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*SEZP 2018-19 School Planning Process*

**School Priorities: Impact Prep**



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**Priority 1: Intentional Practices for Improving Instruction (Turnaround Practice #2)**

**We will improve our students' proficiency in literacy skills across all content areas, enabling students to access grade-level content and explain their thinking in writing in each subject area.** To accomplish this, the school will implement a writing class for 6th and 8th grade cohorts and develop a cohesive literacy strategy across all subject areas and teachers will receive professional development to improve literacy instruction. As a result, students will have more exposure and practice with writing and developing skills throughout the school day. Progress will be measured by school-created assessments, ANET, MAP growth, and MCAS performance.

**Rationale:**

Entering 6th grade scholars have not had an academic class solely focused on writing. Many write well below grade level and do not know basic sentence structure. Much of their MCAS score is focused on writing, and writing is a key skill needed to sustain growth in academics. Having a focused writing block for entering 6th graders will help to get them prepared for middle school writing. 8th grade scholars having a focused writing block will better prepare them for writing requirements needed in high school.

2016 - 2017 MCAS data indicates that our students have difficulty writing and clearly explaining their thinking in writing across content areas. Although open response data is on par with the city of Springfield in English Language Arts (ELA), it is below the state average by about 15 percentage points for grade 6 (the only testing grade we had last year).

**Priority 2: Student-Specific Supports & Instruction to All Students (Turnaround Practice #3)**

**We will improve our intervention / acceleration supports for ELL students and professional development for teachers to effectively serve our ELL students, thereby improving ELL subgroup outcomes.** During the 18-19 school year, we will provide ELL students with opportunities for acceleration and targeted intervention in reading and/or math 3-6 times per week in order to fill identified gaps in learning and accelerate growth. In addition, we will increase the number of ELL teachers on staff and we will set up a co-teaching model in specific subject areas for our cohort with the highest number of ELL scholars. Teachers will collaborate and will receive targeted professional development to ensure ELL students can successfully access grade-level content. To assess progress, we will analyze internal assessments, ACCESS and MAP data specifically for ELL students.

**Rationale:**

We had a significant increase in our ELL population this school year, this and our ELL student outcomes indicate that our school needs to increase the quality of student-specific, targeted support and instruction for this subgroup. Access exam scores for 2016-2017 were subpar, and not many of our scholars grew significantly enough to move up ELL levels. We realize that because we do not have a stable ELL population, data for our ELL scholars is also unstable. The majority of our scholars who have been in our program for at least one full year have shown about 30% more growth on assessments than scholars who have been with us for a shorter time. Adding additional supports through targeted professional development and more collaboration and co-teaching tie for teachers and improved intervention for ELL scholars should help to close this gap.



## SEZP 2018-19 School Planning Process

# Educator Working Conditions (School Operational Plan)

## Impact Prep

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**1. Allocation of discretionary funds made available by the principal, including in areas such as: wraparound services for students and families, after-school programs, and school supplies.** Discretionary funds are those remaining after a school budgets for district services, partner fees, staff salaries and stipends.

For the 2018-19 school year, discretionary funds have been allocated in the following amounts:

- Classroom Supplies & materials: \$25,000
- Field trips: \$30,000

Any transfer or use of additional funds received over the course of the school year will be determined by the principal.

### **2. School curriculum issues.**

Impact Prep will use a curriculum framework aligned with the Massachusetts State Curriculum Frameworks. Teachers may be asked to assist in developing new and improved curricula for their own use and that of other teachers in the building. To the extent possible, teachers will be made aware of curriculum changes in advance and have an opportunity to provide feedback.

**3. Professional development activities applicable to the school as a body.** This does not include individualized professional development or coaching of teachers.

Teachers may be required to participate in professional development activities throughout the school year, including before and after the school day for students, and before or after the school year starts and ends. If possible, at least one week's notice will be given to teachers before any required professional development activities. Expected professional development activities include those below (please see school calendar for additional details):

- Up to 10 days of professional development and/or staff planning days before the school year begins;
- Up to 3 days of professional development and planning days during the school year;
- Up to 200 hours of PD after the school day ends for students during the year ("extended day")
- Up to 2 days after the last day of school for students, but before the end of the term of employment.

