

Executive Board of Directors of the
Keystone Educational Collaborative
Meeting Minutes for October 23, 2025, 8:30 am

Zoom Meeting link

<https://us06web.zoom.us/j/81861290039?pwd=jbbWIYOG83tdfZJnFizp4M8R9GCAZl.1>

Voting Members Present:

Dr. Chris Casavant

Dr. Jodi Fortuna

Dr. Steven Meyer

Mr. Brad Morgan

Ms. Colleen Mucha

Dr. Mark Pellegrino

Dr. Adam Renda

Ms. Rosemary Reynolds

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, Ms. Rosemary Reynolds-Yes, Ms. Kim Russo-Yes, Dr. Mark Pellegrino – Yes, Dr. Jodi Fortuna-Yes, Dr. Steven Meyer-Yes, Mr. Brad Morgan – Yes, Ms. Colleen Mucha – Yes, Dr. Adam Renda-Yes. Quorum present.

Approval of Minutes

Dr. Steven Meyer motioned to approve the minutes of the September 11, 2025, meeting. Ms. Kim Russo seconded the motion. Roll Call: Dr. Christopher Casavant – Yes, Ms. Rosemary Reynolds-Yes, Ms. Kim Russo-Yes, Dr. Mark Pellegrino – Yes, Dr. Jodi Fortuna-Yes, Dr. Steven Meyer-Yes, Mr. Brad Morgan – Yes, Ms. Colleen Mucha – Yes, Dr. Adam Renda-Yes. The vote was 9 yes. The motion passed unanimously.

Action Items:

None

Executive Directors Report

Census- Mr. Demanche reported that the current census for the Key Program is at 79 with a projected census of 88, the current census for Keystone Elementary / Middle School Program is at 38 with a projected census of 52, and the current census for Keystone Academy Program is at 35 with a projected census of 43; totaling a census of 152 with a projected total census of 183. Mr. Demanche reported that there are no changes to report for the Key Program, the Keystone Elementary / Middle School Program, or the Academy Program. Currently, four students are pending enrollment and/or tours for the Key Program, seven students are pending enrollment and/or tours for the Keystone Elementary / Middle School Program, and four students are pending enrollment and/or tours for the Academy Program.

Status Update/Discussion:

143 Joslin Property: Mr. Demanche reported that the brightness of the exterior lighting per a request from a neighbor was addressed. No other news to report.

360 Electric Ave Property: Mr. Demanche reported that the Collaborative will begin working on Capital Improvement projects which will be completed via a multi-year plan. No other news to report.

98 Adams Street (Lease / Property): No news to report.

Staffing:

Mr. Demanche reported that The Collaborative's staffing is currently proportional with student enrollment and will continue to be monitored with the influx of or decrease of student services needed.

DESE Mid Cycle Review: Mr. Demanche reported that Keystone Mid Cycle review was conducted on May 19, 2025. During the review, the Academy was cited for not meeting required timelines for incident report filing within the CHAMP system. In response, new protocols have been implemented, and supervisors have been trained accordingly. These updates will be documented in the progress report submitted to DESE.

Annual Audit / Annual Report: Mr. Demanche reported that the annual audit is underway and will be presented during the December 4th meeting.

Advisory Board: Mr. Demanche reported that the following items were discussed at the Advisory Board meeting held on September 18, 2025: increase in behaviors in K-2 with no disability category, new monitoring guidelines, and designing internal programs.

Executive Session: None

New Business: None

Adjournment:

Dr. Steven Meyer motioned to adjourn the meeting at 8:38am, seconded by Dr. Renda. All in favor.

Respectfully submitted,
Meghan Hewett
Recording Secretary