



# SUPERINTENDENT'S REPORT TO THE BOARD

**To:** WSD Board President and Board of Trustees  
**From:** Wilmer Chavarria, WSD Superintendent  
**Re:** **Superintendent's Report for August 2023**  
**Date:** 8/4/2023

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Dear Members of The Board,

Below please find my report for August and July and refer any questions about a given item directly to me during the regularly scheduled board meeting or to the Board President and me if your inquiry is prior to the meeting.

Thank you for your work in advancing the mission of our district to form students who will "lead healthy, productive and successful lives and engage with their local and global community."

Respectfully Submitted,

**Wilmer A. Chavarria, NBCT**  
Superintendent of Schools  
Winooski School District  
[wchavarria@wsdvt.org](mailto:wchavarria@wsdvt.org)

## 8/24 CONVOCATION

TIME	ITEM
11:30	Performance 1
11:45	Welcome from Board President and Mayor
11:50	Admin Introductions and Welcome
12:05	District Team Introductions
12:30	New Staff Intros
12:45	Performance 2
12:55	LUNCH (cafeteria)
1:30	Performance 3
1:45	WEA
2:45	Performance 4
2:50	Breakout Groups
3:35	Performance 5
3:40	Instructions and logistics for BBQ event
3:45	Back to Classroom/School
5:00	Family BBQ
6:00	Families visit classrooms
6:50	Dismissal

## KEY DATES

- Convocation is on August 24. Please accompany us for a day of celebration and to welcome our families back. Please confirm your attendance for the 2:50 PM session where there will be breakout groups to discuss policy with the staff. Otherwise, please try your best to join us for the Back-to-School Family Barbeque at 5 PM.
- Other key dates include New Teacher Orientation on the 17<sup>th</sup>, and the first day of class for all K-12 students on August 31<sup>st</sup>. Most students will come one day earlier on the 30<sup>th</sup>, all day for K-5 and early release for 6<sup>th</sup> and 9<sup>th</sup> graders. Pre-K starts on September 5<sup>th</sup>.

## SUPERINTENDENT ENGAGEMENTS

- I am traveling to Los Alamos, New Mexico, over the weekend and returning to campus on Wednesday August 16. As a board member of the Los Alamos National Laboratory Foundation, I attend annual board retreats and quarterly board meetings in person. I participate via Zoom for any other business. The WSD board will be notified ahead of my travel.
- As a member of the Champlain Valley Superintendent's Association (CVSA) I attended a gathering on 8/3 and will be attending the first official convening on 9/08.
- I continue to meet biweekly (or weekly) with Elaine Wang, City Manager.
- The Ed Justice Coalition organized a Social Justice Camp for youth and some Winooski students were a part of it. I attended their end-of-camp showcase on July 27.
- I will be volunteering the evening of Friday August 11 for the BIPOC Summer Camp in Starksboro, VT.

## GENERAL AND OPERATIONAL UPDATES

### ENDS-RELATED UPDATES

The following updates are subdivided by “General and Operational” and “Teaching and Learning.” Numbers in brackets [1-4] represent the specific update in relation to our Ends policy as follows:

**ENDS 1: College and Career Readiness**

**ENDS 2: Health, Productivity, and Success**

**ENDS 3: Local and Global Engagement**

**ENDS 4: Cost and Operations**

- FY 23 Budget: At the close of June, we are projecting a modest surplus of \$145,635 or 0.68% of the operating budget. This outlook improved since the close of Q3, largely due to lower-than-anticipated expenses for winter sports programs, revised transportation expense projections, personnel changes, and special education extraordinary reimbursements. Based on these changes, the district will not need the additional \$134,000 from the fund balance at the close of the FY. [4]
- We are thrilled to have Miriam Greenfield now with us, our new Communications Director. She brings a wealth of experience and skills and is excited to begin the work in support of our educational community. [3, 4]
- The Facilities Team has been working diligently this summer performing preventative maintenance work on all systems in the building including (a) learning our new modernized HVAC system; (b) maintaining our new beautiful landscaping around the District as well to ensure everything looks inviting for the community upon returning for the upcoming School Year and (c) deep-cleaning the entire campus from top to bottom and finishing up with shampooing the carpets for a fresh clean look. [2, 4]
- IT has been busy carrying out system updates for instruction and student experience, taking care of the needs of all new staff or staff with new roles and setting up equipment for the FY24 school year. A distribution plan is already underway. [1-4]
- I carried out a preliminary audit of the policy work that has been done over the past few years in the district and mapped a plan moving forward. A screenshot of the plan is on the next page, but a formal presentation of this work will take place at a future board meeting or during this one if questions arise during today’s First Reads. [1-4]

