



Pioneer Valley Performing Arts Charter Public School

Board of Trustees June Meeting

Published on June 2, 2023 at 3:02 PM EDT

Amended on June 9, 2023 at 3:51 PM EDT

Date and Time

Tuesday June 13, 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 June Meeting

Time: Jun 13, 2023 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82609874312?pwd=MEYyV1lwWGVjODYrVnFLZ3ozMDZ4Zz09>

Meeting ID: 826 0987 4312

Passcode: PVPA

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Meeting ID: 826 0987 4312

Passcode: 445221

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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

	Purpose	Presenter	Time
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
Monthly Update on Enrollment, Staffing, and School Culture			
B. PVPA Accountability Plan	Vote	Brent Nielsen	20 m
III. Board Committee Reports			6:50 PM
A. Finance Committee	Discuss	Neil Hede & Marcy Conner	10 m
B. Governance Committee	Vote	Shino Pichette	15 m
Election of Board Officers for 2023-2024 Year			
C. Head of School Support & Evaluation Committee	Vote	David Potter	15 m
Head of School Evaluation Feedback Memo			
IV. Internal Stakeholders			7:30 PM
A. Staff Reports			10 m
B. Student Reports			10 m
V. President's Business			7:50 PM
A. Trustee Volunteering Reminder			5 m
June 21 Unity Day/Field Day			

	Purpose	Presenter	Time
June 22 Staff Cookout			

VI. Executive Session**7:55 PM**

A public body may meet in closed session for 1 or more of the purposes enumerated in subsection (a) provided that:

1. the body has first convened in an open session pursuant to section 21;
2. a majority of members of the body have voted to go into executive session and the vote of each member is recorded by roll call and entered into the minutes;
3. before the executive session, the chair shall state the purpose for the executive session, stating all subjects that may be revealed without compromising the purpose for which the executive session was called;
4. the chair shall publicly announce whether the open session will reconvene at the conclusion of the executive session; and
5. accurate records of the executive session shall be maintained pursuant to section 23.

A.	Topic of Executive Session	Vote	David Potter	30 m
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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 chair so declares ("Doe litigation)

Invitees and Recusals

The Board will not return to open session following the Executive Session

VII. Closing Items**8:25 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_05_09_board_meeting_minutes.pdf

DRAFT



Pioneer Valley Performing Arts Charter Public School

Minutes

Board of Trustees May Meeting

Date and Time

Tuesday May 9, 2023 at 6:00 PM

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 May Meeting

Time: May 9, 2023 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88402775103?pwd=REZQSnB2d0l4dUU5bVRwTW5VM2M1UT09>

Meeting ID: 884 0277 5103

Passcode: PVPA

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+1 305 224 1968 US

+1 309 205 3325 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)

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Passcode: 946694

Find your local number: <https://us02web.zoom.us/j/88402775103>

Trustees Present

Azizah Yasin, Danyelle Joujoute, David Potter, Fiona Yates, Jenna Sardella, LATRINA DENSON, Mindi Winter, Neil Hede, Shino Pichette, Vanessa Ford

Trustees Absent

Kamali Joseph, Sasha Viands, Shannon Materka

Ex Officio Members Present

Brent Nielsen, Marcy Conner

Non Voting Members Present

Brent Nielsen, Marcy Conner

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 May 9, 2023 at 6:10 PM.

C. Read the Mission Statement

D. D. Approve Minutes

David Potter made a motion to approve the minutes from Board of Trustees April Meeting on 04-13-23.

Neil Hede seconded the motion.

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

Roll Call

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

E. Public Comment

Trevin Bond - formal invitation to Grad Show and Graduation. 12th grade students and parents voted for this split. Grad Show will be a fundraiser to help support Sr activities = \$10 per seat - online box office is already open- first come, first serve. Email Trevin if you (Board) intend to attend to get a reserved seat in the Board section. Also inviting you to come to the school more often to assist and let students get to know you - trying to foster a family environment. Come visit.

II. Head of School Report

A. Brent's Report

End of year is busiest:

Friday - Jr/Sr Prom and MS play - Radium Girls. Both events were great.

Thursday - Spring Visual Arts Showcase - 1st time ever for this show was in the fall, now time for 2nd show. Many strong visual artists will be displaying their art.

Saturday - NHS flea market

Fri & Sat - accepted students day

19th & 20th - Spring music showcaes - 19th faculty band will play

June 2 & 3 - HS spring theater - Metamorphoses

Field trips - Sr to 6 flags, ninth grade to NY

Grad show - 6/7

Graduation - 6/8

Last day - 1/2 day June 22 followed by staff cookout

Enrollment for next year is good and the wait list is healthy.

