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Vermont Principals' Association Executive Council Meeting MINUTES

(Approved on 3-28-14 by unanimous vote of the Executive Council)

Thursday, January 23, 2014, 10:00-5:15 at the VPA Office, 2 Prospect Street, Montpelier

10:00 Welcome and member check in **Dean Stearns**

*The meeting was called to order by Dean Stearns, VPA president at 10:05 a.m. In attendance were the following: Joan Cavallo, Bill Anton, Ed Webbley, June Sargent, Pat Burke, Lissa McDonald, Wayne Howe, Dean Stearns, Shaun Pickett, Jeff Moreno, André Messier.
Absent: Beth O'Brien, Tom Bochanski
VPA Staff in attendance: Bob Johnson, Dave Cobb, Ken Page*

10:10 Minute Approval from November 1st Meeting **Dean Stearns**

The minutes from our November 1st meeting were approved as written. Motion, Pat Burke, second, June Sargent.

10:10-11:10 Update Professional Learning and Support Committee including Academy Update

Dave Cobb

VPA Development Director Dave Cobb gave the report for the PL & S Committee. He reviewed the Leadership Academy line up for 2014, and announced that Eric Jensen would be the Academy speaker for 2015. We also said that the budget for the speakers was \$22,000 and that we receive sufficient funding from the Vermont Student Assistance program to cover these expenses. He also shared that Horace Mann recently gave us \$3000 and TD Bank gave us \$2500 for a leadership series. When Dave spoke of an Academy strand for athletic directors and principals, Joan Cavallo suggested that the strand description could be for student activities and not just sports. She also suggested that we should ask our new Secretary of Education, Rebecca Holcombe to be involved with the Academy. She spoke of the need for a school activities primer for principals. There was general agreement that there are groups other than school principals, that our Academy should be marketed to (nurses, curriculum coordinators, teacher leaders, aspiring school leaders). Ken urged EC members to stay involved with professional learning and to set a direction for the newly formed committee and to promote different areas of emphasis for each year.

Dave also spoke of the PL&S committee's plan to offer a conference in the spring on helping school leaders understand and manage mental health issues in their schools. Kym Asam from Howard mental health is working with the PL&S Committee on this. It would take the format of a Thursday evening and all day Friday format similar to education 3.0 held last year at Jay Peak. June urged that House and Senate Education members be made aware of this important event. Wayne Howe asked Dave to clarify the scope of the discussion about mental health issues in schools.

Dave announced that the next PL&S Committee meeting would be March 13th.

Following this, the entire Executive Council engaged in an activity organized by Dave Cobb called "2-5-10" where people work in small groups and generate ideas for professional development.

(Get ideas generated below):

Feedback To the PL& S Committee on January 23, 2014

Overview: PL&S Committee members are interested in receiving feedback from EC about the directions that have been established. The three areas presented are Professional Development, Connections, and Mentoring. EC members were asked to brainstorm using the Two – Five – Ten Tool to elicit feedback. The tool can be found at the end of this report.

Responses from each of the five groups:

Not collated or interpreted, so as not to lose the "flavor" of the comments from each group.

Group 1: Mentoring: Early Career Principals' Academy – Not "newbies" – looking at leaders 3 – 6 years out.

> Regional Meetings - During the school year – held regionally – local topics, Leg issues update, AOE updates (PLPs etc.)

Group 2.: Topics for PD to consider

- > Managing + using social media
- > Comprehensive Federal Grant – tried and true strategies – sharing out what is working
- > Supervision & Evaluation models for principals
- > Fiscal Management & Fraud Prevention
- > Mental Health Issues & Services
- > Aspiring + new principals follow-up support
- > Principal contractual matters / non-renewal
- > Legislative involvement

Group 3:

- > PD reflect actual needs – consider the vision further out
- > Identify regional issues and publish electronically
- > Partner with AOE
- > Lower level mentor training – skills trainings, but not the full-blown mentor training course

Group 4:

Professional development

- > Mid-year conference – issues set by EC/PL&S committees
- > Trainings that focus on early career development – after the mentoring phase ends.

Connections

- > Conduct monthly meetings like the VSA does
- > Construct VPA Fellows: Aspiring principals nominated to attend Academy – paid by VPA
- > Combine Regional meetings with Legislative Committee – Leg issues, AOE updates, issues facing principals regionally as agenda items.

