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## Vermont Principals' Association Executive Council Meeting

### MINUTES

Friday, May 2, 2014, 10:00-3:00

At the Capitol Plaza Hotel In Montpelier

Policy Revision Committee meeting at 8:00 (Dean, Wayne, Lissa, Ken and Wendy)

10:00 Welcome and member check in Dean Stearns

President Dean Stearns called to order at 10:09 In attendance were the following people: Pat Burke, Dean Stearns, Wayne Howe, Andre Messier, Lissa McDonald, Tom Bochanski, Joan Cavallo, June Sargent, Ed Webbley (arrived at 11:00), Becky Read (arrived at 11:15) Shaun Pickett (arrived 11:45), Jeff Moreno  
Ken Page

10:10 Minute approval from the March 28th Meeting Dean Stearns

June Sargent Moved, seconded by Lissa McDonald to approve the minutes of the March 28<sup>th</sup> EC Meeting, Approved 7-0-1 (abstaining Burke)

10:15-10:30 Follow-up from March 28 policy homework from the Policy Revision Committee

Dean Stearns informed the EC that the policy Revision Committee said the Policy Revision Committee had met this morning He informed the full EC that they had a plan to propose:

1. Dean recommended that there was a need for three policies: A policy about developing policy, a policy about forming committees and a policy about partnerships.
2. He said that the EC lacked the authority to do things. He would like us to look at things from this frame: policies, procedures and rules
3. Regarding the policy on partnerships, Dean Stearns said that he believed all partners (VSADA, Officials' Association and various coaches' associations as well as the Agency of Education should sign an MOU. Ken said that he believed that we have a public trust to run state sports tournaments and activities. He said that parents are asking to see policies. In response to this, Dean said that he thought that we sometimes have the cart before the horse. He said that it seems that parents are driving what is happening and that we are reacting. He said that he believed that we haven't caught up to.
4. Dean said that we have to keep an eye to the format so that there is ease of use.

5. Joan Cavallo said the big work is getting many eyes on this. She suggested that we get “hands-on” with the work by each taking articles to determine policy, procedures and rules. In order to get more EC members involved, she suggested that we work on this at the Leadership Academy.
6. Wayne Howe said we are not quite ready to bring this out for many to see yet. He said that we as a Policy Revision Committee need to develop the groundwork.
7. Dean mentioned that the next meeting of the policy Revision committee is 9:00-1:00 on June 30th next meeting
8. As a beginning step, Ken suggested that the Meg Page cleaned up version be adopted today. Lissa McDonald motioned that we use cleaned up version of policies. "Replace current version with amended format as edited by Meg Page." This was seconded by Joan Cavallo and approved unanimously.
9. Pat Burke asked if it was possible to seek policy advice from NASSP/NAESP. Pat also suggested that we check in with the Maine Principals' Association (Ken said he'd do this).
10. Pat also urged us to invite others to join us in this work. In particular, he thinks that it would be good to involve athletic directors. Dean agreed, and said that first we have to create the policy on policy development, the policy on committees and the policy on partnerships.

10:30-11:00

VPA Budget presentation (Second draft)

Finance Committee

Executive Director, Ken Page updated the full EC about the meeting of the VPA Finance Committee meeting on April 16. This was a follow up from the March 28<sup>th</sup> Executive Council meeting that discussed adding a stipend for someone to coordinate the Coaches Education program. At the time, the questions were as follows: Should the person (Amy Molina) be contracted or should the VSADA be contracted for the service? Also, question number two had to do with professional development for this position. Should we budget for professional development? Ken Page called CPA Sheila Valley and discussed both. Sheila said that Amy Molina can be contracted and that we should not be providing professional development unless the person was to be considered our employee. And, if that happened, we would need to pay salary and benefits to this person. So, the Finance Committee was recommended paying a stipend to Amy Molina for \$3000 (\$1000 per sports season). They did not agree to budget for professional development for the position. Ken Page also told the full EC that since the March 28<sup>th</sup> EC meeting, two development in finance have occurred: we have our winter financials which show \$32,000 less in revenue this year versus last year; and we have has a meeting of the owners of two prospect Street, and have discussed the impact of not being able to rent the former VSBIT space, This is a loss to the 2 prospect Street Partnership of almost \$12,000 per year. Based on both of these pieces of financial news. Ken recommended that we take the dues increase that we have planned for and which the membership had previously approved for 2014-15. This would yield us over \$12,000 in revenues. Ken also recommended that at Annual meeting, we ask the members to accept our recommendation that we do not ask for a dues increase for the 2015-16 school year.

