



MINUTES
Virtual Board of Directors' Meeting
September 21, 2022

1. The meeting was called to order via Zoom at 6:32 p.m. by the Chairperson of the Board, Mr. Jeffrey Laing. The following were present:

Board of Directors: Mr. Albert J. Christopher, Agawam
 Ms. Aimee Dalenta, East Longmeadow
 Ms. Mary Keane, Longmeadow
 Mr. Jeffrey Laing, Ludlow
 Ms. Erika Emmelmann, Southwick-Tolland-Granville Regional
 Ms. Diana Coyne, 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. Discussion on large number of resignations and the impact on programs. Ms. Coyne moved to approve this evening's consent calendar agenda as presented. Ms. Keane seconded. On a roll call vote, the following voted YES: Mr. Christopher, Ms. Dalenta, Mr. Laing, Ms. Keane, and Ms. Coyne. Motion carries.
4. A. Mr. Joyal reported that the Massachusetts Teachers Association has notified the LPVEC that its teachers are attempting to unionize and the state has certified signatures. Transportation drivers and monitors are the only Collaborative employees currently unionized.

Ms. Emmelmann joined the meeting at 6:41 p.m.

Mr. Joyal noted that current working conditions mirror member districts and he will keep the group apprised of any progress.

- B. The Massachusetts Organization of Educational Collaboratives' annual report was enclosed for the Board's information.
- C. MOEC has invited board members to meet other collaborative board members at a breakfast offered at the MASS/MASC joint conference in November.

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- D. Mr. Joyal noted that the Director of Municipal Reimbursement would like to attend the National Alliance for Medicaid in Education's annual conference in Baltimore in order to remain current with changes in the field. Ms. Emmelmann moved to authorize participation in the annual conference October 24 through 27, 2002 in Baltimore, Maryland as presented. Mr. Christopher seconded. On a roll call vote, the following voted YES: Ms. Keane, Ms. Dalenta, Mr. Laing, Ms. Coyne, Mr. Christopher, and Ms. Emmelmann. Approved unanimously.
- E. Mr. Joyal noted that a job description has been developed for the new Coordinator of Diversity, Equity, Inclusion, and Belonging who begins employment on Monday. Ms. Coyne moved to approve the job description as presented. Ms. Emmelmann seconded. On a roll call vote, the following voted YES: Mr. Christopher, Ms. Emmelmann, Ms. Dalenta, Ms. Coyne, Mr. Laing, and Ms. Keane. Approved unanimously.
5. A. Ms. Bishop discussed the Collaborative's policy regarding the disposal of vehicles that are no longer in running condition. Ms. Keane moved to authorize disposal of the six vehicles presented as they no longer retain any value. Ms. Coyne seconded. On a roll call vote, the following voted YES: Ms. Keane, Ms. Dalenta, Mr. Laing, Ms. Coyne, Mr. Christopher, and Ms. Emmelmann. Approved unanimously.
- B. Ms. Bishop discussed the Collaborative procedure for transferring funds between line items within a program budget. Amounts above \$20,000 or to or from salary lines require Board approval. There were a number of line items with deficits in FY22 that require transfers in order to balance program budgets. Ms. Bishop presented 15 program budgets that require various transfers. Ms. Emmelmann moved to approve the line item changes as presented. Ms. Keane seconded. On a roll call vote, the following voted YES: Ms. Emmelmann, Mr. Christopher, Ms. Coyne, Mr. Laing, Ms. Keane, and Ms. Dalenta. Approved unanimously.
- C. Ms. Bishop discussed the need for additional upgrades needed to the grounds at the Boston Road transportation facility. She requested that funds be set aside to accomplish paving and fencing and if after completion any funds remain, they will be transferred back to fund balance. Ms. Emmelmann moved to transfer \$750,000 from the General Fund Unreserved Fund Balance to the Capital Projects Fund for paving, fencing, and building repairs at the Wilbraham transportation facility. Ms. Keane seconded. On a roll call vote, the following voted YES: Ms. Keane, Ms. Dalenta, Mr. Laing, Ms. Coyne, Mr. Christopher, and Ms. Emmelmann. Approved unanimously.
- D. Ms. Bishop discussed FY23 budget worksheets and noted that one special education program budget amount did not carry forward to the overview page. The previously-approved FY23 total budget did not include \$131,207 from the Transitional Alternative Placement program. Therefore, Ms. Bishop requested that the adjusted FY23 budget overview presentation sheet be approved at \$27,384,901. Ms. Emmelmann moved to approve the revised FY23 budget of \$27,834,901 as presented. Mr. Christopher seconded. On a roll call vote, the following voted YES: Ms. Keane, Ms. Dalenta, Mr. Laing, Ms. Coyne, Mr. Christopher, and Ms. Emmelmann. Approved unanimously.

- E. Mr. Joyal and Ms. Bishop discussed the relationship with four Berkshire districts whereby the Collaborative manages their shared PT and OT services. We have notified those districts that the Collaborative no longer wishes to continue after this school year. The salaries are billed back to the districts with no effect on the Collaborative budget. In order to remain competitive, one staff shared between Southern Berkshire and Berkshire Hills has negotiated a 4.5 percent increase with those districts. As this is in contrast with what Collaborative staff received for FY23, Ms. Bishop requests Board approval. Ms. Emmelmann moved to authorize the FY23 4.5 percent salary increase to employee #2165 as presented. Ms. Coyne seconded. On a roll call vote, the following voted YES: Ms. Emmelmann, Mr. Laing, Ms. Coyne, Mr. Christopher, Ms. Keane, and Ms. Dalenta. Approved unanimously.
6. Mr. Joyal revisited the discussion in June regarding consideration of a retention stipend in appreciation to staff who worked through the pandemic. Mr. Joyal noted several towns in the area have already awarded stipends to their staff. He proposed four levels of acknowledgement noting that the cost would be appropriated from the FY22 unreserved general fund balance. The Board discussed the importance of increasing morale and making staff feel valued. As there is no impact on the FY23 budget, Mr. Christopher moved to approve a one-time retention stipend to current LPVEC employees who were hired before September 3, 2021 as presented. Ms. Emmelmann seconded. On a roll call vote, the following voted YES: Ms. Keane, Ms. Dalenta, Mr. Laing, Mr. Christopher, and Ms. Emmelmann. Ms. Coyne abstained. Motion carries.
7. Mr. Joyal reported on how students are transitioning in programs, staffing shortages, and developing responsibilities for the new DEIB Coordinator position.
8. The next Board meeting is scheduled for October 19, 2022.

Mr. Christopher moved to adjourn the meeting. Ms. Emmelmann seconded. On a roll call vote, the following voted YES: Ms. Emmelmann, Mr. Christopher, Ms. Coyne, Mr. Laing, Ms. Keane, and Ms. Dalenta. The meeting adjourned at 7:47 p.m.

11/28/2022
(date)

Diana Coyne
Diana Coyne, Clerk

