

APPROVED



# Pioneer Valley Performing Arts Charter Public School

## Minutes

### Executive Search Committee

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#### Date and Time

Wednesday January 26, 2022 at 5:00 PM

#### Location

Executive Search Committee

Wednesday, January 26 · 5:00 – 7:00pm

Google Meet joining info

Video call link: <https://meet.google.com/zxp-mmwv-bik>

Or dial: (US) +1 401-830-3129 PIN: 182 136 003#

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#### PVPA Executive Search Committee Agenda

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#### Trustees Present

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

#### Trustees Absent

None

#### Guests Present

Marcy Conner, [avihistory@gmail.com](mailto:avihistory@gmail.com) (remote), [ejlafleur@pvpa.org](mailto:ejlafleur@pvpa.org), [mtlabonte@msn.com](mailto:mtlabonte@msn.com) (remote)

## **I. Opening Items**

### **A. Record Attendance**

### **B. Call the Meeting to Order**

Marty Espinola called a meeting to order on Wednesday Jan 26, 2022 at 5:03 PM.

### **C. Approve Minutes**

## **II. Review of Civitas Consulting Proposal**

### **A. Discussion**

Marcy had a conversation with Civitas Strategies:

They are approaching this work from a Rubric that their founder developed

They require a 1 week turnaround time and would require a meeting with the Board of Trustees for a list of qualifications which they would turn into a 1-page job description.

Then they would post the job on websites that we currently post to

When they meet with the Board they will identify the scoring tool based on the qualifications that the Board feels are critical and necessary.

They need to get to 100 candidates to have a full pool of candidates

They will Market the job based on those qualifications identified by the Board

If we want to use Civitas to build the job Description and posting how do people feel about that?

Marcy - I think we should do most of this internally - let's let them help with Recruiting and Background Checks

Mindi - Agrees with Marcy on doing the job posting internally but maybe posting for Recruitment

EJ - Got a recommendation from DESE that Civitas has worked with other schools, so we should get an outside perspective

David - agrees with EJ

Timeline question is there a reason why we have a timeline issue? Yes, Brent as Interim has an end date to his contract of the last day of the Academic calendar June 30th.

Marcy stated that the April Board meeting is when the decision should be made and an offer given to a candidate, in order to be able to provide proper notice to current employers.

Marty stated that the job posting needs to be completed prior to when Civitas would be able to help us, the job description needs to be completed prior to the end of the month. Marcy points out 4 key areas to point out in a job posting

Motion to move forward with items 2 and 3 with Civitas Strategies to get consulting services as put forward in the document presented by Marty. Seconded by David Potter

Karin Keyser - Aye

David Potter - Aye

Avital Nathman - Aye

Michele Labonte-Veras - Aye

Mindi Winter - Aye

Ej LaFleur - Aye

Tanya Ward - Aye

Marty Espinola - Aye

Motion Passed

### **Job Posting Discussion**

Posted and displayed the current draft of the job description on the screen and then wordsmithed the sections,  
Add the mission statement

Five sections:

Arts

Strategic Action Plan

Charter

Fundraising

Culture

Qualifications changes to Licensure requirement to any valid Massachusetts School

Admin Licensure

Charter school experience, preferably regional charter schools

## **III. Update of Survey of PVPA School Community**

### **A. Discussion**

Survey did not go out to Community - no responses were collected.

## **IV. Plan next meeting**

## **A. Discussion**

David asked about the next steps for the process:

Marty laid out the process

- Survey results around qualities of the new leader
- the committee will develop a set of questions that will use the survey results to take the qualities into account to find the leader the community wants (10 questions)
- Candidates to get materials to us by March 15th
- Resume review by the committee and select candidates (6 candidates)
- Interviews conducted with initial candidates by the committee
- Committee will narrow the candidates to a finalist pool to no more than 3
- Finalists will be invited to come into the school for a day of Interviews with the Board and then different constituents and staff
- Board will then vote on a final candidate
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Marcy will try to get the Job posting completed prior to the Wednesday meeting for people to review and then approve for posting at the meeting.

## **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 6:12 PM.

Respectfully Submitted,  
Mindi Winter