



MINUTES
Virtual Board of Directors' Meeting
SEPTEMBER 15, 2021

1. The meeting was called to order at 6:31 p.m. by the Chairperson of the Board, Mr. William Fonseca. The following were present:

Board of Directors: 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

Collaborative: Mr. Roland Joyal, Jr., Executive Director
 Ms. Anna Bishop, Director of Finance
 Mr. Donald Jarvis, Director of Career and Technical Education
 Ms. Amy Drake, Director of Special and Alternative Education

2. A public forum was offered. There were no comments.
 3. Mr. Laing moved to approve this evening's consent calendar as presented. Ms. Keane seconded. On a roll call vote, the following voted YES: Ms. Murray, Ms. Keane, Mr. Laing, Ms. Petschke, and Mr. Fonseca. Motion carries.
 4. A. Mr. Jarvis reported that CTEC enrollments have increased since last year. He is working with member district principals to reduce obstacles in getting ninth grade students into Career TEC.
B. Ms. Drake gave a brief overview on how the school year has begun with regard to the special education department.
- Ms. Drake and Mr. Jarvis left the meeting at 6:44 p.m.
5. A. Ms. Bishop reviewed revenue and expenditures for the month of September noting nothing extraordinary to report.

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- B. Ms. Bishop reported that projects have been identified on the basis of priority to be added to a three-year capital projects plan. The projects for fiscal year 2022 include new computer servers, cooling system for server room, roof repairs, repair and expansion of Bistro parking area totally \$1,000,000. Ms. Petschke moved to approve the transfer from General Fund Unreserved Fund Balance to the Capital Projects Fund the amount of \$1,000,000 for the FY22 Capital Projects Plan as presented. Mr. Laing seconded. On a roll call vote, the following voted YES: Ms. Murray, Ms. Keane, Mr. Laing, Ms. Petschke, and Mr. Fonseca. Motion carries.
6. Ms. Bishop discussed internal procedures as they relate to the treasurer review of warrants and reconciliation of bank statements. A new process will be implemented whereby the treasurer will report on the financial position of the Collaborative to the Board and will review warrants before release to Board members for signature. Ms. Bishop has completed the FY21 performance evaluation of the treasurer on behalf of the Board and it had been enclosed for review. Ms. Petschke moved to approve the FY21 performance evaluation of the LPVEC treasurer as presented. Mr. Laing seconded. On a roll call vote, the following voted YES: Ms. Murray, Ms. Keane, Mr. Laing, Ms. Petschke, and Mr. Fonseca. Motion carries.
7. Mr. Joyal congratulated Ms. Bishop and her team as the Collaborative has been awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the comprehensive annual financial report for FY20.
8. The next meeting is scheduled for October 20th.

Ms. Petschke moved to adjourn the meeting. Ms. Keane seconded. On a roll call vote, the following voted YES: Ms. Murray, Ms. Keane, Mr. Laing, Ms. Petschke, and Mr. Fonseca. Approved unanimously. The meeting adjourned at 7:07 p.m.

(date)


_____, Clerk

