



Pioneer Valley Performing Arts Charter Public School

Head of School Support & Evaluation Committee

Published on October 28, 2023 at 7:51 AM EDT

Amended on October 28, 2023 at 8:43 AM EDT

Date and Time

Monday November 6, 2023 at 6:00 PM EST

Location

This is a VIRTUAL Meeting

HoSSEC November meeting

Monday, November 6 · 7:00 – 8:00pm

Google Meet joining info

Video call link: <https://meet.google.com/tif-prxn-oit>

Or dial: (US) +1 314-474-2426 PIN: 879 764 024#

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes		5 m

	Purpose	Presenter	Time
II. Head of School Goals Discussion			6:06 PM
A. Brent's Goals Proposal	Discuss	Brent Nielsen	15 m
Discussion of Evidence to document goals			
Connections to SAP and Accountability Plan			
III. Evaluation Process Review			6:21 PM
A. Logistics			15 m
Mid-Year Check-ins & Feedback			
Documents section of Evaluation in Board on Track to upload materials			
IV. Ongoing HoS Support Topics			6:36 PM
A. Continuity from SY 22-23 Goals	Discuss		10 m
V. Strategic Action Plan			6:46 PM
A. Review of components to be monitored by HoSSEC.	Discuss		10 m
VI. Closing Items			6:56 PM
A. Adjourn Meeting	Vote		

Coversheet

Approve Minutes

Section:	I. Opening Items
Item:	C. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	2023_09_26_hossec_september_meeting_minutes.pdf 2023_10_02_hossec_october_meeting_minutes.pdf

DRAFT



Pioneer Valley Performing Arts Charter Public School

Minutes

HoSSEC September Meeting

Date and Time

Tuesday September 26, 2023 at 7:00 PM

Location

This meeting will be entirely REMOTE.

HoSSEC Meeting Link

Tuesday, September 26 · 7:00 – 8:00pm

Time zone: America/New_York

Google Meet joining info

Video call link: <https://meet.google.com/qrk-nfhr-oem>

Or dial: (US) +1 609-666-2205 PIN: 744 290 286#

Committee Members Present

Avital Nathman (remote), Ben Sandri (remote), David Potter (remote), Maggie Solis (remote)

Committee Members Absent

Janice Pamphile, Mindi Winter, Shannon Materka

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 Sep 26, 2023 at 7:07 PM.

C. Approve Minutes

Avital Nathman made a motion to approve the minutes from HoSSEC Meeting on 06-12-23.

David Potter seconded the motion.

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

Roll Call

Shannon Materka	Absent
Janice Pamphile	Absent
Mindi Winter	Absent
Maggie Solis	Aye
David Potter	Aye
Avital Nathman	Aye
Ben Sandri	Abstain

II. Head of School Goals Discussion

A. Strategic Action Plan

Review of 2022-2023 evaluation

- When setting goals, the committee looked to priorities identified by Brent because there was no prior evaluation identifying areas of relative strength and weakness
- Committee also looked to Strategic Action Plan to identify Community priorities
- Committee set three goals
 - Increasing staff diversity
 - Evidence was provided about actions taken towards this goal, but it was not possible to really evaluate whether the steps taken had a positive affect on achieving the goal
 - This can be especially difficult with goals related to diversity (or anything where outcome depends on inputs that are outside HOS control)
 - Increasing transparency of leadership
 - Evidence was presented that addressed this goal
 - Evaluating admin team
 - This goal is very straightforward
 - Progress towards this goal was limited

Discussion of Potential New Goals:

- Consider revisiting prior goals, but revised to better articulate how the committee will evaluate progress
 - Goal 1
 - Could revisit to try to collect more meaningful evidence and data needed to assess progress
 - Diversity is currently a focus of the board and that should be considered if setting a goal around diversity
 - Goal 2
 - Rather than revisit the transparency goal, consider having a different communication goal
 - Improved communication serves multiple SAP goals but a communication goal might work better if it is crafted more with an eye for progress would be evaluated, rather than at the high level of SAP goals
 - Goal 3
 - Could revisit since the evaluations had not yet happened, but it is a very one-dimensional goal
- Before next meeting folks should look at SAP and think about goals that might work well for this year

III. Evaluation Process Review

A. Discussion

Discussion of ways to improve evaluation process this year

- Keep number of goals small
- Consider revisiting prior goals, but revised to better articulate how the committee will evaluate progress
- Consider separating out the evaluation effort/action steps and evaluation of outcomes
- For example, if there is a goal that involves applying for grants, could separately ask for documentation about how many applications were submitted and information about whether any grants were received

Evaluation Process Review:

Review of Timeline:

- Evaluation process is intended to begin towards the end of the year with a self-assessment by the HOS and then the same admin team and board complete the same survey.
 - The survey is broad and is not the primary source of information for the evaluation, more context
 - Last year committee spent a lot of effort on survey
 - Little for committee to do with survey this year - other than review results in spring

- The primary material for evaluating Brent is the evidence provided by Brent in response to the goals set by the committee
 - The committee does not seek out information beyond the evidence provided by Brent
- Formulation of next year's goals is supposed to be the last step of the annual evaluation process

Discussion of providing support in addition to evaluation

- Evaluation process was focus of committee last year, but committee also has support in its name
 - Providing support could be a way for committee to follow progress related to prior goals without including the goal in the evaluation
- Discussion of establishing regular schedule of meetings, perhaps monthly, between committee members and Brent

Closing Items:

Next meeting 10/2 - at that meeting will work on goals for this year and schedule of meetings with Brent

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 8:00 PM.

