

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

ZOOM meeting link:

<https://us06web.zoom.us/j/81056508045?pwd=ZXZ4Y3JUYYVdMbzhhdW5nd0lwVXp5dz09>

Voting Members Present:

Dr. Christopher Casavant
Ms. Ellen Holmes
Mr. Thad King
Dr. Steven Meyer
Dr. Sheila Muir
Dr. Mark Pellegrino-Chair
Dr. Adam Renda

Non-Members Present:

Mr. John Demanche
Ms. Terri Burchfield
Ms. Marsha Januskiewicz
Ms. Paulajo Gaines- DESE
Ms. Ruth Hersh- DESE

Dr. Pellegrino called the meeting to order at 8:37 am.

An announcement was made that this meeting was being recorded.

Roll call: Dr. Casavant-Yes, Ms. Holmes-Yes, Mr. King-Yes, Dr. Meyer- Yes, Dr. Sheila Muir-Yes, Dr. Pellegrino-Yes, Dr. Renda-Yes.

Approval of Minutes

Ms. Holmes motioned to approve the minutes of the October 28, 2021, meeting. Dr. Renda seconded the motion. Roll Call by Ms. Holmes: Dr. Casavant-Yes, Ms. Holmes-Yes, Mr. King-Yes, Dr. Meyer- Yes, Dr. Sheila Muir-Yes, Dr. Pellegrino-Yes, Dr. Renda-Yes.

Vote was unanimous. Motion was passed.

Agenda was taken out of order to accommodate the board schedule.

Action Items

Vote to approve the SY2020-2021 Annual Report

Ms. Holmes motioned to approve the SY2020-2021 Annual Report. Dr. Meyer seconded the motion. Roll Call by Ms. Holmes: Dr. Casavant-Yes, Ms. Holmes-Yes, Mr. King-Yes, Dr. Meyer-Yes, Dr. Sheila Muir-Yes, Dr. Pellegrino-Yes, Dr. Renda-Yes.

Vote was unanimous. Motion was passed.

Vote to accept the FY21 Annual Audit

Dr. Meyer motioned to approve the SY2020-2021 Annual Report. Mr. King seconded the motion. Roll Call by Ms. Holmes: Dr. Casavant-Yes, Ms. Holmes-Yes, Mr. King-Yes, Dr. Meyer-Yes, Dr. Sheila Muir-Yes, Dr. Pellegrino-Yes, Dr. Renda-Yes. Vote was unanimous. Motion was passed.

Ms. Hersh requested a Capital Plan from the collaborative. Ms. Burchfield said that she will send it to Ms. Hersh.

Executive Directors Report

Census Update

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

Staffing Needs-

Mr. Demanche told the board that the collaborative is still struggling to hire paraprofessionals and teachers. As a result, there is a delay on some referrals due to this staffing shortage.

Space Projections

Mr. Demanche explained that currently the KEY program (360 Electric Ave, Fitchburg) is housing 3 classrooms and predicts to move 1-2 classrooms into the building after the holidays. Ms. Holmes questioned the amount of work that needs to be completed in the building. Mr. Demanche listed purchasing new windows and updating the heating system and the technology structure.

Mr. Demanche informed the board that NMRSD anticipates offering a 3-year lease to the Keystone Elementary & Middle School program but beyond that timeframe is uncertain.

Contract Services

Mr. Demanche told the board that he is continuing to work with the districts on fulfilling needed contract services. Suggestions by the board included reaching out to colleges.

Keystone Full Cycle Program Review

DESE site visit is scheduled for the week of March 7, 2021.

New Business:

Ms. Burchfield asked the members of the Budget Committee (Dr. Pellegrino, Dr. Meyer, Mr. King) to select a date to review the upcoming Budget. The Budget Committee agreed on Thursday, January 13, 2022, at 8:30.

Ms. Burchfield explained that the collaborative will be hiring a different auditor for next year and asked if the board would like to be part of the selection process. Ms. Burchfield informed the board that she was given an auditor's name from another collaborative and was given a fair quote for services. The board recommended that she gather a few quotes for comparison, and they expressed confidence that the collaborative could hire the new auditors.

Adjournment:

Dr. Meyer motioned to adjourn the meeting at 9:01 am. Ms. Holmes seconded the motion. All in favor.

Respectfully submitted,
Marsha Januskiewicz
Recording Secretary