

APPROVED



Pioneer Valley Performing Arts Charter Public School

Minutes

PVPA January 2022 Executive Search Committee Meeting

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Date and Time

Wednesday January 19, 2022 at 5:00 PM

Location

PVPA Library on Google

<https://meet.google.com/vbb-pgkj-xxj>

PVPA Executive Search Committee Agenda

Trustees Present

David Potter, Marty Espinola, Mindi Winter, Tonya Ward (remote)

Trustees Absent

Karin Kayser

Guests Present

Avital Nathman (remote), EJ Lafleur, Frank Newton (remote), L. Cartmill, Marcy Conner (remote), Martin Bridge (remote), Michele Veras (remote)

I. Opening Items

A. Record Attendance

B.

Call the Meeting to Order

Marty Espinola called a meeting to order on Wednesday Jan 19, 2022 at 5:07 PM.

C. Approve Minutes

Defer to next meeting since Minutes were not provided in advance.

II. Review Head of School Job Posting and Information from Potential Consultant

A. Review Civitas Consulting Document

Marty reviewed discussion with Civitas Consulting firm - Headhunters that are willing to perform specialized a la carte services

The budget for this would be \$5 to 35,000 for the entire project

Has PVPA used them before or have they been recommended?

- No, Governance came up with a list of 20 different companies that offered these types of services and narrowed the list down to this single company.

Can we get these references?

What is included in the \$6000 job posting level?

We need to know if they can help us to do something that we can't do ourselves?

Marty is going to put Marcy in touch with Civitas to investigate this further.

#1 Would like an example of what they have done in the past - sample of what they have done

#2 What are the benefits of their posting the job, more details

#3. The Reference check is a go

III. Plan next meeting

A. Recurring Weekly Meetings

5 PM on Wednesdays every week until the Job is posted and we are waiting for Resumes.

In the last search the Resumes were sent to Marcy then Marcy created a Binder for the Resumes and created a checkout process, she also created a checklist with a qualifications requirement list to advance the resume.

Build Tool to Rank each candidate then we will bring the highest-ranked candidates to Interview.

Need to add. Restorative Justice and Diversity to the Job Posting - where should it go and who should add it to the posting?

- Marcy and David will rework the posting

-EJ suggests that the generic items of Administration and Instruction are pushed down and pull the School Culture and Community be brought to the top and add Restorative

Culture and peer to peer is added to the top of the Posting. - Due to the fact that the leader has to have Administration and Instructional leadership if they are going to be applying to Lead a school.

Next meeting - Making a decision about the Job Posting and then Posting the Job.

IV. Closing Items

A. Adjourn Meeting

Martin asked about the other documents that were attached to the email, Marty stated that the documents may change as we go through this process and that a lot of those documents are just informative.

Difference between the Job description and the job posting.

Marty to revise the Recommendations of the taskforce..doc for next week

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:12 PM.

Respectfully Submitted,
Mindi Winter

Documents used during the meeting

None