



Educational Leadership Team Meeting

Thursday, September 14, 2006 Minutes

1 **Attendance:** Mike Deweese, Judy Prince, Mary Hughes, Dan Ryan, Tom Bochanski, Rob Reardon,
2 Pat Hartnett, Erin Maguire, Laurie Singer, Grant Geisler, Deb Robbins

3
4 Judy called the meeting to order at 7:37 a.m.

6 **News and Announcements**

7 The team shared news regarding the new school year.

9 **Updates**

10 • School Opening Debriefing

11 Laurie said it would be helpful if the Educational Leadership Team would convene and connect with
12 each other during a crisis time.

13 The School Safety Committee will begin meeting (starting on September 19 at 9:00 a.m.). Updates
14 from this committee will be a standing agenda topic for the Educational Leadership Team.

15 • In-Service Rescheduling

16 There was discussion regarding how to schedule the lost work-day on August 29, 2006. For most of
17 the schools, this is a teacher day and for the high school this is a lost student day. The idea of
18 having a flexible make-up day was discussed. In this model, the flexibility is arranged with the
19 building principal where teachers (regardless of whether or not they were in school on August 29)
20 would submit outlines of their work to the principals. Teachers who were in school on August 29
21 would provide an outline of the work they accomplished at that time, while those teachers who
22 weren't at school would provide an outline of work they do outside a normal school day. These
23 outlines would count as "credit" toward making up one day. These outlines can also include strand
24 work. Team members were asked to consider this format for making up the in-service day and
25 approve at their next meeting.

26 • Vision/Mission Statement Boards

27 Large foam boards with the mission and vision statements on them were sent to each school. The
28 survey sent to staff on August 24 regarding the Welcome Back Convocation will be sent out to staff
29 again for further staff input in the vision and mission.

30 • GroupWise

31 There is a need to discuss how address books in GroupWise are set up and maintained. Currently,
32 they seem unreliable and are not always up to date.

33 • How to Master – Mandatory Trainings

34 The mandatory trainings experienced some technical difficulties when accessed through How to
35 Master. Users experienced a system overload to the fact that there were too many users at once with
36 the same username and password. How to Master also had an issue properly loading due to pop-up
37 blockers being turned on. As a result, several schools had group trainings using one computer and
38 provided hard-copies of the trainings.

39 • Handbook Forms

40 There is an idea to include a backside to the student biographical form that would have parents
41 check off forms turned in from previous years. This would reduce the amount of duplicate forms
42 parents fill out. There will be a meeting with the administrative assistants on September 20 and one
43 of the topics that will be discussed is the use of the handbook forms. Currently, the data entry
44 aspect of these forms is overwhelming, as each student takes approximately eight minutes to enter
45 into the computer. There are questions about whether or not each piece of data on these forms

46 needs to be entered and what the implications of these forms are. There will be a meeting to discuss
47 Medicaid this Friday and one of the discussion points will be the possibility of hiring a data entry
48 person. This person may be able to help with the data entry of these handbook forms.

49 • Constitution Day Observances

50 Please see Linda's hand-outs on Constitution Day (as she did not attend this meeting).

51 • Professional Development

52 Please see Linda's hand-outs regarding professional development (as she did not attend this
53 meeting).

54 • 504 Calibration

55 Erin is continuing getting access and training on FilemakerPro and SpedDoc for those who need
56 them. Only a select few have access to these programs (such as administrators and 504 case
57 managers), as there are privacy rights associated with having this information. Principals should
58 provide Erin with a list of individuals who need these programs.

59 • EST Guidelines

60 Linda and Erin would like to visit each school regarding EST guidelines.

61 • CPI Rescheduling

62 There was a CPI meeting scheduled for recertification that had to be cancelled. There is now only
63 one in-service day left for para-educators. Erin is looking to reschedule this meeting. Some
64 suggested days to this were: early release days in November and the NEA days in October.

65 • FY08 Budget Calendar

66 Grant handed out the FY08 budget calendar. He will focus on one budget at a time. The CCSU
67 budget will be first, followed by the Westford budget.

68 • Pillars of Planning

69 The next Pillars of Planning meeting is September 25 in the high school library beginning at 4:30
70 p.m. The wellness policy will be revisited. In addition, the policy advisory committee will begin its
71 work. The Building Blocks task team will also seek the approval of use of funds to begin work on
72 developing a new web-page. The SU board meeting will immediately follow the Pillars of Planning
73 meeting.

74

75 **Safety and Security**

76 Each school has turned in the Safety Checklist to Mike. The results are being compiled. These
77 results will then be turned over to the boards for review. At the last safety meeting, it was
78 discovered that some doors in the schools may need to be renumbered.

79

80 There is also more of a police presence in the schools. Officers may start signing-in at the main
81 office of each school.

82

83 There are some rooms that don't have locks at all due to strict fire codes. A conversation has begun
84 to try to reconcile differences between fire codes and safety issues in buildings. Discussion is also
85 underway regarding the use of two-way radios at schools.

86

87 Schools will soon be visited by IT for adjustments to certain phones. Buttons on these phones will
88 be adjusted to increase the effectiveness of responses to bomb threats.

89

90 At the last Prudential Committee meeting, the board approved the use of capital funds for the
91 addition and upgrades of cameras at EJ schools.

92

93 **Supervision and Evaluation**

94 Judy said that there is still difficulty with the distinguished and basic column. There is a need for
95 calibration. She will work with the S&E task team who will frame this conversation for the Ed.

96 Leadership Team. There was a discussion about the sources cited from Pathwise. As an older
97 version of Pathwise is used, many cited sources are out-dated. The mentor meeting with new
98 teachers went well. There was a discussion about the relationship between an evaluator, a mentor,
99 and a mentee.

100

101 **Principal Substitute Protocols**

102 There is a concern of “coverage” when principals are out of their schools. Currently, principals rely
103 on itinerant staff. What protocols are in place for someone who is covering for a principal?
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104

105 **Consent Agenda**

106 Consists of minutes of the August 17, 2006 minutes.

107 *Laurie Singer moved, Rob Reardon seconded, to approve the Aug. 17 minutes. The motion passed unanimously.*
108

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109 The meeting adjourned at 10:20 a.m.
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111 **Outstanding Tasks**

112 • The "SurveyMonkey" regarding the Aug. 24 Welcome Back Convocation will be sent to all
113 staff again

114 • Deb. Robbins will send the forms regarding mandatory trainings to each principal

115 • Send Erin a list of people who will be attending the 9/21 504 training as well as those you
116 think should have access to Sped Doc

117 • Submit any edits to the emergency contact list to Cindy (if you have not yet done so)

118 • Grant will send out the Prudential Committee action regarding capital expenditures to PC
119 Principals only.
120

120

121 **Future Agenda Items**

122 • School Safety Committee Update

123 • Re-Scheduling In-Service Day

124 • GroupWise Address Book

125 • Phones

126 • Safety/Security Plans

127 • Supervision and Evaluation

128 • Principal Substitute Protocols

129 • Truancy Procedures

130 • Early Release Day

131 • SU Meeting Update

132 • Other – send topics to Judy