

Hillside Elementary School Improvement Plan (SIP), 2014 - 2017

Presented to Needham School Committee, April 29, 2014

Mid-Cycle update presented on November 17, 2015

Final update presented on November 15, 2016



“Hillside is an inclusive neighborhood school, Kindergarten through fifth grade, in Needham, Massachusetts. Our neighborhood has expanded to include a successful METCO program, a growing ELL (English Language Learners) population, and the Early Learning Center II program for students with special needs in grades three through five. Our student body is a diverse, creative, and energetic group of students who certainly make the very most of what we have to offer. Our parents have been thanklessly supportive by funding a steady stream of creative arts programs and educational technology into our classrooms. The teachers and staff continue to develop and hone the best possible curriculum for our students while being ever mindful of the importance of creating and maintaining a healthy emotional school environment. At Hillside, it is important that all children and adults feel safe. Just as important is that we all, students, parents, teachers and staff, respect each other and are treated with that same respect.”

- from our school's website which we encourage you to visit at:

<http://hillside.needham.k12.ma.us/>

Hillside School Council members are faculty members, Hallie Daoust and Kathy LeSanto, parents, Liz Webb Green, Anne Pickett and Paul Murray, community representative, Peg Strakosch, and principal, Michael Kascak

Hillside Elementary School Improvement Plan, 2014-2017

COMMUNITY

Overarching goal: Create and sustain the best possible community for all.

Continuum of Learning

- Assessment for improving instruction
 - aMath and F&P Assessments
 - **MCAS, Level I Status in 2016**
 - **TestWiz reintroduction**
 - STEAM programming
- Continued development of Social Emotional Learning (SEL)
 - Resiliency Training
 - **Connection Clusters**
 - METCO Mentors
 - Buddy Classes
- Parent Initiated programs:
 - Let's Build Engineering
 - **Literacy Evenings**
 - Understanding Different Abilities (UDA)
- Cultural Proficiency Initiatives
 - **Staff Professional Development**
 - **Excellence in Education Grant**
 - **China Collaboration**
 - Spanish Program
- Healthy Choice Initiative
 - BOKS Program
 - Hillside 5K
 - Cafeteria upgrades

Collaboration and Student Leadership

- **China Collaboration**
- Lesley Internship Program
- ELC Program
- **Community Service Learning**
 - Student Council
 - Jump Rope for Heart
 - UNICEF Water Project
 - Green Team
 - **Composting Pilot**
- Senior Center Connection
- Student Leadership Roles
- Olin College Collaboration
 - 4th Grade Engineering
 - 3rd Grade UDA
- First Lego League
- Hillside/Eliot Basketball Game

Campus

- **New Hillside Building Project**
- Mural Project
- Safety issues
 - Student Sidewalk Detail (SSD)
 - Security changes
 - Safe Routes
 - Walk-to-School Initiative
 - **Crisis Team research and planning ALICE protocol**
 - **HSAC restructuring**
 - **Lead and mold testing**
- Facility upkeep and upgrades
 - **Composting Project**
 - **Playground Painting**
- Expanded use of technology for global connections
 - **iPad and Chromebook carts**
 - **Google Migration**
 - **Chromebook Pilot (Grade 3)**
 - **Staff Tech Camp**

Hillside School's overarching goal is to create and sustain the best possible learning community

for the three groups of constituents that define our institution; our staff, our families, and of course, our students. It is through community building that we can articulate and organize the three dynamic goals of our School Improvement Plan. We have created programs and protocols which help us achieve these goals and the sections that follow define and detail some of the projects we have, or will be undertaking, to meet our needs and improve our school community. We have adjusted the format for our latest SIP in hopes of being more consistent with the district's goal document and other school's SIPs. We also hope this new format will be easier to read and therefore garner a wider audience who actually do read it. Our overall school goals remain the same. Our three Cs of the Hillside Community (Continuum of Learning, Collaboration and Student Leadership, and Campus) remain aligned with district goals as shown below.

Hillside School Goal #1: **Create and improve, through regular review, a Continuum of Learning that matches the needs of all learners.**

District Goal #1: **Advance Standards Based Learning.** To refine and continue to put into practice a system of curriculum, instruction, and assessment that enables each student to be engaged in challenging academic experiences that are grounded in clearly defined standards.

Hillside School Goal #2: **Collaboration with our school constituencies, other Needham Schools and other outside institutions to develop and promote student leadership and expanded learning opportunities.**

District Goal #2: **Develop social, emotional, wellness, and citizenship skills.** To ensure students develop the knowledge and skills that empower healthy, resilient, and culturally proficient global citizens who commit to act with integrity, respect, and compassion.

