

**MINUTES**  
**Joint Board of Directors' Meeting**  
**NOVEMBER 15, 2017**

The Collaborative and Corporation Board of Directors are meeting jointly for the purpose of the annual audit presentation.

1. The Corporation meeting was called to order at 6:39 p.m. by the President of the Board, Mr. Sean Kennedy. The following were present:

Corporation Board of Directors: Ms. Elisabeth Boucher, East Longmeadow  
Ms. Kerrin Morrin, Longmeadow  
Mr. Sean Kennedy, Hampden-Wilbraham Regional  
Mr. Charles Mullin, Ludlow  
Ms. Michelle Serafino, West Springfield

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

2. A public forum was offered. There were no comments from the public.
3. Ms. Renee Davis of Powers and Sullivan presented highlights from their FY17 review of the Corporation's financial statements. The Corporation's focus this year was mainly with improvements to the new Wilbraham transportation facility.

Ms. Reed joined the meeting at 6:43 p.m. Mr. Fonseca called the Collaborative Directors' meeting to order at 6:45 p.m. The following were present:

Board of Directors: Ms. Shelley Reed, Agawam  
Mr. William Fonseca, East Longmeadow  
Ms. Stephanie Jasmin, Longmeadow  
Mr. Jacob Oliveira, Ludlow

Ms. Davis reported that their results of the Corporation review resulted in an unmodified audit opinion where financial statements presented our financial position in accordance with GAAP. Ms. Davis moved on to the results of their review of the Collaborative financial statements. She reviewed cumulative surplus, post-employment benefit liabilities, as well as the transportation enterprise fund. There were no questions from the Boards.

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Mr. Oliveira moved to accept the LPVE Collaborative FY17 Independent Auditors Report as presented. Ms. Reed seconded. Approved unanimously.

Ms. Boucher moved to approve the LPVE Corporation FY17 Independent Auditors Report as presented. Mr. Mullin seconded. Approved unanimously.

4. Ms. Boucher moved to approve the minutes of the June 21, 2017 Corporation meeting as presented. Ms. Morrin seconded. Approved unanimously.
5. Mr. Churchill reported that due to slightly declining enrollments, we are hesitant to move forward with purchasing space to house a new autism center. We will continue to investigate other options for expansion.

Mr. Mullin moved to adjourn the Corporation meeting. Ms. Boucher seconded. Approved unanimously. The meeting adjourned at 7:17 p.m.

The Collaborative Board of Directors continued with their agenda.

Mr. Oliveira moved that \$2,794,898 be designated as cumulative surplus, the amount certified by the FY17 Audit and to retain the FY17 cumulative surplus funds for the Collaborative's use. Ms. Reed seconded. Approved unanimously.

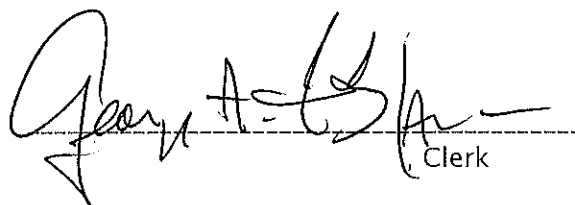
3. There were no comments from the public.
4. By general consent, Items A. through F. were adopted by the Board.
5.
  - A. Mr. Churchill reported that the Massachusetts Association of Regional Schools would like to conduct a survey of potential vocational students as part of a regional collaboration grant. Ms. Reed moved to approve the student survey as presented. Ms. Jasmin seconded. Approved unanimously.
  - C. Mr. Churchill reviewed previous discussions regarding the high level of students with IEPs in Career TEC programs who require additional supports to succeed in these programs. It has been determined that three additional instructors will be needed to meet compliance requirements. The current plan is to phase in these positions, one per year, to minimize impact to the budget.
  - D.
    - (1) Mr. Churchill reported that East Longmeadow is investigating the financial benefit should the Collaborative assume their regular-needs transportation services. The Collaborative already provides special-needs transportation. Mr. Churchill will keep the group apprised of the progress.
    - (2) Mr. Churchill noted that we are still in the process of negotiating non-economic proposals with the union representatives. He will keep the group informed of the progress.

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- E. Mr. Churchill reported that several capital projects will require funding from the unreserved general fund balance. Specifically, he noted that a safe room is under construction for one of the LPVECs autism programs; repairs to the Brush Hill facility roof; as well as paving parking areas at the Agawam and Wilbraham transportation facilities. These projects are estimated at approximately \$46,000.
6. A. Ms. Bishop met with member district business managers to discuss scenarios for developing the FY19 LPVEC budget. She will present a preliminary budget in December for review.
- C. Ms. Bishop presented information regarding a net metering opportunity through solar energy. After group discussion, it was the consensus that a 20-year contract was not in the best interests of the Collaborative.
- D. Ms. Bishop reviewed two invoices from last fiscal year. Ms. Reed moved to appropriate from Unreserved General Fund Balance the amount \$54.61 to satisfy an invoice from FY17 as presented. Mr. Oliveira seconded. Approved unanimously.
- Mr. Oliveira moved to appropriate from the Unreserved General Fund Balance the amount \$1,600 for FY17 services rendered. Ms. Reed seconded. Approved unanimously.
- E. Ms. Bishop noted that several staff are taking on extra roles and have a stipend association with those extra duties. She will take this into consideration when developing the FY19 preliminary budget but all salary items need Board approval. Ms. Reed moved to approve the FY18 stipends as presented. Mr. Oliveira seconded. Approved unanimously.
8. B. Mr. Fonseca noted the next meeting is scheduled for December 20, 2017.

Ms. Reed moved to adjourn the meeting. Mr. Oliveira seconded. Approved unanimously. The meeting adjourned at 8:05 p.m.

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(date)

  
Clerk