

Lincoln School 2009-2010 School Improvement Plan
Lincoln School
Melrose Public Schools
SCHOOL IMPROVEMENT PLAN

SCHOOL YEAR 2009-2010

To be implemented September 2009

Principal: Brent Conway

Council Co-Chair: Annalise Conti, Parent and PTO President

Signature:

Date

Signature:

Date

To be completed by Melrose School Committee

Received Date: _____ Approved ()yes ()no Date: _____

Site Council Members

Brent Conway, Principal
Joyce Carmody, Teacher
Jean O'Neil, Teacher
Annalise Conti, Parent and PTO President
Kathleen McGourthy, Parent
Carol Nadeau, Parent

Mike Oginski, Teacher
Sherryl Breda, Teacher
Cynthia Santosuosso, Head Teacher
Jennifer Freeman, Parent
Susan Amirault, Parent

Lincoln School 2009-2010 School Improvement Plan

ELEMENTARY SCHOOL IMPROVEMENT PLAN

Introduction

Lincoln School continues to provide an outstanding education to the diverse student body. Our diversity is evident with a student body that includes students from various countries, with over 15 languages spoken at the homes of our students. Over 25% of our student body qualifies for free and reduced lunch. Our 21 METCO students blend into the fabric of our school and our staff works tirelessly to reach the broad spectrum of learners.

This past year, Lincoln made two very important steps in reaching out to our students. Our Special Education programming shifted to a more inclusive model for academic services with Special Education teachers working with students in their regular Math and English Language Arts classes. Additionally, the creation of a resource room for students requiring more focused small group instruction has expanded the level of services provided. Lincoln also became a Title I school providing academic tutoring to over 50 academically at-risk students with three Intervention Tutors.

Lincoln's strength consistently lies in the dedicated professionals, paraprofessionals, support personnel and very active PTO. Our PTO sponsors various community events throughout the year and also provides funding for our enrichment programs, library materials, supplemental classroom supplies, technology purchases and numerous other projects.

The Lincoln School Community has committed themselves to establishing a collaborative professional learning community. Our work together has helped us to make great strides as we maintain a focus on challenging the diverse student learners.

The school improvement plan, as described in the legislation, has the following elements:

1. An assessment of:
 - The impact of class size on student performance
 - Student-to-teacher ratios
 - Ratios of students to other supportive adult resources

At this time, the district has made it a priority to maintain class sizes at an appropriate size, in a range between 19 and 25 students per class. Student to teacher ratios are at an appropriate level.

- *The Lincoln ratio of students to teacher is 18 to 1*
- *The Lincoln ratio of students to other supportive adult resources is approximately 14 to 1*
- *Class sizes are approximately 20-23 students*

Lincoln School 2009-2010 School Improvement Plan

2. A scheduled plan for reducing class size, if deemed necessary

In general, class size has been addressed at the district level. A plan for reducing class size is not necessary at this time.

3. Professional development for the school's staff and the allocation of any professional development funds in the school budget

Professional development at the district level continues to focus on district initiatives. Focus initiatives include but are not limited to: The Implementation of the Harcourt PreK-3 Literacy Initiative, meeting the needs of all students including Gifted and Advanced learners through differentiation of instruction and integration of technology.

- ***Lincoln SIP Goal #1 - For the staff to engage in Professional Learning Community activities focused on "looking at student work" three times in the year.***
- ***Lincoln SIP Goal #4 - At each staff meeting, a teacher/grade level present a technology related activity for staff to use or explore to enhance their instruction or student learning.***

4. Enhancement of parental involvement in the life of the school

The Bridge Organization continues to provide, organize, train and utilize community members, including parents, to enhance the life and education for all students at each elementary school.

- ***Lincoln SIP Goal #3 - To increase parent involvement and awareness on their child's use of technology in relation to the school based curriculum initiatives.***

5. School safety and discipline

The cornerstone of the district Code of Conduct is the Declaration of Human Rights. This simple statement of belief drives our words and actions. This statement promotes a healthy, safe, and high-quality learning environment for all students.