Scheduling - all rising seniors (except for three) have schedules for next year and received a print out. Tomorrow is Jr class. Next week the 10th & 9th grade. Schedule will be shared with teachers after next week. At the last teacher work day, teachers will be given their rosters for next year. This is the first year in PVPA history that students and staff have their schedules and rosters prior to the end of the school year. Thank you to all who have contributed in making this happen.

Next years 7th graders will take FastBridge over the summer so their schedules can be set by the start of the year. All of this work benefits both teachers and students!

PVPA has preliminary approval from DESE on the accountability plan - presentation/vote to come at the June meeting.

Medication delegation policy approval - MDPH membership expires at end of the month.

Reviewed by school physician and based on Boston Public School's policy. No prior policy. Administering epi pens, inhalers as well as prescription meditations. Will be shared with DPH.

David Potter made a motion to approve the medication administration policy of May 2023.

LATRINA DENSON seconded the motion.

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

Roll Call

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

III. Board Committee Reports

A. Finance Committee

FY24 Budget proposal reviewed by Marcy.

The same conservative budgeting approach that has been used for the last three years will continue with a 4% increase in tuition over FY23.

Due to the fact that we are currently in bargaining with the UAW and the current collectively bargained agreement does not have a provision for salaries beyond FY23, there are no salary increases budgeted for Unit positions. Instead a salary reserve, similar to the capital reserve set aside done a few years ago, totaling \$165,000 has been created for the sole purpose of salaries and benefits.

All but three areas of the budget that saw increases were caused by increases in current contractual agreements. New for FY24 is a program for two Restorative Justice interns, a dual enrollment program with Holyoke Community College and funds to increase recruitment and retention efforts.

The Capital Budget reflect the work of the Infrastructure Committee and lays out a timeline that joins the work to budget. Possible capital budgets for FY25 and FY26 are included as the timeline for when work can be done in the building is being forecasted.

Questions:

HCC dual enrollment - 10 students taught on PVPA campus. Hopefully the beginning of more programming in the future.

AS PD - special education teachers have to be certified. Supporting teachers to maintain their licensure through funding professional development programs that will earn professional development points.

Chromebook replacement program - funds were decreased for FY24 as there are still grant funds available to purchase replacement devices and it didn't feel as critical for this year as all 400 students received new this year. The funds will be replaced for FY25 as machines will be two years old and we will start a rotation of replacement.

Salary budgets vs projected - basically this is showing how salaries change through out the year and from budget to budget. The =variable that effect salaries are vacant positions and mid-year hires, converting mid-year hires to full year salaries the following year, net differences due to attrition/rehiring and grant funding..

The Board is pleased to see several Strategic Action Plan topics moving forward.

Aux rev % of change formula is off - report show 80% and should be 8%.

David Potter made a motion to approve the Fy24 budget as presented.

Mindi Winter seconded the motion.

Thank you to the Finance Committee. See many of hte goals of the SAP incorporated and the work moving forward - accomplishing goals.

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

Roll Call

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

B. Governance Committee

Board Clerk - nomination of Latrina Denson through June.

Library policy - governance recommends that Board approve.

Bi-laws update - reviewed by attorney. They recommend updating the indemnification policy in line with other policies already in existence at PVPA. If Board prefers to review this update then the bi-laws would not get updated during this session of the Board. This is being highlighted because it is a new issue.

Is membership the only change? Not all changes have been reviewed by the entire Board. Shino will send them out if they choose to review.

Trying to move the bi-laws to conditional review, then the Board will approve and then on to the state for final approval. 6-8 weeks for conditional approval - will not make June meeting - would go to retreat in August. Potentially fully approved by September.

Nominees for officers will be presented at the June meeting. Must have served 1 year to hold an officer position - proposing to change to 6 months.

Staff election - Shannon and Jenna's terms are both up. There was no election in 2023 and Jenna served an additional year. Need to stagger the two positions for 2024; one two

year and one three year position. Elections to take place in June. New bi-laws places staff in non-voting category.

Student counsel elections will be in the fall. Connect advisor with the Board President.

Succession planning - Vote in June. Training to take place at retreat.

Shino Pichette made a motion to nominate Latrina Denson to serve a clerk through June 2023.

David Potter seconded the motion.

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

Roll Call

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

Shino Pichette made a motion to approve the PVPA Library Collections Management Policy.

Azizah Yasin seconded the motion.

Previous policy was about challenging/choosing items - this one is about management of the collection.

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

Roll Call

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

C. Head of School Support & Evaluation Committee

Meeting with Brent on June 5th to close the evaluation process. Will share survey comments at the June meeting where the Board will have final approval. Board should be prepared to discuss goals in June for FY24. Board goals will be revised at the retreat.

