

Executive Board of Directors of the
Keystone Educational Collaborative
Meeting Minutes for February 5, 2026, 8:30 am

Zoom Meeting link

<https://us06web.zoom.us/j/82605545652?pwd=bn3NfaCX6Mha2VMGjGyJfZxiyeaJj7.1>

Voting Members Present:

Ms. Robin Desmond

Dr. Jodi Fortuna

Ms. Charlotte King

Dr. Steven Meyer

Mr. Brad Morgan

Ms. Colleen Mucha

Dr. Mark Pellegrino

Mr. Jonathan Thompson

Non-Members Present:

Ms. Terri Burchfield

Ms. Chelsea Darrigo

Mr. John Demanche

Ms. Meghan Hewett

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

Roll Call: Dr. Jodi Fortuna – Yes, Dr. Mr. Jonathan Thompson-Yes, Dr. Mark Pellegrino -Yes, Ms. Charlotte King – Yes, Dr. Steven Meyer-Yes, Ms. Robin Desmond-Yes, Mr. Brad Morgan – Yes. Quorum present.

Ms. Colleen Mucha arrived at 8:35a

Approval of Minutes

Dr. Steve Meyer motioned to approve the minutes of the December 4, 2025, meeting. Ms. Charlotte King seconded the motion. Roll Call: Dr. Jodi Fortuna – Yes, Dr. Mr. Jonathan Thompson-Yes, Dr. Mark Pellegrino -Yes, Ms. Charlotte King – Yes, Dr. Steven Meyer-Yes, Ms. Robin Desmond-Yes, Mr. Brad Morgan – Yes, Ms. Colleen Mucha – Yes. The vote was 8 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 78 with a projected census of 88, the current census for Keystone Elementary / Middle School Program is at 44 with a projected census of 52, and the current census for Keystone Academy Program is at 39 with a projected census of 43; totaling a census of 161 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. The Key Program continues to have student referrals and tours are being conducted, in addition to student graduations and/or age outs. The Keystone Elementary / Middle School Program had an uptick of referrals, with some students who have been able to return back to the district. Keystone Academy has had a fluctuation in census attributed to students relocating outside of this catchment area. There has also been a growing issue with students that should have had guardianship delegated, but parents delayed or did not want to take on the responsibility.

Status Update/Discussion:

143 Joslin Property: No news to report.

360 Electric Ave Property: No 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 Annual Audit: Mr. Demanche reported that the DESE Annual Audit is currently in progress.

Independent Annual Audit: Mr. Demanche reported that the Independent Annual Audit has been completed and approved by DESE on 1/20/2026. The report has been uploaded to DESE and publicly posted on our website.

Annual Report: Mr. Demanche reported that the Annual Report has been uploaded to DESE and publicly posted on our website.

Budget 2026-2027: Mr. Demanche reported that we are currently working on the 2026-2027 budget with the business department with proposals during the March Sub Committee Meeting.

Advisory Board: Mr. Demanche reported that the following items were discussed at the Advisory Board meeting held on January 22, 2026: new Seclusion guidelines and opting out of EL services for students that this is not applicable due to disability, the new IEP timeline, and sub separate Program design for districts. Mr. Demanche reported an update on a recent meeting with MOEC and DESE in which the delay in approval of the newly proposed seclusion guidelines was discussed. Mr. Demanche reported that areas of the proposed seclusion guidelines are still unclear, such as whether the requirement for consent will be implicit or explicit; requirement of signatures from various parties, such as a Clinician; and possible liabilities as a result.

Executive Session: None

New Business: None

Adjournment:

Mr. Jonathan Thompson motioned to adjourn the meeting at 8:41am, seconded by Ms. Robin Desmond. All in favor.

Respectfully submitted,

Meghan Hewett

Recording Secretary