



Pioneer Valley Performing Arts Charter Public School

Board of Trustees February Meeting

Published on February 10, 2023 at 5:01 PM EST

Date and Time

Wednesday February 15, 2023 at 6:00 PM EST

Location

PVPA 3rd Floor Conference Room
15 Mulligan Drive
South Hadley, MA

Remote access:

Zoom Account is inviting you to a scheduled Zoom meeting.

Topic: Board of Trustees February Meeting

Time: Feb 15, 2023 06:00 PM Eastern Time

Join Zoom Meeting

<https://us02web.zoom.us/j/87068501911?pwd=dUZtdEx6WXhVdW9WT1JRbEtQZEdmUT09>

Meeting ID: 870 6850 1911

Passcode: PVPA

One tap mobile

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 +1 564 217 2000 US
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Meeting ID: 870 6850 1911

Passcode: 586147

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

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.

	Purpose	Presenter	Time
E. Public Comment	Discuss	David Potter	10 m
II. Head of School Report			6:15 PM
A. Brent's Report	Vote	Brent Nielsen	30 m
Monthly Update on Enrollment, Staffing, and School Culture			
Vote on Updated Enrollment Policy			
III. Board Committee Reports			6:45 PM
A. Finance Committee	Discuss	Neil Hede & Marcy Conner	10 m
B. Governance Committee	Discuss		15 m
C. Head of School Support & Evaluation Committee	Discuss	David Potter	10 m
Evaluation Feedback Memo			
D. Long Range Infrastructure Planning Committee	Discuss		5 m
IV. Internal Stakeholders			7:25 PM
A. Staff Reports			10 m
B. Student Reports			10 m
V. President's Business			7:45 PM
A. Union Negotiating Team update	Discuss		5 m

VI. Remote Meeting Update

The Attorney General's Office shared that with respect to adopting remote participation, the Open Meeting Law Regulations state the following:

- a state public body must, by a simple majority, vote to allow remote participation, with that vote applying to all subsequent meetings of that public body and its committees. 940 CMR 29.10(2)(e). Charter schools are considered state public bodies for purposes of the Open Meeting Law.

	Purpose	Presenter	Time
• Any public body using remote participation during a meeting must ensure that the following minimum requirements are met:			
1) a quorum of the body , including the chair or, in the chair's absence, the person chairing the meeting, must be physically present at the meeting location;			
2) members of a public body who participate remotely and all persons present at the meeting location must be clearly audible to each other; and			
3) all votes taken during a meeting in which a member participates remotely must be by roll call vote.			

VII. Closing Items		7:50 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:	2023_01_10_board_meeting_minutes.pdf

DRAFT



Pioneer Valley Performing Arts Charter Public School

Minutes

Board of Trustees January Meeting

Date and Time

Tuesday January 10, 2023 at 6:00 PM

Location

PVPA 3rd Floor Conference Room

15 Mulligan Drive
South Hadley, MA

Virtual Link:

Zoom Account is inviting you to a scheduled Zoom meeting.

Topic: January Board Meeting

Time: Jan 10, 2023 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85042666520?pwd=QnBpenFJRXFjWUtSVW9NNXZKUzhiQT09>

Meeting ID: 850 4266 6520

Passcode: PVPA

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+19292056099,,85042666520#,,, *690554# US (New York)

Dial by your location

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+1 305 224 1968 US
+1 309 205 3325 US
+1 312 626 6799 US (Chicago)
+1 346 248 7799 US (Houston)
+1 360 209 5623 US
+1 386 347 5053 US
+1 507 473 4847 US
+1 564 217 2000 US
+1 669 444 9171 US
+1 669 900 6833 US (San Jose)
+1 689 278 1000 US
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+1 253 215 8782 US (Tacoma)

Meeting ID: 850 4266 6520

Passcode: 690554

Find your local number: <https://us02web.zoom.us/j/kcGANxjq7S>

Trustees Present

David Potter, Jenna Sardella, Mindi Winter, Neil Hede, Sasha Viands, Shannon Materka, Shino Pichette (remote), Vanessa Ford (remote)

Trustees Absent

LATRINA DENSON

Ex Officio Members Present

Brent Nielsen, Marcy Conner

Non Voting Members Present

Brent Nielsen, Marcy Conner

Guests Present

Danyelle Joujoute (remote), Fiona Yates (remote), John Kulas, Kamali Joseph (remote)

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 Jan 10, 2023 at 6:14 PM.

