

Executive Board of Directors of the
Keystone Educational Collaborative
Meeting Minutes for December 5, 2024, 8:30 am

Zoom Meeting link

<https://us06web.zoom.us/j/86565647036?pwd=2P59iedDa83eL7yTNchaLVYNOL00zM.1>

Voting Members Present:

Mr. Brad Morgan
Dr. Chris Casavant
Dr. Mark Pellegrino
Dr. Kathleen Burnham
Dr. Adam Renda
Ms. Colleen Mucha
Ms. Robin Desmond

Non-Members Present:

Ms. Terri Burchfield
Mr. John Demanche
Ms. Meghan Hewett
Mr. Bruce D. Norling
Ms. Jennifer Bassett-Glynn

Dr. Pellegrino called the meeting to order at 8:35 am.

An announcement was made that this meeting was being recorded.

Roll Call: Dr. Christopher Casavant-Yes, Mr. Brad Morgan-Yes, Dr. Mark Pellegrino-Yes, Ms. Robin Desmond-Yes, Dr. Adam Renda-Yes, Ms. Colleen Mucha-Yes, Dr. Kate Burnham-Yes.
Quorum present.

Approval of Minutes

Mr. Morgan motioned to approve the minutes of the October 24, 2024, meeting. Dr. Casavant seconded the motion. Roll Call: Dr. Christopher Casavant-Yes, Mr. Brad Morgan-Yes, Dr. Mark Pellegrino-Yes, Ms. Robin Desmond-Yes, Dr. Adam Renda-Yes, Ms. Colleen Mucha-Yes, Dr. Kate Burnham-Yes. The vote was 7 yes. The motion passed unanimously.

Action Items:

Vote to approve FY24 Annual Audit Report

Mr. Norling reported a clean audit opinion for the FY24 Annual Audit Report with no findings. Testing was conducted on expenditures, revenue, and payroll with no findings. Mr. Norling reported that the financial statements showed a good year with a small surplus in general funds. Mr. Norling reported that there are no issues with the surplus revenue retention as well. Mr.

Norling reported a liability regarding a footnote for leases in an asset called "Right to Use". Mr. Norling recommended one item with board approval that page 34 of the annual report be amended to satisfy DESE preference regarding the schedule and a carryover of surplus charges and amend it to equalize the balance sheet located on page 11 of the annual report.

Dr. Casavant motioned to approve the FY24 Annual audit report as amended. Mr. Morgan seconded the motion. Roll Call: Dr. Christopher Casavant-Yes, Mr. Brad Morgan-Yes, Dr. Mark Pellegrino-Yes, Ms. Robin Desmond-Yes, Dr. Adam Renda-Yes, Ms. Colleen Mucha-Yes, Dr. Kate Burnham-Yes. The vote was 7 yes. The motion passed unanimously.

Vote to approve FY24 Annual Report

Mr. Demanche provided a summary of the FY24 Annual Report. Mr. Demanche reported that 80% of our student population remains from member districts and 20% are from non-member districts. Mr. Demanche maintained that we continue to stay true to our mission, vision, and specialized services with a cost-effective approach as much as possible to continue supporting member districts.

Mr. Morgan motioned to approve the FY24 Annual report. Dr. Casavant seconded the motion. Roll Call: Dr. Christopher Casavant-Yes, Mr. Brad Morgan-Yes, Dr. Mark Pellegrino-Yes, Ms. Robin Desmond-Yes, Dr. Adam Renda-Yes, Ms. Colleen Mucha-Yes, Dr. Kate Burnham-Yes. The vote was 7 yes. The motion passed unanimously.

Executive Director Final Evaluation

Dr. Pellegrino reported that six of the 12 evaluations were collected for Mr. Demanche's final evaluation. Mr. Pellegrino reviewed some of the results which focused on a score of "exemplary" and will compile the data to provide a final report as well as individual reports for review and for the record.

Executive Directors Report

Census- Mr. Demanche reported census for Key Program at 84, Elementary Program at 35 students, and Keystone Academy at 39 with a total census of 158. Mr. Demanche reported that the Key Program continues to have the majority of student referrals and has gone above census to support member district needs and in anticipation of upcoming graduations with accepting referrals. Mr. Demanche reported that the census for the Elementary/Middle School Alternative Program continues to run below census but that there has been an uptick in referrals in the

month of October. Mr. Demanche reported that the program continues to be short one teacher who is on a worker's compensation injury from the ESY program. Mr. Demanche reported that the Academy Program continues to work on its overall census, as well as to identify the appropriate peer grouping amongst students and student referrals. Mr. Demanche reported that there has been an increase in student challenges as they get acclimated with the new school year and the changes that have occurred for students that transitioned from the middle school to the high school. Mr. Demanche reported that the Collaborative has been encouraged to make building modifications (i.e., high density drywall) to assist with property damage and with sound reduction for other tenants. The modifications will occur over the holiday breaks.

Status Update/Discussion:

143 Joslin Property: Mr. Demanche reported that the tentative completion date is December 21, 2024. Mr. Demanche reported that while a Temporary Occupancy Certificate (TOC) may not be necessary and will be contingent on whether the awaited BDA assessment to test radio frequency in the building fails. If so, a TOC will be necessary at that time. Mr. Demanche reported that DESE's walkthrough for final approval is scheduled for December 13th and that the application for a change in locations for two programs has been completed and submitted. Mr. Demanche reported that movers have been contracted for December 23, 26, and 27th.

135 Joslin Property: Mr. Demanche reported that the purchase was finalized on the property on November 13th and that all required agreements were completed satisfactorily. Mr. Demanche reported that Central Office will not move to the new location during the first wave of moves to ensure that priority focuses on the school sites.

Staffing:

Mr. Demanche reported that we currently have one teacher out due to a concussion which was incurred over the ESY from one of the students. Mr. Demanche reported that the Collaborative is still actively trying to assist member districts with a shortage of RN, SLP, and BCBA positions.

DESE Mid Cycle Review: Mr. Demanche reported that Keystone will have its Mid Cycle review on May 19, 2025. Mr. Demanche reported that data collection is underway to meet the March 3, 2025, deadline.

Advisory Board Attendance: Mr. Demanche reviewed the Advisory Board attendance, which was at 50% on October 31st. Mr. Demanche reviewed the agenda for the Advisory Board's

meeting which included a range of discussions on PDA: Pathological demand Avoidance not DSM V and IEP, Preschool rubric, and staffing needs for Members (i.e., SLP, BCBA, teachers sub separate). Mr. Demanche mentioned reference of an ALICE training being facilitated by Dr. Burnham and offered to share the information with other member districts who may need an ALICE trainer.

Executive Session: None

New Business: None

Adjournment:

Dr. Casavant motioned to adjourn the meeting at 8:56am, seconded by Mr. Morgan. All in favor.

Respectfully submitted,

Meghan Hewett

Recording Secretary