

SCHOOL COMMITTEE REPORT

School Committee

Charles Killam, Chairperson	Term Expires, 2002
Guy Simmons, Vice Chairperson	Term Expires, 2003
Nate Levenson	Term Expires, 2002
Linda Mayger	Term Expires, 2004
Sandra Skinner	Term Expires, 2003
Ann Knight	Term Expired, 2001

Superintendent, Bernard F. Creeden, Ed.D.
Administrator of Special Education, Sharon Lyons
Business Manager, Steven Greenberg
Director of Facilities and School Operations, Timothy Haskell (Resigned September, 2001)
Stephen Clifford (Appointed November, 2001)

School Committee Operation

The Boxford School Committee meets once per month with a formal agenda (3rd Thursday) and at least once per month for a working session, throughout the year. Typically meetings are held at Cole School. All meetings are posted at Town Hall and are open to the public as described in the State Open Meeting Law.

The School Committee has all the powers conferred on it by state law and must perform those duties mandated by the state. Its responsibilities are varied but relate primarily to policy determination. Some of the duties of the School Committee include:

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|---------------------------------------|---------------------------|
| *Preparation of an annual budget | *Program evaluations |
| *Approval of curriculum and materials | *Planning school services |
| *Collective bargaining | *Public relations |

While the School Committee acts directly as the policymaking body relative to general educational policy, it does not operate in a vacuum. The School Committee actively seeks the counsel and support of the administration, staff, School Councils, PTO, parents and the community. This input is generated through written and verbal communication within the school community, biannual Open Forums on pertinent topics (e.g. curriculum revision) and working closely with other Town Boards and committees. Individuals and groups wishing to address the School Committee at a meeting may do so on the agenda under "Remarks from the Public" or contact the chairperson by telephone or in writing.

Milestones and Achievements

The year 2001 has been a very productive year for the Boxford School Committee. We have continued to move ahead with improving our educational system.

Ann Knight completed six years of service on the School Committee. She served as Chairperson for two years. She served as member of the Tri-Town Union Committee, and as a member of the School Building Committee. Mrs. Knight contributed much enthusiasm, time and talent to the schools during her tenure. Her contributions are most appreciated.

Mrs. Joan Corradino retired in January, 2002 after nearly thirteen years of service as a school counselor at Cole School. As a counselor Mrs. Corradino served the children, families and staff well at Cole School. Her efforts will be greatly missed.

A number of staff members observed five year anniversaries of service in the schools. Five year service pins were presented to Francine Buckley, Diane Harutunian, Kathy Middleton, Mary Rossi, Donna Macera, and Candyce Wainwright. Ten year service pins were presented to Cynthia Olansky, Mary Anne York, Carol Weitzman, and Pauline Boudreau. Susan Robinson and Ginny Simon observed their fifteenth anniversary.

Second grade teacher Terry Marcille applied for and was accepted into the Fulbright Teacher Exchange Program. She has been teaching this past year in Wales. Her exchange partner, Janet Rymer has been teaching second grade at Cole School.

In September, Facilities Director, Timothy Haskell, accepted a new position as Director of the Water and Sewer District in York, Maine. He accomplished much in his fifteen months of service in the district. He has been succeeded by Stephen Clifford, who comes to us after a number of years in facilities management in the private sector.

Strategic Planning/District Goals

MISSION STATEMENT

The Mission of the Boxford Elementary Schools is to provide the foundation for academic excellence, and the social and emotional support for children to meet the challenges of citizenship expected of lifelong learners in an increasingly technological and interdependent world.

CORE VALUES

The Core Values of the Boxford School District include the beliefs that:

1. The strongest possible instructional program for children and adults is based upon quality research, world-class standards, and high expectations.
2. All children can and will learn when provided equal access to educational opportunities appropriate to their needs.
3. Lifelong learning is achieved in partnership with the home, school, and community.
4. Respect for oneself, other children and adults, promotes belonging and is essential to learning.
5. Our schools are a shared resource for the entire community.

