



# Educational Leadership Team Meeting

Thursday, April 19, 2007 Minutes

1 **Attendance:** Judy Prince, Mary Hughes, Erin Maguire, Rob Reardon, Paul O'Brian, Grant Geisler, Mike  
2 Deweese, Deb Robbins, Linda Keating, Laurie Singer (arrived 7:40 a.m.), Tom Bochanski (arrived 7:43 a.m.),  
3 Pat Hartnett (arrived 7:55 a.m.)  
4

5 Judy called the meeting to order at 7:35 a.m.  
6

## 7 **News and Announcements**

8 Mary and Erin teamed for a special educator supervision and evaluation, providing enriching perspectives  
9 to educators. Laurie asked the team to move the Summer Leadership Institute to August 6-9 (instead of  
10 August 7-10). The ADL School Report night is tonight (April 19) and will focus on student  
11 demographics, along with where ADL is heading.  
12

## 13 **Updates**

### 14 • Union #46 and Essex Junction School Districts' Annual Meetings

15 Mike reported that these annual meetings were lightly attended. The Essex High School's budget re-vote  
16 will be on May 15. The public informational meeting is scheduled for May 14 at the high school  
17 auditorium.

### 18 • April 16, 2007 Board Carousel Meeting

19 Overall, the Mike reported the evening ran smoothly even though each board had complex agendas.

### 20 • Legislative Update

21 Mike testified against the recent education bill regarding the education cap. This bill addresses school  
22 budgets be capped at 3.5 percent increases.

### 23 • Unified Union Articles

24 The State Board of Education accepted the Unified Union Study Committee's report. Citizens will vote  
25 on the Unified Union articles on November 6, 2007. The first communication from the committee is an  
26 informational pamphlet recently sent to the school boards.  
27

28 On April 30, the Prudential Committee, Union #46 School Board, and the Westford School Board will  
29 meet at the high school's library beginning at 6:30 p.m. to discuss Unified Union. Communication  
30 around this topic will mostly occur before and after the school summer vacation period.

### 31 • April Early Release Day

32 Schools are still in the process of completing the data for the April early release day attendance. This data  
33 will then be analyzed. There was a discussion about the data collection process.  
34

35 Mary discussed providing lunch to students. She said many students did not eat lunch as it was provided  
36 very early and after a snack had already been provided to them. She suggested sending a bag lunch home  
37 with students at dismissal time. This led into a discussion about the use of the snack cart at the  
38 elementary schools. The team then addressed the pending discussion about the K-Grade 5 schedule.

### 39 • School Start Time

40 School start time is becoming a conversation point at three levels:

- 41 1. High school: school start committee has been established
- 42 2. ADL: there is student interest in changing the school start time
- 43 3. K-5: a discussion about collaboration time for teachers may affect the K-5 school start time

### 44 • Food Service Field Trip

45 Grant asked principals to review the revised field trip form and how it relates to Food Service.

46 • End of Year Purchasing  
47 Grant asked the team to make sure money is being spent out of the proper lines. If needed, budget  
48 transfers can be done. Accounts Payable will make every possible effort to expedite budget transfer  
49 requests. In addition, routine purchase orders need to be completed by mid-May. It is also important to  
50 not wait until the end of the year to be reimbursed for mileage.

51 • AYP  
52 Essex Junction schools did not meet AYP. Linda will be sending a directive from the State regarding this  
53 issue. There was a discussion about Out-of-Level testing.

54 • Annual Leadership Conference  
55 Linda asked that principals not send registration to her. Linda will send principals the purchase order  
56 number so they can register for the conference. The deadline to register (and still receive the discount) is  
57 May 4, 2007.

## 58 **Task Team Updates**

59 • Supervision and Evaluation  
60 Tom provided the team with a handout. The Advisory Team recently created a survey to inform their  
61 decisions. This survey will be sent to all teachers and will close on May 11, 2007.

62  
63 *Tom moved, and Laurie seconded the motion for building principals to determine the 2007-2008 cycle for  
64 each staff member by the end of the 2006-2007 school year, as per the Advisory Team's request. The  
65 motion passed unanimously.*

66  
67 *Tom moved, and Erin seconded the motion for the Advisory Team to act as a clearinghouse for adopting  
68 role-specific rubrics as part of the CCSU supervision and evaluation model. The motion passed  
69 unanimously.*

70  
71  
72 The team then discussed the recommendation that administrators and supervisors participate in the model  
73 to receive annual supervision and evaluation training.

74 • Safety  
75 Grant provided principals with a map outlining the bus staging areas for emergency evacuations. This  
76 map was developed by Captain Nadeau, Bill LaWare, and First Student (bus company). Bill LaWare is  
77 asking principals for a count of students and faculty to help plan for evacuations.

## 78 **Team Work**

79 • ASCD Conference Presentation: Part II  
80 Mary continued her presentation regarding the ASCD Conference. She provided an overview of  
81 Danielson's second edition.

82  
83 In addition, Mary notified the team that there are no new updates to the Pathwise software. Instead, there  
84 is a \$700 charge for an "observer" to use the new web-based system. This new system allows teachers to  
85 input lesson plans, allows the "observer" to input/create on-line rubrics, and allows for data to be  
86 managed on-line. Mary will arrange for a 30-minute conference call with a Pathwise representative to  
87 walk the Educational Leadership Team through the new on-line tool.

88 • Support Staff Agreements  
89 Deb provided an outline of the changes to the support staff agreements. These agreements have been  
90 ratified. Changes to the leave portion of the agreements will not be effective until the boards sign the  
91 agreements.

92 • Liability Insurance  
93 The team was joined by John McAuliffe, CCSU's insurance liaison. He provided an overview of the  
94 liability policies and what they include.

96 • GWAVA  
97 Grant provided an overview of GWAVA. This new tool filters CCSU's e-mail. Staff will be receiving a  
98 notification from GWAVA twice a day. This notification will list all e-mails it has filtered. Users will  
99 have the option to trash all these e-mails or retrieve those incorrectly filed by GWAVA as "junk" mail.  
100 Grant will be sending all CCSU employees an e-mail notifying them of this tool.

101 • Curriculum and Assessment Update  
102 Linda noted that several groups are independently planning on topics to be addressed during in-service.  
103 She stated that there is a need for in-service to be carefully planned for. This topic will be addressed at a  
104 future meeting.

### 105 106 **Consent Agenda**

107 The Consent Agenda consisted of the April 5 meeting minutes.

108  
109 *Rob moved and Mary seconded the motion to accept the minutes of the April 5, 2007 meeting. The motion*  
110 *passed unanimously.*

111  
112 The meeting adjourned at 10:10 a.m.

### 113 114 **Future Agenda Items**

- 115 • Early release data
- 116 • School start time
- 117 • ASCD Conference: part III
- 118 • In-service planning
- 119 • Summer Leadership Institute Agenda
- 120 • Special Ed. performance data

### 121 122 **Outstanding Tasks**

- 123 • Judy will send the new Summer Leadership Institute dates
- 124 • Cindy will re-send the Unified Union articles (including the revised 12e article)
- 125 • Judy will send the parent/teacher conference data to schools
- 126 • Linda will send the state's directive regarding AYP
- 127 • Team members should notify Grant with any bus staging concerns