



Pioneer Valley Performing Arts Charter Public School

Board of Trustees March Meeting

Published on March 9, 2023 at 5:08 PM EST

Date and Time

Tuesday March 14, 2023 at 6:00 PM EDT

Location

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

Remote link:

Zoom Account is inviting you to a scheduled Zoom meeting.

Topic: Board of Trustees March Meeting

Time: Mar 14, 2023 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85015665256?pwd=VUR5TVE1NVZMaGpPM1dtdi9HSIBVQT09>

Meeting ID: 850 1566 5256

Passcode: PVPA

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+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

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Meeting ID: 850 1566 5256

Passcode: 584402

Find your local number: <https://us02web.zoom.us/j/kc47wHWXj9>

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

	Purpose	Presenter	Time
Please read minutes and prepare concerns or questions prior to the meeting.			

E. Public Comment	Discuss	David Potter	10 m
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II. Head of School Report 6:15 PM

A. Brent's Report	Vote	Brent Nielsen	30 m
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Monthly Update on Enrollment, Staffing, and School Culture

Vote on Updated Enrollment Policy, Student Parking Policy

District Report Card

III. Board Committee Reports 6:45 PM

A. Finance Committee	Discuss	Neil Hede & Marcy Conner	10 m
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B. Governance Committee	Discuss		15 m
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C. Head of School Support & Evaluation Committee	Discuss	David Potter	10 m
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Evaluation Feedback Memo

IV. Internal Stakeholders 7:20 PM

A. Staff Reports			10 m
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B. Student Reports			10 m
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V. President's Business 7:40 PM

A. Union Negotiating Team update	Discuss		5 m
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B. Remote Meeting Update	Discuss		5 m
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See attachment

C. Summer Retreat Planning	Discuss		5 m
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VI. Closing Items 7:55 PM

A. Adjourn Meeting	Vote		1 m
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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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Dial by your location

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+1 301 715 8592 US (Washington DC)
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+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
+1 719 359 4580 US
+1 253 205 0468 US
+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 works 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 an 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

Brent's Report

Section: II. Head of School Report

Item: A. Brent's Report

Purpose: Vote

Submitted by:

Related Material:

Enrollment Policy (Revised February 2023).pdf

Proposed amendment to Enrollment Policy.pdf

STUDENT VEHICLE POLICY, VEHICLE ACCESS PRIVILEGE.pdf

PIONEER VALLEY PERFORMING ARTS CHARTER PUBLIC SCHOOL

Enrollment Policy and Procedures

Revised: 2023

ADMISSIONS CRITERIA

Pioneer Valley Performing Arts Charter Public School is a public school serving students in grades 7-12 from over fifty towns and districts in Hampshire, Hampden and Franklin counties (and the towns of Petersham, Brookfield and Sturbridge). The primary entrance point is grade 7 with vacancies filled for grades 8-1~~2~~. Charter schools are public schools and are therefore open to all Massachusetts students on a space available basis. This means that Pioneer Valley Performing Arts Charter Public School may not discriminate on the basis of race, color, national origin, creed or religion, sex, ethnicity, sexual orientation, mental or physical disability, ancestry, athletic performance, special need, proficiency in the English language or in a foreign language, or prior academic achievement when recruiting or admitting students. Moreover, PVPA may not set admissions criteria that are intended to discriminate or that have the effect of discriminating based upon any of these characteristics. M.G.L. c. 71, § 89(l); 603 CMR 1.06(1). Any and all information requested in the application, such as language spoken at home or race/ethnicity, is not intended, and will not be used, to discriminate. G.L. c.71, § 89(m); 603 CMR 1.05(2).

Pioneer Valley Performing Arts Charter Public School (PVPA, PVPA Charter Public School) has an interest in making sure that all prospective students and their families understand the mission and focus of the school and are interested in being a part of the school community.

ELIGIBILITY CRITERIA

Pioneer Valley Performing Arts Charter Public School requires:

1. Candidates for admission to apply for the grade immediately following their current grade and to successfully complete that current grade to be admitted for the following year. Successful completion can come in the form of transcripts, report cards, an affidavit from the sending school's leader, course completion from an approved homeschool plan, or an equivalent. This proof needs to be verified prior to the student attending PVPA and must be received no later than **two weeks prior to the first day of school**. Failure to provide proof of successful completion (or failure to demonstrate grade promotion) will result in rescinding the offer of admission and/or unenrollment from PVPA.
2. An applicant must be a resident of Massachusetts to apply and to attend a charter school in Massachusetts.
3. An applicant must meet the requirements for reasonable proof of residency, with the exception of homeless students.

