



Educational Leadership Team Meeting

Thursday, September 27, 2007 Minutes

1 **Attendance:** Judy Prince, Mike Deweese, Laurie Singer, Mary Hughes, Dan Ryan, Tom Bochanski, Bob
2 Travers, Paul O'Brian, David Wells, Erin Maguire, Grant Geisler, Deb Robbins, Linda Keating

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

5
6 News and announcements were shared.

7 8 **Updates**

9 • SU Pillars Meeting

10 Policy JEB (Entrance Age) went through first reading at the recent CCSU School Board meeting.
11 Additionally, the board approved the removal of seven policies from section A. It now includes a new
12 procedure for exemptions. The policy sub-committee continues to work on Section A of the policy manual.
13 They are currently in the process of revising the board goals/philosophy policy.

14 • Central Office

15 The lease for the central office's space expires July 15, 2008. Currently, the central office is considering
16 moving to the Discovery building. The first level of the Park Street School will be used for conference space.
17 The ACE program will continue to occupy the second level of Park Street School. Additionally, the idea of
18 moving school storage out of ADL and back to each school is being considered. As a result of the cleared
19 space, the IT department would move into the renovated ADL storage facility. The Unified Union vote on
20 November 6 does not affect any of these plans as the Unified Union proposal stipulates that no new
21 construction can occur and that the central office would be divided.

22 • Students FIRST Grant

23 Debbie Mintz of Students FIRST presented information on this grant. This grant is a public health approach
24 to mental health initiatives in schools. She is currently working on developing several needs assessment
25 surveys (for families, community providers, school administrators, and school personnel). The teacher survey
26 will be provided on-line via SurveyMonkey. She is hoping for all schools within Chittenden County to
27 complete these surveys. Only county results will be made public. However, summaries of school-specific
28 results will be provided to each school. Additionally, Debbie highlighted the many resources available
29 through the grant for training implementation.

30
31 CCSU Prevention/Wellness Coordinator Gabrielle Smith may be able to serve as a liaison between the
32 schools and Students FIRST. Linda suggested that Students FIRST interface with county curriculum
33 directors, possibly through CVEC.

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35 Debbie also mentioned that Students FIRST will begin their strategic planning process in the spring and will
36 look to county schools for input. Additionally, Students FIRST is in the process of developing a new web-
37 site (www.studentsfirstproject.org). The CCSU web-site will link to this site.

38 39 **Team Work**

40 • Task Team Audit

41 Currently, the ELT has established the following task teams: handbook (communications), supervision and
42 evaluation, pyramid of intervention, and safety. The team discussed shifts taking place and the need for these
43 task teams to continue.

44

45 Erin stated that the work of the pyramid of intervention task team needs to shift to universal approach and
46 access. Erin recommended that the pyramid of interventions team no longer formally exist (except for in
47 preparation of the release of the model) and that the work continues at the school-house level.

48
49 The team then discussed the need for the supervision and evaluation task team to continue as supervision and
50 evaluation calibration is still needed, especially around SMART goals. It was determined that the supervision
51 and evaluation advisory council will also continue.

52
53 The team decided to have standing agenda items related to task team work. Supervision and evaluation will
54 be a standing team, and SMART goals will be set on a yearly cycle to be discussed at future ELT meetings.
55 Additionally, the safety team will continue meeting and update the ELT on any important topics.

56
57 The ELT will calendar map important topics so they can be properly discussed and distributed to a sub-group
58 made up of ELT members. The team also discussed the shift toward becoming a web culture.

59 60 **Web Site Review**

61 The web guidelines were distributed. These guidelines are based on best practices and web accessibility. The
62 team reviewed these guidelines. A discussion followed regarding how to make the web-site accessible to all
63 and still be school friendly. The web-team (made up of Steve Herr, Tom Preska, Seth Moore, Judy Prince,
64 and Cindy Remy) will continue to have monthly meetings with key Contribute users in each school building
65 for training needs and updates.

66
67 Hiawatha's content will be moved to the new site soon, followed by content for the curriculum pages and the
68 student support services pages. Additionally, Steve Herr will re-design CTE's promotional site so it is
69 accessible and current.

70
71 Judy stressed the importance of taking each school's faculty through the new web-site. New web-site
72 orientation should be a standing item on faculty meeting agendas.

73
74 Tools now posted on the new site include: the mandatory trainings (with their associated films), all policies,
75 and all forms. The forms and policies are available in PDF format.

76
77 There was a discussion about the need for an intranet. This concept is currently not in place on the new web-
78 site. However, there are plans to incorporate an intranet feature in the future.

79
80 It is important to note that the old site (www.ejhs.k12.vt.us) will no longer be working after October 5. The
81 old e-mail suffixes ([@ejhs.k12.vt.us](mailto:ejhs.k12.vt.us)) will remain in place for one year. However, it is advisable to begin using
82 the new e-mail suffix ([@ccsvt.org](mailto:ccsvt.org)) immediately.

83
84 The team reviewed the resource links on the school boards page. One link is to RETN. At this point, Cindy
85 quickly reviewed the nature of the letter principals received from Comcast. This letter asks principals to
86 respond to Comcast regarding the role of RETN in CCSU's schools. Principal responses will influence
87 whether or not Comcast renews RETN's agreement. Cindy will send principals language for their responses.

88 89 **Unified Union**

90 The team watched the 15-minute informational film about Unified Union. Mike provided the team with
91 guidelines for how to speak with the media about Unified Union. It is important to direct the media to
92 Unified Union committee members and to their web-site (www.unifiedunion.com).

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95

96 **CPCI – School Action Plans**

97 Linda asked principals to have revisions to their school action plans ready in time for the CCSU school board
98 meeting. At this point, principals have all the necessary documents needed to revise their SAP's.
99

100 **Formative Assessment**

101 Linda stressed that formative assessment is a process, not a test. This agenda item was tabled until a future
102 meeting.

103

104 **Consolidated Federal Program**

105 Linda provided the team with a summary about how money is spent in consolidated federal programs. She
106 stressed that CCSU is accountable for these investments, as the federal money funds the CPCI. There was a
107 discussion about how to use federal money, especially as it relates for Title I. Linda also noted that funds are
108 available for professional development, but that it is important to be planful of school-based professional
109 development. Additionally, mini grants continue to be available.

110

111 **Standards of Practice**

112 Linda provided an example of standards of practice. These standards are evidence for a classroom observer.

113

114 **ESS Survey**

115 The Department of Education recently sent a request for the ESS survey to be completed. Erin encouraged
116 principals to submit comments within the survey related to the Medicaid issue. The survey is due on October
117 5.

118

119 **Consent Agenda**

120 The Consent Agenda consisted of minutes from the September 13, 2007 meeting.

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122 *Rob moved and Mary seconded the motion to approve the Consent Agenda. The motion passed unanimously.*

123

124 The meeting adjourned at 10:30 a.m.

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126 **Future Agenda Items**

- 127
- 128 • Formative Assessment
 - 129 • Standards of Practice
 - 130 • Early Release Day Planning
 - 131 • AYP
 - 132 • Unified Union (time lines)

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133 **Outstanding Tasks**

- 134
- 135 • Cindy will follow up with various web-related questions
 - 136 • Cindy will follow up with the Comcast letter
 - 137 • The web guidelines will be sent to principals
 - 138 • Principals should e-mail Linda with any questions/comments related to the consolidated federal program