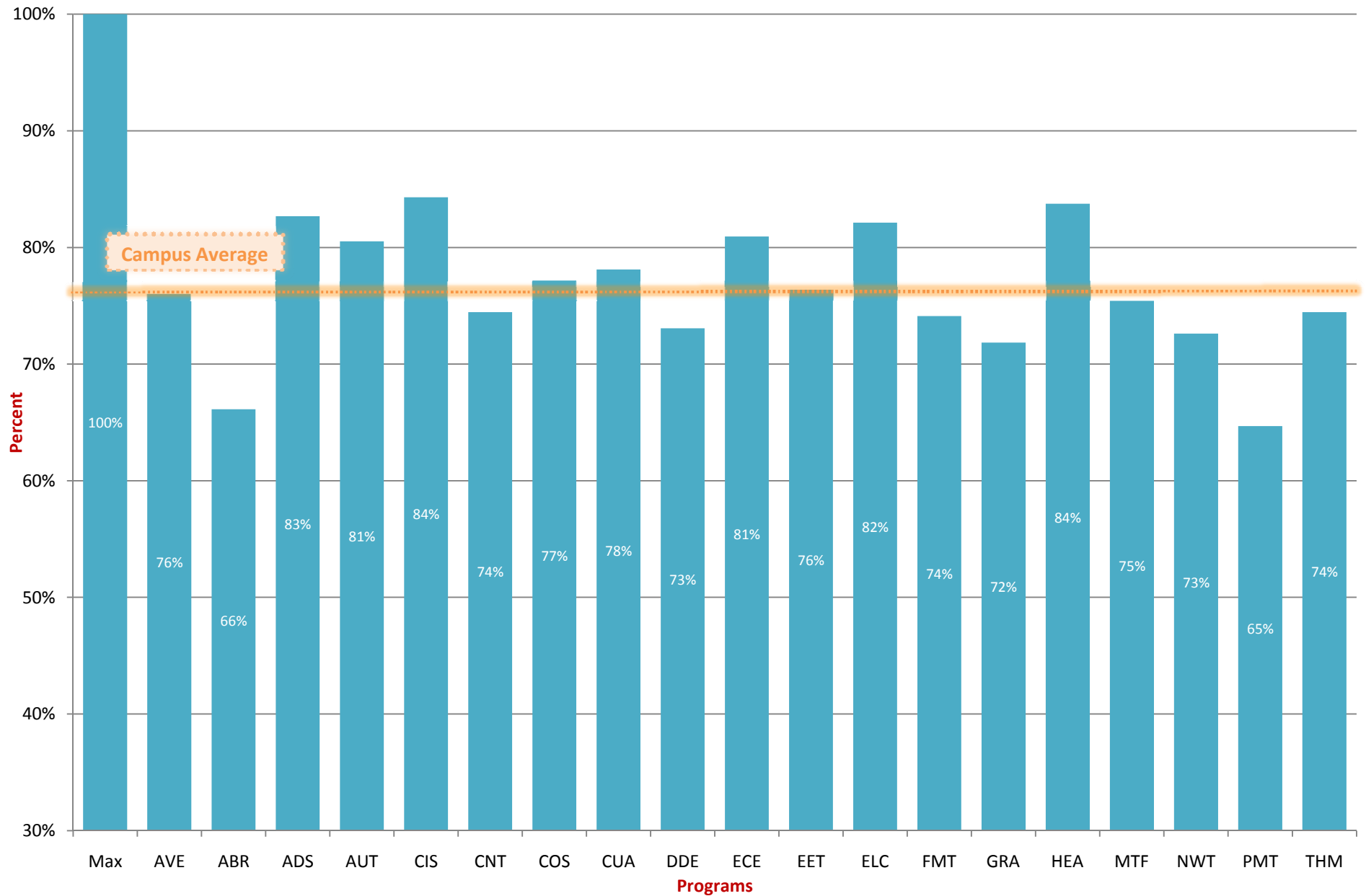


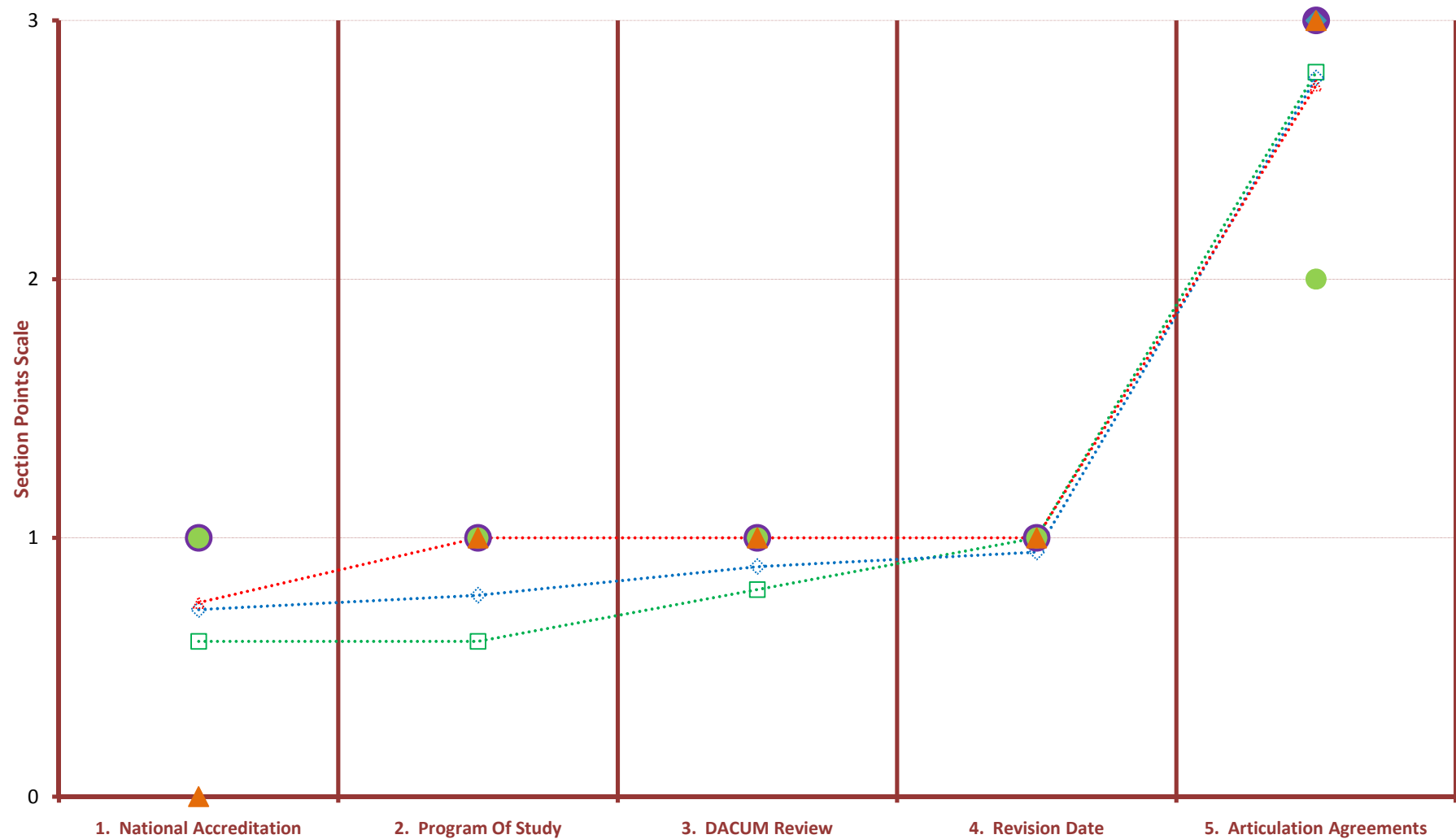
Erie County Technical School
Program Review
2011-2012
Overall Program Percents



