



Educational Leadership Team Meeting

Thursday, March 13, 2008 Minutes

1 **Attendance:** Judy Prince, Mike Deweese, Deb Robbins, Grant Geisler, Laurie Singer, Kathy Finck,
2 David Wells, Rob Reardon, Tom Bochanski, Dan Ryan, Erin Maguire, Mary Hughes, Linda Keating

3
4 Judy called the meeting to order at 7:35 a.m.

5 6 News

7 • Fiscal Year Close-Out Plan

8 The last day for purchase orders to be entered is April 15, 2008. All purchase orders must be established
9 in SunGard by April 15. After April 15, all purchase orders will go through Kathy Barron. On June 1,
10 the FY'09 budgets will be loaded into SunGard.

11 • Central Office Move

12 Renovations at 51 Park Street are on schedule. The Human Resources, Finance, Curriculum, and Special
13 Education departments will be moving once Phase I of the renovations is complete (during the week of
14 April vacation). The Executive Office will move during Phase II. Additionally, Park Street School
15 renovations are scheduled to begin this summer.

16 • Student Handbook

17 Kathy provided the proposed changes to the student handbook. The group reviewed these proposed
18 changes. They discussed the language in the handbook pertaining to the dress code. Additionally, it was
19 noted that the language regarding weapons may need to be tightened to include mace and pepper spray.
20 The issue of personally identifiable information was discussed. It is necessary to update the video and
21 photograph release form to include other forms of emerging media.

22
23 It was suggested that less handbooks be printed and that the on-line version be used more often. Linda
24 suggested the concept of “digital lockers,” where the handbooks would be housed digitally for access
25 across CCSU.

26 • Annual Reports

27 The annual reports for the Essex Junction and Union #46 School Districts are now available on-line at
28 www.ccsuvt.org/ccsu/boards. They will be made available in hard-copy format on March 27.

29 • Summer Leadership Institute

30 Judy asked members of the team to bring topics for the Summer Leadership Institute to the next ELT
31 meeting for discussion.

32 • Outstanding Teacher Process

33 The current UVM Outstanding Teacher determination process consists of former Outstanding Teacher
34 recipients to serve as “jury” of the nominees. It was expressed that this process does not always seem fair
35 because the former Outstanding Teacher recipients typically award a teacher who will be retiring instead
36 of teachers who are doing new, innovative things.

37
38 It is the team’s hope that a change can be made to this process, possibly by using some type of “blind”
39 nomination process where teachers are evaluated solely on merit. It was suggested that CCSU move
40 away from the UVM process altogether and start a new recognition process where teacher teams can be
41 recognized.

42
43 Mike cautioned the team that, should the ELT opt to begin a new type of recognition, there are various
44 responsibilities to keep in mind. In these include managing the event yearly, making sure no one is left
45 out, and sustaining the tradition.

46
47 The EHS June Jubilee event was cited as a good model for a new type of recognition. Linda asked team
48 members to send her their thoughts on the Outstanding Teacher recognition process.

49 • **Truancy Protocol and Data**

50 CCSU is now in the first year of full implementation of the truancy protocol. It is important to remember
51 that the protocol is semester-based. At 15 days, the school is required to identify a plan for an individual
52 child. Responses to attendance issues are done case-by-case. Plans can be implemented to track absences
53 beyond the semester. An affidavit can be sent in the second semester if a plan has been put in place by
54 the principal and CPT. Judy provided each school with their truancy data. She noted that these
55 procedures are currently no on-line. The Leadership Champlain Group is currently addressing a way to
56 manage tardiness.

57

58 **Team Work**

59 • **Hiring Protocols**

60 Deb provided a packet pertaining to hiring protocols. This packet included: the hiring process, a
61 SchoolSpring.com guide, sample hiring criteria, sample essay questions, lawful hiring process, interview
62 topics to avoid, sample interview questions, sample reference check questions, and the CCSU standard for
63 highly qualified para-educators.

64

65 She reviewed the hiring protocols with the team. Then she provided an overview of the many features of
66 SchoolSpring.com.

67

68 There was a discussion about the term “open until filled.” Deb stressed the importance of changing the
69 status to “review” so the position is closed to new applicants. Deadlines can also be set up in
70 SchoolSpring.com to automatically close a posting to new applicants. She also noted that
71 SchoolSpring.com has the capacity to handle internal postings.

72

73 Deb also stressed the importance of paying attention to the content of the material for each applicant as
74 opposed to formatting, as formatting and spell check features are not available on SchoolSpring.com.

75

76 The team reviewed the reference check process. Information from candidates who have been interviewed
77 must be kept for a minimum of three years.

78

79 Principals noted that there is a training need for school assistants to use SchoolSpring.com.

80

81 • **Students FIRST Grant**

82 Erin provided an overview of the grant to the ELT. The team reviewed the items listed in the grant. They
83 reviewed the Safe Schools Grant “activities” and “assessments.”

84

85 • **Finalize 2008-2009 School Calendar**

86 The team reviewed the revised 2008-2009 school calendar. Minor changes regarding the last day of
87 school for CTE were made.

88

89 *Rob Reardon moved and Dan Ryan seconded the motion to approve the modified 2008-2009 calendar.*
90 *There was discussion regarding adding a flexibly scheduled in-service day instead of an end-of-year*
91 *professional development day for ADL. The motion passed unanimously.*

92

93

94

95

146 **Outstanding Tasks**

- 147 • E-mail Judy Summer Institute topics
- 148 • E-mail Linda thoughts on the Outstanding Teacher process
- 149 • Deb will send out the hiring protocols packet electronically
- 150 • Schedule a SchoolSpring.com training for school assistants
- 151 • Create a shared folder for the S&E Advisory Council (Tom)