

**APPROVED - Marlboro School Board Meeting
Monday July 18, 2016 @ 9am**

THESE MINUTES ARE OFFICIAL AND HAVE BEEN APPROVED BY THE MARLBORO SCHOOL BOARD

Attending School Directors: Doug Korb (chair), Celena Romo (vice chair), Carol Ann Johnson (clerk), Dan MacArthur (board member), Lauren Poster (board member), Francie Marbury (Principal) and Bill Anton (WCSU Superintendent)

Doug called the meeting to order at 9:10 a.m.

Dan made a motion to approve Pay Order #25: \$55,893.29, Pay Order #26: \$69,481.34 and Pay Order #1: \$26,400.27. Carol Ann seconded.

Dan made a motion to approve 6/6/16 minutes. Carol Ann seconded.

9:15 a.m. – Julianne, Celena and Carol Ann enter meeting.

Principals report discussion ensued. Roof repair has been completed. Food Program RFP will not be in place before school starts. Windham Wood Heat Initiative - Francie has connected with Marion Major and she is slotted for a 1/2 hour in the August board meeting. Board discussion regarding energy efficiency options and skepticism around this initiative but wants to hear out the presenter.

Action: Francie will email board the Audit report.

Summer Library is a rich environment of diversity with music festival participants. The Middle School Leadership initiative did not work out for us to participate in this year but looking forward to future participation.

Discussion ensued for reduced speed limit and upcoming meeting. Meeting will be attended by Matt Mann, Sue Burt & someone from Select board. Francie does not see a need for board representation at this time. Andrea is in charge of the cutting back of brush.

Action: Dan will contact select board for representation.

Act 46 Committee Updates: Discussion ensued regarding Grant issues and how to proceed. Proposed to get a August meeting date on the book and committee members names so we can put pressure on the grant process. 7 of the 10 Act 46 board members have responded to the survey monkey.

Principal Transition discussion ensued.

We will do our own forum as a board specifically through the community forum.

Job description will be crafted by the outcomes of these focus groups.

Dan makes a motion to enter executive session at 9:47am to discuss a personnel issue.

Dan makes a motion at 10:05am to come out of executive session. Lauren seconds. No actions taken.

Francie Leads Board in a Focus Group Forum:

Question: "What are you looking for in a principal?"

A: Energy, flexibility, loves education, enthusiasm and self directed. Ability to feel strong in their own leadership skills, top down instruction. Commitment to community wanting to match with us not passing thru and add a check to their box.

A: Respect for and understanding of Marlboro community and Marlboro school and what makes it unique.

A: Ability to listen to groups that have not always been vocal. Listen to all different members and connect to those as well.

A: Reflective in ability to hear information from staff, board members and utilize information to be beneficial to all. Responsive and respect on all levels. Strong leadership skills. Ability to be a leader for the team of teachers as well as parents and students.

A: Leadership, experience at a certain cost (within budget), curriculum experience, teaching experience to bring that perspective and understanding of teachers needs. Sense of service and understands what a principals role is within a community. When holding forums ability to moderate.

Question: "Anything that you heard from someone who spoke after you want to add comments?"

A: Advocate for students, parents can advocate but they need not be the only advocate for the principal to push further up the line to get the students needs met. Example: student needs iep and not getting one so the principal can be an advocate for the students.

A: Open to opportunities for new growth - being a continuous learner. Actively pursues new ideas, a go getter.

A: Curriculum experience discussion. Either the principal has unique experience, has taught or the ability to seek out.

A: When we were talking about hiring someone we talked about what individual brought to the school. Maybe the principal can bring to the school something new to the teachers (ex: science).

General Hiring Discussion-Comments:

Comments: Respect and appreciation for the community possibly from within or someone from outside that can gain that perspective. Perspective of past hires with one being from within the community vs. Francie from outside the state. Sense that they want to match to us and they have already done research. Hear from them why do they think they fit us. Flexibility and a willingness when they get here to learn a bit about us. Be a part of something vs. charter something. Someone who has the motivation to be a part of this community doesn't just want a principal ship. Timeline example of 7 years if this is a

really good length of time for a new hire to want to stay. As of now there is not and interest from within the supervisory union.

Question: "What is the board perspective of what they need from the principal?"

A: Ability to immediately and directly address any issue. Take issue head on.

A: Openness to new ideas, grants. Energy, enthusiasm, good communicator.

