

Executive Board of Directors of the  
Keystone Educational Collaborative  
Meeting Minutes for December 17, 2020, 8:30am

ZOOM meeting link:

<https://zoom.us/j/97772553316?pwd=MXliWG1pcElqdkxtVmU5YXJiclVxdz09>

**Voting Members Present:**

Dr. Mary Malone  
Ms. Paula Deacon  
Ms. Ellen Holmes  
Mr. Robert Jokela  
Ms. Joan Landers  
Mr. Richard Meagher  
Dr. Steven Meyer  
Mr. Brad Morgan  
Dr. Mark Pellegrino

**Non-Members Present:**

Mr. John Demanche  
Ms. Marsha Januskiewicz  
Ms. Terri Burchfield  
Mr. David Dube- Dube &  
Hazelwood, Accountants

Dr. Malone called the board meeting to order at 8:32 am.

An announcement was made that this meeting was being recorded.

Roll Call: Dr. Malone-Yes, Ms. Deacon-Yes, Ms. Holmes-Yes, Mr. Jokela-Yes, Ms. Landers-Yes, Mr. Meagher-Yes, Dr. Meyer-Yes: Mr. Morgan-Yes.

**Approval of Minutes:**

Ms. Holmes motioned to approve the minutes of the 10-29-2020 meeting. Ms. Deacon seconded the motion. Roll Call: Dr. Malone-Yes, Ms. Deacon-Yes, Ms. Holmes-Yes, Mr. Jokela-Yes, Ms. Landers-Yes, Mr. Meagher-Yes, Dr. Meyer-Yes: Mr. Morgan-Yes.

**Census Update:**

Mr. Demanche reported that the collaborative is meeting projected census and has a referral list in review. Mr. Demanche also reported that the referral process has been streamlined and very effective in the turnaround process.

### **Status Update:**

**Space Agreement-** Mr. Demanche thanked those who signed the current space use agreements. Winchendon PS has allowed us two classrooms. Keystone will continue to inquire for additional space availability for the Fall of 2021.

**Annual Report SY2019-2020-** Mr. Demanche reported that he is still waiting for DESE to approve the Annual Report SY2019-2020. Mr. Demanche will distribute it to member districts upon approval.

### **Strategic goals of Collaborative- Goal 2:**

Mr. Demanche explained that if the collaborative consolidated two of the programs, 78% of the leased sites payments could be diverted into a permanent site. Three options are currently being assessed: Devens land and build, preexisting site and reno, long term commercial lease with 15-year contract built to specs. Mr. Demanche informed the board that he has been in discussions with Bennet Construction/Lincoln Architects who will write up a two-phase analysis of the Notre Dame Site to be reviewed by the Board. Mr. Demanche explained that the first phase will look at the preliminary evaluation scope of current systems and estimated cost to bring to code. Phase two will look at architectural renderings and modifications. Mr. Demanche anticipates the report will be completed for the February board meeting.

**Contract Services-** Mr. Demanche listed the cost-effective ways to support the members in supplying their districts student needs and have contracted this year the following services: COTA, OT, PT, PTA, SLP, SLPA, BCBA, AAC, TVI, OM. Next year Mr. Demanche projects to contract a recruiter for district needs and hire a School Psychologist and BCBA.

### **Discussion:**

**Annual Audit Report-** Mr. Dube explained the audit results to the board. Mr. Dube reported that the cumulative surplus threshold fell below 25% due to distributions to capital reserve fund and member districts.

**Board Member Training-** Mr. Demanche stated that he was contacted by DESE to remind his board members about the completion of their required training. Mr.

Demanche suggested that if a member is unsure, they can log in to find out if they are up to date on the training requirements.

New member- Narragansett RSD: Mr. Demanche reminded the board that Narragansett RSD expressed interest in joining the Keystone Collaborative with no objections from the Keystone Board at the October 29<sup>th</sup> board meeting. Mr. Demanche reported that the Narragansett RSD School Committee approved the decision to seek membership into the Keystone Collaborative. The district would also like to discuss possible rental space abilities within their new middle school program.

**Action Items:**

Vote to accept the SY2019-2020 Annual Audit Report- Mr. Demanche explained that he has reviewed the Audit Report and asked that the board approve it. Ms. Holmes motioned to accept the Annual Audit Report SY2019-2020. Ms. Deacon seconded the motion. Roll Call: Dr. Malone-Yes, Ms. Deacon-Yes, Ms. Holmes-Yes, Mr. Jokela-Yes, Ms. Landers-Yes, Mr. Meagher-Yes, Dr. Meyer-Yes: Mr. Morgan-Yes. All in favor. Motion was passed.

Dr. Pellegrino arrived at 8:50 am.

**New Business:**

Ms. Burchfield reminded the Budget Sub-Committee members that they would be contacted soon regarding a January budget meeting.

**Adjournment:**

Ms. Holmes called to adjourn the meeting at 8:53am. Ms. Landers seconded the motion. Roll Call: Dr. Malone-Yes, Ms. Deacon-Yes, Ms. Holmes-Yes, Mr. Jokela-Yes, Ms. Landers-Yes, Mr. Meagher-Yes, Dr. Meyer-Yes: Mr. Morgan-Yes, Dr. Pellegrino-Yes. All in favor. Motion was passed.

Respectfully submitted,  
Marsha Januskiewicz  
Recording Secretary