

**Erie County Technical School  
Adults in the High School Program  
Position Paper**

**I. Rationale**

- a. Service to community members—proximate, affordable, quality technical training
- b. Create a positive influence on student behavior and work ethic in the high school
- c. Additional revenue source
- d. Validate the quality of the high school program—if adults are willing to participate, then the community will value the program for teens
- e. Improve utilization of facilities and equipment—increased program enrollment

**II. Greater Altoona Career and Technical Center Details**

- a. Adults referred to as intergenerational students—started in the mid 80's
- b. Adults attend all day (both AM and PM sessions)
- c. Program is one year in length—adults progress through curriculum faster
- d. For 2004-2005—41 adults enrolled
- e. Adults age range from 18 to mid 60's
- f. High school curriculum is followed
- g. Most adults receive some form of financial support
- h. Co-op eligible after completion of 75% of the curriculum
- i. Adults enrolled if space available after high school students enroll
- j. Clearances not required
- k. All Altoona teachers were positive about having adults in their classes
- l. Adults take certification tests upon completion of program
- m. Tuition rate averages \$3800 for adults

**III. Francis Tuttle Career & Technology Center Details**

- a. Two-thirds of school's enrollment consisted of adult students
- b. Faculty noted a more mature learning environment with adults in the secondary program
- c. Campus had more of a "community college feel" than a "technical high school feel"

**IV. ECTS preparation prior to enrolling adults**

- a. JOC approval
- b. Acquire accreditation from PDE
- c. Complete curriculum revisions (at least in those labs participating)
- d. Determine which labs would be most appropriate to pilot adult student enrollment:
  - i. Determine the value of the program—employment potential
  - ii. Determine the value to the community—reference demand occupations
  - iii. Lab capacity after high school enrollments
- e. Develop advertising strategy and budget
- f. Develop adult interview and application process
- g. Analyze staffing patterns to handle workload of adult students
  - i. Financial aid management
  - ii. Guidance and counseling
  - iii. Application and admission

**KNOX  
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GORNALL  
& SENNETT**

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September 28, 2000

Dr. Aldo S. Jackson, Director  
Erie County Technical School  
8500 Oliver Road  
Erie, Pennsylvania 16509

RE: Co-mingling of adults in classes with students

Dear Dr. Jackson:

We were asked to research whether adults could attend vocational-technical classes with regular day students. As explained in more detail below, it is our opinion that adults may attend classes with regular day students so long as the Board of Directors approves their attendance.

The Vocational Education provisions of the Pennsylvania Public School Code do not directly address the issue of whether adults who wish to participate in certain vocational-technical classes may attend classes during the day with students. Yet, nothing in the Vocational Education provisions specifically prohibit their attendance. Section 1805 of the School Code, 24 P.S. §18-1805, simply provides that vocational schools "may offer instruction in day, part-time, and evening classes. Attendance upon such day, evening, or part-time classes shall be restricted to those over fourteen years of age." Thus, section 1805 prohibits only those students who are aged fourteen years and younger from attending a vocational education class. Similarly, the term "part-time schools or classes," as offered by vocational schools, is defined as "those schools or classes which provide instruction in subjects given to enlarge the civic or vocational knowledge or skill or workers over fourteen years of age who have entered upon employment." 24 P.S. §18-1801(11). Again, the only restriction on who may attend those classes is that attendees must be over fourteen years of age. Since there is nothing within the Pennsylvania Public School Code that prohibits the co-mingling of adults and regular students in vocational classes, it is our opinion that it is appropriate to co-mingle the two groups so long as the Board approves that policy decision.

In addition to performing the above research, we contacted the Pennsylvania Department of Education Bureau of Vocational Education about this "co-mingling" issue. The Bureau representative stated that there was no prohibition against adults attending classes with students. The Bureau informed

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Dr. Aldo S. Jackson  
September 28, 2000  
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us that many vocational schools across Pennsylvania co-mingle adults with regular students in vocational classes. The Bureau recommended we discuss this issue with Dr. Richard Burley, the Director of Lancaster County Career and Technology Center (his phone number is 717-464-7052). Dr. Burley has been providing instruction for adult students co-mingled in the secondary vocational programs for twelve years. Upon contacting Dr. Burley, he informed us that his co-mingled program has been very successful. The information obtained from the Bureau and from Dr. Burley further supports our conclusion that it is appropriate and legal to co-mingle adults with students in secondary vocational classes.

