

MINUTES



**Addison Central School District
Executive Committee
Executive Committee Meeting
Tuesday, October 29, 2024, 4:30 pm - 5:30 pm
49 Charles Avenue
Middlebury Vt 05753
ACSD District Office**

In Attendance

Barbara Wilson; Mary Heather Noble; Suzanne Buck; Wendy Baker

A. Call to Order Upon Reaching A Quorum

Meeting called to order at 4:40 p.m.

1. Introductions – Board members, Administrators and Staff

B. First Public Comment Period

No public comment.

C. Recommendation to Approve Minutes from 10/21/2024

Motion to approve the minutes of 10/21/24.

Move: Barbara Wilson Second: Suzanne Buck Status: Passed

D. Committee Discussion

1. Superintendent Evaluation Timeline and Process

The Executive Committee reviewed the Superintendent Evaluation Tool that Mary Heather Noble had entered into Google Forms. Board members will be asked to fill the entire form out to provide some baseline feedback and test the evaluation tool. Changes to be made:

- Allow board members to complete the form anonymously.

- In Section II, change heading to Attainment of Agreed-Upon Goals from August 2024 Board Retreat.

- In Section II, add goal to reflect "Assisting the ACSD Board in its efforts to create an equity-based budget that aligns with its stated Strategic Plan priorities."

- In Section II, change response options from multiple choice to allow for open-ended comments on the Superintendent's progress toward the stated goals.

- Remove the Overall Formative Rating section -- this will be used for the Summative Evaluation only.

Barb Wilson, Suzanne Buck, Mary Heather Noble, and Wendy Baker discussed the plan for the formative evaluation feedback. Dr. Baker noted that the approved Superintendent Evaluation Process calls for two (2) formative feedback conversations before the summative

evaluation. Mary Heather suggested adding a second formative feedback conversation centered around the budgeting process (e.g., the new efforts to implement equity based budgeting, community engagement for budget development, etc.). All agreed that this would be a good plan. The proposed timeline:

November 9 (after Special Board meeting): First formative feedback conversation based on board member feedback via the evaluation tool.

Mid-January (before Board approval of FY26 budget): Second formative feedback conversation based on board member feedback via budget-focused questionnaire.

Mid-February: Executive Committee gathers input from board members and direct reports for summative evaluation, sets deadline for Dr. Baker's self-assessment.

Early March (before board re-organization): Special meeting for summative evaluation.

Committee members also discussed best practices moving forward to keep the evaluation process consistent and predictable. The Board should expect to set its District goals in May, after re-organization but before the summer so the Superintendent has the opportunity to incorporate them into staff retreat leading into the next academic year. The Superintendent's goals for the year should align with these goals. The Board should expect to provide formative feedback twice before the next summative evaluation. Dr. Baker suggested having a Board retreat in May to set goals, and again in November to review student performance data and evaluate progress toward goals.

Barb Wilson will send an email to the full board with a summary of the process/timeline for the formative & summative evaluations this academic year. The email will also have a link to the Google Form to provide input for the first formative feedback conversation. Suzanne Buck requested having the email sent confidentially with an expiration date of November 6th (deadline for board feedback).

2. Other

Barb Wilson reported that the iCloud storage for the Zoom meetings was almost full. Dr. Baker said that she would talk to Will Hatch about resolving that.

E. Second Public Comment Period

No public comment.

F. Adjourn

Meeting adjourned at 5:50 p.m.

Motion to adjourn.

Move: Suzanne Buck Second: Mary Heather Noble Status: Passed

*Public Comment Guidelines:

Public comments are encouraged and welcome at each regular board meeting during the period designated for public

comment. Comments are limited to three minutes per person. Citizens will be called to make their statement by the board chair. Public comments regarding personnel, students or legal matters will not be heard by the Board.