

**Erie County Technical School
Quality Action Plan
Great Career & Technical Education**

Best Practice A. Nationally Accredited Programs					
Vision Anchors: Product and Culture					
Desired State			Current State		
• All programs participate in national skill standard certifications • All teachers and all capable students participate • Have the standard recognized by businesses and industries at a local level • Increase students' transition and employability • Meet industry's need for a skilled workforce locally and nationally • Attract students with academic and technical skills necessary to attain the certification			• ISO certified • Ten of 19 programs have accreditations • Seven other programs in planning state for accreditation • Some teacher certifications • Limited student certifications • Program improvements noted from current program accreditations		
Action Step	Solutions/Examples	Responsible Party	Time Line	Financial Resources	Other Resources
1. Identify national accreditations for all programs	• Elicit support of national organizations	• Skill Standards Coordinator • Director	• 2003-2004 School Year • Ongoing until complete		• Repository of National Standards • PDE/BCTE
2. Conduct curriculum reviews and development	• Create modularized course outlines • Model after Frances Tuttle Programs	• Curriculum Coordinator • Skill Standards Coordinator • Teachers	• 2003-2004 School Year • Ongoing until complete	• \$50,000 Annually (Innovative Learning & Workforce Development Grant)	
3. Establish a Curriculum Coordinator Position	• Curriculum Coordinator Position	• Director • Human & Quality Resources Coordinator	• 2003-2004 School Year	• \$60,000 (Salary and Benefits) • Existing funding reallocated—Perkins	• Couple job duties with special education coordination
4. Collaborate with businesses to attain program accreditation	• Bay Harbour Electric Partnership Example	• Placement Coordinator • Skill Standards Coordinator	• Ongoing	• \$5,000 annually • New expense	• Occupational Advisory Committees
5. Collaborate with businesses to attain teacher certification	• Bay Harbour Electric Partnership Example	• Community Relations Coordinator • Teachers	• Ongoing	• See #3 above	• Occupational Advisory Committees
6. Collaborate with business to attain student certification	• Fund certification testing for students • Expand school year to help students with certification	• Business & Industry	• Ongoing	• See #3 above	• Occupational Advisory Committees

**Erie County Technical School
Quality Action Plan
Great Career & Technical Education**

Best Practice B. Teachers as Instructional Managers					
Vision Anchors: Culture, Product and Promotion					
Desired State			Current State		
• More emphasis on student-centered, teacher-managed instruction • Students (adult and high school) able to move through curriculum independently or in small groups • Small group instruction rather than large group instruction • Flexibility in curriculum to allow open-entry, open-exit • Students interact with a variety of instructional media			• Instructors use a limited variety of instructional management techniques • Instructors spend an inordinate amount of time with classroom management • Instructional focus is teacher-centered • Students tend to move through curriculum in large groups		
Action Step	Solutions/Examples	Responsible Party	Time Line	Financial Resources	Other Resources
1. Conduct curriculum reviews and development	• Create modularized course outlines • Monroe and Lancaster County Technical Schools • Model after Frances Tuttle Programs	• Curriculum Coordinator • Teachers	• 2003-2004 School Year • Ongoing until complete	• See Best Practice A, Action Step 1	
2. Conduct staff development in instructional methods		• Human & Quality Resources Coordinator • Curriculum Coordinator • Principal • Teachers	• 2004-2005 School Year • Ongoing until complete	• \$5,000 Annually • Additional expense in existing staff development • Ongoing	• Intermediate Unit Staff Development Series
3. Acquire a variety of alternative instructional resources	• Internet • CD-ROMs • Audio-Video • Published materials	• Curriculum Coordinator • Information Systems & Technology Manager • Teachers	• 2003-2004 School Year • Ongoing	• \$10,000 Annually • Additional expense in existing instructional materials • Ongoing until complete	

