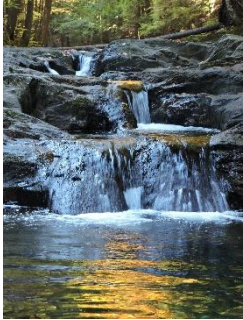


*Orleans Central Supervisory Union*  
**Monthly Report**  
**Penny Chamberlin, Superintendent of Schools**  
*September 2021*



**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 21<sup>st</sup> century education.*

**Vision:**

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

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**Dates of Interest**

**Board Meetings:** *(See [ocsu.org](http://ocsu.org) for agendas and minutes)*

Lake Region UHS- at Lake Region Union High School

10-4-21 @ 6:15 p.m.

10-18-21 @ 6:15 p.m.

Elementary Middle School (EMS)-

10-11-21 @ 6:00 p.m. @ Irasburg School

10-25-21 @ 6:00 p.m. @ Albany Comm. School

OCSU:

10-6-21 @ 6:00 p.m. at the COFEC/Central Office Building on Kinsey Rd.



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**Staff and Students**

Oct. 7<sup>th</sup> – Early Release Day

Oct. 7<sup>th</sup> – Evening Parent Conferences

Oct. 8<sup>th</sup> – Day Time Parent Conferences

*In October, the Administrative Cabinet will be making recommendations for the 2021 Teacher of the Year!*

**Board Training and Local Retreats:**

*The LRUEMS Board Retreat was held on July 20, 2021. The content focused on the Equity Policy and Open Meeting Law. The board had planned to discuss Board Goals, Board Sub Committees, Autonomy and Alignment of District Services, and Enrichment Opportunities. Some of these topics were tabled until the August 9<sup>th</sup> meeting.*

*The LRUHS Board is planning a Board Retreat for September 28th. The location and time will be determined.*

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## **Budget Development (Heather Wright):**

Heather will be putting together the FY23 budget meeting schedule in early September. She will schedule time to meet with each administrator to discuss priorities for FY23 prior to drafting a preliminary budget. The calendar will include deadlines, meeting times for administration and board/committee meetings.

While working on the FY23 budget Heather will also look at anticipated projections for the current FY22 budget, looking at staff turnover, etc. We will also discuss carry over funds and whether to roll those over to FY23 or ask the electorate to transfer funds to the capital reserve.

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## **Curriculum & Data Driven Decision Making (Mike Moriarty):**

Related to Curriculum, Instruction, and Assessment, we have been planning for:

- Teachers and administrators have been rolling out our assessment plan. The first assessment window closes on September 17th. K-12 Staff will be reviewing student data in the areas of math and literacy at our professional development day on the 17th.
- We have a number of new interventionists this year. In order to have alignment across schools, there will be a standing meeting on Fridays for interventionists to discuss our philosophy of Multi-tiered Systems of Support.
- All K-2 Teachers are receiving professional development from Teaching Lab as they begin to implement the EL Phonics Skills Block. Principals will also have opportunities to conduct observations with Teaching Lab to support the implementation of the Skills Block.



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## ***Administrative Cabinet Work Plan:***

*Each year the OCSU administrative team (Cabinet) develops a work plan based on the OCSU Vision: **Ensure that all of our students will have choices for success throughout their lives.***

*During their working retreat in August, the Cabinet worked on their Theory of Action: If all staff and students deeply explore their own learning, and if there is a culture of support and learning, then:*

- ❑ *Educators will continuously improve their craft,*
- ❑ *Students will be engaged in their learning, and*
- ❑ *All students, staff, families and community members will be invested in our school community.*

*The work plan contains the following strategic objectives:*



- *Student Learning: We will graduate students prepared for college, career, and civic life by providing rigorous, authentic, and engaging learning experiences aligned to clear outcomes and ensuring that EVERY student has access and support to achieve the proficiencies.*
- *High-Quality Staffing: We will strengthen staff culture to support collaborative and reflective practice in order to improve student achievement.*
- *Equity: We will build a system that provides all students the resources and educational opportunities they need to learn and thrive.*
- *School Climate: We will sustain systems that are highly effective at meeting the needs of all students, families, faculty and staff within the OCSU community.*

