

Quincy Public Schools

Career Vocational and Technical Education Program Improvement Plan 2018 - 2019

*Keith P. Segalla, Executive Director
Career Vocational and Technical Education
and
Technology Planning and Training*

*Rebecca McInnis, CVTE Department Chair, QHS
Marianne Collins, CTE Department Chair, NQHS*

TABLE OF CONTENTS

I. Mission

- | | |
|---------------------------------|-------|
| 1. Quincy Public Schools | pp. 3 |
| 2. Career & Technical Education | pp. 4 |

II. Executive Director's Message

pp. 5

III. District Improvement Plan Alignment

- | | |
|--|-----------|
| 1. 2018-2019 QPS Team Organization and Alignment | pp. 6 |
| 2. Related Team Alignment | pp. 7-11 |
| Standard 2: Curriculum and Instruction (CVTE Team) | |
| Standard 3: Assessment and Program Evaluation (CVTE Advisory) | |
| 3. 2018-2019 Organizational Charts | pp. 12-13 |
| District | |
| CVTE Team | |
| 4. 2017-2018 Goals Reflection | pp. 14-17 |
| CVTE Team | |
| CVTE Program Advisory Team | |
| 5. Team Information | pp. 18-22 |
| Career Vocational & Technical Education Team and
CVTE Program Advisory Team
Chairpersons, Purpose, Standard, Key Question, Indicators,
Benchmarks, Goals, Action Steps, Sources of Evidence
Team/Person(s) Responsible, Membership and Meeting Dates | |
| 6. Professional Development Opportunities | pp. 23 |

IV. Appendix

pp. 24

- 2017-2018 CVTE Core Indicators Review of Populations
- CVTE Program Listing of Certifications/Credentials (Yellow)
- CVTE Program Advisory Team Meeting Documents
 Invitations/Agenda ~ Oct 18 (NQHS) and October 25 (QHS) (Green)
 2018-2019 CVTE Program Advisory Team Memberships
- CVTE 2017 Post Graduate Follow-up Interim Results (Orchid)
- 2018-2019 CVTE Safety Team Membership/Goals (Blue)
- Career Connection Partnerships
 Summer Teacher Externships (Brown)
 Cork Institute of Technology Partnership
- Quincy's Career & Technical Education Website ~
 <http://quincypublicschools.com/careers/>

Quincy Public Schools

~ Mission ~

Our mission is to provide a safe and nurturing learning environment for children to achieve their individual maximum potential.

Our desire is to develop students who persevere in their studies, take responsibility for their choices, and are honest in their character.

We seek to equip the students with the necessary skills to thrive as productive workers and committed citizens, and to meet the challenge of change in a global community.

We strive to help children discover and explore their gifts and talents, and to value and respect each other's uniqueness.

In order to accomplish our mission, staff, parents and students must work in a collaboration of effort and trust with open communication.

Our success will be measured by our students who exemplify a lifelong love of learning.

Career Vocational and Technical Education

~ Mission ~

Quincy Public Schools Career Vocational and Technical Education emphasizes an education with academic rigor, technical proficiency, and civic obligation. Our community fosters respect for individual and cultural diversity while our curriculum and programs provide a comprehensive education, which opens multiple career paths. Whether students intend to pursue a college education, employment, trades, or military service, Quincy Public Schools Career Vocational and Technical Education provides programs to facilitate their success. Graduates of Quincy Public Schools Career Vocational and Technical Education will be skilled and contributing members of our 21st century global community.

Executive Director's Message

Quincy Public Schools Career Vocational & Technical Education Program provides practical instruction and valuable intellectual content alongside academics. North Quincy and Quincy High School foster a stimulating environment where traditional programs exist side-by-side with cutting-edge 21st Century competency-based career pathways, including: Automotive Technology, Business Technology, Carpentry Technology, Culinary Arts, Design and Visual Communications, Early Education and Care, Electrical Technology, Engineering Technology, Fashion Technology, Film and Television Production, Health Care Technology, Information Support and Networking Services, Legal and Protective Services, Metal Fabrication and Joining Technologies, and Plumbing Technology.

Our Career Vocational & Technical Education programs are industry certified, have strong business partnerships and a variety of post-secondary initiatives, including Articulation Agreements and Dual Enrollment. We encourage our students to take an active role in their own education. It is our hope to send our students to the world of work and post-secondary education with the necessary skills and knowledge for long-term success.

CVTE students and staff have opportunities to explore current industry trends in collaboration with our business partners, Quincy's CVTE General Advisory and Program Advisory Teams. Through this collaboration, our competencies and technical vocational teaching areas are guaranteed to be industry specific and meet industry standards.

Quincy Public Schools CVTE staff members are trained, experienced, and state-certified in the career field they teach. Quincy's CVTE teachers deliver instruction in safety and health, technical, and embedded academics related to their subject matter, as well as employability and career readiness, management and entrepreneurship, and technological skills required for workplace success.

Quincy Public Schools Career Vocational & Technical Education offers multiple educational resources for CVTE students, including both school-based and work-based learning opportunities, including, seminars, clubs, internships, job-shadowing, clinical placements, community service learning, and employment experiences, which are available to all students. These educational resources open doors to careers, colleges, and the future.

