

Bright Beginnings Center Action Plan
2017-2018

Strategic Objective #1: Enhance and align quality educational curricula, instructional resources, rigorous assessments, and social/emotional supports to improve academic performance.

Strategic Initiative	Action Steps	How will the Action Steps be Accomplished	Who will work to accomplish the Action Steps	What are the necessary time, resources, materials	How will progress be monitored	Timeline/Expected Date of Completion
<i>Emphasize Social Emotional Learning as a Coordinated Framework for student Learning and Support</i>	-Implementation of We Thinkers curriculum Volume 1 and 2 development of timeline for lesson implementation and scope and sequence of skills. -Development of targeted vocabulary for each lesson	-Monthly preschool meetings	-BBC Preschool Teachers	-Review of Vol 1 & 2 of We Thinkers Curriculum	-Completion of written curriculum document . Teachers will share with TA's and parents	To be completed by January
<i>Increase formal and informal Diagnostic Capacity</i>	-Purchase new social/emotional testing for preschool age children -Review social checklists that we currently possess but do not use (the special education teachers will link smart goals to this objective)	-Devereux EC Assessment has been purchased. Review manuals and protocols -Sped teachers will review current checklists to inventory the assessments we have but have not been using	Special education teachers, SAC	-establish meeting times for special education staff to meet to review testing protocols and administration procedures for the new assessment -possible funding for new preschool assessments	Administration of new test -documentation of refined social checklists	Throughout the school year--Upon completion the special education staff will determine if our social assessments meet the needs of our needs in evaluating the social/emotional needs of our preschoolers
<i>Improve student Achievement in the areas of Mathematics</i>	-Collaborate with K teachers in investigating a new math curriculum program -Investigate the preschool component of Eureka	Collaboration with Kindergarten teachers	Preschool and K teachers, Administration	-investigate the purchase of the Eureka Math Program		Ongoing throughout the school year

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<p><i>Improve student Achievement in the areas of English Language Arts</i></p>	<ul style="list-style-type: none"> -Review Foundations videos -Develop a schedule of lessons to incorporate the Telian program to reinforce the Foundations concepts -Teachers will present lessons according to the timeline presented within this curriculum 	<p>Review of curriculum materials and videos during monthly teacher meetings, possible consultation with elementary reading specialists, collaboration with K teachers if necessary, consultation with OT when writing portion begins second semester</p>	<p>Preschool Teachers</p>	<p>Foundations curriculum</p>	<p>Meeting notes and written feedback from video segments</p>	<p>Throughout the school year</p>
<p><i>Integrate STEM into curriculum planning, instruction, and assessment</i></p>	<ul style="list-style-type: none"> -Purchase new smart boards for preschool classrooms -Integrated tablets into center time activities -Investigate STEM Foss kits for preschool age children 	<ul style="list-style-type: none"> - Consultation with technology director to look at the purchase of a new smart board for classrooms -Discussion with preschool teachers to determine effectiveness of tablets in the classroom -Work with technology staff to provide training if necessary -Work with curriculum council 	<p>BBC Preschool Teachers, Technology staff, and School Council</p>	<p>Use of alumni grant for possible purchase of smartboard and/or STEM kits</p>		<p>End of school year</p>

