

**Metacomet School  
School Accountability Plan  
2017-2018**

**Bloomfield Public Schools Theory of Action**

**The Bloomfield Public Schools will successfully implement a comprehensive and collaborative accountability system characterized by data-supported planning and decision-making practices at every level, leading to strengthened adult work throughout the district. As a result, learning for all students substantially improves, and is sustained over time.**

**Bloomfield Public Schools Vision**

**The Bloomfield Public Schools will be a high-performing district with a positive climate of inclusion, an expectation of competitive academic achievement and a culture of meaningful parent and community engagement.**

**Metacomet School Vision, Mission and Core Values**

**(Under consideration for review and revision)**

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| <b>Holistic Accountability</b>                         | Metacomet teaching staff will work collaboratively in data teams to analyze data, engage in rich discourse around monitoring progress towards achieving district and school accountability goals, and develop high leverage strategies that lead to changes in adult practices, which result in increased student achievement. |
| <b>Rigorous Curriculum, Instruction and Assessment</b> | Metacomet teachers will implement standards -based literacy and numeracy curriculum, research-based instructional practices and a rigorous and relevant assessment program across all content areas.   |
| <b>Positive School Climate</b>                         | Metacomet Elementary School will create a supportive community that demonstrates enthusiasm for learning and respect toward all students and staff.  |
| <b>Family and Community Engagement</b>                 | Metacomet Elementary School will have thriving home-school partnerships that value and utilize the knowledge and skills of families and community stakeholders to enhance overall student achievement.   |

**Metacomet School, Grade Level Data Teams**

**ELA Data Team**

***Freeman Burr, Interim Principal***  
***Erin Guarino, Reading Consultant***  
***Christina Morales, Director of Family Engagement and Community Partnerships***  
***Donna Reed, Grade 3 ELA teacher***  
***Elizabeth Devokaitis, Grade 3 ELA teacher***  
***Leah Fleeting, Grade 3 ELA teacher***  
***Shannon Waterhouse, Grade 3 ELA teacher***  
***Lou Oliver/ Kathy Register, Grade 4 Teacher***  
***Michelle Powers, Grade 4 ELA teacher***  
***Jane Zagorsky, Grade 4 ELA teacher***  
***Elka Spencer, Grade 4 ELA teacher***  
***Sharon Corcoran, Support Service teacher***

**Math Data Team**

***Freeman Burr, Interim Principal***  
***Erin Guarino, Reading Consultant (as available/needed)***  
***Mary- Kay Rendock, District math coach (as available/needed)***  
***Christina Morales, Director of Family Engagement and Community Partnerships***  
***Jennifer Manalio, Grade 3 mathematics teacher***  
***Emily Rosenthal, Grade 3 mathematics teacher***  
***Carly Paine, Grade 3 mathematics teacher***  
***Shannon Waterhouse, Grade 3 mathematics teacher***  
***Lou Oliver, Kathy Register Grade 4 mathematics teacher***  
***Sue Paulus, Grade 4 mathematics teacher***  
***Sara Bunch, Grade 4 mathematics teacher***  
***Deb Anderson, Grade 4 mathematics teacher***  
***Felicia Williams, Support Service teacher***

**Area of Strategic Work: Holistic Accountability**

**Vision Statement:** Metacomet teaching staff will work collaboratively in data teams to analyze data, engage in rich discourse around monitoring progress towards achieving district and school accountability goals, and develop high leverage strategies that lead to changes in adult practices, which result in increased student achievement.