C. Read the Mission Statement

Read by David Potter.

D. D. Approve Minutes

David Potter made a motion to approve the December meeting.

Neil Hede seconded the motion.

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

Roll Call

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

E. Public Comment

No public comment.

II. Head of School Report

A. Brent's Report

Final week of 1st semester! Trying to send message to students to wrp up work - grades close on Friday. Winter music showcase is Fri & Sat - sampled during last week's open mic. Musicians are outstanding - you do not want to miss this one! Some talented students that will be with us for another year or two so more years to come.

Paidieai starts next week - losts of planning. Going to be a fun two weeks. Activites from hiking to preparing for the musical.

Once Upon a Matreess Feb 4, 5 & 6 - annual musical. Tickets on sale soon!

Second semester and planning for next year under way.

As of today 389. Special lottery in Jan 6 - will get to 400 for start of second semester. Last reporting period is Feb 15th and will help our tuition dollars -in good shape.

Teacher opening - MS AS Teacher and 1 para. Can always use part-time subs - application is open

III. Board Committee Reports

A. Finance Committee

Visual of timeline for capital requested.

B. Governance Committee

Nomination for Azizah Yasin - Familiar with community - dances with Bisko - committees to - works at holyoke dist court - BA of Arts - judged for Mock Trial - women in the justice system. Clerk magistrate cannot be involved with fundraising.

Changes to bylaws:

1. Teachers being voting members - recommendation from Governance - all members are serving as individual and not representatives of a specific group to

work in the interest of the school. Teachers have traditionally filled a role of representing to views of the teachers - very valuable piece of Board. Doesn't match how a board work as and the Union complicates it further. Recommendation is that teachers become non-voting members.

These membership requirements include voting and non-voting members - confusion. Goals are to simplify Board composition and decrease the minimum requirement to be more realistic - we have struggled with this.

Proposal 2 - Gov recommends decreasing parent voting members by 1 - all other changes are by moving others out of voting membership

Shino Pichette made a motion to approve Azizah to be member of board.

Sasha Viands seconded the motion.

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

Roll Call

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

Shino Pichette made a motion to accept Proposal 2 as framework for membership in updated by laws.

David Potter seconded the motion.

HOS & CFO are now mentioned in by-laws - cannot operate without them.

Teachers and students are designated as non-voting members - potential for 18yr old student become null & void. Trying to get away from conflicts of interest. The Union is an important element in the need for change. Cleaner, easier and more practical way for the Board to operate. Preserves the voice of teachers and students, which is important. Makes PVPA more transparent. The value is in the voice - gives more leeway to voice opinions while taking away the pressure. Still considered as members of the Board.

This is not final - still needs to be vetted by lawyers and the community as well as approved by DESE.

The students concern is that it's about the idea of there being a power from the students in the ability to vote. Student perspective may be that we are only glorified reports. Participation is more than that - example was the hiring committee last year. Voice is what matters - vote is insignificant. Students feel it is a privilege to have a seat on the Board.

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

Roll Call

Shino Pichette	Aye
Sasha Viands	Aye
David Potter	Aye
Neil Hede	Aye
Mindi Winter	Aye
Jenna Sardella	Abstain
Vanessa Ford	Aye
LATRINA DENSON	Absent

Roll Call

Shannon Materka Aye

C. Head of School Support & Evaluation Committee

Committee has not met since last Board meeting. Learning from Board on Track about utilizing their tools and resources. Conversations ongoing about big picture process with Brent. Will be looking for Board feedback prior to next check in with Brent later this month. Next meeting with Brent will be more formal than last meeting. Between Jan & May surveys will go out. Brent's self survey will be shared along with a survey for you to give feedback. Will continue to work with Board onTrack about how to analyze the data from surveys. Nothing but good things are happening - does more work need to be done or can we develop new goals?

Next Board meeting will be sharing a document about mid-year check in.

D. Long Range Infrastructure Planning Committee

Shared report. Committee has paused meetings while other committees move recommended work forward.

IV. Internal Stakeholders

A. Staff Reports

MS - consumed with Paidiea - excited with changes for MS. Appreciative of the SEL curriculum - necessary right now. 7th grade had productive conversation with Admin today - support from Admin appreciated.

HS - committee after Paidiea to give feedback. Civic classes are learning about local government and doing some awesome work. Can't wait to see results. 9th grade team talking about a reset for second semester - how do we finish the year. Arts classes about how to grow programming - theater courses in particular. Peropel are talking - see where they go.

