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I would like to thank the members of the Proctor School Site Council for their collective contribution in the preparation of this document. The Topsfield Schools remain quality institutions because of the professional efforts of staff and the ample support from the community.

The objective of this document is to make a quality school better. It reflects a sensitivity to budget constraints, yet works to borrow on the collective expertise from the community within. The listed objectives represent the “next steps forward” for the Proctor School. Thanks to the major shareholders in our academic community as represented on this council, we anticipate those next steps to be productive ones. I thank the members of this group for their time, their concerns and their advocacy for children.

2007/2008

Proctor School Improvement Council Members

Mrs. Laura Powers	Ms. Lyndsay Bunk
Mrs. Gretchen Rehak	Mr. Jim Hazlett
Mrs. Christine Driver	Ms. Lindsay Richards
Mrs. Maria Pease	Mr. Kerry Kaplon

MISSION STATEMENT

The Mission of the Topsfield Elementary Schools is to provide the academic foundation and the social and emotional support for children to meet the challenges of citizenship expected of life long learners in an increasingly technological and interdependent world.

DISTRICT CORE VALUES

The Core Values of the Topsfield School District include the beliefs that:

1. Respect for oneself, and other children and adults, promotes belonging and is essential to learning.
2. The strongest possible instructional program for children and adults is based on quality research, world-class standards, and high expectations.
3. All children can and will learn when provided equal access to educational opportunities appropriate to their individual needs and capabilities.
4. Life long learning is achieved in partnership with the home, school and community.
5. Our schools are a shared resource for the entire community.

ACTION PLAN/SPECIFIC STRATEGIES

GOAL #1 - PROCTOR SCHOOL WILL HAVE A CHALLENGING CURRICULUM THAT PREPARES ALL STUDENTS FOR SUCCEEDING IN A DIVERSE, MULTI-CULTURAL, TECHNOLOGY-BASED WORLD.

ACTIVITY	PERSONS INVOLVED	TIMELINE	EVALUATION	ACCOMPLISHED
1) Continued support for Math Olympiad Teams at each of our grade levels	Math Curriculum specialist, teachers, principal	2008/2009	Meeting times to be scheduled for monthly Olympiad team assessments	
2) Continued support of the Lego-Robotics problem solving league	Interested parents, engineering professionals, principal, teaching staff	2008/2009	Fall formation of lego-robotics teams across the three grade levels. Exploration of hosting a Lego Robotics tournament during the 2008/09 academic year.	
3) Continued utilization of the math curriculum specialist as a re-enforcer and extender of concepts	Principal, math curriculum specialist, general educators and special education teaching staff	2008/2009	Scheduling development that incorporates inclusive remedial support and extensions for able problem solvers.	
4) Support for continued extension of the guided reading program as a means to support small group english language arts instruction	Guided Reading BAT Team, Proctor Reading Specialist, Teaching Staff, Curriculum Coordinator	Ongoing	Continued staff consult and grade level meetings regarding guided reading instruction. Formation of a committee during the summer of 2008 to evaluate Guided Reading "next steps".	
5) Continued promotion of the creative arts through a re-evaluation of the Instrumental Music program and its funding resources	Principals, Superintendent, School Committee, parents, teachers, creative arts specialists, instrumental music director, Topsfield Education Foundation	ongoing	Continued promotion of the instrumental music program through community performances; promote conversation with the Steward School regarding initiatives involving Grade 3 students and exposure to new musical initiatives.	

