



Educational Leadership Team Meeting

Thursday, February 21, 2008 Minutes

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

3
4 **Others Present:** Dawn Gruss (arrived 8:15 a.m.), Vince Gonillo (arrived 10:15 a.m.)

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

7 **News and Announcements**

8 • District Closing/Delayed Opening Protocol/Make-Up Days

9 Mike provided the team with an overview of options to make-up the snow days. Some options include
10 possibly converting student days to professional development days. Any adjustments will have to be
11 discussed with the Association and with the school board. The group discussed either falling back to 175
12 student days in exchange for professional development days or splitting student days and professional
13 development days.

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15
16 The group reviewed the recent delayed start. Deb clarified that school year support staffs come to work
17 two hours late while 12-month support staffs come to work at their normal time. It is also important to
18 note that breakfast is not served on delayed start days for K-8 schools.

19
20 Mike clarified the language of "district-wide closing," noting this means all schools and the central office
21 are closed.

22 • Dates for Leadership Summit

23 The dates for the Leadership Summit are: June 18-20 and August 13-15. One day will likely be devoted
24 to mandatory training. The agenda is in the process of being developed.

25 • Supervision and Evaluation Update

26
27 The Supervision and Evaluation Advisory Council recently met and they would like to recommend
28 adoption of the following three frameworks for the 2008-2009 S&E model to the ELT at the next
29 meeting:

- 30 ○ Special Educators/Speech Pathologists would like to use the teacher framework
- 31 ○ Counselors would like to use the counselor framework
- 32 ○ Nurses would like to use the nurse framework

33
34
35 Tom recently sent an e-mail on behalf of the Advisory Council to solicit feedback from all CCSU staff.
36 The AC template was recently sent by Tom to serve as a model for how to structure an AC evaluation.

37
38 Judy encouraged administrators to make sure they use the teacher's name as it appears on their contract
39 and to note what cycle they are in on their evaluation.

40 • Year-End Close-Out

41 Grant informed the team that April 15 will be the last day for Purchase Orders to be made. He
42 encouraged principals to inform their staffs about this date.

43
44
45 Grant also thanked the team for their help in building the school budgets.

46
47
48 • School Calendar
49 Kathy Finck informed the team that the school state calendar has been changed to a regional calendar.
50 Questions regarding the calendar should be directed to Kathy.

51
52 • Parent/Student Handbook
53 All ELT members now have access to a shared GroupWise folder for the handbook. This folder contains
54 the master handbook files. Team members can post comments and suggestions for revisions to the
55 handbook in this file.

56
57 All proposals to change the handbook must be submitted to Kathy no later than March 7.

58 59 **Team Work**

60 • Students FIRST Grant
61 Five school districts (CCSU, CSSU, S. Burlington, Winooski, and Essex Town SD) have signed up to
62 participate in this grant. Erin provided a draft of the grant, which included five elements: safe school
63 environment and violence prevention activities; alcohol, tobacco, and other drug prevention activities;
64 student behavioral, social, and emotional support; mental health services; and early childhood social,
65 emotional, and learning programs. Erin reviewed key items that will be included in the budget. She
66 noted that the grant's capacity to pay for mental health services is limited as it is a safe schools grant.

67
68 The team discussed preK after school programs (such as Village Kids), and how they fit into this grant.
69 They also discussed the prospect of an after-dark bus, which would need further conversation as there are
70 numerous sustainability questions.

71
72 • Future Framing Review
73 Deb presented the Future Framing Tool. She reviewed the edits recently made.

74
75 Kathy clarified the definitions of "internship" and "apprenticeship." For a program to be called an
76 "internship," students can only work 30 hours/year and if a work product is created, the student must be
77 paid minimum wage.

78
79 The group reviewed the entire tool and discussed edits. Discussion included: on-line courses, teaming
80 and collaboration, the number of weekly hours of instruction, flexible scheduling, low-level teaching,
81 ability grouping, and "core subjects."

82
83 • Path: A School Workplace Health Promotion Program
84 Deb provided information regarding VEHI's Path program, promoting health in staff members.
85 Employees can earn money for participating in this program. Employees do not have to be members of
86 the health insurance program to participate in the program. Deb noted that CCSU will apply for this
87 program.

