



Educational Leadership Team Meeting

Thursday, January 5, 2006 Minutes

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

2

3 **Good News**

4 Judy led a round of good news.

5

6 **Updates**

7 • Administrative Calendar

8 There was a quick update regarding the administrative calendar. It seemed everyone
9 understood how to use this tool.

10 • SurveyMonkey

11 The most up-to-date results of the current calendar survey were handed out. There was a
12 discussion about using SurveyMonkey as a tool in all the schools. Cindy Remy will be
13 available to help principals create surveys, should they want to.

14 • VOIP Phone Services

15 There was a hand out regarding the emerging standard of voicemail across CCSU. Mike
16 will make a decision next Wednesday regarding this issue. The Educational Leadership
17 Team was invited to provide any improvements to Mike's plan by next Wednesday.

18 There was a discussion regarding extensions versus direct dials and various features of
19 the new phone system. This item will appear on a future agenda.

20 • Legislative Update

21 The legislative session has begun. Mike and Judy will provide updates to the team as
22 they occur.

23

24 **Task Team Reports**

25 • Student Handbook

26 The team has received a lot of feedback from secretaries regarding the current handbook.
27 The top two comments were regarding the format of the handbook and the forms
28 included in the handbook. The team's idea is to have a personalized folder for each
29 school (much like Fleming currently has), with forms specific to each school within the
30 folder pockets. Administrators need to get all forms to Deb Robbins as soon as possible
31 for the Student Handbook Task Team to review.

32 • Supervision and Evaluation

33 There was a discussion about standardizing supervision and evaluation rubrics. The task
34 team's ultimate goal is to adopt various versions of the Danielson framework.

35

36 **New Business**

37 • Parent-Teacher Conference Data

38 Administrators need to supply the parent-teacher conference data for their school to Judy
39 if they have not yet done so.

40 • RTI Materials Review

41 Erin provided an overview of a recent PowerPoint presentation. Some topics discussed
42 include: current laws, appropriate instruction, training opportunities, using a team
43 approach to RTI, how to structure in-service, data benchmarks, preparing a press kit,

44 what interventions are/are not, the Three Tier Model, differential instruction and
45 independent evaluation concerns.

- 46 • The Nancy Richardson Report

47 Erin handed out a guided reading for the Richardson Report. Any factual inaccuracies
48 found in the report need to be given to Erin by January 19.

49 The sole agenda item at the next Educational Leadership Team meeting will be to build
50 PowerPoint presentations on this topic.

- 51 • January 16 In-Service Plans

52 Strands will end in the morning. There are no lunch plans. In the afternoon, the plans are
53 decided per each building. Cindy briefly mentioned that the school secretaries will be
54 meeting to review school registration forms. Linda asked that an outline of in-service
55 plans be provided to her.

56

57 **Policy**

- 58 • Wellness

59 Paul briefly reviewed the wellness policy, stating that a draft will go to the board and
60 they hope to get public feedback around March. There is a steering committee January
61 11 from 12:30-3:00 and the central office conference room.

62

63 **Consent Agenda**

64 Kathy moved and Rob seconded to approve the minutes from the December 15, 2005
65 meeting. Motion passed 14-0.

66

67 **Reminder**

68 Please supply any summer blackout dates to Cindy so a summer meeting schedule can
69 start to be planned.

70

71 **Future Agenda Items** (for February as the next meeting will solely be dedicated to
72 working on the PowerPoint presentations):

- 73 • Walk-through trainings
- 74 • Summer meeting dates
- 75 • New phone services

76

77 **Adjourn**

78 The meeting adjourned at 10:10 a.m.