

Elizabeth McGonagle
Executive Director

the education
COOPERATIVE

141 Mansion Drive, Suite 200
East Walpole, Massachusetts 02032
Phone: 781-352-5700 Fax: 508-660-1124

Dan Shovak
Dir. of Finance & Operations

Dr. Zachary Abrams
Dir. of Student Services

Dr. Jean Kenney
Dir. Prof. Development and Leadership

To: The TEC Board of Directors
Subject: Minutes of the Board of Directors Meeting - August 18, 2022

****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://zoom.us/j/9074828948>

Meeting ID: 907 482 8948

The meeting was called to order at 8:15 am by Nancy Gallivan. Nancy Gallivan took a roll call of TEC Voters present:

Derek Folan, Canton	Present Remotely
Ian Kelly, Dedham	Present Remotely
Kathleen Smith, Dover-Sherborn	Not Present
Beverly Hugo, Framingham	Present Remotely
Susan Kustka, Holliston	Not Present
Carol Cavanaugh, Hopkinton	Present Remotely
Jeffrey Marsden	Present Remotely
Armand Pires, Medway	Not Present
Robert Mullaney, Millis	Present Remotely
Henry Haugland, Natick	Not Present
Matt Spengler, Needham	Not Present
David Thomson, Norwood	Present Remotely
Nancy Gallivan, Walpole	Present Remotely
Jeanne Downs, Wayland	Present Remotely
Emily Parks, Westwood	Present Remotely

Discussion of Liz McGonagle's December 2022 Retirement:

Nancy Gallivan announces the meeting is being recorded and is remote due to an extension of the Governor's orders related to COVID.

Nancy Gallivan states that this meeting is regarding moving on and the task of hiring the 5th Executive Director over a 50 plus year span that TEC has existed.

Jeffrey Marsden states that this is his tenth year working on the Board of Directors at TEC. Jeffrey continues that he has worked with Liz along with Bi-County and ACCEPT. Jeffrey expresses his happiness for Liz and continues to state that so many things have happened to TEC in the past ten years and this is all thanks to Liz McGonagle. Nancy Gallivan states this is bittersweet and they are very appreciative and Liz's shoes will be difficult to fill.

Beverly Hugo states they have to decide whether they go outside to an organization or they have an internal search. Beverly continues that the costs for the last search they did in Framingham ranged from \$12,000 - \$25,000. Beverly states that with all of the experience that the TEC Board of Directors has, she thinks their first step should be gathering and trying to recruit people they think would be good for the job. Beverly states that many times they have performed a search and the ideal candidate ends up being an internal candidate or someone they are all quite familiar with. Beverly continues that they should have a focus group and see what they come up with.

Nancy Gallivan states that it is likely there is at least one internal candidate that is interested in the position. Nancy states that Jeffrey Marsden and Armand Pires had co-chaired the search for ACCEPT recently. Nancy asks Jeffrey what his experience was when he conducted that search. Nancy states she would be interested in knowing what their process was. Lastly Nancy states Jeffrey Marsden and Jeanne Downs have offered to co-chair the search for TEC's next Executive Director.

Jeffrey Marsden states that they had focus groups with staff to get a sense of what they were looking for in a new Director. Jeffrey continues that they had advertised and posted the position and had a couple of rounds. Jeffrey states they had a first round where the search committee interviewed the candidates initially. Jeffrey continues that they interviewed 5 or 6 candidates at that time and narrowed it down to 2 or 3, who were then interviewed by the Board in a public session. Jeffrey states that they did reference checks, got more feedback from staff and then the Board made the final decision. Jeffrey continues that it does take a little bit of time, more than just a week or two. Jeffrey states they had sitting Superintendents apply as well as Directors of Special Education and that is pretty much what they got and they got them from all over the state. Jeffrey continues that everyone knows TEC and we could cast a wide net to see what we get for the first round and if they do not like what they see, we could make a decision at that point to hire a firm. Jeffrey states that sometimes a consultant can round up candidates as well.

Nancy Gallivan asks where did they advertise for the position and was it a cumbersome thing to do? Jeffrey replied that it was pretty straightforward and they used SchoolSpring. Discussions take place of different approaches to advertising. Emily Parks states she feels confident about Jeanne and Jeffrey running the search. Emily states that she is glad to hear there was a good candidate pool and this is where having a consultant is helpful. Jeffrey asks that maybe they could use NESDEC just to get the word out and to help with the posting? Emily states that is definitely the way to go, the position would get to everyone's in-box's.

Nancy Gallivan confirms that they need to get going on this and agrees with Jeffrey to cast a net and see what they get. Nancy asks if everyone is comfortable with starting without a search firm and seeing what they get or would people want to make a decision now that they should hire somebody to help with the search. Jeanne Downs states not hiring a search firm would leave it up to them to create the focus groups etc.

Beverly Hugo confirms that for now, we will not hire a search consultant , however we will get the word out to M.A.S.S., MASC and NESDEC.

Nancy Gallivan asks if there are people on the call right now that know they would like to serve on the search committee? Emily Parks, Bob Mullaney & Michelle Fusco offered to be on the search committee. Jeanne Downs states the search committee typically involves some staff and Board Members. Jeanne questions how we would put a search committee together in the TEC world. Discussions continue regarding who would participate in the search committee.

