

APPROVED



# Pioneer Valley Performing Arts Charter Public School

## Minutes

### Head of School Support & Evaluation Committee

May Meeting

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#### Date and Time

Monday May 22, 2023 at 5:00 PM

#### Location

HoSSEC Final Memo meeting  
Monday, May 22 · 5:00 – 7:00pm

Time zone: America/New\_York

Google Meet joining info

Video call link: <https://meet.google.com/ewq-wnns-aej>

Or dial: (US) +1 585-491-8327 PIN: 508 658 593#

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#### Committee Members Present

David Potter (remote), Maggie Solis (remote), Mindi Winter (remote), Shannon Materka (remote)

#### Committee Members Absent

Avital Nathman, Janice Pamphile

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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 22, 2023 at 5:08 PM.

### C. Approve Minutes

Maggie Solis made a motion to approve the minutes from the April meeting Head of School Support & Evaluation Committee on 04-10-23.

Mindi Winter seconded the motion.

No discussion

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

#### Roll Call

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

## II. Review of Goals Documentation & Leadership Survey Results

### A. Discuss Brent's goals

Brent has not submitted his goals and documentation yet. David discussed moving the meeting to June 5 and that Brent would have the documentation ready prior to the meeting.

June 5 would be in person so we can more easily discuss the documentation. It would be at 5pm at PVPA. We will use this opportunity to build the final feedback form.

The June 12 meeting (final feedback memo to Brent) should be a smaller subset of our committee to meet with him in person.

Mindi suggested we look at Marc's evaluation on BoT as a template for the "last step" of the evaluation memo. This is what we would present to the board. BoT would create a report for us based on the template that already exists.

Mindi will find a copy and send it to David. David will then share the template with the rest of the committee.

## **B. Leadership Survey Results**

David shared a PDF of a the FY22-23 Evaluation Survey - Brent's self-assessment from last Fall coupled with the Board and Staff assessment from last month.

Maggie noted that in 5 of the summary sections, the Board and Staff all agree with how Brent rated himself (back in September). There aren't any categories that are more than a tick away from each other.

The "I Don't Know" percentages are pretty low and they wouldn't necessarily be expected to know about those categories.. Close to 100% of the Admin Team responded to the survey (Kendrick, Marcy, Alyson, Thom, Loris, John, Frank). Not sure how many board members completed it.

Most of the responses fell into "Strongly Agree" or "Agree". There were a couple of cases where Brent rated himself lower than the others ranked him.

The one category where the Staff rated Brent lower than he did himself was for "Drives Academic Excellence..." It would be worth drilling down into that category to see whether more education for the community at large. This might be worth more focus on Brent's part about how to raise this score.

Maggie noted that Brent's comments seem to point to what he wants to focus on in the future. He is shifting his focus onto long-term building, etc. (things he couldn't do when only an Interim Director).

This particular report only has Brent's comments. David will share another version with comments from the Board and Staff.

There is a general sense that these results line up with what one would hope and expect to see. Nothing is of general concern.

David shared a screen shot of the comments from staff and board with more detailed breakdown of how the votes fell. Discussion follows about how to interpret the comments.

More discussion will occur at a future meeting as to how best to utilize the comments from the survey.

## **III. Final Feedback Memo**

### **A. Next Steps**

Move to next meeting.

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

##### **A. Details:**

We'll have documentation from Brent at the June 5 meeting.

David will bring additional information to clarify the BoT process.

Final Feedback Memo will be shared with Brent on June 12 (this might be a Draft date).

#### **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 6:30 PM.

Respectfully Submitted,  
Shannon Materka

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#### **Documents used during the meeting**

- 2023\_04\_10\_head\_of\_school\_support\_\_\_evaluation\_committee\_minutes.pdf