



**MINUTES**  
**Screening Committee Meeting**  
**LPVEC Lecture Hall**  
**May 3, 2023**

The meeting was called to order at 6:00 p.m. by the Chairperson of the Board, Mr. Jeffrey Laing. The following were present:

Kenneth Berger,	Instructor	Mellisa Chapman,	Instructor
Jill Donovan,	Asst General Mgr	Charles Joyal,	Asst Principal
Jeffrey Laing,	Board Chair	Jennifer Law,	Parent
Karina Monroe,	Curriculum Director	Lisa Murray,	Board member
George Scobie,	Coop Coordinator	Phyllis St. John,	Admin. Asst.
David Young,	Driver	Margaret Frieswyk,	NESDEC Consultant

1. The meeting was turned over the Dr. Frieswyk who introduced herself and thanked all for their commitment to serving on this committee. The committee members in turn introduced themselves as well. Dr. Frieswyk reviewed her role in the process, the role of the committee as well as Board of Directors, and the legal advisory on conflict of interest.

Dr. Frieswyk stressed the importance of confidentiality as applicants may not have informed their employer that they have applied for this position with the Collaborative. Mr. Laing reviewed the structure of the Collaborative so the group has a better understanding of the organization and the hierarchy.

2. The group discussed the number of manageable initial candidates at nine with the final candidates at three but no more than five. Initial interviews will be set at 45 minutes each with a 15-minute break between each. Dates for initial interviews were identified as May 15, 16, and 17 by the Screening Committee with deliberation on finalists on May 18, 2023. Ideally there should be 11 questions with a time limit of 4 minutes each in order to stay on the 45 minute schedule. A timekeeper will be needed.

Dr. Frieswyk noted that there were a number of themes that resulted from the Focus Group which will be used this evening to develop interview questions. The group reviewed the candidate profile that Dr. Frieswyk had developed and using the related themes, questions were developed and reviewed.

The next committee meeting is devoted to screening applicants.

The meeting concluded at 8:15 p.m.

**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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