

# Norwin School District Annual Education Plan



2003-2004



# *Superintendent's Report*



*P*ublic schools are organizations with limited resources - personnel, time and money. Therefore, it is important that school districts establish clearly defined and agreed upon goals. These goals must be prioritized to ensure that limited resources are directed toward implementing those strategies which will have the greatest positive impact toward achieving the school district's vision of an effective educational program.

*T*he Norwin School District Strategic Plan includes a Mission Statement, Priority Goals and Action Plans. Utilizing the Strategic Plan as a basis, an Annual Plan has been developed which lists the Mission Statement, Goal Areas, Objectives, and Action To Be Taken. Also, Administrative and Management Goals have been added to the Strategic Plan Goals.

*D*uring the 2003-2004 School Year, the Annual Plan will provide the Board and Administration a focus to guide our decision making. It will communicate to the staff and community that District resources are focused and moving Norwin toward a shared vision of a quality educational program for all students.

*Richard H. Watson*

*The mission of the Norwin School District is to prepare its students to meet life's challenges through quality educational experiences.*

# Goal 1

## Buildings and Grounds



Demolition begins on the Middle School renovation project.— March 2004

### Strategic Plan—Action Plan Items

**Objective:** To develop and implement a plan for the completion of the proposed new construction and renovations to existing structures in the District including appropriate technology updates.

**Action To Be Taken:**

1. Create an updated feasibility study for renovations to the 7-8 Middle School, Scull Elementary School, Stewartsville Elementary School, and the Administration Building.

**Activity:** Refer to Section 2: Administrative and Management Goal Area 1 for a list of related activities in progress.

**Objective:** To develop and implement appropriate plans, procedures and guidelines to ensure efficient and safe operations throughout the Norwin School District.

**Actions To Be Taken:**

1. Develop and implement a central storage facility for the efficient inventory and distribution of supplies.
2. Develop a plan to make Norwin School District facilities more available to the public for learning and recreation opportunities.
3. Develop and implement a preventive maintenance program for all facilities within the Norwin School District.
4. Conduct an annual review of the District emergency plan and provide ongoing training for all employees.

**Activity 1:** Analyze storage issues including the District Administrative Office, and utilize a portion of the Pennsylvania Avenue Elementary School for storage purposes.

**Activity 2:** Analyze the feasibility of relocating the District Maintenance Department from the Stewartsville Elementary School to the High School Stadium bleacher building once Phase 3 of Stadium renovations have been completed.

**Activity 1:** The High School Fitness Center will be equipped with up to date fitness equipment and access for the public will be provided through the Recreation Department.

**Activity 2:** Explore the possibility of a partnership with North Huntingdon Township to develop outdoor classroom areas.

**Activity 3:** Develop and implement a plan to provide computer classes for the community.

**Activity 4:** Review the District's facilities procedures through the Board Policy Committee to determine appropriateness of fee structure.

**Activity 1:** The District will contract with a maintenance company to provide semiannual preventive maintenance on all new HVAC equipment.

**Activity 2:** The District will establish a new HVAC position and hire a qualified technician to conduct preventive maintenance on the new HVAC systems.

**Activity 1:** Annually in-service staff on emergency plan and procedures including providing CPR training.

**Activity 2:** Create building Safety Committees to review building emergency plan and procedures.

**Activity 3:** Conduct annual meeting with local emergency planning officials to review plan and update as needed.



Norwin High School—February 2003

## Administrative and Management—Action Plan Items

**Objective:** To develop and implement a plan for the completion of the proposed new construction and renovations to existing structures in the District including appropriate technology updates.

