# Dover School Committee

**Tuesday, May 13, 2025**
**6:30 PM**
**Dover-Sherborn Middle School Library**
**Livestream via Dover-Sherborn Cable Television**

## AGENDA

1. **Call to Order**
2. **Community Comments**
   https://meet.google.com/gre-owyp-oeu (will close after Community Comments)
3. **Superintendents Comments**
   - Technology Use at the Elementary Level
4. **Financial Reports**
   - Warrant Report
   - FY25 Monthly Report
5. **Discussion Items**
6. **Action Items**
7. **Consent Items** **A.R.**
   - Approval of Minutes March 6, 2025
8. **Informational Items**
   - TEC Collaborative FY26 Budget
   - TEC Collaborative Quarterly Report
   - TEC Collaborative Agreement (effective July 1, 2025)
   - ACCEPT Collaborative Quarterly Report
   - Regional School Committee Minutes - January 14, 2025 & February 4, 2025
   - Sherborn School Committee Minutes - February 4, 2025 & March 11, 2025
9. **Items for June 3, 2025 Meeting (5:30 start)**
10. **Adjourn**

**NOTE:** The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may, in fact, be discussed and other items not listed may also be raised for discussion to the extent permitted by law.

The Public Schools of Dover and Sherborn do not discriminate on the basis of race, color, sex/gender, gender identity, religion, national origin, sexual orientation, disability, or homelessness.

**The Public Schools of Dover and Sherborn**
157 Farm Street
Dover, MA 02030
Phone: 508-785-0036 Fax: 508-785-2239
www.doversherborn.org

Elizabeth M. McCoy, Superintendent
Denton Conklin, Assistant Superintendent

Dawn Fattore, Business Administrator
Kate McCarthy, Director of Student Services

TO: Dover School Committee
FROM: Dawn Fattore, Business Administrator
DATE: May 9, 2025
RE: FY25 Warrants

The following FY25 Accounts Payable Warrants were approved by one of the Committee's designated signers:

| Voucher # | Date | Amount | Fund |
|---|---|---|---|
| 1097 | 3/6/2025 | $23,846.57 | Food Service |
| 1098 | 3/6/2025 | $4,950.00 | SPED 240 Grant |
| 1099 | 3/6/2025 | $189,184.24 | General-OOD |
| 1100 | 3/6/2025 | $95,433.48 | Circuit Breaker |
| 1101 | 3/6/2025 | $56,975.15 | General-School |
| 1103 | 3/20/2025 | $233.17 | SPED 240 Grant |
| 1104 | 3/20/2025 | $164.77 | Gift Fund |
| 1105 | 3/20/2025 | $85,270.11 | General-OOD |
| 1106 | 3/20/2025 | $26,175.81 | General-School |
| 1107 | 3/20/2025 | $135,570.06 | General-School |
| 1109 | 4/3/2025 | $118,673.06 | Circuit Breaker |
| 1110 | 4/3/2025 | $78,845.86 | General-OOD |
| 1111 | 4/3/2025 | $50,939.03 | General - School |
| 1113 | 4/17/2025 | $96,365.89 | General-OOD |
| 1114 | 4/17/2025 | $14,349.57 | Food Service |
| 1115 | 4/17/2025 | $30,999.08 | General-School |
| 1117 | 5/1/2025 | $115,020.16 | General-OOD |
| 1118 | 5/1/2025 | $14,707.14 | General-School |

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Elizabeth M. McCoy, Superintendent
Denton Conklin, Assistant Superintendent

Dawn Fattore, Business Administrator
Kate McCarthy, Director of Student Services

TO: Dover School Committee
FROM: Dawn Fattore, Business Administrator
RE: FY25 Operating Update
DATE: May 9, 2025

Attached please find:
* Status of Appropriations as of April 30, 2025

*Note: As in previous years, the financial narrative will be rolling with new/updated information in* ***bold****.*

**Status of Appropriation**

Salaries

We have encumbered the majority of salaries for FY25. There are variances in several of the line items resulting from the following:

- *Sped Administration* reflects the addition of a .3FTE for a Pre-School Director due to current oversight needs of the in-district programs as well as the monitoring of potential SPED identified pre-school aged students. This position is shared with Pine Hill (.2FTE) and combined with the existing Out-Of-District Coordinator position (.5 shared across all three Districts).
- *Educators, Classroom* reflects a leave of absence, a .3 FTE reduction in English Language (EL) educator due to student needs and conversion of SEL Coach to .5 Adjustment Counselor (now a 1.0 under Guidance).
- *Educators, SPED* reflects the addition of a .2FTE Occupational Therapists for needs in the Connections Program.
- *Educational Assistants* reflects the reallocation of Connections' SPED EAs to the Non-resident Tuition Fund based on student assignments. Increased positive variance by approx. $62,000.
- *Guidance* reflects 1.0 Adjustment Counselor position as noted above.

Custodial overtime and substitute costs are expensed as incurred. We will update the committee on changes in staffing as the year progresses.

Expenditures

There are two current negative variances to note at this time. SPED Services represents the additional services needed for the current cohort of students including those in the Connections Program. Instructional Software is projected to be overbudget based on the extension of several curriculum/assessment-based programs expanding to cover K-5. These changes will be reflected in the FY26 Budget.

The FY25 heating oil bid came in at $2.554 per gallon (budget based on $3/per gallon) providing a positive variance in Utilities at this time.

Out-of-District

Tuition encumbrances are reflected for all out-of-district placements as of **April 30th**. **We currently have 19 placements, two (2) more than budgeted.** The total negative variance in tuition costs is approximately $1,068,000. This is comprised of $860,000 from new placements and $430,000 from changes in placements, offset by $225,000 of savings from students leaving and graduating early. This is a significant variance and could continue to fluctuate as the year progresses. Transportation costs are currently projected to be under budget resulting in the changes in placements and offsets tuition costs by approx. $150,000.

FY25 Circuit Breaker (CB) has been finalized. Dover is receiving $1,226,631 in reimbursement from FY24 expenses comprised of $1,063,825 in tuition (net $275,880 from reserve relief received in FY24) and $162,806 in transportation costs. Tuition costs are fully funded at the 75% mandated rate and transportation costs represent a 44% reimbursement rate. The current negative variance in OOD is covered by CB funds so there is no need to request additional funding from the Town at this time.

**FY26 Budget Update (new information)**

The Town of Dover's Annual Town meeting took place on May 5th. The Dover School budget, as approved by the Committee, and the requested capital project (flooring replacement) were approved. We thank the Town for their continued support of the schools.

An update on enrollment projections for both Chickering and OOD will be provided to the Committee in June.

We will be happy to answer any questions the Committee may have at Tuesday's meeting.

Dover Public Schools
Status of Appropriations as of April 30, 2025

| SALARIES | FY25 BUDGET | EXPENDED 30-Apr | ENCUMBRANCES | TOTAL PROJECTED | OPERATING VARIANCE/ BUD.REMAINING | % of BUDGET |
|---|---|---|---|---|---|---|
| SUPERINTENDENT | $142,711 | $95,141 | $47,571 | $142,712 | (1) | 0.00% |
| BUSINESS AND FINANCE | 119,935 | 71,625 | 45,187 | 116,812 | 3,123 | 2.60% |
| DISTRICT INFO MANAGEMENT | 81,610 | 54,386 | 27,193 | 81,578 | 32 | 0.04% |
| SPED ADMINISTRATION | 219,892 | 202,596 | 52,429 | 255,025 | (35,133) | -15.98% |
| SCHOOL LEADERSHIP-BUILDING | 405,739 | 340,246 | 66,271 | 406,517 | (778) | - 0.19% |
| ACADEMIC LEADERS | 38,164 | 16,341 | 23,649 | 39,989 | (1,825) | - 4.78% |
| EDUCATORS, CLASSROOM | 3,829,730 | 2,432,296 | 1,318,006 | 3,750,301 | 79,428 | 2.07% |
| EDUCATORS, SPED | 1,222,070 | 780,158 | 459,730 | 1,239,888 | (17,818) | - 1.46% |
| SUBSTITUTES | 45,000 | 47,502 | 3,121 | 50,623 | (5,623) | -12.50% |
| EDUCATIONAL ASSISTANTS | 689,915 | 508,029 | 114,799 | 622,828 | 67,087 | 9.72% |
| LIBRARIANS & MEDIA CENTER | 70,630 | 46,181 | 24,449 | 70,630 | 0 | 0.00% |
| BUILDING BASED PD | 16,875 | 21,038 | 0 | 21,038 | (4,163) | -24.67% |
| GUIDANCE COUNSELORS | 137,257 | 125,943 | 66,675 | 192,618 | (55,361) | -40.33% |
| PSYCHOLOGICAL SERVICES | 112,334 | 64,609 | 39,796 | 104,405 | 7,929 | 7.06% |
| MEDICAL/HEALTH SERVICES | 99,959 | 60,089 | 41,990 | 102,079 | (2,120) | - 2.12% |
| CUSTODIAL SERVICES | 226,829 | 176,354 | 46,459 | 222,813 | 4,016 | 1.77% |
| **TOTAL SALARIES** | **$7,458,649** | **$5,042,532** | **$2,377,325** | **$7,419,857** | **$38,792** | **0.52%** |
| | | | | | | |
| **EXPENDITURES** | | | | | | |
| SCHOOL COMMITTEE | $9,000 | $5,000 | $55 | $5,055 | 3,945 | 43.83% |
| SUPERINTENDENT | 18,800 | 17,880 | 0 | 17,880 | 920 | 4.90% |
| LEG | 9,000 | 5,000 | 0 | 5,000 | 4,000 | 44.44% |
| DISTRICT INFO MANAGEMENT | 80,500 | 78,879 | 0 | 78,879 | 1,621 | 2.01% |
| SCHOOL LEADERSHIP-BUILDING | 17,608 | 14,109 | 1,499 | 15,608 | 2,000 | 11.36% |
| CLASSROOM CONTRACTED SERVICES | 4,000 | 1,686 | 0 | 1,686 | 2,314 | 57.84% |
| SPED SERVICES/SUPPLIES | 68,200 | 80,365 | 30,612 | 110,977 | (42,777) | -62.72% |
| LIBRARIANS & MEDIA CENTER | 14,360 | 11,847 | 228 | 12,075 | 2,285 | 15.91% |
| COURSE REIMBURSEMENT/PD | 34,900 | 18,552 | 0 | 18,552 | 16,348 | 46.84% |
| TEXTBOOKS & RELATED SOFTWARE | 83,000 | 77,412 | 0 | 77,412 | 5,588 | 6.73% |
| LIBRARY INSTRUCTIONAL MATERIALS | 7,200 | 7,774 | 0 | 7,774 | (574) | - 7.97% |
| INSTRUCTIONAL EQUIPMENT | 15,750 | 12,762 | 1,934 | 14,696 | 1,054 | 6.69% |
| GENERAL SUPPLIES | 63,050 | 54,886 | 1,186 | 56,072 | 6,978 | 11.07% |
| CLASSROOM INSTRUCT TECHNOLOGY | 24,000 | 41,089 | 0 | 41,089 | (17,089) | -71.20% |
| GUIDANCE | 3,500 | 5,521 | 0 | 5,521 | (2,021) | -57.74% |
| MEDICAL/HEALTH SERVICES | 1,500 | 1,188 | 0 | 1,188 | 312 | 20.79% |
| TRANSPORTATION SERVICES | 276,821 | 196,962 | 78,359 | 275,321 | 1,500 | 0.54% |
| CUSTODIAL SERVICES | 25,000 | 19,158 | 0 | 19,158 | 5,842 | 23.37% |
| UTILITIES | 253,000 | 187,651 | 43,816 | 231,468 | 21,532 | 8.51% |
| MAINTENANCE OF BUILDING | 135,000 | 120,157 | 21,431 | 141,589 | (6,589) | - 4.88% |
| **TOTAL EXPENDITURES** | **$1,144,189** | **$957,878** | **$179,122** | **$1,137,000** | **$7,189** | **0.63%** |
| | | | | | | |
| **TOTAL INDISTRICT OPERATING** | **$8,602,838** | **$6,000,410** | **$2,556,447** | **$8,556,857** | **$45,981** | **0.53%** |
| | | | | | | |
| **OOD TUITION & TRANSPORTATION** | | | | | | |
| TUITION TO MA SCHOOLS | 75,000 | 58,576 | 13,520 | 72,096 | 2,904 | 3.87% |
| TUITION TO COLLABORATIVES | 365,000 | 217,441 | 43,278 | 260,719 | 104,281 | 28.57% |
| TUITION TO NON-PUBLIC SCHOOL | 1,635,000 | 2,242,169 | 661,630 | 2,903,800 | (1,268,800) | -77.60% |
| TUITION TO OUT OF STATE SCHOOLS | 180,000 | 86,440 | 0 | 86,440 | 93,560 | 51.98% |
| TRANSPORTATION SERVICES | $445,000 | $202,611 | $94,629 | $297,241 | 147,759 | 33.20% |
| **TOTAL OOD** | **$2,700,000** | **$2,807,238** | **$813,057** | **$3,620,295** | **($920,295)** | **-34.09%** |
| | | | | | | |
| **TOTAL OPERATING** | **$11,302,838** | **$8,807,648** | **$3,369,504** | **$12,177,152** | **($874,314)** | **- 7.74%** |
| **CB Reimbursement offset** | | | | **($1,226,631)** | **$1,226,631** | |
| Est.Operating Expenses/ Surplus | | | | **$10,950,521** | **$352,317** | |

**DRAFT**

**Dover School Committee**
Meeting of March 6, 2025

| | |
|---|---|
| Members Present: | Goli Sepehr |
| | Kate Cook |
| | Martha Castle |
| | Jessica Hole |
| Also Present: | Beth McCoy, Superintendent |
| | Denny Conklin, Assistant Superintendent |
| | Dawn Fattore, Business Manager |

1) **Call to Order**

Goli Sepehr called the meeting to order 6:30 pm.

