

Ashford School Board of Education Retreat Board member Worksheets

Introduction

The Ashford Board of Education is holding a retreat and special meeting on Saturday, September 13, 2014 in order to discuss Board goals for the future of education in Ashford. The topics will cover a broad spectrum in order to have flexibility in discussion topics.

This is a public meeting and is designed to engage the public as well as Board members. If you have an interest you are encouraged to come and participate, or provide your written comments to us prior to the meeting for consideration. It is our sincere hope that the retreat will be well attended by the board, the public and educators from our Ashford community.

The meeting agenda that we will address is as follows:

1. Call To Order
Board Roundtable with public participation encouraged, including, but not being limited to the following topics:
2. Initial Public Input (Open Forum: Public may sign up to speak as they arrive and will be heard in that order) (Limit time to five minutes each);
 - o Roundtable Dialogue around Public Input and Board of Education
4. Concerns and Issues (each BOE member will list concerns or issues that they would like to discuss at the retreat, or in a future meeting)
 - a. List the issues that you would like to have the BOE address
 - i. Issue one:
 - ii. Issue two
 - iii. Issue three
5. Board Goal Setting (Each BOE member will bring topics they feel should be addressed through BOE Goals) Goals for 2014-2015
 - a. Attached are the BOE goals from last year as well as the goals of the superintendent and the School Improvement Team for this year
 - i. 2013-2014 BOE Goals attached
 - ii. 2014-2015 Superintendent's Goals attached
 - iii. 2014-2015 School Improvement Team Goals Attached
 - b. Do you After reviewing the goals, please indicate those you would like to continue, those you feel can be eliminated and any new goals you propose here:
6. Long term planning (Projects that should be put on a timed plan both capital and general BOE budgets)
 - a. Attached Previous Three Year Plan and Older Five Year Plan
 - b. To be discussed
 - i. Budget Process – proposed changes – Meeting with BOF Plans
 - ii. Capital projects – 2013-2014 Capital plan attached

- iii. BOE funded projects
- iv. Budget (discuss plans for new approach to budget process and document preparation)
- Open session/other BOE agenda items (Items not covered previously or that emerge during the retreat)
- Roundtable

Ashford School
2014-2015
Mission, Theory of Action, Motto and Goals

Mission Statement

To present a school district that supports all students in achieving their highest educational and personal potential as productive citizens of the diverse, multicultural, and global, 21st century community in which they live.

Superintendent's Goals

- To lead Ashford School's curriculum toward a "STEAM" (Science, Technology, Engineering, Arts, Mathematics) model, that utilizes interdisciplinary units that support the individual content areas, as well as the connections among different content areas that are at the foundation of deeper learning.
- To promote and develop a “personalized learning instructional vision” that utilizes varied sources of data to support both individualized and differentiated instruction in all classrooms.
- To conduct a needs assessment of curriculum and instruction at Ashford School, utilizing an administration/faculty committee to make recommendations for development of the 2015-2016 budget.
 - Assess the status of curriculum, staffing, and instructional practices
 - Make recommendations for the future of Ashford school based upon this needs assessment (including a proposed calendar for implementation)
- Provide leadership that promotes and improves communication between Ashford School and its community.

Ashford School Statement of Action and Goals 2014-2015

Theory of Action:

If we collaborate in creating a positive learning community that is respectful of and responsive to student differences, celebrates effort and growth, and provides a challenging curriculum that promotes creativity through student directed, interdisciplinary, technology-accelerated learning, then all students will grow personally, building a solid foundation of skills and enthusiasm for future learning.

Motto: We Optimize Learning For (WOLF) All

Goals:

- Promote critical thinking, creativity, collaboration, and communication skills through the implementation of interdisciplinary curriculum, following the concept of STEAM (Science, Technology, Engineering, Art, Mathematics), which apply to the real world now and in the future.
- Personalize learning for each student through the examination of performance data and the design of specific differentiated instruction that improves skills resulting in personal success.
- Communicate and display student achievements and school spirit while clearly articulating learning expectations and the school's role in preparing students for success in the 21st century to the larger community.
- Improve communication procedures among all departments and staff.

