

Executive Board of Directors of the  
Keystone Educational Collaborative  
Meeting Minutes for February 3, 2022, 8:30am

ZOOM meeting link:

<https://us06web.zoom.us/j/89200250409?pwd=dHY0bjVXdnZ1aVRSmp2SEVYK0tRUT09>

**Voting Members Present:**

Ms. Ellen Holmes

Dr. Steven Meyer

Dr. Sheila Muir

Dr. Mark Pellegrino-Chair

Dr. Adam Renda

Mr. Bob Jokela

Dr. Kate Burnham

Mr. Richard Meagher

Mr. Brad Morgan

**Non-Members Present:**

Mr. John Demanche

Ms. Terri Burchfield

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

An announcement was made that this meeting was being recorded.

Roll call: Dr. Burnham-Yes, Ms. Holmes-Yes, Mr. Jokela-Yes, Mr. Meagher-Yes, Dr. Meyer-Yes, Mr. Morgan-Yes, Dr. Sheila Muir-Yes, Dr. Pellegrino-Yes, Dr. Renda-Yes,

**Approval of Minutes**

Dr. Muir motioned to approve the minutes of the December 9, 2021, meeting. Ms. Holmes seconded the motion.

Roll call: Dr. Burnham-Yes, Ms. Holmes-Yes, Mr. Jokela-Yes, Mr. Meagher-Yes, Dr. Meyer-Yes, Mr. Morgan-Yes, Dr. Sheila Muir-Yes, Dr. Pellegrino-Yes, Dr. Renda-Yes,

Vote was unanimous. Motion was passed.

**Action Items**

**Vote to approve the Keystone FY2023 Budget**

Mr. Demanche explained that he and Ms. Burchfield met with the Budget Subcommittee consisting of Mr. King, Dr. Pelligrino and Dr. Meyer. Mr. Demanche presented a budget with a 2% increase due to increasing ancillary services, staffing salary increase and additional hiring of staff.

Dr. Meyer motioned to approve the Keystone 2023 Budget of \$12,322,056. Dr. Renda seconded the motion.

Discussion-

Mr. Jokela asked for an explanation regarding the hiring of 12 paraprofessionals.

Ms. Burchfield explained that there are two new classrooms and the intent in hiring additional paras is to replenish the past and present shortage of paras and anticipating the future need of paras based on referrals. Mr. Demanche said that it is also in response to the student enrollment increase of 67 to 83 or more.

Roll call vote:

Dr. Burnham-Yes, Ms. Holmes-Yes, Mr. Jokela-Yes, Mr. Meagher-Yes, Dr. Meyer- Yes, Mr. Morgan-Yes, Dr. Sheila Muir-Yes, Dr. Pellegrino-Yes, Dr. Renda-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.

### **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 Agreement Projections**

Mr. Demanche reported that the Electric Avenue building improvements continue with bathroom renovations currently underway. Mr. Demanche explained that there are currently 5 classrooms located at the site.

Mr. Demanche informed the board that the lease with North Middlesex RSD for the Keystone Alternative Elementary and Middle School program has been renewed for 3-5 years. Mr. Demanche reminded the board that there will be a need to get new space for this program after that timeframe.

### **Contract Services**

Mr. Demanche stated that he is continuing to work with districts on fulfilling needed contracted services but reported losing several people to private programs.

Mr. Demanche explained that Footsteps to Brilliance will expire in 2023 and Interface will expire in June 2022.

Mr. Demanche continues to negotiate a new contract with Interface but explained that Interface has put a hold on the number of students due to large demand and little staffing, resulting in increased pricing.

### **Keystone Full Cycle Program Review**

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

### **Keystone Annual Audit**

DESE has approved the FY21 Annual Audit. See attached letter from DESE.

**New Business:** None

### **Adjournment:**

Dr. Meyer motioned to adjourn the meeting at 8:57 am. All in favor.

Respectfully submitted,

Marsha Januskiewicz

Recording Secretary