**2) Community Comments -** none

**3) Continued Discussion on FY26 Budget and Public Hearing**

- based on the projected census and cohort of students, one classroom section and one General Educational Assistant have been removed for a reduction of $90,000
- due to realignment of current SPED Educators staffing the requested 1.0 FTE for the additional Connections' section has been removed ($70,000)
- addition of .2 FTE for SLP not required and removed from budget ($17,000)
- increase to OOD Tuition by $177,000 based on known changes to OOD placements for FY26. The projected increase to OOD costs is approximately $630,000 which will be covered by the $177,000 and the allocation of anticipated Circuit Breaker funds.
- A single bid from the existing service provider was received for FY26-28 Transportation services. The contract terms will be discussed at the Joint Meeting on April 1st. The increase for the first year of the contract is in line with the budget.
- the FY26 Version 3.0 overall increase remains at 1.33%, down from a 2.08% increase in Version 1.0.

**4) Vote on FY26 Budget**

*Martha Castle made a motion to approve the FY26 Budget as presented. Jessica Hole seconded. 25-03 VOTE: 4 - 0*

**5) Financial Reports**

- Warrant Report
- FY25 Monthly Report
  - Salaries - there is an increase in the positive variance in Educational Assistants which reflects the reallocation of Connections' SPED EA's to the Non-resident Tuition Fund based on student assignments.

**6) Superintendent Comments -** Beth McCoy updated recent and upcoming meeting/events in the District including recent classroom visits, the METCO Legislative Breakfast, and the TriCounty Roundtable with legislators.

7) **Discussion Items**

**DRAFT**

8) **Action Items**
9) **Consent Items**
   - Approval of Minutes: January 14, 2025
   - Annual School Committee vote on MA School Choice Law - not to participate
   - Gifts: $800 from the Dover Cultural Council

*Kate Cook made a motion to approve the Consent Agenda. Jessica Hole seconded.*
*25-04 VOTE: 4 - 0*

10) **Informational Items**
   - Regional School Committee minutes of November 5 & December 3, 2024
   - Sherborn School Committee minutes of October 15 & November 12, 2024

11) **Items for May 13, 2025 meeting -** classroom technology
12) **Adjournment at 7:21 pm.**

Respectfully submitted,
Amy Davis

Emily J. Parks
Executive Director

Dan Shovak
Director of Finance & Operations

the education COOPERATIVE

Zachary Abrams
Director of Student Services

Jean Kenney
Director of Professional
Learning & Leadership

To: TEC Member Districts

From: Emily Parks, Executive Director

Date: March 24, 2025

Re: Q3 updates - Proposed FY26 Budget and Approved Collaborative Agreement

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*FY26 Proposed Budget*

At the TEC Board of Directors meeting on March 21, 2025, the Board reviewed and discussed the proposed FY26 budget. The budget proposal had previously been discussed by the Budget Subcommittee, which voted to recommend the budget to the full Board. At its next meeting on May 9, 2025, there will be a vote by the full Board to approve the budget.

As per the TEC Collaborative Agreement, I am providing notice to member districts of the scheduled budget vote. I am also providing a copy of the FY26 proposed budget document and am happy to address any questions or concerns prior to the Board's vote.

*TEC Collaborative Agreement*

In January, TEC's member districts unanimously approved the new TEC Collaborative Agreement extending TEC membership to the Sharon Public Schools and King Philip Regional School District on July 1, 2025. On March 15, 2025, it received final approval from the Commissioner of Education. Please retain a copy of the fully executed Agreement for your records.

*Q2 Financial Report*

At the February meeting of the TEC Board of Directors, Treasurer Brad Jackson presented the Q2 financial report. He noted that the rise in enrollments and associated tuition revenue, along with the ongoing expansion of TEC's Student Data Privacy Program, have been key factors in the financial stability of the organization through the 2nd quarter. With a considerable portion of TEC's expenses being attributed to one-time costs for renovations and classroom outfitting already having occurred, TEC is anticipating a successful close to the FY2025 fiscal year.

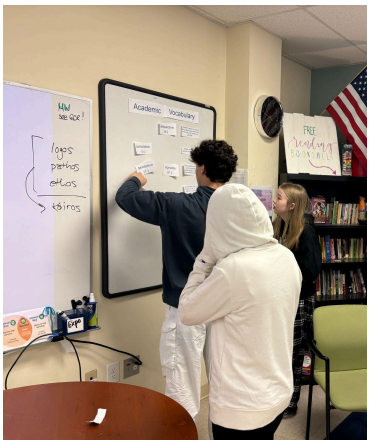
the education COOPERATIVE

# Proposed FY26 Budget










Prepared by: Dan Shovak, Director of Finance and Operations
Emily Parks, Executive Director

Presented to the TEC Board of Directors: March 21, 2025

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# FY26 Budget Vote Document

March 21, 2025

To: TEC Board of Directors
From: Dan Shovak, Director of Finance and Operations
Re: Budget Vote Document FY26

## Proposed FY26 Budget

| | | | |
|---|---|---|---|
| **REVENUES and FUND SOURCES** | | | |
| | | Fund Balance | $322,093 |
| | | Assessments | $178,991 |
| | | Tuitions/Therapies | $10,075,062 |
| | | Other | $2,534,463 |
| | | **Total Revenues** | **$13,110,609** |
| | | | |
| | | | |
| **EXPENSES** | | | |
| **Salaries & Benefits:** | | | |
| | | Instructional Salaries | $6,811,578 |
| | | Non-Instructional Salaries | $2,025,334 |
| | | Benefits | $1,295,494 |
| | | **Total Salaries & Fringe** | **$10,132,406** |
| | | | |
| **Operational and Capital Costs** | | | |
| | | Rent | $1,164,971 |
| | | Instructional Expense | $439,032 |
| | | Capital Expense | $185,073 |
| | | Other | $1,189,127 |
| | | **Total Operational Costs** | **$2,978,203** |
| | | | |
| | | **Total Budget:** | **$13,110,609** |
| | | **Net Income:** | **$0** |

## Overview

### *Budget Process and Timeline*

The proposed FY26 budget was developed through a collaborative process with input from all program directors and administrators. The budget development process serves to identify priorities and initiatives for the upcoming fiscal year and provides an opportunity for thoughtful consideration of how to allocate limited resources in alignment with the goals and objectives of the TEC Strategic Plan and the ongoing needs of our member districts. Throughout the fall, budget discussions with program leaders focus on projected enrollments and the staffing, equipment, supplies, services and capital expenses needed to support those enrollments.

The draft budget was presented to the TEC Budget Subcommittee in late February. Once approved by the Budget Subcommittee, it is presented to the Board of Directors at its March meeting. The proposed budget is voted at the Board's May meeting and requires an affirmative majority vote. The approved budget is then transmitted to TEC member districts by June 30, 2025.

### *Budget Drivers*

The following overview highlights major drivers, changes, and assumptions in the FY26 budget.

**The FY26 proposed budget is $13,110,609**. This represents a 10.8 % increase from the FY25 original budget. The increase is driven primarily by:

*Staffing and Salaries*

- Step scale increases of 4% and a proposed 3% increase for staff off scale.
- A net increase in staff of 16.84 FTE required due to a significant increase in enrollments and other program expansion.

*Benefits and Fringe*

- Total budgetary increase in fringe benefits is $333,761 or 34.7%, driven by:
    - A 19.92% increase in health insurance premiums
    - The shift of 6 employees from the individual plan to the family plan
    - Increase in staffing and salary changes with a corresponding effect on MSER expense resulting in an increase of $43,048 or 27.3%.

*Rent/Lease*

- A total lease cost of $1,164,971, an increase of $49,147 or 4.4% over FY25.
    - This increase includes a 5% step scale increase in the Robbins Rd lease and an increase from 3 months waived rent in FY25 of $43,084 (26%) and a nominal increase in the Mansion Drive lease of $6,063 (.84%).

*Instructional Expense (non-salary)*

- Lease of a handicap wheelchair van and increased instructional supplies and equipment costs for the additional enrollments.

- Total increase in instructional expense is $67,522.

### *Important Assumptions*

In addition to the above drivers, notable assumptions in the FY26 budget include:

*Student Enrollment*

- The FY26 budget proposes program-wide average student enrollments of 114 students, an increase of 9 students or 8.6% over FY25.

*Tuition Increases*

- TEC tuition rates are proposed to have a modest increase for FY26 across programs and services with a more significant rate adjustment at the TEC Academy – Lower (grades K-2) to support the actual staffing costs associated with this program. The proposed tuition increases are as follows:

| | FY26 Tuition Increases | | | |
|---|---|---|---|---|
| | Rate Change[1] | | Tuition/Service Rates | |
| | Member | Non-Member | Member | Non-Member |
| Campus School | 6.5% | 6.5% | $71,709 | $93,076 |
| Campus School Summer | 6.5% | 8.5% | $12,830 | $16,567 |
| TEC HS | 8.5% | 10.0% | $53,813 | $71,171 |
| TEC Academy - Phoenix | 6.5% | 8.5% | $57,676 | $74,627 |
| TEC Academy - Lower | 22% | 24.8% | $66,070 | $85,839 |
| Extra Therapies | 6.5% | 8.0% | $86.40/hr | $101.10/hr |
| Vision Therapy | 6.9% | 8.0% | $93.00/hr | $108.00/hr |
| Bill Back Aide 1:1 | 7.5% | 9.0% | $40.25/hr | $51.00/hr |
| Orientation & Mobility (O & M) | New rate | New rate | $103.55/hr | $134.50/hr |
| Augmentative & Alternative Communication (consult) | New rate | New rate | $245.25/hr | $318/hr |
| Assistive Technology (consult) | New rate | New rate | $245.25/hr | $318/hr |
| Teacher of the Deaf (consult) | New rate | New rate | $141.70/hr | $184/hr |

*Use of Unreserved Fund Balance*

- The proposed FY26 budget includes $322,093 allocated from the unreserved fund balance to support operating costs.

1 The FY26 Tuition Rate Sheet includes four services, O&M, AAC, AT, and TOD, that were not included in the FY25 Rate Sheet and therefore do not include a rate change. TEC supports districts by providing these services through subcontractors for a small administrative fee; these rates are included to provide transparency.

*TEC Member District Assessment*

- The overall member district assessment remains unchanged from FY25 at $178,991. Individual district assessments have increased or decreased slightly based on the change in the number of students from each member district enrolled in TEC programs on December 1, 2024 and the addition of King Phillip and the Sharon school districts.