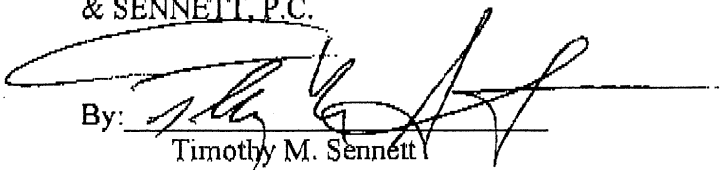
We also looked into whether there are any special restrictions or requirements that apply to adult students enrolled in day classes with vocational students. Regarding background checks, Act 34 of 1985, 24 P.S. §1-111, and Act 151 of 1994, 23 Pa. C.S.A. §§6354-6358, both apply solely to school or district employees. Since the adults at issue here are not applying for employment with the school, the background requirements of Act 34 and Act 151 do not apply. However, even though state law does not require that any specific background check be performed on adults who are co-mingled with students during their classes, we nevertheless recommend that background checks through the Pennsylvania state police department be performed on every adult prior to him or her being accepted into the class. Since we are placing students in a direct contact situation with these adults, it is our opinion that should a problem ever arise in the future with one of the adults enrolled in the classes, the Vocational School would be better insulated from liability if the School had a policy of requiring background checks prior to that adult's admission to the class. Thus, if the Board approves the co-mingling of adults with students in vocational classes, the Board should also pass a policy that a prerequisite for any adult to be accepted into a co-mingled class is that he/she must consent to have a background check performed on him/her by the state police.

Other than the background check, there are no other adult-specific restrictions or requirements that need to be followed. We do recommend, of course, that you apply the very same health and safety requirements to the adults that you apply to the regular students who attend vocational classes.

Please feel free to contact me if you have any further questions about this issue. Thank you very much.

Very truly yours,

KNOX McLAUGHLIN GORNALL  
& SENNETT, P.C.

By: 

Timothy M. Sennett

JEGR:jcc

# 342623

cc: Neil Donovan, Principal

SECTION: OPERATING COMMITTEE  
PROCEDURES

TITLE: AUTHORITY AND POWERS

ADOPTED: December 19, 1996

REVISED:

# Erie County Technical School

## 002. AUTHORITY AND POWERS

### Section 1. Authority

Art. III  
Sec. 14  
SC 211,  
301,  
501,  
507,  
510

The authority to establish, equip, furnish, operate and maintain the Erie County Technical School is vested in the Operating Committee which is a body corporate and which is constituted and governed by Title 24, the "Public School Code of 1949", of the Pennsylvania statutes and Article III of the Constitution.

Art. III  
Sec. 14  
SC 211,  
301,  
501,  
507,  
510,  
1850.1  
1850.3

There shall be established a Joint Board consisting of all participating district Boards. The Joint Board shall have the authority to exercise all powers which may not be delegated by law, to adopt a budget and to designate a Joint Committee composed of one (1) member from each participating school district delegate to the Operating Committee all authority, powers and duties not reserved by law to the Joint Board.

Vacancies on the Operating Committee shall be filled by and from the Board of participating districts so that all Boards are represented on the Operating Committee by one (1) Director. The term of office of Operating Committee members shall be three (3) years beginning with the organization meeting in December.

When an Operating Committee member relinquishes his/her seat on the Board of a participating district, his/her seat on the Operating Committee shall be declared vacant.

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Section 2. Powers

SC 211,  
406,  
407,  
501,  
502,  
503,  
507,  
510,  
511,  
803,  
1411,  
1841

The Joint Board shall establish a technical school as required for the technical education of senior high school students and eligible adults residing in the participating member school districts.

The Operating Committee shall equip, furnish, operate, and maintain such school; it shall adopt and enforce rules and regulations for the management of school affairs and for the conduct and deportment of employes and students.

The Operating Committee in accordance with its statutory mandate shall establish procedures for its own operation and policies for the guidance of the Director in the operation of the school. Such procedures and policies shall be consistent with law, have a rational and substantial relationship to a legitimate purpose of the Operating Committee and be directed towards the maintenance and support of a thorough and efficient system of technical education in this school.

SC 1807

The Operating Committee shall have the power to conduct vocational and technical education courses and programs for high school students and adults residing in the participating school districts.

SC 426,  
427,  
508

The powers of the Joint Board and the Operating Committee are not vested in the individual school director. No such individual is authorized to act on behalf of such bodies to carry out any of the statutorily authorized powers, except for those acts stated in law.

Section 3. Addition Of New Members

Any district not participating in the original establishment of the technical school which later elects to become a participant shall contribute to the cost of the school an amount agreed upon with the then



participating districts, and shall make such further annual payments on account of obligations to the State Public School Building Authority or rentals under leases with municipality authorities as shall be agreed upon.

Section 4. Withdrawals

Any district may withdraw from the agreement, after a one (1) year notice of intent in writing, upon satisfaction of all financial obligations and with the approval of all of the participating districts.

