

*William P. Gorman Fort Banks Elementary
2018-2019 School Improvement Plan*



*Winthrop Public Schools
Winthrop, Massachusetts
June 2018*

**WPG FORT BANKS SCHOOL IMPROVEMENT PLAN 2018-2019
TABLE OF CONTENTS**

Mission Statement	Page 2
Background of Council and Its Operations	Page 2
Demographic Breakdown and Enrollment Data	Page 3
Summary/Status of 2017-2018 Goals and Objectives	Page 4
2017-2018 School Site Council Survey	Page 8
Goals for 2018-2019	Page 8

(Please note the page numbers above refer to the hard copy.)

Because these items have been posted throughout the year on our school website, the following addendum items are available upon request but have not been attached to this document.

- Gorman Fort Bank School Site Council Calendar of Meeting Dates
- Site Council Meeting Agendas
- Site Council Meeting Minutes

MISSION STATEMENT

With perseverance and a commitment to learn and grow, the Gorman Fort Banks School staff, students, and families will work together to make a positive contribution to the school and community. Our core values include: celebrating the diversity and uniqueness among us, fostering respect for one another and our school, encouraging a curiosity for learning that will allow each member to maximize his or her own potential, and cultivating independent life-long learners.

BACKGROUND OF COUNCIL AND ITS OPERATIONS

The Gorman Fort Banks Elementary School Council was formed in accordance with Massachusetts General Law, Section 59C of the Education Reform Act of 1993, which states that:

At each public elementary, secondary and independent vocational school in the commonwealth there shall be a school council consisting of the school principal, who shall co-chair the council; parents of students attending such school, who will be chosen in elections held by the recognized parent-teacher organization under the direction of the principal. Teachers who shall be selected by the teachers in the school, other persons, not parents or teachers of students in the school.

The school council shall meet regularly with the principal of the school and assist in adopting educational goals for the school that are consistent with local educational policies and statewide student performance standards, the identification of the educational needs of the students attending the school, review of the annual school building budget, and in the formulation of a school improvement plan.

The following individuals comprised the Gorman Fort Banks School 2017-2018 School Site Council:

Ilene Pearson, Principal/Co-Chair
 Andrea O’Leary, Assistant Principal
 Mary DiBenedetto, Teacher Rep.
 Holly Goncalves, Teacher Rep.
 Taylor Murphy, Teacher Rep.

Kelly Lounsbury, Parent/Co-Chair
 Richelle Flavin, Community Rep.
 Jennifer Dobbins, Parent Rep
 Natalie Bayersdorfer, Parent Rep.

The Site Council met on a regular pre-determined monthly schedule. In the spirit of communication and with the intention of keeping our school community informed, our school’s website has a designated link to our School Site Council. The link includes all agendas and meeting minutes.

The School Improvement Plan, as described in the legislation, is to include the following:

- an assessment of the impact of class size on student performance, student-to-teacher ratios, ratios of students to other supportive adult resources
- a scheduled plan for reducing class size if deemed necessary
- professional development for the school’s staff and the allocation of any professional development funds in the school budget
- enhancement of parental involvement in the life of the school
- school safety and discipline
- establishment of a school environment characterized by tolerance and respect for all groups
- extra curricular activities
- means for meeting, with the regular education programs at the school, the diverse learning needs of as many children as possible, including children with special needs currently assigned to separate programs
- any further subjects the principal, in consultation with the school council shall consider appropriate

The School Improvement Plan submitted will include these elements within the School District’s Goals and Objectives.

