



**MINUTES**  
**Board of Directors' Meeting**  
**November 20, 2024**

1. The meeting was called to order at 6:13 p.m. by the Chairperson of the Board, Mr. Jeffrey Laing. The following were present:

Board of Directors: Mr. Gregory Thompson, East Longmeadow  
Ms. Lisa Murray, Hampden-Wilbraham Regional  
Mr. Jeffrey Laing, Ludlow  
Ms. Erika Emmelmann, Southwick-Tolland-Granville Regional

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

Guests: Ms. Rene Davis, Marcum, LLP.  
Ms. Laura Stone, Marcum, LLP.

2. A public forum was offered. There were no comments from the public.
3. Ms. Davis and Ms. Stone presented financial statements for both the Corporation and Collaborative entities stating that the opinion was clean with no adjustments and that all items are materially stated. There was a brief discussion on funding OPEB which will be continued at a future Collaborative board meeting. Ms. Murray moved to accept the FY24 annual comprehensive financial report as presented. Ms. Emmelmann seconded. Approved unanimously.

In addition, Ms. Murray moved to designate \$4,104,101 as cumulative surplus, the amount certified by the FY24 audit and to retain the FY24 cumulative surplus funds for the Collaborative's use. Ms. Emmelmann seconded. Approved unanimously.

4. Mr. Morton reviewed the information presented in the LPVEC FY24 Annual Report which included all aspects required by the Department of Elementary and Secondary Education. The annual report and audit are required to be filed annually with the state by January 1<sup>st</sup>. Ms. Murray moved to approve the report as presented. Ms. Emmelmann seconded. Approved unanimously.
5. Ms. Bishop updated the group on the electric bus project as it relates to preparing the garage facilities to house and charge the vehicles. She also reviewed the decommission process with the gasoline vehicles that will be replaced with electric.
6. Ms. Emmelmann moved to approve this evening's consent agenda items as presented. Ms. Murray seconded. Approved unanimously.

**LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE**  
**174 BRUSH HILL AVENUE, WEST SPRINGFIELD, MA 01089      PHONE 413-735-2200      FAX 413-735-2280**

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7. A. Mr. Morton noted the upcoming Open House for Career TEC and Special and Alternative Education along with extending an invitation to the Board.
- B. A second donation of hairdressing supplies to the Cosmetology Program was received and a letter of acknowledgment will be sent to the donor. Ms. Murray moved to accept the donation of cosmetology supplies with an estimated value of \$3,250 as presented. Ms. Emmelmann seconded. Approved unanimously.
- C. Mr. Morton noted that job descriptions are being updated to reflect current responsibilities and the most recent need was for Occupational Therapist, Transportation General Manager, and Executive Assistant to be revised as two of these positions are vacant and will be posted. The group discussed staffing issues and recruitment efforts with regard to hiring transportation drivers. A hiring team will be developed to conduct interviews for the Transportation General Manager position in the upcoming weeks.
- Ms. Murray moved to approve the revised Occupational Therapist job description as presented. Ms. Emmelmann seconded. Approved unanimously.
- Ms. Murray moved to approve the revised Transportation General Manager job description as presented. Ms. Emmelmann seconded. Approved unanimously.
- Ms. Murray moved to approve the revised job description and title change for Executive Assistant to the Executive Director as presented. Ms. Emmelmann seconded. Approved unanimously.
- D. Mr. Morton reviewed three travel requests. Ms. Murray moved to authorize the Coordinator of Diversity, Equity, Inclusion and Belonging to participate in the South by Southwest Educational Conference in Austin, Texas, March 3 through 6, 2025 as presented. Ms. Emmelmann seconded. Approved unanimously.
- Ms. Murray moved to authorize designated staff and student participation in the Skills USA Fall Leadership Conference in Marlborough, MA, on November 24 through 25, 2024, as presented. Ms. Emmelmann seconded. Approved unanimously.
- Ms. Murray moved to authorize participation in the ACTE Annual Conference in San Antonio, Texas, on December 4 through 10, 2024, for staff members Donald Jarvis, Christine Ganong, and Kyla Martin as presented. Ms. Emmelmann seconded. Approved unanimously.
- E. Mr. Morton requested that the Board entertain the possibility of providing the Human Resource Director a part time staff member to handle some clerical aspects in the department so the Director can devote time to the additional responsibilities created by additional collective bargaining agreements. He will present a job description at the next meeting.



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F. Mr. Morton discussed the Transportation General Manager open position and a hiring committee will be developed. Mr. Morton requested that the Assistant General Manager be appointed as interim until such time as a new manager can be appointed. Ms. Murray moved to appoint Ms. Jill Donovan as Interim Transportation General Manager until the hiring process is complete and a permanent manager is appointed. Ms. Emmelmann seconded. Approved unanimously.

8. At 7:30 p.m. Mr. Laing moved to enter into executive session to conduct contract negotiations with non-union personnel and to conduct collective bargaining as the Chair declares an open meeting would have a detrimental effect on the LPVEC's bargaining position. Ms. Murray seconded. On a roll call vote, the following voted YES: Ms. Laing, Ms. Murray, Mr. Thompson, and Ms. Emmelmann.

Open Session resumed at 8:03 p.m.

9. A. Ms. Murray moved to accept the UFCW FY25-27 Collective Bargaining Agreement between the LPVEC and Transportation drivers and monitors as presented. Ms. Emmelmann seconded. Approved unanimously.

B. Ms. Murray moved to accept the Memorandum of Agreement between the LPVEC Educators Union Unit B and the LPVEC Board of Directors as presented. Ms. Emmelmann seconded. Approved unanimously.

10. A. Ms. Murray moved to approve the employment agreement with Ms. Martha von Mering, recently appointed Director of Special and Alternative Education, for a period of three years under the terms discussed in Executive Session. Ms. Emmelmann seconded. Approved unanimously.

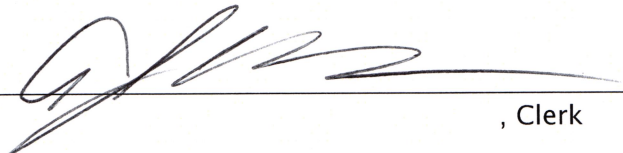
B. Ms. Murray moved to approve the employment agreement with Ms. Phyllis St. John, Executive Assistant, for a period of three years under the terms discussed in Executive Session. Ms. Emmelmann seconded. Approved unanimously.

11. The OPEB trust fund statement was included this evening for informational purposes. The auditors emphasized during their presentation the importance of building the retiree benefit fund either through cumulative surplus or identifying a revenue stream in the budget.

Ms. Murray moved to adjourn the meeting. Ms. Emmelmann seconded. Approved unanimously. The meeting adjourned at 8:13 p.m.

2-12-25

(date)

  
\_\_\_\_\_, Clerk



**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