



# Pioneer Valley Performing Arts Charter Public School

## Head of School Support & Evaluation Committee

Published on January 24, 2023 at 6:10 PM EST

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### Date and Time

Monday January 30, 2023 at 7:00 PM EST

### Location

HoSSEC Meeting

Monday, January 30 · 7:00 – 8:00pm

Google Meet joining info

Video call link: <https://meet.google.com/wpe-yuzm-hne>

Or dial: (US) +1 320-515-2031 PIN: 991 315 510#

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>7:00 PM</b>
A. Record Attendance			1 m
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes		5 m
<b>II. Mid-Year Formative Assessment</b>			<b>7:06 PM</b>

	Purpose	Presenter	Time
<b>A. Discussion</b>	Discuss	Brent Nielsen	45 m
- Updates and Documentation			
- Timeline Review			

**III. Other Business**

**IV. Closing Items**

<b>A. Adjourn Meeting</b>	Vote
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# Coversheet

## Approve Minutes

<b>Section:</b>	I. Opening Items
<b>Item:</b>	C. Approve Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	2022_12_12_hossec_december_meeting_minutes.pdf

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# Pioneer Valley Performing Arts Charter Public School

## Minutes

### HoSSEC December Meeting

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#### Date and Time

Monday December 12, 2022 at 7:00 PM

#### Location

HoSSEC December Meeting

Monday, December 12 · 7:00 – 8:00pm

Google Meet joining info

Video call link: <https://meet.google.com/hgb-nznc-bcg>

Or dial: (US) +1 315-812-1247 PIN: 894 523 489#

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#### Committee Members Present

David Potter (remote), Maggie Solis (remote), Mindi Winter (remote), Shannon Materka (remote)

#### Committee Members Absent

Avital Nathman, Janice Pamphile

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### I. Opening Items

#### A. Record Attendance

#### B. Call the Meeting to Order

David Potter called a meeting of the Head of School Support & Evaluation Committee of Pioneer Valley Performing Arts Charter Public School to order on Monday Dec 12, 2022 at 7:03 PM.

#### C. Approve Minutes

David Potter made a motion to approve the minutes from Head of School Support & Evaluation Committee on 11-14-22.

Shannon Materka seconded the motion.

None

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

## **II. November HoS Check-In report**

### **A. Discussion**

David and Avital met with Brent on 11/30 and reviewed his progress on each of the goals.

Hiring will take more priority toward the spring, many improvements already in place, ADP, outreach.

Many policies approved, more planned for upcoming Board meetings

Evaluations are in process, Vector online platform, more details needed

## **III. Planning the Formative Assessment**

### **A. Discussion**

Brent will meet with HoSSEC in January, share evidence in progress

HoSSEC will clarify specific requests and is open to Brent's input on the process

## **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 7:50 PM.

Respectfully Submitted,  
David Potter

# Coversheet

## Discussion

<b>Section:</b>	II. Mid-Year Formative Assessment
<b>Item:</b>	A. Discussion
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	Head of School Evaluation Timeline (1).pdf

## Head of School Evaluation Timeline

**October** - Head of School completes Self-Assessment

**November** - Head of School Support & Evaluation Committee (HoSSEC) checks in with Head of School for baseline/early progress update

**December** - Report to the Board

**January** - Mid-year **Formative Review** with HoSSEC

**February** - Report to the Board

**April** - Final check-in with Head of School

**April** - Report to the Board

**May** - Head of School completes Self-Evaluation regarding the Goals/SAP

- All Evidence due for Goals by May 15, 2022
- Board completes Head of School Leadership Survey
- Direct reports complete Head of School Leadership Survey
- Students/Staff/Parents complete Head of School Leadership Survey

**June** - Evaluation finalized and shared

- Future planning begins

**July** - Draft goals submitted for next year