



**ADVOCATES FOR SCIENCE & MATHEMATICS EDUCATION, INC.  
Minutes of the Head of School Committee Meeting  
March 21, 2019 3:00 P. M.**

**Present:** Jennifer Fallon, Shannon Fazande, Liz Landry, Dr. Monique Cola

**Absent:** Jennifer Oliver-Goodwin

- 1. The meeting was called to order at 3:10**
- 2. Review February Faculty/Staff satisfaction survey**

The committee reviewed and shared the February survey report with Dr. Cola. The report, compiled by Liz, looked at the February responses, the percent change from the October responses and summarized points made in comments. Specific comments made by participants who requested personal follow up were also shared. Dr. Cola will next follow up with the individuals who requested it and prepare her response for the Advocates and staff by the end of April. The committee discussed reviewing the instrument before implementation next year to ensure that it is effective and useful.
- 3. Finalize HOS evaluation timeline and goal descriptions**

The committee reviewed dates for the implementation of the annual Head evaluation survey (April 22 – May 3) and agreed that 3 reminders spaced throughout that timeframe would be sufficient. The committee reviewed the Head's goals for the year and discussed how to best phrase them so that they work well in the survey instrument. Jennifer will recirculate the survey and goals among the committee before implementation via Board Source.
- 4. With no other business, the meeting was adjourned at 4:25.**