6) To continue to address the diverse learning needs of the Proctor School Community	Curriculum Coordinator, Teachers, Math Curriculum Specialist, Principal	Ongoing	To integrate initiatives in math and science for able learners; to continue to present reinforcement opportunities for students	
7) To facilitate a smooth curriculum transition for students entering grade 4	3 rd /4 th grade general and special educators; Principals, Curriculum Coordinator, Special Ed liaison	Ongoing	Promotion of grade 3/4 staff meetings; open dialogue between members of the administrative team	
8) Continued promotion of Science Lab usage as an educational space consistent with state framework priorities for tactile learning outcomes	Principal, Professional teaching staff, Curriculum Coordinator	Ongoing	Science Lab continues to be an active learning center for each of our grade levels.	
9) Preliminary discussions regarding Response to Intervention (RTI) models that are connected to educational service deliveries within the district	Administrators and teaching staff	2008/2009	Formal meetings held to discuss RTI. Examination of RTI models now in place. Exploration of assessment tools connected to RTI data gathering	

GOAL #2 - PROCTOR SCHOOL WILL ENSURE OPEN COMMUNICATION BETWEEN PARENTS, SCHOOL, AND COMMUNITY FOR THE PURPOSE OF INFORMING, INVOLVING AND ELICITING SUPPORT.

PERSONS

ACTIVITY	INVOLVED	TIMELINE	EVALUATION	ACCOMPLISHED
1) To communicate assessment schedules to all parents as No Child Left Behind mandates impact grades 4, 5, and 6 scheduling	Superintendent, Principal, Curriculum Coordinator, Teachers	2008/2009	MCAS related reports to School Committee from Principal, Superintendent and Curriculum Coordinator; NLCB Report Card to community	
2) Utilization of the "Connect-Ed" system to communicate pertinent school information on a planned or emergency basis	Principal, Secretary, Superintendent, School Committee	Ongoing	Continued use of the Connect-Ed Communication system as a vehicle for disseminating information	
3) Continued provision for a meaningful orientation experience for 3 rd graders as they prepare to enter Proctor School	Principals, 3 rd /4 th grade staffs	Ongoing	Promotion of a Grade 3 visit to the Proctor School in the spring	
4) To maintain an orientation meeting for grade 3 parents about to enter the Proctor Community	Principal, third grade parents	2008/2009	Meeting for Grade 3 parents scheduled	
5) To foster school programs that extend to seniors and the community at large	Instrumental Music Teacher, Principal, School Improvement Council, Teachers	Ongoing	Support of specific extra curricular events: concert luncheon for seniors; band participation in Topsfield's Memorial Day Parade; Arbor Day celebration	
6) Continued parental involvement in off-site school initiatives (i.e. grade 6 Monadnock trip, work-a-day program, etc.)	TESPTO, Principal, Teachers, Parents	2008/2009	Parent volunteers selected for Monadnock trip; parent volunteers enlisted for the transportation needs of work-a-day	
7) To continue discussions that more closely link the resources of the Proctor library and the Topsfield Town library	Library media-specialist, Town librarian, Principal	Ongoing	Maintenance of communication between the two libraries	

8) Continued authorization of the Proctor Times electronically as the school's main correspondence document	Secretary, Principal, Superintendent, Parents	Ongoing	Update of school list serve in September; weekly Proctor Times issued electronically	
9) To develop a school and district policy regarding the internet posting of electronic images and videos	Topsfield School Committee, Superintendent, TESPTO, Principal, Professional staff, parents	Fall 2008	Clear policy developed and communicated to Proctor and Steward School Communities	

GOAL #3 - PROCTOR SCHOOL WILL PROVIDE OPPORTUNITIES FOR STAFF TO PARTICIPATE IN PROFESSIONAL DEVELOPMENT ACTIVITIES WHICH ADDRESS THE CHANGING NEEDS OF STUDENTS, STAFF AND CURRICULUM

