

South Bound Brook School District Robert Morris School



Strategic Action Plan

2007 - 2012

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Robert Morris School

Vision Statement



The vision of Robert Morris School is to discover the needs and enhance the talents of all students in order to create well-educated, caring individuals who embrace diversity, seek knowledge, challenge existing ideas, and create new ones. Our students will develop a spirit of belonging and a desire for excellence as a result of collaboration with teachers, staff, parents, and community members. This will enable our students to become exemplary citizens as they develop the ability to excel in their chosen and future endeavors.

To achieve this vision, our Strategic Action Plan follows the National Coalition of Essential Schools (CES) benchmarks that drive our goals. These CES benchmarks are: Student Achievement, Classroom Practice, Organizational Practice, Community Connections, and Leadership. The goals developed by the Strategic Action Plan Committee are as follows:

- 1. Student Achievement**
- 2. Curriculum**
- 3. Instruction**
- 4. School Climate**
- 5. Professional Development**
- 6. Assessment**
- 7. Administrative Support**
- 8. Parental and Community Support**

1. Student Achievement

Goal 1: Improve student achievement

Objective 1: All students in each demographic sub-group will achieve at least 75% on the Language Arts Literacy components of state and standardized tests.

Implementation Activity	Person Responsible for Conducting Activity	Indicators of Success and Documentation	07-08	08-09	09-10	10-11	11-12
<p>1.1.1 Implement LAL program as outlined in curriculum.</p>	<p>Staff Administration Lead Teacher LAL</p>	<p>Lesson Plans Observations/Evaluations Modeling by Lead Teacher/LAL</p>	△	△	△	△	△
<p>1.1.2 Literacy Support by highly qualified instructors for students who did not attain proficiency in LAL as measured by state and standardized tests.</p>	<p>Administration Staff</p>	<p>Testing data List of eligible students</p>	△	△	△	△	△
<p>1.1.3 All students will complete pre and post writing assignments to measure growth. Assessments will be scored using the NJ Registered Holistic Writing Rubric.</p>	<p>Administration Lead Teacher Staff</p>	<p>Collection of scored writing samples</p>	△	△	△	△	△

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Implementation Activity	Person Responsible for Conducting Activity	Indicators of Success and Documentation	07-08	08-09	09-10	10-11	11-12
<p>1.1.4 The NJDOE Reading and Writing Rubrics will be posted in all classroom and students will have individual copies</p>	Staff	Posted Rubrics	△	△	△	△	△
<p>1.1.5 Students will complete weekly open-ended reading items which will be scored using the NJDOE Open-ended Scoring Rubric. Scored papers will be reviewed with students.</p>	Staff Administration Lead Teacher	Lesson plans Observation/evaluations Collection of score writing samples Peer scored samples	△	△	△	△	△
<p>1.1.6 All students will participate in an online tutorial academic enrichment program that promotes differentiated instruction in Language Arts Literacy and Mathematics.</p>	Coordinator of Technology Computer Teacher Staff	Online resource (ie: Kidbiz 3000, Study Island) Data reports on student progress	△	△	△	△	△

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<p>1.1.7 Conduct afternoon and evening parent information sessions to orient parents in facilitating their child's academic education.</p>	<p>Lead Teacher Staff</p>	<p>Sign In Sheets Powerpoint presentations/handouts</p>	△	△	△	△	△
<p>1.1.8 Identified students will receive additional remedial instruction after school hours. (PASS Program)</p>	<p>Staff Administration Coordinator of Student Affairs</p>	<p>List of eligible students Attendance records</p>	△	△	△	△	△
<p>1.1.9 Develop a checklist with components of exemplary literacy program.</p>	<p>Administration Lead Teachers D'Alessandro</p>	<p>Checklist</p>	△	△	△	△	△

1. Student Achievement

Goal 1: Improve student achievement

Objective 2: All students in each demographic sub-group will achieve at least 62% on the Language Arts Literacy components of state and standardized tests.

