

**ERIE COUNTY TECHNICAL SCHOOL
PROPOSED AGENDA ITEM**

DATE: May 19, 2010

SUBJECT: Enrollment Review 2010-2011—Recommendation of Superintendents

CATEGORY: Personnel

INITIATED BY: Dr. Michele Campbell

DESCRIPTION:

The Professional Advisory Council met on Friday, May 7 and reviewed the projected enrollments for the 2010-2011 school year. As a group of seven superintendents, they reviewed the following reports:

1. *Admissions Analysis Report* which shows returning students, applications, applications accepted, total enrollment and wait list counts. As part of that report, they also reviewed 'applications accepted' which were distributed by session (AM/PM) and teacher.
2. *Enrollment History by Program Report* which presents enrollments on a 'faculty/session' basis and a '5-Yr. Change' basis. The 'faculty/session' basis is the local standard and the '5-Yr. Change' basis is the PDE Alteration and/or Curtailment of Programs standard.
3. *2009-2010 Applications Review, Program History Report* which presents a four-year historical report of applications by program.
4. *Alteration and/or Curtailment of Programs*, a web page which details the steps and criteria a school district must follow if there is a decision to reduce staff.

Within the *Enrollment History by Program Report*, the superintendents paid particular attention to five programs within the 'Based on 2010-2011' panel that identified five programs as meeting the '20% decline from five years prior' PDE standard. Those programs were Auto Body Repair, Automotive Technologies, Computer Information Systems, Drafting and Design, and Electronics. After some discussion, a recommendation was made and accepted to reduce staff to a half-time basis in all five programs. After further review and discussion, the superintendents recommended that special consideration be given to Auto Body Repair and Electronics due to the low projected 2010-2011 enrollments (ABR—20 students and ELC—21 students) and that both programs had a history of declining or consistently low applications (see *2009-2010 Applications Review, Program History—ABR declining and ELC consistently low*).

MOTION:

Motion to accept the recommendation of the Professional Advisory Council to reduce staff in Auto Body Repair, Automotive Technologies, Computer Information Systems, Drafting and Design, and Electronics to a half-time basis by not accepting applications for the 2010-2011 school year and that the Operating Committee give particular attention to the Auto Body Repair and Electronics programs.

Program	ABR	ADS	AUT	CIS	CNT	COS	CUA	DDE	ECE	EET	ELC	FMT	GRA	HEA	MTF	NWT	TDI	THM	Total
Quota	48	48	96	48	96	48	96	48	48	48	48	48	48	48	48	48	48	48	1008
ECTS 100%	48	48	96	48	96	48	96	48	48	48	48	48	48	48	48	48	48	48	1008
Returning Students	11	33	47	26	41	29	47	18	29	28	12	31	22	29	29	0	23	0	455
Seats Available	37	16	45	21	42	19	46	30	19	17	36	36	23	13	17	48	25	48	538
Applications	12	27	33	20	41	72	60	10	43	14	10	10	16	46	26	13	8	27	488
Applications Accepted	9	16	22	12	35	19	42	10	15	11	9	13	16	19	13	13	5	24	303
Pending Applications (ADMW)	1	11	4	4	2	50	4	0	22	1	0	0	0	24	11	0	0	2	136
Pending Applications W/C	2	0	7	4	4	3	14	0	6	2	1	0	0	2	3	0	3	1	52
Potential Students	23	60	80	46	82	101	107	28	72	42	22	41	38	75	55	13	31	27	943
Total Enrollment	20	49	69	38	76	48	89	28	44	39	21	44	38	48	42	13	28	24	758
Wait List	3	11	11	8	6	53	18	0	28	3	1	0	0	26	14	0	3	3	188

Fairview 7.3%	4	4	7	4	7	4	7	4	4	4	4	4	4	4	4	4	4	4	81
Returning Students	1	2	2	2	1	1	2	0	5	0	0	0	1	1	1	0	0	0	19
Seats Available	3	2	5	2	6	3	5	4	(1)	4	4	4	3	3	3	4	4	4	62
Applications	0	1	0	0	0	4	2	0	3	0	0	0	0	0	2	0	1	1	14
Applications Accepted						2	2		2						1			1	8
Applications Pending (ADMW)		1				1			1						1				4
Pending Applications W/C						1											1		2

