

APPROVED



# Pioneer Valley Performing Arts Charter Public School

## Minutes

### Executive Evaluation Committee

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#### Date and Time

Monday May 23, 2022 at 7:00 PM

#### Location

Zoom Account is inviting you to a scheduled Zoom meeting.

Topic: Executive Evaluation Committee

Time: May 23, 2022 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

[https://us02web.zoom.us/j/81230558540?pwd=TwuJI7uWLaU8dwSvtmrML-vym6L7\\_o.1](https://us02web.zoom.us/j/81230558540?pwd=TwuJI7uWLaU8dwSvtmrML-vym6L7_o.1)

Meeting ID: 812 3055 8540

Passcode: TwpHu1

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Meeting ID: 812 3055 8540

Passcode: 306298

Find your local number: <https://us02web.zoom.us/j/kdEucP8NEU>

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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

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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 23, 2022 at 7:04 PM.

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

### **D. Approve Minutes**

Maggie Solis made a motion to approve the minutes from Executive Evaluation Committee on 05-09-22.

Avital Nathman seconded the motion.

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

#### **Roll Call**

David Potter	Aye
Maggie Solis	Aye
Jesse Pompei	Absent
Shannon Materka	Aye
Avital Nathman	Aye
Mindi Winter	Absent
Janice Pamphile	Absent

Maggie Solis made a motion to approve the minutes from Executive Evaluation Committee on 04-25-22.

Shannon Materka seconded the motion.

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

#### **Roll Call**

David Potter	Aye
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**Roll Call**

Maggie Solis	Aye
Jesse Pompei	Absent
Shannon Materka	Aye
Avital Nathman	Aye
Mindi Winter	Absent
Janice Pamphile	Absent

Discussed meeting minutes for 3/7/2022 meeting. Shannon observed that minutes are hard to understand without more context. Shannon will revise and resubmit for approval next month.

Discussion of meeting minutes from 2/7. There was no quorum and no meeting. Shannon Materka made a motion to approve the minutes from Executive Evaluation Committee on 01-03-22.

David Potter seconded the motion.

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

**Roll Call**

Shannon Materka	Aye
David Potter	Aye
Janice Pamphile	Absent
Jesse Pompei	Absent
Mindi Winter	Absent
Avital Nathman	Abstain
Maggie Solis	Abstain

David Potter made a motion to approve the minutes from Executive Evaluation Committee on 12-06-21.

Shannon Materka seconded the motion.

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

**Roll Call**

Shannon Materka	Aye
Maggie Solis	Abstain
Avital Nathman	Abstain
David Potter	Aye
Mindi Winter	Absent
Jesse Pompei	Absent
Janice Pamphile	Absent

David Potter made a motion to approve the minutes from Executive Evaluation Committee on 10-21-21.

Shannon Materka seconded the motion.

It appears these were approved at the December meeting, but in an abundance of caution to make sure the minutes are properly approved through Board On Track, we had another vote to approve the minutes from 10/21/2021.

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

**Roll Call**

Avital Nathman	Abstain
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### **Roll Call**

Maggie Solis	Abstain
Shannon Materka	Aye
Mindi Winter	Absent
Jesse Pompei	Absent
David Potter	Aye
Janice Pamphile	Absent

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

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

Avital update - shared an updated draft through google docs, there are annotations in different colors with comments:

- Green items are added from SAP
- Orange items are suggested changes
- Purple items are from Shannon
- Strikethrough items are to be removed

Tried to keep it to 5 and no more than 6 items per category

Discussion about the final categories from BoT template - question whether all should be separate

Desire to consolidate to reduce categories

Agreed to combine categories for finances, facilities, and resources into a single category

Agreed to combine items related to communication into a single category for family/community communications

Agreed that midyear evaluation would be shorter, focused on the specific annual goals identified together with HoS

## **III. Timeline Discussion**

### **A. Board on Track article**

Will discuss during next meeting

### **B. Brent will be attending the next meeting and we can talk with Brent about his timelines for submissions to DESE etc. as those might impact the evaluation timeline**

## **IV. Next Steps**

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

Shannon - will discuss with Marcy the scope of financial items to include in the HoS evaluation

Maggie - will translate the Google doc into the BoT template before the Board meeting

David - working towards a presentation for Board, with timeline, template

Next Meeting 6/6

## **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,  
Maggie Solis