



Educational Leadership Team

Summer Institute

Date: August 16-18, 2011

Location: Essex High School Library

Outcomes for the week:

- Revisit ELT mission/vision, school mission statements and discuss how they connect to our work
- Create communication (internal) systems
- Review nuts & bolts items
- Increase familiarity with Common Core Standards and implications and share regional plan for CC supports
- Share our current work in CIA, reporting systems and develop a plan for future CIA work, who should be involved, roles & responsibilities and communication systems for all of this work
- Complete ACT I training and come to agreement about how to share with faculty
- Discuss Supervision & Evaluation system and tools, check in on use and plan next steps
- Return to ELT mission/vision towards mapping out our work for the year at ELT meetings

Tuesday, August 16

8:00

Welcome & Introductions

- Check-in
- Review agenda
- Housekeeping items

As a new ELT, with new members, re-establish norms for this group

8:45

Mission/vision Discussion

- Revisit ELT mission/vision, history of the document, what role it plays in our work, relationship to school mission/vision statements
- What resonates? Any need to revise/update? If yes, how? And what will it mean to our future work?
- What decision-making processes apply to each context?

21st Century Learning

- What's our vision around this?
- How do we actualize it?

12:00

Lunch will be provided

12:30

Supervision & Evaluation

- What's working? What's not?
- How is it moving learning forward? What is moving us forward as an organization?
- How do we supervise, evaluate and lead a 21st learning environment?
- Are there pieces from other models we want to look at?

3:45

Wrap up, preview of work ahead and determine communication needs

Wednesday, August 17

8:00 Check-in and share summer learning opportunities

9:00 Common Core & SBAC

- Introduction, background, updates
- Review KWL
- How the CC is organized
 - ELA, Math
 - Standards of Practice
 - Learning Progressions
- Curricular connections (VT Vital Results, Math for Understanding, VT portfolio, P21)
- CVCC (formerly CVEC) approach for regional support for CC
- SBAC

Discussion

- How will CC impact our work, check in on proposed timeline?

12:00 LUNCH WILL BE PROVIDED

12:30 CCSU work on CIA & reporting systems

- Look at existing structures (vertical teams, roles & responsibilities) – How will the work move forward, who needs to be at the table for this work, define roles & responsibilities

3:45 Wrap up, preview of work ahead and determine communication needs

Thursday, August 18

8:00 **Check in**

Nuts & Bolts

- ACT I training
- Review volunteer database
- Check in on AESOP
- Check in on Convocation plans
- Check in on Aug in-service day plans
- Website updates
- Board principal report template
- Seclusion & restraint rules
- Anything else?

Spotlight on each school

12:00 **LUNCH will be provided**

12:30 **Communication systems** (Connect back to survey feedback)

What do we communicate and how?

What vehicles are available for internal and external communication, one-way and two-way?

- Tools
 - Power School and portal
 - Website(s), district, school and classroom
 - Principal reports, weekly memos, school newsletters,
 - Essex Reporter updates
 - RETN
 - Other web resources – Front Porch Forum, etc?
 - Other?
- How do we solicit input and communicate decisions internally and externally?

Map out ELT agendas for the year

3:30 **Wrap-up**

- Debrief the week
- Summarize decisions and tasks
- Determine what should be communicated to whom and how?