

Executive Board of Directors of the
Keystone Educational Collaborative
Meeting Minutes for October 28, 2021, 8:30am
ZOOM meeting link:

Voting Members Present:

Dr. Kathleen Burnham
Dr. Christopher Casavant
Ms. Ellen Holmes
Mr. Robert Jokela
Mr. Thad King
Dr. Steven Meyer
Mr. Richard Meagher
Dr. Sheila Muir
Dr. Mark Pellegrino-Chair

Non-Members Present:

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

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

An announcement was made that this meeting was being recorded.

Roll call: Dr. Burnham-Yes, Dr. Casavant-Yes, Ms. Holmes-Yes, Mr. King-Yes, Mr. Meagher-Yes, Dr. Meyer- Yes, Dr. Pellegrino-Yes.

Approval of Minutes

Ms. Holmes motioned to approve the minutes of the September 9, 2021, meeting. Dr. Muir seconded the motion: Roll Call: Dr. Burnham-Yes, Dr. Casavant-Yes, Ms. Holmes-Yes, Mr. King-Yes, Mr. Meagher-Yes, Dr. Meyer-Yes, Dr. Pellegrino-Yes. Vote was unanimous. Motion was passed.

Executive Directors Report

Census Update

Mr. Demanche reported that the current student census remains steady at the projected census.

Mr. Jokela arrived at 8:36am

Referral Data:

Mr. Demanche stated that the collaborative is still receiving referrals.

Dr. Muir arrived at 8:40 am.

Status Update/Discussion Items: Discussion/Action Items**Staffing Needs-**

Mr. Demanche expressed to the board that the delay on some referrals is due to staffing shortages across the programs in areas of para's and qualified teachers. He found that the Keystone salary for para's is lower than local employment agencies and that of member districts.

Space Agreement Projections

Mr. Demanche explained that the closing on the Aspire Building on Electric Avenue in Fitchburg is scheduled for October 27, 2021. This building will service the KEY Program, formerly ASD/DD program.

Mr. Demanche informed the board that the collaborative is waiting for the NMRSD facilities use study in order to project the usage of the Squannacook site for the Elementary/Middle School program.

Contract Services

Mr. Demanche told the board that he is continuing to work with the districts on fulfilling needed contract services.

Keystone Full Cycle Program Review

Mr. Demanche reported to the board that the Self-Assessment and document stage that was due on August 5, 2021, has been completed and that the DESE site visit is scheduled for the week of March 7, 2021.

Annual Audit

Mr. Demanche provided the board with a draft of the Annual Audit SY 2020-2021 for their review. He anticipates voting on this at the December meeting.

Annual Report

Mr. Demanche explained that the collaborative is currently working on the Annual Report SY 2020-2021 and anticipates it to be available to the board at the December meeting.

Action Items

Cumulative Surplus

Dr. Casavant motioned to take \$800,000 from the reserve fund to purchase the Aspire building on Electric Ave in Fitchburg. Mr. Jokela seconded the motion. Roll Call: Dr. Burnham-Yes, Dr. Casavant-Yes, Ms. Holmes-Yes, Mr. Jokela- Yes, Mr. King-Yes, Mr. Meagher-Yes, Dr. Meyer-Yes, Dr. Muir-Yes, Dr. Pellegrino-Yes. Vote was unanimous. Motion was passed.

Dr. Casavant motioned to remove \$800,000 from the Cumulative Surplus to the Capital Reserve Fund. Ms. Holmes seconded the motion. Roll Call: Dr. Burnham-Yes, Dr. Casavant-Yes, Ms. Holmes-Yes, Mr. Jokela- Yes, Mr. King-Yes, Mr. Meagher-Yes, Dr. Meyer-Yes, Dr. Muir-Yes, Dr. Pellegrino-Yes. Vote was unanimous. Motion was passed.

New Business: None

Adjournment:

Ms. Holmes motioned to adjourn the meeting at 8:46 am. Mr. Jokela seconded the motion. All in favor.

Respectfully submitted,
Marsha Januskiewicz
Recording Secretary