

APPROVED



# Pioneer Valley Performing Arts Charter Public School

## Minutes

### Executive Evaluation Committee

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#### Date and Time

Monday May 9, 2022 at 7:00 PM

#### Location

Zoom Account is inviting you to a scheduled Zoom meeting.

Topic: Executive Evaluation Committee

Time: May 9, 2022 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82043692291?pwd=QkN1ZDI2N3B1cGZydGFCWldrbW9xUT09>

Meeting ID: 820 4369 2291

Passcode: V4XuRz

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Meeting ID: 820 4369 2291

Passcode: 628866

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### **Committee Members Present**

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

### **Committee Members Absent**

Janice Pamphile, Jesse Pompei, Mindi Winter

### **Guests Present**

Sam Falk (BOT) (remote)

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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 May 9, 2022 at 7:00 PM.

### **C. PVPA Mission Statement**

## **II. Head of School Survey, Goals, and Timeline discussion**

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

Sam Falk from BOT joined the call. David started the meeting by catching Sam up to speed as to where we are.

Sam's thoughts/notes: We're already a step ahead of many Boards by creating a Head of School evaluation. He recommends focusing on "how will we know if the CEO is doing the right thing, and what can we ask to see that." Don't try to get too detailed. This is a big picture thing. Think about the meeting you want to have with Brent and work backwards from there, you'll note that too many details get in the way. Stick with the template of multiple choice and a few sentences to create a formed, justified opinion.

Shannon: Agrees that we need to keep it broad because there are so many aspects to the job. Teachers have their own POV re: Brent as their leader, but that's just a small % of his job. Also, where/how do we factor in the SAP?

Avital: Used BOT's template and worked in suggestions from the SAP.

Discussion ensued over what parts do we take out/add/leave in?

Avital asks Sam if there is a way to collaborate on an evaluation within BOT, but he says it's best to do the additions/subtractions outside BOT and then create the final eval in the program.

David shares a draft timeline he created that could work.

Shannon asks what the difference is between a midyear and full year eval.

Sam says the full year check in much more broad eval of how you're performing and how the school is performing. The midyear is about checking in to see where Head of School is on the goals set and what they might need to continue going forward.

12 year calendar and mid-year evaluation are both in Governance and Training resource section.

Sam suggests that we can do an informal/unofficial evaluation over the summer but David says that's not our goal. But, we can start the year with a self evaluation/goals session - what are strengths/weaknesses and how do they relate to goals for the coming year.

Avital suggests: possible prompts like "what have you learned in this position over the last year and how will you use that going forward?"

David isn't opposed to using prompts but also likes just having open space for Brent to self reflect and set goals.

Maggie: Noticed that there was spots in SAP where objective data was required, and we need to build that somewhere into the process - who will be collecting it and packaging it (at least for the board and presumably for Brent).

Shannon: Something Jenna and I can do over the next 5 weeks is to talk to teachers and see if their concerns fit into the questions that we're considering for evaluation. David asks for Shannon to wait until they meet with the board to discuss this process.

David: Wants Maggie to focus on those more data needed issues - who is collecting data? Where? Wants Shannon to talk to the group at next meeting as to how to include the teachers and their needs. Wants Avital to look at Maggie's doc and bring in those aspects into the doc she has started. Avital encourages everyone to pop into to document and add their thoughts.

Self reflection period & development of goals in July/August. David asks if we want to ask the board to consider making this a standing committee. Sam chimes in and says that it should be a standing committee.

Everyone in attendance agrees to have Board consider this a standing committee.

## **B.**

### **Vote on Draft Proposal for the Board**

David Potter made a motion to Present to the Board of Trustees that this committee recommends using the Board on Track customizable CEO Evaluation platform to create our own Head of School evaluation process.

Shannon Materka seconded the motion.

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

## **III. Discussion of Committee Status**

### **A. Vote on Recommendation to the Board**

David Potter made a motion to Present to the Board of Trustees the recommendation of this committee to create a standing Head of School Support and Evaluation Committee with the current membership as the starting lineup.

Maggie Solis seconded the motion.

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

## **IV. Next Steps**

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

Avital will continue to work on merging our HoS Survey ideas into a shareable document

Maggie will focus on the aspects of the Strategic Action Plan which require more data to be collected

Shannon will remind us next meeting to consider how teacher input can best be incorporated from the outset.

## **V. Closing Items**

### **A. Adjourn Meeting**

David Potter made a motion to Adjourn the meeting.

Shannon Materka seconded the motion.

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

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,  
Avital Nathman