



**MINUTES**  
**Board of Directors' Meeting**  
**LPVEC Bistro**  
**June 21, 2023**

1. The meeting was called to order at 6:30 p.m. by the 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  
   Mr. Jeffrey Laing, Ludlow  
   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. Ms. Murray moved to approve this evening's consent agenda items as presented. Ms. Coyne seconded. Approved unanimously.
4.
  - A. Mr. Joyal reviewed student achievements at the recent Business Professionals of America National Leadership Conference as well as a student being selected Student Ambassador to the West of River Chamber of Commerce.
  - B. Mr. Joyal noted there were no instances of bullying reported to DESE this year. There was an incident that was investigated but determined not to be bullying but rather a social misunderstanding.
  - C. Mr. Joyal reported that the special education mid cycle review was favorable.
  - D. Ms. Coyne moved to approve the FY24 Meeting Schedule, Administrative, Brush Hill, Wilbraham, and Ludlow program calendars as presented. Mr. Christopher seconded. Approved unanimously.
  - E. Mr. Joyal reviewed the last day of school for programs located in other school buildings in the districts which is based on the number of school closings during the year.
  - F. Mr. Joyal reported no significant progress in union negotiations at this time.

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

**SERVING AGAWAM•EAST LONGMEADOW•HAMPDEN-WILBRAHAM•LONGMEADOW•LUDLOW•SOUTHWICK-TOLLAND-GRANVILLE•WEST SPRINGFIELD**

- G. Mr. Joyal reported that the Collaborative has been awarded a competitive summer program grant for the third year in a row.
- H. Mr. Joyal reviewed a request from Ms. Bishop to attend the Association of School Business Officials' International Annual Conference in Maryland October 19 through 22, 2023. Mr. Christopher moved to authorize Ms. Bishop to attend the conference as presented. Ms. Coyne seconded. Approved unanimously.
- I. Mr. Joyal discussed cost-of-living increases for non-union staff as there are a number of staff that are either unionized or in the process of negotiating an agreement. The FY24 budget was developed with an anticipated 3 percent salary increase and Mr. Joyal recommends that 3 percent for only non-certified staff who are currently not part of a unit. Mr. Christopher moved to approve a 3 percent salary increase for FY24 to the non-union certified staff as discussed. Ms. Coyne seconded. Approved unanimously.
5. A. Ms. Bishop's overall performance rating for the Collaborative treasurer for FY23 is "Excellent" noting that he is very thorough in his monthly review of records. Ms. Coyne moved to accept the review as presented. Mr. Christopher seconded. Approved unanimously.
- B. Ms. Bishop discussed an invoice that was received this fiscal year for an expense in FY22. Payment requires approval by the Board from fund balance, not current fiscal year funds. Ms. Coyne moved to appropriate from the Enterprise Fund, Unreserved Fund Balance the amount of \$395.00 to pay the outstanding invoice from Open Sesame/Integrated Technical Systems. Ms. Murray seconded. Approved unanimously.
- C. Ms. Bishop noted that several bid award recommendations were included this evening which will take effect for the new fiscal year. Bids were solicited for diesel fuel, unleaded gasoline, bus and van tires, oil and lubricants, purchase and finance of busses and vans, as well as school nursing supplies. Ms. Bishop recommended that the proposals for bus and van parts be rejected as they are not in the best interest of the Collaborative.

Mr. Christopher moved to award Bid #2024-01, entitled "Diesel Fuel", to Dennis K. Burke, Inc. on the basis of being the lowest responsive and responsible bidder for the purchase of diesel fuel. Ms. Coyne seconded. Approved unanimously.

Mr. Christopher moved to award Bid #2024-02, entitled "Unleaded Gasoline", to Dennis K. Burke, Inc. on the basis of being the lowest responsive and responsible bidder for the purchase of unleaded gasoline. Ms. Coyne seconded. Approved unanimously.

Mr. Christopher moved to award Bid #2024-03 entitled "School Bus and Van Tires" to City Tire, Holyoke Tire and Auto, 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. Approved unanimously.

Mr. Christopher moved to award Bid #2024-04 entitled "Oil and Lubricants" to Dennison Lubricants and Safety Kleen on the basis of being the lowest responsive and responsible bidder on a line-item basis as presented. Ms. Coyne seconded. Approved unanimously.

