

Elizabeth McGonagle  
Executive Director

Dan Shovak  
Dir. of Finance & Operations



Dr. Zachary Abrams  
Dir. of Student Services

Dr. Jean Kenney  
Dir. of Professional Learning & Leadership

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To: The TEC Board of Directors  
Subject: Minutes of the Board of Directors Meeting - November 4, 2022

**\*\*Due to the Coronavirus Situation, the Governor of Massachusetts 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	Present Remotely
Ian Kelly, Dedham	Not Present
Beverly Hugo, Framingham	Present Remotely
Dr. Susan Kustka, Holliston	Present Remotely
Dr. Carol Cavanaugh, Hopkinton	Present Remotely
Dr. Jeffrey Marsden, Medfield	Present Remotely
Dr. Armand Pires, Medway	Present Remotely
Robert Mullaney, Millis	Present Remotely
Elizabeth McCoy, Dover Sherborn	Present Remotely
Hayley Sonneborn, Natick	Present Remotely
Matt Spengler, Needham	Present Remotely
Dr. David Thomson, Norwood	Not Present
Nancy Gallivan, Chair, Walpole	Present Remotely
Jeanne Downs, Vice Chair, Wayland	Present Remotely
Emily Parks, Westwood	Present Remotely

Nancy Gallivan stated that the Board will be approving a Consent Agenda at this meeting. The Board will be going through each item one by one and vote as a consent.

### **Meeting Minutes of September 23, 2022**

Nancy Gallivan stated that they will be approving the Meeting Minutes from the September 23, 2022 Board Meeting.

### **Personnel Update**

Liz McGonagle presented the personnel update and highlighted salary increases for Aide to Teacher Substitute, Nurse Per Diem Rate, Safety Care Training Rate (Teacher) and Safety Care Training Rate (Staff). TEC Central Office hired Meg Smallidge as TEC's new Innovative Learning Specialist. TEC Campus School hired 2 new SLPA's and a paraprofessional. TEC High School hired a new Teacher's Aide.

### **Grants and Donations**

Liz McGonagle presented that a donation was made from the Amazon Smile program in the amount of \$64.69.

### **1st Quarter FY2023 Financial Review**

Dan Shovak highlighted that we have increases in sponsorship revenue due to TECCA enrollment (16% increase in first quarter), student revenue and the student data privacy program. There has been a decrease in the professional learning program.

Dan Shovak discussed expenses; restructuring staff salaries, instructional staffing, stipends and new salaries. Dan continued to discuss a decrease in capital expenses as well as TEC's Net Income for the first quarter being a very healthy fund balance.

### **Increase to Capital Reserve Limit**

Dan discussed the Capital Reserve stating this was reviewed at the last Board Meeting and there will need to be a vote to increase the limit. Nancy asked for the reason for increasing the capital reserve. Dan explained that the surplus will be taken and put into the capital reserve which will give TEC greater capacity to make deposits. TEC will be needing new vans and taking over the 141 Mansion Drive space.

Nancy Gallivan asked for a motion to approve the Consent Agenda. Beverly Hugo made a motion to approve Consent Agenda. Jeff Marsden seconded the motion and the Board voted to approve in a roll call vote as recorded below:

Beverly Hugo, Framingham	Yes
Dr. Susan Kustka, Holliston	Yes
Dr. Carol Cavanaugh, Hopkinton	Yes
Dr. Jeffrey Marsden, Medfield	Yes
Dr. Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Elizabeth McCoy, Dover Sherborn	Yes
Matt Spengler, Needham	Yes
Nancy Gallivan, Chair, Walpole	Yes
Jeanne Downs, Vice Chair, Wayland	Yes
Emily Parks, Westwood	Yes

**Proposal to to Revise TEC Salary Scales**

Liz McGonagle discussed that due to many reasons such as COVID, inflation, difficulty in attracting, hiring and retaining skilled staff, TEC needs to provide fair wages to its staff . TEC granted a \$500 Stipend to TEC Staff at the end of last school year, however after Dan Shovak’s analysis over the summer of TEC’s neighboring district’s salaries/hourly wages it became apparent that we needed to do more. Liz continues that TEC staff are a highly skilled and integrated team and in the past two years have worked very hard through COVID. TEC met with the Budget Subcommittee 4 times to review and discuss the recommended salary increases.

