



Educational Leadership Team Meeting

Thursday, August 17, 2006 Minutes

1 **Attendance:** Mike Deweese, Judy Prince, Grant Geisler, Mary Hughes, Linda Keating, Pat Hartnett,
2 Erin Maguire, Rob Reardon, Dan Ryan, Laurie Singer, Kevin Barber, Paul O'Brian, Deb Robbins,
3 Tom Bochanski, Kathy Fink

4
5 Judy called the meeting to order at 7:35 a.m.

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7 *Rob moved, Erin seconded, to approve the minutes of the July 31 and August 4, 2006 meetings. Motion passed*
8 *unanimously.*

10 **CCSU Delinquency Procedures/Field Trip Forms**

11 • Field Trip Approval Form

12 A breakfast and lunch menu checklist was added to the form for parents to fill out prior to the field
13 trip. This form will then be submitted to Food Service for a lunch to be packed for each student for
14 the field trip.

15 • Delinquency Procedures

16 The team reviewed the new procedures, the food service coordinator phone script, and the letter to
17 be sent to parents once a delinquency occurs. Each principal will receive a copy of this letter. The
18 child will always be served a class A lunch.

19
20 Upon a delinquent account, parents will be notified by a phone call from the food service
21 coordinator. If the issue is still unresolved, a letter will be sent home to parents. If the matter has
22 not been resolved in 10 ten days from the letter being sent, a child protection team meeting will be
23 called to check on the well-being of the child.

24
25 It was stressed that staff should not pay for student meals. Instead funds from PTO's or other
26 donations may be used. "Ghost" accounts are also set up for students to use.

27
28 The second issue of the Food Service newsletter was handed out, along with a list of students who
29 are entering the new school year with delinquent accounts. Bob Clifford is in the process of calling
30 the parents with delinquencies. It is important to keep in mind that the Food Service accounts are
31 the parent's accounts, not the student's accounts.

33 **School In-Service Plans**

34 Linda will be sending a welcome back letter to staff electronically. The idea of having door prizes
35 handed out during in-service was discussed. ADL is making gift-baskets for in-service.
36 Contributions should be given to Laurie or Kevin by August 23.

38 **Mandatory Training**

39 Deb showed the team how to access the trainings on How to Master. The film and the PowerPoint
40 presentations are listed separately in How to Master. It is important to watch the film before
41 moving on to the presentation. The bullying training has been modified to focus more on
42 identifying signs of bullying. All the required trainings are listed. The bloodborne pathogen training
43 is only required for new staff.

45 **504 Calibration**

46 There will be a 504 calibration on August 21, 2006. There is the opportunity to have three more
47 training sessions after school. Principals need to submit to Erin a list of all the people who require
48 “SpedDoc” on their computers. This list should include 504 case managers and the names of their
49 students.

50 51 **Discipline Plans**

52 Staffs need to be aware of the student discipline plans at each school. Deb Robbins asked each
53 principal to submit to her their school’s student discipline plan.

54 55 **Supervision and Evaluation Forms**

56 Tom showed the team that the supervision and evaluation forms are available on-line through the
57 central office web-site. They are currently in a PDF format. They will be modified to be in a Word
58 Form format.

59 60 **Update of the Superintendent 360° Evaluation**

61 A total of 77 people reviewed the survey and approximately 45 people participated in the entire
62 survey. There were three issues with the survey: the timing of the survey may have been off, central
63 office administrators were left off the survey, the union got involved with responses in the survey.

64
65 From the survey, three patterns were prominent: there is a need for Mike to increase his visibility in
66 the field, there was a general concern of the way Mike portrays himself (public style), and there was a
67 general feeling of inadequate communication from the superintendent’s office.

68
69 In response, Mike plans to do the following:

- 70 • Have at least eight walk-through opportunities each year with each principal (principals
71 participation is optional)
- 72 • Have at least eight principal consultations (with each principal)
- 73 • Hold optional “fireside” chats with staff before and after school
- 74 • Attend more school-based events (at least two per year per school)
- 75 • Have a monthly e-mail communication from the superintendent’s office
- 76 • Have a bi-weekly e-newsletter with four or five main topics

77 78 **SU-Wide In-Service**

79 Mike handed out an outline for his remarks. The idea of the theme this year is a look at a student,
80 “Jean,” as she goes through the preK-12/tech. continuum. The Ed. Leadership Team will highlight
81 several key events that occur during “Jean’s” journey. There will also be an on-line survey for staff
82 members to complete after in-service.

83
84 The meeting adjourned at 10:15 a.m.

85 86 **Outstanding Tasks**

- 87 • Judy will re-send all the Food Service field trip forms, including the checklists
- 88 • Cindy will e-mail the principals the Food Service newsletter
- 89 • Send contributions for the gift baskets to Laurie or Kevin by August 23
- 90 • Send Erin a list of individuals who need to access SpedDoc (include case managers and their
91 students)
- 92 • Cindy will create a walk-through/principal consultation calendar for each principal
- 93 • The team should review the revised SAP policy and send suggestions/edits to Paul
- 94 • Principals should submit their student discipline plan to Deb Robbins