**Erie County Technical School
Program Review
2011-2012
Overall Program Scores**



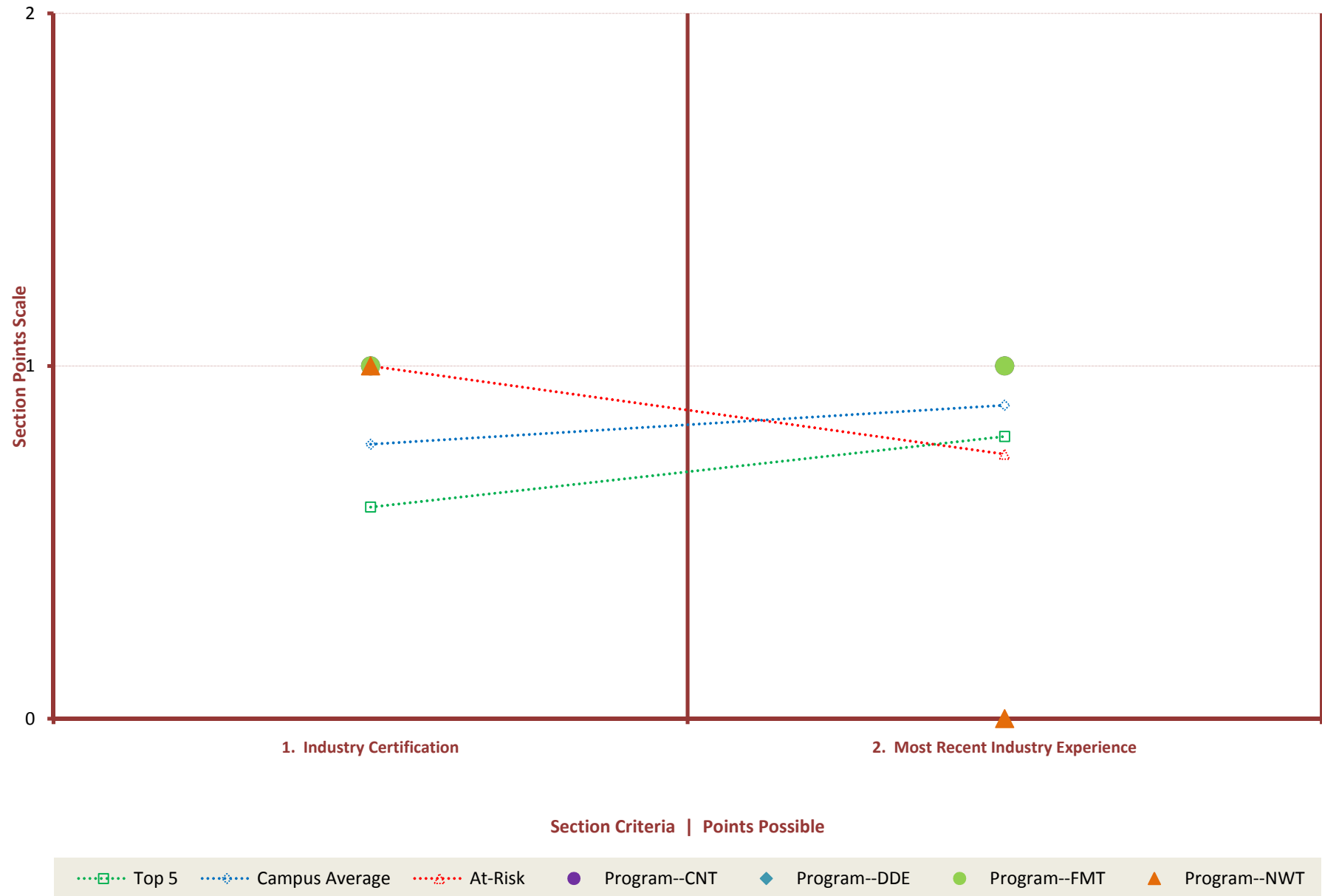
Erie County Technical School Program Review Matrix 2011-2012 Section A. Curriculum



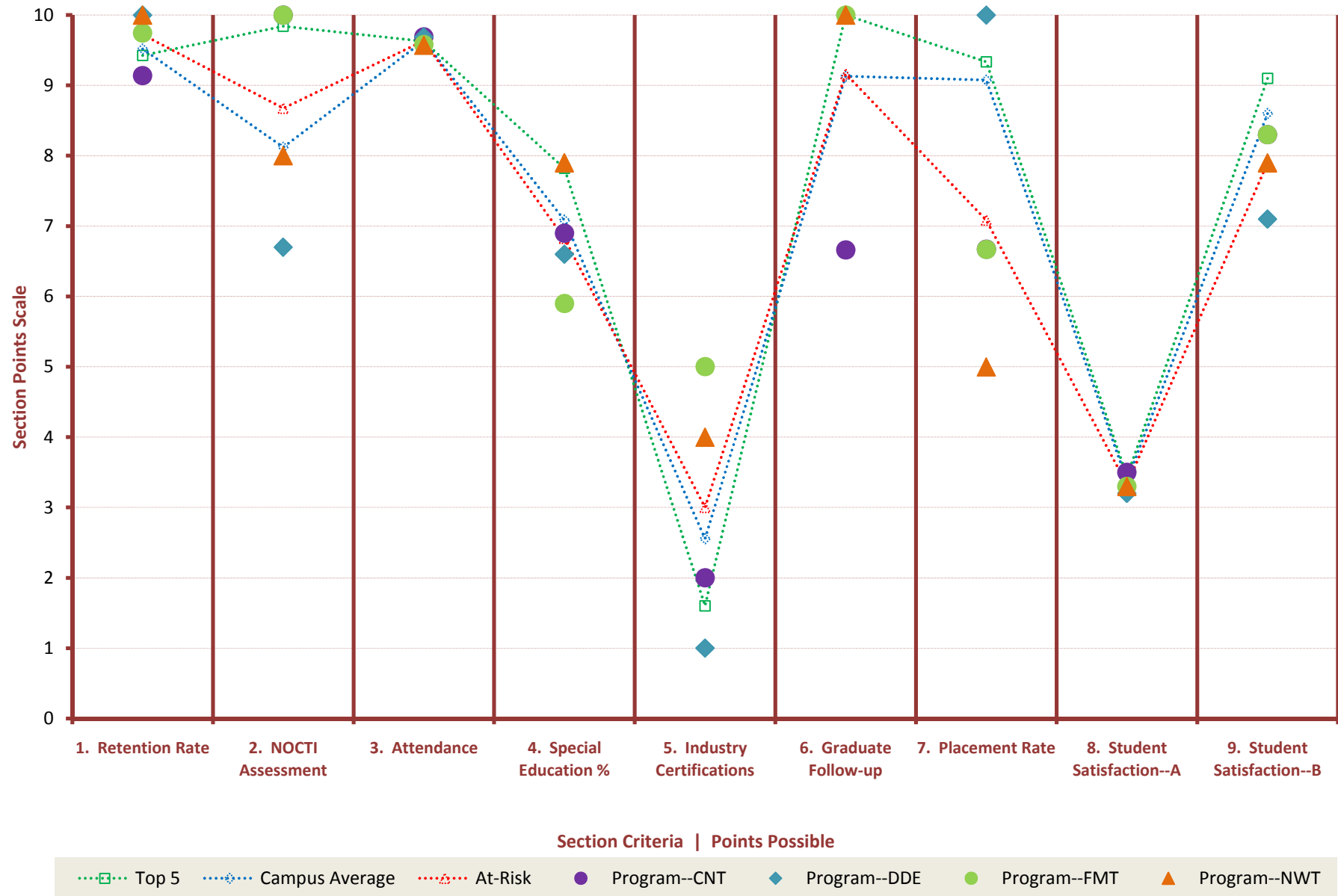
Section Criteria | Points Possible

Top 5 Campus Average At-Risk Program--CNT Program--DDE Program--FMT Program--NWT

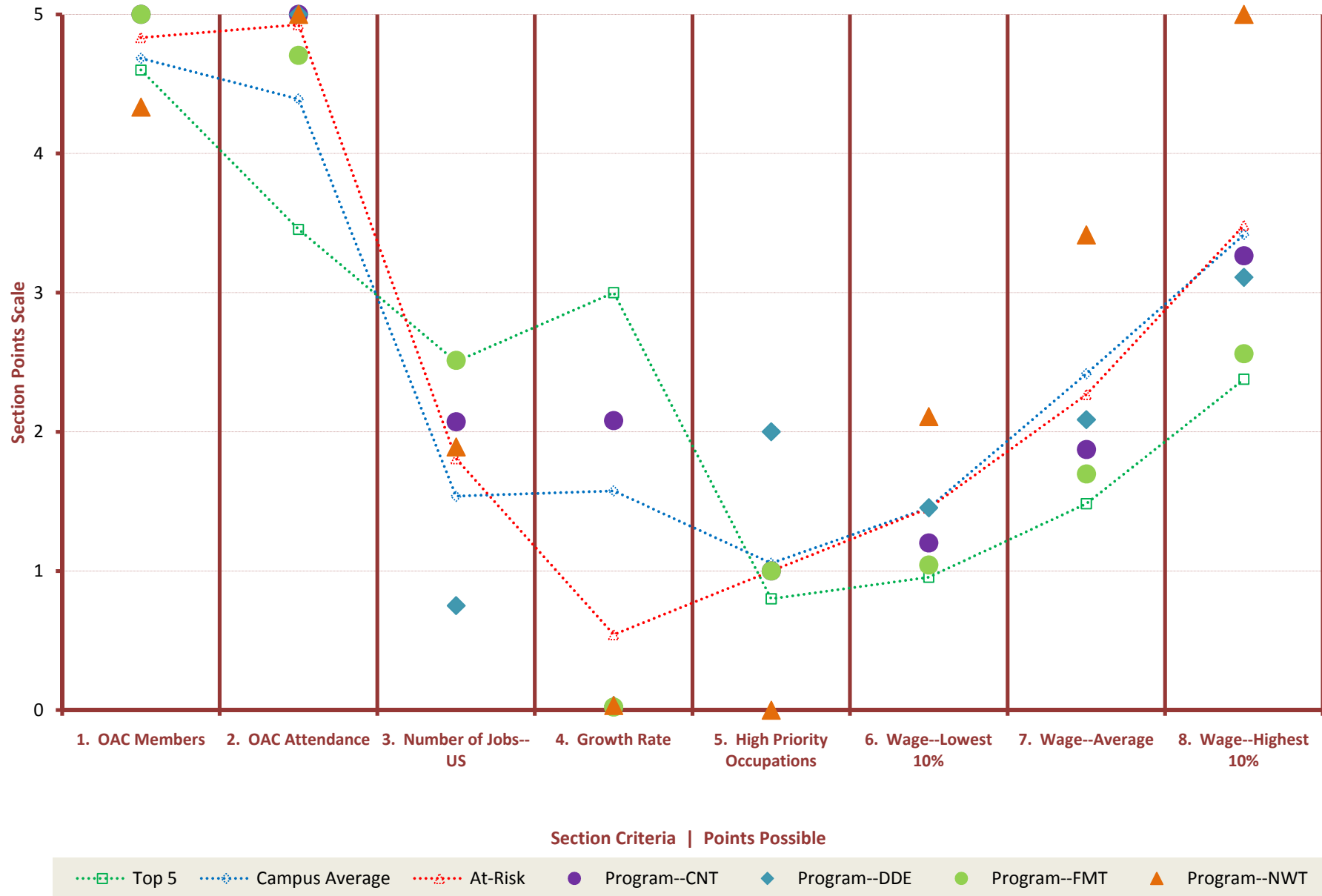
**Erie County Technical School
Program Review Matrix
2011-2012
Section B. Staff**