GORMAN FORT BANKS SCHOOL 2017-2018
DEMOGRAPHIC BREAKDOWN AND ENROLLMENT DATA

The following information is provided based on SIMS (student information management system) data dated May 1, 2017:

Enrollment by Gender

Males	238
Females	247
Total	485

Enrollment by Grade

Pre-K	55
Kindergarten	147
Grade 1	147
Grade 2	136

Enrollment by Race/Ethnicity

White	80.45%
Black or African American	.62%
Asian	.82%
White & Black or African American	.62%
White & Asian	.82%

White & Hispanic	14.81%
White & Black or African American & Hispanic	.41%

Selected Populations

Limited English Proficiency	66
Low Income-Free/Reduced Lunch	124 free/36 reduced/160 total
Students Receiving Title I Services	47
Students on IEP	86

SUMMARY/STATUS OF 2017-2018 GOALS AND OBJECTIVES

There were a variety of changes and initiatives that characterized the 2017-2018 academic year, not the least of which was the district’s lengthening of the school day for both students and staff. The most notable change for staff in our school was the addition of common planning time. Additional minutes to the school day provided an opportunity for teachers to plan and collaborate with colleagues both vertically and horizontally. Students gained an additional five minutes on their specials (art, music, computers, physical education, academic support/science) and an additional fifteen minutes in overall academic content.

This past summer a small group of dedicated Winthrop teachers and administrators analyzed the Commonwealth’s new standards and generated a curriculum map that detailed the scope and sequence of science, math and language arts content and instruction. The process helped align the approaches among all schools and provided quite a bit of clarity to our teachers as to where improvements and revisions need to occur. For the past several years, Gorman Fort Banks School teachers have selected grade level goals that they collectively embrace with a vision of improving learning experiences and academic progress for our students. This year a large majority of student learning and professional practice goals focused on science and math.

Data analysis both within our school and at the elementary level reveals very modest gains in math. A commitment to examining the methodology of teaching and assessing math has been bolstered by intensive professional development. Last year’s professional development efforts focused on developing new instructional approaches to engaging students in math. Changes to instruction are taking hold in our classrooms as the academic language and depth of thinking demonstrated by our students gradually improves. This year’s focus is on assessing the growth and knowledge of our students. Although there are a large variety of commercial assessments for English Language Arts and Reading at the early elementary level, there are a surprisingly low number of options in math. Many of our teachers have established a professional practice goal around revising and creating chapter assessments that more accurately measure student learning. With this data, they can define the specifics of student learning goals to ensure students are being taken to their maximum threshold of learning.

It is unfortunate but not uncommon that many lower elementary students are not afforded an articulated science curriculum. Frankly there are so many foundational skills that must be mastered in the early grades that forced sacrifices in content coverage is a reality. After a closer look at the new next generation science standards and with the realization that standardized testing will extend to science at the elementary level, limited instruction is no longer a choice. The administrative response to this call to action was dedicating our academic support model exclusively to science using a project-based science curriculum. Teachers agreed with this important adjustment and have selected both professional practice and student learning goals around creating our project-based science curriculum. Their work, which is characterized by collegial

practice and candid dialogue, will ultimately give them the curriculum, instructional guidance and assessment tools they need to provide students with three weekly blocks of learning exclusively focused on science.

Our work on developing an approach to social emotional learning continues as we expand the scope of our S.M.A.R.T. Plan (acronym for Say Kind Words, Make Safe Choices, Always Be Responsible, Respect Your School, Try Your Best). This year students enjoyed monthly assemblies that highlighted target behaviors and acknowledged S.M.A.R.T. students. To help us recognize the impact of our efforts, the discipline referral process has been revised to align with our SMART Plan. In the spring we launched a data collection program to help us assess the Plan’s effectiveness in reducing undesirable behaviors and discipline issues. As a school we are working to groom a collective mentality towards being a SMART Student with the hopes that it is reflected in our school’s culture and values. Classrooms have established behavior and/or academic goals for which they earn special recognition and/or rewards. The next phase of this Plan will focus on our approach to helping students appreciate how each component of the SMART Plan is relevant to positively influencing the personal work habits and approach students apply in their academic pursuits.