Pioneer Valley Performing Arts Charter Public School will not:

1. Give preferences to children of staff members or Board members;
2. Make statements in meetings intended to discourage, or that have the effect of discouraging, parents/guardians of students with disabilities, students with limited English proficiency, or any other protected group of students from submitting an application to the school. See M.G.L.c.71 89(1).

OUTREACH

Pioneer Valley Performing Arts Charter Public School provides information about the school to those who are interested throughout the year. Pioneer Valley Performing Arts Charter Public School provides applications at the Information Sessions, which are held sometime between November - January of each year for interested

applicants and additional information at Orientation Sessions for incoming students in the spring and summer before the school year begins.

Pioneer Valley Performing Arts Charter Public School will develop and implement a student recruitment and retention plan to follow for the coming enrollment cycle. The recruitment and enrollment process is an extensive, valley-wide outreach effort that includes advertisement and formal, public information sessions. Pioneer Valley Performing Arts Charter Public School does not discriminate on the basis of race, color, national origin, sex, creed or religion, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in English language or foreign language, or prior academic achievement. Attendance at Orientation Sessions is recommended for students and their families. PVPA Charter Public School will strive to make accommodations for families with individual hardships.

There is no application fee associated with applying for enrollment at Pioneer Valley Performing Arts Charter Public School. However, families and students are encouraged to attend an open house, take a tour, and/or meet with the Enrollment Coordinator before submitting an application. Pioneer Valley Performing Arts Charter Public School does not administer tests to potential applicants or predicate acceptance for admission on results from any test of ability or achievement.

ENROLLMENT PROCESS

1. Beginning in November, for the following school year, PVPA Charter Public School will accept applications forms from all new applicants. Returning students do not have to reapply. Electronic application forms are available and can be submitted via PVPA's webpage: www.pvpa.org/admissions. Paper applications or applications in a language other than Spanish or English may be made available upon request.
 - a. The application requires the signature of only one parent/guardian, unless a court order indicates otherwise for an individual student.
 - b. The application will not require the submission of a Social Security number.
2. The school will provide reasonable public notice of at least one month of application deadlines. Information can be found at www.pvpa.org/admissions.
3. The school will not set any principal deadlines or hold any enrollment lotteries for student admission for the upcoming school year until after January 1 and shall conclude the principal enrollment process no later than March 15 of each year.
4. If there are more eligible applicants than there are spaces available, Pioneer Valley Performing Arts Charter Public School must hold a lottery to determine which applicants will receive an offer of admission. 603 CMR 1.06(3)(a). Parents and students who completed the application and submitted it before the application deadline will be entered into the lottery.. Annually, the school will determine the number of spaces available each year, by grade level.
5. PVPA Charter Public School will publicize the application deadline with reasonable public notice of at least one month. There will be a lottery if there are more eligible applicants than there are available spaces within a given application process, and if a lottery is necessary there will be notification of the date with reasonable public notice of at least one week. Publication of these deadlines can be found at www.pvpa.org/admissions.

After the application deadline passes, Pioneer Valley Performing Arts Charter Public School will process all applications in a single lottery, by grade. The lottery is run, creating an initial random rank order. After the

initial random rank order is created, preferences for admission are applied under 603 CMR 1.06(4). See the preferences below:

