

# Spofford Pond School

## School Improvement Plan

2009-2010



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Boxford, Massachusetts 01921

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## **Mission Statement**

The mission of the Spofford Pond School is to provide the academic and social foundation necessary for children to acquire the skills to lead a meaningful and productive life and to continue as lifelong learners in an increasingly technological, competitive, and interdependent world.

## **Core Values of the Boxford Elementary Schools**

- ❖ High Expectations for Academic Excellence
- ❖ Personal Integrity
- ❖ Clear and Consistent Curriculum Implementation
- ❖ Welcoming Environment

## **Focus Areas of the Boxford Leadership Team**

- ❖ Teaching and Learning (Inputs vs. Outputs)
- ❖ Data and Assessment
- ❖ Leadership
- ❖ Collaboration

**School Site Council Membership**

Ester Awnetwant-Esperon	Parent	2012
Ellie Benson	Parent	2010
Susan Block	Parent	2010
Judy Capron	Parent	2012
Kim Economos	Teacher	2012
Lawrence Fliegelman	Principal	
Christine Hanson	Parent	2010
Gayle MacElhiney	Teacher	2010
Stacy Bouffard/Deb Stone	Teacher	2011
Diane Mattesen	Teacher	2010
Joyce Ricklefs	Community	

Information regarding the role of school councils in Massachusetts public schools may be found at [www.doe.mass.edu/lawsregs/advisory/schoolcouncils](http://www.doe.mass.edu/lawsregs/advisory/schoolcouncils)

**Meeting Schedule for 2009-2010**

September 28	Monday
October 26	Monday
November 9	Monday
January 11	Monday
February 8	Monday
March 8	Monday
April 12	Monday
May 10	Monday
June 8	*Tuesday*

All meetings are held in the Spofford Pond School Front Conference Room from 3:30-5:00pm.

## Overall Long Term Goal

To establish a positive culture of data based decision making with a focus on continuous school improvement.

This focused improvement plan uses the Boxford School Committee Core Values as a framework. There are many activities and initiatives underway or embedded in our school culture that relate directly to the Core Values. While those activities and initiatives are not included here, work continues on them.

## Objectives

### 1) Use Data To Improve Student Achievement

#### Statement of Situation:

Over the past few years, we have implemented standards based report cards, an assessment calendar, and a new process of using data to determine who should get extra help and exactly what for (RTI). We will carry on the process of using assessment data, not to rank and sort students or teachers, but to inform and drive future instruction. The question is not what have the students learned, but what do they still need to learn and what do teachers need to do to ensure that learning. Student achievement will increase when assessment data is combined with teacher observation of learning.

### 2) Improve and Maintain a Strong, Positive, Respectful Culture

#### Statement of Situation:

One of the greatest predictors of student success is the extent to which students feel connected to the school community. To this end, we are constantly working on improving the culture for the students and the adults at Spofford Pond School. The work of maintaining and improving a strong, positive school culture is ongoing.

**Goals 1 & 3: Student Achievement** All students will achieve to their academic and personal potential.

**Learning Needs** All children will have the opportunity to learn in ways that match their abilities and needs.

**Measurable Objective:**

- To Use Data To Improve Student Achievement

Strategy / Action	Person Responsible	Measurement	Resources Needed	Due Date	Timeline												
					Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Administer additional <b>Reading Benchmark</b> in the middle of the year to supplement Fall and Spring DRA.	Principal, Curriculum Specialists, Teachers	Student growth	Reading A to Z Benchmarks, achievement data.	March 2010							10	10	10				
Analyze <b>Writing Prompt</b> assessment data to determine what might need to be re-taught or given extra focus	Principal, Curriculum Specialists, Teachers	Student growth	Protocols and time for analyzing data	Ongoing		09	09					10	10				
Analyze <b>Math Interim</b> assessment data to determine what might need to be re-taught or given extra focus	Principal, Curriculum Specialists, Teachers	Student growth	District created Math assessment, achievement data	Ongoing				09				10	10			10	
Refine and standardize the <b>TAT/RTI process</b> including creating a new time for teams of teachers to meet.	Principal, Curriculum Specialists, Teachers	Fewer students needing intensive intervention (Tier III)	Regular meetings throughout the year. TAT training	June 2010		09	09	09	09	10	10	10	10	10	10		

*Note.* Chart format from *The School Portfolio Toolkit: A Planning, Implementation, and Evaluation Guide for Continuous School Improvement*, by Victoria L. Bernhardt, 2002, Larchmont, NY: Eye on Education. Copyright © 2002 Eye on Education, Inc. Reprinted with permission.

