

# Memorial School

## 2020-2022 School Improvement Plan

*At Memorial School we believe...*

*Everyone belongs*

*Everyone learns*

*Everyone grows*

*Everyone gives*

*Following these beliefs we have created a child centered place that values the development of the whole child and supports and nurtures each individual as he/she grows to meet curriculum requirements and social expectations. Our programs provide children with a wide range of experiences that help to foster academic skills, basic life skills and positive self-concept. We believe that the Memorial School should provide a warm, personalized, safe environment that is oriented toward recognizing the individuality of each child while fostering an understanding of his/her role as a group member. We take time to teach concepts of respect, responsibility, kindness, and cooperation so that the environment is conducive to learning required curriculum.*

2019-2020 Memorial Site Council Members

Julie Colantoni - Teacher

Sally DeGeorge - Teacher

Cathleen Farrell - Community Representative

Kathleen Mahan - Parent

Kristin Martin - Parent

Sue McAvoy - Teacher

Lynne Nicholas - Teacher

Missy Billsborough - Principal

Goal #1 Collaborative Learning: The Medfield Public Schools is committed to a collaborative learning culture of continuous improvement for students and staff.	Action steps	Person(s) responsible	Status
<ul style="list-style-type: none"> <li>● Staff will continue to be active participants in the Educator Evaluation system to insure student learning, growth and achievement.</li>   <li>● Provide Professional Development/training opportunities to all staff (areas could include cultural proficiency, SEL, and curriculum training)</li>   <li>● Continue to devise schedules to provide increased opportunities for grade level collaboration and examine possibilities for cross-curricular collaboration</li>   <li>● Devise schedules to allow for increased collaboration between classroom teachers and support staff to better assist struggling students</li>   <li>● Provide opportunities to enhance the technological competency of staff members</li> </ul>	Implementation and roll out of identified standards	Teachers, Principal, Content Specialists, Department Chairs	Ongoing
	Seek feedback from staff to identify areas of need/interest in addition to trainings determined by building or district needs	Principal, Content Specialists, Department Chairs	Ongoing
	Revision of CPT schedule, special schedule, Curriculum Meetings	Principal	Ongoing/New
	Development of CPT schedule, examination of consults, use of Curriculum Meeting times, Implementation of MTSS	Principal, Content Specialist, Team Chair	Ongoing
	Offer training opportunities through Faculty Meetings, Curriculum Meetings, PD, Digital Learning Day (DLD), Lunch & Learns, CPT	Principal, Technology Integration Specialist	Ongoing

<ul style="list-style-type: none"> <li>● Review preschool curriculum materials to verify standards alignment</li> </ul>	<p>Review and research math, science, literacy, social studies and SEL resources to meet student needs and create connections with kindergarten curriculum</p>	<p>Principal, Teachers, Coordinator, Team Chair</p>	<p>Ongoing</p>
<ul style="list-style-type: none"> <li>● Examine practices, lessons and materials to ensure that they are culturally responsive</li> </ul>	<p>Professional development, examination of curriculum, course attendance of staff and follow up discussions, discussions during CPT, faculty and curriculum meetings</p>	<p>Principal, Staff, Director of Curriculum and Innovation</p>	<p>New</p>
<ul style="list-style-type: none"> <li>● Review Memorial’s mission and vision statements and identify the core values of the Memorial School</li> </ul>	<p>Review mission and vision and establish core values</p>	<p>Principal, Staff</p>	<p>Ongoing/New</p>

Goal # 2 Well-Being: Medfield Public School is committed to supporting and developing the health and social emotional well-being of all students and staff.	Action steps	Person(s) responsible	Status
<ul style="list-style-type: none"> <li>● Review data from existing behavioral support programs to determine efficacy</li>   <li>● Develop a comprehensive SEL framework to address “whole school” SEL needs for students, teachers and parents (PreK-5)</li>   <li>● Continue to expand and refine practices and programs that build connections within the school and foster a respectful climate</li>   <li>● Refine Positive Referral program to recognize student’s individual efforts</li>   <li>● Expand and implement opportunities for the development of the health and social-emotional well-being of staff</li>   <li>● Pilot new schedule for PE</li> </ul>	Assemble committee to look at Positive Behavior Interventions and Supports (PBIS) or similar programs	Principal, Guidance, Teachers, Service Providers, Support Staff	SEL task force Ongoing
	Develop a committee and create a “shared strategy” document utilizing existing resource in conjunction with Wheelock and Dale Street	Memorial Staff SEL task force	Ongoing
	Refine bus dismissal and cafeteria procedures, as well as bus and playground expectations. Explicitly teach these to students to provide common understanding	Principal, Teachers, Teaching Assistants	Ongoing
	CTBN recognition stickers	Memorial Staff	Ongoing
	Yoga offerings, DLD, faculty meetings	Memorial Staff, District leadership	Ongoing
	Devise schedule for	Principal, PE teachers	New

