



Pioneer Valley Performing Arts Charter Public School

November Board of Trustees Meeting

Published on November 3, 2022 at 7:25 AM EDT
Amended on November 4, 2022 at 4:53 PM EDT

Date and Time

Tuesday November 8, 2022 at 6:00 PM EST

Location

In Person:

PVPA
15 Mulligan Dr
South Hadley, MA

Remotely:

Zoom Account is inviting you to a scheduled Zoom meeting.

Topic: November Board Meeting

Time: Nov 8, 2022 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89945767473?pwd=T3d1ODBzV25zYnN0YnYvaDJE1p1Zz09>

Meeting ID: 899 4576 7473

Passcode: PVPA

One tap mobile

+13126266799,,89945767473#,,,,*346876# US (Chicago)

+16469313860,,89945767473#,,,,*346876# US

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 309 205 3325 US

+1 669 900 6833 US (San Jose)
 +1 719 359 4580 US
 +1 253 215 8782 US (Tacoma)
 +1 346 248 7799 US (Houston)
 +1 386 347 5053 US
 +1 564 217 2000 US
 +1 669 444 9171 US
 Meeting ID: 899 4576 7473
 Passcode: 346876
 Find your local number: <https://us02web.zoom.us/j/89945767473>

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Record Attendance		Marcy Conner	1 m
B. Call the Meeting to Order		David Potter	1 m
C. Read the Mission Statement		A member of the Board	1 m
PVPA offers its students intensive exposure to the performing arts within the context of an excellent college preparatory curriculum.			
D. D. Approve Minutes	Approve Minutes	David Potter	2 m
Please read minutes and prepare concerns or questions prior to the meeting.			
E. Public Comment	Discuss	David Potter	10 m
II. Head of School Report			6:15 PM
A. Brent's Report	Discuss	Brent Nielsen	15 m
Updates on Enrollment, Staffing, and School Culture			
III. Leadership Team Presentation			6:30 PM
A. Trevin Bond	Discuss		15 m
Restorative Justice Coordinator			
IV. Board Committee Reports			6:45 PM
A. Finance Committee	Vote	Neil Hede & Marcy Conner	10 m
FY22 Audit			

B. Governance Committee	Purpose Vote	Presenter Shino Yoshen Pichette	Time 20 m
- Voting on new members			
- New Member On-Boarding Materials			
- Discussion of By-Laws			
C. Head of School Support & Evaluation Committee	Vote	David Potter	10 m
Head of School Goals for AY22-23			
D. Long Range Infrastructure Planning Committee	Discuss		5 m
Summary of meeting			
V. Internal Stakeholders			7:30 PM
A. Staff Reports			10 m
B. Student Reports			10 m
VI. President's Business			7:50 PM
A. Union Negotiating Team update	Discuss		5 m
VII. Executive Session			7:55 PM
We will not re-convene in an Open Session			
A. Purpose of Executive Session			15 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.			
VIII. Closing Items			8:10 PM
A. Adjourn Meeting	Vote		1 m

Coversheet

D. Approve Minutes

Section:	I. Opening Items
Item:	D. D. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	2022_10_11_board_meeting_minutes.pdf

DRAFT



Pioneer Valley Performing Arts Charter Public School

Minutes

Board of Trustees October Meeting

Date and Time

Tuesday October 11, 2022 at 6:00 PM

Location

In Person:

PVPA
15 Mulligan Drive
South Hadley, MA

Remotely:

Zoom Account is inviting you to a scheduled Zoom meeting.

Topic: October Board Meeting

Time: Oct 11, 2022 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86171596511?pwd=RKhGZDNMWU1qZEI2QjJkNkZ6dURWQT09>

Meeting ID: 861 7159 6511

Passcode: PVPA

One tap mobile

+19292056099,,86171596511#,,, *922066# US (New York)

+13017158592,,86171596511#,,, *922066# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 386 347 5053 US
+1 564 217 2000 US
+1 669 444 9171 US
+1 669 900 6833 US (San Jose)
+1 719 359 4580 US

Meeting ID: 861 7159 6511

Passcode: 922066

Find your local number: <https://us02web.zoom.us/j/86171596511>

Trustees Present

David Potter, Jenna Sardella, Shannon Materka, Shino Pichette (remote)

Trustees Absent

LATRINA DENSON, Mindi Winter, Neil Hede

Ex Officio Members Present

Brent Nielsen, Marcy Conner

Non Voting Members Present

Brent Nielsen, Marcy Conner

Guests Present

Fiona Yates

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

David Potter called a meeting of the board of trustees of Pioneer Valley Performing Arts Charter Public School to order on Tuesday Oct 11, 2022 at 6:10 PM.

C. Read the Mission Statement

David Potter read the PVPA mission statement.

D. D. Approve Minutes

Shino Pichette made a motion to approve the minutes from September Board Meeting on 09-13-22.

Jenna Sardella seconded the motion.

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

Roll Call

Shannon Materka Aye

LATRINA DENSON Absent

Mindi Winter Absent

Roll Call

David Potter	Aye
Shino Pichette	No
Jenna Sardella	Aye
Neil Hede	Absent

E. Public Comment

Sasha Viands - Board membership candidate. Introduction & welcome.