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		and preschool teachers to investigate preschool STEM Foss kits and/or other STEM materials that align with preschool curriculum standards				
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Strategic Initiative	Action Steps	Progress on Action Steps
<i>Emphasize Social Emotional Learning as a Coordinated Framework for student Learning and Support</i>	<ul style="list-style-type: none"> -Implementation of We Thinkers curriculum Volume 1 and 2 development of timeline for lesson implementation and scope and sequence of skills. -Development of targeted vocabulary for each lesson 	<ul style="list-style-type: none"> -BBC purchased the Feeling Buddies curriculum for all the classrooms. Each classroom has set up a calm corner within the learning environment. -At our February teacher meeting, the teachers developed a scope and sequence of skills for each We Thinkers Volume 1 units incorporating social skills from our SkillStreaming for Early Childhood program into the scope and sequence of skills. The teachers will create the same document for the We Thinkers Volume 2.
<i>Increase formal and informal Diagnostic Capacity</i>	<ul style="list-style-type: none"> -Purchase new social/emotional testing for preschool age children -Review social checklists that we currently possess but do not use (the special education teachers will link smart goals to this objective) 	<ul style="list-style-type: none"> -The Devereux Early Childhood Assessment was purchased to use as an evaluation tool to assess a child's social and emotional development. BBC now possesses a wide range of social skills assessments for evaluation purposes.
<i>Improve student Achievement in the areas of Mathematics</i>	<ul style="list-style-type: none"> -Collaborate with K teachers in investigating a new math curriculum program -Investigate the preschool component of Eureka 	<ul style="list-style-type: none"> -The teachers' investigation of the Preschool Eureka program is be ongoing into the 2018-19 school year. -The preschool teachers will consult with the Kindergarten teachers as part of the April 30th inservice day.
<i>Improve student Achievement in the areas of English Language Arts</i>	<ul style="list-style-type: none"> -Review Foundations videos -Develop a schedule of lessons to incorporate the Telian program to reinforce the Foundations concepts -Teachers will present lessons according to the timeline presented within this curriculum 	<ul style="list-style-type: none"> -The Pre-K teachers are implemented the Foundations program in our classes according to the directed lesson sequence. We have consulted with both the Kindergarten teachers and the Occupational therapist to clarify the questions we had regarding the writing portions of the program. In addition, we are finishing the year with supplementing our letter/sound knowledge with songs and poems from the Telian Lively Letters Program.
<i>Integrate STEM into curriculum planning, instruction, and assessment</i>	<ul style="list-style-type: none"> -Purchase new smart boards for preschool classrooms -Integrated tablets into center time activities -Investigate STEM Foss kits for preschool age children 	<ul style="list-style-type: none"> -The Hopedale Alumni Association funded a new smart board for the Pre-K classroom. Two, potentially three, more smart boards will need to purchased in order to supply each class with one. -Integration of individual tablets into center time continues to be on-going. iPad usage is used to supplement theme based activities as well as being used as a reinforcement strategy for individual behavior plans. -BBC purchased preschool discovery kits through Delta Education. Kit themes include: Insects and Spiders, Trees, Weather, Body and Senses, Health and Nutrition and Oceans. Each kit includes a teacher's guide with corresponding materials for established projects and activities.

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Strategic Objective #2: Ensure staff development and professional learning is on-going, relevant, accessible, and inclusive of all staff members to support opportunity for continuous growth.

Strategic Initiative	Action Steps	How will the Action Steps be Accomplished	Who will work to accomplish the Action Steps	What are the necessary time, resources, materials	How will progress be monitored	Timeline/Expected Date of Completion
<i>Maintain Focus on Established Professional Development</i>	<ul style="list-style-type: none"> -Maintain monthly preschool meetings with focus on progress report review and November checklist addition -Develop monthly meeting form to incorporate collaborative curriculum ideas from all teachers 	<p>Monthly meetings with preschool teachers, review and edits to current progress report as well as development of an informal November progress check-in form for parents</p>	<p>BBC Preschool Teachers</p>		<ul style="list-style-type: none"> -Development of a November progress checklist for parents -monthly meeting notes 	<p>To be completed by November</p>
<i>Initiate year-long professional development plan that incorporates focused, strategic initiatives to increase student performance</i>	<ul style="list-style-type: none"> Oct 2017-Blackstone Valley Curriculum Consortium - Presenter: Leslie Patterson Nov 2017- Legal Issues- Presenter: Paige Tobin Jan 2018- district workshops - Presenter: Jeannine Fitzgerald Feb 2018 - Science Kits March 2018- Presenter: Jessica Minahan April 2018- Building based action steps May 2018 - Building based action steps 	<p>-District's scheduled professional development days</p>	<p>Curriculum Council</p>	<p>-District's professional development funds for outside presenters</p>		<p>Ongoing throughout the year</p>
<i>Ensure that Professional Development Activities focus on Instructional</i>	<ul style="list-style-type: none"> -OT workshop- age appropriate development for fine motor and visual motor and writing and sensory strategies -Speech workshop - review developmental speech patterns, problem vs regular development and group activities to support language, how to engage children in rich conversations and play 	<p>At our BBC monthly staff meetings, we will devote 15 minutes to mini in-service to the staff. Presenters will</p>	<p>Related service providers, special education staff/teachers</p>		<p>Staff will be given a handout on the monthly topics</p>	<p>Monthly throughout the school year</p>

