

Executive Board of Directors of the
Keystone Educational Collaborative
Meeting Minutes for June 1, 2023, 8:30 am

ZOOM meeting link:

<https://us06web.zoom.us/j/87104037686?pwd=eW5qSVNzK2NjbTF2M0QwYzFLMEIBQT09>

Voting Members Present:

Dr. Kate Burnham
Ms. Paula Deacon
Mr. Robert Jokela
Mr. Thad King
Dr. Steven Meyer
Mr. Brad Morgan
Dr. Sheila Muir
Dr. Mark Pellegrino (Chair)
Dr. Adam Renda
Ms. Jennifer Storm

Non-Members Present:

Mr. John Demanche
Ms. Terri Burchfield
Ms. Marsha Januskiewicz

Dr. Pellegrino called the meeting to order at 8:31 am.

An announcement was made that this meeting was being recorded.

Roll call: Ms. Paula Deacon-Yes, Mr. Robert Jokela-Yes, Mr. Thad King-Yes, Dr. Steven Meyer-Yes, Dr. Sheila Muir-Yes, Dr. Mark Pellegrino-Yes, Ms. Jennifer Storm- Yes.

Approval of Minutes

Ms. Deacon motioned to approve the minutes of the March 30, 2023, meeting. Dr. Meyer seconded the motion.

Roll call: Ms. Paula Deacon-Yes, Mr. Robert Jokela-Yes, Mr. Thad King-Yes, Dr. Steven Meyer-Yes, Dr. Sheila Muir-Yes, Dr. Mark Pellegrino-Yes, Ms. Jennifer Storm- Yes.

Vote was unanimous. Motion passed.

Dr. Burnham and Mr. Brad Morgan arrived at 8:34 am.

Action Items:

Vote to allow T. Ingano to designate a secondary signer for checks

Dr. Meyer motioned to allow the collaborative to designate a secondary signer for checks in the absence of Mr. Ingano. Ms. Deacon seconded the motion.

Ms. Burchfield informed the board that this would be used only in emergency situations.

Roll call: Dr. Kate Burnham-Yes, Ms. Paula Deacon-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, Ms. Jennifer Storm- Yes. The vote was unanimous. Motion passed.

Dr. Renda arrived at 8:41am.

Vote to approve transfer from Capital to General Fund of approximately \$600,000

Ms. Burchfield explained that \$480,000 would be used toward the deposit and closing of the Joslin property and \$120,000 would be used for excavation work at the Electric Avenue property.

Ms. Deacon motioned to approve the transfer from Capital to General fund of approximately \$600,000. Dr. Muir seconded the motion.

Dr. Pellegrino amended the motion to approve the transfer from Capital to General Fund “not to exceed \$600,000”. Ms. Deacon seconded the motion.

Roll call: Dr. Kate Burnham-Yes, Ms. Paula Deacon-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, Dr. Adam Renda-Yes, Ms. Jennifer Storm- Yes. The vote was unanimous. Motion passed.

Vote to approve OPEB transfer of \$10,000

Ms. Burchfield explained that \$10,000 would be transferred to the OPEB Fund (Rockland Trust) from the General Fund.

Dr. Meyer motioned to approve the transfer of \$10,000 to the OPEB Fund from the General Fund. Dr. Muir seconded the motion.

Roll call: Dr. Kate Burnham-Yes, Ms. Paula Deacon-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, Dr. Adam Renda-Yes, Ms. Jennifer Storm- Yes. The vote was unanimous. Motion passed.

Vote to approve borrowing for Purchase and Construction

Mr. Demanche explained that the collaborative is looking to secure a loan of \$5,377,000 through the Main Street Bank for the process of purchasing and renovation of 143 Joslin Street.

Mr. Morgan motioned to approve borrowing \$5,377,000 for the Purchase and Construction of the Joslin Street property. Ms. Deacon seconded the motion.

Roll call: Dr. Kate Burnham-Yes, Ms. Paula Deacon-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, Dr. Adam Renda-Yes, Ms. Jennifer Storm- Yes. The vote was unanimous. Motion passed.

Mr. Demanche asked the board to please inform their school committee of this borrowing and he will supply a document to the board members for their school committee explaining the request.

Vote to approve OPM-Owners Project Manager

Mr. Demanche explained that one company “RGB Architects” from Providence RI applied for the OPM position on the Joslin Street construction site.

Ms. Deacon motioned to approve RGB Architects to be the OPM (Owners Project Manager). Dr. Renda seconded the motion.

Roll call: Dr. Kate Burnham-Yes, Ms. Paula Deacon-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, Dr. Adam Renda-Yes, Ms. Jennifer Storm- Yes. The vote was unanimous. Motion passed.