| Core Strategies   | Action Steps  | Fidelity Indicators  | Timeline  | Measures of Adult Progress   |
|---|---|--|---|--|
| <p>Re-establish data teams in ELA and mathematics for Grades 3 and 4.</p> | <ul style="list-style-type: none"> <li>• Schedule monthly ELA and math meetings</li> <li>• Publish agenda in advance of meetings</li> <li>• Publish minutes in google docs so information is available to all teaching staff.</li> <li>• Inclusion of support service teacher representative in meetings.</li> <li>• Use ELA and math assessment data to identify student populations in need of intervention and/or re-teaching</li> </ul> | <ol style="list-style-type: none"> <li>1. Monitor scope and sequence and assessment timelines of instructional units in ELA and mathematics.</li> <li>2. Identify priority standards/skills in ELA and math.</li> <li>3. Standardize grading, scoring and weighting of classwork, homework, assessments and performance tasks.</li> <li>4. Differentiation strategies used across grade levels, content areas and regular and support service classroom settings</li> <li>5. Identify student populations for school-wide intervention support.</li> </ol> | <ol style="list-style-type: none"> <li>1. Monthly meetings September 2017 – June 2018</li> <li>2. Ongoing after each pre and/or post test</li> <li>3. Ongoing; October 2017 – June 2018</li> <li>4. November 2017</li> <li>5. November 2017; ongoing every 6-10 weeks thereafter</li> </ol> | <ul style="list-style-type: none"> <li>• Regular attendance at meetings.</li> <li>• Collaboration in Grade/departmental and data team meetings.</li> <li>• Collaboration in Grade/departmental and data team meetings.</li> <li>• Support service staff identifies and shares appropriate instructional/content strategies</li> <li>• Teachers identify student populations through progress monitoring and assessments</li> </ul> |

## Area of Strategic Work: Rigorous Curriculum, Instruction, and Assessment

**Vision Statement:** Metacomet teachers will implement standards -based literacy and numeracy curriculum, research-based instructional practices and a rigorous and relevant assessment program across all content areas.

| Core Strategies   | Action Steps  | Fidelity Indicators  | Timeline                                  | Measures of Adult Progress  |
|---|---|--|---|---|
| Implement CCSS based ELA, mathematics and content area instructional units  | <ul style="list-style-type: none"> <li>Teachers develop lesson and unit plans.</li> </ul>   | <ul style="list-style-type: none"> <li>Scope and sequence monitored through grade level, department and data team meetings</li> </ul>  | September 2017 – June 2018                | <ul style="list-style-type: none"> <li>Teachers meet during monthly meetings (3 x) per month and/or monthly data team meetings.</li> </ul>  |
| Align assessment administration in ELA, and math to guide instruction and monitor student progress.               | <ul style="list-style-type: none"> <li>Schedule for administration of unit and STAR math assessments</li> <li>Schedule for administration of DRP, STAR, SBAC Interim Assessments, SBAC, CFAs, and Performance Tasks.</li> </ul> | <ul style="list-style-type: none"> <li>Teachers adhere to assessment timelines and guidelines w/ in appropriate flexible scheduling needs.</li> </ul>                                      | September 2017 – June 2018                | <ul style="list-style-type: none"> <li>Teachers meet during monthly meetings (3 x) per month and/or monthly data team meetings.</li> <li>Analyze assessment data in a timely fashion immediately following administration.</li> </ul> |
| Identify high leverage instructional strategies to be implemented in classroom teaching practices.                | <ul style="list-style-type: none"> <li>High leverage strategies are evident in lesson and unit plans</li> </ul>   | <ul style="list-style-type: none"> <li>Teachers share strategies during grade level, departmental and data team meetings</li> </ul>  | September 2017-June 2018; Ongoing         | <ul style="list-style-type: none"> <li>Researched based instructional practices evident in lesson and unit plans; evident in instructional walkthroughs, mini-observations and Academic Review.</li> </ul>                            |
| Work with Support Service personnel to develop a “differentiation” toolbox to accommodate student learning needs. | <ul style="list-style-type: none"> <li>Support service team develops grade level and content differentiation strategies for school-wide utilization and implementations</li> </ul>  | <ul style="list-style-type: none"> <li>All staff will have a differentiation toolbox w/ strategies and modifications to utilize as appropriate for instruction and assessments.</li> </ul> | November 15, 2017; ongoing thereafter.    | <ul style="list-style-type: none"> <li>Differentiation strategies and modifications evident in lesson and unit plans; in instructional walkthroughs, mini-observations and Academic Review documents.</li> </ul>                      |
| Implement Unit of Studies curriculum review as part of in-  | <ul style="list-style-type: none"> <li>ELA and mathematics Units of Study review will be scheduled three times per</li> </ul>   | <ul style="list-style-type: none"> <li>Grade level teams and departments will discuss curriculum</li> </ul>  | January 5, 2018; April 20, 2018; June 11, | <ul style="list-style-type: none"> <li>Grade level and subject area discipline teams will review, revise and submit curriculum units of study to ensure</li> </ul>  |

