



Pioneer Valley Performing Arts Charter Public School

Board of Trustees Meeting

Published on September 10, 2018 at 2:29 PM EDT

Date and Time

Tuesday September 11, 2018 at 6:00 PM EDT

Location

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

Agenda

	Purpose	Presenter	Time
I. Opening Items			06:00 PM
A. Record Attendance and Guests			
B. Call the Meeting to Order		Melinda Winter	5 m
Read the Mission Statement: "PVPA offers its students intensive exposure to the performing arts within the context of an excellent college preparatory curriculum."			
C. Public Comment	Discuss	Melinda Winter	10 m
D. Approve Minutes	Approve Minutes	Melinda Winter	5 m
Approve minutes for Annual Retreat on August 21, 2018			
II. Finance			
III. Governance			06:20 PM
A. Election of Board Officers	Vote	Donovan Arthen	10 m
Nomination of Shubhada Rella-Brooks to the Office of Clerk.			
B. Election of Board Members	Vote	Donovan Arthen	15 m
Election of new Board Members:			

IV. Leadership Committee

**06:45
PM**

A. Executive Director Report	Discuss	Marc Kenen	15 m
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Please see Marc's attached Report to the Board.

V. Infrastructure Committee

VI. Community Outreach

VII. Public Comment

**07:00
PM**

A. Public Comment	FYI	Melinda Winter	10 m
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VIII. Closing Items

**07:10
PM**

A. Adjourn Meeting	Vote
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IX. Union Negotiating Committee

**07:10
PM**

A. Executive Session	FYI	Melinda Winter	15 m
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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.

Cover Sheet

Approve Minutes

Section:	I. Opening Items
Item:	D. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Annual Retreat on August 21, 2018 PVPA June 12 2018 Board Minutes.docx

APPROVED



Pioneer Valley Performing Arts Charter Public School

Minutes

Annual Retreat

Date and Time

Tuesday August 21, 2018 at 5:00 PM

Location

PVPA 15 Mulligan Dr, S. Hadley, MA

Trustees Present

Deborah Jacobson, Donovan Arthen, Gary Huggett, Jorge Rodriguez, Keith Black, Marcus McLaurin, Melinda Winter, Shubhada Rella-Brooks

Trustees Absent

Sean Moore, Stephen Therrien

Ex-Officio Members Present

Marc Kenen, Marcy Conner

Non Voting Members Present

Marc Kenen, Marcy Conner

Guests Present

Laura Davis, Leigh-Ellen Figueroa, Zevy Steinmetz

I. Opening Items

A. Record Attendance and Guests

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 Aug 21, 2018 @ 5:08 PM at PVPA 15 Mulligan Dr, S. Hadley, MA.

Introductions of all Board Members for the Benefit of the new Administrative Staff.

II. Administrative Update from new Leadership Team

A. Laura Davis - Director of Arts and Academics

- Big picture Curriculum, support Students and Learning
- Restorative Practice
- Standards Based grading
- How does it look in classrooms and how does it look for students

B. Zevey Steinitz - Director of Teacher Development and Supervision

- Support Teachers
- Provide Resources and help to provide data
- Evaluation reports and feedback
- Reviewed all Course descriptions and curriculum maps
- Mentor program
- Research for better teaching PD program

C. Leigh-Ellen Figuero-Starr - Dean of School Culture

- Create Community
- Restorative Justice
- Disproportionately discipline, Students of Color, IEPs and Males
- Make students whole
- Create Community through discussion
- Restorative Practice
 - What are our Values
 - Meet students at their level
 - What does it mean to be a member of our Community
 - 3 - 5 Year process - Year 1 is all about Community Building
 - Significant Culture shift - The entire school needs to be engaged in the change
- Data on RP implementations can be found on reduction of discipline, including Substance Abuse, Office visits, suspensions

III. Board Membership

A. Roles and Responsibilities of Board Members

What are the expectations of being a Board Member?

