

APPROVED



# Pioneer Valley Performing Arts Charter Public School

## Minutes

### December Board Meeting

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#### **Date and Time**

Tuesday December 11, 2018 at 6:00 PM

#### **Location**

PVPA, Laddenheim Library, 15 Mulligan Dr S. Hadley MA

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#### **Trustees Present**

Deborah Jacobson, Donovan Arthen, Gary Huggett, Melinda Winter, Sean Moore, Shubhada Rella-Brooks

#### **Trustees Absent**

Jorge Rodriguez, Keith Black, Marcus McLaurin, Stephen Therrien

#### **Ex-Officio Members Present**

Ian Baird, Marc Kenen, Marcy Conner

#### **Non Voting Members Present**

Ian Baird, Marc Kenen, Marcy Conner

#### **Guests Present**

Drew Wherry, Isaac Weigand-Whittier, Mary Ahlstrom

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### **I. Opening Items**

#### **A. Record Attendance and Guests**

Andrea and David also present.

#### **B. Call the Meeting to Order**

Melinda Winter called a meeting of the board of trustees of Pioneer Valley Performing Arts Charter Public School to order on Tuesday Dec 11, 2018 @ 6:05 PM at PVPA, Laddenheim Library, 15 Mulligan Dr S. Hadley MA.

### **C. Reading of the PVPA Mission Statement**

Read by Sean Moore

### **D. Public Comment**

### **E. Approve Minutes from Previous**

Gary Huggett made a motion to approve minutes from the RESCHEDULED - Board of Trustees Meeting on 11-20-18.

Donovan Arthen seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **II. Governance**

### **A. Governance Report**

- Strategic Action Plan
  - Second in the modern set of "SAPs" that started officially two years ago.
  - Taking stock about where things are. People are doing the best to move forward.
  - Trying to rebuild momentum to get us back on track to moving forward.
  - Establishment of an alumni association.
  - Difficult process of bringing in restorative justice to school.
  - Interviewing administrators/providing them with restorative justice plans.
    - Should we talk to others in the school/community about restorative justice
- April 2020, start forming a new SAP committee.
  - Need 2-3 people who can act as co-chairs
  - Final assessment of previous SAP
  - Establish a framework for the upcoming process
  - Completed by June 2021
- Marc mentioned that the charter renewal application is due on Aug 1, 2020.
  - We will need to adjust the timeline to meet the charter renewal deadline.
  - Should we move up the timeline a year?
  - Governance will need to speak with Marc and get his thoughts.
- Board will need to approve the SAP.
- Accountability plan is 5 years, we are currently at 2.5
- Board recruitment
  - How do we reach further out from the immediate school community?
  - Place notice in Friday Notes.
  - Governance will vet and chose some to interview.
  - Focus more on recruitment come January.
  - Would like to have new members by spring.

## **III. Finance**

### **A. Treasurer Report**

- Lights

- Received neighbor complaint from an individual on Cedar Ridge Road about parking lot lights and lights on the theater were too bright.
- PVPA to explore a new timer for the parking lot lights.
- Met with Michael Sullivan, Town Administrator for the Town of South Hadley.
  - Assured PVPA is within all the bylaws of the town regarding the lights.
  - The town doesn't have any concerns.
- Fiscal Year Plan
  - Budget \$103,000
  - To date: \$28,000 raised.
  - Need to build our donation base and reach out to new donors
  - Currently testing the sales force for reporting and acknowledging donations
- January hoping to have updated tuition numbers from DESE

#### **IV. PVPA Leadership**

##### **A. ED Report**

- Today was the first day of coordinated program review.
  - Happen every 6 years.
  - State comes and reviews special education program
  - Interview students, parents, staff, etc. to see if PVPA is coming
  - Exit interviews were very positive and glowing
- Next week, ELA program will be reviewed.
  - Will be more difficult, there are not many ELA students.
- David: Replacement for a Math teacher?
  - Numerous candidates
    - pleased with the pool.
  - Hiring for Jan 2 for a long-term sub.
  - Have willing parents and students to sit on a hiring committee.

