



**MINUTES**  
**Virtual Board of Directors' Meeting**  
**AUGUST 12, 2020**

1. The meeting was called to order at 6:30 p.m. by the Chairperson of the Board, Mr. William Fonseca. The following were present:

Board of Directors:

- Mr. Carmino Mineo, Agawam
- Mr. William Fonseca, East Longmeadow
- Ms. Michelle Emirzian, Hampden-Wilbraham Regional
- Ms. Bronwyn Monahan, Longmeadow
- Mr. Jacob Oliveira, Ludlow
- Ms. Pamela Petschke, Southwick-Tolland-Granville Regional
- Mr. William Garvey, West Springfield

Collaborative:

- Mr. Roland Joyal, Jr., Executive Director
- Ms. Anna Bishop, Director of Finance
- Ms. Cheryl Wiblyi, Director of Human Resources
- Mr. Donald Jarvis, Director of Occupational Education
- Ms. Amy Drake, Interim Co-Director of Special Education
- Ms. Robyn Cochrane, Interim Co-Director of Special Education

Guests:

- Ms. Jennifer Law, East Longmeadow parent

2. A public forum was offered. Ms. Law noted that her son is a student at Career TEC and they hope that Career TEC classes will be hands on as he is excited to start the school year and meet his instructors.
3. Mr. Joyal reported that the administrative team has worked very hard to develop the LPVEC's own hybrid Comprehensive Reopening Plan. Two member districts are starting the school year remotely and five have developed hybrid plans.

With regard to career and technical education, Mr. Jarvis noted that class sizes are significantly smaller than a regular high school. CTEC shops can easily accommodate the number of students with respect to COVID guidelines with the exception of the Information Support and Systems Networking program. The physical distancing in that program is less than optimal but can easily be adjusted to the 6-ft requirement.

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Ms. Drake and Ms. Cochrane outlined their plan with respect to high-need students attending in person four days per week. Students will be grouped by ability, not age, and staff will be rotated every two weeks in behavioral programs. They noted that the host member districts have been phenomenal in including the LPVEC in their district planning.

Ms. Bishop reported that she is working with the Transportation General Manager to ensure that transportation services adhere to CDC guidelines with regard to sanitizing buses and placement of students on the buses as well. Ms. Bishop wanted to make the Board aware that as the LPVEC is not an LEA, we are not eligible for funding to support all the PPE that is being purchased.

Mr. Joyal noted that Ms. Wiblyi will assist staff who are affected by COVID-related issues and identify resources available such as FMLA and the CARES Act.

The Board discussed their concerns relating to in-person learning within the Collaborative as well as their own districts. They thanked everyone for their efforts in developing the plan. Mr. Fonseca noted an initial plan needs to be submitted to DESE by Friday but the model will be fluid and adjusted as any additional guidance from the State becomes available. Mr. Oliveira stated that due to the fact that the Collaborative has a smaller population, he is comfortable moving forward with the LPVEC's initial hybrid model and making adjustments as information becomes available during the next five to seven weeks before school starts.

Mr. Oliveira moved to approve the LPVEC Comprehensive Reopening Plan as presented with the adjustment of proper six-foot physical distancing between students in all CTEC programs. The plan will be continually reassessed as information becomes available. Mr. Mineo seconded. On a roll call vote, Mr. Garvey voted: NO. The following voted YES: Mr. Mineo, Ms. Petschke, Ms. Monahan, Mr. Oliveira, Mr. Fonseca, and Ms. Emirzian. Motion carries.

Mr. Oliveira noted that Springfield Technical Community College has closed several programs due to low enrollment, he would like to discuss the impact to CTEC students at the next Board meeting.

Ms. Petschke moved to adjourn the meeting. Mr. Mineo seconded. On a roll call vote, the following voted YES: Mr. Mineo, Ms. Petschke, Ms. Monahan, Mr. Oliveira, Mr. Fonseca, Mr. Garvey, and Ms. Emirzian. Motion carries. The meeting adjourned at 8:47 p.m.

