

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 March 19, 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:**

Melissa Pearrow, Dedham	Brad Jackson, TEC Treasurer
Andrew Keough, Dover-Sherborn	Liz McGonagle, TEC
Beverly Hugo, Framingham	Susan Donelan, TEC
Susan Kustka, Holliston	Dan Shovak, TEC
Carol Cavanaugh, Hopkinton	Janet Griffin, TEC
Jeffrey Marsden, Medfield	
Armand Pires, Medway	
Robert Mullaney, Millis	
Matt Brand, Natick	
David Thomson, Norwood	
Jeanne Downs, Wayland,	
Emily Parks, Westwood	

The meeting was called to order at 8.15 am by Jeanne Downs. Jeanne Downs began with a roll call of TEC Voters:

Melissa Pearrow, Dedham	Present
Andrew Keough, Dover-Sherborn	Arrived @ 8:30am
Beverly Hugo, Framingham	Present
Susan Kustka, Holliston	Present
Carol Cavanaugh, Hopkinton	Present
Jeff Marsden, Medfield	Present
Armand Pires, Medway	Present
Robert Mullaney, Millis	Present
Matt Brand, Natick	Present
David Thomson, Norwood	Present
Jeanne Downs, Wayland	Present
Emily Parks, Westwood	Present

**1. Approval of Agenda Items 1,2,6 & 10: Approval of December 11, 2020 Minutes, February 5, 2021 Minutes, FY 2022 Calendar Review, Donations and Grants:**

Jeanne Downs asked for a motion to approve the agenda items listed above. Beverly Hugo made a motion to approve. Jeff Marsden seconded the motion and the Board voted to approve in the Roll Call Vote recorded below:

Melissa Pearrow, Dedham	Yes
Andrew Keough, Dover-Sherborn	Yes
Beverly Hugo, Framingham	Yes
Carol Cavanaugh, Hopkinton	Yes
Susan Kustka, Holliston	Yes
Jeff Marsden, Medfield	Yes
Armand Pires, Medway	Yes

Robert Mulaney, Millis	Yes
Matt Brand, Natick	Yes
David Thomson, Norwood	Yes
Jeanne Downs, Wayland	Yes
Emily Parks, Westwood	Yes

### 3. Financial Update

Brad Jackson presented the Financial Update for the quarter ending 9/30/2020. The Budget was created pre-Covid and executed post Covid resulting in some discrepancies. Revenues were up as were expenses due to costs to member districts for TECCA courses and the additional CAM payment for the ongoing dispute with the landlord. Dan Shovak has been dealing with the landlord. Income of \$451K was received which is below budget but positive for the year. Melissa Pearrow had a question about collaboratives closing due to struggling income and Liz McGonagle stated she would elaborate on that topic during the Executive Director's update.

Jeanne Downs asked for a motion to approve the Financial Update. Jeff Marsden made a motion to approve the Financial Update. Matt Brand seconded the motion. The Board voted to approve the Financial Update as recorded in the Roll Call Vote:

Melissa Pearrow, Dedham	Yes
Andrew Keough, Dover-Sherborn	Yes
Beverly Hugo, Framingham	Yes
Carol Cavanaugh, Hopkinton	Yes
Susan Kustka, Holliston	Yes
Jeff Marsden, Medfield	Yes
Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Matt Brand, Natick	Yes
David Thomson, Norwood	Yes
Jeanne Downs, Wayland	Yes

Emily Parks, Westwood	Yes
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**4. FY 2022 Budget Review**

Liz McGonagle presented the FY2022 Budget to the Board of Directors. Liz McGonagle commended the staff for dealing with over 200 close contact Covid-19 issues this year and they have been devoted to teaching the students since September in person.

The Culinary program has been delivering meals to the Norwood Senior Center and the seniors all year long during the pandemic.

