



MINUTES
Board of Directors' Meeting
June 12, 2024

1. The meeting was called to order at 6:33 p.m. by the Chairperson of the Board, Mr. Jeffrey Laing. The following were present:

Board of Directors: Ms. Lisa Murray, Hampden-Wilbraham Regional
 Mr. Jeffrey Laing, Ludlow
 Ms. Erika Emmelmann, Southwick-Tolland-Granville Regional
 Ms. Julie Anne Wise, West Springfield

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

Guests: Ms. Tari Thomas, NSIP Coach

2. A public forum was offered. Ms. Thomas was introduced as Mr. Morton's assigned coach while he is participating in the New Superintendents Induction Program and will be observing the Board meeting proceedings this evening as part of this program.
3. Ms. Emmelmann moved to approve this evening's consent calendar items as presented. Ms. Murray seconded. Approved unanimously.
4. A. Mr. Morton reviewed his first year as executive director noting improvements and changes that have already been made. He has taken this first year to gather information on the Collaborative's strengths and challenges and will update the Board in the Fall as to areas identified for improvement.
- B. Mr. Morton noted that instances of bullying reported to DESE this school year were enclosed in this evening's packet for the Board's information.
- C. Also enclosed this evening for the Board's information are the last days of school for various Collaborative programs.
- D. Mr. Morton reviewed the Diversity Coordinator's participation in a recent conference which was at no cost to the Collaborative. However, he would like to reimburse Ms. Lightfoot for mileage to attend this conference. Ms. Emmelmann moved to approve Ms. Lightfoot's participation at the Maine Library Association Annual Conference on May 20 and 21, 2024 as presented. Ms. Murray seconded. Approved unanimously.

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- E. Mr. Morton discussed the recent teachers collective bargaining agreement ratification as well as current UFCW negotiations with drivers and monitors. In addition, a memorandum of understanding is being negotiated with classroom assistants and individual aides. Mr. Morton will keep the group apprised of the process.
 - F. Mr. Morton noted that the recent teacher agreement included a yearly longevity bonus which should now be extended to non-union personnel as well. The current policy shall be revised to reflect the union's FY24 negotiated terms of an annual lump sum payment at the end of the school year in the amount of \$1,000 for 13 to 19 years of service, \$2,000 for 20-29 years of service, and \$3,000 for 30 plus years of service. Ms. Emmelmann moved to approve the revision to the LPVEC policy on longevity as presented. Ms. Murray seconded. Approved unanimously.
 - G. Mr. Morton noted that the FY25 cost of living increase negotiated with the MTA was 2.5 percent and the same should be given to non-union LPVEC staff. Ms. Emmelmann moved to authorize a 2.5 percent cost of living increase to non-union staff for FY25 as discussed. Ms. Murray seconded. Approved unanimously.
 - H. Mr. Morton noted that special education services has requested an increase in speech and language services beyond the current 1.5FTE to 2.0FTE which can be utilized by non-members as well. Contracting with an outside agency has proven futile and as we already have staff in place, the half time increase should not be an issue. These services are billed directly to the districts who utilize them so there is no budget impact to the LPVEC. Ms. Emmelmann moved to increase the current SLP/SLPa roles from 1.5 FTE to 2.0 FTE for FY25 as presented. Ms. Murray seconded. Approved unanimously.
- 5.
- A. Ms. Bishop reviewed revenues over expenditures for June. She noted that FY24 expenses will continue to be applied as the fiscal year will be coming to a close. Cumulative surplus, if any, will be identified once all revenues and expenditures have been accounted for.
 - B. Ms. Bishop noted that previously, stipends for the upcoming fiscal year were presented to the Board in June for approval as part of the budget process. Stipend were included in negotiations with teachers and are included Collective Bargaining Agreement with teachers.
 - C. Ms. Bishop discussed the impact of the MTA contract on the FY24 - 27 budgets as well as the current negotiations with the UFCW which will have an effect on the FY25 -27 budgets. She will revise the previously approved FY24 budget with the contract terms for a more accurate comparison to the FY25 budget which at this time only reflects the MTA contract terms. She expects more data will be available in the next month or so to present more accurate budget numbers to Superintendents and Board in August.

- D. Ms. Bishop discussed additional student work areas needed in a cosmetology classroom which can be accomplished using some funds that remain in the Capital Projects Fund. Ms. Emmelmann moved to redistribute the surplus of \$125,391.47 in the Capital Projects Fund to fund the Cosmetology Renovation Project. Ms. Murray seconded. Approved unanimously.

