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To: The TEC Board of Directors

Subject: Minutes of the Board of Directors Meeting - December 12, 2025

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

The meeting was held virtually and was called to order at 8:01am 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
Evan Bishop, Hopkinton	Not Present
Rich Drolet, King Philip	Present Remotely
Dr. Jeffrey Marsden, Medfield	Present Remotely
Dr. Armand Pires, Medway	Present Remotely
Robert Mullaney, Millis	Present Remotely at 8:05am
Elizabeth McCoy, Dover Sherborn	Not Present
Matt Brand, Natick	Present Remotely
Matt Spengler, Needham	Present Remotely
Tim Luff, Norwood	Present Remotely
Peter Botelho, Sharon	Not Present
Nancy Gallivan, Chair, Walpole	Present Remotely
Erin Mueller, Wayland	Not Present
Tim 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, Antoinette Leshore, Executive Assistant and Laura Stone of C Biz CPAs

2. FY25 Independent Financial Audit Report

a. Audit Report

Emily Parks introduced Laura Stone in order for her to present the Financial Audit Report. Here are some of the key points that Laura made during that the presentation:

-Planning for the Audit begins in the Spring and the actual Audit occurs after June 1st. All of the financials are provided to Laura's team by Dan Shovak.

-The results of the Audit was a "Clean Opinion" which is the best result you can receive.

-Laura directed the Board to the Analysis Overview on page 5, Financial Statements on page 11, more current Balance Sheet on page 14, Fiduciary Statements on pages 18 & 19, Notes on Financial Statements on page 21, Lease Footnotes on page 33, Subsequent Event (Settlement with TECCA that occurred after June 1st) on page 42, Actual Budget (positive results) on page 46 and Cumulative Surplus (which is under the DESE required 25%) on page 62.

Nancy Gallivan asked for a motion to accept the Audit Report. Jeff Marsden made the motion to approve. Matt Brand seconded the motion and the Board voted to accept in a roll call vote as recorded below:

Derek Folan, Canton	YES
Nan Murphy, Dedham	YES
Judith Styer, Framingham	YES
Rich Drolet, King Philip	YES
Dr. Jeffrey Marsden, Medfield	YES
Dr. Armand Pires, Medway	YES
Robert Mullaney, Millis	YES
Matt Brand, Natick	YES
Matt Spengler, Needham	YES
Tim Luff, Norwood	YES
Nancy Gallivan, Chair, Walpole	YES
Tim Piwowar, Westwood	YES

b. Management Letter

As the audit report included no findings or recommended actions, there is no management letter.

3. Cumulative Surplus

Dan Shovak presented the Cumulative Surplus:

-The cumulative surplus includes the unassigned and unrestricted general funds that have accumulated over time that are available if the Board approves uses. The cumulative surplus cannot exceed 25% of the prior year's general fund expenditures.

-Dan presented a worksheet that showed how the cumulative surplus for FY25 was calculated. He noted that the FY25 calculation differs from prior years, in that it deducted prepaid expenses. This change in calculation lowered the cumulative surplus by almost 2% compared to the prior methodology. The FY25 cumulative surplus was \$2,184,637 or 17.2%.

-Brad Jackson reminded the Board that TEC had a planned loss (i.e. use of the fund balance) for FY25. This planned loss was largely related to one-time capital expenses for the Robbins Rd. renovation. The actual loss was less than anticipated. That loss lowered the cumulative surplus such that it was under the 25% allowable threshold.

Nancy Gallivan asked for a motion to accept the Cumulative Surplus at \$2,184,637 (17.2%). Jeff Marsden made the motion to approve. Armand Pires seconded the motion and the Board voted to accept in a roll call vote as recorded below:

Derek Folan, Canton	YES
Nan Murphy, Dedham	YES
Judith Styer, Framingham	YES
Rich Drolet, King Philip	YES
Dr. Jeffrey Marsden, Medfield	YES
Dr. Armand Pires, Medway	YES
Robert Mullaney, Millis	YES
Matt Brand, Natick	YES
Matt Spengler, Needham	YES
Tim Luff, Norwood	YES
Nancy Gallivan, Chair, Walpole	YES
Tim Piwowar, Westwood	YES

Laura Stone left at 8:23am

Emily Parks thanked Dan for all of his hard work on the Audit.

