



# Educational Leadership Team Meeting

Thursday, February 16, 2006 Minutes

1 Judy Prince called the meeting to order at 7:30 a.m.

2

3 **Administrators not present:** Ed Wilkens, Linda Keating, Brian Donahue (arrived late), Tom  
4 Bochanski (arrived late)

5

6 **Others present:** Bill Laware

7

8 **Celebrations** were shared

9

## 10 **Updates**

### 11 • *February 14, 2006 Events at EHS/CTE*

12 The Feb. 14, 2006 events at the high school were debriefed by Bill Laware to the team. At noon  
13 a note was found in the boys restroom. The note stated there was a bomb in the building set to  
14 go off at 1:10 p.m. Lauren Coulliard did the announcement to the school for evacuation;  
15 evacuation to the rink went smoothly. This evacuation provided the opportunity to learn how to  
16 improve handling emergency situations. Traffic was hectic, there could have been more  
17 staff/faculty at the evacuation center. There is a need for better radios. The problem with  
18 having students who are able to drive or walk off campus is that, when there is an evacuation to a  
19 specific location, there is no student accountability. It was suggested that at the next inservice,  
20 there will be a practice evacuation with just faculty/staff as there are several new employees.  
21 There is a need for a location for administrators to be able to access the site that is being  
22 evacuated. Phones should be routed to a different number (perhaps the central office) when there  
23 is an emergency. Accessing the web-site to update the public on the situation was difficult. This  
24 should be a process done off the emergency site. Truman, a yellow lab, swept the building in 75  
25 minutes. By 3:30 p.m. the building was re-opened. A minute-by-minute log was kept by Judy  
26 Prince. Students will not be making up this day in school.

27 Spring Parent-Teacher Conference

28 Judy asked to hold this item.

### 29 • *OneCampus Update*

30 Kathy did an overview of the presentation boards of OneCampus. She outlined what the project  
31 entailed. This includes the additions to the rink, library and the handicapped accessible  
32 entrances. She outlined the cost of the project and how this project will bring off-site classes  
33 back to the Essex Community Educational Center. Information about OneCampus is available at  
34 [www.onecampus.info](http://www.onecampus.info).

### 35 • *Governance Task Team*

36 This item was moved to the end of the meeting, time pending.

### 37 • *Unified Union Study Committee*

38 The committee is currently studying the option of school busing. A map was created showing  
39 the residences of each CCSU students. This map will be brought before the committee.

### 40 • *Parent SurveyMonkey*

41 This survey is out to the public. This led to the discussion of using SurveyMonkey by the  
42 administrators. The cost is relatively inexpensive. This topic will be on a future agenda.

### 43 • *Last Day of School*

44 There have been two snow days. The last day of school has been moved back two days.  
45 Westford's last day of school is now June 15 and the last day of school for Essex Junction is now  
46 June 16.

#### 47 48 **Task Team Updates**

- 49 • *Supervision and Evaluation*

50 This item was held until Tom arrived.

#### 51 School Action Plan

52 This item was postponed until the next meeting.

- 53 • *School Safety*

54 Dan's team reviewed the various reports and handed out recommendations to the team. School  
55 Safety recommendations will be an action item at the next meeting.

#### 56 57 **Business**

- 58 • *Walk Through*

59 This item was held until the next meeting so Linda could be present.

- 60 • *Regional Calendar*

61 The first day of school is August 31, the last day of school is June 11. The team had to add a few  
62 days to this calendar.

63 Tom moved to have school on November 20 and 21. The motion failed 3-4.

64 \*\*Deb. Robbins moved to have November 20 and 21 as inservice days. Dan seconded this  
65 motion. Motion passed unanimously.

66 Martin Luther King Jr. Day will be an inservice day. One inservice day will be quartered and  
67 split into four after school sessions. The last day of the school calendar will be an inservice.

- 68 • *Truancy/Unexused Absences*

69 There is a need to get a working definition of what truancy and unexused absences are. This will  
70 be a future agenda item. Mike will assemble a team to come up with recommendations about  
71 what the definitions are and what the standards and procedures are.

- 72  
73 • *Richardson Report Part II*

74 Erin reviewed the remainder of the slides. There are three decision points:

- 75 1. Further roll-out (who will be provided copies of this report)
- 76 2. Presentation method (how will people receive this report)
- 77 3. What will be informed by this report

78 These decision points will be on the next agenda.

#### 79 80 **Policy**

81 This item was tabled until the next meeting.

82  
83 Judy adjourned the meeting at 10:15 a.m.

#### 84 85 **Future Agenda Items**

- Spring Parent Teacher Conferences
- SurveyMonkey
- Truancy/Unexused Absences
- Policy
- Approve Minutes of Feb. 2 and Feb. 16, 2006
- Governance Task Team Updates
- School Safety Recommendations
- Richardson Report: Part III
- Walk-Through Training

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