|                     |                                    |   |      |   |
|---------------------|------------------------------------|---|------|---|
| house schoolwide PD | year at the end of each trimester. | units taught, scope and sequence, time allocation, assessments and revisions. | 2018 | alignment with the CCSS, scope and sequence, assessments and appropriate time allocation. |
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## Area of Strategic Work: Positive School Climate

**Vision Statement:** Metacomet Elementary School will create a supportive community that demonstrates enthusiasm for learning and respect toward all students and staff.

| Core Strategies  | Action Steps   | Fidelity Indicators   | Timeline  | Measures of Adult Progress   |
|--|--|---|---|--|
| School-wide, PBIS Committee established  | <ul style="list-style-type: none"> <li>Monthly/bi-monthly committee meetings held.</li> </ul>  | 1. Tier I PBIS indicators reviewed and evaluated.   | Monthly/bi-monthly meetings – November 2017 – June 2018                     | <ul style="list-style-type: none"> <li>Tier I fidelity indicators evaluated every trimester to identify progress and points of emphasis for implementation. (December 2017; April 2018 and June 2018)</li> </ul> |
| Implement school-wide expectations and rules for Meta C.A.R.E.S  | <ul style="list-style-type: none"> <li>Review META C.A.R.E.S rubric on a monthly/bi-monthly.</li> </ul>  | 2. Teachers, staff and students follow the META C.A.R.E.S expectations and rules.   | Monthly/bi-monthly meetings – November 2017 – June 2018                     | <ul style="list-style-type: none"> <li>Meta C.A.R.E.S rubric reviewed and analyzed on a monthly basis to identify strengths and areas for improvement and emphasis.</li> </ul>                                   |
| Implement Meta Discipline Protocol and Organizational Chart  | <ul style="list-style-type: none"> <li>School Leadership Committee meets monthly.</li> </ul>   | 3. All classes follow 4 step intervention process (e.g. Warning, Dojo Points, Better Choice Forms and Discipline Referrals; and out of classroom support. | Leadership committee meets one time per month<br>September 2017-June 2018   | <ul style="list-style-type: none"> <li>Leadership committee reviews student behaviors and referrals to determine next steps for discipline protocol and intervention.</li> </ul>                                 |
| Implement recognition programs for staff (e.g. Mugs and Kisses) and students (i.e. Student of the Month, Most Improved, Meta Cares | <ul style="list-style-type: none"> <li>School Leadership and Student Staff Recognition Committee meet to establish criteria for student and staff awards.</li> </ul> | 4. Community Forum celebrations held once per month.  | Monthly submission of student and staff names<br>September 2017 – June 2018 | <ul style="list-style-type: none"> <li>Staff submits names of award recipients in each category on a monthly basis to the main office staff.</li> </ul>  |

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| and Perfect Attendance             |  |  |                                |   |
| Administer school climate surveys. | <ul style="list-style-type: none"> <li>Climate surveys administered to students, staff and parents.</li> </ul> | 5. Appropriate surveys administered to Grade 3, 4 and identified Students w/ Disabilities students, staff and parents. | Surveys administered annually. | <ul style="list-style-type: none"> <li>Survey results reviewed annually and compared with previous year to identify specific area for improvement.</li> </ul> |