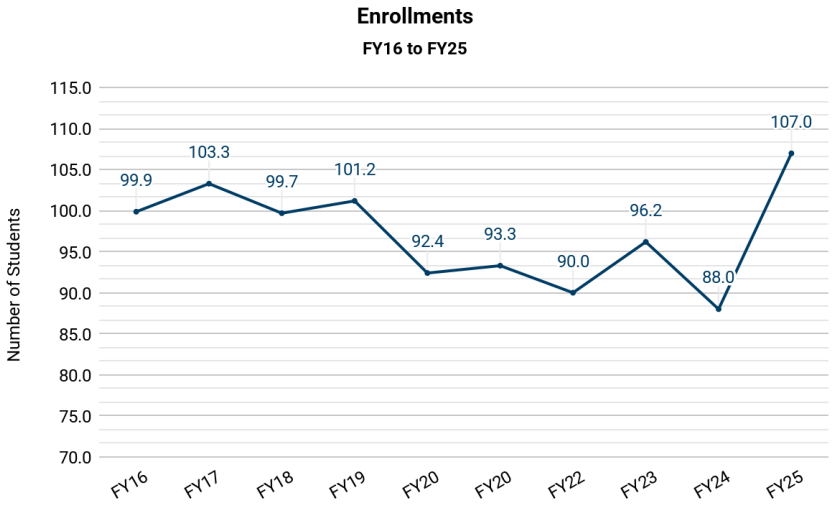
## Enrollment

### *Enrollment Trends*

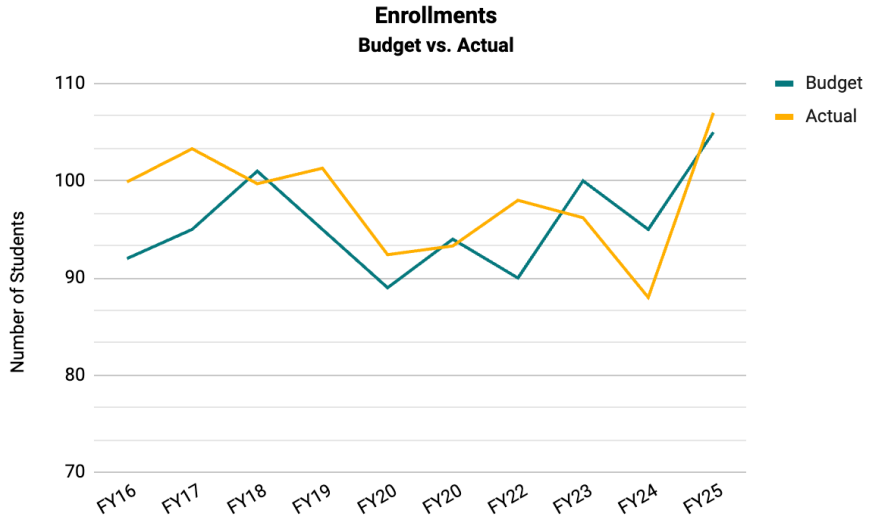
A major driver in the development of the budget each year is projected student enrollment. As of February 1, 2025, 109 students were enrolled in TEC programs. The average enrollment for the 2024-2025 school year to date is 107 students, which is two students above the budgeted 105 students in FY25.

At the end of the FY25 school year, we anticipate that 8 seniors will graduate (2 students at TEC Academy - Phoenix and 6 students at TEC High School). It is customary for TEC to have graduating classes and is a tremendous accomplishment for our students, many of whom come to TEC with complex social-emotional needs. While celebrating this success, during the budget process we balance the number of students who will depart TEC with projections about the number of students who will newly enroll. Program Directors carefully consider this balance when accepting students during the spring, for ESY, or to begin in the fall.

As seen in the graph below, the FY25 enrollment is a notable increase over FY24 and represents a 10 year high in TEC's enrollment:



When developing the proposed budget, TEC takes a conservative approach to projecting enrollments. As a result, the budget to actual enrollment has been reasonably accurate. As seen below, over the last 10 years, FY24 showed the largest gap between the budgeted enrollment number and actual average enrollment due to low enrollment numbers at the start of the 2023-2024 school year. TEC has subsequently adjusted its approach to spring referrals to ensure more robust enrollment in the fall.




### *FY26 Budgeted Enrollment*

For FY26, we are budgeting an average enrollment of 114 students. The chart below details the projected enrollments by program. The projected enrollments for FY26 show an increase of nine students from the FY25 original budget or 8.6%.

| Change in Enrollments FY25 to FY26 | | | |
|---|---|---|---|
| **Program** | **FY25 Budget** | **FY26 Budget** | **Total Increase/(Decrease)** |
| TEC Campus School | 53 | 57 | 4 |
| TEC Academy – Phoenix | 28 | 32 | 4 |
| TEC Academy – Lower (K-2) | 6 | 6 | 0 |
| TEC High School | 18 | 19 | 1 |
| **Total** | **105** | **114** | **9** |

The projection above is based on several factors, including an analysis of students who will be graduating or aging out as well as current referrals:

- TEC Campus School currently has 59 enrollments (6 more than the projected 53 students for FY25). While some TCS students will age out in FY25 or during FY26, the program currently has several referrals.
- TEC Academy – Phoenix has seen a dramatic increase in referrals in FY25, with more than 20 referrals currently. In addition, the expansion to grade 6 and the ability at Robbins Rd to define instructional space specifically for middle school has resulted in a true middle school cohort. Based on current referrals, we anticipate adding another middle school group (5-6 students) in FY26.
- While TEC Academy – Lower will not reach the projected average of 6 students for FY25, based on current experience, changes to the staffing structure, proposed relocation to Robbins Rd, and current referrals, we anticipate reaching 6 enrollments in this program next year.
- Enrollment at TEC High School has been relatively static since FY20, and we anticipate that there will be 6 graduating seniors in FY25. Though at current staffing levels the program has a capacity of 24 students, we have budgeted conservatively at 19 enrollments for FY26.

## FY25 to FY26 Changes

The tables that follow show the proposed changes in expenditures and revenues in the FY26 budget as compared to FY25.

As illustrated on the chart below, the most significant change in projected revenue is in tuition and therapies, reflecting both a projected enrollment increase and an increase in tuition rates.

| FY26: Projected Revenue Changes | | |
|---|---|---|
| *Revenue Increases* | | $2,276,281 |
| Tuition and Therapies (enrollment and rate increase) | $1,837,255 | |
| SDPA - Additions of Missouri, Illinois, Iowa, Ohio, New Jersey, & Tennessee and increase in other enrollments | $388,000 | |
| Other Revenue | $51,026 | |
| *Revenue Decreases* | | ($995,853) |
| Use of unreserved fund balance to support FY'25 budget | ($308,978) | |
| Net change – other | ($686,875) | |
| **Total Change** | | **$1,280,428** |

As seen below, most of the increase in expenditures is related to staffing, including raises for existing staff, increased health care costs, and additional FTEs to support increased enrollment, student needs, and program expansion.

| *FY26: Change in Expenditures* | | | |
|---|---|---|---|
| *Salaries and Fringe* | | | $1,427,607 |
| Steps, Lanes, COLAs, Net Change in Staffing | | $191,037 | |
| Incorporate 10.96 FTE approved by BOD in FY25 | | | |
| | 5.50 FTE Paraprofessionals (programs) | $193,943 | |
| | 1.70 FTE Professional Staff | $174,020 | |
| | 3.76 Net Support Staff (Custodial, Admin, and SDPA) | $233,115 | |
| Add FY26 proposed new staff changes | | | |
| | Add 2.00 FTE Paraprofessionals (programs) | $71,048 | |
| | Add 3.20 FTE Professional Staff (programs) | $251,650 | |
| | Reduce 0.4 FTE Professional Learning | ($40,463) | |
| | Add 1.08 ESY Staffing (TCS) | $19,496 | |
| Increase health insurance and net fringe benefits | | $333,761 | |
| *Non-Salary (recurring)* | | | $98,948 |
| Rent - step increase (Robbins Rd) | | $43,084 | |
| Rent - step increase (Mansion Dr.) | | $6,063 | |
| Instructional Supplies & Equipment | | $67,522 | |
| Net other expenditures | | ($17,721) | |
| *Non-Salary (capital)* | | | ($246,127) |
| FY25 to FY26 Net Technology & Equipment | | ($13,528) | |
| FY25 to FY26 Robbins Rd. Renovations | | ($232,600) | |
| **Total Change** | | | **$1,280,428** |

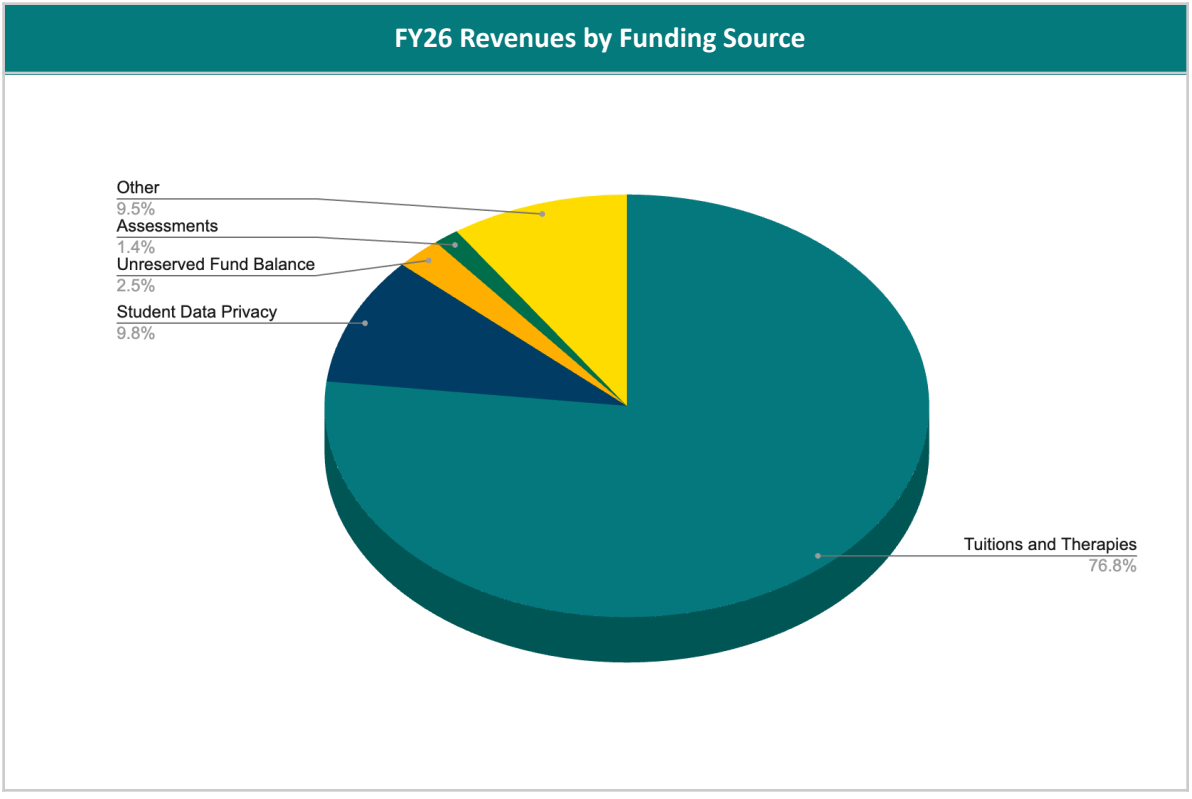
## Financial Summary

In the tables and charts below revenues and expenditures have been separated into seven major categories by source.

### *FY26 Revenues*

The majority of TEC's revenues are generated through billings for tuition and therapy services with additional funding from Sublease and Sponsorship Revenue, the TEC Member Assessment, Professional Development, Internships and Online Courses, Student Data Privacy, and Business Services. It is important to note that TEC is proposing to use funds from its unreserved fund balance in the amount of $322,093, $118,400 of which is to support capital costs associated with additional Robbins Rd renovations in the FY26 budget.

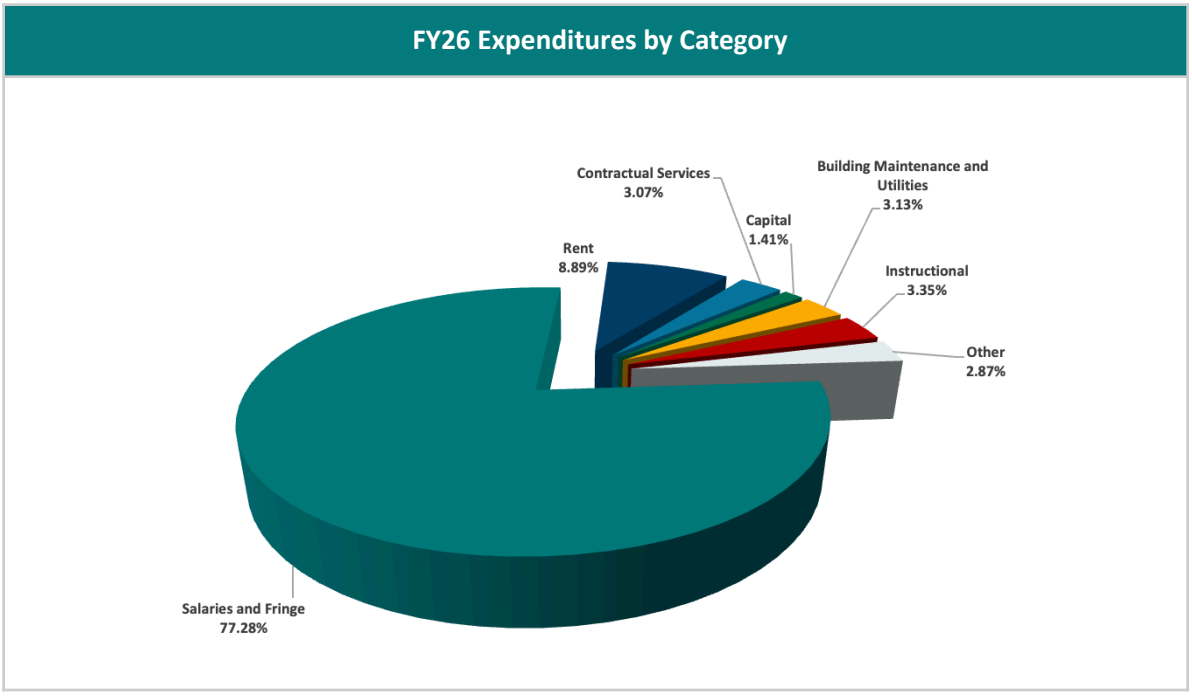
| Proposed FY26 Funding by Source | | |
|---|---|---|
| **Revenue Type** | **Amount** | **Percentage** |
| Tuitions and Therapies | $10,075,062 | 76.8% |
| Student Data Privacy | $1,286,000 | 9.8% |
| Unreserved Fund Balance | $322,093 | 2.5% |
| Assessments | $178,991 | 1.4% |
| Other | $1,248,463 | 9.5% |
| **Total** | $13,110,609 | 100.00% |



