



Educational Leadership Team Meeting

Thursday, October 26, 2006 Minutes

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

4
5 Judy called the meeting to order at 7:35 a.m.

6 7 **News and Announcements**

- 8 • Kathy handed out the e-mail to be sent to all CCSU staff regarding the take-out menu for Fresh
- 9 Connections.
- 10 • Summit recently had a data retreat that provided an overview of data and how school demographics
- 11 influence test scores.
- 12 • Summit Street School earned \$1850 from their Fun Run.

13 14 **Updates**

- 15 • GroupWise Address Book

16 Grant provided a list of existing groups in the general GroupWise address book. The idea is to have three
17 basic groups for all schools: "support staff," "teachers," and "all." Notification of these new groups will be
18 sent out to all staff. Current groups of 10 people or less will be deleted, as they can easily be created and
19 maintained by individuals.

20
21 Human Resources will work on creating a form to be filled out when a new employee begins work. This
22 form will be sent to IT for that new employee to be added to GroupWise. Each school will have a "point
23 of contact" that will review the school's e-mail group and send any changes to IT. Grant asked each
24 principal to e-mail him regarding who the "point of contact" is for their school.

25
26 There was a discussion about creating a e-mail group for the Educational Leadership Team.

- 27
28 • **State Safety Meeting**

29 The agenda of the State Safety meeting focused on sharing information regarding two emergency
30 incidents at schools (one was the Essex Town incident and the other was a hazardous materials incident
31 at another school). The meeting focused on promoting the need to have a safety plan in place and
32 having school public safety teams in place at each school.

33
34 Each school will soon be receiving an emergency radio that will keep track of any weather/natural
35 disaster-related emergency.

36
37 Administration is encouraged to take the "Incident Command" training. Information about this can be
38 found at the National Fire Academy's web-site (<http://www.usfa.dhs.gov/training/nfa>).

39
40 It is also important for principal's to clearly establish who their designated back-up is when they are not
41 present at their site. In addition, it was advised that each school send out a proactive letter to parents
42 letting them know that schools are the safest place for children to be during an emergency and it is
43 important for parents not to come to schools during an emergency.

- 44
45 • **October 23 CCSU School Board Meeting Update**

46 This meeting was a budget work-session for the SU board. The SU board asked for an above-level
47 budget. Minutes of the SU board meetings are attached¹.
48

49 Should the UUSC's recommendation for a unified school district pass in April 2007, the school districts
50 will begin "winding-down" in the spring of 2007. So far, the UUSC has been discussing the central
51 office configuration to be in two different locations.

52 • Curriculum: Social Studies, Science, and Health

53 Linda provided the team with a list of several curriculum updates. The timelines she outlined are tight
54 due to a possible unified school district. She emphasized the updates in the K-8 schools. In addition,
55 Linda noted that there are several areas of related software purchases that may need to happen as part of
56 technology integration into education. The team was asked to review the budget implications on the
57 curricular updates. In addition, the team discussed what time may look like for summer curriculum
58 work.
59

60 Linda reviewed the prevention/wellness coordinator model. The Health Steering Committee uses health
61 indexes to make decisions on action steps in schools.
62

63 There was a discussion about grant writing. The team noted that it is important to check and see if there
64 are available funds prior to writing a grant.

65 • Board Policy Sub-Committee

66 The first meeting of the policy sub-committee will be on November 14. An agenda for this meeting is
67 attached². The team was asked to connect with Paul if there is anything they feel the sub-committee
68 should review.

69 • Building Blocks Task Team: CCSU Web-Page

70 The Building Blocks Task Team has crafted a Request for Proposals for the purpose of a needs analysis
71 prior to designing and developing CCSU's new web-page. The new web-page design has been split into
72 three phases: Phase I (needs analysis), Phase II (design, development), and Phase III (maintenance,
73 training). Interested parties should submit a bid no later than 11:00 a.m. on November 10, 2006.
74

75 Principals were asked to submit a list of people who currently maintain their school's web-site, along
76 with those they feel should be involved in participating with creating the new web-page, to Judy.

77 • Parent/Teacher Conference Data Collection

78 The team discussed several questions about parent/teacher conferences, specifically: does the 1:00 p.m.-
79 8:00 p.m. parent/teacher conference structure:

- 80 1. Meet the needs of parents (do they have enough time)?
- 81 2. Meet the needs of teachers?

82 The team discussed the possibility of using SurveyMonkey to see how well the parent/teacher
83 conference structure works. In addition, it may be helpful to inform parents of the professional
84 development opportunities scheduled for certain staff members during parent/teacher conferences so
85 they are aware of availability restraints.
86

87 It is important to figure out a way to gather data regarding parent/teacher conferences. Such information
88 as how many people attended, how long did they have, and (for those who did not attend) how they
89 "made-up" the parent/teacher conference.