### **4. School calendar.**

Please see the attached 2018-19 school year calendar for staff. Any change to the school year calendar is subject to SEZP approval. If possible, at least one month's notice will be given to teachers before any change to the school calendar. In the event of a change during the year, accommodations may be made for individuals with critical scheduling conflicts on a case-by-case basis. The school calendar will include:

- Total number of school days and hours for students. Required total hours for students are a minimum of 1330 per year.
- Total number of days and hours for educators, including school days and professional development and planning days. Teachers are required to work a minimum of 1500 hours per year.
- All federal and state holidays.
- Winter break, Mid-winter break, Spring break.

### **5. Schedule for staff and students, provided that teachers will continue to receive duty-free lunch and regular preparatory time**

Teachers at each school will receive a duty-free lunch and regular preparatory time.

The standard workday for educators will be 9 hours and 0 minutes. For the majority of educators, required hours will be approximately 7:30am–4:30pm.

Teachers will have approximately 5 planning hours per week. These hours will be allocated as evenly across the school week as possible. This time can be used to plan, grade, collaborate with their colleagues, etc. In extenuating circumstances, teachers may be asked to perform some duties during this time.

All staff members are expected to participate in professional development, collaboration activities and/or PLC meetings on Tuesdays, Wednesdays and Thursdays (3) days at 3:30 pm, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at Impact Prep may be expected to be involved in educational and administrative activities that are necessary to fulfill the mission of the school. These activities may include, but are not limited to:

- Participation in 8 family events during the school year;
- Phone calls to families about the academic progress of students;
- Preparation of individual student weekly reports, progress reports, and report cards;
- Participate in weekly feedback meetings with administration;
- Participating in staff recruitment and selection processes;
- Working regularly with school administrators to improve one's instructional practices;
- Checking homework on a daily basis;
- Attending student-related meetings; and
- Serving as a mentor to a small cohort of students.

**6. Scheduling of school-wide parent/teacher meetings.** This does not include individual parent-teacher meetings that may occur between school-wide meetings.

Impact Prep will hold 3 parent-teacher conferences during the 2018-19 school year.

#### **7. Work before and/or after the regular school year.**

Returning teachers are expected to report to work on August 13, 2018. The final work day for teachers is June 21, 2019. These dates assume five days built in for inclement weather and will change based on the actual number of inclement weather days. If possible, at least one month's notice will be given to teachers before any change to the start and end of the school year.

#### **8. Notices and announcements.**

Teachers will be notified in advance of special events which will involve students such as health testing, assemblies, etc. Classroom interruptions for notices or public address announcements will be kept at an absolute minimum.

#### **9. School health and safety issues.**

Working with SEZP and SPS, the school will make every effort to provide appropriate materials, space, and technology to support effective teaching and learning.

Security of school premises will be maintained and visitors to the school will be required to check in upon entry.

Every effort will be made to mitigate painting or repairs to buildings while school is in session, to avoid distractions or interruptions to student learning.

#### **10. Staff dress code.**

Staff at Impact Prep are asked to dress professionally for a school setting. Excessively casual clothing such as ripped jeans, revealing clothing, beachwear, sweatpants, stretch pants and flip flops is not permitted.

#### **11. Rotation of duties.**

During a typical Monday-Friday week, all staff members are expected to perform additional duties that are necessary to fulfill the mission of Impact Prep. To the extent possible, duties will be equitably distributed and rotated among staff members on a regular basis. These duties may include, but are not limited to:

**FINAL- APPROVED BY SEZP BOARD**

- Coverage of homeroom periods, not exceeding 40 minutes per day;
- Coverage of lunch periods, break periods, or block periods, not exceeding 50 minutes per day;
- Substitute coverage of classes and duties of others who are absent from school;
- Coverage of afterschool activities, not exceeding 180 minutes per week;

Staff may be asked to perform additional duties or responsibilities not listed here. Some additional responsibilities may come with additional compensation in the form of stipends, but stipends should not be expected.