IV. Internal Stakeholders

A. Staff Reports

Jenna - busy time of year!! MS dance was a big success - may need more of these events for students. MS theater - so proud of them. MCAS underway. 9th grade excited about trip - good opportunity to do cross curricular planning. Teachers excited to get schedules for next year and rosters sooner!

B. Student Reports

Fioan - Repeat of events presented by Brent. Prom was good. Spring Visual Arts Show has many students participating with upwards of 400 pieces on display. This is also a fundraiser - raffle for teacher art. Saturday NHS flea market - email Austin for info, donations or to be a part of the event.

Schedueling - eleventh graders satisfied - impressive that is was done in one day. Generally everyone got into classes they wanted.

Ultimate home game today and again tomorrow.

The end of the year is going pretty good!

Danyelle - ready for end of year. Scheduling tomorrow. MCAS next week. Field trip to Boston Aquarium. NHS decisions out this week.

V. President's Business

A. Union Negotiating Team update

Progress is being made with the exchange of proposals. Will be meeting more frequently to try to get it done.

B. Update on Board & Friends of PVPA Membership

Kamali is now 18 and a voting member. Can vote at the June meeting - there is now a total of 11 Board members.

FOPVPA - several meeting with 2 prospective new members. Next steps? Will get a meeting scheduled - need to approve some finances and new members. Would like to

have three members - spread the word for anyone who may be interested. Looking forward to moving forward.

C. Summer Retreat Planning

Poll = 8/5 is the date for the retreat. Location will be at Mt. Holyoke College Betty Schabazz Cultural Center. SAP and planning ahead - board priorities; detailed steps to address diversity, equity and inclusion at Board level - publish statement with specific goals and timeline for BOT and school. Increase opportunity for anti-racist skills for all including new board members.

School and Board need to partner together.

Need sub-committee for retreat planning - David & Brent invite others to join if interested. Latrina will help.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,
Marcy Conner

Documents used during the meeting

- 2023_04_13_board_meeting_minutes.pdf
- MEDICATION ADMINISTRATION POLICY - May 2023.pdf
- FY24 Budget 5-2-23.pdf
- DRAFT PVPA Library Collections Management Policy DRAFT.pdf

Coversheet

PVPA Accountability Plan

Section:	II. Head of School Report
Item:	B. PVPA Accountability Plan
Purpose:	Vote
Submitted by:	
Related Material:	2021-2026 PVPA Accountability Plan. 5.9.23. Provisionally Approved.pdf

PVPA ACCOUNTABILITY PLAN

Pioneer Valley Performing Arts Charter (PVPA)			
Type of Charter (Commonwealth or Horace Mann)	Commonwealth	Location	South Hadley
Regional or Non-Regional	Regional	Districts in Region	See below ¹
Year Opened	1996	Year(s) Renewed	2001, 2006, 2011, 2016, 2021
Maximum Enrollment	400	Chartered Grade Span	7-12
Mission Statement: PVPA offers its students intensive exposure to the performing arts within the context of an excellent college preparatory curriculum.			

Key Design Elements (with parenthetical citations to pages from the charter application or charter amendment): <ol style="list-style-type: none"> 1. College preparatory curriculum (P.2; Executive Summary, original charter application) 2. Intensive exposure to the performing arts (P.2; Executive Summary, original charter application) 3. Students' individual learning styles will be respected and supported. (P.2; Executive Summary, original charter application)
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The charter school commits to meeting Criteria 1 through 10 as outlined in the Charter School Performance Criteria.

Date of Preliminary Department Approval:	5/10/2023
Date of Board Approval:	
Date of Department Approval:	

¹ Agawam, Amherst-Pelham, Belchertown, Chicopee, Conway, East Longmeadow, Easthampton, Erving, Frontier, Gateway, Gill-Montague, Granby, Greenfield, Hadley, Hampden-Wilbraham, Hampshire, Hatfield, Holyoke, Longmeadow, Ludlow, Mohawk Trail, Monroe, Monson, Northampton, Palmer, Pioneer Valley, Ralph C. Mahar, Rowe, South Hadley, Southwick-Tolland-Granville Regional, Springfield, Tantasqua, Ware, West Springfield, and Westfield.

