

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: November 23, 2004

SUBJECT: Act 48 Continuing Education Plan

CATEGORY: **Operations:** X **Policy:** **Information:** **Personnel:**

INITIATED BY: Neil Donovan

DESCRIPTION:

Every three years, each school entity is required to revise its Act 48 Continuing Education Plan. Attached, you will find the Erie County Technical School guidelines on Act 48 credits for any employee that holds a PDE professional certificate. Upon ECTS JOC approval, the ECTS Act 48 plan will be sent to PDE for final approval.

RECOMMENDATION:

Motion: Approve the ECTS Act 48 Continuing Education Plan for the 2004- 2007 school years.

Act 48
Professional Education Plan
Erie County Technical School
2004-2007

1. A description of the individuals who developed the plan. (Method of selection is in compliance with Act 48 requirements. All groups are included.)

The following individuals developed the Professional Education Plan for the Erie County Technical School:

Teachers -	Mr. Bob Craft, Tourism/Hospitality program Mrs. Sandra Carr, Leadership program Ms. Andrea Lucarotti, Cosmetology program
Administrators-	Mr. Neil Donovan, Principal of the Erie County Technical School Dr Aldo Jackson, Director of the Erie County Technical School
Ed. Specialists-	Ms. Lisa Sorensen, National Skills Standards Development Mrs. Elaine Shaffer, Co-op Coordinator and Recruitment
Community-	Parent- Mr. Richard Hirsh, Millcreek S.D. Parent- Mr. Sam Faulhaber, Northwestern S.D. Business Representative- Ms. Melissa Galbraith, GMA Inc. Business Representative- Mr. Steve O'Dana, James Schwab Co.

2. A description of the needs assessment and how the plan meets the educational and staff development needs of the school entity, it's professional educators, students, and community.

In an effort to determine the strengths and needs of the Erie County Technical School's Professional Education Plan and overall instructional effectiveness, our Act 48 Committee:

- Reviewed the needs assessment in the 2001 Erie County Technical School Act 48 Professional Development Plan
- Administered a current faculty needs assessment to update specific strengths and limitations of our staff
- Discussed State mandates for professional development
- Reviewed needs of students and local business and industry partners that employ our graduates (**re: ECTS Quality Action Plan**)

In order to meet the needs of our school, professional educators, students and community our Professional Education Plan must consider the following

Vocational/Technical vs. Academic high school needs:

As a Vocational/Technical high school, we must create a Professional Education Plan that addresses the unique needs of our staff, students and partners in business and industry. Past and current needs assessments of our faculty point to two primary differences between the technical high school and the academic high school:

1. Our Professional Education Plan must take into consideration that our faculty may be entering the teaching profession with little or no formal teacher training.
2. Our Professional Education Plan must allow our staff to develop a means of staying current in their specific trade or technical field.

With these factors in mind, The Erie County Technical School will designate the following five categories as needs areas for continuing professional development:

1. **Pedagogy-** fundamental and advanced instruction in teacher-to-student delivery methods and techniques including but not limited to:
 - Positive teaching climate
 - Best teaching practices
 - Multiple intelligences and learning styles
 - Adaptations for varying levels of ability
 - Alignment of curriculum with NOCTI assessment
 - Critical thinking
 - Alternative assessments
 - Study skills
2. **Content-** vocational teachers require a variety of means to stay up-to-date in their respective field. These may include but are not limited to:
 - Formal visitation to a workplace that will improve a teacher' ability to improve student achievement.
 - Formal visitations to other vocational schools, trade shows, technical colleges
 - Participation in seminars or workshops that offer professional improvement in practical/technical skills
3. **Special Education-**
 - Training in adaptations and special delivery of instruction to special education students, **including the teaching of gifted students.**
 - Updating of changes in Special Education law
 - Training offered to faculty and staff to accommodate students of Limited English Proficiency (**LEP**) through IU 5 staff development.
4. **School Safety-** training in areas including but not limited to:
 - Conflict resolution
 - Peer mediation
 - Crisis Prevention and Intervention
 - Crisis Management
 - Safe and Drug Free Schools
 - **CPR training on site for all staff at least once every three years**

