

Executive Board of Directors of the  
FLLAC Educational Collaborative  
Meeting Minutes for June 18, 2020, 8:30am

ZOOM meeting link:

<https://zoom.us/j/95559546879?pwd=Y2xTN2dOQmFQc2tiRzNaakJWVFo1QT09>

Voting Members Present:

Ms. Ellen Holmes  
Dr. Steven Meyers  
Mr. Mark Pellegrino  
Dr. Kathleen Burnham  
Ms. Joan Landers  
Dr. Mary Malone (Chair)  
Mr. Robert Jokela  
Dr. Shelia Muir  
Mr. Richard Meagher

Non-Members Present:

Mr. John Demanche  
Ms. Marsha Januskiewicz  
Ms. Terri Burchfield

Dr. Malone called the board meeting to order at 8:35 am.

An announcement was made that this meeting was being recorded.

Roll Call: Ms. Ellen Holmes, Dr. Steven Meyers, Mr. Mark Pellegrino, Dr. Kathleen Burnham, Dr. Joan Landers, Dr. Mary Malone (Chair), Mr. Robert Jokela, Dr. Shelia Muir, Mr. Richard Meagher.

Approval of Minutes:

Ms. Holmes motioned to approve the minutes of April 30, 2020. Mr. Pellegrino seconded the motion. All were in favor by a roll call vote. Ms. Ellen Holmes-Yes, Dr. Steven Meyers- Yes, Mr. Mark Pellegrino- Yes, Dr. Kathleen Burnham- Yes, Ms. Joan Landers- Yes, Dr. Mary Malone (Chair)-Yes, Mr. Robert Jokela- Yes, Dr. Shelia Muir- Yes, Mr. Richard Meagher- Yes. Motion was passed.

Discussion Items:

**Census-** Mr. Demanche reported that the collaborative continues to maintain overall projected census during the Remote Learning process.

**Program Description-** Mr. Demanche explained that DESE is currently reviewing the collaborative FORM 1/3 application for the various notification and changes within the following area: Name change to Keystone Educational Collaborative, program occupancy at the 98 Adams Street location and program description and name change to iCAN, PREP, Learning for Life, Keystone Educational Academy and Keystone Alternative Elementary/Middle School Program.

**Website Design/Marketing-** Mr. Demanche informed the board of the new website progress. He reported that the website completion date is expected for July.

**Brochure-** Mr. Demanche presented the new Keystone brochure to assist district liaisons and families.

**Keystone Attorney Reps-** Mr. Demanche informed the board of the names of Keystone attorneys, Lyons and Rogers for SPED and Murphy, Lamere & Murphy for Employment.

**Interface-** Mr. Demanche reminded the board that Interface contracts for the participating districts has been sent and should be returned with their signature.

**ESY-** Mr. Demanche informed the board that Keystone has been securing the recommended items identified by DESE for Summer School. Mr. Demanche asked the superintendents who host FLLAC programs the status of their building and its availability to FLLAC staff and students for the use of a hybrid model. The board recommended waiting for DESE guidance in regards to summer school.

**Leased Space-** Mr. Demanche reported potential space in Winchendon Public Schools for Clinic Storage of Adaptive Equipment. Mr. Demanche also explained the need for office renovations in Shirley for approximately \$30,000. He was able to negotiate a new lease for the Shirley office resulting in a substantial savings.

**RBT Course-** Mr. Demanche explained that the RBT course is wrapping up its first course with 60% moving on to the next phase.

Action Items:

**Vote to approve the revised Agreement- 2nd Reading-**

Ms. Holmes motioned to approve the revised Agreement on its second reading. Mr. Pellegrino seconded the motion. All were in favor by a roll call vote. Ms. Ellen Holmes-Yes, Dr. Steven Meyers- Yes, Mr. Mark Pellegrino- Yes, Dr. Kathleen Burnham- Yes,

Ms. Joan Landers- Yes, Dr. Mary Malone (Chair)-Yes, Mr. Robert Jokela- Yes, Dr. Shelia Muir- Yes, Mr. Richard Meagher- Yes. Motion was passed.

**Vote to approve the revised Policy & Procedure Manual-**

Mr. Pellegrino motioned to approve the revised Policy & Procedure Manual. Dr. Burnham seconded the motion. All were in favor by a roll call vote. Ms. Ellen Holmes-Yes, Dr. Steven Meyers- Yes, Mr. Mark Pellegrino- Yes, Dr. Kathleen Burnham- Yes, Ms. Joan Landers- Yes, Dr. Mary Malone (Chair)-Yes, Mr. Robert Jokela- Yes, Dr. Shelia Muir- Yes, Mr. Richard Meagher- Yes. Motion was passed.

