

MINUTES
Virtual Board of Directors' Meeting
AUGUST 25, 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. Lisa Murray, Hampden-Wilbraham Regional
 Ms. Mary Keane, Longmeadow
 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

Guests: Mr. John Brackett, NSIP mentor

2. A public forum was offered. There were no comments from the public.

Mr. Brackett, former superintendent, is mentoring Mr. Joyal as he participates in the New Superintendents Induction Program. Ms. Murray and Ms. Keane were also introduced as new members serving on the Board.

3. Mr. Mineo moved to approve the consent agenda items as presented. Ms. Petschke seconded. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Murray, Ms. Keane, Mr. Laing, Ms. Petschke, and Mr. Garvey. Motion carries.

Ms. Bishop reviewed the LPVEC procedure for processing warrants for new members.

4. A. Mr. Joyal reported that with the opening of school in September, the LPVEC will follow mandates issued by the Commissioner of Education with regard to COVID-19 protocols. The group discussed enforcement of the mask mandate for students.

B. The Department of Public Health requires annual application for the delegation of medication administration. Our school nurse will submit all required documentation for this school year. Ms. Petschke moved to adopt the policies and procedures governing the administration of prescription medications as defined by statute and regulation M.G.L. 94C and 015 CMR210.000.

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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APPROVED

SEP 15 2021

BY L.S.V.E. COLLABORATIVE
BOARD OF DIRECTORS

Ms. Petschke further moved to approve the categories of unlicensed personnel who may administer prescription medications and understands the Medication Manager (RN) role as manager of the medication program at the LPVEC. Mr. Mineo seconded. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Murray, Ms. Keane, Mr. Laing, Ms. Petschke, and Mr. Garvey. Motion carries.

- C. Mr. Joyal noted that Superintendents are discussing the possibility of hiring a diversity coordinator shared amongst the districts. He will update the Board should they decide to move forward.
- D. Mr. Joyal reported that as a result of the special education coordinated program review, minor updated to policies have been made that require Board approval. The Student Conduct and Behavior Policy and also the Bullying Prevention and Intervention Plan have been revised and enclosed for review. Ms. Petschke moved to approve the revised Bullying Prevention and Intervention Plan as presented. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Murray, Ms. Keane, Mr. Laing, Ms. Petschke, and Mr. Garvey. Motion carries.

Mr. Laing moved to approve the revised Student Conduct and Behavior Support Policy as presented. Mr. Garvey seconded. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Murray, Ms. Keane, Mr. Laing, Ms. Petschke, and Mr. Garvey. Motion carries.

- E. Mr. Joyal reviewed FY22 grant funding that was recently awarded. A competitive grant for special education summer school in the amount of \$49,343, and also the yearly Perkins grant with this year's amount of \$212,001 for Career and Technical Education.
 - F. Mr. Joyal noted that the Director of Municipal Reimbursement recently retired and the department has been reorganized. A new job description has been developed and was enclosed for review. Mr. Garvey moved to approve the Municipal Reimbursement Administrative Assistant job description as presented. Ms. Petschke seconded. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Murray, Ms. Keane, Mr. Laing, Ms. Petschke, and Mr. Garvey. Motion carries.
 - G. Mr. Joyal discussed the effects of the pandemic on the Municipal Reimbursement Program. He felt it prudent that our independent auditors conduct a review of the program to ensure that all billing had been submitted as reimbursements were much lower this year resulting in layoffs and furloughs. The review was enclosed for the Board's information.
5. A. Ms. Bishop discussed the affiliate service agreement with the four districts in the Berkshires which began in 2012. We manage the shared physical and occupational therapists as well as Certified Occupational Therapy Assistants for Southern Berkshire Regional, Berkshire Hills Regional, Lee, and Lenox and bill back the districts. Southern Berkshire and Berkshire Hills share an employee which they have requested receive a 6.5 percent salary increase for the FY22 school year. Although there is no cost to the Collaborative, it is brought to the Board's attention as this is outside the two percent cost of living increase recently voted for LPVEC staff. Mr. Garvey moved to approve the FY22 6.5 percent salary adjustment for Employee No. 2165 as presented. Mr. Laing seconded. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Murray, Ms. Keane, Mr. Laing, Ms. Petschke, and Mr. Garvey. Motion carries.

