

Chatham Elementary School Council – 2016-2017  
 Agenda and minutes: 4/6//2017  
 CES Office Conference Room

Members:

- Ann Barnard (staff, Teacher)
- Stephanie Goley (parent)
- Robin Millen (staff, Principal)
- Meghan Lampert (staff, Teacher)
- Diane Nash (parent)
- Kim Robbins (parent)
- Maegan Storey (parent, co-chair)
- Margaret Turco (staff, Teacher)
- 2 grade 4 students

Minutes:

1. Review of SIP goals

Objective #1: Incorporate instruction that is differentiated by content, process, product, and environment to promote engagement and meet students' interests and readiness levels (ERIC Digest, 2000)					
Action(s)	Person(s) Responsible	Resources Needed	Evidence of Success	Timeline/Progress checks	Evidence as of April 2017
1. Schedule on-going and embedded PD opportunities for staff in differentiation, close reading, and data analysis areas	Principal Director of Curriculum & Instruction (C&I) Teachers	Prof. literature Summer Institute/Monday PD Budget	PD Schedule PDPs awarded Student Achievement	Yearly in June Yearly in June 1 PLC/trimester	Close reading PD with Nancy Boyles (Sept, Dec, and March) I/A PD Schedule PLC agendas
2. Incorporate elements of differentiated instruction (DI) in lesson/assessment development	Teachers Principal	CLT/PLC time Lesson resources	Unit/Lesson plan review	1 PLC/trimester	PLC agendas CLT minutes

3. Create a bank of student profile inventories (online/paper), deliver each fall, and analyze data for use by classroom teachers	Principal Instruction Leaders Director of Technology & Instruction (TIS)	Prof. literature CLT/PLC time	Inventory Student data of results	September 2017 September 2018	LFTG inventory
4. Assess students and analyze data regularly using formative and summative assessments (Common Assessments; Universal screeners...)	Director of C&I Teachers Principal	PD Budget CLT/PLC time	Unit assessments Benchmark assessments CLT/PLC minutes	1 PLC/trimester 1/trimester  At least 1/trimester	MAP cycle MAP data Rtl folders/goals
Objective #2: Align instruction with curriculum maps/Frameworks to ensure all students have the opportunity to learn the curriculum outlined in the MA State Standards (Hayes-Jacobs, 2004)					
1. Continued development of interdisciplinary units incorporating closer reading strategies and Science, Technology, Reading/Research, Engineering, Art, and Math content areas	Teachers Principal	CLT/PLC time Budget	Units on Aspen	At least one unit per grade level yearly	UbD units on Aspen
2. Provide professional development on math program to increase effective instructional practices to support alignment and implementation	Director of C&I Teachers Principal	PD Budget	PD Schedule Observations Student Achievement Data	Yearly in June Monthly 1/Trimester	MIF training (Sept, Dec., May)
Objective #3: Continue to provide academic support (Response to Intervention-Rtl) for students who qualify for the early intervention across grade levels (Critchley, C., 2004)					
1. Align Rtl Action Research from HES with CES and PBIS from CES to HES	HES Rtl Task Force MRES Asst Princ. Teachers	PLC/CLT time Resources	Meeting schedule Documentation	Trimester June 2017  June 2017 June 2017	Action Plan Rtl data/meeting schedule MAP data

	Principal		Student Achievement data Minutes Rtl Survey	June 2017	
2. Investigate and develop a daily schedule that provides for optimal service delivery options for intervention/enrichment	Scheduling team Principal	Time Budget	Schedule	Sept 2016	Master Schedule
3. Survey staff to determine events/programs that are connected to the curriculum and schedule throughout the year to support this connection	All teachers Principal	Faculty Meeting	Schedule	Yearly in September	CES Calendar 2016-17 school year
4. Create a list of norms for interruptions to instructional time (phone calls from office, seasonal events...)	All teachers	Faculty Meeting	Norms	Yearly in September	
Objective #4: Continue collaboration in Professional Learning Communities (PLC) by grade level and across grade levels, to plan instruction and assessments, monitor pacing, analyze data, identify students in need of reteaching/remediation, and design targeted interventions (Rentfro, E., 2007)					
1. Create goals for PLC	Instructional Leaders (IL)	Budget Calendar	Ed. Council minutes Grade level PLC goals	Monthly  PLC goal form/grade level	PLC goals and calendar
2. Collaborate on instructional decisions focused on data	IL team All teachers Principal	Universal Screener data PLC time	PLC/CLT minutes	Bi-weekly and weekly	PLC goals and calendar

