

**PVPA Charter Public School**  
**Board of Trustees**  
Meeting Minutes

*December 8, 2015*

<i>Present:</i>	Jim Barnhill, Will Decherd, Rachel Dionne, Kim Hicks, Noah Hornick, Gary Huggett, Deborah Jacobson, Berri Jacque, Trace McLaurin, Sean Moore, Gary Smith, Geoff Sumi, Melinda Winter
<i>Staff Present:</i>	Robert Brainin, Scott Goldman
<i>Absent:</i>	Janet Aracena, Mary Cantler, Rachel Huggett
<i>Next meeting:</i>	January 12, 2015; 6:00pm; Library

Meeting called to order at 6:00pm.

**Mission Statement:**

- Read by Trace McLaurin

**Public Comment:**

- None presented

**Approval of Minutes:**

- November Minutes were not approved as they have not yet been completed. Approval tabled until next meeting in January.

**President's Business:**

- None presented

**Finance:**

- Robert stated that committee met on December 1 where budget was reviewed and remains on track.
- Robert discussed building finances and indicated that all is going according to plan.

**Development:**

- Scott provided an update in Mary Cantler's absence.
- A \$50,000 donation was received from Florence Bank toward the Capital Campaign
- Scott and Matt Blumenfield, our campaign consultant, met with the Grant Officer from the Davis Foundation to discuss the positive impact that PVPA has on Hampden County and demographically, Springfield is the second largest sending district for PVPA student body. Scott also discussed where these students go after PVPA and the roles that they play in the greater community. The meeting was very positive
- Scott and Matt were invited to submit a formal donation request to the Foundation
- To date \$75,000 has been raised for the Capital Campaign.
- Paul Weinberg and Scott met with a representative from Ledges Golf Course to discuss the sale of a portion of PVPA property that abuts the golf course. The meeting was positive and indicative that the sale would come to fruition. Scott later received notice, via e-mail, that the sale would not move forward.

### **Governance:**

- Geoff indicated that the committee did not meet due to quorum issues.
- It was voted in a previous meeting to amend the bylaws to add a Vice President. Geoff obtained the checklist from the State that indicates the steps necessary to include amendment. Geoff embedded the checklist into our current bylaws and sent the document to Jim Barnhill for review and comment. The Bylaws will be revisited at the January Governance Committee meeting.
- Scott requested that the Governance Committee be mindful of timing in submitting Bylaw revisions as Commission is slated to submit the Charter Renewal decision in February.

### **Strategic Action Plan Update:**

- Will indicated that the quantitative phase has just been completed. The next phase will be the qualitative phase. Erica has been meeting with a professor from Mt. Holyoke who specializes in systems processing. Through their discussions, qualitative methods have been laid out to identify stakeholder needs and how to accommodate them. The next meeting will be utilized to identify the questions that will be asked during the stakeholder interviews. A meeting will take place after Paideia that will outline goals that will be sent out to the community.
- Scott inquired on how questions will be identified. Will indicated that the surveys which were sent out will drive the questions.
- Scott stated that the Charter Renewal Report will likely identify some goals. Scott also suggested the use of Dragon Speak software during the interviews.
- Noah asked if students will be interviewed and Will confirmed so.

### **Head of School:**

- Scott introduced Kate Damon as a prospective board member. He also indicated that Trace McLaurin will be the new 9<sup>th</sup> Grade student representative. Scott requested that we introduce ourselves for the benefit of the new student member and prospect.
- Scott indicated that his Head of School report includes current happenings.
- Scott stated that Mary Cantler will be leaving PVPA at the end of the month. Mary served as Head of Philanthropy since 2008.
- Sam Brody, a guidance counselor who began working at PVPA approximately 1 ½ years ago will be leaving in mid-January. His position was filled today. The new guidance counselor will likely begin on January 11 and comes from a College Admissions background. Sam will work with the new counselor to bring them up to speed before his departure.
- PVPA's accountability rating fell from a level 1 last year to level 2 this year due to performance on MCAS at the middle school level. The Head of School report does include some bare bones information regarding the Charter Renewal site visit. More discussion will come once the Charter Renewal documentation and recommendations are received.
- Charter Renewal Report – Scott will distribute the finalized report to the Board once it is received. The report will include all supporting details. The Report, in general, is very positive. Report especially noted the following positive attributes – School culture, leadership & governance, arts opportunities, evidence of benchmarks met, curriculum, and special needs program.
- Kim congratulated Scott on his work. Scott responded by congratulating all members.
- Paideia catalog is now available on the website. Please take a moment to check it out.
- Garry Smith questioned if Mary Cantler's position will be filled and how that will be vetted. Scott stated that he has an idea that he will present at the next meeting.

**Space:**

- Scott indicated that completion will likely occur between 12/18 – 12/22. The only unknown factor pertains to the Certification of Occupancy given by the Building Inspector. There have been several inconsistencies with Building Inspector throughout the entire process.

**Students:**

- Noah, 10<sup>th</sup> Grade Representative, indicated that students are worried about the upcoming Biology MCAS. No other items to report
- Trace, 9<sup>th</sup> Grade Representative, stated that there were no items to report.

**Staff:**

- Will and Gary Huggett had no items to report.

**Open Session:**

- Deb stated that Friends of PVPA extended her an offer to perform accounting functions on behalf of the Friends on a contractual basis. Deb wanted to mention this for transparency purposes and indicated that she has accepted the contract. Deb will not have check signing authority.
- Kim thanked everyone for their service.

**Public Comment:**

- None presented

No further discussion

Gary Smith motioned to adjourn; seconded by Gary Huggett

Meeting adjourned at 6:55pm.

Respectfully submitted by,

Rachel D. Dionne