- ***Lincoln SIP Goal #4 - Continue the use of the Lincoln C.A.R.E.S. program to reward students for their positive actions and behaviors; Citizenship, Acceptance, Respect, Effort, Safety.***

6. Establishment of a school environment characterized by tolerance and respect for all groups

The district's Declaration of Human Rights is a simple statement of belief that drives our words and actions. This statement is based on the principle that all people should be treated with respect.

Lincoln School 2009-2010 School Improvement Plan

- **Lincoln SIP Goal #5 - Expand the Lincoln Connects outreach program for families of ELL and METCO students by including next year's new families, while maintaining connection with current families involved.**
- **Lincoln SIP Goal #6 - Expand the Lincoln School Veteran's Day Celebration to include more Veterans who are family members of students and staff.**

7. Extra-curricular activities

After school programs are offered for each school either on-site or through the YMCA.

- **Lincoln SIP Goal #7 - Explore the possibility of creating an after school program monitored by Bridge volunteers, and Melrose High School student(s) with additional adult support.**
- **Lincoln SIP Goal #8 - Establish an after school Math Competition team for 5th Graders.**

8. Means for meeting, within the regular education programs at the school, the diverse learning needs of as many children as possible, including children with special needs currently assigned to separate programs

The district is working with consultants to aid the administration and teachers to meet the diverse needs of our classroom population. We are always working on ways to creatively utilize support staff personnel to meet the diverse needs of all students within our regular education programs.

- **Lincoln SIP Goal #9 - To increase the average CPI (Composite Performance Index) points of low income students on the Spring 2010 MCAS ELA MCAS from 78.0 to 85.3, while decreasing the performance gap between non-low income students.**
- **Lincoln SIP Goal #10 - To increase the average CPI (Composite Performance Index) points of low income students on the Spring 2010 MCAS Math MCAS from 67.9 to 78.6, while decreasing the performance gap between non-low income students.**
- **Lincoln SIP Goal #11 - To increase the average CPI (Composite Performance Index) points of Special Education students on the Spring 2010 ELA MCAS from 66.3 to 77.5 while decreasing the performance gap between non-SPED students.**
- **Lincoln SIP Goal #12 - To increase the average CPI (Composite Performance Index) points of Special Education students on the Spring 2010 Math MCAS from 52.4 to 68.3 while decreasing the performance gap between non-SPED students.**

Lincoln School 2009-2010 School Improvement Plan

9. Any further subjects the principal, in consultation with the school council, shall consider appropriate

Each individual School Improvement Plan will reflect the subjects the principal and school site council consider appropriate.

- **Lincoln SIP Goal #13 - To expand the implementation of the Six Traits of Effective Writing into cross-curricular areas to improve student performance on open response writing.**
- **Lincoln SIP Goal #14 - To meet the needs of all learning styles of students through effective differentiated instruction.**

Lincoln School 2009-2010 School Improvement Plan

SIP Element #3 – Professional development for the school’s staff and the allocation of any professional development funds in the school budget

A= Administration	T= Teachers
P= Parents	S= Students

Goal	Action Strategies	Time Line	Group/Person Responsible				Resources Required	Evidence of Completion
			A	T	P	S		
1. The professional staff will engage in Professional Learning Community activities focused on “Collaborative Review of Student Assessments” at least three times in the year.	• Use portions of three staff meetings to structure the activities	• November 2009 - June 2010	x	x			• time	• Staff meeting agenda and sign-in
	• Establish focus areas to look at in regards to performance on spring 2009 MCAS results & District-Wide Assessments	• September & October 2009	x	x			• MCAS results	• Focus areas will be communicated to staff
	• Explore opportunity for PDP’s in relation to work completed	• June 2010	x				• none	• PDP’s distributed to teachers
2. At each staff meeting, a teacher/grade level will present a technology related activity for staff to use or explore to enhance their technology integration instruction or student learning.	• Create schedule of presenters for the year	• September 2009		x			• none	• Schedule distributed to teachers
	• Provide technology support to teachers on new technology tools such as Smartboard and CPS	• Ongoing	x				• none	• Staff agendas will contain group and title of presentation
	• Building based liaisons will be established for the various tools	• September 2009		x			• none	• Liaisons will be presented at start of school

