



# Educational Leadership Team Meeting

Thursday, January 25, 2007 Minutes

1 **Attendance:** Mike Deweese, Paul O'Brian, Deb Robbins, Judy Prince, Laurie Singer, Tom Bochanski, Linda  
2 Keating, Rob Reardon, Erin Maguire, Pat Hartnett, Dan Ryan, Mary Hughes, Kathy Finck, Grant Geisler  
3

## 4 **Updates**

- 5 • Rescheduling In-Service

6 It is necessary to make up the January 15 in-service day. One idea is to use the day after the final CCSU  
7 school day (currently June 12). Mike will take suggestions from the team and will then meet with the  
8 Association. Mike will also be looking to have a conversation with two representatives from each pre-K-5  
9 Essex Junction school regarding early release and parent/teacher conferences. There was a discussion among  
10 the team about what the rescheduled in-service will look like.

11  
12 Kathy Finck noted that CTE missed a day in August and this day will be made up as a Saturday open house.

- 13 • Principal's Report for the Annual Report

14 Voters approved an alternate dissemination of the annual report. The report will no longer be mailed to  
15 every household. Instead, this report will be made available electronically (via the web) and will also be  
16 available at select locations (such as schools, libraries, and town/village offices).

17  
18 A guideline has been created for principal's to use as guidance in writing their reports. These reports should  
19 be written from a retrospective viewpoint. Reports should be turned in to Cindy no later than February 21.

- 20 • Act 158 School Designee

21 The law requires the boards to name a designee to manage the requirements of Act 158, which pertains to  
22 students with life-threatening/chronic conditions. The boards have named nurses to be this designee.  
23 Administration will meet with the nurses to help them learn about their role and Act 158.  
24

## 25 **Task Team Updates**

26 Student/Parent Handbook

27 Kathy asked principals to turn in their worksheet to her as soon as possible. There was a discussion regarding  
28 school start times. A suggestion was made to change the language in the handbook from "classes start" to  
29 "students start." This committee has a March 1 deadline. There was a discussion about having the rules and  
30 the planner in the same book. The upcoming meeting with the school administrative assistants will focus on  
31 forms and condensing these forms into the BVD form that can be electronically managed.  
32

33 The truancy database has been created by Mike Meier. This database will be set up at each building. There  
34 will be a press release or other communication regarding truancy.  
35

## 36 **Presentation**

37 Laurie Singer gave a presentation about "Middle Level Education: Meeting the Needs of the Early Adolescent  
38 at Albert D. Lawton Intermediate School." This was the same presentation given to the Prudential  
39 Committee. There was discussion after the presentation about the topics Laurie reviewed.  
40

## 41 **Team Work**

- 42 • Extended School Year (ESY) Planning

43 Erin handed out "CCSU Extended School Year Proposal." She reviewed the handout with the team,  
44 explaining how slots are allotted and how students are assigned to those slots. An ESY coordinator will be  
45 hired soon. It is important to note that Pre-K is a separate program. There was a brief discussion regarding  
46 the perception that students on IEP's are at a disadvantage when it comes to summer school.

*Education Leadership Team*

*Minutes*

*January 25, 2007*

**LEAD AND CONNECT...CONNECT AND LEAD**

47 • Rules/Regulations for Special Education/504 Discipline Procedures  
48 Erin provided the team with a handout outlining rules and regulations for special education and 504 student  
49 discipline. It is important to keep in mind that suspension is sometimes necessary and there is a need to  
50 evaluate if the discipline procedures are not working. This topic will be included for further in-depth  
51 discussion in the Summer Leadership Institute.

52 • Students FIRST  
53 Erin has shifted some recommendations within the Students FIRST proposal (noted on the handout  
54 provided to the team). More information will follow regarding this proposal.

55 • Future Framing  
56 The “Future Framing Tool” was provided to the team. This tool will go before the SU School Board for  
57 approval on January 29, 2007. The team reviewed the changes within the tool. The Future Framing Task  
58 Team will develop a communication strategy to roll out this tool.

## 59 60 **Consent Agenda**

61 The consent agenda consists of minutes from the January 11, 2007 meeting.

62  
63 *Laurie moved, Rob seconded the motion, to approve the minutes of the January 11, 2007 meeting. The motion passed*  
64 *unanimously.*

65  
66 The meeting adjourned at 10:00 a.m. Principals stayed to review the SQS survey.

## 67 68 **Outstanding Tasks**

- 69 • Turn in handbook worksheet to Kathy
- 70 • Truancy communication
- 71 • Judy will e-mail the truancy database instructions to team members
- 72 • Deb will send a copy of the “Future Framing Tool” after the SU board meeting

## 73 74 **Future Agenda Items**

- 75 • Safety manual
- 76 • Discipline procedures (summer institute topic)