

REGIONAL SCHOOL DISTRICT No. 17
ADMINISTRATORS MEETING MINUTES

“TRANSFORMING TEACHING AND LEARNING”

Wednesday, November 4, 2009 3:06 p.m. – 4:33 p.m., Central Office

Minutes taken by: Pamela Hensel

In Attendance: Ernest Nagler, Priscilla Luoma, Scott, Butson, Linda Kauffman, Mike Distefano, Pamela Hensel, Gary Mala, Rita Peretto, Eric Larson, Jim Downey, Bryan Kerachsky, Martha Vaughn, Maria Roche, Janice Harris, Tracy Whaples, Charlie Macunas, Patty Muzzulin, Neil English

ITEM

10-44 Presentation: Property and Liability Insurance 101

Presenter: Scott Davis from Willis presented a PowerPoint presentation covering ways we can all minimize risk. Some of the following items were noted: Contractors, Vendors and the Public when on campus should have a Certificate of Insurance on file. Limits should be at least 1M. Volunteers and Special Projects – Actual work should be done in a vetted process. Other items he mentioned were: Taking students off campus (trips), Water on cafeteria floor, Spill in science lab, Missing sports/band equip, Sexual harassment, Park and Rec. coverage limit requirement should match ours and be in addition to what we have, Independent groups using our fields should sign a waiver.

10-45 Building & Department Reports

- a. Transportation
- b. Facilities
- c. Health Services
- d. Pupil Services
- e. Food Services
- f. Technology
- g. Central Office
- h. HKHS
- i. HKMS
- j. HES
- k. BES
- l. KES
- m. Child Care

10-46 From the Superintendent of Schools

a. Announcements from Ernest Nagler (Sister Schools, Mentor Program & Speakers' Bureau) – Ernest reviewed speakers bureau mentor program and sister school program. Elementary Administrators may have the opportunity for a trip to China in April 2010.

b. Board of Education election results- Gary reviewed the results announcing that Keith Kelsey, Sabrina Houlton (by 1 vote) over Chet Harris, Jonathan Wintsch, Steven Banaletti and Susan Dean are new members of the Board of Education. Gary will hold training sessions prior to their being seated. Gary announced the new Selectwoman for Killingworth is Catherine Lino and for Haddam Selectman Paul DeStefano.

c. Student attendance call procedures – Administrators indicated that when student absence is not called in they make every effort to call the home. Gary asked if Administrators wanted to pursue having our auto dialer interfaced with our attendance program. Both H.S and M.S would like to see it pursued.

d. Models for supervising instruction

1. Report from those who have visited other DRG schools- Jim, Patty and Bryan visited some area schools to see what they've been doing to get great CMT scores. The group will present results and recommendations before Thanksgiving.

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
- f. Blue Ribbon Schools Quest
- g. Representatives to Curriculum Council
- h. Representatives to Parent Advisory group

10-47 From the Director of Fiscal Operations – Martha reported that the BOE approved the budget schedule. Budget modules are due by 11/23.

10-48 Status Report on Vacancies

10-49 Question & Answer Session

10-50 Next Meeting Dates: November 18, 2009 @ 3:00 p.m. –Professional Development Session

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