

Memorial School 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
<p><i>Emphasize Social Emotional Learning as a Coordinated Framework for student Learning and Support</i></p>	<ul style="list-style-type: none"> <li>* develop a shared framework of social emotional learning (year 1--emphasize work with adults first, then students)</li> <li>* define roles and expectations (and service delivery) of each service provider that relates to the social emotional needs of our students</li> <li>* investigate the inclusion of RRICK time into classrooms</li> <li>* research social/emotional curricula for grades K-2, 3-6</li> <li>* 2017-18 District Professional Development Calendar <a href="https://docs.google.com/document/d/16wDeUy1uSovgNzURnXFo-XzJl3OdwzLet0YpGHns9xU/edit">https://docs.google.com/document/d/16wDeUy1uSovgNzURnXFo-XzJl3OdwzLet0YpGHns9xU/edit</a></li> </ul>	<ul style="list-style-type: none"> <li>* meetings to establish roles of service providers as related to social/emotional needs of students</li> <li>* investigate social/emotional curricula</li> </ul>	<ul style="list-style-type: none"> <li>* counseling staff, administration, classroom &amp; special education teachers</li> </ul>	<ul style="list-style-type: none"> <li>* cataloging of social/emotional resources &amp; materials available for teachers</li> <li>* mindful practices for teachers &amp; students</li> <li>* PACE SEED grant, allotment of monies toward sel curricula</li> </ul>	<ul style="list-style-type: none"> <li>* creation of providers' roles &amp; expectations to enhance clarity for faculty</li> <li>* completion of needs assessment/sel framework in grades 3-6</li> <li>* definition of roles/expectations for service providers</li> </ul>	<ul style="list-style-type: none"> <li>* investigating Social Emotional Learning programs--2017-18, piloting year 2018-19, implementation year 2019-2020</li> </ul>
<p><i>Increase formal and informal Diagnostic Capacity</i></p>	<ul style="list-style-type: none"> <li>* investigate effective math assessment tool to replace Galileo</li> <li>* application of questioning strategies</li> </ul>	<ul style="list-style-type: none"> <li>* research online math assessment tools</li> <li>* application of Depth of Knowledge Wheel during instruction and observation</li> </ul>	<ul style="list-style-type: none"> <li>* math curriculum chairpersons, Title I Math Teacher, Administration</li> <li>* classroom &amp; special education teachers</li> </ul>	<ul style="list-style-type: none"> <li>* online resources, consult with local school districts</li> <li>* use of Depth of Knowledge Wheel &amp; Question</li> </ul>	<ul style="list-style-type: none"> <li>* trial of various assessment tools (i.e.-iReady, GMADE, STAR etc...)</li> <li>* walkthrough</li> </ul>	<ul style="list-style-type: none"> <li>* 2017-18 school year</li> </ul>

