Montachusett Reg. School District

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL

District & School Improvement Plan

2018-2021

Table of Contents
School Improvement Plan (2018-2021)

THREE-YEAR DISTRICT IMPROVEMENT PLAN
Montachusett Regional Vocational Technical School

YEAR I: 2018-2019
YEAR II: 2019-2020
YEAR III: 2020-2021

Vision

In partnership with our member communities, we will create a model 21st Century high school that is viewed as a regional asset, where creativity and positive attitudes are promoted, where excellence is recognized and rewarded, and which provides our students with the academic instruction and technical skills they need to succeed in the workplace, in higher education or in the military, and which prepares them to become productive citizens who can successfully compete and adapt in a rapidly changing economy.

Theory of Action

If we improve our curriculum and instructional practices, efficiently use data to differentiate instruction to reach all students, and provide quality instruction through a highly developed professional staff that works together and works in collaboration with the administration, then all of our students will achieve at or above state standards, and will be prepared to realize their educational and career goals.

MRVTS Administrative Team

Dr. Sheila Harrity, Superintendent	Thomas Browne, Principal
Katy Whitaker, Development Coordinator	Dayana Carlson, Assistant Principal
Tammy Crockett, Business Manager	Christina Favreau, Director of Academic Programs
Michael Gormley, Facilities Director	James Hachey, Director of Vocational Programs
Donnie Kitzmiller, Technology Director	Victoria Zarozinski, Director of Student Services

School Committee Members

Ashburnham – Diane Swenson, Vice Chair.
Ashby – Peter Capone
Athol – Toni Phillips
Barre – Whitney Marshall
Fitchburg – Brian Walker, Chair.
Fitchburg – Dr. Robert Babineau
Fitchburg – Ronald Tourigny
Fitchburg – Melanie Weeks
Gardner – Matthew Vance
Gardner – James Boone
Harvard – TBA
Holden – James Cournoyer
Hubbardston – Kathy Airoldi
Lunenburg – Barbara Reynolds
Petersham – Edward Simms
Phillipston – Eric Olson
Princeton – John Mollica
Royalston – Mary Barclay
Sterling – William Brassard
Templeton – James Gilbert
Westminster – Ross Barber
Winchendon – Austin Cyganiewicz

School Council Members

Thomas Browne, Principal
Dayana Carlson, Asst. Principal
Ann Biery, SPED Paraprofessional
Michelle Carpenter, Parent
Melissa Farrow, Parent
Karen Forgues, Parent
Karen Gagne, Parent
Grace Kirrane, Student
Diane Leger, Parent
Denise Lore-Ellis, Parent
Keith McLinden, History Teacher
Samantha Robinson, Science Teacher
Paula Spivey, Parent
Rachel Spivey, Student
Laura Stern, Inclusion Teacher
Alethea Trundy, Math Teacher

District Objective #1 – Student Learning: The district will review existing and potential sources of data that will provide evidence of student achievement as well as essential indicators that can be utilized to support district-wide decisions.

SMART Goal #1 – Between 2018 and 2021, the administration and faculty of MRTVS will annually identify and gather essential data points to measure the achievement of Monty Tech students.

Action Step	Completed	In Progress	Pending	Responsible Party	Financial Resources	Performance/ Assessment Measures	Timeline
Identify available assessment data points related to student achievement upon enrollment to Monty Tech.				Administrative Team Guidance Dept. Faculty Assessment Coord.	NA	8th Grade Data Access Test Data Placement Exam Data	Annually
Identify assessments that may provide data for student achievement while enrolled at Monty Tech.				Administrative Team Guidance Dept. Faculty Assessment Coord. Content Data Teams	NA	MCAS Data Demographic Data AP Data Co-op Data	Annually
Review assessments with administrative and content data teams to determine the validity of data.				Superintendent Administrative Team Assessment Coord. Content Data Teams	NA	Report of Accumulated Data	Annually
Collect student performance data, a multi-year history from 2018-2021, and determine next steps with regards to instructional practice, curriculum, etc.				Administrative Team Assessment Coord. Content Data Teams Faculty	NA	Final Three-Year Report	June, 2021

