

Elizabeth McGonagle  
Executive Director

the education  
COOPERATIVE

Susan Donelan  
Dir. of Student Services

Dan Shovak  
Dir. of Finance & Operations

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East Walpole, Massachusetts 02032  
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Dr. Jean Kenney  
Dir. Prof. Development and Leadership

To: The TEC Board of Directors  
Subject: Minutes of the Board of Directors Meeting - May 6, 2022

**\*\*Due to the Coronavirus Situation, the Governor 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	Not Present
Kathleen Smith, Dover-Sherborn	Present - Remotely
Beverly Hugo, Framingham	Present - Remotely
Susan Kustka, Holliston	Present - Remotely
Carol Cavanaugh, Hopkinton	Present - Remotely
Jeffrey Marsden	Present - Remotely
Armand Pires, Medway	Present - Remotely
Robert Mullaney, Millis	Present - Remotely
Henry Haugland, Natick	Not Present
Matt Spengler, Needham	Present - Remotely
David Thomson, Norwood	Not Present
Nancy Gallivan, Walpole	Present - Remotely
Jeanne Downs, Wayland	Present - Remotely
Emily Parks, Westwood	Present - Remotely

**1. Approval of March 18, 2022 Minutes, Quarterly Financial Report, & Approval of Grants/Donations:**

Brad Jackson talks about the Quarterly Financials. Brad states that revenues are well above projections and we are seeing a higher enrollment in programs than we originally budgeted for. Brad continues that the net income from operations increased by over ¼ of a million dollars. Brad states that we are in a very positive place going into the fourth quarter.

Nancy Gallivan asked for a motion to approve the March 18, 2022 Minutes, Quarterly Financial Report, & Approval of Grants/Donations. Armand Pires made a motion to approve March 18, 2022 Minutes, Quarterly Financial Report, & Approval of Grants/Donations. Kathleen Smith seconded the motion and the Board voted to approve in the Roll Call Vote as recorded below :

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

**2. Personnel Update**

Nancy Gallivan states that this personnel update is going to take important consideration. Nancy explains there are two parts to the personnel updates to consider. Nancy discusses a COVID Stipend that had been designated to TEC’s nursing and Facilities Manager as well as a second proposal by Liz McGonagle that all staff members receive a \$500 stipend.

Liz McGonagle explains that at TEC we have a team of highly skilled specialists working extremely hard during these challenging times. Liz expresses that there has been some low morale and frustration amongst staff and we would like to do everything possible to retain our staff. Liz continues that we will be looking at the salary scales for the next budget. Liz states that she has proposed a \$500 stipend per staff member as well as stipend for all nurses and TEC’s Facilities Manager.

Nancy Gallivan states she recognizes this needs to be discussed. Nancy states that she also recognized we may have to adjust our salary scale in order to remain competitive.

Matt Spangler states that these stipends seem appropriate considering the times.

Liz McGonagle states that we completed a statewide survey with other collaboratives and TEC was lower. Liz states that our staff recognizes that TEC is a special place to work. Liz continues that we need to bring staff up to a better scale.

Kathleen Smith states that this is appropriate and she is very much in support. Kathleen thanks TEC on behalf of Dover Sherborn for everything we do for them.

Beverly Hugo thanks Liz for all she has done for TEC and notes that this is such an unselfish act and Liz is a noble leader.

Nancy Gallivan announces that we have two retirements. Liz McGonagle states that this is Susan Donelan's last Board Meeting and she has been an incredible leader and colleague.

Liz McGonagle announces that we have hired Zachary Abrams to replace Susan Donelan. Liz welcomes Zachary and reviews his bio. Liz also announces that we have chosen Antonio Nicolazzo for the next TEC Phoenix Academy Director. Liz welcomes Tony and reviews his bio.

Nancy Gallivan requested a motion to approve the full Personnel Update including the \$500 stipend for all designated staff. Beverly Hugo made a motion to approve the Personnel Update including the \$500 stipend for all designated staff. Emily Parks seconded the motion and the Board voted to approve in the Roll Call Vote as recorded below :

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

### 3. FY 2022 Budget Amendment

Dan Shovak states that he has put together a budget that was approved by the Subcommittee, however, it has been revised. Dan explains that the budget was revised to include the staff stipends discussed. Dan explains that there has been a significant increase in enrollments and continues to review the budget.