**Goal 2:** **Clear and Consistent Curriculum** Curriculum will be implemented consistently within each grade level.

**Measurable Objective:**

- To Use Data To Improve Student Achievement

Strategy / Action	Person Responsible	Measurement	Resources Needed	Due Date	Timeline											
					Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Use <b>Team Time</b> to lead learning and implementation of English Language Arts curriculum	Principal, Curriculum Specialists, Teachers		Planning time, Team Time schedule	ongoing	09	09	09	09	09	10	10	10	10	10	10	
Continue to create <b>benchmarks</b> for grade level standards on the report card	Director of Curriculum, Curriculum Specialists, Teachers	Existence of benchmark documents.	Time in team groups to work on this	June 2010 progress update, completion tbd	09		09	09		10	10			10	10	09

**Goal 4:** **Welcoming Environment** All students, staff, parents, and community members will experience a friendly, supportive learning environment that recognizes respects, plans for and rewards personal integrity, hard work and civic responsibility.

**Measurable Objective:**

- To improve and maintain a strong, positive, respectful culture

Strategy / Action	Person Responsible	Measurement	Resources Needed	Due Date	Timeline												
					Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Conduct, analyze, and report on <b>Parent Survey</b>	Principal, Site Council	Greater sense of belonging	Survey questions, Constant Contact	June annually, November annually for reporting		09	09	09								09 10	
Increase student led <b>community service</b> activities	Student Council	Increased community service	Student Council	Ongoing & Throughout school year		09	09	09	09	10	10	10	10	10	10	10	
Create and Implement a <b>Positive Student Behavior Recognition Program</b>	Principal, All Staff	Increase in respectful behavior	Bulletin board, monthly reward/recognition	Plan in June, Begin in September	09	09	09	09	09	10	10	10	10	10	09 10		
Implement 3-Tier <b>Positive Behavior System</b>	All Staff	Increase in respectful behavior, decrease in bullying and other discipline	New Code of Conduct, Behavior Team	ongoing	09	09	09	09	09	10	10	10	10	10	10	10	
Develop <b>Student Survey</b>	Principal, FAC, Student Council	Increased student input and belonging	Survey questions	May 2010 for survey to be developed,		09	09	09	09	10	10	10	10	10			

**Goal 5: Physical Plant and Space Needs** All students, staff, parents and community members will work in a respectful environment that includes well maintained schools that provide appropriate space for all approved programs and will incorporate green initiatives wherever possible.

Strategy / Action	Person Responsible	Measurement	Resources Needed	Due Date	Timeline											
					Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Establishment of a Spofford Pond School Staff " <b>Green Team</b> " to explore and implement green initiatives	Principal, Facilities Manager	Increase use of recycling bins.	Recycling bins, etc. To be determined	Ongoing		09	09	09	09	09	10	10	10	10	10	10
Increase Student Council role in green initiatives	Student Council Advisor, Green Team	Student Council involvement in green initiatives		Ongoing			09	09	09	10	10	10	10	10		

**Goal 6: Recruitment and Retention** We will continue to plan to address current and future needs regarding the recruitment, development and retention of teaching, support and leadership personnel and the future structure of the school district.

Strategy / Action	Person Responsible	Measurement	Resources Needed	Due Date	Timeline											
					Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Expand ways for staff to take on leadership roles.	Principal, Director of Curriculum, Teachers	Staff will lead building initiatives	Prof. Dev., FAC, My Learning Plan	Ongoing	09	09	09	09	09	10	10	10	10	10	10	
Study and implement protocols for <b>professional learning communities</b>	Principal, Teachers	Increase in collaborative culture	Protocols, training	Ongoing	09	09	09	09	09	10	10	10	10	10	10	

**Goal 7: Technology** We will provide and maintain updated technology to support the educational and administrative needs across the curriculum.

**Measurable Objective:**

Increase the use of technology as a tool to enhance learning and communication.

Strategy / Action	Person Responsible	Measurement	Resources Needed	Due Date	Timeline											
					Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Increase implementation of teacher websites up to 100%	Director of Technology, Teachers	# of websites	Websites	June 2010		09	09	09	09	10	10	10	10	10	10	
Support the integration of technology with professional learning communities	Principal, Director of Technology	Teacher led technology initiatives	Computer network, innovation	ongoing												
Investigate revision of technology curriculum and creation of curriculum support staff or volunteers.																

**Goal 8: Wellness** We will work to ensure that school curriculum, programs, procedures, and policies incorporate aspects of physical and emotional health and the wellness of the school community.

Strategy / Action	Person Responsible	Measurement	Resources Needed	Due Date	Timeline											
					Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Convene Spofford Pond wellness committee to align school with district wellness policy.	Principal, committee tbd	Tbd	Tbd	ongoing												