This is my report on your Executive Limitations Policy 2.2: Treatment of Staff presented in accordance with your monitoring schedule. I certify that the information contained in this report is true.

Superintendent Date  
6/13/2019

With respect to the treatment of paid and volunteer staff, the superintendent shall not:

1. Operate without written personnel rules that (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions.

Interpretation:
I interpret this to mean that all full and part-time Winooski School District (WSD) employees and volunteers are provided clear job responsibilities to allow them to perform their jobs in a professional manner including procedures such as how to file a complaint or grievance and how to work within federal and state pertaining to employment.

Evidence:
All employee groups have current job descriptions and Negotiated Agreements that outline working conditions and grievance procedures. Non-Union Personnel have contracts with the District that insure equity where possible to the negotiated agreements for licensed and non-licensed staff. Hiring and evaluation protocols are in writing and consistently adhered to. Volunteer policy and procedures are in place and consistently implemented.
In addition, Winooski School District follows all state and federal laws pertaining to employment, record keeping, minimum wage, overtime, equitable payment regulations, as well as specific acts, i.e. Family Medical Leave Act, Civil Rights Act, Equal Opportunity, Fair Labor Standards Act, American Disabilities Act. These regulations and practices that protect against wrongful conditions are monitored and updated by the Finance Manager and Executive Assistant to the Superintendent based on communications from various agencies and departments. When appropriate, District staff members attend trainings that are provided regarding regulations changes. Local personnel conditions and practices are governed by the Negotiated Agreements with the teachers and support staff. These agreements are with the Winooski School Board. Also, a comprehensive Substitute Teacher Application Packet including a Substitute Handbook are available on the District website.

At the beginning of each school year a general welcome back and orientation session is convened for all staff. Part of this orientation is to ensure that mandatory annual trainings are provided to all staff. All new staff meet with the Human Resources Coordinator to review a comprehensive orientation packet that includes items such as salary, benefits, emergency procedures

All required policies and negotiated agreements that clarify rules for staff, provide for effective
handling of grievances and protect against wrongful conditions can be found on our website.

Compliance: I report compliance.

2. Permit staff to be uninformed regarding the performance standards by which they will be assessed.

Interpretation:
I interpret this policy to mean that all full and part-time Winooski School District (WSD) employees are provided clear performance standards by which they will be assessed.

Evidence:
The performance of Winooski licensed teachers are assessed using standards based on Charlotte Danielson’s *Framework for Teaching* (2nd edition, 2007) which are in broad use in Vermont and the US. These standards are shared with licensed teachers annually. In addition, these standards are listed in the teacher job description.

The performance standards for Instructional Assistants and Non-Confidential, Non-Instructional Support are clearly stated in the job descriptions and generally summarized in the negotiated agreements under Article 9.3 Supervision and Evaluation.

All job descriptions, negotiated agreements and Charlotte Danielson’s *Framework for Teaching* (2nd edition, 2007) are posted on our website.

Compliance: I report compliance.

3. Discriminate against any staff member for non-disruptive expression of dissent.

Interpretation: I interpret this to mean that the Superintendent will ensure that any statement by an employee that indicates disagreement with any decision made by the administration will not be discriminated against. Such an expression is non-disruptive when there is no refusal to perform work, when there is no encouragement of others not to perform work, does not interfere with instruction and day-to-day operations of a school or the Central Office, and is carried out in a professional and respectful manner. Furthermore, the Superintendent will ensure that staff that disagrees with an administrative decision shall not experience retaliation from any administrator such as dismissal, reassignment to less desirable jobs or initiation of a formal discipline procedure.

Evidence: The Superintendent meets with Winooski Education Association (WEA) leadership on a monthly basis to review any concerns from either the Association or District’s Leadership to prevent issues from becoming more problematic in the future. In addition, the Superintendent, Principal or Director of Student Support Services meets with the Association Unit Rep or Grievance officer on an as-needed basis when an employee feels unsupported or if language in the negotiated agreement needs to be better clarified.

Compliance: I report compliance.
4. Allow staff to be unprepared for emergency situations.

**Interpretation:**
I interpret this to mean that the Superintendent will ensure that all staff are informed and trained in emergency response procedures. I interpret “emergency situation” to mean any condition that threatens the safety and wellbeing of students and employees.

**Evidence:**
Emergency drills and training are conducted on a regular basis (monthly) as required by law. Emergency response procedures are posted throughout schools and classrooms.

In addition, Winooski School District has a Public Safety committee facilitated by a school administrator and comprised of police, fire, emergency responders and various school staff. This group is charged with the maintenance and review of our emergency plan and procedures.

**Compliance:** I report compliance.

5. Violate any provisions of any negotiated contract.

**Interpretation:**
I interpret this policy to mean that the Superintendent will not knowingly or willfully violate any provision of any negotiated agreement and ensure that all school administrators charged with understanding, interpreting and applying the provisions of all negotiated agreements will not knowingly or willfully violate any provision of any negotiated agreement.

**Evidence:**
As stated in #3: The Superintendent meets with Winooski Education Association (WEA) leadership on a monthly basis to review any concerns from either the Association or District’s Leadership to prevent issues from becoming more problematic in the future. In addition, the Superintendent, Principal or Director of Student Support Services meets with the Association Unit Rep or Grievance officer on an as-needed basis when an employee feels unsupported or if language in the negotiated agreement needs to be better clarified.

The Superintendent leads weekly Leadership meetings with the school administrative team where potential contractual issues can be discussed. Also, the Superintendent holds monthly supervision meetings with each administrator where potential contractual issues can be discussed. The Superintendent has instructed members of the Leadership Team to communicate any potential contractual issues to him immediately so a collaborative problem-solving approach can be used to clarify how to move forward with the appropriate negotiated agreement.

**Compliance:** I report compliance.