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				developing strategies from David Pook	observations	
<i>Improve student Achievement in the areas of Mathematics</i>	<ul style="list-style-type: none"> <li>* oversee math piloting committee (MPC) to research various math curricula (ongoing)</li> <li>* investigate different curricula (completed)</li> <li>* schedule site visit to observe teachers using curriculum (completed 5/2017)</li> <li>* plan and implement summer training in Engage NY curriculum-initial session scheduled for 8/11/17</li> <li>* Math Coaching support funded through Title IIA grant</li> <li>* Professional Development training and monthly schedule of MPC meetings</li> <li>* Establish instructional connections between BBC and JSHS</li> <li>* Pilot curriculum in KG, 1st, 2nd, 3rd, 5th &amp; 6th grades</li> <li>* Evaluation of program effectiveness &amp; impact on narrowing of math achievement gap</li> </ul>	<ul style="list-style-type: none"> <li>* monthly scheduled MPC meetings</li> <li>* MCAS data analysis</li> </ul>	<ul style="list-style-type: none"> <li>* MPC members, Administration</li> <li>* math coach</li> </ul>	<ul style="list-style-type: none"> <li>* monthly MPC meetings</li> <li>* MPC meetings during Early Release and Full Day PD Days</li> <li>* Mid-Year PD-follow up from August training</li> </ul>	<ul style="list-style-type: none"> <li>* curriculum based assessments (formative &amp; summative)</li> <li>* MCAS data analysis</li> <li>* Thinkmath/Engage NY data comparison</li> </ul>	<ul style="list-style-type: none"> <li>* Piloting to occur during the 2017-18 school year</li> <li>* Monthly MPC meetings to monitor progress</li> <li>* PD sessions schedule for Early Release and Full Day Professional Development days during 2017-18</li> <li>* Finalize decision of new math curriculum by June 2018</li> </ul>
<i>Improve student Achievement in the areas of English Language Arts</i>	<ul style="list-style-type: none"> <li>* review of Reading Services and eligibility criteria</li> <li>* investigation of need for additional reading support services/providers</li> </ul>	<ul style="list-style-type: none"> <li>* quarterly meetings with reading teachers, administration</li> <li>* creation of literacy</li> </ul>	<ul style="list-style-type: none"> <li>* reading teachers, classroom teachers, administration</li> </ul>	<ul style="list-style-type: none"> <li>* MRA Conference for staff</li> </ul>	<ul style="list-style-type: none"> <li>* development of literacy instructional resources,</li> </ul>	<ul style="list-style-type: none"> <li>* 2017-18 school year</li> <li>* January 2018-analysis completion for</li> </ul>

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		instruction needs assessment				budget process
<i>Integrate STEM into curriculum planning, instruction, and assessment</i>	<ul style="list-style-type: none"> <li>* Identify engineering learning tasks into curriculum maps</li> <li>* Alignment of science curriculum maps to both BBC and JSHS</li> <li>* Investigate STEM/STEAM enrichment opportunities in After School Club</li> </ul>	* curriculum mapping	* science curriculum chairs, classroom teachers, ASC Director & administration	<ul style="list-style-type: none"> <li>* FOSS Curriculum, NGSS Frameworks</li> <li>* Curriculum Council</li> </ul>	<ul style="list-style-type: none"> <li>* review of curriculum maps</li> <li>* monthly meetings with ASC Director</li> </ul>	ongoing throughout 2017-18 school year

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Strategic Initiative	Action Steps	Progress on Action Steps
<p><i>Emphasize Social Emotional Learning as a Coordinated Framework for student Learning and Support</i></p>	<ul style="list-style-type: none"> <li>* develop a shared framework of social emotional learning (year 1--emphasize work with adults first, then students)</li> <li>* define roles and expectations (and service delivery) of each service provider that relates to the social emotional needs of our students</li> <li>* investigate the inclusion of RRICK time into classrooms</li> <li>* research social/emotional curricula for grades K-2, 3-6</li> <li>* 2017-18 District Professional Development Calendar <a href="https://docs.google.com/document/d/16wDeUy1uSovgNzURnXFo-XzJl3OdwzLet0YpGHns9xU/edit">https://docs.google.com/document/d/16wDeUy1uSovgNzURnXFo-XzJl3OdwzLet0YpGHns9xU/edit</a></li> </ul>	<ul style="list-style-type: none"> <li>* SEL Themed Professional Development series at HPS, notably 1/2/18 PD Day</li> <li>* Monthly RRICK Time meetings, school-wide, during which time teachers/faculty members meet with students for 15 minutes (8:15-8:30 am) and target various SEL issues (i.e.--different characteristics of RRICK)</li> <li>* Implementation of Therapy Dog Program</li> <li>* Continued use of the MES Garden of Hope</li> <li>* Addition of .5 FTE School Adjustment Counselor has provided increase level of SEL support for students and to teaching staff-clarifying roles of each School Adjustment Counselor</li> <li>* Faculty members applying various Mindfulness strategies throughout their school days</li> </ul>
<p><i>Increase formal and informal Diagnostic Capacity</i></p>	<ul style="list-style-type: none"> <li>* investigate effective math assessment tool to replace Galileo</li> <li>* application of questioning strategies</li> </ul>	<ul style="list-style-type: none"> <li>* Teachers have Webb's Wheel/Depth of Knowledge guide</li> <li>* walkthroughs and professional discussion target application of such strategies</li> <li>* Teachers in 2nd &amp; 3rd grades utilizing Benchmark Assessment System (in lieu of DRAs) in ongoing assessment of students' reading fluency and comprehension skills</li> </ul>
<p><i>Improve student Achievement in the areas of Mathematics</i></p>	<ul style="list-style-type: none"> <li>* oversee math piloting committee (MPC) to research various math curricula (ongoing)</li> <li>* investigate different curricula (completed)</li> <li>* schedule site visit to observe teachers using curriculum (completed 5/2017)</li> </ul>	<ul style="list-style-type: none"> <li>* Math Piloting Committee has met on a monthly basis since the start of the school year. Arrived at decision to fully implement Eureka Curriculum, K-6, next year.</li> <li>* Summer professional development training held in August 2017 with Katie Saad of the Nashua Public Schools</li> <li>* Sue Dunn is serving as the Math Coach. She consults with colleagues with regard to math instruction and curriculum. Title I/IIA grants are funding her stipend.</li> </ul>