Fort LeBoeuf 8.5%	4	4	8	4	8	4	8	4	4	4	4	4	4	4	4	4	4	4	84
Returning Students	1	5	7	3	1	2	8	5	2	4	2	8	3	0	3	0	4	0	58
Seats Available	3	(1)	1	1	7	2	0	(1)	2	0	2	(4)	1	4	1	4	0	4	26
Applications	1	0	6	1	5	5	4	3	4	1	3	2	2	3	5	2	1	1	49
Applications Accepted	1		4	1	5	2	3	3	2	1	3	2	2	2	4	2			37
Applications Pending (ADMW)						1								1	1			1	4
Pending Applications W/C			2			2	1		2								1		8

General McLane 9.3%	4	4	9	4	9	4	9	4	4	4	4	4	4	4	4	4	4	4	87
Returning Students	0	2	2	0	2	1	2	2	2	0	1	4	4	2	4	0	0	0	28
Seats Available	4	2	7	4	7	3	7	2	2	4	3	0	0	2	0	4	4	4	59
Applications	0	2	3	0	4	3	7	1	3	3	0	2	2	3	4	1	0	1	39
Applications Accepted		2	3		4	1	6	1	1	3		2	2	2	2	1		1	31
Applications Pending (ADMW)						2			2					1	2				7
Pending Applications W/C							1												1

Program	ABR	ADS	AUT	CIS	CNT	COS	CUA	DDE	ECE	EET	ELC	FMT	GRA	HEA	MTF	NWT	TDI	THM	Total
Quota	48	48	96	48	96	48	96	48	48	48	48	48	48	48	48	48	48	48	1008

Girard 7.7%	4	4	7	4	7	4	7	4	4	4	4	4	4	4	4	4	4	4	81
Returning Students	1	5	5	4	6	2	4	0	2	3	3	2	1	4	2	0	3	0	47
Seats Available	3	(1)	2	0	1	2	3	4	2	1	1	2	3	0	2	4	1	4	34
Applications	0	5	3	3	1	11	5	1	5	1	0	1	0	6	1	4	0	2	49
Applications Accepted		2	2	2	1	3	2	1	1			1		2		4		1	22
Applications Pending (ADMW)		3	1			8	1		4					3	1				21
Pending Applications W/C				1			2			1				1				1	6

Harbor Creek 7.9%	4	4	8	4	8	4	8	4	4	4	4	4	4	4	4	4	4	4	84
Returning Students	0	3	2	0	2	1	3	3	1	3	0	3	2	2	2	0	1	0	28
Seats Available	4	1	6	4	6	3	5	1	3	1	4	1	2	2	2	4	3	4	56
Applications	1	0	2	2	3	1	11	2	1	2	0	1	5	6	3	0	1	4	45
Applications Accepted	1		2		3	1	5	2		1		1	5	3				4	28
Applications Pending (ADMW)				1			1		1	1				3	3				10
Pending Applications W/C				1			5										1		7

Iroquois 5.1%	2	2	5	2	5	2	5	2	2	2	2	2	2	2	2	2	2	2	45
Returning Students	0	0	0	0	3	1	2	3	2	0	0	0	0	1	1	0	0	0	13
Seats Available	2	2	5	2	2	1	3	(1)	0	2	2	2	2	1	1	2	2	2	32
Applications	2	3	3	2	2	6	3	1	3	0	0	1	0	4	4	0	0	0	34
Applications Accepted	1	2		1	1	1	3	1				1		1	2			0	14
Applications Pending (ADMW)		1	1			5			3					2	1				13
Pending Applications W/C	1		2	1	1									1	1				7

Millcreek 29.4%	14	14	28	14	28	14	28	14	14	14	14	14	14	14	14	14	14	14	294
Returning Students	4	7	8	14	8	9	10	2	7	13	4	4	7	7	4	0	10	0	118
Seats Available	10	7	20	0	20	5	18	12	7	1	10	10	7	7	10	14	4	14	176
Applications	3	5	8	5	4	15	10	2	6	3	5	4	2	11	4	0	2	0	89
Applications Accepted	3	5	5	3	2	5	7	2	4	3	4	4	2	5	2		2		58
Applications Pending (ADMW)			1	2		10			2					6	1				22
Pending Applications W/C			2		2		3				1				1				9

Program	ABR	ADS	AUT	CIS	CNT	COS	CUA	DDE	ECE	EET	ELC	FMT	GRA	HEA	MTF	NWT	TDI	THM	Total
Quota	48	48	96	48	96	48	96	48	48	48	48	48	48	48	48	48	48	48	1008

