

SCHOOL IMPROVEMENT PLAN



Pentucket Regional School District

**DR. FREDERICK N. SWEETSIR SCHOOL
2002-2003**

Approved by School Committee December 17, 2002

SCHOOL COUNCIL MEMBERS
2002-2003

PRINCIPAL Angela B. Jervey, Co-Chair

TEACHERS John Gangemi
Marie Scher

PARENTS Susan Marden, Co-Chair
Amy Chute

**COMMUNITY
MEMBER** Tina Morrison

EDUCATION IS A TEAM EFFORT

Pentucket Regional School District

School Committee's Mission Statement

As the leader in an educational partnership with the community, it is the purpose of the Pentucket Regional School District to ensure that all students discover and develop their talents and abilities to their highest potential, strive for academic excellence, acquire respect for self and others, and obtain the knowledge and skills to succeed and contribute as ethical, responsible citizens.

School Committee District-wide Goals

(Voted October 2, 2002)

- Develop methodology for determining academic consistency among the three towns' elementary schools.
- Evaluate K-12 math integration with special emphasis on Elementary to Middle School and Middle School to High School transitions.
- Stabilize District Administration through selection of permanent superintendent.
- Commence revision of Bylaws/Policies.
- Establish a plan for assessing Pentucket Regional Agreement and reviewing areas for possible amendment and/or clarification.
- Determine short-term solution to space issues at district schools.
- Hire NESDEC to revise 10-year projections for district and review options recommended by Space Needs Subcommittee in light of new projections.
- To enhance the Pentucket School District's ability to retain, attract, induct, and mentor quality staff members.
- Enhance communications in the following areas: website, annual report, other as identified by Communications Subcommittee.
- Establish a flexible forecasting model to be used to communicate multi-year projections of enrollment-driven expenses, capital outlay, out of district placements, revenues projections, including state reimbursements and town assessments. Programmatic additions and changes will also be included.

INTRODUCTION

The Education Reform Act that was passed in June, 1993 is based on the belief that there must be active involvement by teachers, school administrators, parents, and community members in the establishment of goals and standards for the local schools and the school district. These stakeholders in educational improvement are viewed as vital partners in educational reform who must work together to identify and achieve the school community's educational goals for its children.

The School Council meets regularly with the principal of the school to “assist in the identification of the educational needs of the students attending the school, in the review of the annual budget, and in the formation of the school improvement plan.”

In May 2002, the school council conducted a parent/staff and community survey (Attachments A&B) to assist us in formulating new goals for the 2002-2003 school year. Progress on goals is assessed throughout the year. (Attachment C)

ABOUT OUR SCHOOL AND TOWN

Our school is named for Dr. Frederick N. Sweetsir who was born in Merrimac on March 4, 1911. Dr. Sweetsir was a 1934 graduate of Bowdoin College and a 1938 graduate of Tufts University Medical School. Shortly after entering general practice in Merrimac, Dr. Sweetsir volunteered for the Army Air Force and served from September to 1942 to May 1946. Later that year Dr. Sweetsir returned to Merrimac where he engaged in general practice of medicine until December 1977, when he retired. Dr. Sweetsir was active in community affairs. He was a member of the Merrimac School Building Committee for the Donaghue School and for many years he was school physician in Merrimac.

The Dr. Frederick N. Sweetsir School houses 347 students in preschool through grade 2 in the picturesque rural town of Merrimac, thirty miles north of Boston. The town continues to grow due to its small town appeal and its strategic location to Routes 495 and 95. The school was built in 1968; a new addition was completed in 1994.

The school has five sessions of kindergarten, six classrooms at the first grade, five at the second grade level, a fully automated library, a computer lab, an art room, a music room, a gymnasium, a cafeteria and motor room. We also house a district intensive special needs program that meets the needs of children who are diagnosed with PDD/Autism. The school operates a tuition-based Before and After School Program, an Extended Day Kindergarten and an integrated Preschool. All classrooms have computer workstations and Internet access.

The school has active School Council, a strong and enthusiastic PTO and a large parent volunteer program; these organizations all promote family involvement, cultural arts and educational partnerships in our school.

At the Dr. Sweetsir School, we have a strong commitment to early literacy; we believe that "every child can learn." The professional teaching staff is dedicated and committed to providing a quality program that enhances reading, writing, and critical thinking skills in order to enable each child to achieve success. We intend that our children leave our school not only with a good foundation in basic skills and knowledge but also attitudes and values that together become the tools for ongoing learning.

