

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
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To: The TEC Board of Directors
Subject: Minutes of the Board of Directors Meeting May 15, 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# 907 482 8948

Attendance via Zoom webinar:

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

Liz McGonagle shared activities conducted by TEC during the remote learning phase including TPA's graduation drive by, TEC HS teacher appreciation visits, weekly nurse newsletters, Stewart's joke of the week and Susan Donelan Dancing.

The meeting was called to order at 8:20 am by Chair, Nancy Gallivan with a roll call of TEC Voters:

Jennifer Fischer-Mueller Canton	Not in attendance
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
Marc Conroy, Millis	Not in attendance
Matt Brand, Natick	Not in attendance
Matt Spengler, Needham	yes
David Thomson, Norwood	yes
Nancy Gallivan, Walpole	yes
Jeanne Downs, Wayland	yes
Emily Parks, Westwood	yes

Jeanne Downs reminded the Board she needs to leave by 9:00 am.

1. Review of Minutes of March 13, 2020

Beverly Hugo made a motion to approve the minutes of March 13, 2020. A second was made by Jeff Marsden. A Roll Call Vote was taken and the minutes were approved by the Board.

ROLL CALL VOTE Approval of Minutes of March 13, 2020

Ian Kelly, Dedham	abstain
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
Nancy Gallivan, Walpole	yes
Jeanne Downs, Wayland	yes
Emily Parks, Westwood	yes

2. Review of Minutes of March 27, 2020

Beverly Hugo made a motion to approve the minutes of March 27, 2020. A second was made by Jeff Marsden. A Roll Call Vote was taken and the minutes were approved by the Board.

ROLL CALL VOTE Approval of Minutes of March 27, 2020:

Ian Kelly, Dedham	abstain
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
Nancy Gallivan, Walpole	yes
Jeanne Downs, Wayland	yes
Emily Parks, Westwood	yes

3. Review of Minutes of April 29, 2020

Beverly Hugo made a motion to approve the minutes of April 29, 2020. A second was made by Jeff Marsden. A Roll Call Vote was taken and the minutes were approved by the Board.

ROLL CALL VOTE Approval of Minutes of April 29, 2020:

Ian Kelly, Dedham	abstain
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
Nancy Gallivan, Walpole	yes
Jeanne Downs, Wayland	yes
Emily Parks, Westwood	yes

4. Quarterly Financials

Dan Shovak presented the 3rd quarter financials. Total revenue was down slightly from prior year due to a significant decrease in tuition revenue. This tuition revenue decrease was mostly offset by an increase in revenue from the Student Data Privacy Alliance program and from an increase in revenue from District online courses. Operating expenses decreased mainly as a result of a decrease in salary and fringe expense and instructional supplies and services. This was offset by an increase in expenses from contractual services and capital purchases. Mr. Shovak stated that TEC remains in good financial condition.

David Thomson made a motion to approve the quarterly financials. A second was made by Jeff Marsden. A Roll Call Vote was taken and the quarterly financials were approved by the Board.

ROLL CALL VOTE Approval of Quarterly Financials:

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
Nancy Gallivan, Walpole	yes
Jeanne Downs, Wayland	yes
Emily Parks, Westwood	yes

5. Approval of FY21 Budget:

Liz McGonagle reminded the Board the budget was first distributed and reviewed at the March 13, 2020 Board Meeting. Liz asked the Board if there were any questions or if anyone needed any additional review. The budget was also distributed to the school committees of all member districts although no vote was needed from them.

David Thomson made a motion to approve the FY21 Budget. A second was made by Emily Parks. A Roll Call Vote was taken and the FY21 Budget was approved by the Board.

ROLL CALL VOTE Approval of FY21 Budget:

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
Nancy Gallivan, Walpole	yes
Jeanne Downs, Wayland	yes
Emily Parks, Westwood	yes

6. Executive Director's Evaluation:

Nancy Gallivan stated that Jeanne Downs, Nancy Gallivan, Jeff Marsden and Andrew Keough assembled to review the Executive Director's Evaluation. Nancy Gallivan stated Liz is easy to work with and very responsive to district needs. Andrew Keough added that Liz is doing a great job leading TEC and is very student centered which is the highest priority. Jeff Marsden, Jeanne Downs and Andrew Keough all agreed with Nancy Gallivan and Andrew Keough's statements. Liz McGonagle thanked the Board for their support and dedication to TEC.

