

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 09, 2025

**\*\*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 Nancy Gallivan

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

1. **Roll Call:**

Nancy Gallivan took a roll call of TEC Voters present:

Derek Folan, Canton	Present Remotely
Nan Murphy, Dedham	Not Present
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	Not Present
Matt Brand, Natick	Present Remotely
Matt Spengler, Needham	Not Present
Tim Luff, Norwood	Present Remotely at 8:04
Nancy Gallivan, Chair, Walpole	Present Remotely
Erin Mueller, Wayland	Not Present

Timothy Piwowar, Westwood	Present Remotely
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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. Old Business:

### a. FY'26 Budget Approval

Emily Parks asked if the Board had any questions or concerns regarding the FY 26 Budget of \$113,110,609 which has been public since March. There were no questions or concerns.

Nancy Gallivan asked for a motion to approve the FY'26 Budget. Armand Pires 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	yes
Matt Brand	yes
Dr. Carol Cavanaugh	yes
Dr. Jeffrey Marsden	yes
Dr. Armand Pires	yes
Robert Mullaney	yes
Judith Styer	yes
Tim Luff	yes
Nancy Gallivan	yes
Timothy Piwowar	yes
Susan Kustka	yes

### b. Second Reading: Title IX Policy Revision

Emily Parks presented the Title IX Revision and stated that the policy written was recommended by TEC's attorney based on the guidance by the new federal administration. The change in Title IX policy removes gender identity as a protected class; however, this revision will not change the protections afforded under MA law or any other policies at TEC.

Timothy Piwowar, Westwood	Present Remotely
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Nancy Gallivan asked for a motion to approve the Title IX Policy Revision. Jeff Marsden made the motion to approve. Carol Cavanaugh seconded the motion and the Board voted to approve in a roll call vote as recorded below:

Derek Folan	yes
Matt Brand	yes
Dr. Carol Cavanaugh	yes
Dr. Jeffrey Marsden	yes
Dr. Armand Pires	yes
Robert Mullaney	yes
Judith Styer	yes
Tim Luff	yes
Nancy Gallivan	yes
Timothy Piwowar	yes
Susan Kustka	yes

### 3. Consent Agenda

Emily Parks presented the Consent Agenda

- a. *Meeting Minutes – March 21, 2025*  
- No Changes or Questions
- b. *Personnel Update*  
- All replacements at Campus School and TEC Academy
- c. *Grants and Donations*  
-Comprehensive Grant for \$24,000  
-Fund Code 274 (IEP training) for \$5,000  
-Floyd Family Donation of \$2,500 to be used for upcoming first ever Spring Fling event  
-Rosania Donation of \$25  
-Fidelity Grant of \$1000  
-SISAMA Grant of \$3024  
-Total of \$35,549 in Grants and Donations
- d. *Q3 Financial Report*

Timothy Piowar, Westwood	Present Remotely
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Brad Jackson presented the Q3 Financial Report and stated:

- TEC revenues are higher than this time last year. Tuitions, SDPA, and Sponsorships are all up. Professional Development Revenue is down but this is happening across most districts.
- TEC's expenses are up but there are a lot of one-time expenses due to capital projects. There is also an increase in staff salary due to new programs and more student enrollment.

*e. Student Handbook Updates*

Emily Parks presented the Student Handbook Updates:

- All programs have updated Title IX, Dress Code, Graduation/MCAS Language
- TEC Academy & TEC High have updated Academic Integrity Language and School Cancellation Communication
- TEC Academy has revised Electronic Device Policy, Student Driver and Internships
- Derek Folan asked about the updated Graduation Requirements and Emily Parks responded that she could collect this information from each of the district to share out.

*f. Proposed FY'26 Board of Directors Meeting Date (no questions or comments)*

Nancy Gallivan asked for a motion to approve the Consent Agenda items. Matt Brand made the motion to approve. Tim Piowar seconded the motion and the Board voted to approve in a roll call vote as recorded below:

Derek Folan	yes
Matt Brand	yes
Dr. Carol Cavanaugh	yes
Dr. Jeffrey Marsden	yes
Dr. Armand Pires	yes
Robert Mullaney	yes
Judith Styer	yes
Tim Luff	yes
Nancy Gallivan	yes
Timothy Piowar	yes
Susan Kustka	yes

**4. FY'25 Budget Amendment**

Timothy Piwowar, Westwood	Present Remotely
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Dan Shovak presented the FY'25 Budget Amendment:

- Revenue is \$1.2 million over budget due to higher enrollments/tuitions than expected. Also higher amounts in other revenues as well
- Expenses are \$1.2 million over budget as well, including an increase in Salaries and Benefits.
- Though a significant portion of the increase in costs is attributable to one-time renovation costs, there has not been a need to use the capital reserve fund.
- Nancy Gallivan asked if anything needed to be decided about surplus amounts and Dan said this would be done at the December meeting.

