

**PVPA BOARD OF TRUSTEES**  
**Head of School Performance Evaluation Committee**  
**Meeting Minutes**  
**PVPA (Classroom 225)**  
**15 Mulligan Drive, South Hadley, Massachusetts**

**September 26, 2017**

Meeting called to order with quorum at 8:10am.

Present: Geoff Sumi, Deb Jacobson, Marc Kenen, Tiphareth Ananda, Zevey Steinitz, George Simpson

The committee discussed how to organize George's goals, using consistent language, so that they are aligned with the Strategic Action Plan, while acknowledging that this is a large and ambitious document. George should set priorities by setting his own professional goals. The committee also agreed that the goals should be measurable.

George sorted his goals into the following categories:

- School improvement goals
- Student Learning Goals
- Professional practice goals

The overarching goal in this category is to review all graduation requirements and policies (including waivers) for the purpose of increasing graduation rates. We also discussed student support services and academic achievement, including reviewing advisory, support classes, Paideia and SPED as well as dual enrollments at the local colleges (which would include increasing access). One possible new initiative would be enrolling in SNAP (Strategic National Arts Alumni Project), which would allow the school to track alumni, report on college persistence and success, careers in the arts, etc. A second initiative would be the creation of a New Student Academy as an orientation program for incoming seventh graders.

#### Management and Operations

The discussion focused on the goal of improving the library. The committee suggested George consider postponing this goal as it seemed to be a multi-year project.

#### Family and Community Engagement Section

Promotes the learning and growth of all students and the success of all staff through effective partnerships with families, community organizations, and other stakeholders that support the mission of PVPA.

A way to achieve this goal would be to establish systematic routines for connecting families and community to the school by promoting a spirit of partnership.

Referred to the DESE evaluation tool to look up the strands in the Professional Culture Goal.

Strands:

Transparent decision making processes

Engagement

Sharing responsibility

Communication

Family concerns

The committee will meet to look at procedures for data collection and timeline for evaluation for the year. Zevey will create a draft of the revised goals and share it with George and the committee.

Meeting adjourned at 9:30am.

Respectfully submitted,

Zevey Steinitz