Respectfully Submitted,
David Potter

Documents used during the meeting

- 2023_06_12_hossec__meeting_minutes (1).pdf
- 2021-2026 PVPA Strategic Action Plan_Final (1).pdf

DRAFT



Pioneer Valley Performing Arts Charter Public School

Minutes

HoSSEC October Meeting

Date and Time

Monday October 2, 2023 at 7:00 PM

Location

This meeting is entirely REMOTE.

HoSSEC Meeting

Monday, October 2 · 7:00 – 8:00pm

Time zone: America/New_York

Google Meet joining info

Video call link: <https://meet.google.com/fop-suzg-knx>

Or dial: (US) +1 484-424-6792 PIN: 941 409 218#

Committee Members Present

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

Committee Members Absent

Ben Sandri, Janice Pamphile, 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 Oct 2, 2023 at 7:06 PM.

C. Approve Minutes

II. Head of School Goals Discussion

A. Notes

Brent wants to continue diversifying workforce. Has been working on it, but slow, steady progress. Two things he mentioned at retreat: 1. student support team structure (multi-tiered systems of support) and improving grading system/how we provide access to students/families.

Allison -- Student support team and Improve grading system

Loris -- Student support team

Emily -- Student support team

Another goal is around attendance (not changing policy, but making policy more widely known).

Brent says all of these things has roots in student outcomes, and would have the most measurable positive impact on student achievement.

Maggie says she looked at the SAP and noticed Goal #3 on School Climate and wondered whether any of the goals could connect to SAP in some way (i.e. student retention).

Brent says he does think it connects. Mentions speaking to parents at Open House about attendance and cell phone policy and how happy they seemed. Says he sees more waves of students leaving around mid semester and semester grades b/c they aren't as aware how students are doing in school and says that the support team and grading system goals relate to retention in that regard. But Brent says overall PVPA is doing okay with recruitment and retention with students.

Maggie says that as a parent, the process of enrolling her 7th grader this year was much smoother than her previous child's (during the pandemic).

Avital asks Brent which goals from last year does he want to keep working on and how many more does he want to add.

Brent says that the diversifying the workforce is the one goal from last year that he wants to carry over and focus on, have the admin and board focused on it as well. Really stresses new goals of student support team and revised grading system. Gives history/background on how PVPA grades students.

David proposes that Brent creates a goals document, which will include a list of what evidence will be collected to show accomplishment of goal. It will explain how does each goal connect to SAP.

Maggie adds that one of the things we discussed last week is the distinction between documentation of outcome vs steps taken. Some goals may not land with an outcome documentation vs certain steps taken.

Brent says that the Diversifying goal might be tricky re: outcome documentation, and Maggie offers suggestions of more step based evidence. David says he thinks the SAP has more suggestions/information re: process/metrics.

Davis says that the committee is here for support to Brent and to keep things moving forward, because some things are not simply one-year projects. There is a sense of on-going. Is there a way to continue being supportive of goals that are no longer "official" ones?

Maggie throws out suggestion of adding a goal surrounding communication. That it's an area that nobody is ever satisfied, but it contributes a lot to the family and student experience and like an area where there's always room for dialogue and improvement.

Brent agrees that there are always criticisms to communication strategies. But, that if we want to include communication as a goal, we should also include internal communication.

David is in agreement with that, and says that it could be worked into other goals (like grading system improvement, etc...).

Brent says he's open to having the communication goal (how to communicate student progress, among other aspects) as a separate goal.

Brent leaves meeting at 7:38

III. Evaluation Process Review

A. Discussion

Avi was concerned about too many goals - don't want to forget the ones from last year that still need work on.

Maggie worries about how to find evidence (and how to we evaluate it) for the new goals Brent is proposing. She wonders if there is a way to get a higher level goal/better related to SAP, which might make it easier to get solid documents/evidence. (i.e. retention is part of the SAP). Maggie also points to the diversification goal and how to track in the long term. How can we clearly share snapshots in time (What David refers to as a "data dashboard").

David talks about how this committee is a quasi academic oversight committee. The hope being that various committees take on different aspects of SAP connected to their goals and can monitor them. Stresses the support element. We can invite Brent to more of our collective meetings. David meets with him in addition to the meetings that the committee has. So we can have conversations and time together which don't relate to a specific goal.

Maggie wants to find a way to capture the institutional knowledge and history of PVPA to better help inform the present and future.

Davis says that student support services goal could fit under retention. But outcomes of diversification is concerning because what happens if we don't make the measure - but also, how easy is to really gather all the demographic information? Is it more about what steps are being taken vs outcome?

Maggie asks about having staff self identify, and putting that against staff retention, etc... How to discuss diversification without resulting to massive turnover. So if there is a way to see retention/turnover of the whole staff with snapshots of how staff identify, that would help see our patterns.

David suggests some sort of tracker/spreadsheet that could be a goal, but would be simply a data goal/dump that is reported and grows over the years to develop that historical knowledge of the school. Instead of an official goal, we can work on it collectively with Brent to figure out what information we should be gathering (retention rates, MCAS scores, etc...)

Proposal for Brent bring his goals to the board on the 10th. Davis will reach out to inform him. Then suggests committee to meet either 16th or 23rd. Agreement to meet on the 23rd at 7pm.

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 8:00 PM.

Respectfully Submitted,
David Potter