

2020/2021 Miller School School Improvement Plan



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Westford, Massachusetts 01886
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Dr. Donna Pobuk, Principal | Mrs. Hilary Sturgis, Assistant Principal

School: Miller School
School Improvement Plan 2020-2021

School Advisory Council Members:

1)	Donna Pobuk	Principal/Co-chair	Signature: <u></u>
2)	David Lundgren	Parent	Signature: <u></u>
3)	Kate Hutchens	Parent	Signature: <u></u>
4)	Lotus Clough	Parent	Signature: <u></u>
6)	Kira McGann	Teacher	Signature: <u></u>
7)	Colleen Tessier	Teacher	Signature: <u>Colleen A. Tessier</u>
8)	TBD	Community Member	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 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

School Data 2020-2021		
Enrollment	Student/Teacher Ratio	Average Class Size
Preschool: 20	1:1, 6:1, 4:1, 9:1	5
Kindergarten: 74	18:1*, 20:1*, 18:1*, 18:1	18.5
Grade 1: 95	25:1*, 22:1*, 16:1, 16:1, 16:1	19
Grade 2: 99	19:1, 21:1*, 19:1, 21:1*, 19:1	19.8
Total: 288		
* Remote Learning Academy		

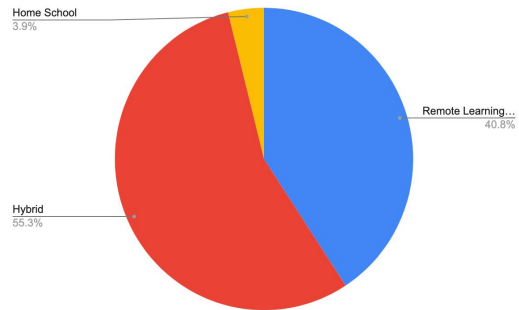


Miller School, Home of Fuzzy Bear
Safety, Perseverance, Inclusion, Respect, Integrity, Teamwork

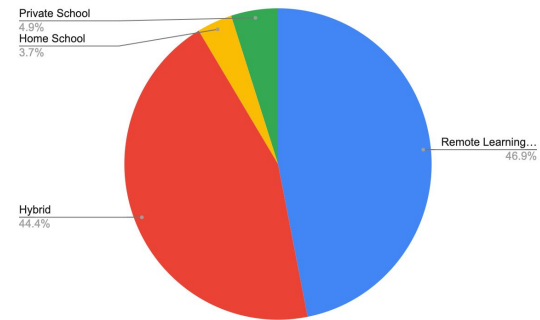
2020 Enrollment Data

Percentage of Students Enrolled in the Remote Learning Academy, Hybrid, Home School, and Private School

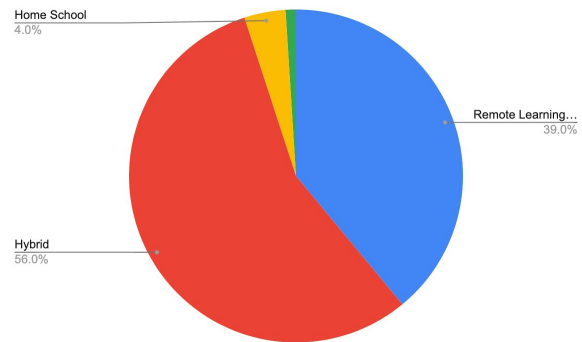
Kindergarten



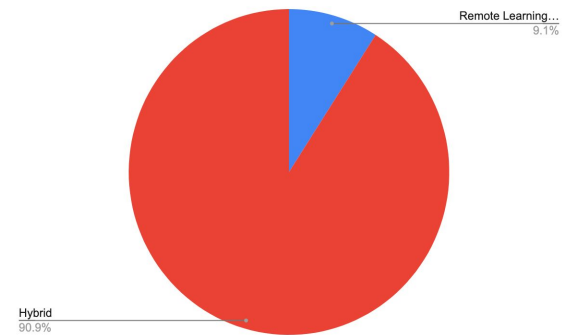
Grade 1



Grade 2



Preschool



Mission of the Miller School Advisory Council

The mission of the Miller School Advisory Council is to assist the principal in identifying the educational needs of our students, reviewing the school's annual budget and formulate and monitor the School Improvement Plan. Additionally, the council provides a voice to community members to foster a school culture where stakeholders feel safe and supported.

Meeting Dates

Meetings are held Mondays from 6:30-7:45. All meetings will be held remotely via Google meet.

Meeting links may be found on the Miller School website, the principal's Friday email and through the town clerk's meeting notice.

October 26, 2020

November 30, 2020

December 21, 2020

January 25, 2021

February 22, 2021

March 29, 2021

April 26, 2021

May 24, 2021

Goal 1 : Operations/Hygiene - Implement the safety guidelines as defined by the Operations and Hygiene Reopening Committees.

Strategy	Timeline	Responsible Parties	Resources Required	Success Measures
Review and implement all necessary changes in both facility/operations organization as well as organization and structure of time in order to best support COVID-19 safety practices	Fall 2020 - Spring 2021	Principal/AP/ Faculty & Staff	DESE Reopening Guidelines and Updates WPS Reopening Plan Principal Aides Sanitization supplies & stations Signage PPE Air Purifiers Plexi Dividers Canopies, Umbrellas HVAC evaluation & upgrades (ie. filters)	<ul style="list-style-type: none"> ● Compliance with DPH & DESE COVID-19 requirements (mask wearing, social distancing) in school/classrooms/bus ● Communication of COVID-19 information via email from the school nurse, district and town to staff and families ● Revised daily schedule and class sizes to support physical distancing and minimize contact ● Revised arrival, dismissal procedures, and safety drill procedures aligned with MASSDOT recommendations. ● Revised attendance procedures ● Consult with custodial staff on disinfecting/cleaning practices ● Classrooms and hallways set up in compliance with health & safety requirements ● Establish Caring Room ● Revised visitor procedures ● Events & meetings such as parent conferences, SAC, faculty meetings held remotely ● Ongoing staff, student, parent education ● Purchased canopies for exterior spaces for mask/snack breaks, and identified available interior spaces following recommended social distancing guidelines,

SIP Element/s Addressed (1-9) - 5



Highlighted Goal

Goal 2: Teaching and Learning - Implement the district wide Hybrid/Remote Learning Academy models as defined by the Teaching and Learning Reopening Committees.