II. Head of School Report

A. Brent's Report

Update - returning from long weekend with curriculum day today. DEI work led by Trevin Bond including all staff. Beginning work to understand the roots of racism. Also started to frame all other work through the lens of DEI. Looking forward to working together with the Board to keep this important work moving forward.

Big shout out to the PTO for raising the funds to provide breakfast and lunch. \$200-\$300 was spent buying lunch platters and bagels from Mason's Creations (PVPA student). Also shout out to Charlotte Powell who left from PVPA on bicycle to Seneca Falls, NY - 300 mile ride to raise awareness of voter rights.

Enrollment at 392. Application period open now through Oct 17th for wait list - grades 7, 10 & 11. Hope full to get to 400. All charter schools are experiencing a decline. Our recruitment focus is on getting students out into the community - Puerto Rican parade, jazz festival and We Came To Play Tour. Worked with Slowey McManus with the coverage for Charlotte's trip.

Heading into fall with Octoberfest, grades closing and parent teacher conferences.

Alyson Miller here this week to review MCAS scores that were released this week.

Next meeting will bring Trevin Bond and Kendrick Roundtree to talk about student culture.

Three policies to approve: Chronic Absenteeism Policy, Student Vehicle Policy and Freedom of Expression Policy.

Chronic Student Absenteeism Policy - been approved as a model policy by MCPSA and DESE. Chronic absenteeism policy requested by DESE during review last year. Huge indicator in terms of future success for students.

Student Vehicle Policy - student responsibilities around having a vehicle on campus. Collaborative effort by Dean of Students and Facilities Manager - has been reviewed by attorney. Basic responsibilities along with consequences. Off campus privileges for seniors - intentionally vague due to limited time for lunch.

Freedom of Expression Policy - does express that expression is a privilege and not a right and names hate speech. Attorney's advice was that it needed to be more vague.

David Potter made a motion to approve the Chronic Absenteeism Policy as presented.
Jenna Sardella seconded the motion.

9 days in half a school year is 10% of the 18 for a year. Language states "may file". Child requiring assistance can be filed by school or parent - meant to be collaborative - policy outlines the options available to PVPA. 18 days is mandatory per the state. This data is part of our accountability and historically PVPA has struggled with - both keeping track and students attending.

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

Roll Call

LATRINA DENSON Absent

Shino Pichette Aye

Mindi Winter Absent

Jenna Sardella Aye

Neil Hede Absent

Shannon Materka Aye

David Potter Aye

David Potter made a motion to to approve the Student vehicle Policy as presented.

Shannon Materka seconded the motion.

Written rules are important, along with clear consequences. Question about the way it is written in terms of vagueness about consequences. Student parking lot?

Will need to do survey to see how many student drivers there are so that appropriate space can be made - student area is to left of the sign island. Can there be a definition of "good academic standing"? May also create an equity issue. Part of having a policy is making things transparent so that expectations are known.

This is typical of what schools do in tying things to privileges and being vague so that consequences can match the infraction. Good academic standing is no incompletes within a marking period. Consequences are little harder to define as they are based on infractions.

Loitering and driving on school property seems problematic. We can revise and bring policy back to the Board if people feel its needed or move forward.

The motion unanimously did not carry.

Roll Call

Shannon Materka No

David Potter No

Shino Pichette No

Jenna Sardella No

Mindi Winter Absent

LATRINA DENSON Absent

Neil Hede Absent

David Potter made a motion to approve the Freedom of Expression policy as presented.

Shino Pichette seconded the motion.

Where is the line? What do we consider foul language? Does it support legal activity? First paragraph gives a good definition. Context should decide case by case.

Would like to have a copy of something that is more vague. This seems more like PVPA. Encourages people to be create, express themselves and speak out. But understanding that their is a responsibility along with it. Every school needs a policy and this helps to support creativeness without stifling freedom of speech but everyone needs to feel safe.

Review of materials - how long? Should it be reviewed before distribution? Intent is that it gets approval.

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

Roll Call

Shino Pichette	Aye
Shannon Materka	Aye
Jenna Sardella	Aye
Mindi Winter	Absent
LATRINA DENSON	Absent
Neil Hede	Absent
David Potter	Aye

III. Academic Report: MCAS update

A. Allyson Miller, Director of Academics

Update on grade-wide MCAS results and 3-year trends.

IV. Board Committee Reports

A. Finance Committee

The Finance Committee met on October 4, 2022 with the main topic being the Audited Financial Statements for the year ending June 30, 2022. Ben Adsit and Frank Seretti from Powers & Sullivan were present and conducted the review.

The first item presented was the disclosure of required communications:

- Significant Accounting Policies- there were no new policies or changes
- Use of Estimates- not many estimates and all found to be reasonable
- Difficulties- there were none- PVPA staff was curious and information was received timely
- Audit Adjustments- there were no audit adjustments
- Disagreement with Management- there were no disagreements

The Audit was issued with an unmodified opinion with no identified deficiencies - this is the best possible outcome from an audit.

