

June 5, 2014

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:** It was recommended to include this portion of the report at the beginning so board members can see the action items up front. The Winooski administration recommends that the board approve all of the following action items:

- Consent Agenda
  - Minutes of Meetings: May 14, 2014
  - Policy Title: 2.3 Financial Condition and Activities: please backup documents attached for all of these items.
    - Approval of Bills
    - Approve Use of Capital Reserve Funds for Summer Projects
    - Approve IDEA-B Flow-Thru
    - Approve IDEA-B Preschool
  - Policy Title 2.7: Compensation and Benefits
    - Approve Contract Recommendations. WSD administration recommend the school board approve all of the nominated candidates below.

- Lacey Potter, Long-term Sub for Elementary (August-January)
    - Nicole Crocco, Middle/High School Math Teacher (.5 FTE)
    - Sean McMannon, Superintendent
    - Leon Wheeler, Principal WMHS
    - Kate Grodin, Assistant Principal WMHS
  - Policy Title 2.8 Communication and Support to the Board
    - Superintendent Report
  - Policy Title 4.2.2 Board Job Description
    - Adopt Policy #4127-Volunteers, Work Study Students and Student Teachers
      - Please see the backup document attached for this policy. As was discussed at the May board meeting this policy was updated to include volunteer coaches and it was determined that we do not need a policy for Activity Directors/Coordinators. Also, there were a number of legal references that were not necessary so they were deleted. All cross-references were to local policies or procedures so they were deleted and the board is covered by the statement “All volunteers are bound by applicable federal/state laws and school board policies.” that has been included in the first paragraph.
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    - Repeal Policy 4128-Volunteer Coaches & Activity Directors/Coordinators
      - As noted above, this policy can be repealed.
- Executive Limitations (Policy Section II)
  - Policy Title 2.7: Compensation and Benefits
    - Approve Contract Recommendations. There was a very thorough search, interview and site visit process for the new Director of ELL and Curriculum position. We had 14 applications with 9 viable candidates. I chose to interview four candidates. Our interview team included: 3 Leadership team members, 3 ELL

teachers, 2 Community Liaisons/Translators, and 2 classroom teachers. The interview team recommended moving two candidates forward. Both candidates had a full day site visit at our school and met with various groups of students and staff who provided feedback to me about the candidates. In addition, I traveled to New York City to conduct a site visit of the out-of-state candidate who eventually withdrew her candidacy. WSD administration is very excited about the new leadership position listed below and recommend the school board approve the nominee, Kirsten Kollgaard. While Kirsten is not currently a licensed administrator both she and I have confirmed that she will be eligible for a provisional (Rule 5350 Provisional Licenses & Endorsements) administrative license for up to two years based on her education (Bachelors & Masters degrees) and experience (more than 3 yrs. teaching experience) based on Rule 5440 - 93 Director of Curriculum (adopted 4/24/13) Licensing Endorsements. I will apply for this provisional license if the board approves her nomination and her agreement with WSD is contingent upon receiving this provisional license. She and I have developed a two-year plan for her to earn her administrator endorsement by August 2016.

- Kirsten Kollgaard, Director of ELL and Curriculum
  - Governance Processes (Policy Section IV)
    - Policy Title: 4.2 Board Job Description
      - Appoint External Auditor: The bids for auditing services are due on Monday June 9, 2014. We will make a recommendation at the board meeting.
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- Curriculum, Instruction & Assessment:
    - Preschool Update
      - Bid for renovation of Multipurpose room was put out on June 4th.
      - Pre-bid walkthrough on June 9th.
      - Code review with Assistant State Fire Marshal Chris Boyd on June 12th.

- Recommendation to board after June 18th. Will need an additional board meeting in June to finalize.
- Legislative update
  - [VSA Education Legislative Report #11 for May 2, 2014](#)
- Policy work
  - Policy #6146-Access to Electronics: This policy is up this month for a first reading. Please read the WSD current and VSBA model policies for our discussion.
  - Policy #5146-Child Nutrition and Wellness: This policy is up this month for a first reading. Please read the WSD current and VSBA model policies for our discussion.
- Job Postings for 2014-15:
  - The following job is posted and interviews will begin soon:
    - Wellness Coordinator: (30-35 hrs. per week, School-Year, PreK-12)
- WSD Weekly issues
  - **WSD WEEKLY-Wellness** <http://flip.it/drY3P>
  - **WSD WEEKLY-ELL** <http://flip.it/N8ack>
  - **WSD WEEKLY-PROJECT-BASED LEARNING** <http://flip.it/yDKMa>
  - **WSD WEEKLY-Student Centered Learning** <http://flip.it/Dmtlp>
  - **WSD WEEKLY-Mindfulness** <http://flip.it/sBxcj>
  - **WSD WEEKLY:Great Teaching!** <http://flip.it/ZYNBB>
- Partnership for Change (P4C) updates:
  - **Upcoming P4C Events**
    - June 18 - End of Year Celebration Dinner: Presentation of Learning from all the mini-grants

## **WSD Goals**

### **Goal #1: Increase student learning and growth**

- Penny Ly went to California for the Doodle 4 Google competition and had a wonderful visit. She had the opportunity to spend time on the Google campus and tour the city to see different places. Unfortunately, she was not the national winner, but she is still a winner to us!
- May is Wellness month. Elementary classes were teamed up with a middle and high school classes. The goal was to share with one another the wellness activities they use in their classrooms such as mindfulness and movement. There have been many positive results from the time people have spent together. It has also been a great opportunity for older kids to work with younger kids and build the unity of a single PreK-12 school. This culminate in the “Winooski Wellness Celebration” where the entire community of students and staff gathered in the gym, shared a minute of mindfulness led by students and then went outside to enjoy time in sun and ice cream.

