



July 9, 2007

Dr. Lee Burkett
Director
Bureau of Career and Technical Education
Pennsylvania Department of Education
333 Market Street, 6th Floor
Harrisburg, PA 17126-0333

Dear Dr. Burkett:

The Erie County Technical School's participation in the program evaluation was a helpful experience. It provided for reflection on our operations and a third-party look at our compliance with state standards. The school will better meet the needs of our students and the business community through this effort.

Enclosed you will find our Correction Plan based on the Approved Program Evaluation Review Report. Careful consideration has been given to the development of this correction plan. We anticipate all matters will be in compliance when the school is scheduled for the next review. We look forward to the response of our team leader to our correction plan.

Many improvements have been made to the review process since we participated in April 2006. I would like to share two observations based on our final report. I hope the observations will contribute to the improvement of the review process.

The first observation—the review process lacks clear criteria for compliance. For example, a correction for safety (339.23) called for 'change filters in the masonry program more frequently.' To what standard was this correction based on? What state standard compels periodic filter changes? What was the expertise of the reviewer that enabled the characterization of the masonry laboratory as unsafe? The review process would benefit from criterion statements that assist the school and the auditor.

This example also points to the second observation—an ordered audit process. When a potential non-compliance is observed, more investigation is warranted to substantiate the non-compliance. In the masonry filters case, no investigation was conducted to confirm the non-compliance. Had the reviewer looked into the situation, they would have found that substantial effort has gone into the air quality in our laboratory. The audit process should entail a verification process to substantiate corrective actions.

Thank you for your consideration of these items. The program review contributes to the improvement of career and technical education in Pennsylvania. We look forward to our continued involvement.

Respectfully yours,

A handwritten signature in black ink that reads 'Aldo R. Jackson'.

Aldo R. Jackson, Ph.D.
Director

Enclosure (1)

BUREAU OF CAREER AND TECHNICAL EDUCATION

APPROVED PROGRAM EVALUATION CORRECTION PLAN

2006-2007

School District/CTC Name: <u>Erie County Technical School</u> School Contact: <u>Dr. Aldo Jackson</u> Date of Review: <u>April 2-5, 2006</u> Director/Consultant: <u>Steve Kachniasz</u> BCTE Team Leader: <u>Roberta Brown/Kathy Showers</u> Professional Development Center (PDC) Contact and Location: _____ PDC Telephone Number: <u>(724) 357-6947</u>	Chief School Administrator: <u>Dr. Aldo Jackson</u> School Contact Email Address: <u>ajackson@ects.org</u> School Telephone Number: <u>814-464-8661</u> Director Email Address: <u>skachniasz@earthlink.net</u> BCTE Leader Email Address: <u>kashowers@state.pa.us</u> PDC Contact Email Address: <u>Don Gamble</u> PDC Contact Email Address: <u>gamble@iup.edu</u>
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CIP Code No(s). and Name(s) of Approved Programs Reviewed:

CIP CODE	CIP TITLE
10.0399	Graphic Communications, Oth
11.0901	Computer Networking Technologies
12.0401	Cosmetology, Gen
12.0508	Institutional Food Worker
15.0303	Electronic/Comm Eng Tech
15.0399	Elec/Electronic Tech Oth
15.1301	Drafting/Design
15.9999	Engineering Tech Oth
19.0708	Care/Support Srv Mgt
46.0201	Carpentry/Carpenter
46.0401	Bldg/Property Maintenance
47.0603	Auto body Repair Tech
47.0604	Automotive Mechanic Tech
48.0503	Machine Shop Assistant
48.0507	Tool/Die Maker Tech
50.0402	Commercial /Advertising Art
51.0899	Health Med/Assts Oth
52.1201	Mgmt Info Systems Oth
52.1905	Travel Planning Services

CORRECTION CITED ON APPROVED PROGRAM EVALUATION REPORT	PLAN TO ADDRESS	BY WHOM	BY WHEN	ACCEPTABLE BY PDE		PDE RESPONSE
				YES	NO	
Accountability Standards 339.4 (d)(3) (i)						
Obtain 8 th and 11 th grade PSSA academic results of students in all approved programs	- ECTS currently collects 11th grade PSSA results. - For 2007-2008, we made a special request from our participating guidance counselors to provide 8th grade PSSA results. - For 2008-2009, our application will request 8th grade PSSA results.	Student Services—Admissions	2008-2009			
Provide placement data for program completers.	Placement data is collected and reported on an annual basis. The follow-up survey is completed the October following program completion.	Student Services—Business Partnerships	2007-2008			
Provide nontraditional enrollment and completion data.	- As part of our enrollment reports, we will expand collection and reporting to include non-traditional enrollments. - As part of our completion reports, we will expand collection and reporting to include non-traditional enrollments.	Student Services—Admissions Student Services—Business Partnerships	2007-2008			
Local Advisory Committee 339.13						
Provide documentation of annual meeting of Local Advisory Committee (roster, minutes, recommendations).	The local advisory committee will be re-instituted during the upcoming school year.	Director & RCTC Manager	2007-2008			

CORRECTION CITED ON APPROVED PROGRAM EVALUATION REPORT	PLAN TO ADDRESS	BY WHOM	BY WHEN	ACCEPTABLE BY PDE		PDE RESPONSE
				YES	NO	
Vocational Education Safety 339.23						
Indicate how safety practices have been integrated into the program. (Masonry filters, clutter in program areas).	• Course syllabi will developed for each program documenting the integration of safety. • The school is contracting with a consultant to conduct a safety review of all program areas. • The school is working with the local chapter of the American Society of Safety Engineers to gain their involvement in program advisories. • The school will review its current occupational advisory process to ensure appropriate input in matters dealing with safety. • The school will review the advice it receives from our property and liability carrier to ensure appropriate input into safety practices.	• Faculty and Curriculum Supervisor • Director & Facilities Manager • Director & Facilities Manager • Principal & Faculty • Director, Business Manager & Facilities Manager	2007-2008			
Provide evidence that classroom enrollment is appropriate to laboratory size.	• Since the report does not indicate which laboratory/classroom needs corrective action, we are unable to address this item. • The school is working on a long-range facilities plan that would address areas where space shortages are noted (e.g. locker rooms in culinary arts, laboratory space in networking technologies, classroom space for supporting academic instruction)	• Facilities Manager	2007-2008			

CORRECTION CITED ON APPROVED PROGRAM EVALUATION REPORT	PLAN TO ADDRESS	BY WHOM	BY WHEN	ACCEPTABLE BY PDE		PDE RESPONSE
				YES	NO	
Services 339.32						
Provide a sampling of student career plans.	The school is working with participating school districts, the regional career education partnership and other agencies in the creation of a regional career development model and program.	Director, Principal, Student Services-- Guidance	2008-2009			