School Improvement Plan 2014-2015

How the school goals will be accomplished

Goal 1: Promote critical thinking, creativity, collaboration, and communication skills through the implementation of interdisciplinary curriculum, following the concept of STEAM (Science, Technology, Engineering, Art, Mathematics), which apply to the real world now and in the future.

- K-4 teachers met with content specialists to organize STEAM ideas and plans for 2014/2015.
- Outside professionals present STEAM training to the staff on August 27, 2014.
- Implement a schedule with extended instructional time.
- Implement a schedule with additional enrichment time for student choice in grades 5-8.
- Create a STEAM committee with a representative from each curriculum instruction committee (Language Arts, Math, Social Studies, Science, Climate and Wellness) that will meet before our first professional development day of October 14, 2014.

- STEAM committee communicates plans, drives implementation, and monitors progress of interdisciplinary learning.
- STEAM committee will recommend professional development
- STEAM committee will support teachers as they create or modify an existing unit into an interdisciplinary STEAM unit.
- Teachers will create and implement two interdisciplinary units for the 2014-2015 school year.
- Some time during professional days, faculty meetings, collaborative team meetings, and release time will be used for STEAM planning for units and enrichments.

Goal 2: Personalize learning for each student through the examination of performance data and the design of specific differentiated instruction that targets skills and results in personal success.

- Examine student achievement data and identify areas of concern at each grade level.
- Distribute content specialists to assist areas of need and extension learning, incorporating multi grade groupings for the extension learning.
- Throughout the year, faculty will analyze areas of concern and design targeted interventions, enrichments and lessons to meet the academic, social, emotional and physical learning needs of all students. (Some of this work will occur during grade-level collaborative team meetings)
- Multi grade collaborative team meetings meet throughout the year as needed.
- Throughout the year, provide personal growth opportunities across the curriculum (i.e. Student Success Plan, HOS, Flight, Wings, Swings, SOAR, Morning Meetings, PBIS).
- Provide optional opportunities for student growth (i.e. sports, clubs, enrichments).

Goal 3: Communicate and display student achievements and school spirit while clearly articulating learning expectations and the school's role in preparing students for success in the 21st century to the larger community.

- Create and distribute Welcome Brochures for each grade level to communicate curriculum to families.
- Create a live binder for families to access for home academic support and enrichment.
- Host curriculum nights to articulate learning expectations and showcase student work.
- Participate in and support school and community events (i.e. 300th year anniversary events).
- Create and support school traditions (i.e. students vs. staff competitions and games, pep rallies, student recognition assemblies, primary pride).
- Create email groups for increased communication with families.

Goal 4: Improve communication procedures among all staff, departments and families.

- Communicate procedure changes (create a forms book with procedure instructions)
- Budget process
- Field trip and bus request process including duty coverage for attending staff
- Classroom visitors and guest speakers
- Managing visitors for large events
- Website management/changes and updates (who is responsible for what?)
- Event set-up requests

- Building use forms
- School master event calendar in the office maintained and updated regularly
- “Fly-bys” followed up with e-mails
- Weekly 10-minute grade level check-in with administration in person or via e-mail
- All forms updated and online
- Coverage process for meetings and duties
- Communication and recognition of teacher contributions, achievements and efforts.
- Anyone can submit a teacher to the climate committee, with any positive reason, to be recognized with a gold star at the next faculty meeting.

Connection of Goals to the Professional Learning and Evaluation Program

Goal 1: Evidence collected through observations of teaching (part of 40%)

Goal 2: Evidence collected through SMART goal achievement and collaborative team meetings (45%)

Goal 3: Evidence collected through teacher reflection on achievement of the parent-input goal (10%)

Goal 4: Evidence integrated with Domain 4 – Professional Responsibilities and Teacher Leadership

2013-2014 Mission Statement and BOE Goals

Mission Statement

To present a school district that supports all students in achieving their highest educational and personal potential as productive citizens of the diverse, multicultural, and global, 21st century community in which they will live.

