

ORIGINAL

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
BUREAU OF CAREER AND TECHNICAL EDUCATION

**Approved Program Evaluation
Final Report**

School Name: Erie County Technical School

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

PDE/BCTE Team Leader: Jean A. Kelleher

Director/Consultant: Jean A. Kelleher

Date of Review: September 28- 30, 2010 Date of Report: December 21, 2010

NOTE: Items that are shaded apply to the school entity rather than individual programs.

APPROVED PROGRAM EVALUATION COMPLIANCE

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| 1. Academic Standards – Chapter 339.22(a), 339.22(a)(2), 339.22(a)(4), 339.61(a); Chapter 4.11(g)(7); 4.11(h)(3), 4.12; and 4.24(a), 4.24(e), 4.31(c) |
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1.1 Identify specific Pennsylvania academic standards or anchor assessments (i.e., Math, English, Career Education and Work, Science) that are integrated into the program.



1.2 Provide documentation of the high-level academic courses that are integrated within the technical curriculum and instruction in this occupational program.



1.3 Provide the scope and sequence of planned academic and vocational-technical education courses for this CIP.



ALL REQUIREMENTS MET

Commendations:

Recommendations:

- 1.1 All CIPs - It is strongly recommended that Erie County Technical School establish a policy in which weekly lesson plans are prepared by instructional staff to specifically document the PA academic standards.

Corrections:

- 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.



Comments:

- | |
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| 2. Labor Market Needs – Chapter 339.1a(b), 339.4(b)(2), 339.22(a); Chapter 4.33(a) |
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2.1 Provide evidence that the program prepares students for employment and is supported by local employers.



ALL REQUIREMENTS MET

Commendations:

Recommendations:

Corrections:

- 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.



Comments:

The programs listed above are not currently listed on the Northwest regional or statewide high priority occupations (HPO) listing. Re-approval of all existing programs will take place during the 2011-2012 school year and if a program does not have an associated regional or statewide HPO it will be encumbered on you to perform a regional analysis and summarize findings that support the need for this career & technical education (CTE) program.

3. Instructional Time Requirement – Chapter 339.4(b)(4), 339.22(a)(9)(i)(A), 339.22(a)(9)(i)(B), 339.22(a)(9)(i)(C), 339.22(a)(9)(i)(D), 339.22(a)(9)(ii); School Code 24 PS 15-1504 and 18-1801(2)



- 3.1 Provide evidence that the program length meets the minimum time requirement as contained in Chapter 339.



ALL REQUIREMENTS MET

Commendations:

Recommendations:

Corrections:

Comments:

4. Teacher Certification – Chapter 339.4(b)(5), 339.41(1); PA Code Chapters 49 and 354



- 4.1 Provide a copy of the valid teaching certificate and license for each teacher assigned to this approved CIP.



ALL REQUIREMENTS MET

Commendations:

Recommendations:

Corrections:

- 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.



Comments:

PDE researched Roach Hewitt's certification and concluded that he is certified to teach CIP 11.0201 Computer Programming/Programmer, General but not the current CIP 52.1201 Management Information Systems, General. Both CIPs are currently on the HPO list. The options are to emergency certify Roach Hewitt and have him take the praxis and continue teaching CIP 52.1201 Management Information Systems, General or change the program offered to CIP 11.0201 Computer Programming/Programmer, General, which he is currently certified to teach.

5. Instructional Equipment and Resource Material – Chapter 339.4(b)(3); 339.4(b)(6), 339.22(a)(1)(i)(A), 339.51(2), 339.53; Chapter 4.33(c), 4.34(c)



5.1 Provide evidence that adequate resource material is available to support the instructional program plan. Evidence includes a list of resource materials required by a program accrediting authority (e.g., NATEF, PrintEd) or recommended by the Occupational Advisory Committee, and the list of resource material available in the program.



5.2 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 Committee meetings.



ALL REQUIREMENTS MET

Commendations:

5.1 CIP 48.0501 Machine Tool Technology – The Erie County Technical School is to be commended for the significant investment that was made into this area 4 years ago to update the lab with new CNC.



5.1 CIP 52.1905 Tourism & Travel Services Marketing Operations – The instructor is to be commended for their involvement with local, state and national organizations that provide a myriad of resources to this program.



