

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 - November 01, 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.**

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

<https://tec-coop-org.zoom.us/j/85367484361?pwd=XMFrVm0cwclqRiywemLAM6rVvKPk0.1>

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

**1. Roll Call**

Nancy Gallivan 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	Not Present
Dr. Carol Cavanaugh, Hopkinton	Present Remotely
Dr. Jeffrey Marsden, Medfield	Not Present
Dr. Armand Pires, Medway	Not Present
Robert Mullaney, Millis	Present Remotely
Elizabeth McCoy, Dover Sherborn	Present Remotely
Matt Brand, Natick	Present Remotely
Matt Spengler, Needham	Present Remotely
Tim Luff, Norwood	Present Remotely at 8:04
Nancy Gallivan, Chair, Walpole	Present Remotely
Erin Mueller, Wayland	Not Present

Timothy Piwowar, Westwood	Not Present
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Also present were: Dan Shovak, Director of Finance and Operations, Zachary Abrams, Director of Student Services, Lisa Freedman, Director of TEC Academy Phoenix, Brad Jackson, TEC Treasurer, Emily Parks, Executive Director and Antoinette Leshore, Executive Assistant

**2. Consent Agenda:**

a. *Minutes:*

Reviewed minutes of Friday, September, 2024, including the election of subcommittee assignments. There were no questions or concerns from members.

b. *Adjusted FY'24 Q4 Financial Statement*

Emily Parks provided an Adjusted FY 24' Q4 Financial Update:

- TEC realized that we received an additional \$363,000 from SDPA in the 23-24 SY not 24-25 SY so the statement was adjusted to reflect this change.
- With this adjustment TEC had a net operating income of \$279,968.
- This change will result in an excess cumulative surplus for FY24. Emily Parks and Dan Shovak will make a recommendation to the Board about what to do with the excess in advance of the December meeting.

c. *Q1 Financial Report*

Brad Jackson presented the Q1 Financial update.

- Brad noted that TEC is a financially healthy collaborative with multiple revenue streams.
- SPDA is going strong and bringing in great revenue.
- Tuitions and enrollments are both at a high level and enrollment in particular is up across the board.
- TEC is still receiving revenue from our agreement with TECCA.
- TEC's expenses in Q1 are also up, but they are mainly one time expenses due to the opening of the new building and new elementary behavior program.
- Health insurance numbers are going up, both rates and enrollments.
- Net income is up as of September 30th.
- Matt Spengler asked what is driving the increase in enrollment at TCS and will this equal more hires. Emily Parks responded that our program reputation and more enrollments at earlier ages at TCS have contributed to the increase. The students who come to TCS at an earlier age tend to stay for many years. The increased enrollment has required more staffing going forward. Emily complimented TCS Program Director Meredith Faletra for doing such a great job at coordinating the staffing at the Campus School in order to support more students.

d. *Personnel Update:*

Emily Parks presented the Personnel Update

- There are three replacement positions at TEC Campus school and the school is now fully staffed.
- TEC Academy has hired a new Para which was within the budget. They also hired a new BCBA which replaced a previous professional position within the budget that was open due to a late August resignation.
- The Central Office assigned Antoinette Leshore as new Executive Assistant to the Board of Directors. She also is taking on additional duties support to the Operations department.

e. *Grants and Donations*

Emily Parks presented the grants and donation

- Michelle Fusco applied for a grant through MIIA and TEC was approved for \$7,500. MIIA will provide healthy snack bi-weekly for staff.
- Gary Weiner provided a donation of \$200 in honor of Matthew Olney.

f. *Request to change the limit for Corporate Credit Card*

Emily Parks provided information about the request for a change in the limit for the Corporate Credit Card

- The request was to increase the combined limit to \$50,000 from \$15,000 for the reasons outlined in the memo to the BOD.
- There are already internal controls in place to make sure the card is being used appropriately.
- Brad Jackson commented that he also reviews the credit card bill as another form of internal control.

Nan Murphy left the meeting at 8:23am.

Nancy Gallivan asked for a motion to approve all Consent Agenda items. Matt Brand made the motion to approve.

Matt Spengler seconded the motion and the Board voted to approve in a roll call vote as recorded below:

Derek Folan, Canton	Yes
Dr. Carol Cavanaugh, Hopkinton	Yes
Matt Brand, Natick	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

**3. Executive Director's Update**

Emily Parks provided updates:

a. *Introduction of TEC Academy Program Director*

- Emily Parks introduced Lisa Freedman and spoke about her prior experience with building and leading specialized programs.
- Lisa Freedman addressed the Board and said she is happy to be joining TEC at such a pivotal time. She also noted that she sent out a welcome notice to families about her new position as well as the new location.

Lisa Freedman left the meeting at 8:28am.

*b. Capital Expenses Update*

- Emily Parks noted that the renovation plans for the new location changed which increased the expenses, in particular to support changes in HVAC. In addition, once staff and student moved in the new building, additional needs were identified with issues such as security cameras. Though these expenses exceed what was budgeted, Dan and Emily believe that they can be accommodated within the operating budget and will be reflected subsequently in a budget amendment.

*c. News from TEC*

- TEC Campus school student Bryan Risi passed away at age 21 on September 21st. The TEC community misses Bryan and is holding his family in our thoughts.
- TEC Campus school just participated in a Fall Festival as well as Trick or Treating and a costume contest.
- Lisa Freedman organized the first Parent Open house at TEC Phoenix Academy.

*d. Continued expansion of TEC SDPA*

- Virginia and Illinois joined SDPA over the summer. Tennessee and Iowa are joining in November and January, respectively.
- With the addition of new states, TEC SDPA now has an additional model where TEC works with partner organizations as an intermediary to provide services and charges a flat fee per district, rather than a per student rate for districts that work directly with TEC. This started when TEC expanded to New York. The expansion has been great. However, the TEC SDPA team is focused right now on building capacity to support the additional states so that we continue to provide excellent service to districts.

*e. Updates from MOEC*

- TEC is hosting an event for MOEC in December to discuss DESE's new financial review process for collaboratives that TEC piloted. TEC is also currently hosting MOEC's Leadership Academy.

**4. Proposed Amendment to Collaborative Agreement**

Emily Parks presented the proposed amendment and highlighted the changes. She also presented the timeline for the process, including that member district School Committee chairs had received the required notice of the first reading.

The proposed changes have incorporated DESE's initial feedback. After this meeting, Emily will send to DESE again for review in advance of the BOD vote in December.

**5. New Business**

Matt Spengler announced that Dr. Connie Barr, who was previously a Needham liaison, is receiving the Lifetime Achievement Award. Nancy Gallivan noted that Dr. Barr had been a longtime TEC BOD member and a big supporter of TEC.

**Adjournment:**

Nancy Gallivan made a motion to adjourn the meeting at 8:52am . Derek Foland seconded the motion. A roll call vote was taken as follows:

Derek Folan, Canton	Yes
Dr. Carol Cavanaugh, Hopkinton	Yes
Matt Brand, Natick	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

## 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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