



**MINUTES**  
**Virtual Board of Directors' Meeting**  
**April 6, 2023**

1. The meeting was called to order at 6:05 p.m. by the Chairperson of the Board, Mr. Jeffrey Laing. The following were present:

Board of Directors:           Ms. Lisa Murray, Hampden-Wilbraham Regional  
  Mr. Jeffrey Laing, Ludlow  
  Ms. Erika Emmelmann, Southwick-Tolland-Granville Regional  
  Ms. Diana Coyne, West Springfield

Guests:                            Dr. Margaret Frieswyk, NESDEC Senior Search Consultant

2. A public forum was offered.
3. Dr. Frieswyk had electronically shared her findings with the Board regarding her time spent at the Collaborative today as she conducted a focus group with administrators, staff, students, and parents calling on two prompts: what are the skills and qualifications you feel are necessary that the Executive Director possess and secondly, what are the challenges and critical issues that need to be addressed in the first year of employment. She used the information collected to create a candidate profile to be used in the screening and hiring process. The Board reviewed each section of the document. Unionization, transportation, and social-emotional needs will be added to the profile.

Dr. Frieswyk noted that the Board will develop interview questions at a meeting on May 31<sup>st</sup>. Final interviews will be conducted on June 6 and 7 with deliberations on June 8.

Ms. Coyne moved to accept the "Successful Candidate Profile" with the additions discussed. Ms. Emmelmann seconded. On a roll call vote, the following voted YES: Ms. Emmelmann, Ms. Coyne, Ms. Murray, and Mr. Laing.

The document will be finalized and distributed to the Board when surveys are closed and included.

Ms. Murray moved to adjourn the meeting at 7:13 p.m. Ms. Coyne seconded. On a roll call vote, the following voted YES: Ms. Emmelmann, Ms. Coyne, Ms. Murray, and Mr. Laing.

6/21/23

(date)

Diana Coyne

, Clerk

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