Pioneer Valley Performing Arts Charter Public School

Governance Committee Meeting

April 2023

Published on April 21, 2023 at 11:20 AM EDT

Date and Time

Wednesday April 26, 2023 at 6:00 PM EDT

Location

Zoom: https://dartmouth.zoom.us/j/94206079810?pwd=OU4xS1BLQUI0cllqUkk5dGJk QWpZUT09
Meeting ID: 942 0607 9810
Passcode: 992879

Agenda

	Purpose	Presenter	Time
I. Opening Items			**6:00 PM**
A. Record Attendance			1 m
B. Call the Meeting to Order			
C. Read Mission Statement			1 m

PVPA offers its students intensive exposure to the performing arts within the context of an excellent college preparatory curriculum.

	Purpose	Presenter	Time
D. Approve Feb 24 Gov Mtg Minutes	Approve Minutes		4 m

	Purpose	Presenter	Time

II. Governance | | | 6:06 PM

A. Review of Library Policy — Discuss — 10 m

From Austin Clark (librarian): This is a policy that we must have according to our Selection Policy (which was approved by the Board in the fall) and it is best practice for the governing body of the library organization to review and approve it. It is fairly routine, essentially just outlining the responsibilities of the Library Media Specialist when it comes to the collection and laying out the inventory/weeding process. It is mostly outlining procedures and criteria, which per best practices need to be approved by the governing body of an institution.

B. Discussion: Plan for Board Clerk — Discuss — 10 m

We need to nominate someone at the next board meeting.

C. ByLaw Updates Discussion — Discuss — 3 m

Discuss updates

D. Review of new policies presented by Head of School — Discuss — 10 m

Policies TBD

E. Reminders — FYI — 2 m

Complete Head of School Evaluation Survey
- Even if you feel new, please do your best to complete it (and note when you don't feel qualified to answer).

Complete Retreat Planning Scheduling Survey

III. Other Business | | | 6:41 PM

A. Confirm Monthly Meeting Time — 2 m

What time works for everyone?

IV. Closing Items | | | 6:43 PM

A. Adjourn Meeting — Vote

Coversheet

Approve Feb 24 Gov Mtg Minutes

Section: I. Opening Items
Item: D. Approve Feb 24 Gov Mtg Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Governance Committee Meeting on February 24, 2023

Pioneer Valley Performing Arts Charter Public School

Minutes

Governance Committee Meeting

Date and Time
Friday February 24, 2023 at 6:00 PM

Location
Zoom

Committee Members Present
EJ Lafleur (remote), LATRINA DENSON (remote), Shino Pichette (remote)

Committee Members Absent
None

Guests Present
Brent Nielsen (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Shino Pichette called a meeting of the Governance Committee of Pioneer Valley Performing Arts Charter Public School to order on Friday Feb 24, 2023 at 6:10 PM.

C. Read Mission Statement

Shino read statement.

D. Approve Jan 4 Gov Mtg Minutes

Shino Pichette made a motion to approve the minutes from Governance Committee Meeting on 01-04-23.
LATRINA DENSON seconded the motion.

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

II. Governance

A. Discussion: End of Remote Participation Guidelines

Latrina can lead the meetings. Meeting will all be in person.

B. ByLaw Updates Discussion

Board received our report and requests well.

Shino hasn't done all the updates that are needed yet. Needs to be done.

C. Review of new policies presented by Head of School

Enrollment Policy Discussion:

- Can we add wording about it being a temporary update? Or say something about only accepting 12 graders (to the lottery) in extenuating circumstances that the student's school is closing (without an option, not a merge).
--- we need to have more detail. At least this detail.

- Should we potentially allow students who move to be accepted into a 12 grade lottery? There is some debate and disagreement among the committee about whether we should allow this or not.
--- When students are moving from a school that was similar... this wouldn't necessarily apply to students who weren't in a similar school. It should be students who were already arts focused, not just kids who don't want to go elsewhere.

- We can't think of any other extenuating circumstances that we can think of.

- Brent joined at 6:30pm. Brent clarified that we aren't going to be allowed for special circumstances for 12th graders.
--- It would have to be open to anyone in the state, with preference to folks in our region.

