

Elizabeth McGonagle
Executive Director

Dan Shovak
Dir. of Finance & Operations

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 - March 18, 2022

****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 Nancy Gallivan. Nancy Gallivan 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	Present - Remotely
Susan Kustka, Holliston	Not Present
Carol Cavanaugh, Hopkinton	Not Present
Jeffrey Marsden	Present - Remotely
Armand Pires, Medway	Not Present
Robert Mullaney, Millis	Present - Remotely
Henry Haugland, Natick	Present - Remotely
Matt Spengler, Needham	Present - Remotely
David Thomson, Norwood	Present - Remotely
Nancy Gallivan, Walpole	Present - Remotely
Jeanne Downs, Wayland	Present - Remotely
Emily Parks, Westwood	Present - Remotely

1. Approval of December 17, 2021 Minutes, February 4, 2022 Minutes, Personnel Update, FY 2023 Proposed Calendar, Proposed FY 2023 Board of Directors Dates and Acceptance of Donations/Grants:

Nancy Gallivan asked for a motion to approve the December 17, 2021 Minutes, February 4, 2022 Minutes, Personnel Update, FY 2023 Proposed Calendar, Proposed FY 2023 Board of Directors Dates and Acceptance of Donations/Grants. Jeffrey Marsden made a motion to approve the December 17, 2021 Minutes, February 4, 2022 Minutes, Personnel Update, FY 2023 Proposed Calendar, Proposed FY 2023 Board of Directors Dates and Acceptance of Donations/Grants. Kathleen Smith seconded the motion and the Board voted to approve in the Roll Call Vote as recorded below :

Kathleen Smith, Dover Sherborn	Yes
Jeffrey Marsden, Medfield	Yes
Robert Mullaney, Millis	Yes
Henry Haugland, Natick	Yes
Matt Spengler, Needham	Yes
David Thomson, Norwood	Yes
Nancy Gallivan, Walpole	Yes
Jeanne Downs, Wayland	Yes
Emily Parks, Westwood	Yes

2. Quarter 2 Financial Update

Liz McGonagle invited Brad Jackson, TEC Treasurer, Mr. Jackson to present the Quarter 2 Financial report. Mr. Jackson stated that TEC continues to be in good financial shape thanks to TEC Leadership and Dan Shovak's outstanding work leading the Business Office. Mr. Jackson highlighted that we have seen an increase in income year after year in a number of areas and our numbers of enrollments are up in our special education programs and that this is a very positive sign for TEC. Mr. Jackson continued that Student Data Privacy revenues exceed where they were last year and districts from all over the area are taking advantage of this program and explained that originally the idea of the Student Data Privacy Alliance was initiated by TEC as a service to our districts, but now it has grown across 5 states. Mr. Jackson stated this not only adds revenue to TEC but it also allows member communities to get these services at a lower cost and also allows us more leverage to get the Student Data Privacy issues resolved in favor of our needs. Mr. Jackson stated that the number of enrollments in TECCA courses are down from last year, however we expect to see them go up. Mr. Jackson stated that our Building Expenses are also doing well and we are in a very strong position. Mr. Jackson stated that the names at the top of our letterhead are the reason why we are in such good financial shape. Jeanne Downs asks where the Student Data Privacy Revenue is on the report, specifically which line is it on? Dan Shovak responds that it is listed under "Other Revenues". Mr. Jackson suggested that in the future we should add another section to list that Revenue. Dan Shovak stated that he will separate it for the next report. Nancy Gallivan states that she seconded what Mr. Jackson has stated and it is nice to have a positive piece of news. Nancy thanked Dan Shovak, Liz McGonagle and everyone else for the hard work.

Nancy Gallivan requested a motion to approve the Quarter 2 Financial Report. Jeffrey Marsden made a motion to approve the Quarter 2 Financial Report. Emily Parks seconded the motion and the Board voted to approve in the Roll Call Vote as recorded below :

Kathleen Smith, Dover Sherborn	Yes
Jeffrey Marsden, Medfield	Yes
Robert Mullaney, Millis	Yes
Henry Haugland, Natick	Yes
Matt Spengler, Needham	Yes
David Thomson, Norwood	Yes
Nancy Gallivan, Walpole	Yes
Jeanne Downs, Wayland	Yes
Emily Parks, Westwood	Yes
Beverly Hugo, Framingham	Yes

3. FY 2023 Proposed Budget Presentation

Liz McGonagle opened the presentation by sharing that TEC used the last in-service afternoon as a team building opportunity. She stated that Susan Donelan and the program directors had a wonderful idea to turn the front of TEC into a great Blue Hills for sledding. Ms. McGonagle stated we had snowman building contests and snow ball fights, explaining that people needed to get outside as we had been separated for two years and were trying to take care of the mental health of our staff. Ms. McGonagle states that we dedicated our Annual Report to our nurses who have worked so hard supporting us throughout the COVID pandemic and shared that there was a link to the Annual Report in the packet and hard copies available as well. Ms. McGonagle stated that when everything shut down due to COVID, our Chef Andrew Bevilacqua and culinary aide, Diane Hollaway-Carnes (TPA) continued to make lunches for the Norwood Senior Center during the COVID shutdown and received the TEC Shining Star award for their work. Ms. McGonagle continues that she and Susan Donelan will be attending the St. Patrick's day luncheon at the Norwood Senior Center and feel very fortunate to have that partnership.

