



# Pioneer Valley Performing Arts Charter Public School

## Executive Evaluation Committee

Amended on November 29, 2021 at 8:12 PM EST

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### Date and Time

Monday December 6, 2021 at 7:00 PM EST

### Location

This will be a remote meeting.

Here is the Zoom info:

Zoom Account is inviting you to a scheduled Zoom meeting.

Topic: Executive Evaluation Committee

Time: Dec 6, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81740178132?pwd=YnRCcG9hbUovc3BSUk05dWFIZmNVQT09>

Meeting ID: 817 4017 8132

Passcode: 9ruQx0

One tap mobile

+13017158592,,81740178132#,,,,\*494439# US (Washington DC)

+13126266799,,81740178132#,,,,\*494439# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 817 4017 8132

Passcode: 494439

Find your local number: <https://us02web.zoom.us/j/81740178132?pwd=YnRCcG9hbUovc3BSUk05dWFIZmNVQT09>

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**Agenda**

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
<b>I. Opening Items</b>			<b>7:00 PM</b>
Opening Items			
<b>A. Record Attendance and Guests</b>			2 m
<b>B. Call the Meeting to Order</b>			2 m
<b>II. New Business</b>			<b>7:04 PM</b>
<b>A. Approve Minutes</b>	Vote	David Potter	10 m
Review and approve the Minutes from October meeting.			
<b>B. Planning the Community Survey</b>	Discuss	Melinda Winter	25 m
Using the Strategic Action Plan to create key questions			
<b>III. Next Steps</b>			<b>7:39 PM</b>
<b>A. Take-aways and Scheduling</b>	Discuss	David Potter	10 m
<b>IV. Closing Items</b>			<b>7:49 PM</b>
<b>A. Adjourn Meeting</b>	Vote		2 m

# Coversheet

## Approve Minutes

<b>Section:</b>	II. New Business
<b>Item:</b>	A. Approve Minutes
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	2021_10_21_executive_evaluation_committee_minutes.pdf

DRAFT



# Pioneer Valley Performing Arts Charter Public School

## Minutes

### Executive Evaluation Committee

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#### Date and Time

Thursday October 21, 2021 at 7:00 PM

#### Location

Zoom Account is inviting you to a scheduled Zoom meeting.

Topic: Executive Evaluation Committee

Time: Oct 21, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85952665703?pwd=aUlRQ2NnOTI4djc1anVxaW54T3RpUT09>

Meeting ID: 859 5266 5703

Passcode: BTd8Db

One tap mobile

+13126266799,,85952665703#,,,,\*881772# US (Chicago)

+19292056099,,85952665703#,,,,\*881772# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 859 5266 5703

Passcode: 881772

Find your local number: <https://us02web.zoom.us/j/85952665703?pwd=aUlRQ2NnOTI4djc1anVxaW54T3RpUT09>

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#### Trustees Present

David Potter (remote), Melinda Winter (remote), Shannon Materka (remote)

#### Trustees Absent

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None

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## **I. Opening Items**

### **A. Record Attendance and Guests**

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

David Potter called a meeting to order on Thursday Oct 21, 2021 at 7:14 PM.

## **II. New Business**

### **A. Approve Minutes**

Shannon Materka made a motion to approve the minutes Executive Evaluation Committee on 09-13-21.

Melinda Winter seconded the motion.

The team **VOTED** to approve the motion.

#### **Roll Call**

David Potter      Aye

Shannon Materka Aye

Melinda Winter    Aye

## **III. Timeline and Manner of Current Search**

### **A. Discussion**

This section included erroneously again.

## **IV. Next Steps**

### **A. Take-aways and Scheduling**

Survey comes first, which helps to define the issues to be used for evaluation.

When sent, it goes to different groups but coded for each group, so that it is clear how each group

Previously Survey Monkey but now Board on Track is capable

Survey developed by this committee - based on what is going on in the current school year, pick questions based on SAP related to school and current events,

Do we have a previous survey? Yes, Mindi can email the one from Marc

Shanon - is there a rating per question ?

Mndi yes - the comments get included

Survey results lead to focus groups - seeing a lot of negative feedback with a certain group of the community, hold more focus groups with that group to learn more.

and feedback portion of evaluation is not never-ending. There are sections, need to be careful how it is conducted.

Mindi finds the survey questions from Marc's eval process

We explored and discussed the kinds of questions that have been asked before, based on values, and looked at the current SAP to begin thoughts about the most relevant questions

Next meeting date: November 15 at 7pm

## **V. 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 8:00 PM.

Respectfully Submitted,  
David Potter