



October 28, 2015

Instructional Leadership

- 1. Teaching and Learning:** I have included in the packet the overview of the MCAS district performance for sub groups and the cohort performance. I have begun work with our administrators to ensure that they are developing action steps to take for individual students who did not score proficient in either math or ELA. Our ELA Coordinator, Patty O'Connor and Interim STEM Coordinator, Robin Benoit, did a masterful job of putting together these slides. A future presentation to school committee is planned. I wanted you to have them in advance to digest.
- 2. Foundations:** This is the program we use for teaching phonics and handwriting. After a review of the program last spring we identified areas for improvement and are in the process of implementing the responses. One was addressed over the summer which was updated teacher materials for Kindergarten and Grade One. We also set up fall training for our literacy specialists. We are now trying to set up further training for all of the Kindergarten, Grade One and Grade Two teachers for the January full day workshop.

Management and Operations

- 3. Parking at all School Lots:** This is a reminder that parking at all of our schools is scarce during large events. If possible, I encourage parents and visitors to fill marked parking spots available, even if farther away from the entrance preferred, so that traffic isn't impeded by illegal parking on lawns, school roadways and public streets. We want to be good neighbors and parking in assigned areas helps a lot.
- 4. Website Search:** Our new site has a search feature for each website (district and school). If you choose search for a policy on the District site, you will get a different set of responses than if you search for a policy on a school site. The search begins first on the pages connected to the site you are on. If you move between pages while you are searching your search will get different results.

Family and Community Engagement

- 5. Parent / Guardian / Teacher Conferences:** Parents and Guardians should look notices from their child's school about the parent/guardian conferences at their respective schools. Conferences are scheduled for November 12 and 13 and November 11 is a holiday celebrating Veteran's Day.
- 6. Private School Approval:** I visited the RFK Private Day School in Lancaster and have reviewed the requirements for their approval. I have received the documentation for their building occupancy and recommend approval.
- 7. Calendar Committee:** We are still looking for parents to join the Calendar Committee. First meeting will be scheduled for a 4 pm slot, but after the initial meeting the group will make the schedule that best meets the majority of membership. Please email superintendent@nrzd.net and leave your name and contact information and you will be part of the invitation.
- 8. School Cancellations:** It seems too early but we have had to cancel school due to weather in late October so I want parents and guardians to be aware of how school notices go out. Our primary tool is the website with a banner streaming or "Pop Up" Notice. Television and radio stations are also used for announcements. Because our two tiered bus system requires drivers to be travelling as early 5:00 am to get to their buses, I do try my best to have a decision made by this time and notices going out. Staff are notified by a district email and phone message. Phone messages to

homes has received a mixed response over the last two years because they occur so early in the morning.

Professional Culture

9. Foundation Budget Review Committee (FBRC): I am participating in a working group via conference call on Friday, October 23rd of superintendents and advisory members of the FBRC to develop proposals to share with the full budget review committee on Monday, October 26th, in Boston. This may be our last meeting as we are working on the final draft. Our final proposal is due by the end of October.

10. Visiting Schools: I was at NRHS on Thursday. My schedule calls for me to be at MRE, LBMS and Center on Tuesday.

Superintendent's Goals Update:

Goal #1: Writing Assessments will be finished up in the next week. Analysis of that data will begin with Teachers, Principals and District Staff as soon as it is completely entered into Baseline Edge.

Goal #2 and #5: Tri Town Meeting: The next Tri Town Meeting is Scheduled for Wednesday, December 9, 2015, at 7:00 pm in Stow .

Goal #4: I have been checking with principals to ensure that teachers have their websites available to their parents and students. The next round will be looking at expectations.