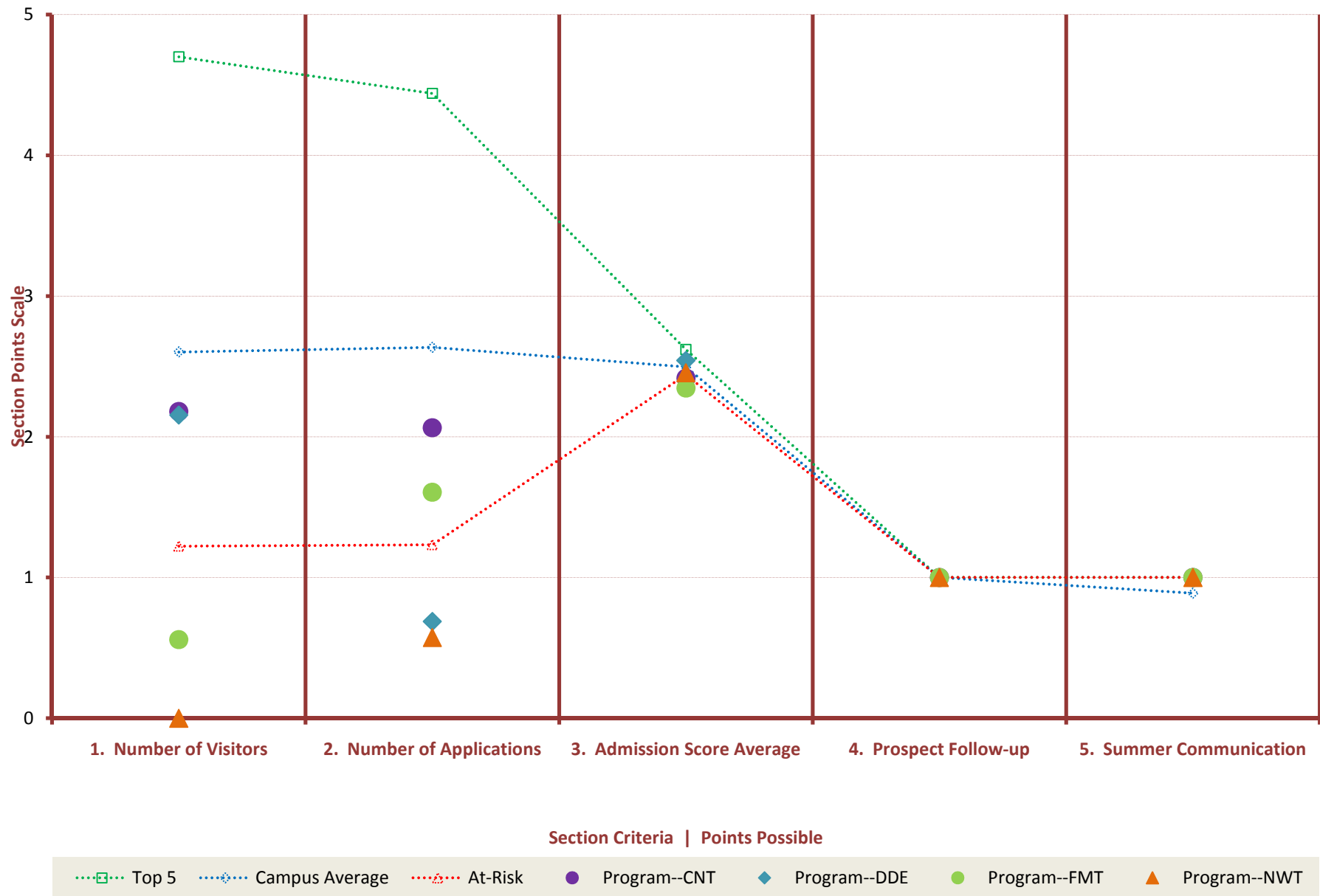
Erie County Technical School Program Review Matrix 2011-2012 Section C. Student



Erie County Technical School Program Review Matrix 2011-2012 Section D. Industry



**Erie County Technical School
Program Review Matrix
2011-2012
Section E. Marketing**



Criteria	Measure	Standard	Top 5 Ave.	Top 5 %	Campus Ave.	Campus %	At-Risk Ave.	At-Risk %	Max Pts	ADS	Evidence
A. Curriculum											
1. National Accreditation	Program Attainment	Yes (1) /No (0)	1	60%	1	72%	1	75%	1	0	no
2. Program Of Study	Program Attainment	Yes (1) /No (0)	1	60%	1	78%	1	100%	1	1	Yes
3. DACUM Review	Within Five Years	Yes (1) /No (0)	1	80%	1	89%	1	100%	1	1	12/10/2010
4. Revision Date	Within One Year/Web/S&S	Yes (1) /No (0)	1	100%	1	94%	1	100%	1	1	Aug-11
5. Articulation Agreements	Number of Articulations/Web/PS Partners	>3 (3) 2-3 (2) 1 (1) 0 (0)	3	93%	3	93%	3	92%	3	3	6
B. Staff			6	83%	6	87%	7	93%	7	6	86%
1. Industry Certification	Faculty Member Possesses	Yes (1) /No (0)	1	60%	1	78%	1	100%	1	0	no
2. Most Recent Industry Experience	Within One Year	Yes (1) /No (0)	1	80%	1	89%	1	75%	1	1	yes
C. Student			1	70%	2	83%	2	88%	2	1	50%
1. Retention Rate	% of Students Remaining in Program	% Score	9	94%	10	95%	10	97%	10	10	
2. NOCTI Assessment	Percentage Competent & Advanced	% Score	10	98%	8	81%	9	87%	10	10	
3. Attendance	Year-End %, All Students	% Score	10	96%	10	96%	10	96%	10	10	
4. Special Education %	% of Students	Inverse of %	8	78%	7	71%	7	68%	10	8	16%
5. Industry Certifications	Number Available to Students	1 pt. each	2	32%	3	51%	3	60%	5	1	
6. Graduate Follow-up	Program Average	% Score	10	100%	9	91%	9	92%	10	10	
7. Placement Rate	% of Graduates--Education, Work, Military	% Score	9	93%	9	91%	7	71%	10	10	
8. Student Satisfaction--A	Program Average	4 Pt Scale	3	86%	3	84%	3	83%	4	3.3	3.3
9. Student Satisfaction--B	% of Sub-categories 'B' or Better	% Score	9	91%	9	86%	8	79%	10	9	88%
D. Industry			70	89%	67	85%	65	83%	79	71	90%
1. OAC Members	Number of Industry Representatives	1 pt. each	5	92%	5	94%	5	97%	5	5	17
2. OAC Attendance	% of Members Attending--Annual	% Score	3	69%	4	88%	5	99%	5	5	10
3. Number of Jobs--US	Number of Jobs--US	3 Pt Scale	3	83%	2	51%	2	60%	3	1	660900
4. Growth Rate	5 SOC Ave. Growth Rate	3 Pt Scale	3	100%	2	53%	1	18%	3	3	37
5. High Priority Occupations	Number of Occupations on L&I List	1 pt. each	1	27%	1	35%	1	33%	3	1	1
6. Wage--Lowest 10%	L&I Scales--Lowest 10%	Reported Wage	1	19%	1	29%	1	29%	5	1	12.44
7. Wage--Average	L&I Scales--Average	Reported Wage	1	30%	2	48%	2	45%	5	2	22.69
8. Wage--Highest 10%	L&I Scales--High 10%	Reported Wage	2	48%	3	68%	3	70%	5	4	37.3
E. Marketing			19	56%	21	60%	20	60%	34	22	64%
1. Number of Visitors	Program Visitors/All Visitors	% Score	5	94%	3	52%	1	24%	5	4.4	500
2. Number of Applications	Number of Applications/All Applications	% Score	4	89%	3	53%	1	25%	5	4.1	36
3. Admission Score Average	Avg. Admission Score--Applications Accepted	Average Score	3	87%	2	83%	2	81%	3	3	28.16
4. Prospect Follow-up	Prospective Students Contacted	Yes (1) /No (0)	1	100%	1	100%	1	100%	1	1	yes
5. Summer Communication	All Students Contacted	Yes (1) /No (0)	1	100%	1	89%	1	100%	1	1	yes
Publish Date	5/21/2012		14	92%	10	64%	7	46%	15	13	89%
Percents and Totals			110	78%	105	76%	101	74%	137	113	83%

