



Pioneer Valley Performing Arts Charter Public School

RESCHEDULED - Board of Trustees Meeting

Amended on November 20, 2018 at 6:30 PM EST

Date and Time

Tuesday November 20, 2018 at 6:00 PM EST

Location

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

Agenda

| | Purpose | Presenter | Time |
|---|-----------------|------------------|----------------|
| I. Opening Items | | | 6:00 PM |
| A. Record Attendance and Guests | | | |
| B. Call the Meeting to Order | | | |
| C. Read Mission Statement | | | 1 m |
| PVPA offers its students intensive exposure to the performing arts within the context of an excellent college preparatory curriculum. | | | |
| D. Public Comments | | | 10 m |
| E. Approve Minutes | Approve Minutes | | |
| Approve minutes for October Board of Trustees Meeting on October 9, 2018 | | | |
| II. Finance | | | 6:11 PM |
| A. Report from Treasurer | FYI | Deborah Jacobson | 15 m |
| III. Governance | | | 6:26 PM |
| A. Board Membership Recruitment | Discuss | Donovan Arthen | 5 m |
| IV. Executive Director's Report | | | 6:31 PM |
| A. ED Report | FYI | Marc Kenen | 20 m |

V. President's Business**VI. Staff****VII. Students****VIII. Community Outreach****6:51 PM**

| | | | |
|--------------------------------------|---------|-------------------|---------|
| A. Alumni Association updates | Discuss | Melinda Winter | 10 m |
|--------------------------------------|---------|-------------------|---------|

Dear Friends of PVPA,

We wish to cordially invite you to attend the inaugural PVPA Alumni Event of the 2018-2019 school year next Wednesday November 21, 2018 from 5PM-9PM at the 121 Club @ Eastworks, 116 Pleasant Street, Easthampton. Please join us on this special evening in celebration of connecting and reconnecting with PVPA Alumni across the twenty two year span of the school's history. Please reach out to me with any additional questions that you may have. We are excited for the event and hope that you will be able to join us. Please RSVP to either Chris or Chelsea.

Sincerely,
Chris and Chelsea

IX. Infrastructure/Facilities Committee**X. Leadership Performance Evaluation****7:01 PM**

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|--------------------------------|-----|-------------------|---------|
| A. ED Evaluation Update | FYI | Donovan Arthen | 10 m |
|--------------------------------|-----|-------------------|---------|

XI. Other Business**7:11 PM**

| | | | |
|--------------------------|-----|--|---------|
| A. Public Comment | FYI | | 10 m |
|--------------------------|-----|--|---------|

XII. Executive Sessions**7:21 PM**

| | | | |
|-----------------------------|---------|-------------------|---------|
| A. Executive Session | Discuss | Melinda Winter | 25 m |
|-----------------------------|---------|-------------------|---------|

To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties.

| | | | |
|--|---------|-------------------|---------|
| B. Executive Session for Union Committee Report | Discuss | Melinda Winter | 20 m |
|--|---------|-------------------|---------|

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.

XIII. Closing Items**8:06 PM**

A. Adjourn Meeting

Vote

Cover Sheet

Approve Minutes

| | |
|--------------------------|--|
| Section: | I. Opening Items |
| Item: | E. Approve Minutes |
| Purpose: | Approve Minutes |
| Submitted by: | |
| Related Material: | Minutes for October Board of Trustees Meeting on October 9, 2018 |

APPROVED



Pioneer Valley Performing Arts Charter Public School

Minutes

October Board of Trustees Meeting

Date and Time

Tuesday October 9, 2018 at 6:00 PM

Location

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

Trustees Present

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

Trustees Absent

Keith Black, Sean Moore

Trustees Arrived Late

Jorge Rodriguez, Stephen Therrien

Trustees Left Early

Deborah Jacobson

Ex-Officio Members Present

Marc Kenen, Marcy Conner

Non Voting Members Present

Marc Kenen, Marcy Conner

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 Oct 9, 2018 @ 6:00 PM at PVPA, Ladenheim Library, 15 Mulligan Dr, S. Hadley, MA.

C. Read Mission Statement

Read by Gary Huggett

D. Public Comments

E. Approve Minutes

Gary Huggett made a motion to approve minutes from the Annual Retreat on 08-21-18.

Donovan Arthen seconded the motion.

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

Jorge Rodriguez arrived late.

II. Finance

A. Report from Treasurer

B. Auditor's Report

Deb reporting that the Auditor report is completed and that there are no findings in the Audit

Donovan - Moving to Accept the Auditor's report from the MP Group with a clear Audit.

Discussion:

- Can not table the Audit acceptance because the report has to be submitted to DESE by Nov 1st
- Audit is in Draft form now what is needed -
 - Letter needs to be sent to each Legal Entity that we use within the year and ask about future Litigation that is pending, those letters are outstanding.
- The Audit will be available when Finalized

New Motion: Accept the Auditors report from the MP Group with a clear Audit and for the Treasurer to sign the Accept the Audit.

Stephen Therrien arrived late.

Donovan Arthen made a motion to To accept and move forward with the Audit, Clear Audit from the MP Group and direct the Treasurer to sign the Audit as soon as possible.

