



Educational Leadership Team Meeting

Thursday, January 10, 2008 Minutes

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

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

6 News and Announcements

- 7 • Mary shared two poems by Ted Scheu, who recently spent time at Summit working with students
8 in a school-wide poetry project.
- 9 • Judy announced that the pod-casting presentation is rescheduled for the next ELT meeting.
- 10 • Erin will continue to accept modifications to the student educational record matrix. This topic
11 will be discussed at a future meeting.
- 12 • Nurses continue to work on nut free and nut safe procedures.
- 13 • Paul highlighted key points within the Department of Education's FERPA memo. He stressed it
14 is acceptable to release information to law enforcement during emergency situations.
- 15 • Mike provided a copy of the FY09 school calendar, which was recently adopted by CVSA. He
16 noted the first day of school is August 27 and he reviewed the non-common dates within the
17 calendar.
- 18 • At a recent Chalkboard Chat, a teacher suggested considering making up days at the end of the
19 school year as in-service days. There was some discussion about snow days. Mary notes some
20 states build in snow days in their school calendar, usually around Memorial Day.

22 2008-2009 School Calendar

23 Using the regional calendar as a guide, the team discussed whether or not there is a case to shift the
24 additional student days to professional development days. Currently, there are 178 student days in Essex
25 Junction and U#46 and 176 student days in Westford. The master agreements stipulate a minimum of 177
26 student days for Essex Junction and U#46 schools and a minimum of 176 student days for Westford
27 School. Thus, only one day would be shifted from a student day to a professional development day.

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29 *The team unanimously agreed that one student day will be shifted to one professional development day.*

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31 Judy then asked the team if there is interest in having administration reach out to the union to discuss the
32 possibility of shifting an additional student day to a professional development day. This led into a
33 discussion regarding the use of the additional professional development days. A proposal was made to
34 have these two days used for parent/teacher conferences. The team then discussed the best dates to hold
35 the fall parent/teacher conferences.

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37 *The team unanimously agreed that fall parent/teacher conferences would be held the Monday and*
38 *Tuesday of Thanksgiving Week (11/24/08 and 11/25/08). Conferences would be held from 12:00-8:00*
39 *p.m. on 11/24/08 and from 8:00 a.m. – 4:00 p.m. on 11/25/08.*

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41 Spring parent/teacher conferences were then discussed. Several proposals were made to schedule these
42 conferences, including: holding conferences on March 2, with .5 hours that can be flexibly scheduled for
43 an additional conference day, holding only one conference day for EHS and ADL and holding two
44 conference days for preK-5 EJ schools and Westford.

46 *The team unanimously agreed to have flexible spring parent/teacher conferences, with some schools*
47 *(such as EHS and ADL) having one day scheduled for conferences and other schools (such as the preK-5*
48 *EJ schools and Westford) having two days scheduled for conferences.*

49
50 EHS and ADL will each host parent/teacher conferences on separate Thursdays in April. These schools
51 will still need to schedule an additional professional development day. The EJ preK-5 schools will
52 coordinate with one another to schedule the spring conference days.

53
54 The group reviewed the following highlights of the calendar:
55

- August 20-22/25-26 are reserved for professional development
- EHS and Westford cannot have school on November 4 due to elections
- January 19 will be a professional development day
- There is an opportunity for two professional development days after the last day of school in
59 June. Principals pointed out teachers need time to break down their classrooms and hold
60 transition meetings.
- How should ¼ days be used, if any?
- Where are the additional student days? EJ could possibly have school on November 4 and in
62 June (after the last day of school).

63

64 65 **Summer Leadership Institute Dates**

66 The team will finalize the leadership institute dates at the next ELT meeting.

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68 **January 21, 2008 In-Service Planning**

69 Most schools noted they are prepared for the January 21 in-service day. Erin provided the in-service
70 schedule for support services staff. Linda clarified job-alike roles. Erin noted that principals should be
71 keeping track of the number of in-service days remaining for para-educators.

72

73 **Handbook Committee**

74 Judy asked team members to start thinking about what revisions are necessary for the 2008-2009
75 parent/student handbook. The handbook will be discussed at the next ELT meeting.

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77 **Technology: Feedback Loop – CCSU Technology Team Priorities**

78 IT Director Vince Gonillo was present for this portion of the meeting. The team addressed questions
79 regarding how IT decisions are made and how the Educational Technology (ET) initiatives work. They
80 discussed how IT and ET work together.

