

**Rutland City Board of School Commissioners
Performance Excellence Workgroup**

**Meeting Notes
May 27, 2015**

Attending:

Commissioners: Dick Courcelle, Hurley Cavacas, Joanne Pencak, Peter Fagan, Matt Olewnik

Other Workgroup Members: Mary Moran, Rob Bliss, Susanne Engels, Jody Sabatano

Guest: Kathy Letendre

Mr. Courcelle called the meeting to order at 4:00 PM and introductions were made. He gave a brief background on Kathy Letendre's experience at RRMC and his work with her in the past on similar initiatives. Kathy is now a performance excellence consultant. He asked Ms. Letendre to lead the discussion.

Ms. Letendre noted that she had met with Dick Courcelle and Peter Mello to gain an understanding of the work this group, and the Board, have done to this point. In addition, she has reviewed documents that have been supplied to her by Mr. Courcelle.

She presented as a big picture goals for the Performance Excellence initiative that the Board seems to have adopted: *"Ensure effective and meaningful oversight and public service by establishing clear expectations for performance, and mechanisms for monitoring progress."*

As steps and actions that have been taken, or could be taken, in support of that goal she offered:

- *Establish district Mission, vision, values, goals*
- *Define key performance measures for use in effective board oversight*
- *Establish effective methods for routine monitoring and reporting*
- *Support faculty and administration for putting measurement and reporting processes in place*
- *Establish a means for evaluating and refining measurement system over time*

The group discussed these elements of the initiative.

Ms. Letendre asked a few questions to gain a deeper understanding of governance and intention. They were:

1. *What is the balance for the Board between governance and administrative responsibilities? Is that articulated anywhere?*
2. *Is the original question, "How can we become one of the best school districts in the country in the next ten years" still a focus and priority?*
 - a. *How is that outcome defined?*
3. *What would be different? How would you know you are successful?*
4. *What would be the impact if you didn't do this work?*

Ms. Letendre will meet with Mr. Courcelle and Ms. Moran to discuss the administration's interface with this initiative.

Ms. Letendre will submit a proposal for consulting services to Mr. Courcelle within two weeks. He will forward to the Workgroup for review.

After a discussion of the questions and the decision to take up the bulk of the work at the Board retreats in August and January, the group adjourned.