

Winooski School District
Office of the Superintendent
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WINOOSKI SCHOOLS

We are the future.

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

Discussion/Action Items: The Winooski administration recommends that the board review backup for the following items and approve all of the action items in the Consent Agenda. *Notes about specific agenda items are in bold below:*

4. Consent Agenda: (5 Minutes)

- a. Minutes of Meetings
 - i. Capital Project Executive Committee Meeting: June 2022 and July 2022
 - ii. Regular Board Meeting: June 2022
- b. Policy Title: 2.3 Financial Condition and Activities
 - i. Approval of Bills
- c. Policy Title: 2.7 Compensation and Benefits
- d. Policy Title: 2.8 Communication and Support to the Board
 - i. Superintendent Report

5. Executive Limitations (Policy Section II): (45 minutes)

- a. Policy Title 2.6: Asset Protection
 - i. Discussion: Overview of Board's Budget (**see attached backup for reference**)

6. Board-Management Delegation (Policy Section III): (15 minutes)

- a. Policy Title 3.4: Monitoring Superintendent Performance & Policy #8313: Role & Adoption of School Board Policies
 - i. Discussion: Superintendent Evaluation (**see below comments and attached backup**)

- ii. Discussion: Climate Survey
- 7. **Governance Processes (Policy Section IV):** (30 Minutes)
 - a. Policy Title: 4.1.4 Governing Style: Board Development
 - i. Discussion/Action: Student Voice/Student(s) Representative to the Board
 - b. Policy Title: 4.5 Agenda Planning
 - i. Discussion: Annual Agenda Plan for July 2022-June 2023
 - 1. Board Development: Open Meeting Law, Policy Governance (**see attached backup for 2021-22 Annual Board Agenda Plan for reference**)
 - 2. Board Monitoring
 - ii. Discussion: Board Retreat
 - c. Policy Title: 4.6 Chair's Role
 - i. Action: Vice Chair Election
 - d. Policy Title: 4.8 Board Committee Principles
 - i. Discussion: Board Committee Updates

Thanks!: We would like to extend a huge and heartfelt “Thanks You” to Kirsten Kollgaard, who served WSD as our Director of Multilingual Learning and Curriculum and an elementary ELL teacher for thirteen years. Kirsten led the essential growth of our Multilingual Liaison program over the years as the needs of our multilingual families both increased and shifted. She collaborated with MLL staff to establish Newcomer programs in all of our schools, built strong and effective relationships with many community partners, broadened understanding and appreciation of our multilingual community members across our staff and community and was an incredibly important and contributing member of our district leadership team. We wish Kirsten and her family the very best as they embark upon a new adventure. Thanks Kirsten!!

FY22 Exit Interview Summary

Total number of retirees: Seven (five Teachers and two Support Staff)

Total number of resignations: Twenty-four (twelve Teachers, one Administrator, and eleven Support Staff)

The Human Resources (HR) department received fifteen of thirty-one electronic exit surveys distributed and conducted two in-person interviews. The survey consists of twenty-two questions, some with a five-point scale and some open-ended. The questions range from basic questions regarding their role and employment length to organizational climate and culture.

Below is a list of important points/issues that surfaced from the survey.

- Roles and responsibilities are communicated accurately to new hires and are consistent year to year with little change.
- Community and students are the best part of working in the district.
- Staff would like more training.
- Organizational climate needs improvement and should be a focus moving forward.
- 35% of respondents felt that the workload was somewhat unmanageable.
- 77% of respondents indicated that pay is not competitive with that of other area schools.
- 70% of respondents felt that they were part of a team.

Superintendent Evaluation: As the board voted at the June 2022 meeting to move forward with working with the VSBA and utilize their superintendent evaluation process, here are my suggested steps for the board to take that were shared with Tori Cleiland and Allison Burlock following the most recent Superintendent Evaluation Board Committee meeting on July 11th. I believe these steps will move the VSBA portion of the superintendent evaluation process forward and stay in compliance with existing policies and my current contract language, and promote good process:

1. Add the following item to next week's, Wednesday, July 20 board agenda:
 1. Policy Title III: 3.4: Monitoring Superintendent Performance & Policy #8313: Role & Adoption of School Board Policies
 1. Discussion: Policy revision of 3.4 to reflect inclusion of the VSBA Superintendent Evaluation Tool; (This will also address the language in my current contract that refers to the superintendent evaluation being conducted as described in 3.4)
 2. Allison & Tori write a draft policy revision for 3.4: Monitoring Superintendent Performance to present to the board at next week's, Wednesday, July 20 board meeting
 3. Add the following item to the Wednesday, August 10/17 board agenda (this will meet the "at least 10 days prior to adoption" piece of 16 VSA Section 563(1) that Sue cited in the previous email:
 1. Policy Title III: 3.4: Monitoring Superintendent Performance & Policy #8313: Role & Adoption of School Board Policies
 1. Action: Accept policy revision to 3.4

Finance/Operations

Our team is busy closing out FY 22 by processing final invoices, payroll, and grant reimbursements in order to prepare for the audit. Our auditors will be here to conduct a pre-audit visit the week of August 22, and will conduct the formal audit during the week of September 26. We will prepare the FY 22 Quarter 4 FMR report for the WSD Board's August meeting.



WINOOSKI SCHOOLS

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June 30th, 2022

Dear Winooski School Board Members,

I wanted to thank you for the opportunity to serve the community of Winooski over the last 13 years as a teacher and as a school administrator. I feel really lucky to have been able to work with such a dedicated team of amazing multilingual liaisons, teachers and support staff.

As Director of the Multilingual Learner programs, I have really appreciated the board's and Superintendent Sean McMannon's leadership and the collegueship of our administrative team. Over my eight years as an administrator, the WSD Leadership Team has supported our multilingual learners and families in a myriad of ways and I am grateful for that support.

Additionally, the school board has also been incredibly dedicated to building our Multilingual Learner department, recognizing the importance of adding new teaching and liaison positions over the years. Thank you for your continued commitment to supporting our Multilingual families.

WSD is a very special place and one that is hard for me to leave, but I am so excited to see Mohamed Diop step into this position. He is a fantastic person who is a great asset to the community.

Sincerely,



Kirsten Kollgaard
Director of Multilingual Learner Programs