

REGIONAL SCHOOL DISTRICT No. 17
ADMINISTRATORS MEETING MINUTES

“TRANSFORMING TEACHING AND LEARNING”

Tuesday, December 2, 2009 3:02 p.m. – 4:15 p.m., Central Office

Minutes taken by: Pamela Hensel

In Attendance: 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, Sheila McTigue-Ward, High School T & LS, Miriam Furey-Wagner, Sharon Shettleworth

ITEM

Gary welcomed Sheila McTigue-Ward, High School Teaching and Learning Specialist to our Administrators Team and to RSD17.

10-51 AP Process and Account Numbers

Presenter: Martha Vaughn, Director of Fiscal Operations - Martha presented a PowerPoint presentation reviewing the requisition process. Martha had a visual representation of the requisitions issued this past year for the HS alone by way of a large Rubbermaid container holding 3800 tootsie rolls, one for each requisition processed. The PowerPoint detailed the many steps and processes each requisition and PO needs to take before a check can be issued and how imperative accurate account numbers are to the process.

10-52 Building & Department Reports

- a. Transportation - none
- b. Facilities - none
- c. Health Services – Linda reported that we fared well through the first wave of flu.
- d. Pupil Services – Tracy reported the SEDAC paperwork is completed. The first SRBI meeting was held, most schools were represented.
- e. Food Services – Sharon announced a new program for busy parents. Food Services will supply cupcakes or other party treats for a child’s birthday or celebration. Sharon is preparing the order form. More to come....
- f. Technology – Last week after loading the server with updates it went down, service was restored fairly quickly. Smartboards are being installed in the High School. The Middle School technology equipment upgrades are done. Two of the three elementary labs are set up.
- g. Central Office
- h. HKHS – Charlie shared that the winter coat drive resulted in 750 coats collected, they will be sent to the Dakota’s. Charlie wanted to extend special thanks to Mike and Sharon for all they and their staff did to insure the Cool School Program was successful. This year’s holiday show benefits Chron’s Disease.
- i. HKMS – Mim noted the Middle School is in the midst of concert season. The middle school Craft Fair was great.
- j. HES – Janice indicated HES is holding a “Stuff the Stocking/Home for the Holidays” drive.
- k. BES – Eric stated that Relay for Life was underway.
- l. KES – Rita thanked Gary for coming to KES for the Veterans day event (Rita was out sick), she appreciated him standing in for her. KES 3rd graders are bringing in food donations for “Helping Hands”.
- m. Child Care – Martha announced that Kelly Pedersen was hired as Interim Director of Child Care. Kelly applied for the position prior to her being hired as the teaching assistant. Kelly is seeking a replacement for her previous position.

10-53 From the Superintendent of Schools

- a. Board of Education election results & reorganization – 5 new board members. Sabrina Houlton lost the election on a revote and Chet Harris is our new board member.
- b. Staff half days – Gary remarked on his surprise to all the confusion regarding the practice of half days prior to the holiday of Thanksgiving. Gary indicated that in all the years he’s been here there has never been confusion regarding this practice. Usually the day prior to the following ,Thanksgiving, Christmas and the last day of school, when bus routes are complete, Gary calls the school Principals and notifies them to let all staff go home. It has been requested that Gary put this precedent in writing, which he will do, however he warns that taxpayers will likely protest that staff is off ½ the day when being paid for a full day. In these economic times this generous practice could become an issue of contention.

c. Budget 2010 – 2011 (Staffing questions) – Gary reviewed the budget. The first run request equaled an increase of 7.8%. Gary requested that Administrator’s go into reduction mode. 1% represents approximately \$360,000.00. Gary indicated the support staff contract is being finalized.

d. Models for supervising instruction – Gary noted that Jim is working on additional professional development above and beyond the days provided by the district.

1. Report from those who have visited other DRG schools – Bryan, Patty and Jim reported that when visiting schools they asked the same 20 questions so data would be comparable. They distributed the assessments of their visits to Essex, Old Saybrook, Canton and Bristol for review.

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

10-54 From the Director of Fiscal Operations

10-55 Status Report on Vacancies – HS reported a Spanish Teacher vacancy pending in April, KES reported a vacancy pending in January for which a posting has already been done.

10-56 Question & Answer Session

10-57 Next Meeting Dates: December 16, 2009 @ 3:00 p.m. –Professional Development Session