

Executive Board of Directors of the  
Keystone Educational Collaborative  
Meeting Minutes for April 11, 2024, 8:30 am

Zoom Meeting link:

<https://us06web.zoom.us/j/85498873370?pwd=EEBbxle9oCraf2BqhVegcjedOCRyKI.1>

**Voting Members Present:**

Dr. Kate Burnham

Dr. Steven Meyer

Ms. Colleen Mucha

Dr. Mark Pellegrino

Dr. Adam Renda

Ms. Rosemary Reynolds

Ms. Jennifer Storm

**Non-Members Present:**

Ms. Terri Burchfield

Ms. Chelsea Darrigo

Mr. John Demanche

Ms. Samantha Fantana

Ms. Meghan Hewett

Ms. Marsha Januskiewicz

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

An announcement was made that this meeting was being recorded.

Roll Call: Dr. Burnham-Yes, Dr. Meyer-Yes, Ms. Mucha-Yes, Dr. Pellegrino-Yes, Dr. Renda-Yes, Ms. Reynolds-Yes, Ms. Storm-Yes. Vote was unanimous. The motion passed.

**Approval of Minutes**

Dr. Renda motioned to approve the minutes of the February 1, 2024, meeting. Ms. Reynolds

seconded the motion. Roll Call: Dr. Burnham-Yes, Dr. Meyer-Yes, Ms. Mucha-Yes, Dr.

Pellegrino-Yes, Dr. Renda-Yes, Ms. Reynolds-Yes, Ms. Storm-Yes. Vote was unanimous. The motion passed.

**Action Items:**

Vote to approve the Keystone Budget FY2025. Dr. Meyer, as a member of the Budget Sub-Committee, explained the process of the budget sub-committee meetings and recommended that the board approve the Keystone Annual Budget FY2025. Dr. Meyer motioned to approve the Keystone Budget FY2025. Ms. Reynolds seconded the motion. Roll Call: Dr. Burnham-Yes, Dr.

Meyer-Yes, Ms. Mucha-Yes, Dr. Pellegrino-Yes, Dr. Renda-Yes, Ms. Reynolds-Yes, Ms. Storm-Yes. Vote was unanimous. The motion passed.

Vote to allow Mr. Demanche to negotiate a new contract with Interface on behalf of the district receiving Interface services. Ms. Reynolds motioned to approve Mr. Demanche to negotiate a new contract with Interface on behalf of the district receiving interface services. Dr. Renda seconded the motion. Roll Call: Dr. Burnham-Yes, Dr. Meyer-Yes, Ms. Mucha-Yes, Dr. Pellegrino-Yes, Dr. Renda-Yes, Ms. Reynolds-Yes, Ms. Storm-Yes. Vote was unanimous. The motion passed.

Vote to approve the Keystone Executive Board Schedule SY2024-2025. Dr. Meyers asked to clarify whether future meetings will remain via a zoom platform or in person. Mr. Demanche replied that the status of the meetings is to be determined by the board. Ms. Reynolds motioned to approve the Keystone Executive Board Schedule SY2024-2025. Ms. Storm seconded the motion. Roll Call: Dr. Burnham-Yes, Dr. Meyer-Yes, Ms. Mucha-Yes, Dr. Pellegrino-Yes, Dr. Renda-Yes, Ms. Reynolds-Yes, Ms. Storm-Yes. Vote was unanimous. The motion passed.

### **Executive Directors Report**

**Census-** Mr. Demanche reported census for Key Program at 78, Elementary Program at 44 students, and Keystone Academy at 35 by the end of the week. Mr. Demanche reported no new status changes for the Key Program at the Fitchburg site. Mr. Demanche explained that students and staff were supported during the transition process with the passing of Program Administrator Julie Bragg. The position of Interim Program Administrator has been carried by Kerry McCann and a formal interview process will begin to identify the replacement of the position.

Mr. Demanche reported that Gary MacCallum will be retiring from the Keystone Academy program this year. Shannon Reilly has been acting as the Assistant Program Administrator and will transition to Program Administrator for the new school year. Interviews are actively taking place for the Assistant Program Administrator position for Keystone Academy. Mr. Demanche explained that the current students that are at the Leominster site will transition to being part of the Academy programming, which will free up a teacher w we can begin bringing in more referrals at the elementary/middle school age.

**Status Update/Discussion:**

**Referral Data:** Mr. Demanche reported over 151 referrals since the beginning of the school year and over 28 referrals within the month of March. The Intake Coordinator is working diligently to get packets reviewed and responses made as quickly as possible with districts and families, ensuring that districts are aware that we cannot hold spots until Fall.

**Joslin Property:** Mr. Demanche reported that full architectural drawings have been completed by McKenzie and Reynolds and RGB (OPM) will have the RFP posted in the public registry and COMMBUYs by the beginning of this month with posting in the local Worcester Telegram. Mr. Demanche anticipates the project can still meet projected deadline of July 2024, but has been working with Brad Morgan on extending the least for the Townsend site until December 2024. Thank you NMRSD for allowing the program to continue in the Fall if necessary.

**PPA: Power Purchase Agreement:** Mr. Demanche reported that the RFP has been posted with a deadline and decision on vendors for 4/1/2024. The attorney will review final contract before the collaborative signs off on agreement. Progeneration was the only bidder on the project.

**DESE Approvals:** Mr. Demanche reported that DESE approved both the annual report and annual audit. Both reports have been posted on the website.

**Annual Budget:** The Board vote was unanimously approved, and the motion was passed for Keystone's Budget FY2025.

**Mid Cycle Review:** Mr. Demanche reported that Keystone will have its Mid Cycle review on May 19, 2025.

**Staffing-** Mr. Demanche reported:

- Academy is down one high school teacher that we let go from the program. Currently (2) staff have filed a MCAD complaint which is being addressed by the collaborative attorney. (Disability and Age Discrimination).
- Kerry McCann has become acting Program Admin at the KEA program. Interviewing for the position will occur after April vacation.

- Collaborative is working on projected retirement for the next year that may impact the program.
- Overall staffing for the program is good.

**Executive Session: None**

**New Business: None.**

**Adjournment:**

Ms. Reynolds motioned to adjourn the meeting at 8:48 am, seconded by Dr. Renda. All in favor.

Respectfully submitted,

Meghan Hewett

Recording Secretary