



Pioneer Valley Performing Arts Charter Public School

Head of School Support & Evaluation Committee

Published on February 25, 2023 at 1:05 PM EST

Date and Time

Tuesday March 7, 2023 at 7:00 PM EST

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes		5 m
II. Mid-Year Formative Assessment Memo			7:06 PM
Discussion & Planning Feedback for Brent and the Board			
A. Memo	Discuss		10 m
III. Next Steps			7:16 PM
A. Timeline	Discuss		10 m
IV. Closing Items			7:26 PM
A. Adjourn Meeting	Vote		

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
2023_02_06_head_of_school_support___evaluation_committee_minutes.pdf

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Pioneer Valley Performing Arts Charter Public School

Minutes

Head of School Support & Evaluation Committee

Date and Time

Monday February 6, 2023 at 7:00 PM

Location

HoSSEC Meeting

Monday, February 6 · 7:00 – 8:00pm

Google Meet joining info

Video call link: <https://meet.google.com/dhh-jqnu-hyn>

Or dial: (US) +1 260-557-1420 PIN: 119 478 456#

Committee Members Present

Avital Nathman (remote), David Potter (remote), Maggie Solis (remote), Shannon Materka (remote)

Committee Members Absent

Janice Pamphile, Mindi Winter

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 Feb 6, 2023 at 7:09 PM.

C. Approve Minutes

Coversheet

Memo

Section:	II. Mid-Year Formative Assessment Memo
Item:	A. Memo
Purpose:	Discuss
Submitted by:	
Related Material:	HoSSEC Mid Year Feedback Memo (1).pdf

To: Brent Nielsen, Head of School
Date: February 10, 2023
From: Head of School Support & Evaluation Committee
Re: Midi-Year Evaluation Formative Review

Purpose: The purpose of this memo is to provide feedback on the documentation presented and guidance for the work ahead. The overarching purpose of the feedback process is to enable you to entirely fulfill the expectations for each goal.

Feedback on each goal:

GOAL #1: *By April 2023, Brent will ensure that actions, policies or protocols have been initiated or accomplished with the clear intent of supporting PVPAs efforts at recruiting, hiring, and retaining teachers, staff, and administrators such that the proportion of adult diversity is increasingly more similar to the diversity of the student body.*

What we appreciate:

- Evidence was shared relating to updates of the faculty and staff hiring process with the intent of increasing the hiring of candidates with non-traditional certifications/qualifications.
- Evidence was shared relating to the development of a bank of questions to ensure that hiring interviews address issues of diversity.
- Evidence was shared relating to efforts at ensuring diversity in the composition of hiring committees.
- Evidence was shared relating to the creation of a process to track application and hiring data related to increasing representation of the PVPA community.
- Evidence was shared relating to engagement with diverse voices when planning and analyzing key decisions.

What we are looking for: More of the same, with continued successful outcomes

Questions we have:

1. What do you think will create further success in upcoming years with the recruitment of a more diverse pool of teachers, staff, and administrators?
2. Are you keeping data related to retention of teachers, staff, and administrators related to increasing the diversity of adults to approach the student diversity profile?

GOAL #2: *By April 2023, Brent will ensure that actions, policies or protocols have been initiated or accomplished with the clear intent to support PVPAs efforts at improving the transparency of leadership.*

What we appreciate:

1. Evidence was shared relating to the creation of a Policy Manual for the school, separate from the School Handbook
2. Evidence was shared relating to defining the leadership positions, roles, and responsibilities clearly and sharing this openly with the greater PVPA community.
3. Evidence was shared relating to sharing clear and actionable priorities for senior administrative work openly and regularly with the PVPA community.

What we are looking for:

1. More clarity with respect to defining leadership positions for the benefit of internal operations, so that staff and teachers know who guides what and who to turn to for specific issues.
2. More evidence relating to the sharing of clear and actionable priorities of senior administrative work.
3. More evidence relating to transparent communication with the faculty/staff, and with the parent community, regarding priorities of senior leadership work

Questions we have:

1. At this time, which do you think is the bigger challenge to increasing transparency of leadership: internal clarity regarding leadership positions and priorities OR communication to community members about leadership positions and priorities?
2. How do you think internal clarity will improve school operations?

GOAL #3: *By April 2023, Brent will ensure the implementation of regular evaluations for all non-teaching staff, including administrators.*

What we appreciate:

1. Evidence was discussed relating to the implementation of evaluations for the senior leadership team, including a plan for reports to be shared with each member individually.

What we are looking for:

1. Documentation of the evaluation criteria and procedures for all non-teaching staff, including administrators.
2. Documentation of clear evaluation processes and expectations for all non-teaching staff, including administrators.
3. Evidence of the implementation of evaluations for the senior leadership team, including a plan for reports to be shared with each member individually.

Questions we have:

1. What are some of the practical benefits you anticipate from implementing a more structured approach to evaluating members of the leadership team?
2. Do you plan to use the DESE Evaluation rubrics in some fashion as a basis for the evaluations of all school personnel?

Coversheet

Timeline

Section:	III. Next Steps
Item:	A. Timeline
Purpose:	Discuss
Submitted by:	
Related Material:	Head of School Evaluation Timeline (2).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