

APPROVED



Pioneer Valley Performing Arts Charter Public School

Minutes

Executive Evaluation Committee

Date and Time

Monday June 6, 2022 at 7:00 PM

Location

Zoom Account is inviting you to a scheduled Zoom meeting.

Topic: Executive Evaluation Committee

Time: Jun 6, 2022 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

https://us02web.zoom.us/j/82436609853?pwd=eGwIFbanuSI5p8Lt0Usjst9Q_wsrWk.1

Meeting ID: 824 3660 9853

Passcode: CyWP39

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Meeting ID: 824 3660 9853

Passcode: 167612

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

Committee Members Present

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

Committee Members Absent

Janice Pamphile, Jesse Pompei, Mindi Winter

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 Jun 6, 2022 at 7:07 PM.

C. PVPA Mission Statement

Said by David

D. Approve Minutes

David Potter made a motion to approve the minutes from Executive Evaluation Committee on 05-23-22.

Avital Nathman seconded the motion.

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

II. Head of School Survey

A. Update on Progress

Maggie drafted a new version of survey to reflect more of PVPA 's personality and the priorities of the SAP. Discussion of being able to tweak it until the final version needs to be implemented in spring '23.

III. Timeline Discussion

A. Performance Metrics

- David shares articles with the committee:
 - Quarterly conversations (mid-year check ins)

- This, together with the SAP, gives specific things to check in on
- We could start drafting a timeline
 - The mid-year is just a check in (not an evaluation)
 - David starts drafting a timeline
 - David will finalize the sample timeline and have it ready for us to review next week - merging the 2 timelines from Board on Track for Yearly Process and Support Check-In Timelines

IV. Goal-Setting, Support, Assessment

A. Defining Goals

- Discussion about how the evaluation process can help further the goals and improve the professional development of teachers and administrators
- What do we need the board to focus on?
 - Not a sentence by sentence evaluation...they are there for broad strokes
- Board should discuss goals/priorities at Summer Retreat, Brent should contribute to discussion and share his own goals - committee has authority to choose final set of goals to be evaluated each year
- Question: who do we evaluate? Anyone beyond Brent?
 - Just Brent.
 - We could ask for documentation, like an org chart as to who evaluates who?
 - Evaluation process for his staff?

V. Next Steps

A. Outcomes and Timelines

David will present timeline at next meeting

Brent will be invited again

VI. 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 8:07 PM.

Respectfully Submitted,
David Potter

Documents used during the meeting

None