A: Good working relationship with board and respect for the role of the board. Principals reports that are thorough and timely. Board set the tone and the principals willingness to advocate with the supervisory union.

A: Organized, numbers strong - funding and budget or strong with working relationship at the supervisory union level. To make the budgeting process smoother and fluid. Strong relationship with supervisory union for grants and resources. Follow up the Actions from minutes. Open to technology and learning - Google.

A: Duality - admin and keeps duck in a row but also be a player at the same time. Coach and player. Understand the needs and figuring out a path to get to those needs. Ability to find resources and seek things out from board questions and answers needed. If board has questions know who to go to and how to find resources.

Broad discussion about the ability to budget and the importance around this issue and having strong relationship with supervisory union office when budgeting.

Questions: "What are the characteristics of our school that the new principal should value?" "What about the school should be in the job description?"

A: Staff is an asset – how many teachers we have – how long they have been in the school – grown up in the town, have kids in the school. Selling point that people like to teach here.

A: Focus to love learning – the school is build around a curriculum that teaches students to teach themselves. Investigative sense.

Talk about values around testing – we are getting students to learn how to find information not spew out information.

A: Field research

A: Relationship with students (first name). Students learn to be better self advocates when there is an open door policy with principal.

A: Principal who is willing to collaborate with the college.

General Discussion ensued regarding parents in the community value education. Ability to have open communication with parents. What we are looking for in a principal not only come to me but make it a 2 way street. Greatest challenge as a community is hitting an educator wall.

Community Survey as a procedure for the principal to get a pulse on the school and the teachers to get an idea mid-year as to how is the year going so far.

Current principals job description. Percentage of how their time spent – ex: fielding parent inquiries and meetings.

11:30: Bill Anton enters meeting

Question: Feedback about the above process going forward with the focus groups.

A: Have another moderator for the community for the parent focus group.

A: Community and Parent feedback: A minute taker for this process.

Discussion ensued regarding what does the hiring committee look like. Don't want the board to have a quorum when you hire so partially depends on how many board members want to be on the hiring committee. If you have 3 board members then you need 2 hiring committees. If only 2 board members you have 1 committee. Committee to include 2 teachers, 2 parents, 1 community member, 1 staff member, Francie and Bill.

Focus Groups: October

November post – deadline Jan 20th

Posting discussion: Add Albany to the West. Suni, school springs, not the newspaper. Contact UVM, Amherst, St. Mikes, and Antioch.

January resume review. Create a committee (teacher, parent, school board member). Goal to narrow down to 6 applicants.

Feb 6th & 9th: Questions

Feb 20th & 21st: Interviews

Making a decision right before town meeting

Possibility of having sight visits at finalist current place of work (scenario based).

School board receives a recommendation from the superintendent. Formal meeting go into executive session, accept or decline candidate. Board directs for superindendant to build contract.

Mentorship: \$3500.00 state mandated mentor stipend. If they are employed in VT as a current principal they do not need a mentor. Only if they come from out of state or are in their 1st or 2nd year of principal ships do they need a mentor.

Contract discussion ensued: Regarding shorter school year and benefits. Do we want to expand the days?

Action: Bill will provide principal pay scale – for context and discussion lets create a comparison of principal ranges – salary, days and benefits both within supervisory union.

Discussion ensued of the benefits and the 190 days does this suffice and does it create a larger pool of applicants. Can the job be done in 190 days or should there be an increase in summer hours. Francie puts in more days then 190 – this is an indicator that board should add more days into contract. Central office would align with this increase as they work throughout the summer. Everyone is 210 days within supervisory union. This is negotiable within the contract.

Advertising put in a range of salary and days. Board needs to budget prior to the advertising. Board recommends budgeting higher vs. lower. Are you going to budget for full family benefits. Board recommends budgeting at highest cost. Staff's ability to send their dependents at no cost to MES.

Selecting committee: Lottery style, submit name and candidates will be selected.

Act 46 discussion ensued: Lauren, Doug, Francie and Bill will meet August 1st at 5:30 to discuss an alternate structure proposal if ACT 46 committee decides to pursue this option. MES will have to hire an attorney for legality of this proposal.

Agreed upon measures that are uniformly agreed upon by the state (NEcap, NGSS, SBAC). Portfolio system is the measurement that goes beyond the standardized test.

Action: Doug needs to warn by 7/20th.

Town Meeting March 17 - This is where we are with investigating our options – skeletal proposal.

