

Executive Board of Directors of the
Keystone Educational Collaborative
Meeting Minutes for September 7, 2023, 8:30 am

ZOOM meeting link:

<https://us06web.zoom.us/j/87180718756?pwd=VmdwWWWh4TjVFTngxOENTN0JSL3hWQT09>

Voting Members Present:

Dr. Kate Burnham
Ms. Paula Deacon
Dr. Steven Meyer
Ms. Colleen Mucha
Dr. Mark Pellegrino (Chair)
Dr. Ruthann Petruno-Goguen
Ms. Rosemary Reynolds
Ms. Jennifer Storm

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. K. Burnham-Yes, Ms. P. Deacon-Yes, Dr. S. Meyer-Yes, Ms. C. Mucha-Yes, Dr. M. Pellegrino (Chair)-Yes, Dr. R. Petruno-Goguen-Yes, Ms. R. Reynolds-Yes, Ms. J. Storm-Yes.

Approval of Minutes

Ms. Deacon motioned to approve the minutes of the June 1, 2023, meeting. Dr. Meyer seconded the motion.

Roll call: Dr. Burnham-Yes, Ms. Deacon-Yes, Dr. Meyer-Yes, Dr. Pellegrino (Chair)-Yes, Ms. Storm-Yes. Abstained from voting- Ms. Mucha, Dr. Petruno-Goguen, Ms. Reynolds. Five in favor, three abstained. The motion was passed.

Action Items:

Vote to move forward with contract regarding PPA: Power Purchase Agreement:

Mr. Demanche explained that the collaborative has been researching solar options to defer some of the cost of electricity in the Fitchburg program. After discussions with Progeneration

Solar Company Mr. Demanche informed the Board that he anticipates a 10% savings on electricity cost and no cost to install the solar car ports. The collaborative lawyer will review the contract and make adjustments if necessary.

Dr. Meyer motioned to authorize Mr. Demanche to enter into a contract with Progeneration Solar Company, pending confirmation of cost savings. Ms. Deacon seconded the motion.

Roll call: Dr. K. Burnham-Yes, Ms. P. Deacon-Yes, Dr. S. Meyer-Yes, Ms. C. Mucha-Yes, Dr. M. Pellegrino (Chair)-Yes, Dr. R. Petrino-Goguen-Yes, Ms. R. Reynolds-Yes, Ms. J. Storm-Yes. All were in favor. The motion was passed.

Vote to elect members to vacant committee positions:

Vice-Chairperson- Motion made by Ms. Deacon to nominate Dr. Meyer. Dr. R. Petrino-Goguen seconded the motion. Roll call: Dr. K. Burnham-Yes, Ms. P. Deacon-Yes, Dr. S. Meyer-Yes, Ms. C. Mucha-Yes, Dr. M. Pellegrino (Chair)-Yes, Dr. R. Petrino-Goguen-Yes, Ms. R. Reynolds-Yes, Ms. J. Storm-Yes. All were in favor. The motion was passed.

Secretary- Motion made by Dr. Pellegrino to nominate Ms. Deacon. Dr. Meyer seconded the motion. Roll call: Dr. K. Burnham-Yes, Ms. P. Deacon-Yes, Dr. S. Meyer-Yes, Ms. C. Mucha-Yes, Dr. M. Pellegrino (Chair)-Yes, Dr. R. Petrino-Goguen-Yes, Ms. R. Reynolds-Yes, Ms. J. Storm-Yes. All were in favor. The motion was passed.

Budget Committee (1)- Motion made by Dr. Pellegrino to nominate Dr. Burnham. Dr. R. Petrino-Goguen seconded the motion. Roll call: Dr. K. Burnham-Yes, Ms. P. Deacon-Yes, Dr. S. Meyer-Yes, Ms. C. Mucha-Yes, Dr. M. Pellegrino (Chair)-Yes, Dr. R. Petrino-Goguen-Yes, Ms. R. Reynolds-Yes, Ms. J. Storm-Yes. All were in favor. The motion was passed.

Due to the large number of committee vacancies, Dr. Meyer suggested listing the nominations and voting on the total upon completion.

Personnel (1)- Ms. Deacon motioned to nominate Ms. Mucha to the Personnel Committee. Dr. Pellegrino seconded the motion.

Governance (1)- Dr. Pellegrino motioned to nominate Dr. Renda to the Governance Committee. Dr. Meyer seconded the motion.

