

**Educational Cabinet Minutes**  
**February 8, 2022, 2:30 pm**  
**Cafeteria**

**Attendees:** Jim Conway, Megan Coker, Jeff Crotty, Kellie Dudla, Lisa Fox, Ashley Gershen, Courtenay Hall, Ann Moellman, Ginny Mondschein, Deb Quillinan, Kenneth Schenk.

**Cabinet Membership for 2021-2022:**

Jim Conway (Principal), Megan Coker (Innovation/Instructional Tech), Jeff Crotty (5-6), Kellie Dudla (K-2nd), Lisa Fox, Ashley Gershen (3rd-4th), Courtenay Hall (Parent), Ann Moellman (Lighthouse Coordinator), Ginny Mondschein (Curriculum Coordinator), Deb Quillinan (EST), Kenneth Schenk (MCI), Summer Steves (Parent/PTSO Rep)

**Cabinet Goals for 2021-2022:**

1. Ensure that all students receive the CASEL approved LIM direct lessons K-6.
2. Ensure that the LGES committee structure allows us to move forward with leadership initiatives and standards aligned academic programs.

**UPDATES**

Principals Update	<p><b>UPDATES</b></p> <p><b>LGES Visitors</b> LGES has a long history of hosting visitors to observe our programs. Things slowed down the past two years due to COVID. However, we recently hosted visitors from Salem as they were interested in our leadership program. Thank you to those that spent time with our guests including Ann Moellman, Alayna Lavigne &amp; Kelly Montesano.</p> <p>Jim will be hosting at least one aspiring administrator in the region and possibly others. These guests will shadow Jim and involve visits to classes, joining meetings, etc. He'll share dates when confirmed.</p> <p><b>COVID-19</b> Neighboring states have set dates to end mask requirements in schools. There is a lot of discussion regarding when NY may move to do the same. No decisions have been made yet. In the meantime we need to keep doing what we have been doing (hand washing, masks, physical distancing) and reminding students regularly of expectations.</p> <p>As expected after the holidays our numbers rose, but have since gone down significantly. Thank you to all staff for meeting the needs of our students!</p> <p><b>Superintendent Search</b> The position has been advertised in multiple ways and on Friday applications for the position closed. We have a strong pool of candidates. The superintendent search is a confidential process and Jim will share more details as they become available.</p> <p><b>Memory Book</b></p>
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	<p>Thank you for submitting your pictures. The book is starting to come together! Everything needs to be submitted in early March to help the girls meet their deadlines.</p> <p><b>Vaccination Clinic #2</b></p> <p>Our second vaccination clinic will be this Thursday from 4:00 - 5:30 p.m. in the cafeteria and little theater. Boosters will be available. If anyone needs to schedule a first shot at this clinic please call WCPH at 518-761-6581 to register.</p>
PTSO Summer Steves	Order forms will go home by the end of the week for the apparel sale. We have sweatshirts, socks and winter hats ready to go.
MCI Kenneth Schenk	<p>MCI January 13 Meeting Minutes</p> <p>Olympic Day (MCI) - Next Friday. Information was shared at the staff meeting.</p>
EST Deb Quillinan	EST January 13 Meeting Minutes
K-2 Kellie Dudla	<p>K-2nd January 13 Meeting Minutes</p> <p>We are not collecting scores for last week due to the snow days.</p>
3-4 Ashley Gershen	3rd-4th January 13 Meeting Minutes
5-6 Jeff Crotty	5th-6th January 13 Meeting Minutes
Action Team Minutes	No January meeting due to snow days.

## Educational Cabinet Shared Decision Making Discussion Items

### I. Staffing for 2022-2023

Jim shared that he met with Dr. Huntley to discuss staffing. Dr. Huntley supported filling openings created due to retirements. K numbers are not firm yet, however at this time it appears that K-6 enrollment and number of sections will be the same.

Positions we will fill next year include: classroom teacher, curriculum coordinator (teacher on assignment), music teacher, reading teacher, social worker, and K-6 counselor (LGES will pick up .5 of a retirement).

Staff members with interest in positions that they are certified/qualified for should share their interest with Jim for his consideration. For example, we have classroom teachers certified in reading.

Sarah Dillman will transition to K-9 responsibilities next year and will expand her role to K-12 in the following year.

## **II. March Conference Day - Friday, March 18**

During the morning we will be in our separate buildings with time dedicated to professional development sessions and time working with teams. In the afternoon there will be time dedicated to district wide sessions with staff development activities focused on staff wellness. (possibilities include snow shoeing, nordic skiing, painting etc.) There are no specifics yet and more information will follow.

Megan asked for professional development needs/sessions that would be valuable to staff in the morning? Is there anything staff want to learn more about or share with others? Any instructional or curricular challenges you would like to explore or discuss? Please reach out to Megan.

## **III. Discussion Regarding Schedule**

Cabinet members continued to discuss. Jim shared that he was thankful that cabinet reps did not begin discussions about schedule at their last meetings as that would not have been productive since we're early in this process. Jim shared that he reviewed schedules from multiple schools and concluded that not one school is the same. Length of day, specials offered, etc. Nobody has HP, we have F-L, many have library, etc. Program is different -different math or reading programs, some didn't have workshops on their schedule each day! Common features in schedules seemed to include a 30 minute lunch, most have a 20 minute recess, daily special, and an intervention block. Many schedules did not have common planning time each day and many had a schedule with order of blocks different from day to day. As a starting point it was suggested to look at our current grade level schedules and focus on us. Jim asked each grade level team to discuss/answer the following question: *What changes in current times for your instructional blocks would improve the schedule at your grade level and why? Would changing the length of time dedicated to various current blocks of instruction be helpful to cover your curriculum?* Keep those questions as your focus to give us a starting point. Specialists could share thoughts on am vs. pm specials by grade level, or how other changes in blocks of time might impact their ability to deliver curriculum i.e. there is a limited number of classes that can be scheduled for specials at once. Special ed/intervention teachers can consider things that might impact their ability to service students ie. WIN times are currently staggered to allow multiple people to service students at the same time.

Cabinet members will present their thoughts/schedule and we will review those schedules to see if they could build a master schedule that works. We will look at how any suggested changes impact other blocks and shared staff. We will also look at how any suggested changes might impact specials, intervention, special ed services, etc. Reviewing or modifying schedules is a complicated process that takes time/discussion.

Ended: 3:43