### *FY26 Expenditures*

The majority of TEC's expenditures, like all Massachusetts's educational collaboratives, are related to personnel and the associated fringe benefits. The "Other" category is a grouping of expenditures that includes software and technology, insurance, travel, postage, advertising, professional development and others of lesser financial significance. Rent includes the lease cost associated with the 141 Mansion Dr. location, the new lease at the Robbins Rd. Campus location, and the lease of a classroom space at Westwood High School.

| Proposed FY26 Expenditure by Category | | |
|---|---|---|
| **Expenditure Category** | **Amount** | **Percentage** |
| Salaries and Fringe | $10,132,406 | 77.28% |
| Rent | $1,164,971 | 8.89% |
| Contractual Services | $402,685 | 3.07% |
| Capital | $185,072 | 1.41% |
| Building Maintenance and Utilities | $410,270 | 3.13% |
| Instructional | $439,032 | 3.35% |
| Other | $376,173 | 2.87% |
| **Total** | $13,110,609 | 100.00% |



## Detailed Expenses

### *Building Expenses*

TEC's main campus is at 141 Mansion Drive in East Walpole, MA. In addition to the administrative offices, the main campus currently houses TEC Campus School, TEC High School, and TEC Academy – Lower. TEC's Transition High School program is hosted in a leased classroom space at Westwood High School and TEC Academy - Phoenix is located at 111 Robbins Rd in Walpole. (The FY26 budget proposes relocating TEC Academy – Lower to Robbins Rd so that all of TEC Academy is at the same location.)

The chart below details the budgetary impact of the facility and the additional costs of classroom leases in FY26. The chart also includes the budgeted revenue generated from the TECCA sublease that partially offsets the cost of the Mansion Dr. facility.

| **Detailed Building Expenditure and Sublease Offset (Proposed Budget FY26)** | |
|---|---|
| **Description** | **Amount** |
| ***Expenditure*** | |
| 141 Mansion Dr. | |
| Lease Expense | $950,180 |
| Property Taxes | $96,000 |
| Management Fee and Owner Insurance | $28,250 |
| Utilities | $144,940 |
| Janitorial Supplies | $14,500 |
| Miscellaneous Building | $104,500 |
| **Total TEC Mansion Dr. Facility** | **$1,338,370** |
| | |
| ***Additional Building Expenditure***s | |
| TEC Academy Phoenix | $208,791 |
| Westwood Classroom | $6,000 |
| **Total Additional Building Expenses** | **$214,791** |
| **Extended Total Building Expenses** | **$1,553,161** |
| | |
| ***Sublease Offset*** | |
| TECCA Sublease Revenue | ($286,892) |
| **Net Building Cost** (Mansion Dr., Robbins Rd., Westwood) | **$1,266,269** |

### *Personnel Expenses*

The following table lists the personnel by function and the basis for a 1.0 FTE in the budget.

| Position Type | FTE Based in Work Week Hours | School Yr. (days) | Summer School (days) |
|---|---|---|---|
| Administrative & Professional | 37.5 | 260 | N/A |
| Instructor Supervisor | 37.5 | 200 | N/A |
| Instructor Teacher/Therapist | 35.0 | 183 | 28 |
| Instructor Aide/Specialist | 35.0 | 183 | 28 |

Proposed personnel costs (exclusive of benefits) account for $8,836,912 or 67.4% of TEC's proposed budget for FY26. As shown in the tables below, total salary costs in FY26 reflect a 14.1% increase over FY25. The increase in salary is driven by step increases, a COLA for off-scale staff, and an increase in FTE to support increases in enrollment, programming, and services.

| Staffing and Salary Changes: FY25 to FY26 | | | | |
|---|---|---|---|---|
| | **FY25** | **FY26** | **Change** | **Percentage** |
| FTEs | 111.97 | 128.81 | 16.84 | 15.0% |
| Total Salary | $7,743,311 | $8,836,912 | $1,093,601 | 14.1% |

Most staff in the FY26 budget are student-facing, serving the students enrolled in our programs:

| FY26 Staffing and Salaries by Functional Category | | | |
|---|---|---|---|
| **Functional Category** | **Budget FY26 FTEs** | **Budget FY26 Total Salary** | **Percentage of Total Salaries** |
| Administration and Business Services | 12.00 | $1,178,941 | 15.0% |
| SPED Program Dirs. & Assistant Dirs. | 4.00 | $496,668 | 4.6% |
| Teachers | 25.00 | $1,989,173 | 25.6% |
| Nurses | 6.00 | $417,921 | 4.8% |
| Counselors | 6.00 | $558,890 | 6.6% |
| Paraprofessionals | 34.20 | $1,286,653 | 12.3% |
| Therapist | 18.35 | $1,582,333 | 16.1% |
| School Support Staff | 5.00 | $276,821 | 4.0% |
| Professional Develop., SDPA, Internships & Online Learning | 8.65 | $663,631 | 6.4% |
| Summer Staff [2] | 9.61 | $385,881 | 4.6% |
| **TOTAL** | **128.81** | **$8,836,912** | **100.0%** |

[2] *Full-time summer staff is equivalent to .17 FTEs.*

The FY26 budget proposes a net increase in staff of 16.84 FTE. **However, it is important to note that 10.96 FTE of these positions were approved by the Board of Directors during FY25 in order to support current student enrollment and TEC SDPA expansion.** The table below lists by cost center positions already approved by the Board of Directors in FY25 that have been incorporated into the FY26 proposed budget:

| ***Staff Changes: Approved by BOD (FY25)*** | | |
|---|---|---|
| **Cost Center** | **Position** | **FTE** |
| TEC Campus School | Nurse | 1.0 |
| | Therapist (SLP) | 0.4 |
| | Paraprofessional | 3.5 |
| | ***Net Change*** | ***4.9*** |
| | | |
| TEC Academy | Counselor | 1.0 |
| | Program Coordinator | (0.5) |
| | Paraprofessional | 2.0 |
| | ***Net Change*** | ***2.5*** |
| | | |
| TEC High School | Therapist | (0.2) |
| | ***Net Change*** | ***(0.2)*** |
| | | |
| Student Data Privacy | Student Data Privacy Billing and Accounts | 1.0 |
| | Student Data Privacy Coordinator | 2.0 |
| | ***Net Change*** | ***3.0*** |
| | | |
| Central Office | Administrative and Custodial | 0.76 |
| | ***Net Change*** | ***0.76*** |
| | | |
| **NET CHANGE** | | **10.96** |

The FY26 budget proposes an additional net 5.88 FTE reflecting new positions to support the projected enrollment increase next year and a small reduction in Professional Learning. The tables below breaks down the new staff changes by cost center:

| *Staff Changes: New Positions (FY26)* | | |
|---|---|---|
| **Cost Center** | **Position** | **FTE** |
| TEC Campus School | Paraprofessional | 1.0 |
| | Therapist (OT) | 0.8 |
| | ***Net Change*** | ***1.8*** |
| | | |
| TEC Academy | Special Education Teacher | 1.0 |
| | Paraprofessional | 1.0 |
| | Therapist (OT & SLP) | 1.4 |
| | ***Net Change*** | ***3.4*** |
| | | |
| Professional Learning | Innovative Learning Coordinator | (0.4) |
| | ***Net Change*** | ***(0.4)*** |
| | | |
| Summer Program | Instructional Staff | 1.08 |
| | ***Net Change*** | ***1.08*** |
| | | |
| **NET CHANGE** | | **5.88** |

## Capital Expenditures

The proposed FY26 Capital Budget includes funding for the leasehold improvements for a classroom buildout at the Robbins Road campus to accommodate the TEC Academy - Phoenix middle school expansion and relocation of the K-2 program. The buildout includes dividing a room currently used as a faculty area into two classrooms with two breakout rooms within the classrooms. This also includes the installation of technology, mini-split HVAC unit, and electrical work to outfit the additional classrooms. All capital purchase requests are indicative of our continuing effort to improve our programs and enhance the learning experience of our students.

| Proposed Capital Funding FY26 | |
|---|---|
| TEC Phoenix Academy Robbins Rd. Classroom Buildout | $118,400 |
| All programs technology Refresh cycle | $66,672 |
| **Proposed Capital Budget** | $185,072 |

# FY26 Budget Exhibits

## *SPED Program Budgets*

| Proposed FY'26 Budgets | | | | | | |
|---|---|---|---|---|---|---|
| Instructional Programs | | | | | | |
| | B10 Campus School | 30 Campus Summer School | 42B Elementary Behavior | 42 Phoenix | 41 TEC HS | Total FY26 |
| **Enrollments** | 57.00 | 57.00 | 6.00 | 32.00 | 19.00 | **114.00** |
| **Revenue** | 5,143,367 | 908,424 | 465,626 | 2,148,456 | 1,179,479 | **9,845,351** |
| **Personnel** | | | | | | |
| **FTEs** | **59.85** | **9.61** | **6.00** | **20.65** | **12.25** | **108.36** |
| **Salary Expense** | | | | | | |
| **Administrative** | 70,214 | - | - | 75,011 | 37,537 | 182,762 |
| **Instructional** | 3,665,570 | 379,638 | 473,967 | 1,382,652 | 909,751 | 6,811,578 |
| **Total Salaries** | **3,735,785** | **379,638** | **473,967** | **1,457,663** | **947,288** | **6,994,340** |
| **Fringe** | 555,909 | 11,560 | 36,932 | 225,033 | 136,821 | 966,255 |
| **Total Salaries & Fringe** | **4,291,694** | **391,199** | **510,898** | **1,682,696** | **1,084,108** | **7,960,595** |
| **Other Expenses** | | | | | | |
| Rent | 6,000 | - | - | 208,791 | - | **214,791** |
| Instructional | 230,045 | 26,149 | 22,850 | 102,390 | 57,598 | **439,032** |
| Other | 19,478 | 380 | 540 | 37,673 | 8,886 | **66,957** |
| Capital | 28,489 | | | 8,667 | 10,682 | **47,838** |
| **Total Other Expense** | **284,012** | **26,529** | **23,390** | **357,521** | **77,166** | **768,618** |
| **Total Operating Expenses** | **4,575,706** | **417,728** | **534,288** | **2,040,218** | **1,161,274** | **8,729,214** |
| **Net Income** | **567,661** | **490,696** | **(68,663)** | **108,238** | **18,205** | **1,116,137** |

***FY26 TEC Member Assessment by District***

| Proposed FY26 TEC Member Assessment | | | |
|---|---|---|---|
| **Member District** | **Actual FY25** | **Proposed FY26** | **Change** |
| Canton | 11,726 | 10,574 | (1,152) |
| Dedham | 11,719 | 10,727 | (992) |
| Dover, Sherborn, Dover-Sherborn | 12,252 | 11,034 | (1,218) |
| Framingham | 11,453 | 10,114 | (1,337) |
| Holliston | 11,986 | 10,880 | (1,106) |
| Hopkinton | 12,252 | 10,880 | (1,372) |
| King Philip | 0 | 9,961 | 9,961 |
| Medfield | 12,785 | 11,187 | (1,598) |
| Medway | 11,986 | 10,421 | (1,565) |
| Millis | 12,785 | 11,187 | (1,598) |
| Natick | 11,986 | 10,727 | (1,259) |
| Needham | 10,920 | 10,114 | (806) |
| Norwood | 10,654 | 9,501 | (1,153) |
| Sharon | 0 | 11,187 | 11,187 |
| Walpole | 11,450 | 8,582 | (2,868) |
| Wayland | 12,518 | 11,034 | (1,484) |
| Westwood | 12,518 | 10,880 | (1,638) |
| **Total Member Assessment** | **$178,991** | **$178,991** | **$0** |