Technology improvements have resulted in improved wi-fi and more reliable connectivity. Equipment for both teacher instruction and student learning however is becoming antiquated and in need of repair and replacement. Fiscal limitations of the district, limited personnel and the needs of other schools have made it difficult for Gorman Fort Banks staff and students to rely on technology as a predictable teaching and learning enhancement. We recognize the challenges the school department faces in meeting the technology requests in the district and remain optimistic that our needs will be considered and satisfied in the next school year.

We acknowledge with gratitude the support of the school’s Parent Teacher Organization, Superintendent, School Committee and Town officials. The status of this year’s goals is summarized below.

DISTRICT GOAL #1: TO IMPROVE AND INCREASE CURRICULUM, INSTRUCTION AND ASSESSMENT.

Activity	Result/Evidence	Comments
continue building the school’s writing curriculum with revisions to assessments and regular analysis of student work	This goal was accomplished. Student work product is evidence of marked improvement in student performance as are 3 rd grade open response MCAS scores.	The GFB’s writing curriculum is well developed, strong and yields improved student performance. Staff regularly revisit their work at common planning times and continue to revise rubrics and prompts in response to the skills and needs of students.
research and identify a social emotional learning curriculum and begin staff development for implementation	This goal was accomplished in part and is continuing. The school’s SMART Plan, teacher mini lessons and assembly outlines are evidence of development and implementation of a social emotional learning curriculum.	With the support of a consultant a behavior flow chart, discipline referral sheet and data collection and analysis tool have been piloted. Focus on establishing building wide goals and student initiated student learning goals are needed to further develop this goal.

research, identify and sample a minimum of two K-2 science curriculums	This goal was not accomplished as it was revised in summer, 2017.	After extensive work during the district's 2017 summer curriculum boot camp and consultation with DESE representatives, it was determined that a project based science curriculum was preferred and is underway. Work on this goal will continue in earnest during the 2018-2019 school year.
establish a committee to examine and revise report cards to align with CCSS and school curriculum	This goal was discussed but not accomplished. Common planning time notes are evidence of thoughtful consideration.	The work accomplished during the district's 2017 summer curriculum boot camp resulted in a new scope and sequence. For practical reasons the scope and sequence needed to be implemented for a year prior to beginning work on this goal. Work on this goal is planned for the summer of 2018.
research, identify and pilot math assessment for grade 2 and if appropriate grade 1	This goal was accomplished. As evidence IXL and i-ready were piloted in grades 1 and 2.	With the help of a consultant, teachers have been modifying Go Math chapter assessments to more accurately measure student learning. Objective/commercial assessments that measure student learning in specific elements of the standards were piloted and a program that enhances instruction and provides detailed assessments and assessment data has been selected.

DISTRICT GOAL #2: TO CONTINUE TO PROVIDE SAFE AND DRUG FREE SCHOOLS.

Activity	Result/Evidence	Comments
increase attention to building cleanliness and appearance of bathrooms (paint, attention to fixtures)	This goal was not accomplished. School Site Council survey responses from staff and parents continue to provide evidence of this need.	A custodian was cut from the Gorman Fort Banks School resulting in one custodian on duty during the hours students are in attendance.
erect fence surrounding upper grade playground	This goal has been accomplished. A fence surrounding the super grade playground has been erected.	The fence provides a physical barrier to accessing wooded areas near the playground and enhances safety.

DISTRICT GOAL #3: TO IMPROVE AND INCREASE THE USE OF TECHNOLOGY

Activity	Result/Evidence	Comments
revise school website to consolidate information and simplify navigation	This goal was accomplished. As evidence, please see school website.	The district retired the previous website platform and as a result the school website has been redesigned and is formatted to align with those within the school department.
work with technology dept. to identify instructional apps and provide tech. support that enables teachers to access relevant apps.	This goal was not accomplished.	Technology support in general and the ticket system used has not resulted in adequate technology support as is evidenced by staff responses on the School Site Council survey. Teacher and student equipment in disrepair and instructional applications that are challenging to access due to complicated log-ins that have not been addressed are also responsible for this goal not being met.