**Action To Be Taken:**

- |  |   |
|--|---|
| <p>1. Complete design, bid, and begin renovation and construction of additions to the Middle School.</p>   | <p><u>Activity:</u> Bid project in January 2004, award contracts in February 2004, and begin construction in March 2004. Project to be completed by August 1, 2005.</p>   |
| <p>2. Complete design, bid, and begin renovations and additions to Phase 3 of the High School Stadium.</p>   | <p><u>Activity:</u> Bid with Middle School Project in January 2004, award contracts in February 2004, and begin renovations in March 2004. Project to be completed by August 1, 2004.</p>   |
| <p>3. Complete Closeout of High School, High School Stadium, Sheridan Terrace, Sunset Valley and Hillcrest Intermediate Schools projects.</p>  | <p><u>Activity:</u> Ongoing until completion.</p>   |
| <p>4. Complete financing plan including a bond sale of approximately \$ 10 million for Phase 3 - Middle School Project.</p>  | <p><u>Activity:</u> Finalize financing plans by January 2004. Consider possible Rate Lock Agreement to issue bonds in October 2004. If not, monitor market and proceed with either a negotiated bond sale or bank qualified loan.</p>   |
| <p>5. Remodel Pennsylvania Avenue Elementary School to house the Tax Office and Food Services Department.</p>  | <p><u>Activity:</u> Finalize remodeling plan and drawings, bid work, and complete by June 2004.</p>   |
| <p>6. Work with community groups to develop a plan to utilize a portion of the Pennsylvania Avenue Elementary School as a community center and submit the plan to Irwin Borough Council.</p> | <p><u>Activity 1:</u> Meet with community groups in January 2004 to discuss needs and formulate a plan.<br/> <u>Activity 2:</u> Review plans with the Board of Education and acquire approval to proceed.<br/> <u>Activity 3:</u> Submit approved plan to Irwin Borough Council for approval.</p> |
| <p>7. Submit a Request for Variance from the Pennsylvania Department of Education to proceed with plans to renovate and construct additions to the Scull Elementary School.</p>              | <p><u>Activity 1:</u> Submit a Request for Variance to PDE.<br/> <u>Activity 2:</u> Prepare video highlighting Scull Elementary School needs as requested by PDE, and submit video to PDE for review.</p>   |



Norwin High School circa 1937  
Currently Norwin Middle School



Norwin High School, circa 1965

# Goal 2

## Curriculum and Instruction



Children's author, Debra Pedrow, visiting students

### Strategic Plan—Action Plan Items

**Objective:** To provide basic Spanish language instruction in grades 1-6.

1. Conduct training of Grade 1-5 teachers in the Spanish non-graded curriculum and how to integrate Spanish into the content areas.
2. Implement elementary Spanish video curriculum including grade 6.

Activity 1: Video curriculum has been purchased and is being used in grades K-6.

**Objective:** To compile evidence to determine whether there is a need for full day kindergarten within the Norwin School District.

**Action To Be Taken:**

1. Develop a list of advantages and disadvantages, review research, survey stakeholders, and prepare a comprehensive report with a recommendation to the Board.

**Objective:** To conduct and evaluate a pilot full day Kindergarten program for evidence of increased student achievement.

**Action To Be Taken:**

1. Create criteria by which full day kindergarten will be evaluated.

**Objective:** To develop and implement an adult volunteer program at the secondary level to provide tutoring and mentoring.

**Action To Be Taken:**

1. Create a committee to build the organizational structure from which the program will be developed.
2. Conduct a needs assessment, employ a Community Liaison person, develop a list of possible volunteer sources, and implement program at the secondary schools.

Activity 1: Continue to develop and expand student opportunities through Partners in Progress and Career Days.

## Administrative and Management—Action Plan Items

**Objective:** To develop a coordinated curriculum K-12 which is aligned with state and national standards.

**Actions To Be Taken:**

1. The District curriculum will be aligned K-12 in all content areas utilizing curriculum mapping process.
2. The District staff will be trained on the utilization of the Scantron Curriculum Designer program.

Activity 1: Use the Scantron Curriculum Designer program to continue the development of a curriculum aligned to state and national standards.

Activity 1: Develop a group of teacher trainers to train staff in the Scantron Curriculum Designer program.