The District Goals for 2001 – 2002 are as follows:

1. To provide an education, which is standards based, and equal to the Bench Mark Schools in core academic areas (math, science, social studies and language arts). Our success should be measurable based on MCAS and other appropriate assessments.
2. To continue to provide a safe and comfortable place to learn and work. Our buildings should be well maintained and not over crowded. The culture should continue to encourage creativity and support risk taking. Respect and trust should be universal.
3. To support our staff in their efforts to teach, challenge and motivate our children. We must provide the tools, training and leadership necessary to help them achieve our other goals. We value our staff and want to make working in the Boxford schools enjoyable and rewarding.
4. To develop a new technology plan for the integration of technology into instruction across the curriculum.
5. To develop a comprehensive policy manual with the support of the Massachusetts Association of School Committees.
6. To serve learners of all abilities. Both ends, as well as the average student should be challenged and successful. Children learn in different ways, and at different speeds. Our program should reflect this.

7. To maintain our commitment to open, civil and frequent communication. Dialogue is important between the school committee and the town boards, school administration/staff, parents, our Tri-Town Union partners and other stakeholders.

School Committee Functions

The major function of the Committee continues to be provision of the highest quality educational program within available funding resources. The grade level organizational structure locates Kindergarten through Grade Two at the Harry Lee Cole Elementary School and Grade Three through Grade Six at the Spofford Pond Elementary School.

The Boxford School Committee continues to support effective utilization of the school plants for educational, cultural, and community-based activities. The Horizons Program co-sponsored by the School Committee and the Tri-Town Council on Youth and Family Services continues to offer enrichment courses during fall, winter and spring terms. An extended day care program, for school-aged children, sponsored by the Merrimack Valley YMCA, is available to Boxford families. Utilizing the Cole School facility, more than fifty children are supervised in this important program either before or after school between the hours of 7:00 a.m. and 6:00 p.m. each school day. Boy Scouts, Cub Scouts, Brownies, recreational basketball for children and adults, and indoor soccer are only some of the regular weekly activities in our schools. Many town boards and committees also meet regularly in the school facilities.

School Management

Principals are responsible for the daily operation of each school. Each school has an Assistant Principal as well. The responsibilities of school-based administrators include curriculum implementation, instruction, personnel matters, student issues and the physical plant. School Councils are in place in each school. Members include the principal, parents (elected), teachers (elected), and a community member (appointed by the principal). The role of the School Council is to advise the principal on areas of school improvement. Meetings are generally held on the second Monday of each month and are open to the public.

The Superintendent is appointed by the Tri-Town School Union Committee (Superintendency Union 58). The School Union Committee jointly employs the Superintendent (PK-6), Business Manager, Director of Special Education, and Director of Facilities and Operations as well as the secretarial and bookkeeping staff of the Central Office. The Superintendent acts as the Chief Executive Officer of the School Committee in the operation of the schools.

School Enrollment, October 1, 2001

(PS) K 1 2 3 4 5 6

Harry Lee Cole School	(64)*	135	125	133		393
Spofford Pond School					133 167 142 158	600
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DISTRICT TOTAL						993

* An Integrated Pre-School program was established at Cole School in September, 1997. Seventy-seven students are enrolled in this program. These students are not included in the 993 official October 1, 2000 enrollment total. This is a self-sustaining program.

Enrollment Growth

The School Committee carefully monitors enrollment trends. Over the past ten years, our schools have grown by 312 students; a 46% increase. The School Committee carefully manages class size within Department of Education guidelines, budget parameters and available space in the schools.

Fiscal Management

The budget development process is an extensive and involved task during which the Committee must make difficult decisions to bring into balance both the financial concerns of the community and elements of high quality, appropriate educational services. Increasing costs associated with increased enrollment, supplies and materials, school transportation, special education, building maintenance, and modest salary increases, must be addressed with consideration of uncertain fiscal support from the state.

