



**MINUTES**  
**Virtual Board of Directors' Meeting**  
**June 15, 2022**

1. The meeting was called to order via Zoom at 6:36 p.m. by the Vice Chairperson of the Board, Mr. Jeffrey Laing. The following were present:  
  
Board of Directors:                    Mr. Albert J. Christopher, Agawam  
   Ms. Lisa Murray, Hampden-Wilbraham Regional  
   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. Mr. Christopher moved to approve this evening's consent agenda as presented. Ms. Murray seconded. On a roll call vote, the following voted YES: Ms. Murray, Mr. Laing, Ms. Coyne, Ms. Keane, Ms. Emmelmann, and Mr. Christopher. Motion carries.
4. Mr. Joyal noted there were no instances of bullying to be reported to DESE this year.
5. Mr. Joyal noted that minor updates have been made to the general handbook for FY23 in the areas of solicitation, tuition reimbursement, professional development, and tuition repayment. All were highlighted in the distributed draft. Ms. Emmelmann moved to approve the FY23 General Handbook as presented. Mr. Christopher seconded. On a roll call vote, the following voted YES: Ms. Murray, Mr. Laing, Ms. Coyne, Ms. Keane, Ms. Emmelmann, and Mr. Christopher. Motion carries.
6. Mr. Joyal reported that revisions have been made to the Career TEC admissions policy according to DESE requirements. Superintendents have reviewed the changes and DESE requires committee approval. Ms. Coyne moved to approve the admissions guidelines as presented. Ms. Emmelmann seconded. On a roll call vote, the following voted YES: Ms. Murray, Mr. Laing, Ms. Coyne, Ms. Keane, Ms. Emmelmann, and Mr. Christopher. Motion carries.
7. Mr. Joyal noted that the start of the school year as well as the number of school cancellations affect the scheduled last day of school amongst member districts. A listing of the last day for programs located within member districts was enclosed for informational purposes.

**LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE**  
**174 BRUSH HILL AVENUE, WEST SPRINGFIELD, MA 01089      PHONE 413-735-2200      FAX 413-735-2280**

**DRAFT**

BY THE BOARD OF DIRECTORS  
BY THE COLLABORATIVE



8. Mr. Joyal discussed aligning Collaborative PD days with member districts with the addition of one day for a total of four. With that being considered, the FY23 budget reflects a three percent cost of living adjustment to compensate teaching staff for the additional workday. Staff have only received two percent increases over the past ten years. Ms. Emmelmann moved to approve the FY23 COLA as well as the FY23 budget as presented. Ms. Murray seconded. On a roll call vote, the following voted YES: Ms. Murray, Ms. Coyne, Ms. Emmelmann, Mr. Christopher, Ms. Keane, and Mr. Laing. Motion carries.
9. FY23 stipends are included in the budget but listed separately for informational purposes. Mr. Christopher moved to approve the FY23 stipends as presented. Ms. Emmelmann seconded. On a roll call vote, the following voted YES: Mr. Christopher, Ms. Emmelmann, Ms. Keane, Ms. Coyne, Ms. Murray, and Mr. Laing. Motion carries.
10. Mr. Joyal's professional development activities for FY23 were enclosed for review. Ms. Coyne moved to approve the FY23 Executive Director Professional Development Plan as presented. Ms. Emmelmann seconded. On a roll call vote, the following voted YES: Ms. Murray, Ms. Coyne, Mr. Laing, Ms. Keane, Ms. Emmelmann, and Mr. Christopher. Motion carries.
11. FY23 program calendars were enclosed for review as well as the administrative staff calendar. As previously discussed, school staff have one additional professional development day for the upcoming school year. Ms. Coyne moved to approve the FY23 Brush Hill, Administrative, H-W, and Ludlow school calendars as presented. Ms. Emmelmann seconded. On a roll call vote, the following voted YES: Mr. Christopher, Ms. Emmelmann, Ms. Keane, Ms. Coyne, Ms. Murray, and Mr. Laing. Motion carries.

Mr. Christopher left the meeting at 7:06 p.m.