Further highlights from the audit and presentation included:

- No issues found with cash reconciliation, payroll, accounts receivable, credit card transactions, adjusting entries or accounts payable- all selections were documented, complete, accurate, timely and approved. Funds in the bank are fully insured under FDIC.
- Analysis of the balance sheet and the revenue and expenses proved accurate with no changes to disclose
- Approximately \$3.5 million in available cash
- Due from Friends of PVPA of approx \$192,000- this represents accumulated expenditures paid by PVPA on behalf of the Friends of PVPA since 2014. It was recommended that arrangements for repayment should be made to remove from balance sheet.
- Capital Assets- total \$6.1 million with an addition of approximately \$157,000 for FY22. We generally budget for about \$100,000 annually - FY22 was higher due to wrapping up capital projects that have been outstanding since the COVID closure.
- Accrued Payroll- noted that balance is less than FY21

- Debt Covenant- bond requires a combined minimum debt service ratio of 1.25:1.0. This includes both PVPA and the Friends of PVPA as blended activity. The debt ratio was met.
- Overall combined net position of \$6 million. Change in combined net position of approximately \$530,000; increase for PVPA \$554,000 with a decrease of \$24,000 from the Friends of PVPA. Friend's decrease was attributed to depreciation. Increase to PVPA was attributed to tuition being over budget and expenses under budget by \$204,000.
- Tuition is 80% of revenue
- MTRS Pension- recorded as both income and expense. Information is obtained from the annual audit of the Commonwealth's pension system as required under GASB Statement No. 68.

Under Other Business the Committee discussed the installation of an acoustical curtain in the theater and fundraising. The acoustical curtain is the last remaining outstanding capital project since the COVID shut down. This item was passed back to the Infrastructure Committee to analyze the need and decide how to proceed. Committee discussed how the goals are set for the annual fundraising plan - Finance Committee is only responsible for determining a reasonable and obtainable goal for the budget. There is an immediate need for approximately \$1.5 million to replace the roof and the HVAC units.

David Potter made a motion to to approve the FY22 Audited Financial Statements. Shannon Materka seconded the motion.

The Finance Committee voted unanimously to recommend that the Board of Trustees approve the FY22 Audited Financial Statements.

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

Roll Call

LATRINA DENSON	Absent
Shannon Materka	Aye
Mindi Winter	Absent
Shino Pichette	Aye
Jenna Sardella	Aye
Neil Hede	Absent
David Potter	Aye

B. Governance Committee

Recruitment timeline and guidelines for new members.

November 1 meeting reminder for people to participate in process for approving new by-laws.

Need to add memberships, especially community members. No new nominations - three in process but we need to get to 15 members as written in by-laws. Public notice will go out - change deadline from Oct15th. Looking to have a cohort of new members.

Looking to standardize the process of bringing on new members. Board on Track has helped - looking through an equity lens about people's qualifications. What are potential members bring to our community. These tools are meant to guide our decision making.

By-laws - updating - not since 2017. Invite the full Board to come to Nov 1st meeting 8-9pm. Governance will draft and get preliminary review from DESE then to the full Board for approval.

C. Head of School Support & Evaluation Committee

Goals that the Committee would like the Board to review. There are three goals that have an over arching description with action steps. Committee would like support.

Goal 1 - recruitment of hiring and retaining diverse staff that represents the student body. Are we making progress? does it have integrity?

Goal 2 - improvement of transparency of leadership. Collaborative decision making.

Goal 3 - evaluations - ensure that all employees have an evaluation process. Specific objective of the senior leadership team.

Survey process will capture alot of perception and people's sense of how the Head of School is doing. This survey will extend out to staff and parents - Committee is working on this process. Will be brought in its entirety to the next Board meeting.

Timeline - self assessment piece and evaluation pieces come from Brent and the committee. Brent will work to bring pieces of evidence through the year. Surveys will be another point of information to gauge his impact on the community.

Committee will analyze the evidence and screen survey data then bring it to the Board. Ultimately a process for honest feed back with some place on a rubric looking for improvements each year.

V. Internal Stakeholders

A. Staff Reports

Middle School perspective - collaborative day - Bond's presentation was helpful. Significant challenges with students. 7th grade team met with Brent and Bond to discuss concerns - lack of paras in classrooms has to do with hiring, 70 minutes in class is long and meeting 3 time a week is hard.

High School - is going strong - new hires are reporting good levels of support. New sign ups for the Union - stewards, reps and reps are a wide array of people who are involved and represent the school. Hear the middle school - changes about what can work for 12yr olds and 16yr olds.

Sounds productive with open channels of communication.

B. Student Reports

Off campus lunch proveledge return is good!! Students have adjusted to new schedule but some concerns about things like the amount of passing time. Students are excited about clubs and upcoming Octoberfest - community building. Productions are starting soon. Alot of new stuff on the horizon.

VI. President's Business

A. Union Negotiating Team

Negotiations with the UAW Local 2322 on a new contract for a fall 2023 start date will begin in November. The Board needs a team that is effective and efficient. Subcommittee of the Board it would need to follow Open Meeting Law.

David Potter made a motion to have a three member negotiating team that includes the Board President, Head of School and Chief Financial Officer. Shannon Materka seconded the motion. Last time was Head of School, Dir of Student Services, CFO, Board President and VP. Will set a schedule of topics and invite other members of Admin team based on their expertise. Looking to balance work for senior admin. First potential meeting is Nov 10th
The board **VOTED** to approve the motion.

