

Elizabeth McGonagle  
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the education  
COOPERATIVE

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Susan Donelan  
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 December 17, 2021

**\*\*Due to the Coronavirus Situation, the Attorney General 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 Liz McGonagle. Liz McGonagle took a roll call of TEC Voters present:

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

**1. Approval of October 22, 2021 Minutes and Acceptance of Donations:**

Liz McGonagle opened the meeting and asked for the Board to Approve the meeting minutes from the October 22, 2021 meeting. She then reviewed the Personnel Update which includes new positions for a Physical Therapist and Teacher's Assistant. Liz then presented the receipt of a generous donation from Garry Weiner. Liz asked for a

motion to approve the 3 agenda items: the October 22, 2021 Minutes, Personnel Update and Approval of Donations as presented. Kathleen Smith made a motion to approve the Minutes, Personnel Update and Donations. Susan Kustka seconded the motion and the Board voted to approve in the Roll Call Vote as recorded below:

Kathleen Smith, Dover Sherborn	Yes
Susan Kustka, Holliston	Yes
Carol Cavanaugh, Hopkinton	Yes
Jeffrey Marsden, Medfield	Yes
Armand Pires, Medway	Yes
Nancy Gallivan, Walpole	Yes
David Thomas, Norwood	Yes
Emily Parks, Westwood	Yes

## 2. FY22 Q1 Financials

Brad Jackson, TEC Treasurer presented the FY22 Q1 Financials. Mr. Jackson stated that revenue for Q1 through September 30, 2021 increased by \$231K or 7% over last year. Mr. Jackson commented that Liz McGonagle and Dan Shovak did an outstanding job. Mr. Jackson continued that the increase in revenue and the bottom line are strong and getting stronger and that there were increases across all product lines. Mr. Jackson stated that it has been an incredible month and we are running above budget which indicates that tuition revenues will progress and we can expect another outstanding year at TEC. Mr. Jackson pointed out the cash balance on the Balance Sheet and explained he and Dan are looking into investment strategies with flexibility for these funds as they would like to use this money to generate some interest. Mr. Jackson stated that they will be exploring this path and will have more to report at the next meeting.

Liz asked for a motion to approve the FY22 Q1 Financials as presented. Armand Pires made a motion to approve the FY22 Q1 Financials. Jeff Marsden seconded the motion and the Board voted to approve in the Roll Call Vote as recorded below:

Kathleen Smith, Dover Sherborn	Yes
Susan Kustka, Holliston	Yes
Carol Cavanaugh, Hopkinton	Yes
Jeff Marsden, Medfield	Yes
Armand Pires, Medway	Yes
Nancy Gallivan, Walpole	Yes

David Thomas, Norwood	Yes
Emily Parks, Westwood	Yes

### 3. Approval of the FY2021 Annual Report

Liz McGonagle stated that the FY2021 Annual Report was being dedicated to the TEC Nurses who are incredible leaders at TEC. Liz asked if there are any questions? Emily Parks stated that there is a sentence in the report that needs to be removed. Liz acknowledged Emily's statement. Jeff Marsden stated the report is really well done. Liz asked for a motion to approve the FY2021 Annual Report. Jeff Marsden made a motion to approve the FY21 Annual Report. Kathleen Smith seconded the motion and the Board voted to approve in the Roll Call Vote as recorded below:

Kathleen Smith, Dover Sherborn	Yes
Susan Kustka, Holliston	Yes
Carol Cavanaugh, Hopkinton	Yes
Jeff Marsden, Medfield	Yes
Armand Pires, Medway	Yes
Nancy Gallivan, Walpole	Yes
David Thomas, Norwood	Yes
Emily Parks, Westwood	Yes

### 4. Executive Directors Update

Liz McGonagle stated that TEC is currently developing the FY23 Budget which will address the need to support the more complex students enrolling in our programs. Liz stated that the Culinary students at TPA served Norwood seniors a holiday meal, the first in person celebration since March 2020. During the pandemic when schools were fully remote, TEC culinary staff Andrew and Diane provided meals-to-go for the Norwood seniors and were honored by TEC at the holiday luncheon. Liz continued that we are working on our website to improve communication about our programs to share our success stories. She continued that the Digital Advisory Council that oversees TECCA is going to be posting for open seats on this advisory board and we need representatives from our TEC districts. Liz discussed presenting to the DLAC about Student Data Privacy and how the council discussed their desire to write a letter of support to the Commissioner and DESE to encourage funding so that every district could join our Student Data Privacy Alliance. Liz stated that Vermont has contacted TEC to join which would create a five (5) state alliance.

Liz asked if there were any questions. Armand Pires inquired about our staffing numbers. Liz stated that it is a struggle, however we are fortunate to have Susan Donelan who has been doing remarkably well and getting creative in regards to recruiting. Liz invited Susan to talk more in depth about staffing. Susan stated that while it has been a challenge, we have been fortunate and we do have some college students coming in during their break. She added that the Emergency Teaching Licenses have been helpful. Susan stated that we have still been able to accept new students and explained that with more people graduating in December, this may be helpful in regards to staffing. Susan finished by saying that we are keeping a sense of humor and we have a strong team.

Liz thanked the Board for their support, wished everyone Happy Holidays and asked if there were any other questions. Hearing none, Liz asked for a motion to adjourn the meeting. Armand Pires made a motion to adjourn the meeting. David Thomas seconded the motion. The meeting was adjourned at 8:45am.

## 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



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Massachusetts Attorney General's Office  
Division of Open Government  
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