

APPROVED



# Pioneer Valley Performing Arts Charter Public School

## Minutes

### Board of Trustees June Meeting

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#### Date and Time

Tuesday June 13, 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 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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### **Trustees Present**

Azizah Yasin (remote), Danyelle Joujoute, David Potter, Fiona Yates, Jenna Sardella (remote), Kamali Joseph, LATRINA DENSON, Mindi Winter, Neil Hede (remote), Sasha Viands (remote), Shannon Materka, Shino Pichette (remote), Vanessa Ford (remote)

### **Trustees Absent**

*None*

### **Ex Officio Members Present**

Brent Nielsen, Marcy Conner (remote)

### **Non Voting Members Present**

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Brent Nielsen, Marcy Conner (remote)

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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 Jun 13, 2023 at 6:19 PM.

David Potter made a motion to Approve the minutes from May 9, 2023 Board of Trustees May Meeting on 05-09-23.

Shino Pichette seconded the motion.

David Potter made a motion to approve the minutes from May 9, 2023 Board of Trustees May Meeting 05-09-2023.

Shino Pichette seconded the motion.

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

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

#### Roll Call

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

### C. Read the Mission Statement

Mission was read by David Potter

### D. D. Approve Minutes

### E. Public Comment

During public meeting a letter from Austin Clark was read which was also emailed to the board of trustee which was addressed to the Board of Trustee on behalf of the PVPA UAW Bargaining Committee expressing needs of teachers and staff regarding bargaining

results. Challenged with budget voted on by the board which impacts the ability for bargaining.

They surveyed union of needs and most indicated that. Asking for wages that will support work and keep up with the cost of living.

Garrett who teaches Garrett shared presentation regarding Inflation and also provided copies to the entire board and all those available. This inflation was shared from 2020 to 2023 and the cost of living which has increased. Management is proposing increasing hours by 7%, while only increasing wages by 5%.

Gary: Seasoned teach said that they stand by their email and recognize that they are asking that the board reallocate a increase beyond what management has recommended.

Lisa Mielke who is a new teaching shared that they enjoy working at PVPA and find that after looking at the cost over the next 3 years they do not think they are able to stay at PVPA in the future and is looking at other jobs (i.e., maybe looking at a second job to afford paying for car, etc). Would like to stay at PVPA but is not sure that they will be able to do so.

It was thanked from Sasha N. Viands to all who shared letters.

## II. Head of School Report

### A. Brent's Report

Field trips for 9th, 10th grade, Unity Day, Step -up for 8th graders.

First year separating out Grad Show from Graduation. Haven't received direct feedback but what has shared is positive.

Graduation Ceremony was shorter than previous years but great length for the ceremony. There was concern that it was not going to capture the event but did. Thank you's to the staff who assisted with the graduation and grad show this year.

Enrollment- looking good

Enrollment status for the 2023/2024 school year:

7th grade class - 71 students accepted, with one offer outstanding.

8th grade class - 72 students - full

9th grade class - 71 students - one offer outstanding

10th grade class - 70 students - 2 above target enrollment of 68

11th grade - 67 students - one offer outstanding

12th grade - 57 students

Total projected enrollment: 408

Waitlist:

7th grade: 44 (3 in near/at cap district)

8th grade: 16 (1 in near/at cap district)

9th grade: 65 (1 in near/at cap district)

10th grade: 23 (1 in near/at cap district)

11th grade: 10

12th grade: 1 (this student is in near/at cap district)

Total waitlist: 159

We have about 1/2 dozen students who have indicated that they may transfer out but have not received withdrawal requests. All of these students are rising 8th or 9th graders. We plan to open an application for grades 8, 10 & 11 as a safety measure, in case we deplete the waitlists in those grades. We will only hold a lottery if we exhaust a wait-list.

The application will open in time for promotion this weekend at the Peach Festival, and stay open until further notice.

Put on a fundraising campaign to purchase wireless mics for theatre. We have someone from the community to has said they would match \$10,000.00. Please spread the word to donate and specify microphones for the theatre. If we can get another \$4,000.00 in donations we will meet our match.