Objectives and Measures related to Mission and Key Design Elements (required):

Objective (for KDE 1): PVPA students will receive a rigorous college preparatory education	
Measure: Annually, PVPA's 4-year graduation rate will exceed 95%.	Data to be reported: <ul style="list-style-type: none"> Percent and number of students who graduated at the end of the school year. Data collection plan: <ul style="list-style-type: none"> The Student Records Manager will submit a report to the Head of School on or before July 1 Annual graduation rates will be stored in the school's Student Information System
Measure: PVPA's 4-year graduation rate for low income, students with disabilities, and high needs students will exceed 90%	Data to be reported: <ul style="list-style-type: none"> Percent and number of low income, students with disabilities, and high needs students graduating at the end of the year. Data collection plan: <ul style="list-style-type: none"> The Student Records Manager will submit a report to the Head of School on or before July 1 Annual graduation rates will be stored in the school's Student Information System
Measure: Each year, 100% of graduates will complete the Mass Core program of studies.	Data to be reported: <ul style="list-style-type: none"> Percentage and number of graduates who completed the Mass Core program of studies Data collection plan: <ul style="list-style-type: none"> The Student Records Manager will submit a report to the Head of School on or before July 1 Mass Core Completion data is stored in the school's Student Information System
Objective (for KDE 2): PVPA students will be deeply immersed in the arts	

<p>Measure: All students will be enrolled in a minimum of two arts courses each semester.</p>	<p>Data to be reported:</p> <ul style="list-style-type: none"> • Number of students enrolled • Number of students enrolled in two or more arts classes each <p>Data collection plan:</p> <ul style="list-style-type: none"> • The Student Records Manager will submit a report to the Head of School on or before July 1 • Student enrollments are stored in the Student Information System
<p>Measure: All graduates will have performed or provided technical support in at least one mainstage production while attending PVPA.</p>	<p>Data to be reported:</p> <ul style="list-style-type: none"> • Percentage and number of graduates who have performed and/or provided technical support in at least one mainstage production <p>Data collection plan:</p> <ul style="list-style-type: none"> • The school's Student Records Manager will submit a report to the Head of School on or before July 1 • School Counselors will document participation in mainstage productions in the school's Student Information System.
<p>Measure: All graduates will complete PVPA's Arts Concentration requirements.</p>	<p>Data to be reported:</p> <ul style="list-style-type: none"> • Percentage and number of graduates who completed PVPA's arts concentration requirements <p>Data collection plan:</p> <ul style="list-style-type: none"> • The school's Students Records Manager will submit a report to the Head of School on or before July 1 • School Counselors will track progress toward concentration requirement completion in the school's Student Information System

<p>Measure: PVPA will host a diverse representation of guest artists to provide at least one master class in each arts department each year.</p>	<p>Data to be reported:</p> <ul style="list-style-type: none"> • List of each arts department • Number of master classes they offered each year • Description of the diverse representations and perspectives of the guest artists <p>Data collection plan:</p> <ul style="list-style-type: none"> • The school's Director of Arts will submit a report to the Head of School on or before July 1 • Information about guest artists will be maintained using a spreadsheet in the shared Admin Google Drive
<p>Objective (for KDE 3): Students' independent learning styles will be respected and supported.</p>	
<p>Measure: 100% of teachers who have taught three or more years at PVPA receive a rating of Proficient or higher for Standard II, Teaching All Students, on their end of year summative evaluation.</p>	<p>Data to be reported:</p> <ul style="list-style-type: none"> • Number of teachers in their third year of greater • Number of teachers receiving a rating of Proficient or higher on Standard II <p>Data collection plan:</p> <ul style="list-style-type: none"> • PVPA administrators who supervise teachers will enter ratings for all standards into the school's evaluation management platform.

<p>Measure: All teachers attend grade-level student support meetings at least twice monthly</p>	<p>Data to be reported:</p> <ul style="list-style-type: none"> • Number of teachers • Number of teachers attending grade-level meeting at least twice per month <p>Data collection plan:</p> <ul style="list-style-type: none"> • The Director of Curriculum and Instruction will attend grade-level meetings and record attendance. • Attendance records will be stored along with meeting agendas in a shared Google Drive accessible by the Head of School.
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Objective and Measures related to Dissemination (*required*):

Objective: PVPA will share its best practices related to its arts programming.	
Measure: PVPA will bring a high-quality performance company on tour every year to visit elementary and middle schools within its region to provide performances, workshops, and seminars.	Data to be reported: <ul style="list-style-type: none"> • A list of the different places the school's performance company toured throughout the year • A description of the types of performances and explanation of how they were of high-quality
Measure: PVPA will host a variety of arts educators and school administrators each year to observe its arts programming.	Data to be reported: <ul style="list-style-type: none"> • Number of educators and administrators that visited the school • List of the schools and organizations that visited the school
Measure: Individual students and performing groups from PVPA will bring performances to area festivals and community centers.	Data to be reported: <ul style="list-style-type: none"> • Number of performances that occurred throughout the year • List of the festivals and community centers where the performances were conducted