Implementation Activity	Person Responsible for Conducting Activity	Indicators of Success and Documentation	07-08	08-09	09-10	10-11	11-12
<p>1.2.1 Implement Mathematics program in grades K-5, which is correlated with the NJCCCS. (Everyday Mathematics)</p>	<p>Staff Administration Lead Teacher Math</p>	<p>Lesson plans Grade level assessment results</p>	△	△	△	△	△
<p>1.2.2 Administer Open-ended items weekly, which will be scored using NJDOE Mathematics Scoring Rubric.</p>	<p>Staff Lead Teacher Administration</p>	<p>Lesson plans Observation/evaluations Collection of score writing samples Peer scored samples Portfolio review using protocols from Critical Friends</p>	△	△	△	△	△
<p>1.2.3 Math Support by highly qualified instructors for students who did not attain proficiency in Math as measured by state and standardized tests.</p>	<p>Staff Math Support Staff Lead Teacher Math</p>	<p>Lesson plans Testing data</p>	△	△	△	△	△

1. Student Achievement

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Objective 2: All students in each demographic sub-group will achieve at least 62% on the Language Arts Literacy components of state and standardized tests.

Implementation Activity	Person Responsible for Conducting Activity	Indicators of Success and Documentation	07-08	08-09	09-10	10-11	11-12
<p>1.2.4 Identified students will receive additional remedial instruction after school hours. (PASS Program)</p> <p>Review PASS</p>	<p>Staff Administration Coordinator of Student Affairs</p>	<p>Attendance records Testing data</p>	△	△	△	△	△

1. Student Achievement

Goal 1: Improve student achievement

Objective 3: To provide academic assistance to students based on their specific needs and learning styles.

Implementation Activity	Person Responsible for Conducting Activity	Indicators of Success and Documentation	07-08	08-09	09-10	10-11	11-12
1.3.1 Create a Student Interest Inventory	Lead Teachers	Completed Interest Inventory Survey	△				
1.3.2 Conduct Student Interest Survey each September	Staff	Completed surveys Data analysis	△	△	△	△	△
1.3.3 Explore options for homework support	Administration Guidance Coordinator of Student Affairs Committee members	Minutes from meetings	△				
1.3.4 Provide homework support opportunities	Selected Staff	Sign in sheets Data regarding HW completion Staff feedback		△	△	△	△

1. Student Achievement

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Implementation Activity	Person Responsible for Conducting Activity	Indicators of Success and Documentation	07-08	08-09	09-10	10-11	11-12
1.3.5 Explore options for a peer tutoring program	Administration Guidance Coordinator of Student Affairs Committee members	Minutes from meetings	△		△		
1.3.6 Provide a peer tutoring program.	Guidance Counselor Selected Staff Student Council Members	Sign in sheets Data regarding HW completion Staff feedback		△	△	△	△
1.3.7 Increase authentic learning experiences (Reading and recording temperature data, writing editorials, news pieces for newspapers)	Administration Staff	Lesson Plans Completed writing samples Published pieces Announcements		△	△	△	

2. CURRICULUM

Goal 2: To review and revise effective school practices.

Objective 1: To create an academic program that is designed to support cross disciplinary work, that challenges all disaggregated groups, and supports learning communities.

Implementation Activity	Person Responsible for Conducting Activity	Indicators of Success Documentation	07-08	08-09	09-10	10-11	11-12
<p>2.1.1 Develop and follow a five year cycle for review of curriculum and instructional practices</p>	<p>Committee Members Administration Lead Teachers</p>	<p>Completed cycle matrix</p>	△	△	△	△	△
<p>2.1.2 Develop guideline to coordinate with matrix from 2.1.1, analyzing essential elements (criteria) of identified curriculum.</p>	<p>Committee Members Administration Lead Teachers</p>	<p>Completed guidelines</p>	△	△	△	△	△

3. INSTRUCTION

Goal 3: Provide students with a differentiated instructional literacy program.

