

**ERIE COUNTY TECHNICAL SCHOOL
PROPOSED AGENDA ITEM**

DATE: July 19, 2006

SUBJECT: Memorandum of Understanding—Diversified Occupations Program for Wattsburg Area School District

CATEGORY: Operations

INITIATED BY: Aldo Jackson

DESCRIPTION:

In our Quality Action Plan, Best Practice F: Regional Collaboration identifies an action step where our “districts transfer responsibility for CTE programming” to ECTS. After a year of conversation with superintendents, curriculum directors and high school administrators, we have reached an agreement with one of our districts. Part of the rationale for the collaborative effort is a higher State reimbursement rate for vocational school-operated programs over district-operated programs.

The Wattsburg Area School District has operated a Diversified Occupations (D.O.) program for two years. In their attempt to align staff with other programming and initiatives in the district, Wattsburg has asked ECTS to staff and operate, as a satellite program, their D.O. program. The agreement entails Seneca High School students to register with ECTS in order to participate in the D.O. program. ECTS cooperative education staff will provide work-based coordination services (pre-employment planning and on-the-job monitoring). The Seneca D.O. students will attend bi-weekly classroom-based instructional periods at ECTS.

ECTS will charge Wattsburg \$363.86 per student enrolled. This cost is based on the fact that Wattsburg students will only receive “on-the-job” services and the students will participate in existing cooperative education classroom instruction. Between 12 and 15 students are expected to participate in the program. The Seneca students will be counted in ECTS State membership reports.

The Wattsburg Area School District approved the memorandum of understanding at their June board meeting. Approval of the memorandum by both the school district board and the joint operating committee is required by school code.

RECOMMENDATION:

Motion to approve a memorandum of understanding with the Wattsburg Area School District to provide Diversified Occupations programming as a satellite program.

**SATELLITE VOCATIONAL EDUCATION PROGRAM
MEMORANDUM OF UNDERSTANDING**

Between

**ERIE COUNTY TECHNICAL SCHOOL AND
WATTSBURG AREA SCHOOL DISTRICT**

This Memorandum of Understanding is entered into by and between

Erie County Technical School, 8500 Oliver Road, Erie, Pennsylvania 16509-4699
(the "Technical School")

And

Wattsburg Area School District, 10782 Wattsburg Road, Erie, Pennsylvania
16509 (the "School District").

WHEREAS, several school districts have constructed an area vocational-technical school known as the Erie County Technical School and entered into the Erie County Area Vocational-Technical School Restated Articles of Agreement for Operation.

WHEREAS, Article X of the Restated Articles of Agreement for Operation provides as follows:

ARTICLE X

A. Special Programs

1. Definition: Special programs shall be those programs offered by the Erie County Technical School Committee in addition to the regular day school and evening adult programs at the Erie County Technical School at the request of fewer than the total number of districts signatory to this agreement. Such special programs may be requested by:
 - a. One or more districts where such programs are to be conducted at the Erie County Technical School; or
 - b. One or more districts where such programs are to be conducted at facilities other than the Erie County Technical School. In this instance, all capital and lease costs shall be the responsibility of the district or districts requesting the program.

2. Authorization. Participating Districts desiring to participate in a special program shall adopt a resolution authorizing Erie County Technical School Committee to institute such a program and to charge the district with their prorated share of the cost of operating the program. A copy of this resolution signed by the President and Secretary of the Board shall be filed with the Secretary of the Erie County Technical School Committee.
3. Implementation. Special programs may be implemented by the Erie County Technical School Committee in accordance with authorization received for Participating Districts.
4. Budgets. Budgets for special programs shall be adopted by the Joint Board as provided in Sections 687 and 1850.1 (25c) of the Pennsylvania School Laws.
5. Expenses. Assessments will be made against districts participating in such special programs in the same manner as outlined in application of Article V Subsection A. Current Expenses of this amended Agreement.
6. Quotas and Assignment of Pupils. Quotas for special programs shall be established in the same manner as provided in Article VI for those districts participating in such programs.
7. Excessive Costs. School districts which are parties to this Agreement but choose not to participate in a special program, shall not incur any additional expense as the result of excess costs of such special programs. Excess costs will be billed directly to the districts participating in special programs on the basis of average daily membership in such programs.

WHEREAS, the satellite vocational-technical program is authorized through the regulations of the Department of Education at 22 Pa. Code Section 339.2.

WHEREAS, School District wishes to establish a satellite vocational-technical program (satellite program) within its district in accordance with the Articles of Operation and the Department of Education regulations.

IN WITNESS WHEREOF the parties hereto agree as follows:

1. School District wishes to establish a Satellite Program at its facility within Seneca High School, referred to as Diversified Occupations, outside of the Erie County Technical School and located at 10782 Wattsburg Road, Erie, Pennsylvania, 16509.

2. School District shall be responsible for and maintain budgetary control regarding supplies, equipment, insurance, utilities, maintenance and upkeep of School District facilities for the Satellite Program.

3. School District shall maintain responsibility for assignment of students in the Satellite Program.

4. School District shall provide supporting services, such as student guidance, disciplinary control, custodial services, health services and library services at their facilities for the Satellite Program.

5. School District will pay an assessment for the Satellite Program to be determined in the same manner as outlined in Article V, Section A, of the Restated Articles of Operation, entitled "Current Expense". The calculation of those expenses are attached hereto as Exhibit A.

