

**2023/2024**  
**Stony Brook School**  
**School Improvement Plan**



9 Farmer Way  
Westford, MA 01886  
978-692-2708  
<https://www.westfordk12.us/stony-brook>  
Allison Hammer, Principal  
Richard McElhinney, Assistant Principal

## School Improvement Plan

### School Advisory Council Members:

1) Allison Hammer	Principal/Co-chair	Signature: _____
2) Seema Pusalkar	Parent/Co-chair	Signature: _____
3) Mary Larkin	Teacher	Signature: _____
4) Helene Orvoen	Teacher	Signature: _____
5) Michele Dulczewski	Teacher	Signature: _____
6) Mindy Schnare	Teacher	Signature: _____
7) Tom Hinkle	Parent	Signature: _____
8) Ramya Soman	Parent	Signature: _____
9) Karen Wiczynski	Parent	Signature: _____
10) Jean Forrester	Community Representative	Signature: _____

## **School Improvement Plan Purpose**

School Improvement Plans, as described by the legislation, are created to contain some or all of the following elements:

1. An assessment of:
  - The impact of class size on student performance
  - Student-to-teacher ratios
  - Ratios of students to other supportive adult resources
2. A scheduled plan for reducing class size, if deemed necessary
3. Professional development for the school's staff and allocation of any professional development funds in the school budget
4. Enhance of parental involvement in the life of the school
5. School safety and discipline
6. Establishment of a school environment characterized by tolerance and respect for all groups
7. Extra-curricular activities
8. Means for meeting, within the regular education programs at the school, the diverse learning needs of as many children as possible, including children with special needs currently assigned to separate programs
9. Any further subjects the principal, in consultation with the school council, shall consider appropriate

## **Mission and Core Values**



### **Panther PRIDE**

**P - Perseverance**

**R - Respect**

**I - Inclusivity**

**D - Dedication**

**E - Empathy**

Westford Public Schools values the development of curious lifelong learners who are responsible, empathetic members of the community, demonstrating innovation through a wide variety of opportunities within inclusive, joyful learning environments that embrace their variability and honor their diversity.

We believe in preparing our students for active, positive participation as both local and global citizens by developing and fostering creativity, communication, collaboration, and critical thinking.

## **Mission of Stony Brook School Advisory Council**

The mission of the Stony Brook School Advisory Council is to assist the principal to identify the educational needs of our students, review the school's annual budget, and formulate and monitor the School Improvement Plan. The Stony Brook School Advisory Council collaborates respectfully and efficiently while developing and assessing goals towards a common objective in a fun environment that fosters listening and sharing, and encourages feedback.

### **The School Advisory Council meetings have been and will be held on the following dates:**

October 17, 2022

November 14, 2022

December 12, 2022

January 23, 2023 (canceled due to weather)

February 13, 2023

March 13, 2023

April 10, 2023

May 8, 2023

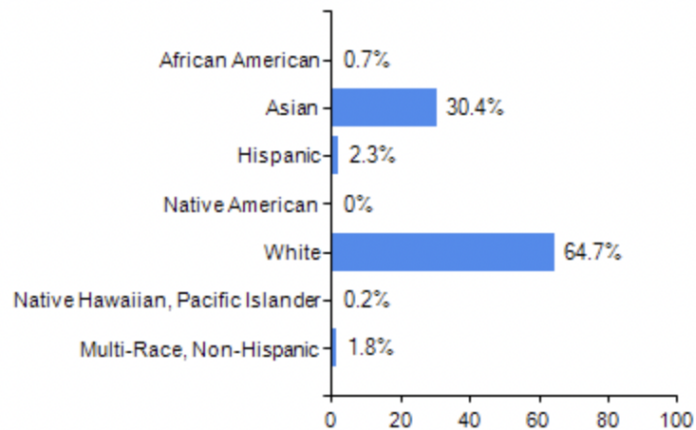
June, 2023 TBD

## School Data

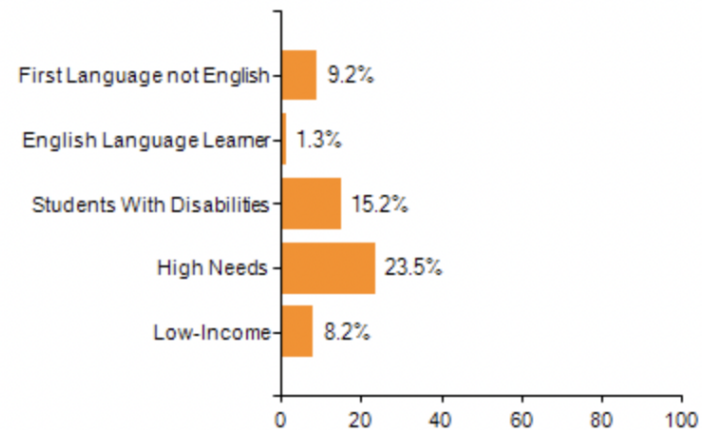
### Student Enrollment

Grade	Enrollment	Average Class Size
6	168 (8 sections)	21.0
7	232 (10 sections)	23.2
8	213 (10 sections)	21.3
Total	613 students	
Student:Teacher Ratio (21-22 school year)		13.1:1

