



SIZER School

Minutes

Executive Committee Meeting

Date and Time

Thursday August 24, 2017 at 3:30 PM

Location

Sizer School Glass Confr Rm 500 Rindge Rd Fitchburg, MA

Notice: The below topics do not prohibit additional last minutes or unforeseen matters

Committee Members Present

C. Harter, C. Sellars, F. Dauphinais, L. Marino, M. Gallo

Committee Members Absent

None

Guests Present

J. O'Hara, M. Brennan

I. Opening Items**A. Record Attendance and Guests**

Quorum met

B. Call the Meeting to Order

M. Gallo called a meeting of the Executive Committee Committee of SIZER School to order on Thursday Aug 24, 2017 at 3:35 PM.

C. Approve 07/17/2017 Committee Minutes

Edit the 7/17/17 Minutes to:

- Correct who called the meeting to order on 7/17/17. Should be Larry Casassa and not Carolyn Sellars.
- Simplify as discussed

C. Sellars made a motion to approve minutes from the Executive Committee on 07-17-17 as edited Executive Committee on 07-17-17.

F. Dauphinais seconded the motion.

The committee **VOTED** unanimously to approve the motion.

II. General Business

A. Final Review of E.D. Evaluation Documents

Presenter for this section is Melanie Gallo & not Larry Casassa as built into the Agenda

Discussion ensued regarding the materials to be reviewed.

- Attrition Goals were met (at 18.2%)
- Discipline data
- School and ED Goals from 2016-17

Although not requested for this year, the committee would like to see the ED's progress against goals for this past year and for next year we would like to see the ED's progress against 2017-18 goals in May.

Conversation ensued about survey's. Moving forward leadership needs to be sure that the surveys (before they are sent) are properly labeled "Climate", "Accountability", etc., with clear information about who will receive the results. As it is, the staff was not properly advised that what is being asked might be shared with the BOT.

The committee agreed that only information that is clearly identified as "shareable" will be shared.

The Executive Director provided an overview of strengths, challenges and goals.

Discussion ensued.

- Consider operational changes in the Org Chart (work w/ consultant during Strategic Planning)
- Find ways to move some of the challenges to other areas while avoiding a silo
- Human and culturale structures are the most important focus of this year - we need to continue to develop systems & build a broader understanding of the work (consider bringing in an outside resource that can foster team building)
- Consider reviving the Branding/school values with an outside resource as well
- Consider using an outside resource for the Strategic Planning
- Consider pairing up new staff with strong veteran staff.

Carolyn Sellars made a motion to pause this meeting so that the BOARD can meet for contract approvals

Frank Dauphanis seconded the motion

Unanimous Vote to approve the motion

Carolyn Sellars made a motion to re-open this meeting

Liisa Marino seconded the motion

Unanimous vote to accept the motion

M. Brennan arrived.

B. Finalize Evaluation for E.D.

Move to next meeting

C. Initiate Conversation for 2017-18 BOT Goals

Executive Director provided an overview of the goals that she believes we need to implement for this school year. Although this includes the Key Actions & Benchmarks, the final distributed goals will not include that level of detail.

- Reinforcement of past taught "things"
- Extension of cohesion work
- Is it possible to take goal 1 and add goals 2 & 3 and call it "Continue to bring the students to the center of learning/ essential school"? Discussion ensued about that being far too broad and not having enough specificity.

Agreed that it is the Committee's responsibility to determine the goals and make a recommendation to the BOT at the Sept Retreat.

- Goal 4 should stand alone (now goal 2)
- Goal 5 is straight out of the strategic plan: change to "continue to build the financial support and stability" as this is work that we're already doing and it isn't "new". (now goal 3)

Current Strategic Plan expires in 2018. This is work that the Board should include as one of their goals for the year. Should be added as new Goal 4

Discussion ensued about possible changes in the org chart to help decrease some of the work load on the E.D. and make the organization more sustainable. Maybe consider a part-time HR person OR we tie into the Strategic Plan work.

D. Initiate Conversation for 2017-18 E.D. Goals

E.D. provided an overview of her personal professional goal (NSIP Training).

Discussion ensued

Further discussion ensued about potentially making the strategic plan about sustainability

Frank Dauphinais made a motion to approve the ED & School Goals as amended

Discussion ensued

Michelle Brennan seconded the motion

unanimous vote to approve the motion

III. Closing Items

A. Evaluate Today's Meeting (Pros/Cons)

Very productive

B. Schedule a November meeting (in compliance w/ committee calendar)

Will discuss at the BOT Retreat

C. Suggest Agenda items for the next Meeting

Finalize 2016-17 Evaluation

D. Adjourn Meeting

C. Sellars made a motion to adjourn the meeting.

M. Brennan seconded the motion.

The committee **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:40 PM.

Respectfully Submitted,

J. O'Hara