

**Board of Trustees Meeting
January 19, 2016 (postponed from January 12, 2016)
15 Mulligan Drive, South Hadley, Massachusetts
Ladenheim Library**

Present: Jim Barnhill, Rachel Dionne, Scott Goldman, Kim Hicks, Gary Huggett, Rachel Huggett, Trace McLaurin, Sean Moore, Liam O'Shea, Geoff Sumi, Stephen Therrien.

PVPA Mission Statement

Public Comment (10 minutes allowed) N/A

Meeting called to order at 6:11pm.

Approval of Minutes from previous meeting

Motion made and seconded; minutes approved

President's Business—Kim Hicks

Head of School evaluation, process and timetable

- Any suggestions for modifying the Survey Monkey evaluation tool before we send it out again?
How can we make it more accessible for students?
- Put in morning announcements, put a link on website, make a kiosk in the school?
- Sean Moore is invited to next Governance meeting to discuss options.
- Timetable: written evaluation will be ready in May or June.
- The Head of School has given approval for adjusting the timeline.

Re-examining PVPA's administrative structure

Over the past five years, we have had a single Head of School administrative model. The Manager of Philanthropy position is now vacant in the middle of our capital campaign. The summary of our charter renewal will be available in February. Due to our challenge over the next two or three years, the Head of School is asking for a job description change. The initial intention of the Board with the Head of School model was to have a single person accountable to the board so that the leadership of the school did not become divided and divisive.

Five years ago, fundraising was a part of the responsibility of the job, but a large percentage of the HoS's time was spent on running the school like a principal. Where we are going now (with fundraising) is critical. We are also becoming increasingly accountable to the DESE in regards to expectations for maintaining our charter. We will need increased attention in the following areas:

-Assessment of student learning in classrooms, in departments and as a school

-Clear expectations amongst the evaluators and teachers. Seeing types of instructional strategies across the board that we said we would do last year and what the site visit team saw this year.

Showing progress in these areas is tied to being able to increase our enrollment to 410.

(Scott hands out his proposal for new job descriptions)

- Llama will stay as Academic Programs Director- ELA and Math focus and develop a plan to start getting prepared for when we have ELL students at PVPA.
- Associate Academic Programs Director: This position will be posted. (Focus on History, Science and World Language).

Points in favor of this proposal:

- In terms of the instructional program, there are people who are currently in positions at PVPA who are more knowledgeable than the HoS and and who will be more effective working with teachers.

- The school is not going to improve in the areas we want to improve in unless we do more.
- It may be easier to raise money for PVPA when the HoS is the individual who is meeting with people.

Discussion followed:

Q: When we fundraise, doesn't all the money have to go through the Friends of PVPA in order for them to get a charitable deduction?

A: It used to, but it doesn't have to anymore. Charter schools are now able to own their own buildings. PVPA is a state institution that has tax exempt status. The Friends are going to discuss at the next meeting how to change their role in regards to this new status. That may include transferring the ownership of the building to the school, which could have some cost savings for PVPA. There are many legal questions to be answered before that. The HoS has been meeting with the Friends for the past few months, and plans to continue meeting with them in the future. The Friends is now using a professional accountant to keep their books.

Q: Will this restructuring proposal be discussed at the finance committee meeting, because I have lots of questions including accounting concerns regarding donations.

A: Yes, it will take months before anything will happen as there is much to be figured out ahead of time.

Q: How was the distribution of the subject matter for the jobs decided?

A: State accountability- Science and SS pair well together. ELA and Math give the most scrutiny to these subjects when it comes to accountability from the state.

Q: One of the reasons SG was chosen to be hired as Head of School was because of his prior success with fundraising. It seems odd to change the HoS job description now, as he has always been charged with fundraising.

A: This may or may not be a Board issue, but the idea is not go back to the idea of the structure of the Manager of Philanthropy. To do fundraising well, I may not be physically present in the building as much as I have been (for example). We need to do better at fundraising. The Manager of Philanthropy was under the Friends of PVPA as well as a PVPA staff member. For the past two years, SG supervised the position.

A: Philanthropy was part of the original job description. Given the last site visit report, we are going to be increasingly responsible for assessments from the state. The proposed reorganization and creation of the Academic Programs Coordinator is in response to this increased accountability.

Q: When I was a student here, I appreciated the accessibility of the heads of school. I think it is important for the culture of the school to have the HoS present. To that end, how much time would the HoS be away from the building in a given week, under this new plan?

A: To accomplish what needs to be accomplished, half of the HoS work time will be used. Part of that time will be out of the building. Conversely, as someone who tries to come to every event, HoS presence may increase because the development person should also be at events.