Dan points out some important line items on the amendment:

- Due to the significant increase in enrollments our revenue has increased \$462,000 over the original budget.
- Instructional salaries will be over by \$448,662.
- COVID Grants review and breakdown of spending.

Nancy Gallivan requests a motion for the approval of the FY2022 Budget Amendment. Beverly Hugo makes the motion to approve the FY 2022 Budget Amendment. Jeffrey Marsden seconded the motion and the Board voted to approve in the Roll Call Vote as recorded below:

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

### 4. FY 2023 Budget

Nancy Gallivan explains that the FY2023 Budget was thoroughly presented at the last meeting and has been shared with the School Committee Chairs as well as the Superintendents who are not Board Members. Dan Shovak explains the first page is what will be voted on.

Jeanne Downs states that she sees a reduction in online courses and would like to know how this is reflected in the 2023 Budget? Dan Shovak answers that last year for FY21 over 1200 Courses were taken by students and for FY22 only 630 courses were taken. Dan states one would assume this is due in part to coming out of COVID.

Nancy Gallivan asks for a motion to approve the FY2023 Budget. Beverly Hugo makes the motion to approve the FY2023 Budget. Armand Pires seconded the motion and the Board voted to approve in the Roll Call Vote as recorded below:

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

#### 5. Executive Director’s Evaluation

Nancy Gallivan states that the Personnel Subcommittee is made up of Jeanne Downs, Jeffrey Marsden and herself. Nancy continues that this is the 2 year evaluation for Liz McGonagle. Jeanne Downs thanks Nancy Gallivan and Jeffrey for their help. Nancy Gallivan states that it is a pleasure to write this kind of an evaluation. Nancy continues that Liz was evaluated on the following goals:

- Engaging in Advocacy and Outreach About Collaboratives in Massachusetts: Nancy Gallivan explains that Liz exceeded expectations and has done so much in “talking up” Collaboratives. Nancy states that Liz is the President of the Collaborative Association.
- Instructional Leadership, Management of Operations and Professional Culture: Nancy Gallivan explains that Liz exceeded in all aspects. Nancy continues that Liz has high standards and pivots really quickly.
- Family and Engagement: Nancy Gallivan states that Liz exceeded expectations and states that there is so much evidence documenting communication with families.
- Professional Culture: Nancy Gallivan states that Liz has really high standards and they are felt with her staff. Nancy continues that Liz leads by example and has a strong collaborative approach.

Jeanne Downs states that on behalf of the Personnel Committee she would like to thank Liz for her service to TEC and all that she does for TEC. Jeffrey Marsden adds that he has been on the board for 9 years and TEC keeps getting better.

Nancy Gallivan states that Liz is willing to extend her contract. Nancy Gallivan asks for a motion to approve the Executive Director’s Evaluation as well as the Authority to Negotiate to Extend Liz McGonagle’s Contract. Jeffrey Marsden makes the motion to approve the Executive Director’s Evaluation as well as the Authority to Negotiate to Extend Liz McGonagle’s Contract. Kathleen Smith seconded the motion and the board voted to approve in a Roll Call Vote as recorded below:

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

#### 6. Executive Director's Update

Liz McGonagle states she is humbled by this praise and thanks Susan, Dan and the TEC Team. Liz discusses that last week TEC sponsored its first in person Superintendent's meeting and Toni Bent was the guest speaker. Liz explains that this was a Professional Development opportunity. Liz continues that we have renegotiated with TECCA and they have agreed to continue the 4% sponsorship fee. Liz thanks Anna Nolan who has joined the Digital Advisory Counsel. Liz thanks all Board Members for their support and leadership and states she appreciates all of the support.

Nancy Gallivan states this will be the last board meeting for Susan Donelan and Kathleen Smith.

Nancy Gallivan requests a motion to adjourn the meeting. Jeffrey Marsden motions to dismiss and adjourn the meeting. Kathleen Smith seconds the motion. The meeting was adjourned at 9:13 a.m.

## 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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