

**Dale Street School Improvement Plan 2009-2010  
Developed By the Dale Street School Council  
Presented to the Medfield School Committee May 18, 2009**

*The Dale Street School Council has had a very productive year and a positive impact on the Dale Street community. The members of the Dale Street School Council for the 2009 to 2010 school year were parent representatives Linda Shea, and Arlene Gately (Co-chairs and grade 5 parent representatives), Leslie Scier and Tina Cosentino (grade 4 parent representatives); teacher representatives Kathy Kosmo (grade 5), Lauren Harrington (grade 4) and Kathy Bockhorst (Special subjects); Community representative Annemarie Keleher; and principal Kim Cave (Co-chair).*

*For the 2009 to 2010 school year, I look forward to working with our new council members. Parent representatives for grade four will be elected at the Parent Information Night for current grade three parents in September 2009. Returning parent representatives Leslie Scier and Tina Cosentino will work with me as co-chairs. Teacher representatives will be elected before the end of the year.*

*Through the efforts of the staff and the support of the parents and community, the Dale Street School Council has worked this year to implement the School Improvement Plan as presented in June of 2009. The following is written to summarize progress on goals for 2008-2009 and provide an overview of goals for 2009-2010 as they relate to our Strategic Plan.*

**Theme I: Facilities, Equipment and Technology**

***Facilities and Equipment***

**Summary 2008-2009:**

- Replaced eight windows on the second floor, totaling two classrooms
- Completion of removal of old tiling and retiling of three classrooms
- All outside trim painted white
- Columns on Dale street entrance repaired and painted
- Cafeteria woodwork sanded and re-varnished
- Cafeteria cinderblock painted
- Continued to replace furniture per district plan.
- Landscaping around building
- Replaced fixtures in second floor bathrooms
- Replaced the back stage curtain (black)
- Installation of handicap accessible door on Adams Street entrance
- Maintenance and repair of both handicap elevators
- Addition of privacy fence for handicap parking space on Adams Street
- Purchased a portable handicap accessible lift
- Worked with Director of Finance, Director of Maintenance, and Head Custodian to assess the long and short term needs of the building
- Developed a plan for summer work and preparation for student needs

**Goals 2009-2010:**

- In conjunction with the Norfolk County Sherriff's Office and the Department of Corrections, paint the auditorium/gymnasium and seven classrooms
- Replace furniture in two classrooms
- Expand one staff bathroom (handicap accessibility)

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- Continue to work with Director of Finance, Director of Maintenance, and Head Custodian to assess the long and short term needs of the building; prioritize the needs and develop a plan
- Convert extra classroom to Learning Center/Math Lab
- Clean and reorganize two storage closets for better use of shared curricula materials
- Our goal to monitor the cleanliness, sanitary conditions of the school, improve the aesthetics of the building, and maintain a safe and pleasant environment for students and staff is on-going

### ***Technology***

#### **Summary 2008-2009:**

- Implementation of two Job-Embedded days per grade for Technology PD
  - Focus on software and use of technology as communication; management tool; and way to differentiate instruction
- Identified software for use in math to support SFAW units throughout the year.
- Increased information available on website:
  - Policies; procedures; curriculum highlights
  - Music Program
  - Library Media Center
  - Individual teacher websites/web presence
  - Newsflashes sent home frequently to keep parents informed
  - Thursday packet postings
- Continued use of software to support curricula

#### **Goals 2009-2010:**

- Continued PD for teachers/staff in using technology as communication and management tool
- Continue to assess and improve the Information Literacy curriculum including Technology Standards and how they will be integrated into the curriculum. A focus on four areas of technology proficiency will be highlighted during the year  
The four areas are:
  - Word processing/keyboarding
  - Curriculum software
  - Big Six research
  - Presentation tools
- Continue to improve and keep the Dale Street School website current
- Explore ways to bring consistencies to the websites across the district

### **Theme II: Curriculum and Assessment**

#### ***Curriculum and Instruction***

#### **Summary 2008-2009:**

- Continued implementation of a Balanced Literacy Program
  - Staff was fully trained to implement an Independent Reading Program (using **Guiding Readers and Writers** by Fountas and Pinnell as the text) through one In-Service meeting and several job embedded days
- Built 22 classroom libraries for Independent Reading program (Coalition and CSA funded)
- Our Math consultant, Eileen Gagnon used a K-5 approach in leading grade specific job embedded days to reinforce the principles of teaching mathematics