Lincoln School 2009-2010 School Improvement Plan

SIP Element #4 – Enhancement of parental involvement in the life of the school

Goal	Action Strategies	Time Line	Group/Person Responsible				Resources Required	Evidence of Completion
			A	T	P	S		
3. To increase parent involvement and awareness on their child’s use of technology in relation to the school based curriculum initiatives.	<ul style="list-style-type: none"> Send out a flyer outlining all the home to school technology tools such as Harcourt Math and ELA E-books, Study Island, and Lexia On-Line 	<ul style="list-style-type: none"> September 2009 	x				<ul style="list-style-type: none"> Paper 	<ul style="list-style-type: none"> Flyers are received by parents
	<ul style="list-style-type: none"> Include a technology section in the monthly newsletter 	<ul style="list-style-type: none"> September 2009 – June 2010 	x				<ul style="list-style-type: none"> none 	<ul style="list-style-type: none"> Newsletters sent home monthly
	<ul style="list-style-type: none"> Establish a Parent Technology Outreach Night to showcase technology tools in school and explain home connection tools. 	<ul style="list-style-type: none"> October 2009 	x	x	x		<ul style="list-style-type: none"> none 	<ul style="list-style-type: none"> Parents will attend
	<ul style="list-style-type: none"> Establish community outreach sources for technology support and access, such as Public Library 	<ul style="list-style-type: none"> September 2009 	x				<ul style="list-style-type: none"> none 	<ul style="list-style-type: none"> Will be included in flyer

Lincoln School 2009-2010 School Improvement Plan

SIP Element #5 – School Safety and Discipline

Goal	Action Strategies	Time Line	Group/Person Responsible				Resources Required	Evidence of Completion
			A	T	P	S		
4. Continue the use of the Lincoln C.A.R.E.S. program to reward students for their positive actions and behaviors.	• Purchase additional Paw Stickers & Awards and use them with students	• August 2009	x	x			• Funding for materials – in budget	• Purchase Order
	• Schedule monthly principal’s assemblies to recognize the students	• August 2009	x				• none	• Schedule distributed to teachers
	• Release 4 th and 5 th Grade award recipients to the newspaper	• Monthly	x				• none	• Names appear in Newspaper
	• Use Principal’s assemblies and enrichment programs to teach children strategies to deal with peer conflict	• Monthly	x			x	• PTO funding	• Enrichment calendar

Lincoln School 2009-2010 School Improvement Plan

SIP Element #6 – Establishment of a school environment characterized by tolerance and respect for all groups

Goal	Action Strategies	Time Line	Group/Person Responsible				Resources Required	Evidence of Completion
			A	T	P	S		
5. Expand the Lincoln Connects outreach program for families of ELL and METCO students by including next year's new families while maintaining connection with current families involved.	<ul style="list-style-type: none"> • Include next year's new families by providing contact information to the Site Council coordinators 	<ul style="list-style-type: none"> • Late September 2009 	x		x		<ul style="list-style-type: none"> • none 	<ul style="list-style-type: none"> • Increase the number of families involved
	<ul style="list-style-type: none"> • Establish International Week for students of other countries to "show & tell" about their culture, home country and families 	<ul style="list-style-type: none"> • January 2010 	x	x	x	x	<ul style="list-style-type: none"> • none 	<ul style="list-style-type: none"> • Packets will be distributed via backpacks to all families
6. Expand the Lincoln School Veteran's Day Celebration to include more Veterans who are family members of students & staff.	<ul style="list-style-type: none"> • Communicate to families about the open invitation to family members who are veterans and use an RSVP 	<ul style="list-style-type: none"> • October 2009 	x		x		<ul style="list-style-type: none"> • none 	<ul style="list-style-type: none"> • Communication sent via newsletter and email
	<ul style="list-style-type: none"> • Have students write invitations to family members who are Veterans 	<ul style="list-style-type: none"> • October-November 2009 				x	<ul style="list-style-type: none"> • none 	<ul style="list-style-type: none"> • Students will write invitations