Nancy Gallivan discusses that she thinks that there should be a focus group with superintendents in addition to TEC staff. Nancy asks Jeff to describe the estimated time commitment for anyone interested in serving on the search committee. Jeffrey states that the work of the committee would definitely be done after 3:00. Jeffrey goes over the process of how they selected the candidates they wanted to interview. Jeffrey states that this took a few weeks time - possibly 3-4 sessions.

Beverly Hugo asks about how much seed money do they need to get started? Jeffrey states they would need money for the advertising right now. Beverly asks if they need to approve a budget at this meeting for the advertising? Nancy Gallivan states they should. Jeffrey states that there is something in the FY 23 Budget. Liz McGonagle states that she is sure there is money in the budget for that. Jeffrey states the only cost would be for NESDEC.

Nancy Gallivan talks about the upcoming Board of Directors meetings and goes over the dates. Nancy states that by 9/23 there should be some more information coming back to the Board. Nancy continues that interviewing finalists will cause them to add an additional meeting. Nancy continues it would be great to hire someone before Thanksgiving. Nancy states that Liz will work with whomever gets the job including after her retirement. Nancy confirms that ideally they would like to hire someone by Thanksgiving. Nancy states that many candidates will not be available to start on January 1st.

Discussions of the schedule take place. Jeffrey Marsden states that ideally, the interviewing could happen around mid to late October at the latest, then having a recommendation to the Board by early November. Brad Jackson asks what is the Board asking this committee to do? Jeffrey states that 2-3 candidates are what they had for Accept. Brad states that worked really well and continues they conducted the final interview over a 3 hour period during a BOD meeting. Brad states that he recommends posting on September 15th, having applications due by October 15th, then review and screen semifinalists by November 1st - November 15th. Jeanne Downs asks if we post by September 15th would we need to have the focus before that? Jeff states that we could have them after that. Discussions on the timing of the focus groups take place. The job description is discussed and Liz McGonagle offers to send over the Executive Director job description. Nancy Gallivan states that they will give the authority of finalizing the job description to the search committee.

Emily Parks states we should include TEC staff members in the Search Committee as this is very important. Liz McGonagle states that it would be important to have Dan Shovak on the Search Committee. Nancy Gallivan states that there is a lot to be said about how good it would be to have Dan on the committee. Jeanne Downs states that she agrees with Emily Parks to include TEC Staff on the Search Committee. Emily Parks asks if anyone is interested in serving? Liz McGonagle states she will ask people to volunteer. Liz continues that she supports Dan Shovak and Michelle Fusco to serve on the Search Committee.

Nancy states that they may need to hire an interim Executive Director but they will put off that decision for a while. Jeffrey Marsden suggests that Brad Jackson would be a valuable member of the Search Committee. Nancy Gallivan agrees that it would be great if Brad Jackson were to join the Search Committee. Brad Jackson states that he would be happy to help out if needed.

Jeanne Downs asks how parents feel about Liz McGonagle leaving? Liz McGonagle states that she respects the parents, however they have a closer relationship to the Program Directors.

Beverly Hugo asks what the quorum would consist of in this search? Nancy Gallivan states that a quorum would be 8 and therefore no more than 7 TEC Board members could serve on the search committee. Discussions continue regarding the quorum process.

Nancy Gallivan states that the consensus of the group is that we should start the search without a firm. She asks if everyone is in agreement. The consensus was yes. Nancy continues that ideally, they are hoping to wrap up before Thanksgiving. This would mean that between 9/15 and 10/15 the search will be open and that at the end of October, early November, the search committee would decide on finalists to bring to the board. Jeffrey Marsden states that sounds good. Nancy states that while holding focus groups and conducting surveys they should include district members and TEC staff. Nancy continues that Liz McGonagle will let them know if they should be including parents. Liz McGonagle states that our 9/7 & 9/21 staff meetings may be a good time for Focus Groups.

Liz McGonagle states that Jean Kenney would be a strong candidate for the Search Committee. Nancy Gallivan confirms that the consensus would be that they begin the process of finding the new TEC Executive Director with a Search Committee made up of TEC Board Members, TEC Staff and potentially a Superintendent that is not on the Board and a Special Ed Director from one of the districts. Nancy continues that they should go forward with advertising and confirms that they may have to hire an interim Executive Director. Beverly Hugo states that they cannot forget to do an internal posting.

Beverly Hugo asks if the Board would be interested in moving their meetings back to 8:00? Liz McGonagle confirms that the meetings should remain over Zoom. Nancy Gallivan confirms that all agree.

Nancy Gallivan requests a motion to adjourn the meeting. Jeffrey Marsden motions to dismiss and adjourn the meeting. Beverly Hugo seconds the motion. A roll call vote was taken and approved 9-0-0. The meeting was adjourned at 9:15 a.m.

Update on the Open Meeting Law and COVID-19

2 messages

Attorney General's Division of Open Government

Thu, Mar 12, 2020 at

<OpenMeeting@state.ma.us>

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



Copyright © 2020 Massachusetts Attorney General's Office, All rights reserved.
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.

Our mailing address is:
Massachusetts Attorney General's Office
Division of Open Government
1 Ashburton Place, 20th Floor
Boston, MA 02108

[Add us to your address book](#)

Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#).