## Focus Area: Communication

**Goal:** Consistent and frequent modes of communication to families and community regarding areas/topics related to the success of students with the focus to improve school and home connections and culture

**Rationale:** According to MSRD (2015) survey, there is a need to investigate and implement various avenues of communication relating to instruction, events, and learning at home activities (ie parent forums, webinars, technology connections, interactive homework, assessment feedback, summer learning...) [Epstein, 2009]. Also the MRSD strategic objective states: Strengthen parent and community partnerships in support of student learning. With specific strategic initiatives listed as:

- Develop homework expectations for each grade level that addresses diverse student needs;
- Include parent and community feedback in the decision-making process;
- Continue to develop strong School Councils, Parent Teacher Organizations (PTOs), and Volunteers in Public Schools (VIPS) in each building;
- Foster more community partnerships that support our educational mission and strengthen civic-minded decision-making and attention to global responsibilities.

Objective #1: Provide effective forms of school-to-home and home-to-school communications about school programs and student progress (ie regular schedule of useful notices-Scoop, memos, phone calls, conferences, newsletters, information on the school Web site and other communications...)[Epstein, 2009]					
Actions	Person(s) Responsible	Resources Needed	Evidence	Timeline/Progress checks	Evidence
1. Design a principal's message protocol on the avenues of delivery of messages (i.e. via ConnectEd (voice or email), Scoop, or by US mail)	Principal School Council members	Time	ConnectEd report List	Sept 2016	Connect Ed report
2. Create an action plan for implementing live morning broadcasts	HS Media Teacher Principal Technician Director of Technology and Instruction	Resources, space, time budget	Plan Archive of production	Dec 2016 June 2018	Standards of Practice Learning Commons Plan

3. Develop and implement a schedule of consistent communications across the grade levels	Grade level teachers	PLC time	Schedule Communications	Sept 2016 At least 1/month/grade level	PLC calendar
4. Develop a survey, create a menu, and schedule of "Parent Universities" each school year	School Council Grade level teachers Specialists Principal Director of C&I	Survey	Survey results Menu Parent university feedback forms	September 2016 October each year At least 3/year	Parent University Schedule  Survey of times Survey data
5. Create a digital bank of webinars on the website for parent and community access of "Parent Universities" and other learning resources	TIS Principal Technician Public relations tech	Technologies Budget	Bank of videos	June 2018	
Objective #2: Provide updates and information to families and the community yearly on safety protocols and crisis plan [Perkins, 2014]					
1. Schedule yearly parent forums on safety protocols with Crisis Team and SRO	Principal SRO Crisis team members	Resources	Parent forum schedule Parent feedback forms	October each year  At least 1/year	Parent University Schedule PPT
2. Publication of student-parent handbook with protocols, policies, and procedures	Principal Office staff Counseling dept.	Resources	Student handbook	Yearly	Handbook <a href="http://www.monmoy.edu/uploaded/Elementary_School/CES_Documents/StudentParentHandbookFINAL2016-2017.pdf">http://www.monmoy.edu/uploaded/Elementary_School/CES_Documents/StudentParentHandbookFINAL2016-2017.pdf</a>
Objective #3: Recruit and organize parent/community help and support (ie room parents, volunteer programs such as Adventures in Arts, mentorships...)[Epstein, 2009]					

1. Work with district to reinstate VIPs program and create a VIPS resource guide	School Council Principal IL team	Meeting notes	Meeting minutes Guide VIPS hours	June 2017 June 2017 June 2018	Falmouth visit Mentor survey and schedule Time, treasure, talent survey
2. Survey families at start of each year; and publish "Talent/treasures/time" data for resources	School Council Classroom teachers	Resources list	Survey results Resource list in guide	Yearly in September Updated 1/year	Time, treasure, talent survey Data
3. Include information on PTO and School Council in all new student packets and at Curriculum Night	Office Staff PTO School Council Principal	School handbook resources	School handbook Attendance in minutes	Yearly in September At least 1/month	School Handbook  Scoop evidence
4. Include information on PTO happenings in all regular school communications (Scoop)	Principal PTO	Resources	Newsletter	Monthly	Scoop evidence

## Focus Area: Curriculum

**Goal:** Provide students with curricula materials and programs that will provide the knowledge, perspectives, and skills necessary for living in a complex, diverse world.

