



TOWN OF NORTON

NORTON MIDDLE SCHOOL SITE COUNCIL

(Committee)

MINUTES

Date: MARCH 13, 2014 Time: 6:00 pm

Location: NMS ADMINISTRATIVE CONFERENCE ROOM

Members & Staff Present: Sharon Gauvin, Mary Steele, Michael O'Rourke, Virginia Murray

Members Not Present: Gretchen Stalters, Jill Berkovitch-Blake, Ronnie Goldstein

The meeting was called to order at: 6:15 PM

Minutes from the November, 2013 Meeting were reviewed and Approved (4-0) with No adjustments.

** No meetings took place in December 2013, January 2014 and February 2014.

Meeting Motions / Actions and Summary of Discussions:

AGENDA ITEM	DISCUSSION	DECISION	VOTE
School Improvement Plan	Technology needs to be addressed as a separate goal		
1) Needs a community goal	a) Norton needs to publicize itself. Need to reach people outside of school system. Missing the Norton Mirror for this reason. May want to consider a Facebook page or app. b) NMS has a link with local YMCA. c) Mr. O'Rourke on Task Force in Community.	Get information about digital formats. Mr. O'Rourke will talk to technology committee.	
2) Address globalization issue. Make students aware of possibilities of careers in the world beyond.	Many "steps" were identified by difficult to choose wording for a future oriented goal.	Keep current goals. Add technology and a "people oriented" goal (Activities based)	

List of Documents and Other Exhibits used at Meeting:

- School Improvement Plan 2011-2014

Meeting was adjourned at 7:00 PM until the next meeting on Thursday, April 10th at 6:00 PM at
the Norton Middle School Administrative Conference Room.

Respectfully submitted, Minutes Approved by Committee on: April 10, 2014
(Date)

Signatures:

Michael O'Rourke, Principal

Chairman, Norton Middle School SITE Council
(committee)

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	- Curriculum Director - Principal - SPED Chair/Director - ELA/Math Academic Coordinators - Content area Teachers - Reading Specialist - Learning Specialists - Team Leaders - Guidance	Provide staff with reports from TestWiz and Data Warehouse which identify the performance of the subgroups and articulate specific areas of strengths and weaknesses.	10/11-6/14	○
		Analyze MCAS results to reveal the topics where students need assistance.	10/11-6/14	○
		Facilitate department and team meetings to outline areas of concern and develop action steps to improve student learning	9/11-6/14	○
		Benchmarks/alternative assessments	9/11-6/14	○
		More frequent progress monitoring for students at risk.	9/11-6/14	○
		Use ICE Block and Reading Specialist for Intervention, Correction and Enrichment	2011-2014	○
		Intensify teaching of multiple choice, short answer and open response writing across content areas	9/11-6/14	○
		- Continue 2 periods of ELA in grade 6 for all students - Continue 2 periods of Math in grade 7 for all students	9/11-6/14	○
To work toward a full inclusion teaching environment for our students with special needs	- Curriculum Director - Principal - SPED Chair/Director - ELA/Math Teachers - Learning Specialists - Guidance - Team Leaders	Revise IEP's to reflect inclusion practices grades 5-8	9/11-6/13	○
		Allow flexible scheduling for Learning Specialists to support students and teachers in the general education classes.	9/11-6/13	○
		Hire highly qualified Special Education teachers to replace several Teacher Assistants	9/11-6/14	○
		- Communicate closely with parents - Provide professional development to prepare for co-teaching opportunities.	9/11-6/14	○
		Utilize the Reading Specialist for all grades	9/11-6/14	○

		- Continue 2 periods of ELA in grade 6 for all students - Continue 2 periods of Math in grade 7 for all students	9/11-6/14 9/11-6/14	○ ○
To provide diverse learning opportunities to meet the needs of struggling students	- Curriculum Director - Principal - SPED Chair/Director - ELA/Math Academic Coordinators - English/Math Teachers - Reading Specialist - Learning Specialists - Team Leaders - Guidance	- Increase opportunities for common planning time - Provide training/support to teachers to promote effective instructional practices (i.e. differentiated instruction). - Implement targeted instruction during ICE - Utilize Wheaton College and Norton High School tutors - Provide Homework Club opportunities - Implement RTI practices - Utilize Special Education services - Use data and teacher referrals to identify struggling students.	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	○ ○ ○ ○ ○ ○ ○ ○

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	- Principal - Pupil Services Director - Guidance - Community Leaders - Teachers - Parents - School Nurse	- 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 - Have breakfasts and "get -togethers" with at-risk students and community mentors and big brother/big sisters - Develop more opportunities for successful students to tutor and advise at-risk students - Help this task force grow to include former NHS students who have dropped out and current at-risk students in NHS and NMS	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	- Principal - Assistant Principal - Guidance - Pupil Service Director - Community Teachers - Parents - School Nurse	- Team Building programs specifically for at-risk students at NHS and NMS - Team Building Programs which mix at-risk students with successful students - Creation of middle school to high school transition programs in addition to regular orientation events - Tutoring and extra help sessions made available during the school day when needed - Guest Speakers tailored to address concerns of at-risk students - Use of community resources to give at-risk students job hunting and life skills advice	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	- Principal - Assistant Principal - Facilities Director - Custodians - Bus Drivers - Guidance - Teachers - Bully Task Force - Parents - School Nurse	- Explore safety and security issues throughout the building and grounds. - Identify students with chronic absenteeism and/or tardiness and implement plans for improvement. - Bring in Speakers to discuss safe choices and respect - Continue to address bullying and related issues - Establish a Middle School Bullying task force - Enforce School Rules and Policies that are consistent with the Student Handbook and State guidelines	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	- Principal - Assistant Principal - Guidance - Teachers - Club/activity advisors - Coaches - Parents - School Nurse	- Continue to define the Instructional Support Team (IST) process to match the Response to Intervention model. - Identify and list appropriate intervention and assessment methods and materials. - Continue with Community Service opportunities - Offer programs in association with other groups such as Norton High School, the Attleboro YMCA, the Norton Community Task Force, Wheaton College - Continue to offer a full range of clubs, activities and school events - Continue the college/career exploratory "special" for grade 8, including speakers	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>
To encourage, support and provide professional development in research- based middle level practices	- Principal - Curriculum Director - Academic Coordinators - Team Leaders - Teachers - Reading Specialist - School Nurse	- Survey faculty and staff regarding interests and needs - Teachers to visit and observe others in best practices - Provide time for teachers to collaborate - Teachers attending workshops, conferences etc. will report back to entire faculty/staff	9/11-6/14 9/11-6/14 9/11-6/14 9/11-6/14	○ ○ ○ ○
To create a school organization and structure promoting best middle school practice.	- Principal - Curriculum Director - Academic Coordinators - Team Leaders - Teachers - School Nurse	- Develop a school wide advisory program. - Continue to strengthen counseling and support services for students. - Utilize a leadership team (team leaders) to collaborate on school-wide decision making. - Build a program design that supports teachers in using student work to guide instruction - Provide opportunities for a student voice in school decisions	9/11-6/14 9/11-6/14 9/11-6/14 9/11-6/14 9/11-6/14	○ ○ ○ ○ ○

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