



# TOWN OF NORTON

## NORTON MIDDLE SCHOOL SITE COUNCIL (Committee)

### MINUTES

Date: October 10, 2013 Time 6:00 PM  
Location: Norton Middle School Administrative Conference Room

Members & Staff Present: Sharon Gauvin, Mike O'Rourke, Ronnie Goldstein, Dr. Joseph Baeta, Ginny Murray

Members Not Present: \_\_\_\_\_

The meeting was called to order at: 6:00 PM

Minutes from the May 9, 2013 Meeting were reviewed and Approved with No adjustments.

#### *Meeting Motions / Actions and Summary of Discussions:*

SUBJECT	DISCUSSION	VOTE
Alert Now Message:	Parent feedback was positive- they like receiving the calls	N/A
Motion to approve minutes of May 9, 2013 meeting	. Approved	5-0
MCAS	NMS is a Level 1 School- acknowledged positive impact 1) Analyze results- see strengths/weaknesses 2) Goal: Close achievement gap. Student learning is goal. 3) Changes added in PLC, CPT, double math (Math Lab), English. 4) New Ideas: a) Boster World Language/ Modify ICE b) Start World Language full time in Grades 6 & 7	N/A
School Improvement Plan	Looking for Parent Suggestions	N/A
Mansfield Technology	Will discuss	N/A

#### **List of Documents and Other Exhibits used at Meeting:** **School Improvement Plan**

Meeting was adjourned at 7:02 PM until the next meeting on Thursday, November 14, 2013 at 6:00 PM at the Norton Middle School Administrative Conference Room.

Respectfully submitted,

Minutes Approved by Committee on: 11/14/13  
(Date)

Signatures:

Michael D. O'Rourke, Principal

Chairman, Norton Middle School SITE Council

**NORTON PUBLIC SCHOOLS**  
**Norton Middle School**  
**School Improvement Plan**  
**2011-2014**

Michael D. O'Rourke, Principal  
Ronnie Goldstein, Assistant Principal

**Norton Middle School**

215 West Main Street  
Norton, MA 02766  
508-285-0140

**District Mission Statement**

Guided by our Core Values, the Norton Public Schools, in an active partnership with the community, provides each student with a quality education fostering personal development and intellectual growth which prepares each student to contribute and succeed in a global society.

## ELEMENTS OF THE NORTON MIDDLE SCHOOL IMPROVEMENT PLAN

1. Annual, measurable goals and improvement objectives aligned with school performance for student achievement
2. Analysis of the causes or reasons for the school's failing to meet goals, if applicable
3. Improvement strategies, based on scientifically based research, that address the cause of student performance which have not met improvement objectives and necessary specific changes in instructional practices and school programs
4. High-quality professional development needed to implement the school's improvement objectives
5. Parental and perhaps, community support and involvement tied to the school's improvement objectives
6. Extended time programs, as necessary, to meet the school's improvement objectives
7. Identification of the budget and/or resources needed to implement the school's improvement plan and potential funding sources
8. Methods of coordinating, monitoring, reporting and evaluating the implementation of the school's improvement plan
9. Identification of the responsibilities of the school, school district, state and federal for supporting the implementation of the plan; and
10. Review and approval by the superintendent and School Committee unless the School Committee is unable to approve the plan within (30) days of its receipt by the Committee in which case the plan should be deemed to have been approved.

**COORDINATION AND MONITORING:**

This school improvement plan will be monitored and coordinated by the Norton Middle School Principal in conjunction with the School Site Council. This plan will be reviewed by the principal in September 2011 with the entire staff in order to outline goals and responsibilities. During each monthly School Council meeting, the principal shall inform the members of the Council regarding progress made towards goals and the financial status of the plan.

**THREE YEAR GOAL:**

To be removed from the state's watch list by demonstrating dramatic gains in student achievement. This will lead in turn to the Middle School being identified as a NELMS Spotlight School.

