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Marla Colarusso
Adm. for Student Services

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To: TEC Board of Directors
From: Nancy Sullivan
Subject: Minutes of Board of Directors Meeting, March 2, 2012

Attendance:

June Doe, Dedham	Beth Butler, Wayland
Susan Butler-Walko, Dedham	Paul Stein, Wayland
Dawn Fattore, Dover	John Antonucci, Westwood
Beverly Hugo, Framingham	Carol Lewis, Westwood
Jean Bertschmann, Hopkinton	Marla Colarusso, TEC
Connie Barr, Needham	Bob Hilliard, TEC
Jim Gormley, Norwood	Dan Shovak, TEC
Frank Hess, Sherborn	Liz McGonagle, TEC
Lincoln Lynch, Walpole	Sharon Sosny, TEC
Nancy Gallivan, Walpole	Nancy Sullivan, TEC

Guest: Tom Bruffee – Teacher, TEC Transition Program

The meeting was called to order at 8:20 AM by Chair Nancy Gallivan (Walpole). Nine TEC member districts were in attendance.

1. TEC Program Review: Transition and Technology

Tom Bruffee, the lead teacher of the Transition Program, was introduced to the Board. He offered a PowerPoint presentation on the students and activities within his program. This class was previously housed at Dedham High School. Tom noted that the benefit of having his class in the TEC Administrative Offices was that the students are in an office setting and they are exposed to an adult work life rather than remaining in a school setting.

Tom explained the features of his program, beginning with the “student-centered” IEP, in which each student takes an active part in the planning process and sets personal goals for him/herself. Students learn activities of daily living while managing a “learning lab” apartment in Millis. They cook, clean, do laundry and maintain this apartment, which was donated as a learning tool by the Charles River Center. Other activities for the students include Community Integration, Travel Training and Work Exploration.

TEC received a grant which allowed students to receive iPads and iPod Touch devices. Tom showed the ways in which his students use technology in their program. One student used video modeling on the iPod Touch to complete an 8-week training program on custodial duties. Students are also being taught to use email and other forms of social media. The iPod Touch is also used when students create shopping lists for the grocery store.

2. Board Minutes

The minutes from the January 6, 2012 meeting were voted on. Six member districts voted to approve them, none voted against approval, and three abstained (as they were absent from that meeting).

3. TEC Proposed Budget for FY13

Nancy Sullivan outlined the highlights of the proposed budget, including the consolidation of two Intensive II programs and two Therapeutic programs; tuition increases for TEC (5%) and non-TEC (3%) students in all Network programs and an increase of 10% (TEC) and 3% (Non-TEC) for both Phoenix High School and TEC School; a change to ratesaver health insurance; and step increases only for teachers and 1% for teachers at the top of scale, support staff and administrative staff. The vote to approve the FY13 budget was unanimous by all nine member districts.

4. Financial Report: Second Quarter FY12

Treasurer Bob Hilliard reported that TEC has \$200,000 more now than at the same time last year; income is up by \$300,000 and expenditures are down by \$270,000. Dan Shovak added that full assessments and salary adjustments have had an effect on these numbers.

Dawn Fattore (Dover) made a motion to approve the Financial Report. Jim Gormley (Norwood) seconded the motion and the Board voted unanimously to approve it.

5. Forecast for FY12

Dan Shovak offered to the Board a conservative financial forecast for the remainder of FY12, projecting a minimal surplus by June 30, 2012.

6. Update on Strategic Plan

Nancy Sullivan updated the Board on the Action plans of the Communication Goal:

- A. Updated brochures, website information
- B. Connection with SPED Directors for a better understanding of TEC programs – tours and meetings at TEC classroom locations
- C. TEC links on member district websites
- D. Presentations for member school committee meetings – at Hopkinton, municipal side attended as well
- E. More job-alike involvement – new groups (Technology Integration Specialists, School Adjustment Counselors)
- F. Surveys to parents on TEC services

Dan Shovak reported that the Operations Goal team sent a survey to administrative staff on the current technology systems in place and how they are being used. They were also surveying TEC districts to assess their current systems as well. Written reports on their findings will be presented in May.

7. Executive Director Update

Nancy Sullivan reported that TEC just received a \$30,000 grant for the Online Academy. Also, two other collaboratives were interested in sending teachers to be trained to teach online courses. Liz McGonagle noted that 30 teachers have already been trained and a new training will be held on April 6.

TEC is looking to partner with other organizations/companies in online learning. We have talked with Apple and EDC and Nancy is contacting possible higher education partners such as MIT, Framingham State University and Olin College. On March 14, TEC Superintendents are meeting with representatives from itsLearning to discuss possible partnering and sharing of online education goals and ideas.

Liz also reminded the Board that there will be two college fairs this spring: March 22 at Westwood High School and May 2 at Framingham High School (This second one is new for TEC – it is a college fair for students with diverse learning styles who are looking for a program “Beyond High School.”)

Marla Colarusso reported that our programs are getting more new students and many 45-day placements. We are currently supporting student teachers from Simmons College and Curry College and we hope to continue having student teachers next school year.

Marla is looking into using itsLearning to create virtual staff meetings for our teachers. Also, TEC is offering many sessions of Transition Coach training for staff as well as Transition workshops for districts.

The meeting was adjourned at 10:00 AM. The School Committee job-alike group met with Nancy Sullivan afterward.

The next Board meeting will be held on May 4, 2012.