Liz McGonagle introduced Dan Shovak, the Director of Operations and Finance to present the budget, stating that Dan does an incredible job and making the annual development of the budget an inclusive, interactive and collaborative process. Dan Shovak stated that in the Board Packet there is an FY23 annual assessment that is broken down by district and we took a conservative approach with the budget as we always do.

Mr. Shovak presented the FY23 Budget Proposal and discussed Member District benefits as well as historical trends. The proposed FY23 operating budget is \$10,854,770; an increase of 4.4% from the FY 2022 original budget. Proposed program-wide average student enrollments of 100 students, an increase of 10 students or 12% and TEC's current enrollments as of March 1, 2022 are 104 and referrals are strong.

Highlights included there would be no tuition increase for the TEC Campus School Fall and TEC Campus School Summer programs. TEC High School tuition rate will increase to \$45,418 for in-district and \$59,250 for out-of-district enrollments. TEC Phoenix Academy tuition rate will increase to \$59,250 for out-of-district only. Funding for additional staff to include a contracted school psychologist to support TEC's high school programs. Total FTE of 99.40 an increase of 6.64 FTEs or 8.0% from the FY 2022 budget. Proposed salary adjustment of 4.0% for all

staff not on a step scale. Proposed salary adjustment for all staff on step scale to be step scale only with no additional COLA increase. There will be no health plan rate increases. The building lease cost for 141 Mansion Drive facility will increase by \$1055 for FY2023.

Average enrollment for the 2021/2022 school year is 93 students and TEC's enrollments have increased over 15% since September. For FY 2023 we have maintained our conservative approach and projecting an average enrollment of 100 students in FY23. We have projected (17) seniors will graduate from our TEC Phoenix Academy (7) and TEC High School (10) programs. Mr. Shovak reviewed the Recommended Capital Funding for FY2023.

Mr. Shovak asked if there were any questions. Beverly Hugo stated that Dan's Budget Review was an incredible and detailed report. Ms. Hugo asked if there was an increase in the pay for our Substitute Teachers? Mr. Shovak responds we do not have an increase in our budget for substitutes.

Nancy Gallivan commended Mr. Shovak on his Budget Review. Ms. Gallivan stated that the budget sub-committee had met previously this week and had gone over this report in detail and they had voted to recommend it to the rest of the board. Henry Haugland asks if TEC was experiencing a high rate of resignations like a lot of districts are and are having an unusually hard time finding staff. Ms. McGonagle stated that we have a couple of major retirements coming up, Susan Donelan, the Director of Student Services and Sheila Thomas, Principal of TEC Phoenix Academy will both be retiring and will be greatly missed. TEC's Human Resources Manager, Michelle Fusco has been leading the search committees. Ms. McGonagle stated that we have been challenged to find employees but we have been fortunate to have not lost too many people. Ms. Donelan added that we are very fortunate with our Professional Staff and were able to do a few emergency licenses and that helped.

Jeff Marsden thanked Liz McGonagle and Dan Shovak as well as staff on the work they have done with the budget and seconds Brad Jackson's statement that not everyone is in such great financial shape as TEC. Mr. Marsden thanked TEC for their work and being creative on things like Student Data Privacy. Beverly Hugo states that she would like a motion to approve the FY2023 Budget. Nancy Gallivan states that we will not vote on the budget until the next meeting. Ms. Gallivan continues that we will send the budget to the chairs of each school committee to inform them that this is the budget that will be voted on.

Nancy Gallivan stated she did not realize that Susan Donelan will be retiring and that everyone at TEC has worked really hard to be constantly supporting students that cannot be serviced in the district. Ms. Gallivan continued that the fact that our enrollments are going up is the result of so much intense work. Ms. Gallivan commented that just seeing the pictures of our students during the presentation, you can tell that they are happy. Ms. Gallivan states that she thinks it is super important that we remain competitive and approves of the 4% increase to ensure TEC is in the mix. Ms. McGonagle thanked Nancy Gallivan for her kind words. Nancy Gallivan explained they will vote on the 2023 Budget at the next meeting. Ms. Gallivan turns the meeting over to Liz McGonagle for the Executive Director's update.

Liz McGonagle thanked the group and explained that at TEC the masks are off and things are going well and she hopes they are going well for them too. Ms. McGonagle explains that TECCA was just renewed for 4 years and asked if anyone has interest in being on the TECCA Board. Liz McGonagle stated that Jean Kenney is working on Professional Development opportunities including support for Superintendents and School Committee Members dealing with issues that they are facing in the public forum.

Nancy Gallivan thanks Liz for the amazing work that TEC is doing. Jeanne Downs makes a motion to dismiss and adjourn the meeting. Jeffrey Marsden seconds the motion. The meeting was adjourned at 8:58 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



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