Recommendations:

5.1 All CIPs - OAC minutes should provide more documented evidence of industry needs, equipment and resources.

5.2 All CIPs - It is recommended that the OAC minutes should provide documented evidence that instructional equipment is comparable to industry needs and recommended by the OAC committee.

5.2 All CIPs - Review the "Guidelines for OACs" as published January 2008. Make any necessary modifications to ensure that the OACs are aligned with this document. The guideline is available on the PDE website.

http://www.portal.state.pa.us/portal/server.pt/community/career_technical_education/7692/advisory_committee_documents/507939

Corrections:

- 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.



Comments:

6. Support and Special Services and IEPs– Chapter 339.1a(b), 339.4(b)(7); 339.4(b)(8), 339.21(5), 339.21(6); Chapter 4.26, 4.28, 4.31(a); Chapter 14



- 6.1 Describe the support or special services and accommodations provided when disadvantaged, disabled, or limited English-speaking students are enrolled in the programs.



- 6.2 Describe the support of the district of residence in accordance with applicable law, service agreements, and student IEPs.



- 6.3 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.



- 6.4 Provide documentation that faculty from the vocational programs in which students are recommended for placement participate as members of the IEP and service agreement teams.



- 6.5 Provide documentation that IEP and service agreement team meetings, when scheduled by the school district, give timely notice to the vocational and technical education representative assigned and are attended by the vocational and technical education representative.



ALL REQUIREMENTS MET

Commendations:

- 6.3 Erie County Technical School is to be commended for their efforts for having textbooks recorded onto MP3 Players for the limited reading ability students and for the ESL students.



- 6.4 All CIPs - The Erie County Technical School instructors are to be commended for being actively involved in the development of the IEP. This involvement ensures program modifications are being implemented.



Recommendations: 6.4 CIP 32.0105 Job Seeking/Changing Skills - IEP information from the sending school should be provided for eligible students in the Diversified Occupations Program.

Corrections: 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. 

Comments:

7. Articulation Between Secondary and Postsecondary Institutions – Chapter 339.1a(b) and 339.4(b)(9)

☒ 7.1 Describe articulation and concurrent (dual) enrollment opportunities for students in this program and provide the number of students who are enrolled in articulated postsecondary programs.

☒ 7.2 Provide copies of all current articulation/dual enrollment agreements.

☒ ALL REQUIREMENTS MET

Commendations: 7.1 CIP 15.0303 Electrical, Electronic & Communications – Erie County Technical School is to be commended for the vast number of articulation agreements in place with various post-secondary institutions. 

Recommendations: 7.1 CIP 12.0401 Cosmetology/Cosmetologist, General - Continue the effort to pursue an articulation with the Barber School as recommended by the OAC.

7.1 All CIPs - Consider reviewing articulation agreements that are over 5 years old. Continue to publicize articulation agreement opportunities with students, parents, and business partners.

Corrections:

Comments:

8. Involvement in Career and Technical Student Organizations – Chapter 339.4(b)(10), 339.30(a), 339.30(b), 339.30(c), 339.30(d), 339.30(e); Chapter 4.31(c)

☒ 8.1 Provide evidence of sponsorship or involvement, or both, in Career and Technical Student Organizations (CTSOs). Evidence includes student rosters from the CTSO or charter agreements between the school entity and the CTSO.



- 8.2 Provide documentation that instruction in the approved program includes the development of human relations skills; knowledge of occupations; and leadership competencies and positive attitudes toward fulfilling occupational, civic, social and community responsibilities.



ALL REQUIREMENTS MET

Commendations:

Recommendations: 8.1 All CIPs - It is recommended that Erie County Technical School seek membership with Family, Community, and Career Leaders of America, Future Business Leaders of America and Health Occupations Students of America, content specific CTSOs, as this will enable more opportunities for students to compete at local and state levels in the content specific areas.

Corrections:

Comments:

9. Joint Planning with Sending Schools – Chapter 339.4(b)(12); Chapter 4.33(b)



- 9.1 Provide documentation that membership of the administrative committee is comprised of chief school administrators representing participating school districts.



