

APPROVED



Pioneer Valley Performing Arts Charter Public School

Minutes

HoSSEC September Meeting

Date and Time

Tuesday September 26, 2023 at 7:00 PM

Location

This meeting will be entirely REMOTE.

HoSSEC Meeting Link

Tuesday, September 26 · 7:00 – 8:00pm

Time zone: America/New_York

Google Meet joining info

Video call link: <https://meet.google.com/qrk-nfhr-oem>

Or dial: (US) +1 609-666-2205 PIN: 744 290 286#

Committee Members Present

Avital Nathman (remote), Ben Sandri (remote), David Potter (remote), Maggie Solis (remote)

Committee Members Absent

Janice Pamphile, Mindi Winter, Shannon Materka

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 Committee of Pioneer Valley Performing Arts Charter Public School to order on Tuesday Sep 26, 2023 at 7:07 PM.

C. Approve Minutes

Avital Nathman made a motion to approve the minutes from HoSSEC Meeting on 06-12-23.

David Potter seconded the motion.

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

Roll Call

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

II. Head of School Goals Discussion

A. Strategic Action Plan

Review of 2022-2023 evaluation

- When setting goals, the committee looked to priorities identified by Brent because there was no prior evaluation identifying areas of relative strength and weakness
- Committee also looked to Strategic Action Plan to identify Community priorities
- Committee set three goals
 - Increasing staff diversity
 - Evidence was provided about actions taken towards this goal, but it was not possible to really evaluate whether the steps taken had a positive affect on achieving the goal
 - This can be especially difficult with goals related to diversity (or anything where outcome depends on inputs that are outside HOS control)
 - Increasing transparency of leadership
 - Evidence was presented that addressed this goal
 - Evaluating admin team
 - This goal is very straightforward
 - Progress towards this goal was limited

Discussion of Potential New Goals:

- Consider revisiting prior goals, but revised to better articulate how the committee will evaluate progress
 - Goal 1
 - Could revisit to try to collect more meaningful evidence and data needed to assess progress
 - Diversity is currently a focus of the board and that should be considered if setting a goal around diversity
 - Goal 2
 - Rather than revisit the transparency goal, consider having a different communication goal
 - Improved communication serves multiple SAP goals but a communication goal might work better if it is crafted more with an eye for progress would be evaluated, rather than at the high level of SAP goals
 - Goal 3
 - Could revisit since the evaluations had not yet happened, but it is a very one-dimensional goal
 - Before next meeting folks should look at SAP and think about goals that might work well for this year

III. Evaluation Process Review

A. Discussion

Discussion of ways to improve evaluation process this year

- Keep number of goals small
- Consider revisiting prior goals, but revised to better articulate how the committee will evaluate progress
- Consider separating out the evaluation effort/action steps and evaluation of outcomes
- For example, if there is a goal that involves applying for grants, could separately ask for documentation about how many applications were submitted and information about whether any grants were received

Evaluation Process Review:

Review of Timeline:

- Evaluation process is intended to begin towards the end of the year with a self-assessment by the HOS and then the same admin team and board complete the same survey.
 - The survey is broad and is not the primary source of information for the evaluation, more context
 - Last year committee spent a lot of effort on survey
 - Little for committee to do with survey this year - other than review results in spring
- The primary material for evaluating Brent is the evidence provided by Brent in response to the goals set by the committee
 - The committee does not seek out information beyond the evidence provided by Brent
- Formulation of next year's goals is supposed to be the last step of the annual evaluation process

Discussion of providing support in addition to evaluation

- Evaluation process was focus of committee last year, but committee also has support in its name
 - Providing support could be a way for committee to follow progress related to prior goals without including the goal in the evaluation
- Discussion of establishing regular schedule of meetings, perhaps monthly, between committee members and Brent

Closing Items:

Next meeting 10/2 - at that meeting will work on goals for this year and schedule of meetings with Brent

IV. 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,
David Potter

Documents used during the meeting

- 2023_06_12_hossec__meeting_minutes (1).pdf
- 2021-2026 PVPA Strategic Action Plan_Final (1).pdf