TEC is seeing an increase in internship applications. 98 applicants have applied this year. TEC is always striving to save its member districts money with Professional Development offerings, the Student Data Privacy Alliance services, Networking groups, and TEC Bids. The Student Data Privacy Alliance now services New Hampshire, Rhode Island, Massachusetts and Maine. TEC is working with DESE on a pilot with additional Massachusetts schools.

The 2022 budget is similar to last year. There is an increase of 0.8%. Average enrollment is 90, which is down 4 students. Today we have 96 students enrolled and the year started with 89. June 2021 will see 20 graduating seniors; 7 from TEC High School and 13 from TEC Phoenix Academy. The personnel count increased 2.51 FTEs. There is no change in tuitions or membership assessments. There has been tremendous interest shown in TEC Campus School. TEC Phoenix Academy has 31 students enrolled. TEC High School enrollment is down to 16 and we are hoping for additional students next year.

Tuition is transitioning to one rate at the TEC Campus School. Salary increases are 2% for those not on step and there will be no Cost of Living Increase for the year. There are salary increases for the Accounting and Procurement Coordinator and the Enrollment Coordinator.

Health insurance costs are expected to increase 6%. Adjustments to the lease are anticipated with an increase of \$20K this year.

\$72K is budgeted for additional student equipment at the TEC Campus School and for capital expenditures such as additional computers and laptops.

Liz McGonagle thanked the staff for working on the budget.

Jeff Marsden asked if there were requests for additional personnel in the budget that were not granted. Liz McGonagle said this was not the case. If enrollments do increase and additional personnel are needed to support these students the requests will be brought to the Board for approval with a budget amendment.

Andy Keough asked if there were any predictors for determining how many student enrollments would be lost to graduation rates. Susan Donelan explained that there is never any way to predict how many students enrolled would be lost to graduation rates. Susan Donelan also pointed out that the member districts have put in place great programs supporting their students which allows them to stay in their home districts.

Andy Keough and Beverly Hugo thank Liz McGonagle for her continued support of the districts and recognized the good job she is doing leading TEC.

No vote will be taken at this meeting. The Budget will be voted on at the next Board Meeting in May 2021.

**5. Capital Reserve Policy**

Dan Shovak presented the Capital Reserve Policy to the Board of Directors. The original Capital Reserve Policy was approved in January 2014 with a maximum of \$150K. There is a need to increase the balance in the Capital Reserve as the balance is currently at \$256K. Raising the limit will allow TEC to plan for capital expenditures in the future and property charges that maybe a one time increase in costs and this could be offset with the capital reserve. Dan Shovak asked that the limit of the capital reserve be increased to \$350K. The vote on this item will take place at the next Board Meeting in May.

**6. FY2022 TEC Campus School Calendar**

See item 1.

**7. Approval of items 7. Board of Directors Meeting Dates for 2022, 8. Personnel Update and 9. Personnel Policy**

Liz McGonagle presented the dates to the Board.

Liz McGonagle explained the positions on the Personnel Report; 3 aides: 1 new, 1 replacement and 1 bill back. 1 Adjustment Counselor to cover for someone on leave.

The Personnel Policy is to clarify the use of sick time on leave and to state that you do not accrue sick time while on leave using sick time. No sick time will be paid out upon leaving employment at TEC.

Jeanne Downs asked for a motion to approve the FY2022 Board Date, the Personnel Update and the Personnel Policy. Matt Brand made a motion to approve items 7, 8 and 9. Jeff Marsden seconded the motion. The Board voted in favor during the roll call vote as noted below:

**Approval of 7. 2022 Board of Directors Meeting Dates, 8. Personnel Update and 9. Personnel Policy.**

Melissa Pearrow, Dedham	Yes
Andrew Keough, Dover-Sherborn	Yes
Beverly Hugo, Framingham	Yes
Susan Kustka, Holliston	Yes
Carol Cavanaugh, Hopkinton	Yes
Jeff Marsden, Medfield	Yes
Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Matt Brand, Natick	Yes
David Thomson, Norwood	Yes
Jeanne Downs, Wayland	Yes
Emily Parks, Westwood	Yes

**12. Executive Directors Update**

Liz McGonagle presented her Executive Director’s update to the Board. Liz McGonagle presented the Letters received from the Department of Education (DOE) stating TEC’s Annual Report and Annual Audit met the requirements of the DOE.

