



Joint Operating Committee - Meeting Agenda

Thursday, January 27, 2011

Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

Work Session – 6:00 pm

1. PDE-Approved Program Evaluation-Vocational Education Standards-Chapter 339

- A. [PDE-Final Report](#)
- B. [ECTS Correction Plan- initial report](#)
- C. Appeal of Findings

2. [2009-Graduate Follow-up Survey](#)

3. [2010-Senior Exit Survey](#) and [Senior Exit Survey Written Comments](#)

Regular Meeting – 7:00 pm

1. Call to Order

- A. Moment of Reflection
- B. Pledge of Allegiance
- C. [Motion to accept Michael Finotti as the JOC representative from Iroquois School District](#)

D. Roll Call:

Foyle, Ogden, Heath, Bucksbee, Gainer, Finotti, Scutella, Rodgers, Ring, Price, Duda

2. Meeting Minutes

- A. [Motion to accept the minutes of the December 21, 2010 meeting as presented](#)

3. Introduction of Guests and Public Comment

4. Correspondence

- A. [Letters of intent to retire in order to receive retirement compensation per bargaining unit agreements: Donnell, Heubel, Braddock, Hewitt](#)

- B. Thank you notes: [Michele Campbell](#), [Bill Kaliszewski](#)

5. Business

- A. [Report – Business Manager](#) – Paul Fritz
- B. **Motion to approve the following reports, payments and invoices:**

1. [Revenue and Expenditure Reports](#), as presented:
 - a) General Fund
 - b) Food Service Fund
 - c) Capital Reserve Fund
 - d) Student Activities Report
2. [Checks and Invoices](#), as presented:
 - a) General Fund Checks, Wire Transfers and Invoices: \$443,362.75
 - b) Food Service Fund Checks and Invoices: \$ 2,026.57
 - c) Capital Projects Fund Checks and Invoices: \$ 396.07
 - d) Student Activity Fund Checks and invoices: \$ 5,496.02
3. [VISA procurement card payment](#), as presented: \$ 32,358.63
4. [Treasurer's Report](#), as presented: December 2010 summary
5. General Fund – Budget Transfers – None

6. Human and Quality Resources

- A. [Report—Coordinator of Human and Quality Resources](#) – Natalie Fatica
- B. [Motion to discharge Robert Fisher effective January 21, 2011, per Classified Contract Article I-Section 6-Probationary Period](#)
- C. [Motion to approve Sam Steever as Auto Mechanics instructor for RCTC classes](#)
- D. [Motion to hire Devin Campbell and Nicholas Peterson as substitute custodians at the rate of \\$8.00 per hour beginning on or after January 28, 2011](#)
- E. [Motion to grant regular employment status to Jessica Litz, SAA-2, Student Aide effective December 29, 2010 at \\$13.37 per hour](#)
- F. [Motion to approve Stephanie Hamilton and Robert Lyle as RCTC instructors](#)

7. Operations

A. Administrative Reports

1. Superintendent of Record Report– James Tracy, Girard School District
2. [Director Report](#) — Aldo Jackson
3. Solicitor Report — Timothy Sennett
4. [High School Principal Report](#) — Joe Tarasovitch
5. [RCTC Report](#) — Mary Ellen Camp
6. [Facilities Report](#) — Steve Sceiford
7. [Technology Report](#) — Jeff Smith
8. [Instructional Support Services Report](#) – Pat Holland and Jan Kennerknecht

B. Priority Action Plans

1. 2010-2011 Priority Action Plans –Aldo Jackson- no update this month

C. Staff Travel >400 miles (Polices: 331,431,531) - **None**

D. Student Field Trips and Fundraising (Policy 121)

1. [Motion to approve the following Field Trips and Fundraising:](#)