- Does the Gov Committee want to request that this change go back to regular after a certain amount of time?
--- How is enrollment? Because we do want to stay at our 400 enrollment goal. Brent reports that enrollment is much stronger this year than past years. We currently have wait lists for 8th and 9th grade. We used to have wait lists for every grade. The current 7th grade took 3 lotteries, but the incoming 7th grade class seemed stronger (we had twice as many applicants this year as last year).
--- Do we have data on student retention and why people leave or not accept an offer? We don't have good data. It seems like maybe sometimes students don't accept because transportation is a barrier. Some kids want to get out of their district for middle school, but return for high school. We have more sibling applications this year than previous years which means people are likely happy.
--- We all feel comfortable letting Brent decide when, if needed, to remove this allowance for accepting 12 grade students into the lottery.

Parking Policy:
- The parking policy and off-campus privileges policies have been decoupled.
- The reason is just to make it clear that consequences will be serious.
- There are currently no parking passes, and we need to move toward that.
- Everyone from the gov committee is alright with adding this.

III. Other Business

A. Confirm Monthly Meeting Time

We'll wait to schedule the next meeting until we get our new members, we want to be sure they can attend.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:59 PM.

Respectfully Submitted,
Shino Pichette

Coversheet

Review of Library Policy

Section: II. Governance
Item: A. Review of Library Policy
Purpose: Discuss
Submitted by:
Related Material:
DRAFT PVPA Library Collections Management Policy DRAFT - DRAFT PVPA Library Collections
Management Policy DRAFT.pdf

Pioneer Valley Performing Arts Charter Public School - Governance Committee Meeting - Agenda - Wednesday April 26, 2023 at 6:00 PM

1

PVPA Library Collections Management Policy

Rationale for Collections Management and Deselection

In order to keep a relevant collection that makes best use of the limited shelf space available at the PVPA Library, it is imperative that there be processes in place to consistently monitor the relevance and organization of library materials. To this end, this policy provides guidelines for a regular inventory and deselection, as well as criteria for yearly reports.

The deselection ("weeding") of library materials is an important part of keeping the collection healthy, relevant, and able to adapt to the changing needs of the PVPA community. To this end, deselection is included as part of the inventory taking process and the criteria for deselecting material is clearly laid out and in line with nationally recognized standards and best practices.

Responsibility, Repair, and Removal

Unless otherwise stated, all work outlined in this policy will be done by the PVPA Library Media Specialist (also referred to as the Librarian) and/or anyone they choose to delegate to. Ultimate responsibility for completing the work, as well as its quality and thoroughness, lies with the Librarian.

Any repairs or maintenance that need to be done to library material should happen within the reasonable means and ability of the Librarian. If any library materials need to be discarded for any reason, the first resort for removal will be donation. After that recycling either through the school, town, or personal systems is acceptable.

The End of Year Report

The Library Media Specialist is responsible for creating, publishing, and delivering to the school leader and their direct supervisor an End of Year Report. The report will be built, published, and delivered no later than the second week of June each year. For maximum transparency, the report should be published on the PVPA Library web page, via a link to a PDF version.

The End of Year Report should be built using data from the Evergreen/CWMars Statistic Dashboard (https://sites.google.com/a/cwmars.org/staff/statistics-dashboard_) and from the Insights page in the library Overdrive/Sora account (https://marketplace.overdrive.com/Insights). The sections included in the report should include, but not be limited to:
- **Overview**
- **Circulation Stats**
  - Circulation Totals (inc. by month, modifier, etc.)
  - Sora circulation stats
- **Library Materials and Programs Stats**
  - Total # of Items, total circulation of PVPA library materials (inc. by month)
  - Attendance stats for Books Groups, Magic Nights, and other library events or clubs

Pioneer Valley Performing Arts Charter Public School - Governance Committee Meeting - Agenda - Wednesday April 26, 2023 at 6:00 PM

2

- **Collaboration Report**
  - List of teachers collaborated with for class assignments or push in lessons
- **Intangibles** (displays, facilities improvements, test finishing, work done to further a culture of reading, new/continuing services provided by the librarian, etc.)

Inventory

In order to keep track of missing items and to facilitate the deselection process, an inventory of all library materials will be taken every other year. The inventory will be taken in the Spring semester, in time to inform the Librarian's collections goals for the next academic year.