- B. Ms. Bishop reviewed changes to the FY22 salary scales which now reflects removal of the RN scale and stipend for DESE certification. DESE certification is now a requirement for the school nurse position. A Bachelors and Masters scale will now be added. For the teacher salary scale, the CAGS has been removed from the Double Masters category. Ms. Petschke moved to approve the FY22 revised salary scale as presented. Mr. Garvey seconded. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Murray, Ms. Keane, Mr. Laing, Ms. Petschke, and Mr. Garvey. Motion carries.
- C. Ms. Bishop reviewed recent completed construction projects. The Bistro roof has been repaired and the renovations to the portable classrooms to house the Twain Elementary Program have also been completed. The Collaborative subsidized the first year of this new program as it has done in the past for other new program start-ups. Ms. Bishop will need to appropriate funds to cover the associated expenses. Mr. Laing moved to appropriate from the Capital Project Fund the amount of \$413,944.60 for expenses incurred to date for repairs to the Bistro roof and the Twain Elementary renovation project. Mr. Laing further moved to appropriate from the General Fund Unreserved Fund Balance the amount of \$327,381.65, the balance required for the first year operating expenses for the new Twain Elementary Program as presented. Ms. Petschke seconded. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Murray, Ms. Keane, Mr. Laing, Ms. Petschke, and Mr. Garvey. Motion carries.

Ms. Bishop noted that the network infrastructure project has been completed and the balance due on the project will need to be expended from the Capital Projects Fund. As the project received an 80 percent funding reimbursement, the unused portion of funds retained for that project can now be used for a video surveillance system for transportation facilities to mitigate risk of any future thefts at those facilities. Ms. Petschke moved to appropriate from the Capital Projects Fund the amount of \$14,968.39 to satisfy additional expenses incurred to date on the network infrastructure upgrades project, leaving a balance of \$96,735.65 in the Capital Projects Fund. In addition, reallocate the remaining balance of \$96,735.65 for the Avigilon Video Monitoring Systems at the Agawam, East Longmeadow, and Wilbraham bus garage sites as presented.

Ms. Petschke further moves to transfer from the General Fund Unreserved Fund Balance to the Capital Projects Fund the amount of \$8,453.06 for a total of \$105,188.71 for the Avigilon Video Monitoring System at the three bus garage sites. Mr. Garvey seconded. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Murray, Ms. Keane, Mr. Laing, Ms. Petschke, and Mr. Garvey. Motion carries.

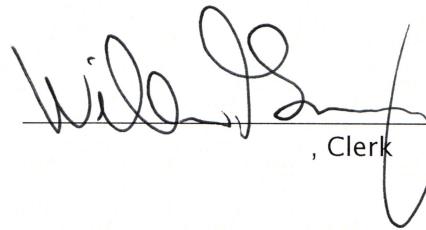
Ms. Bishop reported that Staples has presented an invoice dating back to January of 2020 for payment. As this is from a previous fiscal year, the payment will have to be made from the Unreserved Fund Balance. Ms. Petschke moved to appropriate from the General Fund, Unreserved Fund Balance the amount of \$48.36 to satisfy an outstanding invoice from Staples from fiscal year 2020. Mr. Garvey seconded. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Murray, Mr. Laing, Ms. Petschke, and Mr. Garvey. Motion carries.

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- D. Ms. Bishop reviewed the enclosed pension investment report noting that our initial investment in 2015 of \$250,000 has grown to a little over \$446,000. This will reduce our long-term liability with regard to retiree benefits.
6. Mr. Joyal noted that union negotiations will resume September 9th and he will keep the Board apprised of the progress.
7. Meetings will continue to be held remotely with the next meeting of the Board scheduled for September 15th.

Mr. Laing moved to adjourn the meeting. Mr. Mineo seconded. On a roll call vote, the following voted YES: Mr. Mineo, Mr. Fonseca, Ms. Murray, Ms. Keane, Mr. Laing, Ms. Petschke, and Mr. Garvey. The meeting adjourned at 7:32 p.m.

(date)



, Clerk

