



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
333 MARKET STREET
HARRISBURG, PA 17126-0333
www.pde.state.pa.us

April 11, 2011

Board Secretary
Board of Directors
Erie County Technical School
8500 Oliver Road
Erie, PA 16509-4699

Dear Erie County Technical School District Board Secretary:

This letter is a follow up to your Corrective Action Plan responses and implementation timelines following the on-site Approved Program Evaluation (APE) of your career and technical education programs in 2010-2011. The regulations used as rationale for the APE included the School Code of 1949, Title 22; Chapter 339 Vocational Education Standards; and Chapter 4, Academic Standards and Assessment.

Your responses to identified corrective action(s) as annotated on the electronic copy were reviewed by the Bureau of Career and Technical Education (BCTE) staff and are acceptable. As stated in the Chapter 339 Vocational Education Standards, Section 339.61, **if the evaluation identified areas of noncompliance, the board of school directors or area vocational-technical board of school directors shall file a plan for correcting the noncompliance identified in the report with the department.** Maintain a copy of your board's approval of your plan for correction of noncompliance items on site for any follow-up review.

We appreciate your efforts to improve the quality of your career and technical education programs.

Sincerely,

Lee Burket, Ed.D.

Director

Bureau of Career and Technical Education

LB:jk

cc: ✓ Dr. Aldo Jackson, Director
Mr. Joseph Tarasovitch, Principal

Enclosure: Approved Program Evaluation Correction Plan

BUREAU OF CAREER AND TECHNICAL EDUCATION
APPROVED PROGRAM EVALUATION CORRECTION PLAN AND STATUS UPDATE
2010-2011

School District/CTC Name:	<u>Erie County Technical School</u>	Chief School Administrator:	<u>Dr. Aldo R. Jackson, Director</u>
School Contact:	<u>Aldo R. Jackson</u>	School Contact Email Address:	<u>ajackson@ects.org</u>
Date of Review:	<u>September 28-30, 2010</u>	School Telephone Number:	<u>(814) 464-8600</u>
BCTE Team Leader:	<u>Jean A. Kelleher</u>	BCTE Leader Email Address:	<u>jekelleher@state.pa.us</u>

Professional Development Center (PDC) Contact and Location:	<u>Donald C. Gamble, Indiana University of Pennsylvania</u>
PDC Telephone Number:	<u>(724) 357-6947</u>
PDC Contact Email Address:	<u>donald.gamble@iup.edu</u>

CIP Code No(s) and Name(s) of Approved Programs Reviewed:

CIP CODE	CIP TITLE
10.0399	Graphic Communications, Other
11.0901	Computer systems Networking & Telecommunications
12.0401	Cosmetology/Cosmetologist General
12.0508	Institutional Food Workers
15.0303	Electrical Electronic Communications
15.0403	Electromechanical Technology/Engineering Technology
15.1301	Drafting & Design Technology/Technician, General
19.0708	Child Care and Support Services Management
32.0105	Job Seeking/Changing Skills
46.0201	Carpentry/Carpenter
46.0401	Building/Property Maintenance and Manager
47.0603	Auto body repair technology
47.0604	Automotive Mechanic technology
48.0501	Machine Tool Technology
48.0503	Machine Shop Technology
50.0402	Commercial & Advertising Art
51.3902	Nursing Assistant/Aide and Patient Care Assistant/Aide
52.1201	Management Information Systems, General
52.1905	Tourism & Travel Services Marketing Operations

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CORRECTION CITED ON APPROVED PROGRAM EVALUATION FINAL REPORT	PLAN TO ADDRESS	BY WHOM	BY WHEN	ACCEPTABLE BY PDE		PDE RESPONSE	STATUS UPDATE (PDE use ONLY)
				YES	NO		
1.2 CIPs 46.0201 Carpentry/Carpenter and CIP 52.1905 Tourism & Travel Services Marketing - Provide documentation of the high-level academic courses that are integrated within the technical curriculum and instruction in this occupational program.	Submitted several transcripts Appealing this citation. See Appeal of Findings. Grounds: Inconsistent analysis and interpretation, on a program-by- program basis, by the audit team members of the evidence provided by the school. Brief Explanation: Other programs have identical circumstances but were not assigned a correction status.			X		Student transcripts submitted provides evidence to meet standard.	

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				YES	NO		
2.1 CIPs 12.0401 Cosmetology/Cosmetologist, General; 12.0508 Institutional Food Workers; 47.0603 Autobody/Collision and Repair; 47.0604 Automobile/Automotive Mechanics Technology/Technician; 52.1905 Tourism & Travel Services Marketing Operations - Provide evidence that the program prepares students for employment and is supported by local employers.	All CIPs noted in this correction will be addressed during the 2011-2012 program approval submission process in CATS. A thorough analysis and summary will be conducted to justify the need and operation of these programs based on regional workforce supply and demand, and other relevant criteria as established by PDE/BCTE. Exception Taken to Correction Grounds: Audited to a non-relevant standard Brief Explanation: A 'status of correction' will not be applicable until 2011-2012	Director, Business Partnerships Coordinator, Faculty, Occupational Advisory Committees	July 30, 2011 or other designated date as provide by PDE/BCTE	X		Action as described meets standards.	