12. Ms. Bishop reviewed current revenues and expenditures with nothing extraordinary to report. Final billings and payments still need to be made to close out the fiscal year.
13. Ms. Bishop noted that transfers within the Nursing and Summer School programs are needed to cover expenses through the end of the year. Any transfers made affecting salary line items require the Board be notified and approve the transfer. Ms. Coyne moved to transfer \$20,045.44 from various line items to contracted services line item and also transfer \$1,160.89 from Other Salaries to Certified Personnel, Classroom Assistants, and Contracted Services line items to cover additional expenses through the end of the fiscal year. Ms. Emmelmann seconded. On a roll call vote, the following voted YES: Ms. Murray, Ms. Keane, Mr. Laing, Ms. Emmelmann, and Ms. Coyne. Motion carries.
14. Ms. Bishop reviewed status of capital projects and funds that had previously been reserved for that purpose. At this time, payments to contractors and vendors for expenses incurred on the projects need to be made. Ms. Coyne moved to appropriate from the Capital Projects Fund the amount of \$226,420.64 to satisfy expenses incurred to date on the Brush Hill Roofing and Paving Project; the Bistro and Portables Roof Repair; and the Avigilon Video Monitoring System at the Agawam, East Longmeadow and Wilbraham bus garage sites. Ms. Keane seconded. On a roll call vote, the





following voted YES: Ms. Murray, Mr. Laing, Ms. Coyne, Ms. Keane, and Ms. Emmelmann. Motion carries.

Ms. Bishop discussed plans for design, paving, and fuel station installation at the newly-acquired property in Agawam on Shoemaker Lane. Mr. Joyal noted that no additional assessments to member districts will be necessary as generally projects of this type are funded through Unreserved Fund Balance. Ms. Coyne moved to transfer from the General Fund Unreserved Fund Balance to the Capital Projects Fund \$1.75 million for the design and renovation of the Agawam garage site to include paving of the 384 and 0 Shoemaker Lane parcel and the installation of a fuel station. Ms. Emmelmann seconded. On a roll call vote, the following voted YES: Ms. Emmelmann, Ms. Keane, Ms. Coyne, Ms. Murray, and Mr. Laing. Motion carries.

15. Mr. Joyal reviewed lease agreements between the Corporation and Collaborative. The Corporation holds all property and leases to the Collaborative to pay the debt service on the properties. Ms. Coyne moved to approve the Corporation lease agreement renewals for a period of five years for the Agawam Transportation Facility, the Brush Hill Facility, East Longmeadow Transportation Facility, the Front Street property, the Glenbrook Middle School Modulares, and the Wilbraham Transportation Facility as presented. Ms. Emmelmann seconded. On a roll call vote, the following voted YES: Ms. Murray, Ms. Emmelmann, Ms. Coyne, Ms. Keane, and Mr. Laing. Motion carries.

16. Mr. Joyal and Ms. Bishop reviewed the spring purchase of school busses. The manufacturer is now imposing a surcharge of \$6,500 per vehicle which is not negotiable. Ms. Emmelmann moved to amend the April 13, 2022 bid award for purchase of transportation vehicles to Anderson Blue Bird Sales to now include a \$6,500 surcharge per vehicle bringing the total purchase price to \$1,777,276. Ms. Coyne seconded. On a roll call vote, the following voted YES: Ms. Keane, Ms. Coyne, Ms. Emmelmann, Ms. Murray, and Mr. Laing. Motion carries.

Ms. Bishop reported that three districts participated in the FY23 bid for school nursing supplies. Ms. Emmelmann moved to award Bid #2023-01 entitled School Nursing Supplies to Henry S. Schein, School Health Corporation, and Mansfield Paper based on being the lowest responsive and responsible bidders on a line by line basis as presented. Ms. Coyne seconded. On a roll call vote, the following voted YES: Ms. Murray, Ms. Coyne, Ms. Emmelmann, Ms. Keane, and Mr. Laing. Motion carries.

Ms. Emmelmann moved to award Bid #2023-02 entitled School Bus and Van Parts to Andco, Camerota Truck Parts, Genuine Parts/NAPA, Hampshire Hills/Genden, Tri State Truck Center, Bus Parts Warehouse, D&W Diesel, and Lawson Products on the basis of being the lowest responsive and responsible bidders on a line by line basis as presented. Ms. Keane seconded. On a roll call vote, the following voted YES: Ms. Murray, Ms. Coyne, Ms. Emmelmann, Ms. Keane, and Mr. Laing. Motion carries.



Ms. Emmelmann moved to award Bid #2023-03 entitled Oil and Lubricants to Dennison Lubricants on the basis of being the lowest responsive and responsible bidder as presented. Ms. Coyne seconded. On a roll call vote, the following voted YES: Ms. Murray, Ms. Coyne, Ms. Emmelmann, Ms. Keane, and Mr. Laing. Motion carries.