During the inventory process, material will also be considered for deselection following the Deselection Criteria outlined in the next section. The process for taking inventory is as follows:

- The Librarian will generate a master list of all cataloged library items using the Evergreen ILS. The data will then be transferred to a Google Sheet with the title *Inventory (date)*.
- The Librarian will go through the inventory and correct any cataloging errors (such as Fiction w/o genre labels, incorrect shelving locations, etc.). The Librarian will then divide the inventory into useful categories for the inventory process (usually by genre or section) and add an **Action** and a **Notes** column to the left of all pre-generated columns.
- The Inventory sheet will then be used to go through the shelves, bins, and other places where library materials are stored.
- Library material will be checked against the Inventory sheet and marked in the following manner in the **Action** column:
  - If present, no action.
  - If missing, mark as *missing*.
  - If there is another issue or concern, mark as *Other Issue* and specify in the concern, issue, or question about the item in the **Notes** column.
  - If the item is to be recommended for deselection, mark as *Recommended for Deselection* and specify the reason in the **Notes** column. All reasons should reference the Deselection Criteria outlined in the next section.
- No matter who carries out the inventory process, the Librarian reserves the right to the final say in deselection and other issues that may arise in the inventory process.
- Deselection may happen and issues may be resolved either at the end of the inventory process or on a rolling basis. Once an issue in the **Action** column is resolved, the item should either be reset, a note made in the **Notes** column, or the **Action** cell recolored to mark it as resolved.

Deselection Criteria

All library materials in the PVPA Library are selected with the criteria laid out in the PVPA Library Selection Policy. While it can generally be assumed that all current materials meet these criteria, the first bar for deselection should be an item failing to meet the criteria (i.e. it is no longer of contemporary significance, but not of permanent value, no longer provides accurate content, is no longer integral to the curriculum, etc.). The criteria are reproduced below, for clarity.

Pioneer Valley Performing Arts Charter Public School - Governance Committee Meeting - Agenda - Wednesday April 26, 2023 at 6:00 PM

3

- Be of contemporary or historical significance or permanent value
- Support or enhance topics integral to the curriculum
- Meet community demand and/or complements the existing collection
- Provide a global perspective by including materials by authors and illustrators of all cultures
- Set a high standard for accurate content, literary value, artistic merit, and accessibility of physical condition
- Provide accurate representation of multiple sides of controversial subjects
- Balance cost with need, while preserving the integrity of the collection through the reference of reputable lists and journals

Print Materials

Deselection of print materials follows the guidelines laid out in the CREW Manual, pg. 57. The table at the end of this section sets out a CREW formula for each section to help establish whether or not it is a good candidate for deselection. The CREW formula is laid out in 3 parts:

- The first number refers to the years since the book's latest copyright date (i.e. how old is the book)
- The second number refers to the maximum number of years without circulation.
- The last factor is MUSTIE - see below.

So for example the formula **6/2/MUSTIE** means that a book is under consideration for deselection if:

- it is more than 6 past the latest copyright date
- and/or has not been checked out in 2 years
- and/or meets one of the MUSTIE factors

MUSTIE is a simple acronym for factors that, if a print item meets one or more, it can be considered a prime candidate for deselection.

      Misleading - item is factually inaccurate
      Ugly - item is worn beyond repair
      Superseded - item has a new edition or there is a better book in the collection
      Trivial - no permanent value (but it once had contemporary or ephemeral value)
      Irrelevant - does not match the needs of the community
      Elsewhere - easily available via other sources (esp. interlibrary loan)

Shelving Location	Notes
Fiction (FIC) 5/3/MUTIE	Visual Appeal Classics Usefulness to Curriculum
Middle School Fiction (M FIC) 5/3/MUSTIE	Visual Appeal Classics

Pioneer Valley Performing Arts Charter Public School - Governance Committee Meeting - Agenda - Wednesday April 26, 2023 at 6:00 PM

4

	Usefulness to Curriculum
Graphic Novels 5/2/MUSTIE	Staying current is important for Graphic Novels Classics Usefulness to curriculum
Manga 10/3/MUSTIE	Pure interest, but the classics frequently hold up well.
Non-Fiction 10/5/MUSTIE	Usefulness to curriculum Keep an eye out for books we can update.
Biography 10/5/MUSTIE	Primary metric is usefulness to the curriculum. If it hasn't circulated in 5 years, then it can probably go.
Poetry 10/3/MUTIE	Pure interest, so we can be pretty ruthless here.