

Executive Board of Directors of the  
Keystone Educational Collaborative  
Meeting Minutes for February 2, 2023, 8:30 am

ZOOM meeting link:

<https://us06web.zoom.us/j/83276076639?pwd=UWF5MzlnWkt4bjh3cUpDSzB4bmx4Zz09>

**Voting Members Present:**

Dr. Kate Burnham

Ms. Paula Deacon

Ms. Ellen Holmes

Mr. Robert Jokela

Mr. Thad King

Dr. Steven Meyer

Mr. Brad Morgan

Dr. Sheila Muir

Dr. Mark Pellegrino (Chair)

**Non-Members Present:**

Mr. John Demanche

Ms. Terri Burchfield

Ms. Marsha Januskiewicz

Dr. Pellegrino called the meeting to order at 8:32 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. Thad King-Yes, Dr. Steven Meyer-Yes, Mr. Brad Morgan-Yes, Dr. Sheila Muir-Yes, Dr. Mark Pellegrino-Yes.

**Approval of Minutes**

Ms. Holmes motioned to approve the minutes of the December 8, 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. Thad King-Yes, Dr. Steven Meyer-Yes, Mr. Brad Morgan-Yes, Dr. Sheila Muir-Yes, Dr. Mark Pellegrino-Yes.

Vote was unanimous. Motion was passed.

### **Action Items:**

#### **Vote to Approve a Proposed Unique Acquisition-**

Mr. Demanche gave a brief summary of three properties he had recently investigated for a proposed Keystone school. Mr. Demanche explained that the Joslin Street, Leominster, property looks the most promising. Ms. Deacon stated she is familiar with the property and supports the assessment. After discussion regarding the properties a motion was made.

Ms. Holmes motioned to approve a proposed Unique Acquisition. Ms. Deacon seconded the motion.

Roll call: Dr. Kate Burnham-Yes, Ms. Paula Deacon-Yes, Ms. Ellen Holmes-Yes, Mr. Robert Jokela-Yes, Mr. Thad King-Yes, Dr. Steven Meyer-Yes, Mr. Brad Morgan-Yes, Dr. Sheila Muir-Yes, Dr. Mark Pellegrino-Yes.

Vote was unanimous. Motion was passed.

### **Executive Directors Report**

#### **Census Update-**

Mr. Demanche stated that the census remains the same.

#### **Referral Data-**

Mr. Demanche stated that there is still a staff shortage, impacting the number of referrals that can be accepted.

#### **Highlights-**

Mr. Demanche 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.

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

#### **Annual Audit/Annual Report-**

Mr. Demanche reported that both documents have been approved by the board, submitted to DESE and awaiting approval.

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

Mr. Demanche explained that full payment has been made and the contract expires this year.

#### **Contract Services-**

Mr. Demanche stated that he is in negotiations to fill the TVI position and a contracted School Psychologist for next year.

**CARE Solace vs Interface-**

Mr. Demanche explained that Interface will be expiring at the end of the year and reported positive feedback from those who have used Solace.

**Advisory Board Summary-**

Mr. Demanche reported on last week's meeting of the Advisory Board. He explained that topics included districts discussion on transportation flow sheets and PRS complaints on turning 18.

**Budget SY2023-2024: schedule a meeting with the Budget Sub-Committee-**

Ms. Burchfield and Mr. Demanche requested a meeting with the Budget Sub-Committee to discuss the SY2023-2024 Budget. Members of this committee will be notified.

**Executive Business:**

**None**

**New Business:**

Ms. Holmes reported to the board that her district AAC/PT services provided by Keystone has been very well received by staff and students.

**Adjournment:**

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

Respectfully submitted,  
Marsha Januskiewicz  
Recording Secretary