Strategy	Timeline	Responsible Parties	Resources Required	Success Measures
Adjust instructional practices and lesson planning to maximize the learning opportunities for all students in both the Hybrid and Remote Learning Academy models.	Fall 2020 - Spring 2021	Principal/AP/ Staff	Student Devices (Chromebooks) Student supplies to support the curriculum Available resources for home use Software applications to support learning	<ul style="list-style-type: none">• Student pod placement allows families to manage transportation and supervision for children attending different schools• Creation of a student schedule that offers a blend of face-to-face, live remote, and asynchronous learning for all Hybrid model participants• Student schedule offers a blend of synchronous live remote and asynchronous learning activities for all RLA students fostering positive relationships and engagement within a virtual environment• Students exhibit effective progress based on formal and informal assessments
Professional development to support teacher implementation of digital tools and resources to enhance teaching and learning.	Fall 2020 - Spring 2021	Principal/AP/ Coordinators All Staff	Meeting time Online subscriptions	<ul style="list-style-type: none">• Observations• PD participation and feedback

SIP Element/s Addressed: (1-9) - 3, 6, 8

Highlighted Goal

Goal 3 : Social Emotional Adjustment - Implement the strategies and Toolkit as outlined by the Social Emotional Adjustment Reopening Committee.

Strategy	Timeline	Responsible Parties	Resources Required	Success Measures
Utilize data from the Panorama surveys to address the social and emotional needs of staff and students	December 2020 – June 2021	Principal/AP/ Guidance/Staff	Panorama Dashboard Common Planning Time	<ul style="list-style-type: none"> • Administer staff survey • Review of the Panorama Playbook and modeling lessons during Faculty and Curriculum Meetings. • Implementation of Panorama Lessons based on survey feedback.
Continue Transition Activities (in-person/remotely) <ul style="list-style-type: none"> • Guidance/Teacher Collaboration • Gr. PK/K, Gr. K/1, Gr 1/2 Gr. 2/Gr. 3 Teacher Collaboration • Miller/Day Administrator Collaboration 	Feb 2021 – June 2021	Principal/AP Gr. 2 and Gr. 3 Teachers		<ul style="list-style-type: none"> • Create well-balanced classrooms to meet the needs of all learners. • Provide students with a visit (virtual or in-person) to Day as an orientation to Grade 3. Tour school/classrooms, visit with administration and student panel discussion.
Continue to provide resources for staff as they establish a trauma-invested classroom environment. Assess the impact of COVID-19 as potential new trauma for some and or magnified trauma for others.	November 2020 - June 2021	Principal/AP District Level Colleagues/ Adjustment Counselor	<i>Fostering Resilient Learners: Strategies for Creating a Trauma-Sensitive Classroom</i> by Souers & Hall Common Planning Time	<ul style="list-style-type: none"> • Staff universally exhibits knowledge of trauma and its impact on student learning. • Regular communication between staff as support for students who are experiencing trauma or difficulties with self-regulation. • Observed application of effective strategies to meet student needs.

				<ul style="list-style-type: none"> • Continue monthly meetings with SEL Team and Trauma Support Team to identify and address student and staff needs. • Establish Counselors' Newsletter to share resources and strategies
Evaluate and enhance Gr. 2-3 transition activities.	Feb 2021 - June 2021	Principal/AP/ Counselors/ Teachers	Student Transportation (if permitted) Substitute Coverage	<ul style="list-style-type: none"> • Elementary administration transition planning meetings (2-3) held in 2021. • Elementary Move-Up/Visit Days • Launch of transition information on the Miller/Day websites • Transition documents • Placement data • Creation of balanced classrooms to meet the needs of all learners.

SIP Element/s Addressed: (1-9) - 8



Highlighted Goal

Goal 4: Diversity, Equity and Inclusion - Promote a school environment characterized by tolerance, respect, and safety.

Strategy	Timeline	Responsible Parties	Resources Required	Success Measures
Create and implement lessons on K-5 common SPIRIT values. Promote aspects of safety, perseverance, integrity, inclusion, respect and teamwork throughout school.	Nov 2020 – June 2021	Principal/AP/ Miller Staff		<ul style="list-style-type: none">• Curriculum development• Classroom observations• Recorded daily morning announcements• Recorded monthly community meetings
Participate in District wide DEI Committee facilitated by Superintendent Olsen	October 2020-June 2021	Principal, AP, Interested Staff Members	Meeting Schedules	<ul style="list-style-type: none">• Teacher representation on committees• Updates and resources shared with staff, families, and students via faculty meetings, staff/family update via email.
Develop and implement four lessons on Diversity, Equity and Inclusion	Nov 2020-Feb 2021	Principal/AP/ Miller Staff Miller LMS	Books and resources addressing diversity, equity and inclusion	<ul style="list-style-type: none">• Completed curriculum• Classroom observations
Increase multicultural resources in the media center to support DEI.	Nov 2020 – June 2021	Principal/AP/ Miller LMS	1000.00 (from school budget)	<ul style="list-style-type: none">• Completed inventory• Purchase orders• Revised inventory

SIP Element/s Addressed: (1-9) - 3, 6, 8

