

PVPA Charter Public School
Board of Trustees
Meeting Minutes

September 13, 2016

Present: Keith Black (remotely), Will Decherd, Rachel Dionne, Gary Huggett,
Noah Hornick, Deborah Jacobson, Sean Moore, Allison Noyes,
Zevey Steinitz, Geoff Sumi, Melinda Winter
Staff Present: Marcy Conner, Scott Goldman, Llama Maynard

Next meeting: October 18, 2015; 6:00pm; Library

Meeting called to order at 6:05pm with quorum.

Mission Statement:

- Read by Geoff Sumi

Public Comment:

- No public comment

Remote Participation:

- Keith Black participated in the meeting remotely, via telephone, due to his geographic distance. A disconnection occurred at 6:10pm with connection reinstated at 6:17pm. He was disconnected again at 7:10pm, after which he did not participate.

Approval of Minutes:

- November 2015 Minutes were approved as presented by consensus
- April 2016 Minutes were approved as presented by consensus.
- June 2016 Minutes were approved as presented by consensus.

President's Business:

- The Board contracted with NCCJ last spring. Board officers will meet with NCCJ representatives to discuss their findings and decide how to move forward.
- Just a reminder that DESE sends requests to Board members, via e-mail, to update various documents. All documents are resubmitted to the DESE electronically. Please remember to submit any necessary documents.

Board Membership Update

- Berri Jacque and Gary Smith resigned from the Board during the summer. Berri was instrumental in coordinating the annual surveys for the Head of School evaluation. Berri has offered to instruct any interested individuals on how to coordinate the annual survey and extrapolate the information. The Board wishes to acknowledge the contributions that both Berri and Gary made to PVPA through their service on the Board. They were both instrumental members to the board. With their resignations, the board is down to ten voting members and four student members. It would be nice to increase our membership, perhaps with community members.

Appointment of ex officio faculty member to the Finance Committee

- Paul Wright expressed interest in the position and is able to serve during that time slot. Some Board members indicated that he has the acumen to serve in such a capacity and recommended him. Paul Wright has been added to the Finance Committee by Presidential appointment.

Appointment of members to Salary Task Force Ad hoc Committee

- Gary Huggett will chair the committee which should consist of at least –
 - an individual who is not on the Board
 - a faculty Board Member
 - a Board Member (non-faculty)
 - a Finance Committee Member
- Committee must document methodology and collection of information. Information gathered must include factors that affect salaries such as required hours in the teacher work week, benefits packages, employer contributions.
- Once prospective group members are comprised, parameters of the committee will be outlined. The Ad Hoc Committee will be convened at the October 11 Board Meeting.

Point of order: Discussion of the Strategic Action Plan matrix was moved earlier in the agenda to accommodate Llama Maynard's schedule.

Strategic Action Plan (SAP) Matrix & Implementation: (presented by Llama Maynard and Will Decherd)

- Llama spent the summer creating a matrix, from an administrative perspective. The SAP Committee has been reviewing the matrix and commenting digitally to validate the efficacy. Once reviewed, drafts will be submitted to each department/segment for review. This is consistent with the process for development of the matrix discussed at the annual meeting in June 2016.
- A question was brought up in Governance as to where the matrix should live and who should be responsible for its maintenance. Perhaps the matrix, once completed and agreed upon by all parties, should be brought back to the board for a vote of confidence. The matrix would then be utilized in annual goal planning.
- An update on the matrix will be provided at the October Board Meeting and a draft will be available for review at the November Board Meeting.

Finance:

- Marcy Conner was introduced, by Deb Jacobson, as the new CFO. Marcy briefed the board that the Audit took place over the summer and Representatives from Moriarty and Primack will be at the October Finance Committee to present their findings.

Governance: (presented by Geoff Sumi)

Nomination of new member

- Zevey Steinitz was elected by consensus vote for a two-year term as parent representative.

Update on By-Laws Revision

- Last year the Board voted to add a Vice-President position to the board which constituted a full review of the By-Laws to ensure that the language and content complied with DESE and with general guidelines. Prospective changes were reviewed and discussed. More discussion will occur at the October Board Meeting.

Development / Head of School:

- Over the last couple of months PVPA has been working out the details to host a partnership Jazz workshop collaboration entitled MASH (Music & Arts of South Hadley) slated to take place on October 16.
- PVPA will also host GLSEN New England Conference on October 1.
- These events illustrate how the theatre has begun to create new opportunities for PVPA.
- Please refer to the Head of School Report for additional information regarding the start of school.

Students: (presented by Noah Hornick)

- The start of the school year has been going pretty smoothly. Add/Drop is working better this year as well.
- A copy of a petition for Off-Campus Privilege Reform was distributed - for informational purposes only. Students would like to change the requirements to include all juniors and seniors.
- There has been interest among students to serve as members on sub-committees of the board. This item will be brought to Governance for discussion.

Staff: (presented by Will Decherd and Gary Huggett)

- There were some technical issues to start the year.
- 7th and 8th grades have been moved to the East Annex which has been going quite well. Students and faculty seem to enjoy having all their classes in the same area.
- PVPA collaborated with another charter school toward the end of summer. Teachers indicated that it was nice to share thoughts and ideas with other teachers and hope to have another opportunity to do so in the future.
- MAPS testing is currently occurring and feedback has been positive by faculty.

Open Session:

None

Public Comment:

- Colleen Champ, a 9th grade parent, commented on the discussion that took place during the meeting. She questioned, in general, if there is a voice for special needs on the board.

Adjournment:

A Motion to adjourn was made at 7:48pm.

Respectfully submitted by,

Rachel D. Dionne