

Elizabeth McGonagle  
Executive Director

the education  
COOPERATIVE

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Dan Shovak  
Dir. of Finance & Operations

Dr. Zachary Abrams  
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 - September 23, 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	Not Present
Ian Kelly, Dedham	Present Remotely
Beverly Hugo, Framingham	Not Present
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	Present Remotely
Nancy Gallivan, Chair, Walpole	Present Remotely
Jeanne Downs, Vice Chair, Wayland	Present Remotely
Emily Parks, Westwood	Present Remotely

**1. Approval of May 6, 2022 and August 18, 2022 Minutes, Quarterly Financial Report, Capital Reserve Limit, Personnel Update, Strategic Plan & Approval of Grants/Donations:**

Nancy Gallivan states 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 May 6, 2022 & August 18, 2022:**

Nancy Gallivan states that they will be approving the Meeting Minutes from the May 6th and August 18th Board Meetings. Nancy states that there needs to be one adjustment to the May 6th & August 18th Meeting Minutes and that is to change the Attorney General to the Governor of Massachusetts.

**Quarterly Financial Report:**

Brad Jackson presented the FY2022 4th Quarter Financial Report. Excluding the one-time loan forgiveness from FY2021, revenue was up 5% with a number of revenue sources: tuition, student data privacy, grants/sponsorships and professional learning being up from the prior year. Brad mentioned that this is a sign of a robust and well balanced organization not relying on just one source of revenue for success or failure.

These increases were offset by decreases in sublease revenue due to BICO no longer being located on the 3rd floor space and in revenue from member districts' use of online courses. On the expense side, there was a \$123,000 increase overall, mostly from salary and fringe. Unaudited net income for FY2022 Q4 was \$486,000.

Brad mentioned that TEC is above the 25% threshold for cumulative surplus.

Nancy Gallivan added one of the things she learned from this organization that is different from a district is that it is important for us to maintain a surplus because of summertime cash flow. Nancy continued that TEC is very active with summer programs and without the surplus we may have cash flow issues.

**Capital Reserve Limit:**

Dan Shovak discussed the Capital Reserve limit and stated that a document was included in the Board packet that details the capital reserve request to increase the limit. The request is to increase the funding limit of the Capital Reserve from \$350,000 to \$750,000.

Dan explained that increasing the Capital Reserve limit will create financial flexibility as well as create an additional option for TEC to use the excess cumulative surplus at the end of the year if the Board chooses this option. Dan further explained that per regulations, the request for the change in the capital reserve limit needs to be provided to all of the member districts and they will have 45 days to vote to disapprove.

Nancy Gallivan asked for clarification that TEC is not transferring any funds only increasing the limit. Dan stated that this was correct. Nancy also requested clarification on when the vote would take place. Dan stated that the vote would take place on November 4th following the request being provided to the TEC school committees for 45 days.

Jeanne Downs asks for clarification that they need to present the request to their School Committees. Dan confirmed that this request needed to be brought to the School Committees. Armand Pires stated it sounds like it would be added as a discussion item on their School Committee agendas. Armand asks if there is any kind of language that is required for them to ensure proper notification to our School Committees and Communities. Dan suggested presenting the summary provided in the Board Packet.

**Personnel Update:**

Liz McGonagle presented the personnel update and highlighted TEC’s creation of one new position with the additional positions that were listed as being replacement positions or positions based on the need of a particular student. A Special Education Services Coordinator was hired due to the fact that TEC Campus School has over 50 students with very complex medical needs. The new position will manage Campus School IEP meetings and paperwork. TEC Phoenix Academy hired an Assistant to the Principal. Liz explained that this position is to replace the prior staff member who became Principal of TPA.

**Strategic Plan:**

Liz McGonagle discussed the creation of the Strategic Plan for FY2023. The leadership team, instructional and administrative staff met in the spring to review the Strategic Plan and create a new one. Liz mentioned that the Board Packet includes TEC’s Strategic Plan which is based upon three goals; student achievement, professional development and operations and that updates will be provided to the Board throughout the year.

**Grants & Donations:**

Liz McGonagle presented that a donation from Amazon Smile was received in the amount of \$55.95.

Nancy Gallivan asked for a motion to approve the May 6, 2022 and August 18, 2022 Minutes, Quarterly Financial Report, Capital Reserve Limit, Personnel Update, Strategic Plan & Approval of Grants/Donations. Jeff Marsden made a motion to approve the May 6, 2022 and August 18, 2022 Minutes, Quarterly Financial Report, Capital Reserve Limit, Personnel Update, Strategic Plan & Approval of Grants/Donations. Emily Parks seconded the motion and the Board voted to approve in the Roll Call Vote as recorded below:

Ian Kelly, Dedham	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
Hayley Sonneborn, Natick	Yes
Matt Spengler, Needham	Yes
Dr. David Thomson, Norwood	Yes
Nancy Gallivan, Chair, Walpole	Yes
Jeanne Downs, Vice-Chair, Wayland	Yes

Emily Parks, Westwood	Yes
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Nancy Gallivan welcomes Beth McCoy, Hayley Sonneborn and Maggie Charron, (Chair of the Dover Sherborn Regional School Committee) to the meeting.

