



# Educational Leadership Team Meeting

Thursday, May 4, 2006 Minutes

1 Judy called the meeting to order at 7:32 a.m.

2

3 Mike announced that Laurie Singer was the new ADL principal.

4

## 5 **Presentation—SASI**

6 Mike Meier demonstrated how to access testing data located on SASI. Topics discussed included:  
7 how to understand scores, obtaining a training manual of what the data means, crating filters to see  
8 specific areas of tests, and how to create queries. Mike also demonstrated how to create a report  
9 from SASI.

10

## 11 **Updates**

### 12 • Mandatory Training

13 These trainings are on How to Master. The generic username is “Teacher” and the generic  
14 password is “Teacher.” These trainings are not yet individualized. There may be a need to have a  
15 test or some kind of proof that the training was reviewed by an individual.

### 16 • PDF Files

17 There was a quick demonstration on how to open a PDF file from GroupWise.

### 18 • ADL Assistant Principal Interviews

19 There will be first round interviews on May 9 at the Central Office’s conference room.

### 20 • Master Schedule

21 A hand-out was provided to the team. Judy will schedule a meeting time for the purpose of  
22 capturing blocks of time together.

### 23 • Teacher Appreciation Day

24 Teacher Appreciation Day is Tuesday, May 9. The Superintendent’s office will send an e-mail  
25 greeting card. The boards will send appreciation gifts to the schools.

### 26 • Registration Forms

27 A draft of the new SU-wide registration form was handed out. The team was asked to provide input.  
28 The “BVD” form was also handed out. This is the form returning students will receive during the  
29 first week of school. These students will need to verify information on this form.

30

## 31 **Business**

### 32 • Pillars of Planning

33 The Comprehensive Plan was handed out. The columns were expanded to include the “Richardson  
34 Report,” Ed. Leadership Task Team goals and Governance Task Team goals. This is an alignment  
35 piece and may serve as the beginnings of an action plan. This Plan will be continued on May 31  
36 during the Pillars of Planning meeting.

### 37 • Early Release Days

38 The Ed. Leadership Team was asked to review the minutes regarding early release days.

### 39 • Truancy Letter

40 A sample truancy letter was handed out to the team. There is a need to standardize truancy  
41 tracking/protocol throughout the team.

### 42 • Supervision and Evaluation

43 There is a need to add a “who” column to the current Supervision and Evaluation Yearly Plan.  
44 Eventually, this data will be located on SunGard. This will serve as a way to chronicle work.

45

46 **Policy**

- 47 • Wellness Policy

48 There has been little external comment on the Wellness Policy thus far. It is important to continue  
49 to promote this policy. It is located on-line. The implications of this policy around several services  
50 should be made aware to the public. It is important that Food Service continue to be self-sustaining.  
51 There will likely be adjustments to this policy over the next few years. It may be adopted as policy  
52 as early as May 31.

- 53 • SAP/Accomplishment Reporting

54 This item will be carried over into the June meeting.

55

56 **Consent Agenda**

- 57 • Minutes of April 20, 2006 meeting.

58 *Rob moved, Kathy seconded, to approve the minutes of the April 20, 2006 meeting. The motion passed unanimously.*

59

60 **Future Agenda Items**

- 61 • SASI  
62 • Early Release Days  
63 • SAP/Accomplishment Reporting

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65 **Outstanding Tasks**

- 66 • Judy will schedule a meeting for the purpose of scheduling  
67 • The Superintendent's office will send an e-mail greeting card for Teacher Appreciation Day  
68 • The Team needs to review the minutes regarding Early Release Days  
69 • Cindy will e-mail the principals the Supervision and Evaluation spreadsheet