



MINUTES
Board of Directors' Meeting
LPVEC Conference Room
June 18, 2025

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

Board of Directors: Mr. Albert J. Christopher, Agawam
 Mr. Gregory Thompson, East Longmeadow
 Ms. Lisa Murray, Hampden-Wilbraham Regional
 Mr. Jeffrey Laing, Ludlow

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

Guests: Pamela Petschke, STGRSD School Committee

2. A public forum was offered. There were no comments from the public.
3. Ms. Murray moved to approve this evening's consent agenda as presented. Mr. Christopher seconded. Approved unanimously.
4. A. Mr. Morton reported that job descriptions are being updated as the need arises. Three are presented this evening for approval. The LPVEC has several open positions and the hiring process for each is in different stages. The process for the Transportation General Manager has concluded and Ms. Jill Donovan, currently the Assistant General Manager, was chosen as the most qualified candidate.

Ms. Murray moved to approve the updated job description for Transportation General Manager as presented. Mr. Christopher seconded. Approved unanimously.

Ms. Murray moved to approve the updated job description for Accounts Payable Specialist as presented. Mr. Christopher seconded. Approved unanimously.

Ms. Murray moved to approve the updated job description for School Resource Officer as presented. Mr. Christopher seconded. Approved unanimously.

- B. Mr. Morton reported that one of our students will be participating in the National Skills USA competition accompanied by two staff members. Ms. Murray moved to authorize two staff members to participate in the Skills USA National Leadership & Skills Conference in Atlanta,

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Georgia, June 23-28, 2025 in order to accompany our CTEC student who will be representing the LPVEC at the competition. Mr. Christopher seconded. Approved unanimously.

Mr. Morton also noted that the school lunch program coordinator has requested permission to attend the School Nutrition Association Annual Conference. Ms. Murray moved to authorize the LPVEC school lunch program coordinator to participate in the School Nutrition Association Annual Conference in San Antonio, Texas, July 12-15, 2025 as presented. Mr. Christopher seconded. Approved unanimously.

- C. Mr. Morton reported that there were no instances of bullying reported to the state this school year.
 - D. Calendars for the upcoming school year were enclosed for review. The Board discussed the option of remote access to meetings to increase member participation. It was the consensus of the Board to table further discussion until the September meeting when new representatives will be in attendance. The Board further discussed moving the June 2026 meeting from the 10th to the 17th to allow the business office more time to process end of year accounting functions. Ms. Murray moved to approve the updated FY26 Brush Hill, Board Schedule, and Ludlow School Calendars as presented.
 - E. Mr. Morton noted that the school nurses annually renew their medication administration license and the required registration documents will be submitted once all signatures have been obtained. In addition, certification must also be obtained from the Department of Public Health to administer epinephrine. Ms. Murray moved to adopt the policies and procedures governing the administration of prescription medications as defined by statute and regulation (MGL 94C and 105 CMR 210.000). The Board approves the categories of unlicensed personnel who may administer prescription medications and understands the Medication Manager role as manager of the medication program at the LPVEC. Mr. Christopher seconded. Approved unanimously.
 - F. The Board discussed proposed amendments to the vocational education admissions process and the effect on member districts and Chapter 74 funding.
- 5.
- A. Ms. Bishop reviewed current revenues over expenditures for the period ending May 31. In response to a question regarding any deficit in special education, Ms. Bishop noted that this year should end with a positive balance but as enrollments continue to decline, she will continue to monitor closely.
 - B. Ms. Bishop noted that the LPVEC manages contracted School Works staff for the Department of Ed and the requested salary increase for this coming school year is 3 percent. The Collaborative charges five percent of the contract as management fee therefore, there is no budget impact for any salary increase. Ms. Murray moved to approve the salary increases for the School Works contracted employees for FY26 at 3 percent as presented. Mr. Christopher seconded. Approved unanimously.

- C. Ms. Bishop noted there have been no changes to the FY26 draft budget since the Board last reviewed other than Hampden-Wilbraham Regional's move from two-tier to three-tier transportation services. Ms. Murray moved to approve the FY26 budget as presented. Mr. Christopher seconded. Approved unanimously.
- D. Ms. Bishop noted that the Pension Management Board required an updated statement of qualified and acting officers of the LPVEC OPEB trust fund and the document was enclosed for the Board's information.
- E. Ms. Bishop reported that CTEC has been awarded a grant to support student scholarships from the Gene Haas Foundation in the amount of \$20,000. Ms. Murray moved to accept the funds as presented. Mr. Christopher seconded. Approved unanimously.
- F. Ms. Bishop reviewed the results of a number of recent bids and her recommendations. Ms. Murray moved to award the bid entitled "Invitation for Bids: School Bus and Van Tires #2026-01" opened May 12, 2025 to City Tire Company, and Holyoke Tire and Auto Services on the basis of being the lowest responsive and responsible bidders as indicated. Mr. Christopher seconded. Approved unanimously.