School Code  
211, 301,  
406, 407,  
426, 427,  
501, 502,  
503, 507,  
508, 510,  
511, 803,  
1411

PA Constitu-  
tion  
Art. III  
Sec. 14

SECTION: PROGRAMS

TITLE: ADULT EDUCATION

ADOPTED: December 19, 1996

REVISED:

# Erie County Technical School

|               |                                                                                                                                                                                                                                                                                                                                                                                                               |    |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|               | 125. ADULT EDUCATION                                                                                                                                                                                                                                                                                                                                                                                          | 1  |
| 1. Purpose    |                                                                                                                                                                                                                                                                                                                                                                                                               | 2  |
| SC 502,       |                                                                                                                                                                                                                                                                                                                                                                                                               | 3  |
| 1901          | The Operating Committee recognizes the continuing interests of adult members of the community in educational growth and advancement and the need of both adults and minors for learning programs not available to them in the regular program of the school.                                                                                                                                                  | 4  |
|               |                                                                                                                                                                                                                                                                                                                                                                                                               | 5  |
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| 2. Authority  |                                                                                                                                                                                                                                                                                                                                                                                                               | 10 |
|               | The policies and procedures of the Erie County Technical School Operating Committee shall govern the operation of the adult education programs, and all students enrolled in such programs shall adhere to such established policies and procedures.                                                                                                                                                          | 11 |
|               |                                                                                                                                                                                                                                                                                                                                                                                                               | 12 |
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|               |                                                                                                                                                                                                                                                                                                                                                                                                               | 17 |
|               | Admission to the adult education program shall be open to adult residents who reside in Erie County and outside the City of Erie, and adult nonresidents who reside outside of Erie County or in the City of Erie.                                                                                                                                                                                            | 18 |
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|               |                                                                                                                                                                                                                                                                                                                                                                                                               | 23 |
|               | The Operating Committee shall set annually the tuition rate rate/fee for the adult education program.                                                                                                                                                                                                                                                                                                         | 24 |
|               |                                                                                                                                                                                                                                                                                                                                                                                                               | 25 |
| 3. Guidelines | <u>Regional Occupational Skills Center</u>                                                                                                                                                                                                                                                                                                                                                                    | 26 |
|               |                                                                                                                                                                                                                                                                                                                                                                                                               | 27 |
|               | Courses offered are to serve and meet the training needs of industries.                                                                                                                                                                                                                                                                                                                                       | 28 |
|               |                                                                                                                                                                                                                                                                                                                                                                                                               | 29 |
|               |                                                                                                                                                                                                                                                                                                                                                                                                               | 30 |
|               | <u>Erie County Technical School Adult Education Program</u>                                                                                                                                                                                                                                                                                                                                                   | 31 |
|               |                                                                                                                                                                                                                                                                                                                                                                                                               | 32 |
|               |                                                                                                                                                                                                                                                                                                                                                                                                               | 33 |
|               | The curriculum is designed to complement, not compete with, the more specialized mission of the Regional Occupational Skills Center. The adult education program is designed to meet the more generic adult and continuing education needs of Northwest Pennsylvania; to emphasize entry-level employee skills, but not to exclude employee upgrade skills; generally lower-level and lower-technology course | 34 |
|               |                                                                                                                                                                                                                                                                                                                                                                                                               | 35 |
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emphasis than that of the Regional Occupational Skills Center. The adult education program shall be operated on a full-time or part-time schedule, as needed. The adult education programs are designed to meet the needs of business outside of manufacturing.

It is the intent whenever possible that the facilities and programs should collaborate to meet the training needs of the clients. The delineation of courses and related services is to be viewed as an ongoing process.

## School Code

502, 1901,  
1903, 1904,  
1905, 1906,  
1923

## PA Code

Title 22  
Sec. 5.222

# **FALL 2004**

## **Adult Training Programs**

**Your Future  
Your Career  
Our Priority**

**New Course Offerings,  
see page 26**

**Visit us on the web at [www.lcctc.org](http://www.lcctc.org)**



## Daytime Programs

DAYTIME/LONG-TERM TRAINING OPTIONS

Adults have the opportunity to learn technical or professional skills through hands-on experience. A variety of subject areas are available. Flexible scheduling, full or half days, allows the adult student to select the amount of training needed. Involvement in a daytime or long term program will be based on individual needs and occupational objectives. Daytime classes are scheduled for various start times throughout the year. Contact the Adult Career Center at the campus of your choice for an application.

