



**MINUTES**  
**Board of Directors' Meeting**  
**LPVEC Lecture Hall**  
**APRIL 24, 2024**

1. At 5 p.m., the CTEC General Advisory Committee representatives gave a brief overview of their shop which included the following: Culinary, Allied Health, Graphic and Visual Design, Automotive, Information Systems and Networking, Cosmetology, Landscaping and Horticulture, Carpentry, Precision Machining, and Building and Grounds Maintenance.

After a short break for dinner, the meeting resumed at 7:07 p.m. with the following present:

Board of Directors:                    Mr. Albert J. Christopher, Agawam  
   Ms. Lisa Murray, Hampden-Wilbraham Regional  
   Mr. Zachary Verriden, 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

2. A public forum was offered. There were no comments from the public.
5. Ms. Emmelmann moved to approve this evening's consent agenda items as presented. Ms. Murray seconded. Approved unanimously.
6. A. Mr. Morton reviewed the CTEC student organization accomplishments at recent state competitions.  
  
B. As the Board did not meet last month, a number of authorizations to travel that were time-sensitive were approved by the Board chair until formal approval could be attained at a subsequent meeting. Ms. Emmelmann moved to re-affirm authorization for staff and student participation in the 2024 FFA State Convention, April 3 through 5, 2024, in Framingham as previously approved. Ms. Murray seconded. Approved unanimously.  
  
Mr. Christopher moved to re-affirm authorization for staff and student participation in the Skills USA Massachusetts State Conference in Marlborough on April 25 through April 27, 2024 as previously approved. Ms. Emmelmann seconded. Approved unanimously.  
  
Ms. Emmelmann moved to authorize Ms. Kyla Martin to attend the ACTE Leadership Conference held in New York City, May 1 through 3, 2024 as presented. Ms. Murray seconded. Approved unanimously.

**LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE**  
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Ms. Emmelmann moved to authorize staff and student participation in the BPA National Leadership Conference held May 10 through 14, 2024, in Chicago, IL as presented. Ms. Murray seconded. Approved unanimously.

Ms. Emmelmann further moved to authorize the Director of Finance and Operations to participate in the ASBO International Conference held in Nashville, TN September 17-22, 2024 as presented. Ms. Murray seconded. Approved unanimously.

- C. Mr. Morton reviewed the staff calendar, board and superintendent meeting schedule, as well as the Brush Hill, Ludlow and Hampden-Wilbraham Program school calendars. Ms. Emmelmann moved to approve the FY25 calendars as presented. Ms. Murray seconded. Approved unanimously.
- D. Mr. Morton noted that as a result of the current Director of Curriculum's announcement of retirement at the end of the school year, the position will be posted and the job description has been updated. There was discussion on attracting qualified candidates with the salary offered. Ms. Emmelmann moved to approve the revised job description entitled "Director of Curriculum, Instruction, and Assessment" as presented. Ms. Murray seconded. Approved unanimously.

- 7. C. (2) In addition, the group discussed supporting the Transportation Program by hiring an administrative assistant. The position remained in the budget even though it had not been filled for quite some time. Ms. Bishop noted that the position would be filled as soon as possible this fiscal year due to the extreme need. Ms. Emmelmann moved to approve the updated job description entitled "Administrative Assistant-Transportation Services" as presented. Ms. Murray seconded. Approved unanimously.

Ms. Emmelmann further moved to authorize the position to be filled in this fiscal year as budgeting allows. Ms. Murray seconded. Approved unanimously.

- 6. E. Mr. Morton discussed developing a pathway for reinstatement for monitors who have tested positive for marijuana and have been discharged due to our zero-tolerance policy.
- F. Annual performance evaluations for the Executive Director, Director of Finance, and the Treasurer will be conducted over the next month and presented in June.
- G. Mr. Laing moved to appoint Mr. Christopher as Clerk of the LPVEC Board of Directors. Ms. Emmelmann seconded. Approved unanimously.
- 7. A. Ms. Bishop reviewed revenues and expenditures for the month ending March 31, 2024.
- B. Ms. Bishop noted that with regard to special education, projections show ending the year with a deficit. Enrollment trends will continue to be monitored closely and the Board will be kept informed.



- C. The new routing software launch is scheduled for the end of May with Longmeadow and Agawam to determine if there are any modifications that need to be made before implementing in all seven member districts.
- D. Ms. Bishop reported that the paving and roofing project at Brush Hill has been fully completed. The parking area at the Agawam transportation site is scheduled to be paved on May 19 as projected. Installation of chargers and switches are scheduled for the three transportation sites to accommodate the electric busses. Ms. Bishop will keep the group apprised of the progress.
- E. Ms. Bishop noted that with regard to the capital projects, funds need to be moved or expended to close or move the projects forward. For the Agawam transportation facility parking lot installation, Ms. Murray moved to transfer from the General Fund, Unreserved Fund Balance to the Capital Project Fund the amount of \$1,405,800.00 which consists of the award of \$1,278,000.00 to JL Construction Inc. with a 10 percent contingency for unforeseen change orders as presented. Ms. Emmelmann seconded. Approved unanimously.

With regard to the Brush Hill roofing and paving, Ms Emmelmann moved to appropriate from the Capital Projects Fund the amount of \$217,017.28 to pay for additional expenses incurred to date to Poulin Construction Inc. Ms. Murray seconded. Approved unanimously.

With regard to implementation of new transportation routing software, Ms. Emmelmann moved to appropriate from the Capital Projects Fund the amount of \$415,000 to pay for the expenses incurred to date for Tyler Technologies as presented. Ms. Murray seconded. Mr. Christopher abstained. Motion carries.

- 8. The group discussed offering a hybrid option for the next two Board meetings as attendance is crucial in order to approve the FY25 budget and UFCW collective bargaining agreement by the end of this fiscal year.

At 8:20, Mr. Christopher moved to adjourn the meeting. Ms. Emmelmann seconded. Approved unanimously. The next meeting is scheduled for May 15<sup>th</sup>.

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(date)

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, Clerk