



Educational Leadership Team Meeting

Minutes: October 5, 2011

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

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

5 6 **ELT Norms**

7 Team members were asked to respond to five questions to help create norms for the group:

- 8 1. How will we assess our team functioning?
 - 9 a. Process and goals
 - 10 b. How does the functioning of this team impact each school?
 - 11 c. How do we know?
- 12 2. What decision-making procedures will we use?
 - 13 a. Do all decisions apply to ELT? (e.g. maybe some are K-3, EJ only, etc.)
- 14 3. What other expectations do we have from our team members?
- 15 4. What rules will govern how we talk together (during and after meetings)?
 - 16 a. Should time be built in to connect with each other (informal conversation)?
 - 17 b. How do principals share with their building teams?
 - 18 c. What does effectively communicating outcomes look like?
- 19 5. What rules govern attendance?
 - 20 a. Discussion about what it means to be “fully present” (as related to use of technology)
 - 21 b. How does “extended ELT” fit in?

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23 This item will be reviewed and the identified norms revised/adopted at the next ELT meeting.

24

25 Consent is the recommended decision making process for the adoption of team norms..

26

27 **Effectiveness Communication Strategies - Introduction**

28 Topics ELT members are interested in learning more about:

- 29 ● Evaluate effectiveness of communication
- 30 ● Meeting facilitation
- 31 ● Creating communication strategies
- 32 ● Evaluate/determine communication tools
- 33 ● Engaging students/families
- 34 ● Tailoring messages
- 35 ● Social media
- 36 ● Engaging business leaders
- 37 ● Newsletters
- 38 ● (Use of technology for) presentation/presentation skills
- 39 ● (Use of technology for) effective meetings
- 40 ● Branding
- 41 ● Media relations

42
43 Each chapter will come out about once a week. There will also be an opportunity for ELT members to
44 have dialogue and / or feedback.

45
46 The team decided via consensus to implement these strategies.

47
48 **Essex Reporter**

49 A meeting will be scheduled between the Essex Reporter and personnel who are submitting to the
50 schools page for a “how to” guide to submitting and working with the newspaper.

51
52 Mark Andrews and Mike will work collaboratively on “perspectives” pieces for inclusion in the “schools”
53 section of the paper. These pieces may not always be written by Mark or Mike, but may be written by
54 educational leaders.

55
56 There was discussion about how the Essex Reporter is not particularly interested in simply publishing
57 items from the school newsletters.

58
59 **Web Update**

60 The right-hand side menu has been condensed. The Web Team will be working with each school to help
61 them organize and condense their left-hand menus.

62
63 The “search” feature has also been enhanced to successfully search through all school sites and to
64 search the forms/policy page.

65
66 PowerSchool Parent Portal was successfully opened.

67
68 **Future Agenda Items**

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- 70 ● EHS transformation (presentation)
 - 71 ● Science NECAP results
 - 72 ● Task team charges
 - 73 ● ELT norming
 - 74 ● Kelly McClintock’s work in Ghana (presentation)
 - 75 ● David Davidson’s work in Honduras (presentation)
 - 76 ● September 21 meeting minutes (approval)

77 The next meeting is scheduled for October 26, 2011.