Hillside School Goal #3: **Continue to run a safe and successful school program in an aging facility that has inadequate interior and exterior space and is in need of renovation.**

District Goal #3: **Ensure infrastructure supports district values and learning goals.** To build and carry out a sustainable plan for financial, building, technological, and human resources that enables our learning goals and is responsive to student and school needs.

The chart on the previous page categorizes many of our programs and initiatives under our three school objectives. Bolded items on that chart are our priorities for this coming year and additional details are provided in the following pages. We believe the remaining items do not warrant greater detail in this document as they have become part of our established program (e.g., the UNICEF Water Project) or are part of town-wide initiatives (e.g., implementing Standards-Based Reporting and piloting an electronic math assessment). Additional details regarding town-wide initiatives can be found on the district website page.

One more note on formatting. This is our second and last update of this current plan and new items are bolded. *In an effort to streamline access to current updates, we have reduced and italicized the font of the evidence and outcomes listed on the charts from both the original and plan and first update.*

<i>What are the action steps?</i>	<i>Timeline</i>	<i>Evidence and/or outcomes</i>
Continue to foster and encourage student team participation in the First Lego League and Robotics Tournaments.	2014 - 2017	<p><i>The FIRST (For Inspiration and Recognition of Science and Technology) Lego League continues to thrive at Hillside School. The Technogirls, Hillside's first all-girl team comprised of 4th and 5th graders advanced to the state competition! Each spring, there is an informational meeting held for parents and students interested in forming teams. - Laura Miller, Grade 5 Teacher</i></p>
	2015 – 2016	<p><i>Three new FIRST (For Inspiration and Recognition of Science and Technology) teams; High Tech, Radioactive Hamburger and Pyrobots have formed along with the continuation of an all girls team, the Techno Girls. This universal STEM program addresses the educational needs of all learners. This year's theme is called, "The Trash Trek Challenge." Students are asked to explore all elements of our trash problems and come up with innovative ways to solve them. As we begin to think about the "new" Hillside School, having a designated space to hold FIRST Lego League/STEM activities will enable more students to participate. - Laura Miller, Grade 5 Teacher</i></p>
	2016 - 2017	<p>Where does all of that cafeteria lunch trash go? That was the question the Radioactive Hamburgers, a team of fifth grade students at Hillside Elementary School, asked when they began work on their FIRST Lego League (FLL) project in early September 2015 and were tasked with designing a project that solved any problem related to trash and/or recycling. Their answer would not only result in winning an innovation award at the December 5th Worcester Qualifier tournament, but it also jump-started an initiative to better address the issue of mealtime trash at the Hillside Elementary School. For their project, Hillside students Zachary Brown, Noah Dooley, Adam Kuechler, Daniel King, Dilin Meloni, and Omri Sde-Or focused their attention on understanding what happens with the lunchtime food waste generated at Hillside and how to better dispose of it. The boys collaborated with Greg Smith, Needham's Superintendent of Solid Waste and Recycling Operations, Michael Kascak, Hillside's principal, and Walter Godoy, the school's head custodian, to eventually launch a program that involved getting students at the school to separate their trash into 4 different waste bins (foam trays, milk cartons, food waste, and other trash) and then work out the logistics of transfer of the collected food waste to the composting site at the Needham Recycling and Transfer Station (RTS). The transfer of the waste involved an additional collaboration with the Town of Natick, where the Natick trucks would be stopping at Hillside twice per week to pick up Hillside's food waste when they were already on their way to drop of Town of Natick food waste at the Needham RTS. The education campaign and instruction for the school took several months and moved into the 2016-2017 school year. Once the school had fully implemented the system of food waste separation and demonstrated clean separation, the Natick trucks started picking up Hillside food waste in early October 2016. In addition to launching this program for Hillside, and with the help of Michael Kascak and Walter Godoy, the Radioactive Hamburgers have transferred the activity of monitoring food waste separation and education to a new group of 5th graders, with the idea that this will be a sustained program fostered and monitored by a new set of 5th graders each year. – Seema Meloni, former PTC co-President</p>

Objective 1.3: Continue to review, evaluate and, when necessary, revise the support given to teaching staff in both English Language Arts and Mathematics instruction and increase student achievement.