## Area of Strategic Work: Family & Community Engagement

**Vision Statement:** *Metacomet Elementary School will have thriving home-school partnerships that value and utilize the knowledge and skills of families and community stakeholders to enhance overall student achievement.*

| Core Strategies  | Action Steps  | Fidelity Indicators   | Timeline                                | Measures of Adult Progress   |
|--|---|---|---|--|
| Establish effective parent and community involvement.  | <ul style="list-style-type: none"> <li>Implement Joyce Epstein 6 Types of Parent/Family Involvement</li> </ul>  | 1. Collect data on each type of parent/family involvement   | September 2017 – June 2018; ongoing     | <ul style="list-style-type: none"> <li>Evaluate data collected to determine level of involvement for each indicator and identify areas for focus and improvement.</li> </ul>   |
| Continue established partnerships (e.g. Student of the Month and Time to Read (Dressler) and Rotary Club). | <ul style="list-style-type: none"> <li>Ongoing communication w/ Jeffrey Dressler and his representatives to plan and schedule award presentations.</li> </ul> | 2. Monthly SOM Breakfast Celebrations   | October 2017- June 2018                 | <ul style="list-style-type: none"> <li>Meta staff representatives attend and participate in partnership events.</li> </ul>   |
| Re-establish Metacomet PTO.  | <ul style="list-style-type: none"> <li>Publish need for PTO Executive Officers</li> <li>Hold elections for Executive Board</li> </ul>                         | 3. PTO meeting schedule established<br>4. Executive Board membership in place and carrying out functions. | September 2017<br><br>November 30, 2017 | <ul style="list-style-type: none"> <li>Monthly PTO meeting schedule published.</li> <li>PTO event dates communicated through flyers, social media and School Messenger</li> <li>Minutes of monthly PTO meetings published on website and sent out to the Meta parent community, electronically.</li> </ul> |
| Establish a WATCH D.O.G.S program at Metacomet   | <ul style="list-style-type: none"> <li>Recruit META school community “father figures” to register and initiate the program at Meta.</li> </ul>                | 5. Monitor the goals of the WATCH D.O.G.S program.  | November 2017 – June 2018               | <ul style="list-style-type: none"> <li>Collect data on the number of “father figures” recruited from the Meta community; and identify qualitative criteria to determine the program’s effectiveness.</li> </ul>  |

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| <p>Metacomet will improve its school-based and Extended Day partnership with the BGCA</p>       | <ul style="list-style-type: none"> <li>• Continue to utilize BGCA Academic Specialists in an effective capacity as part of the regular school and extended day programming.</li> </ul>  | <p>6. Bi-weekly meetings with BGCA Leadership to coordinate and monitor regular school and extended day support.</p>           | <p>September 2017- June 2018; ongoing</p>   | <ul style="list-style-type: none"> <li>• BGCA Academic Specialists will receive training and support in ELA, Math and STEAM (i.e. EIE)</li> </ul>  |
| <p>Continue to implement Pretty Brown Girl Club #85 at Metacomet beginning in January 2018.</p> | <ul style="list-style-type: none"> <li>• Program is held once a week- for approximately 8 weeks</li> <li>• Initial Kick-Off Celebration is held and families are invited.</li> <li>• Culminating Activity and family Celebration at Ron-A-Roll</li> <li>• Annual participation in Community Service projects</li> </ul> | <ul style="list-style-type: none"> <li>• Weekly meetings through March 2018</li> </ul>   | <ul style="list-style-type: none"> <li>• January 2018 through March 2018</li> </ul> | <ul style="list-style-type: none"> <li>• Club is sponsored through the Bloomfield Beautification Committee, whose membership includes Mrs. Mims &amp; Mrs. Lester.</li> <li>• Staff supervised activities.</li> <li>• Planting at the Mary Hill Garden in Bloomfield.</li> </ul> |
| <p>Metacomet will improve its volunteer tutoring program with Duncaster</p>                     | <ul style="list-style-type: none"> <li>• Establish a weekly schedule and match students for 1-1 tutor volunteers.</li> </ul>  | <p>7. Reading consultant provides appropriate training in reading strategies for Duncaster volunteers to support student's</p> | <p>Weekly program from October 2017- June 2018</p>                                  | <ul style="list-style-type: none"> <li>• Review identified students' progress through benchmark assessments to evaluate p</li> </ul>   |

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|  |  | classroom<br>instruction. |  |  |
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