**School Goal #1 - Students will demonstrate increased academic achievement in the areas of English Language Arts and Math**

<u>Objective</u>	<u>Person(s) Responsible</u>	<u>Action Steps</u>	<u>Timeline</u>	<u>Evaluation</u>
To increase the percentage of students performing in the Proficient and Advanced ranges on MCAS and reduce the number in Warning/Failure	<ul style="list-style-type: none"> <li>Curriculum Director</li> <li>Principal</li> <li>SPED Chair/Director</li> <li>ELA/Math Academic Coordinators</li> <li>Content area Teachers</li> <li>Reading Specialist</li> <li>Learning Specialists</li> <li>Team Leaders</li> <li>Guidance</li> </ul>	<ul style="list-style-type: none"> <li>Provide staff with reports from TestWiz and Data Warehouse which identify the performance of the subgroups and articulate specific areas of strengths and weaknesses.</li> <li>Analyze MCAS results to reveal the topics where students need assistance.</li> <li>Facilitate department and team meetings to outline areas of concern and develop action steps to improve student learning</li> <li>Benchmarks/alternative assessments</li> <li>More frequent progress monitoring for students at risk.</li> <li>Use ICE Block and Reading Specialist for Intervention, Correction and Enrichment</li> <li>Intensify teaching of multiple choice, short answer and open response writing across content areas</li> <li>Continue 2 periods of ELA in grade 6 for all students</li> <li>Continue 2 periods of Math in grade 7 for all students</li> </ul>	10/11-6/14	○
			10/11-6/14	○
			9/11-6/14	○
			9/11-6/14	○
			9/11-6/14	○
			2011-2014	○
			9/11-6/14	○
			9/11-6/14	○
To work toward a full inclusion teaching environment for our students with special needs	<ul style="list-style-type: none"> <li>Curriculum Director</li> <li>Principal</li> <li>SPED Chair/Director</li> <li>ELA/Math Teachers</li> <li>Learning Specialists</li> <li>Guidance</li> <li>Team Leaders</li> </ul>	<ul style="list-style-type: none"> <li>Revise IEP's to reflect inclusion practices grades 5-8</li> <li>Allow flexible scheduling for Learning Specialists to support students and teachers in the general education classes.</li> <li>Hire highly qualified Special Education teachers to replace several Teacher Assistants</li> <li>Communicate closely with parents</li> <li>Provide professional development to prepare for co-teaching opportunities.</li> </ul>	9/11-6/13	○
			9/11-6/13	○
			9/11-6/14	○
			9/11-6/14	○
		<ul style="list-style-type: none"> <li>Utilize the Reading Specialist for all grades</li> </ul>	9/11-6/14	○

		<ul style="list-style-type: none"> <li>Continue 2 periods of ELA in grade 6 for all students</li> <li>Continue 2 periods of Math in grade 7 for all students</li> </ul>	9/11-6/14 9/11-6/14	O O
To provide diverse learning opportunities to meet the needs of struggling students	<ul style="list-style-type: none"> <li>Curriculum Director</li> <li>Principal</li> <li>SPED Chair/Director</li> <li>ELA/Math Academic Coordinators</li> <li>English/Math Teachers</li> <li>Reading Specialist</li> <li>Learning Specialists</li> <li>Team Leaders</li> <li>Guidance</li> </ul>	<ul style="list-style-type: none"> <li>Increase opportunities for common planning time</li> <li>Provide training/support to teachers to promote effective instructional practices (i.e. differentiated instruction).</li> <li>Implement targeted instruction during ICE</li> <li>Utilize Wheaton College and Norton High School tutors</li> <li>Provide Homework Club opportunities</li> <li>Implement RTI practices</li> <li>Utilize Special Education services</li> <li>Use data and teacher referrals to identify struggling students.</li> </ul>	9/11-6/14 9/11-6/14 9/11-6/14 9/11-6/14 10/11-6/14 9/11-6/14 9/11-6/14 9/11-6/14	O O O O O O O O

Evaluation:    \*\*C=Completed       I=Implemented       P=Partially Implemented       O=Ongoing

