

Dr. Bradford Jackson  
Interim 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 - March 24, 2023

**\*\*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://tec-coop-org.zoom.us/j/85003943344?pwd=dEtJOWptWUptVnF2eGxLUGZndXViZz09>

Passcode: 376935

The meeting was called to order at 8:07 a.m. by Nancy Gallivan. Nancy Gallivan took a roll call of TEC Voters present:

Derek Folan, Canton	Not Present
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 8:15
Dr. Armand Pires, Medway	Present Remotely
Robert Mullaney, Millis	Present Remotely
Elizabeth McCoy, Dover Sherborn	Present Remotely
Hayley Sonneborn, Natick	Not Present
Matt Spengler, Needham	Not Present
Dr. David Thomson, Norwood	Not Present
Nancy Gallivan, Chair, Walpole	Present Remotely
Jeanne Downs, Vice Chair, Wayland	Present Remotely
Dori Parmelee, Westwood	Not Present

Also present were: Dan Shovak, Director of Finance and Operations, Michelle Fusco, Human Resources Manager, Brad Jackson, Interim Executive Director, Zachary Abrams, Director of Student Services, Michael Friscia, Interim Treasurer & Kayla Ober, Executive Assistant.

**Consent Agenda:**

2a. Brad Jackson recommended the minutes from January 9, 2023; February 3, 2023 Open Session; February 3, 2023 Executive Session (Not for Release) to be approved and obtained

2b. Brad Jackson presented TEC personnel appointments for the month of March. Stacey Spaner; APE Teacher, Elizabeth Peter; Aide, Ayush Sharma; Aide and Laura Whiting; LPN

2c. Brad Jackson discussed the grants and contributions TEC received. The grant received from Comprehensive School Health Services totaled \$30,000. This will help the increase in nursing support needs that TEC requires.

2d. Dan Shovak introduced the new interim treasurer; Michael Friscia. Michael provided a Q2 FY23 Financial Update.

- The revenue for The Education Cooperative through December 31, 2022 was \$5.7M an increase of \$366K or 6.8% from FY2022
- Total expenses were \$4.6M an increase of \$337K or 7.7%. The increase was driven by an increase in total salaries which coincides with the increased revenue from tuitions and therapies
- Net income through December 31, 2022 was \$1.02M, an increase of \$54K or 5.5% from the prior year
- The Board approved mid-year step scale changes take effect in January, 2023, which will have a significant effect on instructional salary expense and net income for the 3rd and 4th quarter

Jeanne Downs asked what makes up other revenue. Dan Shovak explained that smaller items TEC receives like interest, donations and contributions makes up 'other revenue' on the financial report.

Nancy asked for a motion to approve the consent agenda. Beverly Hugo made the motion to approve the consent agenda. Armand Pires seconded the motion and the Board voted to approve in a roll call vote as recorded below:

Dr. Susan Kustka, Holliston	Yes
Beverly Hugo, Framingham	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
Nancy Gallivan, Chair, Walpole	Yes
Jeanne Downs, Vice Chair, Wayland	Yes

**New Business**

4a. 2023-2024 School Calendars for TEC Campus School; TEC Program @ Westwood H.S.; TEC High School; and TEC Phoenix Academy

Brad Jackson explained the difference between each calendar which is a standard school calendar.

Teachers will return August 28, 2023 for two days of teacher professional development and the students will return August 30, 2023. In the chance of zero snow days, June 11, 2024 will be the last day of school for students and June 12, 2024 will be the last day of school for teachers.

