



Pioneer Valley Performing Arts Charter Public School

Head of School Support & Evaluation Committee

April Meeting

Published on April 3, 2023 at 8:06 PM EDT

Date and Time

Monday April 10, 2023 at 5:00 PM EDT

Location

HoSSEC April Meeting

Monday, April 10 · 5:00 – 6:00pm

Google Meet joining info

Video call link: <https://meet.google.com/xqm-ueny-paw>

Or dial: (US) +1 240-407-7992 PIN: 698 281 757#

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 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			5:06 PM

	Purpose	Presenter	Time
Discussion with Brent as a follow-up to the Memo and to clarify expectations for final documentation.			

Clarify the Leadership Team who will complete a Leadership Survey.

Discuss Accountability Plan and District Report as lens on Leadership.

A. Leadership Survey	Discuss	10 m
Review dates and process		

III. Next Steps		5:16 PM
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A. Timeline	Discuss	10 m
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IV. Closing Items		5:26 PM
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A. Adjourn Meeting	Vote	
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Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
2023_01_30_head_of_school_support_evaluation_committee_minutes (1).pdf
2023_03_07_head_of_school_support_evaluation_committee_minutes.pdf

DRAFT



Pioneer Valley Performing Arts Charter Public School

Minutes

Head of School Support & Evaluation Committee

Date and Time

Monday January 30, 2023 at 7:00 PM

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#

Committee Members Present

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

Committee Members Absent

Janice Pamphile, Maggie Solis, Mindi Winter

Guests Present

Brent Nielsen (remote)

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 Jan 23, 2023 at 7:04 PM.

C.

Approve Minutes

David Potter made a motion to approve the minutes from HoSSEC December Meeting on 12-12-22.

Shannon Materka seconded the motion.

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

II. Mid-Year Formative Assessment

A. Discussion

Brent shared 8 documents to support his work on the first 2 goals - increasing diversity of staff & transparency of leadership, no documentation shared for goal 3 Evaluations of all staff. Discussion of goal 3 included a commitment that all staff and Admin clerical and Admin leadership team will receive written evaluations.

III. 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 7:52 PM.

Respectfully Submitted,
David Potter

DRAFT



Pioneer Valley Performing Arts Charter Public School

Minutes

Head of School Support & Evaluation Committee

Date and Time

Tuesday March 7, 2023 at 7:00 PM

Committee Members Present

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

Committee Members Absent

Janice Pamphile

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 Tuesday Mar 7, 2023 at 7:05 PM.

C. Approve Minutes

Wrong minutes were posted so no minutes were approved. February meeting did not actually occur.

II. Mid-Year Formative Assessment Memo

A. Memo

David shares the Feb 10, 2023 memo to Brent providing feedback on the documentation shared so far.

Brent appreciated the format, the feedback and the questions. He was ok with the constructive criticism and he has a sense of the direction to go now.

Committee members are satisfied with the memo and how it was received by Brent. No questions or comments.

III. Next Steps

A. Timeline

No report to the board in February because the board didn't meet quorum.

April will be a final check-in to touch base and make sure everyone is on the same page. Discuss whether to meet with Brent and have him talk us through his report.

Between now and May, what steps need to be taken? Mike (at BoT) says that Brent should be the one to create a survey for admin staff and school community and that gets shared with us (along with his self-assessment). We would receive survey feedback from Brent (anonymized) for us to utilize in our evaluation.

Discussion:

- Perhaps it is unreasonable to expect Brent to put together a survey in such a short amount of time. We can add that to our plan for next year
- Our goals were based on SAP and this survey wasn't part of it. But now we have been through a cycle and we can reassess for next year.
- Some other concerns were shared about putting admin staff in awkward position of gathering evaluations of their performances.
- Clarified that the survey would be a broad "general feeling" type of survey (that perhaps already exists): "How do you think the school is doing?" etc.
- Maybe give Brent the option to include such a survey as one of his artifacts?
- Suggestion: This committee shouldn't ask for something that isn't in direct response to one of the goals that we have put forth for this year
- If such a survey does go out, then we could use it as a guide for next year's goals
- Some more thoughts include
- Motion by David: we follow the survey process proposed by BoT that only issues the leadership survey only to the Direct Reports and the Board of Trustees. Seconded by Maggie
- Vote: Maggie Aye, Avital Aye, Melinda No, David Aye, Shannon Aye

David Potter made a motion to we follow the survey process proposed by BoT that only issues the leadership survey only to the Direct Reports and the Board of Trustees. Seconded by Maggie.
Maggie Solis seconded the motion.

- Vote: Maggie Aye, Avital Aye, Melinda No, David Aye, Shannon Aye

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

Roll Call

Janice Pamphile	Absent
Shannon Materka	Aye
Avital Nathman	Aye
Mindi Winter	No
David Potter	Aye
Maggie Solis	Aye

B. Priorities vs. Goals

Mike at BoT suggests that we stick with molding the goals. The Board will benefit from seeing this first go-around and can use the information in their own committees.