##### **B. ED Evaluation Next Steps**

- Remember to fill out the evaluation.
  - Reminder emails have been sent.
  - A neutral answer results in a negative rating.
- Next step:
  - Send out to the larger community.
    - External stakeholders
    - Teachers and Students
  - What questions should we ask?
  - Better off paring the questions down to just the ones we really want to see.
- Everyone should look at the questions and take a look at which questions should be used on the parent questionnaire.
- Mindi will send questions and community group via email
  - Approve the list of questions via email.
  - **Reminder** Do not reply all to an email from the board to ensure we are adhering to Open Meeting Laws.

#### **V. PVPA Staff Reps**

##### **A. Staff Report Out to Board**

Gary spoke on behalf of the staff.

- Fuente Ovejuna was a great show which had a lot of new cast members.

- This weekend is the Winter Music Showcase. Two different shows one on Friday, one on Saturday.
- Getting ready for the holiday break then come back for three days, then jump into Paideia

**Reminder**board members get two comp tickets to any show!

## **VI. PVPA Student Reps**

### **A. Student Report Out to Board**

- Restorative justice and how to implement.
- Students can now choose to lead harm and repair circles.
- Some members from student council are hosting a panel/workshop where they will talk about restorative justice to staff.
  
- Lee-Ellen, spending a lot of time with restorative justice
- Students are pretty well trained now
- Students are now better equipped with
- How restorative justice is being used at other schools
- Big project: concert week
  - The week hasn't been sent yet.
  - Lunch workshops regarding concert.
  - What it the? What is the age of concert, etc.
  - Hoping to expand into middle school advisory.
- Food drive in the Spring semester.

## **VII. Infrastructure/Facilities Committee**

### **A. LTPR Report**

- Meeting twice a month.
- Still at brainstorming stage.
- If you have anything you'd like to suggest, please send ideas/comments to a member of the committee.
- School security would be addressed within this committee.
- New position of an evening security
  - Part-time position starts at 3pm. Helps with dismissal and monitors the building until about 7:30p; later when there is a production.

## **VIII. Community Outreach**

### **A. Alumni Spotlight - Sakina Ibrahim, Class of 2007**

- We'll put something from community outreach every month for board members to see.

## **IX. Other Business**

### **A. Public Comment**

**Marc:**

- George David foundation in Springfield,

- Provided us \$10,000 toward rebranding and marketing effort for the school.
  - Will work with TSM Design.
  - A new logo, color scheme, image for school, website, & marketing plan.
  - Will start in January.
- Hopefully by spring process will be completed.
- Hoping this new marketing effort will help with admissions to the school.

**Reminder**We want 100% board participation for donations. Can contribute any amount. Checks payable to "Friends of PVPA" or can donate online at PVPA.org as well.

## **X. Union Negotiating Committee**

### **A. Executive Session to Discuss Union Bargaining**

Melinda Winter made a motion to Go into executive session pursuant to Chapter 30A, section 21(a)(3) to discuss strategy with respect to collective bargaining with respect to Units A and B if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body, and the chair so declares.

Deborah Jacobson seconded the motion.

The board **VOTED** to approve the motion.

#### **Roll Call**

Marcus McLaurin	Absent
Deborah Jacobson	Aye
Jorge Rodriguez	Absent
Donovan Arthen	Aye
Stephen Therrien	Absent
Keith Black	Absent
Shubhada Rella-Brooks	Aye
Gary Huggett	Abstain
Melinda Winter	Aye
Sean Moore	Aye

David, Andrea, Marcy, and Marc invited to stay.

## **XI. Closing Items**

### **A. Adjourn Meeting**

Donovan Arthen made a motion to adjourn the meeting.

Sean Moore seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,  
Shubhada Rella-Brooks