Activity 2: Establish training modules and offer training through academies and in-service days.

**Objective:** To develop a coordinated curriculum K-12 which meets the needs of all students.

**Actions To Be Taken:**

1. The District staff will be trained to develop lessons and provide instructional strategies which adapt to the specific leaning styles and needs of the student.
2. The District will provide the support needed to ensure all students are given the opportunity to achieve proficiency.

Activity 1: The staff will be trained in Differentiated Instruction.

Activity 2: Learning Teams have been developed at all levels to enhance communication between grade levels and content areas, to provide support, and to encourage the coordination of curriculum which addresses the learning styles and needs of the student.

Activity 1: The District will utilize the PLATO software program to provide a "safety net" for low achieving students and to provide enrichment for high achieving students.

Activity 2: Staff will be trained in the use of PLATO.

Activity 3: Time will be scheduled to implement the PLATO program during and after school hours.

Activity 4: A plan will be implemented which provides students the background and test taking skills needed to achieve proficiency on the PSSA.

Activity 5: Explore opportunities to extend tutoring services to all grade levels.

Activity 6: Online website with daily homework posting established for Middle School and Hillcrest Intermediate School.

Activity 7: Implemented the use of Study Island test preparatory software for the PSSA at Hillcrest Intermediate School and in the process of implementing at Middle School.



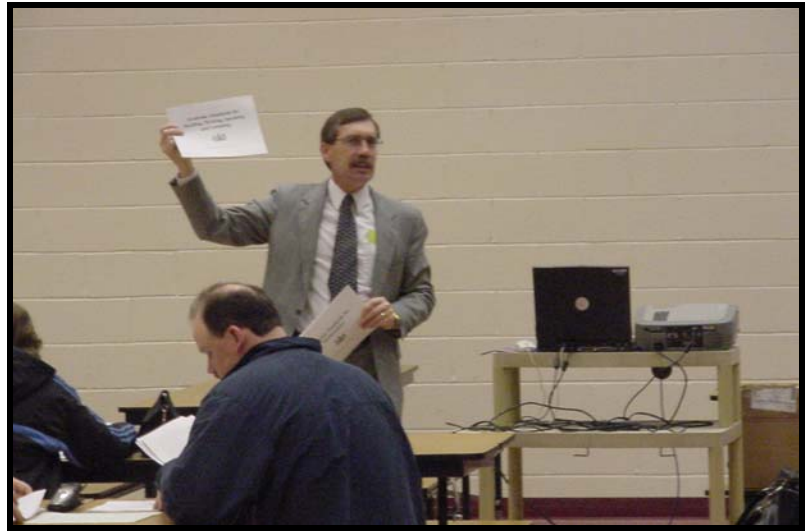
Mr. Knipple's Physics class at the High School solving problems.



Mrs. Atwood's first grade class at Stewartville Elementary.

# Goal 3

## Assessment — Staff Development



Dr. John C. Boylan, Director of Elementary Education, meets with parents of fifth grade students about the Pennsylvania Student State Assessment Test.

### Strategic Plan—Action Plan Items

**Objective:** To effectively collect, use, and disseminate assessment data to all stakeholders to improve student achievement.

**Actions To Be Taken:**

1. Develop a process for the systematic analysis of data at the classroom, building, and district levels.
2. Create action plan document to be used based on the data analysis for each building.

Activity 1: Review existing PSSA math assessment data and review with staff on in-service days.

Activity 2: Review options for collecting, storing and assessing data through Allegheny Intermediate Unit (AIU) CDA program.

Activity 3: Present District report card on PSSA achievement in Network and on website.

**Objective:** To develop and implement a comprehensive benchmark assessment plan (K-12) in all course/subject areas/grade levels based on the District curriculum maps and the Pennsylvania academic standards.

**Actions To Be Taken:**

1. Develop a five-year Curriculum and Assessment Review Cycle for all subjects connected to the Pennsylvania Academic standards.
2. Create and implement a plan to evaluate the progressive effect on student achievement from the implementation of comprehensive benchmark assessments.
- 3.



