School Improvement Plan

2019-2020

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Mission Statement

Blue Hills Regional Technical School's mission is to continue its history of academic achievement, technical training and character development through a curriculum which emphasizes the integration of cutting-edge technical programs and challenging academic courses; enabling its students to become competent, caring and productive people in a diverse and changing world.

District Goals

- *Provide* quality technical education programs to all students.
- *Challenge* each student to achieve their highest academic potential.
- *Support* the physical, social and emotional well-being of students.
- *Provide* a safe school environment.
- *Cultivate* a positive school climate.
- *Provide* quality professional development activities for faculty, support staff and administrators.
- *Maintain* or expand student enrollment.
- *Maintain* buildings, grounds and facilities.
- *Foster* linkages with the business community.
- *Meet* the diverse learning needs of all students within the regular education setting.

Focused Strategic Goals

Strategic Goal Area 1: Learning Excellence

   a. Student Achievement
   b. Academic and Vocational Programs
   c. Literacy Across All Disciplines

Strategic Goal Area 2: Use of Social Emotional Learning (SEL)

Strategic Goal Area 3: Technological Improvement

Strategic Goal Area 4: Increased Communications & Outreach

   a. Engagement of Stakeholders
   b. Community and Industry Outreach
   c. Parent Outreach
   d. Social Media

Guiding Principles

   1. Relationships
   2. Relevance
   3. Rigor
   4. Results

Academic Plan

Improvement Area 1: Academic Plan
Goals: 1. To align MCAS curriculum areas with new state frameworks and with the next-generation MCAS assessments. 2. To offer an additional Advanced Placement offering and to research and recommend additional Advanced Placement offerings 3. Improve communication with parents, students, and the community through an improved presence on the website. 4. Effectively use technology to enhance teaching and learning.

Action Plan	Responsibility	Funding	Anticipated Outcome
Analyze results of next-generation MCAS ELA and Math from 2019 and update Math and ELA curriculum in grades 9 and 10 as needed	Academic Director, ELA Dept., Math Dept.	Local Budget Title IIA	Results of the first next-generation MCAS will inform curriculum, instruction, and assessment in grade 9 and 10 courses.
Implement new textbook and resources for Biology I and II	Academic Director, Science Department	Local Budget	Biology course will be fully aligned with NGSS and will incorporate new textbook.
Implement AP English Language in grade 11	Academic Director, ELA Dept.	Local Budget Title IIA Title IV	New AP course will be offered to juniors; AP scores and participation will be analyzed in summer 2020.
Assess adding Advanced Placement courses in math and science	Academic Director, Math Dept., Science Dept.	Local Budget	2020-21 School Year – may offer additional AP courses
Update Academics section of the BHR Website to reflect pertinent information and provide improved information for parents and students	Academic Director	Local Budget	Academics section on the website will be user-friendly and contain relevant and timely information

Student Services / Guidance Plan

Improvement Area 2: Student Services / Guidance Plan
Goals:
1. Evaluate the effectiveness of PASS services on all special education students and develop entry/exit criteria.
2. Develop specific procedures and guidelines for recommending student accommodations for the new MCAS.
3. Expand special education transition services to include targeted career/college assessments.
4. Expand and revise the guidance curriculum in areas of instruction, assessment and parent involvement.

Action Plan	Responsibility	Funding	Anticipated Outcome
Create an assessment where individual teachers can comment and evaluate on the impact of PASS services. Create entry/exit criteria to PASS that utilize both formal and informal assessment data. Create a method/procedure that meets both IDEA compliance as well as school preferences, so that students can exit PASS services but remain on an IEP If needed, utilize the evaluation services of an independent special education consultant	Special Ed. Director Special Ed. Lead Teach Special Ed. Teachers and Psychologists Special Ed Director in collaboration with other directors/admin Special Ed Director	2019/20 IDEA Grant	Higher percentage of special education students will improve their academic standing based on grades. assessment results and teacher reports.
Develop guidelines based on (a) formal assessment results and (b) teacher input on student utilization of accommodation during the year	Special Ed Director and lead, special education .teachers, school psychologists and other evaluators	Local Budget	New MCAS accommodations will better match day to day needs of students. Increased test taking independence.
Implement the utilization of aptitude-based career assessments.	Special Services director and lead special education teacher	2019/20 IDEA Grant	Additional and improved information on student strengths and deficits as they relate to post-secondary college/career goals

