

APPROVED



# Pioneer Valley Performing Arts Charter Public School

## Minutes

### Executive Evaluation Committee

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#### Date and Time

Monday April 25, 2022 at 7:00 PM

#### Location

Zoom Account is inviting you to a scheduled Zoom meeting.

Topic: Executive Evaluation Committee

Time: Apr 25, 2022 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84918768421?pwd=RC9RNjBBYWdnd08wcWd3MkcySzZ6dz09>

Meeting ID: 849 1876 8421

Passcode: vspYf3

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Meeting ID: 849 1876 8421

Passcode: 961960

Find your local number: <https://us02web.zoom.us/j/84918768421>

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### **Committee Members Present**

Avital Nathman, David Potter, Maggie Solis, Shannon Materka

### **Committee Members Absent**

Janice Pamphile, Jesse Pompei, Mindi Winter

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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 25, 2022 at 7:00 PM.

## **II. Head of School Survey**

### **A. Update on Progress**

Brief review of progress made with adapting SAP to new survey questions.

## **III. Board on Track Evaluation Platform**

### **A. Rachel Ksenyak, Governance Coach**

Rachel Ksenyak - Board on Track

Visit with Executive Eval Committee

Governance coach (lives in Denver)

- Should be a year-round process (but one big eval at end of the year)
- Maybe build in a mid-year check in
- Good for PVPA having a committee
  - Yay that we're doing this before new hire

- No need to reinvent the wheel
  - Provides tools, templates, etc
  - Coach is always willing to come and give feedback
  - All included with our subscription

Current evaluation has been around for 10+ years

- More of a broad brush for leadership competencies (rather than educational)
- Can ask BOT to preview our survey
  - Make it less than 30 minutes
  - No more than 3-4 open response (and make them optional)
  - Figure out ahead of time what are the big buckets are
  - CEO should have 3-4 SMART goals that might change every year but our overall evaluation should be consistent

Step-by-step process

Can customize as much or as little as you want

- EG: doesn't include Diversity, Equity and Inclusion but we can add that as a category
- Can choose to have some questions required vs optional

When would we likely need help?

- Tech support is available (especially while setting up for the first time)

Timeline tends to be about 3 months to create the process

- Since it's our first time, might want to start first, then tweak the timeline
- The "Process" screen is just a bulleted list of what needs to be done...but no links to the documents themselves
- Sample 12 month guideline what the committee should be doing during each month
- Evaluation Coordinator would have only access to data from the surveys and then would choose to share with the committee, etc.

When are talking with the CEO vs just among ourselves?

- Mostly open meeting discussions
- But only meetings with 3+ board members are subject to Open Meeting law
- If something of concern bubbles up, can go into Exec. session to discuss

The resulting memo (to the CEO) would be a private document to the CEO (not a public document)

#### **IV. Next Steps**

##### **A. Outcomes and Timelines**

Next meeting, May 2 at 7pm

#### **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 8:00 PM.

Respectfully Submitted,  
David Potter