

2011-2012
Winthrop Elementary School
School Improvement Plan
February, 2012
Mid-Year Update



Winthrop Elementary School
162 First Street
Melrose, MA 02176
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<http://www.melroseschools.com/winthrop/winthrobsitecouncil.cfm>

(Multiple pages removed that were not in need of mid-year update.)

Winthrop Elementary School School Improvement Plan 2011-2012

School Name: Winthrop Elementary School

Chairs: Mary Alise Herrera, Principal and Timothy Donnelly, Parent and PTO President

Signatures:

Date:

School Committee approval:

2010/2011 School Council Members:

Bryna Lakin-Davis, Principal & Co-Chair
Timothy Donnelly, Parent Representative & Co-Chair
Ursula Boyle, Teacher Representative
Catherine Brayden Calias, Parent Representative
Michelle Dell Isola, Parent Representative
Jennifer O'Brien Michaud, Teacher Representative
Gary Romano, Community Representative
Melanie Wilcox, Teacher Representative

2011/2012 School Council Members:

Mary Alise Herrera, Principal & Co-Chair
Timothy Donnelly, Parent Representative & Co-Chair
Catherine Brayden Calias, Parent Representative
Michelle Dell Isola, Parent Representative
Sally Hatch, Teacher Representative
Sue Herook, Teacher Representative
David Lucas, Parent Representative
Gary Romano, Community Representative
Claire Twist, Teacher Representative

Challenge 1: To provide a welcoming school environment where students, parents, and staff feel they are part of a strong, safe, community.

Goal 1: Improve the use of available technologies as a communication tool between families and school.

Strategies: Effectively use and share information about these technologies with both staff and families.

Action Item	Time Line	Responsible Party*	Resources Rqrd	Evidence of Compl	Success Measures
Use of website as main resource for up-to-date information	2011-2012	A, P	Time of principal and of volunteer webmaster.	Up-to-date website	Evidence of timely updates and parent feedback <ul style="list-style-type: none"> • Ongoing • Parent Survey completed by 2/12/12
Use of website as a depository for forms sent home	2011-2012	A, P	Time of principal and of volunteer webmaster.	“Forms & Notices” section of website created, and populated	Evidence of forms/notices, and parent/teacher feedback <ul style="list-style-type: none"> • Ongoing • Parent Survey completed by 2/12/12
Use of “Google” calendar as an internal scheduler for all staff	2011-2012	A, T	Time of principal for overview and training. Ongoing time for input.	Documented calendar	No overlap of events, feedback from staff <ul style="list-style-type: none"> • Ongoing • Staff Survey completed by 2/12/12
Parent Technology Information Session(s)	Fall 2011	A, T, P, and Tech Integration Specialist	Evening event(s) requiring custodial coverage	Presentation materials posted on the website	Parent feedback forms from the presentation. <ul style="list-style-type: none"> • Scheduled for 2/16/12
Distribution of District Technology Matrix	Fall 2011	A	Paper and copying supplies	Technology Matrix distributed and posted on the website	Technology Matrix distributed and posted on the website <ul style="list-style-type: none"> • Developed and will be part of the Tech Night on 2/16/12.
Professional Development for utilization and implementation of web-based informational portal Aspen X2	Aug 2011	A, T, and Tech Integration Specialist	Meeting Time	Agendas	Implementation and utilization of Aspen X2 for communication <ul style="list-style-type: none"> • Secretarial and Administration trained 8/2011 • Will begin attendance 3/2012 • Staff PD on attendance function in 3/2012
Development and implementation of a communication plan for the web-based informational portal Aspen X2	9/11 through 6/12	A, T, and Technology Integration Specialist/Coach	Meeting Time & Funding for Aspen X2 (district funds)	Implementation and utilization of Aspen X2 for communication	Implementation and utilization of Aspen X2 for communication <ul style="list-style-type: none"> • Other aspects to roll out on the schedule of the tech dept and central office.

