



# Pioneer Valley Performing Arts Charter Public School

## Head of School Support & Evaluation Committee

### May Meeting

Published on April 20, 2023 at 7:54 AM EDT

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#### Date and Time

Monday May 22, 2023 at 5:00 PM EDT

#### Location

HoSSEC Final Memo meeting

Monday, May 22 · 5:00 – 7:00pm

Time zone: America/New\_York

Google Meet joining info

Video call link: <https://meet.google.com/ewq-wnns-aey>

Or dial: (US) +1 585-491-8327 PIN: 508 658 593#

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:00 PM</b>
<b>A.</b> Record Attendance			1 m
<b>B.</b> Call the Meeting to Order			

	Purpose	Presenter	Time
C. Approve Minutes	Approve Minutes		5 m
II. Review of Goals Documentation & Leadership Survey Results			
III. Final Feedback Memo			
IV. Next Steps			
V. Closing Items			
A. Adjourn Meeting	Vote		

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** C. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
2023\_04\_10\_head\_of\_school\_support\_\_\_evaluation\_committee\_minutes.pdf



# Pioneer Valley Performing Arts Charter Public School

## Minutes

### Head of School Support & Evaluation Committee

#### April Meeting

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#### **Date and Time**

Monday April 10, 2023 at 5:00 PM

#### **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#

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#### **Committee Members Present**

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

#### **Committee Members Absent**

Janice Pamphile

#### **Guests Present**

Brent Nielsen

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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 Apr 10, 2023 at 5:03 PM.

### C. Approve Minutes

David Potter made a motion to approve the minutes Head of School Support & Evaluation Committee on 01-30-23.

Mindi Winter seconded the motion.

Everyone who voted was remote.

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

#### Roll Call

Janice Pamphile Absent

David Potter made a motion to approve the minutes from Head of School Support & Evaluation Committee on 03-07-23.

Maggie Solis seconded the motion.

David reminds everyone about what the minutes were about.

Everyone who voted was remote.

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

## II. Mid-Year Formative Assessment Memo

### A. Leadership Survey

Brent says that he is clear on expectations. He will submit documentation that supports all 3 goals by May 15th.

David shares his screen so everyone can see the document with Brent's goals. Goals are reviewed, as well as what the committee is looking for and what questions/requests we have added about documentation we're looking for. David also encourages Brent to ask any questions he has.

Re: internal clarity around admin staff, Brent says its interesting b/c no matter how much is communicated, it's not enough. It's about finding another way to put that info out there. This year they put a bulletin board outside the office with everyone's pictures, names/titles/what they're responsible for. Also trying to figure out how better ensure students know all members, especially if they haven't had a need for them before (i.e. introduced mental health folks during grade meetings).

Shannon chimes in to discuss the issue of students who are frequently absent and who is responsible for following up on this problem. There was a challenge of what was expected and what was realistic. Shannon says getting more info from Brent was helpful. Some progress was made, though more clarity would be helpful.

Maggie reminds that even if it's not perfect, if it's working, it can always get better (notes that COVID has had a massive impact and it can take a little bit of time to relearn this knowledge base).

Mindi suggests, to have the blurbs that were on the bulletin board would be good to have on the website as well for all staff.

Brent agrees that more info can be added, especially about admin assistants.

Re: DESE Evaluation Rubric- Brent says he does use it for evaluating teachers and admin staff. Next year's cycle for administrators will be more robust (starts at the end of this school year for '23-'24 school year).

Shannon asks if our committee has anything to do with staff evaluations and it's clarified that we do not beyond making sure he has done them. Brent says he will have them done by June 30th. Davis asks for a timeline of where things are on May 15th and what remains to be done.

(Goal 3) Brent shares that all admins are on one-year contracts and do not have union protection, so if an administrator is not following through on what they're doing it's easier to not renew them. It's a "different animal" than reviewing teachers, which is why he's taken more time in putting together evaluations for administrators.

Mindi says Brent should have meetings scheduled with admin by May 15th review.

Brent clarifies a few admin chains of command (Trevon reports to Kendrick and John reports to Marcy), but he says both Trevon and John interact with him quite a bit, despite them not being direct reports. David says he feels ok to have Trevon and John on the leadership survey, even though technically they are not direct reports to Brent. We decide to include them, as Brent is okay with that.

Brent talks about the annual report and all the information that is in there.