North East 7.5%	4	4	7	4	7	4	7	4	4	4	4	4	4	4	4	4	4	4	81
Returning Students	0	2	7	1	5	3	4	1	4	0	0	3	0	8	4	0	1	0	43
Seats Available	4	2	0	3	2	1	3	3	0	4	4	1	4	(4)	0	4	3	4	38
Applications	2	1	2	1	2	4	4	0	5	0	0	0	2	1	0	3	0	10	37
Applications Accepted	2	1	2	1	2	1	4		1				2			3		10	29
Applications Pending (ADMW)						3			2					1					6
Pending Applications W/C									2										2

Northwestern 6.9%	3	3	7	3	7	3	7	3	3	3	3	3	3	3	3	3	3	3	66
Returning Students	1	1	6	1	5	3	5	1	0	2	1	3	1	0	5	0	0	0	35
Seats Available	2	2	1	2	2	0	2	2	3	1	2	0	2	3	(2)	3	3	3	31
Applications	1	7	4	4	3	9	9	0	4	1	1	1	1	2	1	3	1	4	56
Applications Accepted		3	3	3	2	1	6		3	1	1	1	1	1		3	1	4	34
Applications Pending (ADMW)		4		1		8	1		1					1	1				17
Pending Applications W/C	1		1		1		2												5

Union City 4.6%	2	2	4	2	4	2	4	2	2	2	2	2	2	2	2	2	2	2	42
Returning Students	2	1	4	1	5	3	2	1	0	0	0	1	2	2	1	0	0	0	25
Seats Available	0	1	0	1	(1)	(1)	2	1	2	2	2	1	0	0	1	2	2	2	17
Applications	1	1	0	1	7	6	3	0	5	0	0	0	1	3	0	0	1	4	33
Applications Accepted	1	1		1	7		3		1				1				1	3	19
Applications Pending (ADMW)						6			2					2				1	11
Pending Applications W/C									2						1				3

Wattsburg 5.9%	3	3	6	3	6	3	6	3	3	3	3	3	3	3	3	3	3	3	63
Returning Students	1	5	4	0	3	3	5	0	4	3	1	3	1	2	2	0	4	0	41
Seats Available	2	(2)	2	3	3	0	1	3	(1)	0	2	0	2	1	1	3	(1)	3	22
Applications	1	2	2	1	10	8	2	0	4	3	1	1	1	7	2	0	1	0	46
Applications Accepted			1		8	2	1			2	1	1	1	3	2		1		23
Applications Pending (ADMW)	1	2	1		2	6	1		4					4					21
Pending Applications W/C				1						1									2

Program	ABR	ADS	AUT	CIS	CNT	COS	CUA	DDE	ECE	EET	ELC	FMT	GRA	HEA	MTF	NWT	TDI	THM	Total
Quota	48	48	96	48	96	48	96	48	48	48	48	48	48	48	48	48	48	48	1008