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	<ul style="list-style-type: none"> <li>* plan and implement summer training in Engage NY curriculum-initial session scheduled for 8/11/17</li> <li>* Math Coaching support funded through Title IIA grant</li> <li>* Professional Development training and monthly schedule of MPC meetings</li> <li>* Establish instructional connections between BBC and JSHS</li> <li>* Pilot curriculum in KG, 1st, 2nd, 3rd, 5th &amp; 6th grades</li> <li>* Evaluation of program effectiveness &amp; impact on narrowing of math achievement gap</li> </ul>	<ul style="list-style-type: none"> <li>* 2 KG, 2 1st grade, 2 2nd grade, 2 third grade, 4 5th grade and 4 6th grade classrooms are piloting Eureka this school year.</li> <li>* Instructional connections to be established with BBC and JSHS via Curriculum Council (11/7/17, 1/16/18). Teachers/admin from BBC and JSHS to be invited to Spring MPC meetings to participate in discussion.</li> </ul>
<i>Improve student Achievement in the areas of English Language Arts</i>	<ul style="list-style-type: none"> <li>* review of Reading Services and eligibility criteria</li> <li>* investigation of need for additional reading support services/providers</li> </ul>	<ul style="list-style-type: none"> <li>* Administration and two reading specialists have met on 10/4/17, 12/6/17, 3/7/18 &amp; 4/25/18 to review current service delivery, caseloads, impact of additional .5 FTE reading specialist at MES</li> </ul>
<i>Integrate STEM into curriculum planning, instruction, and assessment</i>	<ul style="list-style-type: none"> <li>* Identify engineering learning tasks into curriculum maps</li> <li>* Alignment of science curriculum maps to both BBC and JSHS</li> <li>* Investigate STEM/STEAM enrichment opportunities in After School Club</li> </ul>	<ul style="list-style-type: none"> <li>* Meeting with school Librarian/Media Specialist to initiate plans on the development of a Maker Space at Memorial School. Ms. Sherry has attended a PD Workshop on this topic.</li> <li>* FOSS Science kits incorporate STEM instruction into each unit. Teachers are working toward the development of Engineering based learning opportunities and activities to be integrated into unit design.</li> </ul>