# WSD Policy Review Cycle Audit

## Review Process

Priority	VSBA	VSBA Category	Policy #	Policy Name	WSD Adopted	VSBA Update	Due fo	WSD 1st Re	WSD Appro	Notes	Cross Ref
REQUIRED	F3	F. NON-INSTRUCT	F3	Fire and Emergency Preparedness Drills	NOT ADOPTED	6/1/2023	Y	8/9/2023			
REQUIRED	F4	F. NON-INSTRUCT	F4	Access Control and Visitor Management	NOT ADOPTED	6/1/2023	Y	8/9/2023			
REQUIRED	C4	D. INSTRUCTION	Policy #6172	Non-English Language Background	3/13/2019	12/5/2022	Y	8/9/2023			
REQUIRED	C15	C. STUDENTS	Policy #5114(a)	Student Conduct and Discipline	11/14/2018	11/15/2022	Y	8/9/2023			
REQUIRED	C2	C. STUDENTS	Policy #5114(b)	Student Alcohol and Drug Use	5/8/2019	11/2/2022	Y	8/9/2023			
REQUIRED	C11	C. STUDENTS	Policy #5149	Student Freedom of Expression in School-Sponsored Media	8/22/2018	10/3/2022	Y	9/15/2023			
REQUIRED	C5	C. STUDENTS	Policy #5114(c)	Weapons	3/13/2019	9/22/2022	Y	9/15/2023			
REQUIRED	C13	C. STUDENTS	NOT ADOPTED	Students Who are Homeless	NOT ADOPTED	09/12/2022	Y	9/15/2023			
REQUIRED	F2	F. NON-INSTRUCT	NOT ADOPTED	Policy on Nondiscriminatory Mascots and School Branding	NOT ADOPTED	08/15/2022	Y	9/15/2023			
REQUIRED	B1	B. PERSONNEL	Policy #4122	Substitute Professional Staff Employment	4/10/2019	4/18/2022	Y	9/15/2023			
REQUIRED	C7	C. STUDENTS	Policy #5110	Student Attendance	10/9/2019	2/15/2022	Y	10/11/2023			
REQUIRED	C8	C. STUDENTS	Policy #5145	Protection of Pupil Rights Amendment-Student Surveys	10/10/2018	1/17/2022	Y	10/11/2023			
REQUIRED	E1	E. SCHOOL-COMM	Policy #6171	Parental Involvement	5/8/2018	9/24/2021	Y	10/11/2023			
REQUIRED	B5	B. PERSONNEL	Policy #4116	Harassment of Employees	12/11/2019	10/20/2020	Y	10/11/2023			
REQUIRED	B3	B. PERSONNEL	Policy #4310	Alcohol & Drug Free Workplace	12/11/2019	3/3/2020	Y	10/11/2023			
REQUIRED	D1	C. STUDENTS	Policy #5124	Graduation Requirements	11/8/2017	03/03/2020	Y	11/8/2023			
REQUIRED	B2	B. PERSONNEL	Policy #4127	Volunteers, Work Study Students and Student Teachers	11/14/2018	10/11/2019	Y	11/8/2023			
REQUIRED	B4	B. PERSONNEL	Policy #4115	Alcohol and Drug Testing: Transportation Employees	10/10/2018	10/11/2019	Y	11/8/2023			
REQUIRED	C3	F. NON-INSTRUCT	Policy #3545	Transportation	4/11/2018	10/11/2019	Y	11/8/2023			
REQUIRED	D5	D. INSTRUCTION	Policy #6144(a)	Animal Dissection	4/11/2018	10/11/2019	Y	11/8/2023			
REQUIRED	D6	D. INSTRUCTION	Policy #6151	Course Offerings and Class Size	3/14/2018	10/11/2019	Y	12/13/2023			
REQUIRED	D3	D. INSTRUCTION	Policy #6146	Responsible Use of Technology	5/9/2018	8/1/2019	Y	12/13/2023			
REQUIRED	F1	F. NON-INSTRUCT	Policy #3548	Travel Reimbursement	8/22/2018	8/1/2019	Y	12/13/2023			
REQUIRED	D4	D. INSTRUCTION	NOT ADOPTED	Title One Comparability	NOT ADOPTED	12/03/2015	Y	12/13/2023			
RECOMME	B20	B. PERSONNEL	NOT ADOPTED	Personnel Recruitment, Selection, Appointment, and Background	NOT ADOPTED	11/02/2022	REC	1/10/2024			
RECOMME	C22	C. STUDENTS	NOT ADOPTED	Student Athletics, Clubs, and Activities	NOT ADOPTED	11/02/2022	REC	1/10/2024			
RECOMME	D23	D. INSTRUCTION	NOT ADOPTED	Selection of Instructional Materials	NOT ADOPTED	11/02/2022	REC	1/10/2024			
RECOMME	C27	C. STUDENTS	NOT ADOPTED	Student Distribution of Literature	NOT ADOPTED	10/03/2022	REC	1/10/2024			