- *Siblings* – Students who share a common parent, either biologically or legally through adoption under 603 CMR 1.02. Whether the children reside in the same household has no bearing on determining if the children are siblings for purposes of a sibling preference.
- *Residents* - Students who live in a city or town from the following districts: **Agawam, Amherst-Pelham** (Amherst, Leverett, Pelham and Shutesbury), **Belchertown, Chicopee, East Longmeadow, Easthampton, Erving, Frontier** (Conway, Deerfield, Sunderland and Whately), **Gateway** (Blandford, Chester, Huntington, Middlefield, Montgomery and Russell), **Gill-Montague** (Gill and Montague), **Granby, Greenfield, Hadley, Hampden-Wilbrahm** (Hampden and Wilbraham), **Hampshire** (Chesterfield, Goshen, Southampton, Westhampton, Williamsburg and Worthington), **Hatfield, Holyoke, Longmeadow, Ludlow, Mohawk Trail (Ashfield, Buckland, Charlemeont, Colrain, Hawley, Heath, Plainfield and Shelbourne), Monroe, Monsoon, Northampton, Palmer, Pioneer Valley** (Bernardston, Leyden, Northfield and Warwick), **Ralph C. Mahar** (New Salem, Orange, Petersham and Wendell), **Rowe, South Hadley, Southwick-Tolland-Granville Regional** (Granville, Southwick and Tolland), **Springfield, Tantasqua** (Brimfield, Brookfield, Holland, Sturbridge and Wales), **Ware, West Springfield and Westfield**.
- Reasonable proof of residence differs for homeless students, whose unique needs will be discussed with the Director of Student Services.
- *Non-Residents* - Students who live outside the three counties that comprise our catchment area. Non-Residents enrolled in district, charter, private or parochial schools or enrolling in schools in the district get equal preference.

Preference for admission is given first to applicants in the "Siblings" category, regardless of residency, followed by applicants in the "Residents" category and then by applicants in the "Non-Residents" category without regard to when their application was submitted as long as it was prior to the application deadline. Siblings, residents or non-residents, of students who attend the school at the time an offer of admission is made receive a preference for admission over non-siblings. 603 CMR 1.05(6)(b). Pioneer Valley Performing Arts Charter Public School will not offer admission to applicants on a first come first serve basis.

The enrollment preference shall also apply to siblings of students who are scheduled to exit Pioneer Valley Performing Arts Charter Public School at the end of the school year in which the lottery is held. However, the enrollment preference shall not apply to siblings of students who have applied, but not yet enrolled and began an academic year at Pioneer Valley Performing Arts Charter Public School.

Preferences for admission only applies for when making an offer of admission. Preference for admission are not static and may change over time. For example, if a sibling graduates before their younger sibling gets an offer while on the waitlist, then the waitlisted student will move down in accordance with their original random lottery rank order and their new preference (resident or non-resident). While twins might get waitlisted, as soon as one begins attending, the other one gains sibling status and will move up on the waitlist in accordance with their original random lottery rank order and their new sibling preference.

PVPA reserves the right to terminate a student's enrollment, to retract or rescind any offers of admission, or to unenroll a student, if it is found that the student and/or his/her parent(s)/guardian(s) submitted false statements or documents during the application process or during any portion of the student's enrollment for the following academic year, or if the student is unable to provide proof of prior grade completion. Students who do not meet this eligibility requirement will have their offer of admission rescinded and they will be unenrolled. They must reapply in a future cycle if they wish to seek enrollment again.

LOTTERY

If there are more eligible applicants than there are spaces available, Pioneer Valley Performing Arts Charter Public School must hold a lottery to determine which applicants will receive an offer of admission. 603 CMR 1.06(3)(a). The school will determine the number of spaces available each year in each grade. As previously mentioned, the school must give reasonable public notice of the lottery at least one week before the lottery date. The lottery is conducted publicly at PVPA. Charter schools must have an individual, without any connection to the school, randomly draw the names of all students who submitted applications before the deadline. They draw the lottery or whether the lottery will be conducted electronically and, if so, will certify that the process is fair and that the selection is random. 603 CMR 1.05(9). After the available slots are filled, the individual shall keep drawing the names of the remaining applicants and place them on a waiting list in the order they were drawn, while also taking into consideration the applicant's preference for admission.

WAITING LIST

The names of students not offered admission following the lottery will be placed on a waitlist in the order the names are selected. 603 CMR 1.05(10). The waitlist will only apply for the school year which the students sought admission. Pioneer Valley Performing Arts Charter Public School will take into account sibling and resident preference, both of which may change over time. Pioneer Valley Performing Arts Charter Public School will maintain accurate waiting lists and will include at minimum students' names (first, middle and last), dates of birth, residence, grade levels and telephone numbers. PVPA Charter Public School must always accept "Resident" students before accepting "Non-Resident" students unless the "non-Resident" student is also a "Sibling"; "Siblings" receive a preference of admission over "non-siblings", regardless of residency. A record of the student's original random rank lottery order will be kept so that students can move up or down on the waitlist as their status changes over time (for example, moving into the region, out of the region, gaining sibling status or losing sibling status).

