



DRAFT

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To: TEC Board of Directors
From: Nancy Sullivan
Subject: Minutes of Board of Directors Meeting, March 4, 2011

Attendance:

Cynthia Thomas, Canton	Nancy Gallivan, Walpole
Joseph Heisler, Dedham	Gary Burton, Wayland
Dawn Fattore, Dover	Beth Butler, Wayland
Clare Graham, Dover-Sherborn	John O'Brien, Westwood
Valerie Spriggs, Dover-Sherborn	Gail Ross-McBride, TEC
Beverly Hugo, Framingham	Jerry Leazes, TEC
Brad Jackson, Holliston	Marla Colarusso, TEC
Erica Plunkett, Holliston	Bob Hilliard, TEC
Connie Barr, Needham	Sharon Sosny, TEC
Mark Joseph, Norwood	Nancy Sullivan, TEC
Frank Hess, Sherborn	

Guest: Deb Henry – Director of TEC Alternative High School

The meeting was called to order at 8:25 AM by Chair Nancy Gallivan (Walpole). Ten TEC member districts were in attendance.

The minutes of the January 7, 2011 Board meeting were voted on to be accepted by a motion by Bev Hugo (Framingham) and a second by Cynthia Thomas (Canton). All 10 member districts voted approval.

1. TEC Program Review: TEC Alternative High School

The Director of TEC School, Deb Henry, gave the Board a current status report on her alternative high school program. Of the 35 students currently attending this program, 12 are seniors who will be graduating this year. Deb was able to update the Board on the college plans for a few graduating seniors, some of whom were planning to attend 4-year schools and who had received substantial renewable scholarships. She explained that these results are a testament to the teachers at TEC School. It was also noted that this program has been in existence since 1977 and its director has been with TEC for 27 years. Chair Nancy Gallivan attributed the continuity of leadership to the success of this alternative high school program.

2. Financial Report: Second Quarter FY11

Bob Hilliard (TEC's Treasurer for the last 30 years) reported on TEC's financial status as of the end of December 2010. Revenues were down, expenditures were within budget limits, and the fund balance was lowered. Bob reported that TEC was working to address revenue issues. He noted that TEC will probably run a deficit this year and may have to rely on its line of credit to meet end-of-year expenses.

Mark Joseph (Norwood) made a motion to accept the Financial Report as presented and Joe Heisler (Dedham) seconded it. After brief discussion, the motion was passed unanimously.

3. TEC Proposed Budget for FY12

Jerry Leazes, TEC Administrator for Finance and Operations, presented the Proposed Budget for 2011-2012 by highlighting key points to the Board. Highlights included:

- 1) Projected lower enrollments
- 2) Member assessments back to full amounts after being cut by half for the last two years
- 3) Tuition increase of 3%
- 4) Growth in TEC's Cooperative Purchasing program
- 5) Salary increases of 1%
- 6) Continued growth in Professional Development, including Teaching American History and Online Academy programs

There was discussion on the proposed budget and some key points emerged: a) TEC should focus more on revenue building and less on expenses and should create more programs to meet the needs of its members (B. Jackson - Holliston); b) Members should consider TEC programs before any out-of-district placements are considered (G. Burton - Wayland).

Chair Nancy Gallivan suggested that a subcommittee be formed to create goals for TEC for the coming year. She asked that interested Board members see either her or Nancy Sullivan regarding participation on this subcommittee.

The Chair entertained a motion for approval of the proposed budget. Cynthia Thomas (Canton) made a motion to accept the budget as presented. Connie Barr (Needham) seconded the motion and the vote was taken. All 10 member districts voted approval of the FY12 Budget.

4. Executive Director Update

Nancy Sullivan offered to the Board a list of her goals for TEC for FY12. Many were revenue-building and others were cost-saving initiatives. Cynthia Thomas (Canton) suggested that meeting Special Education needs should be a priority.

Nancy also reported to the Board on the study that was recently completed by Future Management Systems regarding the various services that TEC and ACCEPT Education Collaborative offered. This study was initiated in order to determine if the two collaboratives could run more effectively by merging or at least partnering on the menu of services provided. The report stated that there was no legal issue if a merger or partnership of the two collaboratives were to take place.

The report went on to explain the services that were stronger in each collaborative and areas where combining programs and staff might be beneficial. Some areas to combine include:

- 1) back-office functions (i.e., accounting)
- 2) technology support
- 3) marketing
- 4) rental of facilities (i.e., one building housing both collaboratives)
- 5) brokering for member districts: find students in some districts to fill programs in other districts
- 6) transportation

When the report on the study is in its final form, all Board members will receive a copy. Corrections and edits are currently being made by Future Management Systems.

Nancy brought to the Board's attention a letter from the Wellesley Superintendent, stating that Wellesley is withdrawing from its membership in The Education Cooperative as of June 30, 2011. As a result of this information, the creation of a new TEC Agreement will be necessary. It will be drawn up and submitted to the Board at the May 6 meeting.

Chair Nancy Gallivan announced that the Suburban Coalition breakfast will take place on April 26, 2011.

In Marla Colarusso's report:

- A. The Transition Round Table will be held at TEC on March 24, 2011.
- B. The Charles River ARC has allowed TEC to use an apartment in Millis for transition training. Students will be able to learn the basics of apartment living, including cooking, cleaning and laundry.
- C. Two new job-alike groups have been created for SPED chairpersons.

In Gail Ross-McBride's report:

- A. Registrations have been coming in for the April 6 College Fair in Westwood.
- B. Summer internship registrations have begun.
- C. Licensure is beginning Cohort 9.
- D. The menu of Summer Professional Development courses is being prepared for April distribution.
- E. The teachers for the Online Academy fall semester are currently being trained. There will be 14 new classes offered, including art, health/fitness, an AP environmental science course, marine biology and mandarin.

The meeting was adjourned at 10:15 AM. The next Board meeting will take place on Friday, May 6, 2011.