88
89 • NECAP Data Aggregate Overview
90 Judy provided the aggregate scores of the NECAP tests. Using the means scale score, if there is a
91 difference of two points, then the difference is noted as a statistical difference. The team reviewed the
92 scores from all grade levels.

93

94 The Building Blocks Task Team is working on creating a communication for parents and community
95 members clarifying the NECAP scores. They will create a Frequently Asked Questions sheet for
96 publications.

97

98 • Food Safety Environments

99 Erin provided the protocol for students with life-threatening allergies. There have been two additions to
100 this protocol. Both additions involve notifying Food Service of students with life-threatening allergies.
101 Nurses are currently working with Food Service to streamline a process for providing safe meal options.
102 As Food Service already provides nut-free meal options, the protocol seeks to go beyond nut-free meals.

103

104 *Kath Finck moved and Laurie Singer seconded the motion to approve the CCSU Protocol for Students*
105 *with Life-Threatening Allergies. The motion passed unanimously.*

106

107 There was a brief discussion about students with diabetes. It was noted that families may be able to view
108 school meal nutrition information on www.myschoolaccount.com.

109

110 • Free and Reduced Lunch Students Participation Data

111 Judy provided principals with a list of students who qualify for the Free and Reduced Program and are not
112 participating in it. She encouraged principals to reach out to those families to notify them of their
113 eligibility in this program.

114

115 • 2008-2009 CCSU School Calendar

116 The team reviewed the draft school calendar and related discussion points. They discussed the first day of
117 school. The team has 175 + 5 days (according to the Master Agreements) to plan.

118

119 November has the most flexibility in planning. Days to consider for either student days or professional
120 development days are: Nov. 4, Nov. 24, and Nov. 25. PreK-8, and CTE, can have a student day on
121 November 4. EHS is unable to hold school that day as EHS is a polling place in the national election.

122

123 The team also discussed whether or not it is important to universally hold parent/teacher conferences.
124 Some thoughts seem to be the need to differentiate, especially in Essex Junction as parents may have
125 children in multiple schools.

126

127 Several calendar options were discussed:

128

○ Option #1:

129

▪ Nov. 4 = Professional Development Day

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▪ Nov. 24, 25 = Student Days

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○ Option #2:

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▪ Nov. 4 = Student Day

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▪ Nov. 24, 25 = Parent/Teacher Conference Days

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○ Option #3:

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▪ Nov. 4 = Professional Development Day

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▪ Nov. 24, 25 = Early Release – Parent/Teacher Conference Days

137

138 Mike asked principals to send him their calendar decisions by Wednesday, February 27.

139

140 **Technology**

141 • Technology Survey Results – Implications for Priorities

142 The results of the recent technology survey to teachers were provided to the ELT. The data highlights
143 areas in need of improvement. The team will consider to what extent are certain technological skills

144 important. A set of priorities will be developed to address the results.

145

146 Mike asked principals to send him their list of priorities before March 13.

147

148 **Consent Agenda**

149 The Consent Agenda consisted of January 24, 2008 meeting minutes.

150

151 *Dan Ryan moved and Rob Reardon seconded the motion to accept the Consent Agenda. The motion*
152 *passed unanimously.*

153

154 The meeting adjourned at 10: 35 a.m.

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156 **Future Agenda Items**

157 • School nurse substitutes

158 • Hiring protocols

159 • CCSU web-site audit

160 • AltertNow presentation

161 • Identification of Summer Leadership Institute agenda topics

162 • School Calendar

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164 **Outstanding Tasks**

165 • Remember to bring your Danielson book to the next ELT meeting (3/13/08)

166 • Judy will send an electronic copy of the 21st-Century Framework to the team

167 • By Wednesday, 2/27, send Mike and Judy your 2008-2009 school calendar decisions

168 • Before March 13, send me what you believe to be the "mission critical" priorities from the technology
169 survey

170 • Send Judy your topics for the Summer Leadership Institute before March 13

171 • By 3/7, e-mail Kathy Finck suggestions for the parent/student handbook