



Educational Leadership Team Meeting

Thursday, May 8, 2008 Minutes

1 **Attendance:** Mike Deweese, Judy Prince-DeNova, Deb Robbins, Paul O'Brian, Grant Geisler, Rob
2 Reardon, Kevin Barber, Dan Ryan, Erin Maguire, Linda Keating, Kathy Finck, David Wells, Mary
3 Hughes, Tom Bochanski (arrived 8:20 a.m.)
4

5 Judy Prince-DeNova called the meeting to order at 7:35 a.m.
6

7 **News and Announcements**

- 8 • Central Office Relocation

9 Central Office personnel recently moved to 51 Park Street. Many thanks are given to Property Services,
10 IT, and Grant Geisler for a smooth transition.

- 11 • Parent/Student Handbook

12 The team reviewed the number of handbooks that will be needed for each school. The handbooks will
13 arrive on August 17. All references to no credit for work done during disciplinary action will be removed
14 from the handbook and an addendum to the handbook will be provided at the beginning of the school year
15 regarding this topic.

- 16 • Parent/Teacher Conference Data

17 Parent/Teacher Conference data was provided to the team. This data reflects the number of students in
18 each school who did not have representation at their conferences.

- 19 • CCSU Web Requirements

20 The Web Team recently finalized the CCSU Web Requirements. They will be reviewing these
21 requirements at an upcoming training on May 13 for all the building web contacts. The building web
22 contact person(s) must attend the whole day of training so they can support other web users in their
23 building.
24

25 The ELT briefly reviewed the content recently added to the "Administration" portion of the CCSU web-
26 site. All ELT agendas and minutes are now available on-line.
27

28 **Team Work**

- 29 • Parent/Teacher Handbook

30 The team discussed not removing references regarding the loss of credit for work done during disciplinary
31 action as these statements in the handbook are permissive (i.e. this action is left up to the discretion of the
32 administrator). The only statement regarding no credit during a disciplinary action is in the long-term
33 suspension portion of the handbook. This statement will be modified to be made permissive. The team
34 ultimately decided to remove all non-permissive statements from the handbook and include a portion in
35 the handbook stating an addendum will be released at the beginning of the school year. Additionally, the
36 language in the plagiarism section will be modified to be made more permissive, allowing administrators
37 more discretion for discipline. Kathy Finck, Linda Keating, Erin Maguire, and Paul O'Brian will work
38 together to modify the language in the handbook.

- 39 • 403(b) Information

40 Mike Deweese provided the team with new information regarding 403(b), an option for teachers to
41 supplement their retirement. As of January 1, 2009, new laws will go in effect that place higher
42 responsibilities on employers. Work is currently being done at the state level to see how the new
43 regulations will work for districts statewide. A toolkit has been developed to help bring districts into
44 compliance with the new regulations. Currently, administrators are working within the districts to review
45 all vendors to bring the SU into compliance. A compliance questionnaire will be sent to all vendors (over

46 50) and if vendors cannot be compliant, they will be removed from the vendor list by the SU. It is
47 important to note that no money will be lost for any employee, regardless of whether or not a vendor stays
48 or is removed. Deb Robbins also noted that it may be necessary to change vendors for anyone not with
49 the state teacher retirement as well. More information will be provided to all staff and to ELT soon.
50

51 • Specialist In-Service Planning: FY'09

52 Erin Maguire proposed several dates and times for specialist in-service opportunities: August 21 or
53 August 25 (whole day) and a half day January 19 and at the end of next school year or three hours during
54 parent/teacher conferences. Staff who would be involved in the training include: Education Technology
55 Integration Specialists, K-12 PE teachers, K-12 All Arts teachers, Special Educators, SLPs, Nurses,
56 Guidance Counselors, and Librarians. Topics would include: IEP supervision, tier 3 math instruction, and
57 supporting classroom teachers in differentiated instruction.
58

59 *The team reached consensus to hold specialist in-service on the following dates/times:*

- 60 ○ August 21 – whole day
 - 61 ○ January 10 – 1:00 p.m. – 4:00 p.m.
 - 62 ○ Last student day – 12:00 p.m. – 3:00 p.m.
- 63

