

# The Bromfield School Improvement Plan 2017-2018

**2017-2018**  
**SCHOOL COUNCIL MEMBERS**

Deb Barton, Parent (2017-2018)

Alice Bartram, Parent (2017-2020)

Sharon Cronin, Community Member (2017-2018)

Elena Franklin Student (2017-2019)

Scott Hoffman, Principal Co-Chair

Jessie Jiang, Parent (2016-2018)

Chris Jones, Teacher (2017-2019)

Ellen Sachs Leicher, Community Member (2017-2019)

Ben Myers, Community Member (2017-2019)

Colleen Nigzus, School Nurse (2017-2019)

Patricia Nilan, Teacher (2016-2018)

Ariel Sclar, Student (2017-2018)

Kate Selig, Student (2017-2019)

Jodi Specht, Community Member (2017-2019)

Karen Strickland, Parent (2015-2018)

Nancy Lancellotti, School Committee Liaison

**Harvard Public Schools  
Strategic Plan Development  
District Improvement Plan**

**Introduction:** A committee of fifteen members representing students, faculty, administration, community members, school council, and an outside consultant met over the course of eight months to craft the Strategic Plan document. The committee sought input by reaching out to stakeholder groups using personal contact and survey technology. They researched the work of other school systems, identified the themes for our plan, and collaborated towards a draft. The School Committee reviewed the draft and provided endorsement of the Vision, Mission, and Core Value Statements. We are committed to use the plan as a guide for future decisions.

**Vision Statement:** The Harvard Public Schools community, a leader in educational excellence, guides each student to realize his or her highest potential by balancing academic achievement with personal well-being in the pursuit of individual dreams. The students engage in learning how to access and apply knowledge, think critically and creatively, and communicate effectively. They continue to develop the confidence and ability to collaborate, contribute, and adapt in an ever-changing world.

**Mission Statement:** Our mission is to provide an outstanding educational experience for all students and to help them develop curiosity, perseverance, and social responsibility.

**Core Value Statements:**

Student Achievement – We believe the Harvard public schools inspire, prepare, and challenge all students toward academic excellence while recognizing that students reach their individual potential in different ways.

Personal Growth – We believe in helping all students attain a balance between academic achievement and physical, emotional, and social well-being, so that they become productive, confident, and caring citizens.

Partnerships – We believe that students are best served when schools, families, and community share a common vision and are committed to open communication, mutual respect, and collaboration.

Resources – We appreciate that the Harvard community provides the necessary resources to best serve our students, and we hold ourselves responsible for the appropriate use of those resources.

School Climate – We believe that the Harvard public schools strive to create a safe and inclusive environment for students, faculty, and staff that values diversity and fosters respect for learning, self, and others.

## **The Bromfield School's Critical Thinking/21<sup>st</sup> Century Skills**

The faculty of The Bromfield School has worked collaboratively to identify this set of universal and required Critical Thinking/ 21<sup>st</sup> Century Skills. This combination of affective strategies, macro-abilities, and micro-skills was developed in part using the NCREL list of critical thinking skills (Paul, Binker, Jenson, and Krekla, 1990)

- Thinking Independently and Interdependently
- Developing Intellectual Integrity and Courage
- Refining Generalizations and Avoiding Oversimplifications
- Evaluating the Credibility of Sources of Information
- Comparing and Contrasting
- Making Interdisciplinary/Intradisciplinary Connections
- Expressing Oneself in a Compelling and Accurate Way
- Analyzing and Integrating Information
- Demonstrating Understanding Through Performance Based Tasks
- Developing One's Perspective and Understanding of Others
- Using Technology Effectively

# The Bromfield School Improvement Plan 2017-2018

## Core Value: Student Achievement

*We believe the Harvard public schools inspire, prepare, and challenge all students toward academic excellence while recognizing that students reach their individual potential in different ways.*

**District Goal: Ensure Harvard’s Pre-K to 12 curricula is aligned to the Common Core State Standards and State Frameworks.**

### Bromfield School Goal

Activity	Responsibility	Timeline	Measurement	Impact on Budget	Progress
<b>School Goal #1 Ensure that each course offered at Bromfield has a written curriculum aligned with state or other appropriate frameworks, formatted in the Bromfield template, and recorded in Atlas Rubicon.</b>					
Teachers will use summer curriculum time, school year professional development time, and other available time to review, align, rewrite, and record curriculum	Teachers, department Leaders, Building Administrators	(2017-18)	All of all course curriculum are aligned and written in the Bromfield Template. 100% of our curriculum documents are housed in Atlas Rubicon by September 2018.	Funds for Summer Curriculum Work	

