

APPROVED



# Pioneer Valley Performing Arts Charter Public School

## Minutes

### September Board Meeting

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#### Date and Time

Tuesday September 13, 2022 at 6:00 PM

#### Location

In Person:

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

Virtually:

Zoom Account is inviting you to a scheduled Zoom meeting.

Topic: September Board Meeting

Time: Sep 13, 2022 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88105629357?pwd=Q0J4OFBkN2Z4M1BMa25wUHVlbnkF5QT09>

**Meeting ID: 881 0562 9357**

**Passcode: PVPA**

One tap mobile

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Dial by your location

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Meeting ID: 881 0562 9357

Passcode: 672578

Find your local number: <https://us02web.zoom.us/j/88105629357>

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**Trustees Present**

David Potter, Jacob Rosenblum (remote), Jenna Sardella, Mindi Winter, Neil Hede (remote), Shannon Materka, Shino Pichette (remote)

**Trustees Absent**

LATRINA DENSON, Maggie Solis, Tonya Ward

**Ex Officio Members Present**

Brent Nielsen

**Non Voting Members Present**

Brent Nielsen

**Guests Present**

Fiona Yates, John Kulas, Kamali Joseph

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**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 Sep 13, 2022 at 6:08 PM.

**C. Read the Mission Statement**

David Potter

**D. D. Approve Minutes**

David Potter made a motion to approve the previously unapproved Board minutes from 5/2/2022, 4/26/2022, 4/13/2022, 4/12/2022, 4/11/2022, 6/16/2022, 8/7/2022, with the exception of the document titled "Board Retreat minutes" and excluding any and all minutes from executive sessions in any of the aforementioned documents.

Mindi Winter seconded the motion.

Previous motion: approve the previously unapproved Board minutes from 5/2/2022, 4/26/2022, 4/13/2022, 4/12/2022, 4/11/2022, 6/16/2022, 8/7/2022

- Withdrawn

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

David Potter made a motion to approve the minutes from Board of Trustees Retreat on 08-07-22.

Mindi Winter seconded the motion.

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

**Roll Call**

Shino Pichette	Aye
Jacob Rosenblum	Aye
Neil Hede	Aye
LATRINA DENSON	Absent
Shannon Materka	Aye
Maggie Solis	Absent
David Potter	Aye
Tonya Ward	Absent
Jenna Sardella	Aye

David Potter made a motion to approve the minutes from Board of Trustees Meeting on 04-11-22.

Mindi Winter seconded the motion.

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

David Potter made a motion to approve the minutes from Board of Trustees Meeting on 04-12-22.

Mindi Winter seconded the motion.

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

David Potter made a motion to approve the minutes from Board of Trustees Meeting on 04-13-22.

Mindi Winter seconded the motion.

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

David Potter made a motion to approve the minutes from Special Board Meeting on 04-26-22.

Mindi Winter seconded the motion.

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

David Potter made a motion to approve the minutes from Board of Trustees Meeting on 05-02-22.

Mindi Winter seconded the motion.

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

David Potter made a motion to approve the minutes from Board of Trustees Meeting (re-scheduled) on 06-16-22.

Mindi Winter seconded the motion.

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

## **II. Board Self Assessment**

### **A. Mike Mizzoni from Board on Track**

Mike Mizzoni from BoardOnTrack joins the Board to review the Board self-assessment that was recently completed by the Board.

The assessment includes three data sets—participants, report, and recommendations. The participants are the individuals who filled out the survey, the report is the raw data itself, and the recommendations are computer-generated based on the results.

Mike encourages the Board to review the data individually and pull personally significant takeaways as well as important takeaways for the full Board.

Mike explores membership reports, shares out about expanded Committee work, and discusses priorities for composition and bylaws.

## **III. Executive Director Report**

### **A. Brent's Report**

Things are going smoothly this year, due in large part to the fact that the admin team has been working over the summer and no positions are interim for the first time in a long time.

PVPA is currently mask optional, and face coverings are only required when a person has been exposed or is experiencing symptoms. So far, there have been 9 student cases and 2 staff cases. PVPA will likely have a vaccine clinic on site this year.

The third-floor storage space work started today, and the community is looking forward to having the new space to use.

The admin team plans to introduce policies at Board meetings throughout the remainder of this year, which will make up a book of policies separate from the handbook.

All bathrooms in the building are now single-use and gender neutral.  
(Our Restorative Practices coordinator has sent out a survey to staff to question whether there have been issues with this new policy.)

The Board approved a calendar last year without *paideia*, agreeing to consider a *paideia* proposal later. The administration is proposing a two-week *paideia* starting immediately following MLK day.

Diversifying the workforce is a priority using SOA funds. The administration is working on ramping up meaningful diversification efforts. The hope is that more staff will be sent to UMASS for interpreter trainings, as these skills have been useful in the past.

One of Brent's priorities has been projecting PVPA's name into the community, which has been valuable for recruitment. This upcoming weekend is the Springfield Puerto Rican day parade. Our Latin Student Union has been working on a float that will be part of the parade, including dancers and a live band.

On September 30th, at Pulaski Park, a PVPA jazz ensemble is kicking off the Northampton Jazz fest.

Our production schedule generally kicks off in November. The administration will update the Board

Public Comment:

This member of the public has heard great things about increased public engagement. Are the drivers for community engagement and diversity student-driven?

Response from Brent:

The Puerto Rican Day Parade was my idea, but I passed it on to the LSU.

Public Comment:

Is any of the community engagement/diversity valuable for fundraising efforts at PVPA?

Response from Brent:

This is something we need to start working on more in the community. Recruitment is an important part of this because our revenue is dependent on enrollment.