Ms. Bishop reported that work progresses at transportation facilities for the infrastructure to accommodate charging stations for the new electric buses. Funds will be moved to pay the contractors for various stages of the project. Ms. Emmelmann moved to transfer from the Enterprise Unreserved Fund Balance to the Enterprise Capital Project Fund, the amount of \$1,118,700 which includes the award of \$1,017,000 to Cullen Electrical Contractors, Inc. plus a 10 percent contingency for possible change orders. Ms. Murray seconded. Approved unanimously.

In addition, Ms. Emmelmann moved to appropriate from the Enterprise Capital Projects Fund the amount of \$882,442.52 for expenses incurred to date to J.L. Construction Inc. for the Agawam Employee Parking Lot Project. Ms. Murray seconded. Approved unanimously.

- E. Ms. Bishop reported that the annual cooperative purchase of various supplies has been solicited and the bid results have been reviewed with a recommendation on which vendors should be awarded.

Ms. Emmelmann moved to award the bid entitled Invitation for Bids, School Bus and Van Tires Bid #2025-01, which was released on April 29, 2024 and opened on May 22, 2024 to: City Tire Company, Inc., and Holyoke Tire & Auto Services, Inc., on the basis of being the lowest responsive and responsible bidders as indicated on the spreadsheet presented. Ms. Murray seconded. Approved unanimously.

Ms. Emmelmann moved to award the bid entitled Invitation for Bids, Oil and Lubricants Bid #2025-02, which was released on April 29, 2024 and opened on May 22, 2024 to: Dennison Lubricants on the basis of being the lowest responsive and responsible bidder as indicated on the presented spreadsheet. Ms. Murray seconded. Approved unanimously.

Ms. Emmelmann moved to award the bid entitled Invitation for Bids, School Bus and Van Parts Bid #2025-03, which was released on May 13, 2024 and opened on May 30, 2024, to: Allegiance Trucks, Andco Inc., D&W Diesel, Inc., Momar, Inc. and Advantage Truck Group, on the basis of being the lowest responsive and responsible bidders as indicated on the spreadsheet presented. Ms. Murray seconded. Approved unanimously.

Ms. Emmelmann moved to award the bid entitled Invitation for Bids, School Nursing Supplies #2025-05, which was released on May 6, 2024 and opened on May 23, 2024, to: School Health Corporation, McKesson Medical-Surgical Government Solutions LLC, Mansfield Paper, Performance Health-Medco Supply and Quill, on the basis of being the lowest responsive and responsible bidders as indicated on the spreadsheet presented. Ms. Murray seconded. Approved unanimously.

- F. Ms. Bishop reported that the work at the 3 transportation sites is scheduled to begin in August with completion in six weeks. Electric buses are waiting at the dealer and the charging stations have been delivered.
 - G. With regard to capital projects, Ms. Bishop noted that the new parking lot on Shoemaker Lane in Agawam is nearly completed including the installation of a fuel station. The Wilbraham facility will need some paving done at some point and this has been added to the capital project schedule. Any new projects identified will be discussed when the FY25 budget is presented in August.
- 6. Regarding the FY24 executive director's evaluation, Mr. Laing noted that the summary of the few responses received was considered "proficient". Mr. Morton noted that his focus during his first year has been on increasing the quality of programs and services. He will continue weekly updates with staff and will institute a monthly communication with parents.
 - 7. Mr. Laing moved to enter into Executive Session to discuss strategy with respect to collective bargaining as an open meeting would have a detrimental effect on the bargaining position of the Board.

Open Session resumed at 8:45 p.m.

- 9. 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. Ms. Emmelmann moved to nominate Mr. Laing as Chairperson. Ms. Murray seconded. Approved unanimously. With Mr. Laing accepting the position, Mr. Morton turned the meeting over to Mr. Laing.

Mr. Laing opened the floor for nominations of the Vice Chairperson of the Board. Ms. Emmelmann moved to nominate Ms. Murray as Vice Chairperson. Mr. Laing seconded. Approved unanimously. Ms. Murray accepted the position.

- 10. A. Ms. Emmelmann 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, 2024 to June 30, 2025. Ms. Murray seconded. Approved unanimously.
- B. Ms. Emmelmann 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, 2024 to June 30, 2025. Ms. Murray seconded. Approved unanimously.

- C. Ms. Emmelmann 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, 2024 to June 30, 2025. Ms. Murray seconded. Approved unanimously.

Ms. Murray moved to adjourn the meeting. Ms. Wise seconded. Approved unanimously. The meeting adjourned at 8:55 p.m.

(date)

, Clerk