



Educational Leadership Team Meeting

Thursday, May 10, 2007 Minutes

1 **Attendance:** Judy Prince, Deb Robbins, Paul O'Brian, Linda Keating, Laurie Singer, Kathy Finck, Rob
2 Reardon, Mike Deweese, Dan Ryan, Mary Hughes, Erin Maguire, Grant Geisler, Pat Hartnett (arrived 8:35
3 a.m.)
4

5 Judy called the meeting to order at 7:35 a.m.
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7 **News and Announcements**

8 The team shared recent news and announcements.
9

10 **Updates**

11 • Early Release Data

12 The data is in the process of being analyzed. Judy clarified that the data specifically looks at the number of
13 students who were represented at the April 12 parent/teacher conferences. There may be a need to review
14 how this data is collected and to clarify the directions to gather the data.

15 • Outstanding Teacher

16 The Outstanding Teacher Award is given out by the University of Vermont. For CCSU's purposes, the
17 teachers are chosen from the K-8 grades, 9-12 grades, and CTE. Information about how to nominate a
18 teacher was included in the latest edition of the *CCSU Insider*. Electronic submissions will be accepted and
19 must be sent to Cindy.

20 • Unified Union: April 30 Discussion Follow-Up

21 On April 30, the three local boards met to discuss Unified Union. They were joined by the Unified Union
22 Study Committee's (UUSC) Communications Consultant, Brian Vachon. The UUSC has formed a
23 "Communications Committee," made up of six UUSC members (and Brian Vachon). This committee has
24 organized a series of informational meetings at several schools throughout Essex Junction, Westford, and
25 Essex Town. Additionally, the committee has created an informational brochure for the public.
26

27 The team discussed whether or not the brochure should be placed in teacher mailboxes and sent home.
28 Ultimately, the team agreed that the brochure should simply be made available at the main office of each
29 school.
30

31 Additionally, the ELT discussed what transitional work may look like. If Unified Union passes on November
32 6, there will only be a few months for CCSU and Essex Town to work together on the transition to become a
33 unified district. Mike suggested now may be a good opportunity for CCSU to work with Essex Town—
34 despite the passage of Unified Union, it is still beneficial to work collaboratively with Essex Town.

35 • EHS Budget Re-Vote

36 The high school budget re-vote is scheduled for Tuesday, May 15. There will be an informational meeting on
37 Monday, May 14 at the high school's auditorium. The budget re-vote for Essex Town is scheduled for
38 June 12.

39 • Legislative Update

40 Currently, the legislation concerning education caps is in the conference committee. If this legislation passes
41 through the committee, it will likely not pass in the House. Martha Heath will share the Westford declining
42 enrollment data (presented at the Westford School Board meeting) to legislatures to help them understand
43 this state-wide issue. Additionally, Mike shared that a version of the state-wide calendar is also being
44 reviewed at the legislature.
45
46

47 **Task Team Updates**

48 • Handbook

49 A copy of the draft handbook (with “track changes”) was handed out to the team. Kathy provided samples
50 of the cover for the team to choose.

51
52 There was a discussion about several categories within the handbook, including Free and Reduced lunches at
53 fieldtrips, the school start time chart, the need to reference forms in the handbook, the need to communicate
54 the food service delinquency procedure, and the need to discuss the new wellness procedure. Members of the
55 team will go through the handbook and make any necessary edits. All edits should be submitted to Kathy by
56 May 15.

57
58 **Team Work**

59 • Support Staff Agreement

60 Deb provided the team with a summary of the changes to the Support Staff Agreement. She stressed that
61 supervisors must ask for specific details when support staff request personal leave. Personal leave may not be
62 taken as vacation—personal leave is meant only to conduct business that cannot otherwise be done during
63 the day. The agreement specifically details what personal leave can be used for. This change is effective
64 immediately. It is important to note that this is different than the teacher agreement (the teacher’s agreement
65 is not as specific).

66
67 Deb also outlined the sick leave portion of the agreement. Family leave is deducted from sick leave. Up to
68 five family days can be used (as long as the support staff member has up to five sick leave days available).

69
70 It is important for principals to clearly communicate with their support staff about the changes to their
71 agreement.

72 • CCSU Professional Development Plan/Curriculum Update

73 Linda provided a tentative outline for professional development. Linda will be in each school to share the
74 curriculum. This year, core curriculum will be targeted. Common initiatives include: social studies
75 curriculum, power standards/indicators and local assessment plan, educational technology integration
76 specialists, and supervision and evaluation. Other initiatives may include the Pyramid of Intervention. The
77 team reviewed the topics for each school. It is necessary to figure out the amount of time needed for the
78 common initiatives. Linda announced that one literacy leadership initiative can be done for each interested
79 school.

80
81 Linda also provided the team with a handout outlining the NSDC Standards for Staff Development. This
82 handout is for the team’s review.

83
84 By June 1, all schools must have reviewed the data and reported their CPCI goals to Linda.

85 • Annual Performance Data

86 Erin provided the team with the Performance Plan, which shows data reflective of Child Count. This data
87 shows how CCSU schools meet state targets. As this is the first time the Department of Education has
88 collected such data, it is still being refined and may be slightly inaccurate, due to differences in how school
89 districts report their data. This data shows that Essex Junction did not meet AYP for students with
90 disabilities and that CCSU did not meet any target within the inclusion data.

91 • Summer Leadership Institute

92 The Summer Leadership Institute will be held from Monday, August 6, through Thursday, August 9. The
93 institute will be held at the Central Office on Monday, August 6. August 7 through August 9, the institute will
94 be held at Kathy’s house.

95 • Last Day of School Release Time

96 The last day of school is a half day. Dismissal time for all K-8 EJ schools is at 11:30 a.m.

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98 **Consent Agenda**

99 The Consent Agenda consisted of minutes from the April 19, 2007 meeting.

100
101 *Laurie Singer moved and Grant Geisler seconded the motion to accept the minutes of the April 19, 2007 meeting. The motion*
102 *passed unanimously.*

103
104 The meeting adjourned at 10:05 a.m.

105
106 **Future Agenda Items**

- 107 • Parent/teacher conference data (summer institute)
- 108 • Supervision and Evaluation
- 109 • ASCD Conference: Part III
- 110 • Pyramid of Intervention-EST
- 111 • Monday Meeting work-session
- 112 • Unified Union
- 113 • Summer leadership agenda
- 114 • Fieldtrip procedures
- 115 • Policy and procedure system
- 116 • Program evaluation results

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118 **Outstanding Tasks**

- 119 • Send Judy parent/teacher conference data
- 120 • Send Kathy any handbook edits by May 15
- 121 • Send Linda CPCI goals by June 1