

APPROVED



## Veritas Preparatory Charter School

### Minutes

#### Academic Achievement Committee Meeting

Zoom Meeting

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#### Date and Time

Thursday August 11, 2022 at 8:00 AM

#### Location

Join Zoom Meeting <https://vpcs-org.zoom.us/j/3161659740>

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#### Committee Members Present

A. Errichetti (remote), L. Doherty (remote), R. Romano (remote), R. Sela (remote)

#### Committee Members Absent

A. Clark, D. Janes

#### Guests Present

J. Swan (remote), N. Gauthier

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#### I. Opening Items

##### A. Record Attendance

##### B. Call the Meeting to Order

R. Sela called a meeting of the Academic Achievement Committee of Veritas Preparatory Charter School to order on Thursday Aug 11, 2022 at 8:06 AM.

##### C.

## **Approve Minutes**

A. Errichetti made a motion to approve the minutes from Academic Achievement Committee Meeting on 06-09-22.

L. Doherty seconded the motion.

The committee **VOTED** unanimously to approve the motion.

## **II. Back To School Update**

### **A. Professional Development Calendar 22-23 Overview**

Rachel shares the PD calendar on behalf of Amy.

Ann : Are the APs excited about plan?

RR: We have sent it and will have first session sept 9 to go through plan and get feedback; will be excited but potentially overwhelmed have not seen all the lanes they have to operate in; people don't really understand everything principals does, they are a CEO.

Ann: Love that it's tied to the practical so many programs based in theoretical - you are investing in their success.

RR: May help them be successful or realize maybe the job is not for them and that's ok  
Headlines: share doc showing PD - new folks back at work in rigorous schedule of training Rachel reviewed schedule each session packed with content; intentionality and thought put into it; teamwork and collaboration; stands us apart.

Ann asked about what folks from middle school came to middle school: Alyssa, Miesha

RS: new teacher week, then all people, is there a thread running through PD bigger themes?

RR: Don't have an articulated focus for the year; reality is to get back to where we were in 2019 so kids can access early college; accelerated learning drilling into standards knowing every kid on way to mastery have a very compelling why about what we can offer, if kids can access it; we are the ones ensuring they access it, middle school has critical role in preparing kids. Things at PD are the things that will get them there; high schools and data around early college and persisting through college

High school leaning on developing habits do think a lot of work with 9th grade this year but moving forward we will be able to start that work earlier.

### **B. Staffing Update**

See Leadership Development Section. More to be shared at next meeting.

### **C. MCAS Update**

Tabled for next meeting due to time.

## **III. Leadership Development**

### **A. Assistant Principal Leadership Development**

Focus on professional learning and what we are doing for the new folks, returners, Jonathan and Rachel will share around leadership dev; Jonathan taking on this work; always developing our own leaders and done it well many time and times where we haven't. We have tried different things; trying to formalize a process now; got feedback through equity audit and made progress increasing diversity and having people of color in positions coaching/managing others; have to focus on developing leaders and don't want to put people in roles they aren't ready for or that could be counter to efforts and intentions; took feedback from two APs that neither have had leadership development training so Jonathan is planning a multiyear learning trajectory focusing in on different things each year so they can both learn all the things it takes to be a principal.

Jonathan: Leadership Development Trajectory:

AP leader trajectory and rubric: rubric is massive and all things leaders really need to learn and do; focus areas: this year when people going from teacher to leader managing team is most challenging piece. Within rubric, leverage that standard to help develop in other areas communications and personal effectiveness and personnel management; teacher and DCI development been trying to be more intentional about providing vision of what success looks like and also need to do that with leaders what evidence looks like, need same type of time and development as teachers and others.

3 things: instructional leadership, previewed with leaders reflection id strength and areas for development; get them involved in thinking about where they see themselves.

Rachel: What are places where Candice and TJ most ready to step and lead and have autonomy and where do they not know enough yet, place with not a lot of experience, connecting back to visions clear and consistent message around what success looks like; helping to formalize rubrics and evaluation tools to make performance management more equitable for all roles; have some one off roles - things that have been a little trickier to manage over the years; need to utilize rubric more to connect dots; a little humbling very challenging for new leader to step in and be responsible for all these things.