* Responsible Parties: A-Administration, T-Teachers, P-Parents, S-Students

SIP Element # 3, 4, 8, 9

Strategic Plan: Parental Involvement, Meeting the Needs of All Learners, Other Building Needs

Challenge 1: To provide a welcoming school environment where students, parents, and staff feel they are part of a strong, safe community.

Goal 2: Provide an optimal learning environment where students are comfortable and safe, therefore able to achieve learning objectives.

Strategies:

- Pilot the new comprehensive health and wellness curriculum (Health Promotion Wave.)
- Complete building upkeep and regular maintenance.

Action Item	Time Line	Responsible Party*	Resources Rqrd	Evidence of Compl	Success Measures
Acquisition and implementation of curriculum committee recommended program for pilot K-5	9/11 through 6/12	A, T	Recommended program to pilot	Survey of program use and its effectiveness	Program implementation <ul style="list-style-type: none"> • Winthrop is currently piloting "Health Promotion Wave" (K-5)
Professional development for chosen program implementation	9/11	A, T	PD funds and time	Agendas	Program implementation <ul style="list-style-type: none"> • September, 2011
Parent informational session for new program	Spring 2012	A, T, P	Custodial coverage	Agenda	Parent feedback survey <ul style="list-style-type: none"> • Being set up by curriculum office for April, 2012
Upgrade and maintain HVAC system	Summer 2011	District Administration and City Engineering	District funds (district allotted funds)	Work order	HVAC upgrade complete <ul style="list-style-type: none"> • In final stages, should be complete in Feb, 2012
Work with building and grounds director regarding building needs and upkeep	9/11 through 6/12	A, Facilities Director	funds for building needs	Work orders	Parent survey <ul style="list-style-type: none"> • Ongoing • Parent Survey results due 2/12/12
Repair or replace blinds in every classroom so they all work appropriately to raise and close properly	9/11 through 6/12	A & Facilities Director	District funds for repairs and or replacement as needed	Work orders	Working blinds in all rooms <ul style="list-style-type: none"> • Ongoing • Staff Survey results due 2/12/12
Cover all radiators in all rooms including in the annex for safety	9/11 through 6/12	A & Facilities Director	District funds	Work orders	Covered radiators in all rooms <ul style="list-style-type: none"> • Majority of rooms completed, still awaiting Annex and Music Room
Repair or replace all windows that are difficult to open or do not open throughout the building including in the annex as our ventilation system relies on outside air intake from open windows	9/11 through 6/12	A & Facilities Director	District funds	Work orders	Every window opening in every classroom as designed to open <ul style="list-style-type: none"> • Ongoing • Staff Survey results due 2/12/12
Conduct a building "Needs Assessment"	9/11 through 3/12	A	Time, survey tool	Needs Assessment documented	<ul style="list-style-type: none"> • Ongoing

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SIP Element # 3, 4, 5, 6, & 8

Strategic Plan: Curriculum, Instruction, and Assessment, Capital Needs, Facilities & Technology

Challenge 2: Meeting the needs of all learners within Winthrop Elementary School

Goal 1: Students will increase their Composite Performance Index (CPI) score on the Mathematics MCAS from 91.1 (in 2011) to 94.07 in 2012

Students will increase their Composite Performance Index (CPI) score on the ELA MCAS from 94.4 (in 2011) to 96.3 in 2012

A growth level of 40% (or higher) in both Mathematics and ELA will be achieved by 75% of students

Strategies:

- Staff will engage in rigorous professional development which will include in class coaching, data analysis, and curriculum alignment.
- Data will be used to drive instructional strategies and groupings