C. Timeline Discussion (Continued)

May is a busy month with the number of items to be completed.

Suggestion: Open the survey at April board meeting with a April 30 deadline to complete (for Board and Leadership Staff).

HoSSEC will need to meet after May 15 and the first week of June so we are ready to present the evaluation memo to Brent ahead of the June board meeting.

Meet May 22 and June 5 to share everything we think and to formulate the final memo to Brent indicating strengths, challenges and takeaways. Share with Brent on June 5 so he is ready for June board meeting.

Propose 5:00pm at PVPA.

April 3 HoSSEC meeting will be a check-in with Brent before the survey goes out.

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 7:57 PM.

Respectfully Submitted,
Shannon Materka

Documents used during the meeting

- HoSSEC Mid Year Feedback Memo (1).pdf
- Head of School Evaluation Timeline (2).pdf

Coversheet

Leadership Survey

Section:	II. Mid-Year Formative Assessment Memo
Item:	A. Leadership Survey
Purpose:	Discuss
Submitted by:	
Related Material:	HoSSEC Mid Year Feedback Memo (1).pdf District Report Card 2022.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?

Pioneer Valley Performing Arts Charter Public School

District Report Card
2022

Our Students

Enrollment by Race/Ethnicity 2021–2022

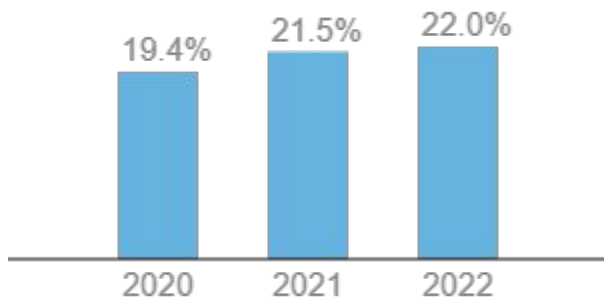
Race	% of School	% of State
African American	8.3	9.3
Asian	1.0	7.2
Hispanic	19.3	23.1
Native American	0.0	0.2
White	64.8	55.7
Native Hawaiian, Pacific Islander	0.0	0.1
Multi-Race, Non-Hispanic	6.8	4.3

Selected Populations (2021–2022)

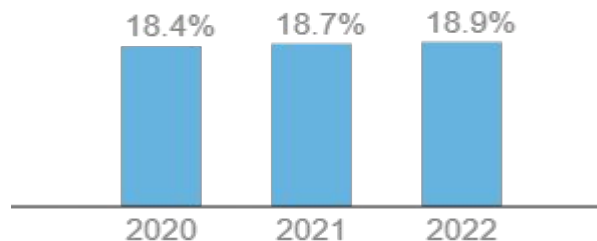
Title	% of School	% of State
First Language not English	0.0	23.9
English Language Learner	0.0	11.0
Low-income	40.8	43.8
Students With Disabilities	22.0	18.9
High Needs	49.3	55.6

Students with Disabilities

PVPA

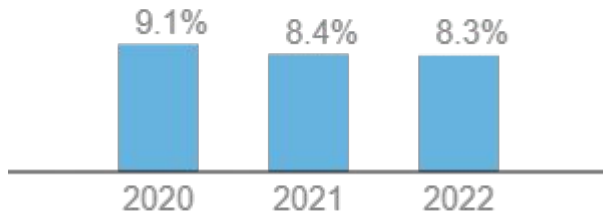


Massachusetts

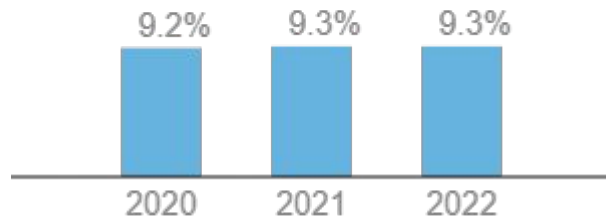


African American/Black

PVPA

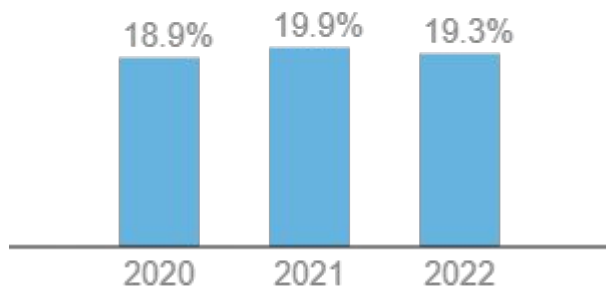


Massachusetts



Hispanic or Latino

PVPA



Massachusetts