81

82 The team was provided with an outline of the current IT/ET communications program. Each school has a
83 technology team. A representative of these team is part of the district-wide technology team. The district
84 team works with IT, the Web Team, and the Educational Technology Team. It was noted that Grant
85 oversees the IT department, Linda oversees the Educational Technology Team and Erin oversees
86 Assistive Technology. What is the role of the ELT? Linda noted that the district team often wrestles with
87 if they are able to make decisions (such as software purchases, technology purchases, etc.) and the ELT
88 should provide the team with guidance for decisions.

89

90 The team was provided with documents outlining action steps, standards of practice, standards for
91 students, leadership responsibilities, and a draft of ELT's proposed direction to the team.

92

93 The team discussed the technology training needs for staff. Grant and Linda noted technology should be
94 carefully budgeted. It is important to keep in mind that technology moves quickly and that just because a
95 certain type of technology is available, this does not make that technology the best solution.

96
97 Linda noted a survey is currently being collated by the Educational Technology team regarding
98 technology use throughout schools. These results will be available at an upcoming meeting. They will
99 help the Technology Team and the ELT assess what school technology needs are.

100
101 Vince and Grant provided an overview of the differences between SU-wide IT purchases and school-
102 based IT purchases. Vince also provided the team with a summary of the number of IT “tickets”
103 addressed.

104
105 **Supervision and Evaluation**

106 Tom will send out a memo to ELT members regarding the recent Supervision and Evaluation Advisory
107 Council meeting.

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109 **Future Framing**

110 Deb recently sent the Future Framing Tool to principals. She reviewed the features of this tool with the
111 team, specifically the “filtering” component. Team members were asked to review this tool by the next
112 meeting.

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114 **Annual Reports**

115 Mike provided the team with a list of tasks and deadlines for the Annual Reports. All submissions must
116 be sent to Cindy no later than February 20 for inclusion in the Annual Reports. Judy clarified that
117 submissions are for 2007.

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119 **Safety Simulation: Allergic Reactions**

120 Dan led the team in a safety simulation pertaining to allergic reactions. Schools all have an established
121 emergency response plan and a list of items that are typically done before an emergency ever occurs (such
122 as a meeting with a school nurse regarding a student with critical health needs). The team did a walk-
123 through of the allergic reaction protocol.

124
125 Principals were asked to provide feedback as to what topic the next safety simulation should address. Dan
126 and Mike recommended reconvening the safety committee after one year of review of the emergency
127 protocols.

128
129 **Updates/Announcements**

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- 131 • Judy announced Scott Mosher has been appointed as the new TAAP Director.
 - 132 • Principals have receiving letters from the VT Campaign to End Childhood Hunger asking for a
133 meeting with principals and the food service director to review school-based practices. Mike
134 asked the ELT remand him the ability to respond to this campaign on behalf of all schools. The
135 team agreed this would be appropriate.
 - 136 • Principals were asked to refer phone calls from Lifetouch to the central office as school photo
137 contracts are centrally managed.

138
139 **Consent Agenda**

140 The Consent Agenda consisted of minutes from the December 13 meeting.

141 *Laurie moved and Mike seconded the motion to approve the Consent Agenda. The motion passed*
142 *unanimously.*

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

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- 146 **Future Agenda Items**
- 147 • Pod-casting and other social technologies (with David Wells)
 - 148 • Calendar decision-making
 - 149 • Trimesters
 - 150 • Summer leadership institute dates
 - 151 • Parent/student handbook
 - 152 • Technology and survey results
 - 153 • Mentoring
 - 154 • Future Framing Tool
 - 155 • Safety simulation
 - 156 • Hiring protocols
 - 157 • Educational record matrix
- 158
- 159 **Outstanding Tasks**
- 160 • Come prepared to the next ELT meeting with decision points on the school calendar (attached). I
 - 161 have also attached a version of the calendar that includes notes from the discussion during the
 - 162 meeting.
 - 163 • Forward me your preferred dates for the summer institute (the results will be available at the next
 - 164 ELT meeting)
 - 165 • Tom will send a memo providing an update of the S&E Advisory Council
 - 166 • Review the Future Framing Tool by the next ELT meeting
 - 167 • Identify (via an e-mail to me) what the next safety simulation should be
 - 168 • Review the following link: <http://www.allisontaylor.com/>
 - 169 • Review the Annual Report Deadline list (some of you may be responsible for than one item) - *the*
 - 170 *deadline for submission to me is February 20*