2013- 2014 Board of Education Goals

1. To initiate policies and practices, as well as devote appropriate resources, towards the improvement of Ashford students on the Connecticut Mastery test.
2. To promote instructional practices rooted in the individual skills, talents, needs and performance of the student.
3. To initiate mechanisms for improved and effective communication with the community as well as town leaders and other town boards and committees.
4. To develop a three-year school improvement plan that presents, and explains, an optimal path towards educational excellence in Ashford.

Ashford School
 Three-Year Plan
 2011-2014
 August 2009 - Revised July 2011
 J. Longo

Plan	Budget Impact Estimate/Status
<p>Year One: 2011-12 All items continue through the three years unless otherwise indicated</p>	
<p>1. Budget Improve mechanism for tracking and reconciling budget</p>	<p>1. We hired new staff and have begun the reorganization of the department.</p>
<p>2. Continue to work with staff regarding curriculum, instruction, assessment, culture, and climate in the school. Attend a team meeting at every level, initiate committees for the year, elicit volunteers, and engage all groups.</p>	<p>2. No cost. It is my intent to become more involved in this initiative, Ongoing initiative. Except for Professional Development speakers.</p>
<p>3. Implement an SRBI program that introduces grade level data binders for team use in tracking student achievement. Attend Team Meetings and Lead Professional Development Days. Include SRBI in evaluation plan revisions. Use data and data teams to respond to CMT performance through revised instructional practices individually designed by grade and student.</p>	<p>3. Introduced and ready for next stages through PD.</p>
<p>4. Add Cameras to all Buses to improve discipline and safety. Review effectiveness of camera system. Bus driver training on discipline.</p>	<p>4. Installed. Will plan PD.</p>
<p>5. Develop improved networks among our middle school staff and the staff at EO Smith that include spiraling of curriculum and expectations for high school success. Both grad 7 & 8 staff should be involved.</p>	<p>5. Cost of Substitutes-Estimate it at \$1,000</p>
<p>6. Review the effectiveness of the writing position in January 2011. Determine if part time is effective or if full time should be recommended. This position serves grades 5-8 to improve writing performance on the CMT as well as teach research skills in preparation for high school. This would be a co-teaching system with a specialist that goes to each group.</p>	<p>6. No Additional cost, yet it is a Half time teacher formally our MS reading teacher \$31,000. Going full time would be additional funds.</p>
<p>7. Begin a study of our middle grades with the goal of implementing a middle school philosophy and schedule. Include a NELMS professional development experience.</p>	<p>7. No cost except potential substitutes teachers.</p>
<p>8. Look at the middle school schedule to implement a study skills program as the logical evolution of the program now offered. This should be the topic of the MS staff to determine best application of the concept.</p>	<p>8. No Cost except if w decide to write a study skill curriculum \$2,000.</p>

9. Continue to work with the new special education director to restructure the special education department.
10. Consider effectiveness of the administrative team. Find a part time Curriculum director as we determine uses of Job Funds monies. This might be something that we initiate in the spring to be part of the future administrative configuration.
11. Design a new professional development plan to direct energy toward efficient use of data as well as improved faculty ownership of the success and failure of school goals and connection to district mission and vision.
12. Move faculty toward a model of curriculum and instructional practices that provide opportunities for increased instructional risk taking, creativity, innovation, and an ownership by teachers.
13. Develop a series of sessions devoted to "Innovation" in teaching that will generate more creative and innovative instructional strategies
14. Work on school culture to increase positive attitudes and professionalism among the staff with recognition by the community of the efforts of staff to increase student-learning capacity.
15. Continue the District Improvement Committee work to improve the major goals of the faculty and administration to improve our school.
16. Form a space needs assessment review committee to determine long-term classroom needs.

9. No additional cost.
10. Three day a week position, or full time Cost would be about \$60-75,000.
11. Have begun this process. Committee in place. No cost.
12. Have begun this by allowing all day-during school time team meetings. Will continue to pursue this approach. Cost about \$2,000 annually.
13. From PD Grant
14. No cost
15. Cost of substitutes only
16. No cost

Year Two: 2012-2013

17. Add a certified media specialist to run our library and computer classes including study skills: Consider for 2012-2013 implementation.
18. Reconfigure use of classroom space in the primary wing of the building to accommodate enrollment changes and projections. May include construction of a bathroom in one room. Create a committee of Primary staff to make formal recommendations and put them in the capital plan proposal.
19. Add a Spanish teacher to provide Spanish study in grades 3-8.
20. Form a committee to study the value of implementing a fully developed instructional data system. Review of what purchased packages are available and their effectiveness and costs.

