

Bromfield School Council

Minutes 9/15/09

Present: Andrea D'Eramo, Jeff Harris, Catina Barbieri, Andrew Hong, Jack Landry, Ellen Sachs Leicher, Gary Menin, Jim O'Shea, Deb Pierce, Anne Marie Rowse, Ted Stefanick, Terry Symula

School Committee Rep: Stu Sklar

Unable to Attend: Tom Hill, Scott Hoffman, Bob Thurston

Principals' Update

Jim kicked off the meeting with introductions and an overview of the role of the School Council.

The start of school went smoothly. There are 751 students in the school and the class size distribution is fairly even. The largest class is 9th grade with 118 students. The smallest class is 12th grade with 98 students. There are only 3-5 classes (other than Band or Chorus) in the school with 27 or more students.

The convocation speaker was well received by the teaching staff. There are three new staff members in the school: science teacher Jackie Travers, school psychologist Susan Downing and librarian Lori Stalteri.

Open House is September 16th. Conference sign-ups will be online as in the past two years through the generosity of the PTO. It will begin October 14th. Conference dates are still being identified, and will include November 23rd and 24th as December 2nd.

Thus far in the year school photographs have been taken using a new photographer, a fire drill has occurred and a new to Bromfield parent to parent night & 6th grade student welcome event have been held. A new assessment center has been established and a peer mentoring program is under development.

The school is working with Chief Denmark to develop new 'lock down' procedures. These will be tested in the near future.

Student Update

The students also report that the start of the year went smoothly. They raised a concern about the new procedures in the Library and study hall. Andrea will be discussing with the school council and report back their recommendations for streamlining the process.

The students expressed interest in meeting the new school psychologist.

Open Council Positions

New members to the Council include Jack Landry who will be representing 10th grade, and Gary Menin who will be a teacher representative. There is one opening for a teacher representative.

Sub-Committee Assignments and Meetings

Preliminary sub-committee assignments and meetings are as follows:

Climate	Sept. 29 th 2:00	Ted. Terry, Jack, Ellen, Andrew, Deb Andrea, Jeff
Community Service	Sept 21 st 3:00	Ellen, Ted, Andrea. Stu, Catina, Jeff
Recognition		Scott, Bob, Catina
Handbook		Deb, Catina, Jack
Guidance	Oct. 13 2:30	Ted, Deb, Andrew, Ellen, Jeff, Anne Marie
Extracurricular	Oct. 6 th 2:30	Ellen, Stu, Ted, Andrew, Andrea

Extracurricular will cover fees, stipends and costs. In addition it will work with establishing guidelines for new clubs.

Review of School Goals

An update to our Goals will be presented to the School Committee in November.

New Business

The results of the National Youth Risk Behavior Survey – NYRBS conducted by LUK Inc. has been completed and a preliminary presentation has been made. Jim will arrange for a presentation to be made to the Council.

The School Committee is organizing a meeting for the Council with the School committee and a state representative tentatively scheduled for the evening of November 30th.

Our next meeting is Tuesday, October 6th at 3:00.

Respectfully submitted,

Terry Symula

***The Bromfield
School
School Improvement
Goals
2009-10***

**The Bromfield School
School Improvement Goals
2009-2010 School Year Goals**

Strategic Planning Goal #1: Harvard’s Entire pre-K-12 curricula will integrate core content knowledge with critical thinking skills needed to for success in the 21st Century.

School Goal #1 Use best practice research to collaboratively and clearly identify a set of universal and required critical thinking skills
Objective A The Bromfield School will identify a set of universal and required critical thinking skills
<i>Action Step</i> The Bromfield School faculty and administration will use early release time in September, October, and November to collaborate on this goal.
<i>Deliverable</i> Presentation of completed document to the Superintendent and The Strategic Planning Committee by December 1 st , 2009
Objective B Standards and clear methods of instruction and assessment will be identified, developed, and implemented for critical thinking skills across all grade levels and subject areas.
<i>Action Step</i> Faculty and administration will work on mapping and identifying where and how each critical thinking skill is introduced, demonstrated, reinforced, and assessed.
<i>Deliverable</i> Presentation of critical thinking skills map to Superintendent and Strategic Planning Committee by June 1 st , 2010

Strategic Plan Goal #2: Harvard will identify and support the success of all its learners regardless of their learning styles, past performances, or their goals beyond graduation.