*Each strategic objective is broken into tasks using a “logic model” format. A logic model is a detailed work plan that includes:*

- *Activities – What needs to be done to execute the strategy*
- *Resources- Money, time, people, and internal and external resources*
- *Outputs – Immediate results of the activities, answers the question of whether we did what we said we’d do*
- *Outcomes – Impact that the outputs have on behavior, knowledge, and skills (both short and long-term)*
- *Measures – How we’ll know if we’ve achieved the outcomes*
- *Assumptions – Theory of action that drives this strategy*

*The OCSU Cabinet meets twice per month to work on tasks in the work plan. Each logic model has a column to record progress on the activities so we can keep track of our progress. This has been an effective way to move our system forward, as well as to engage in continuous reflection about next steps.*



### **Special Education, Kelly Locke:**

*Kelly has been working nonstop over the summer to fill special education staff vacancies and has done a wonderful job securing highly qualified individuals!*

*The number of students eligible for IEPs continues to remain steady, and we are still looking to fill 1.5 special educator vacancies, as well as for personal care paraprofessionals. The licensing board has created a temporary adjustment to special educator licensing requirements, allowing for the hiring of those with a bachelor’s degree. While this is great news, we will have to continue to think creatively about how*

*we can use this to attract and develop qualified candidates for these positions.*

*We have a variety of monitoring requirements from the AOE. When we initially received our monitoring report from the AOE, we had scored at 64%. Once Kelly contacted the AOE to dispute this score, we had our monitoring percentage increased to 72%. While we still have some work to do, this is quite close to the 80% threshold that indicates 'meets requirements'. Additionally, our transition plan percentage was 90%, among the top percentages in the state, which is due to the diligence of our high school special educators. Overall, our special education staff continues to develop expertise and collaborate to help our schools meet the diverse needs of all of our students.*

## PreK Programs (Julie Lavine):

We are excited to start another new year here at the preschool, and I'm happy to report that we are almost at full capacity at both the COFEC and Albany sites! Last year our program saw record low numbers due to COVID; what a relief that we are seeing pre-pandemic numbers once again.

Our teachers have been welcoming our returning families as well as our new families this week for registration, and we just held our 13th annual Bus Night with Butler's last week. Bus Night is an opportunity for families to come to COFEC to talk with someone from Butler's and help their children practice crossing the road and getting on the bus. We appreciate Butler's for helping our youngest bus riders be successful!

I recently submitted our STARS application for COFEC (Vermont's preschool accreditation system), and we are once again rated a 5 STAR (out of 5 stars) program! I'm so proud of this program and the teachers and staff, and I'm grateful for the OCSU board's continued support.

### Enrollment: (as of Sept. 1st)

Policy Maximum	20			22		25				
	K	1	2	3	4	5	6	7	8	Total
Albany	11	10	12	7	7	11	12	12	10	92
Barton	9	18	13	25	19	20	20	17	29	170
Brownington	10	8	10	9	14	12	11	12	14	100
Glover	8	11	11	8	12	16	17	11	15	109
Irasburg	13	15	14	10	17	6	17	11	19	122
Orleans	9	11	8	8	22	7	14	13	11	103
CEC * included above	1 (BAGS)	2 (1 GCS, 1 BCS)		2 (BAGS)	1 (BAGS)			2 (1 BCS, 1 ACS)	5 (BAGS)	13
Westmore *included above	1 (GCS)	1 (BAGS) 3 (OES)	1 (OES)	3 (BAGS) 1 (OES)	1 (GCS) 3 (OES)	2 (BAGS) 2 (OES) 1 (GCS)		1 (OES)		20
<b>Total Grade Level</b>	60	73	68	67	91	72	91	76	98	<b>696</b>
Lake Region	GR 9	GR 10	GR 11	GR 12	Total					
	103	96	102	78	379					
<b>Preschool</b>	<b>3 years</b>	<b>4 years</b>	<b>Total</b>							
Albany	7	13	20							
COFEC	16	39	55							
<b>Total</b>			<b>75</b>							
<b>Grand Total PK-12</b>	<b>1150</b>									

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## **Tasks Specific to Penny's work for July- September**