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- Continued the focus on implementing the Writer's Workshop Model. We continued to look for ways to integrate the Writer's Workshop into other areas of the curriculum, especially Science and Social Studies
- Continued the curriculum review of the current Science curriculum for the Dale Street School. Two new units were developed with the help of a Science Consultant (Sound and Light grade 4 and Space grade 5). The units were Standards-Based and included essential questions, key vocabulary, activities and assessments
- K-5 Science curriculum maps were drafted and reviewed by representatives K-2 and 3-5. Core concepts were defined for each individual grade level
- New Social Studies program (MacMillan/McGraw Hill) was purchased and implemented in both fourth and fifth grade. On-going monthly grade level meetings were devoted to assessing new our program
- On-going monthly grade level meetings were devoted to assessing our Science and Social Studies program
- Continued to update and expand the Dale Street School Character Education Program:
  - The student Advisory Council was continued with representatives from each classroom. The SAC was led by Mrs. Carey and Ms. Reynolds.
  - Three Bus meetings were implemented throughout the year.
- A Scheduling Committee was formed to study the effectiveness of our new schedule. Recommendations were made for adjustments and improvements for the 2009-2010 school year
- A Math Intervention program was developed and implemented in January 2009 (Title 1 funds) for targeted fourth grade students. Students were provided with three additional periods of specific, small group math instruction per week. Eligibility was based on:
  - MCAS scores
  - Grade three assessments
  - Grade four beginning of the year assessments
  - Teacher recommendation
  - Observations of Math Specialist
- Curriculum for ELA and Math MCAS Academies was developed

### **Goals 2009-2010:**

- Continue implementation and support of a Balanced Literacy Program through use of the Independent Reading Program and assessment
  - Focus on using the Reader's Notebook
  - Support the Writer's Workshop model
  - Model ways to effectively use the Literacy block
- Coaching model K-5 with support of ELA and SS Coordinator to support reading instruction in classrooms
- Assess and continue implementation of new Social Studies programs
- Model ways to effectively use the Mathematics block
- Review and modify K-5 curriculum Science maps
- Support Big Six projects and Information Literacy standards
- Expand and improve the Math Intervention Program to include both fourth and fifth grade students who are below grade level in Mathematics
- Explore the use of targeted time in the schedule to provide additional differentiated instruction in Math and Reading
- Continue to expand and improve the Character Education curriculum to include a nine week Community Building curriculum

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### **Assessment**

#### **Summary 2008-2009:**

- Development of Individual Reading Improvement Plan (IRIP) based on assessment data for students in need of remedial support
- Development of identification and assessment tools for Math Intervention program
- Development of modified Social Studies assessments in grade four
- Review of grades four and five math assessments
- Development of assessment record for student files

#### **Goals 2009-2010:**

- Development of K-5 cumulative assessment record to include math.
- Study of Math assessments and documentation
- Explore the development of an Individual Math Improvement Plan
- Continue to define and develop Science assessments
- Continue to assess and develop/modify Social Studies Assessments

### **Theme III: Student Life**

#### **Summary 2008-2009:**

- Summer reading for entire school (Project Mulberry) - classroom projects; parent/student evening book discussion
- School wide School Spirit Week- January 2009 (SAC supported)
- Grade four Poet in Residence- Andrew Green (one month)
- Grade five Author in Residence- Barbara O'Connor (one month)
- Grade 4 Museum of science- Animal Encounters
- Grade 5- *Courage to Dream* (Ben Franklin)
- Grades 4 and 5- Leeny Del Seamonds- Character Education
- Student Advisory Council- representatives from each classroom make decisions for the school (with input from each class)
- Bus meetings- building leadership skills and positive behavior on the busses
- Piloted a new schedule that allowed for equitable blocks of uninterrupted blocks of time to teach the core curriculum as well as a new model for providing music lessons without missing academics (clusters)
- Piloted a Community Service Program in spring 2009 (CSA run and supported)

#### **Goals 2009-2010:**

- Continue Student Advisory Council
- Continue entire school summer reading choice (No Talking by Andrew Clements)
- Continue grade specific residencies
- Explore possibility of Memorial and Dale Street Bus meetings
- Implement a Community Service program led by CSA volunteers
- Explore and coordinate parent experiences around student Wellness

