

EASTERN SUFFOLK BOCES—EDWARD J. MILLIKEN TECHNICAL CENTER
SITE ACTION PLAN: IMPROVED ACHIEVEMENT

Responsible Administrator: Principal

Committee Collaborators: Philomena Anastasio – Nurse, Stephen Celeste – Teacher, Deborah Esposito – Teacher, Claire Manfredi – Teacher Assistant, Samuel Mc Aleese – Principal, John Ponteri – Teacher, Donna Segreto – Teacher, Robert Van Brunt – Assistant Principal/Internal Coordinator

OBJECTIVE: By the year 2008, **85%** of Edward J. Milliken Technical Center students will receive a CTE Endorsed Diploma

ACTION STEPS	RESPONSIBILITY OF:	TIMELINE	RESOURCES NEEDED	INDICATORS OF SUCCESS	DATE COMPLETED
<ul style="list-style-type: none"> Educate component School Districts on the CTE curriculums and possible credit outcomes 	Agency Principal Guidance Staff	On Going	Time Funding for materials	Increase in schools districts granting CTE credit	
<ul style="list-style-type: none"> Reduce class size to allow for more teacher/student interaction and instruction 	Administration	On Going	Funding for: <ul style="list-style-type: none"> Staff Supplies Equipment 	Improved student performance on either teacher generated or IS exams	
<ul style="list-style-type: none"> Balanced class size to allow for more teacher/student interaction and instruction 	Administration	On Going	Funding for: <ul style="list-style-type: none"> Staff Supplies Equipment 	Improved student performance on either teacher generated or IS exams	
<ul style="list-style-type: none"> Hiring of support staff who are Industry skilled <ul style="list-style-type: none"> TA in all classrooms 	Administration	On Going	Funding for: <ul style="list-style-type: none"> Staff Professional Development 	Improved student performance on either teacher generated or IS exams	

<ul style="list-style-type: none"> Hiring of staff who are skilled in meeting the needs of Special Education students to assist the staff <ul style="list-style-type: none"> Special Education Teacher 	Administration	On Going	Funding for: <ul style="list-style-type: none"> Staff Professional Development 	Improved student performance on either teacher generated or IS exams	
<ul style="list-style-type: none"> Hiring of staff that are skilled Academic Specialists to assist our current staff in implementing NYS Academic Standards various career and tech curriculums. <ul style="list-style-type: none"> English, Math, Science, History teachers Or Special Education teachers with dual licenses in Academic Areas Or Special Education teachers with a working knowledge of these areas 	Administration	On Going	Funding for: <ul style="list-style-type: none"> Staff Professional Development 	Improved student performance on either teacher generated or IS exams	
<ul style="list-style-type: none"> Appropriate testing facilities in this building <ul style="list-style-type: none"> Computer Labs w/ reliable Internet connectivity Library space 	Administration	On Going	Funding for: <ul style="list-style-type: none"> Staff Equipment Supplies Materials 	Improved student performance on either teacher generated or IS exams	
<ul style="list-style-type: none"> Our Center will become a Testing site for all courses ending with an Industry examination 	Teachers Administration	On Going	Time	Increase in number of students sitting for the examination	
<ul style="list-style-type: none"> Professional development for staff in meeting the expectations and standards of the IS exams 	Lead Teachers Teachers	On Going	Time Funding for: <ul style="list-style-type: none"> Staff Coverage 	Improved student performance on either teacher generated or IS exams	

<ul style="list-style-type: none"> Establish an Industry Standard Exam Committee to purchase copies of IS exams for students to use as study aids. 	IS Exam Committee Curriculum Teacher Administration	Feb 2004	Time \$\$\$ for duplication	Students will sit for an pass all IS exams as required	
<ul style="list-style-type: none"> Establish an Industry Standard Exam Committee to compile copies of teacher generated IS based exams for students to use as study aids. 	IS Exam Committee Curriculum Teacher Administration	Feb 2004	Time \$\$\$ for duplication	Students will sit for an pass all IS exams as required	
<ul style="list-style-type: none"> Purchase sufficient <u>supplies</u> to the ensure delivery prior to the start of the school year 	Teachers Administration	Prior to June of each year	Funding Current bid list prior to January 1 st of the year	Items in place prior to the start of the school year	
<ul style="list-style-type: none"> Purchase sufficient <u>equipment</u> to the ensure delivery prior to the start of the school year 	Teachers Administration	Prior to June of each year	Funding Current bid list prior to January 1 st of the year	Items in place prior to the start of the school year	
<ul style="list-style-type: none"> Purchase sufficient <u>textbooks</u> to the ensure delivery prior to the start of the school year 	Teachers Administration	Prior to June of each year	Separate line item in budget for textbook purchases Current bid list prior to January 1 st of the year	Items in place prior to the start of the school year	
<ul style="list-style-type: none"> Offer field specific professional development opportunities to staff 	PD Committee SDM Teachers Administration	On Going	Admin Approval Funding for: <ul style="list-style-type: none"> Materials Guest speakers Workshop Training Sub. Coverage 	Curriculums continue to evolve and stay relevant Completion of contractual requirements for all staff	