Criteria	Measure	Standard	Top 5 Ave.	Top 5 %	Campus Ave.	Campus %	At-Risk Ave.	At-Risk %	Max Pts	COS	Evidence
A. Curriculum											
1. National Accreditation	Program Attainment	Yes (1) /No (0)	1	60%	1	72%	1	75%	1	0	none
2. Program Of Study	Program Attainment	Yes (1) /No (0)	1	60%	1	78%	1	100%	1	0	No
3. DACUM Review	Within Five Years	Yes (1) /No (0)	1	80%	1	89%	1	100%	1	1	4/26/2010
4. Revision Date	Within One Year/Web/S&S	Yes (1) /No (0)	1	100%	1	94%	1	100%	1	1	Jun-10
5. Articulation Agreements	Number of Articulations/Web/PS Partners	>3 (3) 2-3 (2) 1 (1) 0 (0)	3	93%	3	93%	3	92%	3	2	2
B. Staff			6	83%	6	87%	7	93%	7	4	57%
1. Industry Certification	Faculty Member Possesses	Yes (1) /No (0)	1	60%	1	78%	1	100%	1	1	State Board
2. Most Recent Industry Experience	Within One Year	Yes (1) /No (0)	1	80%	1	89%	1	75%	1	0	No
C. Student			1	70%	2	83%	2	88%	2	1	50%
1. Retention Rate	% of Students Remaining in Program	% Score	9	94%	10	95%	10	97%	10	9.3	
2. NOCTI Assessment	Percentage Competent & Advanced	% Score	10	98%	8	81%	9	87%	10	10	
3. Attendance	Year-End %, All Students	% Score	10	96%	10	96%	10	96%	10	10	
4. Special Education %	% of Students	Inverse of %	8	78%	7	71%	7	68%	10	9	13%
5. Industry Certifications	Number Available to Students	1 pt. each	2	32%	3	51%	3	60%	5	1	
6. Graduate Follow-up	Program Average	% Score	10	100%	9	91%	9	92%	10	10	
7. Placement Rate	% of Graduates--Education, Work, Military	% Score	9	93%	9	91%	7	71%	10	10	
8. Student Satisfaction--A	Program Average	4 Pt Scale	3	86%	3	84%	3	83%	4	3.5	3.5
9. Student Satisfaction--B	% of Sub-categories 'B' or Better	% Score	9	91%	9	86%	8	79%	10	8	83%
D. Industry			70	89%	67	85%	65	83%	79	70	89%
1. OAC Members	Number of Industry Representatives	1 pt. each	5	92%	5	94%	5	97%	5	5	22
2. OAC Attendance	% of Members Attending--Annual	% Score	3	69%	4	88%	5	99%	5	2	5
3. Number of Jobs--US	Number of Jobs--US	3 Pt Scale	3	83%	2	51%	2	60%	3	3	2857500
4. Growth Rate	5 SOC Ave. Growth Rate	3 Pt Scale	3	100%	2	53%	1	18%	3	3	106
5. High Priority Occupations	Number of Occupations on L&I List	1 pt. each	1	27%	1	35%	1	33%	3	0	0
6. Wage--Lowest 10%	L&I Scales--Lowest 10%	Reported Wage	1	19%	1	29%	1	29%	5	1	7.64
7. Wage--Average	L&I Scales--Average	Reported Wage	1	30%	2	48%	2	45%	5	1	10.12
8. Wage--Highest 10%	L&I Scales--High 10%	Reported Wage	2	48%	3	68%	3	70%	5	2	16.44
E. Marketing			19	56%	21	60%	20	60%	34	17	49%
1. Number of Visitors	Program Visitors/All Visitors	% Score	5	94%	3	52%	1	24%	5	4.1	475
2. Number of Applications	Number of Applications/All Applications	% Score	4	89%	3	53%	1	25%	5	4.8	42
3. Admission Score Average	Avg. Admission Score--Applications Accepted	Average Score	3	87%	2	83%	2	81%	3	3	27.24
4. Prospect Follow-up	Prospective Students Contacted	Yes (1) /No (0)	1	100%	1	100%	1	100%	1	1	yes
5. Summer Communication	All Students Contacted	Yes (1) /No (0)	1	100%	1	89%	1	100%	1	1	yes
Publish Date	5/21/2012		14	92%	10	64%	7	46%	15	14	91%
Percents and Totals			110	78%	105	76%	101	74%	137	106	77%

Criteria	Measure	Standard	Top 5 Ave.	Top 5 %	Campus Ave.	Campus %	At-Risk Ave.	At-Risk %	Max Pts	CUA	Evidence
A. Curriculum											
1. National Accreditation	Program Attainment	Yes (1) /No (0)	1	60%	1	72%	1	75%	1	1	ACFF
2. Program Of Study	Program Attainment	Yes (1) /No (0)	1	60%	1	78%	1	100%	1	1	Yes
3. DACUM Review	Within Five Years	Yes (1) /No (0)	1	80%	1	89%	1	100%	1	0	No
4. Revision Date	Within One Year/Web/S&S	Yes (1) /No (0)	1	100%	1	94%	1	100%	1	1	Jul-10
5. Articulation Agreements	Number of Articulations/Web/PS Partners	>3 (3) 2-3 (2) 1 (1) 0 (0)	3	93%	3	93%	3	92%	3	3	10
B. Staff			6	83%	6	87%	7	93%	7	6	86%
1. Industry Certification	Faculty Member Possesses	Yes (1) /No (0)	1	60%	1	78%	1	100%	1	1	Food Safety
2. Most Recent Industry Experience	Within One Year	Yes (1) /No (0)	1	80%	1	89%	1	75%	1	1	Yes
C. Student			1	70%	2	83%	2	88%	2	2	100%
1. Retention Rate	% of Students Remaining in Program	% Score	9	94%	10	95%	10	97%	10	9.6	
2. NOCTI Assessment	Percentage Competent & Advanced	% Score	10	98%	8	81%	9	87%	10	10	
3. Attendance	Year-End %, All Students	% Score	10	96%	10	96%	10	96%	10	10	
4. Special Education %	% of Students	Inverse of %	8	78%	7	71%	7	68%	10	6	42%
5. Industry Certifications	Number Available to Students	1 pt. each	2	32%	3	51%	3	60%	5	1	
6. Graduate Follow-up	Program Average	% Score	10	100%	9	91%	9	92%	10	10	
7. Placement Rate	% of Graduates--Education, Work, Military	% Score	9	93%	9	91%	7	71%	10	10	
8. Student Satisfaction--A	Program Average	4 Pt Scale	3	86%	3	84%	3	83%	4	3.5	3.5
9. Student Satisfaction--B	% of Sub-categories 'B' or Better	% Score	9	91%	9	86%	8	79%	10	9	88%
D. Industry			70	89%	67	85%	65	83%	79	68	87%
1. OAC Members	Number of Industry Representatives	1 pt. each	5	92%	5	94%	5	97%	5	5	16
2. OAC Attendance	% of Members Attending--Annual	% Score	3	69%	4	88%	5	99%	5	0	
3. Number of Jobs--US	Number of Jobs--US	3 Pt Scale	3	83%	2	51%	2	60%	3	3	3582400
4. Growth Rate	5 SOC Ave. Growth Rate	3 Pt Scale	3	100%	2	53%	1	18%	3	3	26
5. High Priority Occupations	Number of Occupations on L&I List	1 pt. each	1	27%	1	35%	1	33%	3	0	0
6. Wage--Lowest 10%	L&I Scales--Lowest 10%	Reported Wage	1	19%	1	29%	1	29%	5	1	10.03
7. Wage--Average	L&I Scales--Average	Reported Wage	1	30%	2	48%	2	45%	5	2	16.33
8. Wage--Highest 10%	L&I Scales--High 10%	Reported Wage	2	48%	3	68%	3	70%	5	3	25.43
E. Marketing			19	56%	21	60%	20	60%	34	16	48%
1. Number of Visitors	Program Visitors/All Visitors	% Score	5	94%	3	52%	1	24%	5	5.0	910
2. Number of Applications	Number of Applications/All Applications	% Score	4	89%	3	53%	1	25%	5	5.0	63
3. Admission Score Average	Avg. Admission Score--Applications Accepted	Average Score	3	87%	2	83%	2	81%	3	2	24.03
4. Prospect Follow-up	Prospective Students Contacted	Yes (1) /No (0)	1	100%	1	100%	1	100%	1	1	yes
5. Summer Communication	All Students Contacted	Yes (1) /No (0)	1	100%	1	89%	1	100%	1	1	yes
Publish Date	5/21/2012		14	92%	10	64%	7	46%	15	14	96%
Percents and Totals			110	78%	105	76%	101	74%	137	107	78%