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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	Progress on Action Steps
<p><i>Maintain Focus on Established Professional Development</i></p>	<ul style="list-style-type: none"> <li>* Memorial Elementary School Leadership Team meetings (monthly)</li> <li>* Curriculum Council Meetings (quarterly)</li> <li>* Participation in Blackstone Valley Curriculum Consortium PD offerings for Unified Arts and related service providers</li> <li>* Science Curriculum Review</li> <li>* Math Curriculum Pilot</li> </ul>	<ul style="list-style-type: none"> <li>* Leadership Team meetings on the 3rd Thursday of each month to discuss matters pertaining to curriculum, instruction &amp; assessment across grade levels as well as implementation of district wide initiatives and building-based matters</li> <li>* Curriculum Council-focus on developing the Professional Development Plan for the district</li> <li>* Math Curriculum Pilot across grades K, 1, 2, 3, 5 &amp; 6-monthly meetings of Math Piloting Committee to discuss implementation of the Eureka Curriculum</li> <li>*Year long Unic C professional development opportunities</li> </ul>
<p><i>Initiate year-long professional development plan that incorporates focused, strategic initiatives to increase student performance</i></p>	<ul style="list-style-type: none"> <li>* District Professional Development Calendar <a href="https://docs.google.com/document/d/16wDeUy1uSovgNzURnXFo-XzJI3OdwzLet0YpGHns9xU/edit">https://docs.google.com/document/d/16wDeUy1uSovgNzURnXFo-XzJI3OdwzLet0YpGHns9xU/edit</a></li> <li>* Bill Atwood-PD Evidence-Based Writing Strategies Across the Curriculum as well as tactile/kinesthetic instructional strategies to enhance vocabulary skills in all curricular areas and increase student engagement</li> <li>* Visiting Author</li> <li>* Technology PD</li> <li>* Blackstone Valley Curriculum Consortium PD offerings for Unified Arts Staff and Related Service Providers</li> </ul>	<ul style="list-style-type: none"> <li>* Implementation of District Wide Professional Development offerings</li> <li>* Bill Atwood visited classrooms on 10/4/17 and met with staff during after school faculty meeting to review and debrief on strategy implementation</li> <li>* Institution of School-Based Wellness Committee; initial meeting 1/25/18</li> <li>* Workshop by Assistant Principal Donna Hennessy, School Psychologist Kelly McPherson-Todd, and School Adjustment Counselor Deb Diemont for Unit C staff: "Understanding Trauma in Children and Creating Trauma Sensitive Schools"</li> <li>* Technology PLC has assembled resource list of instructional websites, programs, apps for faculty with goal of providing inservice during 2018-19 school year to MES faculty</li> </ul>

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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.

<p><i>Ensure that Professional Development Activities focus on Instructional Strategies that Meet the Needs of All Learners</i></p>	<ul style="list-style-type: none"> <li>* Continuance of PLCs: Response to Intervention, Instructional Technology, At-Risk Students, Math Fact Fluency &amp; Number Sense, Best Practices for an Inclusive School</li> <li>* Expansion &amp; enhancement of PBIS Initiative</li> <li>* District Wide Professional Development Calendar focused on meeting the differentiated needs of all learners</li> <li>* Social Emotional Learning for all staff</li> <li>* Development and implementation of structured PD calendar for Math Piloting Committee (MPC)</li> </ul>	<ul style="list-style-type: none"> <li>* PBIS team meetings on monthly basis with focus on:               <ul style="list-style-type: none"> <li>--Review of successful Tier I School-wide implementation of PBIS practices</li> <li>--PBIS Bully Prevention Curriculum Implementation</li> <li>--Review of discipline data</li> <li>--Initiation of monthly RRICK time</li> <li>--Resources for RRICK time on shared Google Drive</li> </ul> </li> <li>* PLCs each created Action Plan for implementation during 2018-19 school year               <ul style="list-style-type: none"> <li>--Technology: Resource Guide and In-Service Training</li> <li>--Math Fluency &amp; Number Sense: Implementation of Eureka throughout school; continuation of PD, coaching and Monthly MPC meetings</li> <li>--Tiered Instruction: Revision &amp; Enhancement of TI meeting process</li> <li>--Best Practices for Inclusion: creation of template for inclusive classroom design; teachers able to sign up for Inclusive Practices on-line course offered by DESE</li> <li>--At-Risk Students: refine procedure for referring students for Social/Emotional support within school (to include intervention history, parent communication, support staff) and planning for the implementation of a Check and Connect Program for our at-risk students)</li> </ul> </li> </ul>
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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
<i>Assess, Review, and Revamp BBC School Year and Summer Programming</i>	N/A					
<i>Develop a continuum of support and service for students with intensive disabilities from preschool through high school</i>	<ul style="list-style-type: none"> <li>* Development &amp; Revision of The Flex Center Classroom</li> <li>* Transition to Inclusive Special Education Service Provision</li> </ul>	<ul style="list-style-type: none"> <li>* Review of Independent Evaluation of Special Education Service Delivery</li> <li>* Observation of Special Education programs</li> <li>* Ongoing collaboration with PPS Director</li> </ul>	<ul style="list-style-type: none"> <li>* Administration, PPS Director, Team Chairperson, Special Education Staff &amp; Classroom Teachers</li> <li>* Coordination of programming with BBC and JSBS staff</li> </ul>	<ul style="list-style-type: none"> <li>* Independent Evaluation of Special Education Service Delivery</li> <li>* Increase in special education professional staff</li> <li>* SEPAC</li> </ul>	<ul style="list-style-type: none"> <li>* Bi-Monthly Administrative Team Meetings;</li> <li>* continuous review of programming at monthly admin meetings</li> <li>* Ongoing program review with special education staff</li> </ul>	3-5 years