## Bromfield School Goal

Activity	Responsibility	Timeline	Measurement	Impact on Budget	Progress	%Comp
<b>School Goal #2 Where appropriate, teachers will use standardized test data (MCAS, SAT, AP, ACT etc.) and the most recently released exams to enhance instruction and student performance.</b>						
Teachers and administrators will use student performance data to inform instruction	Bromfield Faculty	January 1, 2018	Student performance data will be reviewed for SATs, ACT's APs, MCAS. Results will be shared and analyzed with involved classroom teachers. Strategies will be developed to address areas identified for improvement.	None		

**District Goal: Establish system wide assessments that are compliant with all State mandates and provide critical support for improved teaching and learning.**

**Bromfield School Goal**

Activity	Responsibility	Timeline	Measurement	Impact on Budget	Progress	%Comp
<b>School Goal #3 Re-examine The Bromfield School’s Critical Thinking Skills and revise them to best suit our school.</b>						
The Bromfield faculty will revise the Critical Thinking Skills	Department Leaders, Faculty and administration	Completed by August 2018	Newly adapted set of Critical Thinking Skills	Professional Development Time during 2017-18 School Year.  Professional Development time during Summer of 2018.		

**District Goal: Establish ways to use technology as a learning tool for collaboration, innovation, motivation, and organization.**

**Bromfield School Goal**

Activity	Responsibility	Timeline	Measurement	Impact on Budget	Progress	%Comp
<b>School Goal #4 Provide professional development and support for ongoing integration of technology and develop digital citizenship curriculum.</b>						
Offer professional development to support teachers' integration of technology	District and Building Administration	On-going	Attendance at Offerings Participant Reflective Surveys	Cost of course instruction		
Integrate technology related professional development into our monthly faculty meeting, our early release time, and our professional day offerings	Building Administration, District Administration, and PD Committee	On-going	List of offerings  Examples of Meeting Agendas where technology is utilized	None		
Expand on our digital citizenship instruction for students and provide staff and parents more resources regarding digital citizenship	Administration, Educational Technology Coordinator, Teachers	On-going	Common language for digital citizenship is published and available for students, staff, and parents  Track incidents of digital citizenship violations  Proactively checking School Network to insure proper usage  More consistent checks of The Bromfield School Network.  Creating materials to teach and assess digital citizenship	Professional Development Time on first two days of school  Cost of presentations to students, staff, and parents  Time to check School Network		

			Surveys of stakeholders			
			List of presentations and presenters			

**Core Value: Personal Growth**

*We believe in helping all students attain a balance between academic achievement and physical, emotional, and social well-being so that they become productive, confident and caring citizens.*

**District Goal: Improve health/wellness programming and support activities K-12 to promote physical, emotional, and social well-being.**

**Bromfield School Goal**

Activity	Responsibility	Timeline	Measurement	Impact on Budget	Progress	%Comp
School Goal #5 Review the use and purpose of student advisory (roundtable) in middle and high school						

<p>Analyze the results of Spring 2017 Faculty Survey</p> <p>Survey the students in September of 2017.</p> <p>Continuing the trusted adult program. Ask students to identify their trusted adult</p> <p>Make adjustments to the program for 2018-19 as needed</p> <p>Decide the future of the student advisory program</p> <p>Rename Middle School Advisory to Flex</p> <p>Incorporate advisory lessons led by middle school guidance counselors and middle school PE teacher into Flex Period</p>	<p>Advisory Committee</p> <p>Advisory Committee and Administration</p> <p>Administration</p> <p>Middle School Guidance and PE</p>	<p>Summer 2017-June 2018</p>	<p>Trusted Adults Surveys are conducted</p> <p>Adults who are trusted adults are contacted</p> <p>Surveys from 2016-17 and Fall of 2017 are reviewed and decisions are made for 2018-19</p> <p>Course renamed in student schedules</p> <p>Examine lessons and survey parents and students.</p>			
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## Bromfield School Goal

Activity	Responsibility	Timeline	Measurement	Impact on Budget	Progress	%Comp
<b>School Goal #6 Seek to implement a program (PACE) to support students who miss considerable time at school due to concussion, illness, or hospitalization.</b>						
Identify staff to run program	Committee of Faculty (Transition Committee) and administration	2017-2018 School Year.	Examine current use of staff. See if we can adjust roles.	Adjustment Counselor?		
Identify space to house program	Transition Committee Members and administration	2017-2018 School Year	Examine current use of spaces. Identify possible PACE location	Furniture		
Seek to implement program on partial basis	Transition Committee Members and administration	2017-2018 School Year	Formal Written Proposal from Transition Committee for '018 budget.	See Above.		