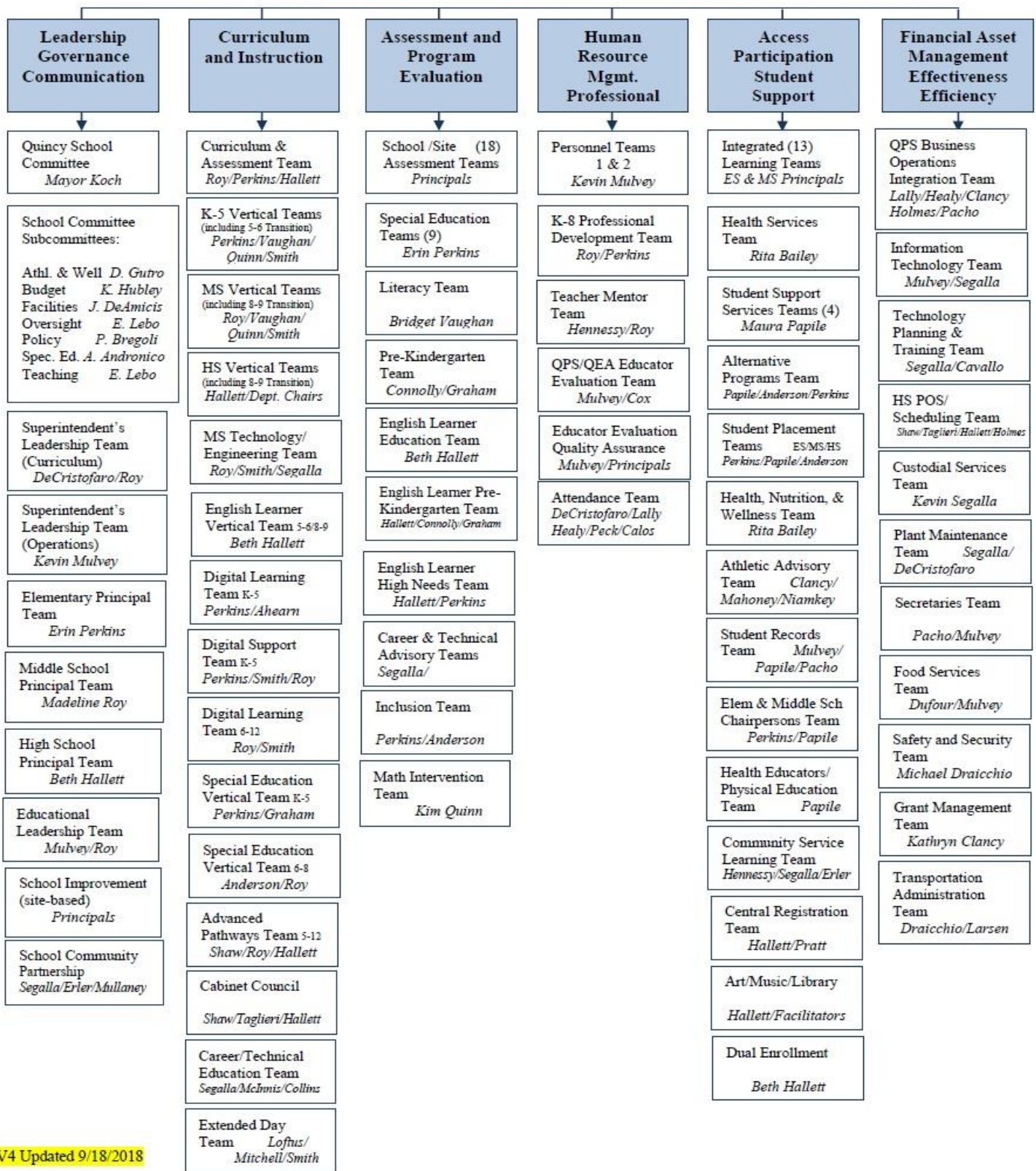
Quincy Public Schools Career Vocational & Technical Education students are provided with a variety of additional curriculum enhancements and educational opportunities, which take place primarily beyond the school day. These programs compliment the regular school day. Programs include: Future Chefs of America, SkillsUSA, Read Across America Week ~ Dr. Seuss Birthday Literacy Initiative, Credit for Life Fair, annual Fashion Show, Innovative Engineers Presentations, Student Police Academy, Classic Auto Show, Women in the Trades Summit, Health and Wellness Fair, Construction Expo, QPS Robotics, Community Service, and Business National Honor Society.

Keith P. Segalla

Quincy Public Schools

Team Organization and Alignment Chart 2018-2019

Superintendent of Schools



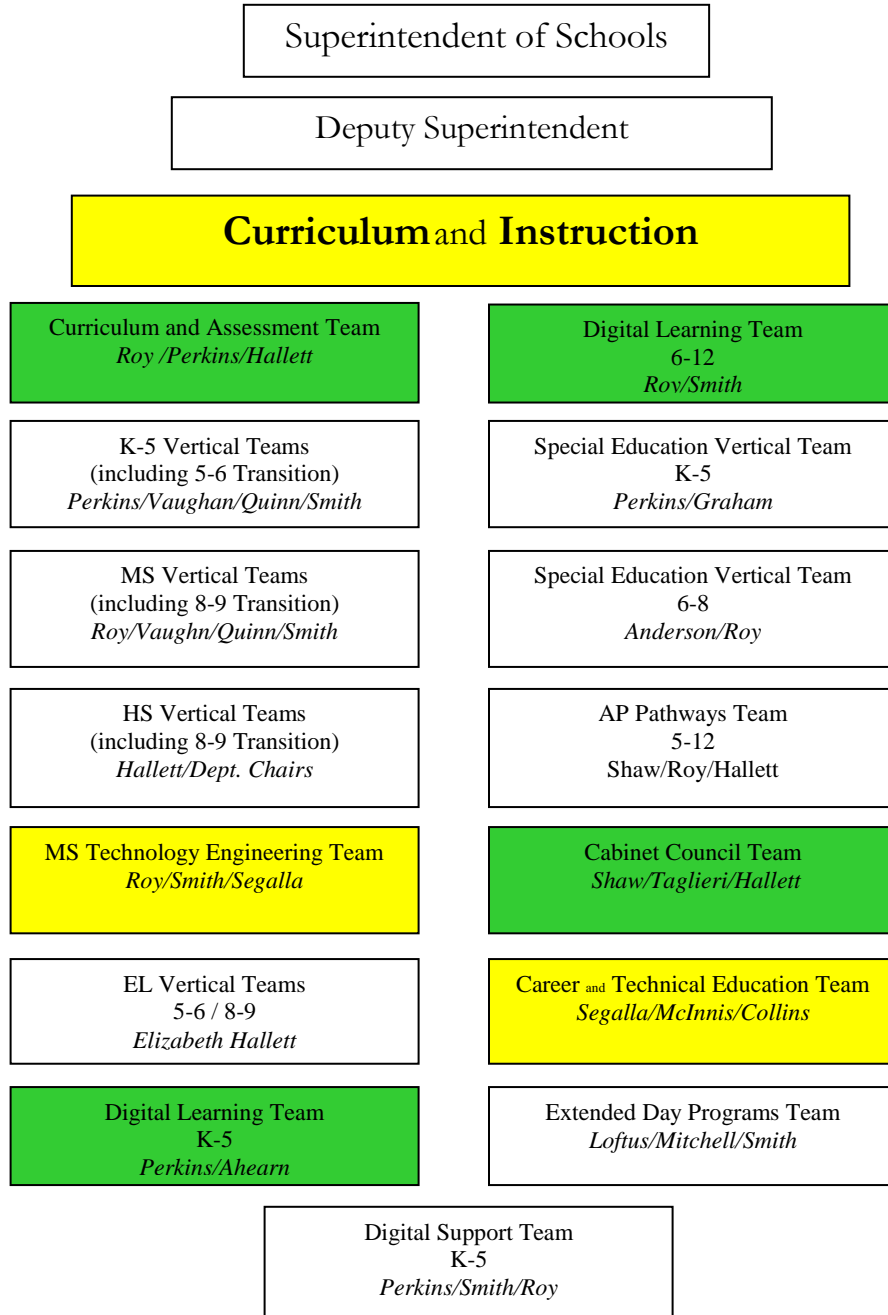
V4 Updated 9/18/2018

Standard and Team Alignment

Standard 2 – Curriculum and Instruction

Key Question - Are all aspects of the curriculum to the state Frameworks? Are instructional practices developed and implemented toward attaining high levels of student achievement?