	Kindergarten (and possibly grade one) shifting PE from 2 x 45 minutes to 3 x 30 minute blocks		
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Goal #3 Whole child: The Medfield Public Schools is committed to developing the whole child, recognizing the contributions and needs of all students.	Action steps	Person(s) responsible	Status
<ul style="list-style-type: none"> <li>Transition from Response to Intervention (RTI) to Multi-Tiered Systems of Support (MTSS) to systematically support student learning</li> </ul>	<p>Review Tier 1 social/emotional instruction and intervention to ensure consist implementation, continue to implement Tier 2 intervention for students who require developmentally appropriate support to improve behavior, examine the referral process for preschool students</p>	<p>Principal, Teachers, Guidance</p>	<p>Ongoing</p>
<ul style="list-style-type: none"> <li>Examine the possibility of developing a summer experience program to meet the needs of students who have not had an opportunity to attend preschool prior to grade K</li> </ul>	<p>Program development and grant application to obtain funds to coordinate the program</p>	<p>Director of Student Services, Principal, Team Chair</p>	<p>New</p>
<ul style="list-style-type: none"> <li>Review instructional methodologies and examine EL materials to ensure that we are appropriately meeting the needs of EL students</li> </ul>	<p>Modification of assessments, professional development</p>	<p>Principal, Teachers, EL Coordinator, Director of Student Services</p>	<p>New</p>

Goal #4 Community: The Medfield Public Schools is committed to contributing to a vibrant community by fostering collaborative, communicative, and consistent education for all students.	Action steps	Person(s) responsible	Status
<ul style="list-style-type: none"> <li>● Strengthen teachers' understanding of the tenants of Professional Learning Communities with a focus on learning rather than teaching and shift conversations to instruction</li> <li>● Clarify the roles/responsibilities of the grade level leaders (examine a rotational cycle)</li> <li>● Conduct Principal's Coffees throughout the school year. Examine format/structure to engage more families</li> <li>● Provide opportunities for parents to learn about the social/emotional supports available at Memorial</li> <li>● Streamline home/school communication</li> </ul>	<p>Ensure that Common Planning Time (including preschool), Professional Development days and Curriculum Meetings provide opportunities for staff to understand and collaborate on improving student achievement</p> <p>Regularly scheduled meetings with grade level leaders and grade level consultation</p> <p>Conduct Principal's Coffees at a minimum of three times per year. Post presentations online for those unable to attend.</p> <p>Utilize Principal's Coffees, PIN, blogs, newsletters, etc...</p> <p>Share method of communication (by teacher) and discuss common items that should be shared.</p>	<p>Principal, Teachers, Grade Level Leaders, Department Heads</p> <p>Principal, Director of Curriculum and Innovation</p> <p>Principal</p> <p>Principal, Teachers, Guidance</p> <p>Principal, School Secretaries, Teachers</p>	<p>Ongoing</p> <p>New</p> <p>Ongoing</p> <p>Ongoing</p> <p>New</p>

Goal #5 Facilities and Equipment: The Medfield Public Schools is committed to continued investments in the facilities and equipment to optimize student learning.	Action steps	Person(s) responsible	Status
<ul style="list-style-type: none"> <li>Continue refinement of safety/drill protocols and practice</li> </ul>	Work with school and district to refine protocols and practice with staff and students	Principal, Teachers, Students	Ongoing
<ul style="list-style-type: none"> <li>Continue to address playground safety needs (mulch, landscaping, equipment)</li> </ul>	Principal meets with Director of Facilities	Principal, Custodian, Director of Facilities	Ongoing
<ul style="list-style-type: none"> <li>Begin fundraising efforts toward the purchase of a new playground for the Memorial School that is accessible to all</li> </ul>	Establish playground committee, consult with playground company, meet with PTO, fundraise	Principal, Teachers, Teaching Assistants, Parents, PTO, MCPE	New



## Glossary of Terms:

**Common Planning Time (CPT)** refers to a period of time that is scheduled during the school day for multiple teachers, or teams of teachers, to work together to improve instruction, share best practices and plan curriculum and lessons together.

**Professional Development (PD)** refers to a variety of training and professional learning for staff members to increase their knowledge and skills.

**Parent/Teacher Organization (PTO).** The Medfield K-8 PTO is a non-profit organization that helps support the K-8 schools financially and through volunteering.

**Positive Behavior Interventions and Supports (PBIS)** is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success.

**Digital Learning Day (DLD)** is district-wide professional development day during which time Medfield staff and guests other communities come together to share and learn.