The School Department operating budget for the years 2000-2001 and 2001-2002 approved at the Annual Town Meeting are as shown:

	2000-2001	2001 - 2002
General Administration and Supervision	\$ 525,454	\$ 534,397
Instructional Salaries	\$ 3,020,560	\$3,381,940
Instructional Materials	\$ 277,854	\$ 306,104
Curriculum Adoption	\$ 54,763	\$ 26,250
Regular Transportation	\$ 352,361	\$ 362,932
Fuel and Power	\$ 118,560	\$ 152,334
Building Operations and Maintenance	\$ 362,940	\$ 417,191
Special Education	\$ 1,222,543	\$1,340,162
Other School Services	<u>\$ 81,198</u>	<u>\$ 72,439</u>
TOTAL	\$ 6,016,233	\$6,593,749

Educational Reform: Massachusetts Comprehensive Assessment System

As Educational Reform in Massachusetts heads into its ninth year school district accountability has moved to the forefront of the reform effort. The Massachusetts Comprehensive Assessment System (MCAS) has been expanded to several new grades. Students now are tested in the following areas and grades:

Grade Three:	Reading
Grade Four	English Language Arts, Writing and Mathematics
Grade Five	Science and Technology, History and Social Studies
Grade Six	Mathematics

Third Grade students (166) participated for the first time in the Reading examination in April of 2001. Results for our students are presented in the following table:

Spring 2001	Proficient	Needs Improvement	Warning	Average Score
Boxford	82%	18%	0%	34
State	62%	33%	6%	30

Fourth Grade students (137) participated in the fourth administration of the required Massachusetts Comprehensive Assessment System (MCAS) in May. Students were tested in Mathematics and English Language Arts. Results for our students by levels of proficiency are presented in the tables below:

Spring 2001 Grade 4 English Language Arts	Advanced and Proficient	Needs Improvement	Warning	Average Scaled Score
Boxford	70%	28%	1%	243
State	51%	38%	11%	239

Spring 2001 Grade 4 Mathematics	Advanced and Proficient	Needs Improvement	Warning	Average Scaled Score
Boxford	47%	47%	7%	241
State	34%	46%	19%	235

The following table shows the average scaled score earned by fourth graders over the past four years:

Test Category	Average	Scaled	Scores
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	1998	1999	2000	2001
English Language Arts	237	238	237	243
Mathematics	241	239	241	241
Science & Technology	245	250	248	Not Applicable

Fifth Grade students participated in Science and Technology and History and Social Studies examinations. No individual or school results were received for this year's test. These results will be reported for the first time after the Spring 2002 administration.

Sixth Grade students (147) were administered a Mathematics examination. Students were asked to respond to both multiple choice and open-ended performance questions designed to measure mastery of learning standards contained in the State Curriculum Frameworks. Results for the first year of the Grade 6 MCAS are presented in the table below:

Spring 2001 Grade 6 Mathematics	Advanced and Proficient	Needs Improvement	Warning	Average Scaled Score
Boxford	64%	28%	8%	244
State	36%	30%	33%	233

Curriculum Development

The focus of curriculum development continues to be on aligning grade level instruction, assessment and content to the learning standards contained in the Massachusetts Curriculum Frameworks. Major emphasis this year has been placed on the third year implementation of a standards based Mathematics program in Grades K-5 and the field testing of a new program in Grade 6. The Spanish language instruction continues through Grade 4. This new position has been used extensively to support teaching and learning in these two subject areas. The School Committee has supported the establishment of a new Teacher Assistant role in Grades 2-5 to support efforts to improve student learning in English and Mathematics.

A new five year technology plan has been developed to guide the integration of technology into teaching and learning. Cole School was awarded a \$30,000 Technology Grant by the DOE as a result of the efforts of Technology Coordinator, Candyce Wainwright.

With the support of a State Department of Education Grant the feasibility of implementing a full day five kindergarten has been studied. A tuition based program will be offered to between 54-60 children for the 2002-2003 school year at Cole School.