Team Alignment Chart



Primary



Secondary

Team: Career Vocational and Technical Education Team

Chairperson: Keith Segalla

Asst. Chairperson: Rebecca McInnis and Marianne Collins

Purpose: Provide curriculum guidelines and support professional development for CVTE teachers and provide career pathway support for career and technical education students.

DIP Standard:	Standard 2 – Curriculum and Instruction
Key Question:	Are all aspects of the curriculum aligned to the state frameworks? Are instructional practices developed and implemented toward attaining high levels of student achievement?

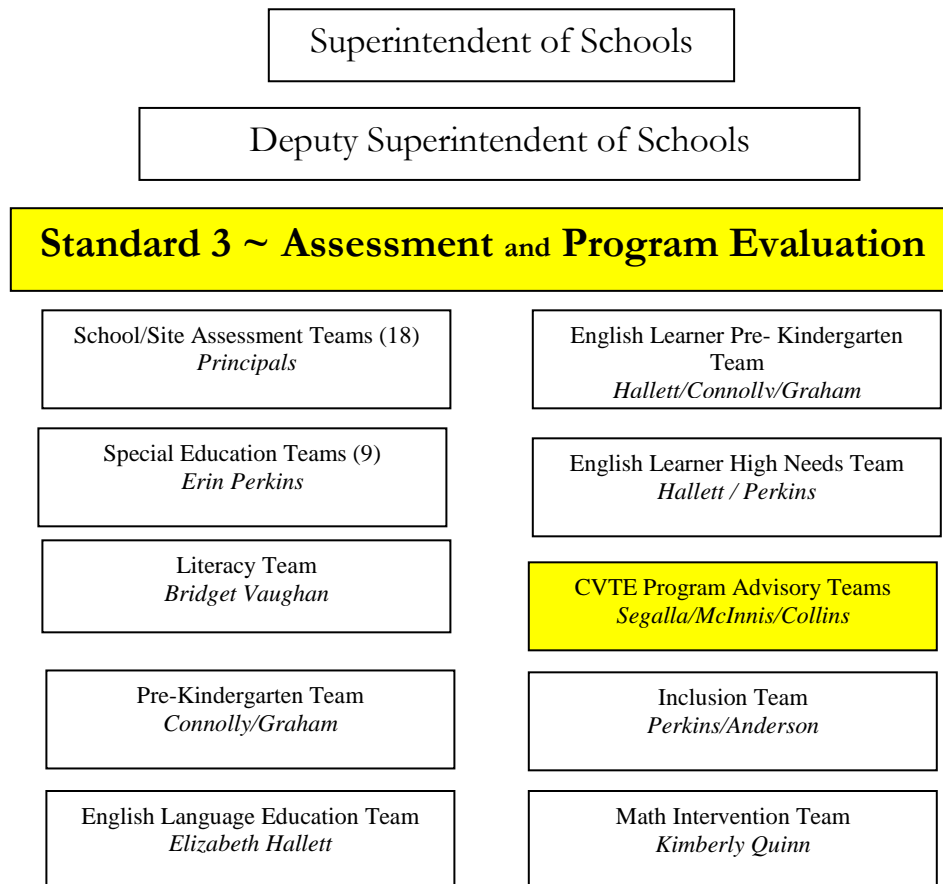
Indicators	Benchmarks
Indicator 1: The district implements curricula for all grade levels in tested content areas that clearly address all components of the state curriculum frameworks.	The district has fully developed high quality curriculum guidelines in all subject areas that are completely aligned with the State Curriculum Frameworks.
	Curriculum enhancements and experiences will be provided by extra-curricular programs and activities that are diverse and are carefully planned to enhance students’ intellectual and social development.
	All Career Vocational and Technical Education programs will address and incorporate the Massachusetts Department of Elementary and Secondary Education CVTE Frameworks, including Safety and Health Knowledge and Skills; Technical Knowledge and Skills; Embedded Academic Knowledge and Skills; Employability and Career Readiness Knowledge and Skills; Management and Entrepreneurship Knowledge and Skills; and Technological Knowledge and Skills into their curriculum.
	Career Vocational and Technical Education programs address embedded academics in the core content areas, including ELA, Math, and Science.
Indicator 7: Appropriate educational technology is available and used as an integral part of the instructional process.	Teachers utilize educational technology as a tool for individualizing instruction and reinforcing their classroom instruction.
	Administrators, teachers, and students have access to technical support.
	The district provides students with access to computers beyond the regular school day.
	Technology is integrated in all areas of the curriculum.
	Appropriate educational technology is available and will be utilized in all CVTE Programs (i.e. interactive whiteboards, projectors, document cameras, etc...)
	Students are able to use word processing and publishing software to produce written work.
	Students use technology devices to help solve mathematics problems and graphically display results.

<p>Indicator 8: District and school leaders monitor teachers’ instruction for evidence of practices that reflect high expectations for students’ work and mastery.</p>	<p>CVTE Program curriculum includes rigorous, honors level course of study. All students are encouraged to prepare for these courses in order to reach their academic potential.</p>
	<p>Course expectations are outlined in teacher’s syllabus and inform parents about course expectations and what their children are studying in school.</p>
	<p>CVTE instructors encourage students to participate in CVTE Program National Certification Standards exams, articulation agreements, dual enrollment, scholarships, and award opportunities.</p>
	<p>CTVE instructors consistently communicate to students and parents about their high expectations for all students.</p>
	<p>The number of students awarded the Certificate of Occupational Proficiency is monitored.</p>
<p>Indicator 10: Teachers use differentiated instructional strategies that reflect high expectations for all students.</p>	<p>CVTE curriculum ensures that students share learning by working independently or collaboratively, while thinking critically and working creatively.</p>

Standard and Team Alignment

Standard 3: Assessment and Program Evaluation

Key Question ~ Are assessment results and local benchmarks used to make decisions, and improve student performance?



Primary



Secondary

Team: CVTE Program Advisory Team

Chairperson: Rebecca McInnis

Asst. Chairperson: Keith Segalla

Purpose: This team is a requirement of the Massachusetts Department of Elementary and Secondary Education regulations. Members of the business community, industry, post-secondary representatives, parents and students assess current program offerings and equipment. Their written report on their findings is submitted to the Quincy School Committee and the MA Department of Elementary and Secondary Education CVTE Unit.

