

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

October 17, 2017

Called to order at 8:20 am with quorum.

Present: Geoff Sumi, Marc Kenan, Zevey Steinitz, Deborah Jacobson

Absent: Tiphareth Ananda, George Simpson

1. Minutes of last meeting approved (4 in favor, none opposed, no abstentions).

2. George's goals:

Plan to present at November Board meeting; the full Board does not need to approve.

Proposed revisions discussed:

-Professional culture heading should include students and faculty/staff

-Professional conduct and leadership section needs to include self-reflection

-specific areas from DESE template to be considered: section (d), (f), (g) the modeling part, and (h).

Moved, seconded and passed unanimously to empower Zevey and Marc to complete revisions of George's goals.

3. Draft of timeline for committee work:

A. Mid-year check-in should take place before mid January so we need to request various feedback (from Staff/faculty via department leaders, PAB, Board members) in November with a deadline at the end of December. Committee should report to full board in January. We need to determine the format of that report and how the check-in should be documented.

Suggestion that 2 committee members go to a staff meeting to explain the process.

Propose using a simple computer survey-"What's working, what's not, any comments?"

B. End of year evaluation: use a quantitative survey including the broader community. Surveys needs to be aligned with goals. We should talk to the student representatives on the Board about how to get broader involvement from students.

C. The survey should go live in April with a fairly short deadline after ample education of and warning to the constituencies that it will be coming and that there will be a short turnaround. Collation of data and go over it with George in May and present to the full Board in June.

4. Executive session. The chair announced that the committee would reconvene in Open Session following Executive Session.

Roll call vote to enter Executive Session.

Geoff Sumi-Aye

Zevey Steinitz-Aye

Marc Kenen-Aye

Deb Jacobson-Aye

Moved seconded and unanimously passed to exit executive session (4 in favor, none opposed, no abstentions).

Return to Open session.

5. Public comment:

Marcy Connor (CFO) came to express her willingness to help in the evaluation process. Geoff explained what we had decided so far.

Adjourned at 9:30am.

Submitted by Deborah Jacobson