Nancy Gallivan asked for a motion to approve the FY'25 Budget Amendment. Jeff Marsden made the motion to approve. Tim Luff seconded the motion and the Board voted to approve in a roll call vote as recorded below:

Derek Folan	yes
Matt Brand	yes
Dr. Carol Cavanaugh	yes
Dr. Jeffrey Marsden	yes
Dr. Armand Pires	yes
Robert Mullaney	yes
Judith Styer	yes
Tim Luff	yes
Nancy Gallivan	yes
Timothy Piwowar	yes
Susan Kustka	yes

## 5. Executive Director's Evaluation

Jeff Marsden presented the Executive Directors Evaluation by stating the Board is pleased with all of the work that Emily Park has done over the past year and all of the positive changes and moves forward she has made. Other members of the Board also thanked Emily.

Nancy Gallivan asked for a motion to approve the Executive Director's Evaluation. Armand Pires made the motion to approve. Carol Cavanaugh seconded the motion and the Board voted to approve in a roll call vote as recorded below:

Timothy Piwowar, Westwood	Present Remotely
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Derek Folan	yes
Matt Brand	yes
Dr. Carol Cavanaugh	yes
Dr. Jeffrey Marsden	yes
Dr. Armand Pires	yes
Robert Mullaney	yes
Judith Styer	yes
Tim Luff	yes
Nancy Gallivan	yes
Timothy Piwowar	yes
Susan Kustka	yes

## 6. Treasurer's Evaluation

Nancy Gallivan presented the Treasurer's Evaluation on behalf of Matt Spengler. She thanked Brad Jackson for always using user friendly language when presenting financial reports and stated that the Board is lucky to have him.

Nancy Gallivan then asked for a motion to approve the Treasurer's Evaluation. Jeff Marsden made the motion to approve. Armand Pires seconded the motion and the Board voted to approve in a roll call vote as recorded below:

Derek Folan	yes
Matt Brand	yes
Dr. Carol Cavanaugh	yes
Dr. Jeffrey Marsden	yes
Dr. Armand Pires	yes
Robert Mullaney	yes
Judith Styer	yes
Tim Luff	yes

Timothy Piwowar, Westwood	Present Remotely
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Nancy Gallivan	yes
Timothy Piwowar	yes
Susan Kustka	yes

## 7. Executive Director's Updates

Emily Parks presented the Executive Director Updates

- a. *Spring events at TEC*
  - Hungry Caterpillar Play at Campus School
  - TEC Phoenix had guests speakers from Dedham Juvenile Court and Probation
  - TEC won the Billy Elliot Award and Dana Asselin accepted on behalf of TEC
- b. *BSU Job Fair*
  - Emily Parks and Zach Abrams attended
  - This event helped to solidify TEC's relationship with BSU
- c. *TEC SDPA Expansion (New Jersey and Nebraska)*
  - Looking to move more strategically going forward
  - Jeff Marsden asked about additional staffing due to increase and Emily Parks stated that four new staff had been hired this year for the SDPA team
- d. *Letter from DESE re: Annual Report*
  - TEC met the requirements for the Annual Report

## 8. New Business (none)

Nancy Gallivan asked for a motion to move to Executive Session at 8:49am. Armand Pires made the motion to move. Jeff Marsden seconded the motion and the roll call was as recorded below:

Derek Folan	yes
Matt Brand	yes
Dr. Carol Cavanaugh	yes
Dr. Jeffrey Marsden	yes
Dr. Armand Pires	yes
Robert Mullaney	yes
Judith Styer	yes
Tim Luff	yes

Timothy Piwowar, Westwood	Present Remotely
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Nancy Gallivan	yes
Timothy Piwowar	yes
Susan Kustka	yes



Timothy Piwowar, Westwood

Present Remotely



Janet Griffin <jgriffin@tec-coop.org>

## 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

Timothy Piwowar, Westwood	Present Remotely
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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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You are receiving this email because you have expressed interest in receiving updates from the Division of Open Government and/or your constituencies work with the Open Meeting Law.

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Division of Open Government  
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Boston, MA 02108

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