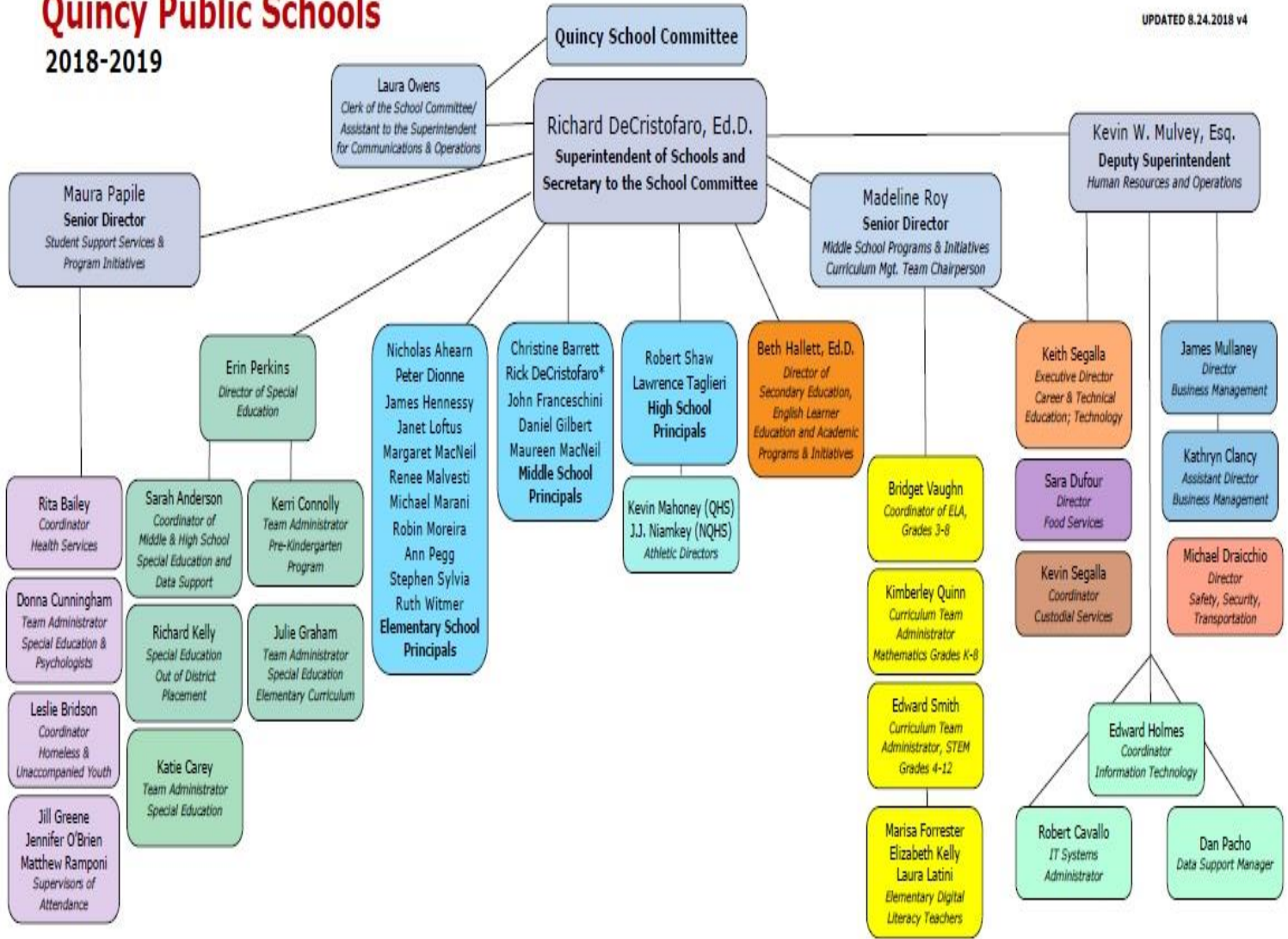
DIP Standard:	Standard 3 – Assessment and Program Evaluation
Key Question:	Key Question - Are assessment results and local benchmarks used to make decisions, and improve student performance?

Indicators	Benchmarks
Indicator 2: District and school leadership require all students to participate in all appropriate assessments.	Coordinate and implement a 6 Year Educational Plan for all Grade 9 students.
	Coordinate and implement a Career Exploratory Program (Freshman Seminar) for all QHS Grade 9 students.
	Coordinate and implement Career Plans for all grade 9-12 students.
Indicator 5: The district and school leadership annually assess the effectiveness of its program and service delivery systems.	The district offers Career Vocational & Technical Education Programs with significant depth and breadth to insure all students are prepared to enter the current workforce or post-secondary educational settings with competencies, skills and knowledge that are aligned with MA 2011 Curriculum Frameworks/Common Core, MA CVTE Frameworks, and Industry Standards.
	Monitor and communicate the progress of CVTE students as delineated through the MA DESE CVTE Core Indicators.
	Coordinate and implement Quincy’s annual CVTE Graduate Follow-up Survey.
	Insure and implement continuation of National Standards Certifications for Quincy’s CVTE Programs.
	Insure and implement the required execution of Quincy’s annual CVTE General Advisory and CVTE Program Advisory Team Meetings.

Organizational Chart

Quincy Public Schools
2018-2019

UPDATED 8.24.2018 v4



Team Assignments:
 Student Support Services Teams
 Health Educators
 Physical Education
 Health Services
 Special Education Support Teams
 Alternative Programs Team
 Student Placement Teams
 Health, Nutrition, Wellness
 Student Records Teams
 Chairpersons Team

Team Assignments:
 Special Education Program Teams & Vertical Teams
 Elementary Vertical Teams
 Elementary Principal Team
 Elementary Digital Learning Team
 Literacy Team
 Pre-Kindergarten Team
 EL High Needs Team
 EL Pre-Kindergarten Team