## Bromfield School Goal

Activity	Responsibility	Timeline	Measurement	Impact on Budget	Progress	%Comp
<b>School Goal #7 Ensure that every middle school student receives a comprehensive, cohesive middle school health curriculum.</b>						
Implement any state and national health standards that are not currently met into the middle school health program based on the 2016-17 committee work.	Administration, Health/Wellness Department Leader, Health/Wellness Department, Guidance Middle School Faculty	2017-2018	Identify places where we implement any missing standards. (middle school advisory and PE classes)	Professional development		
Explore Middle School Health Curricula to see if there is one that fits needs of Bromfield		2017-2018	List of curricula examined, recommendation for adoption	Cost of Kit Cost of Textbooks Cost of Training		
Examine impact of lessons done during Flex Period		2017-2018	Student and parent surveys			
Look at Wellness Day materials to see if those materials can be incorporated into the Flex lessons.						

**Core Value: School Climate**

***We believe that the Harvard Public Schools strive to create a safe and inclusive environment that values diversity and fosters respect for learning, self, and others.***

**Bromfield School Goal**

Activity	Responsibility	Timeline	Measurement	Impact on Budget	Progress	%Comp
<b>School Goal #8 Improve student attendance and tardy rates over the 2014-15 2015-16, 2016-17 attendance and tardy rates</b>						
Continue to Identify strategies that will improve student attendance and accountability	Administration (Dean of Students)	2017-18 School Year	Proposed plan (including positive incentives) is in place and shared with the superintendent	Dean of Students Position		
Analyze attendance patterns by day, class, and period using data generated by PowerSchool	Administration and Teachers	2017-18 School Year	Attendance is being taken daily and each period and recorded in PowerSchool. Administration is following up with communication and consequences and incentives based upon this attendance	Dean of Students Position		
Establish clear consequences for excessive absences and tardies.	Administration and Teachers	2017-18 School Year	Administration consistently enforces handbook policies. Administration communicates with parents and staff about follow upon actions.  Attendance and Tardy rates improve.	Administration		

## Bromfield School Goal

Activity	Responsibility	Timeline	Measurement	Impact on Budget	Progress	%Comp
<b>School Goal #9 Establish clear behavior expectations that are consistently applied to all students.</b>						
Finish revision of School Handbook	School Council, Administration, Faculty	Summer of 2017-Complete by July 30, 2017.	New handbook is created with clear expectations in a format that is easy to use..  Handbook is vetted by School Council and Faculty by September of 2017.  Handbook is presented to School Committee in September of 2017.	None		
Administration and staff clearly communicate existing policies and changes to students and parents	Administration and Staff	2017-18 (as needed)	Send changes to parents and students using email.  Student assemblies where behavior expectations are clearly outlined at the beginning of the year.  Focused Principal Meetings	None		
Standards are consistently adhered to by students and upheld by staff and administration  Examine 2016 and 2017 Survey Results to see specific areas of concern	Administration and School Council	2017-18 School Year	Student, Staff, and Parent Survey	None		

and make recommendations for 2018-19						
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### Bromfield School Goal

Activity	Responsibility	Timeline	Measurement	Impact on Budget	Progress	%Comp
<b>School Goal #10: Continue to focus on Diversity and Inclusion to assist in the work of achieving our District School Climate Core Value.</b>						
Build upon work done in 2016-17 with Diane Moore, Arm n Arm, and District Inclusion Committee	Administration, School Council, Faculty, District Inclusion Committee	2017-2018 School Year	Professional Development Offerings. Connect staff with experts Consistent definition of diversity to include religion, culture, socioeconomic status, and learning differences	Professional Development		
Investigate and implement inclusion pieces into curriculum (books, outside resources)	Administration, School Council, Faculty, District Inclusion Committee	2017-2018 School Year	Professional Development Offerings. Connect staff with experts. Visit other schools	Professional Development Monies Substitute Costs Curriculum Costs		