



# Educational Leadership Team Meeting

Thursday, November 29, 2007 Minutes

1 **Attendance:** Mike Deweese, Kathy Finck, Grant Geisler, Deb Robbins, Laurie Singer, David Wells, Tom  
2 Bochanski, Mary Hughes, Erin Maguire, Paul O'Brian (7:35 a.m.), Rob Reardon (7:35 a.m.)

3  
4 Mike called the meeting to order at 7:30 a.m.

## 6 News and Announcements

### 7 • Demographic/Enrollment Information

8 Grant and Mike reviewed the demographic/enrollment projections put together by Bill Smith. This data is  
9 used for various purposes, including budget building. It will be presented to the school boards in  
10 upcoming meetings.

### 11 • School Action Planning

12 The team reviewed the SAP timeline. At their December meetings, the boards will review each school's  
13 SAP. The team reviewed the outline for the upcoming SAP presentations to the boards.

### 14 • Protocol for School Action Planning Presentation to Boards

15 Erin walked the principals through a PowerPoint presentation outlining each school's SAP. This will  
16 serve as the basis for the presentations to the boards in December. The presentation highlights the  
17 following:

- 18 1. What is a school-based action plan?
- 19 2. How do we use our action plans?
- 20 3. Questions we consider as we plan our work and work our plans . . . the SMART way
- 21 4. What does it mean to continuously improve?

### 22 • Chalkboard Chats

23 Principals should confirm the dates and locations of the Chalkboard Chats with Cindy. These dates will  
24 be published in an upcoming edition of the "Insider."

### 25 • Parent/Teacher Conferences

26 Data regarding the November parent/teacher conferences should be submitted to Judy by November 30.  
27 Deb Robbins reviewed the on-line scheduling mechanism the South Burlington School District has in  
28 place for parent/teacher conferences.

### 29 • Unified Union

30 The team briefly talked about the continued discussion revolving around school district consolidation.  
31 The recent Unified Union vote was briefly discussed.

## 33 Team Work

### 34 • Student Permanent Files

35 Erin provided the procedure, policy and exhibit relating to student records. The team will begin to  
36 address the need to develop an agreement on practices and procedures for student record keeping. First,  
37 the team reviewed definitions associated with record keeping (cumulative record, special education  
38 record, 504 record, 157 record, health record, etc.) and protocols (system description, policy review,  
39 record purging, avoiding duplicates, correspondences, etc.). Erin stressed the fact that if material has been  
40 shared regarding a student, that material automatically becomes part of the educational record.

41  
42 The team discussed what the record should be called. It was clarified that the *educational* record is the  
43 overall system of a student's records. Ultimately, the team decided to call (what is currently considered  
44 the "permanent record") the *main* educational record. This is the record that is kept at the main office.

45

46 Principals will discuss the following with their school assistants:

- 47 1. Where the main educational record is kept
- 48 2. How the main educational record is kept
- 49 3. Who manages the main educational record
- 50 4. Where are other student related records kept

51

52 The required contents of the main educational records are student attendance and transcripts. Schools will  
53 review the content of the current main educational records.

54

55 Discipline records can be accessed via SASI (though some principals maintain correspondences sent  
56 home either in the main educational record or on their computer). Principals discussed the depth at which  
57 they need to be able to query SASI. Additionally, they expressed interest in being able to view  
58 information about students throughout several school years. This type of data is managed through the  
59 programmer.

60

61 Special Education records are very extensive. Principals expressed interest in developing an executive  
62 summary of the contents within special education records. Erin briefly provided a description of what  
63 materials within special education records are purged.

64

65 The team discussed the possible need for training of what should be included in student records, what the  
66 definition of private records is according to FERPA, and what the process of record purging looks like.

67

68 A sub-committee to review student records was formed. Committee members include: Erin, Mike, Rob,  
69 Deb, Paul, and Tom. Rob will ask Michelle Liliedahl to join the committee.

70

- 71 • CCSU Allergy: Peanut Free vs. Peanut Safe

72 Erin provided two drafts of a proposed allergy protocol. The protocol refers to a food safe classroom.  
73 Food safe does not only apply to peanuts. The protocol will likely be approved by a physician, possibly  
74 an allergist. The team discussed the need to have the protocol available to families and the general public.  
75 Erin provided a brief overview of hand-washing procedures.

76

77 Principals asked if it was possible to have a peanut *safe* classroom (instead of a peanut *free* classroom),  
78 just as there is in the lunchroom? This method would have a peanut free area in the classroom (similar to  
79 the lunchroom). This question stems from parent comments. Currently, all elementary classroom desks  
80 and tables are cleaned after each snack-time. Mike stressed the importance of maintaining consistent  
81 practices, with the first step being to “norm” all school nurses.

82

83 Elementary school principals outlined their “Code Purple” procedures. “Code Purple” directly relates to  
84 severe allergic situations.

85

## 86 **Educational Presentation**

- 87 • The Faces of China

88 Kathy Finck shared her experiences from her recent two-week trip to China. She stressed that 375 million  
89 of China’s population are below the age of 18. At 1.3 billion people, China makes up 20 percent of the  
90 world’s population.

91

92 Kathy highlighted the following aspects of China: education, literacy, influence of Western culture, art,  
93 family influence, history, construction, transportation, senior citizens, exercise, food, and language.

94

95 CTE will be implementing a class focusing on Chinese language and culture every Tuesday and  
96 Thursday, beginning at 3:30. Additionally, Kathy invited team members to meet CTE's exchange  
97 teacher, Cuiqiong Zhao. She will be at CTE through the end of May.  
98

99 • **Wireless Training**

100 IT Technician Keith Pratt provided training about the usage of wireless. He highlighted the following  
101 concepts: an overview of wireless technology, forms of interference, basic things to know, what  
102 encryption is, WEP, WPA, MAC filtering, security, and advanced options.  
103

104 **Consent Agenda**

105 The Consent Agenda consisted of minutes from the October 25 and November 8, 2007 meetings.  
106

107 *Kathy Finck moved and Rob Reardon seconded the motion to approve the Consent Agenda. The motion*  
108 *passed unanimously.*  
109

110 The meeting adjourned at 10:30 a.m.  
111

112 **Future Agenda Topics**

- 113 • SAP Timeline
  - 114 • Master Schedules
  - 115 • Future Framing
  - 116 • Safety Simulation
  - 117 • Student Record Keeping
  - 118 • AlertNow
  - 119 • Substitute Teaching Technology
- 120

121 **Outstanding Tasks**

- 122 • All SAP's are due on 11/30/07. Please make sure to send me a copy so they can be included in  
123 the org. notes.
- 124 • Parent/teacher conference data is due on 11/30/07. Please submit this data to Judy.
- 125 • If you have not yet done so, please forward me the location of the scheduled Chalkboard Chats.
- 126 • With your school's administrative assistance, discuss what the main student files contain and  
127 review the types (and locations) of all other student-related records. Submit this information to  
128 Erin by December 7.
- 129 • Erin will use this information to develop a table listing for Principals to review and make  
130 adjustments to.
- 131 • Mike will poll state Superintendents regarding student records.
- 132 • Forward any input regarding the proposed allergy protocols to Erin.