ACTIVITY	PERSONS INVOLVED	TIMELINE	EVALUATION	ACCOMPLISHED
1) The continued promotion of the Professional Development Committee as the conduit for the development of effective educational initiatives	Curriculum Coordinator, Principal, Superintendent, Special Ed Director, School Committee, Prof. Development Committee	Summer2008 Summer2009	Development of Summer Institute offerings document for all faculty and staff;develop evaluation data to determine institute effectiveness	
2) Continued support for joint (Proctor/Steward) staff professional day activities	Curriculum Coordinator, Superintendent, Teachers, Principals, Sped Director	2008/2009	Principals/Curriculum Coordinator reports to School Committee	
3) To promote professional development opportunities that foster discussions between the Tri-town staffs	Superintendent, Principal, Curriculum Coordinator, Sped liaison, Sped Director	2008/2009	Establish grade level initiatives across the district	
4) To network with other communities in pursuing reciprocal initiatives that expand professional development options	Curriculum Coordinator, Principal, Superintendent	2008/2009	Establish professional development partnerships with other communities	
5) To provide professional development opportunities to support staff	Superintendent, Special Ed Director Curriculum Coordinator, GLEC, Math Curriculum Specialist	2008/2009	Provide para-professional opportunities such as the GLEC course; involve para-professionals in teacher professional development day initiatives where applicable	
6) To provide meaningful professional development for specialist staff members	Professional Development Committee; Principal, Superintendent, Curriculum Coordinator	2008/2009	Specialist representatives on the Prof. Dev. Comm.; support for teacher to teacher initiatives that align with district goals	

7) To provide a meaningful mentoring program to new staff members	Teachers, Principal, Superintendent, Curriculum Coordinator, Mentor Coordinator	2008/2009	Mentoring team meetings promoted on an on-going basis; annual review and critical assessment of program	
8) Continued work with a consultant science professional in the area of kinesthetic science instruction	District Science Consultant, curriculum director, teachers, science director, Topsfield Education Foundation	2008/2009	Consultant meetings with teachers during the school year	
9) Continued implementation and training regarding the tenets of the Guided Reading program	Principal, Curriculum Coordinator, ELA DATA Team, Reading Specialist	2008/2009	Utilize assessment data to measure progress of the Guided/Balanced literacy program. Guided Reading subcommittee to report out their findings regarding next step initiatives	
10) Continued support for teacher to teacher initiatives that are aligned with district goals and objectives	Curriculum coordinator, Principal, Teacher, Superintendent	2008/2009	Posting of public criteria for teacher to teacher proposals; review of school and district goals as they apply to proposals	

GOAL #4 - PROCTOR SCHOOL WILL PROVIDE A SAFE ENVIRONMENT IN WHICH THE RIGHTS OF ALL STUDENTS ARE ACCEPTED AND RESPECTED

ACTIVITY	PERSONS INVOLVED	TIMELINE	EVALUATION	ACCOMPLISHED
1) Continued review of the Proctor Handbook as it applies to new statutes	Teachers, Principal, School Improvement Council, Superintendent, School Committee	2008/2009	Changes incorporated into student handbook	
2) To continue to support the principles of the DASH program as part of the school curriculum	DASH Coordinator, Principal, Teachers, Students, TESPTO	Ongoing	Continuation of the DASH program in grades 4&5	
3) To continue to explore funding source to maintain the DARE program for 6 th graders	Principal, Topsfield Police Department, Topsfield Lions Club, Topsfield Chamber of Commerce, TESPTO	2008/2009	Principal to meet with Police Chief and community organizations to attempt to secure DARE funding	
4) Continued implementation of the Steps to Respect social education/anti-bullying program	Classroom teachers, counseling staff, principal, school improvement council	2008/2009	Continued discussion at monthly faculty and grade level meetings regarding program effectiveness	
5) To provide on-going communication to staff regarding unique student health needs	School Nurse, Principal, bus company	Ongoing	School Nurse to issue health information to pertinent staff	
6) To promote and continue the Proctor Pride program	Principal, Teachers, Parents, Principal's Council	Ongoing	Principal and Principal's Council to continue initiatives that promote Proctor Pride	
7) Enforcement of delivery regulations regarding truck idling and diesel emissions	Topsfield Police Department, Food Services Director, Principal, Director of Facilities	Ongoing	Assessment of current signage	
8) Effective training of custodial personnel regarding product usage and student and staff safety	Building Facilitator, School Nurse, Custodial Staff	Ongoing	Custodians to be trained as connected statutes develop	
9) Promotion of community programs dealing with internet	Essex County District Attorney's Office	2008/2009	Public notice of any connected programs through the Proctor Times	

