

APPROVED



# Pioneer Valley Performing Arts Charter Public School

## Minutes

### Head of School Support & Evaluation Committee

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#### Date and Time

Monday May 6, 2024 at 7:00 PM

#### Location

HoSSEC Meeting

Monday, May 6 · 7:00 – 8:00pm

Time zone: America/New\_York

Google Meet joining info

Video call link: <https://meet.google.com/cfg-yvaw-dwz>

Or dial: (US) +1 385-645-1571 PIN: 431 679 434#

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#### Committee Members Present

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

#### Committee Members Absent

Ben Sandri, Janice Pamphile

#### Guests Present

Brent Nielsen (remote)

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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 6, 2024 at 7:03 PM.

### C. Approve Minutes

David Potter made a motion to approve the minutes from Head of School Support & Evaluation Committee on 03-11-24.

Avital Nathman seconded the motion.

No discussion

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

David Potter made a motion to approve the minutes from February 12, 2024 February Head of School Support & Evaluation Committee Meeting on 02-12-24.

Avital Nathman seconded the motion.

No discussion.

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

## II. Presentation of Goals Evidence

### A. Documents from the Portal will be shared with committee members prior to the meeting

Brent addressed documentation

- Pulling together documentation difficult and available documents do not fully capture the progress made by the Admin Team
- Referenced document Head of School Evaluation Goals document dated May 5, 2024
  - Goal #1 - Student Support Team
    - Health Services has used a platform called Snap to maintain student health records
    - Frontline used to manage IEP/504 plans
    - The school has now signed contracts to move IEP forms and 504 plans and health records to PowerSchool
    - PVPA also started using the behavior module in PowerSchool, which allows teachers to make behavior referrals right in PowerSchool
    - Next year this transition will make it easier for all appropriate staff members to access all relevant records for students
      - This means current teachers will be able to see past records, referrals, etc.
  - Documentation
    - Brent unsure what documentation to provide
      - David and Maggie suggest:
        - Screen shots

- Contracts
- Checklist/timeline for tasks related to transition
- Grade Level Teams meetings now meeting monthly
  - Brent again unsure how to share information that includes confidential student
    - David - unsure how such an important change could happen without a paper trail
      - Brent suggests the most efficient way of capturing the progress is with a narrative write-up because there were a lot steps over a long period of time to make it possible, because there is consistently pushback whenever there is a school-wide change
    - Maggie suggests
      - calendar showing when meetings happened
      - master schedule showing how the meetings fit into the schedule
      - headings from the spreadsheet to document the info that is discussed and tracked during the grade level meetings
  - Brent - there are also going to be creating individual student forms so that folks can see info related to specific students without seeing all student info
- Goal # 2 - Diversifying Workforce
  - Documentation
    - Award letter for grant for workforce diversification work
      - There was a delay in receiving the award letter and the amount received was less than requested, so it was not possible to do all the things that had originally been planned
    - Three things paid for with grant:
      - Marcy and Brent met with owner of company that conducted training and discussed what should be included in the training for this year
      - First round of training was with "hiring managers" - direct supervisor for person being hired and Marcy (as HR person) - and focused on recruitment and retention, look at season, attention to wording in job descriptions and postings, ways to design career section of website
      - Second round of training was with Direct Supervisors and Department heads and focused on how to review application materials to correct for implicit bias etc.

- Recruiting and Hiring PDF - this was the final project PVPA Team attended Professional Learning Community training sponsored by DESE and completed a project that included putting together a timeline on hiring
  - Nemnet Materials - these are from two Nemnet trainings paid for by grant
    - Dates of training are listed on the Head of School Evaluation Goals document dated May 5, 2024
  - Teacher Recruitment PDF -
    - First part of document is the text on the landing page at the ADP Workforce Now page for PVPA, includes a statement created several years ago by the Diversity Committee and edited by attorney
      - Second part of document is a listing of other places where PVPA job postings appear
        - Handshake is a "college to career" platform used by colleges to help students find jobs
- Goal #3
    - Documentation
      - PDF of the April family info session - includes slides about changes to standards-based grading
        - Some changes have been made in PowerSchool this year
          - wanted to avoid making any major changes without proper support for teachers, but wanted to make some changes to help families
          - Admin Team has developed a new iteration of standards based grading standards
      - While sticking with key elements of standards based grading, but will change the way grades are recorded to better track to a 4.0 grading system

Big Take-aways for the three goals?

## Goal 2

- The big thing to recognize is that measurable changes to the workforce at any school take several years to begin to be visible
- Goal #1
  - What has been done this year ensures that the administrators and department heads who participate in hiring have received training to address implicit bias

- have made changes about how PVPA shares information about job postings to be able to hopefully reach a more diverse pool of candidates for teaching positions

Added recruitment incentives like stipends planned, but some catches with union and DESE

Brent created grade level meetings and dept calendar document to be created

### **III. Closing Items**

#### **A. Outcomes & Next Steps**

none discussed in detail due to scheduling concerns with next meeting.

#### **B. 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**

- 2024\_03\_11\_head\_of\_school\_support\_\_\_evaluation\_committee\_minutes.pdf
- 2024\_02\_12\_february\_head\_of\_school\_support\_\_\_evaluation\_committee\_meeting\_minutes.pdf
- Head\_of\_School\_Evaluation\_Goals\_2023-2024\_-\_Updated\_5-5-2024.pdf
- Teacher\_Diversification\_Grant\_Award\_Letter.pdf
- Teacher\_Diversification\_PLC\_Project.pdf
- Workbook\_from\_NEMNET\_Training.pdf
- Imlicit\_Bias\_Training\_Workbook.pdf
- Teacher Recruitment.pdf
- PVPA\_Looking\_forward-\_presentation\_to\_families.pdf
- PVPA\_Looking\_forward-\_presentation\_to\_families\_\_\_SPANISH\_.pdf