

APPROVED



# Pioneer Valley Performing Arts Charter Public School

## Minutes

### Board of Trustees May Meeting

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#### 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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### **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

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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 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**

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

Mindi Winter	Aye
David Potter	Aye
Azizah Yasin	Aye
Sasha Viands	Absent
Neil Hede	Aye
Shino Pichette	Aye
Vanessa Ford	Aye
Kamali Joseph	Absent
Shannon Materka	Absent
LATRINA DENSON	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 n 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 grand 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 forwad - accomplishing goals.

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

**Roll Call**

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

**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**

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

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

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### **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