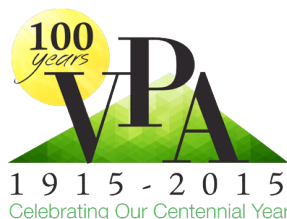


EXECUTIVE DIRECTOR
Kenneth J. Page
kpage@vpaonline.org

*ASSOCIATE EXECUTIVE
DIRECTOR*
Bob Johnson
bjohnson@vpaonline.org

*COMMUNICATIONS & EVENTS
ASSISTANT*
mlapointe@vpaonline.org
mlapointe@vpaonline.org

COORDINATORS
Anne Howell, Professional
Development
Linda Wheatley, Marketing,
Membership & Sponsorships
Bob Hingston, ML Activities &
Athletics



Vermont Principals' Association
Supporting Learners and Leaders
Two Prospect Street, Suite 3
Montpelier, Vermont 05602-3555
Telephone: 802-229-0547 – Fax: 802-229-4801
<http://www.vpaonline.org>

PRESIDENT
Patrick Burke
pburke@sbschools.net

PRESIDENT-ELECT
Joan Cavallo
cavalloj@fcsvut.org

PAST PRESIDENT
Dean Stearns
dstearns@soroschool.org

*FINANCE & OFFICE
MANAGER*
Delina Benway
dbenway@vpaonline.org

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; **Andy Paciulli**, Principal, Academy School in Brattleboro; **Jeff Moreno**, Assistant Principal/AD, Hartford High School; **Lissa McDonald**, Assistant Principal, South Burlington High 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; **Bill Olsen**, Principal, Rutland High School; **Rebecca Fillion**, Principal, Twin Valley Elementary School in Wilmington; **Bob Thibault**, Principal, Leland and Gray High School in Townshend; **Kristin Hubert**, Principal, Northwest Elementary School in Rutland.

MINUTES

VPA Executive Council Meeting

August 4-5, 2016

4:00-5:30 ECASC/PL&S VPA **Core Values**: A follow Up Exercise to Freedom and Unity Joint work from August 2015

6:00 meet in lobby of Grand Hotel to arrange rides to restaurant

Friday, August 5, 2016

(All times are only suggested times)

7:00-8:30 Breakfast available

8:30 **Call to order** Joan Cavallo, VPA president elect

Approval of Minutes from May 13th Meeting

The meeting was called to order at 8:36 by Joan Cavallo, VPA president elect. In attendance were the following: Joan Cavallo, Dean Stearns, Lissa McDonald, Andy Paciulli, Bob St. Pierre, André Messier, Beth O'Brien, Erica McLaughlin.

Newly appointed Tech Center Director Representative Nathan Demar, VPA Executive Director, ken Page

Absent: Jeff Moreno, Shaun Pickett, Patrick Burke, Tom Bochanski, Amy Minor, Bill Anton, Wayne Howe

Dean Stearns moved to approve the May 13th Minutes as written. This was seconded by Lissa McDonald and approved unanimously

8:35-9:35 **Follow-up from yesterday's work on Core Values**; developing our EC work plan for the year based on the established Core Values

Possible ideas

- ED Hiring
- Oversight of Standing Committees
- Involvement of EC in Regional Principals' meetings using Educational Simulations (VPA now subscribes to this resource)
- Meeting dates and work plan for the EC

Joan thanked Ken Page for typing the work completed yesterday on Mission and Core values. She then led the group into a process to review the work, to make edits and to develop goals for the EC for the year. Ken Page was given the task of following up with both committees before October 28 (next EC meeting) to be sure that they have: reviewed their assigned core values element and based on the edited vision and core values, have developed goals for their committee for the next year. The Executive Council plans to take the edited mission and core values to complete their work plan for the 2016-17 year. Below is a summary of their work:

VPA Mission (agreed to by all)

The Vermont Principals' Association supports school leaders to improve the equity and quality of educational opportunities for all students

Core Values

To support learners and leaders, the Vermont Principals' Association believes in...

1. Advocacy (Completed by EC 8/5/16)

- a. School leaders have a unique perspective and must influence and drive educational policy at the state and national levels.
- b. School leaders must collaborate with local and state partners to ensure positive outcomes for students.