## *FY26 TEC Tuition Rate Sheet*

| *School Year Programs (180 Days)* | | | |
|---|---|---|---|
| | **TEC Tuition** | **Non-TEC Tuition** | **Services included in tuition** |
| TEC Campus School | $71,709 | $93,076 | • Nursing<br>• OT, Speech (60 min/wk)<br>• PT (90 min/wk)<br>• APE (45 min/wk)<br>• Music Therapy (45 min/wk)<br>• Behavior Services (60 min consultation per month) |
| TEC High School | $53,813 | $71,171 | • Individual therapy<br>• Group therapy<br>• Behavior therapy<br>• Psychological consultation<br>• OT, Speech |
| TEC Academy - Phoenix | $57,676 | $74,627 | • Individual therapy<br>• Group therapy<br>• Behavior therapy<br>• Psychological consultation<br>• OT, Speech |
| TEC Academy - Lower | $66,070 | $85,839 | • Individual therapy<br>• Group therapy<br>• Behavior therapy<br>• Psychological consultation<br>• OT, Speech |

| *Additional Services* | **TEC Tuition** | **Non-TEC Tuition** |
|---|---|---|
| Additional Therapies & Consultation Services (APE, OT, PT, SLP, Music, Nursing, Reading, Behavior) | $86.40/hr | $101.10/hr |
| Vision Therapy | $93.00/hr | $108.00/hr |
| Bill Back Aide 1:1 | $40.25/hr | $51.00/hr |
| 45 Day Interim Placement | Program daily rate + 5% | Program daily rate + 5% |
| 40 Day Extended Evaluation | Program daily rate + 5% | Program daily rate + 5% |
| Orientation & Mobility (O&M) | $103.55/hr | $134.50/hr |
| Teacher of the Deaf (TOD) | 141.70/hr | $184/hr |
| AAC and AT Consult | $245.25/hr | $318/hr |

| ***Summer Programs*** | **TEC Tuition** | **Non-TEC Tuition** |
|---|---|---|
| TEC Campus School | $12,830 | $16,567 |
| TEC Academy - Phoenix | $2,450 | $3,185 |
| TEC High School | $2,450 | $3,185 |
| TEC Academy - Lower | $3,210 | $4,170 |

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the education COOPERATIVE

# COLLABORATIVE AGREEMENT

Effective July 1, 2025

MASSACHUSETTS
Department of Elementary and Secondary Education
Russell D. Johnston | Acting Commissioner

March 15, 2025

Emily J. Parks, Executive Director
The Education Cooperative
141 Mansion Drive, Suite 200
East Walpole, MA 02032

Re: The Education Cooperative (TEC) – Collaborative Articles of Agreement *(Amended)*

Dear Executive Director Parks:

On behalf of the Board of Elementary and Secondary Education, and in accordance with M.G.L.c. 40, § 4E, and 603 C.M.R. 50.00, I am pleased to report that the proposed amendments to The Education Cooperative (TEC) Articles of Agreement have been approved. These amendments: add the school committees of the King Philip Regional and the Sharon Public Schools as member districts and updates language to be consistent with statutory changes; add language to Article VI. D. 8; and change the required notice to withdraw from the collaborative from 6 months to 12 months (Article VI. C).

Effective July 1, 2025, the membership of TEC will consist of the following member school committees: Canton, Dedham, Dover, Dover/Sherborn, Framingham, Holliston, Hopkinton, King Philip Regional, Medfield, Medway, Millis, Natick, Needham, Norwood, Sharon, Sherborn, Walpole, Wayland, and Westwood.

Please inform the TEC Board of Directors (board) of this approval and request that they provide their member school committees with a copy of the approved Articles of Agreement for their records. Please also assure your board of our continued support of your collaborative efforts to supplement and strengthen the programs of your member school committees.

Thank you for your assistance throughout this process. Should you have any questions, please contact Paulajo Gaines, Collaborative Coordinator, at EducationCollaborativeTeam@mass.gov.

Sincerely,

Russell D. Johnston, Ph.D.
Acting Commissioner of Elementary and Secondary Education

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The School Committees of Canton, Dedham, Dover, Dover/Sherborn, Framingham, Holliston, Hopkinton, King Philip Regional, Medfield, Medway, Millis, Natick, Needham, Norwood, Sharon, Sherborn, Walpole, Wayland and Westwood, Massachusetts, (hereinafter referred to as "Member Districts"), acting for and on behalf of said Towns and Regions respectively, enter into this Collaborative Agreement (hereinafter referred to as "Agreement") for the purposes authorized by M.G.L. c. 40, § 4E which includes the formulation and provision of educational programs and services on a collaborative basis among the Member Districts. This Agreement and any subsequent amendments hereto, shall not take effect unless and until approved by the school committees of the Collaborative's member districts and approved by the Massachusetts Board of Elementary and Secondary Education (referred to as "BESE"), upon recommendation by the Commissioner of the Department of Elementary and Secondary Education ("Commissioner").

After the approval of the Member Districts and BESE, this Agreement will replace the original Agreement, dated 1979-80, and most recently amended June 20, 2020, and will become effective upon July 1, 2025.

# ARTICLE I – MISSION, OBJECTIVES, FOCUS AND PURPOSES

## A. Mission Statement

The Education Cooperative (hereinafter referred to as "TEC") actively develops and coordinates educational and organizational programs to meet the needs of member communities and their students.

## B. Objectives

The overall objectives of TEC include:

1. To enhance and expand learning opportunities to meet the diverse needs of all students; 2. To enhance and expand professional development that meets and anticipates Member Districts' needs; 3. To strengthen our relationships and partnerships with member and non-member communities, and 4. To improve our ability to provide proactive support to TEC programs.

## C. Focus/Purposes

Notwithstanding any other provision of these articles, TEC is organized exclusively for educational purposes, as specified in Section 501 (c) (3) of the Internal Revenue Code, and shall not carry on any activities not permitted to be carried on by any entity exempt from Federal income tax under said code. No substantial part of the activities of TEC shall be carrying on of propaganda, or otherwise attempting to influence legislation, or participating in, or intervening in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

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TEC does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, disability, or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges and courses of study. TEC is an Equal Opportunity Employer. This Agreement will permit TEC to focus on the continuation of programs and services supplied under previous Agreements among the Member Districts. Said programs and services supplement and strengthen the education programs and services offered by each Member District. The cost-savings aspects of said programs and services include the effective apportionment of expenses and budgetary items among all participants. These expenses would be significantly greater for each Member District if it were required to establish and fund each program and service individually.

# ARTICLE II – GOVERNANCE

## A. Name

The entity hereby established shall be known and referred to as The Education Cooperative, a Massachusetts Educational Collaborative established under the authority of M.G.L. c. 40, § 4E, as amended.

## B. Formation and Duties of TEC Board

All programs conducted pursuant to this Agreement shall be approved, undertaken and administered by an Education Collaborative Board, which shall be known as the Board of Directors of The Education Cooperative (hereinafter referred to as "the Board"). The Board's membership shall consist of one school committee representative or Superintendent from each Member District (hereinafter referred to as "appointed representative(s)"). Each appointed representative will be annually appointed and will have one (1) vote. In addition, the Commissioner shall appoint an individual to serve as a liaison from the Department of Elementary and Secondary Education (hereinafter referred to as "DESE") to the Board. Appointed representatives shall not delegate their powers or send a representative in their place as a voting member.

The Board shall manage TEC and shall be responsible for providing fiduciary and organizational oversight and accountability over the operation of TEC. The Board shall be vested with all authority and responsibilities provided to it by M.G.L. c. 40, § 4E and 603 CMR 50.00 and all acts and regulations amendatory thereof, including but not limited to the following:

1. It is the function and responsibility of the Board to formulate and maintain policies for TEC, including but not limited to policies relative to personnel, students, finance and internal controls, and health and nursing, to hire all staff, and to ensure compliance with applicable state and federal laws and regulations, including M.G.L. c. 40, § 4E and 603 CMR 50.00.

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2. The Education Cooperative shall be a public entity.
3. The Board shall be responsible for:
    a. ensuring adherence to this Agreement and progress toward achieving the purposes and objectives set forth in the Agreement;
    b. determining the cost-effectiveness of programs and services offered by TEC;
    c. determining the appropriateness and cost-effectiveness of any borrowing, loans, or mortgages, in accordance with Article VIII; and
    d. approving all borrowing and the purchase and sale of real estate in accordance with Article VIII.
4. The Board has standing to sue and be sued to the same extent as a city, town, or regional school district.
5. The Board is a public employer, shall hire all employees of TEC, and ensure that all employees possess the necessary and required credentials and approvals, including, but not limited to, those required by M.G.L. c. 71, § 38G, 603 CMR 7.00, M.G.L. c. 74, 603 CMR 4.00, and all acts and regulations amendatory thereof.
6. The Board shall hire an Executive Director to oversee and manage the operation of TEC; a Business Manager, or an employee with responsibilities similar to those of a town accountant, to oversee TEC finances; at least one school nurse to support TEC programs; and a Treasurer, who shall annually give bond consistent with the requirements of M.G.L. c. 40, § 4E. The Board shall ensure that there is segregation of duties between the Executive Director, Treasurer, and Business Manager, and that these employees shall not serve as a member of the Board or as an officer or employee of any related for-profit or non-profit organization as defined in M.G.L. c. 40, § 4E. The Board shall review the Executive Director's and Treasurer's performances annually.
7. The Board shall be vested with the authority to enter into agreements with Member and Non-Member Districts, or other collaboratives to establish mutually beneficial programs and services or pricing arrangements.
8. The Board shall be responsible for ensuring that any borrowing, loans, or mortgages is cost-effective, necessary to carry out the purposes for which the Collaborative is established, in the best interest of the Collaborative and its Member Districts, and consistent with the terms of this Agreement, including the provisions of Article VIII.
9. Each appointed representative must complete the training required by DESE as outlined in M.G.L. c. 40, § 4E, 603 CMR 50.05, and 603 CMR 50.12(3). Should an appointed representative fail to complete the required training within the timelines set in law and regulations, the Member District shall automatically become an inactive member of the Board, shall not count towards a quorum, and shall not have voting rights on the Board, but shall continue to have all other rights and obligations of membership. The Member District shall become an active member and voting rights shall be reinstated once the appointed representative completes the training or a new representative is appointed.
10. Each appointed representative shall be responsible for providing timely information and updates to its appointing Member District(s) on TEC activities, as outlined in M.G.L. c. 40, § 4E and 603 CMR 50.04(2), and for providing other information as required or requested.

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11. Appointed representatives shall be public employees subject to M.G.L. c. 268A. No appointed representative shall serve on the board of directors or as an officer or employee of a related for-profit or non-profit organization, as defined in M.G.L. c. 40, § 4E, as most recently amended. The Executive Director, Treasurer, and Business Manager shall not serve as an appointed representative, or as an officer, or employee of any related for-profit or non-profit organization. No employee of an educational collaborative shall be employed at any related for-profit or non-profit organization.
12. The Board shall ensure that an annual report for the preceding fiscal year be prepared, and upon approval by the Board and no later than January 1 of each year, submit such report to the Commissioner and the chair of each member district.
13. The Board shall establish and maintain an internet website in accordance with M.G.L. c. 40, § 4E, which shall include, at a minimum:
    a. a list of the appointed representatives on the Board;
    b. copies of the minutes of open meetings held by the Board;
    c. a copy of the Agreement and any amendments;
    d. a copy of the Annual Report and Annual Independent Audit required by M.G.L. c.40, § 4E, and 603 CMR 50.08; and
    e. contact information for key TEC staff members.

## C. Authority to Contract

With the approval of the Board, the Executive Director may contract for the purchase of supplies and materials and for the services of such persons as it deems necessary in order to carry on its functions. The Executive Director, acting on behalf of and with approval of the Board, may contract with corporations, individuals, associations, agencies, and/or any other entities in order to obtain and provide services for a Member District(s).

The Board may apply, through an appropriate vote, for state, federal, corporate or foundation grants, and may enter into contracts to obtain the funds necessary to carry out the purpose for which TEC was established.

## D. Meetings and Notice

The Board shall hold at least six (6) meetings per fiscal year. A "fiscal year" is defined as the period commencing July 1 and ending the following June 30. Notice of each Board meeting and agenda shall be provided in accordance with the Massachusetts Open Meeting Law, M.G.L. c. 30A, §§ 18-25, and posted on the TEC website. All meetings shall be subject to such Open Meeting Law. Duplicate notice of such meetings shall be sent to the appointed representatives of each Member District at least three (3) days, with the exclusion of Saturday, Sunday and holidays, before such meeting, unless such meeting shall have been scheduled by the Board at a previous meeting and notice of such scheduling shall have been given to all appointed representatives absent. The Executive Director, or designee, will act as Executive Secretary to the Board. The Executive Director shall attend all Board meetings but shall not be entitled to a vote.

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### E. Minutes

Minutes of each Board meeting will be taken in accordance with the Massachusetts Open Meeting Law, M.G.L. c. 30A, §§ 18-25. Minutes will be approved by the full Board at an open meeting and then posted on the TEC website.

### F. Quorum

A majority of the appointed representatives serving on the Board shall constitute a quorum for all purposes.