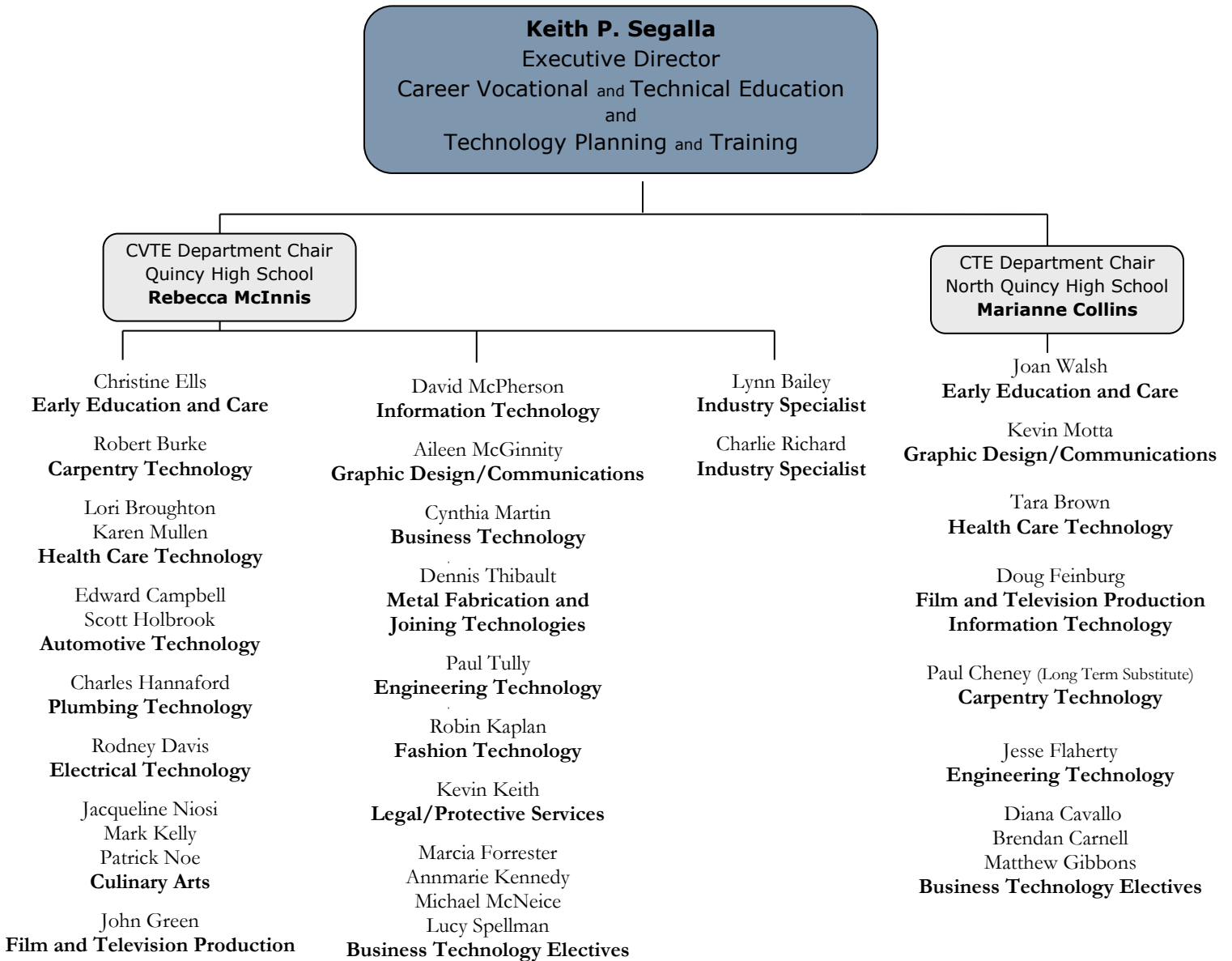
Team Assignments:
 Curriculum & Assessment Mgt. Team
 Middle School Vertical Teams
 Middle School Principal Team
 Middle/High School Digital Learning Team
 Advanced Pathways Team
 Professional Development Team, K-8
 Teacher Mentor Team
 Middle School Tech/Engineering Team

Team Assignments:
 High School Vertical Teams
 High School Principal Team
 Cabinet Council Team
 High School POS Team
 English Learner Education & ELE Vertical Teams
 EL High Needs Team
 Academic Programs Team
 Central Registration Team
 Athletics Advisory Team
 CTE Team & CTE Advisory Teams

Team Assignments:
 Personnel Teams
 QPS/QEA Educator Evaluation Team
 Secretaries Team
 Transportation Administration Team
 Business Operations Integration Team
 Technology & Training Team
 Custodial Services Team
 IT Techs Team
 Food Services Team
 Safety & Security Team
 Grant Administration Team
 School~Community Partnership Team

* Supervised by Deputy Superintendent

Career Vocational and Technical Education 2018-2019 Organizational Chart



QPS Career & Technical Education

2017-2018 CVTE Team **GOALS REFLECTION**

SIP GOAL ONE: ELA

Total Average Percent Correct in the College and Career Readiness Anchor Standard for Reading will increase by 2% for all students over the 2017 MCAS Results, which was 73% correct.

CVTE GOAL ONE:

During the 2017-2018 school year, Grade 10 CVTE students will demonstrate proficiency by showing an ability to read, comprehend, create, and present an innovative high quality **safety digital learning media tool by May 1, 2018**. Safety presentations will be uploaded to the CTE website and will be displayed on various media outlets; including the Quincy Educational Station, Channel 22 and QHS, Channel 90. This will be evidenced by an assessment using the revised Shares Knowledge Effectively and Works Independently rubrics. **COMPLETE**

Steps	Action Steps / Timeline	Source of Evidence	Team/Person(s) Responsible
a.	Incorporate multiple sources of information in the way of course specific periodicals and texts by June 2018.	Lesson Plans	CVTE Teachers
b.	Students and teachers will use research skills to identify key safety concepts and issues pertaining to CVTE program by October 2017.	A list of safety issues	CTE Teachers and Students
c.	Students will determine classroom/shop safety issues to be included in video in their respective major by November 2017.	Final listing of program safety concerns	CTE Teachers and Students
d.	Create scripts for various scenarios in the classroom/shop safety video by December 2017.	Scripts for the various segments in video	CTE Teachers and Students
e.	Have students and teachers rehearse scripts for classroom/shop safety video by January 2018.	Script Rehearsal	CTE Teachers and Students
f.	Film and edit the classroom/shop safety video using iPads/Cameras by February 2018.	Draft Video Presentation	CTE Teachers and Students
g.	Preview and Edit classroom/safety video by March 2018.	Draft Video Presentation	CTE Teachers and Students
h.	Submit final classroom/shop safety video to CTE Website and Quincy Educational Station, Channel 22 and QHS, Channel 90 by May 2018.	Final Video Presentation	CTE Teachers and Students

SIP GOAL TWO: MATH ~ Total Average Percent Correct in Mathematics will increase by 1% over the 2017 MCAS results, which was 64% correct.

CTE GOAL TWO: During the 2017-2018 school year, Question of the Day or Week will be expanded to include math questions from CVTE program frameworks. This will allow vocational and general math to be incorporated and augment the math that is taught in CVTE programs. **COMPLETE**

Steps	Action Steps / Timeline	Source of Evidence	Team/Person(s) Responsible
a.	CVTE Team members will review and download CVTE frameworks that incorporate math by December 2017.	MA CVTE Frameworks	CVTE Department Chairs CVTE Staff Members
b.	Design, develop, and revise PowerPoint presentation with multiple mathematic samples by December 2017.	New list of mathematical problems from the MA CVTE Frameworks	CVTE Department Chairs CVTE Staff Members

GOAL THREE ~ CULTURE/DIVERSITY: During the 2017-2018 school year we will continue to foster in our students and staff a greater understanding and appreciation of diversity by providing various social and academic experiences.

