

PVPA Board of Trustees  
Governance Committee Meeting  
September 5, 2017

## MINUTES

Present: Gary Huggett, Alison Noyes, Geoff Sumi, Jim Barnhill.

Meeting called to order at 6:00pm with quorum. The mission statement of PVPA was read aloud.

1. Approval of Minutes

The minutes of the March 7<sup>th</sup>, 2017 meeting were approved.

2. Brief Report on open meeting law complaint – The Attorney General’s office has requested emails. Tech officer Thom Vreeland is working on a search filter to inclusively provide all emails requested for the applicable time.

3. Discussion of the relationship of the Board of Trustees, the administration, and PAB: We discussed the possibility of hiring a consultant to help clarify the roles of the Board, administration, and PAB.

Discussed were the concerns around the goals that would shape the scope and outcome of work of a consultant, whether the question would be a narrow one, or some larger review that undertakes larger questions of staff voice.

Governance is in favor of addressing issues raised by this item, but had questions about the timing and scope. Suggested that we review DESE online training for board members, and work on developing a Board Member handbook and orientation materials.

4. Review and revision of Staff handbook:

Gary Huggett: The staff handbook has been added to since it was last reviewed. Staff have not seen a process for staff input; additions have been an administrative team initiative. Staff would like to review it and identify the areas that are discretionary (vs. parts that are legally required), and where they seek input.

There was a discussion of where to bring this: full board, Head of School. Gary reminded the committee that the board’s attorney referred to the Staff Handbook as a board of trustees matter. After brief discussion, suggested Gary talk to George, and maybe Marcy. Then get staff recommendations/input on current handbook and bring back to Governance Committee.

5. Process for evaluating Head of School

Governance supports proposal to evaluate Head of School using DESE standards and process. Proposed that Board of Trustees constitute an evaluation committee which would work out the details of the process for gathering input.

Suggestion was made that a staff member be on the evaluation design team. Board president suggested that committee could invite staff input on that phase of their work.

6. Strategic Action Plan: Process for measuring Board of Trustees success: what are the goals specifically for the Board of Trustees?

Indicators for success of objectives for the board: decision-making transparency, and clear channels of communication.

What structures are needed and appropriate for communication with staff? Ideas: have staff rep send the monthly board agenda to staff by email, and also the minutes. An Ombudsperson.

Fundraising?

Determined to make these the agenda of the next Governance meeting

Before item 7, there was a reminder that changes to the agenda need to be made in time for the agenda to be published with the required lead time. Alison (who had added the new member board handbook to the agenda late) was glad of the reminder.

7. New members of the Board of Trustees: a suggestion and discussion of how to fill: anticipating resignations; leadership

Jorge Rodriguez is the new faculty nominee for their representative to the board of trustees. He will need to be elected at the upcoming meeting, then approved by the state before he can vote.

Shubhada Rella-Brooks has volunteered as a new member. She has a background in marketing, an interest, and is the parent of a middle schooler. Geoff has met with her, and she will attend the next meeting. Alison agreed to follow up with her after the meeting.

In further discussion of looking for additional new members, continuing to seek diversity, and the need for members willing to step into leadership roles being vacated (possibly treasurer and clerk when terms end) and new roles (v.p. once bylaws are updated. Jim had a possible candidate in mind, and got the go-ahead to approach him about serving.

8. By-laws – some of the proposed changes submitted last year did not meet with approval. Jim is working on revisions to the proposal that will be approved by the state.

9. Award – In establishing a formal recognition of people who have made significant contributions to the school, it was proposed that the committee to decide the award should ordinarily be comprised of the following:  
-a faculty member -a parent board member -a community board member -the head of school.

Membership of this committee shall ultimately be decided by the president of the Board.

10. Board Handbook and Use of the Google Team Drive for Board of Trustees reference.

Alison reported on her meeting with Thom Vreeland, and his having set up a Board of Trustees Team Drive, private to the individuals created as members, on the PVPAs Google School site. Alison will continue to work on adding all members of the board, and getting reference documents onto the Team Drive.

Meeting adjourned at 7:30pm.

Respectfully submitted,

Alison Noyes