Current to 4/29/2010

Applications Accepted 2010-2011

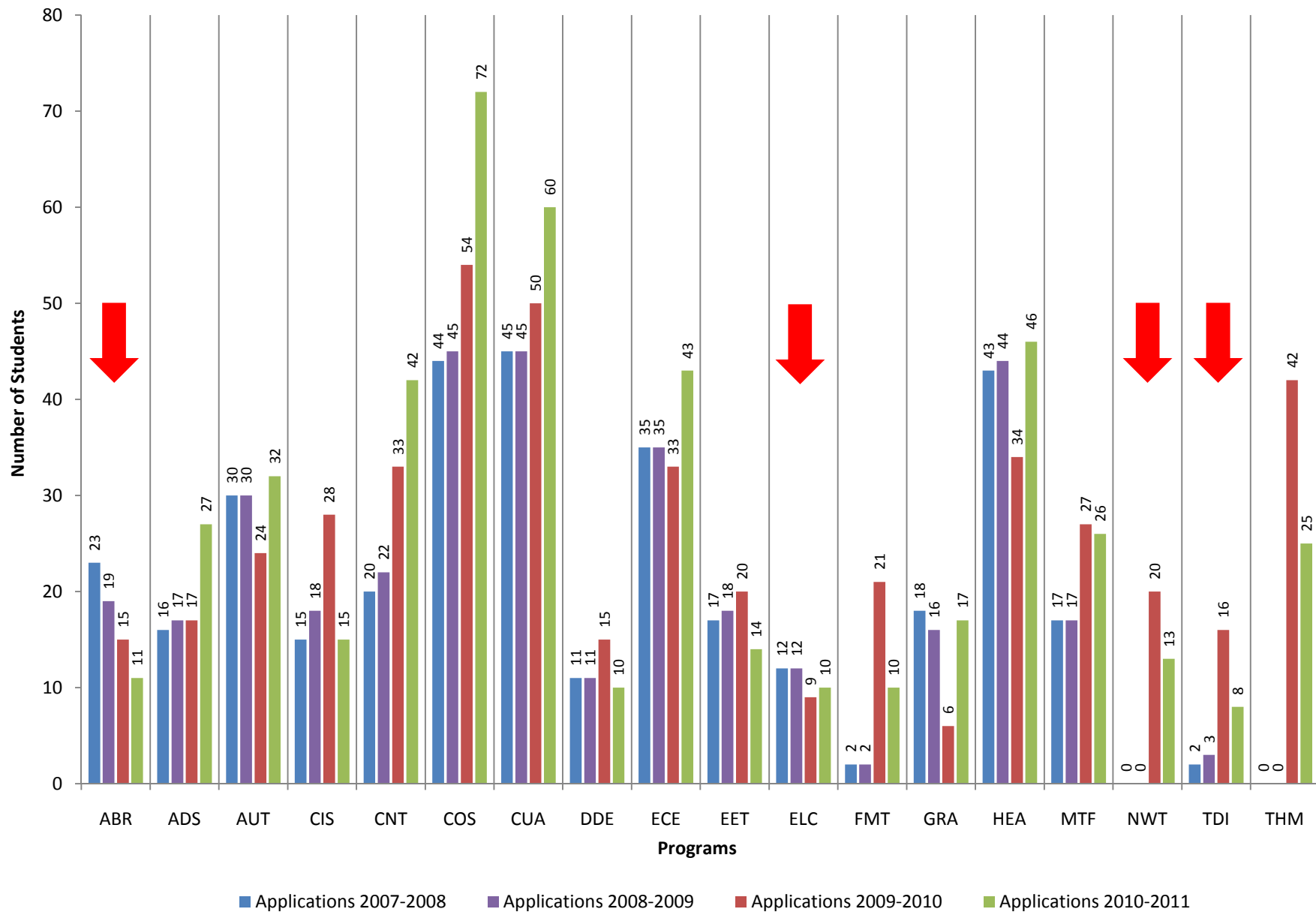
AM Enrollment	9	16	22	12	35	19	42	10	15	11	9	13	16	19	13	13	5	24	303
PM Enrollment	11	33	47	26	41	29	47	18	29	28	12	31	22	29	29	0	23	0	455
AM Per Session/Teacher	9	16	11	12	18	19	21	10	15	11	9	13	16	19	13	13	5	12	303
PM Per Session/Teacher	11	33	24	26	21	29	24	18	29	28	12	31	22	29	29	0	23	12	455
Total Enrollment	20	49	69	38	76	48	89	28	44	39	21	44	38	48	42	13	28	24	758

Program session enrollments subject to Board Policy and Administrative Procedure 126

Applications Accepted 2009-2010

AM Enrollment	12	12	21	19	25	13	38	10	16	17	9	18	6	14	17	16	15	33	311
PM Enrollment	21	30	50	27	52	42	49	23	28	31	21	11	25	33	31	0	15	1	490
AM Per Session/Teacher	12	12	11	19	13	13	19	10	16	17	9	18	6	14	17	16	15	33	311
PM Per Session/Teacher	21	30	25	27	26	42	25	23	28	31	21	11	25	33	31	0	15	1	490
Total Enrollment	33	42	71	46	77	55	87	33	44	48	30	29	31	47	48	16	30	34	801