Ms. Murray moved to award the bid entitled "Invitation for Bids: Oil and Lubricants #2026-02" opened on May 22, 2025 to Dennison Lubricants on the basis of being the lowest responsive and responsible bidder as indicated. Mr. Christopher seconded. Approved unanimously.

Ms. Murray moved to award the bid entitled "Invitation for Bids: Industrial Programmable Paper Cutter #2025-09 opened May 28, 2025 to Harvard Pinnacle Group on the basis of being the lowest responsive and responsible bidder as indicated. Mr. Christopher seconded. Approved unanimously.

Ms. Murray moved to award the bid entitled "Invitation for Bids: Custodial Cleaning Services #2026-09" opened June 9, 2025, to SJ Services on the basis of being the lowest responsive and responsible bidder as indicated. Mr. Christopher seconded. Approved unanimously.

- G. Ms. Bishop has been reviewing accounts in order to close the fiscal year and there are many line items that may have been underbudgeted and will require a transfer to balance each cost center. Any transfers associated with salary require Board approval and are submitted this evening for vote. Ms. Murray moved to approve the line item transfers as presented this evening. Mr. Christopher seconded. Approved unanimously.
- H. The Special Education Department has identified an outdated piece of equipment for disposal. The vision screener can no longer be serviced as parts are no longer available but the manufacturer has offered a \$300 trade in value toward a new screener. Ms. Murray moved to approve disposition of a Titmus Vision Screener for the purpose of trade in with a value of \$300 toward a new vision screener as presented. Mr. Christopher seconded. Approved unanimously.

I. Mr. Morton noted that the electric bus that burned in January is being examined June 15 through 19 to determine the root cause of the fire. All 25 of the LPVEC electric busses were examined as a result of a recall notice received regarding the drive system battery packs. The Board will be kept apprised on any new information. Ms. Bishop reported that as a result of the claim, our insurance carrier has sent notice of non-renewal. She continues to work with the agent to rectify the situation.

6. At 7 p.m., Ms. Murray moved to enter into Executive Session to conduct strategy sessions in preparation for negotiations for collective bargaining sessions and to discuss strategy with respect to litigation as an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares. Mr. Christopher seconded. Approved unanimously.

Open Session resumed at 7:15 p.m.

7. Evaluations are tabled to the next meeting.

8. A. Mr. Laing turned the meeting over to Mr. Morton for the purpose of the reorganization of officers of the Board of Directors. Mr. Morton opened the floor for nominations of the Chairperson of the Board. Mr. Christopher moved to nominate Mr. Laing. Ms. Murray seconded. Approved unanimously. Hearing no objections, nominations will close. Mr. Laing accepted the position and Mr. Morton turned the meeting over to the Chair.

B. Mr. Laing opened the floor for nominations of the Vice Chairperson of the Board. Mr. Thompson nominated Ms. Murray. Mr. Christopher seconded. Approved unanimously. Ms. Murray accepted the position.

C. Mr. Laing opened the floor for nominations of the Clerk of the Board. Mr. Thompson nominated Mr. Christopher. Ms. Murray seconded. Approved unanimously. Mr. Christopher accepts the position.

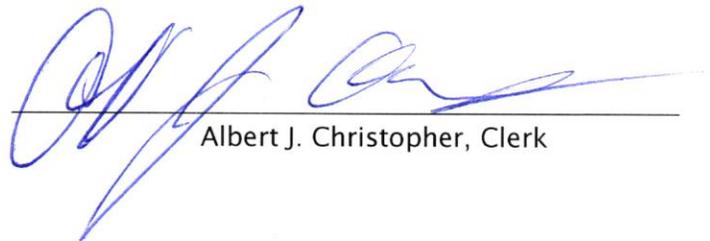
9. A. Ms. Murray moved that the Chairperson of the Lower Pioneer Valley Educational Collaborative be and he hereby is authorized, empowered, and directed on behalf of the Collaborative to negotiate, sign, seal, execute, and deliver any and all leases, contracts, agreements, financial instruments, and 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, 2025 to June 30, 2026. Mr. Christopher seconded. Approved unanimously.

B. Ms. Murray 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, 2025 to June 30, 2026. Mr. Christopher seconded. Approved unanimously.

- C. Ms. Murray 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, 2025 to June 30, 2026. Mr. Christopher seconded. Approved unanimously.

Ms. Murray moved to adjourn the meeting. Mr. Christopher seconded. Approved unanimously. The meeting adjourned at 7:35 p.m.

8-20-25
(date)


Albert J. Christopher, Clerk

