

APPROVED



# Pioneer Valley Performing Arts Charter Public School

## Minutes

### Head of School Support & Evaluation Committee

---

#### Date and Time

Monday May 13, 2024 at 7:00 PM

#### Location

Final HoSSEC Meeting

Monday, May 13 · 7:00 – 8:00pm

Time zone: America/New\_York

Google Meet joining info

Video call link: <https://meet.google.com/pfa-aibz-xct>

Or dial: (US) +1 440-772-1789 PIN: 121 201 702#

---

#### Committee Members Present

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

#### Committee Members Absent

Avital Nathman, Janice Pamphile

---

### 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 13, 2024 at 7:00 PM.

C. Approve Minutes

David Potter made a motion to approve the minutes from Head of School Support & Evaluation Committee on 05-06-24.  
Ben Sandri seconded the motion.  
The committee **VOTED** to approve the motion.

Roll Call

Avital Nathman	Absent
Maggie Solis	Aye
David Potter	Aye
Janice Pamphile	Absent
Ben Sandri	Aye

II. Review and Assessment of Goals Documentation

A. Strengths & Areas for Improvement

The committee reviewed the documents shared by Brent at the previous meeting, with some concerns expressed as to the challenges with connecting all the evidence to understand the big picture of progress and concrete accomplishments.

Maggie spoke to the issue of data collection, which is lacking in the evidence presented, as a way to be more certain as to actual progress. It would be helpful in future evaluation cycles to establish baseline data and specific types of evidence to be submitted at the beginning of the year.

Ben spoke to concerns related to the choice of programs/professional development and emphasized that not all approaches are evidence-based. He also shared that there may be documentation from Brent about professional development that does not in itself indicate the success or benefits of it. He wondered where that type of input might be found in the evaluation process.

David spoke to the inputs established -- the leadership Survey includes the admin team and staff representatives, who can communicate, through their responses and their comments, some measure of "insider information" as to the success or failure of initiatives, professional development, schedule changes, and the like.

Ben asked about next steps now that the documentation has all been submitted.

David recommended a process of each committee member individually assessing the evidence in terms of Strengths and Areas for Growth. He also spoke to developing a

section in the Final Feedback Memo which articulates the committee's concerns for Brent's choices of documentation, the manner in which documentation is shared with the committee, and the challenges involved with the committee's ability to "connect the dots" and understand the complete story of Brent's progress and the effectiveness of his work toward completing the goals.

### **III. Leadership Survey Review**

#### **A. Strengths & Areas for Improvement**

This topic was not addressed due to technical challenges with sharing the document. It will be addressed at the next HoSSEC meeting.

### **IV. Closing Items**

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

The committee agreed that at least one more meeting is necessary, set for May 20th.

David said he would send to each committee member a chart or table to organize people's thoughts about the documentation of Brent's progress on the goals.

#### **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