Erie County Technical School 2009-2010 Applications Review Program History



Erie County Technical School Enrollment History by Program

		Based on 2010-2011				Based on 2009-2010								
Vocational Laboratory	Five-Year Average	Students Fac/Sess ²	5-Yr. Change ¹	Five-Year Average	2010-2011	Students Fac/Sess ²	5-Yr. Change ¹	Five-Year Average	2009-2010	2008- 2009	2007- 2008	2006- 2007	2005- 2006	2004- 2005
Art & Design for Business	44	25	-8%	43	49	23	-4%	44	46	44	37	39	53	48
Auto Body	41	10	-56%	34	20	14	-33%	39	27	36	41	44	45	40
Automotive Technologies	84	17	-25%	75	69	15	-28%	80	58	78	83	87	92	80
Computer Information Systems	43	19	-21%	41	38	19	-20%	43	37	44	40	45	48	46
Construction Trades	74	19	-12%	72	76	16	-13%	74	63	83	61	76	86	72
Cosmetology	45	24	2%	45	48	24	7%	45	48	45	44	42	47	45
Culinary Arts	81	22	-9%	79	89	18	-11%	81	73	77	78	77	98	82
Drafting & Design	34	14	-24%	32	28	15	-14%	34	30	35	31	35	37	35
Early Childhood Education	46	22	-15%	44	44	22	-2%	46	44	45	46	42	52	45
Electrical Engineering	42	20	3%	42	39	22	22%	42	44	41	42	44	38	36
Electronics	28	11	-19%	27	21	11	-19%	28	22	32	29	30	26	27
Facilities Maintenance	31	22	57%	34	44	18	6%	31	35	28	33	31	28	33
Graphic Communications	37	19	-12%	36	38	15	-25%	37	30	38	39	36	43	40
Health Assistant	47	24	7%	48	48	24	4%	47	48	47	49	46	45	46
Metal Fabrication	44	21	-2%	44	42	25	26%	44	49	43	40	47	43	39
Networking Technologies	18	7	-7%	18	13	16	191%	18	32	10	19	16	14	11
Tool & Die	21	14	75%	24	28	14	59%	21	27	26	20	18	16	17
Tourism & Hospitality Mgmt.	34	12	9%	35	24	18	89%	34	36	35	41	38	22	19
TOTAL	805			772	758			787	751	787	776	813	862	786
Program Average	44.7	18		42.9	42.1			43.7	41.7	43.7	40.8	42.8	45.4	41.4
Figures based on May PAC-reviewed enrollment report														
¹ PDE Program Alteration/Curtailment Regulations--at least a 20% decline from five years prior								Single-digit decline						
² Administrative Procedure 126--fewer than 10 students per session								Double-digit decline						
								> 20% decline						

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Alteration and/or Curtailment of Programs**24 P.S. §11-1124****DATE OF ISSUE:** July 1, 2002**DATE OF REVIEW:** July 1, 2009**PURPOSE**

Section 1124 of the School Code provides that: Any board of school directors may suspend the necessary number of professional employees, for any of the causes herein enumerated:

- (1) Substantial decrease in pupil enrollment in the school district;
- (2) curtailment or alteration of the educational program on recommendation of the superintendent, concurred in by the board of school directors, approved by the Department of Public Instruction, as a result of substantial decline in class or course enrollments or to conform with standards of organization or educational activities required by law or recommended by the Department of Public Instruction

PROCEDURES

The Pennsylvania Department of Education will review requests for curtailment or alteration of the educational program of a school district using the following criteria:

1. The Department will approve a school district's request to curtail or alter an educational program if the district establishes that the curtailment or alteration is the result of a substantial decline in class or course enrollments. Generally, to establish that the curtailment or alteration is the result of a substantial decline in class or course enrollments, the school district must submit enrollment data, certified by the district Superintendent, which demonstrates the following:
 - a. that enrollment in the class or course has decreased at least 20% from the school year five years prior; or
 - b. that enrollment for the class or course is less than ten students.
2. The Department will approve a school district's request to curtail or alter an educational program if the district establishes that the curtailment or alteration is necessary to conform with standards of organization. Generally, to establish that a curtailment or alteration is necessary to conform with standards of organization, the school district, through information certified by the district Superintendent, must demonstrate that the requested curtailment or alteration will effect a change in the school or school district's organization or curriculum that results in a more effective educational program.
3. The Department will approve a school district's request to curtail or alter an educational program if the district establishes that the curtailment or alteration is necessary to conform with educational activities recommended by the Department. To establish that a curtailment or alteration is necessary to conform with educational activities recommended by the Department, the school district, through information certified by the district superintendent, must identify the specific department recommendation that serves as the basis for the curtailment or alteration. In determining whether to approve the curtailment or alteration, the department reserves the right to modify or withdraw any recommendation regarding educational activities that was previously issued.
4. The Department will approve a school district's request to curtail or alter an educational program if the district establishes that the curtailment or alteration is necessary to conform with educational activities required by law. To establish that a curtailment or alteration is necessary to conform with educational activities required by law, the school district, through information certified by the district superintendent, must identify the specific law that serves as the basis for the curtailment or alteration.

All requests must include a copy of the Board Action as recorded in the Board minutes as evidence of approval by the school district's board of school directors.

For purposes of this section, certification that the district will remain in compliance with minimum curriculum requirements is not adequate proof that the curtailment or alteration is necessary to conform with educational activities required by law.