

APPROVED



Pioneer Valley Performing Arts Charter Public School

Minutes

Executive Evaluation Committee

Date and Time

Monday June 13, 2022 at 7:00 PM

Location

Zoom Account is inviting you to a scheduled Zoom meeting.

Topic: Executive Evaluation Committee

Time: Jun 13, 2022 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82572733656?pwd=TGhH8CaoPCNv8y0ccyffQbE6YZ5lnZ.1>

Meeting ID: 825 7273 3656

Passcode: qX47CE

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Meeting ID: 825 7273 3656

Passcode: 047915

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

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

Brent Nielsen (remote)

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 13, 2022 at 7:05 PM.

C. PVPA Mission Statement

Said by David

D. Approve Minutes

Shannon Materka made a motion to approve the minutes from Executive Evaluation Committee on 06-06-22.

David Potter seconded the motion.

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

II. Head of School Survey

A. Update on Progress

Maggie hasn't made anymore changes since the last time committee reviewed it. David suggests sharing what we have done with Brent.

David screen shares the current survey draft with everyone on the Zoom call. Maggie says that maybe we need to consider figuring out how to possibly incorporate individual goals, but perhaps that's something that happens outside the survey. David agrees and

says that either they get embedded in the survey or we have a separate way of assessing those specific metrics. We need to have a share of ownership in the goals Brent picks and enabling him to succeed. Maggie says that this is an area where having an evaluation coordinator that can do 1:1 meetings that can be more personalized/collegial than the format of an open meeting is a potentially important component. The coordinator comes back to the committee with the info and synthesizes it for the board.

Brent says he is thinking about the survey and will take time to fully look at it to absorb it. He thinks what will be helpful on his end is to take some of the questions and present them to the admin team to see what they think before he sets his own goals.

Discussion ensues who will have access to the taking the survey - just admin, board, etc... or have it be used with a broader constituency. Brent suggests wordings things differently for different stakeholders as they have varying degrees of information. David says it might make sense to have a more straightforward questionnaire for parents, and for teachers too.

Brent is excused from the rest of the meeting and leaves.

III. Timeline Discussion

A. Performance Metrics

David shares the timeline he drafted. Maggie ensures that Brent is caught up with the general process of the committee.

David goes through the timeline to explain each section and what it entails. Notes that some of the details aren't solidified and will be hammered out in future meetings.

Maggie notes that the way the survey is currently, everything has the same weight and is very broad brush and equitable in terms of coverage it has in various areas, but perhaps we can narrow things as we work on this.

Brent agrees that the finalizing of goals in August would be ideal as it connects timing wise to the annual report which is due August 1st (and there is a lot of cross over). It's a time for the admin team to reflect on the past year and all the data. So this would be a good time to develop goals for the upcoming year. Brent feels the survey questions should reflect the goals.

Brent says that the questions should be results oriented ("Did this stuff get done?" "Is the school moving in the right direction?")

David offers to Brent to share the survey and Brent says yes. Maggie offers to send everyone a PDF of the survey.

IV. Board Presentation

A. Evaluation Memo Template

Maggie asks what the conversations were like at the board level about starting the evaluation process. Says she can see it be interesting to present the process we're using, here's the timeline, etc... David says that we want to inform them and have them understand our process and that its not done, they can ask questions, and weigh in.

No expectations for anyone to weigh in on things tomorrow - more about providing an overview. David will organize and tidy things up to present to board tomorrow. Main points will be on goals, survey, timeline.

Shannon suggest sending follow up email to explain where the board can find what the committee is working on.

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 7:59 PM.

Respectfully Submitted,
David Potter