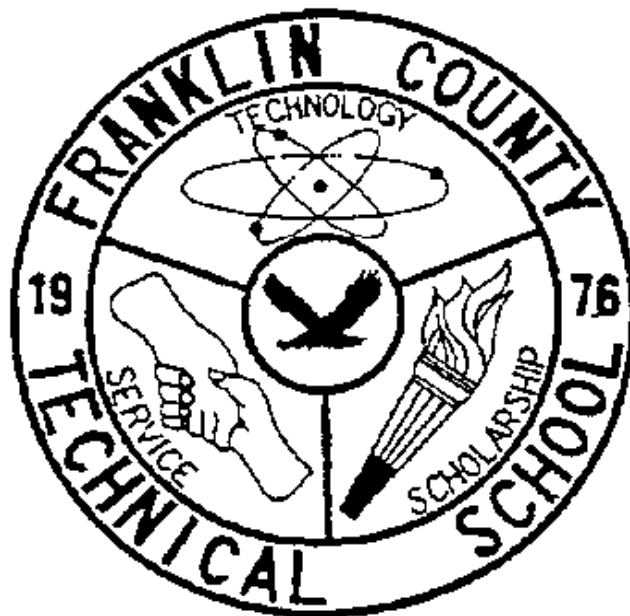


SCHOOL IMPROVEMENT PLAN

2016-2017



FRANKLIN COUNTY TECHNICAL SCHOOL

FRANKLIN COUNTY TECHNICAL SCHOOL  
**MISSION STATEMENT**

*To prepare students for success through Technical and Academic Education*

## PHILOSOPHY OF FRANKLIN COUNTY TECHNICAL SCHOOL

The foundational philosophy of the Franklin County Technical School is that all students are capable of academic and technical skills. All students can grow intellectually, socially, ethically and physically. Students learn best in a safe, tolerant and disciplined environment.

It is our task to nurture students into mature, young adults capable of life-long learning and curiosity. We achieve that by providing the professionally trained technical and academic teachers who are accomplished in reaching all students. We focus on support and individual instruction in those areas students will need for full, successful lives.

The basis of all instruction is that enjoyable learning is connected to students' immediate lives and their working and learning futures. Our programs are designed to mold students into young adults who have extensive training in their technical fields and who have reached levels of competence in their academic disciplines. All of our students are prepared for further educational experience after high school and are provided with cooperative working skills for the workplace. We are confident that our students will have pride in workmanship, character, commitment to services, and the ethical maturity to perform outstandingly in their community after they graduate from Franklin County Technical School.

### **NON DISCRIMINATORY STATEMENT**

IT IS THE POLICY OF THE FRANKLIN COUNTY TECHNICAL SCHOOL NOT TO DISCRIMINATE ON THE BASIS OF HOMELESS STATUS, SEX, RACE, RELIGION, AGE, SEXUAL ORIENTATION, TRANSGENDER, GENDER IDENTITY, CREED, COLOR, NATIONAL ORIGIN OR DISABILITY IN ITS EDUCATIONAL PROGRAMS, ACTIVITIES OR EMPLOYMENT POLICIES