5. **Technology-** training in areas including but not limited to:

- Software and application training
- Internet usage
- General computing
- Website design
- Networking

Based on the five needs areas described above, the following target goals are designed to foster student achievement via improvement in the professional development of the staff at the Erie County Technical School. These goals will allow us to achieve the ten criteria set forth in item II, page two of the Act 48 Professional Education Plan Guidelines.

Goal 1. The Erie County Technical School will continue to provide workshops that meet the needs of our professional staff and the requirements of Act 48 at its scheduled in-service dates.

Goal 2. Erie County Technical School staff will participate in continuing professional development designed to align curriculum with State Academic Standards and the successful completion of NOCTI testing.

Goal 3. Erie County Technical School staff will continue to expand its knowledge and application of the latest technology.

Goal 4. Erie County Technical School staff will continue to meet the needs of local business and industry as expressed by our General Advisory Council and the Occupational Advisory Committees for each of our seventeen programs.

Goal 5. Erie County Technical School staff will continue to participate in staff development involving improved education for special needs students, including staff training in the area of students with Limited English Proficiency.

Goal 6. Erie County Technical School staff will continue to study methods of improving the delivery of instruction.

Goal 7. Erie County Technical School staff will continue to seek solutions for creating a safe and secure school environment.

3. The professional education needs/goals that will be met by completion of each continuing professional education option and how each relates to areas of assignment of certification or potential administrative certification. The option may include but may not be limited to:

- **Collegiate studies-**

All courses must be related to the educator's area of assignment or certification, (or) be related to an area of assignment or certification into which the educator

may be transferred by the Board of Directors, as delegated to the Vocational Director or his designee (or) Be in other areas as approved by the board, as delegated to the Vocational Director or his designee.

In addition all courses taken for credit must comply with the Professional Education Criteria as defined in the Act 48 Professional Education Plan Guidelines in item II, page two.

- **Continuing Professional Education courses taken for credit**

All courses must be related to the educator's area of assignment or certification, (or) be related to an area of assignment or certification into which the educator may be transferred by the Board of Directors, as delegated to the Vocational Director or his designee (or) Be in other areas as approved by the board, as delegated to the Vocational Director or his designee.

In addition all courses taken for credit must comply with the Professional Education Criteria as defined in the Act 48 Professional Education Plan Guidelines in item II, page two.

- **Other programs, seminars, activities, or learning experiences that are either taken for credit or hourly. These experiences could include but are not limited to:**

- Curriculum development and other program designs and delivery activities at the school entity or grade level as determined by the school entity and approved by the Board of Directors
- Participation in professional conferences and workshops
- Education in the workplace, where the work is related to the professional educator's area of assignment and is approved by the board of directors
- Review, redesign, and restructuring of school programs, organizations, and functions as determined by the school entity and approved by the Board of Directors.
- In-service programs that comply with PDE Act 48 criteria
- Other continuing professional education courses, programs, activities, or learning experiences sponsored by PDE, an approved provider, or a provider subcontracted by the school district.

Again, these programs must be related to the educator's area of assignment or certification, (or) be related to an area of assignment or

certification into which the educator may be transferred by the Board of Directors, as delegated to the Vocational Director or his designee (or) Be in other areas as approved by the board, as delegated to the Vocational Director or his designee.

In addition all courses taken for credit must comply with the Professional Education Criteria as defined in the Act 48 Professional Education Plan Guidelines in item II, page two.

Only time-on-task at these courses, programs, activities and learning experiences will be counted as Act 48 credits or hours.