The Cole School faculty has undertaken a major systematic review of the ways in which early literacy skills are taught in the primary grades.

Professional Development

The Cole School Council Improvement Plan, the Spofford Pond School Council Improvement Plan and the District Strategic Plan each place a strong emphasis on professional development and training for staff, which focus upon identified curriculum and organizational priorities as well as the diverse learning needs of children. The primary areas of focus for 2001-2002 have included mathematics implementation, early literacy, teaching in a standards based curriculum and assessment system, language arts, the diverse learning needs of children, writing across the curriculum, hands-on science, technology applications and integration, understanding teaching, and inclusion.

A major new initiative has involved more than twenty teachers in a thirty-six hour course entitled "Instruction for All". It is expected that all professional staff will complete this course within three years.

Models for conducting professional development have included a combination of full day professional development days, after school and weekend workshops, summer institutes, locally sponsored graduate courses, study groups, curriculum committees and a limited number of early release day offerings.

A Mentor/Induction Program and Handbook have been developed for use in bringing new teachers and staff on board in the most successful way possible. Nearly twenty mentors and mentees have participated in the program during the past two years.

The School Committee continues to provide incentives through tuition reimbursement programs beyond the school day and school district. In addition, the application of available grant funds from the State Department of Education continues to be instrumental in creating opportunities for teachers and other staff to maintain and update their professional skills. The School Committee continues to believe that professional development for staff is an important investment that will result in improved learning opportunities for children.

Special Needs Education

School districts are mandated by state and federal laws to provide special education services to those students with a special need who require support in order to make effective educational progress and to ensure that these services occur in the least restrictive environment.

As of October 2001, there were 126 special needs students in the Boxford Elementary Schools including thirty-three at Cole, seventy-four at Spofford Pond, six in out of district placements and thirteen preschoolers, eleven of whom are enrolled in the Boxford Integrated Preschool

Program. The percentage of Boxford students (Kindergarten through 6th grade) receiving special education services is approximately 11.5%, which is significantly lower than the state average.

The support offered to students in the Boxford schools ranges from monitoring of their progress in regular education classes and consulting with their regular education teachers, to direct instruction in all academic areas in the resource rooms. As a school system, Boxford is deeply committed to the philosophy of inclusion and continues to pursue effective ways of integrating all of our children into regular education programming. Parent involvement in Special Education is strongly encouraged and always welcomed. Boxford, Topsfield and Middleton parents of special education students have joined together to form the Parent Advisory Council (PAC). The PAC meets regularly during the school year. It provides a venue for parents to discuss mutual concerns, sponsors interesting speakers, purchases enrichment materials, sponsors fundraisers, and provides input into the Special Education Department's programs and policies.

For many years the school department contracted with a private agency to provide occupational and physical therapy services to children. This year the school committee has employed the staff delivering these services directly in a most cost and program effective manner.

The Department of Education conducted a three year Coordinated Program Review this past year. The results of the review are available in the school offices and the public library. The School Committee also contracted with two professors at Boston College to examine our special education program. Many of the recommendations from this study have been incorporated into program development, operational procedures and professional development in the Special Education Department. Copies of this report are also available in the school offices.

Health Services

Health services are an important facet of the school program. In the Boxford schools, health services are performed by Dr. Samuel Henck, School Physician; and School Nurses; Lynne Nechtem and Rosemary Smaha. The responsibilities of health personnel include: MA Vision Screenings, MA Hearing Screenings, Postural Screenings, Developmental Immunization and health record histories as well as seeing and treating children for illness and accidents and the administration of required medications.