Board of Ed will continue to refine the process. Bill's input on the grant proposal – will possibly have an answer on the 21st.

Discussion ensued: Bill updates on Jamaica exit request. Central office does not have opinions for or against.

12:20 Doug calls meeting to adjourn.

Submitted by Julianne Mills (minute taker)

Upcoming Meetings & Important Dates

- MES regular board meeting – 8/1/2016
- First Day of School – 8/31/2016
- MES regular board meeting – 9/12/16 (To Be Warned; replaces Labor Day meeting)
- WCSU Full Board Exec Committee Retreat – 9/28/16

Our Guiding Principles: Students will be at the center of our decision-making. We will keep to the agenda. The chair will estimate the amount of time necessary for each item and act as timekeeper during the meeting. Every voice is heard as discussion goes back and forth. Decisions will not be made hastily. We will ask ourselves, “What other information do we need in order to make a thoughtful decision?” Decisions/discussion will be recapped before moving on to a new item. Items requiring action will be identified and we will note who is responsible for each action item. Follow through will occur before the next meeting. We will use email judiciously to communicate between meetings.

Implementation Guidelines: Meetings will be held on the first Monday of each month with the fourth Monday kept in reserve, if an additional meeting is needed. The chair will send out the agenda the Thursday before the meeting. The meetings will start at 6pm and go no later than 9pm.

Marlboro School Principal Search Timeline (*draft*)

November 2016

Sign confidentiality document

Focus Groups to answer: “What are you looking for in a new principal?”

“What are the characteristics of our school that the new principal should value?”

- Teachers
- Parents
- School Board
- Students
- Community Members (Beyond school community)

Collect responses and create a document that synthesizes the collected responses. Use this information to write the advertisement.

December 2016

Post Principal Advertisement - deadline January 20, 2017

- SchoolSpring (www.schoolspring.com)
- Burlington, Keene, Amherst
- School of Education Alumni groups- Antioch, Keene State, Amherst, UVM

January 2017

Jan 25-26 - Resume Review, Pick up to SIX to interview - Francie

Form 2 Interview Committees

Sign Confidentiality Statement

Each committee consists of

- (2) School Board Members

Principal's Report July 18, 2016

This report is limited to updates. A more complete report will be presented on August 1.

Capital Improvements

Reshingling of the angled roof - completed at a cost of \$12,000

Replacement of windows in the Junior High

- Four contractors were invited to bid on the project and two submitted bids.
- The estimates were very close and the contract was awarded to Jorge Romo, a local contractor with excellent references. \$5800
- The windows will be installed in the coming weeks.

Jesse is currently building the custodial storage closet in the Primary hall.

Plans for the composting system are progressing with Erik vonRanson volunteering to build the bins.

Food Program RFP

The timeline for this is once again extended based on state requirements for review of the process and the complexity of completing the RFP.

Francie is meeting with Deb Mears and Laurie Garland on July 25 to finalize the RFP.

Given the above, the timeline for the RFP is as follows:

July 29	RFP to state for review
Aug 29	RFP advertised for at least 30 days
Oct 15	Bids evaluated and proposed bid selection sent to state (15 days for state to review)
Nov 7	Principal presents recommendation to school board
Nov 8	Bid selection sent to state (15 days for state to review)
Dec 5	Award contract

Windham Wood Heat Initiative

Marion Major will attend the Aug 1 board meeting to answer questions regarding the energy audit and Marlboro School's suitability for using a wood chip fired boiler.

Summer Library Program

As an extension of the CLIF Grant, Jess Weitz is opening the library on Tuesday mornings and offering a variety of literature based activities for the children who attend. Turnout has been good and includes children in town for the summer with the Music Festival as well as Marlboro students.

WSESU Middle School Leadership Training

We were invited to send up to 6 students to this training but the invitation was not made until the end of June. Unfortunately I haven't succeeded in finding students who are able to attend. In the future, this type of opportunity may prove to be a good way of connecting our 6th-8th graders with students from other schools.

Speed Limit Reduction

The Traffic Engineer for the AOE is recommending to the state Traffic Committee to reduce the speed limit on Route 9 to 40mph from below Staver Rd to past the sharp bend after South Rd. Several people from Marlboro will attend the Traffic Committee meeting on Aug 3 to support this recommendation. Major thanks to grandparent, Sue Burt, for leading this renewed effort.