



**BOARD OF DIRECTORS' MEETING
AUGUST 16, 2017
6:30 P.M.**

AGENDA

Our mission is to increase the capacity of school districts and support the success of all students by providing high-quality shared programs and services in a cost-effective manner.

The matters listed below are those reasonably anticipated by the Chair that may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

1. CALL TO ORDER
2. PUBLIC FORUM/COMMUNICATIONS
3. CONSENT AGENDA
 - A. MINUTES
 - B. APPOINTMENTS
 - C. SALARY ADJUSTMENTS
 - D. TRANSFERS
 - E. RESIGNATIONS
 - F. TERMINATIONS
4. PROGRAM UPDATES
 - A. LPVEC OVERVIEW: A. CHURCHILL
 - B. CTEC UPDATE: D. JARVIS
 - C. SPED UPDATE: S. GOULET
 - D. TRANSPORTATION - UNION NEGOTIATIONS: A. CHURCHILL
 - (1) BOARD REPRESENTATION (Enclosure)
5. PRESENTATIONS: Director of Finance
 - A. FY17 END OF YEAR REVENUE AND EXPENDITURE REPORT
 - B. APPROPRIATION FROM FUND BALANCE (Enclosure)
 - C. DISPOSITION OF SALVAGE PROPERTY (Enclosure)
 - D. VOLUNTARY BENEFITS (Enclosure)

LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE

174 BRUSH HILL AVENUE, WEST SPRINGFIELD, MA 01089 PHONE 413-735-2200 FAX 413-735-2280

LPVEC
AGENDA/BOARD OF DIRECTORS
AUGUST 16, 2017
PAGE TWO

6. PRESENTATIONS: Director of Human Resources (Enclosures)
 - A. JOB DESCRIPTION: TEAM CHAIR
 - B. POLICY: PAID TIME OFF/ATTENDANCE BONUS
 - C. FY 18 HANDBOOKS

7. OTHER

8. NEXT MEETING
 - A. SUPERINTENDENTS/SEPTEMBER 14, 2017/9:00 A.M./LPVEC
 - B. BOARD OF DIRECTORS/SEPTEMBER 20, 2017/6:30 P.M./LPVEC



**BOARD ACTION ITEMS SCHEDULED FOR
AUGUST 16, 2017**

3. A. – F. Consent Agenda Routine items, numbered A through F, are before you. If there are no objections, these items will be adopted by general consent without debate. Items may be removed from the consent agenda on the request of any one member. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the Board.
4. D. The Chair will entertain a motion to authorize _____ to act as representative in the upcoming transportation union negotiations.
5. B. The Chair will entertain a motion to appropriate from the FY18 Unreserved General Fund Balance the amount \$80 to satisfy Fast Lane violations that occurred in 2015.
C. The Chair will entertain a motion to approve the disposal of salvage vehicles as delineated as they no longer retain any value.
6. A. The Chair will entertain a motion to approve the job description entitled Team Chair as presented.
B. The Chair will entertain a motion to approve the policy entitled Time Off/Attendance Bonus as presented at this, its first and final reading.
C. The Chair will entertain a motion to approve the revisions as presented to the FY18 Personnel Handbooks.

LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE

174 BRUSH HILL AVENUE, WEST SPRINGFIELD, MA 01089 PHONE 413-735-2200 FAX 413-735-2280



MINUTES
Board of Directors' Meeting
LPVEC Conference Room
JUNE 21, 2017

1. The meeting was called to order at 6:50 p.m. by the Chairperson of the Board, Mr. William Fonseca. The following were present:

Board of Directors: Mr. William Fonseca, East Longmeadow
 Ms. Michelle Emirzian, Hampden-Wilbraham Regional
 Mr. Jacob Oliveira, Ludlow
 Mr. George LeBlanc, Southwick-Tolland-Granville Regional
 Dr. Jose Irizarry, West Springfield

Collaborative: Mr. Andrew M. Churchill, Executive Director
 Ms. Anna Bishop, Director of Finance
 Ms. Cheryl Wiblyi, Director of Human Resources

The following were not present: Ms. Diane Juzba, Agawam; Longmeadow representative not appointed yet.

2. A public forum was offered. There were no comments from the public.
3. Mr. Oliveira moved to approved Items 3. A through F. by general consent. Dr. Irizarry seconded. Approved unanimously.
4. B. Ms. Bishop reviewed special education revenues collected to date. She will have a full report at the next meeting as to how the program ends the year overall.

 D. Ms. Bishop reviewed discussion with the Corporation board regarding sale of the Front Street property in West Springfield. We are also investigating properties for expansion of special education programs.

 E. Ms. Bishop noted there were no changes to the FY18 preliminary budget. There were adjustments made in special education due to increased enrollments. Ms. Emirzian moved to approve the FY18 Budget as presented. Mr. Oliveira seconded. Approved unanimously.

F. Ms. Bishop reported that the Corporation had reviewed lease agreements for properties owned by the Corporation and leased to the Collaborative. They approved five-year agreements with option to renew for 384 Shoemaker Lane, Agawam; 159 Denslow Road, East Longmeadow; 2045 Boston Road, Wilbraham; 174 Brush Hill Avenue, West Springfield; and also 110 Cambridge Circle, Longmeadow. Mr. Oliveira moved to approve as presented these five agreements for property leased by the Collaborative from the Corporation. Dr. Irizarry seconded. Approved unanimously.

G. Ms. Bishop reported that bids had been opened for school nursing supplies as well as bus and van parts and tires, lubricants, and also equipment for the Graphics/DVC Program. After reviewing all information submitted, she enclosed her recommendations for award.