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<i>Strategies that Meet the Needs of All Learners</i>	-Social/Behavioral workshop - general classroom recommendations , review function of behaviors and how to recognize anxiety and strategies to help children	include the OT, Special Ed teachers, and SLP.				
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Strategic Initiative	Action Steps	Progress on Action Steps
<p><i>Maintain Focus on Established Professional Development</i></p>	<p>-Maintain monthly preschool meetings with focus on progress report review and November checklist addition -Develop monthly meeting form to incorporate collaborative curriculum ideas from all teachers</p>	<p>-BBC teachers developed a progress checklist for parents that was sent home in November prior to our January parent teacher conferences. -Our review will be ongoing into next year with a focus on making our 3 year old progress report more socially based. The teachers are also questioning whether our January progress report for our 4 year olds should be more socially based and then report on more academic progress in the Spring.</p>
<p><i>Initiate year-long professional development plan that incorporates focused, strategic initiatives to increase student performance</i></p>	<p>Oct 2017-Blackstone Valley Curriculum Consortium - Presenter: Leslie Patterson Nov 2017- Legal Issues- Presenter: Paige Tobin Jan 2018- district workshops - Presenter: Jeannine Fitzgerald Feb 2018 - Science Kits March 2018- Presenter: Jessica Minahan April 2018- Building based action steps May 2018 - Building based action steps</p>	<p>-BBC staff participated in all district established professional development as stated in our action steps. In February the teachers reviewed the newly purchased science kits and other shared STEM materials. For the two April inservices,, the Pre-K teachers collaborated with the Kindergarten staff regarding our transition process. The support staff and preschool teachers participated in a workshop presented by Lucia Coplan, Occupational Therapist.</p>
<p><i>Ensure that Professional Development Activities focus on Instructional Strategies that Meet the Needs of All Learners</i></p>	<p>-OT workshop- age appropriate development for fine motor and visual motor and writing and sensory strategies -Speech workshop - review developmental speech patterns, problem vs regular development and group activities to support language, how to engage children in rich conversations and play -Social/Behavioral workshop - general classroom recommendations , review function of behaviors and how to recognize anxiety and strategies to help children</p>	<p>-It is the goal to have our related service provides (Speech/Language Pathologist, Occupational Therapist and BCBA present mini informational sessions during our monthly staff meeting. Scheduling these trainings is ongoing.</p>

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Strategic Objective #3: Improve and develop programming to ensure all students have access to high quality appropriate education and opportunity.