<ul style="list-style-type: none"> Hire and retain qualified Instructional Support Staff <ul style="list-style-type: none"> CAIS Teacher(s) 	Administration Agency	On Going	Funding for Staff member	Provide appropriate accommodations for <u>all</u> students	
<ul style="list-style-type: none"> Hire and retain qualified Instructional Support Staff <ul style="list-style-type: none"> Teacher Assistants 	Administration Agency	On Going	Funding for Staff member	Provide appropriate accommodations for <u>all</u> students	
<ul style="list-style-type: none"> Hire and retain qualified Instructional Support Staff <ul style="list-style-type: none"> Student Assistance Serv. Counselors 	Administration Agency	On Going	Funding for Staff member	Provide appropriate accommodations for <u>all</u> students	
<ul style="list-style-type: none"> Hire and retain qualified Instructional Support Staff <ul style="list-style-type: none"> School Nurse 	Administration Agency	On Going	Funding for Staff member	Provide appropriate accommodations for <u>all</u> students	
<ul style="list-style-type: none"> Hire and retain qualified Instructional Support Staff <ul style="list-style-type: none"> Guidance Counselors (2) 	Administration Agency	On Going	Funding for Staff member	Provide appropriate accommodations for <u>all</u> students	
<ul style="list-style-type: none"> Hire and retain qualified Instructional Support Staff <ul style="list-style-type: none"> Curriculum Teacher 	Administration Agency	On Going	Funding for Staff member	Provide appropriate accommodations for <u>all</u> students	

<ul style="list-style-type: none"> Hire and retain qualified Instructional Support Staff <ul style="list-style-type: none"> Coop/Work Study Coordinators 	Administration Agency	On Going	Funding for Staff member	Provide appropriate accommodations for <i>all</i> students	
<ul style="list-style-type: none"> Hire and retain qualified Instructional Support Staff <ul style="list-style-type: none"> Clerical 	Administration Agency	On Going	Funding for Staff member	Provide appropriate accommodations for <i>all</i> students	
<ul style="list-style-type: none"> Develop work advisory committees for each class 	Lead Teachers Teachers Administration	On Going	Time Funding for: <ul style="list-style-type: none"> Refreshments Materials Certificates 	Continual input from professionals in the Industry to improve instruction in the classroom	
<ul style="list-style-type: none"> Develop a five year plan for equipment purchases 	Teachers Administration Advisory Committees Parents	Oct 2004 Reviewed Annually	Time	Completion of a planning document	
<ul style="list-style-type: none"> Explore outside sources for equipment and supplies in the form of donations and grants 	Teachers Administration Advisory Committees Parents Agency	On Going	Time	Securing up to date equipment and supplies at no expense to the Agency	
<ul style="list-style-type: none"> Develop field trip opportunities to industry to enrich and motivate students 	Teachers Administration Advisory Committees Parents Agency	On Going	Time Funding for : <ul style="list-style-type: none"> Buses Teacher Coverage Materials 	Improved academic performance in the classroom	

<ul style="list-style-type: none"> • Illicit input from Advisory Committees on various curricular content and assessments 	Teachers Administration Advisory Committees	On Going	Time Funding for : <ul style="list-style-type: none"> • Teacher Coverage • Materials 	Improved academic performance in the classroom	
<ul style="list-style-type: none"> • Identify and utilize Qualified Substitute teachers to cover classes while staff at professional development 	Administration Teachers	On Going	Assistance from Sub Service	Continuity of instruction in classes while teachers are absent	