District Objective #2 - College & Career Readiness: The district will increase instructional opportunities for students to access college level coursework as well as immediately access advanced career opportunities in the workforce and military upon graduation.							
SMART Goal #2 – The administration of MRVTS will ensure that at least three opportunities annually are provided to instructional staff to create lessons that integrate a variety of skills that will allow students to develop improved college and career readiness skills.							
	Progress of Implementation						
Action Step	Completed	In Progress	Pending	**Responsible Party**	**Financial Resources**	**Performance/ Assessment Measures**	**Timeline**
Identify existing internal and external integrated learning opportunities.				Administrative Team Co-op. Coord. Dept. Liaisons	NA	List of Existing Integrated Learning	Ongoing
Promote professional development opportunities allowing instructors to collaborate with industry and community partners.				Administrative Team	District	Summary of Professional Development Meeting Agendas and Minutes Prof. Dev. Calendar	Ongoing
Promote cross training opportunities between all instructional staff.				Administrative Team Dept. Liaisons Faculty	District	Summary of Professional Development Meeting Agendas/Minutes	Ongoing
Expand professional development to ensure that teachers are able to integrate their instructional content with ESL and special education practices in order to address the needs of special populations, improve their own instructional practice and meet state requirements.				Administrative Team Dept. Liaisons Faculty	District	Professional Development Agendas	Ongoing

District Objective #3 – Academic/MCAS - The District will work to enhance and improve our instructional and assessment practices within the state-assessed content areas – English Language Arts, Math and Biology – in order to promote student growth on open response and MCAS-related writing skills.

SMART Goal – English Language Arts: By the end of each school year, English teachers will assign, revise, and grade at least 6 evidence-based writing prompts in order to improve student performance on standardized testing and to meet college expectations. *Grades 9 and 10 teachers will assign MCAS open response style questions. Grades 11 and 12 teachers will assign SAT style and/or college preparatory prompts. Teachers will grade all 6 writing assessments with the department's standardized grading rubric (which is aligned to the MA Standards). Each graded assessment will also include a revised copy showing the use of at least 1 revision or editing strategy.*

SMART Goal – Math: By the end of each school year, all Math teachers will assign and grade at least 4 multi-step open response application problems in order to better prepare students for state assessments and to increase college and career readiness. *For grades 9 & 10, teachers will assign real world application problems that will help develop MCAS-related skills. For grades 11 & 12, teachers will assign real world application problems that better prepare students for various careers and/or post-secondary education. Application problems will come from multiple sources including teacher generated open response questions, open response questions as a part of course-specific projects, multi-step word problems and MCAS open response questions.*

SMART Goal - Biology: By the end of each school year, teachers will assign and grade at least 4 multi-step open response activities in order to improve student performance on the MCAS. *Teachers will grade all open responses with the state's standardized grading rubrics (until the department finalizes a common standardized rubric aligned to the MA Frameworks). Teachers are encouraged to assign and grade a pre/post open response activity for each unit in order to measure student learning and growth.*

Action Step	Progress of Implementation			Responsible Party	Financial Resources	Performance/Assessment Measures	Timeline
	Completed	In Progress	Pending				
Evidence & Analysis: According to each department's district goal, teachers will provide Data Team leaders with overall class results and samples of each of the graded open responses or evidence-based writing assessment as completed throughout the school year. Revision activities should be attached to each assessment, if part of the department's initiative.				Academic Coordinator Department Liaison Content-Area Teachers Data Team	NA	Data Team Analysis Class Performance Data Graded Open Responses *(revision activities, if applicable)*	Annually

Data Team Analysis: Each fall, the Data Team will share their analysis of student performance with each department. These results will highlight a special focus on open response and/or evidence-based writing assessments. Recommendations for Best Practices will also be shared.				Academic Coordinator Department Liaison Content-Area Teachers Data Team	NA	Agenda / Meeting Minutes, Data Team Analysis, Graded Open Responses MCAS Data Best Practices	Annually
Department Collaboration: Each fall, departments will review the Data Team Analysis and discuss their department goals to decide if adjustments to curriculum and instructional goals need to be made.				Academic Coordinator Department Liaison Content-Area Teachers Data Teams	NA	Agenda / Meeting Minutes Data Team Reports Graded Open Responses	Annually
Best Practices: At each department meeting, teachers are encouraged to share at least 1 Best Practice that is focused on revision strategies for students.				Academic Coordinator Department Liaison Content-Area Teachers	NA	Agenda / Meeting Minutes	Ongoing
Professional Development: Each year, the district will provide at least 2 professional development opportunities to develop instructional strategies that will address identified instructional gaps (i.e. evaluating open responses, revision activities, etc)				Academic Coordinator Liaison Content-Area Teachers	District Grant	Prof. Dev. Catalogue Evidence of Applied Practice	Annually
Curriculum & Instruction: According to their individual goals, each department will create common open responses or evidence-based writing assessments that can be administered in English, math and Biology courses to measure student proficiency prior to state and district-wide testing administrations (MCAS, SAT, etc).				Academic Coordinator Department Liaison Content-Area Teachers	NA	Curriculum Mapping Graded Assessments	Ongoing
Best Practices: Each department will also focus on the alignment of a select number of Best Practices to ensure consistency and to promote improved student performance.				Academic Coordinator Content Area Liaison Content Area teachers	NA	Curriculum Mapping Graded Assessments	Ongoing

District Objective #4 – Social Emotional Learning: The district will foster a healthy school climate by building an understanding of social, emotional and physical health as essential factors that can impact student learning and promote student achievement.
SMART Goal #4 – By 2021, the administration of MVRTS will identify the specific social, emotional and health related challenges for Monty Tech students and implement at least nine strategies or programs to meet those needs.

