

Watertown Public Schools

Cunniff School Improvement Plan 2009 - 20012

MISSION STATEMENT: The Cunniff School provides a supportive and challenging learning environment to maximize academic achievement, social responsibility and lifelong learning by attending to the intellectual and developmental needs of all individual students.

Goal 4: DISTRICT, COMMUNITY & GLOBAL CONNECTIONS -

Improve and expand connections PreK-12 with community and global resources and partnerships

To strengthen the professional partnership between the Cunniff School staff, parents and greater community.

Supporting Objectives	Strategies/Actions (Resources/Funding)	Responsibility	Measures & Milestones	Status/Timeline
Enhance school-home communication	Host Principal/Parent Coffees during the school year to address various issues and concerns	Principal, School Council	Principal will evaluate feedback from coffees and communicate information in newsletter	Back to School Coffee in 9/2006 and MCAS Coffee in 11/06 MCAS coffee 11/07 and in 11/08 and 1/0
Share technology that is used with parents and guardians by modeling what students use in their classrooms	Introduce "Clickers" at the Back to School Nights to highlight curriculum, instruction and assessment	Principal	Used clickers at September 2009 Parent Night and in Parent Coffees	Ongoing
Enhance the school's web page to improve school-home communication	Explore ways to expand links on the school's web page which can help communicate what is happening in our classrooms and at our school Teachers generate their own web page Principal develops blog	Web Master, Principal, secretary, teachers, IT specialist	Frequent communication with staff to ensure that school events are included on the web page Work with PTO representative to include a PTO link	Overhauled and updated in fall 2006; includes photos and new links New splash page and cover – Winter 08 ALL classroom teachers on line with their own web page as well as various specialists. PTO Site recreated and launched Winter 09

Expand and enhance our after school programs, create mentoring programs and provide financial assistance when needed	Explore school-business partnerships in the Watertown community that may be able help expand our after school programs, create some mentoring programs, and/or provide financial assistance	Principal, PTO chairs, After-school program directors	Voyager now sponsoring Chess, LEGO League, Hip-Hop, All Star Sports and looking to expand Met with Linda Miller from the Miller-Tracy Foundation 3/08	School Council topic 12/2006; letter written to parents seeking contacts in winter of 2007; one contact made so far (5/07)
Create additional ways to offer after school programming for students in academic disciplines	Write grants that provide financial assistance for the funding of math, science, technology and writing programs	School Council PTO	Opportunities exist for interested students to participate in after school academic programming (for free or minimal charge).	Cunniff Kids News (c line only newspaper) launched November 07 Partial grant accepted in March 08 (\$500)
Provide information to parents on additional support services	Inform parents of the various local agencies that are in Watertown that parents may call upon for support and help	Principal, Social Worker	Information is updated and communicated to parents via web page and newsletter	Fall workshops through Watertown Education Foundation by Guidance Department
Clarify expectations for the school newsletter	Work with the new Cunniff Connection editor to publicize newsletter deadlines for publication	Principal	Parents, staff and community members are aware of when they need to have to submit information	New format and bi-weekly schedule initiated in September 2006 Electronic version sent to "enrolled" parents and guardians. Start to "Push Out" newsletter via Connection Ed
Facilitate school-home communication via an event calendar	Develop a monthly calendar of events to be sent home at the start of each month	Principal, Secretary, Teachers	Parents are better informed in advance of school events	Began in October 2006; published online PTO created new calendar link in fall 07 Hard copies sent home during busy times of the year (May/June) Google calendar began Fall of 2008

Clarify Cunniff School policy for students and parents	<p>Create and distribute an updated Cunniff School handbook to parents, students, and staff</p> <p>Include updated guidelines on attendance and tardiness</p>	Principal, Assistant Superintendent	Students and parents are better informed about Cunniff School policy	<p>Existing handbook updated; overhaul done in summer 07 and again in spring 08</p> <p>All families received copy in fall of 2008</p>
Enhance school-home communication via email	Expand email distribution list, so parents and guardians may receive bi-weekly newsletter directly to their preferred email address. This can be explored by "opening up" a pass for parents to update their email addresses as well as cell phone and landline numbers	Principal and Secretary	Parents and guardians will have quicker and more reliable ways of receiving important school news	<p>Completed September 2006; new members regularly added</p> <p>Initiated email service as part of the Connected messaging system in Fall 07 – almost 2/3's of families receive both oral AND email message</p>
Provide better communication for families that speak other languages	Translate more of our communication tools into various languages	ELL Director, ELL Teacher, Principal	<p>Parents of English Language Learners will be better informed with information about their children and about the school</p> <p>ELL coffee with Director of ELL services, ELL teacher (Danika Johnsky) and Principal Billhardt</p> <p>Google Translate active and promoted at coffee and in multiple newsletters</p> <p>Staff members speak over 6 languages</p>	<p>Parent letter in 12/07 articulating our ELL focus and work at the school as well as a call for translators</p> <p>Parent Coffee held for families in April 2009 hosted by Danika Johnsky and Rob Stergis</p> <p>Shared Google Translate with parents and demonstrated the new tool attached to our webpage</p>
Create a safer environment for students that have allergies	Establish guidelines and procedures for nut and dairy products	Principal Nurse Staff Lunch aides	Principal is working with School Council and PTO to phase in these measures and initiatives	<p>Stopped serving peanut butter products in November 2008</p> <p>Limited nut products only cafeteria in April 2009</p>