### **Goal #2: Increase student engagement through best instructional practices**

- Our literacy and math curricula have been updated and now align with the common core. This was due to some very hard work by Jennifer Lapointe and Glenn Willette. Our next step will be to ensure that the document is a living document.
- We had our final Green Mountain Star planning meeting on Monday, June 2<sup>nd</sup>. We reviewed our plan, looked at what was accomplished this year and set next steps for 2014-2015.
- The MS/HS has several great professional development opportunities for the 2014-15 school year. The Humanities department was awarded a grant to work with the Green Mountain Writing Project. Another grant was awarded to support work with Mindfulness Training. In addition, Vermont Math Initiative has a grant for continuing a middle/high school STEM pilot with our math and science departments. Math Best Practices training will also continue for the 2014-15 school year.

- Business teacher Courtney Poquette was awarded a fellowship to attend the highly competitive NYSE Euronext Teacher's Workshop during the week of June 23-27.
- We are planning a workshop in August around the English Language WIDA standards. This workshop, presented by World-Class Instructional Design and Assessment (WIDA), is based on differentiated instruction. Teacher participants will work on the following:
  - academic language and its connection to the WIDA ELD Standards within a sociocultural context
  - the components of the WIDA ELD Standards Framework
  - the elements of the amplified standards matrix
  - Define what language differentiation means in the instruction and assessment of ELLs
  - Describe how scaffolds and supports engage ELLs at various levels in the language and content of a lesson
  - Describe how content, product, process, and environment are taken into account for language differentiation
  - Describe the relationship between proficiency level and domain in differentiation
- Winooski Middle/High School applied for a small grant from Special Olympics Vermont to participate in Project UNIFY. The funds will allow us to start a School Unified Sports Program. This program may include a fall sport such as soccer. The program provides training and competition with inclusive sports opportunities for out with and without intellectual disabilities through organizing and implementing Special Olympics training and competition. Additionally, we will incorporate Fans in the Stands, which is school recognition for Unified Sports.

**Goal #3: Increase parent/community engagement**

- We had our Fifth Grade Social Thursday, May 29<sup>th</sup>. This year we changed our tradition and the evening became a celebration with fifth-grade families and students. We began with a barbecue followed by students receiving a certificate of successful achievement. We ended the evening with a video that the students spent many hours piecing together.

- On Wednesday, June 4<sup>th</sup>, our incoming Kindergarten students met their new teachers. Parents and the new students will come to school for a dinner and then have an opportunity to meet their teacher.
- The iLab and HS science students are wrapping up their learning projects for the year, and will be presenting their learning at the Share It Night, Wednesday, June 11. Students in the iLab who are not yet finished will share their progress to date, and make plans to continue working.
- We submitted an application for the Refugee Children School Impact Grant. This grant will target parent participation of our newest New American families. The grant will fund activities such as a Cultural Orientation for staff, Welcome to School Nights with families, 1.5 home school liaison positions, and an after school newcomer academy for elementary students.

#### **Goal #4: Collaboration and communication**

- On Monday, June 2<sup>nd</sup> the entire student body danced to the song “Happy.” Mrs. Murphy and Mrs. Lapointe videotaped it as students danced in the hallways and then joined forces in the cafeteria where they all danced together. It was quite a sight to see. Thanks to Mrs. Murphy and Mrs. Lapointe for all the work and effort they collectively put into making this video. The students even had props for the dance number!!
- We will be having a school-wide celebration Wednesday, June 11<sup>th</sup>. We are celebrating reaching our goal: 200,000 STARS during this current school year. Thanks to a very generous donation from the PTO, our students will be treated to carnival-like festivities. Some of the fun attractions will be: airbrush face painting; balloon artist; games by the Big Blue Trunk VT; various carnival food including Ben and Jerry’s frozen yogurt, sno-cones and popcorn. The day will also include a barbecue.
- Courtney Poquette created a mentoring program this year. She worked with interested elementary teachers and sent high school students over to work with elementary students. While the benefits to the elementary students were amazing, it was great to hear high school students proclaiming that this experience had changed students’ lives. This mentoring program is such a win-win for all!!

- Thursday, June 12 at 6:30, parents and community members are invited to the Stepping Up Ceremony for our 8th grade students as they begin the transition from middle to high school.
- High School Graduation takes place on Saturday, June 14 at 1pm. This year there are 42-45 students graduating. This includes all students who graduated after last year's ceremony.
- On Friday, June 13th graduating seniors will be the guests of honor at our district-wide end-of-year luncheon, a meaningful tradition that is evolving to recognize and honor the many staff members through the years who have been partners in our students growth and learning.

### **Finance/Operations:**

- As of May 31, 2014 our estimated fund balance for FY14 is \$142,389.
- The Reserve Account has a balance of \$655,274.
- The bids for auditing services are due on Monday June 9, 2014. We hope to have several bids to explore and will make a recommendation at the board meeting.
- The bid for the Food Service RFP came in on May 28, 2014. We received 3 bids, one bid from Chittenden Central Supervisory Union (CCSU) that was not considered as the package was not complete. The other two bids were from The Abbey Group, our current provider and Fresh Picks, dba Cafe Services. The recommendation to the board is to accept the bid of the Abbey Group. Please see the backup memo for more information.
- The IDEA-B Flow Thru and the IDEA-B Pre-School Grants are ready to be submitted, after approval from the board. These grants have been budgeted for and this is simply a formality.
- FY 13 Fund balance is \$115,736. \$100,000 of the FY 13 fund balance has been budgeted as revenue for FY 15. The balance of \$15,736.00 needs to be transferred the reserve account as directed by the vote in March.
- Included in the board packet, please find a list of summer projects that we are looking to do with money from the reserve fund in the amount of \$47,030.