

LOWER PIONEER VALLEY EDUCATIONAL CORPORATION

174 Brush Hill Avenue
West Springfield, MA 01089

Telephone: (413) 735-2200
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MINUTES

Virtual Board of Directors' Meeting

February 28, 2024

1. The meeting was called to order by the Vice President of the Corporation, Ms. Sherrill Caruana. The meeting began at 6:05 p.m. The following were present:

Board of Directors: Catherine McDougal, Agawam
Kathleen Leydon, East Longmeadow
Sherrill Caruana, Hampden-Wilbraham Regional
Zachary Verriden, Longmeadow

Collaborative: Alvin W. Morton, I, Executive Director
Anna Bishop, Director of Finance and Operations

2. A public forum was offered. There were no comments.
3. Mr. Verriden moved to approve the minutes of the November 15, 2023 Board of Director's meeting as presented. Ms. Leydon seconded. On a roll call vote, the following voted YES: Ms. Leydon, Ms. Caruana, and Mr. Verriden. Ms. McDougal abstained. Motion carries.

4. At the start of each fiscal year, the Board authorizes the President and Vice President to sign any documents necessary to carry out any votes taken during the course of the fiscal year. As a new president and vice president were elected in November, the authorizations have been prepared and need to be acted upon this evening. Ms. McDougal moved that the President of the Lower Pioneer Valley Educational Corporation be, and she hereby is authorized, empowered and directed on behalf of the Corporation, 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 Corporation from November 15, 2023, to June 30, 2024. Ms. Leydon seconded. On a roll call vote, the following voted YES: Ms. Leydon, Ms. Caruana, Ms. McDougal, and Mr. Verriden. Motion carries.

Ms. McDougal further moved that the Vice President of the Lower Pioneer Valley Educational Corporation be, and she hereby is authorized, empowered and directed on behalf of the Corporation, 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 Corporation from November 15, 2023, to June 30, 2024. Ms. Leydon seconded. On a roll call vote, the following voted YES: Ms. Leydon, Ms. Caruana, Ms. McDougal, and Mr. Verriden. Motion carries.

5. Ms. Bishop reviewed the progress with respect to site preparations to accommodate the charging stations for the electric busses at the two of the three transportation facilities. She reviewed the grant funding committed by the utility companies toward the infrastructure costs as well. The architect for the project solicited bids for construction and sitework to accommodate electric charging stations for electric busses. Bids were opened on January 31st and submittals vetted by the architect. Their recommendation is to award to Cullen Electrical. The Board is excited about the project and thanked Ms. Bishop for her comprehensive review of the project.

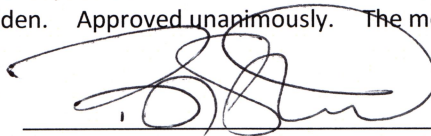
**LPVEC CORPORATION
MINUTES/BOARD OF DIRECTORS
FEBRUARY 28, 2024
PAGE TWO**

Ms. Caruana moved to award the bid entitled "Construction of New Electric Bus Charging Stations" at the East Longmeadow and Wilbraham transportation facilities to Cullen Electrical Contractors, Inc. in the amount of \$1,017,000 on the basis of being the lowest responsive and responsible bidder as indicated on the attached spreadsheet. Ms. McDougal seconded. On a roll call vote, the following voted YES: Ms. Leydon, Ms. Caruana, Ms. McDougal, and Mr. Verriden. Motion carries.

Ms. McDougal moved to adjourn the meeting. Ms. Leydon seconded. On a roll call vote, the following voted YES: Ms. Leydon, Ms. Caruana, Ms. McDougal, and Mr. Verriden. Approved unanimously. The meeting adjourned at 6:25 p.m.

7/8/24

(Date)



(Signature)

, Clerk

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MINUTES

Board of Directors' Meeting

November 15, 2023

1. The meeting was called to order by the President of the Corporation, Ms. Kerri O'Connor. The meeting began at 6:05 p.m. The following were present:

Board of Directors: Ms. Kerri O'Connor, Agawam
Ms. Kathleen Leydon, East Longmeadow
Ms. Sherrill Caruana, Hampden-Wilbraham Regional
Ms. Sarah Bowler, Ludlow

Collaborative: Mr. Alvin W. Morton, I
Ms. Anna Bishop

Guests: Ms. Rene Davis, Powers & Sullivan
Ms. Laura Stone, Powers & Sullivan

2. A public forum was offered. There were no comments.
3. Ms. Bowler moved to approve the minutes of the June 21, 2023 Board of Director's meeting as presented. Ms. Leydon seconded. Approved unanimously.
4. Information on the upcoming Brush Hill Open House was enclosed. Ms. O'Connor was pleased that a criminal justice program is being considered as a course option.
5. Ms. Bishop noted that the new parking lot project in Agawam is moving forward as the architect has solicited bids for a contractor to manage the project. Based on their recommendation, Ms. Bowler moved to award the bid entitled "New Employee Parking Lot Project, PAR A Shoemaker Lane, Agawam, MA, to J. L. Construction Inc. on the basis of being the lowest responsive and responsible bidder as indicated on the attached spreadsheet. Ms. Leydon seconded. Approved unanimously.
6. As Ms. O'Connor will no longer represent Agawam on the Corporation Board, a new president needs to be elected to take over her role. Ms. O'Connor turned the meeting over to Mr. Morton for the purpose of opening the floor for nominations for President of the Corporation Board of Directors. Ms. O'Connor nominated Sarah Bowler as President. As there were no other nominations, Ms. Caruana seconded. Approved unanimously. Ms. Bowler accepted the position. The meeting was turned over to Ms. O'Connor.

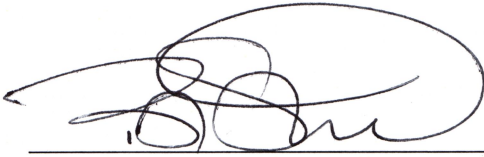
Ms. Bowler's position of Vice President is now vacant. Ms. O'Connor nominated Sherrill Caruana as Vice President. Hearing no other nominations, Ms. Leydon seconded the nomination. Approved unanimously. Ms. Caruana accepted the position of Vice President.

3A

7. Mr. Morton reviewed the 2023 annual report which will be filed along with the audit to DESE.
8. Ms. Davis and Ms. Stone of Powers and Sullivan reviewed this year's financial statements along with their opinion in accordance with generally accepted auditing standards. Ms. Davis discussed refinancing the bond debt before the balloon payment becomes due in 2026. Also reviewed was the activity between the Corporation and the Collaborative with the audit focusing on transparency between the two entities. Ms. Bowler moved to approve the Financial Statements for the year ended June 30, 2023 as presented. Ms. Caruana seconded. Approved unanimously.

Ms. Bowler moved to adjourn the meeting. Ms. Caruana seconded. Approved unanimously. The meeting adjourned at 6:45 p.m.

7/8/24
(Date)


(Signature) , Clerk