

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

Zoom Meeting link:

<https://us06web.zoom.us/j/81362470554?pwd=q1NZayPLcCuqwsqgvNjb3CQSEp18pb.1>

**Voting Members Present:**

Dr. Kate Burnham  
Dr. Steven Meyer  
Mr. Brad Morgan  
Ms. Colleen Mucha  
Dr. Mark Pellegrino  
Dr. Ruthann Petruno-Goguen  
Dr. Adam Renda  
Ms. Jennifer Storm

**Non-Members Present:**

Mr. John Demanche  
Ms. Terri Burchfield  
Ms. Marsha Januskiewicz  
Ms. Samantha Fantana  
Mr. Bruce Norling  
Jennifer Bassett-Glynn  
Irina Dronova  
Ms. Paulajo Gaines  
Mr. Jonathan Thompson

Dr. Pellegrino called the meeting to order at 8:33 am.

An announcement was made that this meeting was being recorded.

Roll Call: Dr. Burnham-Yes, Dr. Meyer-Yes, Mr. Morgan-Yes, Ms. Mucha-Yes, Dr. Pellegrino-Yes, Dr. Petruno-Goguen- Yes, Dr. Adam Renda-Yes, Ms. Storm-Yes

**Approval of Minutes**

Dr. Petruno-Goguen motioned to approve the minutes of the November 2, 2023, meeting. Dr. Renda seconded the motion. Roll Call: Dr. Burnham-Yes, Dr. Meyer-Yes, Mr. Morgan-Yes, Ms. Mucha-Abstained, Dr. Pellegrino- Yes, Dr. Petruno-Goguen- Yes, Dr. Adam Renda-Yes, Ms. Storm-Yes.

The motion passed with seven votes in favor and one abstention.

The audit presentation followed and was led by Mr. Bruce Norling, CPA, P.C. Mr. Norling provided an overview of the financial statements contained in the Keystone Annual Audit FY23. Overall, Mr. Norling reported a decrease in the Fund Balance of \$340,504. The Collaborative did not exceed the 25% cap on the Fund Balance.

### **Action Items:**

#### **Vote to accept the Annual Audit FY23-**

Ms. Mucha motioned to accept the Keystone Annual Audit FY23. Dr. Renda seconded the motion. Roll Call: Dr. Burnham-Yes, Dr. Meyer-Yes, Mr. Morgan-Yes, Ms. Mucha-Yes, Dr. Pellegrino- Yes, Dr. Petruno-Goguen- Yes, Dr. Adam Renda-Yes, Ms. Storm-Yes. Vote was unanimous. Motion passed.

#### **Vote to accept the Annual Report SY2022-2023-**

Mr. Demanche summarized the highlights of the Keystone Annual Report SY2022-2023. Dr. Meyer motioned to accept the Annual Report SY2022-2023. Ms. Storm seconded the motion. Roll Call: Dr. Burnham-Yes, Dr. Meyer-Yes, Mr. Morgan-Yes, Ms. Mucha-Yes, Dr. Pellegrino- Yes, Dr. Petruno-Goguen- Yes, Dr. Adam Renda-Abstained, Ms. Storm-Yes. The motion passed with seven votes in favor and one abstention.

### **Executive Directors Report**

**Census-** Mr. Demanche reported that currently the KEY program is over census. The Keystone Elementary/Middle is receiving the majority of recent referrals. The Keystone Academy census is also increasing and will be working with the KEA program on student transitions from KEA program to Academy.

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 84 referrals since the beginning of the school year. Over 30 students have been accepted and currently have 17 under review. Mr. Demanche reminded districts to please send the referrals to Jill Bishop.

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

**Joslin Property-** Mr. Demanche reported no new update as the collaborative is awaiting architectural and structural drawings to be finalized and approved.

**PPA: Power Purchase Agreement-** Mr. Demanche is having lawyers review and edit the contract. He explained that projections indicate a 19k annual savings on electrical utility.

**Annual Audit FY23-** Mr. Demanche requested the board accept the Annual Audit FY23.

**Annual Report SY2022-2023-** Mr. Demanche requested the board accept the Annual Report SY2022-2023. Mr. Demanche reviewed highlights of the report.

**Trexo-** Mr. Demanche explained that Emerson College Marketing Department and Stonehill College students will be assisting the collaborative in marketing and fundraising as a capstone project and will present it to the collaborative on December 15<sup>th</sup>. Mr. Demanche informed the board that Keystone was given a donation of \$700 from a local street hockey league.

**Wellness Fair-**

The collaborative held its first Annual Wellness Fair to supply employees with more resources to address burnout, mental health and overall training on wellness strategies. This was paired with DESE Suicide Awareness training. Mr. Demanche remarked that this professional development day was positively received by the Keystone staff.

**Advisory Board Summary-**

Mr. Demanche informed the board that the next Advisory Board meeting will be held January 25, 2024.

**Executive Session:**

None.

**New Business:**

None.

**Adjournment:**

Dr. Petrino-Goguen motioned to adjourn the meeting at 8:59 am, seconded by Dr. Meyer. All in favor.

Respectfully submitted,  
Marsha Januskiewicz  
Recording Secretary