**Rational:** The 2015-2018 MRSD strategic plan includes curriculum focus for the schools including, but not limited by, the need to continue to supplement the ELA/Math/Social Studies/Science content areas that embrace the local environment, represent diversity, multiple perspectives, and cultural responsiveness. The MRSD vision statement states, “Monomoy is committed to being an exemplary school district, inspiring students to become civic-minded in their decision-making, confident in their communication, flexible in their problem-solving, creative in their expression, resilient in their response to challenge, attentive to global responsibilities, and ready to succeed in college and the workforce of their futures.” With the following specific curriculum goals:

- Emphasize “Close Reading and Writing from Sources” across all discipline (reading texts closely, taking good notes, analyzing and synthesizing information from multiple sources, then writing clearly and effectively with evidence);
- Reverse engineer district’s math curriculum (K-7) to prepare all 8<sup>th</sup> graders for algebra;
- Create horizontal and vertical curriculum framework (PreK-7) that integrates science, technology, reading, engineering, art, and math (STREAM) to achieve the Monomoy vision by leveraging the unique history and environment of our communities;
- Development of Common Core State Standards (CCSS) aligned Unit Plans that emphasize inquiry and project-based learning;
- Promote 21<sup>st</sup> century learning (collaboration, creativity, communication, critical thinking, information, media, and technology skills) within integrated units based on the core content subjects, with a focus on global awareness and civic, health, environmental, and financial literacy.

Objective #1: Continue to supplement the ELA/Math/Social Studies/Science program to incorporate materials, text, and connections that represent diversity, multiple perspectives, and cultural responsiveness (Gorski & Swalwell, 2015)					Evidence
Action(s)	Person(s) Responsible	Resources Needed	Evidence	Timeline/P rogress checks	
1. Review of literature/materials/program using rubrics to ensure diversity, multiple perspectives, and	Grade level teacher teams Director of C & I Principal	PLC time Professional literature	Rubric results	June 2018	

cultural responsiveness for integration into units					
2. Library collection review, evaluation, and purchases to meet the diverse needs, profile, and interest levels of students	Media Center teacher; Director of C & I Principal	MLS connection Town children's library connection PLC time Budget	Destiny collection monthly report	June 2018	
3. Increase classroom libraries and guided reading libraries with collections of globally, culturally, and content diverse literature and texts	Media Center teacher Reading Specialist Grade level teachers U/A teachers	Guided reading space PLC/CLT time Budget	Guided reading library  Classroom observation	July 2018	
Objective #2: Continue to implement the learning of a foreign language and cultural awareness programs during the school day (Morgan, 1993)					
1. Development of units of instruction for early literacy and cultural awareness in Spanish classes	Foreign Language teacher(s)	PLC time Budget	Units	1/ trimester	
2. Social development books of the month program development	PBIS core team PTO connections	Time/PD Budget	Book list Lessons	June 2017 1/trimester	Distribution of 3 books this year: Rag Coat, Mean Jean the Recess Queen, The Magician's Hat
3. Develop a cultural arts program and schedule events at least 3 times per year	PBIS core team PTO connections	Cultural Arts PTO sub-committee Budget	Schedule of events	Yearly in June	Three events: African Drum and Dance Corps Len Cabral Geography Guy