Vote to approve Board calendar SY23-24, adding one extra meeting for Budget Hearing

Mr. Demanche explained that one extra meeting, “Budget Hearing” was added to the calendar.

Dr. Meyer motioned to approve the Keystone Executive Board calendar SY23-24, adding an additional meeting for the Budget Hearing. Dr. Muir seconded the motion.

Roll call: Dr. Kate Burnham-Yes, Ms. Paula Deacon-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, Dr. Adam Renda-Yes, Ms. Jennifer Storm- Yes. The vote was unanimous. Motion passed.

Vote to approve Keystone Policy & Procedure Manual-Summary of Revisions

Ms. Deacon motioned to approve the Keystone Policy & Procedure Manual and the Summary of Revisions. Dr. Meyer seconded the motion.

Roll call: Dr. Kate Burnham-Yes, Ms. Paula Deacon-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, Dr. Adam Renda-Yes, Ms. Jennifer Storm- Yes. The vote was unanimous. Motion passed.

Vote to allow the collaborative to confirm the Interface contract for four Districts

Mr. Demanche explained that 4 districts will split the cost of \$44,000.

Dr. Muir motioned to allow the collaborative to confirm the Interface contract for four Districts.

Ms. Deacon seconded the motion.

Roll call: Dr. Kate Burnham-Yes, Ms. Paula Deacon-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, Dr. Adam Renda-Yes, Ms. Jennifer Storm- Yes. The vote was unanimous. Motion passed.

Mr. Demanche's Evaluation

Dr. Pellegrino informed the board that he had sent out forms to complete regarding the evaluation of John Demanche. Dr. Pellegrino will compile the information and will present it to Mr. Demanche.

Executive Directors Report

Census Update-

Mr. Demanche reviewed the census numbers with the board.

Referral Data-

Mr. Demanche stated that over 182 referrals have been submitted to the collaborative for review since June 2022.

Staffing-

Mr. Demanche reported that the collaborative has secured additional teachers for the ESY/Fall, along with a TVI. He continues to look for a SLP for contracted services.

Status Update/Discussion

Unique Acquisition-

Mr. Demanche explained that the Unique Acquisition of the 143 Joslin Property in Leominster has not been contested and the collaborative is anticipating a closing date of June 28th. The collaborative is currently seeking an OPM(Owners Project Manager) to meet state requirements for the project and has received a bid offer from RGB, Providence RI. The collaborative was not able to secure the other properties due to owner/seller limitations.

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 but is looking to add more for next year.

Contract Services-

Mr. Demanche explained that the collaborative continues to assist members need for SLP/OT services.

Interface vs Care Solace-

Mr. Demanche explained that Interface is requesting to know which districts would like to continue their contract. Currently there are 4 districts (Ayer-Shirley RSD, Narragansett RSD, Fitchburg and Leominster) who use the service. Expiration of the current contract is June 30, 2023, and estimated renewal will be \$44,000.

Trexo-

Mr. Demanche told the board that fundraising efforts to lease to own the Trexo Gait Trainer continues. NBC 10 Boston completed another story on Trexo and the Keystone Collaborative featuring parents and students from Winchendon and North Middlesex RSD.

KEY Prom-

Mr. Demanche informed the board that the collaborative held its annual Prom in May. Current students, staff and alumni enjoyed the night at the Leominster Elks Lodge. Mr. Demanche thanked the district representatives who attended the event.

Reminder to get approval from districts school committee for Keystone Board-

Mr. Demanche reminded the board to get approval from their school committee to serve on the Keystone Executive Board.

Advisory Board Summary-

Mr. Demanche reported on last week's meeting of the Advisory Board. He explained that topics included van companies, new IEP formatting, SMS systems that will be in place and BX on younger students that districts are seeing age 5-8.

Executive Session:

None

New Business:

Mr. Demanche reviewed the changes to the board with the retirement of Dr. Muir and Ellen Holmes. Mr. Demanche welcomed Jennifer Storm (Ashburnham Westminster RSD) to the board.

Dr. Meyer asked Mr. Demanche what his goal is in regard to the Joslin Street property. Mr. Demanche explained that the work will take approximately a year and will begin in the basement area and ramps. This will allow the function hall to remain open.

Dr. Meyer suggested that the first board meeting in September be held at the Joslin Street property. Mr. Demanche tentatively agreed.

Mr. Morgan asked that Mr. Demanche consult with the Valley Collaborative to coordinate their calendars as some districts are members of both collaboratives. Mr. Demanche replied that he had already consulted with Valley Collaborative prior to establishing the calendar.

Dr. Pellegrino reminded the board to complete and return their evaluation of Mr. Demanche.

Adjournment:

Ms. Deacon motioned to adjourn the meeting at 9:08 am, seconded by Dr. Meyer. All in favor.

Respectfully submitted,
Marsha Januskiewicz
Recording Secretary