In cases where offering admission to a student, who is not a sibling of another student who is currently attending Pioneer Valley Performing Arts Charter Public School, from the waitlist would exceed the district charter tuition cap, the student should be skipped but kept on the waitlist. In cases where the enrollment of a student who is a sibling of a student already attending Pioneer Valley Performing Arts Charter Public School would exceed the district charter school tuition cap, and the school has not admitted other students prior to admitting the sibling, the sibling may be offered admission and the Commonwealth of Massachusetts will provide tuition for the sibling, subject to appropriation. G.L. c. 71, § 89(i); 603 CMR 1.05(10)(b).

If a student stops attending Pioneer Valley Performing Arts Charter Public School or declines admission, the next available student on the waitlist for that grade, subject to preferences at the time of admission, will be offered admission until the vacant seat is filled. G.L. Chapter 71, 89(n). No student may be admitted ahead of other eligible students who were previously placed on a waitlist during a prior enrollment process, except in cases where enrollment preferences change or as described in 603 CMR 1.05(b). 603 CMR 1.05(8).

A vacancy not filled after February 15th moves into the subsequent grade, to be filled the following September ~~provided such grade is not in grade 12~~. Seats for students who have accepted an offer of admission at Pioneer Valley Performing Arts Charter Public School but have never attended are exempt. 603 CMR 1.05(10)(c).

SECONDARY LOTTERY

Pioneer Valley Performing Arts Charter Public School may hold a second lottery under the following conditions:

1. If by the lottery date set by the Board of Trustees the school has received fewer application forms than it has spaces available; or
2. If the principal enrollment process fails to fill available admissions spaces, Pioneer Valley Performing Arts Charter Public School may repeat the process more than once providing such process is fair and open and the school gives reasonable public notice at least one month prior to the application date.
3. As space becomes available during the school year, Pioneer Valley Performing Arts Charter Public School may repeat the enrollment process to fill these openings and to meet the requirements of G.L. C. 70, § 89(n); 603 CMR 1.05(8).

ENROLLMENT CONFIRMATION

Families will be notified of their admission status (accepted or placement on the waiting list) via the contact information provided on their application. Offers of admission will be made based on the results of the lottery. Reasonable proof of residency or sibling status may be required at the time an offer of admission is made. All families of admitted students who are offered admission and accept will receive enrollment materials with all of the forms necessary to enroll in PVPA Charter Public School prior to the start of the school year (Proof of Residency, Student Information, and Records Release Form). Proof of residency includes: a utility bill (not water or cell phone) dated within the past 60 days; a deed, mortgage payment dated within the past 60 days, or property tax bill dated within the last year; a current lease, Section 8 agreement, or landlord affidavit, dated within a year; a W2 form dated within the year or a payroll stub dated within the past 60 days; a bank or credit card statement dated within the past 60 days; a letter from an approved government agency dated within the past 60 days (approved government agencies: department of Revenue (DOR), Children and D=Family Services (DCF), Transitional Assistance (DTA), Youth Services (DYS), Social Security, any communications with Commonwealth of Massachusetts leatherhead). In order for homeless applicants, who may currently or temporarily reside within the charter region, to receive preference of admission, proof current or temporary residence must be provided. The charter school's homeless liaison will work with each homeless student on a case-by-case basis to support their application process and verify their residential status. If a student is accepted in the lottery, that family must confirm that the student will attend the school and supply proof of residency by **March 14th**. If a student is selected from the waiting list and if the family is notified after March 14th but before August 15th, the family has 7 calendar days (they are first offered an open slot) to confirm enrollment. If the family is notified after August 15th, the family will have 3 calendar days to confirm enrollment. Failure to confirm enrollment by the response deadline will be considered as a student's decline of an offer of admission and will result in the slot being offered to another student on the waitlist.

PVPA Charter Public School will contact students and families to update them on their enrollment status using the contact information (email address, mailing address, and/or phone number(s)) listed on the student's application. If any of this information changes during the admissions process, it is the responsibility of the student/guardian to inform PVPA of the change. Contact is defined by communication sent from PVPA and consists primarily of phone calls and email. If no response is received by the response deadline, be it from lack of interest or a change of contact information of which PVA was not made aware, PVPA Charter Public School will assume that the student is declining an offer of admission and reserves the right to offer the open slot to the next available student.

