

**PVPA BOARD OF TRUSTEES**  
**Tuesday, September 8**  
**Meeting Minutes**  
**School Library**  
**15 Mulligan Drive, South Hadley, Massachusetts**

**Present:** Kim Hicks, Jim Barnhill, Robert Brainin, Will Decherd, Rachel Dionne, Scott Goldman, Noah Hornick, Gary Huggett, Rachel Huggett, Deborah Jacobson, Berri Jacque, Gary Smith, Geoff Sumi, Sean Moore, Jiro Roma, Stephen Therrien, ,Regina **Tillona**

**PVPA Mission Statement**

**Public Comment** (10 minutes allowed)

**Approval of Minutes** from 6/9/15 meeting

Minutes were corrected:

- Geoff Sumi was corrected to be listed as a parent member instead of a community member
- Deb Jacobson's term was corrected to say she would be serving another three year term.
- Minutes were Approved.

**President's Business**—Kim Hicks

- Welcome new faculty and student members; welcome to prospective Board members

**Finance** - Robert Brainin, Deborah Jacobson

The audit went smoothly, and the auditors will present the draft report to the Finance Committee at the October meeting. The Committee will recommend approval by the Board in October so that the completed statements can be submitted to the State Auditor by November 1.

**Development** - Mary Cantler and Sheila Mulholland were not present.

Scott Goldman: over the summer we worked with development agency on our Arts for All campaign . We are developing a donor list. We had a training with them as well as a few staff and board members about strategy and tasks for Friends Board, this Board and staff in the asking process. PVPA entered into a co tract with FDA in late June. Paul Weinberg will be taking over the Friends of PVPA Board. The contract is capped at \$20,000 to raise \$400,000.

**Space**

Building Expansion Project Update—guest, Mark Sullivan

Mark Sullivan, Owners Project Manager

There have been emails from Scott about the timeline of the project. Because of one of the main subcontractors, the project has become more difficult.

Work in existing building was done on time for school to begin. At present we are 3.5% over our original contract cost; 80% of this overage is related to asbestos removal. The

Pre engineer building manufacturer (Star Building) has been having difficulty getting their drawings to us. In addition, they have been late in delivering construction materials to the site. The architects responded as quickly as they could. What is happening now with the building should have happened in July. There are cost implications if the building project goes past the end of 2015. Once the shell is up and covered, they can move ahead more quickly. There have been some issues with the local building inspector; the South Hadly building inspector is requiring the project to accommodate local requests above and beyond state code, as is the fire department. The state will typically default to local inspector.

If the new space isn't done by January, performances will have to be scheduled elsewhere which will cost PVPA. A question was raised over whether we could charge Allegrone for this. The latest possible end date for the building is mid-January.

There is only one performance that is going to be affected by this potential delay. Each performance has a different number attached to it. The music department show is the easiest and least expensive show for us. Robert could get us numbers for next board meeting. After that, the next show is January 27th.

Update: The materials from sub-contractor are here 60%.

### **Governance**—Geoff Sumi

GS: We have a prospective parent member Melinda Winter. Her son is a theatre tech student and is very involved in events. There seems to be a lot of opportunities for involvement. Melinda wants to give back to PVPA. She works at an IT company and has run her own company, and help set up small business with finances and accounting. She finds problems with systems and offers solutions.

Motion made to vote on candidacy for two year term. Kim Hicks seconds. The vote is approved and the motion carries.

We now have 4 parent reps, 7 community members, 2 staff. With 13 voting members to get quorum is still seven.

Discussed having google drive for board documents. Spoke with Thom Vreeland. He recommended that a portion of the PVPA website would have the board documents and require login. Could also be the way of disseminating agendas for meetings.

Current officers of the board: clerk, treasurer, president. Should we create a vice president? This would require changing the bylaws. They could chair the

meetings if the president is absent, chair one of the sub committees, serve as a president-elect. Currently the clerk position is vacant.

DJ and RD think it is a good idea and that it could help with transitions in the future.

End of year head of school evaluation could be shared.

We do not have a clerk. They would not have to take minutes, but could take over the management of board documents. We could write the two job descriptions and offer them at the next board meeting. Changes to the bylaws have to be approved by the board of education.

Those who are interested in being clerk should be in touch with Geoff Sumi. You must have served at least one year on the board already to apply for the position.

The 2015 financial disclosure form is due. It was emailed from ESE to returning members. Board emails have to go to PVPA email addresses. Please send copy of financial disclosure to Amanda Melemed in the main office. Geoff Sumi will be holding an Orientation for new student representatives next month. Kim Hicks will be there as well. The governance committee meets the first Tuesday of every month.

### **Strategic Action Plan Update—Will Decherd**

The team has not met this year, but has divided into two person teams. Each of those sub sub-committees will be in touch with the staff that their part relates to. They are currently in brainstorming mode. The committee was asked to bring a draft to the Board in January with the idea of approving it before the end of the year. We are in year five of our five year plan and that is why we are working on a new one. Faculty and students and parents are on the committee. We have crossed off what has been done, what we want to continue doing, and where we want to start spending more of our time. The Board of Trustees gave input as well. A First draft will be sent out for feedback from community members. We are extending the strategic plan, not starting all over from scratch; preserving continuity. Erica Foley (Grade 8 Math Teacher) has taken over leadership of this process.

### **Head of School - Scott Goldman**

- Head of School report
- Charter renewal site visit at end of October.
- Annual report and charter renewal application and seat expansion charter amendment request.
- Tension between teachers associations and charter schools
- Recently there has been a move to make more charter schools available in underperforming districts. Would be great if PVPA parents wanted to go on October 13th to lobby against the senate bill.

**Students—** Noah Hornick, Rachel Huggett,

Community Day was amazing. The student involvement in workshops represent values the student body wants the school to have. Has green energy been a priority for the school or administration? So far minimal consideration has been given towards it in regards to the new building. One way to be 'greener' is to reduce consumption. Camp Anytown was a life changing experience. It felt important and valuable to teach what I learned to students on Community Day.

**Staff** - Gary Huggett and Will Decherd

Smooth start to the year. Gary is acclimating to being back on the PVPA board (Huggett served in 1998).

Every year new systems have been put in place. Things get better every year. Students getting their schedules in advance was a huge deal. There was clearly an administrative goal to open school year in a non-chaotic way. There was an issue with add drop. There are only two guidance counselors to help out. Some students gave up on their schedules and stayed in classes they don't like because they couldn't get in to see their counselor. Guidance counselor are not available for personal issues during add drop and that is a problem.

GH: There has been a culture change at PVPA of the guidance counselors' role.

SG: Students were asked to indicate first and second choices. Many people did not give second choices. Students knew which blocks classes were happening so that they could more clearly create schedules.

There was an idea to create an App or portal on iPads for Add/Drop

**Open Session** - for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting

**Public Comment** (10 minutes allowed)

**Adjourn**

Jim Barnhill gave motion to adjourn

7:48pm meeting adjourned