Criteria	Measure	Standard	Top 5 Ave.	Top 5 %	Campus Ave.	Campus %	At-Risk Ave.	At-Risk %	Max Pts	ECE	Evidence
A. Curriculum											
1. National Accreditation	Program Attainment	Yes (1) /No (0)	1	60%	1	72%	1	75%	1	1	NAEYC
2. Program Of Study	Program Attainment	Yes (1) /No (0)	1	60%	1	78%	1	100%	1	1	Yes
3. DACUM Review	Within Five Years	Yes (1) /No (0)	1	80%	1	89%	1	100%	1	1	12/15/2011
4. Revision Date	Within One Year/Web/S&S	Yes (1) /No (0)	1	100%	1	94%	1	100%	1	1	Jul-11
5. Articulation Agreements	Number of Articulations/Web/PS Partners	>3 (3) 2-3 (2) 1 (1) 0 (0)	3	93%	3	93%	3	92%	3	3	9
B. Staff			6	83%	6	87%	7	93%	7	7	100%
1. Industry Certification	Faculty Member Possesses	Yes (1) /No (0)	1	60%	1	78%	1	100%	1	0	no
2. Most Recent Industry Experience	Within One Year	Yes (1) /No (0)	1	80%	1	89%	1	75%	1	1	yes
C. Student			1	70%	2	83%	2	88%	2	1	50%
1. Retention Rate	% of Students Remaining in Program	% Score	9	94%	10	95%	10	97%	10	9.5	
2. NOCTI Assessment	Percentage Competent & Advanced	% Score	10	98%	8	81%	9	87%	10	9	
3. Attendance	Year-End %, All Students	% Score	10	96%	10	96%	10	96%	10	10	
4. Special Education %	% of Students	Inverse of %	8	78%	7	71%	7	68%	10	7	29%
5. Industry Certifications	Number Available to Students	1 pt. each	2	32%	3	51%	3	60%	5	3	
6. Graduate Follow-up	Program Average	% Score	10	100%	9	91%	9	92%	10	10	
7. Placement Rate	% of Graduates--Education, Work, Military	% Score	9	93%	9	91%	7	71%	10	7	
8. Student Satisfaction--A	Program Average	4 Pt Scale	3	86%	3	84%	3	83%	4	3.5	3.5
9. Student Satisfaction--B	% of Sub-categories 'B' or Better	% Score	9	91%	9	86%	8	79%	10	10	96%
D. Industry			70	89%	67	85%	65	83%	79	68	86%
1. OAC Members	Number of Industry Representatives	1 pt. each	5	92%	5	94%	5	97%	5	4	13
2. OAC Attendance	% of Members Attending--Annual	% Score	3	69%	4	88%	5	99%	5	5	7
3. Number of Jobs--US	Number of Jobs--US	3 Pt Scale	3	83%	2	51%	2	60%	3	3	4053800
4. Growth Rate	5 SOC Ave. Growth Rate	3 Pt Scale	3	100%	2	53%	1	18%	3	3	73
5. High Priority Occupations	Number of Occupations on L&I List	1 pt. each	1	27%	1	35%	1	33%	3	2	2
6. Wage--Lowest 10%	L&I Scales--Lowest 10%	Reported Wage	1	19%	1	29%	1	29%	5	1	8.27
7. Wage--Average	L&I Scales--Average	Reported Wage	1	30%	2	48%	2	45%	5	1	12.35
8. Wage--Highest 10%	L&I Scales--High 10%	Reported Wage	2	48%	3	68%	3	70%	5	2	22.52
E. Marketing			19	56%	21	60%	20	60%	34	22	64%
1. Number of Visitors	Program Visitors/All Visitors	% Score	5	94%	3	52%	1	24%	5	5.0	596
2. Number of Applications	Number of Applications/All Applications	% Score	4	89%	3	53%	1	25%	5	3.6	31
3. Admission Score Average	Avg. Admission Score--Applications Accepted	Average Score	3	87%	2	83%	2	81%	3	2	24.72
4. Prospect Follow-up	Prospective Students Contacted	Yes (1) /No (0)	1	100%	1	100%	1	100%	1	1	yes
5. Summer Communication	All Students Contacted	Yes (1) /No (0)	1	100%	1	89%	1	100%	1	1	yes
Publish Date	5/21/2012		14	92%	10	64%	7	46%	15	13	87%
Percents and Totals			110	78%	105	76%	101	74%	137	111	81%

Erie County Technical School
Program Review Matrix
2011-2012

Criteria	Measure	Standard	Top 5 Ave.	Top 5 %	Campus Ave.	Campus %	At-Risk Ave.	At-Risk %	Max Pts	HEA	Evidence
A. Curriculum											
1. National Accreditation	Program Attainment	Yes (1) /No (0)	1	60%	1	72%	1	75%	1	1	Peer Association
2. Program Of Study	Program Attainment	Yes (1) /No (0)	1	60%	1	78%	1	100%	1	0	No
3. DACUM Review	Within Five Years	Yes (1) /No (0)	1	80%	1	89%	1	100%	1	1	3/7/2008
4. Revision Date	Within One Year/Web/S&S	Yes (1) /No (0)	1	100%	1	94%	1	100%	1	1	Jul-10
5. Articulation Agreements	Number of Articulations/Web/PS Partners	>3 (3) 2-3 (2) 1 (1) 0 (0)	3	93%	3	93%	3	92%	3	3	6
B. Staff			6	83%	6	87%	7	93%	7	6	86%
1. Industry Certification	Faculty Member Possesses	Yes (1) /No (0)	1	60%	1	78%	1	100%	1	1	RN
2. Most Recent Industry Experience	Within One Year	Yes (1) /No (0)	1	80%	1	89%	1	75%	1	1	2/19/2012
C. Student			1	70%	2	83%	2	88%	2	2	100%
1. Retention Rate	% of Students Remaining in Program	% Score	9	94%	10	95%	10	97%	10	8.7	
2. NOCTI Assessment	Percentage Competent & Advanced	% Score	10	98%	8	81%	9	87%	10	10	
3. Attendance	Year-End %, All Students	% Score	10	96%	10	96%	10	96%	10	10	
4. Special Education %	% of Students	Inverse of %	8	78%	7	71%	7	68%	10	9.1	9%
5. Industry Certifications	Number Available to Students	1 pt. each	2	32%	3	51%	3	60%	5	2	
6. Graduate Follow-up	Program Average	% Score	10	100%	9	91%	9	92%	10	10	
7. Placement Rate	% of Graduates--Education, Work, Military	% Score	9	93%	9	91%	7	71%	10	10	
8. Student Satisfaction--A	Program Average	4 Pt Scale	3	86%	3	84%	3	83%	4	3.4	3.4
9. Student Satisfaction--B	% of Sub-categories 'B' or Better	% Score	9	91%	9	86%	8	79%	10	10	100%
D. Industry			70	89%	67	85%	65	83%	79	73	92%
1. OAC Members	Number of Industry Representatives	1 pt. each	5	92%	5	94%	5	97%	5	4	11
2. OAC Attendance	% of Members Attending--Annual	% Score	3	69%	4	88%	5	99%	5	5	8
3. Number of Jobs--US	Number of Jobs--US	3 Pt Scale	3	83%	2	51%	2	60%	3	3	6381200
4. Growth Rate	5 SOC Ave. Growth Rate	3 Pt Scale	3	100%	2	53%	1	18%	3	3	157
5. High Priority Occupations	Number of Occupations on L&I List	1 pt. each	1	27%	1	35%	1	33%	3	1	1
6. Wage--Lowest 10%	L&I Scales--Lowest 10%	Reported Wage	1	19%	1	29%	1	29%	5	1	9.33
7. Wage--Average	L&I Scales--Average	Reported Wage	1	30%	2	48%	2	45%	5	1	12.67
8. Wage--Highest 10%	L&I Scales--High 10%	Reported Wage	2	48%	3	68%	3	70%	5	2	17.19
E. Marketing			19	56%	21	60%	20	60%	34	20	58%
1. Number of Visitors	Program Visitors/All Visitors	% Score	5	94%	3	52%	1	24%	5	5.0	576
2. Number of Applications	Number of Applications/All Applications	% Score	4	89%	3	53%	1	25%	5	4.7	41
3. Admission Score Average	Avg. Admission Score--Applications Accepted	Average Score	3	87%	2	83%	2	81%	3	3	26.86
4. Prospect Follow-up	Prospective Students Contacted	Yes (1) /No (0)	1	100%	1	100%	1	100%	1	1	yes
5. Summer Communication	All Students Contacted	Yes (1) /No (0)	1	100%	1	89%	1	100%	1	1	yes
Publish Date	5/21/2012		14	92%	10	64%	7	46%	15	14	96%
Percents and Totals			110	78%	105	76%	101	74%	137	115	84%

Criteria	Measure	Standard	Top 5 Ave.	Top 5 %	Campus Ave.	Campus %	At-Risk Ave.	At-Risk %	Max Pts	CNT	Evidence
A. Curriculum											
1. National Accreditation	Program Attainment	Yes (1) /No (0)	1	60%	1	72%	1	75%	1	1	& Certifications
2. Program Of Study	Program Attainment	Yes (1) /No (0)	1	60%	1	78%	1	100%	1	1	Yes
3. DACUM Review	Within Five Years	Yes (1) /No (0)	1	80%	1	89%	1	100%	1	1	2/26/2010
4. Revision Date	Within One Year/Web/S&S	Yes (1) /No (0)	1	100%	1	94%	1	100%	1	1	Aug-10
5. Articulation Agreements	Number of Articulations/Web/PS Partners	>3 (3) 2-3 (2) 1 (1) 0 (0)	3	93%	3	93%	3	92%	3	3	lations--Web--9
B. Staff			6	83%	6	87%	7	93%	7	7	100%
1. Industry Certification	Faculty Member Possesses	Yes (1) /No (0)	1	60%	1	78%	1	100%	1	1	, OSHA10; DY: ?
2. Most Recent Industry Experience	Within One Year	Yes (1) /No (0)	1	80%	1	89%	1	75%	1	1	CL: 2012; DY: ?
C. Student			1	70%	2	83%	2	88%	2	2	100%
1. Retention Rate	% of Students Remaining in Program	% Score	9	94%	10	95%	10	97%	10	9	
2. NOCTI Assessment	Percentage Competent & Advanced	% Score	10	98%	8	81%	9	87%	10	10	
3. Attendance	Year-End %, All Students	% Score	10	96%	10	96%	10	96%	10	10	
4. Special Education %	% of Students	Inverse of %	8	78%	7	71%	7	68%	10	7	31%
5. Industry Certifications	Number Available to Students	1 pt. each	2	32%	3	51%	3	60%	5	2	
6. Graduate Follow-up	Program Average	% Score	10	100%	9	91%	9	92%	10	7	2010 LTS Survey
7. Placement Rate	% of Graduates--Education, Work, Military	% Score	9	93%	9	91%	7	71%	10	7	
8. Student Satisfaction--A	Program Average	4 Pt Scale	3	86%	3	84%	3	83%	4	3.5	3.5
9. Student Satisfaction--B	% of Sub-categories 'B' or Better	% Score	9	91%	9	86%	8	79%	10	8	83%
D. Industry			70	89%	67	85%	65	83%	79	63	80%
1. OAC Members	Number of Industry Representatives	1 pt. each	5	92%	5	94%	5	97%	5	5	15
2. OAC Attendance	% of Members Attending--Annual	% Score	3	69%	4	88%	5	99%	5	5.0	8
3. Number of Jobs--US	Number of Jobs--US	3 Pt Scale	3	83%	2	51%	2	60%	3	2	2071800
4. Growth Rate	5 SOC Ave. Growth Rate	3 Pt Scale	3	100%	2	53%	1	18%	3	2	10.4
5. High Priority Occupations	Number of Occupations on L&I List	1 pt. each	1	27%	1	35%	1	33%	3	1	1--47-2031
6. Wage--Lowest 10%	L&I Scales--Lowest 10%	Reported Wage	1	19%	1	29%	1	29%	5	1.20	12.01
7. Wage--Average	L&I Scales--Average	Reported Wage	1	30%	2	48%	2	45%	5	1.87	18.73
8. Wage--Highest 10%	L&I Scales--High 10%	Reported Wage	2	48%	3	68%	3	70%	5	3.27	32.66
E. Marketing			19	56%	21	60%	20	60%	34	21	63%
1. Number of Visitors	Program Visitors/All Visitors	% Score	5	94%	3	52%	1	24%	5	2.2	250
2. Number of Applications	Number of Applications/All Applications	% Score	4	89%	3	53%	1	25%	5	2.1	18
3. Admission Score Average	Avg. Admission Score--Applications Accepted	Average Score	3	87%	2	83%	2	81%	3	2	24.17
4. Prospect Follow-up	Prospective Students Contacted	Yes (1) /No (0)	1	100%	1	100%	1	100%	1	1	yes
5. Summer Communication	All Students Contacted	Yes (1) /No (0)	1	100%	1	89%	1	100%	1	1	yes
Publish Date	5/21/2012		14	92%	10	64%	7	46%	15	9	58%
Percents and Totals			110	78%	105	76%	101	74%	137	102	74%

