

REGIONAL SCHOOL DISTRICT No. 17
ADMINISTRATORS SPECIAL MEETING MINUTES

“TRANSFORMING TEACHING AND LEARNING”

Wednesday, April 21, 2010, 3:45 p.m. – 5:05 p.m., Central Office

Minutes taken by: Pamela Hensel

In Attendance: Gary Mala, Pamela Hensel, Mike Distefano, Linda Kauffman, Scott Butson, Martha Vaughn, Sharon Shettleworth, Neil English, Mim Wagner, Rita Peretto, Pat Muzzulin, Priscilla Luoma, Sheila Ward, Bryan Kerachsky, Janice Harris and Tracy Whaples

Absent: Charlie Macunas, Eric Larson

ITEM

10-93 Building & Department Reports

a. Transportation – No report given.

b. Facilities – Mike distributed information about recycling, each building will be responsible for their own recycling. Mike asked administrators for names to start indoor air training as soon as possible. Mike announced we will utilize School Dude, an electronic work order system that will track work orders, generate job tickets and maintain inventory. It will also track maintenance schedules for all of our equipment.

Middle School ball field issues are resolved – Adult groups may not have approval to use our fields. Due to increased traffic field conditions have suffered.

Mike reported that he received complaints of bees on the playgrounds during the warmest days of spring. He noted that since the warm days were sporadic the bees have not yet nested and therefore decreasing their numbers by removing the nests is not yet possible. Please use caution when children are playing outside. The new playground safety lists were sent to elementary schools.

Mike stated that regarding loss prevention, building audits will begin without notice.

c. Health Services – Linda explained that RSD17 and many other districts experienced no seasonal flu through March, a nice surprise after our H1N1 experience. The nursing staff is getting ready to greet Kindergartners. The Governor has proclaimed May 12th School Nurse Day. Rick and Linda reformulated the 504 Manual to assure consistency. Linda explained she had a request for an AED off site, discussion ensued as to our legal responsibility and how far reaching the implications could be. Mim suggested Linda speak with the students pediatrician, which she will do.

d. Pupil Services – Tracy reported that she is very busy with PPT's. ESY positions are posted on Applitrack. Tracy indicated that the BOE approved the Guidance Curriculum yesterday and SRBI was presented to Curriculum Council yesterday.

e. Food Services – Sharon stated her department continues to run in the black. She reported some equipment issues (steamer at KES and dishwasher at BES). Two festive meals were served at elementary schools and tomorrow there is a luau at BES.

f. Technology – Scott indicated ADS upgrades were done last week. He requested principals send any summer projects they would like done to him. Scott has worked with the current policies that appear in our school handbooks to ensure that all handbooks are consistent. Scott will email the policies to each principal for inclusion into each schools handbook.

g. Central Office – Martha informed administrators that she, Robin Duffield and Pamela have set up a Q & A for teachers to discuss the Tuition Reimbursement process. Anyone interested is encouraged to stop by Central Office on April 22nd from 2:30 – 4:30 p.m. with their questions. Martha is preparing for open enrollment in May and prepping for staff assignment letters. Martha reminded administrators that when you have a sub as a teacher and a paraprofessional 2 time cards are needed. There are two separate accounts and pay rates for these positions and calculating them each on their own card would be helpful. Principals suggested that the cards be two different colors.

h. HKHS – Priscilla spoke about the musical playing April 30th and May 1st Joseph and his Amazing Technicolor Dreamcoat. Voter registration was held in school today and over 100 students registered. National HOBE seminar was held. Randy Reynolds was the National Snowboard contest winner. The High School has lunar samples on display. The 8th grade transition tour and information day went really well. Priscilla requested a Dress Code reminder be added to Gary's weekly bulletin, especially as the days are getting warmer.

i. HKMS – Mim reported on an amazing Holocaust speaker they had recently at the Middle School. A vibrant 83 year old who lived in 3 or 4 different camps in Auschwitz. Her story was riveting. Liz Young and 7 high school students are stranded in Italy as a result of the Volcanic Ash in Greenland. The musical Aladdin will run the 2nd week of May. Neil is going to Washington with 183 8th graders April 28-30th.

j. HES – Janice exclaimed that students are excited to be earning beads and pipe cleaners for running a marathon at HES. Teachers are utilizing the Crazy Professor game on YouTube, they are meeting an objective and having fun. Upcoming at HES is the art show, field day and concerts.

k. BES – No report

l. KES – Rita expressed her appreciation to Mike and Scott for the Smartboards recently installed in her school. KES is preparing for Beautification Day on Friday. Upcoming at KES is the Art Show, Field Day and Concerts.

m. Child Care- Martha reported that Kelly could not attend due to a shortage of staff in the infant room.

10-94 From the Superintendent of Schools

a. Budget 2009-2010 – Status Report – Stand by

b. Budget 2010 – 2011 – Update – BOE did act on Monday and made some changes but the percentage 1.58% remains the same. The biggest change was they funded the Applied Education position at the Middle School by utilizing some of the transportation savings.

c. 2010-2011 Staffing Assignments - Gary requested that staff assignments be sent to CO as soon as possible.

d. Transportation – A change in our transportation department has taken place, STA is now running transportation for RSD17. The biggest reason STA stood out among the other companies that bid was their references, which are impeccable. All administrators may take the opportunity to welcome Sheila Beckwith, Transportation Manager and John Spang at a Meet and Greet Friday, April 21st at 8:00 a.m. in the Board Room. Sharon will provide a light breakfast snack.

e. Teacher and Staff Member of the Year – Deadline for submittals is April 30th.

f. HK Hall of Fame – Recipients are Robert Baranoff, Michael Kish and Frank Sparks.

- Handbook changes – please submit them by next Wednesday.
- Vacation Days – If you need to roll over any vacation time (limit 5) please make those requests via email as soon as possible.
- Summer Professional Development – Submit your ideas as soon as possible.
- Special Meeting- Luncheon for Cathy Luisi.
- Administrators Retreat – June 22nd and 23rd.

10-95 From the Director of Fiscal Operations – Martha requested that all building administrators request checks for Student Activities (no cash).

10-96 Status Report on Vacancies – no report.

10-97 Question & Answer Session

10-98 Next Meeting Dates: May 5, 2010 @ 3:00 p.m. –Reflection Session