



Educational Leadership Team Meeting

Tuesday, June 19, 2007 Minutes

1 **Attendance:** Judy Prince, Mary Hughes, Erin Maguire, Mike Deweese, Tom Bochanski, Paul O'Brian, Laurie
2 Singer, Dan Ryan, Linda Keating, Grant Geisler, Kathy Finck, Rob Reardon (arrived 11:15 a.m.)

3
4 Judy called the meeting to order at 10:05 a.m.

5
6 Judy reviewed the meeting agenda with the team.

7
8 News and announcements were shared.

9 10 **CCSU Web-Site Presentation**

11 Steve Herr (web page designer) presented the work-to-date on the new web-site. The newest additions to the
12 site include the events calendar and newsletter sections. Users will be able to select one or more event
13 calendars to view and will be able to sign up to receive one or more school publications via e-mail. Linda
14 expressed interest in adding the curriculum calendar to the site.

15
16 A meeting is planned with school assistants to demonstrate the new site and show them how to update the site.
17 Personnel who regularly maintain each school's web-site are also invited to attend this August meeting.

18
19 There was a discussion about who in each school should have access to update the events calendar.

20
21 Steve also discussed the homework section of the site. Here, teachers will be able to easily upload a class
22 syllabus and homework assignments. Teachers wanting to create individual class pages will be trained to use
23 Contribute.

24
25 Steve asked principals to work with him to develop the links for each school's site by August 1. Steve will
26 then work on each school's page and the new site will "go live" at the August Welcome Back Convocation.

27
28 Additionally, the new site will feature a searchable forms section and a searchable policy section.

29 30 **Supervision and Evaluation**

31 Tom handed out the June update of the Supervision and Evaluation Advisory Committee. This update
32 includes recommendations from the committee.

33
34 *Tom moved and Dan seconded the motion for Danielson's second edition of "The Framework" be used for the 2007-2008 school*
35 *year. Erin clarified that this motion pertains to the teacher's rubric. The motion passed unanimously.*

36
37 *Kathy moved and Dan seconded for the Colleague Consultation and Self-Directed Focus cycles be extended to a multi-year period*
38 *as mutually agreed upon by staff member and administrator. Multi-year was amended to "up to three years." The motion, as*
39 *amended, passed unanimously.*

40
41 Tom will connect with each building principal to discuss supervision and evaluation training opportunities.
42 There was a clarification about what the Path Wise training will consist of by Linda—this training will not
43 only be a review of the software.

44 45 **Professional Development Plans**

46 Linda will send each school their professional development plans.

47 The in-service schedule has been sent out. Linda reviewed the trainings and meeting locations for the August
48 in-service dates.

49
50 Additionally, she reviewed the role of the Education Technology Integration Specialists. This led into a
51 discussion about the CCSU Technology Plan recently approved by the board on June 18, 2007. The CCSU
52 Educational Technology Team will continue to serve as partners with the Ed. Tech. Integration Specialists.
53

54 Linda provided an overview of grant funding. There is a need to have proper documentation from Title I
55 teachers to make sure Title I funds are being used correctly. Additionally, it was stressed that each school
56 should assure that teachers are not pulling students out of class to deliver a specific program.
57

58 **Summer Agenda Review**

59 The agenda for the Summer Leadership Institute was provided to the team. On August 6, the team will meet
60 at the central office. From August 7 through August 9, the team will meet at Kathy Finck's home. Each
61 afternoon, the task teams will lead the discussions of the team. There was a discussion about the need to
62 discuss walk-throughs at the summer institute. Assistant principals (and others) are invited to attend on days
63 school principals feel it would be beneficial.
64

65 **Consent Agenda**

66 The Consent Agenda consisted of May 24, 2007 meeting minutes.
67

68 The meeting adjourned at 12:15 p.m.
69

70 *Kathy moved and Grant seconded the motion to accept the minutes of the May 24, 2007 meeting. The motion passed*
71 *unanimously.*
72

73 **Future Agenda Items**

- 74 • ASCD Conference Part IV: Change Process (Carol Ann Tomlinson)
- 75 • Phone Update (by Carmen and Vince)
- 76

77 **Outstanding Tasks**

- 78 • Principals need to connect with Steve Herr by Aug. 1 for the web-page
- 79 • Tom will connect with principals regarding S&E training
- 80 • Title I teacher caseloads need to be provided to Linda
- 81 • Send Judy a list of additional people attending the Summer Leadership Institute