6. Quotas for courses within the Satellite Program shall be established in the same manner as provided in Article VI of the Restated Articles of Operation and the quotas established for this Satellite Program are calculated on Exhibit B attached hereto.

7. School District shall be responsible to pay any additional expense which result from excess costs of such Satellite Program. Excess costs will be billed directly to School District on the basis of average daily membership in such Satellite Program, as calculated by the Technical School.

8. The Technical School shall maintain school and industry articulation in regard to the satellite program.

9. The Technical School shall supervise vocational student organization activities.

10. The Technical School will conduct vocational advisory committee activities.

11. The Technical School will periodically review vocational education program needs in the attendance area and develop recommendations for continued growth and expansion of a coordinated vocational education system.

12. The Technical School will develop recommendations and assist students in meeting their career needs without regard to the students' sex, race or handicap.

13. The Technical School will design the curriculum and ensure that a program of safety is incorporated into the curriculum in regard to the Satellite program.

14. Instructional staff members employed by these educational services in the Satellite Program will be employees of the Technical School and the Technical School shall be responsible for their salary and benefits.

15. The Technical School will be responsible for the program content of the Satellite Program.

IN WITNESS WHEREOF, the duly authorized officers of the Operating Committee of the Erie County Technical School and duly authorized officers of the Wattsburg Area School District have executed this document pursuant to authorizing resolutions by each board of each participating district in the Erie County Technical School, an authorizing resolution by the board of the Wattsburg Area School District and an authorizing resolution by the Erie County Technical School Operating Committee which are attached hereto.

WATTSBURG AREA SCHOOL DISTRICT

ERIE COUNTY TECHNICAL SCHOOL

**SATELLITE VOCATIONAL EDUCATION PROGRAM
MEMORANDUM OF UNDERSTANDING**

**EXHIBIT A
CALCULATION OF EXPENSES**

Program Cost Calculation	
Average Faculty Wage	\$ 45,000
Average Faculty Benefits	\$ 18,000
Subtotal Wage & Benefit	\$ 63,000
Contractual Hours Per Year	1263
Average Hourly Rate--Faculty	\$ 49.88
Faculty/Student Contact Hours (1)	18
Faculty Cost per Student	\$ 897.86

Program Revenue Calculation	
Revenue per Student--Faculty Cost	\$ 897.86
Less Subsidy (2)	\$ 534.00
Net District Cost per Student	\$ 363.86

Gross District Cost Projections	
15 Students	\$13,467.93
20 Students	\$17,957.24
25 Students	\$22,446.56

Net District Cost Projections	
15 Students	\$ 5,457.93
20 Students	\$ 7,277.24
25 Students	\$ 9,096.56

- (1) PDE Guideline: 1/2 hour per week
 (2) Subsidy derived from 03-04 VADM (PDE 2549);
 Credited in 07-08 Budget

**SATELLITE VOCATIONAL EDUCATION PROGRAM
MEMORANDUM OF UNDERSTANDING**

**EXHIBIT B
QUOTA CALCULATION**

For the purposes of this memorandum, the Wattsburg Area School District has exclusive rights to the entire quota for the Diversified Occupations (satellite program) operated at the Seneca High School. Enrollment of students from other school districts or other forms of public or private education is at the sole discretion of the School District.

PENNSYLVANIA'S
APPROVED INSTRUCTIONAL TITLES FOR SECONDARY
CAREER AND TECHNICAL EDUCATION PROGRAMS
DESCRIPTION and CIP CODE

32.0105 JOB-SEEKING/CHANGING SKILLS (Diversified Occupations)

An instructional program that operates as an integral part of vocational education to provide a cooperative arrangement between the school and employers whereby the student receives general education instruction in the school and on-the-job training through part-time employment in business/industry. The area of training may be in any vocational education area where there are needs for trained persons and must relate to the student's career objective. However, specifically, the program was designed to provide training for those vocational areas not presently being offered at the vocational school or comprehensive high school and to serve students who are unable to gain admission to a vocational program due to excessive applications.

AUN: 1-05-25-970-3

VOCATIONAL EDUCATION SUBSIDY (SCHOOL DISTRICT):

5,020.79	17.340	\$54,447.60	\$39,668.54	\$39,668.54
.6254			\$.00	

[illegible]

FIRST PAYMENT	(AUGUST)	=	\$5,096.00
SECOND PAYMENT	(OCTOBER)	=	\$5,096.00
THIRD PAYMENT	(DECEMBER)	=	\$5,096.00
FOURTH PAYMENT	(FEBRUARY)	=	\$7,962.00
FIFTH PAYMENT	(APRIL)	=	\$5,813.00
FINAL PAYMENT	(JUNE)	=	10,605.54
		=	9

	LESSER OF	GREATER OF	FULLY FUNDED AMOUNT	ALLOCATION	ALLOCATION	TOTAL ALLOCATION
AVTS NAME	BER OR A/E/MADM X	MV/P1 AR .3750 X	VADM (.21)	= (.72856367) + (.07859447)	=	ALLOCATION
	ADN		) =			

\$40,070.08

[illegible]

ERIE COUNTY TECHNICAL SCH	.00000	\$40,070.08	\$7,744.00	\$7,744.00	\$454.00	\$4,779.00	12,513.08
---------------------------	--------	-------------	------------	------------	----------	------------	-----------

**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