64 Additionally, the team also discussed the hours for the November 24 and November 25, 2008
65 parent/teacher conferences.
66

67 *The team reached consensus that the November 24, 2008 parent/teacher conferences will be held from*
68 *1:00 p.m. – 8:00 p.m. and the November 25, 2008 parent/teacher conferences will be held from 8:00 a.m.*
69 *– 3:00 p.m.*
70

71 Erin Maguire also discussed the need to hold training for social/emotional, CPCI, and CPR for para-
72 educators. This is typically a two-day training.
73

74 *The team reached consensus to hold para-educator training August 21 and August 25, 2008. These will*
75 *count as two out of five in-service days for them.*
76

77 The team will discuss what the remaining three out of five in-service days look like at a future ELT
78 meeting.
79

80 It was noted that the May 22, 2008 ELT meeting will be facilitated by Linda Keating as Judy Prince-
81 DeNova and Mike Deweese will be attending the VSA Spring Conference.
82

83 • 2008 Leadership Summit

84 The team reviewed the proposed topics for the 2008 ELT Leadership Summit. June 18 is no longer
85 scheduled as a Leadership Summit date due to the make-up snow day in Westford. The Leadership
86 Summit dates are: June 19, June 20, August 13, August 14, and August 15. As five days will likely not be
87 enough to review all the proposed topics, the ELT will map out various ELT topics to be discussed
88 throughout the school year.
89

90 The team decided to discuss Future Framing on June 19. June 20 will be reserved for Connectivity 21,
91 EST, and universal classroom discussions.
92

93 It was noted that August 15 is reserved for support staff mandatory training, which will be held from 8:00
94 a.m. – 11:00 a.m. at the EHS auditorium.
95

96 • Public Relations Form/Revised BVD Form
97 The team reviewed the revised Public Relations form, which is intended to be used for intentional public
98 relations form the school/district to larger audiences. The team also reviewed the differences between the
99 form and the FERPA statement. Additionally, the team reviewed the revised BVD form, which now only
100 includes the handbook acknowledgement. Parents/students will now have to refer to the handbook for the
101 FERPA statement (with directory information) and the military recruiters' statement. To opt out of
102 having directory information released and to opt out of military recruiters accessing directory information,
103 parents are invited to access the forms on-line at www.ccsuvt.org.

104
105 • Leadership Development Institute (LDI) Presentations
106 Several members from the LDI were available to present their work.

107
108 Anne Venturo of Hiawatha presented her work regarding Backwards Design and Literacy Support. She
109 discussed: SMART goals, CPCI action steps, the Hiawatha professional development plan, specialist team
110 goals, literacy support team, requesting a meeting, what happens at the meeting, implementation,
111 midpoint questions, breakthroughs, assessment measures, the target audience, new practices, data
112 collection, tier 1 file review findings, Hiawatha ESS, new questions, and next steps.

113
114 Mary Jane Stinson, Alda Norcross, and Kathleen Legg from ADL presented their work regarding
115 "Making Data Driven Decisions about Mathematics Instruction at ADL." They discussed: CPCI, a
116 starting point, midpoint reflections, breakthroughs, TinkerPlots, new practices and knowledge, and next
117 steps.

118 119 **Consent Agenda**

120 The Consent Agenda consisted of minutes from the April 17, 2008 meeting.

121
122 *Rob Reardon moved and Kathy Finck seconded the motion to approve the Consent Agenda. The motion*
123 *passed unanimously.*

124
125 The meeting adjourned at 10:40 a.m.

126 127 **Outstanding Tasks**

- 128 • Provide Judy with parent/teacher conference data (if you have not yet done so)
- 129 • Send any handbook changes to Kathy Finck and Cindy Remy
- 130 • Send Erin the names of who will be attending the 8/21 and 8/25 para-educator training

131 132 **Future Agenda Items**

- 133 • Para-educator in-service opportunities
- 134 • Connectivity 21
- 135 • LDI presentations
- 136 • GroupWise Messaging (summer institute)
- 137 • AYP (summer institute)
- 138 • Future Framing (summer institute)
- 139 • Student e-mail accounts
- 140 • In-service planning for para-educators
- 141 • Public relations form