- 9.2 Provide documentation that administrative committee meetings address the development of the CTC/AVTS strategic plan and advise the CTC/AVTS board and administration concerning the educational program and policies of the school.



- 9.3 Provide evidence that joint planning occurs between the CTC/AVTS and 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.



ALL REQUIREMENTS MET



NOT APPLICABLE

Commendations:

Recommendations:

Corrections: 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.



Comments:

10. Accountability Standards – Chapter 339.1a(b), 339.4(d)(1)(i), 339.4(d)(1)(ii), 339.4(d)(1)(iii), 339.4(d)(1)(iv), 339.4(d)(1)(v); Chapter 4.24, 4.31(a), 4.51

- ☒ 10.1 Provide a description of the occupational competency assessment given for this CIP.
- ☒ 10.2 Indicate the number of students who qualified as program completers, the number of students who took the test, and the number of students who earned the Pennsylvania Skills Certificate in this CIP for the past two years.
- ☒ 10.3 Provide data on skill attainment targets as set forth in the school entity's local plan, if applicable, or State plan, which may include industry assessment, industry credentials, certification or State assessment.
- ☒ 10.4 Provide data on student performance targets on achieving academic standards as set forth in the school entity's local plan, if applicable, or State plan, which includes the PSSA or other Department-approved assessment which measures student performance on academic standards.
- ☒ 10.5 Provide data on secondary school completion and student graduation targets as set forth in the school entity's local plan, if applicable, or State plan, which includes student attainment of a secondary school diploma or its recognized equivalent or a proficiency credential in conjunction with a secondary school diploma.
- ☒ 10.6 Provide data on student placement targets as set forth in the school entity's local plan, if applicable, or State Plan, which includes placement in, retention in and completion of postsecondary education or advanced training (including registered apprenticeships), placement in military service, or placement and retention in employment.
- ☒ 10.7 Provide data on nontraditional participation and completion targets as set forth in the school entity's local plan, if applicable, or State Plan, which includes nontraditional students.



ALL REQUIREMENTS MET

Commendations: 10.2 CIP 15.0303 Electrical, Electronic & Communications - The instructor is to be commended for having better success with the NOCTI testing last year after incorporating learning/study guides with the class and should share his concept with other instructors. 

Recommendations: 10.1 CIP 15.1301 Drafting & Design Technology/Technician, General – It is noted that the awarding of PA skills certificates decreased from 78% during the 2007-2008 school year to 9% for school year 2008-2009 school year. It is recommended that a thorough evaluation be made to ensure that the test selected matches the current curriculum being offered.

10.2 CIPs 11.0901 Computer systems Networking & Telecommunications, 46.0401 Building/Property Maintenance and Manager, 47.0603 Autobody/Collision and Repair, 47.0604 Automobile/Automotive Mechanics Technology/Technician - It is recommended that a review of the end of program NOCTI scores be reviewed to implement strategies and/or curriculum adjustments to increase performance. Develop a matrix profile of performance indicators of each student as a tool to use in curriculum adjustments. Develop and implement an action plan that involves strategies to improve the number of those who earn Pennsylvania Skill Certificates.

10.2 CIP 19.0708 Child Care and Support Services Management – it is recommended that the instructor follow-up with the students who would be eligible for CDA Ready Certificates, there were none recognized this past year.

Corrections:

Comments:

11. Student Objectives – Chapter 339.4(b)(13); Chapter 4.31(e) and Child Accounting Forms/Instructions



11.1 Provide copies of student Educational and Occupational Objectives for students enrolled in an approved vocational-technical program as updated annually, and provide evidence that students are following an educational plan and have an occupational objective.



11.2 Provide documentation that student records include the student's educational and occupational objectives and results of the assessment of student competencies.



ALL REQUIREMENTS MET

Commendations:

Recommendations: 11.1 All CIPs - It is recommended that copies of the student's objective forms be kept in both the Guidance office and in the instructor's file to facilitate a team

approach to student's career pathway.

- 11.2 All CIPs - Work with sending schools to establish career pathways that meet academic scope and sequence. It is recommended the CTC maintain academic records after the students become enrolled in the CTC.