Dr. Irizarry moved to award Bid #2018-01, School Nursing Supplies, to Henry Schein and School Health Corp. on the basis of being the lowest responsive and responsible bidders per line item as presented. Ms. Emirzian seconded. Approved unanimously.

Ms. Emirzian moved to award Bid #2018-02, Bus/van Parts and Tires, to the vendors delineated on a line item basis as being the lowest responsive, responsible bidders as presented. Mr. Oliveira seconded. Approved unanimously.

Dr. Irizarry moved to award Bid #2018-03, Oil and Lubricants, to BWE, Dennison Lubricants, and Dennis K. Burke on the basis of being the lowest responsive, responsible bidders per line item as presented. Mr. Oliveira seconded. Approved unanimously.

Dr. Irizarry moved to award Bid #2018-04, graphic equipment, to Central Paper Company and A L Larsen on the basis of being the lowest responsive, responsible bidders on a line item basis as presented. Ms. Emirzian seconded. Approved Unanimously.

H. Ms. Bishop requests authorization to attend the annual national Association of School Business Officials in Denver, CO, September 22 to 25, 2017. Mr. Oliveira moved to approve professional development travel request as presented. Dr. Irizarry seconded. Approved unanimously.

I. Ms. Bishop noted that line items within the Transportation Coordination budget needed to be adjusted to accommodate several expenses. Any transfer over \$20,000 by policy needs Board approval. Dr. Irizarry moved to approve transfer of \$30,000 from "fuel" to "vehicle maintenance" in the amount \$27,500 and to "building maintenance" in the amount \$2,500. Mr. Oliveira seconded. Approved unanimously.

J. Ms. Bishop noted that she was recently informed of toll violations that have accumulated from 2013, 2015 and 2016. As all are from previous fiscal years, the amount of \$603 must be approved by the Board in order to be appropriated from General Fund Balance. Mr. Oliveira moved to appropriate from the General Fund, Unreserved Fund Balance the amount of \$603 to satisfy Mass DOT and EZPass violations from 2013, 2015, and 2016 as discussed. Dr. Irizarry seconded. Approved unanimously.

LPVEC
BOARD OF DIRECTORS MINUTES
JUNE 21, 2017
PAGE THREE

Ms. Bishop left the meeting at 7:09 p.m.

5.
 - A. Mr. Churchill reported no instances of bullying over the FY17 school year.
 - B. Mr. Churchill reported that he has conducted his FY17 performance evaluation for Anna Bishop. She remains motivated to support education as a priority, and her general rating is proficient.

Mr. Fonseca reported that he has collected all Board evaluation instruments for the Executive Director and his overall proficiency rating is Exemplary. Mr. Churchill thanked the Board for their support.
 - C. Mr. Churchill reviewed his anticipated professional development activities for the upcoming school year. He does not intend to participate in the New Superintendents Induction Program which will reduce costs. Dr. Irizarry moved to approve the Executive Director's FY18 Professional Development Plan as presented. Ms. Emirzian seconded. Approved unanimously.
6.
 - A. Ms. Wiblyi noted that it is a struggle every summer for LPVEC administrators to use accumulated vacation time that cannot be carried over into the new fiscal year. We would like to extend the deadline from June 30 to August 15th to use any excess vacation time before it is lost. Ms. Emirzian moved to approve revisions to the Vacation Policy as discussed. Mr. Oliveira seconded. Approved unanimously.
 - B. Ms. Wiblyi noted that she is unable to produce reports from the new accounting system that show employee dates of service to recognize milestones. She will report on a yearly basis rather than monthly until we can get a system that will resolve this problem.
 - C. Ms. Wiblyi reported that a workers compensation case had been recently resolved and the \$80,000 award was in fact reduced to \$75,000.
7.
 - A. Mr. Fonseca turned the meeting over to Mr. Churchill for the purpose of the reorganization of officers of the Board of Directors. Mr. Churchill opened the floor for nominations of the Chairperson of the Board. Mr. Oliveira moved to nominate William Fonseca as Chairperson. Ms. Emirzian seconded. Approved unanimously. Hearing no objections, Mr. Oliveira moved to close nominations for Chairperson. Ms. Emirzian seconded. Approved unanimously. With Mr. Fonseca accepting the position, Mr. Churchill turned the meeting over to the new Chairperson.
 - B. Mr. Fonseca opened the floor for nominations of the Vice Chairperson of the Board. Dr. Irizarry moved to nominate Michelle Emirzian as Vice Chairperson. Mr. Oliveira seconded. Approved unanimously. Hearing no objections, Mr. Fonseca moved to close nominations for Vice Chairperson. Mr. Oliveira seconded. Approved unanimously. Ms. Emirzian accepted the position.