17. Approx \$60,000
18. No Cost unless construction needed and furniture needed.
19. Cost of one additional staff member, \$55,000 to have full Spanish instruction in the school.

21. Add to our website to increase its use for students, parents and community members including links to all curriculum, schedules, grades, support material, and school resources. Include an area for questions or concerns.
22. Fully utilize the data binders to differentiate instruction that is responsive to individual student needs. Begin to digitize process.
23. Continue evolution of teacher's teamwork on curriculum and instructional practices through use of professional development and time allocated to the process.
24. The BOE Transformation committee should review the possibility of restructuring the "Transportation Administrator" Position to accommodate needs in AM and PM making the position purely administrative.
25. Begin a thorough review of all curricula with special emphasis upon differentiated instruction, data driven instruction, inclusion new state standards and curriculum frameworks. Develop a curriculum writing schedule.
26. Look at remedial math and reading and determine if a remedial department needs to be formed from K-8 including possibility of increased staff.
27. Form a group of interested faculty and community members to consider the formation of a program for student exchanges abroad
28. Explore possibility of sister school programs
29. Develop more ties with UCONN
30. Form a committee to begin study of renovation of building or feasibility of a new school building

20. Cost based only upon implementation committee recommendations.
21. No cost
22. No cost
23. May require outsourced web service. Inquiries will begin to determine if a cost is associated with this.
24. Potential Cost of replacing AM and PM bus run driver.
25. No cost until writing begins.
26. Potential for new staff position
27. No cost
28. No cost
29. No cost
30. No cost to study unless we decide to engage an architectural firm.

Three Year Plan Major Items by Category

Curriculum and Instruction

Improve Middle school Transition to HS

Implement MS Concept Fully

Improve DATA use for driving instruction

CMT and Data Analysis Applications: Develop systems to best utilize data to improve instructional effectiveness

Create Innovative approaches through Professional Development and staff planning

Review current curriculum writing schedule – create a new plan

Continue district improvement committee

Staffing:

Add a curriculum administrator
Add Math Resource teacher
Add a Remedial Reading teacher
Add Media Specialist
Add Spanish Teacher

Facility

We should develop our long term facility plan with sequence of projects in order of need or importance
Such as to renovate Tech Space, Tile and Paint front hallways, Tile currently carpeted rooms, Roof.
Consider major renovations and new facility

Capital

Buses – upgrade fleet
Renovation Media Center, Tech Space, Halls

February 22, 2013

To: Ralph Fletcher, Ashford First Selectman
From: James Longo, Ed.D. Superintendent of Schools
Re: Ashford Board of Education Capital Improvement Five-year Plan Proposal

At their February 21, 2013 meeting the Board of Education officially designated the following projects as their (five-year plan) priority list of requests from the town's capital budget.

Year One: Year one projects are to be partially funded by redirecting funds previously allocated for the purchase of a new school bus this year (2013).

	Estimated Costs
Safety Improvements to the School Building	
Turning two classrooms into offices	
Returning two office spaces from offices to classrooms	
Hallway Safety Doors	
Closed circuit camera system	
	\$95,000
Division of Tech-Ed room space	
Temporary 8' walls, doors, and two windows	
Total Estimate for all above:	
Painting front hallway	\$6,000
Tile for front hallway	\$5,500
Addition of a bathroom to a classroom fro Pre-K use	<u>\$36,000</u>
Total of year one proposal:	\$143,500
Year Two: Front Entrance Portico	
Retaining wall, with signage, fill (to level) and paving of front lot	TBD
Year Three: Replacement of windows and doors	\$90,000
Year four: Air Balance System	\$60,000
Year Five: Paving of playground, sidewalk and driveway in the front of the building	TBD