As per the PDE Act 48 Professional Education Guidelines, the following activities may not be counted:

- Unassigned or unsupervised time for study, reading or other activities outside the scope of the learning experience, classroom or meeting schedule.
 - Meeting time devoted to announcements, welcoming speeches or organizational reports not related to content of the learning experience
 - Time allocated for social activities, refreshment breaks, luncheons, receptions, dinners, etc.
 - Minimal consideration will not be less than one half-hour of continuous time-on-task activity or instruction.
 - The Vocational Director or his designee must pre-approve participation in any program, activity or learning experience in order for it to count for Act 48 hours. The only exception shall be a program, activity or learning experience that is offered by a provider approved by the PDE for programs, activities and learning experiences.
 - The Erie County Technical School will provide a form for the use of a professional or group of professionals in requesting pre-approval of a program, activity or learning experience.
- 4. A list of providers, courses, programs and activities approved by the professional education committee t provide the continuing professional education options listed in the plan.**

5. Action Plans for professional education activities to meet the goals of the three year plan:

Goal 1-ECTS will continue to provide workshops, programs and learning activities that meet the needs of our professional staff and the requirements of Act 48 at its scheduled in-services.

Action	For whom	By whom	Timeline
Act 48-appropriate in-services will be provided where possible	ECTS professional staff	ECTS administration or its designee	At in-service dates Throughout the school year

Goal 2-Erie County Technical School staff will participate in continuing professional development designed to align curriculum with State Standards and the successful completion of NOCTI testing.

Action	For Whom	By Whom	Timeline
ECTS faculty will prepare students for the National Occupational Competency Testing Institute (NOCTI) test in their senior year	Students enrolled at the ECTS	ECTS staff and administration	Ongoing preparation with the test to be given in the spring of the student's senior year
ECTS guidance counselors, teachers and administration will encourage students to take high level academic courses that will help students to master State Standards	Students enrolled at the ECTS	Guidance counselors, teachers and administration	Ongoing
ECTS curriculum will be aligned with NOCTI standards	Students enrolled at the ECTS	Faculty and administration	Ongoing

Goal 3. Erie County Technical School staff will continue to expand its knowledge and application of the latest technology.

Action	For Whom	By Whom	Timeline
ECTS staff will be encouraged to study appropriate software programs on-line.	ECTS staff	Providers designated by the Vocational Director of the ECTS	Ongoing
ECTS staff will receive “in-house” training on relevant software used by ECTS staff	ECTS staff	IMS personnel	As needed
ECTS staff will be encouraged to expand their computing skills with courses offered through the RCTC and regional post-secondary institutions	ECTS staff	RCTC and regional post-secondary schools	In accordance with the timelines established by PDE Act 48
ECTS staff will conduct Teacher in the Workplace visitations	ECTS staff	Area business and industry partners	Ongoing

Goal 4. Erie County Technical School staff will continue to meet the needs of local business and industry as expressed by our General Advisory Council and the Occupational Advisory Committees for each of our seventeen programs.

Action	For Whom	By Whom	Timeline
The administration of the ECTS will solicit advice and direction from its General Advisory Council	All of Erie County will benefit from the relationship of ECTS administration and its advisors from Business and Industry	Business and Industry partners	Monthly GAC meetings
Each of the 19 programs that comprise the ECTS will establish and maintain a Occupational Advisory Council or “Craft Committee”	ECTS faculty	Local business and industry representatives	Two meetings per program per year. Minutes will be kept and submitted for review of the building principal

Goal 5. Erie County Technical School staff will continue to participate in staff development involving improved education for special needs students.

Action	For Whom	By whom	Timeline
On-site in-service of ECTS teachers, including but not limited to: Learning support, Emotional Support and LEP Adaptations	ECTS teachers and instructional assistants	ECTS Special Ed. supervisors or the designee of the Director of ECTS	As needed
ECTS faculty will be encouraged to attend seminars, activities and learning experiences as well as enroll in courses for credit to learn how to better serve our Special Ed. population	All ECTS staff	ECTS Special Ed. supervisors and/or approved providers of Special Ed. Information and/or local post-secondary institutions.	Ongoing- as needed

Goal 6. Erie County Technical School staff will continue to study methods of improving the delivery of instruction.