School Goal #2 Review existing services and programs to identify additional ways to support students
Objective A Create and implement a Peer Mentoring Program which will allow high school students to mentor and support middle school students
<i>Action Step</i> Review the models under consideration and select the most appropriate model for Bromfield The administration will oversee the implementation of the program and coordinate efforts between involved parties. Allocate necessary resources to support the programs success

Objective B Continue to utilize the revised TST (Teacher Support Team) process
<i>Action Step</i> The revised TST process will be reviewed with faculty and any necessary changes will be identified during the September faculty meeting
Objective C Continue the process by which student learning styles are assessed via the Naviance program and develop a process to share this data with teachers on an annual and on-going basis
<i>Action Step</i> The Guidance Department will continue and expand the process by which students learning styles are assessed and they will develop a process to share this data with teachers
Objective D Continue to support faculty in the areas of understanding learning styles and differentiating instruction and assessments to align with student learning styles
<i>Action Step</i> Provide an in-service program during early release time on understanding learning styles Necessary resources will be allocate to support professional development opportunities in the area of differentiated instruction
School Goal #3 Implement the newly developed program to recognize student achievement in all areas of the community experience.
<i>Action Steps</i> During this past year the School Council developed a program to recognize middle school student contributions in a variety of areas Inform faculty and staff of the criteria and process of the recognition program Implement program for October 2009
School Goal #4 Implement the newly developed Health Curriculum portion of the Health/PE course in sixth grade
<i>Action Step</i> Present revised curriculum to superintendent and school committee September 2009. Implement curriculum in sixth grade during 1 period per cycle. Survey sixth grade parents and students in May to evaluate the curriculum.

Strategic Plan Goal #3: Harvard's Professional Development system will be consistently and thoughtfully aligned with the district's achievement and instructional goals.

School Goal #5 Build a professional development program for the 09-10 school year which is aligned with district and school goals
Objective A Provide a series of on-site after-school technology workshops to build capacity in

teachers to use technology in service of critical thinking skills and 21 st century skills
<p><i>Action Steps</i></p> <p>Survey faculty and staff to establish technology instruction needs. Administration will coordinate the offering of on-site technology workshops by developing and distributing a calendar of technology workshops by November 1st</p>
<p>Objective B</p> <p>Design a professional development calendar for the 09-10 school year which ensures our professional development time is focused on our school and strategic planning goals</p>
<p><i>Action Steps</i></p> <p>The Administration will develop the calendar for Early Release days and other professional development opportunities, which will be available at the start of the 2009-2010 school year.</p>
<p>Objective C</p> <p>Improve the communication of the variety of professional development opportunities available to faculty and staff</p>
<p><i>Action Step</i></p> <p>The principal will consult with the Professional Development Committee to coordinate the offering of after school course work The Library/Media Specialist will create a Professional Development area in the Library/Media Center for the sharing and distribution of materials and information The principal will provide a quarterly update of the professional development opportunities people have taken advantage of.</p>

Strategic Plan Goal #4: Harvard will establish systems to promote effective communication among and between the administration, staff, and community.

<p>School Goal #6</p> <p>Continue to develop structures to assist in communication between the administration, staff, and community</p>
<p>Objective A</p> <p>Continue the building level advisory meetings between The Bromfield Administration and the building level HTA representatives</p>
<p><i>Action Step</i></p> <p>Create a calendar of meeting dates for the 2009-10 school year Identify a list of standing agenda items for these meetings</p>
<p>Objective B</p> <p>Create a Principal's Advisory to facilitate conversations and information sharing between administration and teachers, especially those in departments without department leaders.</p>
<p><i>Action Step</i></p> <p>The principal will identify and invite teachers from all departmental areas to sit on the advisory committee A calendar of monthly meeting dates will be distributed by October 1st 2009.</p>
<p>Objective C</p> <p>Use Climate Survey data to improve communication</p>
<p><i>Action Step</i></p>

The principal will ensure the parent and student surveys are administered by March 1st 2010.

Survey data will be provided to the School Council Climate Sub-committee by May 1st 2010

School Council will use survey data to identify needs and track trends

Administer teacher surveys by May 1st 2010

Strategic Planning Goal #5: Harvard will create and implement an accountability plan to ensure that all systems within the organization are aligned with the district's mission and a core set of prioritized goals.

Goal #7

Prepare for the NEASC accreditation visit scheduled for 2012

Objective A

Identify school and community members for the steering committee

Action Step

Administration will work with faculty, staff, and community members to identify two steering committee chairs and ten additional members by November 1st, 2009.

Objective B

Identify co-chairs for the seven standard committees

Action Step

Administration and Steering Committee members will work together to identify the 14 necessary co-chairs by December 15, 2009