



Educational Leadership Team Meeting

Thursday, November 30, 2006 Minutes

1 **Attendance:** Mike Deweese, Judy Prince, Linda Keating, Deb Robbins, Grant Geisler, Kathy Finck, Laurie
2 Singer, Rob Reardon, Dan Ryan, Mary Hughes, Pat Hartnett, Erin Maguire, Paul O'Brian, Tom Bochanski

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4 **Others Present:** Debbie Mintz of the Students FIRST Grant (arrived 9:30 a.m.)

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6 Judy called the meeting to order at 7:35 a.m.

7 8 **News and Announcements**

- 9 • Two students from Essex High School recently received the William Randolph Hearst Scholarship,
10 which will provide them opportunities for educational experiences in Washington, D.C.
- 11 • A team of students from Essex High School competed in the Boston Federal Reserve Bank's 2006
12 "Reserve Cup Challenge," a "Scholar's Bowl"-like competition. The team won in overtime against
13 students from West Hartford, CT.
- 14 • Michele Liliedahl (EHS) recently participated in a conference providing information about SASI.
15 She is available for questions and to provide training. As a result of this conference, she learned it
16 may be feasible for parents to view their child's progress reports on-line through a SASI system.
- 17 • The next meeting with all administrative assistants is tentatively scheduled for January 15, 2007. The
18 focus of this meeting will be to discuss forms and to provide further SASI training.

19 20 **Updates**

- 21 • School Closings

22 After discussion with the Essex Town School District, CCSU will not implement a delayed start program
23 this year. Principals should expect to follow the same procedures as done in the past, should a school
24 closing occur.

- 25 • Master Agreements

26 Deb Robbins and Paul O'Brian have been working on finalizing the new Master Agreement for review by
27 each of the boards by December 11. Retroactive pay is expected by December 15. Mediation is planned for
28 the support staff negotiations.

- 29 • Unified Union Study Committee

30 The UUSC has made progress on formalizing their 12 articles. Two notable changes are:

- 31 1. The UUSC has pushed the vote date to the fall of 2007
- 32 2. Employees in good standing in June 2009 will be invited to work for the 2009 school year

- 33 • Parent/Teacher Conferences

34 By reviewing raw data, approximately 40 percent of parents participated in conferences from 1:00 – 3:30
35 p.m. and approximately 20 percent of parents participated in conferences from 6:00 – 8:00 p.m. A survey
36 will be published in an upcoming edition of the *CCSU Insider* to gather staff input on early release and
37 parent/teacher conferences.

38
39 The next step in using this data is to determine how teachers will reach out to get "all" parents involved in
40 conferences. This new data will help schools determine what parent/teacher conference format works best.

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42 The high school and CTE may need to adjust the early release lunch schedule to give the custodial staff
43 more time to get the building ready for conferences.

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45 Other pieces of data that may be interesting to know are:

- 46 ○ How many people utilized the suggested childcare options
- 47 ○ How many students attended parent/teacher conferences
- 48 ○ How many alternate parent/teacher conferences were scheduled

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50 Principals should engage faculty with this data. Topics of discussion include:
51 ○ Encouraging faculty to participate in the upcoming survey (this data will help in planning for
52 the '07- '08 school year calendar)
53 ○ Discuss how meaningful each block of time was and the scheduled PD training sessions
54 ○ Discuss how teachers reached out to parents who did not attend conferences during the
55 early release days
56 ○ Discuss if running a partial day of instruction was a good use of time

- 57 ● Budgets

58 The CCSU budget was tentatively approved by the SU board at their November 27 meeting. This budget
59 includes: .5 FTE web manager, 1.0 FTE Education Technologist, and a .5 FTE IT administrative assistant.

60
61 The Westford budget is next. U. #46 and CTE administrators need to work on their budget worksheets
62 that were provided by Grant. EJ principals will soon be receiving these worksheets from Grant.

63 64 **Task Team Updates**

- 65 ● Building Blocks Update

66 Judy provided the team with a break-down of the recommendations provided in the communication audit.
67 This chart included a list of how each recommendation has been implemented so far.

- 68 ● ELT Communications Task Team

69 Judy will send out a list of meeting dates to the communications team soon. This task team will focus on
70 forms and the student handbook.

- 71 ● Safety Task Team

72 This task team is moving forward in finalizing the Safety Manual. Cindy Remy has met with Dan Ryan and
73 is helping to finalize the document.

- 74 ● School Action Plan Task Team

75 Judy will set up meeting times for this task team to work together.

- 76 ● Supervision and Evaluation

77 The Supervision and Evaluation Advisory Council will meet next week.

78 79 **Team Work**

- 80 ● CPT Notification for Food Service Delinquency Accounts

81 Judy recommended no change to the original letter that is sent home to notify parents of delinquent food
82 service accounts. It may be too early to make any changes to the letter, as the process is still fairly new. The
83 food service delinquency procedures and letter will be reviewed as a team at a future meeting.

