

# Superintendent's Update

## November 2020



### Mission:



It is the mission of the Orleans Central Supervisory Union to provide an environment that celebrates diversity and creativity, promotes inclusion and integrity, and partners with parents and community members to give students access to a 21st century education.

### Vision:

All of our students will have choices for success throughout their lives.



## Upcoming Dates

Boards	Teachers and Students
<p>High School Board:</p> <ul style="list-style-type: none"> <li>• Dec. 7 – 6:15 pm</li> <li>• Dec. 21 – 6:15 pm</li> </ul> <p>Elementary Middle-School (EMS) Board:</p> <ul style="list-style-type: none"> <li>• Dec. 14 – 6:00pm</li> <li>• Dec. 16 – 6:00pm – Budget Meeting</li> </ul> <p>OCSU Board:</p> <ul style="list-style-type: none"> <li>• Dec. 2 – 6:00pm</li> </ul>	<p>Dec. 11 – Early release for students, PLCs for staff</p> <p>Dec. 23 - Jan. 2 – Holiday Break - no school</p>



## **From Bev's Desk:**

As the pandemic continues, I thought it might be interesting for people to have an understanding of what happens in schools when we are notified that someone in our school community has tested positive for COVID-19. Below is a timeline of a typical scenario:

<b>Time</b>	<b>Action</b>
10:00am	School is notified of a positive case – this notification usually comes from the person who has tested positive (or, in the case of a student, their parent).
10:05am	Principal notifies the Superintendent of the positive case.
10:10am	Superintendent notifies the Vermont Dept of Health (VDH) and the OCSU school nurse leader and requests a meeting.  Principal meets with the school nurse to determine if there is a need for an early dismissal. This decision is based on a number of factors, including the number of possible staff and students who may have been exposed and when the infectious person was last in the building.
10:20am	Principal notifies Superintendent if the school will have an early dismissal.
10:25am	Superintendent notifies the bus company of the early dismissal.  Principal notifies the staff that there is a positive case and the school needs to dismiss early.  Principal does a School Messenger call to families letting them know there is a positive case and that students will be dismissed early.
10:45am	Superintendent, Principal, School Nurse, OCSU Nurse Leader, School Secretary meet with the VDH to confirm the positive case, determine “Day 0”, discuss who might be considered close contacts, determine the date that close contacts may test out of quarantine, and determine the date close contacts can come out of quarantine if they don’t get tested.  Superintendent takes notes during the meeting and makes them available in a shared document for others to reference.
11:15am	Superintendent and Principal review the Checklist of Tasks. This checklist outlines tasks for both the Superintendent and Principal and is kept in a shared drive where both can access it in real time.  School Staff manage the early dismissal of students.

<p>11:30am</p>	<p>Superintendent meets with Central Office staff , including the Facilities Director and the Food Service Coordinator to provide an update.</p> <p>Superintendent notifies all administrators and the Board about the situation.</p> <p>Principal, Secretary, and School Nurse begin working on the “line list”. This is a list of people who are considered “close contacts” of the infectious person. A “close contact” is defined as anyone who has been within 6 feet of the infectious person for more than 15 minutes (cumulative) over a 24 hour period, during the person’s infectious period. The line list includes:</p> <ul style="list-style-type: none"> <li>• name</li> <li>• date of birth</li> <li>• gender</li> <li>• address</li> <li>• parent names (for students)</li> <li>• phone numbers</li> <li>• the last date they were at school</li> <li>• the most recent date they were in contact with the infectious individual</li> <li>• the location they were in contact with the infectious individual</li> <li>• the proximity and length of exposure to the infectious individual</li> <li>• other notes</li> </ul> <p>If the close contact is a student who rides the bus, the line list must include other students on the bus. This is quite involved as we must determine if the infectious student rode the bus while they were infectious, how long they were on the bus, the names of students who sat within 6 feet of them for more than 15 minutes. Sometimes students are as identified as close contacts who are from a different school which also complicates the situation.</p>
<p>3:00pm</p>	<p>Principal meets with Superintendent to provide an update on contact tracing and to make a determination over schooling options during the quarantine period. The biggest consideration in determining if there is a need to pivot to remote learning is the number of close contacts, especially staff.</p> <p>An initial plan is made for providing meals for those quarantining or for grades, cohorts, or the entire school depending on the schooling option chosen. If kitchen staff are quarantining, arrangements must be made for one of our other schools to provide meals for the affected school (and there are many tasks associated with arranging that).</p>
<p>3:30pm</p>	<p>Principal has a virtual meeting with all school employees to update them on the progress of contact tracing and to notify them of schooling options going forward.</p>