**Vote to approve Distribution of Cumulative Surplus-**

Ms. Holmes motioned to approve the transfer of \$389,124 to the Capital Fund and distribute \$127,708 to member districts. Mr. Pellegrino seconded the motion. All were in favor by a roll call vote. Ms. Ellen Holmes-Yes, Dr. Steven Meyers- Yes, Mr. Mark Pellegrino- Yes, Dr. Kathleen Burnham- Yes, Ms. Joan Landers- Yes, Dr. Mary Malone (Chair)-Yes, Mr. Robert Jokela- Yes, Dr. Shelia Muir- Yes, Mr. Richard Meagher- Yes. Motion was passed.

Ms. Burchfield asked for approval on a line item transfer of \$150,000 from Payroll to Education and Technology. Ms. Holmes motioned to approve a line item transfer of \$150,000 from Payroll to Education and Technology. Ms. Landers seconded the motion. All were in favor by a roll call vote. Ms. Ellen Holmes-Yes, Dr. Steven Meyers- Yes, Mr. Mark Pellegrino- Yes, Dr. Kathleen Burnham- Yes, Ms. Joan Landers- Yes, Dr. Mary Malone (Chair)-Yes, Mr. Robert Jokela- Yes, Dr. Shelia Muir- Yes, Mr. Richard Meagher- Yes. Motion was passed.

**Vote to approve Program Renovations-**

Ms. Landers motioned to approve the FLLAC office renovations at Phoenix Park. Dr. Burnham seconded the motion. All were in favor by a roll call vote. Ms. Ellen Holmes- Yes, Dr. Steven Meyers- Yes, Mr. Mark Pellegrino- Yes, Dr. Kathleen Burnham- Yes, Ms. Joan Landers- Yes, Dr. Mary Malone (Chair)-Yes, Mr. Robert Jokela- Yes, Dr. Shelia Muir- Yes, Mr. Richard Meagher- Yes. Motion was passed.

Dr. Kathleen Burnham left the meeting at 9:07 am.

**Vote to approve new hires-**

Mr. Pellegrino motioned to approve the following new hires:

- Samantha Fontana- School Psychologist
- Amanda Costello- DPT
- Contracted COTA
- Contracted PTA

Ms. Landers seconded the motion. All were in favor by a roll call vote. Ms. Ellen Holmes-Yes, Dr. Steven Meyers- Yes, Mr. Mark Pellegrino- Yes, Ms. Joan Landers- Yes, Dr. Mary Malone (Chair)-Yes, Mr. Robert Jokela- Yes, Dr. Shelia Muir- Yes, Mr. Richard Meagher- Yes. Motion was passed.

**Vote to approve members to vacant sub-committee positions-**

Mr. Pellegrino motioned to accept the volunteers for the following positions:

Secretary- Mr. Mark Pellegrino

Personnel Committee- Dr. Sheila Muir

Space Committee- Ms. Ellen Holmes

Warrant Committee- Ms. Ellen Holmes

Ms. Holmes seconded the motion. All were in favor by a roll call vote. Ms. Ellen Holmes-Yes, Dr. Steven Meyers- Yes, Mr. Mark Pellegrino- Yes, Ms. Joan Landers- Yes, Dr. Mary Malone (Chair)-Yes, Mr. Robert Jokela- Yes, Dr. Shelia Muir- Yes, Mr. Richard Meagher- Yes. Motion was passed.

**Vote to approve the SY2020-2021 Board Calendar-**

Ms. Holmes motioned to accept the SY2020-2021 Executive Board Calendar. Ms. Landers seconded the motion. All were in favor by a roll call vote. Ms. Ellen Holmes- Yes, Dr. Steven Meyers- Yes, Mr. Mark Pellegrino- Yes, Ms. Joan Landers- Yes, Dr. Mary Malone (Chair)-Yes, Mr. Robert Jokela- Yes, Dr. Shelia Muir- Yes, Mr. Richard Meagher- Yes. Motion was passed.

New Business:

A fond farewell and wishes for a happy retirement was expressed for Dr. Elizabeth Schaper. Mr. Demanche explained that he dropped off the last FLLAC lamp to her office. The board welcomed her replacement, Mr. Richard Meagher.

Adjournment:

Mr. Pellegrino motioned to adjourn at 9:25 am. Ms. Holmes seconded the motion. All in favor. Motion was passed.

Respectfully submitted,  
Marsha Januskiewicz  
Recording Secretary