

REGIONAL SCHOOL DISTRICT No. 17  
ADMINISTRATORS SPECIAL MEETING MINUTES

**“TRANSFORMING TEACHING AND LEARNING”**

Wednesday, February 3, 2010, 3:15 p.m. – 5:02 p.m., Central Office

Minutes taken by: Pamela Hensel

In Attendance: Pamela Hensel, Sharon Shettleworth, Mike Distefano, Scott Butson, Tracy Whaples, Miriam Wagner, Gary Mala, Pat Muzzulin, Neil English, Sheila Ward, Priscilla Luoma, Charles Macunas, Janice Harris, Eric Larson, Rita Peretto, Linda Kauffman

**ITEM**

**Superintendent Mala began by reminding Administrators to be on time out of respect for their fellow colleagues.**

Superintendent Mala reminded administrators of the following items:

- Whenever documents are put into a personnel file the staff person must be notified in writing. Gary adds a personal cover memo notifying them of such.
- Non renewal time is approaching
- Use caution when transferring funds. Do not transfer out of Professional Development into something else. We’re trying to increase PD.
- Flyers – All flyers must be approved by the Superintendent.
- Fundraisers – Be careful with food fundraisers as they compete with food services. Be sure to fill out the request form for fundraisers. In-house flyers don’t need approval.
- Honeywell – Do not overuse.
- Accidents in your building – Get as much information as possible, take pictures, investigate, write down everything, get a medical/police report.
- Safety minutes from your individual meetings should be sent to Mike Distefano.
- Four retirements are expected this year.
- Tell your staff that we are looking for ideas on how to be more efficient? And how to generate revenue? Send all suggestions to the Superintendent.

10-75 Building & Department Reports

a. Transportation

b. Facilities – Mike reported: The Fire Marshal and/or OSHA may visit your buildings anytime to inspect.

Be sure that MSDS books are where the materials are and where materials are stored. Know where your records are and keep them together for inspection purposes. All required posters and Chemical Hygiene Plans should be properly displayed.

c. Health Services – Linda reported: Attendance is good. We are waiting for the seasonal flu. Three (3)

CPR sessions were done, over 30 people took advantage of the course. CPR training will take place in the Child Care Center next week.

d. Pupil Services – Tracy thanked principals for letting her know about kids that are falling apart. She reminded them that a child that falls apart needs a PPT prior to returning to school.

e. Food Services – Sharon reported Food Services is planning to do some theme meals. If something special is going on in your school let her know so she can add that theme to food services. Breakfast is not going well in the Middle School so next week we will give out some free samples to see if we can entice the kids to buy breakfast.

f. Technology – Scott reported: January PSIS is uploaded and certified. The new server was ordered for HES. The Assessment Data candidate is coming in for a Meet & Greet with Gary. Some Smartboard training needs to be rescheduled. The HS equipment installation is almost complete with just 22 mounts left to be installed.

g. Central Office – Gary reported: Reverse auction is scheduled for February 12<sup>th</sup>. Central Office has a new Payroll Clerk, Carol Stewart.

h. HKHS – Charlie reported: This past Saturday at the CAPT Academy we had 40 students. Taking the pre SAT Test we had 85. This Saturday CAPT academy will be held for Science and Math. The HS held orientation for the class of 2014. Parent conferences are scheduled for next Wed. and Thurs. Two students were trained in internet safety, they will present what they learned in an assembly at 2:00 on February 9<sup>th</sup>.

i. HKMS – Miriam reported that: Tutors are in place. The Southern Music Festival is coming to the MS at the end of February, 50 busses are expected. Four students broke the state record in swimming. The MS raised \$2,000 in a push- up competition, altogether with other efforts a total of \$5,000 was raised for Haiti.

j. HES – Janice reported: Students have initiated a movement “Be Positive”. A doggie fashion show will be held for Haiti. The Rope Master performed for us with glow in the dark ropes. We need some volunteers to help and assist the chess club at the elementary level.

k. BES – Eric reported: Burr had a basketball theme month (Eric wore the Cougar uniform). LEAP sponsored a “take apart” night for 3<sup>rd</sup> and 4<sup>th</sup> graders tonight from 6:00- 7:00 p.m. Two second grade students want to start a poetry club at lunch.

l. KES – no report

m. Child Care – no report

10-76 From the Superintendent of Schools

a. Budget 2009-2010 – Status Report

b. Budget 2010 – 2011 – Update

c. Continued Administrator Professional Development Opportunities

d. Models for supervising instruction

1. Report from those who have visited other DRG schools

2. Updates by school

3. Methods for collecting data

**Non-Evaluative Tier**

a. *Staff Orientation and Establishment for Expectations*

b. *Review of Staff Plans for Instruction*

c. *Common Planning, Team Meetings*

d. *Faculty Meetings*

e. *“Walk Throughs”*

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*

e. Reading Summit – Proposed Date and Participation – Gary proposed March 6<sup>th</sup> and 13<sup>th</sup>, 8:30 – 3:30 noting there may be follow up sessions. Administrators were asked to email Gary the list of staff you will invite to attend.

f. Blue Ribbon Schools Oversight Committee – By the end of next school year we will submit applications for all 5 schools.

- 10-77 From the Director of Fiscal Operations – No report
- 10-78 Status Report on Vacancies HKHS - Spanish
- 10-79 Question & Answer Session - none
- 10-80 Next Meeting Date: March 3, 2010 @ 3:00 p.m. –Business