

# **Uxbridge Public Schools**

## **Connecting Best Practices in Curriculum – Instruction – Assessment To Improve Achievement for Every Student**

DATE: September 26, 2007  
TO: Mr. Stefanilo  
FROM: Dr. Boyaj  
RE: **Monthly Report for September 2007**

### **C&I Team Leaders**

Curriculum and Instruction Team leaders are classroom teachers, appointed annually, who assist school Principals with implementation of curriculum standards, instruction methods, and varied assessments for their grade level and/or department. C&I Team Leaders play significant roles in promoting improved achievement for all students. A listing of C&I Leaders is attached.

### **Uxbridge Public Schools' Strategic Plan**

The Uxbridge Schools' Administrative Team met for extended days during July to review and revise the annual Strategic Plan. This year's Plan, with a revised format, includes four broad goals, supported by objectives, action plans, indicators of success, and a special focus on interim progress reporting. Goals for 2007 – 2008 focus on 1) School Climate and Culture, 2) Connecting Curriculum, Instruction, and Assessment, 3) Technology, and 4) Family and Community. Copies of the Strategic Plan have been distributed to all staff and School Committee Members. I will be pleased to answer questions relating to our Strategic Plan.

### **Professional Development Days**

All Uxbridge school staff participated in three full-day professional development training and planning sessions during the opening month of this school year. Professional development days were held on August 23 and 24, and September 14.

In support of our systemwide goal to promote a positive school culture and climate, a major focus during the three days was placed on personal attitude, staff leadership, participation, and teamwork. Training workshops relating to standards-based education practices, and elements of formative assessment were presented to all staff. Additional time was devoted to review and analysis of Spring 2007 MCAS Preliminary Test Item Analysis Rosters. Copies of schedules for the three Professional days are attached.

## **Introducing the UPS Yellow Book**

Stephanie Lundberg, grade 1 teacher at Taft School and C&I Team Leader for Literacy, introduced the “UPS Yellow Book” program to all staff as a part of professional development activities on September 14. The “Yellow Book” will include the names of all Uxbridge School staff members, listed by topic/specialty, who teachers can call on for support in areas relating to curriculum instruction, or assessment. Support from listed staff members could include dialogue, resources, observation, modeling, co-teaching, mentoring, etc. Development of the “Yellow Pages” is a work in progress. More information will be included in upcoming monthly reports.

## **Classroom Visits During September**

My role as Director of Curriculum provides opportunities to visit the schools, interact with staff, and visit classrooms to observe/enjoy instruction. These brief classroom observations have been refreshing, enjoyable, and educationally rewarding for me. I must admit that visiting classrooms to observe teacher and student interaction has been one of the highlights of my new position.

Following is a summary of my classroom visits during September:

Beth Jodrey: Kindergarten class at ELC – Beth conducted a read aloud story to children that focused on rhyming words. (Mrs. Bindergarten is Going to Kindergarten). I left impressed and appreciative of the work of Kindergarten teachers.

Linda Simonds: Grade 5 at Whitin – Linda used a cooperative learning structure called “Jigsaw” (groups) to teach students about study skills. It was rewarding to see a research-based teaching practice in action.

Christine Gallo: Grade 1 at Taft – Christine conducted a lesson on the “five senses”. I was impressed with the variety of instructional methods used by Christine and the comfort level of the students to discuss ideas with one another. (The last time that I sat in a grade 1 classroom was 1949 – No Kidding!)

Michelle Kelly: Grade 4 at Taft – Michelle invited me to participate as a guest in her “open circle” lesson. Students sat in a circle to answer questions and discuss ideas of what they had in common. What a worthwhile program and what an enjoyable experience for me!

# Uxbridge Public Schools

**Howard D. Boyaj**  
**Director**  
**Curriculum-Instruction-Assessment**

*Connecting Best Practices in Curriculum, Instruction and Assessment  
To Improve Academic Achievement for Every Student*

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## Curriculum and Instruction Team Leaders

Linda Patrick	Pre-Kindergarten
Elizabeth Jodrey	Kindergarten
Christine Gallo	Grade 1
Pamela Yukna	Grade 2
Bernadette Bazzette	Grade 3
Diane Brothers	Grade 4
Ann Lane	Grade 5
John Raymond	Grade 6
Kim Landini	Grade 7
Deborah Wallace	Grade 8
Stephanie Lundberg	Pre-K-6 Literacy
Kara Ekstrom	Pre-K-6 Mathematics
Joyce Fraine	Pre-K-6 Science/Technology
Wayne Borden	7-12 Literacy
Julie Richards	7-12 Mathematics
Mike DiMeglio	7-12 Science/Technology
Franceen Puckett	9-12 History/Social Studies
Betsy Brown	K-12 Guidance
Kathleen Penza	K-12 Music
Diane Henries	K-12 Fine Arts
Judy Lynch	K-12 Foreign Language
Dean Tourangeau	K-12 Phys. Ed./Health/Consumer
Susan Priore	K-12 Phys. Ed./Health/Consumer



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## Professional Development Day Schedule

Friday, September 14, 2007

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<b>7:30 – 8:00AM</b>	<b><u>Breakfast for All District Staff – UHS Cafeteria</u></b> Staff Are Encouraged to Wear “Attitude” T-shirts
<b>8:00 – 9:15AM</b>	<b><u>All Staff Meeting – UHS Auditorium</u></b> Continued Focus on Attitude – Teamwork - Climate Systemwide Initiative: Weekly Reading Time Introducing the Uxbridge Schools “Yellow Book”
<b>9:30 – 10:45AM</b>	<b><u>Grade Level Team Meetings at Each School</u></b> Teacher Team Action Planning Checklist:  <u>Focus on Instruction</u> ...(20 - 25 minutes) ___ Teams Will Review the SBE “Top Ten Questions” ___ Use the Formative Assessment Checklist (Back) ___ Identify Individual or Team Improvement Goals  <u>Focus on Assessment</u> ...(20 – 25 minutes) ___ Review Formative Assessment PowerPoint (Binder) ___ Have Pre-Tests Been Administered? ___ Have Quarterly Assessments Been Developed? ___ Are Teachers Giving “Descriptive Feedback”?  <u>Focus on MCAS Data</u> ...(20 - 25 minutes) ___ Review Preliminary Test Item Analysis Rosters ___ Identify Students Who Require ISSP’s ___ Quickly Analyze Open Response (OR) Answers ___ Are Teachers Using the “Strategic Writing” Process?
<b>10:45 – 11:30AM</b>	<b><u>Focus on Science</u> ... (Big Book Page Overview)</b> Joyce Fraine Meeting With Taft Teachers (Cafeteria)
<b>11:30 – 12:15PM</b>	<b><u>Staff Lunchtime</u></b> (BYOL)
<b>12:15 – 2:30PM</b>	<b><u>Grade Level Team Meetings at Each School</u></b> Agendas to be Developed by C&I Leaders Focus on Mapping, SBU’s, Assessments, etc.
<b>2:30 – 3:30PM</b>	<b><u>Extended Day at Curriculum Hall</u></b>