1. Attending Board Meetings - 2nd Tuesday of the month Academic year
2. Everyone will join a Subcommittee
 1. Governance
 2. Finance
 3. Infrastructure
 4. Community Engagement
 5. Leadership evaluation Committee
3. Mindi to send out Google Form to all Board members to choose a Subcommittee
4. All Board Members should Donate every Academic Year to the School through the Friends of PVPA

B. New Board of Trustees Nominations

New Nominees from Donovan

Reviewed the Google Form results from last year's call for Nominees

4 Nominees

C. Board Officers

Deb will stay for at least one more year as Treasurer

Shubida will think about taking on the Role of Clerk and will let us know prior to the September Board Meeting

- We need a clerk
- Mindi and Donovan approached Shubhada

D. Walk through of Board on Track

IV. Union Communications

A. Report and Update

- There will be an executive session at the end of each meeting in order to give a union update.
 - We will give a high level update on the negotiations during this time.
 - We will share the issues list
 - Which items we have tentative agreements on
 - Which items are in progress
 - Which Items are coming up
 - Faculty board reps are invited to these executive sessions, and can choose to attend at their discretion.
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V. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:32 PM.

Respectfully Submitted,
Donovan Arthen

PVPA Charter Public School
Board of Trustees
Meeting Minutes

June 12, 2018

<i>Present:</i>	Donovan Arthen, James Barnhill, Keith Black, Rachel Dionne, Gary Huggett, Deborah Jacobson, Sean Moore, Alison Noyes, Jorge Rodriguez, Shubhada Rella-Brooks, Melinda Winter
<i>Absent:</i>	Mary Ahlstrom, Ian Baird, Noah Hornick, Marcus McLaurin, Stephen Therrien
<i>Staff Present:</i>	Marcy Conner, Marc Kenen
<i>Next meeting:</i>	September 2018; 6:00pm; Library

Meeting called to order at 6:08pm with quorum.

Mission Statement:

Read by Shubhada Rella-Brooks

Public Comment:

None

Approval of Minutes:

- Minutes of the May 8, 2018 Board meeting were approved by consensus (8 in favor; no opposed; 1 abstention – Keith Black)
- Minutes of the May 8, 2018 Executive Session were approved by the Board Chair.

President's Business: (presented by Melinda Winter)

- The annual Board meeting will focus on leadership and administrative structure, Board structure as well as on Union items. Members should set aside approximately four hours for the meeting. A Doodle poll will be sent out to finalize a date.
- The Board chair would like to create a Board Committee for Infrastructure and Facilities Input to focus on a one – five year infrastructure plan. The committee will likely meet monthly. John Kulas will co-chair the committee along with a Board member. Committee should include at least one staff member, one board member, one student, a Friends member, and community members. It is requested that a draft be submitted to the Board no later than the October Board meeting for a vote.

Finance: (presented by Marcy Conner)

- The FY19 Budget was presented for approval. Line item and general budgetary questions were entertained. A motion was made and approved by consensus to accept the deficit budget presented by the Finance Committee allowing for a one time exception to our Board mandate of a balanced budget (9 in favor; no opposed; 2 abstentions – Gary Huggett and Jorge Rodriguez).
- The FY19 Capital Budget was presented and discussed. A motion was made and approved by consensus to accept the FY19 Capital Budget as presented by the Finance Committee (10 in favor; no opposed; 1 abstention – James Barnhill).

Governance: (presented by Donovan Arthen)

- The Governance committee did not meet this month.
- Board Recruitment – Two nominations were submitted on-line and two nominations were submitted from Board members for a total of four potential candidates.

Interim Executive Director: (presented by Marc Kenen)

- 2018 – 2019 academic calendar was presented for review. A motion was made and approved by consensus to approve the calendar as presented (11 in favor, no opposed, no abstentions).

Students:

None

Staff: (presented by Gary Huggett and Jorge Rodriguez)

- We are closing out the school year and it is packed with many audition opportunities
- The Middle School production, High School Musical, will take place this weekend
- The staff would like to acknowledge that Marc has been very transparent and informative with staff and faculty. The environment is lightening. The general mood of staff has been positive and there is a sense that we are moving forward as a group.

