

MISSISQUOI VALLEY SCHOOL DISTRICT BOARD RETREAT MINUTES (MVSD)

MVU Commons and Remotely VIA Google Meet

June 20, 2020

9:00Am

Present: Board members Board Chairperson, Chris Shepard, Highgate, Don Collins (Swanton) Vice Chair Devin Bachelder, (Franklin), Steve Scott, (Highgate), Peter Magnant (Franklin), Joanne Johnston, (Franklin), Terri O'Shea (Swanton), and Jen Chevalier (Highgate)

Others: Julie Regimbal, Superintendent of Schools, Mike Dewese Facilitator

Call the Meeting to Order- Chris Shepard called the meeting to order at 9:00am

Introduction: Julie Regimbal introduced Mike Dewese as a former Superintendent and Facilitator for the Retreat.

Presentation and Board Discussion

Mike Dewese explained the role of the school board. The board's responsibility is to develop a budget that is fiscally sound and educationally appropriate for the school district. The board hires the Superintendent to oversee the school district. The board oversees the Superintendent via an evaluation. The evaluation should be completed on an annual basis. The evaluation should be productive, constructive communication and should be a supportive process. The Superintendent is accountable to the school board and the board clearly communicates their expectations. They should develop written measurable goals with the Superintendent annually with timelines and accountability around the plan. In accordance with her contract, the board will need to notify her by February 1, 2022 on whether or not the board will re-employ her. This determination should be based on her evaluation. The board needs to develop a job description. The evaluation should be based on fulfillment of the job description and the attainment of the goals. The evaluation should have categorical themes and a shared vision area. The categories could be broken down as follows:

- Visionary Leadership
- Policy and Governance
- Community and Community Relations
- Effective Management
- Curriculum Planning/Development
- Instructional Leadership
- Resource Management
- Ethical Leadership

- Labor Relations

The board should develop a rubric to measure the categories such as ineffective, developing, effective and accomplished. The board must act as one body not nine different evaluations. He outlined the following:

Goals

- A format for a measurable goal: SMART
- S Specific
- M Measurable
- A Achievable (attainable)
- R Relevant
- T Time-bound

They should develop the board's priorities/goals and the Superintendent's priorities/goals.

He recommended the following timeline:

July

- 1) Board determines its goals for the year
2. Superintendent determines her goals for the year

August

- 1) Board and superintendent review the superintendent's job description
- 2) Board and superintendent meet to collaboratively determine subset of goals (3-5) to serve as basis for the ensuing annual evaluation
- 3) Board formalizes the agreed upon goals

January

- 1) Review superintendent's job description
- 2) Check in on goals attainment progress for the current year

May

- 1) Superintendent self-evaluates performance based on evaluation goals; evidence when available
- 2) Board uses superintendent's self-evaluation and job description as members individually evaluate
- 3) Chair (or designee(s)) compiles the results

June

- 1) Executive session to review the results with superintendent

- 2) Board accepts final evaluation
- 3) Chair prepares formal summative evaluation for chair/superintendent signature

January of contract year expiration:

- 1) Board uses past formal (final) evaluations to determine renewal status
- 2) Action item
- 3) Chair formally communicates board decision in writing to Superintendent not later than February 1

Mike Dewese stated that the board could develop district goals, and/or board goals. The board may want some improvements in some areas such as test scores.

Julie suggested a goal might be to become a Pre-K to grade 12 system. Another goal is implementing a SEL curriculum and making sure all teachers and staff understand it well and will need professional development to ensure it goes well. Mike said there is going to be some board work and some Superintendent work. You may decide that three to five goals are reasonable making sure they are important enough. He suggested to spend time in July to talk through and develop some goals. Before the school year starts in August, you may work on the job description. By the start of the school year, you may have agreed on some goals.

Peter Magnant noted that Julie has shown great leadership in crisis management since she has been the Superintendent of Franklin Northwest Supervisory Union then Missisquoi Valley School District.

Mike explained that the board finalizes their Superintendent's evaluation and even when they disagree, they must come to a consensus and additional comments can be added to the evaluation. They should dedicate the next meeting to the goals portion of the retreat and agree on goals prior to the start of school and how will the job description evolve around the goals. Don would like to schedule a meeting to work on the goals maybe an evening instead of the day. Chris suggested July 21st instead of the regular scheduled meeting that was previously cancelled. Julie stated that a work session to develop board and district goals would be good so that we have a vision. Board members can have a brainstorming session with common themes. Julie offered to start a google document so that board members can start brainstorming goals ahead of the next meeting.

Future Meeting Dates

The school board has scheduled their usual board meeting for July 7th at 6:30pm and a special goal setting meeting on July 21st at 6:30pm.

Adjournment

Action

Peter Magnant moved, seconded by Devin Bachelder to adjourn at 1:00pm. The board approved on a 9-0 vote.

Respectfully submitted,

Meaghan Conly, Board Clerk

Submitted by Pierrette Bouchard, School Board Secretary