**Erie County Technical School
Quality Action Plan
Great Career & Technical Education**

Best Practice C. Marketing & Public Relations					
Vision Anchors: Promotion					
Desired State			Current State		
• A waiting list in every program • Demand for our students by business and industry • Community awareness of what ECTS does and offers			• We have: ▪ School brochures ▪ Video tape ▪ Newspaper articles ▪ Presentation in home school classrooms ▪ Fall Fest ▪ Public relations agency used to market ECTS ▪ Website		
<i>Action Step</i>	<i>Solutions/Examples</i>	<i>Responsible Party</i>	<i>Time Line</i>	<i>Financial Resources</i>	<i>Other Resources</i>
1. Improve program quality	• See Best Practices A, B and E	• All Campus Faculty and Staff	• Ongoing		• Current use of ISO • National Skill Standards
2. Develop and conduct a planned marketing and public relations campaign	• Radio, TV and newspaper advertisements • Use of booths at county fairs and mall • Mass mailings • Video and CD-ROM • Interactive Web Page	• Community Relations Coordinator	• Ongoing	• \$25,000 Annually • Existing funding	• Local college internships
3. Establish a Community Relations Coordinator	• Community Relations Coordinator	• Joint Operating Committee • Director • Human & Quality Resources Coordinator	• Establish 2004-2005 School Year	• \$50,000 (Salary & Benefits) • Existing funding reallocated—Public Relations Contract & Placement/Recruitment Coordinator	
4. Conduct summer camps or classes	• Lehigh Career & Technical Institute Summer Program	• To Be Determined—contract position	• Establish 2005-2006 School Year • Ongoing thereafter	• Self-supporting through summer camp tuitions	• Workforce Investment Board Request for Proposals

**Erie County Technical School
Quality Action Plan
Great Career & Technical Education**

Best Practice D. Co-Enrollment of Adults					
Vision Anchors: Customer, Culture and Product					
Desired State			Current State		
• Adult and high school students enrolled in the same programs • An instructional environment that is stronger, more adult-like because of the presence of adults • An improved image of career and technical education because of the “postsecondary prestige” • Improved economies from a dual-purpose training operation • Teachers become instructional managers • Availability of Associate Degrees			• Currently no means for adults to enroll in high school programs • Adults are already in the building for other programming (NC/NO) • Board policy allows for adults to attend high school programs • No programs are accredited for adult training • Reputation and perception of training is weak in the eyes of adults • Adults don’t know the value of what they’ll learn		
Action Step	Solutions/Examples	Responsible Party	Time Line	Financial Resources	Other Resources
1. Develop courses with adult interest and certification	• Change/update current curriculum • Develop flexibility to meet community needs	• Curriculum Coordinator • RCTC Manager • Teachers	• 2003-2004 School Year • Ongoing until complete		• Workforce Investment Board • See Best Practice G
2. Conduct staff development	• Adult learning theory, etc.	• Human & Quality Resources Coord. • RCTC Manager • Teachers	• 2004-2005 School Year • Ongoing until complete	• See Best Practice B, Action Step 2	• See Best Practice B
3. Enroll first adults into selected high school programs	• Advertise • Examine and develop a behavior policy • Training available on part- or fulltime basis	• RCTC Manager • Curriculum Coordinator • Teachers	• 2005-2006 School Year • Ongoing until complete	• Existing funding—RCTC	• RCTC Student Handbook • See Best Practice B
4. Attain accreditation for all programs	• COE, Middle States or PDE • Mercer County Career Center	• Curriculum Coordinator • RCTC Manager	• 2004-2005 School Year • Ongoing until complete	• \$10,000 (initial accreditation) • \$3,000 annually (accreditation fee) • New expense	
5. Clarify and obtain funding/subsidy stream	• Community college or technical institute designation	• Director • RCTC Manager • Business Manager	• 2004-2005 School Year		• PDE

**Erie County Technical School
Quality Action Plan
Great Career & Technical Education**

Best Practice E. Integrated, Contextual Academics					
Vision Anchors: Product and Customer					
Desired State			Current State		
• CTE students with proficient or above academic skills • CTE students pass PSSA's (Reading, Writing, Mathematics) • Academic instruction relevant to CTE program • Academic credit for CTE content related to academic content • Pull-out and push-in approaches to academic instruction • Improve students' perception of academic instruction • Students acknowledge applied academic instruction • Integrated academic instruction reflects the high academic demands of the workplace			• Mathematics program is in place • Professional Skills and math programs are models • Some sending schools try to integrate with vocational education (i.e. writing related to vocational education) • Senior projects in home school related to career and technical school • Students lack academic skills—PSSA evidence • Business and industry have academics as a high priority • Student perception of academics is low and unwelcome • Students take the easy route in terms of academics if allowed		
Action Step	Solutions/Examples	Responsible Party	Time Line	Financial Resources	Other Resources
1. Enroll students with above basic academic proficiency	• Establish academic prerequisites • Cumberland Perry Admissions Policy	• Principal • Student Services	• 2004-2005 School Year		• 24 PS 18—1850.1 (16) Organization & operation of schools
2. Implement a Reading Improvement Program	• Reading in the content/program areas • Coach teachers to improve reading • Team teach lessons	• Reading Resource Coordinator • Curriculum Coordinator • Teachers	• 2004-2005 School Year	• \$5,000 annually • New expense	• Coordinated with Staff Development • IU Reading Institute • PA Literacy Council
3. Establish a Reading Resource Position	• Reading Resource Coordinator	• Director • Human & Quality Resources Coordinator	• 2004-2005 School Year	• \$60,000 (Salary and Benefits) • Existing funding reallocated—Perkins	• Couple job duties with special education teacher
4. Conduct curriculum reviews and development	• Establish a vocational-academic curriculum matrix	• Curriculum Directors • Curriculum Coord. • Reading & Math Resource Persons • Teachers	• 2003-2004 School Year • Ongoing until complete	• See Best Practice A, Action Step 1	• PA Academic Standards
5. Conduct staff development in reading instruction		• Human & Quality Resources Coord. • Reading Resource Person	• 2004-2005 School Year • Ongoing	• \$5,000 annually • Existing funding—ILWD Grant	• IU Reading Institute • PA Literacy Council

