

# **Topsfield Elementary School Committee**



## **District Goals 2009-2012 And Action Plan for 2009-2010**



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## **Topsfield School Committee Three Year District Goals 2009-2012**

### **District Goals/ Objectives/Implementation Actions 2009-2010**

#### **Goals/Objectives/Implementation Actions**

It is the intention of the School Committee to revise and update this document every three years. Consistent with this, and in order to provide a realistic set of achievable goals, the goals listed here are focused on a three-year period.

There are six major goals for the school district over the next three years through Fiscal Year 2012. Each goal is characterized by a set of desired outcomes or performance indicators. Achievement of each one year phase of the goal is supported by a list of implementation actions.

#### **Educational Mission Statement and Core Values**

The Topsfield Elementary Schools pursue educational excellence by providing the opportunity for every individual in its community of learners to reach his or her full intellectual, social, moral, creative and physical potential.

In cooperation with family and community, our mission is to guide students in becoming personally responsible, self- motivated, disciplined, respectful, competent, and contributing members of society.

It is the belief of the Topsfield School District that all children can learn and be successful. Effective education requires a committed partnership among the schools, home, and community.

Student achievement results from high expectations within an environment that is stimulating and challenging, yet safe and nurturing.

A sense of respect for oneself and others promotes belonging and is essential to learning.

**Three Year Goal #1: Student Achievement / Learning Needs of Children: We will meet the needs of all of our learners including those who are academically able and academically challenged. Our children learn in different ways and at different rates. Our instructional program offerings should reflect this continuum. Our children will achieve at levels that exceed state and federal requirements during the next three years as measured by the MCAS and/or local assessments in English Language Arts and Mathematics in all grades tested in the aggregate and for all sub groups.**

- Increase percentages of students performing in the Advanced or Proficient categories on the MCAS, or local tests in each subject in all grades tested in the Aggregate and for All Subgroups. MCAS targets for each grade level are detailed in a chart below. ***Target Date: October 2010. Responsibility: School Committee, Superintendent, Principals, Director of Curriculum, Teachers and Support Staff.***
- Our Composite Performance Index (CPI) in the Aggregate will exceed the CPI state targets in English Language Arts (90.2) and Mathematics (84.3) and will place our schools in the top 10% of all school districts based on our MCAS results from the May 2010 test administration. ***Target Date: October 2010. Responsibility: School Committee, Superintendent, Principals, Director of Curriculum, Teachers and Support Staff.***
- Our Composite Performance Index (CPI) in the Aggregate will place us in the top 10% of all school districts in Science, Engineering and Technology based on our MCAS results from the May 2010 test administration. ***Target Date: October 2010. Responsibility: School Committee, Superintendent, Principals, Classroom Teachers, Director of Curriculum, Teachers, Specialists and Support Staff.***
- Our Composite Performance Index (CPI) in the Aggregate will place us in the top 10% of all school districts in History and Social Studies based on our MCAS results from the May 2010 test administration. ***Target Date: October 2010. Responsibility: School Committee, Superintendent, Principals, Classroom Teachers, Director of Curriculum, Teachers, Specialists and Support Staff.***
- There will be a continuing emphasis on extended learning opportunities in mathematics including the introduction of the On Line Math League and the continuation of the Math Olympiad in order to increase the capacity of participating students to solve problems. ***Target Date: Ongoing through May 2010; Responsibility: Math Specialists. Grade Level Teacher Teams, Principals, and Director of Curriculum.***