### Student Race and Ethnicity



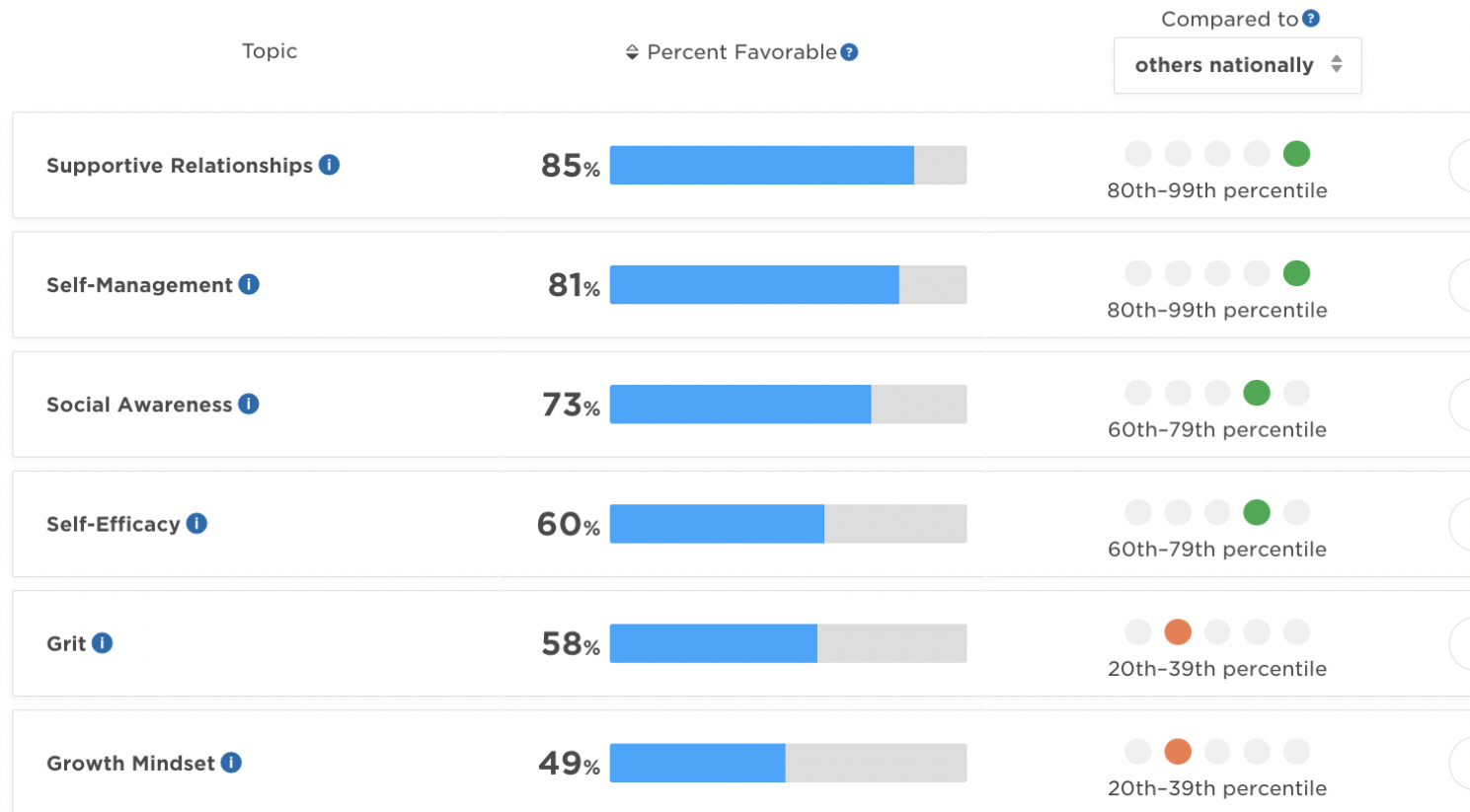
### Selected Populations



## Panorama Data - Fall 2022

555 responses | [show breakdown](#)

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**Goal 1: Equitable Student Outcomes** - The Blanchard and Stony Brook learning communities will collaborate to increase alignment of WPS middle school programming and practices while allowing each school to maintain their unique identity.

