

**MINUTES**  
**Virtual Board of Directors' Meeting**  
**JUNE 16, 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. Carmino Mineo, Agawam  
   Mr. William Fonseca, East Longmeadow  
   Ms. Michelle Emirzian, Hampden-Wilbraham Regional  
   Ms. Bronwyn Monahan, Longmeadow  
   Mr. Jeffrey Laing, Ludlow  
   Ms. Pamela Petschke, Southwick-Tolland-Granville Regional  
  
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 items as presented. Mr. Mineo seconded. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Ms. Monahan. Approved unanimously.
4. Mr. Joyal reported that any allegations of bullying during the year are investigated and required to be reported to the Department of Ed. regularly. A copy of the most recent report was enclosed for review.
6. Mr. Joyal reported that renovations are nearly completed on the classroom space to house the new social-emotional elementary program. Area special education directors will tour the facility and we expect several referrals for the new school year.
5. Ms. Karina Monroe joined the meeting and reported that the Safe and Supportive Schools team has identified three guiding principles to implement through an action plan should the LPVEC receive additional funding to enact the plan. Plans are to align a three-year professional development plan with this theme. Ms. Monroe left the meeting at 6:45 p.m.
7. Mr. Joyal felt it prudent that, given the lack of revenue over the past year, our independent auditor conduct a review of the municipal reimbursement program financials. The auditor has recently completed the review with nothing significant to report. Once received, we will share the report with the Board.

**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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8. Mr. Joyal and Mr. Fonseca noted that negotiations are still in progress and hope to have a full package in September.
9. Ms. Bishop reviewed the current revenue and expenditure report.
10. Ms. Bishop reported that member districts will collectively receive \$1,178,936 in credits due to a reduction in use of transportation services due to COVID 19 in the FY21 academic year. Districts will receive their individual distribution based on their percentage of use of services. Ms. Emirzian moved to approve the FY21 dividend distribution as presented. Ms. Mineo seconded. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Ms. Monahan. Approved unanimously.
11. Ms. Bishop reviewed annual stipends that will be included in the FY22 budget. Adjustments were made for teacher mentors and website maintenance. Ms. Petschke moved to approve the FY22 educational stipends as presented. Ms. Emirzian seconded. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Ms. Monahan. Approved unanimously.
12. Mr. Joyal proposed a two percent salary increase for LPVEC consistent with past practice. Ms. Bishop noted that there have been no changes to the FY22 proposed budget which was presented in the fall. The budget includes a two percent COLA. Ms. Emirzian moved to approve the FY22 COLA and budget as presented. Ms. Petschke seconded. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Ms. Monahan. Approved unanimously.
13. Ms. Bishop noted that an additional bid was opened in May for oil and lubricants. The results have been reviewed and her recommendation is to award to Dennison Lubricants. Mr. Mineo moved to award the bid entitled Invitation for Bids, Oil and Lubricants Bid #2022-04, released on April 26 and opened on May 12, 2021, to Dennison Lubricants on the basis on being the lowest responsive and responsible bidder as presented. Ms. Petschke seconded. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Ms. Monahan. Approved unanimously.
14. Mr. Joyal reviewed his professional development activities planned for FY22. Ms. Emirzian moved to approve the FY22 Professional Development Plan as presented. Ms. Petschke seconded. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Ms. Monahan. Approved unanimously.
15. Mr. Fonseca reviewed results collected for the executive director's evaluation. He reported "proficient" in all areas given all the challenges during his first year. Mr. Fonseca noted that goals will be identified for the fall to aide in the process of a mid-cycle review as well. Mr. Joyal thanked the Board for all of their support during his first year.

Ms. Emirzian noted that as this is the last meeting that she will be representing Hampden-Wilbraham Regional, she expressed that it was a pleasure to work with such a phenomenal group. The Board wished her well and thanked her for her 9 years of service to the Board.

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16. At 7:22 p.m., Ms. Monahan moved to enter into Executive Session to conduct contract negotiations with non-union personnel and to return to Open Session at its conclusion. Mr. Mineo seconded. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Ms. Monahan. Approved unanimously.

Open Session resumed at 7:33 p.m.

17. Mr. Mineo moved to approve three-year contract renewals with the Director of Finance and the Director of Human Resources with a two-percent salary increase from FY21 and in addition, offer a new one-year contract to the newly appointed Director of Municipal Reimbursement and a three-year contract to the newly appointed Director of Special and Alternative Education under terms negotiated. Ms. Monahan seconded. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Ms. Monahan. Approved unanimously.
18. Mr. Fonseca turned the meeting over to Mr. Joyal for the purpose of accepting nominations for Chairperson of the Board of Directors. Ms. Emirzian moved to nominate Mr. Fonseca as Chair. Mr. Mineo seconded. On a roll call vote, the following voted YES: Mr. Mineo, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Ms. Monahan. Mr. Fonseca abstained. Motion carries. Mr. Fonseca accepts the position and Mr. Joyal turned the meeting over to Mr. Fonseca.

Ms. Petschke nominated Mr. Mineo as Vice Chairperson. Ms. Monahan seconded. On a roll call vote, the following voted YES: Mr. Fonseca, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Ms. Monahan. Mr. Mineo abstained. Motion carries.

Ms. Monahan nominated Mr. Garvey as Clerk of the Board. Mr. Mineo seconded. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Ms. Monahan. Approved unanimously.

19. A. Ms. Emirzian moved that the Chairperson 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, 2021 to June 30, 2022. Mr. Mineo seconded. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Ms. Monahan. Approved unanimously.
- B. Ms. Emirzian 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, 2021 to June 30, 2022. Ms. Petschke seconded. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Ms. Monahan. Approved unanimously.

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- C. Ms. Emirzian moved that the Director of Finance and Operations of the Lower Pioneer Valley Educational Collaborative be and she 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, 2021 to June 30, 2022. Ms. Petschke seconded. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Ms. Monahan. Approved unanimously.

20. The next meeting is scheduled for August 24<sup>th</sup>.

Mr. Mineo moved to adjourn the meeting. Ms. Petschke seconded. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Emirzian, Mr. Laing, Ms. Petschke, and Ms. Monahan. Approved unanimously. The meeting adjourned at 7:49 p.m.

9/10/2021

(date)

*William Garvey*  
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William Garvey, Clerk

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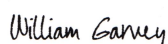
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