Mr. Christopher moved to award Bid #2024-06 entitled "Purchase-Finance of School Busses and Vans" to Anderson Blue Bird Sales of New England for five 71-passenger busses; New England Transit Sales for five mini school busses; and TD Bank for financing at 4.4 percent, all based on being the lowest responsive and responsible bidder as presented. Ms. Coyne seconded. Approved unanimously

Ms. Coyne moved to award Bid #2024-07 entitled "School Nursing Supplies" to Henry S. Schein and School Health Corporation, based on being the lowest responsive and responsible bidders on a line by line basis as presented. Mr. Christopher seconded. Approved unanimously.

Mr. Laing will authorize award of the new bid for bus and van parts until such time as the Board meets again to confirm the award.

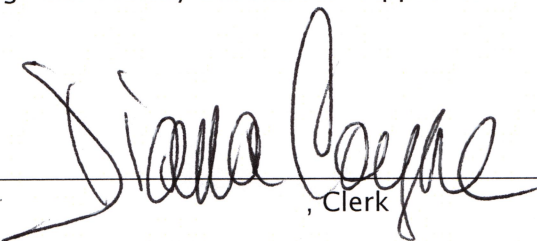
- D. Ms. Bishop reviewed the latest revenue and expenditure report, noting that upcoming payroll and year-end expenses will have an effect on the final figures. Auditors will soon begin the process for the FY23 financial review.
  - E. Ms. Bishop noted that member district business managers and superintendents have reviewed the proposed FY24 budget which is an overall a 1.85 percent increase over last year. A minor change to a budgeted half time mechanic to full time resulted in a \$30,000 increase in that area.
  - F. Ms. Bishop also reviewed the educational stipends for various additional duties that are assigned each fiscal year. These are always included in the yearly budget but are listed separately for easy identification. Mr. Christopher moved to approve the FY24 stipends and budget as presented. Ms. Coyne seconded. Approved unanimously.
  - G. Ms. Bishop noted that site approvals are needed for each of the transportation garage locations that will house electric busses. The project has a finish date of November 23<sup>rd</sup> Southwick staff and busses are in the process of being transferred to the Agawam site.
  - H. Ms. Bishop also reported that the roofing and paving projects at Brush Hill are scheduled to begin as soon as students are out of the building.
6. Mr. Laing reported that Mr. Joyal's overall evaluation rating for this past year was "proficient" and the Board thanked him for his service to the Collaborative and extended best wishes in his retirement.

7. At 7:38 p.m., Ms. Coyne moved to enter into Executive Session to discuss contract negotiations with non-union personnel and to discuss strategy with respect to collective bargaining as an open meeting would have a detrimental effect on the bargaining position of the Board. Mr. Christopher seconded. On a roll call vote, the following voted YES: Mr. Christopher, Ms. Murray, Ms. Coyne, and Mr. Laing.
8. Open Session resumed at 7:43 p.m. Mr. Christopher moved to accept the employment agreement with Mr. Alvin Morton for a period of three years. Ms. Coyne seconded. Approved unanimously.
9.
  - 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. Mr. Christopher nominated Mr. Laing. Ms. Coyne seconded. Approved unanimously. Mr. Laing accepted the position and Mr. Joyal turned the meeting over to Mr. Laing.
  - B. Mr. Laing opened the floor for nominations for Vice Chairperson of the Board. Ms. Coyne moved to approve nomination of Ms. Murray as Vice Chairperson. Mr. Christopher seconded. Approved unanimously. Ms. Murray accepted the position.
  - C. Mr. Laing opened the floor for nominations of Clerk of the Board. Mr. Christopher moved to approve the nomination of Ms. Coyne as Clerk. Ms. Murray seconded. Approved unanimously. Ms. Coyne accepted the position.
10.
  - A. Mr. Christopher 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, 2023 to June 30, 2024. Ms. Coyne seconded. Approved unanimously.
  - B. Mr. Christopher 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, 2023 to June 30, 2024. Ms. Coyne seconded. Approved unanimously.

- C. Mr. Christopher 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, 2023 to June 30, 2024. Ms. Coyne seconded. Approved unanimously.

Mr. Christopher moved to adjourn the meeting. Ms. Murray seconded. Approved unanimously. The meeting adjourned at 7:55 p.m.

8/23/2023  
Date

  
Clerk