Dan Shovak reported on the results of the analysis. TEC looked at collective bargaining agreements from all 15 TEC districts. The goal was to use the median value from TEC districts as a reference. We learned that TEC salaries were significantly lower than our other districts. Dan discussed the different pay rate scales. There is a significant difference between what we are paying compared to our districts.

Dan discussed TEC’s pay scale recommendations/comparisons and the recommendations for the increase in Paraprofessionals, Bachelor’s, Master’s and Master’s +30 scales.

Nancy Gallivan explained that they went back and forth with the Budget Subcommittee 4 times before making this recommendation. Nancy continued that TEC has done a good job to ensure we remain competitive and this is a good sized problem that needs to be addressed. This salary raise will be spread out over the next two years.

Derek Folan asked how this will affect the districts? Dan Shovak explained that there will be a tuition increase for our districts.

Dan reviewed the Cumulative Surplus Fiscal Year End 2022 that would fund the Salary Adjustment. Nancy Gallivan reviewed the paraprofessional increases and stated Liz and Dan have tried to be clear on which paraprofessional will be moving to a higher pay scale by identifying a Lane 1 Scale and a Lane 2 Scale.

Beverly Hugo thanked Dan for his incredible report and asked what would the average tuition increase look like? Dan responded that we cannot guarantee what the tuition raise will be. Jeanne Downs asked to look out to FY25 what would we predict the tuition rates will be? Dan stated that would be much harder to predict. Jeff Marsden asked if we are thinking about not having COLA increases if staff are going to be getting raises. Dan stated he does not see that in the near future.

Discussions on whether or not there will be a COLA increase in the future take place.

Nancy asked to take a vote to revise the TEC Salary Scale Increases. Susan Kustka recommended separating the vote into two items due to the paraprofessionals.

Nancy Gallivan asked for a motion to approve the TEC Teacher Salary Scales Increases as recommended.

Susan Kustka made a motion to approve the TEC Teacher Salary Scale Increases. Jeanne Downs seconded the motion and the Board voted to approve in a Roll Call Vote as recorded below:

Beverly Hugo, Framingham	Yes
Dr. Susan Kustka, Holliston	Yes
Dr. Carol Cavanaugh, Hopkinton	Yes
Dr. Jeffrey Marsden, Medfield	Yes
Dr. Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Elizabeth McCoy, Dover Sherborn	Yes
Matt Spengler, Needham	Yes
Nancy Gallivan, Chair, Walpole	Yes
Jeanne Downs, Vice Chair, Wayland	Yes
Emily Parks, Westwood	Yes

Nancy Gallivan asked for a motion to approve the TEC Paraprofessional Salary Scale Increases as recommended.

Armand Pires made a motion to approve the TEC Paraprofessional Salary Scale Increases. Emily Parks seconded the motion and the Board voted to approve in a Roll Call Vote as recorded below:

Beverly Hugo, Framingham	Yes
Dr. Susan Kustka, Holliston	Yes
Dr. Carol Cavanaugh, Hopkinton	Yes
Dr. Jeffrey Marsden, Medfield	Yes
Dr. Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Elizabeth McCoy, Dover Sherborn	Yes
Matt Spengler, Needham	Yes
Nancy Gallivan, Chair, Walpole	Yes
Jeanne Downs, Vice Chair, Wayland	Yes
Emily Parks, Westwood	Yes

**Search Committee Update:**

Jeff Marsden stated that the search process is moving along. Seventeen candidates have applied thus far. There will be a meeting on 11/17 from 9-2 to perform the initial interviews and then 2 to 3 finalists will interview in December.

**Executive Director's Update:**

Liz McGonagle ended the meeting by stating how proud she is of the TEC staff and thanked Dan Shovak for all of his hard work.

Nancy Gallivan requested a motion to adjourn the meeting. Jeff Marsden made a motion to dismiss and adjourn the meeting. Armand Pires seconded the motion. The meeting adjourns at 8:56 a.m.

## 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