- We will implement the revised Grade 6 History/Social Studies program with expected student outcomes. **Target Date: September 2009; Responsibility: Grade 6 History/Social Studies teachers, Principal and Director of Curriculum.**
- We will review the Mathematics program K-8 and other Science, Technology Engineering and Mathematics initiatives (STEM) to evaluate curriculum, consistent implementation and impact on student learning and forward recommendations to the School Committees. **Target Date: Ongoing through May 2010; Responsibility: Math Specialists. Curriculum Study Committee, Principals, Director of Curriculum and Masconomet personnel.**
- We will use the results and recommendations of the Tri-Town Collaborative Study Team which continues to examine data related to inclusionary practices in our schools. **Target Date: Spring 2010 for incorporation into School Improvement and District Goals for 2010-2011; Responsibility: Director of Special Education, Collaborative Study Team members, Principals, Teachers and Staff.**
- We will expand the use of multiple measures of data to assess and improve instructional practice. This use of data will reflect a philosophy and mindset of asking if what we are doing is working to the benefit of teaching and learning for all students. **Target Date: Ongoing; Responsibility: Grade Level Teacher Teams, Special Subject Teachers, Special Education Teachers, and Principals, Director of Curriculum, Technology Specialist, and Special Education Coordinator.**
- We will continue to develop our capacity and expertise to ensure that our ELL students and families can fully participate in all aspects of their education. This effort will include additional training for staff and the creation of important documents in multiple languages **Target Date: Ongoing; Responsibility: ESL Specialist, Principals, and Director of Curriculum, Reading Teachers, Technology Specialist, and Special Education Services Coordinator...**
- We will continue to study ways of implementing five full day kindergarten classes for all students. **Target Date: Ongoing; Responsibility: Principal, Director of Curriculum, Superintendent, Director of Finance and Human Resources, and Kindergarten Teachers**
- We will enhance the use of the Professional Learning Community Model, which includes interdependent teams of teachers and staff focused on the achievement of a common goals which are important to learning and teaching in our schools. **Target Date: Ongoing; Responsibility: Grade Level Teacher Teams, Special Subject Teachers, Special Education Teachers, and Principals, Director of Curriculum, Technology Specialist, and Special Education Coordinator.**

- We will use the Response to Intervention (RtI) framework to monitor student progress in English Language Arts, Mathematics and Social/Emotional Development and develop targeted support plans as may be needed for individual students. *Target Date: Ongoing; Responsibility: Grade Level Teacher Teams, Special Subject Teachers, Special Education Teachers, and Principals, Director of Curriculum, Technology Specialist and Special Education Coordinator.*

MCAS Test	2005 Advanced + Proficient	2006 Advanced + Proficient	2007 Advanced + Proficient	2008 Advanced + Proficient	2009 Advanced + Proficient	Improvement Goal for 2010 Combined Percentage of Students by the Advanced and Proficient Performance Level	Topsfield Public Schools Composite Performance Index for 2009 Possible Score of 100	Composite Performance Index Improvement Target for 2009 for Total Students  State Target /Topsfield Target	
Grade 3 Reading	81%	79%	81%	73%	74%	85%	90.3	90.2	95.0
Grade 3 Math	NA	71%	77%	90%	80%	90%	92.4	84.3	95.0
Grade 4 ELA	83%	73%	77%	73%	71%	85%	91.3	90.2	96.5
Grade 4 Math	74%	69%	72%	58%	70%	85%	90.8	84.3	92.1
Grade 5 ELA	NA	93%	87%	85%	90%	80%	96.6	90.2	92.5
Grade 5 Math	NA	69%	83%	80%	82%	80%	91.6	84.3	91.6
Grade 5 Science	80%	85%	80%	72%	72%	85%	91.1	90.2	92.5
Grade 6 ELA	NA	90%	99%	90%	90%	95%	95.8	90.2	95.0
Grade 6 Math	83%	84%	93%	80%	81%	79%	91.2	84.3	92.5

**Three Year Goal #2 Staff Recruitment, Retention and Succession planning for Management Staff: We will develop and execute a plan to address current and future needs regarding the recruitment, professional development and retention of a “highly qualified” faculty and staff. We will also develop a long term plan to deal with a successful transition to new management upon the retirement of current management.**

- We will continue our formal two year Induction/Mentor program for all professional and support staff. *Target Date: Ongoing; Responsibility: Mentor Coordinators, Leadership Team , Principals, and Teachers*
- We will look to develop additional leadership opportunities for teachers and staff that are designed to provide for individual professional growth in skill and experience and help to build leadership capacity in our schools. *Target Date : Ongoing Responsibility: Teachers, Leadership Team, Superintendent and School Committee*
- We will continue to participate in regional recruitment efforts to tell the story of what our schools have to offer as places to teach and learn. *Target Date: Ongoing. Responsibility: Teachers, Staff, Superintendent and School Committee*
- We will continue to work with teachers to identify stipend positions that enhance the educational program, provide further instructional experience, and appropriately compensate teachers for extracurricular efforts. *Target Date: Ongoing; Responsibility: Teachers, Staff, Superintendent and School Committee*
- We will use the results of the MassTeLLS Teaching, Learning and Leading Survey and locally developed surveys using My Learning Plan and/or Constant Contact to plan for our current and future needs in the development of the teaching profession in our schools. *Target Date: Ongoing; Responsibility: Teachers, Staff, Superintendent, Professional Development Committee, Topsfield Teachers’ Association and School Committee.*
- We will continue to participate in quarterly meetings with member communities to discuss individual member objectives and shared Tri-Town School Union educational goals including an analysis of the Regionalization Readiness Study and Plan developed with Future Management Systems. *Target Date: Ongoing; Responsibility: School Committee, Superintendent, Leadership Team, Professional Development Council*
- We will continue succession planning process with member towns to ensure that current working relationships, shared educational program goals, and overall conduct are consistent with current and future organizational designs for the district. *Target Date: March 2010; Responsibility: School Committee and Superintendent*