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(date)

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William Garvey, Clerk



**MINUTES**  
**Virtual Board of Directors' Meeting**  
**AUGUST 19, 2020**

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

Board of Directors:            Mr. Carmino Mineo, Agawam  
   Mr. William Fonseca, East Longmeadow  
   Ms. Bronwyn Monahan, Longmeadow  
   Ms. Pamela Petschke, Southwick-Tolland-Granville Regional  
   Mr. William Garvey, West Springfield

Collaborative:                 Mr. Roland Joyal, Executive Director  
   Ms. Anna Bishop, Director of Finance  
   Ms. Amy Drake, Interim Co-Director of Special Education  
   Ms. Robyn Cochrane, Interim Co-Director of Special Education

2. A public forum was offered. There were no comments from the public.
3. With regard to Consent Agenda items, Mr. Joyal noted that the staff member listed under the Termination heading was not actually terminated. A workers' comp settlement had been reached with this employee who had been injured. Mr. Garvey moved to approved as presented. Ms. Monahan seconded. On a roll call vote, the following voted YES: Mr. Garvey, Ms. Petschke, Ms. Monahan, Mr. Mineo, and Mr. Fonseca. Approved unanimously.
4. Annually the Board authorizes the Executive Director, Director of Finance, and Chairperson to execute any documents necessary to carry out any votes taken by the Board. Due to the fact that we did not have an executive director until July 1, an authorization had not been prepared for the June meeting. Since Mr. Joyal accepted the position, we are updating all information to reflect the change including the Certificate of Vote included this evening. Mr. Mineo 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, 2020 to June 30, 2021. Ms. Petschke seconded. On a roll call vote, the following voted YES: Mr. Garvey, Ms. Petschke, Ms. Monahan, Mr. Mineo, and Mr. Fonseca. 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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5. The Board discussed the closing of several programs at STCC which will have an impact on Career TEC students. The Ludlow School Committee has sent a letter in support of keeping the programs and Mr. Oliveira had previously asked if the Board could do the same in hopes that STCC might reconsider the decision. As Mr. Oliveira is not in attendance this evening, the Board wishes to postpone the issue until the next meeting.
6. Mr. Joyal noted that most districts are still in the process of finalizing their school calendars. We will finalize our calendars when we have information from all districts and present to the Board. At this time, CTEC and Brush Hill special needs students are scheduled to start school on September 16<sup>th</sup>.
7. Ms. Bishop noted that she has updated superintendents and business managers with the balance currently remaining on their individual FY20 credits. Some have already used a portion and she wanted to provide the Board with the balances as well.
8. Ms. Bishop reported that an invoice from last year was received during this fiscal year. We will need to pay the amount from Unreserved Fund Balance. Mr. Mineo moved to appropriate from the General Fund Unreserved Fund Balance the amount of \$35 to satisfy an invoice from MASC incurred in fiscal year 2020. Ms. Petschke seconded. On a roll call vote, the following voted YES: Mr. Garvey, Ms. Petschke, Ms. Monahan, Mr. Mineo, and Mr. Fonseca. Approved unanimously.
9. Ms. Bishop reported that she has performed the annual performance evaluation of the Treasurer with ratings of either "Meets" or "Exceeds" expectations. Ms. Petschke moved to approve the evaluation as presented. Ms. Monahan seconded. On a roll call vote, the following voted YES: Mr. Garvey, Ms. Petschke, Ms. Monahan, Mr. Mineo, and Mr. Fonseca. Approved unanimously.
10. Mr. Joyal reported that superintendents have reviewed the Reopening Plan. As guidance from the State changes daily, we recognize that our plan will need to remain fluid to accommodate any new mandates. Ms. Cochrane and Ms. Drake briefly addressed how disruption in services directly affects high-needs students and momentum needs to be re-established. Mr. Joyal would like to specifically clarify that LPVEC high-needs students will be attending programs five days a week. Deep cleaning of those few rooms being used would occur on Tuesday evenings rather than on Wednesday. Mr. Mineo moved to approve in-person daily attendance for LPVEC high-needs students with the understanding that deep cleaning of classrooms being used will still occur at least once per week. Ms. Monahan seconded. On a roll call vote, the following voted YES: Mr. Garvey, Ms. Petschke, Ms. Monahan, Mr. Mineo, and Mr. Fonseca. Approved unanimously.
11. Mr. Fonseca noted that there is no need for an Executive Session at this time.
12. Mr. Joyal noted that our next meeting is scheduled for September 23<sup>rd</sup> but we may have to schedule a meeting before that time should additional adjustments need to be made to the reopening plan. The group discussed whether the next meeting should be in person or remote, or a combination. Technical capabilities will be investigated.

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Mr. Garvey moved to adjourn the meeting. Ms. Petschke seconded. On a roll call vote, the following voted YES: Mr. Garvey, Ms. Petschke, Ms. Monahan, Mr. Mineo, and Mr. Fonseca. Approved unanimously. The meeting adjourned at 7:10 p.m.

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(date)

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William Garvey, Clerk