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LPVEC
BOARD OF DIRECTORS MINUTES
JUNE 21, 2017
PAGE FOUR

- C. Mr. Fonseca opened the floor for nominations of the Clerk of the Board. Mr. Oliveira moved to nominate George LeBlanc as Clerk. Ms. Emirzian seconded. Approved unanimously. Hearing no objections, Mr. Fonseca moved to close nominations for the Clerk. Ms. Emirzian seconded. Approved unanimously. Mr. LeBlanc accepted the position.
8. A. Ms. Emirzian moved that the Chairperson of the Lower Pioneer Valley Educational Collaborative be and he hereby is authorized, empowered, and directed on behalf of the Collaborative to negotiate, sign, seal, execute, and deliver any and all leases, contracts, agreements, financial instruments, and other documents which are necessary in order to implement and carry out any vote taken by the Board of Directors of the Collaborative from July 1, 2017 to June 30, 2018. Dr. Irizarry seconded. Approved unanimously.
- A. Mr. Oliveira moved that the Executive Director of the Lower Pioneer Valley Educational Collaborative be and he hereby is authorized, empowered, and directed on behalf of the Collaborative to negotiate, sign, seal, execute, and deliver any and all leases, contracts, agreements, financial instruments, and other documents which are necessary in order to implement and carry out any vote taken by the Board of Directors of the Collaborative from July 1, 2017 to June 30, 2018. Ms. Emirzian seconded. Approved unanimously.
- B. Dr. Irizarry moved that the Director of Finance and Operations of the Lower Pioneer Valley Educational Collaborative be and she hereby is authorized, empowered, and directed on behalf of the Collaborative to negotiate, sign, seal, execute, and deliver any and all leases, contracts, agreements, financial instruments, and other documents which are necessary in order to implement and carry out any vote taken by the Board of Directors of the Collaborative from July 1, 2017 to June 30, 2018. Ms. Emirzian seconded. Approved unanimously.
9. Mr. Fonseca discussed meeting as a group rather than appointing individual subcommittees to review personnel, policy, and budget areas.
10. Mr. Churchill informed the Board that he has been made aware that there has once again been efforts at our transportation sites. He will keep the Board informed as details emerge.

Mr. Oliveira moved to adjourn the meeting. Dr. Irizarry seconded. Approved unanimously. The meeting adjourned at 7:31 p.m.

(date)

, Clerk



PERSONNEL CHANGES
Received Between
June 14, 2016 to August 7, 2017

APPOINTMENTS

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Albino, Cindy	1:1 LPN Nurse - Summer School	07/05/17
Bradley, Laurel	Teacher - Summer School	07/05/17
Buckley, Carolyn	Teacher - Summer School	07/05/17
Frodema, Julie	Classroom Asst. - Social Puzzle	07/11/17
Hathaway, Colleen	Tutor - Summer School	07/11/17
Kane, Adam	Bus Mechanic	07/21/17
Kane, Shawn	Substitute Bus Monitor	07/11/17
Kareta, Tracy	Classroom Asst. - Summer School	07/05/17
McCluskey, Jami	Teacher - Summer Social Puzzle	07/11/17
Skutel, Leah	Teacher - Summer School	07/05/17
Starzyk, Mary	LPN - Summer School	07/05/17
Welsh, Kevin	Teacher	08/24/17
Williams, Jasmine	Substitute Bus Monitor	07/11/17
Wohlrs, Samantha	Teacher - Summer School	07/05/17

3B

SALARY ADJUSTMENTS

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Blair, Kenneth	School Bus Driver (adj. due to experience)	07/01/17
Churchill, Andrew	Executive Director	07/01/17
Oyler, Laurie	Municipal Reimbursement Director	07/01/17
Wiblyi, Cheryl	Human Resources Director	07/01/17

3C

TRANSFERS

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Beaulieu, Amy	ELC Teacher to ELC Lead Teacher	08/28/17
Chapman, Mellisa	Classroom Assistant to Teacher	08/30/17
Sloat, David	Substitute Teacher to Classroom Assistant	07/01/17

3D

RESIGNATIONS

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Anderson, Greg	Teacher	06/30/17
Ciak, Daniel	Substitute Bus Driver	06/30/17
Ethier, Laura	7D School Bus Driver	06/23/17
Fernandes, Charlene	Bus Monitor	06/30/17
Lambert, Carolyn	Teacher (Retirement) 30 Years of Service	06/28/17
McDonald, Joyce	Bus Driver	06/14/17
Messier, Ronald	Teacher	06/30/17
Pighetti, Heather	Teacher	06/21/17
Vazquez, Pablo	Bus Driver	06/30/17
Westcott, Rosanne	Teacher	06/22/17

3E



**PERSONNEL CHANGES
Received Between
June 14, 2016 to August 7, 2017**

TERMINATION

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Emp. #5786	Teacher	06/22/17
Emp. #2158	School Bus Driver	06/21/17

3F.



UNITED FOOD AND COMMERCIAL WORKERS UNION

TRANSIT DIVISION

DANIEL P. CLIFFORD, PRESIDENT
TYRONE C. HOUSEY, SEC-TREAS.

33 EASTLAND STREET ■ SPRINGFIELD, MA 01109
PHONE: (413) 732-6209 (800) 332-9699 FAX: (413) 732-5376 E-MAIL: workers@UFCW1459.com

August 9, 2017

BY EMAIL & US MAIL
achurchill@lpvec.org

Andrew Churchill, Executive Director
Lower Pioneer Valley Educational Collaborative
174 Brush Hill Avenue
West Springfield, MA 01089

Dear Mr. Churchill:

Please be advised this Local Union wishes to negotiate a Collective Bargaining Agreement on behalf of the drivers and monitors with the Lower Pioneer Valley Educational Collaborative (LPVEC).

I respectfully request either you or your designated representative contact me for the purpose of setting up negotiations dates.