### **Three Year Goal #3: We will develop a Strategic Technology Plan to ensure Topsfield Schools are leading the way in Technology Implementation and Instruction.**

- We will pursue technology integration goals that are reflective of the current Five Year Technology Plan to include language about the embedding technological tools into instruction on a regular basis. *Target: March 2010; Responsibility: Teachers, Principals, Technology Specialist, Technology Committee, and School Committee.*
- We will revise the Five Year Technology Plan to focus on the following hardware/equipment initiatives: “smart” technology for all teaching stations, lap-top technology for all teachers, a more predictable computer replacement time table, and continued emphasis on the support of the technology infrastructure and backbone necessary to meet our technology integration needs. *Target: May 2010; Responsibility: Teachers, Principals, Technology Specialist, Technology Committee, School Committee, TESPTO and TEF.*
- We will continue to explore ways to provide teachers with the support and staffing necessary to integrate technology applications fully into the teaching and learning process in our schools. *Target: Ongoing; Responsibility: Superintendent, Teachers, Principals, Technology Specialist, Technology Committee, and School Committee.*
- We will pursue a comprehensive technology professional development program that will help foster the wide-spread use of technology throughout the curriculum. The faculty would benefit from offerings in productivity tools such as spreadsheets and presentation programs and hardware (e.g. smart technology), Assistive Technology (the use of technology with special needs students), the use of the DESE Data Warehouse to analyze student performance and the selection and alignment of software programs and web-based tools for supporting the curriculum (e.g. [www.mygradebook.com](http://www.mygradebook.com), [www.schoolnotes.com](http://www.schoolnotes.com)). *Target: Ongoing; Responsibility: Teachers, Principals, Technology Specialist, Technology Committee, School Committee*
- We will ensure that the information provided on the Channel 10/47 remains current. A member of the School Committee will be identified as the Communication Liaison to work with the local Cable TV committee to update Channel 10/47 on a regular basis. *Responsibility; Liaison Target Date: Ongoing.*
- We will review, revise and/or develop policies and procedures for, acceptable use of e-mail communication that are clear for teachers, students and parents on what can/cannot be conducted electronically. All staff members have email addresses. We will encourage the use of email and develop appropriate acceptable use guidelines for staff and parents. *Target: March 2010; Responsibility: Teachers, Principals, Technology Specialist, Technology Committee, School Committee*

- We will engage in the continued development, standardization, and maintenance of teacher web pages to promote increased community involvement while providing parents and concerned citizens with the ability to keep current with the ongoing work being done in classrooms and across our schools. This goal includes the development of active web page presence for all teachers that is easy for them to maintain. **Target: March 2010; Responsibility: Teachers, Principals, Technology Specialist, and Technology Committee.**
- The School Committee recognizes the potential to utilize BlackBoard Connect for more than just school closings and important meeting announcements. The School Committee will develop a policy for BlackBoard Connect that outlines acceptable use and, appropriate users. **Target: March 2010; Responsibility: Teachers, Principals, Technology Specialist, Technology Committee, School Committee, TESPTO, and TEF.**
- We will continue to increase the use of electronic communication between home and school by providing the opportunity for parents to receive notices, newsletters using Constant Contact, and other correspondence via email. Our goal is to have 100% of families receiving information this way. **Target Date: Ongoing. Responsibility: Principals**
- We will continue to review, expand and/or update the [www.tritownschoolunion.com](http://www.tritownschoolunion.com) and the [www.topsfieldschools.org](http://www.topsfieldschools.org) web pages on a regular basis during the 2009-2010 school year to provide the community with information that is useful and current. **Target Date: December 2009. This will include a new format for the Topsfield Public Schools web site. Responsibility: Central Office, Principals and Web Master.**

**Three Year Goal #4: Everyday Skills & Responsibilities: We will begin to teach our children skills that will allow them to successfully function in today's society and to make their world a better place.**

