

September 8, 2017

Winooski School District
Office of the Superintendent
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All students will graduate from the Winooski School District (WSD) college and career ready at a cost supported by a majority of the Winooski community. WSD students will lead healthy, productive and successful lives and engage with their local and global community.

Superintendent's Board Report

Action Items: The Winooski administration recommends that the board approve all of the following action items:

7. **Consent Agenda:** (5 Minutes)
 - a) Minutes of Meetings: June 14, June 28 and August 9, 2017
 - b) Policy Title: 2.3 Financial Conditions and Activities
 - Approval of Bills
 - c) Policy Title 2.7 Compensation and Benefits
 - Approve Contract Recommendation for 17/18 SY
 - Kellie Colasurdo-Long-Term Substitute Elementary Classroom Teacher
 - d) Policy Title 2.8 Communication and Support to the Board
 - Superintendent Report

Discussion & Action Items: Please review backup for the following items.

8. **School Board/City Council Meeting (30 Minutes)**
 - a) City/School Memorandum of Understanding (MOU): Discussion/Approval
9. **Executive Limitations (Policy Section II): (20 Minutes)**
 - a) Policy Title: 2.3 Financial Condition and Activities
 - Superintendent Monitoring Report 2.3: Discussion/Approval
10. **Board-Management Delegation (Policy Section III): (15 Minutes)**
 - a) Policy Title: 3.4.6 Superintendent Evaluation & Expectations
 - Discussion
11. **Governance Processes (Policy Section IV): (30 Minutes)**
 - a) Policy Title: 4.1 Governing Style
 - Board Monitoring Report - Discussion/Approval
 - c) Policy Title: 4.2.2 Board Job Description
 - WSD Capital Project Committee: Need board member for committee
 - Discussion

- Policy #5110, Student Attendance
- Policy #6160, Educational Support System

Curriculum, Instruction & Assessment:

- **WSD Pre-Service:** Below are some highlights from our opening.
 - [*Opening Presentation](#)
 - [Children of Trauma-What Educators Need to Know](#): Teachers spent a third year in K-12 groupings. This year was focused on preparing for our work on becoming a more trauma-informed school by reading the linked article.
 - [Developmental Trauma presentation](#) by [Dave Melnick](#): This informative and powerful presentation was the kickoff to our multi-year work on understanding trauma and working with students and families who have experienced trauma. Every WSD employee was present for this foundational training on trauma. Dave and a colleague will be working with our staff during three of our early dismissal sessions this year.
 - [Communications](#): This doc outlines our comprehensive system of improving communication utilizing the various modes we have available.
 - [Welcome Back to School BBQ](#): Another successful kickoff event with over 1000 meals served! Thanks to the Abbey group for wonderful food and to the PTO for the photo booth!
- **Shift in Focus:** After four years as your superintendent I have re-prioritized my time and energy for the next few years as it relates to efforts in the broader community. The last few years my intention was to improve the internal climate and culture of our organization and to positively influence the perception and reputation of WSD outside of Winooski, at the regional and state levels. I have been a board member at GBYMCA and a member of the United Way Campaign Cabinet the past few years and have just stepped away from these roles. I am very appreciative for the experience with GBYMCA and United Way and grateful for all they do to support Winooski and the broader community. Last year, I joined the Prevention Team of the Chittenden County Opioid Alliance (CCOA) and will continue in this capacity. The past two years I have worked extensively with our Wellnooski/Promise Community Steering Committee, serving as a co-chair to build childcare capacity in our city. Two new responsibilities that I have recently began are membership on the Winooski Housing Commission and co-chair of the Champlain Valley Superintendents Association (CVSA). I will continue to update the board on the work in these groups.
- **Wellnooski/Promise Community Grant:** Below are some important docs related to this work.
 - [Initial Press Release with description of Wellnooski](#)
 - [Request for Proposal \(RFP\) for Childcare provider at O'Brien Community Center](#)
- **Negotiations Update:** Board negotiators Mike Decarreau and Matt MacNeil will be meeting with WEA representatives on Thursday, September 20th to continue labor negotiations with both teachers and support staff.
- **Winter Transportation Pilot:** As stated at the August 9, 2017 board meeting, currently there is financial uncertainty on a number of fronts which is why WSD administration recommended tabling a decision on the winter transportation pilot. The uncertainty arise from the following areas:

- Unsettled teacher and support staff contracts in terms of wages/salaries and health insurance for the current school year which heavily influences our bottom line as wages/salaries and benefits comprise nearly 80% of our operating budget.
- Health insurance recapture which was legislated well after our budget was approved
- WSD's Consolidated Federal Grant is yet to be awarded
- **Capital Project Committee:** Following the feasibility study by Joe Greene of Joseph Architects we have established a committee to continue the process described below. A school board member position is available on the committee. Below are the details about the committee for your consideration.
 - **WSD Capital Project Committee Purpose, Commitment & Composition**
 - **Purpose**
 - Initial goal is to establish each "groups" needs/wants. (Short and Long Term)
 - Each representative will reach out and gain input from colleagues to establish a good cross section of needs/wants
 - Assess how those needs/wants fit into the conceptual design prepared by Joseph Architects
 - Develop a prioritized list of needs/wants
 - Provide feedback during design phase
 - Recommend 2-3 options for capital improvements to the school board
 - Educate Winooski community about educational rationale for capital improvements
 - Attend all meetings, 1-2 meetings per month outside of the school day
 - Participation is not compensated
 - Gain input from like-role colleagues outside of regular meetings and present input to committee
 - Represent your role in the committee and build understanding of the overall needs/wants of WSD
 - **Facility Project Committee**
 - Committee Co-Chair/Facility Supervisor: Mick Muscat
 - Committee Co-Chair Architect: Joe Greene, Joseph Architects
 - Superintendent: Sean McMannon
 - WSD Leadership Team (1): Rebecca Goulet
 - JFK Teacher (1): Courtney Bryan
 - MS Teacher (1): Nancy Keller
 - HS Teacher (1): Matt Webb
 - ELL Teacher (1): Nancy Devost
 - Special Ed Teacher (1): Catherine Lavigne
 - Unified Arts (1): Matt Gile
 - Support Staff (1): Matt Gonzalez
 - Nurse (1): Katharine Monje
 - Coach (1): Sue Messier
 - School Board (1): TBD
 - Parent (1): Melissa Gonyon
 - Community Member (1): Seth Gillim
 - Student (1-2): Sara Schmoll, Andy Siki