Utilization of other types of transition assessments for 11th/12th graders that have their reevaluations due during the 2019/20 school year.	School Psychologists, Guidance and Special education teachers	If needed, 2019/20 IDEA Grant N/A	
Guidance will assess and revise newly developed curriculum across all grade levels.	Guidance Counselors & Vocational and Academic Instructors	Local Budget	Updated and revised curriculum will be in place across all grade levels by the end of the school year.
Expand use of Naviance for assessments, college searches, resumes, and other future planning	Guidance Counselors, Co-op Coordinator, Academic & Vocational Instructors	Local Budget	Students will utilize Naviance platform in a more comprehensive manner to assist with future planning, assessments, and college applications.

Information Technology Plan

Improvement Area 3: Information Technology Plan Goals: 1. Provide the best network coverage possible during the span of the MSBA project. 2. Continue to install new hardware to replace old equipment 3. Enhance overall monitoring and security of the school's infrastructure. 4. Improve backup procedure to allow backup of user files. 5. Refresh virtual environment hosting critical systems and provide room for expansion.			
Action Plan	**Responsibility**	**Funding**	**Anticipated Outcome**
Work with MSBA Project design group on changes/improvements to existing network as part of the renovation project	IT/Facilities	MSBA	Improved network conditions, coverage, and security.
Work with MSBA Project design group on adding dedicated network for building security systems.	IT/Facilities	MSBA	Place key building systems on dedicated network for enhanced security/reliability.
Deploy new desktops with Windows 10 before start of 2019-2020 school year	IT	Local Budget	Migrate from Windows 7 before end of support date; Replace antiquated computers
Install interactive panels in classrooms and research professional training.	IT/Facilities	Local Budget	New interactive panels will cut down costs long-term and be more utilized in the classrooms
Investigate a secondary remote support solution to troubleshoot network issues from off-site	IT	Local Budget	Allows IT to monitor and troubleshoot systems remotely during a catastrophic event.
Investigate an on-site wireless access point controller	IT	Local Budget	Remove dependence on cloud-based services. More granular control
Improve backup procedure to allow backup of users documents	IT	Local Budget	Increased redundancy of user files; more reliable backups
Investigate upgrading virtual environment	IT	Local Budget	Refresh aging hardware hosting school's critical systems and provide room for future expansion

Review/Clean up security roles list	Data coordinator	Local Budget	Improve system security
Help users create field sets, queries and reports	Data coordinator	Local Budget	Enable users to generate data on their own

Vocational Plan and Cooperative Education Plan

Improvement Area 4: Vocational Plan and Cooperative Education Plan			
Goals: 1. Ensure that programs remain relevant and rigorous to meet the needs of a diverse student body. 2. Improve communications with all BHR stakeholders. 3. Make meaningful connections for students through cooperative education, internship and externship opportunities and linkage activities to post-secondary education.			
Action Plan	**Responsibility**	**Funding**	**Anticipated Outcome**
Monitor enrollment in vocational programs and ensure that programs align to industry standards	Vocational Director, Principal, Superintendent	Local Budget	Relevant program options to meet the needs of the economy
Monitor that CTE Instructors who are the teacher of record for our ELL students complete the SEI course necessary for relicensure	Vocational Director	Free and local budget	Instructors will have the necessary endorsement to better serve our ELL population
Provide assistance to exploratory students while choosing their final programs.	Vocational Director, Freshman Guidance Counselor		Students will have information to make a more informed decision regarding their top three choices for final placement.
Improve the grading process for exploratory students so students get their grades in a timely manner.	Vocational Director, Freshman Guidance Counselor, Freshman Exploratory Teachers		Exploratory teachers will move to the digital version of grading exploratory students.
Move the schedule of Exploratory students to the X-2 system over the course of the next two years.	Principal, Academic Director, Data Processing Manager	Local Budget	Teachers and students will be able to access student exploratory rosters, schedules and eventually grades on the student data management system; X2
Reviews all existing programs for trends in enrollment. Research industry trends and labor statistics to consider the feasibility of new potential vocational programs.	Superintendent, Principal, Vocational Director	Free/District /Capital Skills Grant	Look at options for a possible new vocational program that can sustain enrollment and produce a student who is career and/or college ready.