Open Session:

None

Public Comment:

- A faculty member inquired as to the process for submitting a request for a writing support staff member. It was suggested that a proposal be submitted to Administration.
- A parent inquired as to who our union negotiations attorney might be. The Board chair addressed the question.
- James Barnhill announced his resignation from the Board as of June 30, 2018.

Melinda Winter requested that an executive session be convened for the following reasons:

To conduct strategy sessions in preparation for negotiations with nonunion personnel OR To conduct collective bargaining sessions or contract negotiations with nonunion personnel

The president announced that the Board would not reconvene in Public Session following Executive Session.

Roll Call Vote to convene in Executive Session

Donovan Arthen (aye), James Barnhill (aye), Keith Black (aye), Rachel Dionne (aye), Deborah Jacobson (aye), Sean Moore (aye), Melinda Winter (aye)

Marc Kenen and Marcy Conner were asked to attend the Executive Session

Adjournment:

Regular session adjourned and Executive Session called to order at 8:30pm.

Respectfully submitted by,
Rachel D. Dionne, Board Secretary

Cover Sheet

Executive Director Report

Section:	IV. Leadership Committee
Item:	A. Executive Director Report
Purpose:	Discuss
Submitted by:	
Related Material:	BOARD REPORT September 11, 2018.docx

PVPA INTERIM EXECUTIVE DIRECTOR REPORT – SEPTEMBER 11, 2018

OVERALL SUMMARY

In order to structure my monthly head of school report to the Board, I use the 10 major categories from the five year 2016-2021 PVPA Strategic Plan as an outline.

The first two weeks of school have gone very smoothly with the exception of student course schedules. Overall, school culture is in a good place, the staff collective seems to be in good spirits and the new teachers and staff are integrating well.

The new student course schedule process that was initiated in the spring by the former Head of School was not able to be carried forward as he intended, thus creating havoc in the scheduling system. While we were able to work out most students' schedules, it involved a lot of stress for administrative staff, students and faculty. We have initiative discussions with the United Auto Workers Local 2322 about changes we wish to make to ensure that next year student course scheduling is done in a more efficient and effective manner.

The new administrative team is working well as a unit even as half the team settles into positions that are new to the school. In particular, the creation of the Dean of School Culture position has had an immediate impact on school culture – it has sent a strong message to students and staff about the shift in emphasis and the hiring of the Dean has changed the dynamics between students and the administration.

While school opening has gone very well and spirit in the school is high, we are seeing negative impacts on the school of the crisis of the past two years. In particular specific warning signs are flashing that we need to be very attentive to: admissions numbers, preliminary MCAS data and the continuing and potentially expanding budget deficit.

STRATEGIC PLAN OUTLINE:

LEADERSHIP AND GOVERNANCE

The new administrative team has jelled very quickly. Out of the 8 positions on the senior leadership team four of us are in newly created positions. So, despite the feeling of “making it up as we go along” people are taking to their new roles quickly and collaboration and support among the team is very strong. I’m very encouraged and gratified at the expertise, work ethic and collaborative spirit of the senior admin team.

In addition, I’ve been continuing weekly meetings with the Board President and Vice-President. I find these meetings very helpful at promoting communication between the

Board and the admin team and provides a regular opportunity to work together to problem solve and plan. These meetings and the relationship that has developed between the Board officers and the E.D. is a very important one.

We've had a bit of a mess to clean up with DESE compliance issues. DESE has been very understanding and supportive of the new admin team as we take stock. So far we've learned that we have four major compliance documents to produce that are overdue:

*English Language Learner self-assessment
Accountability Plan
Enrollment Plan
Recruitment and Retention Plan.*

All of these need to be completed during this school year.