Action Item	Time Line	Responsible Party*	Resources Rqrd	Evidence of Compl	Success Measures
60 Hours of teacher coaching by the Mathematics PD provider	9/11 through 6/12	A, T, and PD providers	District PD funds (district allotted)	Summary report	Changes made in teaching practice as evidenced by principal observations • Ongoing
PD at all grade levels for Symphony Math program, progress monitoring, and data analysis	9/11 through 6/12	A, T, PD providers	District subscription and PD time	Agendas and sign-in sheets	Changes made in teaching practice as evidenced by principal observations, progress monitoring data, and MCAS Mathematics scores • Ongoing
PD at all grade levels for Lexia usage, progress monitoring, and data analysis	9/11 through 6/12	A, T, PD providers	District subscription and PD time	Agendas and sign-in sheets	Changes made in teaching practice as evidenced by principal observations, progress monitoring data, and MCAS ELA scores • Ongoing
Review performance data for Spring 2011 MCAS and district-wide assessments to establish focus area for improvement to drive instruction	9/11, 10/11, Winter 2012 and Spring 2012	A, T	Staff meeting time	Agendas and sign-in sheets	Changes made in teaching practice evidenced by principal observations, and identification of focus areas • Ongoing • Identified weaknesses in writing and math. • PD from coaches to address math with purchase of add'l supplemental materials to the core math program. • Internal work during release time on writing.

Challenge 2 (continued)

Action Item	Time Line	Responsible Party*	Resources Rqrd	Evidence of Compl	Success Measures
Document test taking strategies used throughout the building to look for consistencies and to build common language about best practices	11/11 through 4/12	A, T	Staff meeting time	Agendas and sign-in sheets	Document creation, and improved MCAS results <ul style="list-style-type: none"> Started
Create Guided Reading Committee to inventory guided reading book closet, update collection, and write grants to secure funding for necessary additions (including materials at all instructional level for all topics/areas of study)	6/11 through 6/12	A, T, P	Funding for materials	Inventory List	Inventory List, check-out logs, MCAS ELA results <ul style="list-style-type: none"> Ongoing. Closet cleaned, new materials for organization purchased. Books sorted and leveled. This goal will continue in 2012/2013
Implementation of a scheduled, systematic Tier II level of literacy intervention	9/11 through 6/12	A, T	Time, teaching materials, Lexia program subscription	Classroom schedules	Progress Monitoring data <ul style="list-style-type: none"> Ongoing. This goal will continue in 2012/2013
Implementation of a scheduled, systematic Tier II level of mathematics intervention	9/11 through 6/12	A, T	Time, teaching materials, Symphony program subscription	Classroom schedules	Progress Monitoring data <ul style="list-style-type: none"> Ongoing. This goal will continue in 2012/2013
Creation and utilization of systematic data grid for literacy results and data analysis	6/11 through 6/12	A, T	Time	Sample grids and data usage	Benchmark results and MCAS ELA results <ul style="list-style-type: none"> Ongoing. This goal will continue in 2012/2013

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SIP Element # 3, 4, & 8

Strategic Plan: Curriculum, Instruction, and Assessment, Professional Development

Challenge 3: Provide students more opportunity to engage with the curriculum through the use of inquiry based methods

Goal 1: Staff will utilize inquired based teaching in the curriculum areas of math and science

Strategies:

- Implementation of FOSS kits in all grade levels
- Alignment with the Common Core/MA 2011 Frameworks

