Pioneer Valley Performing Arts Charter Public School

Executive Evaluation Committee

Date and Time
Monday May 2, 2022 at 7:00 PM EDT

Location
Zoom Account is inviting you to a scheduled Zoom meeting.
Topic: Executive Evaluation Committee
Time: May 2, 2022 07:00 PM Eastern Time (US and Canada)
Join Zoom Meeting
https://us02web.zoom.us/j/82837469278?pwd=VE40aHNuaTFaM0Nadnh4UEcyUHFUdz
09
Meeting ID: 828 3746 9278
Passcode: Vp1uG2
One tap mobile
+19292056099,,82837469278#,,,,*544910# US (New York)
+13017158592,,82837469278#,,,,*544910# US (Washington DC)
Dial by your location
     +1 929 205 6099 US (New York)
     +1 301 715 8592 US (Washington DC)
     +1 312 626 6799 US (Chicago)
     +1 669 900 6833 US (San Jose)
     +1 253 215 8782 US (Tacoma)
     +1 346 248 7799 US (Houston)
Meeting ID: 828 3746 9278
Passcode: 544910
Find your local number: https://us02web.zoom.us/u/kcGae37evT

PVPA Executive Search Committee Agenda

Agenda

	Purpose	Presenter	Time
I. Opening Items			**7:00 PM**

	Purpose	Presenter	Time
A. Record Attendance			1 m
B. Call the Meeting to Order			
C. Approve Minutes from April 25	Approve Minutes		1 m

II. Read Mission Statement

PVPA provides intensive exposure to the performing arts within the context of an excellent college preparatory curriculum.

III. Head of School Survey and Evaluation Process Timeline

IV. Plan next meeting

V. Closing Items

	Purpose	Presenter	Time
A. Adjourn Meeting	Vote		

Cover Sheet

Approve Minutes from April 25

Section: I. Opening Items
Item: C. Approve Minutes from April 25
Purpose: Approve Minutes
Submitted by:
Related Material: 2022_04_25_executive_evaluation_committee_minutes.pdf

Pioneer Valley Performing Arts Charter Public School

Minutes

Executive Evaluation Committee

Date and Time
Monday April 25, 2022 at 7:00 PM

Location
Zoom Account is inviting you to a scheduled Zoom meeting.

Topic: Executive Evaluation Committee

Time: Apr 25, 2022 07:00 PM Eastern Time (US and Canada)
Join Zoom Meeting

https://us02web.zoom.us/j/84918768421?
pwd=RC9RNjBBYWdnd08wcWd3MkcySzZ6dz09

Meeting ID: 849 1876 8421
Passcode: vspYf3

One tap mobile
+19292056099,,84918768421#,,,,*961960# US (New York)
+13017158592,,84918768421#,,,,*961960# US (Washington DC)
Dial by your location
    +1 929 205 6099 US (New York)
    +1 301 715 8592 US (Washington DC)
    +1 312 626 6799 US (Chicago)
    +1 669 900 6833 US (San Jose)
    +1 253 215 8782 US (Tacoma)
    +1 346 248 7799 US (Houston)
Meeting ID: 849 1876 8421
Passcode: 961960
Find your local number: https://us02web.zoom.us/u/keulbaNrdE

Committee Members Present

Avital Nathman, David Potter, Maggie Solis, Shannon Materka

Committee Members Absent
Janice Pamphile, Jesse Pompei, Mindi Winter

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

David Potter called a meeting of the Executive Evaluation Committee of Pioneer Valley Performing Arts Charter Public School to order on Monday Apr 25, 2022 at 7:00 PM.

II. Head of School Survey

A. Update on Progress

Brief review of progress made with adapting SAP to new survey questions.

III. Board on Track Evaluation Platform

A. Rachel Ksenyak, Governance Coach

Rachel Ksenyak - Board on Track

Visit with Executive Eval Committee

Governance coach (lives in Denver)

- Should be a year-round process (but one big eval at end of the year)
- Maybe build in a mid-year check in
- Good for PVPA having a committee
    ◦ Yay that we're doing this before new hire
- No need to reinvent the wheel
    ◦ Provides tools, templates, etc
    ◦ Coach is always willing to come and give feedback
    ◦ All included with our subscription

Current evaluation has been around for 10+ years

- More of a broad brush for leadership competencies (rather than educational)
- Can ask BOT to preview our survey
    ◦ Make it less than 30 minutes
    ◦ No more than 3-4 open response (and make them optional)
    ◦ Figure out ahead of time what are the big buckets are

○ CEO should have 3-4 SMART goals that might change every year but our overall evaluation should be consistent

Step-by-step process
Can customize as much or as little as you want

- EG: doesn't include Diversity, Equity and Inclusion but we can add that as a category
- Can choose to have some questions required vs optional

When would we likely need help?

- Tech support is available (especially while setting up for the first time)

Timeline tends to be about 3 months to create the process

- Since it's our first time, might want to start first, then tweak the timeline
- The "Process" screen is just a bulleted list of what needs to be done…but no links to the documents themselves
- Sample 12 month guideline what the committee should be doing during each month
- Evaluation Coordinator would have only access to data from the surveys and then would choose to share with the committee, etc.

When are talking with the CEO vs just among ourselves?

- Mostly open meeting discussions
- But only meetings with 3+ board members are subject to Open Meeting law
- If something of concern bubbles up, can go into Exec. session to discuss

The resulting memo (to the CEO) would be a private document to the CEO (not a public document)

IV. Next Steps

A. Outcomes and Timelines

Next meeting, May 2 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