Criteria	Measure	Standard	Top 5 Ave.	Top 5 %	Campus Ave.	Campus %	At-Risk Ave.	At-Risk %	Max Pts	DDE	Evidence
A. Curriculum											
1. National Accreditation	Program Attainment	Yes (1) /No (0)	1	60%	1	72%	1	75%	1	1	& Certifications
2. Program Of Study	Program Attainment	Yes (1) /No (0)	1	60%	1	78%	1	100%	1	1	Yes
3. DACUM Review	Within Five Years	Yes (1) /No (0)	1	80%	1	89%	1	100%	1	1	11/20/2007
4. Revision Date	Within One Year/Web/S&S	Yes (1) /No (0)	1	100%	1	94%	1	100%	1	1	Jan-10
5. Articulation Agreements	Number of Articulations/Web/PS Partners	>3 (3) 2-3 (2) 1 (1) 0 (0)	3	93%	3	93%	3	92%	3	3	13
B. Staff			6	83%	6	87%	7	93%	7	7	100%
1. Industry Certification	Faculty Member Possesses	Yes (1) /No (0)	1	60%	1	78%	1	100%	1	1	AutoCAD Pending
2. Most Recent Industry Experience	Within One Year	Yes (1) /No (0)	1	80%	1	89%	1	75%	1	1	Eriez Magnetics
C. Student			1	70%	2	83%	2	88%	2	2	100%
1. Retention Rate	% of Students Remaining in Program	% Score	9	94%	10	95%	10	97%	10	10	
2. NOCTI Assessment	Percentage Competent & Advanced	% Score	10	98%	8	81%	9	87%	10	7	
3. Attendance	Year-End %, All Students	% Score	10	96%	10	96%	10	96%	10	10	
4. Special Education %	% of Students	Inverse of %	8	78%	7	71%	7	68%	10	7	34%
5. Industry Certifications	Number Available to Students	1 pt. each	2	32%	3	51%	3	60%	5	1	
6. Graduate Follow-up	Program Average	% Score	10	100%	9	91%	9	92%	10	10	
7. Placement Rate	% of Graduates--Education, Work, Military	% Score	9	93%	9	91%	7	71%	10	10	
8. Student Satisfaction--A	Program Average	4 Pt Scale	3	86%	3	84%	3	83%	4	3.2	3.2
9. Student Satisfaction--B	% of Sub-categories 'B' or Better	% Score	9	91%	9	86%	8	79%	10	7	71%
D. Industry			70	89%	67	85%	65	83%	79	64	81%
1. OAC Members	Number of Industry Representatives	1 pt. each	5	92%	5	94%	5	97%	5	5	23
2. OAC Attendance	% of Members Attending--Annual	% Score	3	69%	4	88%	5	99%	5	5	12
3. Number of Jobs--US	Number of Jobs--US	3 Pt Scale	3	83%	2	51%	2	60%	3	1	750300
4. Growth Rate	5 SOC Ave. Growth Rate	3 Pt Scale	3	100%	2	53%	1	18%	3	0	0.158
5. High Priority Occupations	Number of Occupations on L&I List	1 pt. each	1	27%	1	35%	1	33%	3	2	7-3011, 17-3013
6. Wage--Lowest 10%	L&I Scales--Lowest 10%	Reported Wage	1	19%	1	29%	1	29%	5	1	14.54
7. Wage--Average	L&I Scales--Average	Reported Wage	1	30%	2	48%	2	45%	5	2	20.87
8. Wage--Highest 10%	L&I Scales--High 10%	Reported Wage	2	48%	3	68%	3	70%	5	3	31.1
E. Marketing			19	56%	21	60%	20	60%	34	19	57%
1. Number of Visitors	Program Visitors/All Visitors	% Score	5	94%	3	52%	1	24%	5	2.2	247
2. Number of Applications	Number of Applications/All Applications	% Score	4	89%	3	53%	1	25%	5	0.7	6
3. Admission Score Average	Avg. Admission Score--Applications Accepted	Average Score	3	87%	2	83%	2	81%	3	3	25.42
4. Prospect Follow-up	Prospective Students Contacted	Yes (1) /No (0)	1	100%	1	100%	1	100%	1	1	yes
5. Summer Communication	All Students Contacted	Yes (1) /No (0)	1	100%	1	89%	1	100%	1	1	yes
Publish Date	5/21/2012		14	92%	10	64%	7	46%	15	7	49%
Percents and Totals			110	78%	105	76%	101	74%	137	100	73%

Criteria	Measure	Standard	Top 5 Ave.	Top 5 %	Campus Ave.	Campus %	At-Risk Ave.	At-Risk %	Max Pts	FMT	Evidence
A. Curriculum											
1. National Accreditation	Program Attainment	Yes (1) /No (0)	1	60%	1	72%	1	75%	1	1	National Accred
2. Program Of Study	Program Attainment	Yes (1) /No (0)	1	60%	1	78%	1	100%	1	1	Yes
3. DACUM Review	Within Five Years	Yes (1) /No (0)	1	80%	1	89%	1	100%	1	1	2/20/2009
4. Revision Date	Within One Year/Web/S&S	Yes (1) /No (0)	1	100%	1	94%	1	100%	1	1	Dec-11
5. Articulation Agreements	Number of Articulations/Web/PS Partners	>3 (3) 2-3 (2) 1 (1) 0 (0)	3	93%	3	93%	3	92%	3	2	3
B. Staff			6	83%	6	87%	7	93%	7	6	86%
1. Industry Certification	Faculty Member Possesses	Yes (1) /No (0)	1	60%	1	78%	1	100%	1	1	SHA 10 Pending
2. Most Recent Industry Experience	Within One Year	Yes (1) /No (0)	1	80%	1	89%	1	75%	1	1	2011 F/T Eriez N
C. Student			1	70%	2	83%	2	88%	2	2	100%
1. Retention Rate	% of Students Remaining in Program	% Score	9	94%	10	95%	10	97%	10	9.7	97.4
2. NOCTI Assessment	Percentage Competent & Advanced	% Score	10	98%	8	81%	9	87%	10	10	100
3. Attendance	Year-End %, All Students	% Score	10	96%	10	96%	10	96%	10	10	95.8
4. Special Education %	% of Students	Inverse of %	8	78%	7	71%	7	68%	10	6	41%
5. Industry Certifications	Number Available to Students	1 pt. each	2	32%	3	51%	3	60%	5	5	7
6. Graduate Follow-up	Program Average	% Score	10	100%	9	91%	9	92%	10	10	
7. Placement Rate	% of Graduates--Education, Work, Military	% Score	9	93%	9	91%	7	71%	10	7	
8. Student Satisfaction--A	Program Average	4 Pt Scale	3	86%	3	84%	3	83%	4	3.3	3.3
9. Student Satisfaction--B	% of Sub-categories 'B' or Better	% Score	9	91%	9	86%	8	79%	10	8	83%
D. Industry			70	89%	67	85%	65	83%	79	68	87%
1. OAC Members	Number of Industry Representatives	1 pt. each	5	92%	5	94%	5	97%	5	5	17
2. OAC Attendance	% of Members Attending--Annual	% Score	3	69%	4	88%	5	99%	5	5	8
3. Number of Jobs--US	Number of Jobs--US	3 Pt Scale	3	83%	2	51%	2	60%	3	3	2513000
4. Growth Rate	5 SOC Ave. Growth Rate	3 Pt Scale	3	100%	2	53%	1	18%	3	0	0.106
5. High Priority Occupations	Number of Occupations on L&I List	1 pt. each	1	27%	1	35%	1	33%	3	1	1--49-9042
6. Wage--Lowest 10%	L&I Scales--Lowest 10%	Reported Wage	1	19%	1	29%	1	29%	5	1	10.42
7. Wage--Average	L&I Scales--Average	Reported Wage	1	30%	2	48%	2	45%	5	2	16.97
8. Wage--Highest 10%	L&I Scales--High 10%	Reported Wage	2	48%	3	68%	3	70%	5	3	25.61
E. Marketing			19	56%	21	60%	20	60%	34	19	55%
1. Number of Visitors	Program Visitors/All Visitors	% Score	5	94%	3	52%	1	24%	5	0.6	64
2. Number of Applications	Number of Applications/All Applications	% Score	4	89%	3	53%	1	25%	5	1.6	14
3. Admission Score Average	Avg. Admission Score--Applications Accepted	Average Score	3	87%	2	83%	2	81%	3	2	23.46
4. Prospect Follow-up	Prospective Students Contacted	Yes (1) /No (0)	1	100%	1	100%	1	100%	1	1	yes
5. Summer Communication	All Students Contacted	Yes (1) /No (0)	1	100%	1	89%	1	100%	1	1	yes
Publish Date	5/21/2012		14	92%	10	64%	7	46%	15	7	43%
Percents and Totals			110	78%	105	76%	101	74%	137	102	74%