DIVERSITY

Diversity is a critical issue facing the school. The increase in the diversity of the student body has created an increased demand for services and student support that needs to be culturally sensitive and aligned with the needs of the students. However, the recent cycle of teacher and staff hiring yielded very little racial diversity. This gap between the increasing racial diversity of the student body and lack thereof of the teaching staff is a serious problem that needs addressing. In order to do so, additional human resources staff/capacity will be needed to do the targetted staff recruitment necessary.

ARTS AND ACADEMICS

Beyond the challenges of our student course schedule process, our Arts and Academics programs seem to be going well. Faculty and students seem to be diving into their curriculum. Our new Director of Teacher Development Zevey Steinitz has begun classroom observations and reports seeing excellent instruction occurring across the disciplines. We're excited about what we see possible in the classroom and the positive impact on teaching having a Director of Teacher Development will provide.

We have received preliminary MCAS results but are still awaiting the state's scaling of the scores and our accountability ranking. This is expected at the end of September. However, we do see some areas of concern within the preliminary results.

SCHOOL CLIMATE:

As mentioned earlier, the school culture has shifted significantly from where it was last year. We have taken the first steps towards introducing our restorative justice program to the school. This work began on the first staff workday where we introduced concepts and led the staff through a facilitated and structured dialogue about the school's values and how to uphold them through this work. There was much investment among the staff in the process. We have been very encouraged about the enthusiasm of the staff and students for our initiative to implement a restorative justice program

STUDENT SUPPORT:

Academic Student support endured significant turnover in staff this summer and is still doing the last hirings to fill positions. So far the new hires have integrated well and we're very optimistic about how they will turn out. In addition, this fall we developed the Special Education Coordinator position which at this point is only a stipend beyond a normal teacher salary but the additional seven hours a week in administrative support has been really helpful.

FACULTY SUPPORT AND DEVELOPMENT

We are in collective bargaining sessions with the staff/faculty union and hope to increase faculty support, development and satisfaction.

STAFF SUPPORT AND DEVELOPMENT

We are in collective bargaining with the staff and faculty union and hope to identify and agree to ways to improve the support, development and quality of worklife for our staff.

COMMUNICATION AND OUTREACH

Chris Fournier has begun his outreach and alumni association organizing efforts. He is in the process of planning a series of events during the school year to link alumni and the current students as well as networking opportunities for alumni. This effort will conclude with a major alumni reunion event tentatively scheduled for June 15, 2019.

\ RESOURCES AND DEVELOPMENT

Our enrollment numbers are slow to reach our 400 target. As of Monday morning we are at 389. We still have a wait list that we're moving through and are confident that

the number will rise beyond where it is currently, but whether we can make it to 400 is a major question mark. Implications for less than full enrollment could be significant and if that comes to pass, will demand guidance from the Board as to steps to take to address. We have until October 1st to hit full enrollment when we submit our enrollment numbers to the state.

While we work diligently to bring more students into the school this month, we need to assess and look to increase our marketing and outreach activities for the next year. While we have not done any kind of survey of those students not accepting admission when offered, my assessment is that the public relations damage to the school's reputation from the crisis of the past two years is taking a toll. We need to address that.

TECHNOLOGY, FACILITIES AND SERVICES

Over the summer we embarked on a series of facilities and technology upgrades. Specifically we have concluded the following:

A new card entry system

An expanded wifi system, especially to enhance the capacity of the theatre.

A newly designed and paved parking lot.

We are experiencing the impact of limited space in the building. We continue to suffer impact of having the music rooms directly next to academic classrooms. Efforts to move the music rooms downstairs were not successful as the previous administration did not consult adequately with faculty who universally objected to the move. In addition, administrative and office staff continue to double up in offices and fill every nook and cranny of the building.

SUMMARY

Overall, the school is showing signs of recovery. The school culture has rebounded well and the spirit in the school is good. We are observing high quality teaching occurring in classrooms and all systems are go in the educational mission. However, there are warning signs on the horizon that the Board and admin will need to pay attention to and navigate as the year unfolds.

Please let me know if you have any questions about any of this, or anything else!