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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 May 7, 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

Attendance via Zoom webinar:

Jennifer Fischer-Mueller, Canton	Brad Jackson, TEC Treasurer
Melissa Pearrow, Dedham	Liz McGonagle, TEC
Beverly Hugo, Framingham	Susan Donelan, TEC
Carol Cavanaugh, Hopkinton	Dan Shovak, TEC
Armand Pires, Medway	Janet Griffin, TEC
Robert Mullaney, Millis	
Henry Haugland, Natick	
Matt Spengler, Needham	
Nancy Gallivan, Walpole	

The meeting was called to order at 8:18 am by Nancy Gallivan. Nancy Gallivan welcomed Henry Haugland, the new Board Member from Natick. Nancy Gallivan took a roll call of TEC Voters present:

Jennifer Fischer-Mueller, Canton	Yes
Melissa Pearrow, Dedham	Yes

Beverly Hugo, Framingham	Yes
Carol Cavanaugh, Hopkinton	Yes
Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Henry Haugland, Natick	Yes
Matt Spengler, Needham	Yes
Nancy Gallivan, Walpole	Yes

Beverly Hugo stated she would need to leave the meeting at 8:40am.

Nancy Gallivan announced agenda items 1 - Minutes from March 19, 6 - Personnel Update and 7 - Donations & Grants be reviewed and voted with one vote.

1, 6, 7. Approval of March 19, 2021 Minutes, Personnel Update and Donations & Grants:

Nancy Gallivan asked for a motion to approve the March 19, 2021 Minutes, Personnel Report and Donations & Grants. Beverly Hugo made a motion to approve. Armand Pires seconded the motion and the Board voted to approve in the Roll Call Vote a recorded below with 6 yes votes and 3 abstain:

Jennifer Fischer-Mueller, Canton	Yes
Melissa Pearrow, Dedham	Yes
Beverly Hugo, Framingham	Yes
Carol Cavanaugh, Hopkinton	Yes
Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Henry Haugland, Natick	Abstain
Matt Spengler, Needham	Abstain
Nancy Gallivan, Walpole	Abstain

2. Quarterly Financial Report

Brad Jackson presented the 3rd Quarter Financial Report for FY2021. Of note, TEC received partial forgiveness of the Paychecks Protection Program Loan that it received. The recording of the loan as revenue has had a positive impact on TEC revenues for the 3rd quarter. Increases in revenues and expenses were also associated with a significant increase in TEC Online Courses for TEC Member Districts. TEC is on track to end the year with a surplus.

Nancy Gallivan asked for a motion to approve the 3rd Quarter Financial Report. Beverly Hugo made a motion to approve. Melissa Pearrow seconded the motion and the Board voted to approve the Financial Report in the Roll Call Vote as recorded below:

Jennifer Fischer-Mueller, Canton	Yes
Melissa Pearrow, Dedham	Yes
Beverly Hugo, Framingham	Yes
Carol Cavanaugh, Hopkinton	Yes
Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Henry Haugland, Natick	Yes
Matt Spengler, Needham	Yes
Nancy Gallivan, Walpole	Yes

3. FY2021 Budget Amendment

Dan Shovak presented the FY2021 Budget Amendment. The amendment included the forgiveness of the PPP Loan and an increase in on-line course revenue and expenses. The amendment showed an increase in revenues of \$1.04M. Operational expenses increased by \$285K due to PPE supplies and online course expenses.

Nancy Gallivan asked for a motion to approve the FY2021 Budget Amendment. Armand Pires made a motion to approve the FY2021 Budget Amendment. Robert Mullaney seconded the motion. The Board voted to approve the FY2021 Budget Amendment as recorded in the Roll Call Vote:

Jennifer Fischer-Mueller, Canton	Yes
Melissa Pearrow, Dedham	Yes

Beverly Hugo, Framingham	Yes
Carol Cavanaugh, Hopkinton	Yes
Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Henry Haugland, Natick	Yes
Matt Spengler, Needham	Yes
Nancy Gallivan, Walpole	Yes

4. FY 2022 Updated Budget

Liz McGonagle announced there will be a Board Meeting on June 4th. At that time the Board will vote on the FY22 budget. Dan Shovak presented the revised budget. The FY22 budget is just over \$10.3M.

Nancy Gallivan commented that the Budget Subcommittee met to thoughtfully and carefully consider how the cumulative surplus funds will be spent. TEC is following the appropriate guidelines on how to handle these additional funds.

The Board vote on the FY22 Budget will be at the Board Meeting on June 4th. Each district's school committee chair will need to be made aware of the updated budget. Communications regarding the budget change will come from TEC.

5. Capital Reserve Increase Policy

Dan Shovak presented the Capital Reserve Policy to the Board of Directors to increase the Capital Reserve from \$150K to \$350K. The policy has not been revised since 2014. Nancy Gallivan asked for a motion to approve the Capital Reserve Increase. Beverly Hugo made a motion to approve the Capital Reserve Increase. Armand Pires seconded the motion. The Board voted to approve the Capital Reserve Increase as recorded in the Roll Call Vote:

Jennifer Fischer-Mueller, Canton	Yes
Melissa Pearrow, Dedham	Yes
Beverly Hugo, Framingham	Yes
Carol Cavanaugh, Hopkinton	Yes
Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes

Henry Haugland, Natick	Yes
Matt Spengler, Needham	Yes
Nancy Gallivan, Walpole	Yes

6. Personnel Update

See Item 1. Approved by the Board.

7. Approval Donations and Grants

See Item 1. Approved by the Board.

8. Executive Directors Update

Liz McGonagle presented the executive director’s update to the Board. Liz McGonagle informed the Board her mid-cycle evaluation is in the Board packet with her goals and updates. Nancy Gallivan explained to the Board that Liz McGonagle has a two year review cycle and is in the middle of that now

Liz McGonagle gave a brief overview of some of her goals and evidence. As President of the MOEC Executive Board she has been advocating for collaboratives on a statewide level. Liz McGonagle reminded the Board that TEC has been open for in person learning since September 2nd and she is very proud of TEC staff and how hard they have worked to make sure TEC stays open for their students and districts.

Nancy Gllivan also encouraged Board Members to ask the executive director any questions they may have at this time. Melissa Pearrow thanked Liz McGonagle for her hard work during this time.

Liz McGonagle also informed the Board she is meeting with the Education Commissioner to discuss online learning options for districts and how the districts can contact TEC for assistance in online learning.

Nancy Gallivan stated how TEC’s ability to diversify their revenue streams has made TEC a stronger organization. Henry Haugland commented that he is hopeful to have his district use TEC resources in the future to assist with remote learning.

Liz McGonagle informed the Board the Annual Strategic Planning Meeting would be taking place after the Board Meeting.

Nancy Gallivan asked for a motion to adjourn the meeting at 8:45am. Armand Pires made a motion to adjourn the meeting. Melissa Pearrow seconded the motion. The Board voted in favor to adjourn the meeting as noted in the roll call vote below:

Approval of adjournment of meeting.

Jennifer Fischer-Mueller, Canton	Yes
Melissa Pearrow, Dedham	Yes
Beverly Hugo, Framingham	Yes
Carol Cavanaugh, Hopkinton	Yes
Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Henry Haugland, Natick	Yes
Matt Spengler, Needham	Yes
Nancy Gallivan, Walpole	Yes

Addition Documents Distributed: Mid-Cycle Evaluation

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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