Criteria	Measure	Standard	Top 5 Ave.	Top 5 %	Campus Ave.	Campus %	At-Risk Ave.	At-Risk %	Max Pts	NWT	Evidence
A. Curriculum											
1. National Accreditation	Program Attainment	Yes (1) /No (0)	1	60%	1	72%	1	75%	1	0	& Certifications
2. Program Of Study	Program Attainment	Yes (1) /No (0)	1	60%	1	78%	1	100%	1	1	Yes
3. DACUM Review	Within Five Years	Yes (1) /No (0)	1	80%	1	89%	1	100%	1	1	6/27/2008
4. Revision Date	Within One Year/Web/S&S	Yes (1) /No (0)	1	100%	1	94%	1	100%	1	1	, D&T--08/2011
5. Articulation Agreements	Number of Articulations/Web/PS Partners	>3 (3) 2-3 (2) 1 (1) 0 (0)	3	93%	3	93%	3	92%	3	3	12
B. Staff			6	83%	6	87%	7	93%	7	6	86%
1. Industry Certification	Faculty Member Possesses	Yes (1) /No (0)	1	60%	1	78%	1	100%	1	1	SHA 10 Pending
2. Most Recent Industry Experience	Within One Year	Yes (1) /No (0)	1	80%	1	89%	1	75%	1	0	011 Web-bot ??
C. Student			1	70%	2	83%	2	88%	2	1	50%
1. Retention Rate	% of Students Remaining in Program	% Score	9	94%	10	95%	10	97%	10	10	
2. NOCTI Assessment	Percentage Competent & Advanced	% Score	10	98%	8	81%	9	87%	10	8	80
3. Attendance	Year-End %, All Students	% Score	10	96%	10	96%	10	96%	10	10	
4. Special Education %	% of Students	Inverse of %	8	78%	7	71%	7	68%	10	8	21%
5. Industry Certifications	Number Available to Students	1 pt. each	2	32%	3	51%	3	60%	5	4	4
6. Graduate Follow-up	Program Average	% Score	10	100%	9	91%	9	92%	10	10	
7. Placement Rate	% of Graduates--Education, Work, Military	% Score	9	93%	9	91%	7	71%	10	5	
8. Student Satisfaction--A	Program Average	4 Pt Scale	3	86%	3	84%	3	83%	4	3.3	3.3
9. Student Satisfaction--B	% of Sub-categories 'B' or Better	% Score	9	91%	9	86%	8	79%	10	8	79%
D. Industry			70	89%	67	85%	65	83%	79	66	83%
1. OAC Members	Number of Industry Representatives	1 pt. each	5	92%	5	94%	5	97%	5	4	13
2. OAC Attendance	% of Members Attending--Annual	% Score	3	69%	4	88%	5	99%	5	5	8
3. Number of Jobs--US	Number of Jobs--US	3 Pt Scale	3	83%	2	51%	2	60%	3	2	1891500
4. Growth Rate	5 SOC Ave. Growth Rate	3 Pt Scale	3	100%	2	53%	1	18%	3	0	0.168
5. High Priority Occupations	Number of Occupations on L&I List	1 pt. each	1	27%	1	35%	1	33%	3	0	0
6. Wage--Lowest 10%	L&I Scales--Lowest 10%	Reported Wage	1	19%	1	29%	1	29%	5	2	21.09
7. Wage--Average	L&I Scales--Average	Reported Wage	1	30%	2	48%	2	45%	5	3	34.15
8. Wage--Highest 10%	L&I Scales--High 10%	Reported Wage	2	48%	3	68%	3	70%	5	5	54.55
E. Marketing			19	56%	21	60%	20	60%	34	22	64%
1. Number of Visitors	Program Visitors/All Visitors	% Score	5	94%	3	52%	1	24%	5	0.0	0
2. Number of Applications	Number of Applications/All Applications	% Score	4	89%	3	53%	1	25%	5	0.6	5
3. Admission Score Average	Avg. Admission Score--Applications Accepted	Average Score	3	87%	2	83%	2	81%	3	2	24.55
4. Prospect Follow-up	Prospective Students Contacted	Yes (1) /No (0)	1	100%	1	100%	1	100%	1	1	yes
5. Summer Communication	All Students Contacted	Yes (1) /No (0)	1	100%	1	89%	1	100%	1	1	yes
Publish Date	5/21/2012		14	92%	10	64%	7	46%	15	5	34%
Percents and Totals			110	78%	105	76%	101	74%	137	99	73%

March 15, 2012

Joint Operating Committee,

The purpose of this letter is to respond to your inquiry as to what we would recommend in regards to staffing at the Erie County Technical School. After reviewing the same staffing and enrollment data presented to you at your last workshop, we unanimously recommend following the Director's suggestion of reducing 1/2 teacher in the Network Technologies Program, 1/2 teacher in the Drafting and Design program and 1 full teacher in the Construction Trades.

To meet the financial constraints placed on our budgets by the current governor, we feel that significant reductions have been made and will continue to be made in many of our sending districts. Although recommendations to do the same at the Tech school have been considered, no reduction in staff occurred in either 2010-2011 or 2011-2012.

It is our feeling that the alteration of the Construction Trades program to a "one - teacher" lab will both save money and yet retain a viable program. The reduction in the Networking Program merely matches the size of the program with the numbers of students involved. The reduction in the Drafting and Design program allows those currently involved to finish, but will also allow for the phasing out of this program. Currently, many of the sending districts are already providing this programming for their students.

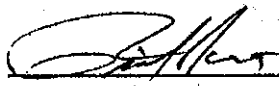
Given that the Director was asked to go through the budget to cut operating expenses by 5%, these staff reductions will be necessary to reach this \$300,000 goal. The "net" savings of these three reductions will be approximately \$116,000.

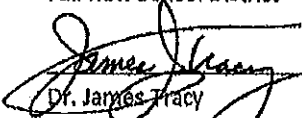
We appreciate your asking for and considering our recommendations in this process. Thank you for your hard work in this difficult task.

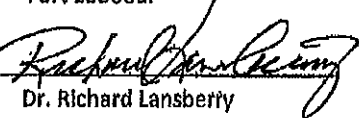
Sincerely,


Erik Kincade
Fairview School District

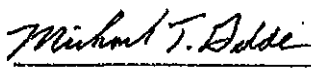

Debra Spaulding
Fort LeBoeuf

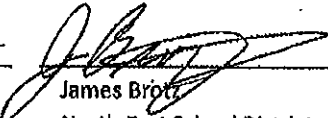

Richard Scaletta
General McLane


Dr. James Tracy
Girard School District

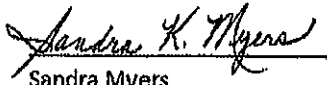

Dr. Richard Lansberry
Harbor Creek School District

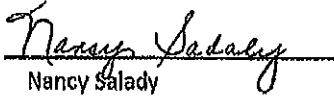

Dr. Sam Signorino
Iroquois School District


Michael Golde
Millcreek School District


James Broth
North East School District


Dr. Karen Downle
Northwestern School District


Sandra Myers
Union City School District


Nancy Salady
Wattsburg School District

**ERIE COUNTY TECHNICAL SCHOOL
PROPOSED AGENDA ITEM**

DATE: February 16, 2012

SUBJECT: At-Risk Program Status

CATEGORY: Operations

INITIATED BY: Aldo Jackson

DESCRIPTION:

Administrative Procedure 126—Enrollment Review calls for the review of applications and Level 1 students to determine if a program is at-risk for low enrollments. The procedure states that in February of each year, applications and enrollments will be reviewed, and by board motion, any program with a 'calculated enrollment' of less than or equal to 24 will be labeled as at-risk and be required to participate in a quality review process and corrective action process.

MOTION:

Motion to assign a status of At-Risk for the following programs based on Administrative Procedure 126 and the administration's recommendation:

1. Construction Trades
2. Drafting & Design
3. Facilities Maintenance Technology
4. Networking Technologies



TO: Faculty
CC: Administrative Staff
FROM: Aldo R. Jackson, Director 
DATE: January 20, 2012
SUBJ: Enrollment Review Process—Administrative Procedure 126

In February, the enrollment review process begins. A new administrative procedure was put into place last spring, as the result of last two years of the enrollment review process. There are two components to the review process—a) number of returning first year students and b) number of applications accepted. As we move into the application review process and as we close out the first semester, both of these components will be apparent.

One of the unique features of the new review process is that every teacher will be able to deduce exactly where they stand, without interpretation from any other individual or body, with regard to their program's status. On the reverse side of this memorandum is the current enrollment review process. Please recall that this process was designed by professional and administrative staff along with Joint Operating Committee members. Please review it carefully. You are welcome to see me if you have any questions.