### G. Minimum Vote for Action

The affirmative vote of the majority of the appointed representatives present at any meeting of the Board shall be required to decide any question, including the adjournment of a meeting.

### H. Board Officers

The Board shall annually organize itself by electing a Chairperson, and Vice-Chairperson by a majority vote of the appointed representatives present at the first Board meeting of the year. The Chairperson, by vote of the Board, may appoint subcommittees as needed to make recommendations to the Board concerning policies. These subcommittees shall be subject to Massachusetts Open Meeting Law, M.G.L. c. 30A, §§ 18-25.

### I. Compliance with Policies of the DESE

It is the intention of this Agreement to fully comply with the policies and procedures of DESE, in accordance with 603 CMR 50.00.

### J. Compliance with M.G.L. c. 40, § 4E

It is the intention of this Agreement to fully comply with M.G.L. c. 40, § 4E.

## ARTICLE III – BUDGETS

### A. Annual Budget Preparation and Assessment of Costs

1. The Board shall annually determine the collaborative budget consistent with the timelines, terms, and requirements in M.G.L. c. 40, § 4E, regulations promulgated by BESE, and this Agreement.
2. By March 31 of each year, the Board shall propose a budget for the upcoming fiscal year. The budget shall identify all of the programs or services to be offered by TEC in the upcoming fiscal year and the corresponding costs.
3. The budget shall contain all planned financial activity for the upcoming fiscal year and support TEC's mission

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statement, and long and short-range goals.

4. Expenditures from grant funds, trust funds and other funds not designated as general funds that, by law, may be expended by the Board without further appropriation shall be segregated in the budget.
5. The general fund budget shall segregate all operating expenditures, capital expenditures, debt service payments, and deposits to capital reserve.
6. The budget shall be classified into such line items as the Board shall determine, but shall, at a minimum, delineate amounts for operating expenditures, including, administration, instructional and rental expenses and capital expenditures, including debt service payments and deposits to capital reserve.
7. The budget shall include the methodology used to determine tuition prices for students from Member and Non-Member Districts as well as the methodology to determine fees for services and membership dues. Non-Member District tuitions will be set at no more than 30% above the Member District tuitions as determined by the Board annually during the budget process. This surcharge will be used, in addition to the Member District assessment, to offset the total administrative cost of TEC. All tuitions and fees will be based on the total cost of providing TEC's programs, including administration, divided by the number of students or users expected to enroll in each program or service.
8. As applicable, capital costs shall be included in the budget and built into the total costs of the programs. Capital costs will be built into the tuition(s) and/or fee(s) of the program(s) and/or service(s) that will benefit from the capital expenditure.
9. Membership dues, if assessed, shall be assessed to each Member District on July 1st of each year. The amount will be assessed based on a set amount shared equally amongst all member districts as determined by the Board. This set amount will be reduced based on the pro rata population of the total number of TEC Member District special education students in TEC programs on December 1st of the previous year and as determined annually by a majority vote of the Board. The membership dues, in addition to the Non-Member District surcharge, will offset the total administrative cost of TEC.

## B. Presentation to Board

The proposed budget shall be presented at a public meeting and notice shall be provided to each Member District ten (10) working days before the date of the Board meeting at which the proposed meeting will be discussed.

## C. Board Approval

At a Board meeting at least ten (10) working days following the Board meeting at which the budget was first proposed, the Board shall approve, by at least majority vote, the budget for the upcoming fiscal year. Notice of the Board meeting will be given to each Member District and the public, consistent with the Open Meeting Law, and no less than ten (10) working days before the date of the Board meeting.

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### D. Transmitting the Budget and Payment Terms

1. The Treasurer shall certify and transmit the budget and the tuition rates, membership dues, payment terms, and fees for services for the upcoming fiscal year to each Member District no later than June 30th of the preceding fiscal year.
2. The Collaborative shall submit invoices to all districts for services and tuitions on a quarterly basis. Invoices will be mailed thirty (30) days prior to payment being due.
3. Membership dues will be invoiced annually on July 1st.
4. Fees for services, dues and tuitions shall be paid within thirty (30) days from invoicing.

### E. Budget Amendments

All budget amendments shall be proposed at a public meeting of the Board. Any amendment that does not result in an increase in tuition rates, membership dues, or fees for services shall be approved by the Board by a majority vote. Any amendment to the budget that results in an increase in the tuition rates, membership dues, or fees-for services shall be:

1. Reported to the Member Districts by the appointed representative for the Member District within ten (10) working days of the public meeting at which the amendment was first proposed;
2. Voted on by the Board at a second public meeting of the Board no earlier than thirty (30) working days after the Board meeting at which the amendment was first proposed; and
3. Adopted by a majority vote of the Board.

### F. Transmittal of Budget Amendment

The Treasurer shall certify and transmit amended tuition rates, membership dues and fees for services to each Member District no later than ten (10) working days following the majority affirmative vote by the Board.

### G. Procurement of Goods and Services

TEC is subject to M.G.L. c. 30B for the procurement of goods and services.

## ARTICLE IV – PROGRAMS AND SERVICES

### A. Educational Programs

TEC shall provide educational programs and services which shall complement and strengthen the school programs of Member Districts and increase educational opportunities for children when it is determined that such programs and services can most effectively and/or economically be provided on a collaborative basis. In addition, TEC will continue to increase and expand its level of service in general education, occupational-vocational education, staff development and training, educator licensure programs, cooperative purchasing, online teaching and learning, and research and

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development of innovative programs, consistent with M.G.L. c. 40, § 4E. TEC shall provide educational programs for special education students and may offer other programs and services as the Board may deem appropriate, consistent with M.G.L. c. 40, § 4E.

### B. Coordinating Services

TEC shall provide such other coordinating services as permitted by applicable law and regulations, and as the Board may establish to be in the best interest of the Member Districts.

### C. Services to Non-Member Districts

TEC shall offer educational or training programs or related services to selected non-Member Districts on an individual contract basis; provided, however, such educational or training programs or related services shall not result in an additional cost to any Member District.

### D. New Programs

The Board may authorize the Executive Director the power to add new programs to meet specific needs of Member Districts that arise during the fiscal year, consistent with the requirements of M.G.L. c. 40, § 4E and 603 CMR 50.00.

## ARTICLE V – CONDITIONS OF MEMBERSHIP

### A. Attendance at Board Meetings

Each appointed representative is expected to attend every Board meeting. In the event that an appointed representative is not able to attend, he/she shall notify the Executive Director or his/her designee of the absence. If the appointed representative misses one-half of the meetings within a fiscal year, the Board will notify the respective Member District. The school committee of the Member District will determine if a new appointed representative should be appointed to ensure representation on the Board.

No appointed representative on the Board shall serve as a member of a board of directors or as an officer or employee of any related for-profit or non-profit organization as defined in M.G.L. c.40, § 4E, as most recently amended.

No appointed representative shall receive an additional salary or stipend for his/her service as an appointed representative.

No appointed representative shall delegate his/her powers, or send a representative in his/her place as a voting appointed representative, and no Member District shall delegate the rights, responsibilities, or duties of its appointed representative to any other individual, unless the Member District is replacing the appointed representative with that individual.

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### B. Removal

In the event that membership dues have not been paid and/or a Member District has in some way failed to meet the terms of this Agreement, written notice of possible suspension of voting rights shall be sent to the Member District by the Executive Director, on behalf of the Board. The Member District will have 45 calendar days from the date of the notice to respond in writing to the notice and resolve the issue(s) noted. In the event the issue(s) remains unresolved beyond the 45-day notice, the Board may suspend the voting rights of the Member District by a majority vote.

## ARTICLE VI – DURATION, TERMINATION, WITHDRAWAL AND NEW PARTICIPATION

### A. Effective Date of this Agreement

This Agreement shall become effective on July 1st after the approval of the Member Districts' School Committees, Member charter school boards and the BESE. This Agreement shall be effective following all requisite approvals and shall continue thereafter until such time as it is amended. No agreement or subsequent amendment shall take effect unless and until approved by the Member Districts and by the BESE, upon the recommendation of the Commissioner.

### B. Method of Termination of TEC

1. A Member District may request that the Board initiate proceedings to terminate this Agreement by giving notice to all other Member Districts and the Executive Director at least twelve (12) months before the end of the intended final year.
2. Within thirty (30) days of a request that the Board initiate termination proceedings, the Board shall discuss the request to terminate TEC, determine next steps and notify DESE.
3. A unanimous vote of the Board is required in order to initiate termination proceedings. Should the Board vote to initiate termination proceedings, notice must be provided to all Member Districts within ten (10) working days of such vote.
4. The Agreement shall be terminated at the end of any fiscal year following a unanimous vote in favor of termination by the school committees and/or charter school boards of the Member Districts.
5. The Agreement shall only be terminated at the end of a fiscal year.
6. Any vote to terminate TEC must be taken no less than one hundred eighty (180) days prior to its intended effective date.
7. The Executive Director shall notify the Member Districts, the Commissioner and DESE in writing at least two hundred twenty (220) days before the intended effective date of termination.
8. Following the affirmative votes of the Member Districts to terminate the Agreement, a final independent audit will take place and will be provided to all appointed representatives and Member Districts as well as to

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the Commissioner, including an accounting of assets and liabilities (debts and obligations) of TEC and the proposed disposition of same.

9. Following the affirmative vote of the Member Districts to terminate the Agreement, the Board shall notify the Commissioner of the official termination date of TEC, and shall submit the documentation required by 603 CMR 50.11 to the Commissioner.
10. Prior to termination, the Board shall:
    a. determine the fair market value of all assets for TEC, including, but not limited to, real estate, capital property, equipment and supplies owned by TEC;
    b. determine the process for the appropriate disposition of federal/state funds;
    c. identify the Member District responsible for maintaining all fiscal records;
    d. identify the Member District responsible for maintaining employee and program records;
    e. ensure records relating to individual students are returned to the sending school districts;
    f. determine the means of meeting all liabilities (debts and obligations) of TEC, including obligations for post-employment benefits. All liabilities must be met by TEC before any monies are distributed to Member Districts; and
    g. ensure the appropriate disposition of all assets of TEC, including any unencumbered funds held by the Collaborative, and any capital property and real estate owned by TEC. Unless the Board determines otherwise, all assets shall be sold and the monies shall be distributed to the Member Districts on an pro-rata basis based on the students enrolled in each district during the most recently completed fiscal year.
11. Should the DESE revoke and/or suspend the approval of the Agreement, the Board will follow all instructions from the Commissioner, and Sections VI.B.8-11, inclusive, shall be implemented to the extent these procedures are consistent with the order of the DESE terminating the Agreement.

## C. Withdrawal From this Agreement

Any Member District may withdraw from the Agreement as of July 1 by giving written notice by July 1st of the prior fiscal year. Said withdrawal notice shall be sent to the following: (1) the Chair of the School Committee of each participating Member District; (2) the School Superintendent of each Member District; (3) the Executive Director; and (4) the Board. Said withdrawal notice must also include the following: (1) Notification addressed to the chair of the Board and the Executive Director that the Member District has voted to withdraw from TEC with the effective date of withdrawal; and (2) A copy of the minutes from the school committee or charter school board meeting in which the Member District voted to withdraw from TEC.

Within thirty (30) days of notification of a Member District's intent to withdraw from TEC, the Executive Director must provide written notification of such intent to the Commissioner. An amendment shall be prepared in accordance with Article VIII to reflect changes in the Agreement caused as a result of the change in membership of TEC. The

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Board must approve this amendment reflecting said withdrawal by a majority vote.

In order to be effective on July 1 of a fiscal year, the amendment must be approved to reflect the withdrawal of any Member District by the Member Districts and by the BESE by April 30 of the prior fiscal year.

Upon withdrawal, a former Member District shall not be entitled to any assets or a portion of any assets of TEC, including any surplus funds that may have been carried over from prior years and any capital reserve fund that may have been established by the Board.

The withdrawing school committee or charter school board must fulfill all of its financial obligations and commitments to TEC. A school committee or charter school board that has withdrawn from TEC will continue to be liable to TEC for its pro-rata share of any debts, claims, demands, or judgments against TEC, including obligations for post-employment benefits, incurred during the period of said school committee's or charter school board's membership, based on the number of students enrolled in the district during the last full fiscal year of membership.

Upon withdrawal, the withdrawing district will be reimbursed any funds prepaid to TEC by the Member District for tuition or services under M.G.L. c. 40, § 4E. The withdrawing district will not be reimbursed any surplus funds, if available.

The withdrawal of any Member District(s) at any time shall not affect the status of the Agreement and the same shall remain in full force and effect until specifically changed or amended by the Board, and approved by the Member Districts and the BESE.

If, after the withdrawal of a Member District(s), less than two Member Districts remain, the Board will initiate termination proceedings as provided in this Article.