Strategy	Timeline	Responsible Parties	Resources Required	Success Measures
Hold administrative meetings to enhance collaboration and consistency between the middle schools.	2023-2024	*Principals *Asst. Principals	*Combined meeting time	<ul style="list-style-type: none"> <li>Principals will hold at least two meetings per month</li> <li>Shared resources provided to students, staff, and families for consistency between the two schools (e.g. ADL lessons, Neurodiversity Week resources, schedules, timelines, etc.)</li> <li>Recommendations for revisions to building-based programming and practices in areas such as: <ul style="list-style-type: none"> <li>Interventions</li> <li>Integrated Arts courses</li> <li>Building schedules</li> <li>School/family events</li> </ul> </li> </ul>
Provide opportunities for collaboration between Blanchard and Stony Brook communities.	2023-2024	*Principals *Asst. Principals *School Advisory Councils *PTO	*SAC meeting(s) *PTO *Student transportation	<ul style="list-style-type: none"> <li>SB and BMS School Advisory Councils will hold at least one joint meeting in FY24</li> <li>Shared SAC agendas and resources</li> <li>Continued collaboration and shared trainings between SB and BMS ADL groups</li> <li>Increased alignment of Blanchard and Stony Brook School Improvement Plans</li> <li>Combined school events (e.g. WA field trip, PTO end of year celebration, SB vs. BMS faculty-student competitions, etc.)</li> <li>Expanded extracurricular opportunities and community resources available to students and families</li> </ul>
Collectively evaluate our means for providing families of students in grades 6-8 with feedback for student growth.	2023-2024	*Principals *Asst. Principals *Faculty/Staff	*PowerSchool *Meeting time	<ul style="list-style-type: none"> <li>Recommendations for revisions to forms of communication of performance to families such as progress reports, report cards, parent conferences, etc.</li> </ul>
Collaborate with Blanchard, Abbott, Day, and Westford Academy to enhance the student transition from elementary to	2023-2024	*Principals *Asst. Principals	*Student transportation *Substitute coverage	<ul style="list-style-type: none"> <li>Eighth grade Westford Academy visit held in February, 2024</li> <li>Fifth grade middle school visit held in June, 2024</li> </ul>



middle school and middle to high school.		*School Counselors *Faculty/Staff		<ul style="list-style-type: none"> <li>• Enhancements to fall 2023 student orientation schedule, activities, resources</li> <li>• Elementary/middle school counselor meetings held in spring 2024</li> <li>• Transition information shared with families via website, email, in-person presentation</li> <li>• Feedback/survey of transition activities</li> <li>• Collection of placement data and creation of balanced sixth grade classrooms to meet the needs of all learners</li> </ul>
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SIP Element/s Addressed (1-9) - 5, 8

SDIP Element/s Addressed - 1, 1.3, 2, 2.1, 2.3, 3.2, 3.4

**Goal 2: Sense of Belonging** – Members of the Stony Brook learning community will promote a safe school environment where students and staff embrace diversity, feel a strong sense of belonging, and have an equitable opportunity to thrive.

Strategy	Timeline	Responsible Parties	Resources Required	Success Measures
Continue to analyze available data to identify strengths and areas of need relative to diversity, equity, inclusion, and belonging (DEIB).	2023-2024	*Principal *Asst. Principal *Faculty/Staff	*Panorama *Professional development time *Staff meeting time *Common planning time	<ul style="list-style-type: none"> <li>Administration of Panorama surveys</li> <li>Areas of need identified and incorporated into staff meetings, professional learning, and staff collaboration time</li> <li>Professional development participation and feedback</li> <li>Updates and resources pertaining to DEIB regularly shared with staff, families, and students via staff meetings, email, SAC, Advisory, and family/staff memos</li> </ul>
Continued professional learning in the areas of diversity, equity, inclusion, and belonging and ways to achieve DEIB through learner-centered approaches to engagement, such as Universal Design for Learning and Performance-Based Assessments.	2023-2024	*Principal *Asst. Principal *Curriculum Coordinators *Faculty/Staff	*Professional development time *Staff meeting time *Department meeting time *Common planning time	<ul style="list-style-type: none"> <li>Incorporation of Equity by Design administrator training into PD and meetings with faculty</li> <li>Faculty and staff PD participation and feedback</li> <li>Common understanding and vocabulary (UDL, PBA, DEIB)</li> <li>Observations of UDL and culturally responsive practices embedded in classroom instruction</li> </ul>
Support community-building activities that celebrate student diversity, voice, and choice.	2023-2024	*Principal *Asst. Principal *Faculty/Staff *Students	*Anti-Defamation League (ADL) / A World of Difference (AWOD) resources, training, and leaders *Staff meeting time *Substitute coverage	<ul style="list-style-type: none"> <li>Student/staff participation in extracurricular groups (ADL, PRIDE Club, Student Leadership Council, etc)</li> <li>ADL Advisors identified and trained for FY24</li> <li>Regular ADL peer leader meetings to prepare for peer leader lessons</li> <li>6-7 ADL lessons for 6th and 7th graders throughout year</li> <li>Community-building events, assemblies, spirit days, and student-led activities throughout the year (Panthermonium, student announcements, etc)</li> <li>Continued participation in Neurodiversity Week</li> </ul>