Action Step	Progress of Implementation			**Responsible Party**	**Financial Resources**	**Performance/Assessment Measures**	**Timeline**
	Completed	In Progress	Pending				
Review existing data regarding student needs and existing support strategies or programs.				Administrative Team Student Support Faculty Nurses	NA	Data Report	Jan., 2019
Host regional working groups to identify and develop effective research-based practices that promote student health and wellness.				Student Support Services	District Grant	Meeting Agenda Meeting Minutes	Nov, 2018 June, 2019
Establish an on-site Social Emotional Learning committee to implement strategies to address student needs and resources.				Director of Student Support Services	District Grant	Meeting Agenda Meeting Minutes	Nov, 2018
Provide ongoing professional development to support teachers' skills to address the social emotional needs of our students.				Administrative Team	District Grant	Professional Development Calendar	Ongoing
Educate families and the community regarding social, emotional and physical elements that impact learning through the use of developmentally appropriate dialogue.				Administrative Team Director of Student Support Services	District Grant	Presentation Agendas	Ongoing
Review and analyze the implementation of social emotional learning in instructional practices based on the newly revised DESE evaluation rubric.				Administrative Team	NA	Faculty Agendas Professional Development Summary	Ongoing

District Objective #5 – <u>Community Engagement</u>: The district will strive to promote connections with a wide-range of community resources in order to enhance the instructional practices of our teachers and the academic and vocational achievement of our students.

SMART Goal #5 – By 2021, the administration and faculty of MRTVS will identify, enhance and/or develop at least nine new community partnerships with businesses, civic leaders, educational agencies and community service providers in order to promote new instructional practices and opportunities for student achievement.

	Progress of Implementation						
Action Step	Completed	In Progress	Pending	**Responsible Party**	**Financial Resources**	**Performance/Assessment Measures**	**Timeline**
Review existing partnerships to determine benefits to school community.				Administrative Team Instructors	NA	Completed List of Existing Partnerships	Sept.-Jan., 2019
Establish new partnerships and identify essential initiatives to promote student achievement.				Administrative Team Instructors	NA	List of Potential Partnership Opportunities Establish Meeting Schedules	Ongoing
Host community meetings with sending school administrators to share information regarding Monty Tech as well as new school and district based initiatives.				Superintendent Administrative Team	District	Meeting Agendas Meeting Minutes	Nov., 2018 – Mar., 2019
Coordinate with regional health and social programs to identify efforts to address opiate and other health concerns.				Administrative Team Guidance Nurses	District & Community Partners	Wellness Committee Minutes	Ongoing
Identify work force training needs for regional and state-wide industry and coordinate with our Continuing Education Program to meet those demands.				Administrative Team Instructors Cont. Educ. Director	NA	Continuing Education Course Program	June, 2019
Increase opportunities for student Co-operative education placements and participation of underclassmen for work force tours.				Administrative Team Instructors Co-op Coordinator	District Chamber of Commerce	Co-op Placement Data	Ongoing

District Objective #6 - Facilities: The district will provide a physical building and surrounding campus that ensures optimal teaching and learning conditions.

SMART Goal #6 – By 2021, the administration of MRVTS will complete a full assessment and develop a school-wide plan that ensures an ongoing effective teaching and learning environment to all school community members.

Action Step	Progress of Implementation			**Responsible Party**	**Financial Resources**	**Performance/ Assessment Measures**	**Timeline**
	Completed	In Progress	Pending				
Complete a thorough assessment of the existing facility and campus.				Superintendent Facility Director Business Manager Third Party Vendor	District Grant	Summary Report	June, 2019
Determine the function and use of instructional learning space.				Administrative Team Faculty Third Party Vendor	District Grant	Summary Report	Ongoing
Review and assess any potential safety concerns on the school campus.				Administrative Team Faculty Third Party Vendor Local Agencies	District Grant	Summary Report	Ongoing
Assess the quality of the school's technology systems and infrastructure.				Technology Director Facility Director Third Party Vendor Local Agencies	District Grant	Summary Report	Ongoing
Create and provide a detailed plan that prioritizes construction needs and financial resources for potential renovations.				Administrative Team Third Party Vendors	District Grant	Campus-wide Study Report	June, 2021