

REGIONAL SCHOOL DISTRICT No. 17
ADMINISTRATORS MEETING AGENDA

“TRANSFORMING TEACHING AND LEARNING”

Wednesday, September 2, 2009 3:00 p.m. – 4:30 p.m., Central Office

Minutes taken by: Pamela Hensel

In Attendance: Charlie Macunas, Bryan Kerchasky, Janice Harris, Eric Larson, Jim Downey, Patty Muzzulin, Priscilla Luoma, Rita Peretto, Gary Mala, Pamela Hensel, Tracy Whaples, Scott Butson, Sharon Shettleworth, Linda Kauffman, Martha Vaughn, Mike Distefano, Mim Wagner, Neil English arrived at 3:40 p.m.

ITEM

10-23 Building & Department Reports

a. Transportation Issues – HES -reported transportation was much better than the first day. Still some busses arriving at 8:55 a.m. with drivers saying it's the best they can do. BES -all busses were loaded by 3:40 except 1 which left 10 minutes later. Morning same bus is arriving at 8:55, many are not there when school starts. MS – One bus was late this morning, better in the afternoon. Team leaders got a print out of the routes and put the routes on meter sticks which were used as signs showing kids what bus to get on. Most of the confusion comes from using route numbers as opposed to bus numbers. HS – Today worked the best so far, but route numbers should be used in all schools, there are too many numbers on the busses which adds to the confusion. At KES a driver reported having a HS, MS and Elem run. Gary reported that only 2 bus routes are over 40 min long the rest are all less than 35 min long. Linda Kauffman added that a Killingworth child has a health care issue and extended bus times could be an issue for him/her. The child does have a monitor. Gary reported GPS will be installed in busses. We are getting prices for that equipment.

b. Facilities – The Fire Marshals in both towns were stringent in their inspections this year. We have storage issues. Get the word out to your staff not to bring in personal items such as fans, radios, etc. No storage should be above eye level, or where it can fall on someone. Watch for trip hazards, cords etc. Expect to soon see the Fire Marshal in your buildings unannounced. Gary reported that he will meet with the State Police and they will give us the crisis they want us to respond to. An intruder in your building is likely to be one scenario.

c. Health Services – PowerPoint is ready to in-service staff on Bloodborne Pathogens, Food Allergies and Mandatory Reporting. We will keep attendance to insure that all staff get the in-service. A letter went out on the 14th outlining the expectation for illnesses and how to treat them. Nurses will continue to review hand washing and coughing into sleeve. CPR is on the list for training. H1N1 conference on September 10th both Linda and Gary will attend. Gary noted that a teacher suggested using web cams for students out sick so they can still get the information. Gary will look into that further. Gary noted that we are not going to close unless we cannot properly supervise those we are responsible for. First on the list for vaccine will be pregnant women, health care and child care providers and very young children 6 months to 3 years old.

d. Pupil Services – Noted that we have several new teachers this year, they are doing a great job. No parent complaints, however we are experiencing some transportation issues.

e. Food Services- Good Opening. Some elementary parents are sending in checks for last years lunch prices. Gary reiterated that all buildings were to have sent notices to parents about the change in lunch prices.

f. Technology – ARRA monies have been released and Scott is getting quotes on equipment he will be ordering. Equipment deployment is going well at the Middle School. Laptops are being distributed today to teachers. Charlie requested an ETA on Smartboards for the High School. Scott will check and get back to Charlie. Scott stated that all technical issues need to go through the Facilitator first. He is getting emails and calls from teachers and then principals all regarding the same issue resulting in ineffective use of his time. Only issues with job tickets will be addressed. Send your website changes to Peg Schofield.

g. Central Office –Maria and Connie went to the schools last Thursday to deliver payroll checks. They will do so again this next payroll, this check is the first with deductions and there may be questions. Tuition reimbursements won't be paid until the end of the year. Maximum is \$1000 pp. Sick Bank – The contract states that you must have a catastrophic illness or accident. You must apply to utilize the Sick Bank and your application must be approved by the Superintendent and the Union Rep. Staff will be asked if they want to donate a sick day, once donated it will be considered used. The maximum donation allowable to one teacher is 60 days but the district in aggregate limit is 180 days in any one year.

h. HKHS –Smooth start based on the number of changes i.e. for 15-20 years kids have been able to wear hats and now we have a new dress code. We have a new hybrid schedule that doesn't rotate. The new advisory groups went well.

i. HKMS – Not a lot of feedback except about busses. We have some great new staff. We filled some short term leaves.

- j. HES – This was our first opening without criers, it was very smooth. The difficult conversations workshop was enjoyable. The Transforming Teaching and Learning slogan has staff energized. We used the “Giv a Get a” cards during our opening and staff enjoyed them.
- k. BES – Great opening.
- l. KES- Great opening, PD was great, the new landscaping looks great.
- m. Child Care – Martha reported that Lisa Treat-Perry needs some transition time and the department is getting a shot of structure and consistency it really needs. The floater position is still open.

10-24 From the Superintendent of Schools

- a. Instructional Improvement Plans
 - 1. Schools (September 15)
 - 2. Departments (October 20)
- b. System for Monitoring and Strengthening Instruction K-12

Non-Evaluative Tier

- a. *Staff Orientation and Establishment for Expectations*
- b. *Review of Staff Plans for Instruction*
- c. *Common Planning, Team Meetings- Keep notes in planning and faculty mtgs.(leave nothing to chance).*
- d. *Faculty Meetings*
- e. *“Walk Throughs”- Maintain records.*
- f. *Review of Walk Through Data*
- g. *Reflective Questioning*
- h. *Review of Student Work*

Professional Development Tier

- a. *Staff Orientation and Establishment of Expectations / Priorities*
- b. *Needs Assessment*
- c. *Annual, Individual Goal Setting*
- d. *Use of Calendar Days*
- e. *Plan for Offering During Alternate Days & Times*
- f. *Host Individual, Targeted Sessions*
- g. *Common Planning, Team Meetings*
- h. *Faculty Meetings*
- f. *Train the Trainer Model Implementation*

Evaluative Tier

- a. *Staff Orientation and Establishment for Expectations*
- b. *Annual, Individual Goal Setting*
- c. *Informal Observations (unannounced)*
- d. *Formal Observations*
- e. *Review of Staff Portfolios*
- f. *Review of Student Work*
- g. *Critical Feedback Sessions (Conflict Resolution Training for Administrators)**
- h. *Directed Skill Development*
- i. *Assistance Planning*
- j. *Peer Observations and Assessments*
- k. *Third Party Observations and Reviews*

10-25 From the Director of Fiscal Operations – Watch the use of your copiers. Suggested use of PIN numbers on machines to better control usage. Administrators will get copies of the phone bills for review.

10-26 Status Report on Vacancies – T& LS for the High School. MS reported possible future vacancies will be due to maternity leaves in January 2010 and March 2010.

10-27 Question & Answer Session – AYP embargo has past. MS is in need of improvement. Gary noted that MAS had a negative effect on scores and that it was used differently than the way we were told it would be.