What are the action steps?	Timeline	Evidence and/or outcomes
<p>Survey classroom teachers to reflect on their successes and challenges in regard to literacy instruction, and outline possible action steps to strengthen literacy program.</p> <p>Done!</p>	2014 - 2015	<p><i>A district literacy survey was recently completed by all classroom teachers in grade level groups. These teacher reflections were then incorporated with those of the literacy specialists and principal. The outcome is a document reflecting the strengths and needs of literacy instruction at Hillside. In addition, meeting time has been set aside for literacy articulation meetings between grade levels, and to introduce classroom teachers to the new reading units of study. - Carol-Ann Hurley and Linda Hillery, Literacy Specialists</i></p> <p><i>In completing the district literacy survey, classroom teachers indicated the desire for more professional development and grade level dialogue about literacy. Bi-weekly meetings are now being held with the literacy specialists and grade level teachers during common planning time to support a deeper understanding of the revised reading units of study and topics generated by grade level. These topics include, but are not limited to, writing about reading, partnerships, reading logs and assessments. An after school literacy book club is being launched based on the success of previous book clubs and teacher interest. - Carol-Ann Hurley and Linda Hillery, Literacy Specialists</i></p>
<p>Reflect on first year of Math Coach position and plan steps for next year.</p>	<p>2014 – 2015</p> <p>2015 – 2016</p> <p>2016 - 2017</p>	<p><i>Support classroom teachers with the math workshop model and evaluate the common core standards as they relate to the Think Math curriculum. Continue remedial and extension direct service work with students. Meeting times with math coach will be set aside for grade level math meetings and articulation between grade levels. -Elaine McKenna, Math Coach</i></p> <ul style="list-style-type: none"> • <i>Use data from district-wide assessment to inform teachers how to implement small group instruction for both remedial and challenge students.</i> • <i>Help teachers implement the new district-wide aMath assessment and use data to inform instruction.</i> • <i>Collaboration time is being used to discuss changes in district-wide math curriculum, assessment data, and classroom instruction. - Elaine McKenna, Math Coach Hillside/Eliot</i> <p><i>There is also a request in the upcoming budget to fund a full time Math Specialist positions at Hillside and Eliot for FY17.</i></p> <p>As with language and literacy development, mathematics learning is most meaningful when it is integrated across the various settings where young children live and learn at home and in the broader community. To address this gap, themed backpacks have been created that Kindergarten children can take home on a weekly basis. Each backpack contains reading materials, interactive games, and manipulatives for math activities. In addition to providing a fun way for families to learn together, the activities follow the national core curriculum for kindergarten math. The backpacks are similar in concept to Literacy Backpacks already in use in many kindergarten classrooms across the district. These backpacks are very popular with children and their families and increase family engagement in English language learning. The idea is to extend the engagement and fun in math learning for the youngest learners across the district.</p> <p>We are also currently piloting the Math Workshop model at both Hillside (2nd and 3rd grade) and Eliot (2nd and 4th). - Elaine McKenna, Math Coach</p> <p>Request for fulltime math coach submitted again for next year’s budget.</p>
<p>Use new schedule, especially Common</p>	2014 – 2017	<p><i>Norms, structure and protocol for agenda setting have been established for collaborative teams. Grade level leaders act as</i></p>

<p>Planning Time (CPT) blocks to develop best practices for looking at student work and informing instruction.</p>	<p>2016 - 2017</p>	<p><i>gatekeepers and regularly check in with Principal to share updates on progress and solicit support when needed. Building specialists meet monthly with each other for support and/or special projects or topics (i.e., assemblies and handling challenging behaviors). - Michael Kascak, Principal</i></p> <p>This year CPT we plan to use CPT time to address “Initiative” fatigue and build on positive momentum from summer meetings with Unit A union representatives. Priority will be given to ongoing student safety-related initiatives by clearly articulating a list of safety-related initiatives that are as essential (ALICE, Social/Emotional Learning, and Cultural Proficiency) and supporting curriculum leaders as they help decide the focus on non-safety projects and initiatives that will be taken on this year based on data related to student learning, the professional goals of grade level colleagues and results from the recent District Survey. –Michael Kascak, Principal</p>
<p>Review and share best practices to implement strategies to strengthen our students’ standardized test scores.</p>	<p>2014 – 2017</p> <p>2015 – 2016</p> <p>2016 – 2017</p>	<p><i>Latest MCAS data shows upward trend in our school’s overall science and math scores. We are trending downward in ELA area, however, and this is due mostly to points lost in written responses (vs. multiple choice). Teacher teams are looking at data and developing SMART Goals to improve instruction in this area. Principal is hoping to look at data from all five elementary schools and gather/share best practices for use by each other’s teaching and support staff. - Michael Kascak, Principal</i></p> <p><i>All staff will continue with implementation of school wide initiatives to increase MCAS scores and growth indicators, specifically in ELA and more specifically in written response and short answer questions. We look forward to reintroduction and expansion of the TestWiz program which gives teacher teams access to a wide variety of data from MCAS to use as evidence for the Student Growth Goals they are setting this year.</i> – Michael Kascak, Principal</p> <p>Hillside received a Level 1 rating based our students recent MCAS performance! We are currently still waiting for TestWiz access for all teachers while F&P scores are being added to the data base. We are also addressing the achievement gap at Hillside by formalizing RTI processes which are in place for students of color who need support services but do not qualify for an IEP. This includes identifying needs and resources and designing specific interventions that can be documented and reviewed in a clearly articulated protocol. – Michael Kascak, Principal</p>