- a) **Annual CTE Week, Harrisburg, PA Feb 7, 8, 9, 2011, Elaine Shaffer and 4 students, cost of \$1,337 with \$866 reimbursed by PDE.**
- b) **AUT-travel to CCAC Western Pa Automotive Comp, Feb 10, 2011, Dave Michalak and 4 students, cost of \$130 for school car mileage.**
- c) **SkillsUSA Fundraising- February and March, Wolfgang Candy, to fund competitions**
- d) **THM-Lodging Management State Competition, State College, PA, March 9-11, 2011, Bob Craft and 4 students, cost-\$1750**
- e) **Transition Center Am & PM- travel to Career Link, Erie, PA. February 2011, Lesa Scalise, Instructional Aides and students, cost of busses-\$150**
- f) **AUT-Travel to PAA Auto Dealer contest, Harrisburg, PA, January 26-28, 2011, Dave Michalak and students, cost of hotel, food, and mileage- \$1750**

E. Facility Use Requests – Profit Making Organizations (Policy 707) – None

F. Other Operations

1. [Motion to approve the Operating Agreement for the Erie County Special Education Transition Center between the participating school districts and the Erie County Technical School, as presented.](#)
2. [Motion to approve the 2011-2012 General Fund Budget that includes district contributions in the](#)

amount of \$3,815,770 and recommend adoption by the participating districts.

3. Motion to authorize the administration to submit to the Pennsylvania Department of Education, Bureau of Career and Technical Education an Appeal of Findings based on the Approved Program Evaluation Final Report of December 21, 2010.
4. Motion to accept the donation of a Yamaha Virigo motorcycle for the high school and RCTC Auto Technology programs

8. Other Business

- A. Motion to approve the attached Contract and Appendix A for professional services with PSBA for the Policy on the Web program
- B. First Reading-Policy 706.1-Revised-Disposition of Surplus Equipment and Supplies
- C. First Reading- Policy 707, Revised- Use of School Facilities and fee schedule
- D. Topics for open discussion
 1. Green trainer-NWPA
 2. Marcellus Shale drilling training
 3. Natural Resources and Environmental Sciences
 4. Custodial services- contracting

9. Supplemental Information

- A. Joint Operating Committee Meeting - Attendance Report
- B. High School Program Enrollment Report - Joe Tarasovitch
- C. CAEP-Career and Alternative Education Program enrollment - Joe Tarasovitch
- D. Business Partnership Contacts Report – Elaine Shaffer
- E. Work Experience Report - Elaine Shaffer
- F. Admissions Coordinator Report -Lisa Sorensen
- G. Statement of Financial Interests-filing for year 2010
- H. Education Workforce Leadership Award- Scott Enterprises
- I. SkillsUSA District Competition
- J. Next meeting: **Thursday, February 24, 2011**

10. Adjournment

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

- | |
|---|
| 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) |
|---|



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.

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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)
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☒ 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)
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- 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)

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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.

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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/AVTSs.
- ☒ 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

☐

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

☐

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.



Joint Operating Committee - Meeting Agenda

Thursday, March 24, 2011

Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

Work Session – 6:00 pm

1. Construction Trades Program-Senior House Project: Charlie Lytle and Dave Yanosko, Instructors
2. [PDE Chapter 339 Audit Update](#)- Aldo Jackson, Director

Regular Meeting – 7:00 pm

1. Call to Order

- A. Moment of Reflection
- B. Pledge of Allegiance
- C. [Motion to accept the appointment of Brian Rogala to the Joint Operating Committee representing Iroquois School District](#)
- D. Roll Call:
Foyle, Ogden, Heath, Bucksbee, Gainer, Rogala, Scutella, Rodgers, Ring, Price, Duda

2. Meeting Minutes

- A. [Motion to accept the minutes of the February 24, 2011 meeting as presented](#)

3. Introduction of Guests and Public Comment

4. Correspondence

- A. [Annual letter of intent to retire per Professional Contract eligibility- Don Hofmeister, EET instructor](#)
- B. [Letter regarding Electronics Program, Tim Lewis, President, Signal-Tech](#)

5. Business

- C. [Report – Business Manager](#) – Paul Fritz
- D. **Motion to approve the following reports, payments and invoices:**

1. [Revenue and Expenditure Reports](#), as presented:
 - a) General Fund
 - b) Food Service Fund
 - c) Capital Reserve Fund
 - d) Student Activities Report
2. [Checks and Invoices](#), as presented:
 - a) General Fund Checks, Wire Transfers and Invoices: \$ 530,264.71
 - b) Food Service Fund Checks and Invoices: \$ 1,318.01
 - c) Capital Projects Fund Checks and Invoices: \$ 0.00
 - d) Student Activity Fund Checks and invoices: \$ 3,698.52
3. [VISA procurement card payment, as presented](#): \$ 54,680.88
4. [Treasurer's Report, as presented: February 2011 Summary](#)
5. General Fund – Budget Transfers – none this month

