

Executive Board of Directors of the
Keystone Educational Collaborative
Meeting Minutes for April 28, 2022, 10:00am

ZOOM meeting link:

<https://us06web.zoom.us/j/88638239932?pwd=VzBPZmYwZnpneTdCdStzODV4NitWUT09>

Voting Members Present:

Dr. Kate Burnham

Ms. Ellen Holmes

Mr. Bob Jokela

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. Chelsea Darrigo

Dr. Pellegrino called the meeting to order at 10:12 am.

An announcement was made that this meeting was being recorded.

Roll call: Dr. Kate Burnham-Yes, Ms. Ellen Holmes-Yes, Mr. Bob Jokela-Yes, Dr. Steven Meyer-Yes, Dr. Sheila Muir-Yes, Dr. Mark Pellegrino-Chair-Yes, Dr. Adam Renda-Yes.

Approval of Minutes

Ms. Holmes motioned to approve the minutes of the February 3, 2022, meeting. Dr. Meyer seconded the motion.

Roll call: Dr. Kate Burnham-Yes, Ms. Ellen Holmes-Yes, Mr. Bob Jokela-Yes, Dr. Steven Meyer-Yes, Dr. Sheila Muir-Yes, Dr. Mark Pellegrino-Chair-Yes, Dr. Adam Renda-Yes.

Vote was unanimous. Motion was passed.

Action Items

Vote to allow Keystone to move forward with an Actuarial Study to discuss potential OPEB opportunities-

Mr. Demanche explained that in 2019 there was an Actuarial Study done but it has since expired. The Board did not take any action on a OPEB Plan. At the same time, the Board approved an employee match for 403b and 457 plans in the amount of \$1,000 to those who worked less than 10 years or \$1500 for those who worked more than 10 years. Mr. Demanche

said that it would also be a good “retention” offer for staff. Ms. Burchfield informed the board that the cost for the study is less than \$10,000. Dr. Meyer asked if this was a pension benefits plan, or a retiree health care benefit and Mr. Demanche confirmed that it is a retiree health care benefit.

Ms. Holmes motioned to approve the Actuarial Study. Dr. Burnham seconded the motion.

Roll call: Dr. Kate Burnham-Yes, Ms. Ellen Holmes-Yes, Mr. Bob Jokela-Yes, Dr. Steven Meyer-Yes, Dr. Sheila Muir-Yes, Dr. Mark Pellegrino-Chair-Yes, Dr. Adam Renda-Yes.

Vote was unanimous. Motion was passed.

Vote to continue the Interface contract that is expiring in June 2022-

Mr. Demanche explained that the contract for Interface will be expiring, and he would like to negotiate a new contract on behalf of the districts that are currently receiving Interface services.

Mr. Demanche added that this does not obligate any district to continue using this service and he would reach out to those districts to confirm their acceptance after negotiating the cost.

Dr. Meyer motioned to authorize Mr. Demanche to enter into negotiations with Interface to determine costs to those who are currently using Interface. Ms. Holmes seconded the motion.

Roll call: Dr. Kate Burnham-Yes, Ms. Ellen Holmes-Yes, Mr. Bob Jokela-Yes, Dr. Steven Meyer-Yes, Dr. Sheila Muir-Yes, Dr. Mark Pellegrino-Chair-Yes, Dr. Adam 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.

Referral Data-

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.

Status Update/Discussion Items-

Space Agreement Projections- Electric Ave site is underway with building analysis for renovations in progress to make it more efficient for the population being served. Currently there are 5 classrooms located at the site.

Verbal confirmation has been supplied for the extension of the Townsend space agreement, but the collaborative will have to plan for a new site after the 3–5-year lease is complete.

Moving PREP Program- Mr. Demanche informed the board that the collaborative will be seeking DESE approval to move the PREP program from the 98 Adams Street location and moving the Middle School Program to the 98 Adams Street site. This is a planned preparation for the inevitable lease expiration of the Townsend site. We anticipate moving the PREP program to a location in the central office building.

Contract Services- Mr. Demanche reported that he is continuing to work with collaborative members on fulfilling needed contract services.

Keystone Annual Report- Mr. Demanche stated that the FY21 Annual Report has been approved by DESE.

Keystone Full Cycle Program Review- Mr. Demanche reported that the full cycle review has been completed and the collaborative is awaiting the final report.

Interface Contract- Mr. Demanche explained that the contract for Interface will be expiring, and he would like to negotiate a new contract on behalf of the districts that are currently receiving Interface services. Please see the action taken above under "Action Items."

OPEB- Mr. Demanche recommended that the board approve an Actuarial Study to discuss potential OPEB opportunities for the collaborative. Please see the action taken above under "Action Items."

Employment contract renewal for John Demanche- Ms. Holmes and Dr. Renda offered to assist Dr. Pellegrino with the evaluation survey of Mr. Demanche. The board will review the employment contract renewal and vote at the June 2, 2022, board meeting.

New Business: None

Adjournment:

Ms. Holmes motioned to adjourn the meeting at 10:36 am. All in favor.

Respectfully submitted,
Marsha Januskiewicz
Recording Secretary