

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

ZOOM meeting link: In person meeting at 143 Joslin Street, Leominster, MA

**Voting Members Present:**

Dr. Kate Burnham  
Dr. Christopher Casavant  
Ms. Paula Deacon  
Dr. Steven Meyer  
Dr. Ruthann Petruno-Goguen  
Ms. Rosemary Reynolds  
Ms. Jennifer Storm

**Non-Members Present:**

Mr. John Demanche  
Ms. Terri Burchfield

Dr. Meyer called the meeting to order at 8:38 am.

An announcement was made that this meeting was being recorded.

**Approval of Minutes**

Ms. Deacon motioned to approve the minutes of the September 7, 2023, meeting. Ms. Reynolds seconded the motion. Roll call: Dr. Burnham-Yes, Dr. Casavant-Yes, Ms. Deacon-Yes, Dr. Meyer-Yes, Dr. Petruno-Goguen- Yes, Ms. Reynolds- Yes, Ms. Storm-Yes. Vote was unanimous. Motion passed.

**Action Items:**

None

**Executive Directors Report**

**Census-** Mr. Demanche reported that currently the KEY program is over census. The Keystone Elementary & Middle School program is increasing with a majority of referrals for grades 4-7. The Keystone Academy census is also increasing but found that students with addiction problems have resulted in removal from the program.

Mr. Demanche informed the board that due to the increase in medically fragile students being referred and limited space issues have resulted in attempting to decrease the need for home nurses/district funded LPN's by supplying them as part of the program model.

**Referral Data-** Mr. Demanche reported 62 referrals since the beginning of the school year. Mr. Demanche reminded districts to please send the referrals to Jill Bishop.

**Status Update/Discussion:**

**Joslin Property-**Mr. Demanche stated that an initial site visit of the Joslin property in September resulted in DESE giving Keystone a preliminary license for the relocation of the students from the Leominster site to the Joslin property, due to flooding issues.

Mr. Demanche reviewed the schematic design of the property.

Mr. Demanche reviewed the master schedule timeline for the project.

**Temporary Relocation-**Mr. Demanche explained the need for relocation (due to flooding) of two classrooms from the Leominster site to the Joslin property during the three week cleaning.

**PPA: Power Purchase Agreement-** Mr. Demanche is having lawyers review and edit the contract regarding the solar companies' data for the Fitchburg program site.

**Annual Audit-** Mr. Demanche explained that the Annual Audit is underway by Bruce Norling CPA, PC and Associates.

**PLAT Program-** Mr. Demanche informed the board that the collaborative has rejoined the Autism Higher Education Foundation and their PLAT program. The collaborative will be supporting the Fitchburg Court House and the Ayer Court House with two students. This program will offer our Keystone students additional vocational opportunities.

**Contract Services-** Mr. Demanche reminded the board that the collaborative has hired a TVI and is supplying service contracts for SLP, BCBA's, etc.

**Trexo-** Mr. Demanche explained that the collaborative has signed a "lease to own" for the Trexo robotic gait trainer and have been able to fundraise about 10k. He informed the board that

Emerson College Marketing students will be assisting the collaborative in marketing and fundraising as a capstone project.

**Annual Report-** Mr. Demanche reported that surveys have been sent to districts for last year's feedback.

**Advisory Board Summary-**

Mr. Demanche explained the following topics of discussion at the recent Advisory Board meeting on October 26, 2023. They included alternatives to van providers in the area, PT/SLP needs, LPN and SPED teachers' discussion.

**Executive Session:**

None.

**New Business:**

None.

**Adjournment:**

Dr. Burnham motioned to adjourn the meeting at 9:20 am, seconded by Ms. Deacon. All in favor.

Mr. Demanche conducted tours of the Joslin Street property immediately following the adjournment of the Executive Board meeting.

Respectfully submitted,  
Marsha Januskiewicz  
Recording Secretary