

Executive Board of Directors of the
Keystone Educational Collaborative
Meeting Minutes for June 2, 2022, 8:30 am

Zoom meeting:

<https://us06web.zoom.us/j/81441013156?pwd=NmJETGlxZGZqZkY5NmZlVBBMjloQT09>

Voting Members Present:

Ms. Ellen Holmes

Mr. Bob Jokela

Mr. Thad King

Mr. Richard Meagher

Dr. Steven Meyer

Mr. Brad Morgan

Dr. Sheila Muir

Dr. Mark Pellegrino-Chair

Dr. Adam Renda

Non-Members Present:

Mr. John Demanche

Ms. Terri Burchfield

Ms. Marsha Januskiewicz

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

An announcement was made that this meeting was being recorded.

Roll call: Ms. Ellen Holmes-Yes, Mr. Bob Jokela-Yes, Mr. Richard Meagher-Yes, Dr. Steven Meyer-Yes, Mr. Brad Morgan-Yes, Dr. Mark Pellegrino-Yes, Dr. Adam Renda-Yes.

Approval of Minutes

Ms. Holmes motioned to approve the minutes of the April 28, 2022, meeting. Dr. Meyer seconded the motion.

Roll call: Ms. Ellen Holmes-Yes, Mr. Bob Jokela-Yes, Mr. Richard Meagher-Yes, Dr. Steven Meyer-Yes, Mr. Brad Morgan-Yes, Dr. Mark Pellegrino-Yes, Dr. Adam Renda-Yes.

Vote was unanimous. Motion was passed.

Action Items

Vote to approve the Executive Board Meeting Schedule SY2022-2023:

Ms. Holmes motioned to approve the Keystone Executive Board Meeting Schedule SY2022-2023. Dr. Renda seconded the motion.

Roll call: Ms. Ellen Holmes-Yes, Mr. Bob Jokela-Yes, Mr. Richard Meagher-Yes, Dr. Steven Meyer-Yes, Mr. Brad Morgan-Yes, Dr. Mark Pellegrino-Yes, Dr. Adam Renda-Yes.

Vote was unanimous. Motion was passed.

Mr. King arrived at 8:37 am.

Vote to approve policies added to the Keystone Personnel & Policy Manual:

Mr. Demanche reviewed new policies and language that he has recommended to be added to the Keystone Personnel & Policy Manual

Dr. Meyer motioned to approve new policies and language to be added to the Keystone Personnel & Policy Manual. Mr. Jokela seconded the motion.

Roll call: Ms. Ellen Holmes-Yes, Mr. Bob Jokela-Yes, Mr. Thad King-Yes, Mr. Richard Meagher-Yes, Dr. Steven Meyer-Yes, Mr. Brad Morgan-Yes, Dr. Mark Pellegrino-Yes, Dr. Adam Renda-Yes. Vote was unanimous. Motion was passed.

Agenda taken out of order:

Vote for line-item transfers:

Ms. Burchfield explained that she would be taking \$71,000 from Payroll and distributing \$46,000 to Utilities and \$25,000 to Maintenance.

Dr. Meyer motioned to approve line items transfers:

Ms. Holmes seconded the motion.

Roll call: Ms. Ellen Holmes-Yes, Mr. Bob Jokela-Yes, Mr. Thad King-Yes, Mr. Richard Meagher-Yes, Dr. Steven Meyer-Yes, Mr. Brad Morgan-Yes, Dr. Mark Pellegrino-Yes, Dr. Adam Renda-Yes. Vote was unanimous. Motion was passed.

Chairman Dr. Pellegrino motioned to enter into Executive Session at 8:43 am to discuss the evaluation and contract renewal for John Demanche.

Executive Session ended at 9:10 am. Dr. Pellegrino reviewed the board evaluation of Mr. Demanche as discussed at the meeting. Findings were as follows:

- The Board felt that communication to the boards and collaborative staff needs to be improved. The Board requested all updates to the collaborative be presented to the board.
- They would like Mr. Demanche to have minutes taken at the Advisory Board meetings and be included in the Executive Board packet.

- The Board felt that his COLA should be kept at 2%, the same as the Keystone staff was given.
- The Board decided to form a sub-committee to discuss Mr. Demanche's contract based on the recent evaluation by the Board.

Ms. Holmes motioned to create a subcommittee to negotiate a new contract for Mr. Demanche. This would occur over the summer and be discussed at the next Board meeting in September 2022. Dr. Muir seconded the motion.

Roll call: Ms. Ellen Holmes-Yes, Mr. Bob Jokela-Yes, Mr. Thad King-Yes, Mr. Richard Meagher-Yes, Dr. Steven Meyer-Yes, Mr. Brad Morgan-Yes, Dr. Sheila Muir-Yes, Dr. Mark Pellegrino-Yes, Dr. Adam Renda-Yes. Vote was unanimous. Motion was passed.

The following were nominated:

Dr. Pellegrino, Dr. Meyer and Dr. Muir

Ms. Holmes motioned to accept the nominations. Dr. Renda seconded the motion.

Roll call: Ms. Ellen Holmes-Yes, Mr. Bob Jokela-Yes, Mr. Thad King-Yes, Mr. Richard Meagher-Yes, Dr. Steven Meyer-Yes, Mr. Brad Morgan-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 that the 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.

Staffing Update:

Mr. Demanche reported that the collaborative is working to fill the staffing shortages.

Status Update/Discussion Items:

Space Agreement Projections-

Mr. Demanche explained that renovations continue at the Electric Avenue site in Fitchburg. Currently there are five classrooms in the building. Mr. Demanche also reminded those concerned that Space Use renewals will be sent out soon.

Moving PREP Program-

Mr. Demanche informed the board that the collaborative has received DESE approval to move the PREP program from the 98 Adams Street location to the Phoenix Park location and to move the Middle School Program in Townsend to the 98 Adams Street site in Leominster.

Contract Services-

Mr. Demanche reported that he is continuing to work with collaborative members on fulfilling needed contract services. Ms. Holmes asked Mr. Demanche if he conducts an evaluation of Keystone contract service personnel working in the districts. Mr. Demanche replied that he does reach out to districts on a regular basis inquiring if they are content with the quality of services. Mr. Demanche added that Dr. Costella, who manages the Physical Therapist's, also has a monthly meeting working with staff and districts.

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 & Edgenuity Contract-

Mr. Demanche has requested confirmation from the current users of Interface as to if they wish to continue with the contract. Mr. Demanche will be meeting with Edgenuity to discuss their contract.

New Business

Dr. Pellegrino asked that all board members promptly respond yes or no in regard to their attendance at future board meetings.

Adjournment

Dr. Muir motioned to adjourn the meeting at 9:29 am. Dr. Meyer seconded the motion. All in favor.

Respectfully submitted,
Marsha Januskiewicz
Recording Secretary