

## **Principal's Report**

**December 15, 2009**

### **Vermont Criminal Conviction Record Internet Service (VCCRIS)**

To promote student safety, the Vermont Criminal Conviction Record Internet Service (VCCRIS) is provided by the Vermont Criminal Information Center (VCIC). This allows educational institutions, such as ours, a means of immediately retrieving criminal conviction records online for the purposes of screening volunteers and job applicants. The report we receive will contain only crimes for which an individual has been convicted in a Vermont District Court, therefore, it will still be necessary for newly hired employees to complete a more substantial criminal records check, including fingerprinting, through the School District's Central Office. The report we receive from the VCCRIS will include all misdemeanors, felonies and motor vehicle convictions adjudicated in a Vermont District Court after 9/1/95. The record will include the date of conviction, county of jurisdiction, offense of conviction, level of conviction, and sentence. It will also indicate if the conviction is of a sexual nature. The only personally identifiable information will be the applicant's name and date of birth. The online VCCRIS record check is conducted at the school level, by the Principal or his designee and as a matter of procedure, will be used at our school to screen potential employees and volunteers. Both Cally and I are authorized to access this system.

### **Missing Person Protocol**

The Safety Committee and staff have completed work on a Missing Person Protocol. The protocol is attached for your information. Currently, maps of the school with various sections highlighted for an organized search, in the event one is necessary, are being created.

### **H1N1 Vaccination Clinic Update**

Our second H1N1 vaccination clinic has not yet been scheduled. At last word, the Department of Health was hoping that several larger clinics might yield enough leftover vaccine doses to vaccinate students at our school. We expected to have a date set earlier in the week, but have not heard back from the Department of Health. Our attendance, which has been typical for this time of year, has reduced significantly over the past month.

### **After-School Program Update**

The After-School Program continues to struggle financially, and currently will run out of funding by February. The group has approached the PTO for funding, but no decision on that has been made. The program anticipates a \$4,200 shortfall through the spring, with an average monthly loss of \$1,100. The program began the school year with \$8,000 and will be down to \$2,000 in December. The total anticipated shortfall through

the school year is \$6,500. The program averages eight children in attendance per day, with less than five on Tuesdays and Thursdays. The group is considering merging with the Waitsfield School's program, at least temporarily, until restructuring may be completed.

### **Sixth Grade Montreal Trip**

The sixth graders sold over 350 poinsettia plants to help raise funds for their class trip to Montreal in the spring. The fundraiser netted about \$1200. As a side note, the group has secured tickets to Cirque Du Soleil as part of their trip. The name for the show, Cirque 2010, is a temporary name until the true name is unveiled in late April.

### **Mentoring Program**

There are conversations happening about starting a mentoring program for students at FES. We are starting small, with one mentoring match already having been made between a student and community member. Currently, protocols for the program are being written. Research shows that students with mentors have better attendance, a better chance of going on to higher education, and a more positive attitude about school. Mentors reduce the chance of substance abuse and unhealthy behaviors, and promote positive social attitudes and behaviors. More details soon!

### **Supervision and Evaluation Update**

Using the PathWise materials and process, all classroom teachers, and many others, will have had a formal observation prior to the holiday break. This is a time-consuming process that begins with a pre-conference between the teacher and I, during which we discuss the lesson that is planned and the teacher presents a completed three-page "Planning Questions" form. Following the actual observation, the teacher receives a formal observation summary based on the four PathWise domains: Planning and Preparation, Classroom Environment, Instruction, and Professional Responsibility. We then have a post-conference, during which the teacher reflects on the lesson and I present questions for discussion. My goal is that every professional staff member will have two formal observations this year, and, using those, we will meet to complete the PathWise Feedback Form, which becomes the actual "rating" sheet for performance. The rating scale includes unsatisfactory, basic, proficient, and distinguished performance.

Several support staff members have also received their annual reviews using the performance evaluation sheet we designed. For staff with "global" responsibilities like the Administrative Assistant and Instructional Assistants that work in multiple settings, input was gathered from the staff members that work most closely with them. During the evaluation conference, the formal evaluation tool, as well as the staff member's progress on their goals, are discussed.