**School Goal #2- To better address the needs of at-risk students**

<u>Objective</u>	<u>Person(s) Responsible</u>	<u>Action Steps</u>	<u>Timeline</u>	<u>Evaluation</u>
To make the Dropout Prevention Task Force a viable mechanism for raising awareness on the Norton community of issues at-risk students are facing and to solicit help from the community	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Pupil Services Director</li> <li>• Guidance</li> <li>• Community Leaders</li> <li>• Teachers</li> <li>• Parents</li> <li>• School Nurse</li> </ul>	<ul style="list-style-type: none"> <li>• Raise the profile of the task force so that more members of the community are aware of it and its purpose: cable access, newspapers, activities</li> <li>• Have breakfasts and "get-togethers" with at-risk students and community mentors and big brother/big sisters</li> <li>• Develop more opportunities for successful students to tutor and advise at-risk students</li> <li>• Help this task force grow to include former NHS students who have dropped out and current at-risk students in NHS and NMS</li> </ul>	9/11-6/12  9/11-9/13  9/11-6/12  9/11-6/13	○  ○  ○  ○
To develop programs which will meet the needs of at-risk students and help them see alternatives to dropping out	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Assistant Principal</li> <li>• Guidance</li> <li>• Pupil Service Director</li> <li>• Community</li> <li>• Teachers</li> <li>• Parents</li> <li>• School Nurse</li> </ul>	<ul style="list-style-type: none"> <li>• Team Building programs specifically for at-risk students at NHS and NMS</li> <li>• Team Building Programs which mix at-risk students with successful students</li> <li>• Creation of middle school to high school transition programs in addition to regular orientation events</li> <li>• Tutoring and extra help sessions made available during the school day when needed</li> <li>• Guest Speakers tailored to address concerns of at-risk students</li> <li>• Use of community resources to give at-risk students job hunting and life skills advice</li> </ul>	09/11-06/13  09/11-6/14  09/11-6/13  09/11-06/12  09/11-06/14 09/11-06/13	○  ○  ○  ○  ○ ○



**School Goal #3 - Maintain a safe and respectful learning environment and provide school based activities that offer additional opportunities for learning.**

<u>Objective</u>	<u>Person(s) Responsible</u>	<u>Action Steps</u>	<u>Timeline</u>	<u>Evaluation</u>
To maintain a safe and respectful learning environment	<ul style="list-style-type: none"> <li>Principal</li> <li>Assistant Principal</li> <li>Facilities Director</li> <li>Custodians</li> <li>Bus Drivers</li> <li>Guidance</li> <li>Teachers</li> <li>Bully Task Force</li> <li>Parents</li> <li>School Nurse</li> </ul>	<ul style="list-style-type: none"> <li>Explore safety and security issues throughout the building and grounds.</li> <li>Identify students with chronic absenteeism and/or tardiness and implement plans for improvement.</li> <li>Bring in Speakers to discuss safe choices and respect</li> <li>Continue to address bullying and related issues</li> <li>Establish a Middle School Bullying task force</li> <li>Enforce School Rules and Policies that are consistent with the Student Handbook and State guidelines</li> </ul>	9/11-6/14 9/11-6/14 9/11-6/14 9/11-6/12 9/11-6/13 9/11-6/14	○ ○ ○ ○ ○ ○
To provide school based activities that offer additional opportunities for learning	<ul style="list-style-type: none"> <li>Principal</li> <li>Assistant Principal</li> <li>Guidance</li> <li>Teachers</li> <li>Club/activity advisors</li> <li>Coaches</li> <li>Parents</li> <li>School Nurse</li> </ul>	<ul style="list-style-type: none"> <li>Continue to define the Instructional Support Team (IST) process to match the Response to Intervention model.               <ul style="list-style-type: none"> <li>Identify and list appropriate intervention and assessment methods and materials.</li> </ul> </li> <li>Continue with Community Service opportunities</li> <li>Offer programs in association with other groups such as Norton High School, the Attleboro YMCA, the Norton Community Task Force, Wheaton College</li> <li>Continue to offer a full range of clubs, activities and school events</li> <li>Continue the college/career exploratory "special" for grade 8, including speakers</li> </ul>	9/11-6/14 10/11-6/14 9/11-6/14 9/11-6/14 9/09-6/11 9/11-6/14	○ ○ ○ ○ ○ ○

Evaluation: \*\*C=Completed I=Implemented P=Partially Implemented O=Ongoing

**School Goal # 4- To implement best Middle School practices as supported by COMMLE and NELMS**

<u>Objective</u>	<u>Person(s) Responsible</u>	<u>Action Steps</u>	<u>Timeline</u>	<u>Evaluation</u>
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