



Educational Leadership Team Meeting

Thursday, December 13, 2007 Minutes

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

3
4 Judy called the meeting to order at 7:40 a.m.

5
6 The team reviewed the agenda for the meeting. The agenda now includes a purpose statement and an
7 outcomes statement.

8 9 **News and Announcements**

10 • Skating Facility

11 The renovated facility is now open. The ribbon cutting ceremony went well on December 12. Judy
12 encouraged the ELT to visit the facility.

13 • Parent/Teacher Conferences

14 The lists of students who did not have family representation during the November parent/teacher
15 conferences were helpful in collecting data on the conference days. Judy plans to cross-check these lists
16 with the Free and Reduced delinquent accounts.

17 • Bomb Threat Training

18 Grant provided principals with a bomb threat training DVD.

19 • Student Records

20 Erin provided a draft matrix of all student records for the group to review. She encouraged feedback to
21 this matrix.

22 23 **Consent Agenda**

24 The Consent Agenda consisted of minutes from the November 29, 2007 meeting.

25
26 *Dan moved and Erin seconded the motion to accept the Consent Agenda. The motion passed*
27 *unanimously.*

28 29 **Team Work**

30 • SAP Time-Line

31 The team reviewed the Action Planning Time-Line that was handed out. Mike noted that boards
32 appreciated the principals' SAP presentation on the December 10, 2007 board meetings. There was a
33 discussion regarding from which year to use demographic data in the action plans. The October 1 count is
34 generally the data used.

35
36 The team first reviewed the board portion of the action planning time line. It is necessary to distinguish
37 between the year of the demographic data and the year of the assessment data. This data is put on the
38 same sheet but reflects different years.

39
40 There was discussion about using the phrase "Action Plan" as opposed to "SAP." Judy reviewed the
41 topics of the upcoming educational presentation to the school boards. She will send out these topics to
42 principals.

43
44 NECAP data is slated to arrive in February. The February 18 early release day is reserved to review this
45 data. The team discussed what type of training will be needed for this date.

46
47 The team next discussed the school portion of the action planning time-line. They reviewed the action
48 planning development process. AYP should be added to the time-line. There was a discussion about
49 shifting the time-line so it is more aligned with budget development. When is the best time to develop the
50 action plan? Linda pointed out that the approved action plan can be used for budget planning purposes
51 because the action steps can be used to help project needs in the budget.

52
53 The team reviewed the best date to review the CPCI. This year, the review was done in August. In June,
54 the CPCI is approved by the board. Team members pointed out that it can be awkward to modify the
55 approved CPCI in August. They discussed modifying the CPCI time-line. Mary stressed the need to
56 meaningfully engage staff in the CPCI development/modification process. Judy suggested creating
57 benchmarks of action planning.

58
59 *The team committed to having January 17 serve as an in-service planning date and having the data*
60 *review on February 18. They committed to keeping the action planning time-line until February 18. The*
61 *team will review data and maintain the board action plan time-line.*

62 63 **Future Framing**

64 Deb reviewed the modified definition of “desirable.” “Current Practice” was added to the list of
65 definitions. The Future Framing Tool is now in an Excel spreadsheet so it can easily be modified and the
66 data can easily be analyzed. The board has approved the academic portion of the tool. Additionally, Deb
67 emphasized that the tool now includes a 21st-century learning framework.

68
69 Deb outlined how each section of the tool will be reviewed and developed individually. First the
70 administrative team will review the team and then bring their work forward for the ELT to review. The
71 Future Framing Task Team will recommend to the CCSU School Board that the tool be used at the
72 administrative level for consideration and budget development.

73 74 **Master Schedule**

75 Judy reviewed the master schedule parameters with the team. In an effort to collaborate on the master
76 schedule, each member of the team wrote out five items that currently works in their schedules and five
77 items that do not work and needs to be changed. These items were posted for the entire group to review.
78 The group brainstormed what is currently working and worth saving in the master schedules and what
79 should be changed in the master schedules.

80
81 Next, Judy gave the team a hypothetical scenario: in the year 2014, all students have met benchmarks, all
82 goals have been met, and AYP has been met. She asked team members to envision what has been added
83 to schools. Members came up with: language at all grade levels, inquiry-based learning, project-based
84 learning, wellness, and technology. Judy then asked the team to envision what students and teachers are
85 doing in their classrooms in 2014. Team members wrote out their ideas and posted them on the board for
86 the group to review.

87
88 In the end, the group came up with the following common topics related to master schedules: flexibility,
89 team collaboration, blocks, core schedule within and beyond, intervention, transition, and world class.

90
91 The team then moved in a multi-voting phase and selected “core schedule within and beyond” as the topic
92 to focus on. This topic will help clarify changes in the master schedule. This activity will lead into future
93 meetings related to master schedule discussions. The group reviewed the activity’s results with the master
94 schedule parameters.

95

96 The meeting adjourned at 10:30 a.m.

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98 **Future Agenda Items**

- 99 • Action Planning
- 100 • Technology
- 101 • Safety Simulation
- 102 • Crisis Management
- 103 • Student Record Keeping
- 104 • Nut Free vs. Nut Safe Procedures
- 105 • Jan. 21 In-Service Plan
- 106 • S&E Web Tool
- 107 • ASEOP
- 108 • SASI Query Training
- 109 • PodCasting
- 110 • Date for Leadership Summit
- 111 • US DOE FERPA Memo

112

113 **Outstanding Tasks**

- 114 • E-mail Linda with what your small group envisioned for in 2014 by December 28
- 115 • Judy will send out a list of the upcoming educational presentations to the boards
- 116 • Linda will send an e-mail regarding the technology team feedback loops
- 117 • Send questions and comments regarding Future Framing definitions to Deb