



Pioneer Valley Performing Arts Charter Public School

Head of School Support & Evaluation Committee Meeting

Published on December 21, 2023 at 12:51 PM EST

Date and Time

Monday January 8, 2024 at 7:00 PM EST

Location

This meeting will be entirely VIRTUAL.

HoSSEC Meeting

Monday, January 8, 2024 · 7:00 – 8:00pm

Time zone: America/New_York

Google Meet joining info

Video call link: <https://meet.google.com/bgn-ogir-fep>

Or dial: (US) +1 347-704-4244 PIN: 592 545 254#

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			

	Purpose	Presenter	Time
C. Approve Minutes	Approve Minutes		5 m
II. Head of School Goals Discussion			7:06 PM
A. Specifying Goals, Evidence, & Timelines	Discuss	David Potter	30 m
III. Board on Track Evaluation Portal & Survey Timing			7:36 PM
A. Uploading to the Portal	Discuss	David Potter	10 m
B. Evaluation Survey Timeline and Recipients	Discuss	David Potter	10 m
IV. Closing Items			7:56 PM
A. Adjourn Meeting	Vote		

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
2023_11_06_head_of_school_support__evaluation_committee_minutes.pdf
2023_12_11_hossec_december_meeting_minutes.pdf

DRAFT



Pioneer Valley Performing Arts Charter Public School

Minutes

Head of School Support & Evaluation Committee

Date and Time

Monday November 6, 2023 at 6:00 PM

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#

Committee Members Present

Avital Nathman (remote), Ben Sandri (remote), David Potter (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 Nov 6, 2023 at 6:13 PM.

C. Approve Minutes

David Potter made a motion to approve the minutes from HoSSEC September Meeting on 09-26-23.

Ben Sandri seconded the motion.

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

Roll Call

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

David Potter made a motion to approve the minutes from HoSSEC October Meeting on 10-02-23.

Avital Nathman seconded the motion.

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

Roll Call

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

II. Head of School Goals Discussion

A. Brent's Goals Proposal

Brent initials on goals SAP SOA- Student Opportunity Act, KDE key design element -- DESE commissioner goals align with our goals, (attendance and cellphones)

Work ties to admin team goals, collaborative approach, not tied to one individual

Documents tab in BoT needs to be shared with Brent and committee members for his uploads of evidence

Evidence is identified in the goals, or should be natural outcome of work such as meeting agenda or calendar invitation, forms, process outlines, etc.

Goals document attached

Bias in hiring is a concern - Ben asks about evidence that may be applicable - NEMNET training was about sharing the research of impact of various strategies - NEMNET minority recruiting, focus on diversity

Ben - are there other forms of diversity besides looking at race?

Brent - main focus now is race and ethnicity, where we least look like our student body

Grading and communication - traditional grades vs current system

LINK TO Brent's goals SY 23-24

<https://docs.google.com/document/d/1hEd7UrGj3CkNLZ4wuWRV4eHLeLVuHFNb6Wlyh7TKSOg/edit?usp=sharing>

III. Evaluation Process Review

A. Logistics

This topic was not discussed

IV. Ongoing HoS Support Topics

A. Continuity from SY 22-23 Goals

This topic was not discussed

V. Strategic Action Plan

A. Review of components to be monitored by HoSSEC.

This topic was not discussed

VI. 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 7:00 PM.

Respectfully Submitted,
David Potter

DRAFT



Pioneer Valley Performing Arts Charter Public School

Minutes

HoSSEC December Meeting

Date and Time

Monday December 11, 2023 at 7:00 PM

Location

This meeting will be entirely VIRTUAL.

HoSSEC Meeting

Monday, December 11 · 7:00 – 8:00pm

Time zone: America/New_York

Google Meet joining info

Video call link: <https://meet.google.com/tbm-yoxg-iuh>

Or dial: (US) +1 260-301-2498 PIN: 762 611 327#

Committee Members Present

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

Committee Members Absent

None

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 11, 2023 at 7:03 PM.

C. Approve Minutes

The minutes were not attached to the Agenda so must be voted on next meeting.

II. Head of School Goals Discussion

A. Final Goals Review

David says he wants to see templates (nothing filled out!), for better tracking of evidence as Brett accomplishes his goals. He also offered other suggested evidence examples in the Head of School Goals document (Job postings, memos, meeting agendas, etc...).

Maggie asks about Goal #2 (increase diversity in workforce), and particularly about going beyond the hiring process and look at retention as well. David asks if Maggie wants to add language to the document. She suggests "PVPA will create a process to track retention as a way of understanding tracking process towards goal of diversification." David adds it to the doc.

Question to consider (from Maggie?): What is our definition of diversity and how publicly trackable is it? David checks the SAP to see what he can figure out.

Ben asks: perhaps wording the question as "when we use the term 'diversity', what demographics are we/can we focus on?"

David suggests asking Brent.

Maggie says the tracking doesn't have to be public facing, but just available for review when needed (or that someone can report on trends, etc...).

Maggie voices concern with the goal (#3) related to changing the grading system at PVPA. Discussion about whether the goal itself is outside the scope of HoSSEC. Ben wonders "why" the change is happening - is it for teachers to have an easier time to communicate grades/progress or is it for ease of students to have a richer understanding of their progress? Is the end result of this goal for the teachers or the students? David isn't sure that's the correct binary viewpoint. He thinks its about making communication more effective and timely, but not necessarily richer. Is there a way to simplify and make the goal more clear? Maggie notes that if we're all confused about the "whys" of the goal, perhaps it needs to be written in a different way. She also wonders if other options were indeed considered or if this end goal was the only one considered.

Maggie wonders: What steps are being taken to ensure all stakeholders have opportunities to be a part of big decisions like changing the way grades are communicated. Will this only come from admin or will teachers have a chance to explain why a change away from standard base grading would be helpful for teachers (beyond student/parent benefits).

David says its clear we need more input from Brent on this.

III. Evaluation Process & Timeline

A. Discussion

We can't even discuss having a midyear check in, because we haven't gotten the goals fully solidified. We need to have another discussion with Brent to discuss process aspects of Goal #3 as well as the evidence aspects for all goals.

Maggie says that just as important as a midyear check in is ensuring that evidence gets uploaded as it's happening so we can see that there's movement with the goals. We don't want to micromanage the movement, but want to at least see it happening. Also, the goals shouldn't be something that get done quickly at the end of the year, but rather being worked toward all year long (as evidenced by regular uploads).

Avital asks if Brent can begin uploading evidence for Goals *now* versus waiting until later, so we can see if there are issues, and also to see if we need more of a discussion with goal #3 once he uploads files. Can we let Brent know we need some evidence by our Jan 8th meeting.

IV. Strategic Action Plan Monitoring

A. SAP working document

What part of the SAP pertains to us? Can we check anything off it based on our committee? We need to clearly connect dots between SAP and the goals.

David: If the process isn't good, we're not going to be happy with the outcome. It's in all of our interest to "double up" where there is overlap between SAP and goals. This will require Brent being more thoughtful and descriptive in his self-evaluation, to see where everything fits.

V. 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 7:59 PM.

Respectfully Submitted,
David Potter