Lincoln School 2009-2010 School Improvement Plan

SIP Element #7 – Extra Curricular Activities

Goal	Action Strategies	Time Line	Group/Person Responsible				Resources Required	Evidence of Completion
			A	T	P	S		
7. Explore the possibility of creating an after school program at the school.	• Contact Mr. Savarino at Melrose High School to explore options	• August 2009	x		x		• High School volunteer	
	• Contact the Bridge to secure volunteers	• August 2009	x		x		• Volunteers	• Feasibility plan will be developed
8. Establish an after school Math Competition team for 5 th Graders.	• Secure staff volunteer to co- coordinate math activities with principal	• October 2009		x			• After school time with students	• Staff member identified
	• Create at least two math meets against other schools in Melrose or other towns	• November 2009	x				• Possible travel	• Students will compete at least twice against other schools
	• Develop a selection criteria for competing students	• October 2009	x	x		x	• none	• Selection criteria provided to 5 th Grade students and parents

Lincoln School 2009-2010 School Improvement Plan

SIP Element #8 – Means for meeting, within the regular education programs at the school, the diverse learning needs of as many children as possible, including children with special needs currently assigned to separate programs

Goal	Action Strategies	Time Line	Group/Person Responsible				Resources Required	Evidence of Completion
			A	T	P	S		
9. To increase the average CPI (Composite Performance Index) points of low income students on the Spring 2010 MCAS ELA MCAS from 78.0 to 85.3, while decreasing the performance gap between non-low income students.	<ul style="list-style-type: none"> Provide Title I intervention tutoring to students who qualify through the Title I selection procedure 	<ul style="list-style-type: none"> September 2009-June 2010 	x	x		x	<ul style="list-style-type: none"> Title I funding 	<ul style="list-style-type: none"> At-risk students will receive tutoring services a minimum of two 30 min. sessions per week.
	<ul style="list-style-type: none"> Establish Title I Literacy and Math nights for families 	<ul style="list-style-type: none"> TBA 2009 	x	x	x	x	<ul style="list-style-type: none"> Title I funding 	<ul style="list-style-type: none"> Parents will attend Title I family nights
	<ul style="list-style-type: none"> Implement the Lexia Learning Online Supplemental Reading program for struggling readers 	<ul style="list-style-type: none"> September 2009 	x	x	x	x	<ul style="list-style-type: none"> \$9000 of Title I funding 	<ul style="list-style-type: none"> Struggling readers participate in the program 2- 4 times per week
10. To increase the average CPI (Composite Performance Index) points of low income students on the Spring 2010 MCAS Math MCAS from 67.9 to 78.6, while decreasing the performance gap between non-low income students.	<ul style="list-style-type: none"> Provide Title I intervention tutoring to students who qualify through the Title I selection procedure 	<ul style="list-style-type: none"> September 2009-June 2010 	x	x		x	<ul style="list-style-type: none"> Title I funding 	<ul style="list-style-type: none"> At-risk students will receive tutoring services.
	<ul style="list-style-type: none"> Establish Title I Literacy and Math nights for families 	<ul style="list-style-type: none"> TBA 2009 	x	x	x	x	<ul style="list-style-type: none"> Title I funding 	<ul style="list-style-type: none"> Parents will attend Title I family nights