Objective 1.4: Staff and students increase their Cultural Proficiency through professional development opportunities and school wide and grad level projects which effectively address matters of diversity, racism, ethnocentrism, homophobia and gender bias in context of the pluralistic communities in which they live.

<i>What are the action steps?</i>	<i>Timeline</i>	<i>Evidence and/or outcomes</i>
Fulfill the requirements to secure NEF grant approval in order to garner more titles in our book room that better reflect cultural proficiency.	2014 – 2015	<i>Survey classroom teachers to determine needs for additional titles. Establish Hillside team, comprised of parents and staff, to review an NEF grant recently awarded to Mitchell counterparts. Apply for "copycat" grant after needs assessment is complete and eligibility window opens. - Michael Kascak, Principal</i>
	2015 – 2016	<i>Hillside is pleased to report a multicultural book NEF grant was approved in the spring of 2015. This "copycat" grant, titled "Excellence and Equity in Education" was modeled after similar book grants other Needham schools received. A Hillside teacher team met over the summer to compile an original list of books that would specifically meet Hillside's needs. In addition, a donation of books was secured from Hachette Book Group. The result was the creation of classroom libraries which promote multicultural and diversity understanding and acceptance at Hillside. Both the grant and donated books were distributed to classroom teachers at the November 2015 faculty meeting. Teachers will be provided with a list of all books to facilitate access to titles from other grade levels and ways to use these new resources effectively will be discussed at future common planning times and faculty meetings. A school wide book, <i>Because Amelia Smiled</i>, by David Ezra Stein, will be read over the course of the year in all the Cluster Groups to not only promote global awareness but social emotional learning as well. There is additional money to spend on more books and the team will take recommendations from the faculty before purchasing. We also invite parents to talk to your children's teachers if you have any multicultural book recommendations. Please stop by in our lobby to look over some of the new books purchased in a display we will have up for the next several weeks. - Jamie Singelais, ESL Teacher and member of staff grant team</i>
	2016 - 2107	The Hillside book grant team continues to meet to monitor use of the books acquired with the "Excellence and Equity in Education" grant. The team is working with grade level teaching teams to share ideas for using the books in classrooms. In addition, a new school-wide book, <i>Red: A Crayon's Story</i>, by Michael Hall, was introduced to staff at a faculty meeting in September 2016. It will be read over the course of the year in all the cluster groups to support social emotional learning. We will continue to take book recommendations from staff and families to purchase with future funds. - Jamie Singelais, ESL Teacher Coordinator and member of staff grant team
Utilize professional development opportunities offered through IDEAS (Initiatives for Developing Equity and Achievement for Students) program.	2014 – 2017	<i>A steering committee made up of staff and administration will use two survey tools from IDEAS to gather information about Cultural Proficiency needs of the whole staff. The committee will use this data and subsequent consultation with IDEAS support staff to develop a spring in-service training specific to our community's needs in this area. - Michael Kascak, Principal</i>
	2016 – 2017	<i>In-service training was completed in Spring, 2016 and we will use data from District survey to help us plan next steps for future training and develop SMARTgoals where appropriate. – Michael Kascak, Principal</i>
Develop and execute a school-wide art project that, when displayed, reflects our pluralistic community. Done!	2014 – 2015	<i>"We are Hillside" self-portraits will be created by all students in grades one through five in Art class and by all Kindergarteners in their homerooms. When completed they will be collages together, laminated and displayed in school lobby like the beautiful one done at Eliot school last year. - Michael Kascak, Principal</i>