## D. New Member Districts

A school district, through its school committee, or charter school board, may become a member of TEC consistent with the following terms:

1. At least 180 days prior to the beginning of a new fiscal year, the prospective Member District shall submit to the Chair of the Board and the Executive Director of TEC notification of intent to join TEC and a copy of the school committee/charter school board minutes that indicates an affirmative vote of the committee/charter school board to seek membership in TEC.
2. Upon receipt of the prospective Member District's notification of intent to join TEC and the minutes, the Board will consider the request.

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3. Upon a majority vote of the Board, the Agreement may be amended to add the new Member District.
4. The Agreement shall be amended consistent with Article XI.
5. The authorizing votes of the Member Districts' school committees may provide for the deferral of the admission of a new Member District until July 1 of the subsequent fiscal year.
6. The admission of a new Member District to TEC shall become effective only after the execution and delivery by the current Member Districts and the applicant school committee or charter school board of an amendment to the Agreement agreeing to be bound by all the terms and conditions thereof, and approval by the BESE.
7. A school committee or charter school board may be admitted to TEC as of July 1st of any fiscal year provided that all required approvals, including that of the BESE, are obtained by the preceding April 30th of the fiscal year prior to the fiscal year in which the new Member District is to be admitted to TEC.
8. Following the final approval for admission to the collaborative and continuing until the actual date of such admission, the school committee may designate a non-voting representative to the Board of Directors.

# ARTICLE VII – THE COLLABORATIVE FUND

## A. The TEC Fund

The Board shall establish and manage a fund to be known as The Education Cooperative Educational Collaborative Fund (hereinafter referred to as "the TEC Fund"). The TEC Fund is to be subject to the terms and conditions herein and as said Board shall determine.

## B. Financial Accounting for TEC Fund

TEC shall maintain a financial accounting system, in accordance with generally accepted accounting principles as prescribed by the governmental accounting standards board and any supplemental requirements prescribed jointly by the Commissioner and the Department of Revenue, in consultation with the state auditor. At a minimum, the financial accounting system shall delineate:

1. administration and overhead;
2. rental of real property;
3. program costs;
4. capital expenditures, including fixed assets, real property or the improvement of real property;
5. debt payments;
6. deposits into a capital reserve; and
7. all additional disclosures required in 603 CMR 50.08(2).

The TEC Fund shall be the depository of all monies paid by the Member Districts and Non-Member Districts, and all grants, gifts, or contracts from the federal government, state government, charitable foundations, private corporations,

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or any other source; all such monies shall be paid directly to the Board and deposited in the TEC fund in compliance with M.G.L. c. 40, § 4E.

## C. Financial Statements of TEC Fund

The Board shall ensure that TEC annually, no later than January 1 of each year, prepares financial statements, including:

1. a statement of net assets (government-wide);
2. a statement of activities (government-wide);
3. a governmental funds balance sheet;
4. a governmental funds statement of revenues, expenditures, and changes in fund balance;
5. a general fund statement of revenues, expenditures and changes in fund balance, budget and actual;
6. a statement of fiduciary net assets;
7. a statement of changes in fiduciary fund net assets; and
8. a capital plan identifying current capital obligations or future planned capital projects.

## D. Independent Audit

The Board shall ensure that an independent audit is completed annually, and, upon the approval by the Board and no later than January 1 of each year, submit the audit report for the preceding fiscal year to the chair of each Member District, DESE and the State Auditor.

## E. Treasurer

The Board shall appoint a Treasurer upon such terms and conditions, including compensation for his services, as the Board may determine. The Treasurer may, but need not necessarily be, the Treasurer of a Member District. No member of the Board shall be eligible to serve as Treasurer. The Treasurer shall give bond annually for the faithful performance of his duties as Treasurer in a form approved by the Department of Revenue and in such sum, not less than the amount established by said Department of Revenue, as shall be fixed by the Board.

The Treasurer, subject to the direction of the Board, shall receive and disburse all money belonging to TEC without further appropriation.

The Treasurer may make appropriate investments of the money of TEC consistent M.G.L. c. 44, § 55B. All payments and investments must be approved by a majority vote the Board.

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# ARTICLE VIII – BORROWING, LOANS AND MORTGAGES

## A. Process to Borrow Funds

TEC, by an appropriate vote of the Board, may borrow money or enter into short- or long-term agreements or mortgages, provided that all borrowing, loans and mortgages shall be discussed at a public meeting of the Board and the following terms shall apply:

1. the Board shall investigate options related to borrowing, loans and mortgages in order to determine that the terms related to any borrowing, loans and mortgages are the most favorable available at the time of the application;
2. the Board shall determine, at a public meeting, through a majority vote, that the terms related to borrowing, loans and mortgages are cost-effective, in the best interests of TEC and its Member Districts, consistent with the terms of the Agreement, consistent with standard lending practices, and are the most favorable available at the time of the application; and
3. the Board shall determine, at a public meeting, through a majority vote, that the borrowing, loans and mortgages are necessary to carry out the purposes for which TEC is established.

## B. Real Property

In the event that such borrowing loan or mortgage is for the acquisition or improvement of real property:

1. the Board shall discuss its intent to apply for a real estate mortgage at a public meeting of the Board prior to the meeting of the Board at which a final vote is taken;
2. the Board shall provide notice to each Member District within thirty (30) calendar days of applying for real estate mortgages; and
3. the Board shall approve such action by a majority vote.

# ARTICLE IX – SURPLUS FUNDS

Unexpended general funds, as defined in 603 CMR 50.00, at the end of the fiscal year, plus any previous year's surplus funds, as determined through the financial statements, will be considered cumulative surplus.

The determination of cumulative surplus shall not include funds deposited in a capital reserve as provided for in 603 CMR 50.07(10), funds deposited in trust in accordance with M.G.L. c. 32B, § 20, and any amounts prepaid for services or tuitions in accordance with M.G.L., c. 40, § 4E.

The Board will retain no more than 25 percent in cumulative surplus.

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On an annual basis, after the Board has discussed the audit results of the previous fiscal year, the Board shall approve, by majority vote, the final dollar amount of the cumulative surplus.

The Board shall annually determine whether such surplus funds are within the established 25 percent limit, and whether the funds will be retained by TEC or whether all or some portion will be refunded to the Member Districts.

In the event an amount is to be refunded to the Member Districts, each Member District share will be apportioned in accordance with the average student membership enrolled at TEC from each district during the most recently completed fiscal year.

# ARTICLE X - CAPITAL RESERVE

The Board may create a capital reserve fund to support costs associated with the acquisition or improvement of fixed assets, including real property, with a unit cost of $5,000 or greater and a useful life of one year or more.

Similar items purchased together or items to be used as one system, which total $5,000 or greater in aggregate, should also be capitalized.
In order to create a capital reserve fund

a. a capital plan must be developed and approved by the Board;
b. 2/3 vote of the Member Districts must approve the establishment of the capital reserve fund; and
c. the request for approval must state the reason for the reserve and a limit on the balance that may be held in the reserve. 603 CMR 50.07 (10).

Deposits and expenditures from the capital reserve fund must be included in the budget and may be used only for the project or purpose stated in the capital plan.

# ARTICLE XI – AMENDMENT AND SEVERANCE

## A. Amendment

Any voting appointed representative, Member District, or the Executive Director may propose an amendment to the Agreement. The proposed amendment shall be presented in writing to the Executive Director of TEC and the Chair of the Board. Prior to the Board meeting at which the amendment is first discussed, the Executive Director shall cause copies thereof to be sent to all appointed representatives and the chairs of the school committees of the Member

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Districts, with notice as to the time and place of the first reading of the proposed amendment.

Following the first reading of any proposed amendment and any changes as requested by the Board, the Executive Director shall submit the proposed amendment to the DESE for initial review. Following DESE review, the Executive Director shall make such changes as the DESE requires. The Executive Director shall cause copies of the revised amendment to be sent to all appointed representatives and the chairs of the Member Districts with notice as to the time and place of the second reading of the amendment. The proposed amendment shall be read a second time at a Board meeting subsequent to the DESE review and revision, at which time, in order to be approved, there must be a majority vote of the Board in favor of the amendment.

Following approval by the Board, the amended Agreement shall be submitted by the Chair of the Board to the Member Districts for a vote to approve the amended Agreement. Once a majority of Member Districts have approved and signed the amended Agreement, the Collaborative shall submit the signed amended Agreement, in accordance with 603 CMR 50.00, to the Commissioner and BESE for approval. No amendment to the Agreement shall be effective until approved and authorized by a majority of the Member Districts and by the BESE. Member Districts shall not delegate the authority to approve agreements or amendments to the Agreement to any other person or entity.

## B. Severance

If any part or parts of the Agreement or amendments hereto shall be deemed inapplicable or void by any court of competent jurisdiction, such part or parts shall be deemed as severed from this Agreement and any subsequent amendments, and the remaining part or parts of this Agreement and amendments shall survive.

This Agreement will take effect on July 1, 2025 following all required votes of approval as listed on the signature pages of this document, and the Acting Commissioner, on behalf of the Massachusetts Board of Elementary and Secondary Education, no later than April 30, 2025.

IN WITNESS WHEREOF, the School Committees of the Member Districts, acting for and on behalf of the Member Districts, and the Commissioner, on behalf of BESE, in approval of this Agreement and in acknowledgment of receipt of a copy hereof, have all hereunto set their hands and seals on the respective dates hereinafter indicated.

**Approved on behalf of the Board of Elementary and Secondary Education by**

**Russell D. Johnston, Ph.D.**
**Acting Commissioner of Elementary and Secondary Education**

**3/15/2025**
**Date**

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Approved by school committees:

Chair, Town of Canton School Committee

Kendall O'Halloran

Print Name

Signed by: Kendall O'Halloran B1B74844A20940E...

Signature

Date: 2/7/2025

Chair, Town of Dedham School Committee

Mayanne MacDonald Briggs

Print Name

Signed by: Mayanne MacDonald Briggs 590CE8DAE0694D7...

Signature

Date: 2/7/2025

Chair, Town of Dover School Committee

Jeff Cassidy

Print Name

Signed by: Jeff Cassidy 7C602739E17C4A5...

Signature

Date: 2/9/2025

Chair, Town of Dover-Sherborn School Committee

Christine Walsh

Print Name

Signed by: Christine Walsh 3BEDA6556D804DE...

Signature

Date: 2/14/2025

Chair, City of Framingham School Committee

Jessica Barnhill

Print Name

Signed by: Jessica Barnhill 956BFB316197440...

Signature

Date: 2/7/2025

Docusign Envelope ID: E0A04CE3-C82B-446A-88E9-B70CB4AF942D



Chair, Town of Holliston School Committee

Daniel Alfred

Print Name

Signed by:
Daniel Alfred
289F77B666F04C6...

Signature

Date: 2/14/2025

Chair, Town of Hopkinton School Committee

Nancy Cavanaugh

Print Name

Signed by:
Nancy Richards-Cavanaugh
AA1B9147129A4E3...

Signature

Date: 2/14/2025

Chair, King Philip Regional School Committee

Jim Lehan

Print Name

Signed by:
Jim Lehan
06C35229791449F...

Signature

Date: 2/14/2025

Chair, Town of Medfield School Committee

Michelle Kirkby

Print Name

Signed by:
Michelle Kirkby
3C5F873C90864A8...

Signature

Date: 2/7/2025

Chair, Town of Medway School Committee

Cindy Sullivan

Print Name

Signed by:
Cindy Sullivan
257FEDA9F7CA410...

Signature

Date: 2/7/2025

Docusign Envelope ID: E0A04CE3-C82B-446A-88E9-B70CB4AF942D



Chair, Town of Millis School Committee

Robyn Briggs

Print Name

Signed by: Robyn Briggs 69CC8021901848A...

Signature

Date: 2/14/2025

Chair, Town of Natick School Committee

Shai Fuxman

Print Name

DocuSigned by: Shai Fuxman EC1EC4A1293D4F9...

Signature

Date: 2/9/2025

Chair, Town of Needham School Committee

Elizabeth Lee

Print Name

Signed by: Elizabeth Lee 98BBC7C5C4F443E...

Signature

Date: 2/14/2025

Chair, Town of Norwood School Committee

Anne Marie Mazzola

Print Name

Signed by: Anne Marie Mazzola 400BF5B83FAF40B...

Signature

Date: 2/14/2025

Chair, Town of Sharon School Committee

Julie Rowe

Print Name

Signed by: Julie Rowe DFDF95A9F9DF4A9...

Signature

Date: 2/7/2025

Docusign Envelope ID: E0A04CE3-C82B-446A-88E9-B70CB4AF942D



Chair, Town of Sherborn School Committee

Mark Healey

Print Name

2/7/2025

Date: _____

Signed by:
Mark Healey
142B1A607034427...

Signature

Chair, Town of Walpole School Committee

William J. Buckley, Jr.

Print Name

2/18/2025

Date: _____

Signed by:
William J. Buckley, Jr.
525B0F68776243F...