- **Board Policy Review Cycle:** A copy of the Policy Review Cycle for 2017-18 has been included in the packet for board review. Policies *Access to Technology #6146* and *Parental Involvement #6171* have been rescheduled for April 2018 as VSBA is working on model policies to share across the state.
- **Open Job Postings for 2017-18**
 - We are fully staffed with licensed personnel and working to fill 2-3 Support Staff Instructional Assistant positions in special education.
- **Legislative Work**
 - **2017 Education Legislative Reports:**
 - [Education Legislative Update July 10](#)
 - [Education Legislative Update May 19](#)
 - [Education Legislative Update May 15](#)
 - [Education Legislative Update April 24](#)
 - [Education Legislative Update April 6](#)

WSD Goals

Goal #1: College & Career Readiness

- This summer 24 middle and high school ELL students participated in the Shader Croft summer program. This program helps students develop their oral and written English skills through hands-on, interactive community adventures that they plan themselves. Their adventures included learning about underwater robotics, visiting a dance studio, baking at the Inn at Essex and helping at a local horse farm.
- The high school ELL Summer Reading Program continued this summer offering high school ELL students the opportunity to earn credits by participating in an online reading program. Students read texts and participated in online discussions, developed presentations and wrote papers with the support of two ELL teachers who worked with them online and during office hours.
- 13 elementary ELL students participated in the JFK Newcomer Summer School for a week this summer. The students worked on their English and math skills and learned about their local community through field trips including a trip to Sugarbush Mountain Resort and riding bikes on the Burlington bike path.
- We have three new preschool teachers in the Head Start Early Learning Center this year. Dayle Sargeant will be joining Elliot Johnson in the AM program. And Stephanie Duncan and Megan Lambros will be co-teaching in the PM program. We continue to have openings in both of our on-site Head Start programs.
- JFK Summer School ran for four weeks this summer. Students entering into grades 1st - 5th came four days a week for four weeks. Our incoming Kindergarten students came for two four-day weeks.
- Over 40 WMS students engaged in a variety of 21C enrichment and academic opportunities this summer from Water Colors & Collage to Babysitting. Four WMS students completed the Pre-Algebra class making them eligible to take algebra.
- WMHS held its second Welcome Day for 6th and 9th graders. It was a successful way to support the transition of students into the middle and high schools.

Goal #2: Healthy, Productive & Successful Lives

- Jaycie Puttlitz will be working with the 4th and 5th grade teachers this year to integrate some of the activities from SIM into indoor recess for JFK.

- Local restaurant Waterworks is partnering with WSD through the support of the Winooski Community Partnership (WCP) to offer food tasting, restaurant etiquette and hospitality career exploration during our early dismissal days. WHS students will be going on September 13th and October 18th.
- The WSD School-Based Health Center (SBHC) will open in October with services provided twice a week, Wednesday and Thursday for two hours each day. Dr. Terry Hetzler (Community Health Center of Burlington) and Dr. Andrea Green (University Pediatrics) will be seeing patients. Over 100 students have enrolled in this program!

Goal #3: Local & Global Community Engagement

- Winooski PeaceJam is planning to attend the [UN International Day of Peace](#) on Thursday, September 21st in New York City. The International Day of Peace ("Peace Day") is observed around the world each year. Established in 1981 by a unanimous United Nations resolution, Peace Day provides a globally-shared day for all humanity to commit to peace above all differences and to contribute to building a culture of peace.
- WSD hired a new multilingual Home School Liaison to support our growing Congolese New American community. Cleoplace Mukeba speaks Swahili, Lingala and French and will be supporting students and families who speak those languages in our schools.
- Four UVM juniors will be doing their Literacy Block internship at JFK this fall. The UVM students will be working with Courtney Bryan, Angela Moulton, Casey Hogan, and Jacie Knapp on Monday and Wednesday mornings with a few full days in their schedule until December 4th.

Finance/Operations

- Projected FY17 unapproved audit fund balance is favorably forecasted at \$40K. We are still awaiting some final numbers from FY17, including special education reimbursement rates. The audit team from Fothergill, Segale & Valley will begin their preliminary field work on September 12 and return on October 2 & 3 at which time, we will make some adjusting entries.
- At the end of August, our fund balance for FY18 is favorably forecasted at \$267K or less than 2% of the voter-approved budget. This forecast comes early in the year before many expenses are encumbered, including special education tuitions and Act 166 obligations. The forecast also includes several assumptions related to labor negotiations, specifically salary/wages and health care.
- The projected balance of the Reserve Fund is currently \$380K. This balance includes encumbrances for the Drainage/Parking Project, Central Office Renovations IT Firewall and Building Study.