DISTRICT GOAL #4: TO IMPROVE PARENT/GUARDIAN INVOLVEMENT & COMMUNICATION

Activity	Result/Evidence	Comments
Eliminate October 1 deadline for CORI forms to be processed	This goal has been accomplished	While the school department urges CORIs to be processed before October 1, the Superintendent has allowed CORI forms to be processed throughout the year.
increase parent feedback by adapting survey and outreach efforts to include technology/mobile app options and in various translations	This goal was discussed but not accomplished. Site council minutes are evidence of thoughtful consideration.	A review of response rates when surveys were administered electronically, the district implementing a new website platform in January and the imperfect translations offered by google and babble-on translation programs suggested that the timing for increasing technology based outreach should be adjusted and not launched in the 2017-2018 school year.
schedule welcome night that is dedicated to communicating important school information in multiple languages where translators are available	This goal was discussed but not accomplished. Email exchanges are evidence of thoughtful consideration.	Translators were secured and parents were surveyed however the number of potential attendees did not warrant holding a night dedicated to translating curriculum night information.

DISTRICT GOAL #5: TO PROVIDE MEANINGFUL PROFESSIONAL DEVELOPMENT

Activity	Result/Evidence	Comments
provide professional development opportunities in math instruction and assessment development, science standards, behavior management, teacher recertification requirements, technology applications/utilization	This goal was accomplished. As evidence please see the school's professional development calendar.	Work with Looney Consulting on Math initiatives and Lindsay Fallon (of UMASS College of Education and Human Development) on behavior management approaches that align with the school's SMART Plan occurred in regular intervals throughout the school year. Training in recertification and next generation science standards was provided by DESE and training in chrome books, google docs and providing easier access for students were all provided at the start of the school year.

2018-2019 SCHOOL SITE COUNCIL SURVEY

A staff survey was distributed to teachers, specialists, and ESPs and a parent survey was distributed to all parents. The survey(s) solicited specific feedback about a variety of aspects important to our school practices, student learning, and family involvement. Survey responses were received and broken down by grade level and stakeholder responses (parents, teachers, ESPs). Survey responses and tabulated/consolidated responses are available upon request to the building principal. Based on a careful review of survey responses and the Council members' knowledge of school affairs, the following goals are submitted as part of the 2018-2019 Gorman Fort Banks School Improvement Plan and are in addition to the Site Council's commitment to maintaining the completed goals of this past school year.

DISTRICT GOAL #1: TO IMPROVE AND INCREASE CURRICULUM, INSTRUCTION AND ASSESSMENT

Activity	Person(s) Responsible	Resources	Timeline	Result	Evaluation/Evidence
reduce class size at the kindergarten level	Principal School Committee Superintendent	funding	Sept., 2018	improved student learning and performance	class size
add .5 FTE ELL teaching position	Principal School Committee Superintendent	funding	Sept., 2018	improved student learning and performance	service delivery grid
add 1 FTE reading specialist	Principal School Committee Superintendent	funds	Sept., 2018	improved student learning and performance	student selection/service delivery grid
increase school-wide activities and programs for students	Principal ABC/lead teachers	funds	Sept., 2018- June, 2019	enhance school culture, climate and reinforce SMART Plan elements	list of offered programs

establish a committee to examine and revise report cards to align with the standards and district scope and sequence	Principal Selected Staff	funds (stipends, revisions to format)	August, 2018- October, 2018	improved communication of student performance to parents/guardians	revised report cards
continue developing K-2 project based learning curriculum in science	Principal K-2 grade level teachers Academic Support Specialist	none	Sept., 2018- May, 2019	improved student learning experiences, provide curriculum aligned to new standards	lesson plans
increase technology based instruction in grade 2 and grade 1	Principal Technology Teacher Grade 2 teachers Grade 1 teachers	funds	Sept., 2018- May, 2019	increase opportunities for individualized learning, increase efficiency of 3 rd grade students in using technology	chrome book and iPad inventory

DISTRICT GOAL #2: TO CONTINUE TO PROVIDE SAFE AND DRUG FREE SCHOOLS.