90 • Budget: Travel/Conference Protocol for Administrators

91 It is important to begin planning for the summer leadership conference. We will identify the dates at our
92 next meeting. Areas to budget for administrative conferences include: the travel/conference budget line,
93 tuition reimbursement, and consolidated federal monies. There are monies available through special

94 education if the use is related. It is important to start planning for conferences next year as the deadline
95 to access money is June 2007.

- 96 • Supervision and Evaluation

97 Judy asked principals to complete their supervision and evaluation forms and write out their goals.

98 These should be returned to her by November 15, 2006.

- 99 • E-Mail Confidentiality Protocol

100 The team discussed the importance of confidentiality within e-mails for all CCSU staff. A basic rule to
101 use when referring to students is to use initials. Erin and Paul will help craft a field memo to send out to
102 staff regarding other basic e-mail confidentiality rules.

- 103 • EST Guidelines Check-In

104 Erin stressed how important it is for a principal to attend a meeting if they are named as the LEA. If the
105 principal cannot attend, a notice from the parent needs to be provided releasing the principal from the
106 meeting.

- 107 • Medicaid Reimbursement

108 There is a question of sustaining programs that are funded mostly through Medicaid funds. Erin
109 cautioned against moving forward with a service to children that may not be sustainable in the long-
110 term. Such funds should be used as a capacity-building tool. The team needs to come up with a clear
111 set of guidelines on how to spend money.

112

113 **Task Team Updates**

- 114 • Safety Task Team

115 The Safety task team has been reviewing the emergency relocation sites. The central office will craft
116 contracts with each relocation site.

117

118 **Policy/Procedures**

- 119 • Truancy Letters

120 The team reviewed how the new truancy letters read. The truancy procedure will be implemented next
121 semester. The truancy letters will be sent home after the 10th, 15th, and 20th truancy. The letters will be
122 sent out regardless of whether or not the absence is excused. This fact should be communicated to all
123 parents/guardians. If a student is not in school for an extended period of time due to an illness, a 504
124 meeting should be convened as the extended absence deters from the student's ability to learn. These
125 letters will be made available to Mike Meier to put into SASI.

- 126 • Tardiness

127 The current procedures in place to deal with tardiness, including the Child Protection Team, seem to be
128 working. This agenda topic will be revisited at a later meeting.

- 129 • Inclement Weather

130 A press release regarding what stations will announce CCSU school closings was sent to the *Essex*
131 *Reporter*, included in the *CCSU Insider*, posted on-line, and sent home to parents from each school.
132 Only broadcasting stations that are part of the Vermont Broadcaster's Association will be announcing
133 school closings.

134

135 There was brief discussion about what a delayed start time would look like for CCSU. Essex Junction
136 and Union #46 schools won't do a delayed start unless the Essex Town schools do. Westford may opt to
137 do a delayed start regardless of what the other schools are doing.

- 138 • Food Service Delinquency

139 There is a minimal amount of delinquent accounts this year. Judy stressed the importance of getting to
140 know the family that is involved in a CPT meeting. There is a directive to have made contact with the
141 parents prior to a CPT meeting. In addition, it is important to communicate with Bob Clifford regarding

142 the outcome of the CPT meeting. The team discussed the fact that a CPT meeting is discussed in the
143 letter sent home notifying parents of a delinquent account.

144
145 It is important for principals to be notified when a child is no longer on the delinquent account list. The
146 team still needs to discuss what to do when a family appears on the delinquent account list of multiple
147 schools.

148
149 **Consent Agenda**

150 The consent agenda consists of meeting minutes from September 28 and October 12, 2006.

151
152 *Dan moved, Laurie seconded, to approve the minutes of September 28 and October 12. The motion*
153 *passed unanimously.*

154
155 **Future Agenda Items**

- 156 • Parent/teacher conferences
- 157 • Summer leadership summit
- 158 • Allocation of grant money
- 159 • School closing procedures
- 160 • Meeting dates/times for next year
- 161 • Safety review checklist
- 162 • Formats for collecting data for data team retreats (led by Tom and Mary)

163
164 **Outstanding Tasks**

- 165 • Contact Grant regarding the “point of contact” for the GroupWise address book by November 1,
166 2006
- 167 • United Way materials are due back to Cindy by November 16
- 168 • Contact Judy regarding who currently manages each school’s web-site
- 169 • Submit goals to Judy/Mike by November 15, 2006

¹ October 23, 2006 SU School Board Meeting Minutes

² Policy Sub-Committee Agenda