

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

May 10, 2016

<i>Present:</i>	Jim Barnhill, Will Decherd, Rachel Dionne, Kim Hicks, Gary Huggett, Rachel Huggett, Deborah Jacobson, Trace McLaurin, Sean Moore, Geoff Sumi, Melinda Winter
<i>Staff Present:</i>	Robert Brainin, Scott Goldman
<i>Absent:</i>	Scott Goldman, Noah Hornick
<i>Next meeting:</i>	June 14, 2015; 6:00pm; Library

Meeting called to order at 6:01pm.

Mission Statement:

- Read by Trace McLaurin

Public Comment:

- Llama Maynard wanted to have the efficacy recognized with regards to the creation of the strategic action plan. Llama offered commendations to the parents involved, specifically Anju Diggs, Kissy Mathewson, Becky O'Dell, and Carol Stewart.
- Will Decherd and Erica Foley thanked Llama Maynard and all involved on the Strategic Plan Committee. They are both proud to be part of such a committee.

Approval of Minutes:

- April Minutes were not approved as questions were brought up on accuracy and content. Geoff Sumi indicated that minutes should not be verbatim but rather a summation of the meeting. Jim Barnhill indicated that the law only requires a summary of the meeting.
- Geoff Sumi motioned to table approval of minutes until next meeting. Jim Barnhill seconded the motion. All members were in favor. (9 in favor, 0 abstentions, 0 nays)
- Approval tabled until next meeting in June.

President's Business:

Head of School Evaluation

- Kim Hicks related that according to Berri, it appeared as if only one board member completed the evaluation. Jim Barnhill Deb Jacobson, Sean Moore, and Geoff Sumi stated that they had not received the link. Kim will have Thom Vreeland resend the link and extend the deadline through Friday, May 13, 2016.

Board Presence at Fundraisers and Graduation

- Kim would like to see board members present at the upcoming Wine and Watercolors fundraiser as well as the Graduation. The fundraiser will be held on Thursday, May 12, at 7pm at Wycoff Country Club. Graduation will be held on June 2, at 7pm at the Calvin Theater.

Strategic Action Plan (SAP) Update: (presented by Will Decherd)

- Will Decherd stated that all members of the committee are present to field any questions that board members may have. The committee would like feedback and welcome discussion.
- Geoff S. thanked all members of the committee for all their hard work in preparing the Strategic Action Plan
- Geoff asked the following questions - what the budget implications are in accepting the SAP. Such an example of potential costs can be found on Page 6 Goal 2 Objective 2.3 – *Build*

institutional structures to track achievement data over time, including achievement of PVPA alumni. Is there a staff member already performing this task?

- Llama Maynard indicated that DESE requests that PVPA track where students go after high school. There is a data team already in place sharing that task.

Page 8 Goal 3 Objective 3.3 – *Determine and implement ways to provide comprehensive health education for students in the middle school and high school program.* Is this already happening?

- Staff indicate that health education currently occurs in middle school but not the high school
- Board needs to be made cognizant of where the costs are found.
- James Barnhill questioned what exactly does voting on the SAP mean
- SAP committee stated that the Goals and priorities are voted on. The next step will be to create a matrix / a map that outlines the pathway to achieve each objective. Voting is not a commitment to fund.
- Question was raised as to whether matrix will provide the guidelines as to what constitutes success. SAP committee indicated that the matrix will identify the benchmarks and implementation of the strategic plan. Nothing in the plan will compel the Board to any financial obligations. THE SAP is very much a wish list
- Question was raised as to whether the state would review the objectives and compare them to what ends up being implemented. Llama indicated that the school's accountability to state is to provide a strategic plan and accountability plan. However, the state holds more weight on the accountability plan.
- Geoff requested that the following be more clearly defined: Page 4 Objective 2.3 and 2.4 *stakeholders* and *community input*; Page 5 Objective 3.1 *accessible opportunities*; Page 12 Objective 1.2 *the objective in its entirety*
- Robert requested more clarity with Page 4 Objective 2.2 *ensure equity of access to resources*. Robert indicated that every department leader engages their department at the beginning of the year to see what the needs are for the year within each department. This procedure occurs both in the academic and production departments
- On Page 8 Objection 4.2, "critical friends" needs to be changed to Professional Learning Community (PLC)
- SAP Committee indicated that faculty will see these documents on May 20 for feedback. Students will have an opportunity to offer feedback as well. Vision and Foreward will also be completed prior to the vote at the June 2016 Meeting. Matrix will be completed subsequent to SAP approval.