1. People management; have experience coaching dev leading DP, haven't had to be the heavy when there are issues and make sure we are there to support them give them structures; find areas where they will both be doing things.

2. Compliance standards related to special education, ELLs, civil rights: have participated but don't have the deep knowledge of how it connects to compliance; lens into why we do these things; don't give enough of the why we do what we do;

Jonathan: These processes and why really about equity.

Rachel: Have some data - not complete, nothing to share out but can commit to having it in September with academic committee then whole board; kick to Rebecca what we have before we share out widely.

Lisa: Bigger plan to embed in the culture? Rachel we have some intentional plan about rolling out the why to everyone;

Jonathan: Topics we are digging into leaders, some teachers do get some overview of why but need ongoing monitoring and teachers are not involved at that level; giving them why and making sure leaders do ops and instructional walks and making changes based on that.

Rachel: in particular, content required to train teachers around the why forces it to be embedded; building capacity of leaders. Hopes they will be able to articulate to teachers when involved and why its important to do certain things; accountability system behind it as leader; hoping it will organically bleed into other spaces.

Ann: PD for all staff and then additional strand for those elevated into more responsibility? Rachel affirmed.

Rachel: Amy's role is changing going from day to day to managing Candice and TJ in those roles, huge shift, and Jonathan and I will help support her, what levels to dig in, how do we ensure quality and how do we support this development work as committee? What are the right things to ask for and provide, how to embed accountability have TJ and Candice report right things at right time to get ongoing support, thinking about it don't have the answer quite yet.

Ann: Gave reference for someone else and had that conversation with recruiter its a real transition different skills set can't micromanage or move your eyes off the ops, have cadence of reporting on the right things;

Rachel: Trying to build this out, content is clear and now how do we help Amy have systems in place that allow her to lean into certain places.

Have content TJ and Candice a 2 campuses named common goals and focus they will learn those things together in cohorted experience; also set expectations for some standards they will need to have some individualized feedback as well; different strengths and areas of growth; Amy will manage around individual goals and feedback based on

own personal effectiveness. Need to support Amy to be sure she is picking right things at right times and give the right feedback.

Shared learning: 3 times per month set calendar and commit to it hold time as sacred; 1 of us delivering content and teaching them things as contextually relevant with rhythm of school year; 2 instructional walkthrough using our tools. Amy, Jonathan, Candice, TJ and may pull in Deans at some times, alternate between middle and high schools - looking for bigger picture trends to inform PD planning individual feedback to teachers, create next steps in response to what we are seeing;

Jonathan: Some walks focused on specific groups 3: operational walkthrough haven't really seen actually how it gets done; need them to understand how much time it takes to manage DOO and make sure things are happening smoothly; bring Katie Maron consult and contract come lead ops walkthroughs strong ops leader; in between will do some coaching for out school based ops leaders; Katie ops walkthrough tied to leader standards.

Jonathan: Tiered focused monitoring a few years ago requires every 3 year review; doing self assessment this year for visit next year; heavily focused on civil rights with a bit of special education, learning based on criteria we are assessing this year.

Rebecca: Given that one school is brand new, how much time will Amy spend at each place opening new school and keeping the middle school going?

Rachel: Middle school has had some consistency would be place where she would likely need to spend less time; spend more time at HS; have had almost week with new people one each team; feel really good about the high school team; incredible group of people and whole team is experienced, observing middle school leaders with new teaches and feels she needs to be there a bit more want to be flexible and real about the needs and have structures in place to know what needs are; Rachel at high school, Jonathan at middle; 20 kids from SPS and some have high needs.

Jonathan: Feedback leaders need related to PD recognizing development needs of leaders.

#### **IV. Closing Items**

##### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:03 AM.

Respectfully Submitted,  
R. Sela

**Documents used during the meeting**

- VPCS AP Learning Trajectory SY 22-23.docx
- School Leader Evaluation Rubric 21-22.docx