



# DRAFT

Nancy Sullivan  
Executive Director

1112 HIGH STREET, P.O. BOX 186,  
DEDHAM, MASSACHUSETTS 02027  
PHONE: 781-326-2473 FAX: 781-251-0874  
EMAIL: [tec@tec-coop.org](mailto:tec@tec-coop.org)  
[www.tec-coop.org](http://www.tec-coop.org)

Marla Colarusso  
Adm. for Student Services

Gerald Leazes  
Adm. for Finance & Operations

Gail Ross-McBride  
Adm. for Instructional Services

To: TEC Board of Directors  
From: Nancy Sullivan  
Subject: Minutes of Board of Directors Meeting, May 6, 2011

**Attendance:**

Jeff Granatino, Canton	Gary Burton, Wayland
Dawn Fattore, Dover	John O'Brien, Westwood
Beverly Hugo, Framingham	Gail Ross-McBride, TEC
Jean Bertschmann, Hopkinton	Jerry Leazes, TEC
Connie Barr, Needham	Marla Colarusso, TEC
Mark Joseph, Norwood	Sharon Sosny, TEC
Nancy Gallivan, Walpole	Nancy Sullivan, TEC

**Guests: Michelle LeBlanc and Rich Young**  
**TEC Teaching American History Project Directors**

The meeting was called to order at 8:30 AM by Chair Nancy Gallivan (Walpole). Nine TEC member districts were in attendance.

The minutes of the March 4, 2011 Board meeting were voted on to be accepted by a motion by Connie Barr (Needham) and a second by Mark Joseph (Norwood). All nine member districts voted approval.

**1. TEC Program Review: TEC Teaching American History Federal Grant Program**

Gail Ross-McBride introduced Michelle LeBlanc and Rich Young, program directors for the grant program. Michelle is the director for the third grant program, “The Idea of Freedom’: Three Centuries of Struggle for Human Rights.” Rich has taken charge of the second grant program, “Change and Reform in American Life.” Both grants offer two separate 3-credit courses and various colloquia during the year. Teachers who participate receive PDPs, a stipend, teaching materials and resources, a summer institute and great collaboration with educators from other districts. The professors who teach the courses in these grants are experts in their fields and have commented on the high quality of the teachers who participate.

The current grant program that Michelle is directing will begin in October. Applications will be distributed to member districts next week. Michelle handed out copies of the application to Board members. The deadline for applying is Friday, June 24, 2011.

The Teaching American History Grant Program is hosting a lecture on June 2, at the Wellesley College Club. It will feature Mr. Michael Willrich, author of Pox: An American History. Mr. Willrich, an award-winning historian from Brandeis University, will speak about the content of his book and sign copies of it for attendees. Educators from our member districts are

encouraged to attend. It was suggested by a Board member that our State legislators should be invited to this event, to learn more about the TEC Teaching American History program.

## **2. Personnel Committee**

Chair Nancy Gallivan (Walpole) told the Board that the committee is proposing a strategic planning meeting. She explained that a strategic plan was necessary for TEC to focus on a long-term plan. Dawn Fattore (Dover) suggested that the strategic plan be included in the goals for TEC for the coming year. Members were in agreement. Nancy Sullivan suggested a meeting this summer and hoped for diverse representation from the member districts, including assistant superintendents, special education administrators and principals.

The Board voted to approve the Executive Director's Goals for 2011-2012, with the addition of Developing a Strategic Plan as the first item on the list. Mark Joseph (Norwood) made a motion to accept the Goals, Bev Hugo (Framingham) seconded it, and all nine member districts voted their approval.

Nancy Gallivan also presented to the Board an evaluation tool to use each year for the evaluation of the Executive Director. She was proposing that three subcommittees (Budget, Personnel and Operational) combine their thoughts in the evaluation of TEC's Executive Director. TEC currently has two committees, Budget and Personnel. Nancy was hoping to create a third committee to oversee the operations of the collaborative.

At the June Board meeting, a vote will be taken to approve the Evaluation Tool as presented today by Nancy Gallivan. Also, at the June meeting, the Board will be asked to vote on a salary adjustment for Nancy Sullivan for FY12. Based on feedback that Nancy Gallivan has received by member districts and by other collaboratives, she will most likely be asking the Board to approve a 2.5% salary adjustment for Nancy Sullivan, taking into account that Nancy took no salary increase during this current fiscal year.

## **3. Cooperative Purchasing**

Nancy Sullivan and Jerry Leazes just returned from a conference in Las Vegas, sponsored by AEPa, the cooperative purchasing organization to which TEC has recently become a member. During this conference, TEC was introduced and Nancy and Jerry met representatives from 25 states and various vendors who serviced these states. On June 2, TEC's Business Administrators will meet with a representative of CREC, the Connecticut purchasing organization, who will explain the cost-saving opportunities through cooperative purchasing on the national level.

## **4. TEC/ACCEPT Update**

Nancy Sullivan met with ACCEPT to discuss possible areas of merger of the two collaboratives. They focused on online course offerings, professional development and grants as areas of joint programming. There will be more discussion between the two organizations.

## **5. Executive Director Update**

Nancy Sullivan presented to the Board that the town of Stoughton had requested membership in TEC. Nancy had discussed this with the Superintendents at their meeting on April 29. The group thought that it would be best for TEC to create a strategic plan first and then look into any additional members once the plan is in place.

In Marla Colarusso's report:

- A. A memo was sent to SPED Directors in March, to evaluate TEC programs. Marla is compiling the information from the member districts as it comes in.
- B. The TEC Transition Program is moving from Dedham High School to the TEC Administrative offices, here on High Street.
- C. A strategic plan is being created for the TEC Network programs.

In Gail Ross-McBride's report:

- A. There are 10 participants in Cohort 9 of the Administrative Licensure program, which is just beginning. Teacher Licensure candidates are still registering and are being interviewed.
- B. TEC has just received an Assistive Technology grant from the DESE for \$30,000.
- C. Internships for the summer are full.

In Jerry Leazes' report:

The auditors will be at TEC at the beginning of August.

The meeting was adjourned at 10:25 AM. The next Board meeting will take place on Friday, June 3, 2011.