Furthermore, to assist us in drafting of our proposals, would you please submit the following information:

- 1) Names, addresses and cell phones of all Bargaining Unit Members
- 2) Dates of Hire and current seniority list (for each location)
- 3) Rates of pay
- 4) Job classification
- 5) Full-time/part-time status or spare
- 6) Health Insurance, Pension and 403(b) information
- 7) How many participants in the above (insurance/pension)

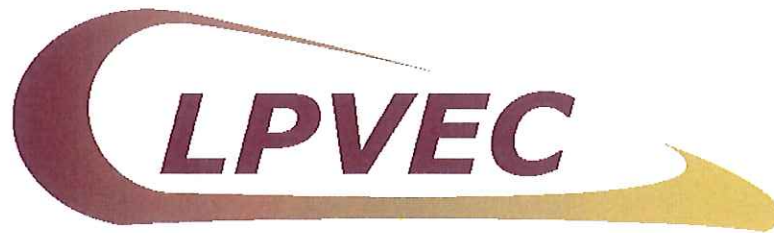
I thank you in advance for your cooperation in this matter and anxiously await your reply.

Sincerely,

Daniel P. Clifford
President

DPC:fah

Cc: Commonwealth of Massachusetts Division of Labor



MEMORANDUM

To: Anna Bishop
From: Charles Crowe
Date: 8/8/17
Subject: Old transportation fines

We discovered again another Notice of Violations of a LPVEC vehicle from previous years. This was discovered when we did not receive a registration renewal for Vehicle # 505 and went on line to the RMV website and determined the problem. It is a FAST LANE violation from 2015.

We cannot determine the date of these violations.

The two (2) fines are in the amount of \$40 each for a total of \$80.00.

Because of these violations, we cannot renew the registration of this vehicle and it is a vehicle that has to available for the school year.

5 B 2

Registration Inquiry - Obligation Details

Mass.Gov/RMV

The Massachusetts Registry of Motor Vehicles

Transaction ID: 9429504TN

6/28/2017 2:25:54 PM

Non-Renew Obligations

Violation Type	Violation ID	Location	Year
Fastlane	4336390	EZPASS FINES	2015

Transaction ID: 9429504TN

6/28/2017 2:25:54 PM

Please Note: The accuracy of the information contained on this screen is considered valid for the date and time of the inquiry. If your registration is suspended/revoked, then additional fees may be imposed.

[Close this Window]

Plate #
SB33102

Bus 505

Date of violation
\$ of violation
copy of violation
transponder → 8/2015

505 } not renewed / to check
SB 33102 = plate
outstanding obligations
2 @ \$40. each = \$80.
spectmark reviews (7/2016)

5B3



Erin C. Deveney
Registrar



P.O. Box 55889
Boston, MA 02205
www.massrmv.com
Customer Service
857-368-8000

Received

0003556

05/06/17

PARKING VIOLATIONS, EXCISE TAX, ABANDONED VEHICLES,
WARRANTS, CHILD SUPPORT, EZPASS OR TOBIN BRIDGE VIOLATIONS

LOWER PIONEER VALLEY EDUCATIONAL COLLAB DOB:
174 BRUSH HILL AVE LICENSE #:
W SPRINGFIELD, MA 01089-1204

---FOLD

THE REGISTRY OF MOTOR VEHICLES HAS BEEN NOTIFIED THAT THE FOLLOWING VEHICLES REGISTERED TO YOU HAVE OUTSTANDING PARKING VIOLATIONS, EXCISE TAXES, ABANDONED VEHICLES, WARRANTS, CHILD SUPPORT OBLIGATIONS, EZPASS, TOBIN BRIDGE VIOLATIONS OR FID# ISSUES

PLT TYPE	REG#	YR/MAKE	SOURCE		PARK TKTS	EXC TAX	ABND VEHC	OUTS WRNT	CHLD SPRT	MISC TKTS
SBN	SB33102	11/CHEV	EZPASS	FINES	0	0	0	0	0	1

505

8/8/17
VIOLATION #
4336390

UNDER MASSACHUSETTS GENERAL LAWS CHAPTER 60A, SECTION 2A, CHAPTER 90, SECTION 20A, 20A1/2, 20H, 22, 22B, AND 119A, SEC 16B, THE REGISTRY OF MOTOR VEHICLES CANNOT PROCESS YOUR REGISTRATION RENEWAL UNTIL YOU RESOLVE THE ISSUES FROM EACH JURISDICTION WHERE THE ABOVE NOTED OBLIGATIONS ARE OUTSTANDING.

ONCE THIS IS DONE YOU MAY EITHER MAIL-IN YOUR RENEWAL TO: REGISTRY OF MOTOR VEHICLES, P.O. BOX 55891, BOSTON, MA. 02205-5891 (ALLOW TEN (10) DAYS) OR APPEAR AT ANY REGISTRY OFFICE.

IN EITHER CASE, IN ORDER TO RENEW YOUR REGISTRATION, YOU MUST HAVE:

- A CERTIFIED RECEIPT FROM EACH JURISDICTION IN WHICH YOU HAD OUTSTANDING OBLIGATIONS: IF THE PARKING CLERK, TAX COLLECTOR, COURT OR DEPARTMENT OF REVENUE REPRESENTATIVE ELECTRONICALLY CLEARS THE OBLIGATION, A CERTIFIED RECEIPT IS NOT REQUIRED; AND
- A COMPLETED RMV-3 RENEWAL FORM CERTIFIED BY YOUR INSURANCE COMPANY/AGENT; AND
- PROPER PAYMENT (CHECKS ONLY BY MAIL - INCLUDE YOUR ADDRESS AND PLATE NUMBER)

IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION CONCERNING YOUR OUTSTANDING OBLIGATIONS, YOU SHOULD CONTACT THE APPROPRIATE JURISDICTION IN WHICH THE OBLIGATIONS WERE INCURRED.