#### **12. Class size.**

Impact Prep commits to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

#### **13. Bulletin boards.**

Teachers may be asked to support the development and maintenance of bulletin boards in hallways. The Springfield Education Association will be provided a clearly designated bulletin board for the purpose of posting Association-related notices and other materials. Such space will be provided in each building for the exclusive use of the Association.

#### **14. Parent-teacher home visit project, if applicable.**

Impact Prep may require staff to conduct family home visits throughout the school year. Teachers will be compensated for home visits if they occur outside the regularly scheduled working hours for teachers (i.e. teachers will move into the next band for their ELT stipend, or participating teachers may be paid an additional stipend).

#### **15. Family-teacher communication.**

Teachers may be required to make regular phone calls to families about the academic progress of students, as well as respond to family inquiries via email, phone or in-person meetings throughout the school year.

#### **16. Class coverage.**

During a typical Monday-Friday week, all staff members may be required to cover classes as needed, except during teachers' duty-free lunch. To the extent possible, class coverage will be assigned equitably and on a rotated basis, including:

- Coverage of homeroom periods, not exceeding 40 minutes per day;
- Substitute coverage of classes of others who are absent from school. (When possible, PLC or common planning time should be used when teachers are asked to cover class. Preference would be **not to hire** substitute teachers)

#### **17. Practicum teacher assignment practices, if applicable.**

Teachers may be requested to supervise a student teacher during the school year. Teachers may express preference to the principal in requesting or declining a student teacher placement.



**Springfield Public Schools  
2018-2019 Student Calendar  
Impact Prep  
355 Plainfield St. Springfield, MA 01104**



**Student Hours: 7:40 AM - 3:20 PM**

**Teacher Hours: 7:30 AM - 4:30 PM (Mon, Wed, Thus, Fri); 7:30 AM - 5:00 PM (Tuesday)**

Aug 13-24: Teacher PD  
Aug 24: Convocation  
Aug 27: School Begins  
Aug 31: Early Release at 1pm

Aug-18				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Feb 15: Early Release at 1pm  
Feb 18: Schools Closed - Presidents Day  
Feb 19-22: Schools closed for Mid-Winter Vacation

Feb-19				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

Sep 3: Schools Closed - Labor Day

Sep-18				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Mar 15: Schools Closed - Teacher Professional Day

Mar-19				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Oct 5: Early Release at 1pm  
Oct 8: Schools Closed - Columbus Day

Oct-18				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Apr 12: Early Release at 1pm  
Apr 15: Schools Closed - Patriots Day  
Apr 16-19: Schools Closed for Spring Vacation

Apr-19				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Nov 6: Schools Closed - Teacher Professional Day (Election Day)  
Nov 9: Early Release at 1pm  
Nov 12: Schools Closed - Veteran's Day  
Nov 21-23: Schools Closed - Thanksgiving Vacation

Nov-18				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 24: Early Release at 1pm  
May 27: Schools Closed - Memorial Day

May-19				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Dec 21: Early Release at 11:35am - Last day before holiday vacation  
Dec 24-31: Schools Closed for holiday vacation

Dec-18				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Jun 19\*: End of school year - Early Release at 1pm  
Jun 20-21\*: Schools Closed - Teacher Professional Days

Jun-19				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Jan 1: Schools Closed - New Years Day  
Jan 11: Schools Closed - Teacher Professional Day  
Jan 21: Schools Closed - Dr. Martin Luther King, Jr. Day

Jan-19				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

\*Calendar includes (5) additional pupil school days for inclement weather. Schools will close after they have been in session for 180 pupil school days. Official end date and dismissal will be covered by bulletin.