Preview of the current policy review cycle audit for a preliminary proposal on policy work for the year. A more thorough discussion and analysis of the plan is upcoming, but you are welcome to ask questions during the policy portion of today's meeting.

## TEACHING AND LEARNING UPDATES

- We and our literacy partner, The Stern Center, just received a \$25,000 Nellie Mae grant to run a pilot after-school literacy lab. This lab will provide direct PD on adolescent literacy to Winooski teachers. The teachers will in turn use what they learned to work with a group of up to 30 students after school to improve the student's reading skills. [1]
- This summer, we invested significantly in High-Quality Instructional Materials (HQIM). We purchased new high school algebra and geometry programs (Reveal Math), a new 9th grade ELA program (Common Lit), a new French Program (Chemins), new middle and elementary math supports through All Learners Network, a new digital practice platform for reading and math k-8 (Freckle) and updated SEL program materials (Second Step). Each of these investments moves toward our goal of having an aligned and articulated curriculum at WSD. [1,2]

## TEACHING AND LEARNING UPDATES (CONTINUED)

- We completed 4 weeks of summer school. Students in incoming grades K-5 had the opportunity to come for one two-week session this summer. Summer school consisted of high-quality literacy and math instruction and was well attended. [1-3]
- The JFK leadership team attended BEST in June. They attended the Everyday Equity strand and are bringing some fantastic learning back to the entire JFK staff. [2]
- Early Learning has been reviewing data on its first-year implementation of The Creative Curriculum. This information has been used this summer to create quality in-service training to support early education teachers on how to integrate learning in literacy, math, science, social studies, and the arts throughout the day. [1-3]
- To adhere to the licensing ratio regulations, we are continuing to recruit and hire more early learning staff. Currently, we need to fill four support staff positions and two teacher positions. [1-3]
- This past school year the high school community engaged in a collaborative conference for our NEASC accreditation. The visiting team of educators reviewed the report that was written by staff and participated in a multi-day visit to meet with all stakeholders of our school. A report was received at the end of the school year with encouraging commendations and recommendations, including praise for the school's "deep and respectful knowledge of its community and families." Please contact me if you wish to receive the full report. [1-3]
- The Barr Foundation has approved a \$250,000 grant to Winooski Public Schools to support Winooski Middle High School as part of the sustainability phase of the Wider Learning Ecosystem cohort. Key priorities for this investment are informed by our NEASC accreditation collaborative conference this past school year which, among other things, includes implementing and refining structures that clearly and transparently communicate student performance in all coursework and their progress towards graduation. Please contact me if you wish for a more detailed investment plan. [1]

## RECOMMENDED ITEMS TO REVIEW

It is my recommendation that the board review all agenda items in your packet ahead of time and be prepared to approve the Consent Agenda and other applicable items produced by the administration and listed for approval. These items will no longer be included in this report unless the board wishes to continue to see them here in addition to the provided packet and agenda.