Staff Directory 2001 - 2002

Harry Lee Cole School	Grade	Appt.	Degree	College or University
Maureen Berman	Principal	1994	M.Ed	Bridgewater State College
Ingrid Allardi	(.5) Asst. Prin.	1999	M.Ed.	Tufts University
Deborah Connery	PreSchool Coord.	1997	BS	Salem State College
Michelle Allardi	K Activity	1999	BS	Curry College
Laurie Olshuff-Rowen	(.9) PreSchool	1999	M.Ed.	Lesley College
Nancy Torlone	K Activity	2000	BA	Merrimack College

Diane Vasapoli	K Activity	2000	BA	University of Massachusetts
Lisa Simmons	K Activity	1999	BS	Salem State College
Constance Woodbury	K Activity	2001	M.Ed.	Lesley University
Kimberly Suther	Kindergarten	1995	BS	Salem State College
Susan Giovannacci	(.5) Kindergarten	1985	M.Ed.	Salem State College
Deborah Cahill	(.5) Kindergarten	1992	BS	Salem State College
Debra Holt	Kindergarten	1994	BS	University of Maine
Mary Anne York	Kindergarten	1991	BS	Salem State College
Thaya Puglisi	1	1992	M.Ed.	Salem State College
Linda Piecewicz	1	1980	M.Ed.	Butler University
Peg Russell	1	1992	M.Ed.	Lesley College
Carol Weitzman	1	1991	M.Ed.	Boston University
Susan Enos	1	2000	BS	Lyndon State College
Cynthia Olansky	1	1991	BS	Bridgewater State College
Lisa Salisbury	2	1997	M.Ed.	Salem State College
Mary Lee Kennefick (LOA)	1/2	1989	BA	Westfield State College
Deborah Mahoney	1/2	1974	M.Ed.	Lesley College
Margaret Cook	2	1977	M.Ed.	Antioch College
Sherry Moore	2	1973	BS	New York University
Ann Golesworthy	2	1999	M.Ed.	Lesley College
Maureen Cronin	2	1995	BS	Salem State College
Virginia Douglass	2	1964	BS	Salem State College
Terry Marcille(Fulbright Exchange)	2	1980	M.Ed.	Lesley College
Janet Rymer (Fulbright Exchange)	2	2001	BA	Reading University
Heather Walker	2	1987	M.Ed.	Lesley College
Allison Routsos	2	2001	M.Ed.	Cambridge College
Lynn Nechtem		Nurse 1989	BSN	University of New Hampshire

Spofford Pond School	Grade	Appt.	Degree	College or University
Barbara Wotherspoon	Principal	2000	M.Ed.	Bridgewater State College
Sheila Harrison	Asst.Prin.	1999	M.Ed.	Lesley University
Pamela Bateman	3	1975	BS	Framingham State College
Sharon Davis	3	2001	M.Ed.	Cambridge College
Heather Webster	3	2000	BA	College of the Holy Cross
Lesley Gibson	3	2000	M.Ed.	Lesley University
Lisa Holt	3	2001	M.Ed.	Lesley University
Kristin Ronan (LOA)	3	2000	M.Ed.	Lesley University
Heather Kelley	3	2001	M.Ed.	University of Lowell
Christine Cotti		3 1987	BA	Lowell State College
Shireen Rhoades	4	1995	BS	Boston College
Deborah Stone	4	1995	MA	Salve Regina College
Kristin Ginley	4	2000	M.Ed.	Lesley University

