

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

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: An increase in the leadership skills demonstrated by students at the Edward J. Milliken Technical Center as outlined in the curriculum map included in all CTE approved programs.

ACTION STEPS	RESPONSIBILITY OF:	TIMELINE	RESOURCES NEEDED	INDICATORS OF SUCCESS	DATE COMPLETED
<ul style="list-style-type: none"> Increase club activities Quarterly Activities, Socials, Field Trips 	Administration Skills USA coordinators	Develop activities 2004/05 SY Activities in place for 2005/06 SY	Time Funding for additional/new activities	Increase in club activities	
<ul style="list-style-type: none"> Create location for group activities/meetings 	Administration	Explore options 2004/05 SY In place by 2007/08 SY	Time Funding for construction/modification	Large group meeting place constructed	
<ul style="list-style-type: none"> Letter of Introduction to local community – community service 	Principal	Letter to be developed and sent Sept 2004	Time Resource for Addresses	Response to letters sent	
<ul style="list-style-type: none"> Explore using Voting machines for student elections 	Principal	Prior to student elections 2004	Funding for rental of voting machines	Voting machines available for student election	
<ul style="list-style-type: none"> Explore ways for students to become more involved in community service activities 	Administration Planning Committee	Committee to meet 2004/05 SY	Time	Plan for increased involvement of students in community service activities	
<ul style="list-style-type: none"> Involve local civic associations – Student Presentations 	Principal	ASAP	Time	Response from local civic associations and scheduling of guest speakers	

• Develop Guest Speaker list for student presentations	Principal Planning committee	List development Fall 2004	Time	List of viable speakers	
• Develop community activity theme for entire year	Administration Planning Committee Skills USA Coordinators	Fall of each year	Time	Planning document for years theme	
• Develop activities to focus on established theme for the school year – e.g. AIDS/The Homeless/Abuses/etc.	Administration Planning Committee Skills USA Coordinators	Fall of each year	Time Funding for new activities	Increase in number of activities and students involved	
• Develop “Keys to Employability” program	Committee Administration Staff	In place prior to 2 nd Qtr. 2003/04 SY	Materials to print certificates	Distribution of Certificates	
• Promote community activities in local papers	Administration Public Relations Dept Staff	System for dissemination of news in place prior to Sept 2004	Time	Publication of news articles highlighting students of the E. J. Milliken Tech Center	
• Promote community activities in home school papers	Administration Public Relations Dept Staff	System for dissemination of news in place prior to Sept 2004	Time	Publication of news articles highlighting students of the E. J. Milliken Tech Center	
• Promote community activities in District newsletters	Administration Public Relations Dept Staff	System for dissemination of news in place prior to Sept 2004	Time	Publication of news articles highlighting students of the E. J. Milliken Tech Center	
• Increase community awareness by student visits to local senior housing complexes	Administration Guidance Staff	Plan for visits Fall 2004 Visits to commence 2004/05 SY	Time for development of contacts Funding for busing	Visits to local senior housing	