

Central Office Leadership Team Report

February 2010

Superintendent of Schools – Elaine Pinckney

Chief Operations Officer – Bob Mason

Director of Human Resources – Cindy Koenemann-Warren

Director of Student Support Services – Fran Williams

Director of Curriculum, Instruction and Assessment Coordinator – Molly McClaskey

Director of Network Services – Mike Kanfer

Director of Finance – Mike Nadeau

Kudos

- The CVU art teachers who planned and hosted the first annual Celebrate the Arts night on January 12th
- ABS for establishing a “sister community garden” in Haiti and fundraising to help support them
- Cher Feitelberg and her CCS students who taught a UVM class focusing on the research they did related to Pease Mt. Project
- All SCS students and staff who participated in the school-wide Pennies for Peace Project – all read either 3 Cups of Tea or Listen to the Wind
- Our retiring board members – for their outstanding contributions: Mike Bissonette, Jim Brown, Jed Graef, Jodi Hilker, Patrice Machavern, Meg Hart-Smith, and Dottie Waller

Board Chairs Meeting

- Budgets – members shared budget presentation plans and brainstormed possible questions that they may need to answer – all in preparation for the annual meetings
 - SU-wide Class size ratios and World Language programming information was sent to board chairs
 - Increases result from: 2.5% increase in state tax rate, flat-lined base amount, CLA, ELP
 - Jeanne shared CVU board plan to conduct an exit survey. K-8 members were interested in participating as well
- Board retreat – members requested that the agenda include a ½ hour conversation around SU services
- A moment with “Robert’s Rules”: Agendas are developed by the board chair; adjustments can be made by the board as a whole – based on board norms.

Legislative Breakfast

13 board members and 4 representatives attended our legislative breakfast on January 18th. Each board chair/designee reviewed the school district’s budget increase/decrease and the disconnect with tax rate impact. Board members encouraged the legislators to remove special education and early learning (ELP) spending from the final calculation.

Other topics of discussion were governance and school year calendar.

Roles and Responsibilities around Curriculum

13 board members and three administrators attended the professional development session with Laura Soares on January 14th. The take-aways:

- The board's role is at the beginning and the end of the cycle: the board establishes the "ends" - the clear expectations it has for all its students, and it judges the acceptability of the performance of its students related to these ends
- The administration implements programs, strategies, and practices connected to strategic plans and action plans to effect positive change in student performance related to the board's "ends" and submits monitoring reports to the board for its review
- The board should listen to all its stakeholders, learn all it can about a particular issue so that it can be well-informed, and then it should use all of this information to LEAD
- THIS SESSION WAS LIVE-STREAMED ON USTREAM. YOU CAN VIEW IT AT: <http://www.ustream.tv/channel/cssutube>

PBIS

We are in receipt of a \$21,822 to support Positive Behavior Support team training, planning and support materials for both Charlotte and Hinesburg. We also received \$2,000 to support A World of Difference activities at Williston.

Hinesburg is having their second banquet celebration for the students meeting their Positive Behavioral goals to include family and students on Thursday night. Charlotte is in the planning stages for their school wide event. The celebration will center on a special beach theme lunch and recess since the entire school worked on improving behavior in those areas and the students met the behavioral goals! Both Hinesburg and Charlotte are presently piloting a "Check-in Check-out" intervention which includes participation with families to help promote positive behavior in school.

RtI

The Math Coordinators met last week to learn about the components of AIMS web for progress monitoring. They are spending the next few months exploring and experimenting with the system to determine the viability of utilizing it in the Fall.

Decision Making for Results and Data Teams

Administrators, Literacy and Math Coordinators and teachers from across the Supervisory Union will be participating in two days of training with Paula Bowen to heighten their skills in the use of data. They will learn about the six-step data-driven decision making process and explore processes for developing building based data teams. Lastly, the group will identify necessary building based training necessary to move forward with these practices.

Grant Monitoring at CSSU

CFP, or Consolidated Federal Programs, are grants that fund a variety of qualifying programs, services, resources, and personnel. The program includes grants for Title I, Title IIA, IID, and IV. The Director of Curriculum, Instruction and Assessment writes and manages these grants. Title III, funds for the English Language Learner program, is also managed from the curriculum office. On December 16th, the CFP grant process was monitored by a visiting team from the Department of Education. Two months prior to the visit the Curriculum Director was tasked to develop a site visit schedule and provide documentation in a range of categories including: HQ, or Highly Qualified Teacher record keeping, needs assessments, implementation strategies, planning, and evaluation. (Professional Development IIA, Enhancing Education through Technology IID, and Title IV Safe and Drug Free Schools were the grants specifically scrutinized in the monitoring.) The monitoring site visit was a constructive process in which five visiting team members individually met with small groups representing areas such as: financial management, human resources, and school climate and initiatives across CSSU. Small group meetings included the SU administrative team and personnel, school

principals, math and literacy coordinators, technology integrationists, and CY, to name a few. The site visit concluded with summary findings and comments for the CSSU administrative group. We have received a draft of the Final Monitoring Report. Each monitored area was given detailed commendations. Communication, assessment of needs, financial record keeping systems (which are being borrowed as models for the rest of the state) and planning are strengths noted throughout the report. The visit was both a rewarding and reflective process. And, now that it is complete, we appreciate the feedback. Our own team conversations about the monitoring visit renewed our commitment to refine the grant implementation process, with particular focus on the input-gathering phase and time management throughout the year.

Facilities – CSD/HSD

At Charlotte the board has evaluated proposals from interested contractors and has selected the firm DEW Construction to be their Construction Manager. DEW's most recent project for CSSU member schools was the high school renovation. DEW joins the team of Dore and Whittier (Architect) and Tom Barden (Clerk of the Works) for this school project.

At Hinesburg, the facility committee continues to meet with their architect to get the team of Contractor and Clerk in place. Pre-Qualification Proposals were reviewed by the committee mid month. Final Proposals have been requested for the committee to consider later in February. Interviews for Clerk of the Works have been conducted with final selection imminent.

Budgets for 2010-2011

Budget summary attached