Students who are set to enter PVPA Charter Public School who are homeschooled must provide proof of promotion to the next grade. This proof comes in the form of: the academic plan submitted to the student's district superintendent, the letter of approval of the academic plan, and/or a letter or statement of completion granted to the student by their school district. The homeschool proof of promotion must be received by PVPA no

later than **August 1st**. If not received, the student does not meet the eligibility criteria and would not be able to gain admission to Pioneer Valley Performing Arts Charter Public School.

Pioneer Valley Performing Arts Charter Public School required proof that students have successfully completed the grade prior to the grade for which they seek admission. Students entering PVPA Charter Public School must be promoted to the next grade no later than **two weeks prior to the first day of school**. PVPA must be able to obtain a students records release signed by the parent/guardian before the start of the new school year. Admitted students with IEPs are to contact the Director of Student Services.

OTHER LIMITATIONS

While PVPA Charter Public School primarily accepts students in 7th grade, PVPA Charter Public School may accept students in upper grades (grades 8-~~11~~ 12) when there are vacancies in the class. For an upper grade student, they must have successfully completed (or is expected to complete) the grade preceding the grade to which the student seeks admission.

Students who reside in the town of South Hadley have access to free transportation through the town. PVPA provides a fee-based regional transportation program with limited stops located within highly enrolled communities. No student eligible for free or reduced lunch through the federal school lunch program shall be required to pay a fee for transportation. Transportation is not guaranteed to all residents of the charter region. More information can be found on the [transportation page of the PVPA website](#).

Students who withdraw or decline their offer of admission but reconsider will be placed back on the waitlist. These students must reapply for admission.

All commonwealth charter schools must ensure that they do not enroll a number of students from a sending district that would cause the district to exceed the 9% cap on net school spending. M.G.L. c. 71 (89)(i). PVPA Charter Public School will not admit students in excess of the school's approved maximum enrollment and, if applicable, growth plan specified as a material term of the school's initial or amended charter. Upon request, the school will provide the names and addresses of students to a third party mail house for mailings unless the parent or legal guardian requests that the school withhold their child's information. G.L. c. 71, § 89 (g) ; 604 CMR 1.05(6)(e).

Students must begin attending, in accordance with PVPA's attendance policy, within 10 days of their anticipated start date (e.g., the first day of school). Students who fail to attend will be considered to have declined their offer of admissions and unenrolled. Their seat will be offered to the next person on the waitlist and they must reapply for admission.



February 2023

I am writing to share information behind the proposed amendment to PVPA's Enrollment Policy to accept students in grade 12 in the 2023/2024 school year.

On January 24, 2023 the state voted to accept the surrender of Paolo Friere Social Justice Charter School's Charter, announcing that the school will close at the end of the year. PFSJCS admits students in Grades 9-12.

During the last week of January, DESE's Office of School Options and Office of Charter Schools and School Redesign began reaching out to schools, including PVPA, to assist "in the effort to support PFSJCS families in this difficult transition time." Specifically they were looking to "Get a sense of timelines/space availability re: enrollment for your respective processes (e.g., are there any deadlines for high schools in your districts or seats available at your charter schools for current grades 9, 10 and 11 or for next year grades 10, 11, 12)"

Shortly after the announcement was made by SPSJCS, I received phone calls from several families looking for options for their students next year, including two families with rising 12th grade students.

On Feb 8th, I attended an Open House at PFSJCS to talk with families about PVPA as a potential option for their students next year. Several families indicated interest in PVPA, including a rising senior.

After a conversation with Brent, I followed up with a conversation with Brenton Stewart at DESE.

Brenton Stewart/DESE advised that PVPA could amend the current Enrollment Policy to accept 12th grade students this year in order to address this unique situation, and then, if desired, amend the policy at a later date to go back to limiting admission to grades 7-11.

He stated that he had assisted two other schools in doing this, and expected that there may be others.

Because the Board would not be meeting before PVPA's 2023/2024 application closed on Feb 10th, Brenton advised that we could accept applications for Grade 12 and notify families that a decision on amending the Enrollment Policy would be presented to the Board at February's meeting for a vote. The February Board meeting was scheduled for the Wednesday before the Lottery on Feb 17th. The February meeting did not have a quorum, so families were notified that we would continue to hold their applications until a decision is made, hopefully at the next Board meeting.