FRANKLIN COUNTY TECHNICAL SCHOOL  
SCHOOL IMPROVEMENT PLAN - 2016-2017

RICHARD J. MARTIN – SUPERINTENDENT  
SHAWN W. RICKAN– PRINCIPAL/ASSISTANT SUPT.  
JOHN D. CAREY – ASSISTANT PRINCIPAL

SCHOOL COMMITTEE

LLOYD SZULBORSKI - BERNARDSTON  
LAURA EARL - BUCKLAND  
NICOLE SLOWINSKI - COLRAIN  
BRIAN KUZMESKUS- CONWAY  
KATHRYN JAMES - DEERFIELD  
ROBERT BITZER - ERVING  
CLIFFORD HATCH - GILL  
PAUL DORAN– GREENFIELD  
MARK LEONARD - GREENFIELD  
MARK MALONEY - GREENFIELD  
CHRISTOPHER JOSEPH - GREENFIELD  
ARTHUR SCHWENGER - HEATH  
GERALD LEVINE - LEYDEN  
RICHARD KUKLEWICZ (CHAIRPERSON) - MONTAGUE  
DENNIS L. GRADER - MONTAGUE  
ANGELA FOURNIER - NEW SALEM  
SCOTT MILTON - NORTHFIELD  
LINDA CHAPMAN - ORANGE  
CLIFF FOURNIER (SECRETARY) - ORANGE  
ANGUS (TERRY) DUN (VICE-CHAIRPERSON) - SHELBURNE  
JAMES BERNOTAS - SUNDERLAND  
A. GEORGE DAY, JR., - WARWICK  
RICHARD DROHEN - WENDELL  
DONALD SLUTER – WHATELY

**FRANKLIN COUNTY TECHNICAL SCHOOL  
SCHOOL IMPROVEMENT PLAN  
2016-2017**

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**ATTACHMENTS:**

- School Calendar 2016-2017
- Graduation Requirements Policy
- Promotion Requirements Policy
- Student Conduct Policy

**2016-2017 SCHOOL COUNCIL MEMBERS**

**2016-2017 SCHOOL COUNCIL**

**Shawn Rickan, Principal/Assistant Superintendent**  
**Michael Nobrega, Carpentry Instructor**  
**Caitlin Sheridan, Math**  
**Cassidy Shaida, Community Member**  
**Gregory Pellerin, Community Member**  
**Janice Momaney, Parent and FCTS staff**

The following policy for the length of term for members of the School Council was established at the December 15, 1994 meeting.

<b>PARENT REPRESENTATIVE REPRESENTATIVE</b>	<b>TEACHER REPRESENTATIVE</b>	<b>COMMUNITY REPRESENTATIVE</b>	<b>STUDENT</b>
<p><b>A parent representative to the School Council may remain on the Council for as long as the parent has a child at the Franklin County Technical School. A two-year commitment to the Council is suggested.</b></p>	<p><b>A teacher representative will serve a two-year term. The terms will be staggered so that there will be a greater consistency to the Council. Teachers will make a two-year commitment to serving on the Council. The representative will be elected to the Council by the faculty</b></p>	<p><b>A community representative will be appointed by the Chair for a two-year term.</b></p>	<p><b>A student representative will be elected to the Council by the student body for a maximum two-year term. Student representatives may serve on the Council for additional terms if re-elected. A senior may serve on the Council for a one-year term, if elected.</b></p>

## FRANKLIN COUNTY TECHNICAL SCHOOL DISTRICT

File: BDIA

### SCHOOL COUNCIL

The school committee believes that the school is the key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based decision-making process. By involving those directly affected by any action or decision of the school council in the process of determining that action or decision, it helps to strengthen the commitment to those decisions by those most affected by its implementation.

Under this policy, the principal shall have primary responsibility for the management of the school. Decisions which are made at the school level must be aligned with the budget, policies, curriculum, and long-range and short-range goals adopted by the school committee. In addition, decisions must comply with any state and federal laws and regulations and with any negotiated agreements of the school district.

As enacted by the state legislature in the Education Reform Act of 1993, a school council shall be established in each school to advise the principal in specific areas of school operation. The principal, except as specifically defined in the law, shall have the responsibility for defining the composition of and forming the group pursuant to a representative process approved by the superintendent and school committee.

The following guidelines define the role of the school council:

The School Council shall meet regularly with the principal of the school and shall assist in:

1. Adoption of educational goals for the school that are consistent with state and local policies and standards.
2. Identification of the educational needs of the students attending the school.
3. Review of the school building budget.
4. Formulation of a school improvement plan that may be implemented only after review and approval of the superintendent and the school committee.

