



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

February 24, 2011

Aldo R. Jackson, Ph.D.
Director
Erie County Technical School
8500 Oliver Road
Erie, PA 16509-4699

Dear Dr. Jackson:

The Pennsylvania Department of Education, Bureau of Career and Technical Education is in receipt of your letter requesting an appeal to the Approved Program Evaluation conducted at Erie County Technical School on September 28-30, 2010. Following provisions found in Chapter 339.61 and 339.62, at this time the request for an appeal is not applicable as the Department of Education has not withheld vocational subsidy.

The Bureau has reviewed and considered the additional documentation that you have provided for the areas listed as a corrective action. This letter addresses those items listed in the "Appeal of the Findings" document provided by Erie County Technical School.

Item 1.2, High Level Academic Courses that are Integrated

Submission of the student transcripts provides the necessary evidence. This is no longer a corrective action.

Item 4.1, Valid Teaching Certification

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 (refer to CIP 52.1201). The corrective action remains until documentation is provided that shows the certification of the individual(s) teaching the other minimum required content for CIP 52.1201.

Item 6.3, Satellite Programs

Erie County Technical School holds the approval for the satellite program, and is the administrator of the program offered at Wattsburg Area School District. As the administrator of the program, the CTC is responsible for providing the evidence of compliance. The corrective action remains until documentation is provided.

Item 9.3, Joint Planning

Chapter 339.4 indicates which evidence must be provided. Listed under Chapter 339.4(b)(12) as evidence are agendas and minutes. The corrective action remains. As a remedy to this correction, the corrective action plan should indicate that minutes will be prepared and retained.

Item 12.1, Local Advisory Committees

Chapters 4 and 339 require a Local Advisory Committee (LAC). The explanation provided does not indicate a LAC has been formed. The corrective action remains and the corrective action plan must indicate how the CTC will address this section of regulation.

Item 15.6, Industry Certifications

The Bureau agrees with the explanation. This is no longer a corrective action.

Item 22.1, Articulation Agreements

The Bureau agrees with the explanation. This is no longer a corrective action.

Item 24.1, Corrections from 2005

The Bureau agrees with the explanation for the CTSO. The Bureau recommends the air quality of the masonry program continue to be monitored to ensure the safety concerns continue to be addressed. The school is required to form a Local Advisory Committee and provide the required evidence.

It is requested that documentation be provided for those items that require additional evidence by **March 31, 2011.**

The Bureau has taken under consideration the request to improve the audit process to include personal interviews with administrative staff members. The approved program evaluation provided the opportunity prior to the report out session for the Director and staff to meet with the Bureau leader. The meeting occurred the day prior to the report out and issues were discussed. Additionally prior to the issuance of the final report, a phone call was made to the Director by the Division Manager and Bureau leader to discuss the report. The process has included the request to interview administrative staff.

Your attention to detail and willingness to provide the additional documentation is appreciated. The additional documents have provided clarification to the review.

Sincerely,



Lee Burket, Ed.D.

Director

Bureau of Career and Technical Education

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>
Director/Consultant:	<u>Jean A. Kelleher</u>	Consultant 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

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.	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.	
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.	Exception Taken to Correction Grounds: Audited to a non-relevant standard Brief Explanation: A 'status of correction' will not be applicable until 2011-2012 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.	Director, Business Partnerships Coordinator, Faculty, Occupational Advisory Committees	July 30, 2011 or other designate d date as provide by PDE/BCTE	X		Action as described meets standards.	

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		
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.	Appealed this citation. See Appeal of Findings. 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.	Director	July 29, 2011		X	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.	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. 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.	Director, Business Partnerships Coordinator, Faculty Members Occupational Advisory Committees	April 2011	X		Action as described meets standards.	

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				YES	NO		
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.	Appealed this citation. The school will provide its IEP standards of support for students enrolled in Diversified Occupations that possess an IEP.	Supervisor of Instructional Support Services, Business Partnerships Coordinator	Start of 2011-2012 School Year		X	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.	Appealed this citation. The school will maintain minutes of the professional advisory council (administrative committee).	Director	Start of 2011-2012 School Year		X	Documentation of Agendas and minutes are required as evidence of joint planning.	
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.	Appealed this citation. 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).	Director	2011-2012 School Year		X	Form a committee and provide agendas and minutes along with member's names, title and organization.	

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		
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.	
24.1 All CIPs - Provide documentation the all corrections identified in the previous APE have been completely satisfied and fully implemented.	Appealed this citation. The school will address this citation through the Plan to Address in 12.1.	Director	2011- 2012 School Year		X	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.