504



Massachusetts Registry of Motor Vehicles
P.O Box 55889
Boston, MA 02205-5889

RMV-3 Form

1. <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Amendment <input type="checkbox"/> Other: _____		2. Current Registration # SB33102		3. Title # BK683610		4. Vehicle Identification Number (VIN) 1GB3G2BG3B1161183	
5. Model Year 2011		6. Make CHEV		7. Model Name CG3350		8. Model #	
9. Circle Color(s) of Vehicle 0. ORANGE 3. BROWN 6. GREEN 9. PURPLE 1. BLACK 4. RED 7. WHITE 2. BLUE 5. YELLOW 8. GRAY							
10. Cyl/Pass/Doors/Wheels 8/14/4/4		11. Trans Auto <input checked="" type="checkbox"/> Manual <input type="checkbox"/>		12. City/Town Vehicle is Principally Garaged AGAWAM		13. Expiration Date Month / Year 6/2017	
14. Name of Owner(s)/Co/Corp/for Sole Proprietor Owner #1: LOWER PIONEER VALLEY EDUCATIONAL Owner #2:							
15. Owner # 1 License # / ID # / or SSN _____ Date of Birth _____ EIN / FID# for Corp/Co/Org or Sole Proprietor (if Sole Proprietor, also provide SSN) 042759919 Owner # 2 License # / ID # / or SSN _____ Date of Birth _____ EIN / FID# for Corp/Co/Org or Sole Proprietor (if Sole Proprietor, also provide SSN) _____							
16. Mail Address 174 BRUSH HILL AVE		City W SPRINGFIELD		State MA		Zip Code 01089	
17. Residential Address (if different)		City		State		Zip Code	
18. I Have Changed: <input type="checkbox"/> My Name <input type="checkbox"/> Motor Power <input type="checkbox"/> Reg From _____ <input type="checkbox"/> My Address <input type="checkbox"/> Gross Weight <input type="checkbox"/> VIN <input type="checkbox"/> Garaging <input type="checkbox"/> Color <input type="checkbox"/> Other <input type="checkbox"/> Use <input type="checkbox"/> Lessee (See Below) To _____							
19. If Leased Vehicle, Enter Lessee Information Below Name(s) / Company				26. If Change of Insurance Company, Enter Name and Code # of Previous Carrier Here			
20. License # _____ of Birth _____				27. Policy Effective Date 7/1/17		28. Policy Type Personal <input type="checkbox"/> Commercial <input checked="" type="checkbox"/>	
21. FID# _____				Policy Change Date 7/1/17		29. The company signatory hereto hereby certifies that it has or will insure or guarantee performance by the applicant herein before named with respect to the motor vehicle hereinbefore described for a period of at least coterminous with that of such registration under a motor vehicle liability policy, binder, or bond which conforms to the provisions of general laws chapter 175, section 113A and that the premium charge and classification of the effective date of registration are as established by the commissioner of insurance under chapter 175, section 113B.	
22. Address City _____ # 505				Insurance Company PHILADELPHIA INDEMNITY INSURANCE COMPANY USI INSURANCE AGENCY, INC.		Agent By <u>ANSA HARRIS</u> 721 AUTHORIZED REPRESENTATIVE	
23. If Vehicle Us _____ WT. of Vehicle Fully Equipped _____ Max. Load or Heaviest Semi-Trailer With Load _____ Total Gross Weight _____				Insurance CO.'s Authorized Representative's Signature/Date			
24. If School Bus, Is it Used Exclusively Under Contract to City / Town / School District? Yes _____ No _____				30. I/We the applicant(s) hereby certify under the penalties of perjury that there are no outstanding excise tax liabilities on the vehicle described above that have been incurred by the applicant(s), any member of the applicant's immediate family who is a member of the applicant's household, or the business partner of the applicant(s). ***The undersigned hereby further certify that all information contained in this application is true and correct to the best of their knowledge and belief. False statements are punishable by fine, imprisonment, or both.			
25. If Vehicle Carrying Passengers For Hire, Max. Number of Passengers that can be Seated _____				Owner #1 Signature _____ Owner #2 Signature _____			
RMV Use Only: New Plate Type: _____ New Plate #: _____ Effective Date: _____ Payment Method: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> EFT/CC Total Fee: _____ Clerk ID: _____ Batch #: _____							

DISPOSITION OF VEHICLES

VIN #	YEAR VEHICLE	BUS #	DESCRIPTION	ESTIMATED CONDITION	ESTIMATED MILEAGE AS OF AUGUST 20, 2015
1GNDM19X45B121984	2004	338	7 PASS VAN	OS	207064
5TDKK4CC1AS322600	2010	415	6 PASS TOY. SIENNA	OS	216710
1GNDU23107D122230	2007	361	6 PASS CHEVY UPLANDER	OS	181770
1GNDV23198D202964	2008	379	6 PASS CHEVY UPLANDER	OS	227167
1GNDU23127D122343	2007	358	6 PASS CHEVY UPLANDER	OS	219690
1GDHG31FX1186382	2002	305	20 PASS GMC	OS	197000
4UZAAXAL92CJ49331	2002	317	71 PASS. NO SEATBELTS	OS	140600
1FDKF38F5VED04111	1997	322	F 350 DUMP TRUCK AND PLOW	OS	65380
1FDAF57F91EA78786	2001	409	F 550 DUMP TRUCK AND PLOW	OS	53480
4UZAAXDDX6CU72524	2006	339	71 PASS THOMAS FREIGHT	OS	105900
1FBJS31H3MHA19819	1990	45	BLUE FORD E350 VAN 15 PASS	OS	94652

Voluntary Benefit offering for our employees!

