



Educational Leadership Team Meeting

Thursday, March 22, 2007 Minutes

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

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4 **Others Present:** Steve Herr, CCSU Web-Manager

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

7 8 **Summer Leadership Institute**

9 The Summer Leadership Institute will be held from August 7 through August 10 at Kathy Finck's home in
10 North Hero. Assistant Principals may attend for one day (to be determined).

11 12 **News and Announcements**

13 The team shared news and announcements of events throughout CCSU.

14 15 **Updates**

- 16 • Web-Site Debut

17 Judy provided the team with background information pertaining to the work being done on the new web-site.
18 This includes: the audience of the site, key roles for development and maintenance, development and
19 maintenance considerations, and principles of the site. Each school site will share common aspects (such as
20 the calendar, homework page, forms, policies), but will have the flexibility to maintain a sense of individuality.

21
22 Steve Herr, CCSU's web-manager, showed his work-to-date on the new site. He presented the how each
23 school will adhere to a set of common features and how each school could control the content within their
24 page.

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26 The team discussed how to track "hits" to their sites, having individual school web addresses, individual
27 teacher pages, having a search feature within the forms page and the policies page, homework posting, and
28 the use of Contribute.

29 30 **Task Team Updates**

- 31 • Handbook

32 Kathy handed out requested changes to the handbook. The team will review these changes and provide their
33 feedback to Kathy by the next meeting (April 5). The team discussed the class start time section of the
34 handbook. This discussion will be further discussed at a future meeting. In addition, the team discussed the
35 need to add a section about the new truancy policy and change the language about academic honesty to be the
36 same as was included in the first parent/student handbook. There was a brief discussion about the use of
37 electronic devices in schools. This will be a future agenda topic. The team reviewed the suggestions for
38 change provided by Kathy. Areas within the handbook with suggested changes include: school start times,
39 academic honesty, electronic devices, visitors to school, second offense, harassment consequences, and
40 weapons.

- 41 • Safety Manual – Communication Plan

42 Dan first provided the team with an update from the School Public Safety Committee meeting. At this
43 meeting, he learned that Essex Rescue has developed a program to teach offenders about the consequences
44 of their actions. In addition, there was a conversation with the FEMA Assistant Director at this meeting
45 regarding post-traumatic incidents. This led into a conversation about the continuing need for support at the
46 Essex Town School District.

47
48 Dan handed out the agenda for a roll-out of the Safety Manual. This includes a series of table-top activities
49 designed to help users familiarize themselves with the manual. The team will go through these activities and
50 then have school staff do the same activities.

51 • Supervision and Evaluation

52 The Supervision and Evaluation Advisory Council continues to identify exemplars and adopt rubrics. This
53 council has had discussions about the model and content of professional development. The team had a
54 discussion about the terms “distinguished” and “proficient.” There was also a discussion regarding the
55 consistency of supervision and evaluations done at each school.

56 • Pyramid of Intervention

57 This task team is currently in the process of completing a guide that will accompany EST resources. The task
58 team has recently discussed EST guidelines, and should have them completed by June. In addition, a
59 program evaluation survey was recently sent out to all special educators and teachers.

60
61 **Team Work**

62 • School Calendar

63 An update about the adjusted school calendar was recently included in the *Insider*. Principals can publicize the
64 date of the last date of school.

65 • Calendar Survey

66 There has been minimal response to the survey recently sent out to the team regarding calendar topics.
67 Results of this survey will be discussed at the next meeting. This survey is for discussion purposes only.

68 • Early Release Information

69 The team received a packet of materials regarding early release on April 12. These materials included:
70 “Things to Know about Early Release,” the breakfast and lunch schedules, after-school childcare options,
71 professional development training schedules, and the Fresh Connections menu. The “Things to Know” piece
72 and the meal schedule will be published in the *Essex Reporter* and the *Mountain Gazette*. There was a discussion
73 about the lunch schedule.

74 • Truancy

75 Judy has reviewed the number of letters that have been sent to families with truant students. This
76 information is used to track data. There was a brief discussion about circumstances where students are out of
77 school for extended periods of time. This topic will be further discussed at a later meeting.

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79 **Consent Agenda**

80 The consent agenda consisted of minutes from the March 8, 2007 meeting.

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82 *Dan made a motion, and Rob seconded the motion, to approve the minutes of the March 8, 2007 meeting. The motion passed*
83 *unanimously.*

84
85 The meeting adjourned at 10:20 a.m.

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87 **Future Agenda Topics**

- 88 • Summer maintenance projects
- 89 • ID badge protocol
- 90 • Data team reports (ADL and Westford)
- 91 • School Reports
- 92 • ASCD conference update (Mary)
- 93 • School start time
- 94 • Safety manual activity
- 95 • S&E

96 • Calendar survey results

97

98 **Outstanding Tasks**

99 • Notify Judy of school web-site manager

100 • E-mail Steve Herr color/logo choices for school web-site

101 • Provide Kathy Finck feedback on the handbook by April 5

102 • Provide early release information to parents/community members