"Reverse Career Fair" Increase business participation by 10%	Co-op Coordinator	Local Budget	More business involvement for our students. More community awareness.
Involve vocational teachers in co-op site visits at least once per year.	Co-op Coordinator/ Vocational Director	Local Budget	More meaningful relationships between vocational programs and business partners. Also the vocational teacher's knowledge is paramount to a successful placement.
Hold an end of the year mini career fair (May) for students looking for work upon graduation.	Co-op Coordinator	Local Budget	To assist students who did not want or meet the requirements to work during school year but now looking for employment upon graduation.
Assess the Co-Op portfolio after the first year and make adjustments to improve student outcomes.	Co-Op coordinator/ Vocational Director	Local Budget	Senior students who are on Co-Op will compile and present a portfolio showing their growth in the field.

Facilities Plan

Improvement Area 5: Facilities Plan Goals: Maintain a safe, clean and visually pleasing facility that meets the needs of the school and community			
Action Plan	**Responsibility**	**Funding**	**Anticipated Outcome**
Continue to support all phases of MSBA Project until completion.	Facilities		Keep building and building system operational during phased construction
Review operations and maintenance materials for new systems/equipment as they come online during MSBA project.	Facilities		Have staff become familiar with new equipment/systems operations as they are going online
Prepare grounds and athletic fields as best as possible.	Facilities	Local Budget	Provide grounds and fields that are as safe as possible
Prepare for major changes to heating system during change over to new systems.	Facilities		Anticipate problems presented by key equipment going off-line during cut-over to new piping, pumps, etc. to our existing boilers
Respond to construction related problems in real time during MSBA project phases.	Facilities	Local Budget	Mitigate problems with HVAC, Water, Drain, Electrical, Phones, Clocks, PA System and roof leaks, etc.
Compile any/all operations and management materials, drawings, as-builts, riser diagrams, etc. relating to MSBA project.	Facilities	Local Budget	Build a new library of information, including video resources and documentation to be used as a future resource in building maintenance
Review all exterior lighting and controls as MSBA project nears completion.	Facilities		Insure that all exterior lighting and controls are operational as project nears completion.
Continue to attend MSBA project meeting as needed.	Facilities		Attempt to protect the schools interests regarding workmanship, product selection and serviceability of products/systems being installed in the school.
MSBA project closeout and staff training.	Facilities	MSBA funded	After substantial completion of punch-list, commissioning, staff training and anything else owed BH as project winds to completion through closeout period.

Professional Development Plan

Improvement Area 6: Professional Development Plan Goals: 1. Provide professional development opportunities that meet individual, department and school-wide needs.			
Action Plan	**Responsibility**	**Funding**	**Anticipated Outcome**
Needs assessment survey for in-service work in spring	Principal and high school leadership team	Local and Title IIA	Input from faculty for recommendations for professional development for 2019-2020 school year
Train and practice safety protocols with staff and students	District Administration Facilities Director High School Leadership Team School Resource Officer	Local Budget	Staff will complete the ALICE training in September and review all safety protocols with students ALICE drills will happened 2-3 times per year Meet with school crisis team to review protocols and procedures so that communication is effective during emergency situations
CPR, AED, EPI pen, Naxalone and first aid training for all coaches	Athletic Director / Principal	Local Budget	Coaches will be CPR, AED and first aid certified.
SEI or English as a second language training	Principal Academic Director	Local and Title III	15 PDPs
Special education training	Principal	Free online course by DESE	Foundations for Inclusive Practice Courses (Administrator or Educator)
Plan implementation of SmartTvs in classroom and provide training to teachers in utilizing technology as an instrument of effective classroom instruction and student learning.	Principal, Academic Director, Vocational Director, IT Director	Title IIA Local Budget	Teachers will be trained in using new technology available after the completion of the school renovation