SCHOOL HIGHLIGHTS

- Student-Teacher Ratio is 20-1
- Modern Classrooms
- Global Child Program
- Varied Instructional Strategies Used
- Cultural Arts Program
- Before and After School Day Care Program
- Extended Day Kindergarten
- Positive School Climate
- Professional Development Opportunities
- Active Parent Volunteer Program
- Motor Room (OT/PT)
- Excellent Support Staff
- Enthusiastic PTO
- After School Exploration Program
- Community Involvement
- Parenting Workshops
- Monthly Newsletters
- Preschool Program
- Inclusion Model for Special Education

GOAL 1 – TO EXAMINE THE CURRENT STATE OF TECHNOLOGY IN OUR SCHOOLS AND TO DESIGN A PLAN TO HELP ALL STUDENTS ACHIEVE BY IMPROVING TEACHING AND ENHANCING STUDENT ACCESS TO TECHNOLOGY

IMPROVEMENT STRATEGIES/INITIATIVES/ ACTIVITIES	PERSON (S) RESPONSIBLE FOR IMPLEMENTATION	RESOURCE (S) AND/OR FUNDING	TIMELINE	EVALUATION/ OUTCOMES
Conduct the TAGLIT, (<i>Taking a Good Look at Instructional Technology</i>) with staff members to determine how technology is used for teaching and learning in the school.	<ul style="list-style-type: none"> Principal Instructional Technology Specialist Teachers 	<ul style="list-style-type: none"> TAGLIT survey 	Sept. 2002- Sept. 2003	<ul style="list-style-type: none"> Analyze and report information about how technology is used for teaching and learning. Conduct survey again in Sept. 2003 to determine progress over time. The TAGLIT report will provide us with information for program planning, program evaluation, and budget impact, An updated Technology Plan will be written.
Support the Everyday Math curriculum through the use of virtual manipulatives and other interactive websites and software.	<ul style="list-style-type: none"> Principal Instructional Technology Specialist Teachers 	<ul style="list-style-type: none"> Internet access 	Sept. 2002- June 2003	<ul style="list-style-type: none"> This technology will support student learning and achievement by providing teachers with high interest, interactive strategies to use in the classroom. Teachers will integrate at least two activities from math related websites.

IMPROVEMENT STRATEGIES/INITIATIVES/ ACTIVITIES	PERSON(S) RESPONSIBLE FOR IMPLEMENTATION	RESOURCE(S) AND/OR FUNDING	TIMELINE	EVALUATION/ OUTCOMES
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GOAL 1 (cont.) – TO EXAMINE THE CURRENT STATE OF TECHNOLOGY IN OUR SCHOOLS AND TO DESIGN A PLAN TO HELP ALL STUDENTS ACHIEVE BY IMPROVING TEACHING AND ENHANCING STUDENT ACCESS TO TECHNOLOGY

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<p>Establish a Technology Task Force Committee (a combined committee serving both the Donaghue and Sweetsir schools).</p>	<ul style="list-style-type: none"> • District Representative • Principals • Instructional Technology Specialist • Teacher • School Council Representative • PTO Representative • Parent • Community Member • Town Government Representative 	<ul style="list-style-type: none"> • Advertise in newspapers for community people to serve on the committee • Advertise in school newsletter for parent volunteers • Seek volunteers from various school and government related agencies 	<p>Meetings in Jan., March and June</p>	<ul style="list-style-type: none"> • Solicit public support for technology funding. • Influence District budget planning and town funding for technology. • Influence School Committee support of technology. • Convey Task Force Committee minutes to the School Committee. • Establish consistent, periodic review procedures and reporting of the state of technology in our schools.
<p>Seek technology funding from traditional and non-traditional sources.</p>	<ul style="list-style-type: none"> • Assistant Superintendent • Principal • Technology Task Force Committee • Merrimac PTO 	<ul style="list-style-type: none"> • District budget • Town appropriations • Grant writer • Corporate partnerships • Gifts/donations • Merrimac PTO 	<p>Sept. 2002- June 2003</p>	<ul style="list-style-type: none"> • Hire a grant writer for the District. • Increased annual funding for technology education. • Inform parents, public and government officials of the state of technology through school newsletters, newspaper articles and various media. • Increase allocation in the District's annual budget. • Approval at Town Meeting for articles that support technology funding.

GOAL 1 (cont.) – TO EXAMINE THE CURRENT STATE OF TECHNOLOGY IN OUR SCHOOLS AND TO DESIGN A PLAN TO HELP ALL STUDENTS ACHIEVE BY IMPROVING TEACHING AND ENHANCING STUDENT ACCESS TO TECHNOLOGY

IMPROVEMENT STRATEGIES/INITIATIVES/ ACTIVITIES	PERSON (S) RESPONSIBLE FOR IMPLEMENTATION	RESOURCE (S) AND/OR FUNDING	TIMELINE	EVALUATION / OUTCOMES
Complete annual hardware inventory of technology equipment based on the DOE grading system.	<ul style="list-style-type: none"> • Instructional Technology Specialists 	<ul style="list-style-type: none"> • DOE criteria 	Fall 2002	<ul style="list-style-type: none"> • Develop a report that shows progress of equipment acquisitions over a five-year period.
Develop a plan to upgrade hardware and software on a cyclical basis.	<ul style="list-style-type: none"> • Assistant Superintendent • Business Manager • Principal • Instructional Technology Specialist • Tech Task Force Committee 	<ul style="list-style-type: none"> • DOE benchmarks • District budget • Alternative funding 	Sept. 2002 – June 2003	<ul style="list-style-type: none"> • Purchase and install new hardware and software on a schedule. • Students and teachers will have the tools of the 21st century. • To increase the percentage of computers to the upper categories based on the DOE grading system
Explore and analyze a collection of web-based resources for curricular and instructional use	<ul style="list-style-type: none"> • Teachers • Instructional Technology Specialist • Principal 	<ul style="list-style-type: none"> • Computers • Internet Access 	Sept. 2002- June 2003	<ul style="list-style-type: none"> • Log of web sites that are being used • Curriculum connections notations • Informal work sessions in lab with staff