Colonial Life
The benefits of good hard work.™



Don't forget

These benefits will be replacing the current Aflac offering. We are asking that each benefit eligible employee meet briefly with a benefits advisor. We would like everyone to make a fully educated decision. When you meet with an advisor, you will receive your **FREE College Tuition Benefit** and **FREE Wellcard**.

The following voluntary benefits will be offered during the enrollment:

Short Term Disability Insurance helps you pay everyday living expenses and out-of-pocket expenses not covered by major medical plans. Provides a monthly benefit to replace your income if you are unable to work due to a covered disability. Choose among a variety of plans. *Guaranteed Issue is available with no exams or medical questions!*

Accident Insurance helps offset unexpected medical expenses, such as deductibles and co-payments that can result from a fracture, dislocation or other covered accidental injury. *Guaranteed Issue is available with no exams or medical questions!*

Critical Illness Insurance helps offset the out-of-pocket medical and indirect non-medical expenses related to critical illness that most medical plans may not cover. *Guaranteed Issue is available with no exams or medical questions!*

Term Life Insurance offers a predictable way to provide peace of mind for you and your family. It can help protect your loved ones during high-need years. Flexible premium payments and coverage amounts. Choose your own level of coverage: 10, 20 or 30 years. *Guaranteed Issue is available with no exams or medical questions!*

Whole Life Insurance provides death benefit coverage with guaranteed features including cash value accumulation, premium rates and death benefit (minus any loans and loan interest). Flexible premium payments and coverage amounts. *Guaranteed Issue is available with no exams or medical questions!*

Complimentary benefits provided to you when you meet with a benefit counselor!



COMPLIMENTARY College Tuition Benefit- Provides guaranteed college scholarships, designed to benefit your children, grandchildren, nieces and nephews. Each child you enroll can earn up to 1 free year of college tuition at over 350+ colleges across the US. See the list of schools at www.collegetuitionbenefit.com



COMPLIMENTARY WellCard - provides discounts on health and wellness services. It could save you money on doctor office visits, prescription drugs and more. Visit www.WellCardSavings.com for more information

Enrollment Information

August 21st - September 8th

A representative will be onsite to meet with each employee individually.

Important features of Colonial Life's coverage:

- Benefits are paid directly to you, unless you specify otherwise, to use as you see fit.
- With most plans, you can continue coverage with no increase in premium when you retire or change jobs.
- Most plans pay benefits regardless of any other insurance you may have with other companies.
- Most plans offer coverage for your spouse and dependent children.

5 D



JOB DESCRIPTION

TITLE: Special Education Team Chair **STATUS:** Exempt
REPORTS TO: Special Education Supervisor
APPROVED BY: Board of Directors **DATE:**
STIPEND SALARY: \$5000

QUALIFICATIONS:

1. Massachusetts certifications as a special education teacher in an area appropriate to the particular assignment or eligibility for such certification. Master's Degree required.
2. Understanding of special education law and its implementation.

DUTIES AND RESPONSIBILITIES

ESSENTIAL DUTIES: *(Other duties may be assigned)*

An administrative position that assists the Director of Student Services in carrying out the state and federal special education mandates for students with disabilities. This is a stipend position. Approximately 6 hours per week in addition to teaching schedule will be required to meet the job responsibilities.

Position Responsibilities:

1. Establishes the special education process at their level in line with the district special education framework
2. Accepts, collects and coordinates all special education referrals
3. Chairs all initial, reevaluation and annual review special education meetings in Autism programs for the Collaborative
4. Coordinates/leads discussion and schedules all Special Education building meetings with assigned special education administrative coordinator
5. Attends regular consultation meetings with program teachers, therapists, psychologists, outside consultants and others to discuss program components and student issues
6. Coordinates and/or conducts student observations in Special Education programs as needed
7. Is responsible for the quality of the Individual Education Plans that are delivered to parents as well as ensuring the appropriate programming, goals and service delivery for all special education students at their level

6 A1

8. Keeps current on all applicable federal and state laws, regulations and best practices in the area of special education in Massachusetts
9. Responsible for representing the needs and developing, modifying and maintaining special education department programming of the special education students at their level in a fiscally responsible manner
10. Establishes and maintains good communication between Principal(s), special education teachers, and the special education department
11. Models and promotes best practices in special education teaching
12. Meets regularly with all program teachers and inclusion specialists to discuss student progress and challenges
13. Assists BCBA and special education admin coordinator in preparation for summer school services
14. Performs other duties as determined by the Program Supervisor, Director of Special Education or Executive Director.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each of the above-listed duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.*

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, correspondence, and memos. Ability to write simple correspondence. Ability to write clear, concise and coherent assessment reports, progress reports, and IEP's. Ability to effectively present information in one-one and small group situations to parents, other professionals, and other Collaborative employees.

OTHER SKILLS AND ABILITIES:

Ability to facilitate challenging situations in team meetings. Ability to interact with other staff and the public. Ability to apply knowledge of current research and theory to instructional programs. Ability to plan and implement lessons based on students' needs, IEP goals and objectives. Ability to establish and maintain effective working relationships with students, peers, administration, parents and others. Ability to communicate clearly and concisely in written and oral modes.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk, talk and hear. The employee is frequently required to use hands; to finger; to handle or feel objects, tools, or controls; and to stoop, kneel, crouch and crawl. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds, such as student equipment and wheelchairs. The employee may occasionally physically assist students with disabilities. Specific vision abilities required by this job include peripheral vision, and close vision such as reading typewritten material.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment can be low to moderate to loud. The employee is frequently required to interact with the public, parents and other staff. The employee is directly responsible for the safety and well-being and work output of students.

