

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

ZOOM meeting link:

<https://us06web.zoom.us/j/81122321613?pwd=TVJYQjZ4aDNiSkZ6MHJlOQWc2WkQydz09>

**Voting Members Present:**

Dr. Kate Burnham  
Ms. Paula Deacon  
Mr. Bob Jokela  
Mr. Thad King  
Dr. Steven Meyer  
Mr. Brad Morgan  
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 8:38 am.

An announcement was made that this meeting was being recorded.

Roll call: Dr. Kate Burnham, Ms. Paula Deacon, Mr. Bob Jokela, Mr. Thad King, Dr. Steven Meyer, Mr. Brad Morgan, Dr. Mark Pellegrino-Chair, Dr. Adam Renda were present.

**Approval of Minutes**

Ms. Deacon motioned to approve the minutes of the June 2, 2022, meeting. Dr. Renda seconded the motion.

Roll call: Dr. Burnham-Yes, Ms. Deacon-Yes, Mr. Jokela-Yes, Mr. King-Yes, Dr. Meyer-Yes, Mr. Morgan-Yes, Dr. Pellegrino (Chair)-Yes, Dr. Renda-Yes.

Vote was unanimous. Motion was passed.

**Action Items**

**Vote to transfer \$189,340.97 from capital Reserve Fund to General Fund:**

Mr. Jokela motioned to approve the transfer of \$189,340.97 from capital Reserve Fund to General Fund. Ms. Deacon seconded the motion.

Roll call: Dr. Burnham-Yes, Ms. Deacon-Yes, Mr. Jokela-Yes, Mr. King-Yes, Dr. Meyer-Yes, Mr. Morgan-Yes, Dr. Pellegrino (Chair)-Yes, Dr. Renda-Yes.

Vote was unanimous. Motion was passed.

**Vote to accept M.G.L. c32B, Section 20:**

Mr. Demanche explained that this post-retirement health benefit would aid in retaining and recruiting staff and that Keystone is one of very few collaboratives that does not offer this. If this is approved Mr. Demanche said that potential sources of funding may include the “longevity” bonus, the current matching of employee contributions and cumulative surplus. Mr. Demanche identified the trust fund provider as Rockland Trust.

Ms. Deacon motioned to accept M.G.L. c32B, Section 20. Dr. Meyer seconded the motion.

Roll call: Dr. Burnham-Yes, Ms. Deacon-Yes, Mr. Jokela-Yes, Mr. King-Yes, Dr. Meyer-Yes, Mr. Morgan-Yes, Dr. Pellegrino (Chair)-Yes, Dr. Renda-Yes.

Vote was unanimous. Motion was passed.

**Vote to proceed on Proposed Unique Acquisition of 1469 Main Street, Leominster, MA:**

Mr. Demanche described the property and the anticipated updates that would be needed. Mr. Demanche will be researching the cost of installation of sprinkler system, fencing, new ramp, parking and playground construction. Mr. Jokela requested more details, when available, regarding maintenance to the property.

Ms. Deacon motioned to proceed on Proposed Unique Acquisition of 1469 Main Street, Leominster, MA. Dr. Renda seconded the motion.

Roll call: Dr. Burnham-Yes, Ms. Deacon-Yes, Mr. Jokela-Yes, Mr. King-Yes, Dr. Meyer-Yes, Mr. Morgan-Yes, Dr. Pellegrino (Chair)-Yes, Dr. Renda-Yes.

Vote was unanimous. Motion was passed.

**Executive Directors Report**

**Census Update-**

Mr. Demanche reported that the collaborative is 92% staffed and will be working on increasing student enrollment.

**Referral Data-**

Mr. Demanche stated that referrals are being reviewed.

### **Highlights-**

Mr. Demanche informed the board that MOEC has published an article regarding the Trexo Gait Trainer. This wearable robotic device designed to assist students with disabilities in learning to walk has been newly acquired by Keystone.

Also, Mr. Demanche reported that the Academy graduated 5 students from 3 member districts.

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

#### **Space Agreement-**

Mr. Demanche reminded the board that Space Lease agreements need to be signed and on file for audit purposes.

#### **New Lease Sites- Shaker Road & Adams Street addition-**

Mr. Demanche reported that the bathrooms are almost finished in the KEY program at Electric Avenue in Fitchburg. Mr. Demanche shared that the "Open House" at the Shaker Road program was successful and attended by both families and staff from our member districts.

#### **Contract Services-**

Mr. Demanche confirmed the sad news of the passing of Keystone Vision Specialist Pamela Caron-Washburn.

#### **Interface Contract-**

Mr. Demanche informed the board that a one-year contract for Interface has been signed for four school districts.

#### **Footsteps to Brilliance-**

Mr. Demanche informed the board that the five-year contract with Footsteps to Brilliance will expire in 2023.

#### **OPEB Analysis-**

Mr. Demanche provided data from the OPEB Analysis supporting the need for this additional benefit. Please see the action taken above.

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

Mr. Demanche described the property at 1469 Main Street in Leominster that could potentially house the Elementary/Middle School program currently located in Townsend. Please see the action taken above.

**Executive Session:**

The board went into Executive Session at 9:06 am to discuss the contract for Mr. Demanche. The board left Executive Session at 9:28 am and returned to the meeting.

Dr. Pellegrino stated that the board will be requesting a meeting with Mr. Demanche and the committee consisting of Dr. Pellegrino, Dr. Meyer and Dr. Muir to discuss the terms of Mr. Demanche's contract.

**New Business:** None

**Adjournment:**

Ms. Deacon motioned to adjourn the meeting at 9:30 am, seconded by Dr. Meyer. All in favor.

Respectfully submitted,  
Marsha Januskiewicz  
Recording Secretary