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

<p><i>Design and Implement Supports for Accelerated Learners</i></p>	<ul style="list-style-type: none"> <li>* Creation of one after school enrichment club</li> <li>* Examination of related service providers services/caseloads to enhance in-class supports to engage all learners, including accelerated students</li> </ul>	<ul style="list-style-type: none"> <li>* Survey faculty for interest in enrichment topics</li> <li>* Evaluate caseload &amp; schedule of related service providers to maximize in-class supports for all students</li> </ul>	<ul style="list-style-type: none"> <li>* Administration, general &amp; special education staff</li> <li>* related service providers</li> </ul>	<ul style="list-style-type: none"> <li>* instructional materials for enrichment club</li> <li>* PD in meeting instructional needs of all learners</li> </ul>	<ul style="list-style-type: none"> <li>* assessment of students' instructional needs</li> <li>* instructional schedule of related service providers</li> <li>* attendance &amp; participation in district PD offerings</li> </ul>	<ul style="list-style-type: none"> <li>* 2017-18 school year</li> </ul>
<p><i>Increase Capacity to Assist Students with Behavioral Needs</i></p>	<ul style="list-style-type: none"> <li>* Professional Development &amp; Training for faculty</li> <li>* Clarification of conduct referral process for faculty</li> <li>* Revision of Tiered Instruction Process</li> </ul>	<ul style="list-style-type: none"> <li>* Faculty Meetings</li> <li>* District Professional Development Calendar</li> </ul>	<ul style="list-style-type: none"> <li>* Administration</li> <li>* Tiered Instruction PLC, Administration, Counseling staff</li> </ul>	<ul style="list-style-type: none"> <li>* CALM Verbal De-escalation training for Memorial School faculty</li> <li>* clarification of expectations for staffs' proactive management of student conduct</li> <li>* PBIS Team supports and interventions</li> </ul>	<ul style="list-style-type: none"> <li>* Participation in CALM Verbal De-Escalation Training</li> <li>* Aspen database</li> </ul>	<ul style="list-style-type: none"> <li>2017-18 School Year</li> </ul>