Signature

Chair, Town of Wayland School Committee

Erin Gibbons

Print Name

2/14/2025

Date: _____

Signed by:
Erin Gibbons, Chair
6448B2F0ECDC4B8...

Signature

Chair, Town of Westwood School Committee

Amanda Phillips

Print Name

2/11/2025

Date: _____

Signed by:
Amanda Phillips
A65F9DBBB110433...

Signature

ACCEPT
Education Collaborative

Center for Learning and Growth • 4 Tech Circle, Natick, MA 01760
Main Office • 508.653.6776 • 508.653.0878 Fax • accept.org
Transportation • 508.620.3875 • 508.655.5008 Fax

March 31, 2025

Re: Memo to the Board

To ACCEPT Board of Directors,

As with any organization that services students with disabilities, we have a fluid enrollment process with variable student numbers. Our central mission is to prepare students to return to their home district. Our student enrollment on opening day was 120 students with our end of Q3 number at 122 students (111 placements and 11 extended evaluations). We continue to receive student referrals and process those as quickly as possible to ensure appropriate placement of students. Our priority centers on our member districts' students.

There are currently 15 Home Based Services cases being served by 8 BCBA supervisors and 11 direct therapists. In addition to home services for students and parent training, ACCEPT has conducted 11 functional behavioral assessments and adaptive behavior assessments with 3 additional assessments in progress within homes. Home Based Services has increased their outreach to families for community gatherings.

The Transportation Department provides out of district transportation for 7 member districts. Currently, we transport 132 students across the state of Massachusetts through the efforts of 53 drivers and 23 monitors to 68 schools in 46 towns and cities.

ACCEPT's mid-year financial audit look-in is currently underway with an end of April report anticipated for the Board's review.

With regard to finances, ACCEPT has invoiced $11,120,101 for services rendered. $9,882,558 has been received and is accounted for in our year to date profit and loss with an additional $1,237,543 in accounts receivable. To date ACCEPT has expended $10,700,073 and has encumbered $4,100,379 for FY25 salaries. ACCEPT presents **actual** current net profit/loss of $420,028 as of March 17th 2025.

Sincerely,

J. LeSage, LMHC

Jacqueline LeSage, LMHC
Acting Executive Director

**Approved 2/4/2025**

**Dover-Sherborn Regional School Committee**
Meeting of January 14, 2025

Members Present: Mark Healey
Colleen Burt
Toa Ashk
Angie Johnson
Kevin Crotty
Kate Potter

1) **Call to Order**

Mark Healey called the meeting to order at 6:32 pm in the Middle School Library.

2) **Community Comments -** Doug Kingsley asked why comments are not allowed from the public during school committee meetings when other town committees do take comments from the public during meetings. The school committees are following MASC policy.
3) **Student Council Representative -** The student representative updated the committee on recent and upcoming events at the high school.
4) **Superintendent Comments -** Superintendent McCoy reviewed recent and upcoming events in the District.
5) **Financial Reports**
   - Warrant Report
   - FY25 Monthly Operating Report
     - Revenues: there are not changes to report
     - Salaries: Substitute costs are currently over budget and the variance will continue to grow as the year progresses as there are several long-term leaves occurring this fiscal year.
     - Expenditures: there are no changes to report
6) **Discussion Items**
   - Standard and Poor Bond Rating - Last fall, S&P Global Ratings published new methodology for rating US governments and began conducting rating reviews of credits whose rating could change with application of the new methodology, including DS Regional School district. The Region's AAA bond rating has been downgraded to AA+ primarily due to the level of E&D reserves. Given the remaining debt held by the Region is scheduled to be retired in May, the rating change does not have significant impact unless the Towns decide to have the Region borrow for their capital needs.
   - FY26 Budget - Dawn Fattore reviewed the calendar for the rest of the budget season.
7) **Action Items**
8) **Consent Items**
   - Review of 2024 Town Report
   - Regional School Committee minutes of December 3, 2024
   - Grants - $15,000 from METCO, Inc to cover the costs of educators attending the IDEAS course.

- Gifts - $3,130 from Ryan & Jennifer Debin to replace the blue soccer uniform jerseys which the current team kept this year after winning the State Championship.

*Colleen Burt made a motion to approve the Consent Agenda. Kevin Crotty seconded.*
*25 - 02 VOTE: 6 - 0*

**9) Informational Items**
**10) Next Meeting: February 4th -** FY26 Budget
**11) Adjournment at 7:03 pm.**
Respectfully submitted, Amy Davis

**Approved 3/4/2025**

**Dover-Sherborn Regional School Committee**
Meeting of February4, 2025

Members Present: Mark Healey
Colleen Burt
Angie Johnson
Kevin Crotty
Kate Potter

1) **Call to Order**

Mark Healey called the meeting to order at 6:31 pm in the Middle School Library.

2) **Community Comments -** none
3) **Student Council Representative -** The student representative updated the committee on recent and upcoming Student Council run events at the high school.
4) **Superintendent Comments -** Superintendent McCoy reviewed recent and upcoming events in the District.
5) **Financial Reports**
   - Warrant Report
   - FY25 Monthly Operating Report
     - Revenues: there are no changes to report
     - Salaries: there are no changes to report
     - Expenditures: there are no changes to report
     - FY24 Wrap-up: the auditors are scheduled to begin their fieldwork the third week of February.
6) **Discussion Items**
   - FY26 Operating Budget - the Governor's FY26 Budget was released on January 22nd and adjustments have been made to the District's Budget to reflect anticipated Chapter 70 and Chapter 71 Cherry Sheet amounts which resulted in an increase in anticipated Revenue in the amount of $118,599. Expenditure adjustments include: salary reductions due to Educator Retirements $185,000; removal of requested .3 FTE SLP from Version 1.0 $21,500; and addition of Appendix C position/ratios $8,000 for a total reduction of $198,500. These changes reduce the increase in the FY26 Budget over FY25 to $394,951 (from $593,451) or 1.37% (vs 2.06%).
   - FY26 Capital Budget - the Turf/Track/Lighting Project will be presented at the February 12th meeting with Dover Warrant and Sherborn Advisory.
7) **Action Items**
   - District Bullying Prevention Plan: 2nd read - there were multiple suggested changes so the vote will be moved to the April Joint meeting.
8) **Consent Items**
   - Regional School Committee minutes of January 14, 2025
   - Overnight Field Trip - to Boston for the MA DECA State Career Development Conference, February 27 - March 1, 2025
   - Gift - $1,500 from Children's Hospital toward medical coverage at home football games.

*Colleen Burt made a motion to approve the Consent Agenda. Kevin Crotty seconded. 25 - 03 VOTE: 5 - 0*

**9) Informational Items**

- Dover School Committee Minutes of November 19, 2024

**10) Next Meeting: February 12th -** Joint meeting with Finance Committees

**11) Adjournment at 7:22 pm.**

Respectfully submitted, Amy Davis

**Approved 3.17.25**

**Sherborn School Committee**
Meeting of February 4, 2025

| | |
|---|---|
| Members Present: | Christine Walsh |
| | Megha Kadiyala |
| | Becca Hammond |
| Also Present: | Beth McCoy, Superintendent |
| | Denny Conklin, Assistant Superintendent |

1) **Call to Order**

Cristine Walsh called the meeting to order at 5:32 pm in the DSMS Library.

**2) Community Comments -** none

3) **Superintendent Comments -** Beth McCoy updated recent and upcoming meeting/events in the District including educator evaluations and math curriculum parent meetings.

**4) Financial Reports**

- Warrant Report
- FY25 Monthly Report
  - Salaries: there are no changes since the last report
  - Expenditures: there are no changes since the last report
  - Out-of-District: the FY25 Budget included 13 placements; currently there are 14 placements. The additional placement has increased tuition costs by approximately $65,000 which reduces the positive variance in tuition costs to $89,000. Transportation costs continue to be over0budget by $162,000 resulting in a negative OOD variance of approximately $70,000.
  - Capital Projects: the Project Team from CES Engineering has completed the initial design work and the bid will be posted as of February 4th. The bid is being posted with a base bid for the Library unit, first alternative for the Cafeteria unit, and the second alternate for the Auditorium unit which will allow the administration to evaluate potential next steps based on available funding. The bid opening date is February 27th.

5) **Discussion Items**

- Proposed FY26 Budget
  - Operating: the latest version of the budget reflects a reduction of $50,000 due to salary savings from a confirmed retirement.
  - Out-of-District: overall decrease of $40,000 due to updated placement projections as well as an increase in proposed use of Circuit Breaker funds.
  - Overall: reduction of $10,000 to $8,432,285 which is $190,475 (or 2.31%) over FY25.

6) **Action Items**

- ACED Recommendations - the ACED Committee voted to move the following proposal forward for funding consideration: Mentor Leader (Elementary) at 1.0 ratio ($1,600). The position would be split equally between Chickering and Pine Hill and funded by the Title II Grant.

*Becca Hammond made a motion to approve the ACED recommendations as presented. Megha Kadiyala seconded.*
*25-01 VOTE: 3 - 0*

**Approved 3.17.25**

- District Bullying Prevention Plan: 2nd read - the term “victim” needs to be changed to “target”.

*Becca Hammond made a motion to approve the Bullying Prevention Plan with changes to terms as indicated. Megha Kadiyala seconded.*
*25-02 VOTE: 3 - 0*

**7) Consent Items**

- Approval of Minutes: November 12, 2024
- Approval of FY26 Pre-School Tuition Rates - 4% increase which brings the 3-day rate to $6,460 and the 5-day rate to $11,430.
- Approval of Grant - $16,450 through DESE Math and Science High-Quality Instructional Materials Professional Development and Purchase Opportunity to cover costs of additional professional development for the new math curriculum. The funds cover both outside training consultants and educator stipends.
- Approval of Gift - $1,257 from the Sherborn Business Association to support much-needed updates to the book in the Pine Hill Book Room.

*Becca Hammond made a motion to approve the Consent Agenda. Megha Kadiyala seconded.*
*25-03 VOTE: 3 - 0*

8) **Informational Items**

- Dover Sherborn Regional Committee minutes of November 5 and December 3, 2024
- Dover School Committee Minutes of October 22 and November 19, 2024

**9) Items for March 11, 2025 -** FY26 Budget Hearing

**10) Adjournment at 6:11 pm.**

Respectfully submitted,
Amy Davis

**Approved 5.6.25**

**Sherborn School Committee**
Meeting of March 11, 2025

| | |
|---|---|
| Members Present: | Christine Walsh |
| | Megha Kadiyala |
| | Becca Hammond |
| | Kristen Aberle |
| | Nathaniel Jackson (remote) |
| | Kemberlie Grant (METCO Rep) |
| Also Present: | Beth McCoy, Superintendent |
| | Denny Conklin, Assistant Superintendent |

1) **Call to Order**

Cristine Walsh called the meeting to order at 6:30 pm in the DSMS Library.

**2) Community Comments -** none

**3) Continued Discussion on FY26 Budget and Public Hearing**

- A single bid from the existing service provider was received for FY26-28 Transportation services. The contract terms will be discussed at the Joint Meeting on April 1st. The increase for the first year of the contract is in line with the budget.
- the FY26 Version 2.0 overall increase is 2.31% totaling $8,432,285.

**4) Vote on FY26 Operating Budget**

*Kristin Aberle made a motion to approve the FY26 Operating Budget in the amount of $8,432,285. Becca Hammond seconded.*
*25-04 VOTE: 5 - 0 via roll call*

**5) Financial Reports**

- Warrant Report
- FY25 Monthly Report
  - Salaries: there are no changes since the last report
  - Expenditures: there are no changes since the last report
  - Out-of-District: placement changes have occurred since the last update resulting in a favorable impact to the budget. The positive variance increased to $118,400, up from $90,000. Transportation costs continue to be over-budget by $151,500 resulting in a negative OOD variance of approximately $33,000.
  - Capital Projects: the bid opening date is now March 13th.

**1) Superintendent Comments -** Beth McCoy updated recent and upcoming meeting/events in the District including recent classroom visits, the METCO Legislative Breakfast, and the TriCounty Roundtable with legislators. Denny Conklin spoke about the ELA Curriculum review.

6) **Discussion Items**

7) **Action Items**

**8) Consent Items**

- Approval of Minutes: February 4, 2025
- Annual School Committee Vote on MA School Choice Law - not to participate

- Approval of Gift: $1,000 from Lewis & Meg Randa, Co-Directors of The Life Experience School and The Peace Abbey.

*Becca Hammond made a motion to approve the Consent Agenda. Kristen Aberle seconded. 25-05 VOTE: 5 - 0 via roll call*

9) **Informational Items**
- Dover Sherborn Regional Committee minutes of January 14 & February 4, 2025
- Dover School Committee Minutes of January 14, 2025

**10) Items for May 6, 2025**

**11) Adjournment at 7:35 pm.**

Respectfully submitted,
Amy Davis