Roll Call

LATRINA DENSON	Absent
Jenna Sardella	Abstain
Shannon Materka	Abstain
Shino Pichette	Aye
Mindi Winter	Absent
David Potter	Aye
Neil Hede	Absent

VII. Executive Session

A. Purpose of Executive Session

David Potter made a motion to move to Executive Session 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.

Jenna Sardella seconded the motion.

Not returning to open session. Dismissing staff and students. Inviting Brent and Marcy. Shino states that she is alone with no others present with her remotely. The board **VOTED** to approve the motion.

Roll Call

Neil Hede	Absent
Shannon Materka	Abstain
LATRINA DENSON	Absent
David Potter	Aye
Shino Pichette	Aye
Mindi Winter	Absent
Jenna Sardella	Abstain

VIII. 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 8:15 PM.

Respectfully Submitted,
Marcy Conner

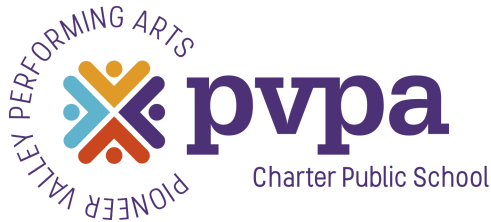
Documents used during the meeting

- 2022_09_13_board_meeting_minutes.pdf
- STUDENT VEHICLE POLICY, VEHICLE ACCESS & OFF CAMPUS PRIVILEGE - Google Docs.pdf
- Freedom of Expression Policy.pdf
- Chronic Absenteeism Absenteeism Policy.pdf
- DRAFT - PVPACPS FY2022 Financial Statements 9-27-22.pdf
- New Member Evaluation Guide.pdf
- Interview Qs for PVPA Trustee Nominees.pdf
- Head of School Goals 22-23.pdf

Coversheet

Brent's Report

Section:	II. Head of School Report
Item:	A. Brent's Report
Purpose:	Discuss
Submitted by:	
Related Material:	Head of School Report to the Board - 11_8_22-1.pdf



15 Mulligan Drive
South Hadley, MA 01075
413-552-1580
www.pvpa.org

Head of School Report to the Board of Trustees

From: Brent Nielsen, Head of School

Date: November 8, 2022

Enrollment

As of Friday, November 4, there were 391 students enrolled with several students in-process. The FY23 budget is based on enrollment at 392.

Enrollment as of 11/8/22		Accepted/In process	Offers	Total	Waitlist		
Gr 7	65	3	0	68	0		
Gr 8	71	1	0	72	21		
Gr 9	71	0	1	72	20		
Gr 10	67	0	0	67	0		
Gr 11	58	0	0	58	0		
Gr 12	59	0	0	59	0		
Total	391	4	1	396	41		
Applications to date 2023/2024 Lottery			2022/23 Lottery to 11/8		2019/this date		
Gr 7	52			24		47	
Gr 8	4			13		8	
Gr 9	17			28		11	
Gr 10	6			6		5	
Gr 11	3			4		3	
Total	82			75		75	
	goal: 360			year total 268		year total 353	

We anticipate reaching between 395 and 400 students over the next week. There is typically some movement at the end of the fall semester which may result in the need for a special lottery to fill vacancies in grades 7, 10, and 11.

Applications for 2023-24 opened on November 1 with a slightly higher rate of applicants in the first week as compared to last year.

Staffing

We began the school year with all positions filled. At this time we have one open school counselor position to fill.

	Staff 9/14/21		Staff 11/8/22		Students 11/8/22
	Number	Percent	Number	Percent	Percent
American Indian/Alaska Native	0	0	1	1	0.2
Asian (not Hispanic)	2	2	1	1	1.2
Black/Afr Amer (not Hispanic)	5	6	5	6	9.4
Hispanic or Latino	8	10	6	7	21
Two or More Races (not Hispanic)	1	1	2	2	7
Native Hawaiian/ Pacific Islander	0	0	1	1	0
White (not Hispanic)	66	80	69	81	61
	Administration 11/8/22				
	Number	Percent			
American Indian/Alaska Native	0	0			
Asian (not Hispanic)	0	0			
Black/Afr Amer (not Hispanic)	3	33			
Hispanic or Latino	1	11			
Two or More Races (not Hispanic)	0	0			
Native Hawaiian/ Pacific Islander	0	0			
White (not Hispanic)	5	56			

Performances/Events

- October 12 - PSAT School Day Testing
- October 28 - Octoberfest
- November 1 - Application window for 2023-24 open
- November 4 - Latin Heritage Showcase
- Visit from Springfield Academy Arts Teachers
- November 9 and 10 - We Came to Play Tour
- November 10 - Dr. Marge Bruchac, a founding PVPA Board member, will deliver a presentation about Native American history and how it more directly relates to New England
- November 16 and 19 - Senior Dance Thesis
- December 1 - SEPAC

MCAS 2022

Last week, I was asked by a reporter from the Springfield Republican to comment on what we did to prepare our students for the 2022 MCAS tests because we were identified as a “top school” with regard to our scores on grades 7 and 8 ELA and grade 10 Math and ELA tests. The following information was provided.