Objective #3: Continue to solicit connections to outside experts and resources relating to local and global resources in the STEM and cultural arts fields and employ these connections in instructional units (i.e. Audubon, Coastal Explorer, Adventures in Arts, National Seashore, local author and artist visits through PTO...)(November, 2014)					
1. Collect and publish a teacher resource list of local/global experts connected to curriculum	School Council Grade level teachers	Time Connections	Resource lists	June 2018	
2. Connect expert resources to curriculum units	Grade level teachers	Time Budget	Units	June 2018	
3. Coordinate summer reading programs with local libraries	Instructional leaders Eldredge/Brook s Children's Librarian	PLC/CLT	Program information	Yearly	2016 program 2017 program in development
4. Continue collaboration with town safety personnel to conduct safety lessons (i.e. Firefighter and School Resource Officers)	Fire Department Police Department Teachers	Classroom time Budget	Lessons Schedule of events	At least 3x/year At least 3x/year	Firefighter Justin lessons Bike Rodeo minutes Run, Hide, Fight Coordinated lessons
Objective #4: Promote 21 <sup>st</sup> century learning (collaboration, creativity, communication, critical thinking; information, media and technology skills) (Prensky, 2009)					
1. Provide professional development on 21 <sup>st</sup> century skills	Principal Grade level teams	Faculty meetings Budget	Faculty meeting minutes	Trimester review	Induction meeting PPT <a href="http://prezi.com/of_ucwp5wuaw/?utm_campaign=share&amp;utm_medium=copy">http://prezi.com/of_ucwp5wuaw/?utm_campaign=share&amp;utm_medium=copy</a>
2. Create integrated units with focus on 21 <sup>st</sup> century skills throughout content and U/A content areas	Grade level teams	PLC/CLT time	Lesson plans Observations	1/trimester	

3. Maintain representation of Student Council and its representation on School Council, PTO	Student Council Advisors	Student Council Budget	Minutes	Monthly	School Council Minutes Student Council presentation at School Committee
4. Improve the collection, technological infrastructure, and programming for the media center (library and computer lab)(Houles & Cobb, 2011)	Media specialist Professional development Consultant	Technologies TIS Director of C I Media Center Teacher MLS/town library connection Budget	Collection report Space Design Lessons Space Use	June 2018	Wifi upgrade
5. Reorganize the media center to include innovative spaces (Makerspace, Common Library space...)	Media specialist TIS Principal	Prof. dev. Budget	Media Center observation	July 2018	
6. Restructure the library to correspond to changes in media center philosophy	Media specialist TIS	Prof dev Budget	Lessons/union	July 2018	
7. Investigate a student banking program and connect to school	School Council Principal Volunteer	Student Council meeting	Program membership	July 2018	

## Focus Area: Wellness

Goal: Promote a healthy and safe environment as it relates to overall social, emotional, physical, and academic development of students and staff.

Rationale: The MSRD supports learners and their families in many different ways. According to data collected both within CES and across the district, the needs continue. In the MSRD strategic plan, the district

strives to create an inspiring, positive culture that promotes and celebrates achievement. The strategic initiatives state:

- Create a social-emotional framework (preK-12) that is data-driven, promotes leadership, and advances a positive culture within Monomoy schools;
- Create Monomoy traditions that celebrate achievement of students and staff and recognize milestones and positive culture;
- Create inspiring cultures within each Monomoy school that attracts and retains both students and staff, and connects them to one another;
- Enhance extracurricular opportunities.

Objective #1: Continue to maintain and update the physical plant (Schneider, 2002)					
Objective	Person(s) Responsible	Resources Needed	Evidence of Success	Timeline/Progress checks	Evidence
1. Create a yearly physical plant update plan to provide to District Facilities Director	Lead custodian Principal All teachers School Council	Time Survey Budget	Plan	Yearly in June	
2. Survey parents for potential connections to volunteers/resources	Principal Lead custodian School Council	Survey	Data results Resource list	Survey in Sept. Resource list by Dec.	Time talent treasure survey
3. Evaluate arrival and dismissal procedures for efficiency and safety [Schneider, 2002]	Principal Building and grounds supervisor Bus Company SRO Fire Dept.	None	Procedure in handbook	Sept 2016	PD email PD plans
4. Investigate resources to create an annual cycle of murals/tile creations for hallways	Art teacher Artist in Residence? Art to Remember	CLT/PLC time Budget Meeting	Resources and contacts	July 2017	Partnership with Provincetown Art Association and Museum

