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## Vermont Principals' Association

*Supporting Learners and Leaders*

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VPA Executive Council: President: **Patrick Burke**, Principal South Burlington High School; President-Elect; **Joan Cavallo**, Principal, St. Albans City School; Past President, **Dean Stearns**, Principal, South Royalton School; NASSP State Coordinator, **André Messier**, Principal Lake Region High School; NAESP State Representative, **Wayne Howe**, Principal, Northfield Elementary School; Andy **Paciulli**, Principal, Academy School in Brattleboro; **Tom Bochanski**, Principal, Hiawatha School in Essex Junction; **Jeff Moreno**, Principal, Hartland Elementary School; **Amy Minor**, Principal, Colchester High School; **Lissa McDonald**, Assistant Principal, South Burlington High School; **William Anton**, Principal, Dover Elementary School; **Beth O'Brien**, Principal, Richford Jr.-Sr. High School;; **Shaun Pickett**, Retired Principal Representative; **Robert St. Pierre**, Director, River Bend Career and Tech Center; **Erica McLaughlin**, Principal, Randolph Elementary School

### VPA Executive Council MINUTES

Friday, May 13, 2016

Capitol Plaza Hotel, Montpelier, 10:00-3:00

10:00 **Welcome, Introductions and Remarks** Patrick Burke, VPA president

The meeting was called to order by VPA president Patrick Burke at 10:05. In attendance were the following EC Members: Patrick Burke, Joan Cavallo, Bill Anton, Lissa McDonald, Jeff Moreno\*, Shaun Pickett\*, Wayne Howe, Dean Stearns, Erica McLaughlin, Robert St. Pierre (\* only in attendance through lunch)

EC Members absent: Beth O'Brien, Andre Messier, Andy Paciulli, Amy Minor, Tom Bochanski

VPA Staff/independent contractors in attendance: Ken Page, Annie Howell

10:10 **Approval of Minutes from March 24th meeting**

Motion by Wayne Howe, Seconded by Joan Cavallo. Approved unanimously with not additions or corrections  
Pat Burke asked VPA Executive Director to walk the EC through the next parts of the agenda.

10:15 **Review Agenda**

Ken Page reviewed the agenda. There were no additions or corrections

10:20 **2016-17 Finance committee budget discussion and recommendation for approval**

Ken explained the budget documents in the EC members' packets. He explained that this year's finance committee was mainly composed of president Patrick Burke; president elect, Joan Cavallo; Office and Finance manager, Delina Benway; Associate Executive Director Bob Johnson and Executive Director, Ken Page; Two other Finance Committee members, Bill Anton and Shaun Pickett were unable to make the two budget meetings in February and April. After some discussion, by Ken Page, he asked members for any questions. Hearing none, Dean Stearns moved to accept the budget as printed. This was seconded by Patrick Burke and approved unanimously

10:45 **100 Years: Academy 2016 and PD Update: Annie Howell, Coordinator of Professional Development and Ken Page, VPA Director**

The next part of the meeting was mostly informational. Annie Howell, Coordinator of Professional Development presented a draft PowerPoint, entitled which gave a plan for professional development going forward. This prompted the Executive council to talk about the essential work of VPA and not trying to be all things to all people. There was general consensus

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that we would like to support an early-career new principal seminar similar to VSA's Superintendent Academy (run now by Mike Deweese and previously by Brian O'Regan). There was also considerable discussion now and later in the meeting of VPA's mission and vision, with some saying that we have not stayed focused on our mission and others saying that we need less vision and more about core value statements.

### 11:15 EC Openings

This item was passed over before lunch and picked up after our afternoon session with Casey Murrow of the PLN.

11:30 **VPA-Sponsored Service Learning Projects and Lunch:** We will join the student groups in the ballroom to learn about the projects and to have lunch with them.

At 11:45, the EC adjourned to go to see the student service learning projects in the cafeteria.

### 1:00 PLN Possible Collaboration: Casey Murrow, PLN Director, Brattleboro

At 1:05, the EC reassembled and met Casey Murrow, who is the Director of the personalized learning network in the Southwestern learning collaborative in Brattleboro. Casey thanked the Executive Council and gave them an update on the Standards Based learning grant proposal he had written in which he asked VPA to partner on the principal component of the grant.

Before launching off into the final activities, Ken asked Pat if he could review his Executive Director's report with the board. In the report, ken had included a section entitled "transition" in which ken laid out a succession plan for the next executive director of VPA. Ken informed the board that he had had a discussion after last summer's Leadership Academy with the VPA leadership about working full time this year and part-time next year with a new part-time executive director. After some discussion with Patrick Burke, Joan Cavallo, Bill Anton and Dean Stearns, they asked ken if he would consider working full time in 2015-16 and 2016-17 and then working with a newly hired Executive Director after July 1, 2017 for a period of time to be considered. In essence, ken was letting the board know that he had put some money in this year's proposed budget for a new Executive Director search process and that next year's budget should include both money for end-of contract payment (buy out of vacation and sick days) as well as transition costs.

The EC talked at length about this process and Patrick Burke pledged to do a hiring search process and hiring timeline, which he will bring to the Academy. It was decided to let people know at the Academy that they would be hiring a new

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Executive Director during the 2016-17 school year so the work would get out. Ken agreed to revise the Job Description and to bring the newly revised Job Description to the Academy.

The Executive Council then went back to talk about filling the EC positions that would become available because of resignations and term limits. Those EC members leaving the EC are as follows: Tom Bochanski (resignation); Wayne Howe (term limit; Amy Minor (moving to a superintendent's position) and Bill Anton (moving to a superintendent's position).

Ken presented a brainstormed list of possible candidates for consideration to join the VPA Executive Council. This prompted calls for a written and well-developed process in which we would be vetting candidates for consideration. In lieu of this, it was decided that sticking with VPA award winners (who had already been vetted) would be the way to assure that we would continue to have qualified candidates join the Executive Council. Ken was directed to offer EC positions to Rebecca Fillion (Twin Valley Elementary school); Kristen Hubert (Northeast Primary School I Rutland); Bob Thibault of Leland and Gray HS and Bill Olsen of Rutland HS.

Ken was also charged with developing a written process for selecting new EC members and another written process for both selection and credential checks for our Principal of the year awards

### 2:00 Combined activity with PL&S and ASC for Killington

Before adjourning, Ken asked EC members to review the 11X17 sheets that were a compilation of the Freedom and Unity exercise done by EC, PL&S and ASC in Killington during the 2015 leadership academy.

### Proposed Meeting dates for 2016-17

Ken passed out a table enumerating the dates for 2016-17 in which the Executive Council would meet. This was purely informational. The full EC (with new members attending) will be able to look at and approve the calendar at the August 4-5 meeting.

### Updates

**At 3:07, with no other business before it the EC adjourned. Motion by Wayne Howe and seconded by Lissa McDonald. Approved unanimously**

**Next meeting:** Thursday and Friday, August 4&5 After the VPA Leadership Academy in Killington

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