As a school with students coming from over 40 different cities and towns, PVPA’s 7th and 8th graders typically have a wide range of math backgrounds when they enter. Our math department has taken a “long game” approach to instruction and has invested in building foundational skills while ultimately teaching critical thinking within a growth mindset framework to better prepare them for the 10th-grade test and also prepare them for advanced math at the college level.

In the last two years, PVPA focused their ESSER funds to contract with a math consulting team to provide coaching for our math department and to specifically improve our middle school math scores. For the last two summers, middle school students were invited to participate in a summer enrichment program to recover some ELA and math skills. This program was free to students.

To prepare for the school year, PVPA hired a paraprofessional to support math specifically. Many students have additional math support specific to each math course. Moving forward, PVPA has been involved in intensive PD to implement a new math curriculum, as well as training with our Special Education teachers and paraprofessionals who push into math classes.

We also hired an ELA intervention teacher, as part of COVID recovery, who works in 9th and 10th grade ELA classes. The ELA department has aligned its writing practices so students have solid writing strategies.

A few weeks before MCAS every year, counselors review the format of the test so students are familiar. They also review some mindfulness activities in order to ease test anxiety. Teachers will spend just a few lessons on practice exams so students are familiar with the layout of the test.

Four years ago, PVPA hired a part-time Assessment Coordinator to help us organize all of our MCAS testing in middle and high school. This has allowed us to pay careful attention to the testing environment for students, and ensure that student needs are accommodated, something that was especially important when students returned from remote instruction.

This holistic approach fits in with PVPA's culture of learning, with a focus on supporting our student's academic development while being aware and supportive of the social-emotional aspects of learning, within an environment of artistic exploration.

Culture Report (Kendrick Roundtree, Dean of Students)

Suspensions

- **August 30, 2021 - November 4, 2021** - (10) one for vaping, two for fighting, one for instigating a fight, one for horseplay, and five for leaving campus boundaries without permission.
- **August 31, 2022 - November 4, 2022** - (5) three for vaping, two for cyber bullying

The data suggests:

We must remain vigilant about the use of and monitoring of the bathrooms on all three floors. Also, intentional education/SEL planning about cyberbullying should be rolled out for advisory.

The shift:

Mr. Roundtree/Mr. Bond/Steph and Jess have increased adult presence in the hallways and bathrooms, particularly in the two-hour block between the beginning of the first lunch (middle school) and the end of the second lunch (high school).

Mr. Roundtree/Bond/Wellness Team will plan lessons to increase awareness about the negative effects of cyberbullying and decrease the number of cyberbullying incidents from November to January 2023.

Referrals for Bullying

August 30, 2021 - November 4, 2021 - (18)

August 31, 2022 - November 4, 2022 - (1)

The data suggests:

Our campus community is doing a better job of managing interpersonal conflict. This, in addition to having access to restorative practices, has empowered students to speak up for themselves and others before bullying behaviors can occur.

Restorative Practice

August 30, 2021 - November 4, 2021 - the position of restorative practice coordinator was still open. Mr. Roundtree conducted several mediations/ student contracting during this time.

August 31, 2022 - November 4, 2022 - Mr. Bond has conducted restorative circles for groups of students as well as the greater PVPA community (circle for concerned seventh-grade parents).

The addition: Mr. Roundtree and Bond will collaborate to roll out peer-led Restorative Practice team by February 2023.

Chronic Absenteeism

August 30, 2021 - November 4, 2021 - A total of **41 students** were identified as chronically absent to date (missing more than 10% of the school year-to-date).

August 31, 2022 - November 4, 2022 - A total of **32 students** were identified as chronically absent to date (missing more than 10% of the school year-to-date).

The shift:

Mr. Roundtree will lead the attendance team and collaborate with the Wellness Team to support the families of chronically absent students.

Anecdotally - Glows and Grows

While it is nearly impossible to quantify properly, many of our teachers and other staff have shared the following observations:

Glows:

- There are far fewer students "roaming" the hall aimlessly during class time.
- Lunch periods are easier to manage than in previous years (last year's COVID protocols required a shift from one lunch to three. In the spring we shifted to two lunch periods which remains in place this year).

Grows:

- Better management of large, group activities (open mic, community day, whole-school assemblies)
- Better communication of expectations in all spaces

Coversheet

Governance Committee

Section:	IV. Board Committee Reports
Item:	B. Governance Committee
Purpose:	Vote
Submitted by:	
Related Material:	Vanessa V. Ford Biographic.pdf SashaVResume_Sept22.pdf