- School Closed for Students and Staff
- Early Release for Students at 11:35am
- Early Release for Students at 1:00pm
- No School for Students / Teacher Professional Day



**Springfield Public Schools  
2018-2019 Staff Calendar  
Impact Prep  
355 Plainfield St. Springfield, MA 01104**



**Student Hours: 7:40 AM - 3:20 PM**

**Teacher Hours: 7:30 AM - 4:30 PM (Mon, Wed, Thus, Fri); 7:30 AM - 5:00 PM (Tuesday)**

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Feb 19-22: Schools closed for Mid-Winter Vacation

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MON	TUE	WED	THU	FRI
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4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

Sep 3: Schools Closed - Labor Day

Sep-18				
MON	TUE	WED	THU	FRI
3	4	5	6	7
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17	18	19	20	21
24	25	26	27	28

Mar 15: Schools Closed - Teacher Professional Day

Mar-19				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Oct 5: Early Release at 1pm

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8	9	10	11	12
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Apr 16-19: Schools Closed for Spring Vacation

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22	23	24	25	26
29	30			

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Nov-18				
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			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
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Nov 12: Schools Closed - Veteran's Day

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May 27: Schools Closed - Memorial Day

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13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Dec 21: Early Release at 11:35am - Last day before holiday vacation

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MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Dec 24-31: Schools Closed for holiday vacation

Jun 19\*: End of school year - Early Release at 1pm Staff PD until 4pm

Jun 20-21\*: Schools Closed - Teacher Professional Days

Jun-19				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Jan 1: Schools Closed - New Years Day

Jan-19				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Jan 11: Schools Closed - Teacher Professional Day

Jan 21: Schools Closed - Dr. Martin Luther King, Jr. Day

\*Calendar includes (5) additional pupil school days for inclement weather. Schools will close after they have been in session for 180 pupil school days. Official end date and dismissal will be covered by bulletin.

- School Closed for Students and Staff
- Early Release for Students (11:35) and Staff (11:45)
- Early Release for Students and Staff at 1:00pm
- Early Release for Students (1:00) / Staff PD until 4:00
- No School for Students / Staff PD (7:30-3:30)
- Regular Day for Students + Afternoon Staff PD until 5:00

SEZP 2018-19 School Planning Process  
**Strategic Action Plan: Impact Prep**



**Practice 1**

**Instructional Leadership, Shared Responsibility, and Professional Collaboration:** The school has established a community of practice through leadership and shared responsibility.

**Statement of alignment to priorities:** We will Develop a set of school-wide goals and establish a new TLT with clear decision-making structures and focus, especially as Impact grows and distributes leadership across the school.

**Action Plan**

Task	Owner	Start By	Complete By	Notes
Vote on TLT for 2017-2018 School Year	All	8/23/18	8/23/18	To be done second to last day of Summer PD.
Assign grade team leaders	Higgins/ Marshall	8/24/18	8/24/18	One for each grade that will help to disseminate and monitor actions from Leadership and TLT.
Finalize August PD Scope and Sequence	Higgins/ Marshall/ Harrison/ DOO	6/1/18	7/31/18	
Create leadership team meeting dates for 2018-2019	Higgins/ Marshall/ Sanchez/ Feliciano/ Harrison	6/1/18	7/31/8	
Establish weekly schedule for common planning time & PLC time	Higgins	6/2/18	6-21-18	Grade team: once per week during school time; PLC: twice per month on extended day Tuesday
Create parent goal survey for August family carnival	All	8-13-18	8-16-18	

**Practice 2**

**Intentional Practices for Improving Instruction:** The school employs intentional practices for improving teacher-specific and student-responsive instruction.

**Statement of alignment to priorities:** Develop a shared understanding of rigor and rigorous practices in the core with an aligned standards-based curriculum that integrates the instructional shifts and ensure teachers have fidelity to chosen curriculum.

Action Plan				
Task	Owner	Start By	Complete By	Notes
Review 2017-2018 goals and discuss success/ areas of improvements	All	8/15/18	8/15/18	Higgins will gather goals and data to review during summer PD.
Create start of year Prep Academy day assessments	Higgins/ Marshall/ Harrison/ Jacapraro	8/1/18	8/11/18	LRA's to get accurate lexile level, other Math and ELA pre-assessments.
Create teacher schedules with weekly feedback meetings built in	Higgins	7/1/18	8/11/18	
Create initial 2018-2019 cohorts based on Internal and external data	Higgins/ Marshall/ DOC/ DOO	8/11/18	8/16/18	All cohorts stick together for the day and move as a class. Info from Data Warehouse for incoming 6th. Info from our assessments for current scholars.
Create 2018-2019 cohort schedule	Higgins	6/1/18	6/21/18	
Create Scope and Sequences for all subjects	Higgins/ Ramos/ Thomas/ DOC	6/1/18	8/13/18	
Create Data Review Days (3) from ANET and other assessment data, MAP data review cycles both academic and culturally	Higgins	8/2/18	On-going	Data will come from ANET and other assessment.