**Erie County Technical School
Quality Action Plan
Great Career & Technical Education**

Best Practice E. Integrated, Contextual Academics (continued)					
<i>Action Step</i>	<i>Solutions/Examples</i>	<i>Responsible Party</i>	<i>Time Line</i>	<i>Financial Resources</i>	<i>Other Resources</i>
6. Conduct pre-and post-assessments of student performance	• Reading • Mathematics • Writing	• Curriculum Coordinator • Reading & Math Resource Persons	• 2004-2005 School Year • Annually	• \$10,000 (assessment set-up costs)	• 8th Grade PSSA Results
7. Implement a Technical Communications Program (written & verbal)	• Consider published packages • Offer on-line content	• Technical Communications Resource Person	• 2006-2007 School Year	• \$5,000 annually • New expense	
8. Establish a Technical Communications Resource Position	• Technical Communications Resource Person	• Director • Human & Quality Resources Coordinator	• 2006-2007 School Year	• \$60,000 (Salary and Benefits) • New expense	
9. Make academic credit available based on academic content in career & technical programs	• Establish a vocational-academic curriculum matrix • Offer academic credit to high school students for CTE programming • Coordinate with sending school districts	• District Curriculum Coordinators • Curriculum Coordinator • Mathematics Resource Person • Reading Resource Person • Teachers	• 2005-2006 School Year		• Tri-County Intermediate Unit Curriculum Coordinators

**Erie County Technical School
Quality Action Plan
Great Career & Technical Education**

Best Practice F. Regional Collaboration					
Vision Anchors: Culture, Product and Customer					
Desired State			Current State		
• Full coordination of career & technical education from ECTS • Programming should include some form of publicly funded post-secondary technical training • Consumer & Family Sciences and Technology Education should be based on career exploration • There should be inter-district coordination of Consumer & Family Science and Technology Education • The Erie County Technical School is excellent example of collaboration			• Intermediate Unit coordinates some CTE programs (STW, Tech Prep, 3Com) • There are no technical training opportunities for adults in many trade areas • There are CTE programs in several sending districts (e.g. agriculture education, business education, FAMS, child care, 3Com) • There is a bleak reality to share and coordinate limited resources • There is virtually no collaboration between the City and County CTE		
Action Step	Solutions/Examples	Responsible Party	Time Line	Financial Resources	Other Resources
1. Combine secondary and postsecondary technical training into one operation (dual enrollment)	• Build flexibility into course content • Sequence programming for adult availability • Collaborate with community or technical college • Lancaster County — co-enrollment	• School Boards • Joint Operating Committee • Superintendents • Director • RCTC Manager • Postsecondary School or Technical Institute	• 2005-2006 School Year • Ongoing until complete	• \$25,000 (set-up and legal costs) • New expense	• See Best Practice D
2. Develop inter-district cooperation	• Coordinate CTE with RCI • Coordinate City & County secondary CTE programs	• School Boards • Joint Operating Committee • Superintendents	• 2003-2004 School Year • Ongoing until complete		• Transportation services
3. Districts transfer responsibility for CTE programming	• Provide cooperative education and work-based services to sending districts • Establish sending-school-based CTE programs • Great Oaks, Cincinnati	• School Boards • Joint Operating Committee • Superintendents • Director	• 2005-2006 School Year • Ongoing until complete	• \$10,000 (legal set-up costs)	• Legal Assistance • See #1 above

**Erie County Technical School
Quality Action Plan
Great Career & Technical Education**

Best Practice F. Regional Collaboration (continued)					
<i>Action Step</i>	<i>Solutions/Examples</i>	<i>Responsible Party</i>	<i>Time Line</i>	<i>Financial Resources</i>	<i>Other Resources</i>
4. Establish a Pre-vocational program (middle or early high school)	Existing School-to-Career programs in region	- Superintendents - Director - Curriculum Directors	2005-2006 School Year - Ongoing until complete	\$25,000 - New expense	- School-to-Career Partnership - Tech Prep Consortium - Family & Consumer Sciences and Technology Education classes
5. Establish a three-county career & technical education administrative consortium (Erie, Crawford, Warren)	- Curriculum Coordination - Business & Industry Partnerships - Equipment, Supplies & Materials Purchasing - Administrative Services - Lehigh-Carbon County Consortium	- School Boards - Joint Operating Committee - Superintendents - Vocational Directors	2006-2007 School Year		Workforce Investment Board