Space (2)- Dr. Pellegrino motioned to nominate Dr. Renda, nomination was rescinded. Dr. Pellegrino motioned to nominate Dr. R. Petrino-Goguen. Dr. Meyer seconded the motion. Ms. Deacon motioned to nominate Ms. R. Reynolds. Dr. Pellegrino seconded the motion.

Warrant (2)- Dr. Pellegrino motioned to nominate Jennifer Storm. Ms. Deacon seconded the motion. Ms. Deacon motioned to be on the Warrant Committee. Dr. Pellegrino seconded the motion.

Dr. Meyer motioned to approve the following committee nominations as stated above: Ms. Mucha to Personnel, Dr. Renda to Governance, Dr. R. Petrino-Goguen and Ms. Reynolds to Space, Ms. Storm and Ms. Deacon to the Warrant committee. Ms. Deacon seconded the motion. Roll call vote to approve the above nominations: Dr. K. Burnham-Yes, Ms. P. Deacon-Yes, Dr. S. Meyer-Yes, Ms. C. Mucha-Yes, Dr. M. Pellegrino (Chair)-Yes, Dr. R. Petrino-Goguen-Yes, Ms. R. Reynolds-Yes, Ms. J. Storm-Yes. All were in favor. The motion was passed.

Mr. Demanche's Evaluation:

The Board agreed to go into Executive Session toward the end of this meeting to discuss the evaluation of Mr. Demanche.

Executive Directors Report

Mr. Demanche welcomed the new members to the Keystone Executive Board.

Census Update-

Mr. Demanche reviewed the census numbers with the Board. Mr. Demanche anticipates the numbers to increase as the collaborative secures additional teachers.

Referral Data-

Mr. Demanche stated that over 20 referrals have been submitted to the collaborative for review since the beginning of school year 2023-24.

Staffing-

Mr. Demanche reported that the collaborative has secured additional teachers for the ESY/Fall, along with a TVI.

Status Update/Discussion

Joslin Property-

- Mr. Demanche congratulated the Board on securing a second property purchase at 143 Joslin Street, Leominster for 1.25 million.
- Mr. Demanche shared that after a financing evaluation for the construction loan of Joslin, that the collaborative's initial investment in the Electric Avenue property has now been appraised at four times the value of the initial purchase.

- Mr. Demanche expects a DESE site visit of the Joslin property in September and anticipates breaking ground and demolition to start in November.
- The renovation of Joslin Street should last approximately one year. The program at the Fitchburg site (Electric Avenue) will move into Joslin Street when completed and the program in Townsend will move into the Fitchburg site.
- Mr. Demanche explained that the property next door to the Joslin property will be available for purchase in the future and could supply the program with the necessary playground green space.
- Mr. Demanche is planning for the next Executive Board meeting to be held in person at the Joslin Street property.

PPA: Power Purchase Agreement- Please see summary under “Action Items.”

Annual Audit-

Mr. Demanche informed the Board that the annual audit is underway by Bruce Norling, CPA. and will reflect a deficit.

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. There are currently two students in the program.

Contract Services-

Mr. Demanche report that the collaborative is back to supplying service contracts and support in the areas of AAC, SLP-CF supervision, OT, PT and BCBA.

Trexo-

Mr. Demanche told the Board that fundraising efforts to lease to own the Trexo Gait Trainer continues and has raised approximately \$8,000.00.

Advisory Board Summary-

Mr. Demanche stated that the first Advisory Board meeting will be in September with two new members.

Executive Board Summary-

Mr. Demanche informed the Board that three district members of the Executive Board attended none/few of last year's meetings. He explained that seven members are required to make a quorum. Mr. Demanche encouraged all members to please notify himself or Dr. Pellegrino if they are unable to attend an Executive Board meeting.

Executive Session:

The Board went into Executive Session at 9:00 am for the discussion of Mr. Demanche's evaluation. The Board reconvened at 9:17 am.

Dr. Pellegrino explained the results of the Executive Session:

Dr. Pellegrino informed Mr. Demanche that he was given all 3's (Proficient) with a recommended raise of 4% : 2% COLA, 2% Merit. Mr. Demanche received many positive remarks from the Board. Dr. Pellegrino suggested that the next meeting should include discussion regarding the goals of Mr. Demanche.

New Business:

New members of the Board requested a meeting with Mr. Demanche to review the collaborative programs and locations.

Adjournment:

Dr. Meyer motioned to adjourn the meeting at 9:22 am, seconded by Ms. Deacon. All in favor.

Respectfully submitted,
Marsha Januskiewicz
Recording Secretary