

Emily J. Parks
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 - November 3, 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/8686640946>

The meeting was called to order at 8:03 by Nancy Gallivan

March 29, 2023 Governor Maura healey signed into law temporary revisions to Open Meeting Law through March 31, 2025.

Nancy Gallivan took a roll call of TEC Voters present:

Derek Folan, Canton	Not Present
Ian Kelly, Dedham	Present Remotely, off at 9:03am
Priscilla Sousa, 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, off at 8:52am
Matt Brand, Natick	Present Remotely
Matt Spengler, Needham	Present Remotely
Dr. David Thomson, Norwood	Present Remotely
Nancy Gallivan, Chair, Walpole	Present Remotely
Erin Mueller, Wayland	Present Remotely
Timothy Piwowar, Westwood	Present Remotely

Also present were: Dan Shovak, Director of Finance and Operations, Zachary Abrams, Director of Student Services, Brad Jackson, TEC Treasurer, Emily Parks, Executive Director, Kayla Ober, Executive Assistant & Ramah Hawley, TEC Student Data Privacy Alliance.

Consent Agenda:

2b. Emily Parks presented the Personnel Update:

- Most appointed positions are replacement positions
- As of 10/30, TEC will be fully staffed for paraprofessionals
- ESY Perfect Attendance Summer Bonus; \$500.00 per staff member
- Nurse Leader Stipend of \$5,000
- Deborah Lutz hired as TEC Student Data Privacy Alliance Coordinator

Susan Kustka asked if the Stipend was in addition to the nurse's salary; yes.

2b. Brad Jackson provided a Q1 FY24 Financial Update:

- The revenue for The Education Cooperative through September 30, 2023 was \$3.6M an increase of \$92,616K or 2% from FY2023
- Enrollments are slightly lower than expected to start the year, which is normal and will ramp up as the year continues. There are a large number of referrals through the first quarter.
- Student Data Privacy revenue has significantly increased
- Total expenses are where they are expected to be; \$2.3M an increase of \$150K or 6.9%. The increase was driven by an increase in total salaries and health insurance.
- Net income through September 30, 2023 was \$1.26m
- At the end of FY22, TEC has a healthy cumulative surplus was 34.4%

2e. Dan Shovak presented Updates to Financial Policy and Procedure Manual

- Increase Petty Cash Limit from \$300 to \$500 per program
- Updates to 30B Table
- Corporate Card monthly limit increase from \$2,000 to \$12,000 for the Director of Finance and Operations card
- Added limited check signing authority to the Treasurer, the Executive Director, the Director of Professional Learning and Leadership and the Director of Student Services

Jeff Marsden asked if there was a need for petty cash since there is a purchasing card. Dan explained that TEC uses petty cash for last minute purchases like student lunches, field trips, etc and explained that every petty cash purchase is tracked by filling out a form, authorized by Dan and filed.

Nancy Gallivan asked for a motion to approve the consent agenda. Jeff Marsden made the motion to approve the consent agenda. Matt Spengler seconded the motion and the Board voted to approve in a 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
Matt Brand, Natick	Yes
Matt Spengler, Needham	Yes
Dr. David Thomson, Norwood	Yes
Nancy Gallivan, Chair, Walpole	Yes
Erin Mueller, Wayland	Yes
Timothy Piwowar, Westwood	Yes

Request from King Phillip Regional School District to join TEC

Emily Parks discussed the letter she received from Superintendent, Rich Drolet. Emily wanted to bring this to the board for a discussion and see if there was interest in King Phillip joining TEC. Emily mentioned that TEC would be in support of allowing KP joining TEC.

Nancy asked if there would be a financial benefit or risk of adding KP as a member district. Emily said that it would look differently if they became members and could have a financial impact in the short term, but there are positives and benefits for the long term. The request is to join this year or next year and Emily suggests waiting until July 2025 since most of the enrolled students from KP will be graduating or aging out.

The differential cost if they were to join TEC is over \$100k in FY25 with 8 students currently enrolled.

Emily mentioned that it is hard to predict, but there would be a possible revenue increase as KP would be further incentivized to consider TEC as their first choice. She noted that King Phillip is comprised of three communities; Wrentham, Plainville and Norfolk.

The process to add King Phillip as a member district could take some time. KP has made the vote to make the request, TEC's BOD would have to vote, DESE would need to be notified and approved if TEC would accept the request then every member district school committee would have to vote

Jeff Marsden confirmed that KP school committee has a representative from each of their towns for their elementary schools

Brad Jackson asked what if a member were to leave TEC. Brad suggested TEC create an off boarding process.

Nancy Gallivan suggested that the conversation be continued at the next BOD meeting.

TEC Student Data Privacy Alliance (SDPA) Update

Emily Parks introduced Ramah Hawley, TEC Student Data Privacy Alliance. Ramah presented an overview of SDPA. Emily asked if members of the board would join a Steering Committee for the next six months.

Ian Kelly, Armand Pires and David Thompson volunteered to join the Steering Committee

Executive Director's Update

Emily Parks presented an update which included the following:

- Building issues; remedy included removing and replacing four boilers and replacing all CO detectors that have digital readings.
- Halloween at TEC
- Space for TEC Phoenix Academy; WPS has offered a potential new space for TPA and is actively planning to relocate to Johnson Middle School, which is closing at the end of the school year. BICO is also interested in leasing space at JMS. TEC is working with an architect to work out a space on the first floor at JMS that works for TPA.
- Update regarding MOEC's legislative priorities. Emily will send written info to BOD members.
- TEC provided a letter and oral testimony in support of a proposed MA law pertaining to student data privacy
- Reminder that collaborative board members are supposed to report to their local school committee quarterly to provide an update on the status of the collaboratives.

New Business- None

Adjourn:

Nancy Gallivan asked for a motion to adjourn to enter into executive session. Jeff Marsden made a motion to adjourn the meeting at 9:20am to enter into executive session. Matt Brand seconded the motion. A roll call vote was taken as follows:

Ian Kelly, Dedham	Off at 9:03am
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	Off at 8:52am
Matt Brand, Natick	Yes
Matt Spengler, Needham	Yes
Dr. David Thomson, Norwood	Yes
Nancy Gallivan, Chair, Walpole	Yes
Erin Mueller, Wayland	Yes

Timothy Piowar, Westwood

Yes



Janet Griffin <jgriffin@tec-coop.org>

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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