**Practice 3**

**Providing Student-Specific Supports and Instruction to All Students:** The school is able to provide student-specific supports and interventions informed by data and the identification of student-specific needs.

**Statement of alignment to priorities:** Through the creation of a Scholar Support Team we will develop a multi-tiered system of support for both academic and social-emotional student needs that includes a system to monitor student progress.

<b>Action Plan</b>				
Task	Owner	Start By	Complete By	Notes
Create Scholar Support Team (SST) team	Higgins/ Harrison/ Jacapraro/ Sanchez/ Feliciano	8/22/18	8/22/18	Counselors and Dean's will take the lead on this.
Monthly SST meetings	SST Team	9/4/18	On-going	Team consist of Counselor, SPED teacher, dean, one elected gen-ed teacher
Create curriculum for ELA and Math intervention- - Impact Classes	Higgins/ Ramos/ Thoma/ DOC	7/1/18	7/31/18	
Hire Summer school and early start staff	Higgins/ Marshall	5/1/18	6/1/18	Four teachers, and 12 month staff
Create summer school and early start curriculum	Faulkner/ Ramos/ Thomas	5/24/18	6/21/18	
Look at incoming 6th graders and choose 20-30 early start scholars to invite based on data	Higgins/ Marshall/ Jacapraro	5/26/18	6/13/18	
Set Accelerated reader goals and furnish classroom libraries	All	8-23-18	9-4-18	
Set up data review days to examine student movement in Impact Classes	All	9-4-18	On-Going	1st Tuesday PD of every month

**Practice 4**

**Climate and culture for students, families and the community:** The school establishes and maintains an orderly and respectful learning environment for students and a collegial, collaborative, and professional culture for teachers. Additionally, the school employs intentional practices to engage families in their child's education, solicits ideas from families to improve the school and builds positive connections with the surrounding community.

**Statement of alignment to priorities:** We will build on our success with creating meaningful relationships with families in the community by adding more opportunities for them be involved stakeholders.

**Action Plan**

Task	Owner	Start By	Complete By	Notes
Plan and hold summer carnival for families	Higgins/ DOO/ All	7-1-18	8-25-18	To be held last Saturday before school starts
Plan and hold 3 Parent Teacher Conferences	DOO/ FCC	9/3/18	On-going	To be held at the end of 1st 3 marking periods
Have parents download (Urban Parent Connect) UPC App to help communicate with teachers	Higgins/FCC /DOO	8/18/18	On-going	Communication app so teachers can send parents information in their native language
Generate Powerschool and Kickboard reports for parents to be mailed	Marshall/ DOO/ FCC	8/25/18	On-going	Powerschool are for academic purposes and kickboard for behavior
Create and Monitor Teacher/ Family Call Tracker	Higgins	8/13/18	On-going	Calls to be made during summer pd and throughout the year, a minimum of 20 per month are expected
Create a classroom culture walkthrough rubric	Higgins/ Marshall/ DOO/ Harrison	7/1/18	8/13/18	Teachers will get a culture walkthrough score that will be used as a data point in weekly feedback meetings.
Set up schedule for Parent ESL classes	Higgins/ ESL teachers	8/17/18	8/23/18	Classes will be held twice per week afterschool
Set up partnerships to provide wrap around services for families	Harrison/ Sanchez/ Marshall	8/1/18	On-going	Brain Balance, Girls Inc., CHD, National Honors Society, Lights Camera Action.
Conduct monthly parent town hall meetings	Harrison/ Higgins/ DOO	9/3/18	On-going	A place where parents can get updates and voice concerns or help with school initiatives