

the education COOPERATIVE

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Elizabeth McGonagle
Executive Director

Susan Donelan
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To: The TEC Board of Directors
Subject: Minutes of the Board of Directors Meeting, October 18, 2019



Attendance:

Mr. Tim Harrison, Borgatti Harrison & Co	Ms. Jeanne Downs, Wayland
Ms. Paulajo Gaines, DESE	Ms. Emily Parks, Westwood
Dr. Jennifer Fischer-Mueller, Canton	Ms. Liz McGonagle, TEC
Dr. Andrew Keough, Dover-Sherborn	Mr. Dan Shovak, TEC
Dr. Robert Tremblay, Framingham	Ms. Rose Bragdon, TEC
Dr. Brad Jackson, Holliston	Ms. Deb Caligaris, TEC
Dr. Carol Cavanaugh, Hopkinton	Mr. Robert Hilliard, TEC
Dr. David Thomson, Norwood	Ms. Janet Griffin, TEC
Chair Nancy Gallivan, Walpole	Christopher Giovanni, Eagle Scout, Norwood High School & Parents

The meeting was called to order at 8:28 am by Chair Gallivan.

1. Recognition of Eagle Scout Christopher Giovanni, Norwood HS Sophomore

Ms. McGonagle presented Troop #49 Eagle Scout candidate Chrisophter Giovanni, of Norwood to the TEC Board. For his Eagle Scout project, Christopher coordinated the installation of two wheelchair accessible raised flower/vegetable in the TEC Sensory Garden. Christopher had to seek donations from the business community, schedule volunteer, and provide oversight of the entire project. Ms. McGonagle also thanked Ms. Bragdon for working directly with Christopher on this project. Christopher thanked TEC for the opportunity to create the project and acknowledged the support he received from his father (tools, construction, installation of pavers), Home Depot (supplies), and Chace Building Supply (supplies). Christopher explained to the Board his project would not be reviewed for approval by the Boy Scouts of America, in Texas until December 2019. Sean, a TEC student presented Christopher with a card signed by all of the Campus School students thanking him for his hard work. The TEC Board is very appreciative of all of the effort Christopher Giovanni put into developing and completing this wonderful project.

Review Minutes September 13, 2019 Meeting

Chair Gallivan asked for a vote on the September 13, 2019 Minutes.

Dr. Koeough made a motion to approve the minutes. A second was made by Dr. Thomson.

The remaining Board Members voted in favor of the minutes and the minutes were approved.

2. Presentation of the Annual Independent Audit

Mr. Shovak stated there were no findings or issues in the audit. The cumulative excess surplus is under 25% (24.16%). There was a loss of \$192K that was a planned loss and was factored into the budget. The Board was thanked for their support to fund investments such as the FUSE program. Ms. Downs commended TEC for a “no finding” audit.

4. Approval of Donation(s)

The Lowell Institute provided the funding for a TEC HS field trip to the Museum of Science in the amount of \$340.

A motion was made by Ms. Parks to approve the Donation. A second was made by Dr. Thomson and the Board voted in favor to approve the Donation.

5. Personnel Update

Ms. McGonagle presented the personnel update. Ms. Jean Kenney, former Assistant Superintendent of Walpole Public Schools, has joined TEC as the part time Director of Professional Learning and Leadership and will facilitate of the Assistant Superintendent Job Alike Program. Ms. Kenney will start in her official duties on November 1st. TEC Phoenix Academy hired a replacement teacher and the Campus School added a new position of part time physical therapist due to case load. Dr. Keough made a motion to approve personnel update. A second was made by Dr. Jackson and the Board voted in favor to approve the Personnel Update.

6. Host of the Legislative Breakfast

The Legislative Breakfast is scheduled for February 7, 2020. Ms. McGonagle explained that Superintendent Welch of the Dedham Public Schools offered to host the event at the newly opened Dedham Early Childhood Center. Final details are being confirmed as the start time may need to be adjusted to 9:30 to accommodate school drop off. Please hold the date.

7. Strategic Plan Update - Operations

Mr. Shovak presented the Strategic Plan Update pertaining to Operations. One of the goals for Operations is to improve communications between the school staff and the administration staff. Mr. Shovak has implemented bi-monthly meetings for his staff as well as budget updates at Administrative Leadership meetings. Mr. Shovak’s team is also looking to find a central space in the campus school where events happening in the school and in the administration can be posted. Mr. Shovak is hoping to use feedback on these issues to make adjustments and move forward with improved communications.

Another area of improvement Mr. Shovak is working on is the improvement of the lower level and the pool area. The lower level looks very institutional the group is looking to add inspirational quotes and illustrations to the corridor walls and within the pool area Mr. Shovak had hoped to improve the sensory garden as well and feels that Christopher's contribution of the raised flowerbeds will go a long way towards meeting that goal.

