



# Educational Leadership Team Meeting

Minutes: September 21, 2011

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

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4 The meeting began at 7:40 a.m.

## 5 6 **ELT Structure: Norms and Decision-Making Process**

7 As not the entire team was present, this topic was tabled.

## 8 9 **CPCI Focus Areas**

10 The Hess Dine and Discuss was recently held, where several ELT members attended. They noted that  
11 the Common Core was not really discussed, even though it was supposed to be. Amy will have teachers  
12 meet soon to talk about the Common Core. Schools are trying to balance teacher release time with  
13 having them learn about the Common Core.

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15 One of the unintended outcomes of the k-12 vertical team was a lot of validation/excitement generated  
16 from the global arts/humanities perspective and that teachers want to continue meeting to talk about  
17 learning progressions. There was discussion about the need to make sure information/decisions made  
18 at vertical teams be brought back to school faculties. What are the short-term and long-term messages  
19 for teachers about the Common Core? Amy will meet with each principal individually to talk about her  
20 coming to schools to meet with teachers. The regional group is focusing the math common core work  
21 on the math standards of practice.

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23 Currently, regional superintendents are looking at the school year calendar. There is hope that maybe  
24 next year, teachers can have one common day for professional development.

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26 There was a discussion about release time expectations. Tom noted that a lot of staff have already been  
27 out of the building. He suggested this topic be discussed at a future meeting.

## 28 29 **Task Team Charges**

- 30 • S&E: Tom is working on gathering exemplars and bringing them forth to the ELT. These include  
31 SMART goals and evidence and then archive them for future use. He will also eventually include  
32 examples of written evaluations. He asked principals to share exemplars of SMART goals,  
33 evaluations, and evidence with him.
- 34 • Clerical S&E/Para-educator S&E: Deb is leading this clerical portion of the committee share the  
35 current tool and whether or not it needs to be tweaked. Any changes will then be presented to  
36 ELT. Mary will serve as the k-8 administrative representative for the para-educator piece. Dan  
37 will serve as the k-8 administrative representative for the clerical piece. The first meeting will  
38 just be administrators and future meetings may have additional representations.
- 39 • 21st Century Skills: David is leading this task team of aligning 21st century skills in the work of  
40 curriculum. It is clear that the task team is not to talk about "gadgets." Amy will join this team.  
41 There may be some representation from ETIS. Is there one element this team should be focused  
42 on? What are the learning environments needed for 21st century education? David will draft a  
43 charge for this committee and bring it forward at an upcoming ELT meeting.

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- Act 1 Community Forum: The charge is to keep children safe by providing information to parents and community members about Act I (as required by school boards). See attached minutes of this recent team meeting.
  - Communication: Cindy is working on creating a series of communication mini-workshops, with topics ranging from listening skills, to using a communication template, to dealing with the media. These are designed to take no more than 10 minutes each. Upon completion of all the mini-workshops, credit will be awarded to IPDPs.
  - PowerSchool Portal: Bob reviewed the Parent Portal timeline. The latest conversation has been about confidentiality of records and releasing user IDs to multiple members of a family. For now, that information will be sent to primary parent/guardians and those folks should inform the school if additional IDs are necessary. Once Parent Portal is up and running, who supports the families? Discussion about how grades should be viewed by parents and how to help families have conversations about student grade. *It was decided via consensus that the "class average" not be viewable in Parent Portal.* Principals involved with opening the portal will work on finalizing the Parent Portal FAQ and Expectations, which will then be posted online and communicated to families.

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61 **ELL**

62 Amy will connect with principals individually regarding ELL decisions (space, hiring, resources).

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64 **Web Site Work**

65 The Web Team is working streamlining and condensing the right-hand side menus. They will then work  
66 with each school to ensure the left-hand menus are condensed as well. Cindy will send out a sample  
67 communication for schools to use in getting the word out about the upcoming changes to their staff and  
68 families.

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70 **Consent Agenda**

71 *Rob moved and David seconded the motion to approve the minutes of June 1 and August 16-18*  
72 *meetings. The motion passed unanimously.*

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74 The team adjourned at 9:30 p.m.

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76 **Next Meeting:** October 5, 2011

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78 **Future Agenda Items:**

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- ELT norms and decision-making process
  - Teacher release time
  - S&E exemplars
  - Charge for 21st Century Skills Team
  - EHS Transformation Presentation
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85 *Please forward any additional agenda items to J. DeNova no later than 9/28 for the Oct. 5.*