	<p>Superintendent notifies the bus company of the plan for schooling and whether or not it impacts busing.</p> <p>Superintendent notifies St. Paul’s school and other NEK Superintendents as a courtesy.</p> <p>Superintendent provides an update to all administrators and the Board.</p>
4:30pm	<p>Principal and Secretary continue to work on the line list.</p> <p>Once the line list is complete the Principal and Secretary create and send letters to the school community:</p> <ul style="list-style-type: none"> <li>• Those who have been identified as close contacts receive a letter explaining that they must quarantine, the guidelines for quarantining, options for testing, etc.</li> <li>• All others in the school community receive a different letter providing general information about the situation.</li> </ul> <p>Principal does a School Messenger call to families notifying them of the plan for schooling.</p>
8:00pm	<p>Principal sends copies of the line list and all letters to the VDH.</p> <p>Superintendent and Principal meet to discuss the process and any next steps that are necessary.</p>

This entire process takes many, many hours. We have not yet been faced with the situation where the Principal is the infectious person. Obviously that would further complicate matters. This timeline also does not reflect the increased anxiety among all staff when there is a positive case in their building, especially if they are identified as a close contact.

All of our staff deserve a huge thank-you for continuing to do their best for every single student, every single day. And principals deserve a special thank-you for the dozens (maybe hundreds) of extra hours they are putting in serving their school communities

**School Boards**

In 2018 the OCSU Board contracted with the Vermont School Boards Association (VSBA) to do review of all policies. The cost for this review was \$600. We have received notification from VSBA that they have concluded their review and they’ve provided extensive documentation for next steps. These steps include:

- Adopting a few required polices that we have not yet adopted.



- Rescinding policies that are no longer relevant.
- Revising policies with updated language and legal references.

Prior to Act 46, the OCSU Executive Committee reviewed policies at every meeting. Now that we no longer have an Executive Committee, and due to the pandemic and other issues, policy review has not been included on board agendas during the last year. The VSBA review provides clear next steps for us, and all board agendas will include policy review as a regular agenda item.

## **Equity**

Each year staff participate in many types of professional learning opportunities. Some of these opportunities are offered within OCSU and others are offered by different institutions and organizations. Teachers and support staff are allocated funds (as specified in collective bargaining agreements) to attend these workshops, conferences, seminars, and courses. During the last couple of years, many staff have focused their professional learning on topics relating to equity.

Following is a list of some of the opportunities OCSU staff have participated in.

- Creating Equity Focused Healing
- Teaching Diversity Through Literature
- Equitable Learning for Our Children
- VT Equity Summit
- Building Equity Through Literacy Instruction
- Combating Institutional Racism in Schools
- Advancing Equity in the Middle Grades
- Teaching Racial Justice PK-12
- Anti-Racist Art Teachers
- Deconstructing White Supremacy Culture
- Transforming Trauma: How Schools Become Healing Communities

## **Employee Absences**

Our ability to staff our schools is a major factor in being able to keep schools open. This year is especially challenging since we have fewer subs available and we have less flexibility with rearranging classes and schedules. Below is a staffing report for November which shows the number of employees absent, and the number of positions we were unable to find a sub for. In many cases when there is no sub available, the principal ends up serving as a sub. This month includes absences for employees who are absent due to quarantining.