VANESSA VICTORIA FORD

International Recording Artist

Music Ministry Consultant

Vocal Teaching Artist

Voice Coach

Her Story

At a very young age, it was evident that God had anointed Vanessa uniquely. She was born May 27, 1972 and raised in Springfield, Massachusetts. She represents her Mother's Columbian/Nicaraguan & Father's Costa Rican roots. Her parents met and started a family in Panama before coming to the United States in 1968. Vanessa's rich Central American heritage has encouraged her to embrace her culture, to appreciate diversity and to find a way to always be of service to those in need. She began singing with her Father, then in the church choir at the age of seven. As Vanessa matured as a Christian, she participated in various local services. Her gift has blessed thousands as she has sung for many political ceremonies, funerals and special events all over the country. Vanessa loves every genre of music, but she is an aficionado of classical, gospel, jazz, traditional hymns and inspirational music. Her faith in God is secure and she is dedicated to His worship and fellowship with people all over the world. Over the years, Vanessa has had many opportunities to develop her gift of singing through participation in local and national talent searches, as well as, mass choir auditions. To her credit, in her youth, Vanessa was crowned Hal Jackson's Miss Massachusetts Talented Teen in 1988. She auditioned for and participated in The Western Mass District Chorus, she ranked 1st soprano in All State Chorus 1989 and won the 1990 Omega Psi Phi Fraternity Talent Search. She has also performed the National Anthem for many college sporting events and for Springfield Police Academy, high school graduations and college commencements. Vanessa was featured in a live solo concert in 2000, where souls were blessed by her spirit filled renditions of traditional hymns of praise. In 2005 at Hampton's Ministers' and Musicians' Conference to further develop her gift, Vanessa auditioned and was chosen from more than 100 vocalists to open the conference recital. Vanessa attended Springfield Central High School, Springfield Technical Community College & Elms College. She enjoys painting, writing and exposing children to music and arts. She believes that music & arts play an integral role in a child's growth and wellness. Her goal is to share music with as many youth as possible and help them find and nurture their creative gift as an artist.

Vanessa has worked diligently to spread her ministry throughout the country. For the past 12 years, Vanessa has directed a 4th grade Choral program at St. Michael's Academy with approx. 40 students. She also prepares their 8th graders for their graduation Mass Song. As the co-founder and coordinator of The Women of Faith Ensemble, Vanessa shares her mission of praise with 9 other women in the group as they minister all over the region. Among her many gifts, Vanessa has written and arranged many choral and praise and worship songs. She has been honored to sing across the nation, especially in Washington D.C. for a Foster Parent Recognition Ceremony. In 2013, Vanessa's rendition of "God Bless America" was featured as part of the Fireworks by Grucci synchronized Simulcast in Springfield, MA. Vanessa is the former director of the Contemporary Gospel Choir at Faith Congregational Church in Hartford, CT and currently serves as a music ministry consultant across the region. In December 2014, Vanessa launched the release of her original worship song entitled "Great Jehovah". In February 2016, Vanessa had the great honor to sing the National Anthem for Secretary Hillary Clinton's Western MA rally. In June 2016, Vanessa was requested by Brigadier General Sean T. Collins and she was truly humbled to sing for his promotion & pinning ceremony. In 2016, Vanessa was also inspired to write and release her song entitled "Stronger Together".

She has sung The National Anthem for Annual Spirit of Springfield events such as Annual 9/11 remembrance ceremonies, The World's Largest Pancake Breakfast, Bright Night's Ball, 4th of July Star Spangled Springfield, Swearing-in ceremonies and retirement ceremonies for First Responders and Commissioners, Mayor Sarno's Inaugurations, Governor Deval Patrick's Western MA Inaugural Celebration, Worcester State University Annual MLK, Jr. Breakfast, The Western MA Police Commissioners, Several MA Democratic Conventions and numerous Springfield's City Council Inauguration Ceremonies and events for the great city of Springfield that she calls home. She will release her new inspirational song "Fight For You" in November 2022. Vanessa strives to use her gifts to touch the hearts of many and hopes to make a difference in the lives of others through her advocacy, her life, community service and music. She hopes to re-energize appreciation for music & arts and the influence it has in our lives.

Vanessa served as the Music & Recruitment Chair for Springfield Unity Festival under the leadership of the late, York Mayo. She is a committee member of The Brianna Fund for Children with Physical Disabilities and a board member of Hands of the Earth. Vanessa is the founding director of the Springfield CommUnity Chorale where she brings over 100 singers and musicians together from all backgrounds, cultures & races to lift up their voices and instruments together. Vanessa is a board member of Blues to Green that hosts the annual Springfield Jazz&Roots Festival and works toward environmental justice. She is slated to be the next board president in fall of 2022.

Vanessa is an enthusiastic and fierce advocate who focuses on empowering youth and serving the needs of the vulnerable. She is a member of Public Health Institute of Western MA Youth Mental Health Advisory Council and Northeast Teaching Artist Collaborative Steering Group.

Vanessa currently serves as a voice faculty member of the Community Music School of Springfield (CMSS) and is a member of CMSS Strategic Planning Committee. She is the founding Director of Trust Transfer Project, a community based initiative partnered by CMSS that mobilizes local artists of color to create inspiring works of art to improve community health and wellness. This initiative has gained national attention for it's community impact. In 2021, her program model was recognized by Dr. Jill Sonke and included in the CDC field guide for it's strategic plan to build vaccine confidence through an Arts & Culture lens. Vanessa was featured as a 2022 American Alliance of Museums Conference panelist in Boston, MA. Under her leadership, the program's mission is to elevate underutilized artists, create opportunities for equity and promote innovative and culturally relevant artistic projects that bring hope, healing and increase mental wellness to the community.

From 2012-2020, Vanessa proudly served as Director of Operations for State Senator James T. Welch where she managed the district office and staff, maintained the Senator's schedule and was responsible for the oversight of constituent services and community outreach & engagement. She coordinated special events, meetings and town halls.

