



**ADVOCATES FOR SCIENCE & MATHEMATICS EDUCATION, INC.
Minutes of the Head of School Committee Meeting
February 19, 2019 3:30 P. M., Library**

Present: Jennifer Fallon, Shannon Fazande, Liz Landry

Absent: Jennifer Oliver-Goodwin

- 1. The meeting was called to order at 3:40**
- 2. Review October Faculty/Staff satisfaction survey**
The committee reviewed the October survey implementation and response process. All agreed that the interval between the survey and response was too long.
- 3. Plan implementation of February Faculty/Staff satisfaction survey**
Dates for February survey were selected for the 21st-28th with initial email notification and one follow up reminder to be sent by Jennifer. The committee set the goal of sharing its report on the findings with the HOS and board in March and the HOS responding to faculty and board in April. Liz Landry will prepare the report which will include any recurrent issues from October survey.
- 4. Review HOS evaluation instrument, map timeline and assign tasks**
Timing of HOS evaluation to be backed out from budget approval in June - best time likely April. Jennifer will upload needed data into BoardSource platform.
- 5. With no other business, the meeting was adjourned at 4:45.**