Corrections:

Comments:

- 11.2 All CIPs - Erie County Technical School has student technical competencies and no academic records attached to student records.
- 11.1 CIP 12.0401 Cosmetology/Cosmetologist, General - Student career objective states a future in criminal justice but is placed in cosmetology.

PLANNING

12. Local Advisory Committee – Chapter 339.13; Chapter 4.33(a)

☐

12.1 Provide documentation that membership on the Local Advisory Committee (LAC) shall consist of business and industry representatives, public sector employers, agriculture, labor organizations, community organizations, postsecondary education institutions, the general public, representatives authorized by the workforce investment board, and civic organizations.

☒

12.2 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 of employers.

☐

ALL REQUIREMENTS MET

Commendations:

Recommendations:

Corrections:

- 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.
- http://www.portal.state.pa.us/portal/server.pt/community/career_technical_education/7692/advisory_committee_documents/507939



Comments:

13. Occupational Advisory Committee – Chapter 339.4(b)(2), 339.14; Chapter 4.33(c)

- ☒ 13.1 Provide documentation of meetings of Occupational Advisory Committee (OAC) for each program or cluster of related programs. The OAC must meet twice each year.
- ☒ 13.2 Provide documentation that the OAC has been appointed by the board of directors.
- ☒ 13.3 Provide documentation that the majority of OAC members are employees and employers in the occupation for which training is provided and that membership also includes representatives authorized by the workforce investment board, civic organizations, and higher education institutions.
- ☐ 13.4 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.

☐ ALL REQUIREMENTS MET

Commendations:

Recommendations: 13.1 - 13.4 All CIPs – It is recommended that Erie County Technical School review the "Guidelines for OACs" as published January 2008. Make any necessary modifications to ensure that the OACs are aligned with this document. The guideline is available on the PDE website.

http://www.portal.state.pa.us/portal/server.pt/community/career_technical_education/7692/advisory_committee_documents/507939

Corrections:

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.

Comments:

CURRICULUM

14. Admissions – Chapter 339.21(2) 339.21(5); Chapter 4.31(g)

- ☒ 14.1 Provide your school's admissions policy and procedures which state whether enrollment is unlimited or limited. If enrollment is limited, provide nondiscriminatory eligibility requirements contained in the admissions policy.
- ☒ 14.2 Describe how your school's recruitment program exemplifies freedom from occupational stereotypes and to the extent possible, provides equal access.
- ☒ 14.3 Describe selection and appropriate program placement procedures.
- ☒ ALL REQUIREMENTS MET

Commendations:

Recommendations:

Corrections:

Comments:

15. Occupational Analysis, Program Content, Industry Standards, Extended Classroom/Work-Based Learning/Simulated Work Situations – Chapter 339.1a(b); 339.4(b)(1), 339.22; Chapter 4.31(c), 4.31(d), 4.31(e)

- ☒ 15.1 Identify the industry standards established by State or National trade or professional organizations or State or Federal regulatory bodies accepted by the Department that describe what learners should know and be able to do and describe how well learners should know or be able to perform a task in a specific occupation.
- ☒ 15.2 Provide documentation that a standards-based instructional system, based upon occupational analysis, has been incorporated in this CIP.
- ☒ 15.3 Provide documentation that performance objectives consist of the conditions under which program tasks will be performed (materials and supplies provided), a description of program tasks, and the standard for how well the tasks shall be performed.
- ☐ 15.4 Provide documentation that performance objectives have been recommended by the Occupational Advisory Committee.



15.5 Describe and provide documentation of student assessment based on performance standards.



15.6 Provide the industry-defined standards, certifications, regulations or licensing agreements demonstrated through industry assessment, industry credentials, industry certification, license or State assessment and provide the number of students who have earned industry credentials/certifications.



15.7 Provide documentation of student records that include the results of the assessment of student competencies based on performance standards.



15.8 Describe the occupational analysis conducted by the school entity to determine the performance objectives deemed critical to successful employment and assessment of student competencies based upon performance standards.



15.9 Describe the extended classroom/work-based learning/simulated work situation experience related to this vocational program of study.



ALL REQUIREMENTS MET

Commendations:

15.6 CIPs 11.0901 Computer systems Networking & Telecommunications, 46.0401 Building/Property Maintenance and Manager, 47.0603 Autobody/Collision and Repair, 47.0604 Automobile/Automotive Mechanics Technology/Technician - The school is to be commended for the number of industry certification exams available for students.