During the 2017-2018 school year, CVTE students will be provided with a variety of additional curriculum enhancements and educational opportunities. These curriculum enhancements will compliment our CVTE programs. **COMPLETE**

Steps	Action Steps / Timeline	Source of Evidence	Team/Person(s) Responsible
a.	Planning, Implementation, and Reflection/Assessment of Future Chefs	Event Program/Agenda	Culinary Arts Staff and Students
b.	Planning, Implementation, and Reflection/Assessment of SkillsUSA	Team Meetings Competition	CVTE Staff and Students SkillsUSA Facilitator
c.	Planning, Implementation, and Reflection/Assessment of Read Across America Literary Support	Lesson Plan Presentation	Early Education and Care Staff and Students
d.	Planning, Implementation, and Reflection/Assessment of Credit For Life Fair	Event Program/Agenda	CTE Business Staff and Students
e.	Planning, Implementation, and Reflection/Assessment of Annual Fashion Show	Event Program/Agenda	Fashion Technology Staff and Students
f.	Planning, Implementation, and Reflection/Assessment of Innovative Engineers	Event Program/Agenda	Engineering Technology Staff and Students
g.	Planning, Implementation, and Reflection/Assessment of Student Police Academy	Event Program/Agenda	Legal/Protective Services Staff and Students
h.	Planning, Implementation, and Reflection/Assessment of QPS Robotics	Event Program/Agenda	QPS Robotics Staff and Students
i.	Planning, Implementation, and Reflection/Assessment of National Business Honor Society	Team Meetings	Business Technology Staff and Students

j.	Planning, Implementation, and Reflection/Assessment of Clinical Placements/Co-op's/Internships	Participation in Clinical Placements Co-ops/Internships	CVTE Staff and Students
k.	Planning, Implementation, and Reflection/Assessment of Women in the Trades Summit	Event Program/Agenda	CVTE Staff and Students Callahan Construction
l.	Planning, Implementation, and Reflection/Assessment of Construction Trades Expo	Event Program/Agenda	Construction Trades: Carpentry, Electrical, Plumbing, Metal Fabrication
m.	Planning, Implementation, and Reflection/Assessment of Parent Academy ~ Guiding Students interested in CVTE trades	Event Program/Agenda	Construction Trades: Carpentry, Electrical, Plumbing, Metal Fabrication
n.	Planning, Implementation, and Reflection/Assessment of Health and Wellness Fair	Event Program/Agenda	Health Care Technology Staff and Students
o.	Planning, Implementation, and Reflection/Assessment of Girls In Coding	Lesson Plans	Program Staff / QHS Female Students

Quincy Public Schools Career & Technical Education

2017-2018 CVTE Program Advisory Team **GOALS REFLECTION**

CVTE PROGRAM ADVISORY TEAM GOAL ONE: Design and develop Quincy Public Schools Career & Technical Education Program Advisory Team Report by April 2018 for presentation to the Quincy School Committee by May 2018. **COMPLETE**

Steps	Action Steps / Timeline	Source of Evidence	Team/Person(s) Responsible
a.	Design, develop, and distribute CTE General Advisory Board and Program Advisory Team invitations to Annual Meeting by September 2017.	Advisory Board Invitation	Executive Director CTE CTE Team
b.	Execute CTE General Advisory and Program Advisory Teams Annual Meeting by October 2017.	Meeting Agenda and Report materials	Executive Director CTE Team CTE Advisory Team
c.	Design and develop CTE Program Advisory Team Report by May 2018.	CTE Advisory Report	Executive Director CTE Team CTE Advisory Team
d.	CTE General and Program Advisory Team presentation to Quincy School Committee by May 2018.	CTE Advisory Report and Presentation	Executive Director CTE Team CTE Advisory Team

CVTE PROGRAM ADVISORY TEAM GOAL TWO: To enlist CVTE Program Advisory Team members to present a relevant lesson or a visitation to their workplace or post-secondary institution for students in each Career and Technical Education major by May 2018. **COMPLETE**

Steps	Action Steps / Timeline	Source of Evidence	Team/Person(s) Responsible
a.	CTE Team Members will present and share CTE Team/Advisory Board visitation goal at Program Advisory Team Meeting on October 19, 2017.	Program Advisory Team Meeting Agenda	CVTE Department Chair CVTE Staff Members CTE Team Program Advisory Team Members
b.	CTE Program Advisory Team members will implement and present one relevant lesson or facilitate a visitation to their workplace or post-secondary institution by June 2018.	Lesson Plan or Scheduled Visitation	CVTE Department Chair CVTE Staff Members Program Advisory Team Members
c.	Quincy's CTE Department Chairs will ensure implementation of goal number two and develop a status/results document by CTE programs of obtained goals by June 2018.	CTE Status/Report Document	Executive Director CTE CVTE Department Chairs CVTE Staff Members

2018-2019 CVTE TEAM

Team Membership

Member Names	Titles	Telephone Ext.	Email
Keith Segalla	Executive Director CVTE	8731	keithsegalla@quincypublicschools.com
Lawrence Taglieri	Principal, QHS	3352	lawrencetaglieri@quincypublicschools.com
Rebecca McInnis	CVTE Department Chair, QHS	3324	rebeccamcinnis@quincypublicschools.com
Jacqueline Niosi	CVTE Teacher, QHS	3328	jacquelineniosi@quincypublicschools.com
Lori Broughton	CVTE Teacher, QHS	3337	loribroughton@quincypublicschools.com
Robin Kaplan	CVTE Teacher, QHS	3377	robinkaplan@quincypublicschools.com
Aileen McGinnity	CVTE Teacher, QHS	3321	aileenmcginnity@quincypublicschools.com
Marcia Forrester	CTE Teacher, QHS	3378	marciaforrester@quincypublicschools.com
Dennis Thibault	CVTE Teacher, QHS	3325	dennisthibault@quincypublicschools.com
William Reardon	Guidance Counselor, QHS	3389	williamreardon@quincypublicschools.com
Marianne Collins	CTE Department Chair, NQHS	8749	mariannecollins@quincypublicschools.com
Paula McGeady	Dept. Head Guidance, QHS	3380	paulamcgeady@quincypublicschools.com

Meeting Schedule:

Meeting Dates	Times	Location
Thursday, November 1, 2018	8:00 a.m. – 9:30 a.m.	QHS ~ Presidents Café
Thursday, January 10, 2019	8:00 a.m. – 9:30 a.m.	QHS ~ Presidents Café
Thursday, March 14, 2019	8:00 a.m. – 9:30 a.m.	QHS ~ Presidents Café
Thursday, May 23, 2019	8:00 a.m. – 9:30 a.m.	QHS ~ Presidents Café

Team Goals:

CVTE GOAL ONE: Improve 12th grade CVTE student Financial Literacy Skills. This will increase collaborative learning in all CVTE programs by creating project-based financial literacy lessons that allow students to work in groups as well as individually. By the end of the year (June 2019), teachers will design, develop, implement, and assess/evaluate 5-lessons. Students will save this financial literacy-learning package in their portfolio and be able to articulate this package to their senior interviewer.