6. Human and Quality Resources

- A. [Report—Coordinator of Human and Quality Resources](#) – Natalie Fatica
 1. [Motion to approve curriculum development work and payment to the instructors listed which will be funded by the PMI 2+2+2 grant](#)

7. Operations

- A. Administrative Reports
 1. Superintendent of Record Report– James Tracy, Girard School District
 2. [Director Report](#) — Aldo Jackson
 3. Solicitor Report — Timothy Sennett
 4. [High School Principal Report](#) — Joe Tarasovitch
 5. [RCTC Report](#) — Mary Ellen Camp
 6. [Facilities Report](#) — Steve Sceiford
 7. [Technology Report](#) — Jeff Smith
 8. [Instructional Support Services Report](#) – Pat Holland and Jan Kennerknecht
- B. Priority Action Plans
 1. 2010-2011 Priority Action Plans- update –Aldo Jackson
- C. Staff Travel >400 miles (Policies: 331,431,531) - **None**
- D. Student Field Trips and Fundraising (Policy 121)

1. **Motion to approve the following Field Trips and Fundraising:**

- a) [SkillsUSA State Competition, Hershey, PA, 4/5/11-4/8/11, Sandra Carr and 7 students, cost estimate of \\$3,600](#)

E. Facility Use Requests – Profit Making Organizations (Policy 707)

1. [Motion to approve the request from Angelo's Salon Development Group, Inc. for a hair finishing class, March 27, 2011](#)

F. Other Operations

1. [Motion to approve the revised version of the Bureau of Career & Technical Education, Approved Program Evaluation Correction Plan and Status Update, 2010-2011, as presented.](#)

8. Other Business

- A. [Motion to seek the approval of the Pennsylvania Department of Education to alter one course as a result of substantial decline in course enrollments, that course being Construction Trades, as required by 24 PS § 11-1124](#)

[Alternate-3](#)

[Alternate-5](#)

[Alternate-6](#) (presented as a revision of Alternates 1, 3 and 5 to reflect changes in applications as of March 24, 2011)

- B. Early retirement incentive- discussion

9. Supplemental Information

- A. [Focus Groups Packet](#)
B. [Joint Operating Committee -Meeting Attendance Report](#)
C. [High School Program Enrollment Report](#) - Joe Tarasovitch
D. [Career and Alternative Education Program Enrollment Report](#) - Joe Tarasovitch
E. [Business Partnership Contacts Report](#) – Elaine Shaffer
F. [Work Experience Report](#) - Elaine Shaffer
G. [Admissions Coordinator Report](#) -Lisa Sorensen
H. [Occupational Advisory Committees- Company Attendance March 15, 2011](#)-Joe Tarasovitch
I. [Disabled Population by District](#)- Pat Holland
J. [Disabled Population by Program](#)-Pat Holland
K. [Statement of Financial Interests](#)-filing for year 2010- Due May 1, 2011
L. Next meeting: **Thursday, April 28, 2011**

10. Meeting Adjournment

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.	

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		
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.	

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		
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.



January 29, 2011

Dr. Lee Burket
Director
Bureau of Career and Technical Education
Pennsylvania Department of Education
333 Market Street, 11th Floor
Harrisburg, PA 17126-0333

Dear Dr. Burket:

The faculty and staff of the Erie County Technical School embraced the Approved Program Evaluation conducted at our site on September 28-30, 2010. It allowed us to reflect on our operations and gave us a 'third-party' look at our compliance with state standards. We were hopeful that our preparation for the audit, the on-site review, and the final report would help us better meet the needs of our students and the business community. By and large, we think that was accomplished. We do however have serious concerns about the audit process and the subsequent results.