Recommendations:

15.6 CIP 50.0402 Commercial & Advertising Art - The instructor should continue to work on implementing Print Ed and/or Adobe certifications to provide industry certifications for the students.

15.6 CIPs 11.0901 Computer systems Networking & Telecommunications, 46.0401 Building/Property Maintenance and Manager, 47.0603 Autobody/Collision and Repair, 47.0604 Automobile/Automotive Mechanics Technology/Technician - Add industry-related certificates to all applicable program areas as identified by OAC or recognized national organizations. Develop and implement strategies to encourage more students to earn industry credentials/certifications.

Corrections:

15.4 All CIPs - Provide documentation that performance objectives have been recommended by the Occupational Advisory Committee.



15.6 CIP 15.1301 Drafting & Design Technology/Technician, General - Provide the industry-defined standards, certifications, regulations or licensing agreements demonstrated through industry assessment, industry

credentials, industry certification, license or State assessment and provide the number of students who have earned industry credentials/certifications.

Comments:

- 15.6 CIP 15.0403 Electromechanical Technology/Engineering Technology - NCCER certification expired in July and has been re-applied for but not yet received.
- 15.6 CIP 48.0503 Machine Tool Technology - American Welding Society Accreditation should be renewed.

16. Vocational Education Safety – Chapter 339.23(1) , 339.23(2), 339.23(3), 339.23(4); 339.23(5), 339.23(6), 339.23(7); Chapter 4.31(f)



16.1 Provide documentation of how safety education, consisting of safety practices, accident prevention, occupational health habits, and environmental concerns have been integrated into the instruction and practices in this CIP.



16.2 Describe the equipment guards and personal safety devices that are in place and used.



16.3 Provide documentation that class enrollment is safe relative to classroom or laboratory size and number of workstations.



16.4 Provide evidence that workstations are barrier-free, assuring accessibility and safety under applicable regulations.



16.5 Describe the provisions that have been made for safe practices to meet individual educational needs of handicapped persons under applicable regulations.



16.6 Describe the storage of materials and supplies according to 34 Pa. Code Part I (Department of Labor and Industry) and how safety practices meet State and Federal regulations.



ALL REQUIREMENTS MET

Commendations:

Recommendations:

Corrections:

Comments:

GUIDANCE

17. Guidance Plan and Services – Chapter 339.21,(3), 339.31; 339.32; Chapter 4.12(5); 4.34(b); Chapter 49

- ☒ 17.1 Provide a copy of the current guidance certificate for personnel assigned the responsibility of providing pupils with vocational-technical guidance services.
- ☒ 17.2 Provide a copy of the guidance services plan approved by the local board of school directors. The plan must include procedures to provide for guidance services to CTCs/AVTSSs.
- ☒ 17.3 Describe the guidance services provided to students to establish a career plan.
- ☒ 17.4 Describe how guidance personnel provide to students the information necessary to make informed decisions regarding the selection of appropriate vocational-technical education programs and discuss the importance of high school academic achievement and postsecondary education and training to career success.
- ☒ 17.5 Describe how guidance personnel counsel students with disabilities toward career objectives, ensuring that students are not counseled toward restrictive career objectives due to disabilities.
- ☒ 17.6 Describe support of a placement service that makes provisions for the transition from school to the world of work.
- ☒ 17.7 Describe the school-initiated system of parental involvement.
- ☒ 17.8 Describe liaison activities with community agencies.
- ☒ 17.9 Describe assistance in the conduct of follow-up studies to determine the effectiveness of the curriculum.
- ☒ 17.10 Provide a sampling of student career plans.

☒ ALL REQUIREMENTS MET

Commendations:

Recommendations:

Corrections:

Comments:

PERSONNEL

18. Certification and In-Service Plans – Chapter 339.41(1), 339.41(2); Chapter 4.13(c)(7); Chapters 49 and 354; School Code



18.1 Provide a copy of the professional certificates or licenses for each administrator and any additional personnel overseeing the CTE programs.



18.2 Provide evidence of proper certification for any administrator whose assignment includes supervising career and technical education programs and/or personnel who supervises career and technical education programs for 50 percent or more of his/her time.



