

APPROVED



# Pioneer Valley Performing Arts Charter Public School

## Minutes

### Board of Trustee Meeting

December 2025

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#### Date and Time

Tuesday December 9, 2025 at 6:00 PM

#### Location

**15 Mulligan Drive South Hadley, MA 01075**

or via zoom at <https://us02web.zoom.us/j/84358817954?pwd=EIJSIFmITX6fy3bINHvC5ouCvMegBB.1>

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#### Trustees Present

Ann Dargie Gladd, Esq (remote), Emily Whitebear, LATRINA DENSON, Thomas Roy

#### Trustees Absent

Azizah Yasin, Matthew Schmidt, Esq, Neil Hede

#### Ex Officio Members Present

Brent Nielsen, Marcy Conner

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#### Non Voting Members Present

Brent Nielsen, Marcy Conner

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#### I. Opening Items

A.

## **Record Attendance**

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

LATRINA DENSON called a meeting of the board of trustees of Pioneer Valley Performing Arts Charter Public School to order on Tuesday Dec 9, 2025 at 6:15 PM.

### **C. Read the Mission Statement**

### **D. Approve Minutes**

LATRINA DENSON made a motion to approve the minutes from Board of Trustee Meeting and Retreat on 11-18-25.

Thomas Roy seconded the motion.

Minutes will be updated to reflect discussions centered around the case studies reviewed during the retreat

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

#### **Roll Call**

LATRINA DENSON	Aye
Thomas Roy	Aye
Emily Whitebear	Aye
Ann Dargie Gladd, Esq	Aye
Neil Hede	Absent
Azizah Yasin	Absent
Matthew Schmidt, Esq	Absent

## **II. Public Comment**

### **A. Brief comments and/or questions welcomed.**

No public comment.

## **III. Head of School Report**

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

Brent provided report:

Supplemental lottery - 10th grade - historically this class has had turnover.

Lottery to build wait lists for next year.

Dec 5 & 6 - Children's Hour - HS Play.

Open house - Dec 13th 10:00am - for prospective families.

Dec 19 & 20 Beetlejuice Jr - MS Play

Holiday break

Draft Summary Review - Charter Renewal cite visit. 2 weeks to make factual correction - renewal will be communicated without conditions and formal BESE vote. BESE meeting is in February.

Work will then begin on next 5 year cycle - strategic action plan and accountability plan.

#### **B. 2026-2027 Academic Calendar Approval**

Thomas Roy made a motion to accept the 2026-2027 school calendar.

Emily Whitebear seconded the motion.

Basically a mirror of 2025-2026:

180 school days

3 PD days for staff

Holidays remain

Changes:

Grades will close earlier for 1st quarter in order to meet early submission for college references and grades.

No half day the day before Thanksgiving.

Juneteenth may impact the last day if there are snow days.

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

#### **Roll Call**

Neil Hede	Absent
Ann Dargie Gladd, Esq	Aye
Emily Whitebear	Aye
Azizah Yasin	Absent
LATRINA DENSON	Aye
Thomas Roy	Aye
Matthew Schmidt, Esq	Absent

### **IV. Board Committee Reports**

#### **A. Finance Committee**

#### **B. Governance Committee**

VP - Azizah is absent - Ann & Tom will present.

December 2nd meeting:

Previous minutes adopted

Board member recruitment - bylaws allow for more members.

Board attendance at events - sign up sheet to track. Hope to build community.

Recording meetings & minutes - no official clerk/secretary. Issue - new members need to serve for 6 months before being able to serve as officer. Can it be waived? Recording minutes and use AI then members take turns to transcribe. Hire outside service?

Consensus is to record the minutes.

### **C. Note-taking proposal process**

Thomas Roy made a motion to use Zoom to record and AI to summarize meeting minutes and then members take turns to transcribe and be responsible.

Emily Whitebear seconded the motion.

Using AI transcription to take minutes with members taking turns correcting errors and the process. Will take training to use Zoom and Board on Track.

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

#### **Roll Call**

Thomas Roy            Aye

Neil Hede            Absent

Emily Whitebear    Aye

Ann Dargie Gladd, Esq Aye

Azizah Yasin        Absent

Matthew Schmidt, Esq Absent

LATRINA DENSON   Aye

### **D. Friends of PVPA Update**

FOPVPA - Emily Whitebear is Board liaison - has not been able to attend a meeting.

Would like to have FOPVPA have a liaison at Board meeting. Next meeting is December 18th 8:30am.

Brent & Marcy attended meeting on December 8th - they are organizing around incentives to do upgrades to building; insulation, HVAC and lighting fixtures. Lighting upgrade for all fixtures in building to LED - need an electrician - ROI approx 6 years. Still working on HVAC.

## **V. President's Business**

### **A. Board Retreat Review**

Encourage Board to continue to do their own professional development through Board on Track. Will be conducting an Open Meeting Law training. Once staff representatives are on board will do an additional training with Julia.

Additional thoughts about retreat?

Did you get what you needed to start your Board membership journey?

Yes - presenter was good at providing the information in a personable way that was effective.

We will continue to grow!

**B. PVPA Board presence:**

Opportunities for Board to show their appreciation.

December 15th 3:00pm @ Boathouse - gathering for staff - come visit.

PTO Cookie Drive - December 16th - staff goodie boxes.

**C. Follow up on Committee Assignments**

Thom - Finance Committee, Neil is Chair (Keith Balck, James Montimore & Mindi)

Emily - FOPVPA

Latrina, Azizah & Matt - HOS Evaluation

Latrina & Azizah - Bargaining Committee

Infrastructure Committee? Mindi & Emily - need new Chair (member of Board)

Azizah, Anne & Thom - Governance (EJ)

**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 7:48 PM.

Respectfully Submitted,

Marcy Conner