

Executive Board of Directors of the
Keystone Educational Collaborative
Meeting Minutes for February 1, 2024, 8:30 am

Zoom Meeting link:

<https://us06web.zoom.us/j/89981816025?pwd=TMUzOdWrebHs8r2ZC2cRHUFgpSfmHL.1>

Voting Members Present:

Dr. Kate Burnham

Ms. Paula Deacon

Mr. Richard Meagher

Dr. Steven Meyer

Mr. Brad Morgan

Ms. Colleen Mucha

Dr. Mark Pellegrino

Dr. Adam Renda

Ms. Rosemary Reynolds

Ms. Jennifer Storm

Non-Members Present:

Mr. John Demanche

Ms. Terri Burchfield

Ms. Samantha Fantana

Dr. Pellegrino called the meeting to order at 8:32 am.

An announcement was made that this meeting was being recorded.

Roll Call: Dr. Burnham-Yes, Ms. Deacon-Yes, Mr. Meagher-Yes, Dr. Meyer-Yes, Mr. Morgan-Yes, Ms. Mucha-Yes, Dr. Pellegrino-Yes, Dr. Renda-Yes, Ms. Reynolds-Yes, Ms. Storm-Yes

Approval of Minutes

Ms. Deacon motioned to approve the minutes of the December 7, 2023, meeting. Ms. Storm seconded the motion. Roll Call: Dr. Burnham-Yes, Ms. Deacon-Yes, Mr. Meagher-Yes, Dr. Meyer-Yes, Mr. Morgan-Yes, Ms. Mucha-Yes, Dr. Pellegrino-Yes, Dr. Renda-Yes, Ms. Reynolds-Yes, Ms. Storm-Yes. The motion passed.

Action Items: None

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 102 referrals since the beginning of the school year. He explained that over 36 students have been accepted and 12 referrals are under review for the month of December. To expedite the process Mr. Demanche reminded the board that referrals should be sent to Jill Bishop versus the program directors.

Status Update/Discussion:

Joslin Property- Mr. Demanche has received the final draft of the architectural and structural drawings and has submitted this to the project manager. Mr. Demanche informed the board that he will be submitting this project in phases. Phase 1 will include the ramp, exterior HVAC and Electrical, Phase 2 will include the classroom builds, HVAC and remainder of the job. Mr. Demanche anticipates posting the bids and pulling permits toward the end of February, beginning of March. He also explained that there will be a tight timeline for moving the two programs in the Fall and Keystone may need an additional few months of space for the transition from North Middlesex RSD.

PPA: Power Purchase Agreement- Mr. Demanche is having lawyers review and edit the contract. Currently they are tightening up the details regarding parking restrictions, permits and timeline of project.

Trexo- Mr. Demanche explained that Emerson College Marketing Department and Stonehill College students have been assisting the collaborative in marketing and fundraising as a capstone project. He reported that the recent presentation was very impressive. Mr. Demanche informed the board that Keystone was given a donation of \$700 from a local street hockey league.

Annual Budget-

Mr. Demanche informed the board that the next scheduled Keystone meeting on March 7, 2024, is in regard to the annual budget and in particular the Budget Sub-Committee.

Staffing- Mr. Demanche reported:

- Academy is down one high school teacher.
- Kerry McCann has become the acting program administrator at the KEA program while Ms. Bragg is out on FMLA.
- The collaborative is anticipating a number of retirements for next year that may impact the programs.
- Keystone has recently supported CAPS by supplying staff training and support in CPI.

Advisory Board Summary-

Mr. Demanche informed the board that the next Advisory Board meeting will be held March 21, 2024. He said discussions at the January 25, 2024, meeting involved Chapter 70 funding, etc.

Executive Session: None**New Business: None.****Adjournment:**

Ms. Deacon motioned to adjourn the meeting at 8:48 am, seconded by Ms. Storm. All in favor.

Respectfully submitted,

Marsha Januskiewicz

Recording Secretary