

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

ZOOM meeting link:

<https://us06web.zoom.us/j/89969695982?pwd=SzQxLzY2cVNUNWo1Qkl0dGJPTk9aQT09>

**Voting Members Present:**

Dr. Kate Burnham

Ms. Paula Deacon

Ms. Ellen Holmes

Mr. Robert Jokela

Mr. Richard Meagher

Dr. Steven Meyer

Dr. Sheila Muir

Dr. Mark Pellegrino (Chair)

Dr. Adam Renda

**Non-Members Present:**

Mr. John Demanche

Ms. Terri Burchfield

Mr. Bruce Norling- Auditors

Ms. Jennifer Bassett-Glynn-Auditors

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

An announcement was made that this meeting was being recorded.

Roll call: Dr. Kate Burnham-Yes, Ms. Paula Deacon-Yes, Ms. Ellen Holmes-Yes, Mr. Robert Jokela-Yes, Mr. Richard Meagher-Yes, Dr. Steven Meyer-Yes, Dr. Sheila Muir-Yes, Dr. Mark Pellegrino-Yes, Dr. Adam Renda-Yes.

**Approval of Minutes**

Ms. Holmes motioned to approve the minutes of the October 27, 2022, meeting. Ms. Deacon seconded the motion.

Roll call: Dr. Kate Burnham-Yes, Ms. Paula Deacon-Yes, Ms. Ellen Holmes-Yes, Mr. Robert Jokela-Yes, Mr. Richard Meagher-Yes, Dr. Steven Meyer-Yes, Dr. Sheila Muir-Yes, Dr. Mark Pellegrino-Yes, Dr. Adam Renda-Yes.

Vote was unanimous. Motion was passed.

Agenda was taken out of order. Keystone auditors were present and asked to explain the Annual Audit SY2022 to the Board.

### **Action Items:**

#### **Vote to Accept the Annual Audit FY22-**

Mr. Norling, Auditor, and Ms. Bassett-Glynn, Auditor, explained that the overall audit was successful. Mr. Norling thanked the business office for their cooperation.

Ms. Holmes motioned to approve the Annual Audit FY22. Ms. Deacon seconded the motion.

Roll call: Dr. Kate Burnham-Yes, Ms. Paula Deacon-Yes, Ms. Ellen Holmes-Yes, Mr. Robert Jokela-Yes, Mr. Richard Meagher-Yes, Dr. Steven Meyer-Yes, Dr. Sheila Muir-Yes, Dr. Mark Pellegrino-Yes, Dr. Adam Renda-Yes.

Vote was unanimous. Motion was passed.

Mr. Jokela questioned if future auditors report should be presented in executive session.

#### **Vote to Accept the Annual Report SY2021-2022-**

Ms. Deacon motioned to approve the Annual Report SY2021-2022. Dr. Muir seconded the motion.

Roll call: Dr. Kate Burnham-Yes, Ms. Paula Deacon-Yes, Ms. Ellen Holmes-Yes, Mr. Robert Jokela-Yes, Mr. Richard Meagher-Yes, Dr. Steven Meyer-Yes, Dr. Sheila Muir-Yes, Dr. Mark Pellegrino-Yes, Dr. Adam Renda-Yes.

Vote was unanimous. Motion was passed.

#### **Vote to retain the 2022 cumulative surplus funds for the collaborative's use in the general fund-**

Ms. Deacon motioned to retain the 2022 cumulative surplus funds, \$40,033, for the collaborative's use in the general fund. Ms. Holmes seconded the motion.

Roll call: Dr. Kate Burnham-Yes, Ms. Paula Deacon-Yes, Ms. Ellen Holmes-Yes, Mr. Robert Jokela-Yes, Mr. Richard Meagher-Yes, Dr. Steven Meyer-Yes, Dr. Sheila Muir-Yes, Dr. Mark Pellegrino-Yes, Dr. Adam Renda-Yes.

Vote was unanimous. Motion was passed.

### **Executive Directors Report**

#### **Census Update-**

Mr. Demanche reported the student census to be lower than the projected census but does show an improvement over last year's census. Mr. Demanche reported an increase of referrals

and hiring of staff. As a result, Mr. Demanche anticipates an increase of student census in the future.

#### **Referral Data-**

Mr. Demanche informed the board that Keystone is 90% staffed and will be working on increasing student enrollment. Mr. Demanche reported that Seven Hills will be purchasing the NH based Crotched Mountain. He said the closure of Crotched Mountain generated 4 referrals to the collaborative.

#### **Highlights-**

Mr. Demanche informed the board that MOEC has published an article regarding the Trexo Gait Trainer. He explained that this wearable robotic device designed to assist students with disabilities in learning to walk has been newly acquired by Keystone. Currently, there are a few foundations interested in financially supporting Keystone in order to retain the device. In addition to MOEC, this article was also published by the Sentinel & Enterprise and the Telegram & Gazette.

#### **Status Update/Discussion Items:**

##### **Annual Report SY2021-2022-**

##### **Contract Services-**

Mr. Demanche stated that he is still striving to fill the Vision Services/CVI position.

##### **OPEB-**

Mr. Demanche informed the board that the collaborative lawyer completed the Declaration of Trust and Agreement and is awaiting the signature of Dr. Pellegrino. Anticipated start is July of 2024.

##### **Advisory Board Summary-**

Mr. Demanche will report on the Advisory Board meeting at the next Executive Board meeting.

##### **Proposed Unique Acquisition-**

Mr. Demanche stated that he had made a bid on the property in Leominster but was not successful. He will continue to search.

**Executive Business:**

None

**New Business:**

None.

**Adjournment:**

Ms. Holmes motioned to adjourn the meeting at 9:00 am, seconded by Ms. Deacon. All in favor.

Respectfully submitted,

Marsha Januskiewicz

Recording Secretary