Mary Gigandet (LOA)		4	1993	MS	S.U.N.Y. Albany
Deborah Viviani	(.5)4	1999	BS		Valparaiso University
Kristen Cornell	(.5)4	1998	M.Ed.		Lesley University
Diane Harutunian	4	1995	MS		Cent. Conn. State College
Betsy Smallman	4	1999	BS		University of Massachusetts
Arlene Price	4	1995	BS		Russell Sage College
Sara Goldman	4	2001	MAT		Simmons College
Carla Wiles (LOA)	5	1997	M.Ed.		University of New Hampshire
Brian O'Donoghue	5	1998	BA		University of Massachusetts
Debra Auday	5	1987	M.Ed.		Lesley University
Richard Bateman	5	1970	M.Ed.		Cambridge College
Rebecca Hall	5	2001	BA		Whitman College
Janice Maguire	5	1995	BS		University of Massachusetts
Stacey Bovee	5	1998	BS		Plymouth State College
Joanne Green	5	1992	BS		Merrimack College
Jean Carosi	6	1993	M.Ed.		Salem State College
Kimberly Economos	(.5)6	1993	M.Ed.		University of New Hampshire
Francine Buckley	(.5)6	1999	BS		Merrimack College
Susan Robinson	6	1978	M.Ed.		University of New England
Mary Ellen Sorensen	6	1987	BS		University of Massachusetts
Joan Flink	6	2000	BS		College of St. Joseph, VT
Joyce Rains	6	2000	D.V.M		Washington State University
Nancy Badavas	6	2000	M.Ed.		Lesley University
Gwen Mann	6	2001	M.Ed.		Lesley University
Rosemary Smaha	Nurse	1989	RN		

Specialists	Subject	Appt.	Degree	College or University
Irene Crane	Curr. Coord.	2000	M.Ed.	University of Massachusetts, Lowell
Mary Mann	Curr. Coord	1987	BS	Framingham State College
DJ Zirbel	Sped.Serv.	2001	CAGS.	Eastern Michigan University
Yvan-Pierre Marlier	Spanish	2001		
Pauline Boudreau	Art	1991	M.Ed.	Lesley University
Pamela Dalton	Art	2001	M.ED	Cambridge College
Joanna Spinosa	Music	1993	BM	University of Hartford
Elizabeth Shepard	Instr. Music	1989	BS	Lowell State College
James Turner	Music	1995	BM	Berklee College of Music
Robert Sparkes	P.E.	1977	BS	Boston State College
Margaret Costello	P.E.	1992	BS	Boston State College
Serena Caperonis	Reading	1993	M.Ed.	Lesley University
Donna Poppel November	(.9) Reading	2001	M.Ed.	Boston University

Penny Rogers	(.5) Reading	1995	M.Ed.	University of New Hampshire
Nancy Rudder (LOA)	SPED	1998	M.Ed.	Cent. Conn. St. College
Alison Barton	SPED	1997	M.Ed.	Cen.Conn. State College
Heidi Canner	SPED	1988	M.Ed.	Lesley University
Nancy Brock	SPED	1999	M.Ed.	University of New Hampshire
Elizabeth Scheld	SPED	1994	M.Ed.	Lesley University
Hope Kramer	SPED	2001	MS	Simmons College
Laura Brown	SPED	1997	M.Ed.	American International College
Dona McDuff	SPED	2000	M.Ed.	Salem State College
Susan Koniaries	(.5) SPED	1997	M.Ed.	Boston College
M. Jane Bonaventura	Speech/Lang	1989	MS	Emerson College
Ellen Best	Speech/Lang	1993	M.Ed.	Tufts University
Joan Corradino	(.8) Guidance	1987	M.Ed.	Tufts University
Virginia Simon	(.6) Guidance	1986	M.Ed.	Tufts University
Kristin Hudson	Guidance	1997	M.Ed.	Salem State College
Dorothy Patch College	Library Media Spec.	2000	M.Ed.	Bridgewater State
Deborah Gaillard	Library Media Spec.	1998	MA	Trinity College
Candyce Wainwright	Technology Spec.	1997	M.Ed.	Lesley University
Samantha Mercier	Technology Spec.	1998	M.Ed.	Simmons College

Tri-Town School Union Central Office

Bernard Creeden	Superintendent.	1980	Ed.D.	Boston College
Steven Greenberg	Bus. Manager	2000	MBA	Franklin Pierce College
Tim Haskell	Dir. of Facilities	2000	BA	University of Massachusetts
Stephen Clifford	Dir. of Facilities	2001	BA	Mass Maritime Academy
Sharon Lyons	Spec. Ed. Dir.	2000	M.Ed.	Lesley University