Gary Huggett seconded the motion.

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

Roll Call

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

III. Governance

A. Election of Andrea Nathanson, David Potter, and Lori Leistyna

Donovan Arthen made a motion to To elect Andrea Nathanson, David Potter, and Lori Leistyna to the board, each to serve a 2 year term.

Deborah Jacobson seconded the motion.

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

Roll Call

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

B. Election of Clerk

Gary Huggett made a motion to Elect Shubuhada Rella-Brooks to a Term as Clerk.

Deborah Jacobson seconded the motion.

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

IV. Executive Director's Report

A. ED Report

Deborah Jacobson left early.

Marc gave the highlights of his ED report.

V. Community Outreach

A. Alumni Association updates

Encourage Board members to attend Alumni event in November.

VI. Leadership Performance Evaluation

A. ED Evaluation Update

Donovan and Melinda did the first round of the Performance Appraisal.

Next steps will be for the entire Board to evaluate ED then a smaller contingent of questions, to be used to send to entire Community.

VII. 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 8:00 PM.

Respectfully Submitted,
Melinda Winter

Cover Sheet

ED Report

| | |
|--------------------------|------------------------------------|
| Section: | IV. Executive Director's Report |
| Item: | A. ED Report |
| Purpose: | FYI |
| Submitted by: | |
| Related Material: | BOARD REPORT November 9, 2018.docx |

PVPA INTERIM EXECUTIVE DIRECTOR REPORT

November 9, 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 school is running well, and our indicators are all positive. However, our school climate and School support team are being tested by an increasing level of student need in the building.

LEADERSHIP AND GOVERNANCE

The administrative team continues to work well together even as many of us continue to shape newly created positions. Teamwork is strong and cross-organization collaborative work among administrators happens on a daily basis.

The Friends of PVPA Board of Directors has met twice since school started and the collaboration is strong between the "Friends" and "the school".

DIVERSITY

The diversity of our staff continues to be a critical issue facing the school. Our student population is now over 33% of color and in order to create a diverse community to support these students we need more staff of color. In order to hire staff of color we will need to devote additional human and financial resources to targeted recruitment.

ARTS AND ACADEMICS

During the past month we have generated some interesting out of classroom educational experiences for our students. This includes a number of collaborations with Mt. Holyoke College, the South Hadley Library, and the UMass Fine Arts Center. We are continuing our focus on creating new internship and out of classroom educational experiences for our students.

Our production season began on November 2 with the Student Senior Theater Thesis performance of "Shapeless". This was an amazing production written, directed, acted and staged entirely by students. The season continues next weekend with the Student Senior Dance Thesis performance of "Ei8ht". On December 7th and 8th our fall Main

Stage performance Fuente Ovejuna will be staged. This will be the first PVPA production directed by our new Theatre faculty member, Jennifer Onopa.

Our current Production calendar lists 34 performances between now and the end of school.

SCHOOL CLIMATE:

As most of you are aware, we conducted an unexpected week of education on race and racism primarily focused on the middle school. This was precipitated by a racially hostile remark by one of our students. You will hear more about this at the Board meeting but I will say here that I thought the school did a really admirable job at tackling a very explosive issue on difficult circumstances in the midst of a racially charged national election campaign. The potential for violence and major school disruption was real. We turned a volatile situation into an educational one.

This was an opportunity to employ our restorative justice program on the ground. The administrative team, led by Leigh-Ellen, held a series of restorative "circles" among middle school students to allow and encourage students sharing their feelings and working to repair harm. From my vantage point the circles were well facilitated and this allowed all students an opportunity to participate if they so chose.

STUDENT SUPPORT:

The number of high need students in our school is high and increasing. We now have a higher percentage of students with disabilities than ALL of the surrounding district high schools (Holyoke, Chicopee, Springfield Renaissance, South Hadley, Northampton, Amherst, Easthampton etc.) This level of high needs is taxing our school and consuming significant human and financial resources. The school is struggling to keep up with the need. This issue will need to be discussed at the board level at some point this year.

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 has been busy conducting outreach to various non-profit and educational organizations in the valley. As mentioned previously, he has created a number of new connections and these are leading to opportunities for students.

Work on our first Alumni Association social event is proceeding well. The Alumni (Re)Mixer on Wed. November 21st will be held at the 121 Club in the Eastworks Building in Easthampton. Chris is also 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 currently stands at 398. It is likely that we will continue at that level for much of the year. We have developed and are implementing an enhanced Admissions and Marketing effort to increase our applicant pool for 2019-2020. This has primarily focused on paid advertising in program booklets for performing arts productions and targeted advertising on social media to families with interest in the performing arts

We continue to monitor the deficit budget approved by the Board – Finance will report at the meeting.

TECHNOLOGY, FACILITIES AND SERVICES

The Board's new Long-Range Infrastructure Committee met for the first time last week. I was sick so unable to attend, but am hopeful this will help us set priorities in the year ahead.

SUMMARY:

While school is proceeding well, we are concerned at the impact on school culture and academic success of an increasing degree of student need in the school.