**Objective:** To develop and implement a three-year in-service action plan for professional employees and support staff.

**Action To Be Taken:**

1. Three-year staff development action plans will be developed for each of the following groups: Administrators, Professional Employees, Clerical Employees, Food Service Employees, Custodial/Maintenance Employees, and Transportation Service Employees.





# Goal 3

## Professional Development



Principals using their Palm Pilots provided by a Bill and Melinda Gates Grant to the Pennsylvania Department of Education

### Administrative and Management—Action Plan Items

**Objective:** To provide staff members the opportunity to improve their knowledge and skills.

1. Develop a professional development plan and program, which meets the individual needs of all staff members.

Activity 1: Revise the professional agreement to provide staff the opportunity to utilize two (2) non-mandatory staff development day hours (14 hours) to participate in staff development activities/assignments which may include teacher academies, study groups, curriculum development, action research activities, and independent study.

Activity 2: Utilize Teacher Academies (Fall, Spring, and Summer) utilizing District staff including teachers to conduct staff development workshops.

Activity 3: Utilize Teacher Induction/Mentor Program which includes a required professional development assignment of all new teachers.

Activity 4: Utilize Seminar Time for staff to meet as Learning Teams to develop curriculum and provide follow-up activities relative to staff development programs provided on in-service days, i.e. Differentiated Instruction, Safety and Security, etc



Norwin teachers participating in laptop computer classes.

# Goal 4

## Public Relations— Communications



Mr. Miller's Sunset Valley fourth Grade anchoring an in-house live news show.

### Strategic Plan—Action Plan Items

**Objective:** To improve exchange of information between the school district and community.

**Action To Be Taken:**

1. Employ Communications Liaison (full-time position) to oversee communication activities within the school district and community and coordinate volunteer program.
2. Develop and implement a plan to assist residents in contacting appropriate District personnel.
  - Activity 1: Continue to improve and expand District website.
  - Activity 2: Place District Directory of telephone numbers in Network.
  - Activity 3: Add Directory of District staff by building on District website.
  - Activity 4: Institute "Its Elementary" newsletter for grades K-6 to replace forum meetings.
3. Purchase and erect an electronic information board to display District information.

**Objective:** To develop a communication infrastructure to allow for multiple avenues of communications between classroom teachers, students, parents, and the community.

**Action To Be Taken:**

1. Acquire and install notebook computers for the staff of all other school buildings (MS, Scull, Sheridan Terrace, Stewartville). Train personnel in the use of the hardware.
  - Activity: Notebook computers have been purchased and training is conducted through academies and in-service days.
2. Install telephones in the classrooms of all other school buildings (remainder of HS, MS, Scull, Sheridan Terrace, Stewartville) .
  - Activity: All new and renovated school buildings have classroom telephones. The exceptions are Middle School East, Stewartville, and Scull.

# Goal 4

## Technology



Mrs. Popvic's seventh grade typing class at Middle School.

### Administrative and Management—Action Plan Items

**Objective:** To develop and implement a district technology plan which shall provide students the knowledge and skills needed to be successful now and in the future.

**Actions To Be Taken:**

1. Develop a District curriculum which provides students the educational experiences and opportunities needed to enhance their technology knowledge and skills.

Activity 1: Realigning the curriculum to introduce and develop student knowledge and skills in word processing, spreadsheets and databases beginning in the seventh grade.

Activity 2: Develop student knowledge and skills in utilizing PowerPoint presentations beginning in the primary grades.

Activity 3: Realigning the curriculum by changing the traditional Industrial Arts program into a Technology Education Program which begins in the Middle School and continues through the High School by offering educational modules in Electronics/Electricity; Graphics Arts; CAD; Power and Transportation; Manufacturing; and TV/Studio Production.