Ms. Emmelmann moved to award Bid #2023-04 entitled School Bus and Van Tires to City Tire and Sullivan Tire on the basis of being the lowest responsive and responsible bidders on a line by line basis as presented. Ms. Coyne seconded. On a roll call vote, the following voted YES: Ms. Emmelmann, Ms. Coyne, Ms. Murray, Ms. Keane, and Mr. Laing. Motion carries.

17. Ms. Bishop discussed FY22 dividends which were distributed individually to each member. This amount can be used to offset any CTEC or Transportation billing.
18. As the Chair was not able to attend this evening's meeting, this year's evaluation summary of the executive director will be discussed at the next meeting.
19. At 7:43 p.m., Ms. Coyne moved to enter into executive session to discuss contract negotiations with non-union personnel and to return to open session at its conclusion. Ms. Keane seconded. On a roll call vote, the following voted YES: Ms. Murray, Ms. Coyne, Ms. Emmelmann, Ms. Keane, and Mr. Laing.

The meeting resumed at 8:18 p.m.

20. Ms. Emmelmann moved to extend the employment agreement with the Director of Occupational Education for an additional three years and also the agreement with the Director of Municipal Reimbursement for one additional year. Ms. Keane seconded. On a roll call vote, the following voted YES: Ms. Emmelmann, Ms. Keane, Ms. Coyne, Ms. Murray, and Mr. Laing. Motion carries.
21.
  - A. Mr. Laing turned the meeting over to Mr. Joyal for the purpose of the reorganization of officers of the Board of Directors. Mr. Joyal opened the floor for nominations of the Chairperson of the Board. Ms. Coyne moved to approve the nomination of Mr. Laing as Chairperson. Ms. Murray seconded. On a roll call vote, the following voted YES: Ms. Coyne, Ms. Murray, Ms. Keane, Ms. Emmelmann, and Mr. Laing. Approved unanimously. With Mr. Laing accepting the position, Mr. Joyal turned the meeting over to the new Chairperson.
  - B. Mr. Laing opened the floor for nominations of the Vice Chairperson of the Board. Ms. Murray moved to nominate Mr. Christopher as Vice Chairperson. Ms. Coyne seconded. On a roll call vote, the following voted YES: Ms. Emmelmann, Ms. Keane, Ms. Murray, Ms. Coyne, and Mr. Laing. Approved unanimously.
  - C. Mr. Laing opened the floor for nominations of the Clerk of the Board. Ms. Emmelmann moved to nominate Ms. Coyne as Clerk. Mr. Laing seconded. On a roll call vote, the following voted YES: Ms. Keane, Ms. Emmelmann, Ms. Murray, and Mr. Laing. Approved unanimously. Ms. Coyne accepted the position.

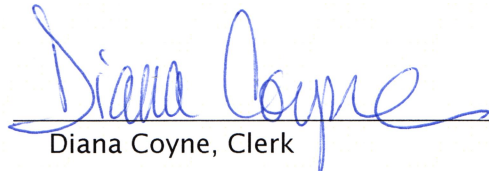




22. A. Ms. Emmelmann moved that the Chairperson of the Lower Pioneer Valley Educational Collaborative be and he hereby is authorized, empowered, and directed on behalf of the Collaborative to negotiate, sign, seal, execute, and deliver any and all leases, contracts, agreements, financial instruments, 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, 2022 to June 30, 2023. Ms. Coyne seconded. On a roll call vote, the following voted YES: Ms. Murray, Ms. Coyne, Ms Keane, Ms. Emmelmann, and Mr. Laing. Motion carries.
- B. Ms. Coyne 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, 2022 to June 30, 2023. Ms. Emmelmann seconded. On a roll call vote, the following voted YES: Ms. Murray, Ms. Keane, Ms. Emmelmann, Ms. Coyne, and Mr. Laing. Motion carries.
- C. Ms. Emmelmann 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, 2022 to June 30, 2023. Ms. Coyne seconded. On a roll call vote, the following voted YES: Ms. Murray, Ms. Keane, Mr. Laing, Ms. Emmelmann, and Ms. Coyne. Motion carries.
23. Mr. Joyal noted that the group may need to consider returning to in-person meetings as legislation changes.

Ms. Coyne moved to adjourn the meeting. Ms. Murray seconded. On a roll call vote, the following voted YES: Ms. Emmelmann, Ms. Keane, Ms. Coyne, Ms. Murray, and Mr. Laing. Approved unanimously. The meeting adjourned at 8:31 p.m.

11/28/2022  
(date)

  
Diana Coyne, Clerk