The Midcycle Review was performed virtually and TEC received notice of complete compliance.

There is a need for a new member of the OPEB Trust. Currently, Brad Jackson, Nancy Gallivan, Liz McGonagle and Dan Shovak are members. Jeanne Downs volunteered to be part of the Committee.

Jeanne Downs asked for a motion to approve the new OPEB Trust Member. Dave Thomson made a motion to approve. Beverly Hugo seconded the motion. All Board members approved as noted in the Roll Call Vote listed below:

Melissa Pearrow, Dedham	Yes
Andrew Keough, Dover-Sherborn	Yes

Beverly Hugo, Framingham	Yes
Susan Kustka, Holliston	Yes
Carol Cavanaugh, Hopkinton	Yes
Jeff Marsden, Medfield	Yes
Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Matt Brand, Natick	Yes
David Thomson, Norwood	Yes
Jeanne Downs, Wayland	Yes
Emily Parks, Westwood	Yes

Liz McGonagle also informed the Board that \$898,399 of the Payroll Protection Loan TEC received has been forgiven. TEC is only responsible to pay back \$55,400. At the Budget Meeting on March 29th next steps will be discussed on handling this.

Liz McGonagle also informed the Board that the EDCO Collaborative will be closing all programs on June 30. The collaborative will then have one year to dissolve. Cindy Tamar is the director and she has shared her findings with other collaboratives in a show of transparency. Liz McGonagle is president of MOEC and is working to learn what happened to EDCO and to use this information to develop a PD course for others.

EDCO's financial reporting was not clear. Its audit reports seemed to be mismanaged with a lack of oversight. The business manager left EDCO and then EDCO realized some of its reports might have been questionable. EDCO is the second oldest collaborative, being one year younger than TEC. EDCO and TEC will discuss transferring the licensure program possibly to TEC if feasible.

TEC is also meeting with IDEAS social justice program to discuss bringing this program to TEC And making it a member benefit. Jeff Marsden believes both ideas are good for TEC member districts. Jeanne Downs has worked with IDEAS in her district and stated it was a good experience.

Brad Jackson stated to the Board that the issues EDCO is having right now is partly due to how they are set up which is much differently than TEC. EDCO has limited special education programming. Much of EDCO's revenue came from professional development and its licensure program which took a huge hit during COVID. TEC has different streams

of revenue such as PD, SDPA, TECCA relationship and leasing revenue. EDCO was struggling with a lack of revenue streams and once it was brought to light it was too late.

TECCA is upto an enrollment of 2,500 students and the state would like to see a greater enrollment. The director of TECCA is approaching this issue cautiously.

TEC has also renewed its lease with Walpole for TEC Phoenix Academy for the next two years.

Jeanne Downs asked for a motion to adjourn the meeting at 9:00am. Jeff Marsden made a motion to adjourn the meeting. Beverly Hugo 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.**

Melissa Pearrow, Dedham	Yes
Andrew Keough, Dover-Sherborn	Yes
Beverly Hugo, Framingham	Yes
Susan Kustka, Holliston	Yes
Carol Cavanaugh, Hopkinton	Yes
Jeff Marsden, Medfield	Yes
Armand Pires, Medway	Yes
Robert Mullaney, Millis	Yes
Matt Brand, Natick	Yes
David Thomson, Norwood	Yes
Jeanne Downs, Wayland	Yes
Emily Parks, Westwood	Yes

Documents Distributed:

- Letter from DOE stating Annual Audit Accepted
- Letter from DOE stating Annual Report Accepted
- Letter from DOE stating Mid-Cycle Review is Compliant



## 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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