

APPROVED



# Pioneer Valley Performing Arts Charter Public School

## Minutes

### HoSSEC September Meeting

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#### **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#

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#### **Committee Members Present**

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

#### **Committee Members Absent**

Janice Pamphile, Mindi Winter, Shannon Materka

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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 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

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

## 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

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**Documents used during the meeting**

- 2023\_06\_12\_hossec\_\_meeting\_minutes (1).pdf
- 2021-2026 PVPA Strategic Action Plan\_Final (1).pdf