Current status:

- PVPA's current 11th grade class has 57 students.
- Annual 11th grade/rising 12th grade withdrawal over the summer has ranged from two to seven students in the years since 2016.
- There were four applications for 12th grade
- Two applicants are coming from Paolo Friere Social Justice CS
- One applicant has a sibling also applying for 9th grade
- One applicant is a Skip Over/AtCap District

In summary, we could offer three rising 12th grade students admission to PVPA, providing a continued Charter School experience for the two families impacted by the closing of Paolo Friere.

Based on our current enrollment numbers for our Senior Class, if we offered three students admission to 12th grade, and all three accepted, we would have a maximum of 60 students in the class of 2024.

PVPA's Class of 2022 was 61 students

PVPA's Class of 2023 is 58 students at this time

Sandra Courtney
Enrollment and Communications



STUDENT VEHICLE POLICY & VEHICLE ACCESS

Approved by Board of Trustees: October 11, 2022

MOTOR VEHICLES AND RULES FOR STUDENT DRIVERS

Parking on school grounds is a privilege. Parking facilities are limited and preference is given to seniors, students with mobility concerns, and others with similar needs. All student vehicles parked anywhere on school grounds must be registered with the school and have a "Student Parking Permit" visibly displayed. Students applying for a parking permit must produce a valid Massachusetts driver's license (learner's permit will not be accepted) and registration. All student drivers must display their parking permit from the rear passenger-side window of their vehicle. Only students with a parking permit from PVPA are allowed to park in the student lots. This permit is obtained from the Main Office after completing an application, signed by the student and parent/guardian, and approved by the Head of School or Dean of Students.

In addition:

1. There is to be no loitering in the parking lot.
2. Students are not to visit cars during the school day without permission from the office.
3. No vehicle shall interfere with school bus transportation. School buses have the right of way at all times on school property. Under no circumstances will drivers pass school buses that have their red lights flashing.
4. All rules of safe and courteous driving will be followed.
5. Cars should be parked in authorized spaces only – leaving room for others to enter and exit parking spaces. Cars should be locked at all times. Personal losses are the responsibility of the owner or driver of the vehicle. PVPA is not responsible for theft of or damage to vehicles.
6. Students who receive warnings for excessive violation of any school rules will be subject to having their parking privileges revoked. The revocation of the parking privilege can be appealed to the Head of School.

Students of legal age and who possess a valid driver's license that wish to have a vehicle on school grounds must fill out a [PVPA Parking Pass Application](#) and receive approval before driving a vehicle onto school grounds.

Vehicle Use Rules, Expectations, and Policies:

- Students' vehicles must be legally registered on the road in Massachusetts and must have a valid Massachusetts state inspection sticker.
- Students must operate the vehicle in a legal, reasonable and safe manner at all times when on school grounds (including all before and after-school functions).
- Students must adhere to all parking lot policies, speed limits, and off-campus privilege policies (before, during, or after school hours).
- The school parking pass must be visible in/on the vehicle at all times when on school grounds.

Violations: (Including but not limited to)

- Failure to operate a motor vehicle in a legal, responsible, and/or safe manner on school property or Mulligan Drive.
- Failure to adhere to any parking lot policies, speed limits, and off-campus privilege policies.
- Parking a vehicle without an authorized school parking permit.

- Use of vehicle on campus or Mulligan Drive without permission or while parking privileges have been suspended.
- Other violations as deemed applicable by the Dean of Students or Head of School.

Due to the high level of safety concerns with operating a vehicle on school grounds as well as the safety concerns of knowing when students are on or off-campus, the consequences for violations are held at the highest level and with the safety of all in mind.

Consequences:

- **1st Offense:** Immediate temporary loss of parking privilege for a minimum of 1 week (Dean of Students and/or Head of School can extend the temporary suspension of parking privilege longer than 1 week based on the violation and circumstances of the violation).
- **2nd Offense:** Immediate temporary loss of parking privilege for a minimum of 2 weeks (Dean of Students and/or Head of School can extend the temporary suspension of parking privilege longer than 2 weeks based on the violation and circumstances of the violation) and a reinstatement hearing with the student, student's legal guardian(s), and Dean of Students and/or Head of School before parking privileges can be reinstated.
- **3rd Offense:** Immediate loss of parking privilege for the remainder of the current school semester or school year (Dean of Students and/or Head of school discretion based on the violation and circumstances of the violation) and a reinstatement hearing with the student, student's legal guardian(s), and Dean of Students and/or Head of School before parking privileges can be reinstated.