*\*Based on the National Professional Standards for Educational Leaders*



### **Mission, Vision and Core Values (Prof. Standard 1):**

- Prepared Board meeting agendas
- Attended monthly board meetings and managed follow up tasks from those meetings
- Ongoing learning around systems
- Attended VPA conference with the OCSU Administrative Team in early August
- Visited all schools when needed and during board meetings
- Met with NEK Regional Superintendents group in September
- Attended July, August and September Board meetings for Lake Region and LRUEMS
- All OCSU Cabinet members participated in a 4-day retreat during the second week of August. The working agenda included:
  - ☐ celebrations
  - ☐ team building
  - ☐ HHB (Hazing, Harassment & Bullying)
  - ☐ Title IX, Search & Seizure
  - ☐ FMLA (Family Medical Leave Act)
  - ☐ Free Speech
  - ☐ Opening Day COVID guidelines
  - ☐ Recovery Plan – Logic Models on Student Engagement, Academic Achievement, and Mental Health and Physical Well Being
  - ☐ August Community Forum (Aug. 18<sup>th</sup>)
  - ☐ PLC & Inservice Plans
  - ☐ UVM Outstanding Teacher process
  - ☐ ARP/ESSER III grants
  - ☐ Staff Supervision & Evaluation
  - ☐ Special Education Handbook/LEA Training
  - ☐ OCSU Assessment Plan, Parent & Family Engagement
  - ☐ 8<sup>th</sup> Grade Field Trip Procedures
  - ☐ 8<sup>th</sup> Grade Transition Plan
  - ☐ LRUEMS Facility Needs Assessment/Timeline.

*All of this work culminated in over 50 pages of minutes and notes on next steps for the OCSU Cabinet. We began each day with a team building circle.*

### **Professional Capacity of School Personnel (Prof Standard 6) and Community of Care and Support for Students (Prof. Standard 5):**

- Held regular meetings with individual principals
- Held open sessions with each school buildings' faculty and staff
- Held regular weekly meetings with OCSU administrators

- *Attended VSA Orientation for new Superintendents*
- *Attended weekly VSA meetings with Dan French and the Dept of Health*
- *Worked on Reopening Guidelines with VSA, Dan French and our local Healthcare professionals (doctors and pediatricians)*
- *Attended some OCSU Assessment Team meetings*
- *Launched weekly admin and staff meetings to set pattern for the year*

### **Meaningful Engagement of Families and communities (Prof Standard 8) and Equity and Cultural Responsiveness (Prof Standard 3):**

- *Provided oversight of the OCSU social media accounts website postings*
- *Gathered data to support monthly superintendent reports*
- *Collaborated with Administrative Teams on how to best support students, families and staff during reopening*
- *Met with parents to hear concerns*
- *Met with community member to hear his concerns*
- *Supporting faculty and administration during the roll out of CRT Public Forums and endless requests from the Fair Education for OCSU group.*

### **Operations and Management (Prof Standard 9) and School Improvement (Prof. Standard 10):**

- *Worked with administrators and boards on Equity policy*
- *Participated in several visits with local newspaper staff*
- *Attended the first of 9 Superintendent Academy trainings sponsored by the VSA.*
- *Attended the first of 3 VSA meetings in person, other meetings will be held remotely.*
- *Met with OCSU administrative staff on special education, curriculum, facilities, finance and PreK.*
- *Participated in VT Superintendent Roundtable discussions, Regional Supt. Meetings, VSA/State meetings and regular meetings with my mentor*
- *Held ongoing, regular meetings with Supt. Admin Assistant and HR Specialist.*
- *Supported Facility Director in the Supervisory Union wide Needs Assessment with NESDEC.*
- *Worked closely with Administrators and COVID Coordinator on contact tracing.*
- *Worked closely with Administrators on legal issues and Title IX.*

*The New Teacher Orientation days in mid-August went very well and we welcomed 40 new staff members, some were filling current openings while others were joining us as part of the additional support funded through ESSER grants.*

*Opening Day with all OCSU staff was held on August 18<sup>th</sup>. I provided my opening message remotely to all buildings as we chose not to bring all faculty and staff into once space for opening remarks due to current guidelines for COVID 19.*