2. Cocurricular Activities (completed by ASC 8/5/16)

a. Cocurricular activities have a significant value and are recognized as an integral part of our schools and communities

3. Learning (to be completed by PL&S)

- a. Excellent principals are powerful multipliers catalysts of for effective teaching and learning (Manna)
- b. School leaders have unique professional development needs that are best understood and provided by other excellent principals.
- c. In a strong networking system for members with other principals, other school leaders, and other educational stakeholders
- d. Support and mentoring need to be provided through safe and professional opportunities

4. Promotion (Completed by EC 8/5/16)

- a. Efficient and relevant communication are vital for effective leadership.
- b. Inspire, recruit, develop and support new leaders.
- c. Advance the principalship as a profession.

Work to be done:

1. Each Committee needs to look at the statements below their focus, and fine tune the statements (combine, delete or add) these will go to the EC (or a committee if changes are needed beyond creating a flow)
2. Once you have the core values, create 2-3 goals consistent with those values and the mission. Goals should go to Ken for the next EC meeting. Next summer each committee will reflect on and report out to the three committees on the progress on these goals, and create new goals for the next year. When we get good at this we hope to share at the annual meeting.

EC Goals for FY17

- Engage in a collaborative hiring process to select and transition an Executive director who will advance the VPA's mission, core values and beliefs.
- Develop a process to collaborate clearly & effectively between EC, ASC, and PL&S to ensure positive outcomes for students.

ASC goals for FY17

- Review all policies and procedures that impact student participation and engagement for all VPA sponsored activities.
- Continue to be proactive in developing safety and training protocols for all VPA sponsored activities.

PL&S goals for FY17 (in process)

Before heading to break, the EC discussed the draft "VPA process for Selecting Principals of the Year." Significant points raised:

1. Let's launch our campaign to solicit nominations during Principals' Month (October)
2. The nominations will close on January 15th.
3. Readjust the nomination form to say that a complete application will include no more than four written references, three other references (include e-mail, work and cell phone #'s),
4. A main nominator needs to be identified. If a nomination comes in for a person from multiple sources, Ken will call the superintendent and ask her/him to identify the mail contact person
5. Tech directors will also follow the same criteria when working as a team to put forward their candidate for Tech Director of the Year.
6. The Executive Council will begin the nomination review/ reference checking process in January.
7. The person nominated must be a VPA member; they also must be a member of the respective national association if nominated for a national award from NASSP or NAESP
8. The nomination form must include data which shows that the nominated principal has made a difference in her/his school and provides objective data to show how the person's effectiveness was measured (not because of the subjective wording from the nomination form (i.e. I feel that XXX has a made a difference in our school)

Break at 10:15 to allow members to check out of the hotel.

After returning from break, Joan Cavallo announced that because we have limited time, she was making adjustments to today's agenda. See below in blue for adjusted agenda:

(previous agenda and times)

9:35

Follow up items from May 13th meeting

- Process for Selecting Principals of the Year (Ken Page to provide)
- Process for selecting new EC members

- 10:00 **Break**
- 10:20 **Executive Director Hiring Process and Details**
- VPA Executive Director's job description
 - Timeline for hiring new ED (Joan to provide)
 - Budget for hiring new ED (committee discusses)
 - Involvement for current staff for ED hiring (committee discusses)
- 11:00 **Time Sensitive items**
- Mentor Program Update and upgrade proposal (Peter Evans, Joe Bowen)
 - Development Plans for the Year (Coordinator' positions)
 - Approval of Recruitment Policy
- 11:45 **Other**
- Committee Preferences for 2016-17 (finance, legislative/resolutions, ED Steering, Policy, other)
 - Selecting new NAESP rep

Adjusted agenda:

Items to delay until next meeting: Process for selecting new EC members, Process for selecting new EC members. Items to discuss in priority order: Development Plans for the Year (Coordinator' positions), Recruitment policy, selecting new NAESP representative, committee preferences, EC meeting dates, ED Hiring process

Development Plans:

Executive Director explained that Annie Howell, our interim professional development person (~15 hours per week) has decided to pursue other interests. Her MOU extends through Friday, August 12, so there is a time sensitive nature of this. He recommended to the Executive Council that our current Membership, Marketing and Sponsorship person (Linda Wheatley) (also 15 hours per week), is interested in also adding professional development to her responsibilities and Ken supported this. She also told Ken that since she is working additional hours, she is requesting that VPA make a contribution to her health insurance. She was clear that she was not interested in 30 hours a week, and she believes that some of her duties may be able to be done by others or now do not need to be done because they are completed. Ken recommended that working within the budgeted total for development director, that he be given latitude to make a total compensation offer to Linda which will include additional compensation which she may choose to use to pay for her health insurance premium. Ken told the EC, that he would work with VPA CPA Sheila Valley to make sure that we did this properly and within prescribed guidelines for independent contractors. Ken also told the board that Bob Hingston the other part time person handling middle level activities was interested in additional hours, but Ken could not see how this would be possible and still offer health insurance to Linda. Dean Stearns also said that he would not support adding additional hours to Bob Hingston's contract without seeing a specific proposal with measureable objectives and a connection to our mission and core values. Andre messier moved to approve the proposal to hire Linda Wheatley for the professional development and Membership, Marketing and Sponsorship positions provided that Executive Director Ken Page works within the existing budget (which also includes 10 hours for student activities support). This was seconded by Dean Stearns and approved unanimously.

Recruitment Policy:

The Executive Council asked ASC member Rob Reardon to join them for an explanation of the procedures since they were not provided to the committee. Rob brought a copy of the policy and the procedures and it was discovered that there was the work Policy included in the procedures. So, the EC asked that the procedures be revised without the word “policy” included. Further, they would like VPA attorney Michael Marks to review both the proposed policy and procedures. Beth O’Brien moved to approve the policy pending successful review of the policy and procedures by the VPA attorney. This was seconded by Andy Paciulli and approved unanimously.

NAESP State Representative

Erica McLaughlin expressed interested in filling the position formerly held by Wayne Howe. Lissa MacDonald moved and André Messier seconded it, to approve Erica McLaughlin as the Vermont NAESP Zone 1 representative from Vermont. This was approved unanimously.

Committee Preferences

The following working committees were established. There will be opportunities for our newest members to also sign for committee preferences when the join us on October 28. The committee preferences are as follows:

Finance Committee: Joan Cavallo, Beth O’Brien, Dean Stearns, Patrick Burke, New EC member

Policy Committee: Dean Stearns, Lissa McDonald, Nathan Demar

Executive Director Hiring and Prescreening Committee: Joan Cavallo, Patrick Burke/Lissa McDonald (if PB not available), Beth O’Brien, Nathan Demar, Andy Paciulli, Dean Stearns

Legislative/Resolutions Committee: Erica McLaughlin, André Messier, Joan Cavallo, Andy Paciulli

EC meeting Dates for the Year:

Friday, October 28, 10:00-3:00 at the VPA office (finance committee at 9:00)

January 27, 10:00-3:00 at the VPA office (finance committee at 9:00). Note: This is our usual legislative meeting day to meet with the House and Senate education Committees at the Vermont statehouse which goes from 4:00-5:30

Friday, March 31 10:00-3:00 at Randolph Elementary School (may be Randolph Union HS) (finance committee at 9:00).

Friday, May 12 (tentative), 10:00-3:00 at the Capitol Plaza Hotel in Montpelier, followed by the HOF ceremony starting at 5:00

From Joan Cavallo’s Google doc:

Our Meetings for FY17

Days	Dates	Focus
Th&F	Aug 4-5	Mission, Core Values, Goals, ED Hiring Process
Friday	Oct 28	Approve Core Values and Goals, Work Plan, EC member selection process,

Friday	Jan 27	Legislative Meeting, ED Final Interview
Friday	March 31	POY selection in Randolph
Friday	May 12	Capital Plaza

Executive Director Hiring Process

After considerable discussion which included discussing whether to use a search consultant, the following was agreed to:

ED Hiring Timeline

Committee Established	September
<ul style="list-style-type: none"> • Candidate pre-selection Committee <ul style="list-style-type: none"> ○ Patrick/Lissa ○ Joan ○ Beth ○ Dean ○ Bob Johnson 	<ul style="list-style-type: none"> • Interview Committee (adds) <ul style="list-style-type: none"> ○ Jeff ○ Nicole ○ PL&S (1) ○ ASC (1)
Job Posted	October 28
Open Until	December 2
Candidates Selected for Interviews	January 2
Interviews Complete	January 27

Lastly, Ken was asked to make a start on a work plan for the year and to bring this to our meeting on October 28

At 12:07, with no more business before it, Beth O'Brien moved to adjourn, seconded by Dean Stearns and approved unanimously.

12:00 Lunch and return home

Members ate lunch and returned to their homes following a highly successful Leadership Academy and very productive EC meeting.

Respectfully submitted,

Ken Page
Clerk, pro tem