# November 2020

# Employee Absences

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Total: 36 Unfilled: 6	2 Total: 36 Unfilled: 6	3 Total: 29 Unfilled: 6	4 Total: 35 Unfilled: 5	5 Total: 24 Unfilled: 2	6 Total: 34 Unfilled: 2	7
8 Total: 28 Unfilled: 0	9 Total: 28 Unfilled: 0	10 Total: 29 Unfilled: 2	11 Veteran's Day	12 Total: 29 Unfilled: 2	13 Total: 30 Unfilled: 1	14
15 Total: 27 Unfilled: 5	16 Total: 27 Unfilled: 5	17 Total: 24 Unfilled: 4	18 Total: 29 Unfilled: 2	19 Total: 26 Unfilled: 0	20 Total: 25 Unfilled: 1	21
22 Total: 21 Unfilled: 0	23 Total: 21 Unfilled: 0	24 Total: 35 Unfilled: 2	25 Thanksgiving Break	26 Thanksgiving Break	27 Thanksgiving Break	28
29 Total: 34 Unfilled: 5	30 Total: 34 Unfilled: 5					

Total - number of employees absent who require a sub

Unfilled – number of positions where no sub was available

## Enrollment

Total enrollment PreK-12 is 1044 (this does not include students in alternative placements)

K-8										
	K	1	2	3	4	5	6	7	8	Total
Albany	7	8	6	4	8	10	7	5	6	61
Barton	16	9	11	18	11	15	8	15	7	110
Brownington	4	5	7	13	10	8	10	10	11	78
Glover	5	9	6	9	12	14	10	14	13	92
Irasburg	14	10	7	14	4	15	7	14	15	100
Orleans	10	6	7	19	6	13	11	11	11	94
Remote Academy	5	18	9	8	17	8	12	11	6	94
CEC	1		3	2		1	1	3	1	12
										0
<b>Total K-8</b>	62	65	56	87	68	84	66	83	70	641

LR	9	10	11	12	Total
LR Remote	15	21	25	28	89
LR In-Person	77	85	55	49	266
<b>LR Total</b>	92	106	80	77	355

Preschool	3 yrs	4 yrs	Total
Albany	6	4	10
COFEC	19	19	38
<b>Total</b>			48

Home Study	19-20	20-21 Enrolled	20-21 In Process
Albany	6	19	3
Barton	6	15	5
Brownington	0	8	3
Glover	3	6	1
Irasburg	6	19	6
Orleans	4	8	3
Lake Region	8	6	10
<b>Total</b>	33	81	31

<b>Special Education (10-30-20)</b>		
	Students (includes CEC and alternative placement)	Percentage of Total Population
Albany	23	38%
Barton	40	37%
Brownington	14	18%
Glover	16	17%
Irasburg	24	24%
Orleans	24	25%
Remote Academy	26	27%
Lake Region	68	19%
PreK	14	33%
<b>Total</b>	<b>249</b>	<b>26%</b>

## **Superintendent's Report November 2020**

Here are the tasks I worked on in November:

### **Fostering Educational Excellence**

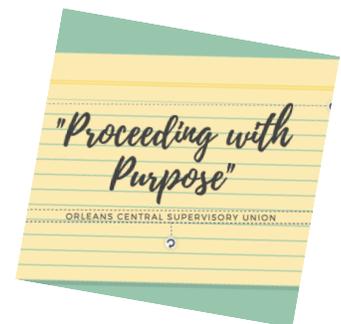
- Prepared board agendas
- Attended board meetings
- Attended a meeting on the Weighting Study
- Attended multiple meetings of the VSA

### **Developing Quality Leadership and Staff**

- Facilitated weekly meetings for central office administrators
- Attended weekly NEK superintendent meetings
- Attended weekly meetings with all superintendents and Dan French
- Planned for and facilitated weekly cabinet meetings
- Met individually with principals to provide support

### **Communicating with Stakeholders**

- Managed the OCSU social media accounts
- Published the November issue of the Superintendent's Update
- Multiple meetings each week with the president of the Association



- Met with multiple parents to hear concerns
- Worked with principals to manage COVID-19 cases

### **Operational Efficiencies**

- Met with Kelly Locke to discuss special education issues
- Met weekly with Lisa Worden and Niki Libby to discuss HR and other personnel matters
- Met with Mike Moriarty to discuss/plan for Titles funds and professional development
- Met with Heather Wright (often) to discuss finances
- Managed personnel issues
- Developed procedures for managing positive cases of COVID-19 including a checklist, communications templates, etc.
- Tasks around negotiations