



Educational Leadership Team Meeting

Minutes: October 26, 2011

1 **Attendance:** Judy DeNova, Mary Hughes, Vince Gonillo, Laurie Singer, David Wells, Rob Reardon, Erin
2 Maguire, Amy Cole, Grant Geisler, Deb Robbins, Mike Deweese, Dan Ryan, Bob Travers, Tom Bochanski

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4 Timekeeper: Vince

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

8 9 **Finalize ELT Norms**

10 The team reviewed the draft ELT Norms document.

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12 *The team accepted the norms developed and finalized unanimously.*

13 14 **Science NECAP**

15 Principals all received an electronic copy of the Science NECAP results. The boards also received this
16 information, and have asked for additional time to review data. Amy suggested scheduling time with
17 principals to more closely examine the data. The team discussed the use of setting data targets. Amy
18 will send out a meeting invitation to analyze Science NECAP results and discuss a process to establish
19 growth targets.

20 21 **Task Team: 21st Century Skills**

22 David asked about the charge: how would 21st century skills be evaluated or is it the question of what
23 are 21st century skills and how do they relate to the Power Standards? What is the preferred
24 membership of this Task Team? How do 21st century skills link to the Common Core?

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26 Judy felt that the main focus of this team's charge is to come up with a common definition of 21st
27 century skills. The next step may have implications in supervision and evaluation. Laurie suggested
28 waiting until a draft from the VT Department of Education is available regarding the definition of 21st
29 century skills, as the DoE currently has its own sub-group working on this topic.

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31 Some implications of work from this team could be: 21st century budgeting, curriculum alignment,
32 graduation standards, universal classroom, etc. Given the varied and many implications, it may not be
33 best to wait until another team (i.e. the VT DoE) finalizes a work product (especially since what exactly
34 that work product will be is not known).

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36 Judy suggested distilling 21st century skills into an easy-to-follow rubric or crosswalk. There would need
37 to be a connection between curriculum documents and 21st century skills. This will drive the 1:1
38 conversation. Part of the task team could be a review of how other districts did implement 1:1 in a
39 sustainable manner.

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41 The Task Team's work will be comprised of: defining 21st century skills (using the current crosswalk as a
42 foundation); getting feedback from the field; considering the impact on supervision and evaluation (as a
43 second step of the work); and considering the immediate need to review 1:1 computing. Teacher

44 engagement and expertise will be crucial in being part of this team. Task team membership would
45 include ELT members with input from teacher leaders (possibly from Vertical Teams and ETIS). Current
46 task team membership includes: David Wells (chairperson), Amy, Judy/Mike, Vince, Rob, and Grant. The
47 Task Team is framing the process.
48

49 **Task Team: Act I**

50 To comply with Act I, a newsletter with links to information would need to be sent out. This newsletter
51 meets the requirement of the mandate for this year. Deb also has 500 copies of the referenced
52 booklets, which is also available online. It is clear that administrators need to be prepared to answer
53 how curriculum will be impacted. The task team is creating a 2-3 year timeline, which will include a
54 parent forum along with curricular implications.
55

56 The newsletter could be reformatted as a letter with school letterhead or included in the school
57 newsletters. Deb asked team members to send any changes/suggestions to the letter by Friday, October
58 28, for the letter to be finalized early next week. The goal is to send out the newsletter before the
59 Thanksgiving Break. Cindy will connect with Deb and Mary to include this information for an article in
60 the *Essex Reporter*.
61

62 **CCSU Web Site Updates**

63 School newsletters now have “subscribe via email” functionality.
64

65 Current work of the Web Team also includes staff photos in the faculty/staff directory. There will be an
66 “opt out” for staff. Should staff credentials be available on the website? Only ID photos will be used in
67 the staff directory. A communication will be sent to staff with this information, an opt-out option and
68 when this feature will be online. Principals will discuss this feature with staff prior to the November 16
69 ELT meeting. The tentative “go live” date will be December 1. Vince will review and recommend the
70 process (possibly form as part of “account creation”) for staff to use to opt-out.
71

72 **Consent Agenda**

73 *Rob moved and Dan seconded the motion to approve the September 21 and October 5 meeting minutes.*
74 *The motion passed unanimously.*
75

76 **Building Agenda for Next Meeting**

- 77 • Independent contractor work - Deb/Grant - information will be sent via email to minimize the
78 time on the agenda for this topic. Focus will be calibration with the test questions for
79 consistency of practice.
- 80 • Act I - Curriculum implementation time line and PD requirements – Mary
- 81 • Staff photos online
- 82 • YRBS results - Public forum Nov. 10 at EHS
- 83 • Leave practice survey results /actions - Deb will disseminate these results and use this time on
84 the agenda only if necessary for questions
85

86 **Future Agenda Items**

- 87 • Use of GoogleDocs
- 88 • Science NECAP
- 89 • CPCI and Data
- 90 • 21st Century Skills task team work

- 91 • Discussion about posting employee credentials
- 92 • S&E exemplars
- 93 • EHS Transformation presentation
- 94 • Teacher release time
- 95 • Powerschool Parent Portal data
- 96
- 97 **Next Meeting Date:** November 16, 2011