From 2007-2012, Vanessa humbly served as Director of Praise & Worship & Graphics Coordinator at St. John's Congregational Church, Springfield, MA where she supervised the praise team in preparation for services, organized worship service flow, created projector screen graphics and displays for services and special events, bulletins, PR materials and designed monthly billboards for advertisement throughout the city.

From 1997-2007, Vanessa graciously served at Springfield Girls Club Family Center, Springfield, MA as the Arts Program Director and Choral Director where she supervised multi-site after school arts program, recruited, trained and supervised arts program staff and coordinated multicultural/arts activities and events.

☎ 413.331.9902

✉ vford@communitymusicschool.com

📍 37 Sycamore Street, Springfield, MA 01109

Sasha N. Viands

35 Norwood Terrace Holyoke, Ma 01040 / (413) 455-5757 / SViands@pplm.org

Passionate Bilingual Community Engagement Specialist devoted to planning and executing services impacting diverse community populations. Strong collaboration and interpersonal skills paired with cultural sensitivity. Open to working weekends and evenings. Provides administrative oversight and logistical and coordination support to ensure success of strategies, projects, activities and programs designed to: Inspire, mobilize and engage volunteers to improve lives and create positive community change.

Employment Experience

Planned Parenthood League of Massachusetts Springfield, Ma

Outreach Manager

September 2020 -- Present

- Managed Outreach Specialists across the state: Springfield, Worcester, Fall River, and Greater Boston.
- Developed and incorporated community-based programs to meet various needs and monitored each program's effectiveness.
- Partnered with similar organizations to meet greater needs, preventing duplication and optimizing resource utilization.
- Organize and manage multiple strategic plan projects and tasks to ensure high quality and timely delivery.
- Manage Strategic Plan Work -- lead workgroups, and manage team, focused on HIV Prevention in Springfield Massachusetts.
- Develop relationships with community partners across the state, to provide information about PPLM services and strategize opportunities for collaboration through meetings, telephone calls and email; collaboration may include, but not limited to bi-directional referrals, implementation of programs, and inclusion in PPLM's Counseling and Referral database, as well as Patient Navigation, and Access Programs.
- Collaborate on the Executive level across departments to expand access, and work on collaborative projects.

Community Outreach Specialist

July 2019 – September 2020

- Provided individuals and families with information and resources to connect with available programs. Planned and managed different community meetings, public forums and outreach events. Cultivated and developed relationships with existing and potential referral sources, identified new partners, uncovered untapped opportunities and raised brand awareness. Gave presentations at public gatherings, community events and school meetings.
- Support Community Advisory Groups/Boards, and facilitate meetings with community members.

- Schedule, confirm, and implement service overview presentations at community partner locations to provide information about PPLM health care services and educational programs across the state.
- Schedule, confirm, and host information tables at health fairs, conferences, and community events across the state.
- Provide virtual presentations in collaboration with Outreach Specialists.

Inclusive Strategies, LLC Springfield, Ma

Assistant Facilitator

September 2011 – Present

- Assist in anti-racism training for organizations, boards, and executive leadership across the state.
- Facilitation of Learning Modules includes training of System of Racial Inequity film discussions. Discussions include deeper conversations about racial inequity, the history of discrimination, white privilege, bias, prejudice, internalized racism, interpersonal racism, institutional, and structural racism.
- Facilitate learning labs designed based on client needs, including different content specific to anti-racism work.
- Design Affinity groups to promote cross-functional inclusive groups to implement organizational change, as well as inclusive development for things like marketing, branding, values etc.
- Develop inclusive on-boarding strategies to ensure equitable hiring practices, and provide recommendations for each client.

Education, Training, and Boards

BACHELOR OF ARTS: ENGLISH University of Massachusetts Amherst, Amherst, MA

- BusinessWest 40 Under 40 Class of 2022
- Cracking the Code through Inclusive Strategies, LLC.
- 2017 LIPPI Graduate (Women's Fund of Western Massachusetts)
- Certified and completed a facilitative workshop through the Interaction Institute for Social Change
 - A week-long training to educate adults and youth facilitators on the importance of effective communication, working collaboratively with youth and community leaders.
- Healing Racism through the Glass Wing Program and the Irene E. and George A. Davis Foundation
- Mike Jaffe Workshops for -

- Conflict Resolution and Strategies
- Effective Communication
- 21st Century Community Learning Centers – Project-Based Learning, Service-Based Learning, and Social Emotional Learning Workshops.
- Undoing Racism Organizing Collective of Western Massachusetts
- Sexual Education Cornerstone Seminar

Boards –

- Abortions rights Fund of Western mass
- Springfield Community Partners
- Behavioral Health Network
- Puerto Rican Parade Board and Planning Committee
- Community Advisory Groups for the City of Holyoke (Public Safety and Prevention, Government Restructure)

Coversheet

Head of School Support & Evaluation Committee

Section: IV. Board Committee Reports
Item: C. Head of School Support & Evaluation Committee
Purpose: Vote
Submitted by:
Related Material:
2022_10_17_head_of_school_support___evaluation_committee_minutes (1).pdf
Head of School Goals 22-23 (2).pdf
Draft Head of School Evaluation Timeline.pdf

DRAFT



Pioneer Valley Performing Arts Charter Public School

Minutes

Head of School Support & Evaluation Committee

Date and Time

Monday October 17, 2022 at 7:00 PM

Location

Remote meeting:

HoSSEC meeting

Monday, October 17 · 7:00 – 8:00pm

Google Meet joining info

Video call link: <https://meet.google.com/met-zmsh-rpt>

Or dial: (US) +1 929-299-3680 PIN: 861 713 621#

Committee Members Present

Avital Nathman (remote), David Potter (remote), Mindi Winter (remote), Shannon Materka (remote)

Committee Members Absent

Janice Pamphile, Maggie Solis

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

David Potter called a meeting of the Head of School Support & Evaluation Committee of Pioneer Valley Performing Arts Charter Public School to order on Monday Oct 17, 2022 at 7:05 PM.