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				YES	NO		
4.1 CIP 52.1201 Management Information Systems, General - Provide a copy of the valid teaching certificate and license for each teacher assigned to this approved CIP.	The school will submit a request through CATS for program approval for this program to the CIP 11.0201, Computer Programming/ Programmer, General, per the comments in the final report. Appealed this citation. See Appeal of Findings.	Director	July 29, 2011	X		Action as described meets standards. Submission of the letter grandfathering certificates provides the necessary evidence to indicate the individual is certified to teach business data processing only. Please note, however, that the letter also indicates that someone grandfathered is not certified to teach the other content areas associated with the approved CIP at Erie County Technical School.	

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				YES	NO		
5.2 All CIPs except 48.0501 Machine Tool Technology - Provide evidence that the instructional equipment is comparable to industry needs as recommended by the Occupational Advisory Committee. Evidence includes the minutes of the Occupational Advisory Meeting.	The school will design and utilize standardized agenda and minutes forms for all OAC meetings that include an agenda item that calls for an assessment of the equipment as meeting industry needs and a recorded endorsement of the same in the minutes. Exception Taken to Correction Grounds: Inconsistent analysis and interpretation, on a program-by-program basis, by the audit team members of the evidence provided by the school. Brief Explanation: CIP 48.0501 has identical circumstances to all other CIPs and was not assigned a correction status.	Director, Business Partnerships Coordinator, Faculty Members Occupational Advisory Committees	April 2011	X		Action as described meets standards.	

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6.3 CIP 32.0105 Job Seeking/Changing Skills - Provide evidence that school entities provide students with adequate supports to meet academic standards as determined by Chapter 4, when applicable, with the student's IEP, and that instruction in academic areas at all school entities where the student is enrolled is appropriate to the chosen area of occupational training. Evidence includes transcripts, course sequences, student IEPs, support plans and operating agreements.	The school will provide its IEP standards of support for students enrolled in Diversified Occupations that possess an IEP. Appealed this citation.	Supervisor of Instructional Support Services, Business Partnerships Coordinator	Start of 2011-2012 School Year	X		Action must be in place before 2011-2012 school year. AVTS holds the approval and is the administrator of the program offered at Wattsburg Area School District and evidence is to be provided that includes transcripts, course sequences, student IEPs, support plans and operating agreements.	
9.3 Provide evidence that joint planning occurs between the CTC/AVTS and the district of residence around the academic and other needs of attending students. Evidence includes agendas and minutes of joint operating committee meetings and of administrative committees.	The school will maintain minutes of the professional advisory council (administrative committee). Appealed this citation.	Director	Start of 2011-2012 School Year	X		Action as described meets standards. Documentation of Agendas and minutes are required as evidence of joint planning.	

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12.1 Provide documentation that annual meetings of the LAC provide advice to the board and the administration concerning the program of the school, including its general philosophy, academic and other standards, strategic plans, course offerings, support services, safety requirements and the skill needs.	The school will institute a local advisory council that meets at least one a year to advise the board and administration on the matters identified in Ch. 339.13 and Ch. 4.33(a). Appealed this citation.	Director	2011-2012 School Year	X		Action as described meets standards. Form a committee and provide agendas and minutes along with member's names, title and organization.	
13.4 All CIPs - Provide documentation that OACs advise the board and staff on curriculum, equipment, instructional materials, safety requirements, program evaluation and other related matters and to verify that the programs meet industry standards and/or licensing board criteria and that they prepare students with occupation related competencies.	The school will design and utilize standardized agenda and minutes forms for all OAC meetings that include agenda items that call for a verification that the programs meet industry standards and/or licensing board criteria and that they prepare students with occupation related competencies, and a recorded endorsement of the same in the minutes.	Director, Business Partnerships Coordinator, Faculty Members Occupational Advisory Committees	April 2011	X		Action as described meets standards.	
15.4 All CIPs - Provide documentation that performance objectives have been recommended by the Occupational Advisory Committee.	The school will design and utilize standardized agenda and minutes forms for all OAC meetings that include an agenda item that calls for a review of the performance objectives by the Occupational Advisory Committee and a recorded endorsement of the same in the minutes.	Director, Business Partnerships Coordinator, Faculty Members Occupational Advisory Committees	April 2011	X		Action as described meets standards.	

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				YES	NO		
24.1 All CIPs - Provide documentation the all corrections identified in the previous APE have been completely satisfied and fully implemented.	The school will address this citation through the Plan to Address in 12.1. Appealed this citation.	Director	2011-2012 School Year	X		Action as described meets standards and must be in place before 2011-2012 school year. Form a Local Advisory Committee and provide agendas and minutes along with member's names, title and organization.	

Revised March 18, 2011, Aldo Jackson

This corrective action plan was reviewed and approved by the Joint Operating Committee of the Erie County Technical School at its meeting on the 24th day of March, 2011.