

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

ZOOM meeting link:

<https://us06web.zoom.us/j/88448408651?pwd=NDRzK2JNRjFRUVk3MUERWZ6TEFpUT09>

Voting Members Present:

Dr. Kate Burnham
Ms. Paula Deacon
Ms. Ellen Holmes
Mr. Robert Jokela
Mr. Thad King
Dr. Steven Meyer
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 8:35 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. Thad King-Yes, Dr. Steven Meyer-Yes, Dr. Mark Pellegrino-Yes.

Approval of Minutes

Ms. Deacon motioned to approve the minutes of the February 2, 2023, meeting. Mr. Jokela 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, Dr. Mark Pellegrino-Yes.

Vote was unanimous. Motion passed.

Dr. Muir arrived at 8:42am.

Action Items:

Vote to approve the proposed FY24 Budget

Mr. Demanche explained that the budget included a 6.8% total budget increase with a 2% increase across the salary schedule. Discussion involved methods to recruit/retain staff.

Mr. Jokela motioned to approve the FY24 Budget. Dr. Meyer 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, Dr. Sheila Muir-Yes, Dr. Mark Pellegrino-Yes.

The vote was unanimous. Motion passed.

Executive Directors Report

Census Update-

Mr. Demanche reviewed the census numbers with the board.

Referral Data-

Mr. Demanche reported that currently there are 141 referrals. He explained that retaining staff has been difficult and unfortunately reflects on the ability to accept students.

Highlights-

Keystone was approved for the ESSER Grant and was awarded \$100,000. Mr. Demanche explained that this money will be utilized to make HVAC improvements to the Fitchburg location.

PLAT Program-

Mr. Demanche explained that the collaborative joined the Autism Higher Education Foundation and their PLAT program (Paralegal Assistant Training Program). The collaborative will assist the Fitchburg District Court and soon the Ayer District Court with Keystone students and their vocational skills. The collaborative currently has one student in the program.

Status Update/Discussion Items:

Annual Report-

The Annual Report was approved and has met DESE requirements.

Interface vs Care Solace-

Mr. Demanche explained that Interface will be expiring at the end of the school year and reported positive feedback from those who have used Solace. Currently four districts will need to notify Interface if they wish to continue.

Contract Services-

Mr. Demanche has identified a TVI for fall and is working on securing employment. He has also identified a contracted School Psychologist for districts to assist with student evals for the fall.

Succession Planning-

Mr. Demanche informed the board that Gary MacCallum has announced plans to retire and will be transitioning in the next year.

Ms. Jean Sauer has also communicated the desire to retire in the near future and will begin the planning and mentoring process.

Advisory Board Summary-

Mr. Demanche reported on last week's meeting of the Advisory Board. He explained that topics included van companies, subcontracted limitation, timeout reductions and the documentation process for Program Reviews.

Unique Acquisition-

Mr. Demanche explained that the collaborative was able to negotiate all 3 properties on Josling Street, Leominster, for a price of 2.95 million. This acquisition will involve 3 buildings totaling est. 39K sq. ft. and 3 acres of land. Mr. Demanche reported that all zoning requirements has been met, appraisals are in progress, and they are working with the bank for financing. Mr. Demanche is currently getting architectural designs to move forward with an anticipated closing date of June 2023.

Executive Business:

Dr. Pellegrino informed the board that the evaluation for Mr. Demanche will be sent out in the near future.

New Business:

The board discussed and confirmed that the continuation of future virtual meetings has been approved by the state.

Adjournment:

Mr. Jokela motioned to adjourn the meeting at 8:56 am, seconded by Dr. Meyer. All in favor.

Respectfully submitted,
Marsha Januskiewicz
Recording Secretary