GOAL 2 – TO IMPLEMENT THE EVERYDAY MATH IN GRADES K - 6

IMPROVEMENT STRATEGIES/INITIATIVES/ ACTIVITIES	PERSON(S) RESPONSIBLE FOR IMPLEMENTATION	RESOURCE (S) AND/OR FUNDING	TIMELINE	EVALUATION / OUTCOMES
Teachers will be trained to implement Everyday Math.	<ul style="list-style-type: none"> • Everyday Math Trainers 	<ul style="list-style-type: none"> • District 	June 2002– Aug. 2003	<ul style="list-style-type: none"> • 100% of teachers will participate in Everyday Math training over the summer. • Teachers will participate in Everyday Math follow-up workshops on release days. • Best practice strategies will be discussed at staff and grade level meetings throughout the year.
Teachers will be provided with Everyday Math materials to instruct students in this new math program.	<ul style="list-style-type: none"> • Math Task Force • Principal 	<ul style="list-style-type: none"> • District Budget 	By August 2002	<ul style="list-style-type: none"> • Material will be available by the beginning of the school year.
Provide information on the mathematical content and seek parent involvement in strengthening the skills at home.	<ul style="list-style-type: none"> • Teachers • Parents • Everyday Mathematics Representative 	<ul style="list-style-type: none"> • Newsletter 	August 2002 – June 2003	<ul style="list-style-type: none"> • Letters sent home for each Unit. • Parents better informed of Math curriculum. • 111 parents attended Everyday Mathematics Information Night

GOAL 3 – TO FOSTER A CLIMATE OF RESPECT FOR SELF, OTHERS AND THE ENVIRONMENT.

IMPROVEMENT STRATEGIES/INITIATIVES/ ACTIVITIES	PERSON (S) RESPONSIBLE FOR IMPLEMENTATION	RESOURCE (S) AND/OR FUNDING	TIMELINE	EVALUATION / OUTCOMES
<p>Create a school climate that models and invites respect and responsibility.</p>	<ul style="list-style-type: none"> • School Staff • Principal • School Adjustment Counselor • School Psychologist • PTO 	<ul style="list-style-type: none"> • Newsletter • Bulletin Board Displays • PTO Cultural Arts Committee • Web-Sites 	<p>October 2002- June 2003</p>	<ul style="list-style-type: none"> • Displays and student developed bulletin boards showcasing “Respect” and related themes of cooperation, honesty, responsibility, friendship, empathy, and problem solving will be highlighted and showcased throughout the year. • One Cultural Arts presentation that integrates respect into program will be scheduled this year. • Intercom announcements to highlight theme. • Continue existing lessons on conflict resolution and decision-making. • Children will write thank you notes for guest speakers, etc. • Students will show respect for their school by volunteering for cafeteria and playground clean up. • Recycling program will continue.
<p>Plan parent involvement activities to support the school’s objectives.</p>	<ul style="list-style-type: none"> • School Adjustment Counselor • School Psychologist • Principal • PTO 	<ul style="list-style-type: none"> • PTO 	<p>October 2002- June 2003</p>	<ul style="list-style-type: none"> • Parenting workshops related to promoting a climate of respect in the home and school. • Parent handouts and newsletter articles dealing with respect will be distributed monthly.

GOAL 4 – TO DEVELOP A PLAN FOR MAINTENANCE AND UPGRADES OF THE PHYSICAL PLANT

IMPROVEMENT STRATEGIES/INITIATIVES/ ACTIVITIES	PERSON (S) RESPONSIBLE FOR IMPLEMENTATION	RESOURCE (S) AND/OR FUNDING	TIMELINE	EVALUATION / OUTCOMES
<p>Develop an annual, five-year rolling maintenance, replacement, upgrade, and repair plan for the Dr. Sweetsir School. To include: HVAC, carpet and sheetrock repairs and/or replacement; upgrade to intercom, telephone, outdoor lighting, and clock systems; improvements in parking facilities; and repainting interior and exterior surfaces.</p>	<ul style="list-style-type: none"> • Business Manager • Principal • Contractors • Town Officials • Capitol Improvement Committee 	<ul style="list-style-type: none"> • Budget • Grants 	<p>October 2002- June 2007</p>	<ul style="list-style-type: none"> • Rolling five year maintenance calendar will be developed to plan projects to the physical plant. This will be updated, reviewed, and revised annually. • FY 04 Budget will include plans for upgrading ventilation system in 1992 wing and carpet replacement in two kindergarten rooms in wing.