Communications Plan

Improvement Area 7: Communications
Goals: 1. Utilize multiple means of communication (such as web site, parent newsletter, feature stories, news releases, and social media) to effectively engage students and parents in the educational process and attract potential applicants to BHR. 2. Attract more local employers and business owners to work with us and provide job opportunities to our students. 3. Publicize the success stories of our graduates. 4. Keep parents, students and the public apprised of the progress of the school renovation project and emphasize that it will not interfere with the learning process or day-to-day school operations. 5. Work with Academic and Vocational Directors to improve communication with stakeholders.

Action Plan	Responsibility	Funding	Anticipated Outcome
Invite legislators, business and industry leaders, media representatives, and local officials in for a tour and/or lunch in the Chateau with presentations from administrators and students.	Supt., Principal, Communications Specialist, other administrators as needed	Local Budget	Greater awareness of the education we provide, see students and teachers in action, opportunity for these leaders and communicators to ask questions and get information. Strengthen relationships with officials and local media.
Create photo exhibit about various aspects of Blue Hills to be displayed at district libraries starting with Canton.	Communications Specialist	Local Budget	Familiarize the public with what we do on a typical day or week. Attract new applicants.
When the renovation project is complete, do publicity about positive effect it will have on education, recruiting applicants, etc. Emphasize how it enhances BHR's reputation as a 21st-century school.	Supt., Principal, Communications Specialist	Local Budget	Let the public see the value and importance of the renovation and its numerous benefits fir the students.
Post student artwork, projects, etc. on web site when possible. What is posted on the bulletin boards in the hallways is so impressive.	Principal, Communications Specialist, Vocational Director, DVC teachers	Local Budget	Showcase student work and creativity. Highlight the ingenuity and dedication of the DVC teachers.
Check member town web sites to see that there is a link to the BHR web site on each one.	Communications Specialist	Local Budget	Enhance public access to information about Blue Hills.

Create web page about Advisory Boards	Communications Specialist, Principal, Vocational Director	Local Budget	Demonstrate the important partnerships between BHR and local business and industry. Encourage others to get involved.

Admissions Plan

Improvement Area 8: Admissions Plan			
Goals: 1. To develop and implement and/or maintain systems and structures that promote efficiency in the management of admissions and enrollment operations. 2. To maintain or increase student admission and enrollment. 3. Improve communications with all BHR stakeholders.			
Action Plan	**Responsibility**	**Funding**	**Anticipated Outcome**
Expand Information, Training and involvement opportunities to District Middle School Counselors/Personnel to enhance knowledge of vocational education opportunities and increase student access.	Admissions Director	Local Budget	Expand linkages with District Middle School Counselors to foster professional development and increase information and access to students.
Identify and implement improvements to the electronic online application process through the use of Go2Solutions.	Admissions Director	Local Budget	Continue to enhance the application for admission process and operations.
Maintain, expand, sustain enrollment management, administrative meetings to review, maintain and/or expand student enrollments.	Admissions Director	Local Budget	Establish enrollments based upon vocational and academic space to meet space as available and prescribed by MSBA.
Evaluate and calibrate updates to recruitment activities (Open House, Showcase and Acceptance Reception) to increase applications for admission and maintain enrollments of the right students.	Admissions Director	Local Budget	Enhance the operations and effectiveness of recruitment activities.
Expand Ambassador Training through to enhance the effectiveness of the Ambassador Program.	Principal, Guidance and Admissions Director	Local Budget	Enhance outreach within recruitment process and student enrollment process by the strategic use of student ambassadors.
Evaluate the process and timeline of the Warrior for a Day Program to enhance this recruitment activity.	Admissions Director	Local Budget	Enhance the outreach within the recruitment process and strengthen the enrollment process.
Update Admissions section of the BHR Website to reflect relevant information and provide updated	Admissions Director	Local Budget	Admissions Section of the website will communicate accurate and quality

information to parents and students.			information to the public.