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The information contained in this job description is not an exhaustive list of the duties performed for the position. Additional duties may be required. The job descriptions are intended to be an outline and summary of the duties to be performed by personnel. Employees are expected to perform whatever duties are necessary to carry out the Collaborative's business functions, as determined by the Collaborative administrators or Board of Directors.

(Employee Signature)

(Date)

Print Name Here: _____

6 A3

DRIVER & MONITOR – TIME OFF PROCEDURE

ABSENCES

Regular and reliable attendance is an essential duty of your position. Excessive tardiness or excessive absences are a violation of LPVEC attendance policy. Under our Paid Time Off (PTO) policy, drivers and monitors will receive one "bonus day" per month, and will not be paid for days absent (see PTO policy below).

To report an absence, all Drivers and Monitors must call their Supervisor at least two (2) hours before the employee is scheduled to work. Transportation Supervisors can be reached by cell and home phone. Please be considerate of the time you call your Supervisor as no business occurs before 5:00 AM or after 9:00 PM. If you cannot reach your immediate Supervisor, call another Supervisor at that site until you actually speak to a Supervisor, Manager or General Manager. Leaving a message for a Supervisor will not be considered reaching them.

All absences known in advance must be pre-approved by your Supervisor for coverage purposes. Complete a Request for Leave Form and submit it to your Supervisor, with a brief explanation for your absence and the hours you will need to be covered (actual route time and Drivers pre-trip time only). If your leave can be covered, your Supervisor will sign the form, return a copy to the employee and submit the original form with your time sheet to Payroll. Management reserves the right to deny anticipated absences based on the needs of the LPVEC Transportation department. A physician's certificate will be required for absences due to illness before or after holidays or school vacations. Approved absences will include your actual route time and Drivers pre-trip time only.

It should be noted that any absence of three (3) days...

- Consecutively will require a physician's return to work notice, received by your supervisor, before an employee can return to work. A physician's certificate will be requested for any disability.
- Or more, unexcused, may result in the loss of the route.
- Without proper notice provided, will be considered a voluntary resignation of employment.

TIME OFF/ATTENDANCE BONUS POLICY

Eligibility: School Year Hourly Employees (Drivers and Monitors), not considered Substitutes

Eligible employees will receive one extra paid "bonus day" per month during the school year (10 bonus days total), in addition to days scheduled for work.

Employees are expected to be at work for every scheduled school day. Therefore, employees will be paid for days worked and will not be paid for days (or portions of days) when they did not show up for work.

The 10 bonus days will compensate for days when employees have to miss work for personal reasons, such as short-term illness. They will also serve as an attendance bonus for employees who have few or no absences.

The number of hours in an employee's bonus day will be based on that employee's assigned route hours per day, which will include pre and post inspections but will not include cleaning and fueling. These hours will be indicated at the time of bidding, and may be adjusted for accuracy based on GPS information. Mid-day routes are considered an extra piece of work and will not be included in the bonus day calculation of hours.

Bonus days will be paid out monthly. New employees hired after the start of the school year will begin receiving bonus days in the first full month following their date of hire.

Employees must continue to request any time off in advance, and the request must be approved by the employee's supervisor, except for cases of illness or emergency. In the case of illness, employees may be required to present medical documentation from their physician to the Human Resources department. Absences on scheduled school days before or after school holidays or vacations will generally not be approved and may subject the employee to disciplinary action.

Employees with more than five absences per year on scheduled work days will face progressive disciplinary action up to and including termination from employment (unless the absence falls into the category of Long-

DRIVER & MONITOR – TIME OFF PROCEDURE

Term Medical Leave as described below). Any employee who misses three consecutive days of work without notice to their supervisor and the Human Resources department may be considered to have voluntarily resigned.

If an employee has a doctor-certified illness lasting more than five days and is expecting to be out longer, they or a family member must contact Human Resources to obtain forms to request either Family and Medical Leave Act (FMLA) or Long-Term Medical Leave (see Long-Term Medical Leave Policy). In approved cases the employee will be paid for work days missed, from his or her accrued time in the Long-Term Medical program. In these cases, bonus days will not be paid for the months in which Long-Term Medical Leave is taken.

Employees with chronic and/or recurring medical conditions should contact Human Resources to determine next steps for accommodating those times when the employee periodically needs to be absent.

The LPVEC will not make payment for final bonus days to employees who are terminated for violation of LPVEC rules and/or regulations, employees who resign without appropriate notice (two weeks), or employees who leave before the end of the month. Bonus days are not transferrable to employees' estates.

LONG-TERM MEDICAL LEAVE

Eligibility: Regular Hourly Employees (Drivers and Monitors), not considered Substitutes

Employees may be covered by Long-Term Medical Leave for a serious health condition, long-term illness, recuperation from operation, etc., that involves inpatient care or continuing treatment by a health care provider, that makes the employee unable to perform the essential functions of the employee's position, and that requires an absence from work for longer than 3 consecutive work days or regular, intermittent treatments. Employees will accrue 5 days of Long-Term Medical Leave for each year of employment, up to a maximum of 100 days. Current employees with more than 100 days of accrued time are grandfathered in with the same number of Long-Term Medical Leave days.