safety and computer usage	Topsfield School Committee		and the Tri-town schools web site	
10) Continued reliance on the Principal's Council as a decision making student body	Principal, Principal's Council, Interested Staff	2008/2009	Monthly meeting with Principal and student representatives; Principal communication with staff, School Committee and community regarding initiatives.	
11) To continue to evaluate our nutrition/cafeteria program in light of re-issued state statutes regarding wellness	Food Service Director, School Committee, Superintendent, School Nurse, Physical Education Teacher, Wellness Committee	2008/2009	Evaluation and review of meal nutrition on a periodic basis. Review of recent state wellness policy	
12) Continued review of evacuation and lockdown exercises in accordance with current protocols regarding emergency management	Principal, faculty, students, Topsfield Fire Department, Topsfield Police Department, Superintendent, School Committee	On-going	Exercises scheduled in conjunction with faculty and local authorities	
13) Education and development of new allergies policy	School Nurses, Topsfield School Committee, Superintendent, Professional staff, School Improvement Council, Custodial Staff	2008/2009	School Nurse to oversee and evaluate new policies based on staff, student and parent feedback	

GOAL #5 - PROCTOR SCHOOL WILL PROVIDE A SCHOOL PLANT WHICH REFLECTS A QUALITY PHYSICAL ENVIRONMENT FOR STUDENT, STAFF AND COMMUNITY USE.

ACTIVITY	PERSONS INVOLVED	TIMELINE	EVALUATION	ACCOMPLISHED
1) Continue to monitor sand and dirt levels as a result of drainage and landscape issues	Head Custodian, custodial staff, director of facilities, teacher staff	Ongoing	Monitor field conditions during wet seasons; work with highway department regarding sanding and clean-up issues	
2) To continue to monitor trash clean up in the playground/structure area	Head Custodian, Topsfield Parks Department, Nurse	2008/2009	Periodic contact by Principal of Head Custodian to town parks department	
3) To promote a safe, clean, healthy cafeteria environment	Students, Principal's Council, Lunch Monitors, Custodial Staff, Principal	2008/2009	Effective monitoring of student population during the cafeteria periods	
5) To work with the town to define the hours of playground structure usage for students and the general community	Parks Department, Principal School Improvement Council, School Committee	Ongoing	Meeting with appropriate town officials	
6) To exercise the town generator during off-school hours	Building Facilitator, Town Emergency Comm., Topsfield Fire Dept., Head Custodian	Ongoing	Generator to be exercised during non-school hours	
7) To continue to explore the impact of after school and summer building usage on custodial staff, building cleanliness and the budget	Principal, Head Custodian, School Committee, Superintendent, Night Custodians	2008/2009	Report by Principal to the Superintendent regarding usage issues	
8) To promote the retention of quality custodial staff through a regional analysis of competitive compensation and job specification.	Building Facilitator, Superintendent, School committee	2008/2009	Ongoing	
9) To continue to work with town departments to streamline services related to building cleanliness and safety	Superintendent Facilities Director School Committee	2008/2009	Meeting of appropriate town bodies and administrators	
10) To prioritize continued work in the courtyard area as we move to improve its appearance	Principal's Council, Head Custodian, Principal, TESPTO, student volunteers, and Boy Scouts	Ongoing	Continued work in courtyard area	

11) To promote internal maintenance work by our custodial staff to reduce budget pressures	Custodial staff, Director of facilities, Human Resources Director	Ongoing	Development of maintenance projects including painting undertaken by current staff	
12) To continue to monitor the condition of the Proctor gym floor as a result of after hours community usage	Custodial staff, physical education teacher, principal, facilities director	2008/2009	On-going monitoring of damage or wear to the floor surface	
13) To evaluate the current playground structure and determine repair or replacement options	School Improvement Council, principal, facilities director, Topsfield Ed. Foundation, Topsfield Parks Department	Fall 2008	Meetings held to determine playground structure options.	

