

REGIONAL SCHOOL DISTRICT No. 17
ADMINISTRATORS MEETING AGENDA

“TRANSFORMING TEACHING AND LEARNING”

Wednesday, October 21, 2009 3:05 p.m. – 4:53 p.m., Central Office

Minutes taken by: Pamela Hensel

In Attendance: Sharon Shettleworth, Martha Vaughn, Linda Kauffman, Mike Distefano, Eric Larson, Neil English, Jim Downey, Bryan Kerachsky, Pat Muzzulin, Pamela Hensel, Gary Mala, Kim Holley, (Principal, CT Corrections), Tracy Whaples, Priscilla Luoma, Miriam Wagner, Charlie Macunas

Janice Harris arrived at 4:50 p.m.

ITEM

10-40 **Conflict Resolution Session #3 – Scenario Planning**

Resources: *Crucial Conversations,*
Difficult Conversations,
Getting to Yes,

Activity: Superintendent Mala called on administrators around the room in random order to share an experience they had with a difficult/critical conversation and their thoughts (no names or specific scenarios were used). Below are some of the comments:

- ❖ It's all about the relationship and showing that you care.
- ❖ The frequent references to “they” can be handled by separating individuals and meeting one on one.
- ❖ Your stress and moral can be controlled by YOU! It's about choosing to handle it or letting it handle you.
- ❖ Take 24 hours to work through the issue and script it if necessary.
- ❖ Take the emotional component out of the conversation.
- ❖ Be fair and consistent in your dealings with staff, and you will earn their respect.
- ❖ Whenever possible sit face to face instead of using electronic communication.
- ❖ When telling staff they are not meeting the standard, don't make it about you or them but about the “standard” and the “children”. Offer them the resources they need to improve, have regular follow ups.
- ❖ Try to understand the other side of things.
- ❖ Always make sure your expectations are understood and then hold people accountable. This helps people know you are a man/woman of your word and that you do what you say you will, thereby earning respect and trust.
- ❖ Sometimes when teams don't function well they need to be mixed up and regrouped.
- ❖ It's hard to get “people” out of the problem.
- ❖ Lead by example.
- ❖ Don't let complacency negatively impact kids.
- ❖ Try to get them intrinsically motivated.
- ❖ Some crucial conversations are not difficult i.e. when children are negatively impacted, those conversations are critical and the overall result is to improve your school and the lives of children.

10-41 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*
- 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*

10-42 From the Director of Fiscal Operations

10-43 Next Meeting Dates: November 4, 2009 @ 3:00 p.m. –Business

REMINDERS:

- 1. Staff Evaluations (Maintain records of “Walk Throughs, Informal and Formal)
- 2. Staff Remedial Plans should be reviewed with Superintendent
- 3. All vacancies must be posted. This posting is completed by Central Office.
- 4. Monthly Reports: Due on or before the 10th of each month
 - a. Include staff observation reports and walk-through information