

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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East Walpole, Massachusetts 02032
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To: The TEC Board of Directors

Subject: Minutes of the Board of Directors Meeting - September 20, 2024

****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/85367484361?pwd=XMFrVm0cwclqRiywemLAM6rVvKPk0.1>

The meeting was called to order at 8:02 by Emily Parks

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

- 1. Emily Parks took a roll call of TEC Voters present:

Derek Folan, Canton	Present Remotely
Nan Murphy,, Dedham	Present Remotely
Judith Styer, Framingham	Present Remotely
Dr. Susan Kustka, Holliston	Present Remotely
Dr. Carol Cavanaugh, Hopkinton	Present Remotely
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
Tim Luff, Norwood	Present Remotely
Nancy Gallivan, Chair, Walpole	Present Remotely
Erin Mueller, Wayland	Present Remotely at 8:31
Timothy Piwowar, Westwood	Present Remotely at 8:14

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

- 2. Board Reorganization
 - a. Election of Chair

Emily Parks entertained nominations for Board Chair. Jeff Marsden made the motion to nominate Nancy Gallivan. Armand Pires seconded the motion and the Board voted to approve in a roll call vote as recorded below:

Derek Folan, Canton	Yes
Dr. Susan Kustka, Holliston	Yes
Dr. Carol Cavanaugh, Hopkinton	Yes
Dr. Jeffrey Marsden, Medfield	Yes
Dr. Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Elizabeth McCoy, Dover Sherborn	Yes
Matt Spengler, Needham	Yes
Tim Luff, Norwood	Yes
Nancy Gallivan, Walpole	Yes
Judith Styer, Framingham	Yes
Nan Murphy, Dedham	Yes

- b. Election of Vice-Chair

Nancy Gallivan entertained motions for Vice-Chair and nominated Matt Spengler. Bob Mullaney seconded the motion and the Board voted to approve in a roll call vote as recorded below:

Derek Folan, Canton	Yes
Dr. Susan Kustka, Holliston	Yes
Dr. Carol Cavanaugh, Hopkinton	Yes
Dr. Jeffrey Marsden, Medfield	Yes
Dr. Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Elizabeth McCoy, Dover Sherborn	Yes
Matt Spengler, Needham	Yes
Tim Luff, Norwood	Yes

Nancy Gallivan, Walpole	Yes
Judith Styer, Framingham	Yes
Nan Murphy, Dedham	Yes

c. Appointment of FY'26 Subcommittees

Nancy Gallivan asked for volunteers for the 24-25 SY sub committees and assigned members as follows:

- i. Budget members: Susan Kustka, Bob Mullaney, Armand Pires, Tim Piwowar
- ii. Personnel members: Judy Styer, Beth McCoy, Matt Spengler, Jeff Marsden

3. Consent Agenda:

- a. Reviewed minutes of Friday, May 10, 2024. No questions or concerns from members.
- b. FY'24 Q4 Financial Report

Brad Jackson provided a FY 24' Q4 Financial Update:

- The revenue for The Education Cooperative through June 30, 2024 was \$11,227,359. This is an increase of \$572,761 or 5.4% from FY2023 and revenue has been up across the board.
- Expenses totaled \$11,310,390. This is an increase of \$683,244 or 6.4%.
- The increase was driven mainly by an increase in salaries of \$800,591 (13.4%) and capital expense of \$57,963 (139%). These increases were partially offset by a decrease in contractual expense of \$86,323 (15.9%), instructional expense of \$40,487 (13%), and building and utilities of \$140,332 (22.6%).
- Administrative salaries increased by \$255,360 or 19% but these administrative salary increases were partially offset by the loss of TEC's Technology Aide in June 2023.
- Instructional salaries increased by \$545,231 or 11.8% the result of staffing changes and step scale salary changes approved by the Board on December 16, 2022 and made effective mid-year FY2023 and a summer attendance bonus for instructional staff was also distributed in FY2024 for a total of \$9,500.
- Health insurance increased by \$55,287 or 10.1%, Contractual expenses decreased by \$86,323 and Building & utilities decreased by \$140,332.
- TEC assumed a small loss at year end FY2024 of (\$83,032). Brad noted that other collaboratives are not doing as well and are losing revenue sources because districts are drying up which makes TEC especially fortunate.
- There will be an audit at the end of September/early October and the results will be discussed at the December meeting.

c. Personnel Update

Emily Parks presented the Personnel Update, which included:

- Most appointed positions at Campus school are replacement positions. A physical therapist position is being added to provide services required in students' IEPs.
- A proposed salary increase for Meredith Faletra, TCS Program Director. TCS is the largest program at TEC. This increase will bring her salary into greater parity with other directors.
- A new 1:1 "bill back" Teacher Aide hired at TEC High School
- TEC Academy replaced Phoenix Principal with a new Director who oversees both the Phoenix Campus and new Lower Campus of TEC Academy. Staffing for the K-2 program differed in model from budget, but the financial impact was as budget.
- A new Custodian was hired for the TEC Academy Robbins Rd location.