Public Comment:

I think the trajectory of the school in terms of diversity and community engagement is something that is great. Including fundraising as an aspect of this effort would be great.

## **B. Updated SY 22-23 Calendar**

Shino Pichette made a motion to approve the SY 2022-2023 calendar as it has been presented.

Jacob Rosenblum seconded the motion.

There may need to be another change in the schedule due to discussions about how parent-teacher conferences will be conducted.

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

### **C. Parking Policy**

David Potter made a motion to Accept the parking policy with an amendment to correct the grammar in the second bullet and last bullet.

Shino Pichette seconded the motion.

A student parking policy is in the works and will be presented to the Board at a later date.

This policy relates only to staff.

This policy is in large part from a template shared by the Charter School Association.

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

### **D. Enrollment Policy**

David Potter made a motion to approve the updated PVPA enrollment policy, revised September 2022.

Mindi Winter seconded the motion.

Brent hopes that the enrollment policy will be amended again later this year to make things a little bit more specific.

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

### **E. Student Attendance Policy**

Shino Pichette made a motion to approve the student attendance policy with changes to remove gendered language.

Brent has replaced gendered language with gender-neutral language throughout the policy.

This policy is in large part from a template shared by the Charter School Association.

Teachers would like to know more about what "disciplinary action" refers to in the student attendance policy.

Brent: There are things we can do (like supervised lunch)

Shino expresses hope that attendance policies can remain somewhat flexible to accommodate students who have off-campus opportunities that would require them to take time off.

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

### **F.**

### **Non-discrimination on Basis of Gender Policy**

David Potter made a motion to Approve the Non-discrimination on Basis of Gender Policy.

Shino Pichette seconded the motion.

Brent recommends that policies be put forth to the Governance Committee before going to the full Board, as discussed by the Executive Committee previously.

This policy codifies and clarifies what is, in large part, already common practice at PVPA.

Parents will not have access to the preferred name field on PowerSchool. Counselors will consult students to ensure that they are aware of the specifics of this policy.

In the event that staff must provide database information to families, can the school keep preferred name information confidential?

Brent: Teachers will be required to provide this information be asked directly.

Will students have to consult with counselors before making this change?

Brent: Yes, students will need to talk to a counselor to ensure that they understand the implications of their decision to change their information in PowerSchool, including situations in which that information is required to be divulged.

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

## **IV. Board Committee Reports**

### **A. Finance Committee**

The first meeting of the Finance Committee is scheduled for October 4th. Following Rick's departure, Neil requests at least one more member of the Committee who will be able to break a tied vote if necessary.

### **B. Governance Committee**

Governance is joined by EJ and Latrina. We have already begun the discussion of goals and revision of bylaws. The Committee looks forward to developing succession plans for officers and putting energy into recruitment and composition.

Governance met last week and is hoping to set a standard monthly meeting. This is likely to be the first Wednesday of the month.

The remote participation rule will be reevaluated in March again. If the policy is not reinstated, it could pose a challenge for the current membership of the Board.

### **C. Head of School Support & Evaluation Committee**

The Committee has been meeting on Wednesdays and will likely increase meetings prior to rollout of evaluation plan and decrease following the rollout.

#### **D. Long Range Infrastructure Planning Committee**

The LRPC will be working closely with Finance, among other committees, on all things related to capital improvements at PVPA.

The next project will be reassessing student support offices on the second floor. Future projects will likely be challenging because projects need to be planned far in advance.

The administration plans to redo 5 classrooms, replacing all furniture, every summer for the foreseeable future.

#### **E. Union Negotiating Committee**

### **V. Internal Stakeholders**

#### **A. Staff**

Shannon -

The new schedule (with everybody being in the building all day) has worked out well according to the people with whom Shannon has discussed the change. New teachers seem to be content. The high school academic teachers are in favor of shorter classes meeting more often rather than long, spread out periods.

The middle school schedule is still being worked out. There are problems with class sizes and homework support periods, but things are in progress.

#### **B. Students**

Fiona -

We had grade meetings recently. Students seemed excited to get into the new year and discuss new ideas. For many, this feels like a return to normalcy.

Kamali -

The Seniors would really like to have a senior trip, which will require fundraising. Students raised concern about community time limiting students who are members of multiple student groups at PVPA.

### **VI. President's Business**

#### **A.**

## **Board of Trustees Summer Retreat**

As was indicated earlier, there was a micro-meeting during the retreat to approve a budget increase in support of the third-floor renovation project.

The Board discussed bylaws, anti-racism, strategic action planning, and how we can go about considering potential changes moving forward. It was a great learning opportunity, and the Board feels that we are on the same page as the school.

### **B. State of the Strategic Action Plan**

## **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 8:01 PM.

Respectfully Submitted,  
Jacob Rosenblum

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## **Documents used during the meeting**

- 2022\_05\_02\_board\_meeting\_minutes.pdf
- 2022\_04\_13\_board\_meeting\_minutes.pdf
- 2022\_04\_12\_board\_meeting\_minutes.pdf
- 2022\_04\_11\_board\_meeting\_minutes.pdf
- 2022\_08\_07\_board\_meeting\_minutes.pdf
- Head of School Report to the Board - 9\_13\_22.pdf
- 2022-23 School Calendar - REVISED Sep 13, 2022.pdf
- PVPA PArking Policy (Sep 2022).pdf
- PVPA Enrollment Policy (rev Sept 2022).pdf
- PVPA Student Attendance Policy (Sep 2022).pdf
- PVPA Non-Discrimination on Basis of Gender - Names and Pronouns.pdf
- Board Update of the Long Range Infrastructure Planning Task Force - 9\_13\_2022.pdf