Action Item	Time Line	Responsible Party*	Resources Rqrd	Evidence of Compl	Success Measures
Creation of FOSS Science Liaison Volunteer Position(s)	9/11	A, T, and P	Volunteers, Bridge paperwork	PTO minutes once committee formed	Liaison working with teachers <ul style="list-style-type: none"> • Position created
Purchase teacher manuals for each unit of study for each classroom teacher	9/11	A	Funding for purchase (PTO target list grant)	Purchase order	Teachers use of manuals and implementation of FOSS science units <ul style="list-style-type: none"> • The cost for this item is exorbitant (over \$2,000) and not able to be funded through the district currently.
Purchase kits for teachers for each unit of study for classroom teachers	Fall 2011	A, P	Funding for purchase-(PTO target list grant)	Purchase order	Teachers full implementation of FOSS science units <ul style="list-style-type: none"> • Kits funded, received, and in-use.
Identify and develop hands-on inquiry-based mathematics lessons within the critical areas of the Common Core curriculum	9/11 through 6/12	A, T, Math Coaches, & Atlas Mapping Leadership team	Professional development, summer work sessions, Project M3 materials, teacher created materials	Atlas Curriculum Map	Curriculum map creation and usage, changes made in teaching practice, and MCAS Mathematics and Science scores <ul style="list-style-type: none"> • Work with coach is ongoing. • Teachers working within their grade level teams on Atlas lessons.
Professional Development on Inquiry-based Math teaching, FOSS Science and Atlas Mapping program	9/11 through 6/12	A, T, , PD providers & Atlas Mapping Leadership team	PD funding (district allotted) and time	Agendas	Changes made in teaching practice as evidenced by principal observations and MCAS Mathematics and Science scores <ul style="list-style-type: none"> • Work with math coach is ongoing. • Teachers working within their grade level teams on Atlas lessons. • No further PD on FOSS this school year.
Development of Unit Topic Essential Questions and Enduring Understandings to drive mathematical learning	11/11 through 6/12	T, Atlas Mapping Leadership team	Funding for stipends for extra work sessions	Syllabus of sessions	Changes made in teaching practice as evidenced by principal observations and MCAS Mathematics scores <ul style="list-style-type: none"> • Ongoing

Challenge 3(continued)

Action Item	Time Line	Responsible Party*	Resources Rqrd	Evidence of Compl	Success Measures
Use of staff meeting time to look at data, reflect on progress, and develop professional resources	9/11 through 6/12	A, T	Staff meeting time	Agendas	Changes made in teaching practice as evidenced by principal observations <ul style="list-style-type: none"> • Ongoing • Staff time to look at MCAS data in the fall of 2011. • Grade Level “Data Days” 3/2012. • Release and staff meeting time used to develop professional materials and for curriculum planning.

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SIP Element # 3, 4, & 8 Strategic Plan: Curriculum, Instruction, and Assessment, Professional Development

Challenge 4: Leverage existing and new technologies to enhance student learning

Goal 1: Increase staff use of technology for direct student instruction, while simultaneously increasing student use, awareness, and proficiency

Strategies:

- Use SmartBoards and other technology to engage students in the acquisition and demonstration of content knowledge
- Develop opportunities for students and staff to plan, design, publish, and share work utilizing technologies

Action Item	Time Line	Responsible Party*	Resources Rqrd	Evidence of Compl	Success Measures
Installation of Smart Boards in classrooms	8/11	Tech Dept	City Funding (city allotted funds)	Installation	Regular use of Smartboard by both students and staff as evidenced by principal observation • Ongoing
Update and/or upgrade technology (hardware and software) to support SmartBoards	8/11	Tech Dept	City Funding	Necessary updates/upgrades completed	Regular use of Smartboard by both students and staff as evidenced by principal observation • Ongoing
Teacher Training sessions with the Technology Integration Specialist	9/11 through 6/12	A, T, Tech Dept, and Tech Integration Specialist	Time and funding for Tech Integration Specialist (city funds)	Agendas	Regular use of Smartboard by both students and staff as evidenced by principal observation • August 2011 sessions held • Winter 2012 ongoing
Grade level and content lessons created for units of study	9/11 through 6/12	T, and Tech Integration Specialist	Grade Level Meetings	Lesson plans shared and utilized	Showcase of student work • Ongoing
Identification and utilization of a web-based program for student work publication (podcasts, etc.)	9/11 through 6/12	T, and Tech Integration Specialist	Funding to purchase a web based publication program	Showcase of student work	Showcase of student work • Not currently in progress • May carry over into 2012/2013

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SIP Element # 3, 4, 8, & 9 Strategic Plan: Curriculum, Instruction, and Assessment, Professional Development, Technology