**Erie County Technical School
Quality Action Plan
Great Career & Technical Education**

Best Practice G. New & Emerging Career & Technical Programs					
Vision Anchors: Product, Customer and Promotion					
Desired State			Current State		
• Technical training programs that are of interest to high school students and adults • Technical training programs that meet the needs of business and industry locally and beyond • Incorporate new programs that come with a national certification			• Good programs in place • Need to stay current with technology and occupational changes		
Action Step	Solutions/Examples	Responsible Party	Time Line	Financial Resources	Other Resources
1. Public Safety Services (Firefighter/EMT)	• Senior-only Program	• Curriculum Coordinator • Occupational Advisory Committee	• 2005-2006 School Year	• \$100,000 (start-up costs—equipment, materials, supplies)	• Erie County Firefighting Grounds • Local Fire Departments
2. Natural Resources & Environmental Services	• Three-year Program	• Curriculum Coordinator • Occupational Advisory Committee	• 2005-2006 School Year	• \$50,000 (start-up costs—equipment, materials, supplies)	• Asbury Woods • Presque Isle State Park • D.E.P
3. Health Technician Services	• Three-year Program or Senior-only Option ▪ Radiology ▪ Respiratory ▪ Surgical ▪ Pharmaceutical ▪ Medical Lab	• Curriculum Coordinator • Occupational Advisory Committee	• 2006-2007 School Year	• \$100,000 (start-up costs—equipment, materials, supplies)	• Local hospitals • Coordinated with Medical Assistant Services
4. Electronic Commerce Services	• Senior-only Program	• Curriculum Coordinator • Occupational Advisory Committee	• 2006-2007 School Year	• \$25,000 (start-up costs—equipment, materials, supplies)	• Coordinated with Networking Technologies and Computer Information Systems
5. Digital Publishing Services	• Senior-only Program	• Curriculum Coordinator • Occupational Advisory Committee	• 2006-2007 School Year	• \$25,000 (start-up costs—equipment, materials, supplies)	• Coordinated with Networking Technologies, Computer Information Systems and Electronic Commerce

**Erie County Technical School
Quality Action Plan
Great Career & Technical Education**

Best Practice G. New & Emerging Career & Technical Programs (continued)					
<i>Action Step</i>	<i>Solutions/Examples</i>	<i>Responsible Party</i>	<i>Time Line</i>	<i>Financial Resources</i>	<i>Other Resources</i>
6. Legal Office & Paralegal Services	• Senior-only Program	• Curriculum Coordinator • Occupational Advisory Committee	• 2006-2007 School Year	• \$25,000 (start-up costs—equipment, materials, supplies)	
7. Medical Information Services	• Senior-only Program	• Curriculum Coordinator • Occupational Advisory Committee	• 2007-2008 School Year	• \$25,000 (start-up costs—equipment, materials, supplies)	
8. Pre-Engineering Sciences	• Three-year Program or Senior-only Option • Four Disciplines: ▪ Mechanical ▪ Electrical ▪ Chemical ▪ Civil	• Curriculum Coordinator • Occupational Advisory Committee	• 2007-2008 School Year	• \$100,000 (start-up costs—equipment, materials, supplies)	
9. Biotechnology Sciences	• Three-year Program or Senior-only Option	• Curriculum Coordinator • Occupational Advisory Committee	• 2007-2008 School Year	• \$100,000 (start-up costs—equipment, materials, supplies)	• Pennsylvania Life Sciences Project
10. Nanotechnology Sciences	• Three-year Program or Senior-only Option	• Curriculum Coordinator • Occupational Advisory Committee	• 2007-2008 School Year	• \$250,000 (start-up costs—equipment, materials, supplies)	• Local Economic Development Organizations • PSU Nanofabrication Network
11. HVAC Technologies	• Three-year Program	• Curriculum Coordinator • Occupational Advisory Committee	• To Be Determined	• \$100,000 (start-up costs—equipment, materials, supplies)	
12. Equine Sciences	• Three-year Program	• Curriculum Coordinator • Occupational Advisory Committee	• To Be Determined	• \$50,000 (start-up costs—equipment, materials, supplies)	• Horse Racing Track

Anticipated Program Implementation & Skill Center Renovation Timeline: 2004-2005—PDE PlanCon; 2005-2006—Skill Center Renovation; 2006-2007—New Program Implementation