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Strategic Initiative	Action Steps	Progress on Action Steps
<i>Assess, Review, and Revamp BBC School Year and Summer Programming</i>	N/A	
<i>Develop a continuum of support and service for students with intensive disabilities from preschool through high school</i>	<ul style="list-style-type: none"> <li>* Development &amp; Revision of The Flex Center Classroom</li> <li>* Transition to Inclusive Special Education Service Provision</li> </ul>	<ul style="list-style-type: none"> <li>* Re-assign special education teacher to Flex Center in October 2017</li> <li>* Refurbish Flex Center-new furniture, sensory &amp; calming resources for students</li> <li>* ongoing collaboration and reflective meetings with PPS Director, Team Chairperson, Assistant Principal &amp; Special Education teachers of Substantially Separate Classroom and Flex Center Classroom</li> <li>* Leadership Team Meeting (GLL/CC) to discuss implementation of inclusion services, K-2</li> <li>* Ongoing collaboration with PPS Director, Team Chairperson and Assistant Principal</li> <li>* Inclusion PLC tasked with creating Action Plan to promote inclusive practices throughout school</li> </ul>
<i>Design and Implement Supports for Accelerated Learners</i>	<ul style="list-style-type: none"> <li>* Creation of one after school enrichment club</li> <li>* Examination of related service providers services/caseloads to enhance in-class supports to engage all learners, including accelerated students</li> </ul>	<ul style="list-style-type: none"> <li>* Differentiated instruction within classroom to include supports for accelerated learners</li> <li>* Annual Science Fair</li> <li>* Destination Imagination</li> <li>* Exploratory conversations with teachers regarding the potential for Art Enrichment Club and Culinary Enrichment Club</li> </ul>
<i>Increase Capacity to Assist Students with Behavioral Needs</i>	<ul style="list-style-type: none"> <li>* Professional Development &amp; Training for faculty</li> <li>* Clarification of conduct referral process for faculty</li> <li>* Revision of Tiered Instruction Process</li> </ul>	<ul style="list-style-type: none"> <li>* August 2017-Faculty Meeting-clarified procedures for faculty with regard to Conduct Referral process and documentation procedures. All staff provided with list of CALM Trained staff, members of building Crisis Team and Flow Chart for completing conduct referrals &amp; communicating with parents and administration</li> <li>* CALM Verbal De-escalation training in Faculty Meeting in September 2017</li> </ul>

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		<ul style="list-style-type: none"><li>* Bill Atwood PD Day and follow up training with faculty in October 2017 faculty meeting-student engagement strategies across the curriculum</li><li>* All staff PD workshops 1/2/18</li><li>* Unit C ABA Tech training by BCBA 1/29/18; second training in April/May of 2018</li><li>* Workshop presentation for Unit C Staff Members, "Understanding Trauma in Children and Creating Trauma Sensitive Schools" presented by Asst. Principal Donna Hennessy, School Psychologist Kelly McPherson-Todd, and School Adjustment Counselor Deb Diemont</li><li>* Tiered Instruction PLC developed and proposed changes/improvement to our TI meeting process to more effectively and efficiently address academic and behavioral needs</li></ul>
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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	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>Improve Content and Format of Parent Communication</i>	<ul style="list-style-type: none"> <li>* Weekly email correspondence with Memorial School Families</li> <li>* Use of Twitter/Social Media</li> <li>* Development of a set of expectations of parent communication for all faculty members, to include provision of positive feedback to families as well as matters of concern</li> </ul>	<ul style="list-style-type: none"> <li>* weekly email schedule</li> <li>* Maintenance of Memorial School's Twitter Account</li> <li>* Survey faculty/Memorial School Leadership Team</li> </ul>	<ul style="list-style-type: none"> <li>* Administration, faculty</li> <li>* Memorial School Leadership Team</li> </ul>	<ul style="list-style-type: none"> <li>* Aspen, school Twitter Account</li> <li>* Monthly Leadership Team meetings</li> </ul>	<ul style="list-style-type: none"> <li>* Email record</li> <li>* Twitter record</li> <li>* Creation of a set of expectations for communicating with parents/families</li> </ul>	2017-18 School Year
<i>Build Community and Parent Relationships within our Schools</i>	<ul style="list-style-type: none"> <li>* ELL Family Night</li> <li>* Academically themed parent workshops</li> <li>* Creation of a family night for children in Special Education</li> <li>* Continued efforts to support local families in need (vacations, summer, holidays)</li> <li>* Sustain relationship with the residents and staff of Atria Draper Place</li> </ul>	<ul style="list-style-type: none"> <li>* Invitations sent to ELL students &amp; families for ELL Family Night (9/2017); Organize informational materials, translated into native language</li> <li>* Special Education Department Meetings</li> </ul>	<ul style="list-style-type: none"> <li>* Administration, ESL Teachers, PPS Office Staff</li> <li>* Literacy teachers</li> <li>* Administration &amp; special education staff</li> <li>* Faculty</li> </ul>	<ul style="list-style-type: none"> <li>* Translated documents; Community Resource List for parents/families; interpreters</li> <li>* Faculty &amp; community based donations</li> </ul>	<ul style="list-style-type: none"> <li>* Family attendance sheet</li> <li>* Workshop schedule, parent attendance sheet</li> <li>* Schedule of student visits</li> </ul>	<ul style="list-style-type: none"> <li>* ELL Family Night scheduled for September of 2017</li> <li>* Compile resources &amp; logistical planning for Family Night for Children in Special Education in 2017</li> <li>* Provision of Family Night for Children in</li> </ul>