Activity	Person(s) Responsible	Resources	Timeline	Result	Evaluation/ Evidence
inspect/survey the building structure and integrity to address leaks/temp. regulation	Superintendent Rich Cifuni, Facilities Director	funds	Sept., 2018- Dec., 2019	reduced damage to physical plant	report of inspection
select emergency notification system in preparation and planning for emergency occurrences	Superintendent School Admin. Team	funds	Sept., 2018- Oct., 2018	improved emergency response time and notification process	documentation of system selected
provide specific staff training on new website to assist teachers in enhancing parent knowledge and involvement in classroom learning	Superintendent Principal Technology Dept. Technology Teacher	none needed	Sept.-Nov., 2018	Improved communication of classroom expectations, increased parent involvement	classroom webpage

DISTRICT GOAL #3: TO IMPROVE AND INCREASE THE USE OF TECHNOLOGY

Activity	Person(s) Responsible	Resources	Timeline	Result	Evaluation/Evidence
revise ticket system	Superintendent Director of Tech.	none needed	Sept., 2018	improved response time for technology repair, improved accessibility by staff and students to technology-based instructional support	staff survey responses
expand fob utility to allow ESPs printing privileges	Superintendent Director of Tech.	none needed	Sept., 2018	improve ESPs ability to assist teacher	ESP survey responses
establish wireless password that can be accessed by visitors to school	Superintendent Director of Tech.	none needed	Sept., 2018	improved professional development and instruction from contracted vendors/visitors	Wireless password
Establish 1:1 student:chromebook initiative in 2 nd grade classrooms	Superintendent Technology Dept.	funds	Sept., 2018- Nov., 2018	improve instructional support for teachers, increase opportunities for individualized learning, increase efficiency of 3 rd grade students in using technology	Chrome book inventory
increase technology based opportunities for instruction in 1 st grade classrooms	Superintendent Technology Dept.	funds	Sept., 2018- Nov., 2018	improve instructional support for teachers, increase opportunities for individualized learning	iPad inventory

DISTRICT GOAL #4: TO IMPROVE PARENT/GUARDIAN INVOLVEMENT & COMMUNICATION

Activity	Person(s) Responsible	Resources	Timeline	Result	Evaluation/ Evidence
provide parent informational event on school related initiatives such as the SMART Plan that involve parent collaboration and/or support	Principal	Site Council PTO	Sept., 2018- Nov., 2018	enhance information available to parents	event agenda
explore partnerships with higher institutions and/or subscribe to a translation for translating information to enhance communication with ELL families	Superintendent	funds for translators and/or translation service	Sept.-Oct., 2018	improved accessibility of school related information for families for whom English is a second language	contract with vendor and/or translated documents

DISTRICT GOAL #5: TO PROVIDE MEANINGFUL PROFESSIONAL DEVELOPMENT

Activity	Person Responsible	Resources	Timeline	Result	Evaluation/ Evidence
staff professional development on optimal use of technology and/or use of google docs	Principal	funds	Sept.-Oct., 2018	enhanced use of technology	professional development attendance sheet
staff professional development on expanding a project based learning approach in science	Principal Academic Support Specialist	funds	Sept., 2018- April, 2019	continuing development of science curriculum	science lessons
staff professional development in math focused on aligning instruction based on data interpretation	Principal	funds	Sept., 2018- April, 2019	instruction targeting assessment data	professional development attendance sheet

This William P. Gorman Fort Banks Elementary School Improvement Plan dated June 2018 has been approved by the Site Council members. A hard copy with Council Member signatures is on file.