Long-Term Medical Leave may be used during scheduled school days and, with approval, during the summer months. Employees who schedule elective surgery during the summer months rather than during the school year can use accrued Long-Term Medical Leave to get paid for that time, up to 30 work days. Use of Long-Term Medical Leave is limited to two leaves within a rolling five year period.

In order to qualify for Long-Term Medical Leave, medical certification containing appropriate medical information must be provided to the Human Resources Department within 15 days of the request. Approval from the Human Resources Department must be received prior to qualifying for the Long-Term Medical Leave, except in emergency circumstances. To use Long-Term Medical Leave during the summer months, the request must be submitted to the Human Resources Department prior to June 1.

The medical information appropriate for inclusion will vary depending upon the nature of the serious health condition and are to be determined by the health care provider, but must be sufficient to support the need for leave. The information requested may only relate to the serious health condition for which the employee is seeking leave. A complete and sufficient Medical Certification form must include:

- Contact information for the health care provider, including name, address, telephone number, fax number, and type of medical practice/specialty;
- When the serious health condition began;
- How long the serious health condition is expected to last;
- Whether the employee is unable to work, and the likely duration of this inability, and
- Appropriate medical facts about the condition.

At the health care provider's discretion, the medical facts may include information on symptoms, doctor's visits, or a diagnosis. LPVEC will provide a form for employees to use upon request. LPVEC reserves the right to reject incomplete or insufficient Medical Certifications.

The definition of a serious health condition for the purposes of this policy is an illness, injury, impairment, or physical or mental condition that basically involves treatment connected with inpatient care (i.e., an

DRIVER & MONITOR – TIME OFF PROCEDURE

overnight stay) in a hospital, hospice, or residential medical care facility; or continuing treatment; which can involve one or more of the following:

- A period of incapacity requiring absence of more than three, consecutive, full calendar days from work that also involves continuing treatment by (or under the supervision of) a health care provider; or
- Any period of incapacity due to pregnancy or for prenatal care; or
- Any period of incapacity (or for such treatment) due to a chronic serious health condition (e.g., diabetes, epilepsy, etc.) or treatment for it; or
- A period of incapacity that is permanent or long term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal disease, etc.); or
- Any absence to receive multiple treatments (including any period of recovery that follows) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.)

Employees will qualify for Long-Term Medical Leave after one calendar year from date of hire.

Leave taken under the Long-Term Medical Leave that also qualifies as Family and Medical Leave (FMLA) will be designated as FMLA leave and counted against the employee's FMLA leave entitlement.

Employees on a Long-Term Medical Leave must provide a Fitness-for-Duty Certification from the treating physician prior to returning from the leave.

Phyllis St John

From: Churchill, Andrew
Sent: Wednesday, August 09, 2017 2:06 PM
To: Phyllis St John
Subject: Fwd: Handbook Changes
Attachments: PTO Handout 8-17.docx; Vacation Policy 6-17.pdf

For Board packet
Andy

----- Forwarded message -----

From: Wiblyi, Cheryl <cwiblyi@lpvec.org>
Date: Tue, Aug 8, 2017 at 4:56 PM
Subject: Handbook Changes
To: Andrew Churchill <achurchill@lpvec.org>

The Board has already approved the extension of the Vacation carry-over from June 30 to August 15. This change of policy will be in the 2017-2018 handbook.

and

The Time Off/Attendance Bonus Policy revision will be included in the Transportation Handbook. I've attached it here.

All other changes were only to wording, procedure (reporting absences), and updating references to Employee Self Service and our website. No policy changes other than the two above were made.

--

Cheryl Wiblyi

Director of Human Resources

Here to provide our Employees with EXCELLENT Customer Service!



Lower Pioneer Valley Educational Collaborative
174 Brush Hill Avenue
West Springfield, MA 01089
www.lpvec.org
tel [413-735-2200](tel:413-735-2200)
fax [413-735-2209](tel:413-735-2209)



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Andrew Churchill
Executive Director
Lower Pioneer Valley Educational Collaborative
174 Brush Hill Avenue
West Springfield, MA 01089
413.735.2200

VACATION

Many LPVEC employees work a 10-month or 11-month schedule which includes time off during school vacation weeks and during the summer. Generally, additional vacation time is not associated with these work schedules. Other employees may be eligible for annual vacation leave based on the nature of their position, length of service, and other factors. Such employees will be notified at the start of their employment about their eligibility to accrue and use vacation time.

Administrative employees with individual employment contracts should consult such contracts for vacation entitlements, if any. Other staff are subject to a standard vacation entitlement schedule which is available in the Office of Human Resources.

Although every effort will be made to grant vacation requests at the time an employee desires, adequate coverage must be maintained to ensure effective and safe operations. Therefore, vacation requests must be approved by the supervisor in advance and vacation preference is not guaranteed. For purposes of earning and using vacation time, the work year is July 1 through June 30. Generally, vacation time is not credited in advance and is accrued and credited to the employee's vacation monthly.

Vacations are meant to be taken in the year they are earned. Employees with un-used vacation time may carry over ten days per year to a maximum accumulation of no more than 25 days into the following fiscal year unless otherwise stated in the employee's employment agreement. Vacation time unused at the end of the fiscal year must be used by August 15 of the following fiscal year. Vacation time not used by August 15 that ~~isare~~ over the carry over limits will be forfeited. When an employee leaves the employ of the LPVEC or is terminated, the LPVEC will pay the employee for any accrued unused vacation days.

Your Supervisor must sign off on all requests for vacation carry-over, subject to approval by the LPVEC ExecutiveBoard of Directors. Questions concerning vacation eligibility may be referred to the Office of Human Resources.