Enclosed you will find our *Correction Plan and Status Update* based on the *Approved Program Evaluation Final Report*. We paid careful attention to the final report and the development of the correction plan. Please note that of the 12 corrections contained in the final report, we are submitting only four correction plans at this time. Due to various reasons, we are submitting an appeal, per Administrative Agency Law, of the findings of the other eight corrections. Our appeal document accompanies this letter.

The Bureau of Career and Technical Education has made significant improvements in the review process since we last participated in April 2006. Clearly, the audit is now based on recognized standards—Ch. 339 and Ch. 4 of the Pennsylvania School Code. Our concern and appeal center on the audit process. As you will see in our appeal document, we have provided a rationale and evidence that show what we perceive to be deficiencies in the audit process.

Thank you for your consideration of these items. We look forward to working with you in the appeal process. Please contact me if you need additional information.

Respectfully yours,

A handwritten signature in blue ink that reads 'Aldo R. Jackson'.

Aldo R. Jackson, Ph.D.
Director

Enclosures (2)

Erie County Technical School

Appeal of the Findings
of the

Pennsylvania Department of Education
Bureau of Career and Technical Education
2010-2011 Approved Program Evaluation
Final Report
December 21, 2010

Submitted January 29, 2011

**Erie County Technical School
2010-2011 Approved Program Evaluation Final Report
Appeal of Findings in Final Report of December 21, 2010**

Per regulation provided in 22 § 339.62, Noncompliance; appeal process, the Erie County Technical School (School) is appealing certain findings contained in the Department of Education, Bureau of Career and Technical Education (Bureau), Approved Program Evaluation, Final Report dated December 21, 2010. The findings in the final report are based on an on-site audit conducted by the Bureau on September 28-30, 2010. The school has completed the Bureau of Career and Technical Education, Approved Program Evaluation Correction Plan and Status Update, 2010-2011 and has noted in the correction plan and status update the corrections it is appealing. The correction plan and status update provides the grounds for the school's appeal and a brief explanation of the grounds. It is the intent of this document to provide a thorough explanation for the appeal and evidence supporting the appeal.

It is helpful to note the Bureau's final report contained 12 corrections. The school is appealing eight (8) of the 12 corrections. The school took exception to two other corrections contained in the final report, but is providing plans to address those corrections. All told, the Approved Program Evaluation audited 93 areas. The school collected and provided evidence for all 93 areas. Of the 93 areas, 35 were audited from a campus-wide perspective. Twelve of the areas examined the Diversified Occupations Cooperative Program. The audit team reviewed 46 areas on each of the school's 18 CTE programs.

The rationale behind each of the appeals is as follows:

Correction Cited—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.

Grounds for Appeal: Inconsistent analysis and interpretation, on a program-by-program basis, by the audit team members of the evidence provided by the school.

Explanation: As evidence in each of the program binders, the school provided a transcript for the academic and technical courses for one student. A post-audit review of the transcripts for the cited programs revealed one student took six (6) high-level academic classes, while the other student took nine (9) high-level classes. No definition of high-level academic classes or an assessment criterion was apparent in the audit documents, Ch. 4 or Ch. 339.

A post-audit review of all other programs revealed eight (8) programs had students with transcript data that was equal to or less than the cited programs. For the post-audit review, the school characterized 'high-level' academic classes as those recommended by PDE for the post-secondary scope and sequence in CATS program approval.

See Appendix A beginning on page 8 for copies of the transcripts that were reviewed for the cited programs, transcripts for a sample of other programs, and a spreadsheet that summarizes the transcript data.

Remedy Sought: Remove the correction, provide a definition for ‘high-level’ academic classes, and establish criteria for evaluating the same.

Correction Cited—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.

Grounds for Appeal: Inadequate audit process

Explanation: In 1992, the school revised programs from a two-year model to a three-year model. As part of program approval during this process, the Bureau of Career and Technical Education recommended the program, based on CIP 11.0101, be transformed to CIP 52.1201. In correspondence associated with the program approval process, the Bureau of Career & Technical Education indicated ‘the teacher will be protected’ under the change in the CIP.

See Appendix B beginning on page 20 for the correspondence from the Bureau regarding protecting the faculty member’s certification.

Remedy Sought: Remove the correction and modify the program approval system to allow assignment of this teacher to this program.

Correction Cited—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.