Beverly Hugo made a motion to approve the Executive Director's Evaluation. A second was made by David Thomson. A Roll Call Vote was taken and the Executive Director's Evaluation was approved by the Board.

Roll Call Vote to Approve the Executive Director's Evaluation:

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

7. Approval of Budget Amendment:

Dan Shovak presented the Budget Amendment with an increase in the FY20 budget of \$303,067. The Collaborative will be using \$132,000 of unreserved fund balance to fund FY20 expenditures. The increase is mainly the result of an increase in capital expenditures, the transfer of \$30,000 to fund OPEB, and a significant increase in purchased services as a result of higher than expected district online course enrollments.

Andrew Keough made a motion to approve the Budget Amendment. A second was made by David Thomson. A Roll Call Vote was taken and the Budget Amendment was approved by the Board.

Roll Call Vote to Approve the Budget Amendment:

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

8. Financial Policy Manual Update

The major revision is in Section 16 page 21 of the TEC Financial Policy Manual regarding the disposal of property. A policy for property disposal was created and added to the policy manual and follows all Chapter 30B guidelines for property disposal.

Emily Parks made a motion to approve the Financial Policy Manual Update. A second was made by Beverly Hugo. A Roll Call Vote was taken and the Financial Policy Manual Update was approved by the Board.

Roll Call Vote to Approve the Financial Policy Manual Update:

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

9. Approval of the School Calendar for FY21

Jeff Marsden made a motion to approve the School Calendar for FY21.

A second was made by David Thomson. A Roll Call Vote was taken and the School Calendar for FY21 was approved by the Board.

Roll Call Vote to Approve the School Calendar for FY21:

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

10. Approval of Board of Directors Meeting Dates FY21

Emily Parks made a motion to approve the Board of Directors Meeting Dates for FY21. A second was made by Beverly Hugo. A Roll Call Vote was taken and the Board of Directors Meeting Dates for FY21 were approved by the Board.

Roll Call Vote to Approve Board of Directors Meeting Dates for FY21:

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

11. Personnel Update

An internship coordinator was hired for the summer for a stipend.

Emily Parks made a motion to approve the Personnel Update. A second was made by Beverly Hugo. A Roll Call Vote was taken and the Personnel Update was approved by the Board.

Roll Call Vote to Approve the Personnel Update:

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

12. Approval of Donations

Liz McGonagle stated the ADT/UDL grant, the Floyd Family Donation and a couple of other small grants were given to The Education Cooperative.

Emily Parks made a motion to approve the Donations. A second was made by Beverly Hugo. A Roll Call Vote was taken and the Donations were approved by the Board.

Roll Call Vote to Approve the Donations:

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

13. Executive Directors Update

Liz McGonagle informed the board a waiver was approved by DESE to submit all the paperwork for the amendment to the collaborative agreement allowing Medway to TEC. The new deadline is June 15, 2020. Liz McGonagle also stated everyone is anxiously awaiting guidance on returning to school. Joanne Hayely Sullivan from MOEC is working with committees on how to reopen schools.

Liz McGonagle also congratulated Brad Jackson on his acceptance of a new position of the Superintendent of Shawsheen Technical High School. TEC will miss the 16 years of support Dr. Jackson has given us.

Jeanne Downs left the meeting at 9am.

Brad Jackson made a motion to adjourn the meeting. David Thomson seconded the motion and the meeting was adjourned at 9:02 am.

Documents distributed for the meeting:

Draft Minutes March 13, 2020

Draft Minutes March 27, 2020

Draft Minutes April 29, 2020

3rd Quarter Financials

FY21 Budget

Executive Director's Evaluation

Budget Amendment

Financial Policy Manual

FY21 School Calendar

FY21 Board of Directors Meeting Dates

Personnel Update

Donations

Update on the Open Meeting Law and COVID-19

2 messages

Attorney General's Division of Open Government

<OpenMeeting@state.ma.us>

Thu, Mar 12, 2020 at

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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