### DAYTIME Programs, Tuitions and Fees

| Program Name                             | Tuition | Fees  | Total  |
|------------------------------------------|---------|-------|--------|
| <b>Brownstown Campus</b>                 |         |       |        |
| Cosmetology (1250 hrs.)                  | \$8125  | \$480 | \$8605 |
| Cosmetology Instructor (500 hrs.)        | \$3250  | \$395 | \$3645 |
| Cosmetology Nail Technician (200 hrs.)   | \$1300  | \$395 | \$1695 |
| <b>Construction Technologies Center:</b> |         |       |        |
| Cabinet Making & Millwork                | \$4800  | \$655 | \$5455 |
| Commercial Construction                  | \$4800  | \$655 | \$5455 |
| Drafting– Architectural CAD              | \$4800  | \$655 | \$5455 |
| Electrical Construction Technology       | \$4800  | \$655 | \$5455 |
| Floral/Greenhouse                        | \$4800  | \$655 | \$5455 |
| HVAC/R                                   | \$4800  | \$655 | \$5455 |
| Masonry                                  | \$4800  | \$655 | \$5455 |
| Nursery, Landscaping & Design            | \$4800  | \$655 | \$5455 |
| Painting, Ceramic Tile & Vinyl           | \$4800  | \$655 | \$5455 |
| Plumbing                                 | \$4800  | \$655 | \$5455 |
| Residential Carpentry                    | \$4800  | \$655 | \$5455 |
| <b>Visual Communications Center:</b>     |         |       |        |
| Commercial Art                           | \$4800  | \$655 | \$5455 |
| Desktop Publishing/                      |         |       |        |
| Electronic Prepress                      | \$4800  | \$655 | \$5455 |
| Forensic Investigation Illustration      | \$4800  | \$655 | \$5455 |
| Graphics & Printing Technology           | \$4800  | \$655 | \$5455 |
| Photography                              | \$4800  | \$655 | \$5455 |
| <b>Mount Joy Campus</b>                  |         |       |        |
| CIS– Office Applications/                |         |       |        |
| MOUS Certif.                             | \$4800  | \$655 | \$5455 |
| Computer/Network Engineering             | \$4800  | \$655 | \$5455 |
| Cosmetology                              | \$8125  | \$480 | \$8605 |
| Early Childhood Education                | \$4800  | \$655 | \$5455 |
| (Off campus)                             | \$4800  | \$630 | \$5230 |
| Emergency Medical Services               | \$4800  | \$655 | \$5455 |
| Fire Protection                          | \$4800  | \$655 | \$5455 |

# Daytime Programs

|                                     |        |        |        |
|-------------------------------------|--------|--------|--------|
| .....                               |        |        |        |
| Mount Joy Campus Cont.              |        |        |        |
| Hospitality & Lodging Management    | \$4800 | \$655  | \$5455 |
| Internet Programming & Development  | \$4800 | \$655  | \$5455 |
| Law Enforcement                     | \$4800 | \$655  | \$5455 |
| Culinary Arts Center:               |        |        |        |
| Baking & Pastry Arts                | \$4800 | \$655  | \$5455 |
| Culinary Arts/Chef                  | \$4800 | \$655  | \$5455 |
| Dietician Assistant                 | \$4800 | \$655  | \$5455 |
| Hospitality/Dining Room             | \$4800 | \$655  | \$5455 |
| Food Processing/Meatcutting         | \$4800 | \$655  | \$5455 |
| Institutional Foods                 | \$4800 | \$655  | \$5455 |
| Manufacturing Center:               |        |        |        |
| Electronics Technology              | \$4800 | \$655  | \$5455 |
| Machinist/Machine Technology        | \$4800 | \$655  | \$5455 |
| Computer/Network Engineering        | \$4800 | \$655  | \$5455 |
| Sheet Metal Technology              | \$4800 | \$655  | \$5455 |
| Welding Technology                  | \$4800 | \$655  | \$5455 |
| Truck Driving Class A (200 hrs.)    | \$4200 | \$497  | \$4697 |
| Truck Driving Class B (3 weeks)     | \$3000 | \$404  | \$3404 |
| Willow Street Campus                |        |        |        |
| Cosmetology (1250 hrs.)             | \$8125 | \$480  | \$8605 |
| Health Care Center:                 |        |        |        |
| Dental Assistant                    | \$4800 | \$750  | \$5550 |
| Health Information Management       | \$4800 | \$740  | \$5540 |
| Medical Assistant                   | \$4800 | \$1035 | \$5835 |
| Medical Records Tech                | \$2600 | \$345  | \$2945 |
| Medical Transcription (600 hrs.)    | \$2600 | \$345  | \$2945 |
| Practical Nursing (1575 hrs.)       | \$7100 | \$2100 | \$9200 |
| Transportation Technologies Center: |        |        |        |
| Automotive Mechanics                | \$4800 | \$740  | \$5540 |
| Automotive Technology               | \$4800 | \$740  | \$5540 |
| Collision Repair                    | \$4800 | \$740  | \$5540 |
| Diesel Equipment Technology         | \$4800 | \$740  | \$5540 |
| Highway Construction                | \$4800 | \$740  | \$5540 |
| Mobile Heavy Equipment Mechanics    | \$4800 | \$740  | \$5540 |
| RV & Outdoor Power Equipment        | \$4800 | \$740  | \$5540 |

**\*All multi-vocational programs are 1080 hrs. unless stated otherwise.**