8. Executive Directors Update

Ms. McGonagle presented the update to the Board. The annual fall MASS Cue meeting is next week at Gillette Stadium. There will be a TEC presentation on the Student Data Privacy Alliance by Erik Erickson and Ramah Hawley on Thursday, October 24th. At the MASC MASS joint conference Liz will be part of a MOEC presentation entitled: Working Effectively with your Educational Collaborative to Increase District Capacity. A second presentation will be on Student Data Privacy; the panel will include Liz McGonagle, Ramah Hawley, Ashoke Ghosh (Hopkinton) and Steve Ouellette (Westwood).

Ms. McGonagle and Mr. Shovak updated the board about a recent meeting with TEC's landlord. The landlord was interested in selling the building to TEC but the cost was too high to be entertained by TEC. Shortly after this discussion the landlord brought up the issue of TEC owing back taxes due to the improvements made to building. Taxes are part of what is known as CAM (common area maintenance) charges. The main components of the CAM charges are real estate taxes, snow plowing, and water & sewer charges. The landlord is asking TEC to pay taxes that were assessed on the building dating back 4 years but has not provided any documentation of the tax increase or of the taxes paid for the last four years as requested by TEC. TEC has consulted with legal counsel regarding this issue who advised that the landlord does have the right to ask TEC to pay the back taxes but TEC also has the right to ask for and review the actual invoices for the CAM charges before agreeing to pay. TEC has recently executed new sub leases with its tenants and these leases cannot be renegotiated at this time to include any additional charges that may be incurred due to the payment of the back taxes. The landlord currently states the back taxes owed are \$50k, but Mr. Shovak thinks \$40,400 is the more accurate number.

TEC has made and paid for many improvements to the building such as a security cameras, internal security on the doors and elevator, signage, and handicap accessible doors. It was noted that the landlord installed the therapeutic pool and paid for the installation, however TEC does pay a monthly lease payment for the pool and pays for all pool maintenance.

Ms. McGonagle will send the landlord a letter on behalf of the Board asking for the true up and copies of back tax bills before any further action is taken. The Board has agreed that this is a good way to move forward. The letter to be sent will be presented to the Board at the next meeting in December.

Ms. McGonagle also advised the Board a draft of the Annual Report will be presented for a vote at the December meeting. Ms. McGonagle introduced Ms. Paulajo Gaines from DESE to the Board. Ms. Gaines was attending the meeting to hear the TEC Annual Audit Presentation. As Mr. Harrison had not arrived yet, the Audit was rescheduled to be reviewed at the December meeting.

Chair Gallivan asked for a motion to adjourn the meeting at 9:04am. Dr. Jackson motioned to adjourn and a second was made by Dr. Thomson and all Board members voted in favor and the meeting was adjourned.

At 9:05am, Tim Harrison from Borgatti Harrison & Company arrived to present the Independent Annual Audit. Dr. Keough made a motion to reconvene the meeting. A second was made by Dr. Thomson and the Board voted to reconvene the meeting.

3a. Presentation of the Annual Independent Audit

Mr. Tim Harrison of Borgatti Harrison & Co. presented the TEC Annual Independent Audit and the Cumulative Surplus. He stated there were no findings in the audit and the TEC Finance Team had done a wonderful job preparing for the audit. There were no adjusting entries and this is a testament to the internal controls and compliance with procedures. The final status of the audit is a clean opinion. The statements are presented in accordance with governing standards. Mr. Harrison noted that there was a \$3M loss in FY19 as a result of an increase in the OPEB liability but if this was added back in there would be a \$2M positive position. The OPEB increased by \$1.4M. Mr. Jackson asked why the OPEB liability increased by such a large amount. Page 33-36 are the OPEB disclosures. Mr. Harrison explained that with no OPEB funding policy in place, collaboratives must use a long term bond rate when the actual return is much higher. Mr. Harrison stated that this is the norm across collaboratives, due to a lack of a funding policy for OPEB at collaboratives. Mr. Harrison explained an OPEB funding policy would be beneficial to TEC. Mr. Harrison has a sample policy he will share with Mr. Shovak and TEC will be able to craft their own policy. Mr. Jackson would like to bring an OPEB Funding Policy to the next Board Meeting for review.

The cumulative surplus details are listed on page 39 of the audit. The cumulative surplus is at 24.1% below the maximum of 25%, there is no need to issue any credits or refunds to the member districts. Revenues increase \$194K over the budget and expenses were \$70K more than the budget. This comes to \$22,751 better than the proposed financial position. TEC ended the year better than what was budgeted.

The Board thanked Mr. Harrison for attending the meeting and explaining the results of the TEC Annual Audit.

Dr. Keough made a motion to accept the TEC Annual Audit and the cumulative surplus as presented. Ms. Parks seconded the motion, the Board voted in favor and the audit was approved by the Board.

Dr. Keough made a motion to adjourn the meeting at 9:29am. Dr. Jackson made a second motion, the Board voted in favor and the meeting was adjourned at 9:29am.

Documents provided to the Board:

Draft Minutes of September 13th

TEC Annual Independent Audit

Donation Letter

Personnel Update