



**MINUTES**  
**Virtual Board of Directors' Meeting**  
**FEBRUARY 15, 2023**

1. The meeting was called to order at 6:31 p.m. by the Chairperson of the Board, Mr. Jeffrey Laing. The following were present:

Board of Directors:                    Mr. Albert J. Christopher, Agawam  
   Ms. Aimee Dalenta, East Longmeadow  
   Ms. Lisa Murray, Hampden-Wilbraham Regional  
   Mr. Jeffrey Laing, Ludlow  
   Ms. Erika Emmelmann, Southwick-Tolland-Granville Regional  
   Ms. Diana Coyne, West Springfield

Collaborative:                         Mr. Roland Joyal, Jr., Executive Director  
   Ms. Anna Bishop, Director of Finance

Guests:                                    Ms. Sarah Spatafore, MHT&L

2. A public forum was offered. There were no comments from the public.
3. At 6:32 p.m. Ms. Emmelmann moved to enter into executive session to conduct a grievance hearing related to collective bargaining. Ms. Murray seconded. On a roll call vote, the following voted YES: Ms. Coyne, Ms. Dalenta, Mr. Christopher, Ms. Murray, Ms. Emmelmann, and Mr. Laing. Motion carries.

Open session resumed at 6:43 p.m. Ms. Spatafore was not present.

5. Ms. Emmelmann moved to approve this evening's consent agenda as presented. Ms. Murray seconded. On a roll vote, the following voted YES: Mr. Laing, Ms. Emmelmann, Ms. Murray, Jr. Christopher, Ms. Dalenta, and Ms. Coyne. Motion carries.
4. Ms. Amy Drake, Director of Special and Alternative Education joined the meeting at 6:45 p.m. She reviewed current programming which has been adapting and focusing on the mental health impact from Covid while remaining competitive with private placements. Ms. Drake left the meeting at 7 p.m.
6. A. Mr. Joyal reported that students will be participating once again in the Business Professionals of America state leadership conference in Norwood MA on March 4<sup>th</sup> and 5<sup>th</sup>. Ms. Emmelmann moved to authorize participation staff and student participation in the BPA state leadership conference as presented. Ms. Murray seconded. On a roll call vote, the following voted YES: Mr. Christopher, Ms. Dalenta, Ms. Coyne, Mr. Laing, Ms. Emmelmann, and Ms. Murray. Motion carries.

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

LPVEC  
MINUTES/BOARD OF DIRECTORS  
FEBRUARY 15, 2023  
PAGE TWO

- B. Mr. Joyal noted that the Collaborative registers with the Department of Public Health on a yearly basis for approval of our medication delegation program. Ms. Emmelmann moved to approve the categories of unlicensed personnel who may administer prescription medications and to agree and acknowledge the School Nurse Manager's leadership role in implementing and managing the program to administer and delegate prescription medications to unlicensed school personnel at the LPVEC, including epinephrine. Ms. Coyne seconded. On a roll call vote, the following voted YES: Mr. Laing, Ms. Emmelmann, Ms. Murray, Mr. Christopher, Ms. Dalenta, and Ms. Coyne. Motion carries.
  - C. Mr. Joyal reported that meetings with the teachers' union have been schedule through May with nothing significant to report at this time.
  - D. Mr. Joyal noted that due to ongoing staffing shortages, transportation managers and supervisors have been driving buses in order to fill the gaps. As this has continued for the past two years, the LPVEC will be compensating these staff members for their commitment for the extensive time they have been working beyond their normal schedule.
- 7.
- A. Ms. Bishop reviewed this month's revenue and expenditures by cost center with nothing extraordinary to report.
  - B. Ms. Bishop noted that Collaborative cumulative surplus funds Corporation projects and cost projections for the roofing and paving at Brush Hill are higher than originally anticipated last year. She proposes setting aside additional funding in Capital Projects to cover an additional costs. Ms. Emmelmann moved to transfer from the General Fund Unreserved Fund Balance to the Capital Projects Fund the amount of \$550,000 for the Brush Hill Roofing and Parking Lot Replacement Project. Mr. Christopher seconded. On a roll call vote, the following voted YES: Ms. Coyne, Ms. Dalenta, Mr. Christopher, Mr. Laing, Ms. Emmelmann, and Ms. Murray. Motion carries.
  - C. Ms. Bishop reported that Baystate Health has donated hospital beds to the Health Assisting Program which will replace some older ones that are no longer useful. Ms. Murray moved to accept the donation of five hospital beds from Baystate Health as presented. Ms. Coyne seconded. On a roll call vote, the following voted YES: Mr. Laing, Ms. Emmelmann, Ms. Murray, Mr. Christopher, Ms. Dalenta, and Ms. Coyne. Motion carries.
  - D. Ms. Bishop reported meeting weekly with key staff in planning and process involved in installing charging stations at the Agawam facility in preparation for the electric buses as well as a fueling station.

Ms. Bishop left the meeting at 7:26 p.m.

8. As Mr. Joyal has announced his retirement, the Board discussed the search process and how to proceed. After discussion, Mr. Christopher moved to contract with the New England Development Council to conduct a comprehensive search for executive director. Ms. Emmelmann seconded.

LPVEC  
MINUTES/BOARD OF DIRECTORS  
FEBRUARY 15, 2023  
PAGE THREE

On a roll call vote, the following voted YES: Mr. Laing, Ms. Emmelmann, Ms. Murray, Mr. Christopher, Ms. Drake, and Ms. Coyne.

10. Mr. Joyal noted that the state's extension to allow virtual meetings expires March 31<sup>st</sup>. The next meeting of the Board is scheduled for March 15.

Mr. Christopher moved to adjourn the meeting. Ms. Emmelmann seconded. On a roll call vote, the following voted YES: Mr. Laing, Ms. Emmelmann, Ms. Murray, Mr. Christopher, Ms. Dalenta, and Ms. Coyne. The meeting adjourned at 7:53 p.m.

4/26/23

(date)

Diana Coyne

Diana Coyne, Clerk