

## Making Communication a Priority

In an effort to enhance and strengthen our communication within our organization and with our stakeholders in our member districts and beyond, we decided we would launch a monthly newsletter as a vehicle to keep people informed of our diverse work.

There are so many exciting things happening within The Education Cooperative (TEC) and in co-ordination with our university partners, fellow educational collaboratives, and with new ventures as well.

We hope you find this newsletter an interesting, comprehensive and helpful document to keep you informed about what is happening at TEC.

We are open to suggestions and ideas for future issues. Please email our Administrator for Instructional Services, Dr. Moira Rodgers, with your feedback! (mrodgers@tec-coop.org). We look forward to hearing from you!



Liz McGonagle, Executive Director

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## Finance and Operations

Dan Shovak, Director

The Finance and Operations team at TEC has had a busy summer! Here are highlights:

### Search for New Office Space

This summer we started a search for new office space to house the organization's Finance and Operations, and Professional Development teams. We obtained the services of USI Real Estate Brokerage Services to assist us in the search. Throughout the summer we toured office space in the towns of Canton, Westwood, Walpole, Norwood, Medfield, Holliston, Hopkinton, and Dedham. The search has provided us with several options that will meet the needs of the Collaborative. We hope to further narrow the search in the coming weeks.

### FY2014 Strategic Planning

The summer was also the start of the FY2014 Strategic Planning process for

the organization. The Operations team focused our efforts on improving operational inefficiencies that exist by reviewing the policies and procedures that are inherent within the organization, re-searching their effectiveness, and modifying them as we found necessary. This has been a learning process for me and the other members of the Operations strategic planning team but we are confident the process will be a successful start to improving inefficiencies that may exist within the organization.

### Annual Financial Audit

This summer also saw the completion of our annual external financial audit. The audit was conducted by Borgatti Harrison LLP. The firm returned the first week of September to conduct an OMB A-133 Single Audit of our Federal Funds. A Single Audit must be completed for entities that expend \$500,000 or more in Federal Grant Awards during a fiscal year. Both

audits were completed without issue.

### Gearing Up for Bidding Season

Currently we are gearing up for the start of another successful bidding season. The bidding process is managed by TEC's Procurement Coordinator, Maureen DeChristoforo. Maureen is knowledgeable in M.G.L. c.30B procurement law and holds an MCPPO designation for Supplies and Services Contracting. The program offers substantial savings for TEC member and non-member districts through a competitive bidding process that allows for volume purchasing. Maureen and I are always available to answer any questions you may have so please don't hesitate to contact the Finance office for any inquiries.

## Administrative Licensure Program Approval

For ten years, TEC has offered an outstanding Administrative Initial Licensure Program in conjunction with Boston University. As a result of a revision of the Massachusetts Professional Standards for Administrators, the DESE required that all those wishing to continue to offer such programs reapply. During the past year, TEC has been working to revise its program to meet these new requirements and to amass the lengthy proposal documentation that was due in April. Recently, we were very pleased to receive preliminary approval with only one item needing to be addressed to receive final formal approval from the Commissioner. When our official letter arrives, we will share it with our TEC communities.

We are very excited to have thirteen students enrolled in the new courses in the fall and winter semesters and a fifth course in May and June. In the second year of the program, they will engage in a practicum and complete two additional required ELL for Administrators course. These students come from a variety of TEC and non-TEC communities and are seeking licenses for principal and Special Education standing group and we expect them to become highly effective participants in our licensure program.



They will be taking two courses, including the newly re-variety of TEC and non-TEC community administrator. They are an outstanding group of participants as a result of their participation in our licensure program.

Recruitment efforts for the next cohort will begin in January. Information will be available on the TEC website, through advertisements and through email. It is our expectation that the new program will build upon the success of the last ten years.

*Submitted by Karen Nerpouni/ TEC Licensure Coordinator*

## Student Programs: Internships and College Fair

The Internship Recognition Ceremony is being held on September 24, 2013 from 7:00-8:30. The summer internship group was the largest in TEC history with 168 interns experiencing the work world in a potential future career field. The TEC Internship Program is a selective and personalized program, customized to the needs of the students who apply.



<http://www.tec-coop.org/student-programs/college-fairs>

The fall College Fair is being held on October 1<sup>st</sup> from 6:30-8:30 at Waltham High School. There are 140 colleges and universities that have committed to be exhibitors. Traditionally, this event draws over 1000 students from our districts. There are also two college fairs that are held in the spring.

## TEC Launches Project SEARCH at Newton-Wellesley Hospital

**Joanne Delaney, Administrator for Student Services**

The Education Cooperative (TEC) has succeeded in bringing nationally-acclaimed **Project SEARCH** to Newton-Wellesley Hospital (NWH), where TEC staff is training students with significant disabilities in internships intended to prepare them for paid employment. Designed for students in their last year of public education, the program is fully

imbedded at NWH. The program includes classroom training in work-related skills by a special education teacher, travel training, job acquisition skills, and specialized internships in three of NWH's many departments by a vocational specialist. Boasting a very positive history of job placement for

successful candidates, Project SEARCH is an exciting opportunity for older students with disabilities whose goal is at least 20 hours per week of paid employment! TEC is proud to be the sponsor of such a high quality program!



**NEWTON-WELLESLEY HOSPITAL**



**Register by September 30th!**

## The Kickoff of TEC-NET\* and Job Alikes

Dr. Moira Rodgers, Administrator for Instructional Services 781-326-2473 x110

This year we decided to try something innovative with many of our job alike groups. Although some will continue to run in the traditional monthly meeting model, others will participate in TEC-NET.