Strategic Initiative	Action Steps	How will the Action Steps be Accomplished	Who will work to accomplish the Action Steps	What are the necessary time, resources, materials	How will progress be monitored	Timeline/Expected Date of Completion
<p><i>Assess, Review, and Revamp BBC School Year and Summer Programming</i></p>	<p>Implement programmatic changes to include increased enrollment and increased hours for students and staffing</p> <ul style="list-style-type: none"> -Implement and plan and continuously review before and after school programming - Developing summer daycare program 2018 - Establishment of ½ time Director and ½ time Team chairperson 	<ul style="list-style-type: none"> -Program review January and May -Review of materials and equipment 	<p>BBC Director, Daycare Director and Administrative Assistant</p>	<ul style="list-style-type: none"> -Review of enrollment as well as incoming tuition of the before/after school care programs and preschool programs -Investigate role responsibilities of director/team chairperson 		<p>If a summer daycare program is established, details need to be established by early spring</p>
<p><i>Develop a continuum of support and service for students with intensive disabilities from preschool through high school</i></p>	<ul style="list-style-type: none"> -Review IEP services for integrated and nonintegrated classrooms -Establish a consistent staff consultation schedule - Amend our current IST process 	<ul style="list-style-type: none"> -Staff will examine the pros and cons of providing services to children in the other preschool classes. Look at having an itinerant teacher come to provide the services to those children. -Sped staff will review our current IST procedures and 	<p>Special education staff, PPS Director and SAC</p>	<ul style="list-style-type: none"> -Investigate resources and staffing needed to provide IEP services to children in non-integrated classrooms 	<ul style="list-style-type: none"> -Development of a written criteria for placing students in the regular education programs -Updated IST forms and procedures 	<p>Ongoing throughout the school year</p>

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Strategic Objective #3: Improve and develop programming to ensure all students have access to high quality appropriate education and opportunity.

		paperwork and make changes based on the feedback from staff.				
<i>Design and Implement Supports for Accelerated Learners</i>	Individualize all instruction to meet the needs of all students	BBC Preschool Teachers will devote a portion of their monthly meetings to collaborating and modifying teaching activities to meet the needs of the students	BBC Preschool Teachers	-Possible investment into new curriculum materials to support differentiated learning		Ongoing throughout the school year
<i>Increase Capacity to Assist Students with Behavioral Needs</i>	-maintenance of monthly meetings with LC teacher and ABA techs -implementation of monthly meetings between classroom teachers and paraprofessionals	Individual meetings between teachers and support staff on a monthly basis. A written log/form will be kept and the support staff will receive copies of all forms/notes	BBC Staff			Ongoing throughout the school year

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Strategic Initiative	Action Steps	Progress on Action Steps
<p><i>Assess, Review, and Revamp BBC School Year and Summer Programming</i></p>	<p>Implement programmatic changes to include increased enrollment and increased hours for students and staffing</p> <ul style="list-style-type: none"> -Implement and plan and continuously review before and after school programming - Developing summer daycare program 2018 - Establishment of ½ time Director and ½ time Team chairperson 	<p>-BBC staff continues to work on implemented program changes to increase enrollment. We held our most successful registration day in March. Our full day Preschool and Pre-K programs along with the Pre-K Plus program are currently full for next year. In addition our 3 morning per week Preschool program is full. We have available slots in our half day, 2 morning per week preschool program.</p> <p>-Karen Martin Daige and I have met throughout the school year to review the extended day programs at BBC. Vacation care was offered to our current enrolled students for both February and April. In addition, summer care will be offered this summer at the preschool.</p> <p>-The ½ time Director job has been posted and interviews will be held in May.</p>
<p><i>Develop a continuum of support and service for students with intensive disabilities from preschool through high school</i></p>	<ul style="list-style-type: none"> -Review IEP services for integrated and nonintegrated classrooms -Establish a consistent staff consultation schedule - Amend our current IST process 	<p>-The Special Education staff at BBC met in December to review our current special education criteria and to review the current level of services and support to students on IEP's. We also reviewed the support needed in classrooms to assist students who display heightened behavioral challenges. A written document will be shared with the administration by the end of the school year.</p> <p>-Our Instructional Support Team met on a monthly basis. We reviewed our current IST process for assisting students who display learning concerns. Our documentation was amended to reflect the changes the team made.</p> <p>- In addition to the informal consultation between staff members, the group determined that our IST time would be the most effective time to consult as a whole group.</p>
<p><i>Design and Implement Supports for Accelerated Learners</i></p>	<p>Individualize all instruction to meet the needs of all students</p>	<p>-In order to ensure the teachers are articulating our plans and goals for each learner to our support staff, the teachers reviewed our lesson plan format and varying strategies to communicate our goals to our staff.</p>

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<i>Increase Capacity to Assist Students with Behavioral Needs</i>	-maintenance of monthly meetings with LC teacher and ABA techs -implementation of monthly meetings between classroom teachers and paraprofessionals	-Weekly meetings are held within each classroom to discuss classroom procedures, lesson plans and student concerns. -Monthly meetings are held between the Learning Center teacher/BCBA and the ABA technicians to discuss ABA procedures and student progress.
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Strategic Objective #4: Build relationships with the community so that parents and community members are more involved and engaged in the schools.