LEGAL REFS. M.G.L;71:38Q, 71:59C

Approved by School Committee Vote on September 10, 1997

## FRANKLIN COUNTY TECHNICAL SCHOOL DISTRICT

File: BDIA-E

### SCHOOL IMPROVEMENT PLAN

The principal, in conjunction with the school council, shall be responsible for preparing a written school improvement plan annually. This plan shall be written with the advice of the school council and submitted for approval to the superintendent and the school committee. The plan should be drafted with the following in mind:

- (3) The educational goals for the school consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Education and by the school committee.
2. An assessment of the needs of the school in light of the proposed educational goals.
3. The means to address student performance.
4. Professional development for the school's professional staff.
5. The enhancement of parental involvement in the life of the school, safety, and discipline.
6. The development of means for meeting the diverse learning needs of every child.
- (3) Any further subjects as the principal, in consultation with the school council, shall consider appropriate, except that:
  - (1) the council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and
  - (3) the council may not expand the scope of its authority beyond that established in law or expressly granted by school committee policy.

## FRANKLIN COUNTY TECHNICAL SCHOOL DISTRICT

File: BDIA-E

### SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

The written school improvement plan shall be submitted by the principal to the superintendent and the school committee for review and approval each year.

Because the implementation of the plan is dependent on school committee approval, it is important that the school council be aware of certain expectations of the school committee regarding the school improvement plan. The school improvement plan should:

1. Focus on improvement of student learning.
2. Specify expected student outcomes and measurable/observable results.
3. Align with the Mission of the school district and any goals and policies of the school district.
4. Be consistent with state and federal law, school district policy, established curriculum and negotiated agreements.
5. Clearly identify actions to be taken on how changes will be implemented.
6. Include a plan on how to solidify community support for the changes being developed.
7. Indicate anticipated costs and available funding sources.
8. Delineate the method of evaluating and reporting progress and results.

If the school improvement plan is not approved by the superintendent and school committee, it shall be returned to the principal with specific comments as to the reason(s). The principal shall revise the plan in cooperation with the school council, and resubmit it for approval. If the school improvement plan is not reviewed by the school committee within 30 days of its receipt by the committee, the plan shall be deemed to have been approved.



## **FRANKLIN COUNTY TECHNICAL SCHOOL DISTRICT**

File: BDIA

### **CONDUCT OF SCHOOL COUNCIL BUSINESS**

The principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chair will be responsible for the preparation of the agenda for the council meetings.

The school council shall meet at least once monthly during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.

Consensus shall be used by school councils as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the principal and Roberts Rules of Order shall prevail if there are questions of procedure.

All meetings of the school council shall conform to the Open Meeting Law, Section 23 A, B, and C, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for executive session.

The superintendent shall receive agendas and minutes of all school council meetings. The superintendent shall provide copies of these materials to members of the school committee for information.

**SCHOOL IMPROVEMENT GOALS**  
**2016-2017**  
**FCTS School Council School Improvement Plan**

**School Improvement Goal # 1: *Improve Climate and Culture of FCTS by Coordinating School Wide Pride***

- \*Establish a climate and culture committee
- \*Establish and implement a series of staff related activities
- \*Establish and implement a series of student related activities
- \*Committee to coordinate with school related organizations such as Student Council, National Honor Society, Class Advisors, and Administration, etc.

Responsibility for Implementation

- \* Principal and Assistant Principal responsible for implementation
- \* Principal establishes a budget account to fund activities
- \* Committee to present recommendations to administration for approval

**School Improvement Goal # 2: *Google Platform and Tools for Everyone***

- \* Purchase and install devices throughout the FCTS facility
- \* Establish and implement staff training
- \* Establish and implement installation plan

Responsibility for Implementation

- \*Principal/ and Network Manager
- \*Network Manager to establish budget

**School Improvement Goal # 3: *Vocational Visitations to Other Schools for Program Ideas***

- \* Principal and CTE Coordinator to seek out exemplary Voc./ Tech. Programs for visitations
- \* Establish and implement a visitation plan
- \* Establish and implement a vocational staff visitation plan

Responsibility for Implementation

- \*Principal/ Assistant Principal and CTE coordinator

**School Improvement Goal #4: *Installment of interior security cameras in common areas***

- \* Write a proposal for installation of security cameras in common areas
- \* Work with the Policy Subcommittee to establish purpose and location for the cameras.
- \* Meet with Finance Subcommittee to allocate resources for project once approved by Policy Subcommittee
- \* Meet with Building and Grounds subcommittee to identify vendors, bid process and selection of company for installation.
- \* Develop an RFP and invite interested vendors to market their product
- \* Select a vendor and timeline for installation