Lincoln School 2009-2010 School Improvement Plan

SIP Element #8 - Continued

Goal	Action Strategies	Time Line	Group/Person Responsible				Resources Required	Evidence of Completion
			A	T	P	S		
11. To increase the average CPI (Composite Performance Index) points of Special Education students on the Spring 2010 ELA MCAS from 66.3 to 77.5 while decreasing the performance gap between non-SPED students.	<ul style="list-style-type: none"> Continue to implement inclusion services for special education students when appropriate 	<ul style="list-style-type: none"> September 2009 – June 2010 	x	x		x	<ul style="list-style-type: none"> Maintain PPS funding 	<ul style="list-style-type: none"> Special Education teachers will work with students in general education classrooms
	<ul style="list-style-type: none"> Visit other districts with successful inclusion models 	<ul style="list-style-type: none"> September 2009-June 2010 	x	x			<ul style="list-style-type: none"> Substitutes 	<ul style="list-style-type: none"> Visits are ahead with entire staff
	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 					<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
12. To increase the average CPI (Composite Performance Index) points of Special Education students on the Spring 2010 Math MCAS from 52.4 to 68.3 while decreasing the performance gap between non-SPED students.	<ul style="list-style-type: none"> Continue to implement inclusion services for special education students when appropriate 	<ul style="list-style-type: none"> September 2009 – June 2010 	x	x		x	<ul style="list-style-type: none"> Maintain PPS funding 	<ul style="list-style-type: none"> Special Education teachers will work with students in general education classrooms
	<ul style="list-style-type: none"> Visit other districts with successful inclusion models 	<ul style="list-style-type: none"> September 2009-June 2010 	x	x			<ul style="list-style-type: none"> Substitutes 	<ul style="list-style-type: none"> Visits are ahead with entire staff
	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 					<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

Lincoln School 2009-2010 School Improvement Plan

SIP Element #9 – Any further subjects the principal, in consultation with the school council, shall consider appropriate

Goal	Action Strategies	Time Line	Group/Person Responsible				Resources Required	Evidence of Completion
			A	T	P	S		
13. To expand the implementation of the Six Traits of Effective Writing into cross curricular areas to improve student performance on open response writing	<ul style="list-style-type: none"> Use collaborative teacher review of student writing samples in Math, Social Studies, Science and Reading responses 	<ul style="list-style-type: none"> September 2009-June 2010 		x			<ul style="list-style-type: none"> none 	<ul style="list-style-type: none"> Commonly scored student writing samples
	<ul style="list-style-type: none"> Professional discussions on best practices to improve student response writing 	<ul style="list-style-type: none"> On going 		x			<ul style="list-style-type: none"> none 	<ul style="list-style-type: none"> Improved student performance on open responses in District Wide Assessments

Goal	Action Strategies	Time Line	Group/Person Responsible				Resources Required	Evidence of Completion
			A	T	P	S		
14. To meet the needs of all learning styles of students through effective differentiated instruction.	<ul style="list-style-type: none"> Create class lists using clusters of similar learners so teachers may effectively meet the needs of students 	<ul style="list-style-type: none"> Spring 2009 	x	x			<ul style="list-style-type: none"> none 	<ul style="list-style-type: none"> Class list
	<ul style="list-style-type: none"> Implement flexible grouping at grade levels for math instruction 	<ul style="list-style-type: none"> September 2009-June 2010 	x	x			<ul style="list-style-type: none"> none 	<ul style="list-style-type: none"> Students will have math classes in flexible levels
	<ul style="list-style-type: none"> Implement Guided Reading at all grade levels to promote effective differentiated instruction with materials that are appropriate for each learner 	<ul style="list-style-type: none"> September 2009-June 2010 	x	x			<ul style="list-style-type: none"> Possible expansion of 4th and 5th Grade trade book library 	<ul style="list-style-type: none"> All grade levels using guided reading