

Executive Board of Directors of the
Keystone Educational Collaborative
Meeting Minutes for June 5, 2025, 8:30 am

Zoom Meeting link

<https://us06web.zoom.us/j/86957876860?pwd=ge9QFFVL5Gp86x2fcQ9RV2RC53yRfs.1>

Voting Members Present:

Dr. Kathleen Burnham
Dr. Chris Casavant
Dr. Marc Gosselin
Ms. Colleen Mucha
Dr. Mark Pellegrino
Dr. Adam Renda
Ms. Kim Russo

Non-Members Present:

Ms. Chelsea Darrigo
Mr. John Demanche
Ms. Meghan Hewett

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

Roll Call: Dr. Christopher Casavant-Yes, Dr. Mark Pellegrino-Yes, Dr. Adam Renda-Yes, Dr. Marc Gosselin-Yes, Ms. Colleen Mucha-Yes, Ms. Kim Russo-Yes, Dr. Kathleen Burnham-Yes.
Quorum present.

Approval of Minutes

Dr. Casavant motioned to approve the minutes of the April 17, 2025 meeting. Dr. Renda seconded the motion. Roll Call: Dr. Christopher Casavant-Yes, Dr. Mark Pellegrino-Yes, Dr. Adam Renda-Yes, Dr. Marc Gosselin-Yes, Ms. Colleen Mucha-Yes, Ms. Kim Russo-Yes, Dr. Kathleen Burnham-Yes. The vote was 7 yes. The motion passed unanimously.

Executive Directors Report

Census-Mr. Demanche reported census for Key Program at 81, Elementary Program at 43 students, and Keystone Academy at 41 with a total census of 165. 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 continues to evaluate the consolidation

of the PREP program in June of this year when the lease runs out on the Phoenix Park location. Mr. Demanche reported that the census for the Elementary/Middle School Alternative Program continues to gain momentum with increased referrals. 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 will be working on the transition of (4) students that will be graduating and moving forward to the Academy program in the Fall. Mr. Demanche reported that the Academy Program continues to increase 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 Program is continuing to access the current space layout and will be expanding the space for the Fall as tenants leave the Whitney Property. Mr. Demanche reported that the Program graduated (6) students on May 30, 2025 and thanked those member districts that were able to be present for the ceremony at City Hall. Mr. Demanche reported that we are currently working on the coordination of the 2025 ESY Program which will begin on July 7, 2025.

Status Update/Discussion:

143 Joslin Property: Mr. Demanche reported that the remaining punch list has been completed and is awaiting a warm day to calibrate the AC units. Final bill on the project has been issued.

360 Electric Ave Property: Mr. Demanche said there is no news to report.

98 Adams Street (Lease / Property): Prior to ESY final completion of renovation to walls will be completed and acquisition of more sqft space from lease tenants that are moving out June 30th.

Staffing:

Mr. Demanche iterated that the Collaborative is currently working on ESY staffing lists and that staffing for the Fall is satisfactory. Mr. Demanche reported that the Collaborative is still actively trying to assist member districts with a shortage of SLP and BCBA positions and that he will be talking with districts on contracted services for next year.

DESE Mid Cycle Review: Mr. Demanche reported that Keystone Mid Cycle review was conducted on May 19, 2025. Mr. Demanche reported that the review went well and DESE was pleased with the progress and the moves that have taken place. Some minor technical advisories were discussed (e.g. allergy lists, locks on janitor closet etc.) Academy had (1) finding as it relates to APD Immediate Notification: Form 2 notification timeline as it relates to DESE Severe Incident reports. No other findings issued to the other programs.

Discussion on time-outs (TO) and pass through handles/ operational mechanism were had and code requirements were issued to DESE for future reviews/ discussion.

INTERFACE: Williams James College (WJC): Mr. Demanche reported that a meeting was had with WJC on May 28, 2025 notifying them that the remaining three districts will be D/C the contract as those districts have had other providers in place, as well as, decreasing trend of the use of the service.

Advisory Board Attendance: Mr. Demanche reported that the Advisory Board meeting on May 22, 2025 reviewed topics on the Mid Cycle Review and time-out information from DESE recommendations as well as bully investigations. Mr. Demanche reviewed a summary of his professional goals for FY26.

Action Items:

Executive Director Contract Renewal

Executive Director Compensation percentage

Dr. Renda motioned to approve Mr. Demanche's contract renewal effective on July 1, 2025. Dr. Casavant seconded the motion. Roll Call: Dr. Christopher Casavant-Yes, Dr. Mark Pellegrino-Yes, Dr. Adam Renda-Yes, Dr. Marc Gosselin-Yes, Ms. Colleen Mucha-Yes, Ms. Kim Russo-Yes, Dr. Kathleen Burnham-Yes. Vote was 7 yes. The motion passed unanimously.

Executive Session: Dr. Casavant motioned to go into Executive Session to review Mr. Demanche's compensation percentage. Dr. Renda seconded the motion. Roll Call: Dr. Christopher Casavant-Yes, Dr. Mark Pellegrino-Yes, Dr. Adam Renda-Yes, Dr. Marc Gosselin-Yes, Ms. Colleen Mucha-Yes, Ms. Kim Russo-Yes, Dr. Kathleen Burnham-Yes. Vote was 7 yes. The motion passed unanimously.

Public Forum Discussion of Conclusion of Executive Session: Dr. Pellegrino reported that some members of the Executive Board still needed to complete their evaluations for Mr. Demanche. After compiling all data, Dr. Pellegrino will schedule a time to review the report with Mr. Demanche directly. Dr. Pellegrino reported that the Executive Board has approved Mr. Demanche to receive a 6% increase for FY26. Moving forward, the Executive Director will contractually receive a 2% COLA salary increase for FY26 and in addition to the 2% COLA increase, the Executive Board has approved an optional 1% merit increase: to total a 3% increase overall for FY26.

New Business: None

Adjournment:

Dr. Casavant motioned to adjourn the meeting at 9:01am, seconded by Ms. Russo. All in favor.

Respectfully submitted,

Meghan Hewett

Recording Secretary