Q: This proposal looks overly ambitious. The HoS might still need a little more backup.

A: We have managed to accomplish almost everything that was in the strategic plan. This model could be evaluated in the future, but I am confident in this model.

Q: We have 400 students. Is our administrative structure appropriate given this? I see the associate position as taking things off of Llama's plate, and not necessarily the HoS plate.

A: Scheduling took a lot of HoS's time and now is going over to Llama. Also: PVPA is not just a school, we are a district. If we had a central office that handled all of the business office and state reporting and grant responsibilities, it would be different. We are also kind of running a business separate from the school in regards to productions.

When the current HoS came to PVPA, one of the mandates was to reduce the amount of administrators in the budget. This is the first time in five years that we are adding a bit back to our capacity. We have very specific focused work to accomplish. What is on the plate now is very different than what was on the plate then. A lot of this has been driven from outward sources.

The HoS requests a final decision for the February meeting. The budget is coming up in March. Also, the the academic associate and the arts programs director position must be posted. We could talk about it at the February finance committee meeting in regards to what the bottom line is.

Q: Can we ask the finance committee give a report so that we can vote knowing what it costs? Could we get it in advance of the meeting so that people have a few days to look at it before the Board meeting?

A: Yes.

Finance – Robert Brainin, Deborah Jacobson are not present

We received information from the board that the DESE's projection is \$238,000 of approved budget due to shifting demographics and sending districts. We have discussed how we may allocate this money if we are to receive it. Historically, we get a better read of when we get the money in June.

In terms of our population, that number can be a wild card. It depends on the needs of our students and where they are coming from. The good news is that last spring, when the board voted to approve the construction proposal from Allegrone, the board approved the use of reserves to pay for the building. In this fiscal year, we will have put that money back into the reserves (\$50,000).

Development – Scott Goldman

We are over the \$100,000 dollar mark and we did receive donations to fund the curtain. In Friday notes we said we needed to raise \$5,000 to get our curtain, and we may even be able to do two curtains (upstage black and cyclorama) for the March show. We also received a \$10,000 check from a trust in Ohio. Florence Bank made a \$50,000 pledge, giving \$10,000 a year. Tomorrow we are meeting with Rich Madowitz from the Friends Board. The HoS has learned Giftworks, the database to enter donations.

Governance—Geoff Sumi

Bylaws Update: JB made many suggested reviews. The committee has questions about article 11 (indemnification). Pending a meeting with the school lawyer, the GC will bring the bylaw reviews to the meeting in February. We would plan to vote at the March meeting. If the Board approves the amended bylaws they will be sent on for Preliminary approval and then the charter commissioner for final approval

Membership Update: Cate Damon attended in December but is unlikely to accept our invitation to join. Janet Arancena has resigned from the Board. Our next step will be to put an announcement in Friday notes to solicit applications from parents. We will be specific about what we are looking for (someone with a background in the arts and/or finance). We also looked into "onboard," but there is a fee for

joining so we may not be pursuing that venue. We are also still looking for community members. Melinda Winter has an email address of analum that is interested in joining.

Strategic Action Plan Update—Will Decherd

The survey was emailed to parents. Student focus groups were held over Paideia.

Head of School - Scott Goldman

Head of School report

Charter Amendment Request: Over the summer, we submitted a charter amendment request to an enrollment expansion. If we could budget for 408 students, we would have additional revenue by actually having 412 students. One of the changes in the provisions for making amendments, is that we have to have a proven provider status. This means we have to prove we are an academic success for three consecutive years. In the first year, we were level 2. Last year we were level 1 and this year we were level 2. It doesn't appear that we will be able to make a compelling enough argument unless we are able to provide other data, such as Other nationally normed tests, to prove our academic success. We are still in the green zone for our academic success.

Building Expansion Project Update

We started the first day of Paideia in the theater and had a student performance. We received a donation of 20 theatrical lights from a parent.

The Paideia showcase will be the first show in the new theater on January 28th at 7pm. Saturday, April 2nd we will have an event for the Arts for All Campaign in the new space with the Chamber of Commerce.

Students—Noah Hornick, Rachel Huggett, Trace McLaurin

We are in the middle of Paideia right now and the hallways are filled with singing, drumming and mock trial line-rehearsing.

Staff – Gary Huggett

The staff is spread around during Paideia. Grades have been entered for first semester. One thing that Paideia has this year is very organized support classes for students to catch up on work. It is a really positive thing and I am noticing in general it is very well organized.

We have a new guidance counselor named Andrew Goolsby-Cole, who has replaced Sam Brody.

Meeting Adjourned at 7:54 pm
Respectfully Submitted,

Amanda Melamed

