



**MINUTES**  
**Board of Directors' Meeting**  
**MAY 26, 2021**

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. William Fonseca, East Longmeadow  
   Ms. Michelle Emirzian, Hampden-Wilbraham Regional  
   Mr. Jeffrey Laing, 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

2. A public forum was offered. There were no comments from the public.
3. Mr. Laing moved to approve the consent agenda as presented. Ms. Emirzian seconded. On a roll call vote, the following voted YES: Mr. Fonseca, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Mr. Garvey. Approved unanimously.
4. A. Mr. Joyal reported progress on the Safe and Supportive Schools planning grant. We will apply for funds to implement the action plan for the next school year.  
B. Calendars for special education programs housed in member districts were enclosed for review. Mr. Joyal noted that staff will have the same professional development days at the start of school. Ms. Petschke moved to approve the FY22 program calendars as presented. Mr. Laing seconded. On a roll call vote, the following voted YES: Mr. Fonseca, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Mr. Garvey. Approved unanimously.  
C. Listing of last day of school for various programs was enclosed for informational purposes.  
D. Mr. Joyal noted that negotiations continue with the transportation staff and the UFCW. He will continue to update the group monthly of any progress.  
E. Mr. Joyal noted that one of our cosmetology teachers was chosen as one of six instructors in the state to participate in training specific to textured hair with MAVA covering all expenses.

**LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE**  
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Mr. Fonseca had previously approved the out-of-state travel to Baltimore as the conference was being held before the Board meeting date. Mr. Garvey moved to confirm previous authorization for Rhonda Moran to attend a cosmetology summit related to competencies for state frameworks in Baltimore, MD held May 23 through 27 as presented. Mr. Laing seconded. On a roll call vote, the following voted YES: Mr. Fonseca, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Mr. Garvey. Approved unanimously.

Mr. Joyal noted that Ms. Bishop will be able to attend in person the Association of School Business Official's annual conference this year in Milwaukee. Ms. Emirzian moved to authorize Ms. Bishop's travel and participation in the ASBO International Annual Conference in Milwaukee, Wisconsin October 12 through 17, 2021 as presented. On a roll call vote, the following voted YES: Mr. Fonseca, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Mr. Garvey. Approved unanimously.

F. Mr. Joyal noted that the LPVEC would like to move to an electronic signature process. Ms. Petschke moved that the Board of Directors recognizes and accepts the provision of MGL c.110G regarding electronic signatures and that henceforth, any documents executed by electronic signature will carry the same legal weight and effect as wet ink signatures. Mr. Laing seconded. On a roll call vote, the following voted YES: Mr. Fonseca, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Mr. Garvey. Approved unanimously.

5. A. Ms. Bishop reviewed current revenues over expenditures. She noted that any shortfalls in programs will be subsidized with any excess from other programs. Anticipated dividends will be finalized and will be provided to superintendents.
- B. Ms. Bishop reported that special education programs should end the year with revenues over expenditures and hopes that the current trend continues.
- C. Ms. Bishop reviewed bids conducted annually for school buses, tires, and also vehicle parts. Based on all submittals, she has recommendations for awards.

Ms. Emirzian moved to award the bid entitled *Invitation for Bids, Purchase-Finance of School Buses Bid #2022-01*, which was released on April 12, 2021 and opened on May 3, 2021 to Andco Inc. for sixteen (16) 71-passenger buses, New England Transit Sales Inc. for four (4) 24-passenger buses, and the finance portion of the bid to TD Bank Equipment Finance Inc. with a 1.49% finance rate, on the basis of being the lowest responsive and responsible bidders as indicated on the attached worksheet. Ms. Petschke seconded. On a roll call vote, the following voted YES: Mr. Fonseca, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Mr. Garvey. Approved unanimously.



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Ms. Emirzian moved to award the bid entitled Invitation for Bids, School Bus and Van Tires Bid #2022-05, which was released on April 26, 2021 and opened on May 12, 2021 to: Barnwell House of Tires, Inc. d/b/a Toce Bros., City Tire Company, Inc., Commercial Truck Tire Center, on the basis of being the lowest responsive and responsible bidders as indicated on the attached spreadsheet. Ms. Petschke seconded. On a roll call vote, the following voted YES: Mr. Fonseca, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Mr. Garvey. Approved unanimously.

Ms. Petschke moved to award the bid entitled Invitation for Bids, School Bus and Van Parts Bid #2022-03, which was released on April 19, 2021 and opened on May 12, 2021 to: Andco Inc., Camerota Truck Parts, Genuine Parts Company/ NAPA Connecticut, Hampshire Hills, Inc., Genden Auto Parts, Diesel Forward, Inc., Tri State Truck Center, Bus Parts Warehouse, D&W Diesel, Inc., Lawson Products, Inc., and West Springfield Auto Parts, on the basis of being the lowest responsive and responsible bidders as indicated on the attached spreadsheet. Mr. Laing seconded. On a roll call vote, the following voted YES: Mr. Fonseca, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Mr. Garvey. Approved unanimously.

- D. Ms. Bishop noted that an expense was recently received for the elevator modernization project. This will have to be appropriated from the general fund as it is an expense from last fiscal year. Mr. Garvey moved to appropriate from the General Fund, Unreserved Fund Balance the amount of \$1,151.29 to satisfy the amount due Michael Baker International. Mr. Laing seconded. On a roll call vote, the following voted YES: Mr. Fonseca, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Mr. Garvey. Approved unanimously.
  - E. Ms. Bishop noted that MEMA has donated a number of personal protection supplies to the LPVEC.
  - F. Ms. Bishop noted that the LPVEC reapplied and has been approved as a vendor with the Department of Ed.
  - G. Ms. Bishop reported that the elementary social-emotional program space has been completed and member district special education directors will be touring the facility tomorrow. Referrals can be processed immediately.
6. Mr. Fonseca noted that the executive director evaluation process will be concluded and presented at the June meeting.

Mr. Garvey moved to adjourn the meeting. Mr. Laing seconded. Approved unanimously. The meeting adjourned at 7:11 p.m.

7/23/2021

(date)

William Garvey

, Clerk