Steps	Action Steps / Timeline	Sources of Evidence	Team/Person Responsible
a.	CVTE Team will identify areas of financial literacy that students need to understand by December 2018.	Listing of possible financial literacy topics.	CVTE Team
b.	CVTE Team will design and develop a financial literacy curriculum that will include lesson plans, demonstrations, and worksheets that present and capture student learning by December 2018.	Lesson Plans Demonstrations Worksheets	CVTE Team

c.	Quincy Credit Union Financial Literacy Specialist will support the CVTE staff by presenting / incorporating two financial literacy supplemental lessons by April 2019.	Custom designed lesson plans. Financial Literacy Evaluation	R. McInnis Quincy Credit Union Financial Literacy Specialist CVTE Team
d.	Encourage collaborative learning among students with student demonstrations and presentations throughout the implementation of the Financial Literacy curriculum by April 2019.	Completed Financial Literacy Curriculum / Booklet.	CVTE Team
e.	Students will complete the financial literacy booklet / documents and save them in their senior portfolio by May 2019.	Completed Portfolios with hard copy of Financial Literacy Booklet.	CVTE Team
f.	Students will be able to explain their financial literacy booklet / documents to their senior interviewer by May 2019.	Completed Student Interview Scoring Sheet	CVTE Team
g.	CVTE students will be invited to attend Quincy Public Schools annual Credit for Life Fair by March 2019.	Completed Credit For Life Fair Student Worksheet	CVTE Team

CVTE GOAL TWO: During the 2018-2019 school year, Question of the Day or Week will continue to include math questions from CVTE program frameworks. This will allow vocational and general math to be incorporated and augment the math that is taught in CVTE programs. **CONTINUOUS**

Steps	Action Steps / Timeline	Source of Evidence	Team/Person(s) Responsible
a.	CVTE Team members will review and download CVTE frameworks that incorporate math by December 2018.	MA CVTE Frameworks	CVTE Department Chairs CVTE Staff Members
b.	Design, develop, and revise PowerPoint presentation with multiple mathematic samples by December 2018.	New list of mathematical problems from the MA CVTE Frameworks	CVTE Department Chairs CVTE Staff Members

CULTURE/DIVERSITY: During the 2018-2019 school year, we will continue to foster in our students and staff a greater understanding and appreciation of diversity by providing various social and academic experiences.

CVTE GOAL THREE: During the 2018-2019 school year, CVTE students will be provided with a variety of additional curriculum enhancements and educational opportunities. These curriculum enhancements compliment our CVTE programs. **CONTINUOUS**

Steps	Action Steps / Timeline	Source of Evidence	Team/Person(s) Responsible
a.	Planning, Implementation, and Reflection/Assessment of Future Chefs	Event Program/Agenda	Culinary Arts Staff and Students
b.	Planning, Implementation, and Reflection/Assessment of SkillsUSA	Team Meetings Competition	CVTE Staff and Students SkillsUSA Facilitator
c.	Planning, Implementation, and Reflection/Assessment of Read Across America Literary Support	Lesson Plan Presentation	Early Education and Care Staff and Students
d.	Planning, Implementation, and Reflection/Assessment of Credit For Life Fair	Event Program/Agenda	CTE Business Staff and Students
e.	Planning, Implementation, and Reflection/Assessment of Annual Fashion Show	Event Program/Agenda	Fashion Technology Staff and Students
f.	Planning, Implementation, and Reflection/Assessment of Innovative Engineers	Event Program/Agenda	Engineering Technology Staff and Students
g.	Planning, Implementation, and Reflection/Assessment of Student Police Academy	Event Program/Agenda	Legal/Protective Services Staff and Students
h.	Planning, Implementation, and Reflection/Assessment of QPS Robotics	Event Program/Agenda	QPS Robotics Staff and Students
i.	Planning, Implementation, and Reflection/Assessment of National Business Honor Society	Team Meetings	Business Technology Staff and Students
j.	Planning, Implementation, and Reflection/Assessment of Clinical Placements/Co-op's/Internships	Participation in Clinical Placements Co-ops/Internships	CVTE Staff and Students Business Technology, Legal/Protective Services, Film and Television Production, Health Care Technology, Early Education and Care, Carpentry Technology, Electrical Technology, and Plumbing Technology
k.	Planning, Implementation, and Reflection/Assessment of Women in the Trades Summit	Event Program/Agenda	CVTE Staff and Students Callahan Construction
l.	Planning, Implementation, and Reflection/Assessment of Parent Academy ~ Guiding Students through CVTE Fine Arts Programs	Event Program/Agenda	Design and Visual Communications, Fashion Technology, and Film and Television Production
m.	Planning, Implementation, and Reflection/Assessment of Health and Wellness Fair.	Event Program/Agenda	Health Care Technology Staff and Students Various Health Care Vendors

n.	Planning, Implementation, and Reflection/Assessment of Girls In Coding	Lesson Plans	Program Staff / QHS Female Students
o.	Planning, Implementation, and Reflection/Assessment of the South Shore Hospital Medical Career Fair	Event Program Agenda / Evaluation	Health Care Technology Staff and Students South Shore Hospital Administrative Staff

