

Executive Board of Directors of the
Keystone Educational Collaborative
Meeting Minutes for September 9, 2021, 8:30am

ZOOM meeting link:

<https://us06web.zoom.us/j/85708653420?pwd=bWpTdCswbTY4U2lQYy96eTFrTWNTUT09>

Meeting ID: 857 0865 3420, Passcode: 819486

Voting Members Present:

Dr. Kathleen Burnham
Ms. Ellen Holmes
Mr. Robert Jokela
Dr. Steven Meyer
Mr. Richard Meagher
Mr. Brad Morgan
Dr. Sheila Muir
Dr. Mark Pellegrino
Mr. Thad King

Non-Members Present:

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

The board meeting was called to order at 8:34 am.

An announcement was made that this meeting was being recorded.

Roll call: Dr. Kathleen Burnham-Yes, Ms. Ellen Holmes-Yes, Mr. Robert Jokela-Yes, Mr. Thad King-Yes, Mr. Richard Meagher-Yes, Mr. Brad Morgan-Yes, Dr. Mark Pellegrino-Yes.

Organize the Board:

Dr. Muir arrived at 8:39 am.

The board filled the following vacant slots:

Chair- Dr. Burnham motioned to appoint Dr. Pellegrino as Chair of the Keystone board. Dr. Muir seconded the motion. Roll call: Dr. Burnham-Yes, Ms. Holmes-Yes, Mr. Jokela-Yes, Mr. King-Yes, Mr. Meagher-Yes, Mr. Morgan-Yes, Dr. Pellegrino-Yes, Dr. Muir-Yes. Vote was unanimous. Motion was passed.

Vice-Chair- Dr. Pellegrino motioned to appoint Dr. Muir as Vice-Chair. Dr. Burnham seconded the motion. Roll call: Dr. Burnham-Yes, Ms. Holmes-Yes, Mr. Jokela-Yes, Mr. King-Yes, Mr. Meagher-Yes, Mr. Morgan-Yes, Dr. Pellegrino-Yes, Dr. Muir-Yes. Vote was unanimous. Motion was passed.

Secretary- Dr. Burnham motioned to appoint Ms. Holmes as Secretary. Dr. Muir seconded the motion. Roll call: Dr. Burnham-Yes, Ms. Holmes-Yes, Mr. Jokela-Yes, Mr. King-Yes, Mr. Meagher-Yes, Mr. Morgan-Yes, Dr. Muir-Yes, Dr. Pellegrino-Yes. Vote was unanimous. Motion was passed.

Dr. Meyer arrived at 8:47am.

Budget Committee- Dr. Pellegrino motioned to appoint Mr. King to the Budget Committee. Ms. Holmes seconded the motion. Roll call: Dr. Burnham-Yes, Ms. Holmes-Yes, Mr. Jokela-Yes, Mr. King-Yes, Mr. Meagher-Yes, Dr. Meyer-Yes, Mr. Morgan-Yes, Dr. Muir-Yes, Dr. Pellegrino-Yes. Vote was unanimous. Motion was passed.

Warrant Committee- Dr. Pellegrino motioned to appoint Mr. King to the Warrant Committee. Ms. Holmes seconded the motion. Roll call: Dr. Burnham-Yes, Ms. Holmes-Yes, Mr. Jokela-Yes, Mr. King-Yes, Mr. Meagher-Yes, Dr. Meyer-Yes, Mr. Morgan-Yes, Dr. Muir-Yes, Dr. Pellegrino-Yes. Vote was unanimous. Motion was passed.

Governance Committee- Ms. Jokela motioned to volunteer for the vacant slot on the Governance Committee. Ms. Holmes seconded the motion. Roll call: Dr. Burnham-Yes, Ms. Holmes-Yes, Mr. Jokela-Yes, Mr. King-Yes, Mr. Meagher-Yes, Dr. Meyer-Yes, Mr. Morgan-Yes, Dr. Muir-Yes, Dr. Pellegrino-Yes. Vote was unanimous. Motion was passed.

Space Committee- Ms. Jokela motioned to volunteer for the vacant slot on the Space Committee. Ms. Holmes seconded the motion. Roll call: Dr. Burnham-Yes, Ms. Holmes-Yes, Mr. Jokela-Yes, Mr. King-Yes, Mr. Meagher-Yes, Dr. Meyer-Yes, Mr. Morgan-Yes, Dr. Muir-Yes, Dr. Pellegrino-Yes. Vote was unanimous. Motion was passed.

Approval of Minutes

Ms. Holmes motioned to approve the minutes of the June 3, 2021, meeting. Dr. Muir seconded the motion: Roll Call: Dr. Burnham-Yes, Ms. Holmes-Yes, Mr. Jokela-Yes, Mr. King-Yes, Mr. Meagher-Yes, Dr. Meyer-Yes, Mr. Morgan-Yes, Dr. Muir-Yes, Dr. Pellegrino-Yes. Vote was unanimous. Motion was passed.