Objective 1: To utilize researched-based instructional strategies and Best Practices.

Implementation Activity	Person Responsible for Conducting Activity	Indicators of Success Documentation	07-08	08-09	09-10	10-11	11-12
3.1.1 Form literacy committee	Lead Teacher/Lidon Administration	Literacy Committee Members Agenda, minutes	△				
3.1.2 Explore instructional approaches for teaching writing	Lead Teacher/Lidon Literacy Committee	List of approaches List of resources	△	△			
3.1.3 Develop key criteria to consider in selection of writing program	Lead Teacher/Lidon Literacy Committee	Rubric	△	△			
3.1.4 Visit exemplary literacy programs	Lead Teacher/Lidon Literacy Committee	List of schools Schedule of visitations		△	△		
3.1.5 Review information and make selection of exemplary writing program	Lead Teacher/Lidon Literacy Committee	Purchase order			△	△	

3. INSTRUCTION

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Implementation Activity	Person Responsible for Conducting Activity	Indicators of Success Documentation	07-08	08-09	09-10	10-11	11-12
3.1.6 Implement writing program (CR Admin materials)	Staff Administration Lead Teacher/Lidon	Lesson plans Feedback forms				△	
3.1.7 Explore instructional approaches for teaching spelling	Lead Teacher/Lidon Literacy Committee	List of approaches List of resources	△	△			
3.1.8 Develop key criteria to consideration in selection of spelling program	Lead Teacher/Lidon Literacy Committee	Rubric		△			
3.1.9 Visit exemplary spelling programs	Lead Teacher/Lidon Literacy Committee	List of schools		△			

3. INSTRUCTION

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Implementation Activity	Person Responsible for Conducting Activity	Indicators of Success Documentation	07-08	08-09	09-10	10-11	11-12
3.1.10 Review information and make selection	Lead Teacher/Lidon Staff Administration	Purchase order			△	△	
3.1.11 Implement spelling program	Administration Staff	Lesson Plans Feedback forms				△	△
3.1.12 Explore incorporating Reading Workshop approach	Committee members Administration Lead Teacher/Lidon	Minutes from meetings			△		
3.1.13 Incorporate the use of multiple/flexible grouping	Administration Staff Lead Teacher/Lidon		△				
3.1.14 Use multiple sources of data to drive instruction	Administration Outside facilitators Staff	Standardized tests Portfolio Learning style inventory	△				
3.1.15 Conduct learning style inventories on all students in grade K-8	Staff		△				

4. School Climate

Goal 4: To develop and implement a social curriculum to foster positive school climate

Objective 1: To increase student motivation and academic achievement

Implementation Activity	Person Responsible for Conducting Activity	Indicators of Success and Documentation	07-08	08-09	09-10	10-11	11-12
4.1.1 Select a survey to obtain view on school climate	Guidance Counselor Coordinator of Student Affairs	Survey	△				
4.1.2 Conduct survey in April to measure school climate	Guidance Counselor Classroom Teachers GLTL	Completed surveys Analyzed data	△	△	△	△	△
4.1.3 Discuss options for a "Teacher Adopts Pupils Program" (mentoring program)	Guidance Counselors Coordinator of Student Affairs Administrators School Nurse GLTL	Annotated journal Attendance, tardiness records Report Cards	△				
4.1.4 Provide reward opportunities using the following activities Honor roll breakfast Recognition assemblies Student of the Week	To be determined Student Council Administration Staff PTA	Announcements Newspaper articles School publications Student of the Week forms	△	△	△	△	△

4. School Climate

Goal 4: To develop and implement a social curriculum to foster positive school climate

