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Nancy Sullivan
Executive Director

Marla Colarusso
Adm. for Student Services

Liz McGonagle
Adm. for Instructional Services

To: TEC Board of Directors
From: Nancy Sullivan
Date: November 7, 2011
Re: Budget Subcommittee Minutes

In Attendance:	Beverly Hugo	Framingham
	Brad Jackson	Holliston
	Jean Bertschmann	Hopkinton
	Lincoln Lynch	Walpole
	Nancy Gallivan	Walpole
	John Antonucci	Westwood
	Dan Shovak	TEC
	Nancy Sullivan	TEC

The Budget Subcommittee reviewed and discussed the FY11 program-by-program financial statements. They looked at each program and the factors that led to the FY11 decline. The Committee looked at a brief history of the TEC finances over the past five years. Tuitions, assessments, numbers of students and services were all reviewed. A history of measures taken in order to align the TEC budgets was also reviewed. The FY12 budget was reviewed and discussed, based on the recommendations presented by Nancy Sullivan to help deal with a \$343,000 short fall in the budget. The recommendation is as follows:

Layoff of staff 11/4/11	\$126,000
Prof. Dev. increases	6,000
Freeze on non-essential supplies	25,000
Tuition increase 5%(Jan 2012)	68,000
Internship tuition increase	<u>8,000</u>
Sub Total	\$233,000
New tuitions	<u>\$110,000</u>
Total	\$343,000

This recommendation was discussed and a vote was taken by the subcommittee. Brad Jackson made a motion to approve the recovery plan as presented and to send it forward to the TEC Board of Directors. This was seconded by Jean Bertschmann. The vote was 5 to 1 in favor of the recovery plan. Bev Hugo from Framingham voted no. The Subcommittee voted to send a policy to the Board that would allow TEC to receive 30 days' notice from a district when a student's placement was changed. Lincoln Lynch made the motion and John Antonucci seconded it. The vote was 5 to 1 in favor of the 30-day notice. Brad Jackson from Holliston voted no. The Subcommittee also voted to recommend to the Board that an 18% annual late fee be charged to any district that does not pay its bills within 60 days. A vote was taken and unanimously approved 6 to 0.

There was a discussion about examining health insurance costs and what the savings would be by looking at rate savers. Lincoln Lynch made a motion to explore the possibility of rate savers and it was seconded by Bev Hugo. The vote was taken and passed 6 to 0. It was agreed that the 5% tuition increase data would be sent to all members of the Board of Directors by the end of the week. This would allow them time to analyze the impact on their individual districts before the board meeting on November 18.