



Educational Leadership Team Meeting

Thursday, January 11, 2007 Minutes

1 **Attendance:** Mike Deweese, Judy Prince, Deb Robbins, Grant Geisler, Erin Maguire, Laurie Singer, Mary
2 Hughes, Dan Ryan, Kathy Finck, Linda Keating, Paul O'Brian, Rob Reardon (arrived 8:20 a.m.), Pat Hartnett
3 (arrived 8:25 a.m.), Tom Bochanski (arrived 8:50 a.m.)
4

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

7 **Updates**

8 • Annual Report

9 The deadline for submissions to Cindy Remy for the Essex Junction and Union #46 annual reports is
10 February break. Mike and Judy will provide the principals with a template for items to be included within
11 their reports. This year, the annual reports will not be mailed to homes. Instead, the annual reports will be
12 made available at select locations and will also be available electronically.

13 • Web-Site Development

14 There were no bids in recent to the recent Request for Proposals to develop the CCSU web-site. As a result,
15 CCSU will be looking to internal expertise (from CTE and EHS) for the development of the new site. The
16 first step in this process involves focusing in on what the components of the home page should be. As this
17 project continues, updates will be provided to the team.

18 • Budget Development

19 The CCSU and Westford budgets have recently been finalized. The first budget presentation for Union #46
20 was held on January 10, 2007. Grant will work with principals for their specific budgets.

21 • DoE Required Commissioner's SQS Survey

22 The survey is to be completed by February 16. Judy will supply principals with the necessary information for
23 specific questions in the survey. Board member signatures are required on each survey, so it will be necessary
24 to provide the surveys in advance of board meetings.

25 • Regional Calendar

26 The regional calendar is not yet fully developed. This calendar will be finalized by the second week of
27 February. There is a discussion among CVSA regarding what common days schools throughout the region
28 share or should share. Kathy mentioned the difficulty some CTE students have with transportation during
29 the 10-day testing period at high school. This difficulty would be alleviated if there were common testing
30 days scheduled throughout the region.

31 • January 15 In-Service Day and CBAM Results

32 Linda handed out the Strand Institute Locations for the January 15 In-Service Strand Institutes. There was a
33 discussion regarding professional development for staff.
34

35 Linda provided the team with results from the CBAM survey. The team reviewed these results that reflect a
36 "continuum of acquaintance" with several goals of the CPCI. This document will be re-visited at the Summer
37 Institute.
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39 **Task Team Updates**

40 • Safety

41 The School Safety Manual is near completion. The team will be meeting next week to review the manual.

42 • Handbook

43 There are several issues that need to be reviewed within the Parent/Student Handbook (such as: weapons
44 policy, search and seizure, etc.). Kathy provided the team with several options for a common planner to

45 provide to students. There will be a meeting with the school staff assistants where one topic that will be
46 discussed includes the handbook. In addition, there was a brief discussion regarding school start/end times.

47 • Policy

48 The policy sub-committee is currently in the process of looking at communication feedback loops between
49 policies and procedures. In addition, they are looking at feedback loops between the Educational Leadership
50 Team and those procedures.

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52 **Curriculum, Instruction and Assessment: Presentation by Steve Peery**

53 Steve Peery, from the Vermont Comprehensive Assessment Tool (VCAT), presented a web-based tool
54 designed to deliver curriculum, collect student data, and generate reports. This tool can augment with SASI
55 and is designed to be web-based and accessible throughout the entire SU.

56

57 Within the tool, there is a place to store student information, including achievement and curriculum. The
58 public is able to access an outline of the curriculum students are using. This tool links assessment results to
59 student achievement levels. This system can keep track of achievement throughout the years. The goal of the
60 tool is to have as much information possible available to teachers.

61

62 This tool provides administration the ability to control staff access so only specific units and grades are
63 assigned to specific teachers. This enables teachers to quickly view information about only their class. In
64 addition, teachers have the ability to update student information as new data is received.

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66 The team viewed the VCAT web-site (www.vcat.org). Here, the Vermont standards and shared curriculum
67 are available for use.

68

69 Steve Peery is available to create a customized version of the tool for CCSU. This is one method CCSU may
70 explore in maintaining curriculum in one location, tracking student achievement, and giving teachers the
71 ability to view information about students in their classroom.

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73 **Consent Agenda**

74 The consent agenda consists of minutes from the December 14, 2006 meeting.

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76 *Kathy Finck moved, and Mary Hughes seconded the motion, to approve the December 14, 2006 meeting minutes. The motion*
77 *passed unanimously.*

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79 The meeting adjourned at 9:45 a.m.

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81 **Outstanding Tasks**

- 82 • Annual Report Submissions to Cindy by February Break
83 • Handbook Edits to Kathy Finck
84 • SQS Survey

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86 **Future Agenda Items**

- 87 • Web-site development project
88 • Parent/Student Handbook
89 • Middle School presentation