Objective 1: To increase student motivation and academic achievement

Implementation Activity	Person Responsible for Conducting Activity	Indicators of Success Documentation	07-08	08-09	09-10	10-11	11-12
4.1.5 Have students implement "Smile Gram" Program	Guidance Staff	Smile Grams Feedback		△			
4.1.6 Investigate having student council for grades 3-8, or school wide.	Student Council Advisor	Meeting Minutes Announcements Activity Records		△			
4.1.7 Investigate options for school climate program for middle school	Administration Lead Teachers GLTL	List of options	△				
4.1.8 Pilot a school climate program for Middle School.	Middle school staff	Lesson plans GLTL meetings		△			
4.1.9 Select and implement a school climate program for the Middle School	Middle school staff Administration	Lesson plans Surveys and feedback			△		

5. PROFESSIONAL DEVELOPMENT

Goal 5: Provide content specific professional development opportunities.

Objective 1: Staff will utilize researched and data-based Professional Development opportunities to enhance instructional strategies.

Implementation Activity	Person Responsible for Conducting Activity	Indicators of Success Documentation	07-08	08-09	09-10	10-11	11-12
5.1.1 Implementation of differentiated instruction through workshop(s)	Principal Director of Special Services Lead Teachers/GLTL Partnerships with Rutgers University and CES	Sign in sheets, agendas, feedback forms, lesson plans, observations	△	△	△		
5.1.2 Expand knowledge of Responsive Classroom approach through workshops, and GL articulation, refresher and new teacher workshops	Consultants: (Northeast Foundation: Responsive Classroom Facilitator) Leslie Anderson Carol Davis Administration Lead Teacher/GLTL	Sign in sheets, feedback forms, meeting agendas, lesson plans, GL meetings	△	△	△		
5.1.3 Provide in-service for teachers that correlates with district instruction and curricular needs	Administration	Sign in sheets Handouts Presentations	△	△	△	△	△

5. PROFESSIONAL DEVELOPMENT

Goal 5: Staff will utilize researched and data-based Professional Development opportunities to enhance instructional strategies.

Objective 1: Provide content specific professional development opportunities

Implementation Activity	Person Responsible for Conducting Activity	Indicators of Success and Documentation	07-08	08-09	09-10	10-11	11-12
<p>5.1.4 Visit exemplary programs both in and out of district that correlate with district PD needs in all areas of instruction</p>	Administration Lead Teachers Teaching staff	Visitation Schedules Feedback sheets	△	△	△	△	△
<p>5.1.5 Provide opportunities for novice teachers to be mentored by experienced teachers</p>	Principal Professional Development Committee	Logs, scheduled meetings	△	△	△	△	△
<p>5.1.6 Familiarize faculty with practices and procedures of SPED department. (Writing effective PLEPS, Effective implementation of IEP's, new rules and regulations)</p>	Director of Special Services SPED teaching staff Outside facilitators	Agendas, sign-in sheets, templates, samples of completed forms	△	△	△	△	△

5. PROFESSIONAL DEVELOPMENT

Goal 5: Staff will utilize researched and data-based Professional Development opportunities to enhance instructional strategies. (Staffing: Curriculum & Instruction, Professional Development)

Objective 1: Provide content specific professional development opportunities

Implementation Activity	Person Responsible for Conducting Activity	Indicators of Success and Documentation	07-08	08-09	09-10	10-11	11-12
<p>5.1.7 Offer opportunities for staff to participate in Grant Writing opportunities</p>	Administration		△	△	△	△	△
<p>5.1.8 Implement use of protocols presented in 'Critical Friends' training</p>	Administration Lead Teachers Grade Level Teacher Leaders	Agendas, sign-in sheets, templates, samples of completed forms	△	△	△	△	△

6. ASSESSMENT

Goal 6 : Students will be evaluated via multiple assessments.

Objective 1: Staff will utilize portfolio assessment in Literacy and Mathematics.

