



BERKSHIRE HILLS REGIONAL SCHOOL DISTRICT

GREAT BARRINGTON · STOCKBRIDGE · WEST STOCKBRIDGE

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BERKSHIRE HILLS REGIONAL SCHOOL DISTRICT NEEDS ASSESSMENT PROCEDURE UPDATED AUGUST 2019

Each year the Berkshire Hills Regional School District (BHRSD) conducts a needs-assessment for each Title I school. The assessment includes a review of data on student achievement relative to state standards and input from parents and educators. The needs assessment procedure, described below, outlines the steps to establish priorities for action and make appropriate decisions about the allocation of resources (e.g., people, materials, time, and fiscal, including all funds under ESEA).

Step One: Leadership Teams

The BHRSD has implemented Leadership Teams across all three schools in the district (see Table 1 below). The teams are comprised of Department/Team Coordinator and Instructional Leads who are drawn from the teaching ranks and are representative of all grades and departments. Muddy Brook Regional Elementary School and Monument Valley Regional Middle School, the two Title I schools in the BHRSD, each have a data team which meets monthly to evaluate assessment data by grade level and subject area. The data teams review MCAS, ACCESS for ELLs, STAR 360, AIMSWEB, and other common assessments used in that school, such as district math or district writing prompts. Behavioral data are also included in the evaluations conducted by data teams. The members of the data team, in collaboration with the building principal, will make recommendations regarding changes in curriculum, assessment, student programming, and professional development needs based on this analysis. Their work also helps to identify best practices to be utilized in the school. Their recommendations are used to inform the School Improvement Plan and the District Improvement Plan.

Step Two: District Improvement Planning Committee

The District Planning Committee is made up of the entire administrative team. This group meets weekly throughout the school year. The members of the team are the conduit for input from the Leadership Teams, community partners, paraprofessionals, parents, business community, and school committee. This group regularly reviews assessment and survey data, as well as data regarding graduation rates, college attendance, preschool school enrollment, and tiered instruction statistics. This group develops the District Improvement Plan (see attached) and monitors implementation.

Step Three: School Improvement Planning Committee

The School Planning Committee is made up of the school Leadership Teams. The schools follow the same process in developing school improvement plans in the fall. The Leadership Teams, in collaboration with teachers, parents, administrators, business partners, and school committee, the school improvement councils create their school improvement plans based on the broad goals of the district improvement plan and the specific needs of their school community.

Step Four: The Budget Process

The District Improvement Plan and School Improvement Plans are used to inform the budget process (December to March), the district professional development plan, the Title I plan and grant application, the school professional development plans, and the Title IIA grant application, as well as the special education grant and funding decisions. The budget process is as follows:

- 1) Superintendent seeks budget suggestions through an e-mail sent to all school personnel
- 2) Administrators provide input regarding the needs of their schools as determined by data teams, and school improvement goals.
- 3) A budget subcommittee works to create a budget that meets district needs and town parameters. The subcommittee is comprised of the superintendent, administrators, finance committee members, and a school committee representative.

Funding sources used include:

- Local budget
- Federal and State Grants
- Other foundation support, when available

Step Five: Finalize Plan

With the budget in place and the needs determined, the administrative team finalizes decisions for professional development and grant applications.

Table 1: Teacher Leadership Structure and Roles

Title	Department/Team Coordinator	Instructional Leads
Focus	Support in managing, facilitating and communicating the implementation of school-wide goals	Facilitating the organization, agendas, content and protocols for collaborative professional learning aligned to school-wide goals
Training	<p>Leadership & facilitation professional development:</p> <ul style="list-style-type: none"> • 3 days during the last week of August for additional stipend <p>Possible additional training provided during district professional development time.</p>	<p>Leadership & facilitation professional development:</p> <ul style="list-style-type: none"> • 3 days in June for additional stipend • REQUIRED as part of stipend for position - 3 days during the last week of August <p>Ongoing Instructional leadership training during weekly meeting times periodically throughout the year OR through release time.</p>
Shared Responsibilities	<ul style="list-style-type: none"> • Steward of district & school mission & vision • Participate in the development and implementation of school-wide goals as articulated in the School Improvement Plan • Represent the school’s vision through their interactions with other staff members and students • Support the school’s culture through upholding community and team/department norms • Maintain and share agendas & meeting notes 	
Focused Responsibilities	<ul style="list-style-type: none"> • Conduit of communication between dept/team and Administration in the decision making process • Participate in school governance and decision making, at principal’s direction 	<ul style="list-style-type: none"> • Conduit for how the learning will inform the decision making process • Identify and prioritize the adult learning needs of the ILG to support the school-wide goals

	<ul style="list-style-type: none"> Solicit feedback from the team regarding dept/team needs, resources, budgeting, scheduling, etc to share with building admin Facilitate dept/team meetings to complete work aligned to school goals and dept/team goals Lead curriculum alignment/development, at direction of principal or Director of Learning & Teaching and/or Director of Student Services 	<ul style="list-style-type: none"> Organize and plan the professional learning for the ILGs (i.e. examine data, student work, tune assessments, etc) Facilitate ILGs in professional learning protocols and activities
Meeting / Time Allocation	<p>Facilitate team meetings that are either built into school day schedule, faculty meeting schedule or professional release time.</p> <p>Meet 1x/month for 1 hour after school w/ Principal and/or Director of Student Services</p> <p>Additional meetings outside of school hours, as directed by administration, for governance or curriculum alignment/development for additional stipend as per contract.</p>	<p>Meet 1x/week for 1.5 hours w/ Principal after school - once per quarter this meeting will convene district wide with DOLT and all Principals.</p> <p>Meet with teacher teams during principal's designated ILG time either during the school day or at faculty meetings and PD days to engage in professional learning.</p>
Outcomes	<p>Improved two-way communication between admins and teachers.</p> <p>Teachers engaged in identifying areas for school improvement.</p>	<p>More effective instruction leading to better academic and social-emotional outcomes for students.</p> <p>Teachers engaged in identifying areas for school improvement.</p>
Stipend	\$1750	\$4500

<ul style="list-style-type: none"> Early Education team K team Grade 1 team Grade 2 team Grade 3 team Grade 4 team Special Education, Learning Specialists, and Related Services Specialists 	<p>MM Coordinators:</p> <ul style="list-style-type: none"> Math Science ELA Student Services (Guidance, SAC, Clinician, Nurse) Social Studies CVTE Specialists (Library, Art, PE, ESL etc) Special Education
<p>MV Coordinators:</p> <ul style="list-style-type: none"> 5th grade 6th grade 7-8 Grade Team Orange 7-8 Grade Team Green Exploratory Humanities Math/Science Special Education 	<p>District Coordinators:</p> <ul style="list-style-type: none"> Music World Languages Grades 7-12