Following this explanation, the Executive Council was ready to approve the 2014-2015 VPA expenditure budget. Finance committee member, Wayne Howe moved to

approve a budget of \$1,127,391. This was seconded by Joan Cavallo and approved unanimously.

Before concluding the budget talk, the Executive Council talked about a possible campaign for VPA members to understand what their dues and membership money goes to. Ideas suggested included posters to hang up near ticket windows, printing on the back of tickets, programs that reflect all of the activities we support. Bill Anton said this is a good thing to be in front of. He suggested a press release from us. Joan Cavallo spoke of the possible campaign of 100% of the principals need to be members in our 100<sup>th</sup> year.

11:00-11:20 VPA Nominating Committee: New EC members we'd like to join us

Ken Page briefed the EC about filing EC positions in advance of this afternoon's Annual meeting. Ed Webbley nominated Andy Paciulli; Beth O'Brien seconded it. However, before the vote Tom Bochanski said that he was uncomfortable voting someone out, when it is clear that we have all very qualified and deserving candidates. Joan Cavallo agreed and said that as an executive council, we should vote a slate of three candidates. June Sargent spoke of the way the Hall of Fame Committee Selection committee works with each person getting three votes. Beth O'Brien said that she had some knowledge of three of the candidates because they each had previously been nominated for a leadership award. Following this, the EC decided that although it helps that a person had been previously for a leadership award, this certainly was not a requirement for being offered a spot on the Executive Council. The EC then set about looking at filing representative seats on the EC looking first for leaders to fill spots for HS, MS and ES to fill spots held by Bill Rivard, Becky Read and June Sargent. In the HS category, they discussed filling the HS spot with a large school HS principal

After a lengthy discussion, Ed Webbley rescinded his motion. Following this, the Pat Burke moved to offer EC positions to Andy Paciulli (Academy School), Heidi Lucas-Moccia (Bellows Falls Middle School), and Amy Minor. It was seconded by Ed Webbley and approved unanimously.

Although they also had a recommendation to consider the Fair Haven principal, they did not have additional spots available on EC to offer him. The Council is hoping that The Professional Learning and Support Committee will offer him a spot on their committee. Ken was charged with talking to him and to the PL&S Committee to determine if there was a spot available on that committee.

11:20 Planning for Annual meeting and considering a change of venue for Annual Meeting

Just before lunch, Ken asked people to refer to the paper in their packet "How to Increase Member Participation at the VPA Annual meeting." In it, he identified a problem statement, a solution statement and an implementation statement. The Executive Council readily was in agreement about the problem solution, and had several good suggestions about implementation. Wayne said the meeting would have to be highly efficient and must occur within an hour's time. Lissa said that it is difficult at best to get people to a breakfast meeting-she suggested that it occur

in the late afternoon during what used to be interest group time. Joan Cavallo suggested that it needs to be linked to the Academy; she said she'd like to see this concentrate on our 100<sup>th</sup> year celebration and the campaign of 100% of the principals join VPA in our 100<sup>th</sup> year. ; Wayne reiterated that it must be a short report to say what's going on in our association. He advocated for a four slide PowerPoint presentation that would highlight financial status of the organization--- make it short and simple Dean asked again the reason for the change and most people responded that we needed to increase participation. Lissa suggested a special dessert. Ed Webbley said that when it comes to professional development for leaders in Vermont, we should have more sway. There was some question about our bylaw requirement to approve our slate of members at annual meeting and Dean said that if this was a problem, we could always warn a second meeting of the corporation at our May meeting and could vote the EC and its standing committees at this time. A group was appointed to develop a plan for moving the Annual meeting to the Academy. Those who volunteered for this special ad hoc task force are Ed Webbley, Tom Bochanski, Joan Cavallo and Ken Page. We set the date of June 23<sup>rd</sup> at 12 noon for the meeting Following this, Pat Burke moved, and June Sargent seconded it to move the Annual meeting to coincide with the Leadership Academy. At 11:58, the meeting was suspended for lunch and to examine the wonderful service learning projects.