<p>Introduce many new varieties of vegetables and ways to cook them, in the hopes of encouraging the kids to select balanced lunches.</p> <p>Done!</p>	<p>2014 - 2015</p>	<p><i>Vegetables seem to be one of the hardest of the food groups to get kids to take. At the "Hillside Hive" café, we have learned that the more frequently we menu these great veggies, and encourage the kids to try them, the greater the demand becomes. The Hillside children love roasted vegetables—roasted cauliflower and kale chips are two of their favorites. When cauliflower is on the menu, your Hillside children go through 18-20 heads, and when kale is on the menu, they go through 27 pounds! Hooray for Hillside veggie eaters! - Bonnie Simpson, Nutrition Services Manager</i></p>
<p>Connect healthy life choices to classroom academic curriculum.</p> <p>Done!</p>	<p>2014 - 2015</p>	<p><i>Our school nurse will be working with the first grade classes and introducing them to healthy habits lessons. These 20-minute, age-appropriate lessons will be introduced to all four first grade classes and incorporated into the classroom culture. Posters will be left with classroom teachers and will serve as reminders to the students about weekly lesson content. Some of the topics covered are; hand washing, getting adequate sleep and how to cover your mouth when coughing or sneezing. These six healthy habits lessons will help first grade students to become more proactive about their health and the health of others.</i></p> <p><i>-Debbie Greiff, School Nurse</i></p>

Hillside School Goal #2: Collaborate with our school constituencies, other Needham Schools and other outside institutions to develop and promote student leadership and expanded learning opportunities.

Objective 2.1: Establish a connection with a sister school in Beijing, China in order to provide opportunity for cultural exchange.

<i>What are the action steps?</i>	<i>Timeline</i>	<i>Evidence and/or outcomes</i>
<p>Establish a connection with a sister school in China.</p> <p>Done!</p>	<p>2014 - 2015</p> <p>2015 - 2016</p> <p>2016 - 2017</p>	<p><i>The principal from Daxing Elementary School Number 2, along with two staff members and six students, visited Hillside in January, 2014. Students stayed with Hillside host families. https://www.youtube.com/watch?v=NgzwTHTfxDE&feature=youtu.be&noredirect=1 More students are scheduled to visit and stay with Hillside host families this school year. Welcome video was produced for future Chinese families which can be found on our school's web site or at https://www.youtube.com/watch?v=mFM2_8TZKXo . We are currently looking into the possibility of bringing Hillside families to Beijing in April of 2016. - Michael Kascak, Principal</i></p> <p><i>Hillside now has two sister schools in Daxing and we will continue to host students and teachers from Beijing as we have been doing for the past few years. There is also group of us who are looking at possibly arranging a trip for Hillside families and students in April of 2017 or 2018. I have been fortunate enough to travel there twice in past few years and so have a number of Hillside teachers. Our hosts in Daxing ensured our experiences were truly exciting and enriching and I am confident they will do the same for Hillside families. – Michael Kascak, Principal</i></p> <p>We will know after a meeting in December if we have enough families to bring a group of Hillside and other Needham families to Daxing this coming April. The trip will be based on the successful model done this past April break by Mitchell Principal, Mike Schwinden and Boston Ivy, the same organization who organized it last year. – Michael Kascak, Principal</p>
<i>What are the action steps?</i>	<i>Timeline</i>	<i>Evidence and/or outcomes</i>
<p>Develop the possibility of both sending graduate students to Daxing and creating a professional development program for Chinese teachers through Lesley University.</p> <p>Done through Lesley University!</p>	<p>2014 - 2017</p>	<p><i>Positions are being created in Beijing for graduate students, interns and/or other school support staff to teach English classes in Beijing. The lessons will be based on the modules created by Hillside school staff that travelled there this past summer. (See box below.) Recruitment of candidates is happening now. - Michael Kascak, Principal</i></p>

Objective 2.2: Look into expanding our successful collaboration with Lesley University and increasing the diversity of its pool of specified candidates.