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		* Office staff maintain confidential list of local families in need	* Student Council Advisor, students		to Atria Draper Place	Special Education in 2018-19 school year
<i>Align work within the schools with the Opioid Task Force</i>	* Implement initiatives set forth by Hopedale's Opioid Task Force	* Administrative liaisonship to the Hopedale Opioid Task Force	* Administration, faculty	* Resources to be supplied by Opioid Task Force	* Adherence to initiatives set forth by Hopedale's Opioid Task Force	2017-18 School Year

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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"> <li>* Weekly email correspondence with Memorial School Families</li> <li>* Use of Twitter/Social Media</li> <li>* Development of a set of expectations of parent communication for all faculty members, to include provision of positive feedback to families as well as matters of concern</li> </ul>	<ul style="list-style-type: none"> <li>* Consistent weekly emails to parents..."A Note From Mr. Miller..."</li> <li>* Episodic and proactive emails throughout week as necessary in relation to school events, happenings and updates</li> <li>* Regular use of Twitter to promote student/faculty/school work, accomplishments and involvement with the community</li> </ul>
<i>Build Community and Parent Relationships within our Schools</i>	<ul style="list-style-type: none"> <li>* ELL Family Night</li> <li>* Academically themed parent workshops</li> <li>* Creation of a family night for children in Special Education</li> <li>* Continued efforts to support local families in need (vacations, summer, holidays)</li> <li>* Sustain relationship with the residents and staff of Atria Draper Place</li> </ul>	<ul style="list-style-type: none"> <li>* ELL Family Night, Sept. 12, 2017</li> <li>* MES Back to School Night</li> <li>* Reading Teachers holding a 3 part parent training on Reading Support Strategies for parents of kindergarten students who are receiving literacy assistance at school (12/6/17, 2/4/18, &amp; 4/25/18)</li> <li>* Thanksgiving Food Basket Drive (11/2017) to support Memorial families in need</li> <li>* Winter Vacation Food Assistance (12/2017); February and April Vacation food assistance; Summer Vacation Food Assistance</li> <li>* Acquisition of Food Pantry Grant (1/2018)</li> <li>* Community-based events at Memorial School               <ul style="list-style-type: none"> <li>-Random Acts of Kindness week</li> <li>-Every Kid Healthy week</li> <li>-Walk/Ride to School</li> <li>-Science Fair</li> <li>-Bingo for Books</li> <li>-Community Reading Day</li> <li>-Memorial Day Program</li> </ul> </li> <li>* Memorial School's Student Council visit with residents of Atria Draper Place</li> <li>* Mystery Reader program-parents/family members invited to the classroom to read to students</li> </ul>

Memorial School Action Plan  
2017-2018

Strategic Objective #4: Build relationships with the community so that parents and community members are more involved and engaged in the schools.

<i>Align work within the schools with the Opioid Task Force</i>	* Implement initiatives set forth by Hopedale's Opioid Task Force	* MES staff to participate and implement initiatives set forth by the Opioid Task Force as appropriate
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