12:00-1:00	Lunch with the Activity Standards Committee and Students who are part of VPA-sponsored Service Learning Projects. <u>Note: Secretary of Education Holcombe is joining us for lunch and will speak to EC immediately following lunch</u>
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1:00	Secretary Holcombe: Update on shared work
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Following lunch and the service learning projects, Secretary of Education, Rebecca Holcombe, visited The VPA Executive Council. Among other things, she spoke of supervision and evaluation joint initiative with VPA as well as our partnership around the balanced accountability model. She referred to the inconsistency currently being practiced in evaluating teachers and leaders. She also spoke about school quality, more equal opportunities for kids, H. 883, local control, the difficulty of passing school budgets and the value of summer programming. She again reiterated the value of the school principal and vowed to continue a close working relationship with VPA. She asked to be invited back.

1:30	Update on Principal Mentoring: Peter Evans and Joe Bowen, Principal Mentor Coordinators
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Following Secretary Holcombe's talk with our EC, Peter Evans and Joe Bowen gave the EC and update on the VPA mentoring Program. This was similar to the presentation that they gave to the senate education committee a short time ago. Joe Bowen and Peter Evans gave the EC an update on the mentoring program They had given a similar presentation to Senate Ed a short time ago Peter talked about the training. Peter said that biggest challenge going forward is to collect more data, to determine how effective the mentoring is and to work with superintendents

Ken related a view from Bob Stevens that the mentoring must be more deliberate-- that there needs to be an intentional program to teach new skills to new principals. June Sargent asked if we have do we have any data to know if principals have stayed in their jobs over time? Ken said that it would be possible to get this. (In fact the VPA office now has 10 years of data about principal turnover). Both peter and Joe cited that superintendents in general are confused about the difference between mentoring and coaching (Wayne Howe arrived at 2:20)

Becky Read said it would be important in looking at principal turnover data to find why are people leaving the principalship. She said we must attach cure to the problem. She suggested asking those who are leaving to fill out a confidential exit survey Suggested exit interview. Joan Cavallo also seconded the need for an exit survey.

Peter Evans cited the work done by Dr. Jill Mackler about leadership turnover. He said that superintendents should also be consulted why they believe that principals have been turning over.

2:00	Nuts and bolts: Meeting dates for EC for 2014-15, summer projects, VPA property dispersal policy
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- There was discussion about who would become the next NASSP Coordinator. Ed Webbley expressed interest. This was moved by June Sargent and seconded by Andre Messier. This was approved unanimously. The proposed dates for the 2014-15 EC meetings were approved by voice vote.
  - Thursday-Friday, August 7-8, in Killington
  - Friday, November 7, 2014 Northfield Elementary School (alternative place: South Royalton) (heads up possible AOE conflict?)
  - Thursday, January 29, 2015 VPA
  - Friday, March 27, 2015 St. Albans City School
  - Friday, May 1, 2015 Capitol Plaza
- Ken proposed a “Dispersal of VPA Property Policy.” There was no discussion. Motion by Beth O’Brien, seconded by Lissa McDonald. Approved unanimously
- Ken will send a card on behalf of the EC to our Professional Learning Support Committee member Tom Sedore who is ill.
- Dean asked the Council to think about networking on the policies and the procedures. He alerted EC that in the next year, we might need to meet more often. Becky suggested that we could meet more frequently on Google Hangout. Most people have facetime.
- Dean said he would like us in our policy adoption to to be more responsive to governing committee. But, he said that we are not at the point where we are even looking at policies yet (need policy on policy adoption, policy on committees and policy on partnerships first.)

- **Andre suggested a hybrid version of regional meeting and full EC meetings. He said that Executive Council Members could have regional pod meetings. People meet regionally and can call in or Skype in. That way, we have a face-to-face meeting, don't have to travel far and still have contact with the larger group. and we can still have small groups. ACTION: Ken to think about different ways of meeting to accomplish goals, and how to accomplish our ambitious work plan.**
- **Bill Anton encouraged VPA to do all we can to publicize the value for the money. He liked the idea of "What you get for your money" and "Here's what your Money Supports" either on a poster where you buy your ticket or even on the back of the ticket or in the programs.**

<b>2:30</b> Legislative Update: Ken Page
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**Ken said that he would forgo the leg update since he would be giving a similar update at Annual meeting (in just a few minutes)**

**At 3:02, with no more business before it, EC adjourned. Motion by June Sargent and seconded by Joan Cavallo. Agreed to unanimously**

DRAFT