<i>What are the action steps?</i>	<i>Timeline</i>	<i>Evidence and/or outcomes</i>
Expand recruitment of candidates for the Collaborative Program to include more diversity.	2013 - 2017	<i>Set-up an information table at Needham's Diversity Job Fair in March. We recently worked with Lesley University to promote residency-based collaborative programs. (http:// www.lesley.edu/teacher-residencies-learning-where-the-students-are/) and develop promotional materials which included interviews with alumni and filming done here at Hillside.</i>
Investigate adding another certification license (Early Childhood, Middle School and/or Special Education) possibility to our existing program which offers only the Elementary license.	2014 - 2017	<i>Faculty from Lesley University will be meeting at Hillside this spring and next fall to identify which options, if any, are possible. We will also look at possibility of expanding intern placements to other NPS elementary schools.</i>
	2015 – 2016	<i>After working with Sixth Grade Center Principal, Jessica Downey, and her staff, two Interns will be placed at High Rock this coming January (2016) as a pilot for future middle school placements. – Michael Kascak, Principal</i>
	2016 - 2017	Expansion of current Lesley collaborative program beyond Hillside is on hold as we adapt our current program of study to changes in the University's Graduate Education Program. We will revisit this once changes are finalized. – Michael Kascak, Principal
Create a scholarship to help interns in need with tuition expenses. Done!	2014 - 2015	<i>A generous donation has been made to seed a fund designated to help a Lesley intern cover tuition and/or fees for the program. PTC will make an annual donation to ensure this fund continues.</i>
Investigate possibility of establishing Professional Development opportunities between Lesley/Hillside staff and Chinese Counterparts. Done!	2014 - 2016	<i>Meetings were held both at Hillside and Lesley University to brainstorm professional development opportunities between Chinese and American teaching staff and graduate students. Looking into hosting Chinese teachers here in January 2015 and adding a Chinese placement component into teaching training program for 2015-2016. - Michael Kascak, Principal</i>

Expand Connection Cluster meeting time and when feasible use it for Service Learning.	2014 – 2017	<i>Our long running Connection Clusters Program is an ideal vehicle for school wide discussion of service learning. Some clusters have already initiated their own projects. This year we plan to use this time to help with Earth Day activities and establish an email conference to house successful Cluster activities. In light of current conversations about school safety this year, the staff will be mindful about their role as Cluster Leaders and the resource they can be for students even when not meeting with them. - Michael Kascak, Principal</i>
	2015 – 2016	<i><u>Because Amelia Smiled</u> by David Ezra Stein, will be read over the course of the year in all the Cluster Groups to not only promote global awareness but social emotional learning as well. This is part of the Excellence and Equity in Education NEF grant.</i>
	2016 - 2017	<i>Red, A Crayon’s Story by Michael Hall will be read over the course of the year in all the Cluster Groups to not only promote global awareness but social emotional learning as well. This is part of the Excellence and Equity in Education NEF grant. Clusters have also provided an appropriate and helpful arena for students to comfortably discuss their experiences with new ALICE safety protocol. – Michael Kascak, Principal</i>

Hillside School Goal #3: Continue to run a safe and successful school program in an aging facility that has inadequate interior and exterior space and is in need of renovation.

Objective 3.1: Build a permanent (and portable) work of art illustrating daily life and traditions at Hillside and how STEAM influences the student's daily learning.

<i>What are the action steps?</i>	<i>Timeline</i>	<i>Evidence and/or outcomes</i>
Secure funds for a project. Done!	2013 - 2014	<i>The \$15,000 required was secured through an NEF Grant, a MA Cultural Council Grant, fundraising by the Hillside PTC, and donations from the community.</i>
Mural Design with Artist in Residence, Joshua Winer. Done!	2013 - 2014	<i>Mural themes were crafted by gathering input from Hillside staff and holding a brainstorming session with Hillside families. Working with their art teachers, students from K-5 contributed drawings which artist in residence, Joshua Winer (http://joshuawiner.com/) crafted into the mosaic templates.</i>
Mural Creation. Done!	2014 - 2015	<i>Five movable mosaic panels representing the unique spirit of Hillside and how STEAM influences the student's daily learning were created. Over a period of three weeks last spring, students cut and placed tiles with the aid of Joshua Winer, parents and teachers -- a true community effort.</i>
Unveiling of Mural. Done!	2014 - 2015	<i>Representing the unique spirit of Hillside, the finished mural, mounted on movable panels, was unveiled to the Hillside community at the end-of-year art show. It will be a lasting impression that will be passed on to future generations of Hillside families. Please enjoy the pictures of this beautiful mural, which can be found on the cover of this document. - Sondae Varga, Laura Fields, Mary Buffinger, Parents</i>

Objective 3.2: Implement safety initiatives and building improvements where needed.