Action	For Whom	By Whom	Timeline
ECTS staff will continue to participate in workshops and learning experiences that instruct teachers in “best practice” methods of delivery of instruction.	All ECTS staff	Post-secondary institutions, approved Act 48 providers. ECTS faculty at the direction of the Vocational Director or his designee	Ongoing

Goal 7. Erie County Technical School staff will continue to seek solutions for creating a safe and secure school environment.

Action	For Whom	By Whom	Timeline
ECTS will continue to participate in on-site in-service offerings that build awareness of actions and attitudes that contribute to a safe and secure school environment	All ECTS staff	Approved providers as designated by the Vocational Director or his designee	Ongoing
ECTS staff will be encouraged to attend Safety workshops and learning experiences that may be offered by the IU or any community group. These workshops will include training in matters of physical safety such as CPR and First Aid on site at least once each three year period.	All ECTS staff	IU5 and community groups that may be recognized as expert by the Vocational Director or his designee	Ongoing
ECTS staff will be encouraged to enroll in post-secondary courses that address the School Safety issue	All ECTS staff	Regional post-secondary schools	Ongoing

6. A description of the process for reviewing and amending the plan annually.

The Professional Education Committee will meet in March of each year to review the Professional Educational Plan. This review will include but not be limited to:

- A review of the assessments of the Erie County Technical School, its students, faculty, and community
- A determination of emerging needs
- A revision and addition of Professional Education goals
- Analysis of the evaluation of the Erie County Technical School's professional educator's evaluations of the previous year's courses, programs, activities and learning activities.
- Revision of the previous year's action plans

Upon completion of the review process, recommendations will be made to the Joint Operating Committee for amendments. Evaluation forms will be developed and piloted during the 2000-01 school year and brought to the committee as part of the 2001 plan review and amendment process.

7. Evidence that the plan meets the professional education criteria and strikes a balance between content, pedagogy and other skills.

The Professional Education Plan Committee has reviewed the Pennsylvania Department of Education's Act 48 Professional Education Plan Education Criteria and sought out all pertinent information regarding Act 48. After gathering this information, the Committee set about to develop an effective and achievable plan for the Erie County Technical School.

It is the belief of this committee that the ECTS Professional Education Plan, with consideration for Act 48 and the specific needs of our school, staff, students and community, strikes a balance between pedagogy, content and other skills. Evidence of the balance is demonstrated with the selection of the five categories for continuing Professional Development as described on page two of the document. They are:

1. Pedagogy
2. Content
3. Special Education
4. School Safety
5. Technology

In addition to the balanced choices for continuing Professional Development, the seven goals for the Erie County Technical School as described on page 3 of the document demonstrate careful consideration of the various needs assessments developed to guide the committee with its plan. These goals reflect the committee's attempt to merge Act 48

requirement with the specific needs of our school, staff, students and community with particular attention to our partners in business and industry.

8. Serving students with Limited English Proficiency

As an area vocational/technical school, we work closely with our eleven sending schools to prepare our instructors to teach students with limited English proficiency to meet State Academic Standards. Our instructors work directly with sending school ESL staff within their classrooms to assure the success of our ESL students. Our instructors also have the option of enrolling in a collegiate ESL course and/or participation in local IU and sending school in-service.

9. CPR training for ECTS staff

Per School Code, 1205.4 of Act 91 of 2000, the Erie County Technical School offers CPR training on-site for instructors at least once every three years.

10. Serving gifted students

Erie County Technical School instructors, principals, administrators and support staff have access to training for the education of the gifted student. These opportunities are made available to them through our eleven sending schools and IU5. ECTS staff may also enroll in collegiate programs for the education of the gifted.