Activity 4: Realigning the curriculum by changing courses in the Business Department to the Business and Computer Technology Department to include more technology oriented programs in Microsoft Office; Microsoft FrontPage; etc.

Activity 5: Realigning the Art Department curriculum to provide courses which provide students the opportunity to design artwork using computer technology.

Activity 6: Realigning the Music Department curriculum to provide a course which provides the student the opportunity to compose music using computer technology.

**Objective:** To develop and implement a district technology plan which shall provide staff the knowledge, skills, and resources needed to enhance instruction and to more effectively manage data.

**Actions To Be Taken:**

1. Develop a technology plan for the school district.
2. Complete the implementation of computer management systems for grading, report cards, and attendance.
3. Complete the upgrade of the current computer management systems for budget preparation, payroll, personnel, tax collections/reporting, and census enumeration.
4. Assess the technology skills of all staff members and develop training modules to be used to improve staff skills in deficient areas.

Activity: Continue the ongoing update of the Norwin Technology Plan.

Activity: Continue to train staff and expand options of CIMS program and InteGrade Pro grading system.

Activity: Continue to rewrite and modify current system by utilizing "contracted services," and provide staff development as needed. **or**

Activity: Research and select integrated management software program for payroll, tax office, and personnel.

Activity: All staff members will have technology skills assessed through Boise State University program - FutureKids.

Activity: Training modules will be developed and offered to staff through Academies.

# Goal 5

## Safety and Security



DARE instruction from NHTPD Officer Koury

### Administrative and Management—Action Plan Items

**Objective:** To provide a safe and secure learning and working environment for all students and staff.

1. Develop a safe and secure learning and working environment.

Activity 1: Coordinate emergency plan and procedures with local and county agencies, i.e. fire departments, police, county emergency management, etc.

Activity 2: Develop building “emergency kits”, which include supplies to be used in the event of an emergency, i.e. first aid kit, water, blankets, etc.

Activity 3: Install safety equipment in each building, i.e. cameras, door buzzer system.

Activity 4: Design new facilities to provide greater safety and security, which includes building entrance way layout, door lock down devices and a card reader system.

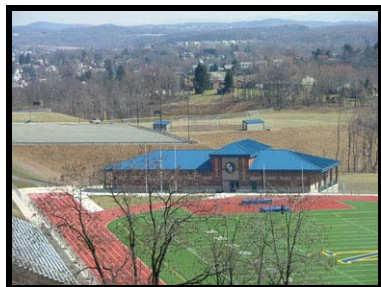
Activity 5: Require all staff and students to have ID cards.

Activity 6: Continue to reevaluate the ongoing need for additional security personnel.

# Goal 6

## Specific Administrative and Management Goals

In addition, each member of the Administrative Team has established at least two (2) specific goals relative to their building and/or job responsibilities, which are related to the overall Annual Plan Goals and will contribute further to the achievement of our vision of an effective educational program for all students of the Norwin School District.



## THE NORWIN SCHOOL DISTRICT BOARD OF EDUCATION

Mr. Dennis J. Rittenhouse, President

Mrs. Kate Zingarelli, Vice-President

Mrs. Donna J. Dominick

Mrs. Becky A. Gediminskas

Mr. Ronald R. Giuliana

Mr. Patrick J. Lavelle

Mr. Robert J. Perkins

Mr. Jeffrey E. Rutkowski

Mr. Thomas J. Sturm



Norwin School District  
281 McMahon Drive  
North Huntingdon, PA 15642  
724-861-3000  
724-863-9467 (fax)  
<http://www.norwinsd.org>

## THE NORWIN SCHOOL DISTRICT ADMINISTRATION

Dr. Richard G. Watson, Superintendent of Schools

Dr. Ronald B. Surmacz, Assistant Superintendent

Mr. John H. Wilson, Business Manager/Board Secretary

Dr. John C. Boylan, Director of Elementary Education

Dr. Janet L. Franicola, Director of Secondary Education

Mr. Thomas H. Wroblewski, Director of Human Resources