B. Student Reports

Sr - wrapping up semester - desperate need of grade meeting to discuss graduation and logistics and reinforce the importance of responding to email. Yearbook and sr photos and some miscommunications about deadlines.

Jr - musical, music showcase & Paidiea - excited!! Future planning a senior trip for next year.

Sophomores - wrapping up 1st semester - excited for production season! Planning a field trip and fundraising. A lot of positive change!

V. President's Business

A. Union Negotiating Team update

Was negotiating session. Agreement made over ground rules - norms set and Feb 7th was agreed as deadline for proposal submission. Sounds positive.

Developing news - Friends of PVPA and fundraising. Conversations taking place with potential members - spread the work. Hopefully will have some developments.

New members need committee assignments. Possibility of a Board fundraising cmte. Bylaws state that Board member will work with Friends Board. Friends role is maintaining the building and supporting the mission of the school. Friend is 501(c)(3). Leadership starts at the Board level - we will get there.

Please send interested parties to David or Brent. You can always donate anytime - go to our website.

At this point there are 116 7th grade applicants - same as this time in 2019. Doing as well as we were pre pandemic - word of mouth spread the word about applying for next year.

VI. Executive Session

A. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the so declares.

David Potter made a motion to move into Executive Session.

Mindi Winter seconded the motion.

Moving to Executive Session. Not returning to public session. Invite Marcy & Brent. Remote members must state that they are along and no one else is present.

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

Roll Call

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

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 7:31 PM.

Respectfully Submitted,
Marcy Conner

Coversheet

Head of School Support & Evaluation Committee

Section:	III. Board Committee Reports
Item:	C. Head of School Support & Evaluation Committee
Purpose:	Discuss
Submitted by:	
Related Material:	HoSSEC Mid Year Feedback Memo.pdf

To: Brent Nielsen, Head of School
Date: February 10, 2023
From: Head of School Support & Evaluation Committee
Re: Midi-Year Evaluation Formative Review

Purpose: The purpose of this memo is to provide feedback on the documentation presented and guidance for the work ahead. The overarching purpose of the feedback process is to enable you to entirely fulfill the expectations for each goal.

Feedback on each goal:

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.*

What we appreciate:

- Evidence was shared relating to updates of the faculty and staff hiring process with the intent of increasing the hiring of candidates with non-traditional certifications/qualifications.
- Evidence was shared relating to the development of a bank of questions to ensure that hiring interviews address issues of diversity.
- Evidence was shared relating to efforts at ensuring diversity in the composition of hiring committees.
- Evidence was shared relating to the creation of a process to track application and hiring data related to increasing representation of the PVPA community.
- Evidence was shared relating to engagement with diverse voices when planning and analyzing key decisions.

What we are looking for: More of the same, with continued successful outcomes

Questions we have:

1. What do you think will create further success in upcoming years with the recruitment of a more diverse pool of teachers, staff, and administrators?
2. Are you keeping data related to retention of teachers, staff, and administrators related to increasing the diversity of adults to approach the student diversity profile?

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.*

What we appreciate:

1. Evidence was shared relating to the creation of a Policy Manual for the school, separate from the School Handbook
2. Evidence was shared relating to defining the leadership positions, roles, and responsibilities clearly and sharing this openly with the greater PVPA community.
3. Evidence was shared relating to sharing clear and actionable priorities for senior administrative work openly and regularly with the PVPA community.

What we are looking for:

1. More clarity with respect to defining leadership positions for the benefit of internal operations, so that staff and teachers know who guides what and who to turn to for specific issues.
2. More evidence relating to the sharing of clear and actionable priorities of senior administrative work.
3. More evidence relating to transparent communication with the faculty/staff, and with the parent community, regarding priorities of senior leadership work

Questions we have:

1. At this time, which do you think is the bigger challenge to increasing transparency of leadership: internal clarity regarding leadership positions and priorities OR communication to community members about leadership positions and priorities?
2. How do you think internal clarity will improve school operations?

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

What we appreciate:

1. Evidence was discussed relating to the implementation of evaluations for the senior leadership team, including a plan for reports to be shared with each member individually.

What we are looking for:

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

Questions we have:

1. What are some of the practical benefits you anticipate from implementing a more structured approach to evaluating members of the leadership team?
2. Do you plan to use the DESE Evaluation rubrics in some fashion as a basis for the evaluations of all school personnel?