Ms. Holmes motioned to enter into Executive Session at 8:52 am to approve and release the Executive Session minutes from June 3, 2021. Dr. Burnham seconded the motion. Roll Call: Dr. Burnham-Yes, Ms. Holmes-Yes, Mr. Jokela-Yes, Mr. King-Yes, Mr. Meagher-Yes, Dr. Meyer-Yes, Mr. Morgan-Yes, Dr. Muir-Yes, Dr. Pellegrino-Yes. Vote was unanimous. Motion was passed.

The board returned from Executive Session at 8:55am. Dr. Pellegrino reported that the Executive Board voted to approve and release the Executive Session minutes from the June 3, 2021, meeting.

Executive Directors Report

Census Update

Mr. Demanche reported that the current student census remains above the projected census.

Status Update:

Contract Services

Mr. Demanche informed the board that he would be reaching out to special education directors to plan for ESY/Fall service needs.

Keystone Full Cycle Program Review

Mr. Demanche stated that the self-assessment and document stage that was due on August 5, 2021, has been completed. DESE will conduct a site visit on March 7th, 2022.

Keystone School Year Orientation

The Collaborative Orientation was August 25-27, 2021.

Edgenuity

Mr. Demanche stated that the contract for Edgenuity has been signed for another year.

Boardmaker

Mr. Demanche explained that licenses have been issued to district designated staff emails: non activated accounts are still being billed to district if staff does not activate.

Discussion/Action Items:

Space Agreement/Projections for Next Year

Mr. Demanche informed the board that Keystone's growing numbers of referrals and limited space opportunities for the Collaborative has prompted him to continue to search for additional space.

Unique Acquisition

Mr. Demanche stated that although the Notre Dame site was sold, he found another property in Fitchburg at the Aspire/IPPI Day Hab Program. Keystone is in discussion with Aspire on leasing space with potential to purchase.

Lease

Mr. Demanche explained that FORM 1 has been completed and DESE has performed a walkthrough of the site and are awaiting license and building certifications. Mr. Demanche drafted a lease agreement for annual fee equally paid to member districts with caveat of purchase that 50% of lease rate goes toward purchase and sale. Mr. Demanche informed the board that since the lease value is below the state requirement that no bid or 30-day Registry is required.

Potential Purchase

Mr. Demanche reminded the board that on February 4, 2021, they gave approval to move forward with the Unique Acquisition. Mr. Demanche told the board that a CR-3 has been submitted to Central registry for the Unique Acquisition of the Aspire/IPPI site with closing on September 29th for public viewing. This lapse in time will give the Board time to discuss moving forward with the purchase. Mr. Demanche stated that the sale price is 800K for 12K sq ft and close to 5 acres of land. Mr. Demanche explained that he will submit Form 1 for purchase as well as for lease. Mr. Demanche stated that currently a non-binding agreement has been accepted which will temporarily prevent the property from going on the market.

Ms. Holmes questioned if any renovations would be necessary. Mr. Demanche explained that windows would need to be updated along with the installation of playground equipment and a designated bus drop off/pick up area.

Circuit Breaker

Mr. Demanche explained that based on conversations with DESE and Jay Sullivan, all cumulative surplus funds returned back to member district at the end of year will affect district circuit breaker reimbursement.

Cumulative Surplus

Ms. Burchfield explained that 75% of excess funds goes to the capital fund with 25% to districts. Ms. Burchfield informed the board of a gain of \$800,000 for SY20-21 due to an increase of

students more than initially projected. The collaborative will be seeking further guidance on the distribution of cumulative surplus.

Signature of Board Chair regarding Medical documents & Unique Acquisition

Mr. Demanche requested that Dr. Pellegrino (Chair) sign the necessary medical documents for the Collaborative and sign the Unique Acquisition form.

New Business: None

Public Comment- Mr. Lucas Cronlin stated that as a member of the public he was curious as to the function of a collaborative and thanked the board for the information he gained.

Adjournment:

Ms. Holmes motioned to adjourn the meeting at 9:17 am. Dr. Burnham seconded the motion.

Roll Call: Dr. Burnham-Yes, Ms. Holmes-Yes, Mr. Jokela-Yes, Mr. King-Yes, Mr. Meagher-Yes,

Dr. Meyer-Yes, Mr. Morgan-Yes, Dr. Muir-Yes, Dr. Pellegrino-Yes. Vote was unanimous.

Motion was passed.

Respectfully submitted,

Marsha Januskiewicz

Recording Secretary