



Educational Leadership Team Meeting

Thursday, June 15, 2006 Minutes

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

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3 Updates

- 4 • Leadership Report

5 The Leadership Report was included in the org. notes for the June 19, 2006 board meetings.

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7 Task Team Updates

- 8 • Supervision and Evaluation

9 For the distribution of forms for new hires, does it still make sense to use binders, or should these
10 forms be made available on-line? (Human Resources gives each new hire a binder, but Human
11 Resources cannot track who has gotten what version of the forms.)

- 12 • Safety Task Team

13 Safety Charge

14 This team has made progress on the revision of incident reports for the safety manual that the task
15 team is devolving. The team would like to re-assert their plan for approval. The School Safety Task
16 Force is the same thing as the Safety and Health Committee. As part of the task team's new plan,
17 administrators will be able to choose who to do walk-throughs with, instead of having a large
18 oversight committee.

19 *Mary moved, and Kathy seconded, to accept the Safety Charge. Motion passed unanimously.*

20 Cancer Clusters

21 Tom will e-mail everyone in the group regarding clusters of cancer incidents. He would like to make
22 this topic more of a community focus, not just a Hiawatha focus.

23 Evacuation Plan

24 The Safety task team is working on having the same evacuation plan for everyone. For now,
25 though, schools should continue using the plan they currently have in place.

- 26 • Data Task Team

27 Health Data

28 Currently, the team is working on getting student health information into SASI. There are still a few
29 questions surrounding this data entry, specifically, who is going to be entering this data. There are a
30 few confidentiality concerns, as the data is sensitive. Data entry should be done by someone who is
31 medically trained, not just a clerk. Money is available to hire someone to enter the data into the
32 system at the beginning of the school year.

33 EPSDT

34 Each nurse and guidance counselor has been coding for EPSDT (Medicaid) each quarter. So far,
35 \$10,000 has been received per quarter.

- 36 • Handbook

37 The new handbooks will arrive July 31. The forms in the folders should be posted on-line. The
38 handbook will be posted on-line as well.

39

40 Business

- 41 • Professional Development Plans

42 The All Arts Strand has been scheduled. Teachers who teach art/music will be participating at
43 ADL. The Prevention Wellness will include a modified Act 51 training for PE teachers, as well as
44 health and practical arts teachers. There is one Data Team training spot open. Differentiated
45 Instruction I and II are two different levels of training.

46 Para-educators will have specific trainings on the same days as the teachers. These trainings will
47 focus on the more emotional/behavioral side of their profession. Topics will include: attachment
48 disorders, ADD, living with high-risk factors, difficulty with transition and anxiety.
49 The usual trainer for CPI training, Mary Reynolds, will not be here this fall. A different trainer will
50 be needed.

51 • June 20-22 Training Days

52 The agenda was handed out. Topics that will be covered on these days include: CPCI, policy work,
53 supervision and evaluation updates and decisions, professional development design, classroom walk-
54 throughs, technology training, and putting it all together.

55 Mike will provide a legislative update and an update on pandemic trainings in July.

56 • Calendar

57 The master calendar was handed out. This calendar has the modified dates for Educational
58 Leadership Meetings in 2007. The team needs to identify the June leadership dates for 2007. The
59 Management Team will now be meeting on a regular basis on the first and third Thursdays of each
60 month.

61 • HQT

62 Each school has received a letter regarding public notification of teachers on non-HQT status.
63 Human Resources is working on the best method for public notification. An idea is to provide *The*
64 *Essex Reporter* with a press release on how to find this information on-line.

65
66 **Policy**

67 The Leaders at Work task team has expanded its charge to work on policy. Their goals include:
68 standardizing the process for which new policy occurs and standardizing the process for policy
69 review.

70
71 **EJ Principals:** The Prudential Committee has invited all staff members who are leaving the Essex
72 Junction district to a reception on June 19, 2006 at 7:30 p.m. in room B120 of the high school.

73
74 **Consent Agenda**

75 • Minutes: June 1, 2006

76 *Rob moved, and Dan seconded, to accept the minutes from the June 1, 2006 meeting. The motion passed*
77 *unanimously.*

78
79 The meeting adjourned at 8:55 a.m.

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81 **Outstanding Tasks**

- 82 • Cindy will review the forms and send Kathy all the revised forms.
83 • Cindy will GroupWise the revised 2007 Ed. Leadership Meeting dates for the team