

Executive Leadership Team  
 Reorganization Meeting  
 May 2, 2017

Attendees: Jay Badams, Neal Brokman, Bea Habursky, Daria Devlin, Nora Dolak, Angie Kownacki, Don Orlando, Frank Petrungar, Brian Polito, Eric Seibert, Teresa Szumigala

Staff	Task	Follow-up
ELT	<ul style="list-style-type: none"> <li>▪ Email any specific dates to Daria that should be included on master reorganization timeline.</li> </ul>	
Daria Devlin	<ul style="list-style-type: none"> <li>▪ Create a link on the website for ELT minutes and updated reorganization timeline.</li> <li>▪ Obtain legal opinion from Tim Wachter regarding sponsorship of school spaces</li> </ul>	
Eric Seibert	<ul style="list-style-type: none"> <li>▪ Schedule a meeting with Brian and Teresa to discuss summer workload and ensure that buildings are ready for school opening.</li> </ul>	
Angie Kownacki	<ul style="list-style-type: none"> <li>▪ Send Brian the specific rooms in school buildings needed for special education classrooms</li> </ul>	

Discussion

- Purpose of the weekly ELT meeting: Documentation to keep the board, staff, and community updated.

COMMITTEES

- Programming
  - Agenda for high school principal meeting on Wednesday, May 3: Course catalog, staffing, dress code, new school/mascot name, and student scheduling date (principals will determine following this meeting).
  - Reviewing changes to ELL structure in buildings.
- Staffing
  - Meetings scheduled with Local 95 (done), 1968 and secretaries to discuss closings and retirements. Final retirement paperwork due by June 2.
  - Postings for EEA scheduled for May 5 – May 18 with placements done by June 30; athletic postings for fall & winter sports on Monday, May 8.
  - New middle school cyber option being added for next year.
  - New Recovery Academy will need four staff; location of academy TBD. Pam Mackowski, Jill Crable, and Mike Pisano working on location/rooms for the program.
- Logistics
  - Number 1 priority – layout of Central.
  - Family Center currently being worked on and cleaned; Early Intervention, Parenting, GEARS still housed in building.
  - ServErie will provide assistance with labor for upcoming moves as well as repairs to Promethean Boards. They are requesting a count on specific items (i.e. ceiling tiles) that need to be replaced/repared.
  - Classroom materials will be staged in gymnasiums of new schools from old for smooth transition.
  - Boxes and pre-printed labels (estimate of 20 boxes per classroom) to be in schools by May 12.
  - Possibility of Flex Days for moving time.

- Safety
  - Committee to meet May 3 to discuss initial quotes for security cameras at Central with meetings to be scheduled with building administrators for input.
  - Blue Coats will need framework of needs, locations, etc.
- Communications
  - Second student meeting scheduled for Thursday, May 4 to formalize name/mascot options before June 14 Committee of the Whole and student vote (grades 9-11). Other options may be included.
  - Letter to families with details around reconfiguration and what school child will attend, transportation, etc. scheduled to go out on May 15. How letters should be distributed to parents to ensure the most receivership – postal, school distribution, or direct student to parent is unclear.
  - Awareness around the printing workload caused by Student Handbook & Family Information Guide should be observed.
  - Lead committee members should report out at Committee of the Whole.
- Transportation
  - Reviewing changes to transportation policy. This is a priority.

Meeting adjourned at 12:05 pm.