



# Educational Leadership Team Meeting

Thursday, March 23, 2006 Minutes

1 Judy called the meeting to order at 7:30 a.m.

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3 Good news was skipped this meeting in order to try to accomplish going over a full agenda.

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## 5 Updates

### 6 • *Second Interview*

7 Grant Geisler, the applicant for the CFO position, will be here on March 30. Principals are  
8 encouraged to meet with him that afternoon. His resume will be provided.

### 9 • *Contract Term*

10 A two-year contract is recommended with a change in health insurance benefits. This change  
11 would be an increase in benefits from 10 percent to 12 percent. The administrator compensation  
12 model is used is setting salary scale.

### 13 • *Essex Town*

14 Jay Nichols has resigned from the superintendency in Essex Town. This should not affect the  
15 Unified Union Study Committee's work.

### 16 • *Food Service Delinquent Accounts*

17 The procedures are different in every school. Who contacts parents, has communication, when  
18 are principals brought into the loop? The new web-site (My School Account) enables parents to  
19 see how money is spent and what each child pays for meals. Brian gave a brief demonstration of  
20 [www.myschoolaccount.com](http://www.myschoolaccount.com) This web-site will need communication. Registration to this site is  
21 voluntary. Information for this site is used from SASI. The communication will be from the  
22 central office (possibly before April vacation). This communication may go out with report  
23 cards. A stand/demonstration of the site may be at each school during spring parent/teacher  
24 conferences. There was a discussion about putting student ID numbers on report cards as these  
25 numbers are required in the web site.

### 26 • *NECAP Data*

27 Over 50 percent of the students are proficient in math, reading and writing. Linda provided a  
28 draft letter to the principals. The principals should fill in this letter where appropriate.  
29 Passwords and measured progress should be shared with teachers. Information has been  
30 presented to the boards. The reports will begin to be merged with SASI.

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## 32 **Richardson Report: Part III:**

33 The report will be released to the field. There will be an internal roll-out of this report. Erin  
34 provided a handout on the roll-out of this report. Some slides from the presentation will be used  
35 in releasing the report. These slides will serve as discussion points. A Monday EST meeting  
36 may be used to release the report. There was discussion about who exactly to release the report  
37 to (IA's, teachers, highly qualified staff). The report will be sent before the faculty meeting.  
38 Principals will receive a new version of this report. The date Erin sends this report to the  
39 principals is the common release date. Erin will also send the guided reading questions to  
40 principals.

41

## 42 **Extended School Year Services:**

43 Currently, preparation plans are done before summer by special education instructors. The  
44 proposal (for EJ K-8) would provide extended staffing configurations into the summer for

45 students. Kathy mentioned that CTE has administrators present July 5 through August 8.  
46 Maybe, the summer programs could be at CTE.

47  
48 **Task Team Updates:**

49 • *Handbook*

50 Kathy handed out a draft of the handbook. Team members were assigned pages to edit and were  
51 asked to vote on their favorite cover. Edited pages must be returned by the morning of March  
52 29, 2006.

53 • *Supervision and Evaluation*

54 Next steps of this team include an SU-wide team to formally undertake the annual calibration  
55 supervision and evaluation process. This team is formed at the end of the year. The  
56 recommendations are that the clarifications and expectations developed this year serve as a  
57 platform for next year's model; principals can opt to use the clarifications to pilot changes for  
58 this year; and a CCSU-wide representative team be put into place to consider changes to the  
59 supervision and evaluation model. Judy mentioned that the central office is trying to maintain a  
60 master supervision and evaluation list.

61 • *Data Collection*

62 SASI is different within each school. The SASI Matrix outlines components within SASI that  
63 should be maintained. Principals need to review this matrix. They should contact Judy if there  
64 are any concerns.

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66 **2006-2007 School Calendar:**

67 The 2006-2007 school calendar was previewed. It will be voted on at the March 27, 2006 CCSU  
68 School Board meeting. The calendar can then be shared, with the data points, at the April 3,  
69 2006 faculty meeting.

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71 **Administrative Planning Session:**

72 July 31, 2006 at CCSU is a required date. August 1-3, 2006 at Killington is an optional date.  
73 August 4, 2006 at CCSU is a required date.

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75 **Teacher Letter:**

76 Letters were received by elementary school teachers requesting parent-teacher conferences be  
77 extended to two days. A letter was also addressed specifically to the Educational Leadership  
78 Team asking the team to consider extending the current one day parent/teacher conference  
79 schedule to two days.

80 *Tom moved, Dan seconded: For this year, take the last day of in-service for staff in June and use*  
81 *it for parent-teacher conferences with the understanding that the extra day would be for parent-*  
82 *teacher conferences. This would include evening slots. One designated day would be*  
83 *maintained on April 20, 2006 and one flexible day would be added to complete parent-teacher*  
84 *conferences that cannot be scheduled into the designated day. This is for Essex Junction grades*  
85 *K-5 only. Motion passed 14-1.*

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87 Judy adjourned the meeting at 10:35 a.m.

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89 **Outstanding Tasks:**

- 90 • Cindy: provide Grant Geisler's resume to principals  
91 • Erin: send Richardson Report materials  
92 • Provide logistical questions regarding ESY to Erin

- 93 • Provide handbook edits to Kathy by March 29, 2006
- 94 • Send any forms to Deb. Robbins
- 95 • Contact Judy with any concerns of the SASI matrix by March 31, 2006

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97 **Future Agenda Items:**

- 98 • Student Handbook
- 99 • Task Team Process
- 100 • Review of S&E model for calibration purposes
- 101 • SASI Matrix
- 102 • Approve minutes from March 9 and March 23, 2006 meetings