If trustees could give their gift and add to microphones.

Soliciting volunteers for Unity Day on the 21st- Unity Day and 22nd-Teachers and Staff Appreciation. Please come to volunteer and support if possible.

Senior 2023 College Graduation List:

More headed off to 4 year colleges. Many put off going to college due to pandemic and state wide there has been a decline and our numbers for 2022 was lower. Goals for PVPA is to determine what we need to do to increase the enrollment of those going to college.

Examples: Purdue, Boston, Drexel, George Washington, UIC, Mount Holyoke to name a few.

Community Involvement: Vanessa Ford and Trevor Bond are performing at Springfield Symphony Orchestra. Vanessa Ford was also honored for Champions of Character Award.

## **B. PVPA Accountability Plan**

The Charter is a five year cycle and there are various points where you have to put in reports, site visits from DESSE, etc. to get charter approved, approved with conditions, or closed. So with that you have to create an account ability plan and you have to put forth your goals and measurers.

We were renewed in 2021, there were not any conditions but mentions of PE.

Brent has been working with DESSE with provisional approval and tonight asking board to give approval so it can be sent to the commissioner for his approval and this will be what we will report each year.

College Preparatory curriculum, exposure to the arts, individual learning styles.  
The area that needs to be enhanced and evaluate individual learning styles which has been standard based learning.

Throughout the plans are ways in which we will measure. Look at graduation rates, and look at low income, disability, and high-need students.

Arts- looking at all students being in 2 arts courses per semester.

All students participate in at least 1 mainstage production

All graduates will complete the arts requirements

Host a diverse representation of diverse artists to do a masterclasses and extend to all departments.

100% of teacher evaluation who have been here at least 3 years and more.

Sharing what we do in the community: Middle schools, elementary schools to provide seminars, etc. Frank was able to not only have performances but doing workshops.

PVPA will have administrators and arts educators come visit school.

Individuals students will provide events, festivals, etc. We need to continue documenting them.

David Potter made a motion to To approve 2021-2026 accountability plan.

Mindi Winter seconded the motion.

Once approved this will be a public document that will be on our website, etc.

The accountability are aligned with the PVPA mission, purpose, etc.

Will there be a committee formed to hold accountability: Yes, it will definitely include teachers, staff, to have discussions and some type of steering committee or taskforce.

How should we have check-ins with the board to make sure we are on track annually?

Thoughts would be to include each month. This will be convened and discussed at the retreat.

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

#### **Roll Call**

LATRINA DENSON Aye

Vanessa Ford Aye

Sasha Viands Aye

Azizah Yasin Aye

David Potter Aye

Jenna Sardella Aye

Mindi Winter Aye

Shannon Materka Aye

### Roll Call

Neil Hede	Aye
Kamali Joseph	Aye
Shino Pichette	Aye

## III. Board Committee Reports

### A. Finance Committee

May was the last finance meeting and there isn't anything from the state so there isn't any report.

### B. Governance Committee

Slate of officers for 2023 was put forth by the Governance Committee

A motion and second was provided as noted and discussion begin below:

David Potter: Chair

Latrina Denson: Vice-Chair

Shino Pichette: Clerk

The motion was withdrawn based on concerns as addressed below.:

- There was a question about the discussion of the process for bringing forth a slate and a recommendation that we table the slate until the next time.
- Question asked and discussed:
  - Vanessa Ford- I am unclear of the process so inquired if we could table the slate until the next meeting
  - Neil Hede - Is there a written process in the bylaws? Yes, the Governance Committee presents bylaws.
  - Neil Hede - Were there other nominations for the slate? Yes, there were.
- Reading of the bylaws for elections of the board was read by David Potter.
- There was a suggestion to have the discussion and election as a special process perhaps in July.
- Mind Winter share the following:
  - There is a concern from the slate of officers and did not their due-diligence to look at other officers
  - There was not discussion for bringing this to the board on the slate of officers and not on the process.
- It was shared by David Potter that this is the time for bringing the slate of officers to the board for discussion and not on a discussion on the process.
- Azizah Yasih- There appears to be people on zoom who are not aware of those in-person who have concerns with the slate so would like to table and have discussion by having the governance reconvene first and then bringing back to the board.
- It was suggested by David Potter that We table the vote, we could try to see if it fails and see what happens.