- We will encourage a student voice in school governance through programs such as Proctor's Principal's Council. *Ongoing*
- We encourage the development of programs and performances that bridge a relationship between our students and the town's senior population. *Ongoing*
- We value programs such as the 6<sup>th</sup> grade work-a-day that promote community awareness and the importance of service to community. *Ongoing*
- We encourage student and staff participation in school recycling programs that educate and value environmental issues. *Ongoing*
- We will encourage and support "green initiatives in our schools (i.e. MA Green Teams Program) *Ongoing*
- We will continue to encourage grade level units that promote national/global awareness and an understanding of cultural differences. *Ongoing*
- We will incorporate learning opportunities that develop student's life skills; for example utilizing local talent from the community to speak to children about financial management. *Target Date: January 2010 for a late Winter /Spring pilot project.*

**Three Year Goal #5- Tri-Town Union Shared Priorities: Continue to work in a collaborative manner with Masconomet, Boxford and Middleton School Committees to maximize the effective delivery of agreed upon services to member towns.**

- We will continue to participate in K-12 School Committee Meetings to discuss broad-ranged educational, social, and emotional issues that impact students at all grade levels, including new initiatives on Global Education. *Target Date: Ongoing; Responsibility: School Committee and Central Office Personnel*
- We will continue to participate in quarterly meetings with member communities to discuss individual member objectives and shared Tri-Town School Union educational goals. *Target Date: Ongoing; Responsibility: School Committee and Central Office Personnel.*
- We will engage in long term succession planning with member towns to provide the most effective organizational and governance structure to achieve our educational program goals. *Target Date: March 2010; Responsibility: School Committee and Central Office Personnel*
- We will ensure periodic review of policies in the Policy Manual revise as necessary and appropriate. *Target Date: Ongoing; Responsibility: School Committee and Central Office Personnel*
- We will continue to encourage and develop opportunities for members of the Masconomet student body to complete appropriate Senior Internships, Independent Study Projects or Community Service Projects in our schools. *Target Date: Ongoing; Responsibility: Central Office Personnel and Principals*
- We will provide representation and participate in discussion with the Tri-Town community regarding improving efficiency within administration, school curriculum, and support services. *Target Date: Ongoing; Responsibility: School Committee and Central Office Personnel*

**Three Year Goal #6: Health and Wellness: We will develop and implement a holistic wellness policy that promotes good nutrition, encourages physical activity, and supports the healthy emotional and social development of our children.**

- We will promote good nutrition by offering healthy choices through the Steward and Proctor school lunch menus. We will continue posting quick, healthy, fun facts in the lunch newsletter to boost nutrition and wellness. The School Committee will review food choices offered in the cafeteria annually to promote healthy eating choices for our children. **Target Date: Ongoing; Responsibility: School Committee and Central Office Personnel including the Director of Nutrition**
- We will encourage fitness, nutrition, and wellness in general through fun and educational events like the Wellness Fair held at Steward annually or the Jump for Heart Health, a philanthropic program that promotes health-awareness and physical activity in conjunction with the American Heart Association. **Target Date: Ongoing; Responsibility: Wellness Committee and Principals**
- We will communicate to the entire school community as a whole (parents, staff and children) our allergy awareness policy. Nursing staff will continue to attend workshops on allergy awareness/issues and stay apprised of new allergy awareness issues. School committee to review allergy policy as necessary. **Target Date: Ongoing; Responsibility: School Committee, Central Office Personnel, Nurses and Principals**
- We will support the emotional and social needs of our children through programs such as the principal's good character trait of the month writing program (re-enforced by teachers during, morning meeting time), parental workshops offered through the Tri-town council promoted through Blackboard Connect messages and newsletters sent to the community, and the Second Step and Steps to respect programs offered through the Physical Education program. We will study ways to encourage more educational opportunities for children through the guidance and psychology staff on strengthening social skills and supporting a sense of respect for oneself and others as outlined in our core values as a community. **Target Date: Ongoing; Responsibility: School Committee Wellness Committee and Principals**
- We will promote good health by educating students on how their bodies work, how germs are spread, promoting good hand-washing skills and informing parents of communicable illnesses known in the classroom by letter. There will be a significant effort to work with local health officials to address Influenza Like Illness (ILI) including H1N1 with emphasis on education, prevention, and vaccination. **Target Date: Ongoing; Responsibility: School Committee, Central Office Personnel, Nurses and Principals**