Nancy Gallivan mentioned that TEC had a workshop last Friday for School Committee members as well as Superintendents covering a variety of topics and encouraged Superintendents to feel free to welcome a School Committee member to come with them to the Board Meetings. The only stipulation is that your town gets one vote. Nancy continued that for the first 40 years of TEC's existence a School Committee member and a Superintendent were both appointed to the Board without issues.

**Search Committee Update:**

Nancy announced Liz McGonagle's retirement in December and that Jeff Marsden and Jeanne Downs have agreed to lead the Search Committee for an Executive Director replacement.

Jeff Marsden mentioned that the first Focus Group was held on Wednesday with about 20 TEC staff members and some important issues were reviewed with good conversation and great feedback from TEC staff.

Jeff continued that Jeanne Downs took the lead in making sure the job description was created and posted on School Spring, M.A.S.S. and M.A.S.C. The timeline is to have an appointment by Thanksgiving.

Jeff continued that they would like to bring 1 to 3 candidates to the Board for final approval and Jeanne confirmed that they will be bringing the top candidates to the Board for interviews.

Jeff mentioned that they feel very strongly about making sure we have identified the top 2 to 3 candidates and that they have the opportunity to spend some time at TEC and that TEC Staff have the opportunity to meet with them and provide feedback.

Jeff continued that they are going to need some additional meetings where the only agenda will be to meet the candidates and interview. Jeanne clarified that they are looking at a timeline of November 14th - 18th.

Nancy Gallivan stated that she wanted to clarify for the Board Members who were not on the Search Committee that they also have a responsibility and that it is a collective vote that will decide who the next Executive Director will be.

Nancy continued that they will need to be flexible during November as they have an aggressive timeline and that they will have the potential of an additional Board Meeting on 11/18. Jeanne and Jeff confirmed.

Nancy continued that the next Board Meeting is scheduled for 11/4 which coincides with the M.A.S.C. and M.A.S.S. conference that a number of people typically attend. Nancy asked if people feel comfortable with keeping the meeting on 11/4. The group confirmed. Nancy confirmed that they will keep the next meeting for 11/4 and that would allow for 11/18 as a potential for an additional Board Meeting.

Nancy asked if the interviews should take place in person or should they be remote. Jeff stated that they decided the interviews would be in person.

Nancy mentioned that they are fortunate to have Brad Jackson on the Search Committee to get his perspective since he has been a member of TEC for many years.

Jeanne Downes pointed out that in the Executive Director job description they tried to be very flexible and they will have to deal with needing an interim Executive Director if necessary.

Liz McGonagle mentioned that TEC staff were appreciative to participate in the Focus Groups and it was well run and a really good experience. Liz thanked Jeanne and Jeff.

**Executive Director's Update:**

Liz states that it is important that TEC continues our culture of innovation, entrepreneurship, and diversity in our programs and services. Liz provided an update on some new initiatives. Liz states that she had the opportunity to talk with a legal firm in Maine attempting to mimic what TEC does with its Student Data Privacy Alliance. Liz states they had been getting calls from Maine school districts asking if TEC would take over so she met with the law firm and made a deal to transition the 24 Maine districts to TEC's alliance and use the firm to provide the legal work for specific privacy negotiations in Maine. Currently, our alliance uses one lawyer who does a great job but adding another lawyer strengthens our ability to quickly negotiate Data Privacy Agreements.

Liz announces that TEC just hired a part-time member of the professional development team, Meg Smallidge. Meg worked for the Highlander Institute and was a facilitator for the Fuse MA program, an 18-month professional learning experience for teacher leaders focused on personalized learning, and did a great job. Liz states that TEC was on Cohort 2 of Fuse Program when COVID hit. She states that we hired Meg to reach out to our Fuse fellows and try to bring them back together and there was interest. Liz states that Meg is going to rebuild that network of over 70 teacher leaders and early adopters, and expand it to engage leadership from all of our member districts to continue this important work. Meg is also going to be a liaison to TECCA, to build a cohort of TEC Member teachers who will teach supplementary online courses for TECCA to TEC member districts students.

Liz states that many of you came to the September 16th meeting with Tony Bent. Liz continues that Jean Kenney has been working on this with her and they are going to be launching a new job-alike Network for the School Committee Members.

Liz states that TEC staff will be participating in an Emergency Preparedness program on school safety on October 19th. Liz continues that TEC will be practicing emergency evacuation and lockdown drills.

Liz announces that they are finally hosting their first in-person College Fair in two years and thanks everyone for being there. Nancy states beyond the wonderful special education services that TEC provides, there is so much more going on. Nancy continues that this gives you a sense of what an Executive Director really needs to do, it is a lot to juggle.

Nancy Gallivan requests a motion to adjourn the meeting. Jeffrey Marsden motions to dismiss and adjourn the meeting. David Thomson seconds the motion. The meeting was adjourned at 9:05 am.



## 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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