- The motion was withdrawn by Shino Pichette and this will be tabled to another date.

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

David Potter shared head of school evaluation with Brent, Head of school and another committee member to review, hear feedback, and share concern.

- The next phase of the process is to have the memo go to the board to be discussed at the retreat for on the feedback memo and leadership team goals for the target year, this will include goals which will be improved for the next year.
- The goal is to have a triangulated process from the board and his admin team to provide recommendations for goals in SY23-24

There were three goals, survey, anonymous to direct reports, admin team, and board, committee was able to assess ratings, and the outcomes were able to say that based on how we are supervising we were able to provide comments.

There are two sections that the Board will be asked to contribute as an addendum to the report:

- Top 3 Things to Move the Organization Forward
- Key Challenges

There was a motion from David that the board approve the feedback memo with the goals for next year and key challenges to anticipate next year.

The board of trustee were charged next as previously discussed to review the memo, goals, etc. and send open-ended suggestions, comments, feedback to David Potter before the retreat to discuss with Brent, Head of School at the retreat.

David Potter made a motion to approve the Final Feedback Memo for the Head of School Evaluation, with two open sections for the Board of Trustees to contribute recommendations for Goal areas and Key Challenges next year.

Shannon Materka seconded the motion.

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

David Potter made a motion to Approve the feedback memo for head of schools with the goals for next year and key challenges to anticipate next year.

Shino Pichette seconded the motion.

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

#### Roll Call

Vanessa Ford	Aye
Fiona Yates	Abstain
Jenna Sardella	Aye

**Roll Call**

Shannon Materka	Aye
Azizah Yasin	Aye
Kamali Joseph	Abstain
Danyelle Joujoute	Abstain
Sasha Viands	Aye
David Potter	Aye
LATRINA DENSON	Aye
Neil Hede	Aye
Mindi Winter	Aye
Shino Pichette	Aye

**IV. Internal Stakeholders**

**A. Staff Reports**

Shannon:

9th Graders: Field trip to, NY.

10th Graders are going to Boston.

Step-up happened

Most of teachers are new so having a strong mentor program is important.

Have been here for 10 years and have not had any good bye notes this year, which is encouraging.

Into the open public comments would like to have a board response if possible put on the agenda.

**B. Student Reports**

12th - Graduated and applaud teachers for standing up for themselves.

10th - going on a field trip. Slightly feeling let down from counselors for preparatory to going to college. Frustration/ voice about schedules being changed for next year because it keeps changing. With dual enrollment it is hard to plan those and its hard to schedule those.

Affinity groups and companies are thriving this year. Separate Grad show was good but many look forward to performing on Academy School of Music

11th - There is not assistance from counselors regarding college and one was 2 meetings but applying for colleges, it's been hard. Schedules have been hard. However, we are still having a hard time and do not know what's going on, including faculty/ administrators. We appreciate teachers because have loss 2 teachers in core classes so teacher retention is important.

**V. President's Business**

**A. Trustee Volunteering Reminder**

Appreciation to all the graduation and grad show happen.  
Reminder: Request for volunteers for Unity and Staff Cookout  
David Potter made a motion to To move into executive session.  
Mindi Winter seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Azizah Yasin	Aye
Jenna Sardella	Aye
Sasha Viands	Aye
LATRINA DENSON	Aye
Vanessa Ford	Aye
Mindi Winter	Aye
Danyelle Joujoute	Aye
David Potter	Aye
Kamali Joseph	Aye

**VI. Executive Session**

**A. Topic of Executive Session**

Board members, Richard Van Norstrad, Reid Wakefield, and Marc Terry were present to discuss confidential report

**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 8:00 PM.

Respectfully Submitted,  
LATRINA DENSON

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**Documents used during the meeting**

- 2023\_05\_09\_board\_meeting\_minutes.pdf
- 2021-2026 PVPA Accountability Plan. 5.9.23. Provisionally Approved.pdf