Implementation Activity	Person Responsible for Conducting Activity	Indicators of Success Documentation	07-08	08-09	09-10	10-11	11-12
6.1.1 Explore portfolio options	Lead teachers GLTL Literacy Committee	Compiled samples and information	△				
6.1.2 Create portfolios	Lead teachers GLTL	Templates	△				
6.1.3 Implement use of portfolios	Teachers	Completed portfolios	△	△	△	△	△

7. ADMINISTRATIVE SUPPORT

Goal 7: Increase communication opportunities among staff

Objective 1: To share pertinent information relevant to student success

Implementation Activity	Person Responsible for Conducting Activity	Indicators of Success Documentation	07 - 08	08-09	09-10	10-11	11-12
7.1.1 Establish guideline for Articulation Day	GLTL Lead teachers Administration	Agendas Sign in sheets Guideline documents		△	△		
7.1.2 Schedule joint staff and CST meetings	Principal Director of Special Services	Agendas Sign in sheets	△				
7.1.3 Develop a plan to increase vertical and horizontal articulation across grade levels	Lead teachers GLTL Teachers	Sign in sheets Grade level plan		△			
7.1.4 Implement vertical and horizontal articulation plan	Lead teachers GLTL Teachers	Agendas Sign in sheets Minutes		△			
7.1.5 Provide time for staff presentations at faculty meetings (ie: CST review of SPED roles and procedures for referrals, sharing from workshops)	Principal Director of Special Services	Agenda Sign in sheets Presentation handouts	△	△	△	△	△

8. PARENTAL AND COMMUNITY SUPPORT

Goal 8: Increase Positive Communication with Parents and Community

Objective 1: To Establish a Parent Academy

Implementation Activity	Person Responsible for Conducting Activity	Indicators of Success Documentation	07-08	08-09	09-10	10-11	11-12
<p>8.1.1 Establish a committee to discuss guidelines for starting a Parent Academy (MEGA SKILLS: Parenting Skills)</p>	Administration BOE PTA Teachers Parents	List of committee members	△				
<p>8.1.2 Survey teachers and parents for what they would like for agenda items/topics. (ie: speakers on particular subject)</p>	Administration	Survey		△			
<p>8.1.3 Publicize and invite parents to the 1st Parent Academy</p>	Committee	Invitation Publicity			△		

8. PARENTAL AND COMMUNITY SUPPORT

Goal 8: Increase Positive Communication with Parents

Objective 2: Strengthen Public Relations

Implementation Activity	Person Responsible for Conducting Activity	Indicators of Success Documentation	07-08	08-09	09-10	10-11	11-12
8.2.1 Establish avenue for posting school activities on SBB Borough electronic board	Administration	Postings	△	△	△	△	△
8.2.2 Increase submission of news articles to local newspapers	Administration Staff	Articles	△				
8.2.3 Establish a PTA Corner in Patriot Press	Administration Computer Teacher	Articles	△				
8.2.4 Develop a Community Newsletter to be distributed in October and March	Administration	Newsletter	△				

8. PARENTAL AND COMMUNITY SUPPORT

Goal 8: Provide open communication between administration, staff and community in order to continually evaluate and modify the Strategic Action Plan.

Objective 3: Provide ongoing opportunities to support and communicate progress on the SAP

Implementation Activity	Person Responsible for Conducting Activity	Indicators of Success Documentation	07-08	08-09	09-10	10-11	11-12
<p>8.3.1 Provide opportunities for community involvement in academic programs IE: *Literacy Workshop Nights *Math Workshop Nights *Family Math *Family Science *Family Tools+Technology *Family Astro *National Education Week *Science Fairs *Art Show *Parent Volunteer list *Teachers attend PTA meetings</p>	Administration Staff Lead Teachers	Schedule of activities Parent Workshops Invitations to events Sign in sheets Agendas Handouts	△	△	△	△	△
<p>8.3.2 Gather information from staff, parents, students, and community members to aid in the development of goals and objectives that will strengthen academic and social curricula.</p>	Administration Committee members	Surveys Information sheets Meetings Minutes from meetings	△	△	△	△	△