller, Wayland	Yes

3a. FY’25 Budget Approval

- Nancy Gallivan noted that there had been a presentation and thorough discussion of the proposed FY’25 budget at the BOD’s March meeting. She asked if there were any further questions.

Armand Pires made a motion to approve the FY'25 Budget as proposed in the budget vote document. Derek Folan seconded the motion. A roll call vote was taken as recorded below:

Derek Folan, Canton	Yes
Judith Styer, Framingham	Yes
Dr. Susan Kustka, Holliston	Yes
Dr. Jeffrey Marsden, Medfield	Yes
Dr. Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Matt Brand, Natick	Yes
Nancy Gallivan, Chair, Walpole	Yes
Erin Mueller, Wayland	Yes

#### 4. FY'24 Budget Amendment

- Dan Shovak presented the FY2024 Budget Amendment. On the revenue side the budget amendment recognized:
  - additional grant revenue of \$45,485
  - additional SPDA program revenue and sponsorship fee revenue in the amount of \$214,651.
  - Lower than expected online tuition revenue
- On the expense side the budget amendment recognized:
  - Additional funding for total salaries of \$84,831
  - Additional capital funding of \$1,400
- Dan mentioned that fringe expense will not be changing which includes a \$10,000 transfer to OPEB.
- Dan also mentioned that neither of the changed expense items are increasing the total budgeted amount. Funds will be transferred from the “other” expense line because of lower than expected contractual expense in FY2024.
- The total amended budget for FY2024 is \$11,803,365.

Jeff Marsden moved to approve the FY'24 budget amendment as presented. Armand Pires seconded the motion. A roll call vote was taken, as recorded below:

Derek Folan, Canton	Yes
Judith Styer, Framingham	Yes
Dr. Susan Kustka, Holliston	Yes
Dr. Jeffrey Marsden, Medfield	Yes
Dr. Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes

Matt Brand, Natick	Yes
Nancy Gallivan, Chair, Walpole	Yes
Erin Mueller, Wayland	Yes

5. Executive Director’s Evaluation

- Nancy Gallivan said that she and the other members of the Personnel Subcommittee (Matt Spengler and Jeff Marsden) had met with Emily and had a good discussion about her first year at TEC. Nancy presented Emily Parks’ evaluation and summarized some of the comments in the written evaluation provided in the packet. She noted that Emily had accomplished a lot in her first year at TEC, including conducting a thorough entry process, negotiating a lease relocated TPA, proposing an amendment to the uses of the capital reserve, and expanding the SDPA to additional states. Derek Folan complimented Emily’s performance this year and shared that as a superintendent he had felt connected to TEC this year. Nancy thanked Emily for her work and asked for a motion to approve the Executive Director’s evaluation.

Armand Pires moved to approve the Executive Director’s evaluation as written. Derek Folan seconded the motion and the Board voted to approve in a roll call vote as recorded below:

Derek Folan, Canton	Yes
Judith Styer, Framingham	Yes
Dr. Susan Kustka, Holliston	Yes
Dr. Jeffrey Marsden, Medfield	Yes
Dr. Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Matt Brand, Natick	Yes
Nancy Gallivan, Chair, Walpole	Yes
Erin Mueller, Wayland	Yes

**6 Executive Director’s Update**

Emily Parks presented the executive director’s update.

6a. TEC celebrated its staff during Teacher Appreciation Week. There were many activities of celebration for the staff such as: the wellness fair, staff lunch and breakfasts, and engaging activities to make the staff feel appreciated. Emily thanked Michelle Fusco for all of her efforts to plan the week.

6b. Emily Parks announced that Antonio Nicolazzo has resigned from his position as TPA Principal effective at the end of the school year. Emily thanked Antonio for his years of service at TPA. Emily updated the board on the

search and hiring process for the next lead of TPA, including having drafted a job description for the position that will also encompass both the current program and potential elementary behavior program.

6c. Emily Parks presented several updates from TEC SDPA: TEC has been working with Toshiba/DocuWare to build an automated registration and renewal system for TEC SDPA that will streamline how we generate service agreements and onboard districts into the alliance. This should make the process more efficient for TEC and for our clients and will provide us with the ability to generate data reports so we can think more clearly and strategically about our program.

With the recently signed MOUs with NY and MO, we are now servicing districts in these states. We are on track to bring OH on board as of July 1 and anticipate that TN will be on board as of Aug. 1. We are also in the process of bringing VA on board and have inquiries from 2 other states.

There is pending federal legislation, the American Privacy Rights Act. There are widely varying opinions about the chances of APRA passing – some think it likely to pass, others think the chances are slim. We are having our attorney review the bill, as there is some sense that it wouldn't apply to schools. Emily stated that it is a good reminder that we need to keep a close eye on this issues as the level of revenue generated by SDPA increases.

6d. TEC membership update: Emily stated that she had received an inquiry from the Superintendent of the Sharon Public Schools, Peter Botelho, about the possibility of joining TEC. Sharon does not currently belong to any collaborative. The Sharon School Committee discussed the possibility at a recent meeting and will be further discussing it this spring. If Sharon officially requests to join, the TEC BOD could consider it in the Fall and, if approved, roll it into the process of amending the collaborative agreement when King-Philip joins. Emily discussed this potential timeline with Superintendent Botelho. At the moment, Sharon does not have any students enrolled at TEC for 2024-2025.

**New Business- None**

**Adjournment:**

Nancy Gallivan asked for a motion to adjourn. Jeff Marsden made a motion to adjourn the meeting at 9:30 am. Armand Pires seconded the motion. A roll call vote was taken as follows:

Derek Folan, Canton	Yes
Judith Styer, Framingham	Yes
Dr. Susan Kustka, Holliston	Yes
Dr. Jeffrey Marsden, Medfield	Yes
Dr. Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Matt Brand, Natick	Yes
Nancy Gallivan, Chair, Walpole	Yes
Erin Mueller, Wayland	Yes

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## Update on the Open Meeting Law and COVID-19

2 messages

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**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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