Mentoring:

> *Aspiring leaders @ regional meetings/ On-Going support group*

Group 5

> *At the Academy – New on the Horizon: Job embedded issues – things principals have to do...
Follow up regionally on a bi-monthly basis – folks make a firm commitment –
Comes with yearlong agreement to meet as a Critical Friends Group on Action Plan
> VPA should be part of VSA / VSBA meetings at Lake Morey –
Lots to learn from at these meetings - what boards and superintendents are being told.*

In addition, the following members of EC are willing to host a regional principals' meeting:

*Andre Messier, Lake Region UHS; Joan Cavallo, St. Albans City School; Lissa McDonald & Pat Burke, South Burlington High School; Becky Read, Riverside Middle School, Springfield
June Sargent & Ed Webbley, Vergennes; Jeff Moreno, Hartland Elementary*

11:10 Follow-up from November 1st Meeting inc update on Leg Analyst position Ken Page

Ken gave the EC and up date on the position, and announced that VCSEA, VASBO and VSBIT have joined with VPA, VSA and VSBA to do the Education Legislation Reports. The plan is for the reports to be written by Nicole Mace from VSBA. Charlie Enscoe will serve as the Legislative Monitor and will be in touch regularly with Nicole about what is happening at the legislature. The new arrangement will cost VPA \$5580. This is a savings of approximately \$6500 over what was budgeted for the position

11:30 VPA Policy Project, next steps Dean Stearns

President Dean Stearns proposed that each of the EC members read the new bylaws and the activity policy packets together to determine if the policies are in conflict with the newly adopted VPA bylaws. Specifically, he asked each EC member to look at the form, the authority and the roles designated in each policy and see if this is in agreement with the new bylaws. He would like all EC members to do this exercise and be ready to share out results at our March 28th meeting at Riverside Middle School in Springfield.

12:00 Projects for the Year: EC Committees (Legislative, Steering, other) All

In lieu of discussing projects for the year, Dean asked The EC if they could follow up the VPA finance meeting from earlier this morning with an executive session to discuss personnel.

However, before the executive session, he took care of some business:

- 1. Dean Stearns read e-mail from Bill Rivard resigning from the VPA executive council effectively immediately. June Sargent moved to accept with regret, Bill Rivard's letter of resignation and directed Dean Stearns to express on behalf of the VPA our gratitude for Bill's years of service to VPA. This motion was made by June Sargent, seconded by Ed Webbley and approved unanimously.*

2. Madeline Young, a member of the new VPA standing committee, the Professional Learning and Support Committee, has resigned effectively citing family scheduling conflicts, which prevent her from being more involved. A motion to accept this resignation with regret was made by Joan Cavallo and seconded by Wayne Howe. This motion was improved unanimously.
(Ken will follow up with cards to Madeline and Bill)

At 11:45, Pat Burke moved, seconded by Ed Webbley to move to executive session to discuss personnel. . This motion was improved unanimously.

12:15-12:45 Lunch

The Executive Council decided to have a working lunch and to continue their Executive Session.

12:45 Projects for the Year: EC Committees (Legislative, Steering, other) All

1:15 Executive Session to discuss personnel

At 1:25, Executive Director Ken Page was invited to join the executive session to discuss personnel issues. At 1:35, the Executive Council finished its executive session. The follow action occurred:

1. Wayne Howe moved and it was seconded by Ed Webbley to accept the Executive Director's recommendation to give the VPA staff a 3% salary increase for the 2014-15 fiscal year.
2. Wayne Howe moved, seconded by June Sargent to accept the Executive Director's recommendation to continue the SEP benefit at 7% for the 2014-15 fiscal year.
Pat Burke moved, and it was seconded by Bill Anton to give to all full-time VPA employees \$2700 in lieu of taking VPA Health insurance. This replaces the medical reimbursement plan now in place. It will begin on July 1, 2015. This motion was improved unanimously.
3. June Sargent moved to give a \$3000 stipend to the VPA Director of Development for taking on the new duties of working as the liaison with the Professional Learning and Support Committee. This motion was not seconded. President Stearns then declared the motion dead "for lack of a second."
4. Ed Webbley moved, and it was seconded by Jeff Moreno to accept the recommendation of the Executive Director to create a process/policy to evaluate job duties for the purpose of considering a re-evaluation of duties, titles and compensation of all staff positions at the VPA. This motion was approved unanimously. The following members volunteered to serve on this ad-hoc committee with Ken Page, Becky Read, Jeff Moreno, Shaun Pickett and Dean Stearns

1:30 Legislative Update

Becky Read and Ken Page

Becky Read gave the EC a brief update of the work of the VPA legislative committee. She reminded the EC of the weekly "Thursdays at 4:00 legislative conference calls. These can be accessed by dialing 1-888-387-8686, then putting in the conference ID which is "5420345 #" She also reminded them of the VPA blog on the vpaonline.org website and of the regular updates she gets from Washington. Finally, Becky reminded the EC that she and Tom Bochanski will be traveling to Washington in February, to attend the NAESP National Leaders' Conference.

1:45 Recess meeting to go to Vermont legislature to join the Hazing, Harassment and Bullying Council as they make a presentation to the House and Senate Education Committees

At 1:55, the meeting recessed to walk over to the Vermont Statehouse to attend the meeting on Bullying with the Hazing, Harassment and Bullying Task Force and the Education committees of the Vermont Senate and Vermont House.

2:00 Meeting in Room 10 of the Vermont Statehouse

4:00 Reception with House and Senate Education Committees followed by open dialogue

Upon the return of the meeting at the Vermont Statehouse at 5:15, the meeting was adjourned, Motion by Joan Cavallo, seconded by Patrick Burke. This motion was improved unanimously.

5:15 ish Adjournment