

Executive Board of Directors of the
Keystone Educational Collaborative
Meeting Minutes for June 6, 2024, 8:30 am

Zoom Meeting link:

<https://us06web.zoom.us/j/84306417263?pwd=pkDamN8bbApairrxn0VGo08UTHdzdY.1>

Voting Members Present:

Dr. Steven Meyer
Mr. Brad Morgan
Dr. Chris Cassavant
Dr. Mark Pellegrino
Dr. Adam Renda
Dr. Ruthann Petruno-Goguen
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 8:45 am.

An announcement was made that this meeting was being recorded.

Roll Call: Ms Storm-Yes, Mr. Morgan-Yes, Dr. Pellegrino-Yes, Dr. Meyer-Yes, Dr. Cassavant-Yes Dr. Renda-Yes, Dr. Petruno-Goguen-Yes. Vote was unanimous. The motion passed.

Approval of Minutes

Dr. Renda motioned to approve the minutes of the April 11, 2024, meeting. Morgan seconded the motion. Roll Call: Ms Storm-Yes, Mr. Morgan-Yes, Dr. Pellegrino-Yes, Dr. Meyer-Yes, Dr. Cassavant-Yes Dr. Renda-Yes, Dr. Petruno-Goguen-abstained. Vote was 6 unanimous, 1 abstention. The motion passed.

Action Items:

No action items

Executive Directors Report

Census- Mr. Demanche reported census for Key Program at 79, Elementary Program at 46 students, and Keystone Academy at 33 with a total census of 158. Mr. Demanche reported that the Key Program continues to have the majority of student referral increases as the school year begins to wind down. Mr. Demanche explained that the Program is currently working with

districts to secure slots before the end of the year and that the Program has met their overall average goal on projected students for the year. 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 current students that are at the Leominster site will transition to being part of the Academy programing, which will free up a teacher in order to begin bringing in more referrals at the elementary/middle school age. The Program has not met their average projected census, but some of the factors have been attributed to the anticipated move of the program and the loss of staff.

Mr. Demanche reported that the Key Academy program has begun the transition of 11 students located at the Leominster site to become part of the Academy program after April vacation. This shift will assist in stabilizing the census projections for fall of next year as referrals continue to be students predominately early middle school and elementary program. The program will be doing minor renovations to the location over the summer to divide the HS program from the upper middle school program. The program did not meet its overall average census for the year, but the current moves will place the Academy in better standings for next year's projections. Graduation was 5/31/2024 for high school students that have graduated and moved on.

Status Update/Discussion:

Referral Data: Mr. Demanche reported over 169 referrals since the beginning of the school year and over 19 referrals within the months of April and May. 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 with a year after the initial purchase of the building, 80% of demolition is completed with an anticipated projection of 120 days to complete. All bids for sub bidders/contractors were due by June 5, 2024. The next stage will have a 2-week posting for the GC who will pick from the sub bidder list. Mr. Demanche reported a projected completion date of the end of October through November, 2024 period with an anticipated time frame to move the programs after the 2025 April vacation. Bradley Morgan confirmed that the Collaborative will be able to utilize two additional classrooms. Mr. Demanche reported that the other property as part of the original unique acquisition will be going on the market which encompasses a one-acre plot. With board approval, the site will be utilized for

office space and onsite childcare for staff and the local community. The seller is willing to work on all construction according to our specifications prior to the sale of the home.

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

End of Year Budget Analysis: Ms. Burchfield reported that we are in the black. The large budget change which will assist the overall bottom line is the program changes within Key Academy and the middle school ages. Ms. Burchfield requested that any additional monies within the black be utilized for the OPEB account to cover projected liabilities for the upcoming year.

Interface Contract renewal: Winchendon, Ayer/Shirley, Fitchburg, Leominster expires 6/30/2024. Ayer/Shirley, Fitchburg, Leominster contracts have been negotiated and will be 2k cheaper than past years. Interface does not expect a rate hike to occur within the years to come. Winchendon has been pulled from the contract as they ensure the budget for next year. Mr. Demanche reported that he will be talking to the members about Care Solace.

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). Mr. Demanche reported that the MCAD complaint pertaining to the teachers' legal representation has dropped the case and the teacher will be responsible for representing himself.
- 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.
- Marsha Januskiewicz and Gary MacCallum will be retiring at the conclusion of the school year. Meghan Hewett will be assuming roles and responsibilities of Marsha's position as well as taking the role of HR Director.
- Overall staffing for the program is good.
- Collaborative has sent out emails to SPED Directors on next year's contracted services. Please respond if you anticipate utilizing any of the PT, BCBA, PTA, TVI services.

- We have notified any non-members programs that we will not be able to contract TVI services to them as we ramp down and prepare for the retirement of Jean Sauer. She will continue to work next year on her caseload and begin working with Ashley on getting her acclimated to some of her cases. We are still actively engaging in recruiting another TVI. We are also going to need to look for a COMS as Jean carries this certification and not all TVI's are COMS as well.
- Mr. Demanche reviewed Advisory Board Summary with nothing to report for changes.

Executive Session: None

New Business: Dr. Pellegrino announced that Mr. Demanche's evaluation is needed.

Adjournment:

Dr. Petruno-Goguen motioned to adjourn the meeting at 9:04am, seconded by Dr. Meyer. All in favor.

Respectfully submitted,
Meghan Hewett
Recording Secretary