- 84 ● Future Framing Tool

85 The Future Framing tool was adopted by the SU board at their November 27 meeting. This tool should be
86 reviewed in determining priorities and shaping resources for each school. Deb Robbins reviewed this tool
87 with the team. It will serve as a platform for emerging conversations between the boards and the
88 community. The communications task team will discuss how to best roll-out this document. In addition,
89 the class size chart was also approved by the SU board at their October 23 meeting.

- 90 ● Curriculum Cycles: Release, Implementation, and Monitoring

91 Linda handed out a six-year curriculum development cycle. The revision process of curriculum is based on
92 a needs assessment. New curriculum will be placed in three-ring binders and sectioned for an easy-to-
93 update format. Principals should e-mail Linda with any questions on this cycle.

- 94 ● Aggregate Health Index Profiles

95 Linda handed out information pertaining to school health index profiles. She reviewed the eight modules
96 that need to be looked at for each school and to see where implementation in each area is the strongest.
97 One example of implementation is the “Path to Wellness” program.

- 98 • Guaranteed, Viable Curriculum: Power Standards

99 Linda presented the power standards to the team. These power standards were recently presented to the
100 Union #46 school board and will be presented to the Westford School Board and the Prudential Committee
101 during their December meetings. These standards are often referred to as the “Portable Curriculum” as
102 they are concise statements pertaining to curriculum in each subject area. Each grade will have power
103 standards and power indicators. The indicators drive common local assessment along with important
104 concepts to emphasize.

- 105 • In-service Planning for FY’07-FY’08

106 Linda provided a handout outlining in-service planning and asked principals to inquire with study groups
107 that are looking at research-based practice. This information will be used to identify needs at each site and
108 develop a schedule that maximizes the use of time. Current in-service planning includes identifying what
109 trainers, facilitators, and resources will be needed. In addition, Linda handed out a table of S.M.A.R.T.
110 Goals to be completed by principals and returned to Linda by December 11.

- 111 • Summer Leadership Institute

112 The Summer Leadership Institute will be August 7, 2007 through August 10, 2007. More information will
113 follow. Please identify training needs and agenda topics and send to Judy by December 11.

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115 **Consent Agenda**

116 The consent agenda consists of the minutes of the November 9, 2006 meeting.

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118 *Kathy Finck moved, and Rob Reardon seconded, to approve the minutes of the November 9, 2006 meeting. The motion*
119 *passed unanimously.*

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121 **Students FIRST Grant – Presentation by Debbie Mintz**

122 The Howard Center’s Baird Division for Children and Families, South Burlington School District, and the
123 Department for Children and Families has hired Debbie Mintz as the Director of the Chittenden County
124 Students FIRST (fully integrated resources for schools/mental health teaming) project.

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126 The Grants to Integrate Schools and Mental Health Systems is established to achieve the following
127 outcomes:

- 128 1. to increase the percentage of school personnel trained to identify mental health concerns and to
129 make appropriate referrals
- 130 2. to increase the percentage of schools that have detailed plans in place to link students with internal
131 and external mental health supports.

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133 Debbie stated the focus of the \$320,000. grant is collaborative planning, training/technical assistance, and
134 awareness of and access to appropriate services and resources. **Funds acquired through the grant are not**
135 **permitted to be used for any direct service or to pay for existing services or programming.**

136

137 She would like to meet with each school staff during faculty meetings and ask what they feel is needed to
138 educate students with mental health issues. One goal is to blend the paradigms between mental health
139 centers and education.

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141 The project offers collaborative planning, an educational voice in planning, parent education, training,
142 resource inventories, a needs assessment, internet-based training, mental health screening recommendations,
143 and a web-site offering resources.

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145 Most of the budget for the project has been set aside for training. This project uses a “train the trainer”
146 model where trainers would show school personnel how to train others.

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148 The project is not geared to train educators regarding treatment needs. Instead, its focus is to identify
149 students with mental health issues and properly refer them. This project will help identify strategies to use
150 to help students.

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152 The Educational Leadership Team will re-visit this prospective project at a future meeting. They will review
153 all materials handed out by Debbie and will bring thoughts to the next meeting.

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155 The meeting adjourned at 10:05 a.m.

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157 **Outstanding Tasks**

- 158 • Principals are to continue working on the budget worksheets provided by Grant
- 159 • Mike and Judy will create a time-line to roll-out the Future Framing tool
- 160 • Principals are to complete the S.M.A.R.T. Goals table and return it electronically to Linda by
161 December 11
- 162 • Principals are to identify training needs and agenda topics for the Summer Leadership Summit.

163
164 **Future Agenda Items**

- 165 • Food Service Delinquency Procedures
- 166 • Trimesters
- 167 • Policy Sub-Committee
- 168 • FIRST Grant