\*TEC-NET is TEC's exciting new series of free, professional networking opportunities designed around current educational issues. Rather than meeting monthly, this new series will allow educational leaders to select areas of interest from a menu of dynamic, relevant topics and

learn from educational experts while interacting with a more diverse regional audience.

Speakers that we have already secured are: Dr. Robert Keegan, Dr. Nancy Rappaport, Dr. Catherine Snow, and Dr. Howard Gardner.

Please see our website for more information about these internationally recognized experts and when they are coming to speak to our educational leaders.



**Dr. Robert Keegan, HGSE**  
**October 8, 2013 from 8:15am to Noon**  
**Interactive workshop talk on**  
**Immunity to Change**  
**Free to member districts**  
**Register at**  
<http://www.tec-coop.org/tec-net>

## New Professional Development Offerings and Formats



This fall we are offering 19 professional development courses for teachers. Three of these courses are being co-sponsored with EDCO. Six of these courses are being offered as hybrid courses taught mostly online but with a few face-to-face meeting dates.

We are excited to offer these 6 online courses. All the instructors for these courses are graduates of the TEC Online Educator Academy. This Academy certified these local educators to teach online after they completed a rigorous training

program, provided by EDC, Inc., designed to prepare instructors for the differences and the dynamics of teaching in the virtual classroom.

Early indicators are that these courses are generating lots of interest!

For more information:  
<http://www.tec-coop.org/course-list>

## TEC Online Academy & TEC-Connections Academy Enrollments

There are 15 TEC Online Academy courses that are being run this fall. Each of these high school level courses has been designed by and is being taught by one of our outstanding local educators.

TEC-Connections Academy courses are offered K-12 by our partners at Pearson's Connections Learning company

# of Enrollments	
TEC Online Academy	TEC Connections
125	46
<b>GRAND TOTAL: 171</b>	

This represents the largest number of online enrollments we've ever had.

For more information: Contact Dr. Moira Rodgers, Administrator for Instructional Services 781-326-2473 x110

## Full Proposal Due to DESE on November 4th!

# TEC Submits Letter of Intent to Establish Commonwealth of MA Virtual School

TEC has submitted a Letter of Intent to the Department of Elementary and Secondary Education (DESE) to establish a Commonwealth of Massachusetts Virtual School (CMVS). What is a CMVS? DESE defines it as “a public school operated by a board of trustees where teachers primarily teach from a remote location using the Internet or other computer-based methods and students are not required to be located at the physical premises of the school.”

Why is TEC applying? In 2009 the TEC Superintendents recognized the need to provide online learning opportunities to every student and to build the capacity of their staff to provide instruction that utilized online instructional strategies. They collaborated to create the innovative TEC Online Academy, an innovative online learning environment based that is:

- Focused on **best practices** in online instructional design and pedagogy;
- Mirrors the **rigor and academic excellence** of the local (f2f) classroom experience;
- Provides **access** to a comprehensive, appropriate and **challenging curriculum**;
- Taught by highly qualified, **skilled teachers**;
- Promotes increased **student engagement**; and
- Expands opportunities for students to **develop 21st C. skills**.

What are the goals for TEC's virtual school?

- Provide **affordable access to supplementary learning** opportunities: remediation, home-hospital, transition, summer, learning gaps, enrichment, acceleration etc.;
- Create **flexible**, differentiated learning experiences;
- Stimulate student **curiosity**, exploration, collaboration;
- Leverage TEC's College & Career Student **Internships**;
- Establish an **early college** learning program; and
- **STEM** Academy, **Arts** Academy, **Language** Academy

What is the timeline?

- November 4, 2013 – Proposals due to the DESE
- January, 2014 – Presentation of our proposal to the DESE board
- February, 2013 – CMVS certificates awarded

*Please join us!*

**TEC's 2nd  
Community Outreach Meeting on  
Virtual Learning!**

**Tuesday, September 24th from  
8:30am-9:30am  
at the Natick Town Hall - 3rd Floor  
13 E Central Street in Natick**

**Come hear about TEC's proposal to open  
a Commonwealth of Massachusetts  
Virtual School!**

## From Human Resources

### Rose Bragdon, Director

On August 26, all TEC staff attended a morning of orientation to kick off the 2013-14 school year. The event was held at the Endicott Estate in Dedham.

To support our school wide efforts to promote safety and increase security, Lifetouch® photography company representatives took pictures of all staff for new TEC ID badges.

Staff was introduced to the newest members of the TEC community, as well as recognized for their own years of service at TEC. To help novice and veteran staff get to know each other, a fun group activity was facilitated by artist, and former local teacher, Ms. Diana Hampe.

Executive Director Liz McGonagle reviewed the Strategic Plan and outlined where TEC is headed in the coming year.

## Who's Who at TEC

### Contact Information (781-326-2473)

**Liz McGonagle**, Executive Director x 101  
*Sharon Sosny*, Executive Secretary x190

**Rose Bragdon**, Director of HR x108

**Dan Shovak**, Director of Finance & Operations x102  
*Areas: Payroll, purchasing, accounting, procurement, custodial*

**Moira Rodgers**, EdD, Administrator of Instructional Services x110  
*Areas: Professional Development, TEC Online Academy and TEC Connections Academy, TAH Grant, College & Career Services, License Programs, Job Alike Groups and TEC-NET*

**Joanne Delaney**, Administrator of Student Services, x103  
*Areas: School-based programs, alternative high school programs, school health services, transition and career opportunities, behavior services*