



Educational Leadership Team Meeting

Thursday, November 9, 2006 Minutes

1 **Attendance:** Mike Deweese, Deb Robbins, Grant Geisler, Laurie Singer, Mary Hughes, Dan Ryan, Erin
2 Maguire, Rob Reardon (arrived 7:36 a.m.), Tom Bochanski (arrived 7:38 a.m.), Judy Prince (arrived 7:41
3 a.m.)
4

5 Mike called the meeting to order at 7:30 a.m.
6

7 **News and Announcements**

- 8 • ADL recently held their 50th Anniversary celebration parade.
- 9 • Summit recently had a bus evacuation using a bus contact from CTE.
- 10 • Deb Henry will serve as the team leader for the nurses as her portion of work has increased by 10
11 hours.
- 12 • Kathleen Reedy has spearheaded, with support from the PTO, the 100 Mile Club, where people are
13 encouraged to walk/run a total of 100 miles.
14

15 **Updates**

- 16 • Negotiations

17 The teachers have reached a tentative agreement. Support staff negotiations have reached a point of
18 mediations.

- 19 • Medicaid Reinvestment (After-School Intervention)

20 The point of discussion with Medicaid reinvestment is specific to program sustainability. CCSU is
21 moving forward with an after-school program specific to math/literacy interventions. This after-school
22 program is not a homework club. Everyone planning to move forward with this after-school opportunity
23 should meet with Erin. This program may begin as early as second semester.
24

25 There are monies available for one-time expenses (such leveled books for bookrooms, smart-boards,
26 responsive design training). However, these one-time expenses need to be carefully planned for in
27 advance.

- 28 • Parent/Teacher Conferences: Data Collection

29 A form to collect data regarding parent/teacher conference attendance will be available through SASI.
30 Administrative assistants at each school will collect the forms from teachers and collate the data. They
31 will then send their data to Judy. This data will reveal if the early release day model increases the
32 number of students represented by parents, and what blocks of time people are more likely to utilize.
33

34 Erin will connect with guidance to keep tallies of how many people they interact with during these
35 parent/teacher conference days.

- 36 • Summer Leadership Summit

37 The Summer Leadership Summit is tentatively scheduled for the week of August 6, 2007.
38

39 **Future Framing**

40 The SU Board formally adopted the class size chart and the Future Framing model at the September 25
41 meeting. The Future Framing tool will be going for SU Board approval at the November 27 meeting.
42 This will be used as a board planning tool. The board hopes to spark dialogue with stakeholders with
43 this tool in hand in an effort to move CCSU forward in a responsible manner.
44

45 **Board Policy Sub-Committee Meeting**

46 The first meeting of the sub-committee will be Tuesday, November 14 beginning at 6:00 p.m. The team
47 discussed how there are duplications of law in CCSU policy. This can be problematic when the law is
48 changed because the policy then becomes out-dated. Suggestions on policies this committee should
49 address are to be forwarded to Paul's attention.

50
51 **Proposal for Restructuring the School Action Plan (SAP) Task Team**
52 The SAP Task Team is finding it essential that principals inform their work. The suggestion is to use
53 the Educational Leadership Team Thursday placeholders to hold meetings with the SAP Task Team and
54 principals. Judy will create a time-line and forward it to all principals. This timeline will outline four
55 meeting dates (one meeting for each curriculum). There is also a need to discuss how to implement
56 new structures that support curriculum connections within CCSU.

57
58 **Communications: Budget Guidance (Level-Program) and Time-Lines**
59 From the Chalkboard Chats, it became apparent that administration and the boards use jargon (related to
60 budget development) that is not necessarily understood by anyone else. The topic of budget
61 development will be the main focus of the next issue of *CCSU: A Closer Look*.

62
63 Grant is providing a budget "tool kit" to each principal. This is a worksheet for principals to fill out that
64 will assist the budget development process. Erin utilizes Barb Hylind and Allison Terry to inform her
65 budget lines and welcomes input from principals as well.

66
67 **Copiers**
68 Grant provided a packet of materials to the Educational Leadership Team outlining what new copiers
69 each building will soon be receiving. There will be an addition of eight copiers throughout CCSU. The
70 Prudential Committee will be underwriting the municipal lease for the copiers. Vendors will be brought
71 into each school to assess current space and current capabilities to hook up new machines. Once these
72 new copiers are in place, there will no longer be multiple leases. There will be one lease, which will go
73 to Grant. Each site will be responsible for paying a portion of that lease.

74
75 **School Quality Standards**
76 There will be school site visits by representatives from the Department of Education. These visits are
77 outlined in the Commissioner's recent letter. Plans are underway to audit the standards, and ensure we
78 are in compliance.

79
80 **Data Teams**
81 Mary provided the team with a handout related to the data team retreat at Summit Street School. This
82 data team retreat was a full day retreat where team members focused on literacy. The team asked
83 questions and tried to figure out the best process and tools to use to find answers to their questions. In
84 addition, the team outlined some next steps to continue their work. The team has continued to meet
85 since this retreat. In addition, the data team discussed strategies for implementing tests such as the
86 NECAP. The data team representative for each grade cluster will then inform their grade cluster about
87 these strategies and tools.

88
89 Tom provided the team with a handout related to the data team retreat at Hiawatha School. He
90 emphasized the need to go slowly as this process will continue for several years. The data team is not a
91 "stand-alone" initiative. It is embedded within RTI, School Quality Standards, and ESS. The team used
92 patterns and trends to illicit questions and then prioritized their questions. They then focused on specific
93 questions that could be defined within the S.M.A.R.T. goal process. These steps may be able to be
94 placed within the School Action Plan. The data team began with literacy but will move into math.

95

96 Tom also shared with the Educational Leadership Team that each student has an assessment profile, not
97 currently in SASI, that supports the work within the EST process. This is an example of some possible
98 next steps for SASI.
99

100 **Food Service Delinquency Letter**

101 The team reviewed the proposed change of removing the mention of Child Protection Teams (CPT) in
102 the delinquency letter that is sent home to families. The team decided it was premature to make such a
103 change when the delinquency process is only nine weeks old. Instead of deleting the mention of CPT
104 from the letter, it may be better to explain what a CPT is and how it can help a family.
105

106 The team discussed the use of CPT's and when/how the CPT is appropriate. Sometimes, a CPT is not
107 called and an informal confidential meeting with the family takes place instead. It is important to make
108 sure the delinquent account procedures the Educational Leadership Team approved are carried out. In
109 addition, Bob Clifford needs to be made aware of the CPT outcomes. At the next meeting we will
110 review the delinquent account procedures and the CPT interface.
111

112 Cafeteria coordinators will inform principals when payment has been received for students on the
113 delinquent account list.
114

115 Mike outlined what the current structure of Food Service is, emphasizing that it is a self-sustaining
116 entity within CCSU.
117

118 **Consent Agenda**

119 The consent agenda consists of minutes from the October 26, 2006 minutes.
120

121 *Grant moved, Dan seconded, to approve the minutes of the October 26, 2006 meeting. The motion*
122 *passed unanimously.*
123

124 **Future Agenda Items**

- 125 • CPT notification

127 **Outstanding Tasks**

- 128 • Provide dates for the Summer Leadership Institute to Cindy
- 129 • Judy will send out a time-line for SAP meetings

130
131 The meeting adjourned at 10:05 a.m.