

REGIONAL SCHOOL DISTRICT No. 17  
ADMINISTRATORS MEETING MINUTES

**“TRANSFORMING TEACHING AND LEARNING”**

Wednesday, December 16, 2009 3:00 p.m. – 4:30 p.m., Central Office

Minutes taken by: Pamela Hensel

In Attendance: Rita Peretto, Jim Downey, Priscilla Luoma, Sheila Ward, Pat Muzzulin, Bryan Kerachsky, Miriam Wagner, Gary Mala, Pamela Hensel, Martha Vaughn, Linda Kauffman, Kelley Pedersen, Mike Distefano, Eric Larson, Tracy Whaples, . Neil English

**ITEM**

- 10-58 Building & Department Reports
- a. Transportation – No Report
  - b. Facilities - Reminder that icy spots are unavoidable during the winter season, use caution in parking lots and in general. Gary asked that Mike have the safety committee do a walk through of the garage bays.
  - c. Health Services– Linda was happy to say we did very well through phase one of the H1N1 flu. The regular flu shot vaccine was received late due to the H1N1 vaccine being made. This week the vaccine arrived and flu shots were offered to those meeting the required criteria. If extra vaccine is available we will offer it to personnel who want it. CPR classes are being offered, so far 3 classes have been scheduled and all are full (10 per group). Gary requested that Linda continue to offer the class until all staff wishing to take it get the chance.
  - d. Pupil Services –No Report
  - e. Food Services –No Report
  - f. Technology –No Report
  - g. Central Office - Martha introduced Kelly Pedersen, new Interim Director of Child Care. Martha stated that the audit is complete and we did well. Furthermore, she announced that Central Office has an open position for Payroll Clerk, due to a resignation.
  - h. HKHS- Priscilla Luoma noted that Mike DiGregorio won the Mr. HK contest. High School and Middle School are having their joint concerts. Wednesday we go live with the Holiday Show in the Auditorium. Infant and toddler classes got their infant simulators. Rebecca Baranoff presented a PowerPoint on the Buffalo Plane crash from last year. Bob Waz spoke to our English classes on his Vietnam experience. NEASC committees continue to work hard.
  - i. HKMS - Mim announced the Middle School is in concert season. Jim Connelly met with 6<sup>th</sup> graders about the DARE Program. Phil Devlin spoke about World War 1. Middle School is holding a toy drive in conjunction with Youth and Family Services. 7<sup>th</sup> and 8<sup>th</sup> graders have a dance coming up. PTO is having a movie afternoon. Middle School has 62 student wrestlers and 50 student swimmers.
  - j. HES – No Report
  - k. BES - Eric reported the concert from 12/9 was rescheduled due to the snow. Two students were invited to the Award Dinner of the Arts to be held at Aquaturf in February. Christmas cards were received from our sister school in China. Teachers are being introduced to Wickies(sp?) (blog) 3<sup>rd</sup> and 4<sup>th</sup> graders can use it too. Eric also reported that staff is doing charity work.
  - l. KES - Rita reported a band recital and choral concert is being held. Some students are going to Erin Manor to sing to the elderly. A new hire started today, replacing E. Hamel.
  - m. Child Care- Kelly reported that all is well in the Child Care Center, although there have been a few tuition glitches they are being addressed.

- 10-59 From the Superintendent of Schools
- a. Budget 2010 – 2011
  - b. 2010 – 2011 Staffing

Gary noted that he is looking into the cost for the next trip to China. Although he is pursuing supplemental funding he is committed to 2 slots.

Gary informed administrators that RSD17 is now providing technology support to the Killingworth Town Hall and technology training for employees of Killingworth Town Hall.

Gary reminded administrators to check the special announcements section of the website for important information. Recently Gary placed the Sex Offender Registry information there with a link to Public Safety for all to review.

Gary reported the Board of Education sub-committees have been reorganized, Pamela will send the new sub-committee list to administrators.

Professional Development – Jim has arranged 12-18 hours of professional development sessions, these are in addition to the PD that is offered by the district.

Gary stated that the SCSU Cohort is a go! All classes will take place at RSD17 except summer months when classes will be on campus.

Gary indicated that for the January 6<sup>th</sup> session Jim is collecting your walk through's and informal observations, which will be sanitized, then we will work with them to see what your information tells us.

Gary distributed the schedule of meetings, between the Superintendent and Principals, to review questions and answers on the proposed 2010-2011 Budget.

Gary spoke to administrators briefly on the following:

- Good news ECS (Educational Cost Share) monies for biennial budget is safe. Town's receive the same amount of money from the state to fund the town's educational needs.
- When reducing proposed budget amounts use increments of 5%.
- Budgets are "not a public exercise" and in data entry mode should be treated with sensitivity.
- Budget staffing last.
- Reverse auctioning could help us save up to 60% on items purchased.
- We will call our top 20 vendors and ask for donations to fund Professional Development next year. These are the vendors we spend large amounts with, times are tough, and so we will ask them what they can do to help.
- Phones – our IT personnel discovered that our phones were not registered as "business" phones. In making that change, which was instant, we recognized an 8% savings. We continue to research what we can do to save even more money on cell phone and other costs.

10-60 From the Director of Fiscal Operations- Martha distributed the Budget Timeline approved by the Board of Education in November.

10-61 Status Report on Vacancies – Central Office, payroll position

10-62 Question & Answer Session

10-63 Next Meeting Dates: January 6 @ 3:00 p.m. –Professional Development Session  
Conflict Resolution / Difficult Conversations: Session #4  
Supervision of Instruction: Session #1