d. 24-25 Strategic Priorities

Emily Parks provided a Strategic Plan Update:

- The current Strategic Plan extends until 2027 which means the goals and objectives remain the same but with different action steps.
- The Campus School actions steps will focus on a new Literacy Curriculum, expanding community relationships and expanding the capacity of the Early Childhood program.
- TEC High School action steps will focus on understanding the evolution in district programs in order to inform THS's model and enrollment.
- TEC Academy will focus on building its new K-2 program
- Operations will Establish an Executive Director Advisory Committee and expand the Career Exploration Program

Nancy Gallivan asked for a motion to approve all Consent Agenda items. Jeff Marsden made the motion to approve. Susan Kustka seconded the motion and the Board voted to approve in a roll call vote as recorded below:

Derek Folan, Canton	Yes
Dr. Susan Kustka, Holliston	Yes
Dr. Carol Cavanaugh, Hopkinton	Yes
Dr. Jeffrey Marsden, Medfield	Yes
Dr. Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Elizabeth McCoy, Dover Sherborn	Yes
Matt Spengler, Needham	Yes
Tim Luff, Norwood	Yes
Nancy Gallivan, Walpole	Yes
Timothy Piwowar, Westwood	Yes
Nan Murphy, Dedham	Yes
Judith Styer, Framingham	Yes

Members from Sharon Public Schools joined at 8:28. These members were as follows: Peter Botelho, Superintendent of Sharon Public Schools, Julie Rowe, Sharon Public Schools Committee Chair and Avi Shemtov, Sharon Public Schools Committee Vice Chair.

4. Request from Sharon Public Schools to join TEC

Peter Botelho spoke about why Sharon would like to join as a TEC Member District:

- Dr. Botelho is familiar with TEC's SPED Service, Job Alikes, Online Learning amongst other things from his past experience. . Sharon is also very interested in TECs high quality programs.

- Sharon Public School appreciates TECs leadership and desires to continue to have a strong relationship with TEC and hopefully become a strong partner as well. Dr. Botelho would like to contribute to TEC.

Nancy Gallivan explained what the process would be like for Sharon to become a member district

- After the Board votes each TEC school committee member will also need to vote to amend the TEC membership agreement.
- If the members vote yes the proposal then goes to DESE. This would need to be completed by April for an FY26 entry.

Nancy Gallivan asked for a motion to approve the entry of Sharon Public Schools as a TEC Member district. Derek Folan made the motion to approve. Jeff Marsden seconded the motion and the Board voted to approve in a roll call vote as recorded below:

Derek Folan, Canton	Yes
Dr. Susan Kustka, Holliston	Yes
Dr. Carol Cavanaugh, Hopkinton	Yes
Dr. Jeffrey Marsden, Medfield	Yes
Dr. Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Elizabeth McCoy, Dover Sherborn	Yes
Matt Spengler, Needham	Yes
Tim Luff, Norwood	Yes
Nancy Gallivan, Walpole	Yes
Timothy Piwowar, Westwood	Yes
Nan Murphy, Dedham	Yes
Judith Styer, Framingham	Yes
Erin Mueller, Wayland	Yes

All Sharon Public School members exited the meeting at 8:39.

5. Executive Director’s Update

Emily Parks provided updates:

- a. Opening of TEC Academy (Phoenix and Lower Campus)
 - TEC Academy is now located at the Johnson Middle School on Robbins Road in Walpole on the lower level, including the cafeteria which has been completely renovated into classroom space..
 - The Elementary program is now on the lower level of Mansion drive where BICO was previously located.

- b. Beginning enrollments
 - TEC started the school year with a total of 108 enrollments which is 3 more than budgeted. There has especially been a large increase in enrollments at the TEC Campus school program.
- c. New website
 - The approach for the new website was to focus on who the audience is, which is families.
 - The website also focuses on the school programs and professional/business services.
- d. DESE Financial Audit
 - There is a new review protocol that is on a 6yr cycle and TEC is 1 of 3 collaboratives chosen to pilot this program. Review was conducted in July. Though TEC has received favorable verbal feedback, it has not yet received the written report.
 - One piece of feedback received: The Board is required by regulation to do an annual review of the TEC Treasurer going forward

6. New Business- NONE

Adjourn:

Nancy Gallivan made a motion to adjourn the meeting at 8:55 to enter into an Executive Session with no return to Open Session. Armand Pires seconded the motion. A roll call vote was taken as follows:

Derek Folan, Canton	Yes
Dr. Susan Kustka, Holliston	Yes
Dr. Carol Cavanaugh, Hopkinton	Yes
Dr. Jeffrey Marsden, Medfield	Yes
Dr. Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Elizabeth McCoy, Dover Sherborn	Yes
Matt Spengler, Needham	Yes
Tim Luff, Norwood	Yes
Nancy Gallivan, Walpole	Yes
Timothy Piwowar, Westwood	Yes
Nan Murphy, Dedham	Yes
Judith Styer, Framingham	Yes
Erin Mueller, Wayland	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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