



Educational Leadership Team Meeting

Thursday, April 3, 2008 Minutes

1 **Attendance:** Judy Prince, Mike Deweese, Deb Robbins, Paul O'Brian, Erin Maguire, Linda Keating,
2 Grant Geisler, Mary Hughes, Tom Bochanski, Dan Ryan, Laurie Singer, Rob Reardon, Kathy Finck,
3 David Wells
4

5 **Others Present:** Steve Herr (CCSU Webmaster), Vince Gonillo (CCSU IT Director)
6

7 Judy called the meeting to order 7:35 a.m.
8

9 **Announcements**

- 10 • A meeting will be held immediately following the 4/17/08 ELT meeting to plan for the
11 upcoming Summer Institute
12

13 **Technology**

- 14 • CCSU Web-Site Review

15 Steve Herr reviewed changes to the CCSU web-site. The team learned about the new features in the
16 Control Panel. This area may eventually house policies, procedures, and other internal documents for
17 ELT members to access by logging-in to the web-site. Steve then presented GoogleAnalytics data to the
18 team. This data consisted of: the type of browser users view the CCSU web-site with, where users are
19 from, how long they stay at the CCSU site, what pages are viewed the most, and other information.
20

21 Next, the team learned about the new capability to upload podcasts to the web-site. They reviewed the
22 steps to create and upload podcasts. Steve stressed the following guidelines to keep in mind when
23 working with podcasts: limit the file size to no more than 10 megabytes (approximately 10 minutes),
24 review the content before uploading, avoid student first names, and avoid using copyrighted music.
25

26 The team then reviewed new content on the SU page, specifically relating to the Special Education,
27 Curriculum, and Operations departments. Additionally, the team reviewed the process for posting photos
28 to the Photo Gallery using Plogger.
29

30 They then reviewed the revised guidelines and expectations. These will be reviewed with each building's
31 web contact person. The Web Team will hold trainings to review procedures for creating/maintaining
32 pages and to review the guidelines and expectations.
33

34 Things to look forward to regarding the CCSU web-site include: the ability to upload video files using
35 GoogleVideo, the ability to upload video podcasts, and a modified events calendar that will fit in with the
36 current web page templates. Additionally, communications to the community and staff about the new site
37 will be sent out.

- 38 • IT Form for Personnel Changes

39 Deb Robbins reviewed the form to be completed and submitted to IT every time there is a personnel
40 change. This form enables the IT department to properly set up (or remove) an employee. This form is
41 especially important to help IT maintain the accuracy of the GroupWise address books. Grant Geisler
42 provided a list of the content within current GroupWise address books. Key people at each site will be
43 responsible for maintaining the accuracy of these address books, communicating with the IT department
44 any time there is a change.
45

46 • Media Release Form
47 The team reviewed the revised Media Release Form. This form will be provided to all students at the
48 beginning of the school year. There was a discussion about the purpose of this form and the purpose of
49 FERPA. The team then discussed when it is appropriate to use student work.

50 • Shared Cabinet
51 Deb Robbins reviewed the shared cabinet feature in GroupWise. She demonstrated how to set up and use
52 this feature.

53 • GWAVA Update
54 Vince Gonillo provided the team with directions for managing spam content in GWAVA. The ability
55 now exists to log in to GWAVA and manage which e-mail addresses are allowed to pass through. He
56 noted that users can log in to GWAVA and manage their e-mails in real-time, as opposed to waiting for a
57 GWAVA message to appear in their e-mail in-box.

58 **Team Work**

60 • Outstanding Teacher Process
61 Linda Keating reviewed revised Outstanding Teacher recognition process. She reiterated her suggestion
62 to use CTE's administrative-based process of nominating teachers at EHS. She also suggested the EJ
63 principals decide collectively on what teacher should be moved forward as the Outstanding Teacher for
64 their district. This process, though different at the administrative level, will look the same to teachers who
65 are nominating their colleagues. This change will be outlined in an upcoming *Insider* to all staff.

66 • 2007-2008 Calendar Modifications
67 Mike Dewese noted that the EJWEA is in the process of reviewing the proposed year-end modifications
68 for the Westford and Union #46 School Districts. It seems that the Essex Junction School District
69 modified year-end is settled. The proposed changes are as follows:

- 70 o Westford: Last student day = June 13; last staff day = June 18 (June 16, 17, 18 are staff
71 professional development days)
- 72 o EJ: Last student day = June 12; last staff day = June 16 (June 13 and 16 are staff
73 professional development days)
- 74 o U#46: Last student day = June 11; Professional development days = June 12, June 13, and
75 June 16 (EHS only)

76 Mike Dewese stressed that all contracts will be honored, and that school year support staff will not be
77 compromised due to the modified year-end.

78 • Specialist In-Service
79 Erin Maguire provided professional development planning guidelines to the team. Essential topics to
80 consider in professional development include: collaboration, co-teaching models, supplemental and
81 intensive intervention, and inclusion and its connection to differentiation. The team reviewed the draft
82 three-year special education professional development plan. There was a discussion about convergence
83 and divergence and what it means to measure the achievements of students. Linda Keating discussed the
84 concept of looking at the progress of students instead of whether or not the student has met standards.
85 The team then discussed professional development models. Calendar mapping will be discussed at a
86 future ELT meeting.

87 • Leave Tracking
88 Deb Robbins provided the revised leave tracking guidelines. The team reviewed these guidelines. Leave
89 is rounded up to the nearest quarter day. Leave is tracked by the day. Deb noted that there is flexibility
90 within the week to make up time.

91 • 2008-2009 Meeting Schedule
92 The team reviewed the proposed 2008-2009 ELT meeting schedule. This calendar will be adopted at the
93 next ELT meeting.

94
95

96 • Parent/Student Handbook
97 The handbook cover is still in the process of being designed. Updates will be provided at the next ELT
98 meeting.
99

100 **Consent Agenda**

101 The Consent Agenda consisted of minutes from the March 27 ELT meeting.
102

103 *Rob Reardon moved and Deb Robbins seconded the motion to accept the 3/27/08 ELT meeting minutes.*
104 *Revisions were made to line 51 (modifying who will be pulled out of parent/teacher conferences) and to*
105 *line 110 (modifying the outstanding tasks). Approval of the modified minutes was unanimous.*
106

107 The meeting adjourned at 10:30 a.m.
108

109 **Future Agenda Items**

- 110 • Outstanding Teacher process
 - 111 • Early release review
 - 112 • Supervision and Evaluation Advisory Council recommendation
 - 113 • LDI preview
 - 114 • LDI presentations (May ELT meetings)
 - 115 • Specialist in-service
 - 116 • Adoption ELT meeting calendar
 - 117 • K entry procedure
 - 118 • Handbook
 - 119 • CCSU mentoring
 - 120 • 403(b)
 - 121 • Future Framing (Summer Institute)
- 122

123 **Outstanding Tasks**

- 124 • Update (if necessary) and e-mail me the names of your building web contact(s)
- 125 • Make sure your GroupWise calendars are updated
- 126 • Judy will e-mail everyone the K entry procedure
- 127 • Review the attached GroupWise distribution list and e-mail any changes to Grant by April 11.
- 128 • Make sure those listed as responsible for maintaining a list are aware of their responsibility.