CVTE GENERAL ADVISORY TEAM

Team Membership 2018-2019

Member Names	Title	Telephone Ext.
Philip Chong	Quincy Asian Resources, Chief Executive Officer	617-472-2200
Dean Rizzo	Mass Hire South Shore Workforce Board, Executive Director	617-745-4010
Lynne Courtney	Mass Hire South Shore Workforce Board, Youth Director	617-934-4854
Mari Conney	Executive Office of Labor and Workforce Development ~ Division of Apprenticeship Standards. Apprenticeship Liaison	617-626-7103
John Sullivan	IronWorker Local 7, Apprentice Coordinator	617-268-0707
Paula McGeady	Department Chair, Guidance QHS	617-376-3380
Lawrence Taglieri	Principal, QHS	617-376-3352
Rebecca McInnis	CVTE Department Chair, QHS	617-376-3324
Michael Marrapodi	Dean of Online Programs and Inter-Institutional Affairs, Quincy College	617-984-1634
Marianne Collins	CTE Department Chair, NQHS	617-984-8749
James Toomey	Carpentry Local Union 424	781-367-6188
Adorna Murphy	Danish Pastry House	617-773-0944
Mark Crosby	Quincy Access TV	617-984-1444
Nancy Anderson	Greater Quincy Child Care Ctr.	781-659-4531
Brandilyn Astrofsky	Quincy Steel Fabricators	857-247-7969
Stephen Salvatore	Electrical Contractor	617-376-3300
Tara Anderson	Jostens Publishing	508-580-1984
Maralin Manning	Quincy After School Day Care	617-471-3232
Westerly Brewster	Brewster PC Solutions	508-746-6423
Ivan Esposito	Best Chevrolet Inc.	781-749-1950
Greg Harnett	Quincy Police Department	617-745-5719
Stephen Wessling	Wessling Architects	617-773-8150
Nancy Strazzulla	PHCC of Massachusetts	781-843-3800

Meeting Schedule:

Meeting Dates	Times	Location
Thursday, October 18, 2018	3:30 p.m. – 5:30 p.m.	NQHS ~ Trophy Room
Thursday, October 25, 2018	5:30 p.m. – 7:30 p.m.	QHS ~ Presidents Café
Thursday, May 16, 2019	3:30 p.m. – 5:30 a.m.	QHS ~ Presidents Café

Team Goals:

CTE PROGRAM ADVISORY TEAM GOAL ONE: Design and develop Quincy Public Schools Career & Technical Education Program Advisory Team Report by April 2019 for presentation to the Quincy School Committee by May 2019.

CONTINUOUS GOAL

Steps	Action Steps / Timeline	Source of Evidence	Team/Person(s) Responsible
a.	Design, develop, and distribute CVTE General Advisory Board and Program Advisory Team invitations to Annual Meeting by September 2018.	Advisory Board Invitation	Executive Director CVTE CVTE Team
b.	Execute CVTE General Advisory and Program Advisory Teams Annual Meeting by October 2018.	Meeting Agenda and Report materials	Executive Director CVTE Team CVTE Advisory Team
c.	Design and develop CVTE Program Advisory Team Report by May 2019.	CVTE Advisory Report	Executive Director CVTE Team CVTE Advisory Team
d.	CVTE General and Program Advisory Team presentation to Quincy School Committee by May 2019.	CVTE Advisory Report and Presentation	Executive Director CVTE Team CVTE Advisory Team

CVTE PROGRAM ADVISORY TEAM GOAL TWO: To enlist CVTE Program Advisory Team members to present a relevant lesson or a visitation to their workplace or post-secondary institution for students in each Career & Technical Education major by May 2019.

CONTINUOUS GOAL

Steps	Action Steps / Timeline	Source of Evidence	Team/Person(s) Responsible
a.	CVTE Team Members will present and share CVTE Team/Advisory Board visitation goal at Program Advisory Team Meeting on October 18, 2018 (NQHS) and October 25, 2018 (QHS).	CVTE Program Advisory Team Meeting Agenda	CVTE Department Chair CVTE Staff Members CVTE Team Program Advisory Team Members
b.	CVTE Program Advisory Team members will implement and present one relevant lesson or facilitate a visitation to their workplace or post-secondary institution by June 2019.	Lesson Plan or Scheduled Visitation	CVTE Department Chair CVTE Staff Members Program Advisory Team Members
c.	Quincy’s CVTE Department Chairs will ensure implementation of goal number two and develop a status/results document by CVTE programs of obtained goals by June 2019.	CVTE Status/Report Document	Executive Director CVTE CVTE Department Chairs CVTE Staff Members
d.	CVTE Program Advisory Team members (Business, Industry, and Community) will be invited to participate in the Senior Exit Interview Process by May 2019.	CVTE Student Portfolio Interviewing Scoring Sheet	Executive Director CVTE CVTE Department Chairs CVTE Staff Members CVTE Program Advisory Team

CVTE Professional Development 2018-2019

Date	Time	Location	Participants (Team/Grade Level)	Topic	Presenters
9/25/18	1:40 p.m. 4:30 p.m.	Quincy High / North Quincy	CVTE Team Grades 9-12	Principal: Assessment Presentation; Review Departmental Data and Formulate 2018-2019 CVTE Goals and Action Steps Daily Rubrics; Teacher Evaluation; Student Portfolios; Evaluate CVTE Frameworks 4, 5, 6	R. Shaw L. Taglieri R. McInnis M. Collins CVTE Staff
11/13/18	1:00 p.m. 4:30 p.m.	Quincy High / North Quincy	CVTE Team Grades 9-12	System-Wide PD: Work Groups in Special Education, ELE. Students Support Services, and Technology Integration.	Principals K. Segalla SLT Members CVTE Staff
1/8/19	1:00 p.m. 3:00 p.m.	Quincy High / North Quincy	CVTE Team Grades 9-12	Mid-reflection of 2018-2019 CVTE Goals and Actions Steps that align with School Improvement Plan. Finalize and share Individual CVTE Program Safety Plans.	K. Segalla R. McInnis CVTE Staff
2/12/19	1:00 p.m. 4:30 p.m.	Quincy High / North Quincy	CVTE Team Grades 9-12	Principal: Review MCAS Protocols Plan Women in the Trades Summit; Plan; Plan Parent Academy ~ Fine Arts (Film and Television Production, Visual Design and Communications, and Fashion Technology); and QHS and NQHS CVTE Program Collaboration	K. Segalla R. McInnis CVTE Staff
3/26/19	1:00 p.m. 3:00 p.m.	Quincy High / North Quincy	CVTE Team Grades 9-12	Principal ~ Review MCAS Protocols; Review and Update CVTE Preparation Guide Reflect CVTE 2018-2019 Goals and Action Steps; Design and develop CVTE 2019-2020 Goals	K. Segalla L. Taglieri E. Murray R. Shaw M. Connor R. McInnis CVTE Team

Appendix 2018-2019

- 2017-2018 CVTE Core Indicators Review of Populations
- CVTE Program Listing of Certifications/Credentials (Yellow)
- CVTE Program Advisory Team Meeting Documents
Invitations/Agenda (Green)
 - October 18 (NQHS) and October 25 (QHS)
 - 2018-2019 CVTE Program Advisory Team Memberships
- CVTE 2017 Post Graduate Follow-up Interim Results (Orchid)
- 2018-2019 CVTE Safety Team Membership/Goals (Blue)
- Career Connection Partnerships
 - Summer Teacher Externships (Brown)
 - Cork Institute of Technology Partnership
- Quincy's Career & Technical Education Website ~
<http://quincypublicschools.com/careers/>