Erie County Technical School
Administrative Procedure 126--Enrollment Review

Purpose of Procedure: This administrative procedure is intended to establish a sound process for the annual review of program enrollments. Besides providing sound decision-making information to the Joint Operating Committee, administrators and faculty, the process shall serve as an 'early warning' system to board members, administrators and faculty that a program may be at-risk for alteration or curtailment due to low enrollments.

The process was designed to provide a careful and thorough review of a program's performance on such matters that may affect enrollments. Consequently, the process ensures that based on that performance review, a corrective action plan will be developed, properly resourced and implemented.

Process Step	Process Description	Timeline
A. ECTS At-Risk Criteria Defined	1. An 'equal split' calculation of all numbers will be used for two-teacher programs 2. All data is current enrollments and applications 3. The number of students is the sum of returning 1st year students and applications accepted 4. The number of students must be ≤ 24	
B. Communicating the Criteria	1. To faculty and staff annually	At the start of each school year
C. Communicating the Data	1. All data will be communicated to the faculty and staff	By the 3 rd Thursday of February
D. J.O.C. Review & Decision	1. Data will be communicated to the J.O.C. 2. The administration can recommend the assignment of the At-Risk status to other programs for other reasons 3. Programs will be designated as At-Risk by way of a board motion	February J.O.C. meeting
E. Program Performance Review	1. Programs designated as At-Risk will be required to participate in a performance review	March
F. Develop Action Plan	1. Programs designated as At-Risk will be required to participate in the development of a corrective action plan based on the performance review	April
G. Implement Action Plan	1. Programs designated as At-Risk will be required to implement the corrective action plan	May to January (or sooner as available)
H. Process Outcomes	1. Enrollment projections for At-Risk programs will be purposefully reviewed the following year 2. At the JOC's discretion, At-Risk programs can be subject to the approval process for alteration or curtailment	February
I. Process Notes	1. Should circumstances merit, the board may alter or curtail other programs that were not part of the performance review and corrective action process 2. Participating in the performance review and corrective action process does not exempt a program from the approval process for alteration or curtailment.	

Principal Student Count by Program

Program Name	ECTS Level :	1	2	3	4	GR: 10	11	12	SUG	Program Total:
Art and Design for Business	33	23	17	5	1	21	18	6	1	46
Automotive Body Repair	12	20	4	3	0	19	4	4	0	27
Automotive Technologies	36 37	46	24	14	0	42	23	19	0	84
Computer Information Systems	19	15	8	9	0	13	10	9	0	32
Construction Trades 22	22 17	27	17	10	0	21	23	10	0	54
Cosmetology	39	14	20	9	0	13	21	9	0	43
Culinary Arts	43 55	31	31	16	0	28	28	22	0	78
Diversified Occupations	7	0	1	0	0	0	0	1	0	1
Drafting & Design 21	7	14	10	8	0	14	9	9	0	32
Early Childhood Education	30	15	13	11	0	14	13	12	0	39
Electrical Engineering Technology	11	15	13	8	0	12	15	9	0	36
Electronics Technology	17	14	6	7	0	14	5	8	0	27
Facilities Maintenance Technologies 22	12	10	11	17	0	8	13	17	0	38
Graphic Arts	10	19	14	4	0	18	13	6	0	37
Health Assistant	38	13	15	14	0	12	16	14	0	42
Metal Fabrication	16	17	14	13	0	13	12	19	0	44
Networking Technologies 22	5	17	11	0	0	1	14	13	0	28
Tool & Die	25	13	7	8	0	11	8	9	0	28
Tourism & Hospitality Management	14	22	19	0	0	0	14	27	0	41
		345	255	156	1	274	259	223	1	
Total w/ Level: 757						Total Graded: 757				

Total Student Enrollment: 757

**ERIE COUNTY TECHNICAL SCHOOL
AGENDA ITEM**

DATE: March 24, 2011

SUBJECT: Alteration of Programs Request to PDE--6

CATEGORY: Operations

INITIATED BY: Aldo Jackson

DESCRIPTION:

In order to properly alter or curtail a course, the Joint Operating Committee needs the approval of the Secretary of Education, Pennsylvania Department of Education (PDE). The PDE guidelines appear in 24 PS § 11-1124 Causes for Suspension. This motion deals with two standards in 24 PS § 11-1124. One standard is *the enrollment in a course has decreased at least 20% from the school year five years prior*. The other standard is *the enrollment for a course is less than ten students*.

A review of enrollments for 2011-2012 to these standards indicates six courses are eligible for alteration or curtailment. They are:

<u>Course</u>	<u>Standard</u>
1) Computer Information Systems	20% Decline
2) Electrical Engineering	20% Decline
3) Construction Trades	Course Enrollment less than 10
4) Networking Technologies	Course Enrollment less than 10
5) Facilities Maintenance	Course Enrollment less than 10
6) Tool & Die	Course Enrollment less than 10

It is very important to note that seeking and receiving permission from PDE to alter or curtail a course does not require the Joint Operating Committee to actually take action. PDE permission is required if the JOC decides to suspend professional personnel for just cause.

The director's recommendation is based on a comprehensive review of the number of returning students and the number of applicants. The director's review takes into account the feasibility of altering a course to part-time status or reducing the number of professional personnel teaching a course (e.g. number of students per course, course capacity, likelihood of changes in the number of applicants or returning students, impact on instructional effectiveness). The conclusion is the courses are at varying levels of risk for alteration, meaning it is more feasible to reduce a course to part-time status or reduce the number of professional personnel.

The director's assessment of risk is as follows:

<u>Course</u>	<u>Risk</u>
1) Construction Trades	High
2) Networking Technologies	Moderate
3) Computer Information Systems	Moderate
4) Electrical Engineering	Low
5) Facilities Maintenance	Low
6) Tool & Die	Low

The risk assessment gives the operating committee options in proceeding with this motion. The committee can use the risk analysis to decide to:

- 1) Request permission for all programs
- 2) Request permission on just some programs
- 3) Not request permission on any programs

Discussions with professional personnel and federation leadership involve topics such as applications still in process, more time to recruit more students, why five years prior-why not an average, increase the number of programs not reduce the number, effort put into recruitment, effort put into retention, etc.

The reality is:

- 1) The rules are the rules
- 2) This is the best information we have 'at the time a decision is made'
- 3) These 'times' are different

Recommended Motion:

To request the approval of the Pennsylvania Department of Education to alter six courses as a result of substantial decline in course enrollments, those courses being Computer Information Systems, Electrical Engineering, Construction Trades, Networking Technologies, Facilities Maintenance and Tool & Die, as required by 24 PS § 11-1124.

Approved by the Joint Operating Committee of the Erie County Technical School on this 24th day of March, 2011, attested by:

James H. Bucksbee, Chair

Date

Paul D. Fritz, Secretary

Date

March 25, 2011

Mr. Ronald Tomalis
Acting Secretary of Education
Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126-0333

CERTIFIED MAIL

Dear Mr. Secretary:

On behalf of the Joint Operating Committee, please accept this letter as a request of the Pennsylvania Department of Education to approve the alteration of six courses offered by the Erie County Technical School. For two courses, the basis for the request is a substantial decline in student enrollment from a period five years prior. For the other four courses the basis for the request is enrollment in the course is less than ten students. The alteration in the courses could result in the suspension or furlough of professional personnel.

Since the 2006-2007 academic year, the enrollment in two courses has declined by at least 20%. They include:

<u>Program</u>	<u>06-07 Enrollment</u>	<u>11-12 Enrollment</u>	<u>% Decline</u>
Computer Information Systems	45	30	33%
Electrical Engineering	44	32	30%

With regard to 2011-2012 course enrollments of less than ten, enrollment for the four courses is:

- 1) Construction Trades has one course with six (6) students and one course with no students,
- 2) Facilities Maintenance has one course with seven (7) students,
- 3) Networking Technologies has one course with eight (8) students, and
- 4) Tool & Die has one course with eight (8) students.

As required in 24 P.S. § 11-1124, the director and the Superintendent of Record, Dr. James Tracy, Girard School District, certify the enrollments. The Joint Operating Committee approved this request at their meeting on March 24, 2011.

We look forward to your prompt reply. Please feel free to contact me for additional information.

Sincerely yours,

Aldo R. Jackson, Ph.D.
Director

Enclosure: Copy of Approved Board Motion

cc: Mark T. Wassell, Knox, McLaughlin, Gornall & Sennett

**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.

PDE Search:

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Codes and Regulations

Basic Education
Circulars

Purdon's Statutes

▣ Abuse of Students by
School Employees

▣ Admission to Kindergarten
and Beginners

▣ **Alteration and/or
Curtailment of
Programs**

▣ Alternative Education for
Disruptive Youth

▣ Charter Schools

▣ Commissions

▣ Compulsory Attendance
and Truancy Elimination
Plan

▣ Cyber Charter Schools

▣ Days Schools Not to be
Kept Open

▣ Department Approval of
School Buildings,
Equipment and Premises
Leased for Educational
Purposes by School
Districts Except School
Districts of the First Class
24 P.S. §7-775

▣ Determination of
Residence of Children
Living in Pennsylvania
Institutions

▣ Drug and Alcohol
Education, Counseling and
Support Services

▣ Early Intervention and
Private Schools

▣ Early Intervention
Transition: Infants and
Toddlers to Preschool

▣ Early Intervention
Transition: Preschool
Programs to School-Aged
Programs

▣ Education Services for

Home >> Codes and Regulations >> Basic Education Circulars >> Purdon's Statutes >> Alteration and/or Curtailment of Programs

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.