Continue to enhance curriculum content and instructional materials to be inclusive of diverse cultures and perspectives.	2023-2024	*Principal *Asst. Principal *Curriculum Coordinators *Faculty/Staff	*Dept. meetings *Instructional supplies/text budget *Library budget	<ul style="list-style-type: none"> <li>• Curricular adoptions/revisions</li> <li>• Diverse authors/texts added to library collection</li> <li>• Diverse authors/texts added to classrooms</li> <li>• Observations of classroom instruction</li> </ul>
Celebrate student growth and achievement, leadership and service to the community.	2023-2024	*Principal *Asst. Principal *Faculty/Staff	*Schedule adjustments *Panther Card prizes	<ul style="list-style-type: none"> <li>• Community assemblies, announcements, lobby televisions, and memos recognize student contributions</li> <li>• Provide opportunities for student performances (ensembles, theater) during the school day</li> <li>• Continue to implement activities that support core values: Stony Brook P.R.I.D.E. (perseverance, respect, inclusivity, dedication, empathy) and WPS S.P.I.R.I.T (safety, perseverance, inclusion, respect, integrity, teamwork)</li> <li>• Continue to recognize student success through the 8th Grade Awards Assembly</li> <li>• Continue to recognize student demonstration of core values through Panther Cards</li> <li>• Hold at least 2 grade level assemblies per year</li> <li>• Expanded community service opportunities and resources for students (e.g. Student Leadership Council, Environmental Club, ADL, etc)</li> </ul>
Provide opportunities for students and staff to explore our local Climate Roadmap and participate in district sustainability initiatives.	2023-2024	*Principal *Asst. Principal *Faculty/Staff	*Increased access to recycling in cafeteria and throughout the school	<ul style="list-style-type: none"> <li>• Familiarize staff and students with the local Climate Roadmap</li> <li>• Age-appropriate activities are identified, developed, and shared with students in grades 6, 7, and 8</li> <li>• Increase recycling efforts through Environmental Club, staff, custodians, students, and administration</li> <li>• Student created publicity of recycling efforts and procedures to educate students and staff</li> </ul>

SIP Element/s Addressed (1-9) - 1, 3, 4, 5, 6, 7, 8

SDIP Element/s Addressed - 1, 1.2, 1.3, 4.1

**Goal 3 : Social, Emotional & Academic Engagement** – Members of the Stony Brook learning community will continue to integrate academic, behavioral, and social-emotional supports and interventions to enhance student engagement and outcomes.

Strategy	Timeline	Responsible Parties	Resources Required	Success Measures
Continue to analyze student data to identify strengths and areas of need relative to mental health, social emotional learning and wellbeing.	2023-2024	*Principal *Asst. Principal *Counselors *School Nurse *Faculty/Staff	*Panorama *SOS (Signs of Suicide) *SBIRT screening *Staff meeting time *Department meeting time *Common planning time	<ul style="list-style-type: none"> <li>Administration of Panorama surveys</li> <li>Areas of need are identified and incorporated into PD/faculty meetings, staff collaboration times</li> <li>Staff utilize Panorama data to inform their instructional practices</li> </ul>
Identify social-emotional and academic interventions and supports to minimize academic and or social emotional “pressure valves” that negatively impact performance	2023-2024	*Principal *Asst. Principal *Counselors *Instructional Support Team *Faculty/Staff	*Panorama *Staff meeting time *Weekly family memos	<ul style="list-style-type: none"> <li>Additions/modification to school-level practices, schedules, and events to support students’ social-emotional wellness</li> <li>Recommendations for SEL interventions and supports and revisions to practices and procedures</li> <li>Resources shared with faculty and staff</li> <li>Resources shared with students and families via school presentations (ie. Advisory, Open House, Parent Orientation) and principal memos</li> </ul>
Implement a Schedule Committee to evaluate the effectiveness of the current building schedule and propose revisions to meet diverse student needs.	2023-2024	*Principal *Faculty/Staff	*Meeting time *Substitute coverage	<ul style="list-style-type: none"> <li>Survey staff, families, and staff to identify areas of strength and need in current schedule</li> <li>Meeting agendas and minutes</li> <li>Schedule Committee recommendations for schedule revisions</li> <li>Presentation of information and recommendations to staff</li> </ul>

SIP Element/s Addressed (1-9) - 1, 3, 4, 5, 6, 7, 8

SDIP Element/s Addressed - 1.2, 1.3, 3.1