4. Consent Agenda

Emily Parks presented the Consent Agenda

- a. *Meeting Minutes – November 7, 2025*
 - No Changes or Questions

b. Personnel Update

- Replacements and New Hires of Aides at Campus School and TEC Academy
- A salary adjustment and title change for one employee from SDPA Coordinator to SDPA Assistant Director.

c. FY25 Annual Report

Emily noted that the FY25 Annual Report contains a lot of information about TEC's programs and services, progress toward goals, and financial data. She highlighted a few accomplishments from FY25, including:

- Student enrollment was at a 10-year high
- The addition of an elementary behavior program and expansion at TEC Academy Phoenix to include grades 6-8.
- Significant renovations at Robbins Rd. and a successful relocation of TEC Academy to this new location.
- An expansion of SDPA services from 8 states to 12 states.
- A new partnership with Regis College to provide discounts to TEC member district employees and their families for Master's Degree and Bachelor completion programs.

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

Derek Folan, Canton	YES
Nan Murphy, Dedham	YES
Judith Styer, Framingham	YES
Rich Drolet, King Philip	YES
Dr. Jeffrey Marsden, Medfield	YES
Dr. Armand Pires, Medway	YES
Robert Mullaney, Millis	YES
Matt Brand, Natick	YES
Matt Spengler, Needham	YES
Tim Luff, Norwood	YES
Nancy Gallivan, Chair, Walpole	YES
Tim Piwowar, Westwood	YES

Matt Brand left at 8:31am

5. Executive Director's Update

Emily Parks presented the Executive Director Updates:

a. News from TEC

-TEC Phoenix Culinary Students served at a Senior Center for Thanksgiving, Thanksgiving Feast at TEC Campus School (big thanks to Christy Chambers), Central Office created a snowflake winter wonderland for main lobby, Craft Fair and Homecoming Event at TEC Campus School

b. FY27 Budget Development and Salary Scale Adjustment

Emily discussed the fact that FY27 and FY28 will be challenging from a budget standpoint, due to several circumstances:

-Termination of the TECCA sponsorship equals an annual loss in revenue of approximately \$1.5M.

-BOD committed to adjusting Salary Scales in FY27. (The scales were last adjusted in FY23. That adjustment cost about \$400K).

-MIAA has told TEC to anticipate an 18-20% increase in Health Insurance rate (approximately \$320K)

-With these budget drivers, TEC will need to make a significant adjustment in tuition rates in FY27, and likely again in FY28 when the impact of TECCA's departure hits the budget. During the FY27 budget development process, TEC is working hard to keep the FY27 increase under 10%.

c. DESE Mid-Cycle Collaborative Program Review

-DESE completed its mid-cycle Collaborative Program Review in November. Though the written report has not been issued, during the formal "exit meeting," the reviewers were complimentary of TEC's programs and indicated that there are no findings or required action items. Emily thanked everyone who participated in the review process as it is a significant amount of work and also noted that the findings reflect the good works that TEC staff do all year long.

d. TEC Celebrates Teaching - March 25, 2026 at 8:30 am

-Districts will be highlighting a few Educators from their district. More details to come.

6. New Business (none)

Nancy Gallivan asked for a motion to adjourn at 8:51am. Jeff Marsden made the motion to adjourn. Armand Pires seconded the motion and the Board voted in a roll call vote as recorded below:

Derek Folan, Canton	YES
Nan Murphy, Dedham	YES
Judith Styer, Framingham	YES
Rich Drolet, King Philip	YES
Dr. Jeffrey Marsden, Medfield	YES
Dr. Armand Pires, Medway	YES
Robert Mullaney, Millis	YES
Matt Spengler, Needham	YES

Tim Luff, Norwood	YES
Nancy Gallivan, Chair, Walpole	YES
Tim Piwowar, Westwood	YES

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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