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*the* education  
COOPERATIVE

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To: The TEC Board of Directors  
Subject: Minutes of the Board of Directors Meeting March 13, 2020

**\*\*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.**

**Also due to the Coronavirus Situation, only the essential items on the agenda were covered. Those items were #1 Approval of Minutes, #2 Proposed Budget and #5 Proposed Amendment to the Collaborative Agreement.**

**Attendance in Person at TEC: Matt Brand, Nancy Gallivan, Liz McGonagle, Dan Shovak, Susan Donelan, Rose Bragdon, Janet Griffin and Deborah Caligaris**

**Attendance via Zoom webinar: Beverly Hugo, Jeff Marsden, Matt Spengler, Emily Parks, Carol Cavanaugh, and Brad Jackson**

Beverly Hugo, Framingham	Ms. Liz McGonagle, TEC
Dr. Brad Jackson, Holliston	Mr. Dan Shovak, TEC
Dr. Carol Cavanaugh, Hopkinton	Ms. Susan Donelan, TEC
Dr. Jeff Mrasden, Medfield	Ms. Deb Caligaris, TEC
Mr. Matt Brand, Natick	Ms. Rose Bragdon, TEC
Mr. Matt Spengler, Needham	Ms. Janet Griffin, TEC
Ms. Emily Parks, Westwood	Ms. Meredith Faletra, TEC
Ms, Nancy Gallivan, Walpole	

The meeting was called to order at 8:10am by Chair, Nancy Gallivan.

**1. Review of Minutes of February 7, 2020**

Ms. Beverly Hugo made a motion to approve the minutes. Mr. Matt Brand seconded the motion and the minutes were approved by the Board.

**ROLL CALL VOTE Approval of Minutes:**

Beverly Hugo, Framingham	Yes
Brad Jackson, Holliston	Yes
Carol Cavanaugh, Hopkinton	Yes
Jeff Marsden, Medfield	Yes
Matt Brand, Natick	Yes
Matt Spengler, Needham	Yes
Emily Parks, Westwood	Yes
Nancy Gallivan, Walpole	Yes

**2. Proposed Budget FY21**

Ms. Liz McGonagle and Mr. Dan Shovak presented the FY21 Budget Proposal to the Board.

Ms. McGonagle reviewed the cost saving benefits TEC members enjoy including saving in tuition each had compared to private school placements, access to TEC BIDS program and the FUSE Fellowship program. The Student Data Privacy Alliance is also free to member districts although non-member districts are charged for this service. The FY21 budget proposal is \$9.5M, an increase of 6.8% over the previous year. The enrollment target will be 94 students. Key highlights included an overall average reduction in district membership fees of \$800 with the proposed joining of Medway, a salary increase of step salary scale and 2% for staff not in the step salary scale, a restructuring of the tuition rates and a health insurance increase of \$17K. Budgeted capital purchases of \$38,800 are to sustain current technology needs.

**3. FY20 Quarterly Financials**

**4. Financial Policy Manual Update**

5. **Proposed Amendment to Collaborative Agreement**

Ms. McGonagle asked for approval of the proposed Amendment. The amendment was necessary to add Medway as a new TEC member district. There was a slight change to the language in the amendment pertaining to adjustments to legislation. The Agreement would be effective July 1, 2020. Each Member District School Committee must vote on the amendment and send the approved minutes from the meeting to TEC for submission to DESE. The Chairs of the Member District School Committees must also sign the agreement and return to TEC the original signature page.

Mr. Matt Brand made a motion to approve the Amendment to the Collaborative Agreement. Ms. Beverly Hugo seconded the motion and the Board voted in favor to approve the Collaborative Amendment.

**ROLL CALL VOTE: Approval of TEC Collaborative Agreement Amendment:**

Beverly Hugo, Framingham	Yes
Brad Jackson, Holliston	Yes
Carol Cavanaugh, Hopkinton	Yes
Jeff Marsden, Medfield	Yes
Matt Brand, Natick	Yes
Matt Spengler, Needham	Yes
Emily Parks, Westwood	Yes
Nancy Gallivan, Walpole	Yes

6. **Proposed School Calendar for FY21**

7. **Personnel Update**

8. **Approval of Donation**

9. **Executive Director's Update**

Ms. Gallivan asked for a motion to adjourn the meeting at 8:29am.

Mr. Jeff Marsden made a motion to Adjourn the meeting. Mr. Matt Spengler seconded the motion and the meeting was adjourned.

**ROLL CALL VOTE: Adjournment of Board Meeting:**

Beverly Hugo, Framingham	Yes
Brad Jackson, Holliston	Yes
Carol Cavanaugh, Hopkinton	Yes
Jeff Marsden, Medfield	Yes
Matt Brand, Natick	Yes
Matt Spengler, Needham	Yes
Emily Parks, Westwood	Yes
Nancy Gallivan, Walpole	Yes

**Upcoming Events:**

Board Meeting, May 15, 2020. All items not addressed at this meeting will be addressed at that time.

**Items Distributed at Meeting:**

- Draft Minutes of February 7, 2020
- Proposed Budget FY21
- FY20 Quarterly Financials
- Financial Policy Manual Update
- Proposed Amendment to Collaborative Agreement
- Proposed School Calendar for FY21
- Personnel Update
- Approval of Donation

## 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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