Finance:

- Robert provided an updated on the budget. Some budget changes are as follows
 - FTE is re-calibrated to accommodate academic support
 - New Math Teacher will not be as expensive as originally budgeted
 - Health Insurance is budgeted at 10%. Broker indicates that it may be closer to 8% - 9%, while maintaining the current plan.
 - A balanced budget has been presented with a slight surplus of \$2M - \$4M.
- A question was posed that with reduction of surplus, should tuition revenue budget not come to fruition, how would school fare? Robert indicated that the school maintains a reserve that would sustain three months of operating expenses.
- Gary Huggett distributed a budgetary comparison with notes based on requested administration and instructional service information that he received from Robert. Gary requested that PVPA teaching staff should have an opportunity to be part of the finance committee. He also requested that Robert obtain a salary and benefits schedule for teaching staff at all middle and high school charter schools.

Lastly, Gary requested that these items be placed on the agenda for the June Board Meeting for further discussion.

- Deb stated that she has served on finance committees for charter schools for twenty years and information differs for each school and may not be indicative of PVPA's structure.
- Kim asked if faculty members are allowed to serve on the Finance Committee. The response was that faculty can be on the committee or can just attend the meetings as they are open. The question becomes what is the roll of a faculty member on the committee? Robert indicated that he likes the idea of more staff involvement with the budget process.
- It was stated that a Personnel Committee used to exist at PVPA but has since dissolved due to lack of involvement. The Personnel Committee would be a sub-committee of Board of Directors.
- Robert asked if there was any further discussion on the operating budget. Motion to approve operating budget was given by Jim B. and seconded by Deb J. (7 in favor, 2 abstentions, 0 nays)
- Capital Budget – Robert indicated that \$133M would be funded from the Friends while \$51M would remain the responsibility of the school. Discussion occurred on how the systems replacement plan is budgeted. Deb indicated that the rent that PVPA pays to the Friends covers the mortgage payment and an additional portion is reserved for the system replacement plan. Additional information was requested on the parking lot lighting and server capital items. The Capital Budget Approval has been tabled to the June Meeting.

Development:

- No discussion as Scott was absent

Governance:

- James B announced the slate of candidates for (re)election
 - Geoffrey Sumi, standing for three-year term as President (Term expires 6/30/19)
 - Rachel Dionne, standing for third two-year term as parent representative (Term expires 6/30/18)
 - Alison Noyes, standing for two-year term as parent representative (Term expires 6/30/18)
 - Donovan Arthen, standing for second three-year term as community representative (Term expires 6/30/19)
 - Gary Smith, standing for first full three-year term as community representative (Term expires 6/30/19)
- Board Retreat/Annual Meeting
 - A doodle poll will be circulated for following dates in June 4, 5, 11, 12, 18
 - The preliminary agenda entails Implementation of SAP matrix, fundraising in the context of Scott's new role, and conditions of charter renewal and strategies to fulfill them
- Board bylaws amendment – federal statute, revision to comply with statutes and board liability

Development / Head of School:

- Scott submitted his report via e-mail and requested that it be read over in his absence

Students:

- Rachel Huggett discussed how the Peace Jam Organization, led by Freja Joslin (7/8 Humanities Teacher) obtained 276 signatures to change the name from Columbus Day to Indigenous Peoples Day. The students are asking for the Board's support in changing the name on the school calendar.

- Let it be known that the Board would like to express their support of the petition submitted by the Peace Jam Organization to change the name from Columbus Day to Indigenous Peoples Day on the school's calendar. (8 in favor, 1 abstentions, 0 nays)

Staff:

- Math MCAS begins tomorrow for the 7th and 8th graders.

Open Session:

- Melinda wanted to mention the upcoming fundraising events - Wine and Watercolor and Whole Foods Giving Day

Public Comment:

No public comment

No further discussion

Jim Barnhill motioned to adjourn; seconded by Sean Moore

Meeting adjourned at 8:21pm.

Respectfully submitted by,

Rachel D. Dionne