

Elizabeth McGonagle
Executive Director

Dan Shovak
Dir. of Finance & Operations

— the education
— COOPERATIVE

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

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 Emergency Meeting March 27, 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.**

Zoom Meeting ID# 407 341 660

Attendance via Zoom webinar:

| | |
|-------------------------------|-----------------------|
| Ian Kelly, Dedham | Emily Parks, Westwood |
| Andrew Keough, Dover-Sherborn | Liz McGonagle, TEC |
| Beverly Hugo, Framingham | Dan Shovak, TEC |
| Brad Jackson, Holliston | John Spears, TEC |
| Carol Cavanaugh, Hopkinton | Susan Donelan, TEC |
| Jeff Marsden, Medfield | Meredith Faletra, TEC |
| Nancy Gustafson, Millis | Janet Griffin, TEC |
| Matt Spengler, Needham | Rose Bragdon, TEC |
| David Thomson, Norwood | |
| Nancy Gallivan Walpole | |
| Jeanne Downs, Wayland | |

The meeting was called to order at 8:00am by Chair, Nancy Gallivan with a roll call of TEC

Voters:

| | |
|-------------------------------|---------|
| Ian Kelly, Dedham | Present |
| Andrew Keough, Dover-Sherborn | Present |
| Beverly Hugo, Framingham | Present |
| Brad Jackson, Holliston | Present |
| Carol Cavanaugh, Hopkinton | Present |
| Jeff Marsden, Medfield | Present |
| Matt Spengler, Needham | Present |
| David Thomson, Norwood | Present |
| Nancy Gallivan, Walpole | Present |
| Jeanne Downs, Wayland | Present |
| Emily Parks, Westwood | Present |

1. Proposal to approve payroll for TEC employees through April 6, 2020

Ms. McGonagle explained that TEC would like to be aligned with the financial practice of the districts. The Budget Sub-Committee met and voted to approve payment to TEC employees through April 4th. Ms. Hugo made a motion to approve the payroll through April 4th. Mr. Thomson seconded the motion to pay TEC staff through April 4th and it was approved by the Board.

ROLL CALL VOTE Approval of Payroll Through April 4th:

| | |
|-------------------------------|-----|
| Ian Kelly, Dedham | Yes |
| Andrew Keough, Dover-Sherborn | Yes |
| Beverly Hugo, Framingham | Yes |
| Brad Jackson, Holliston | Yes |
| Carol Cavanaugh, Hopkinton | Yes |
| Jeff Marsden, Medfield | Yes |

| | |
|-------------------------|-----|
| Matt Spengler, Needham | Yes |
| David Thomson, Norwood | Yes |
| Jeanne Downs, Wayland | Yes |
| Emily Parks, Westwood | Yes |
| Nancy Gallivan, Walpole | Yes |

Ms. Parks wanted to know if 3rd and 4th quarter tuitions would be billed to the districts. Mr. Shovak explained that the 3rd quarter payments were already paid and 4th quarter tuition bills would be sent out. Ms. McGonagle and Mr. Shovak explained that the 4th quarter tuition should still be paid by districts as TEC is continuing to support their students during this time and TEC relies on tuition payments for its operating budget. Ms. Gallivan stressed that all districts should be paying the 4th quarter tuition bills. DESE has also asked all districts to pay tuition to all districts.

2. Proposal to Grant the Budget Subcommittee Authority to Act on Behalf of the Board During the State of Emergency

Ms. Liz McGonagle asked the Board to grant the Budget Subcommittee to act on behalf of the board during the state of the emergency.

Ms. Parks made a motion to approve granting the budget subcommittee the authority to act on behalf of the board. Mr. Keough seconded the motion and the Board voted in favor during the roll call vote as noted below:

| | |
|-------------------------------|-----|
| Ian Kelly, Dedham | Yes |
| Andrew Keough, Dover-Sherborn | Yes |
| Beverly Hugo, Framingham | Yes |
| Brad Jackson, Holliston | Yes |
| Carol Cavanaugh, Hopkinton | Yes |
| Jeff Marsden, Medfield | Yes |
| Matt Spengler, Needham | Yes |
| David Thomson, Norwood | Yes |
| Jeanne Downs, Wayland | Yes |

| | |
|-------------------------|-----|
| Emily Parks, Westwood | Yes |
| Nancy Gallivan, Walpole | Yes |

3. Proposal to Commit to the Payment of the FY20 TEC Tuition Invoices

Ms. McGonagle asked all of the members of the Board to commit to TEC that the 4th quarter tuition invoices will be paid to TEC. Ms. McGonagle explained that TEC is continuing to support TEC students and 60% of TEC’s budget comes from tuitions paid by member districts.

Some members of the Board were hesitant to tell their School Committees which bills they should pay and which they should not. Some members expressed that the business managers of the districts would have these tuition payments included in their annual budgets and since services are being provided there should not be any issue paying the tuition invoices. Ms. McGonagle explained she and Ms. Donelan had sent letters to all the districts explaining the actions TEC has been taking to support the students from the districts. Ms. McGonagle stated she would send copies of these letters to the district superintendents to be shared with the District School Committees.

The Board decided that the Board Members would go back to their School Committees and recommend that their districts continue to pay TEC tuition invoices as a service is continuing to be provided and the funds should be in the annual budget.

Mr. Jackson made a motion to recommend payment of TEC invoices to the District School Committees. Mr. Marsden seconded the motion and the Board of Directors approved the recommendation as noted in the roll call vote below:

| | |
|-------------------------------|-----|
| Ian Kelly, Dedham | Yes |
| Andrew Keough, Dover-Sherborn | Yes |
| Beverly Hugo, Framingham | Yes |
| Brad Jackson, Holliston | Yes |
| Carol Cavanaugh, Hopkinton | Yes |

| | |
|-------------------------|-----|
| Jeff Marsden, Medfield | Yes |
| Matt Spengler, Needham | Yes |
| David Thomson, Norwood | Yes |
| Jeanne Downs, Wayland | Yes |
| Emily Parks, Westwood | Yes |
| Nancy Gallivan, Walpole | Yes |

Ms. McGonagle and Ms. Gallivan thanked the Board Members for their time and attention to the items on the agenda.

Ms. Gallivan asked for a motion to adjourn the meeting at 8:27am. Mr. Jackson made a motion to adjourn the meeting. Ms. Gallivan seconded the motion to adjourn the meeting and the meeting was adjourned at 8:27am.

Roll Call Vote to Adjourn the Board Meeting:

| | |
|-------------------------------|-----|
| Ian Kelly, Dedham | Yes |
| Andrew Keough, Dover-Sherborn | Yes |
| Beverly Hugo, Framingham | Yes |
| Brad Jackson, Holliston | Yes |
| Carol Cavanaugh, Hopkinton | Yes |
| Jeff Marsden, Medfield | Yes |
| Matt Spengler, Needham | Yes |
| David Thomson, Norwood | Yes |
| Jeanne Downs, Wayland | Yes |
| Emily Parks, Westwood | Yes |
| Nancy Gallivan, Walpole | Yes |

Update on the Open Meeting Law and COVID-19

2 messages

Attorney General's Division of Open Government

<OpenMeeting@state.ma.us>

Reply-To: Attorney General's Division of Open Government <OpenMeeting@state.ma.us>

To: jgriffin@tec-coop.org

Thu, Mar 12, 2020 at

9:54 PM

[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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