<i>What are the action steps?</i>	<i>Timeline</i>	<i>Evidence and/or outcomes</i>
Work with police department to post appropriate signage for vehicle entry during drop-off and pick-up times. Done!	2014 - 2015	<i>Signs have been made, town is waiting on posts. Signs for live parking only need to be replaced after winter plowing and work order has been placed. Additional Hillside staff assigned to afternoon pick-up procedure to help with a deficit of crossing guards and/or traffic police. - Michael Kascak, Principal and Officer Karl Harmon, NPD</i>
Redesign School Crisis Team and align its mission with our school's Health and Safety Advisory Committee (HSAC).	2014 -2016 2015 – 2016	<i>Crisis team has been identified and monthly meeting schedule established. Immediate topics include: using Building-level recommendations from the Massachusetts Task Force on School Safety and Security to help set our committee's agenda; input on present NPS Safety and Emergency Guidelines; looking at balancing healthy SEL with necessary safety procedures; and continued practice of safety drills. In addition, this group will begin researching ALICE (Alert, Locate, Inform, Counter, Evacuate) Protocol. http://www.alicetraining.com for elementary schools. - Michael Kascak, Principal <i>Work with both groups to create a timeline for implementing ALICE training protocol at Hillside which is consistent with district's plan for all schools. – Michael Kascak, Principal</i></i>

	2016 – 2017	In Spring of 2016, school staff was trained in ALICE protocol with the help of the Needham Police Department. A parent informational meeting was held the following week. Student presentations and scripts were developed then shared and discussed with all students in June. These were previewed for Kindergarteners and reviewed again with first graders by principal and Needham Police this fall prior to a full school practice drill that was successfully completed in October. – Michael Kascak, Principal and Ryan O’Leary, Needham Police Department School Security Officer
<i>What are the action steps?</i>	<i>Timeline</i>	<i>Evidence and/or outcomes</i>
Promote carpooling, walking and/or bicycling to school whenever possible to reduce amount of traffic and congestion in and around Hillside School.	2014 - 2015 2015 - 2016	<i>The fourth and fifth graders on Hillside’s Green Team have been working all year to promote walking to school and carpooling. Among other things, students have produced (with the help of parents including Michelle Hoffmeister) public service announcements (e.g., news reports, interviews, and skits) which are featured on the Hillside website (http://www2.needham.k12.ma.us/hillside/technology/student_projects/13_14/green_team/index.html). They encourage alternatives like walking, using the Booth Street path and carpooling. - Laura Katz, Teacher and Green Team advisor</i> <i>Green Team of 4th and 5th graders continue working on several projects this year:</i> <ul style="list-style-type: none"> • Encouraging walk, bike and carpool to school through various incentives and publicity. • Painting a new yellow line for kids who take the bus to walk on during a walk/bike to school day. • Partnering with PTC Green Committee and with new parent volunteers for projects on Green Team meeting days. <i>- Laura Katz, Teacher and Green Team advisor</i>
Where and when possible, fund, execute and maintain basic repairs and building upgrades.	Summer 2014 2015 – 2016	<i>Projects scheduled for the summer of 2014 include:</i> <ul style="list-style-type: none"> • Control external air leakage into the building - Ongoing • HID lamps with induction lighting or LED lighting- Complete parking lot and exterior lighting • Install new code-compliant guard rails and hand rails at all stair wells- Complete • Install timers on rooftop bathroom exhaust fans –not feasible due to the mechanical configuration • Install lockable cabinets over electrical panels. • Submersible pump to be hard-piped to go outside the building • Replace ceiling tiles as needed - Ongoing • Floor refinishing gym and stage – Complete, Gym floor scheduled for this summer • Repair sink drains in modular classrooms with installation of heat trace. <i>-Charles (Chip) J. Laffey , Director of Facility Operations</i> <ul style="list-style-type: none"> • Control external air leakage into the building. Ongoing. • HID lamps with induction lighting or LED lighting- Complete parking lot and exterior lighting. Done. • Install new code-compliant guardrails and hand rails at all stairwells. Completed, Finished Last Stair Well in August 2015. • Install timers on rooftop bathroom exhaust fans –not feasible due to the mechanical configuration. Had to abandon because fans are needed to exhaust heat from refrigerator & freezer. • Install lockable cabinets over electrical panels. Completed. • Submersible pump to be hard-piped to go outside the building pump installed and wired. Had to replace pump. Will attempt to pipe in summer 2016. Out to bid. • Replace ceiling tiles as needed. Ongoing • Floor refinishing gym and stage. Complete, Gym floor scheduled for this summer – Gym scheduled for summer 2017. • Repair sink drains in modular classrooms with installation of heat trace. Drains repaired, Heat trace not needed. • Installed insulated shades in all classrooms. Completed 2015