**Response to Intervention (RTI)** is a process used by educators to help students who are struggling with a skill or lesson. It is a multi-tier approach to the early identification and support of students with learning or behavioral needs. The RTI process begins with high-quality instruction and interventions that match students' needs in the general education classroom.

**Parent Information Night (PIN)** is an opportunity for parents to come to the school, hear about overall school practices and procedures, goals and events and to visit their child's teacher and learn about the upcoming school year.

**Medfield Coalition for Public Education (MCPE)** is an independent, non-profit organization funded to provide system-wide support and academic enrichment for the Medfield Public Schools, with particular attention to academic needs that exceed the parameters of the school budget.

**Research and Development (R&D)** refers to projects that are completed during the summer by individuals or teams of teachers.

**Social Emotional Learning (SEL)** is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. (SEL Alliance for Massachusetts)

Completed SIP Items:

Completed Items - Goals 1-5	Action steps	Person(s) responsible	Status
<ul style="list-style-type: none"> <li>Continue to refine and develop approaches to curriculum, instruction and assessment in kindergarten and grade one</li> </ul>	Pilot the Benchmark Assessment System in all classrooms, pilot Full Option Science System (FOSS) units in two kindergarten and two first grade classrooms, examine and streamline existing math and literacy assessment; create assessment calendar	Principal, Teachers, Content Specialists Principal, Grade Level Leaders	Completed
<ul style="list-style-type: none"> <li>Continue to explore curriculum alignment opportunities in preschool</li> </ul>	Incorporate Foundations program in preschool	Principal, Teachers, Coordinator, Team Chair	Completed
<ul style="list-style-type: none"> <li>Principal, Teachers, Coordinator, Team Chair</li> </ul>	Culture Committee generates ideas for Spirit Days	Principal	Completed
<ul style="list-style-type: none"> <li>Expand digital learning opportunities where appropriate to support student achievement</li> </ul>	Provide opportunities for students through Skype, participate in Hour of Code, integrate technology into instruction	Teachers	Completed
<ul style="list-style-type: none"> <li>Refine math intervention program to support</li> </ul>	Implement Title I math	Principal, Director of	Completed

student need	support program	Curriculum, Math Aide	
<ul style="list-style-type: none"> <li>Examine the structure of Parent Information Night (PIN)</li> </ul>	<p>Offer separate times for Kindergarten and Grade One parent nights to allow parents with children in multiple grades to attend both grade levels in their entirety.</p>	<p>Principal</p>	<p>Completed</p>
<ul style="list-style-type: none"> <li>Increase home/school communication through the effective and timely use of the school webpage, teacher web pages and email.</li> </ul>	<p>Revamp the Thursday Blast to include important information regarding Memorial events in one location.</p>	<p>Principal, School Secretaries</p>	<p>Completed</p>
<ul style="list-style-type: none"> <li>Replace classrooms rugs</li> </ul>	<p>Prioritized by principal and ordered through budget</p>	<p>Custodians</p>	<p>Completed</p>
<ul style="list-style-type: none"> <li>Paint exterior entryway columns</li> </ul>	<p>Principal meets with Director of Facilities</p>	<p>Director of Facilities, Custodians</p>	<p>Completed</p>
<ul style="list-style-type: none"> <li>Landscape grounds at the front of the building (flagpole area &amp; bushes aligning the front of the building)</li> </ul>	<p>Principal meets with Director of Facilities</p>	<p>Principal, Technology Director</p>	<p>Completed</p>
<ul style="list-style-type: none"> <li>Continue to add iPads to classrooms</li> </ul>	<p>Through budget process request 60 iPads</p>	<p>Principal, Teachers, Director of Facilities, Director of Finance and</p>	<p>Completed</p>

<ul style="list-style-type: none"> <li>● Add outdoor learning space (gazebo) to Memorial School grounds</li> </ul>	MCPE Grant	Operations PTO, Principal, Custodian	Completed
<ul style="list-style-type: none"> <li>● Purchase and install Buddy Bench on Memorial playground.</li> </ul>	PTO Funded		Completed
<ul style="list-style-type: none"> <li>● Explore the benefits of moving recess to before lunch</li> </ul>	Conduct pilot during 2018-2019 school year	Principal, Cafeteria and playground staff	Completed
<ul style="list-style-type: none"> <li>● Implement Positive Referral program to recognize students' individual efforts</li> </ul>	Apply for R&D in summer to generate ideas and implement starting in September	R&D committee, Memorial Staff	Completed
<ul style="list-style-type: none"> <li>● Explore possibilities for a student recognition focusing on the whole child</li> </ul>	Apply for R&D in summer to generate ideas and implement starting in September	R&D committee, Memorial Staff	Completed