### **Theme IV: Personnel and Professional Development**

#### **Summary 2008-2009:**

- Continued use of training manuals for teacher aides through yearly training.
- Used professional development days to train entire staff (including paraprofessionals) on:
  - Legal issues (confidentiality; 51-A reporting; restraint training; sexual harassment; Title VI; Title IX; Homeless Policy)
  - Medical issues (Epi-pen training; health care plans; food allergies)
  - Staff Handbook and Behavioral expectations

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- D-CAP District Curriculum Accommodation Plan
- SIP- School Improvement Plan
- IEP/Section 504 responsibilities
- Teacher Support Teams
- Internet Acceptable Use Policy
- EAP- Employee Assistance program
- Used In-Service and Job-Embedded days to support yearlong PD in Literacy- training provided by ELA/SS Coordinator
- Used job-Embedded days to support use of technology management tools and curriculum software- training provided by K-5 Instructional Technology Specialist
- Used Job-Embedded days and In-Service time to revise the 4-5 Science curriculum maps; discuss the Inquiry model; share hands-on experiences to support units and review potential new materials- meetings facilitated by Science consultant
- Divided staff into Committees that met monthly to provide on-going support in key areas. The committees included:
  - A Curriculum Review committee to explore new ways to integrate the curriculum and provide leadership in each curriculum area
  - A Safety Committee
  - A Character Education Committee
  - A Staff Wellness Committee
  - An Assembly and Grade 5 Celebration Committee

### **Goals 2009-2010:**

- Vertical team emphasis across the curriculum
- Continued support with Professional Development using common assessments data to identify student needs and differentiate instruction
- Continued support of using student work to assess and drive instruction
- Continued training and implementation of the Balanced Literacy Program
- Continued implementation and review of new Social Studies curriculum through focused grade level meetings
- Continued documentation; discussion; training and implementation of Science units
- Continued training and support of use of technology in the classroom with an emphasis on curriculum integration
- Improved support and training of paraprofessionals
- Introduction of Character Education training in the effects of Bullying and Teasing (Cyber bullying) through expertise of MARC (Massachusetts Aggression Reduction center at Bridgewater State College)
- Addition of Public relations Committee to staff choices

### **Theme V: School Management and Leadership**

#### **Summary 2008-2009:**

- Consistent bi-weekly grade level meetings scheduled (run by grade level leaders)
- Monthly Committee meetings
- Monthly faculty meetings
- Weekly FYI emails to staff
- Teams scheduled for daily common planning time across grade levels
- Opportunities provided for K-5 and K-3 vertical teams to study curricula
- K-12 Coordinators included in Scheduling Committee
- Support and leadership from ELA/SS Coordinator and Instructional Technology Specialist

**Medfield Public Schools****Goals 2009-2010:**

- Continued promotion of 'best practices' through PD opportunities
- Continued shared leadership opportunities (Committee work; faculty sharing; grade level meetings; SAC; Scheduling Committee, etc.)
- Continued promotion of K-5 vertical team for study of curricula

**Theme VI: Communication and Community Outreach****Summary 2008-2009:**

- Increased use of local press for school events (Character Education Assemblies; grade specific Big Six Projects; etc.)
- Parent Education Workshops through CSA Meetings – Math; new Social Studies program; Author/Poet Residencies; Student Advisory Council etc.
- Support of children and families in crisis in conjunction with Youth Outreach Program and Medfield After School Program
- Supported retired volunteers
- Food Pantry drive; Girl Scouts Book drive and Crayon drive; Home Committee holiday collection
- Principal Coffees (4 held throughout the year)
- Piloted Community Service program with Tilden Village

**Goals 2009-2010:**

- Add a Public Relations Committee to staff choices to promote more public knowledge of Dale happenings
- Explore possibility of a Clean Up Dale Street Day with students, parents and community members working together
- Offer an after school Community Service Program
- Continue to offer Principal Coffees throughout the year
- Continue to work with all community programs and agencies to support children and families

In closing, I continue to be very thankful for the support that so many people have given to our school. I believe we have developed a School Improvement Plan for 2009 to 2010 that correlates with the Strategic Plan and supports school and district efforts to provide quality learning opportunities for all children. I look forward to continuing the success of our wonderful school programs in the fall.

Respectfully submitted,

Kim L. Cave