C.

Approve Minutes

David Potter made a motion to approve the minutes from Head of School Support & Evaluation Committee on 10-03-22.

Shannon Materka seconded the motion.

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

II. Final Goals Decision

A. Discussion and vote

David Potter made a motion to Approve Head of School Goals 22-23.

Mindi Winter seconded the motion.

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

III. Review of Evaluation Cycle Details

A. Finalize Timeline

Finalized ideas and plans

IV. 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 7:44 PM.

Respectfully Submitted,
David Potter

GOAL #1: By April 2023, Brent will ensure that actions, policies or protocols have been initiated or accomplished with the clear intent of supporting PVPAs efforts at recruiting, hiring, and retaining teachers, staff, and administrators such that the proportion of adult diversity is increasingly more similar to the diversity of the student body.

Objectives/Action Steps

1. **Update** the faculty and staff hiring process with the intent of increasing the hiring of candidates with non-traditional certifications/qualifications.
2. **Develop** a bank of questions to ensure that hiring interviews address issues of diversity.
3. **Ensure** diversity in hiring committees.
4. **Create** a process to track application and hiring data related to increasing representation of the PVPA community.
5. **Engage** with diverse voices when planning and analyzing key decisions.

GOAL #2: By April 2023, Brent will ensure that actions, policies or protocols have been initiated or accomplished with the clear intent to support PVPAs efforts at improving the transparency of leadership

Objectives/Action Steps

1. **Create** a Policy Manual for the school, separate from the School Handbook
2. **Define** leadership positions, roles, and responsibilities clearly and **share** this openly with the greater PVPA community.
3. **Share** clear and actionable priorities for senior administrative work openly and regularly with the PVPA community.

GOAL #3: By April 2023, Brent will ensure the implementation of regular evaluations for all non-teaching staff, including administrators.

Objectives/Action Steps

1. **Identify** the evaluation criteria and procedures for all non-teaching staff, including administrators.
2. **Develop** clear evaluation processes and expectations for all non-teaching staff, including administrators.
3. **Implement** evaluations for the senior leadership team, including a plan for reports to be shared with each member individually.

November - Head of School Support & Evaluation Committee (HoSSEC) checks in with Brent for baseline/early progress update

December - Report to the Board

January - Mid-year **Formative Review** with HoSSEC

February - Report to the Board

April - Final check-in

April - Report to the Board

May - HoS completes Self-Evaluation regarding the Goals/SAP

- All Evidence due for Goals by May 15, 2022
- Board completes Survey
- Direct reports complete Survey
- Students/Staff/Parents complete Survey

June - Evaluation finalized and shared

- Future planning begins

July - draft goals submitted for next year

Coversheet

Long Range Infrastructure Planning Committee

Section: IV. Board Committee Reports
Item: D. Long Range Infrastructure Planning Committee
Purpose: Discuss
Submitted by:
Related Material:
Long Range Infrastructure Planning Task Force - PVPA Board Update for November ,8 2022 (1).pdf

Long Range Infrastructure Planning Task Force

PVPA Board Update

Prepared on 10/27/2022

The Long Range Infrastructure Planning Task Force met on Tuesday October 25, 2022.

During the meeting we:

- Approved the June 7th meeting minutes.
- An update of the 3rd floor renovation project was given.
- Discussion regarding the 2nd floor student services suite renovation slated for June of 2023 with regard to office moves. What offices may be displaced? Where should they be moved to? And how the moves may fit into other long term projects.
- Discussion regarding how to best utilize a few spaces in the building that could have an impact on the long term logistics of office needs for different departments such as Student Services, Admissions and Student Data.
- The team discussed the possibility of a donor potentially donating funds for a Video Production Room / Lab and how any donation that has specific conditions (Restricted Gift Proposals) will need to be carefully written and reviewed.
- The team discussed the need to develop a plan of projects for next year's capital budget with a focus on timeline, cost and needs of the school.
- One older long range idea of moving the Music Department down to the first floor was also discussed. The team decided to assign some specific tasks to different members of the team to reassess this idea and the impacts it would have on Arts, Academic and Student Services classes and then report back at our next meeting.
- At next months meeting we are planning to:
 - Review new data collected for the music move idea and current space usage in order to try and develop a draft capital project list for next year that we could present to the finance committee and the board within the next few months.
 - Update about potential Video Production Room / Lab
 - Discussion of any older funds that the finance committee has earmarked for certain projects such as Theater Acoustics.
- Next meeting is set for Tuesday November 29, 2022 - 5pm

Respectfully Submitted,

John P. Kulas

The Long Range Infrastructure Planning Task Force