Nancy asked for a motion to approve the 2023-2024 TEC school calendars. Jeff Marsden made the motion to approve the 2023-2024 TEC school calendars. Jeanne Downs seconded the motion and the Board voted to approve in a roll call vote as recorded below:

Dr. Susan Kustka, Holliston	Yes
Beverly Hugo, Framingham	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
Nancy Gallivan, Chair, Walpole	Yes
Jeanne Downs, Vice Chair, Wayland	Yes

4b. Remote Participation (940 CMR 29.10)

Brad Jackson explained that at the beginning of COVID-19 pandemic the governor and state legislature suspended certain provisions of the Open Meeting Law which allowed the TEC Board of Directors to conduct their meetings 100% remotely. The provision will expire March 31, 2023 and will return to in-person. There is a provision in the supplement budget to extend to 2025, but nothing on record. Brad Jackson recommended that the TEC Board of Directors vote “to adopt remote participation pursuant to 940 CMR 29.10 and furthermore that the Board of Directors direct the Interim Executive Director to draft written procedures for remote participation for review by the Board at their May 12th meeting.” He further explained that without this vote, everyone would have to return to in person meetings.

Nancy asked for a motion to approve to adopt remote participation pursuant to 940 CMR 29.10. Beverly made the motion to approve to adopt remote participation pursuant to 940 CMR 29.10. Susan Kustka seconded the motion.

Susan Kustka asked if we are able to do remote meetings if the state does not adopt it. Brad Jackson explained this would be a different type of meeting; “a quorum of the body, including the chair or, in the chair’s absence, the person authorized to chair the meeting, shall be physically present at the meeting location.” The TEC Board of Directors would still need to have a quorum in the physical room unless the governor and state legislature sign a provision into the supplement budget.

Nancy Gallivan explained the next meeting will be in May. As of right now, we will need to have a quorum at the next meeting. Further explained that they have benefited from remote meetings with max participation.

Robert Mullaney asked how many needed for a quorum? Nancy Gallivan answered eight.

The Board voted to approve in a roll call vote as recorded below:

Dr. Susan Kustka, Holliston	Yes
Beverly Hugo, Framingham	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
Nancy Gallivan, Chair, Walpole	Yes
Jeanne Downs, Vice Chair, Wayland	Yes

#### 4c. Review Executive Director’s Recommended FY24 Budget

Brad Jackson explained that this is for review only. The vote on the FY24 budget will not take place until the May meeting. Dan Shovak presented the budget.

- Proposed operating budget of \$11,757,880. This is an increase of 8.3% from the FY2023 original budget and
- 1.5% from the TEC FY2023 amended budget approved December 16, 2022.
- As a result of the mid-year FY2023 salary scale adjustments for both teachers and paraprofessionals, TEC tuition rates are proposed to increase moderately for FY2024.
- Proposed total FTEs of 102.8. This is an increase of 3.4 FTEs or 3.4% from the FY2023 budget.
- Proposed salary adjustment of 4.0% for all staff not on step scale.
- Health insurance plan rates have been projected using a 6.0% increase for both individual and family plans.
- As of March 1, 2023, 97 students were enrolled in TEC programs. The average enrollment for the 2022/2023 school year is 94.5 students, which is 5.5 students below the budgeted 100 students.
- TEC is proposing to use funds from its unreserved fund balance in the amount of \$927,573 (7.9%) to support the FY2024 budget.

**Correspondence**

Brad Jackson would like to distribute the TEC 2022 Annual Report to the school committee members. TEC received two documents of correspondence from DESE. Brad Jackson explained, DESE was looking in the incorrect place and items have been corrected. DESE reviewed the annual report and TEC is in compliance.

**Interim Executive Director's Update**

Brad Jackson presented his Interim Executive Director update including the following transition activities:

- Completed CPR (Coordinator Program Review)
- Superintendent Jobalike meeting in March; next meeting **May 19, 2023**
- Transition with Emily Parks; TEC Executive Director
- Next meeting is crucial to attend to approve TEC budget

Nancy Gallivan let the board know Jeanne Downs will be leaving the school committee and that will be her last meeting.

**Adjourn:**

Nancy Gallivan asked for a motion to adjourn the meeting at 9:03 . Beverly Hugo made a motion to adjourn the meeting at 9:03 Jeanne Downs seconded the motion. A roll call vote was taken as follows:

Dr. Susan Kustka, Holliston	Yes
Beverly Hugo, Framingham	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
Nancy Gallivan, Chair, Walpole	Yes
Jeanne Downs, Vice Chair, Wayland	Yes

## 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

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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