	PTO subcommittee				
Objective #2: Continue to develop and implement the Positive Behavior Intervention System (PBIS)[Honer, Sugai, & Lewis, 2014) and create opportunities for students to explore interests, take on leadership roles, and be involved in various extracurricular opportunities					
1. May Institute to speak to staff	PBIS team May Institute	Faculty meeting	Minutes	May 2016	PD with Todd Miller (Sept, March)
2. PBIS team to meet with May Institute program experts	PBIS team	Release time	Minutes	June 2016	PD with Todd Miller (Sept, March)
3. PBIS relaunch for staff with celebrations, supports, and other incentives	PBIS team	Faculty Meeting	Minutes	Sept 2016	PBIS evidence-posters, lesson plans <a href="https://drive.google.com/drive/folders/0B0yxKLtEO-IBN3BETnJ0RFRvdjg?usp=ssharing">https://drive.google.com/drive/folders/0B0yxKLtEO-IBN3BETnJ0RFRvdjg?usp=ssharing</a>
4. PBIS relaunch for students	PBIS team Student Council	Community Meetings	Monthly Meeting Schedule	Sept 2016	<a href="https://drive.google.com/drive/folders/0B0yxKLtEO-IBN3BETnJ0RFRvdjg?usp=ssharing">https://drive.google.com/drive/folders/0B0yxKLtEO-IBN3BETnJ0RFRvdjg?usp=ssharing</a>
5. PBIS Parent Forums	PBIS team	Event time Budget	Parent feedback	December 2016, then 1/year	Parent University Schedule
6. Actively recruit club advisors and develop a wide-range of before and after-school activities (VIPS)	PBIS team PTO Principal VIP program	Advertising Newsletter	Club schedule	July 2018	
8. Hold at least 6 All Community events focused on the SHARK-like behaviors and celebrates achievements	Student Council Advisors Student Council	Meetings Budget	Events	6x yearly	Community Event Schedule (Scoop information)

9. Evaluate existing traditions for purpose and value	Staff Parents	Survey	Data results	September 2016	Staff Tag Sale
10. PTO, Student Council, and School Council collaboration on new/existing events to celebrate milestones and achievements of Monomoy and CES staff and students	PTO Student Council School Council	Meetings Budget	Events	July 2018	School Council Minutes  <a href="http://www.monomoy.edu/page.cfm?p=1874">http://www.monomoy.edu/page.cfm?p=1874</a>
11. Investigate and implement before and after school learning enrichment programs (i.e. Project Explorer, Imagination Destination, Invention Convention, Math Olympiads, etc)	School Council Teachers VIPS	Time Budget	Research/ Information Course schedule	June 2017  July 2018	
Objective #3: Continue to implement the bullying prevention training and instruction [DESE]					
1. MARC/other bullying prevention program training	School Counselor Teachers	Faculty Meeting	Minutes	Yearly Sept	Parent University Schedule Staff PD
2. MARC/other bullying prevention program in class lessons	Grade level teachers	MARC units	Schedule	Monthly Calendar	MARC lesson calendar
3. Parent Forum on MARC/other bullying prevention program	School Counselor PBIS team	Event time	Parent Feedback	Yearly October	Parent University Schedule
Objective #4: Improve the playground and courtyard areas for access (ADA), creativity, curriculum connections, and play (Vygotsky, 1997)					
1. Create short term plan w/town for updates including drainage, seeding and other landscaping improvements/concern	Lead custodian Principal Building and grounds supervisor	Budget Meetings	Plan Field observations	May 2016	Playground and Beautification minutes

	Playground committee Town liaison				
2. Create long term plan w/ playground committee to update structures, field access, and general updates	Lead custodian Building and grounds supervisor Playground committee Principal Town liaison Local business representatives	Budget Meetings	Plan Upgrade observations	July 2017	Playground and Beautification minutes
3. Work with volunteers and grade level teachers to maintain courtyard and create system to maintain provide curricular connections to area	Lead Custodian Volunteers (VIPS) Grade level teachers	Resources Budget	Upgrade observations	Yearly in June	Playground and Beautification minutes
4. Work with playground committee to investigate partnerships with community for other areas of campus for updates, creative areas (outdoor classroom/amphitheater, edible garden...)	Playground committee Lead custodian Local business representatives	Resources Budget	Upgrade observations  List/plans	Yearly in June	Playground and Beautification minutes

3. After school childcare draft update due to school start change

4. Budget News

5. Check in on items discussed this year: Lunchroom behaviors Healthy lunch choices Drop off/pick up procedures Playground update

6. Suggestions for next year's Parent University classes

7. Invitation to be on panel for Most Likely to Succeed panel

Next meeting 5/4/2017