

Elizabeth McGonagle
Executive Director

the education
COOPERATIVE

Susan Donelan
Dir. of Student Services

Dan Shovak
Dir. of Finance & Operations

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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 October 22, 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

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

1. Review of the FY21 Annual Audit and Cumulative Surplus

Tim Harrison of Borgatti Harrison & Co. auditing firm presented the results of the FY21 Annual Audit and Cumulative Surplus calculation. Tim complemented Dan Shovak, Director of Finance and Operations, and his team for an outstanding job preparing for the audit. Tim stated that the financial statements were presented

fairly in all material respects which he explained is a “clean opinion, the best you can get.” Tim Reviewed the report with the Board and shared that the total revenues for TEC for fiscal 2021 were \$11,046, 901, an increase of \$1758,602 or an 18.96% increase over fiscal 2020. Total expenses were \$11,247,656, an increase of \$1,524,253, a 15.67% increase over fiscal 2020, primarily due to an increase in the OPEB liability in the amount of \$1,227,100. Overall, TEC had a good year. Tim advised that TEC consider increasing the annual contribution into the OPEB Trust to a more substantial amount than \$10,000 in order to reduce our OPEB liability, something he has seen other collaboratives do.

Tim reported that the Cumulative Surplus as of June 30, 2021 was \$2,042,994. The Cumulative Surplus Percentage was 23.85% which is below the Excess Cumulative Surplus Percentage of 25% therefore TEC does not need to return funds to our member districts.

Beverly Hugo congratulated TEC on the excellent work, and Nancy Gallivan thanked Dan Shovak and the entire team for their work. Nancy asked if there were any questions. Hearing none, Nancy Gallivan asked for a motion to approve the FY21 Annual Audit and Cumulative Surplus. A motion was made Beverly Hugo and Jeff Marsden seconded the motion. The Board voted to approve in the Roll Call Vote a recorded below :

Ian Kelly, Dedham	Yes
Kathleen Smith, 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 Spengler, Needham	Yes
Nancy Gallivan, Walpole	Yes
Emily Parks, Westwood	Yes

2. Approval of September 24, 2021 Minutes and Acceptance of Donations:

Nancy Gallivan asked for a motion to approve the September 24, 2021 Minutes and the Approval of Donations. Emily Parks made a motion to approve the Minutes and Donations. Kathleen Smith seconded the motion and the Board voted to approve in the Roll Call Vote a recorded below :

Ian Kelly, Dedham	Yes
Kathleen Smith, 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 Spengler, Needham	Yes
Nancy Gallivan, Walpole	Yes
Emily Parks, Westwood	Yes

3. Personnel Update and Personnel Policy Update

Liz McGonagle presented the Personnel Update which included details of the staffing changes in September and October, 2021. Nancy Gallivan asked if there were any questions. Liz then presented 3 proposed changes to the TEC Personnel Manual. First, TEC's retiree health insurance policy needed one more correction, to strike the eligibility restriction of "working at least 35 hours a week" since TEC offers health insurance to employees working 20 hours or more a week. Next Liz proposed to remove all 7D references for employees driving TEC vans and replace it with the current Annual Van Driver Endorsement policy that is currently in practice. Finally, Liz proposed clarifying the language for Emergency School Closings policy to include remote teaching and learning and/or working from home as an alternative on those days. Liz asked if there were any questions. Nancy Gallivan also asked if there were any questions. Hearing none, Nancy asked for a motion to approve the Personnel Update and Proposed Personnel Policy changes.

Beverly Hugo made a motion to approve the Personnel Updates as presented. The motion was seconded by Jeff Marsden. A roll call vote was taken as follows:

Ian Kelly, Dedham	Yes
Kathleen Smith, 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 Spengler, Needham	Yes

Nancy Gallivan, Walpole	Yes
Emily Parks, Westwood	Yes

4. Executive Directors Update

Liz McGonagle informed the Board that TEC hosted several on-campus events for students and families last week including a Fall Festival and Art Show which everyone enjoyed.

Liz reported that through the work of MOEC, DESE had provided some discretionary ESSERII funds to collaboratives to reimburse their PPE expenses at a rate of 75%. TEC will receive a check for \$90,242,86.

Liz thanked the Board for their support and asked if there were any other questions. Hearing none, Nancy Gallivan asked for a motion to adjourn the meeting. Armand Pires made a motion to adjourn the meeting. Jeff Marsden seconded the motion. The meeting was adjourned at 8:45am.

Ian Kelly, Dedham	Yes
Kathleen Smith, 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 Spengler, Needham	Yes
Nancy Gallivan, Walpole	Yes
Emily Parks, Westwood	Yes

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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Division of Open Government
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