PARKING LOT AND VEHICLE ACCESS DURING SCHOOL

Students are allowed to go out into their vehicle (or parking lot areas) once a pass from the main office is obtained. The expectation is for the student to go to the vehicle to retrieve personal property and immediately return to the school and check back in at the main office.

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?

Coversheet

Remote Meeting Update

Section:	V. President's Business
Item:	B. Remote Meeting Update
Purpose:	Discuss
Submitted by:	
Related Material:	Open Meeting Law - Remote Participation.pdf

940 CMR 29.00 - Open Meeting Law

29.10: Remote Participation

(1) Preamble. Remote participation may be permitted subject to the following procedures and restrictions. However, the Attorney General strongly encourages members of public bodies to physically attend meetings whenever possible. By promulgating 940 CMR 29.10, the Attorney General hopes to promote greater participation in government. Members of public bodies have a responsibility to ensure that remote participation in meetings is not used in a way that would defeat the purposes of the M.G.L. c. 30A, §§ 18 through 25, namely promoting transparency with regard to deliberations and decisions on which public policy is based.

(2) Adoption of Remote Participation. Remote participation in meetings of public bodies is not permitted unless the practice has been adopted as follows:

(a) Local Public Bodies. The Chief Executive Officer, as defined in M.G.L. c. 4, § 7, must authorize or, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that authorization or vote applying to all subsequent meetings of all local public bodies in that municipality.

(b) Regional or District Public Bodies. The regional or district public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.

(c) Regional School Districts. The regional school district committee must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.

(d) County Public Bodies. The county commissioners must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of all county public bodies in that county.

(e) State Public Bodies. The state public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.

(f) Retirement Boards. A retirement board created pursuant to M.G.L. c. 32, § 20 or M.G.L. c. 34B, § 19 must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.

(g) Local Commissions on Disability. In accordance with M.G.L. c. 30A, § 20(e), a local commission on disability may by majority vote of the commissioners at a regular meeting authorize remote participation applicable to a specific meeting or generally to all of the commission's meetings. If a local commission on disability is authorized to utilize remote participation, a physical quorum of that commission's members shall not be required to be present at the meeting location; provided, however, that the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location. The commission shall comply with all other requirements of law.

(3) Revocation of Remote Participation. Any person or entity with the authority to adopt remote participation pursuant to 940 CMR 29.10(2) may revoke that adoption in the same manner.

(4) Minimum Requirements for Remote Participation.

(a) Members of a public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other, as required by M.G.L. c. 30A, § 20(d);

(b) A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by M.G.L. c. 30A, § 20(d);

(c) Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of M.G.L. c. 39, § 23D.

(5) Permissible Reason for Remote Participation. If remote participation has been adopted in accordance with 940 CMR 29.10(2), a member of a public body shall be permitted to participate remotely in a meeting, in accordance with the procedures described in 940 CMR 29.10(7), only if physical attendance would be unreasonably difficult.

(6) Technology.

(a) The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. Accommodations shall be made for any public body member who requires TTY service, video relay service, or other form of adaptive telecommunications. i. telephone, internet, or satellite enabled audio or video conferencing; ii. any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.

(b) When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.

(c) The public body shall determine which of the acceptable methods may be used by its members.

(d) The chair or, in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.

(e) The amount and source of payment for any costs associated with remote participation shall be determined by the applicable adopting entity identified in 940 CMR 29.10(2).

(7) Procedures for Remote Participation.

(a) Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair or, in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request.

(b) At the start of the meeting, the chair shall announce the name of any member who will be participating remotely. This information shall also be recorded in the meeting minutes.

(c) All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

(d) A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of the public body.

(e) When feasible, the chair or, in the chair's absence, the person chairing the meeting, shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with M.G.L. c. 30A, § 22. (8) Further Restriction by Adopting Authority. 940 CMR 29.10 does not prohibit any person or entity with the authority to adopt remote participation pursuant to 940 CMR 29.10(2) from enacting policies, laws, rules or regulations that prohibit or further restrict the use of remote participation by public bodies within that

person or entity's jurisdiction, provided those policies, laws, rules or regulations do not violate state or federal law.

(9) Remedy for Violation. If the Attorney General determines, after investigation, that 940 CMR 29.10 has been violated, the Attorney General may resolve the investigation by ordering the public body to temporarily or permanently discontinue its use of remote participation.