	<p>2016 – 2017</p>	<ul style="list-style-type: none"> • <i>Changed boiler programing to switch boilers Monday afternoon at 2:30 PM</i> • <i>Replaced balusters on handrail on deck modular. – Chip Laffey, Director of Facility Operations</i> <p>Maximize changes in custodial staff and management to keep positive momentum with what's started already in addressing building needs as emphasized in the data from the District Survey. Priorities this year include lead, mold, and TCE testing, a “deep cleaning over summer and longer school breaks, and the composting project. Continued work on New Hillside project with particular attention to balancing demands of planning project with ongoing regular management of current and ongoing school facility business. – Michael Kascak, Principal</p> <p>Installed LED lighting outside by the playground – Complete. Replaced 2 air conditioners in Hillside Media Center – Complete Installed insulated shades in rooms 10 & 10A – Complete Repaired piping & systems for boilers and condensate system – Complete Repaired leaking roof in rooms 1 & 2 – Complete Repaired broken glass in stairwell – Complete Completed mold testing – Complete Assisted in repairing a water main break – Complete Repaired & replaced windows – Complete Repaired the deck – Complete Converted metal halide lighting to LED – Complete Installed Lexan in stairwell to gym & cafeteria – Complete Installed a dedicated circuit for special education – Complete Installed windows in doors – Complete Replaced damaged floor tiles in Kindergarten classroom – Complete <i>- Carys Lustig, Acting Director of Facility Operations Needham DPW</i></p>
<p>Continue to keep community members informed and appropriately involved with the ongoing Needham Elementary Schools Building Project. Detailed up-to-date information can be found at (http://rwd1.needham.k12.ma.us/Hillside_and_Mitchell_Planning/).</p>	<p>2014 – 2017</p> <p>2015 – 2016</p> <p>2016 – 2017</p>	<p><i>This Needham Elementary School’s Building project has been invited into the Eligibility Period by the MSBA. The next step in the process is a Feasibility Study, which will closely examine and evaluate the sites under consideration for the Elementary Schools Building Project. The town of Needham has sent out bids and is in the process of selecting an architect to conduct the Feasibility study. The Hillside community will continue to monitor the progress of this study as it unfolds in the coming year. - Joanna Herrera, Parent</i></p> <p><i>On November 2, 2015, Town Meeting approved the purchase of land parcels at the site of Owen’s Poultry Farm on Central Avenue. This site has been identified as the preferred site for the new Hillside School. Next on the schedule for the school is the submission of the Preferred Schematic Report (PSR) to the MSBA. From a parent view point, many are happy that the new school will be in the same area and while we are sad to see Owen's go, we are excited about the opportunity it has provided for the Hillside Community. The Hillside community will continue to monitor the progress as it unfolds over the next year. - Liz Webb Green and Anne Pickett, Parents and School Council members</i></p> <p>The Town of Needham purchased the Owens Poultry Farm, along with several houses and</p>

the 609 Central Ave property in 2016. Animal oils were removed and the site soils were cleaned up last summer. Demolition of all but two houses is in progress this fall to prepare the new Hillside School site at Central Ave. In July 2016 the MSBA Board approved the Schematic Design for the project.

On October 5, 2016 Special Town Meeting approved three important Warrant Articles related to the Hillside project including:

Article 2: Appropriate for Hillside School Construction – Approved \$57,542,500 for design and construction funding for the school.

Article 3: Appropriate for Hillside School Outside Play Areas – approved \$250,000 for the design and construction of the playing field and portions of the walking trails on the west side of the new school which overlap into land under License by the Town of Needham from the Town of Wellesley.

Article 4: Amend Zoning By-Law – Height Limitation Exceptions – Approved amendments to the height of new school and municipal buildings necessary to accommodate the contemporary mechanical equipment, daylighting and rooftop equipment needed for a contemporary school building.

On October 14, 2016 the MSBA signed the Project Scope and Budget Agreement (PSBA). This forms the basis for the Project Funding Agreement which will be executed after the Certification of Ballot Question #5, being voted on November 8, 2016 which authorizes a proposition 2 ½ override for borrowing on the project.

The School Committee, Board of Selectmen, Town Manager and Finance Committee have encouraged the PPBC to look at accelerating the project schedule by one year, so that the school could open in September 2019. The Design Team has initiated the Design Development phase in an effort to achieve this new goal. The accelerated schedule must still be agreed with the MSBA as a part of the next project submission in early 2017. – *Hank Haff, Sr. Project Manager, Needham Public Facilities Department*