

Executive Board of Directors of the
Keystone Educational Collaborative
Meeting Minutes for February 6, 2025, 8:30 am

Zoom Meeting link

<https://us06web.zoom.us/j/85429949183?pwd=SxQ2jUaerzoHCNPQiuTB5HwNIGp65l.1>

Voting Members Present:

Dr. Kathleen Burnham
Dr. Chris Casavant
Dr. Marc Gosselin
Mr. Richard Meagher
Dr. Steven Meyer
Mr. Brad Morgan
Dr. Mark Pellegrino
Dr. Adam Renda

Non-Members Present:

Ms. Terri Burchfield
Ms. Chelsea Darrigo
Mr. John Demanche
Ms. Samantha Fantana
Ms. Meghan Hewett

Dr. Pellegrino called the meeting to order at 8:30 am.

Roll Call: Dr. Christopher Casavant-Yes, Mr. Brad Morgan-Yes, Dr. Mark Pellegrino-Yes, Mr. Richard Meagher-Yes, Dr. Steven Meyer- Yes, Dr. Adam Renda-Yes, Dr. Marc Gosselin-Yes, Dr. Kate Burnham-Yes. Quorum present.

Approval of Minutes

Dr. Casavant motioned to approve the minutes of the December 5, 2024, meeting. Dr. Renda seconded the motion. Roll Call: Dr. Christopher Casavant-Yes, Mr. Brad Morgan-Yes, Dr. Mark Pellegrino-Yes, Mr. Richard Meagher-Yes, Dr. Steven Meyer- Abstain, Dr. Adam Renda-Yes, Dr. Marc Gosselin-Yes, Dr. Kate Burnham-Yes. The vote was 7 yes, 1 abstention. The motion passed.

Action Items:

No Action Items

Executive Directors Report

Census-Mr. Demanche reported census for Key Program at 85, Elementary Program at 37 students, and Keystone Academy at 42 with a total census of 164. 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 Key Program moved into the new location on January 13th and they will continue to get acclimated before getting new students into the Program. Mr. Demanche reported that both the Key Program and NMRSD had the unfortunate loss of one of our students due to health complications, but that both District and Program have been supporting the family and staff during this time period. 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 months of December and January. 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 Elementary/Middle School Alternative Program successfully transitioned to the new Fitchburg location on January 27th. 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.

Status Update/Discussion:

143 Joslin Property: Mr. Demanche reported that the Property was Town approved for occupancy on January 9th and DESE approved on January 10th. Mr. Demanche reported that an Open House was held for families on January 12th who were very grateful to the Board for allowing the Collaborative to grow the Program.

360 Electric Ave Property: Mr. Demanche reported that families of the Elementary/Middle School Alternative Program are appreciative of the expanded site. Mr. Demanche reported that staff were appreciative of NMRSD in hosting the site for the many years that the Collaborative was there and wanted to thank everyone for all of their support over the years.

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.

FY24 Annual Audit Update: Mr. Demanche reported that on January 24th, DESE confirmed the Annual Audit for FY2024 and the Collaborative has met all requirements. (attached).

2025-2026 Annual Budget Proposal: Mr. Demanche reported that the team is working on the budget proposal and will be presenting this during the March meeting.

Advisory Board Attendance: Mr. Demanche reviewed the Advisory Board attendance, which was at 41% on January 23rd. Mr. Demanche reviewed the agenda for the Advisory Board's meeting which included a range of discussions on staffing needs for Members (SLP, BCBA, teachers sub separate), 274 Grant: Spending Ideas (Blume App), Mid cycle review districts, PRS: Raw data distribution, and Interface.

Executive Session: None

New Business: None

Adjournment:

Dr. Casavant motioned to adjourn the meeting at 8:37am, seconded by Dr. Renda. All in favor.

Respectfully submitted,

Meghan Hewett

Recording Secretary