Strategic Initiative	Action Steps	Progress on Action Steps
<i>Improve Content and Format of Parent Communication</i>	<ul style="list-style-type: none"> -An addition of a parent conference (less formal check in) in the fall prior to Jan conferences -Combine the Friends of Bright Beginners meetings with School Council Establish a BBC Twitter account to communicate school events with parents -Monthly parent communication from SAC -Engaging parent group in a playground improvement initiative 	<ul style="list-style-type: none"> -A November check-in form was sent students' families prior to the January progress report. -The Friends of Bright Beginners and School Council members met the first Thursday of each month. -A BBC Twitter account was established. -The BBC School Adjustment Counselor sends out monthly newsletters to all the BBC families. Newsletters contain information regarding pertinent early childhood topics such as toileting, social-emotional development, sleep issues and eating. -As part of the Friends/School Council meetings, members discussed developing a plan to upgrade the playground. This initiative will be ongoing into the next few years.
<i>Build Community and Parent Relationships within our Schools</i>	<ul style="list-style-type: none"> -Positive Solutions for Families workshops -Establish on-line registration for school year and summer camps -Developing consistent registration forms and health forms packet all which will be translated 	<ul style="list-style-type: none"> -Providing parent workshops continue to be a challenge . The School Council discussed the possibility of videotaping the workshops and having them available to families online. The group will continue to investigate the most effective venue for providing parent education workshops. -Registration forms for preschool are not online currently; however, payments are now online. Summer camp registration and payments will be online for families. -The BBC school nurse has worked throughout this year to develop health forms/informational newsletters that she has sent for translation in multiple languages.
<i>Align work within the schools with the Opioid Task Force</i>	Publicize to parents and families any activities the opioid task force is providing	

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<i>Improve Content and Format of Parent Communication</i>	<ul style="list-style-type: none"> -An addition of a parent conference (less formal check in) in the fall prior to Jan conferences -Combine the Friends of Bright Beginners meetings with School Council Establish a BBC Twitter account to communicate school events with parents -Monthly parent communication from SAC -Engaging parent group in a playground improvement initiative 	Work will be completed during monthly preschool teacher meetings and consultation with SAC	BBC Preschool Teachers, SAC, and Friends of Bright Beginners	<ul style="list-style-type: none"> -Provide teachers with substitutes in their classes while they conduct conferences -Investigate possible healthy kids grants for playground renovation 	<ul style="list-style-type: none"> -Monthly meeting notes and parent newsletter -conference form 	<ul style="list-style-type: none"> -November parent contact/communication -Ongoing Friends/School Council meetings throughout the year
<i>Build Community and Parent Relationships within our Schools</i>	<ul style="list-style-type: none"> -Positive Solutions for Families workshops -Establish on-line registration for school year and summer camps -Developing consistent registration forms and health forms packet all which will be translated 	-BBC Preschool Teachers along with the SAC will use the first semester's meetings to establish a schedule for parent workshops	BBC Preschool Teachers and SAC BBC Director, Administrative Assistant and Daycare Director	<ul style="list-style-type: none"> -PSF training modules review and implementation -Resources for translation of school forms 		6 week parent workshop series beginning in late Fall or early Winter
<i>Align work within the schools with</i>	Publicize to parents and families any activities the opioid task force is providing	BBC staff and administration will distribute				Ongoing throughout the school year

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<i>the Opioid Task Force</i>		communications to families regarding the activities the district is providing regarding the opioid topic				
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