

APPROVED



# Pioneer Valley Performing Arts Charter Public School

## Minutes

### Governance Committee Meeting

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#### Date and Time

Tuesday January 28, 2025 at 6:30 PM

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#### Location

Virtual Meeting Only.

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#### Committee Members Present

Azizah Yasin (remote), Brent Nielsen (remote), EJ Lafleur (remote), Grace Bannasch (remote),  
Kiara Badillo (remote), LATRINA DENSON (remote), Vanessa Ford (remote)

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#### Committee Members Absent

Janice Pamphile

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#### I. Opening Items

##### A. Record Attendance

##### B. Call the Meeting to Order

Azizah Yasin called a meeting of the Governance Committee of Pioneer Valley Performing Arts Charter Public School to order on Tuesday Jan 28, 2025 at 6:35 PM.

##### C. Approve Minutes

EJ Lafleur made a motion to approve the minutes from November Governance Committee Meeting on 11-26-24.

Kiara Badillo seconded the motion.

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

**Roll Call**

Azizah Yasin	Aye
EJ Lafleur	Aye
Kiara Badillo	Aye
Janice Pamphile	Absent
Vanessa Ford	Aye
Grace Bannasch	Aye
LATRINA DENSON	Absent

**II. Governance**

**A. Discuss Proposed Changes to Bylaws**

Azizah shared the purpose of this meeting is to give updates regarding our response to DESE's recommendations to the by laws. The last time the by laws were amended was 2017. DESE sent requests for revisions and we're hoping to be able to further discuss, finalize with the full board and submit to DESE for approval. Once DESE approves, then they will become effective, until then we're still operating under the current by laws. Some of the suggested changes from DESE were in regards to board composition like reducing the number of Trustees, officers must have served 6 months rather than a year in order to have an officer position, voting responsibilities of teacher & students, recognizing the head of school & CFO as ex-officio and non-voting and more proposed edits. Also DESE suggested removing the non-standard glossary and edit the redundancy in the by laws overall.

Azizah shared the opportunity for us to add language re: Cori check for new board of trustees onboarding. As board members come on, it shows Given the nature of the organization that we're serving. Chapter 71 Section 38R does required to have a Cori check.

EJ shared that this is important language to include as part of the onboarding process

Grace commented that this additional language is a really good idea.

Azizah shared 2 additional suggestions: Vetting Process for new member onboarding. There needs to be uniformity and a road map so that there is a standard. Interested candidates will submit: a letter of interest, 3 references, resume/CV max. of 5 pages, followed by an interview with Governance members. This process also supports objectivity in how we select new members.

EJ highlighted the good news that our existing application just needs to be updated to reflect Azizah's suggestions so that we have a clear vetting process added into the procedure as an article.

Latrina shared that she will reshare access to our current application document for updates to be made. She also shared the importance of the governance team to be a part of interviewing candidates.

Azizah would like to include a standard onboarding process that includes board on track training, open meeting law training and a review of Trustee duties.

Azizah and Latrina both discussed the importance of including our newly formed board norms and values that we collectively worked on at our last board retreat. We want to include board norms as another guide and articulation in how we come together and discuss all of the board's various issues put upon us in a way that is respectful across the board, regardless of how we think, feel or vote, there has to be an element of decorum and we established those at the retreat and should be included in the by laws.

Latrina will request the code of conduct from Robert so we can review as a board. Perhaps infusing the code of conduct with the norms as a guiding principle.

Kiara would like to see us form language in the by laws to clarify the assumption that the board is a fundraising body and also codify the relationship between the board and The Friends of PVPA. Azizah requested that Kiara create the language and submit to her for governance to review.

Members discussed Onboarding as a topic for future meeting:  
Brent emphasized that the charter school board survey list of what we might be looking for in board membership is the list we should be following. That list includes knowledge in law, school administration and more skills to consider.

Azizah will be sending her suggested additions in a document for governance members to review.

Members agreed to meet on Sunday, February 2nd to vote on the additions.

### **III. 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 7:39 PM.

Respectfully Submitted,  
Vanessa Ford