18.3 Provide a copy of the in-service plan and professional development plan that ensures professional personnel will keep up with the technology and remain current with practices and standards of their professional areas.



ALL REQUIREMENTS MET

Commendations:

Recommendations:

Corrections:

Comments:

FACILITIES

19. Learning Environment – Chapter 339.51(1), 339.51(3)



19.1 Provide evidence to show that shop laboratory size is adequate as required by State licensing boards, accreditation providers and industry certification standards and take into consideration the recommendations of the Occupational Advisory Committee.



19.2 Provide evidence that the number of students assigned to this CIP is not greater than the number of workstations available.



ALL REQUIREMENTS MET

Commendations:

Recommendations:

Corrections:

Comments:

20. Capstone Cooperative Education – Chapter 339.29



20.1 Describe how cooperative education is planned in accordance with the stated career or occupational objectives of the student.



20.2 Provide a list of related learning experiences held at school-approved work stations.



20.3 Provide completed training plans and training agreements developed with the employer and signed by the student, parent/guardian, school officials, and cooperating employers.



20.4 Provide documentation of payment of the existing legal wage.



20.5 Provide the professional certificate in Cooperative Education for all Cooperative Education coordinators.



20.6 Provide documentation of one on-site student evaluation per month by the Cooperative Education coordinator.



20.7 Provide documentation of at least 45 minutes per week or 90 minutes every other week for students to meet with their vocational instructor to discuss job problems and related information.



20.8 Provide documentation of credit for cooperative education work experience.



20.9 Provide documentation of insurance protection for both the school and students.



ALL REQUIREMENTS MET



THERE IS NO COOPERATIVE EDUCATION PROGRAM

Commendations:

Recommendations:

Corrections:

Comments:

21. Diversified Occupations Cooperative Education – Chapter 339.22(c) NOTE: THIS COMPLIANCE ITEM IS ONLY FOR CIP 32.0105

- ☒ 21.1 Describe whether students are in this program because they were unable to gain admission to a vocational program due to excessive number of applicants, inability to meet entrance requirements for other existing vocational programs, or lack of specific vocational areas offered at the comprehensive high school or participating CTC/AVTS.
- ☒ 21.2 Describe how diversified occupations is planned in accordance with the stated career or occupational objectives of the student.
- ☒ 21.3 Provide a list of work-based related learning experiences held at school-approved work sites.
- ☒ 21.4 Provide completed training plans, showing a variety of work assignments, and training agreements developed with the employer and signed by the student, parent/guardian, school officials, and cooperating employers.
- ☒ 21.5 Describe the school-based, academic and career-specific instruction for this CIP.
- ☒ 21.6 Provide documentation of one planned course, equal to one unit of credit, of general related theory or technical related content, or both, per year. To meet this requirement, the school district operated diversified student shall meet with his teacher-coordinator for at least one 40 to 45 minute period PER DAY or a minimum of 3 hours per week. To meet this requirement at a career and technical center operated program, the diversified occupations student shall meet with his teacher-coordinator for at least one 40 to 45 minute period per week.
- ☒ 21.7 Provide documentation of payment of the existing legal wage.
- ☒ 21.8 Provide the professional certificate in Cooperative Education for all Cooperative Education coordinators.

☒ 21.9 Provide documentation of coordination of work site activities of at least ½ hour per week per student, including work site visits and observations, as well as preparation for the related in-school instruction.

☒ 21.10 Provide documentation that students in this CIP are legally employed a minimum of 15 hours a week during the school year. Graduation credits can be awarded for hours worked outside of school hours.

☒ 21.11 Provide documentation of credit for participation in the cooperative education diversified occupations program.

☒ 21.12 Provide documentation of insurance protection for both the school and students.

☒ ALL REQUIREMENTS MET

☐ THERE IS NO DIVERSIFIED OCCUPATIONS PROGRAM

Commendations:

Recommendations:

Corrections:

Comments:

22. Program Approval Data Elements – School Code 24 PS 10-1006; 18-1850.1(b)(5)and (15) and Assurances Document

☐ 22.1 Provide evidence that appropriate program approval data elements are current in the CATS electronic data collection system.