#### Responsibility for Implementation

- \* Principal and Assistant Principal responsible for implementation
- \* Principal establishes new policies with sub committees
- \* Business Manager develops RFP

#### **School Improvement Goal # 5: *Student Discipline Learning Lab***

- \* To build and establish a Chapter 222 room and distance learning lab
- \* Reorganize the administrative structure to maintain oversight and supervision of Chapter 222
- \* Allocate funding within the Operating Budget to purchase required software, overhead projector, computers, licenses, desks, chairs etc.
- \* Make site visits to other schools that have distant learning labs

#### Responsibility for Implementation

- \* Principal and Assistant Principal is responsible for implementation
- \* Budget allocation for resources
- \* Principal designates facility enhancement

#### **School Improvement Goal # 6: *Curriculum Enhancements***

- \* Identify and implement curriculum software package for alignment and mapping
- \* Identify an educational software program to support Chapter 222, summer school, credit recovery, and enhancement to the standard curriculum.
- \* Identify a competency tracking system for vocational programs
- \* Expand upon the use of the Collins Writing and RTI programs
- \* Implement Galileo diagnostic program in collaboration with MAPPS assessments.
- \* Include stand-alone health units within the PE curriculum
- \* Define eligibility criteria for Title I services
- \* Refine the Response-to-intervention pyramid to identify struggling students

#### **School Improve Goal #7: *Acquisition of a Competency Tracking system and associated teacher training for school year 16-17.***

- Select, purchase and install competency tracking system.
- Establish and implement staff training schedule.
- Implement successful entry of competencies in every Chapter 74 program for all grade levels.

Responsible for implementation:

- CTE Coordinator/Network Administrator

## **2015-2016 Progress Report**

### **Goal 1: Create Honors Level Courses for ELA & History**

Goal outcome: Honors courses were developed and scheduled. For the school year 2016-2017 FCTS will have Honors courses in 9<sup>th</sup> & 10<sup>th</sup> grade ELA as well as 10<sup>th</sup> grade US History I and 11<sup>th</sup> grade US History II. Goal number one was successful.

### **Goal 2: Implementation of Advanced Placement Program (AP)**

Goal outcome: Advanced Placement courses were developed and scheduled. FCTS has AP courses in English Language Arts 11<sup>th</sup> & 12<sup>th</sup> grade, Computer Science and Statistics. Thirty-nine students took exams in 2016. FCTS has 57 students scheduled for AP courses for the school year 2016-2017. Goal number two was successful.

### **Goal 3: Installment of Interior Security Cameras in Common Areas**

Goal outcome: During the school year 2015-2016, a Safety Committee was established to look at common area cameras as well as several security issues within and outside the building. AED's, Go Kits and security maps were established. Policy research was conducted concerning putting cameras in common areas. This is an ongoing goal and will be extended into the 2016-2017 school year

### **Goal 4: Student Discipline Learning Lab**

Goal outcome: For the school year 2015-2016 we established a Chapter 222 room that was monitored by a daily substitute. This model worked but is not ideal. The Assistant Principal will work on a plan to transform this room into a discipline learning lab with supports from the Guidance Department.

This is an ongoing goal and will be extended into the 2016-2017 school year

### **Goal 5: Curriculum Enhancements**

Goal outcome: For the school year 2015-2016 academic and vocational departments worked on curriculum maps, units and lesson plans. These plans extended from the academic area to the vocational related area. We did some research and had a company do a presentation on curriculum software. FCTS will be looking at software for the upcoming school year. FCTS needs to continue to work on this goal moving forward.

SUBMISSION STATEMENT/DATE

The School Council respectfully submitted this School Improvement Plan on June 8, 2016 for review by the School Committee with the understanding that under Education Reform, it will be formally adopted within thirty (30) days of its receipt or be sent back to the Council for additional work/ modification. The School Council also understands that if no formal adoption of this plan takes place it will automatically be enacted for school year 2016-2017.