



**MINUTES**  
**Board of Directors' Meeting**  
**November 15, 2023**

1. The meeting was called to order at 6:45 p.m. by the Chairperson of the Board, Mr. Jeffrey Laing. The following were present:

Board of Directors:            Mr. Albert J. Christopher, Agawam  
   Ms. Mary Keane, Longmeadow  
   Mr. Jeffrey Laing, Ludlow  
   Ms. Erika Emmelmann, Southwick-Tolland-Granville Regional

Collaborative:                 Mr. Alvin W. Morton, I, Executive Director  
   Ms. Anna Bishop, Director of Finance

Guests:                         Ms. Rene Davis, Powers & Sullivan  
   Ms. Laura Stone, Powers & Sullivan  
   Ms. Kerri O'Connor, Agawam S.C.  
   Ms. Kathleen Leydon, East Longmeadow S.C.  
   Ms. Sherrill Caruana, Hampden-Wilbraham Regional S.C.  
   Ms. Sarah Bowler, Ludlow S. C.

2. A public forum was offered. There were no comments from the public.
3. Ms. Davis and Ms. Stone gave their report on their audit of the LPVECs financial statements for the year ending June 30, 2023. The group discussed the Collaborative's OPEB liability and gain on initial investment as well as cumulative surplus limits.

Ms. O'Connor left the meeting at 7:00 p.m.

Mr. Christopher moved to approve the FY23 audit and Annual Comprehensive Financial Report as presented by Powers & Sullivan. Ms. Emmelmann seconded. Approved unanimously.

Mr. Christopher moved to designate \$5,115,331 as cumulative surplus, the amount certified in the FY23 audit and to retain this FY23 cumulative surplus for the Collaborative's use. Ms. Emmelmann seconded. Approved unanimously.

Ms. Leydon and Ms. Caruana left the meeting at 7:20 p.m.

**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

1992-1993

1992-1993

1992-1993

BOARD OF DIRECTORS  
 ВЪВЕЛЕ СОГЛАСИЕ

1992-1993

ВЪВЕЛЕ

LPVEC  
BOARD OF DIRECTORS MINUTES  
NOVEMBER 15, 2023  
PAGE TWO

6. D. The group discussed the ongoing issue with staffing particularly in the area of transportation as well as recruitment efforts.
5. Ms. Emmelmann moved to approve this evening's consent calendar items as presented. Mr. Christopher seconded. Approved unanimously.
4. Mr. Morton reviewed updated information in this year's annual report. This report, along with the audit, will be submitted to DESE as required by January 1<sup>st</sup>. Mr. Christopher moved to accept the FY23 Annual Report as presented. Ms. Emmelmann seconded. Approved unanimously.
6. A. Mr. Morton noted that Open House at Brush Hill is scheduled for November 21<sup>st</sup> from 5 to 7 p.m. for anyone interested in attending.
- B. Mr. Morton reported that the grant funds received to implement a program to restrict the use of student electronic devices will be used to launch a protocol in December using the Yondr pouch program. Other districts in the area have implemented this same program. In addition, a "Signs of Suicide" program is also being implemented and parents have been informed of both programs.
- C. Mr. Morton discussed the fact that two technical assistants have been serving in the capacity of a classroom teacher since the beginning of the school year. Due to the fact they are developing lesson plans and implementing curriculum, they should be compensated as a teacher rather than a long-term substitute as of the date they first began developing and implementing curriculum. Mr. Morton requested that this caveat be added to the current long-term substitute protocol whereby currently, long-term substitutes are only placed on the teacher salary scale after 21 days in this capacity. Mr. Christopher moved to revise the current protocol to compensate long-term substitutes who are developing and implementing curriculum on the teacher salary scale from the first day they began doing so. Ms. Emmelmann seconded. Approved unanimously.
7. At 8 p.m. Ms. Bowler left the meeting as Ms. Emmelmann moved to enter into Executive Session to discuss strategy with respect to collective bargaining as the Chair declares that an open meeting will have a detrimental effect on the bargaining position of the Collaborative. Ms. Keane seconded. Approved unanimously.
8. A. Ms. Bishop reviewed current revenue and expenditures for the period ending October 31<sup>st</sup> noting that the expenses for the Brush Hill roofing and paving projects will be offset by capital projects funds.
- B. Ms. Bishop had included information on enrollment trends in both special and occupational educational programs.



LPVEC  
BOARD OF DIRECTORS MINUTES  
NOVEMBER 15, 2023  
PAGE THREE

- C. In addition, Ms. Bishop made the Board aware that special education enrollments are significantly lower for the upcoming fiscal year. The group discussed the issue and if there are any approaches to take to increase referrals.
- D. Ms. Bishop reported that the paving and roofing has been completed at the Brush Hill facility and the Agawam parking lot site is being prepared initially before winter. Ms. Bishop noted that the LPVEC will receive funding from Eversource for infrastructure costs and in addition, National Grid will award approximately \$492,000 for infrastructure at the East Longmeadow and Wilbraham transportation sites. The new software routing system is scheduled to be rolled out in January.
- E. Ms. Bishop noted that funds had been set aside in the capital projects fund for the anticipated expenses for the roof and parking lot replacement at the Brush Hill facility. As the project has been completed, payments will be made to contractors. Mr. Christopher moved to appropriate from the Capital Projects Fund the amount of \$1,070,324.02 to Poulin Construction Inc. for expenses incurred to date on the Brush Hill Roof and Paving Project. Ms. Emmelmann seconded. Approved unanimously.

10. The next meeting will be held December 13, 2023.

Ms. Emmelmann moved to adjourn the meeting. Ms. Keane seconded. Approved unanimously. The meeting adjourned at 8:45 p.m.

12/13/2023  
(date)

*Diana Coe*  
, Clerk