☐ ALL REQUIREMENTS MET

Commendations:

Recommendations: 22.1 CIPs listed below – It was noted during the APE review that there were a number of signed articulated agreements that are not shown in CATS. Insure that all one to one articulations, in addition to the statewide articulation are listed with the accompanying post-secondary scope and sequence with each approved Tech Prep or POS delivery.

Corrections: 22.1 ALL CIPs - Provide evidence that appropriate program approval data elements are current in the CATS electronic data collection system.



Comments:

CIP 15.1301 Drafting & Design Technology/Technician, General - Add Articulation Agreement for ITT Technical School into CATS

CIP 15.1301 Drafting & Design Technology/Technician, General - Add Articulation Agreement for Gannon University into CATS

CIP 15.1301 Drafting & Design Technology/Technician, General - Add Articulation Agreement for Triangle Tech into CATS

CIP15.1301 Drafting & Design Technology/Technician, General - Add Articulation Agreement for PTI into CATS

CIP 46.0201 Carpentry/Carpenter - Add Articulation Agreement for Penn College into CATS

CIP 46.0201 Carpentry/Carpenter - Add Articulation Agreement for Triangle Tech into CATS

CIP 48.0501 Machine tool Technology - Add articulation with Edinboro into CATS

CIP 52.1905 Tourism & travel Services Marketing Operations - Teacher needs to produce a year 2 scope and sequence in Cats and update CATs to show movement to a 2-year program

CIP 15.0403- Electromechanical Technology/Engineering Technology - Information in CATS needs to be updated.

STRATEGIC PLAN

23. Strategic Plan – Chapter 339.2; Chapter 4.13, 4.31(d)
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23.1 Provide evidence of a strategic plan that incorporates appropriate components as described in Chapter 4.13.



23.2 Provide documentation as to which courses meet the requirements of Chapter 4.31(d) and include content based upon occupational analysis, clearly stated performance objectives deemed critical to successful employment and assessment of student competencies based on performance standards.



ALL REQUIREMENTS MET

Commendations:

Recommendations:

Corrections:

Comments:

PROGRAM QUALITY INDICATOR

24. Previous Approved Program Evaluation

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24.1 Provide documentation that all corrections identified in the previous APE have been completely satisfied and fully implemented.

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ALL REQUIREMENTS MET

Commendations:

Recommendations:

Corrections:

24.1 All CIPs - Provide documentation the all corrections identified in the previous APE have been completely satisfied and fully implemented.

Comments:

Skills USA is still the only CTSO utilized.



Provide OAC minutes with recommendations with Administrative responses to requests and recommendations that follow the PDE guidelines.

LAC - minutes to support agendas are not available.

Develop a standardized OAC meeting minutes forms that align to the PDE's OAC responsibilities.

Masonry filter still an issue? OAC recommendation needed regarding this issue.

GENERAL COMMENTS

As a result of this review, it is apparent to the Approved Program Evaluation Review Team that a significant effort is being made to offer programs, activities, and support services to students. The experience and commitment of the administrative and instructional staff contribute to this success. Students were observed actively engaged in the learning process. Also, much positive interaction occurred between the students and teachers in the various programs.

Attention to items noted in the recommendations and corrective actions will result in further enhancements to the effectiveness of approved programs. Although the school district meets many of the Chapter 339 standards, an

action plan will need to be completed for all standards identified as not in compliance. Addressing program improvements will enhance the quality of programs offered to students to enable them to transition to occupations or to advance to postsecondary education.

The uniqueness of the requirements for approved programs in career and technical education needs to be understood and implemented by all those responsible for career and technical education including administrators at the district and building level, local and occupational advisory committee members, teachers, guidance counselors, support service personnel and others responsible for career and technical education. All members of this team need to be working toward the same goals and objective. It is recommended that a district-wide comprehensive career and technical education plan be developed and all members of the local team mentioned above be working toward those goals for the career and technical education at Erie County Technical School.

The APE review team acknowledges and expresses its appreciation for the preparation for the review by the school administrative, instructional and support staff of the Erie County Technical School. The preparation enabled our review to be conducted in a professional and efficient manner. Also, appreciation is expressed for the hospitality provided to the team and for the availability of staff and students for interviews.