



**MINUTES**  
**Board of Directors' Meeting**  
**JANUARY 15, 2025**

1. The meeting was called to order at 6:34 p.m. by the Chairperson of the Board, Mr. Jeffrey Laing. The following were present:

Board of Directors:            Mr. Albert J. Christopher, Agawam  
                                         Mr. Gregory Thompson, East Longmeadow  
                                         Ms. Lisa Murray, Hampden-Wilbraham Regional  
                                         Mr. Jeffrey Laing, Ludlow  
                                         Ms. Julie Anne Wise, West Springfield

Collaborative:                Mr. Alvin W. Morton, I, Executive Director  
                                         Ms. Anna Bishop, Director of Finance

2. A public forum was offered. There were no comments from the public.
3. Ms. Murray moved to approve this evening's consent agenda items as presented. Mr. Christopher seconded. Approved unanimously.
4. A. The flyer for the upcoming Spring Open House on February 11 was enclosed for the Board's information. Mr. Morton noted that there were over 600 attendees at the Fall Open House.  
B. Mr. Morton noted that three new policies have been developed in order to comply with DESE regulations regarding food service.
  - (1) Ms. Murray moved to approve the LPVEC Wellness Program as presented at this first reading. Mr. Christopher seconded. Approved unanimously.
  - (2) Ms. Murray moved to approve the School Nutrition Program Charge Policy as presented at this first reading. Mr. Christopher seconded. Approved unanimously.
  - (3) Ms. Murray moved to approve the Civil Rights Complaint Policy for Child Nutrition Programs as presented at this first reading. Mr. Christopher seconded. Approved unanimously.
- C. Mr. Morton reported that the Hampden-Wilbraham Regional School District has voted to move from two to three-tiers of bus transportation service to increase the level of service in those communities. This will have an effect on member district assessments in the FY26 budget.

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Mr. Morton noted that there have been no qualified applicants for the Transportation General Manager position up to this point in time. The position will continue to be posted. He reviewed recent door-to-door mass mailings in several communities advertising for bus drivers and monitors. In addition, postings will be made at community colleges and with the regional employment board. Ms. Bishop updated the group on the progress of the infrastructure at the three transportation facilities. She expects that the electric vehicles will be ready to launch sometime in March. The LPVEC will apply for additional EPA Clean School Bus funding for 15 regular buses and 5 mini buses.

- D. Mr. Morton requested that the Board consider an administrative assistant for the Director of Human Resources to provide daily support to the operations of that office. A job description was prepared in the event that the Board supports the position. The job description for the Director of Human Resources has been updated to reflect the current responsibilities of that position.

In addition, Ms. Bishop presented rationale to support the hire of a mechanics' assistant for the Wilbraham transportation facility at a maximum of \$50,000 salary per year. An existing job description has been updated to identify specific duties to ensure that routine and preventative maintenance schedules are maintained.

Ms. Murray moved to approve the revised job description "Director of Human Resources" as presented. Mr. Christopher seconded. Approved unanimously.

Ms. Murray moved to approve the job description "Administrative Assistant to the Director of Human Resources" as presented. Mr. Christopher seconded. Approved unanimously.

Ms. Murray moved to approve the updated job description "Mechanic Assistant" as presented. Mr. Christopher seconded. Approved unanimously.

5. At 7:11 p.m., Mr. Laing moved to enter into executive session to investigate charges of criminal misconduct or to consider the filing of criminal complaints and to return to open session at its conclusion. Mr. Christopher seconded. On a roll call vote, the following voted YES: Mr. Christopher, Ms. Wise, Mr. Thompson, Mr. Laing, and Ms. Murray.

Open Session resumed at 7:21 p.m.

6. A. Covered in previous discussion of Item 4. C.
- B. Ms. Bishop noted that her designation as the LPVEC's Chief Procurement Officer has expired and intent to renew with the Inspector General's Office. Ms. Murray moved to appoint the Director of Finance and Operations as Chief Procurement Officer for the LPVEC which shall expire on June 30, 2034 and remain in effect until revoked or amended. Mr. Christopher seconded. Approved unanimously.



- C. Ms. Bishop reviewed the recent purchase of vehicles to replace several that are no longer in service due to mechanical issues. Bids were solicited but yielded no results and therefore, the state contract list was used to determine a vendor to purchase 8 vans. The funds were set aside in the Enterprise Capital Projects Fund to accomplish the purchase. Ms. Murray moved to appropriate from the Enterprise Capital Projects Fund the amount of \$343,322 for the purchase of eight 2024 Chrysler Vans for the LPVEC transportation fleet at a per vehicle price of \$42,915.25 as presented. Mr. Christopher seconded. Approved unanimously.
  - D. Ms. Bishop reviewed revenues and expenditures through the end of November noting nothing extraordinary to report.
  - E. Ms. Bishop presented the first draft of the FY26 budget and reported that Superintendents and Business Managers met in December to review. Adjustments to transportation assessments will be made with regard to transitioning Wilbraham to three tiers. The group discussed unprecedented budget cuts for FY26 which will not allow support of the proposed CTEC Assistant Principal that has been added to this budget scenario. Ms. Bishop noted that the final FY26 Budget will be presented for final approval in June with any necessary adjustments.
  - F. Ms. Bishop had included the most current enrollment data for the Board's review.
7. A. Mr. Morton discussed staffing needs in various Career and Technical Education programs as exploratory students have chosen their shop of interest creating less than optimal staff to student ratios. Technical Assistants will need to be transferred to programs that have higher enrollments to maintain the 15:1 student to staff ratios. In addition to transferring staff amongst other programs, the Director of Career and Technical Education has requested the hire on an additional technical assistant for the Criminal Justice Program for the remainder of this school/fiscal year to accommodate the influx of students in that program. Mr. Christopher moved to approve the hire of an additional technical assistant, effective February 2025, for the Criminal Justice Program as presented. Ms. Murray seconded. Approved unanimously.
- B. Mr. Christopher moved to approve the hire of a mechanics' assistant for Transportation Program effective February, 2025, as presented. Ms. Murray seconded. Approved unanimously.
- Mr. Thompson moved to approve the hire of an additional Assistant Principal for the Career and Technical Education program in FY26 as presented. Mr. Christopher seconded. On a roll call vote, the following voted NO: Mr. Christopher, Ms. Wise, Mr. Thompson, Mr. Laing, and Ms. Murray. Motion does not carry.
8. The next meeting of the Board is scheduled for February 12<sup>th</sup>. Ms. Wise indicated that she is unable to attend that evening.

Mr. Christopher moved to adjourn the meeting. Mr. Thompson seconded. Approved unanimously. The meeting adjourned at 8:45 p.m.

2-12-25

(date)



A.I. Christopher, Clerk