Grounds for Appeal: Unfamiliarity with or misinterpretation of relevant school code and inadequate audit process

Explanation: § 339.3 Satellite program contains provisions for area vocational-technical boards to operate vocational education programs in participating school districts. In a July 2006 motion, the technical school’s joint operating committee approved a memorandum of understanding with the Wattsburg Area School District to operate a Diversified Occupations program at Seneca High School. The memorandum of understanding, based on the specific requirements in § 339.3, defines the responsibilities of the area vocational-technical school and school district. The school code and memorandum make the school district responsible to provide *assignment of students in the classes* and *supporting services, such as student guidance* (special education services and adequate supports).

See Appendix C beginning on page 23 for the memorandum of understanding with the Wattsburg Area School District for the provision of a Diversified Occupations program.

Remedy Sought: Remove the correction or audit the school district for adequate supports; and, improve the audit process to include personal interviews with administrative staff members when areas of correction 'are first noted.'

Correction Cited—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.

Grounds for Appeal: Inadequate audit process

Explanation: Evidence in the campus-wide binder for this section included the agenda and supporting documents from a professional advisory council meeting held in December 2009 and February 2010. Topics on those agendas that dealt with joint planning around academic and other needs of students included:

- PSSA Results 2008-2009
- Special Education Transition Center
- Special Education Q&A
- Access to Career & Technical Education
- Honors Student Recognition
- 2010-2011 Applications Review
- PSSA Results Review
- Admissions Policy
- Best Practices Site Visit

It is the custom of the school's professional advisory council not to have minutes taken of the meetings. Matters of significance from the council's meetings are reported by the Superintendent of Record to the Joint Operating Committee at the committee's monthly meeting. The topics within the Superintendent of Record's report to the committee are recorded in the minutes by the board secretary.

Additional consultation and investigation by the auditor with the auditee would have revealed evidence of joint planning between the school, the superintendents, the operating committee and the districts. The absence of minutes from the professional advisory council does not show an absence of joint planning.

Remedy Sought: Remove the correction or change it to a recommendation; and, improve the audit process to include personal interviews with administrative staff members when areas of correction 'are first noted.'

Correction Cited—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.

Grounds for Appeal: Inadequate audit process

Explanation: In lieu of an annual meeting with a local advisory council, the school participates in several groups and entities to acquire advice and guidance on the items listed in the correction. The groups include (locale; sponsor; and meeting frequency):

- County-level Workforce Development Team (county; sponsored by WIB; monthly)
- Industry Partnerships (regional; sponsored by WIB; quarterly)
- Youth Council (regional; sponsored by WIB; quarterly)
- Regional Chamber and Growth Partnership (county; sponsored by Chamber; quarterly)
- Workforce Investment Board (regional; quarterly)
- Program and Policy Committee of Workforce Investment Board (regional; quarterly)
- DACUM Workshops (local; sponsored by school; 3 to 4 per year)

The school's use of these 'connections' (business, industry, labor and workforce agencies) provides timely, relevant and consistent advice. The Bureau encourages schools to become involved with the activities of our workforce investment boards and agencies like them. Additional consultation and investigation by the auditor with the auditee would have revealed that involvement with these alternative groups meets and exceeds the standard.

Remedy Sought: Remove the correction or change it to a recommendation; and, improve the audit process to include personal interviews with administrative staff members when areas of correction 'are first noted.'

Correction Cited—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.

Grounds for Appeal: Audit considered only one aspect of the standard where other criteria were pertinent.

Explanation: School Code does not require students to acquire industry certifications, only that *the program is based on an industry standard* which is then demonstrated through industry assessment, industry credential, industry certification, license or State assessment.

The evidence provided by the school showed the number of industry certifications attained by the students in this program for 2009 and 2010. It is fact that during those two years, no students in the Drafting & Design program acquired a certificate from the American Design Drafting Association. This is due largely to the fact that the nearest location to take the test is Harrisburg and the cost of the certification is \$65 or more.

What makes this program compliant to the standard is that the Drafting & Design program is accredited by the American Design & Drafting Association, the industry certification standard recognized by the Bureau.

Remedy Sought: Remove the correction and ensure the standard is audited to all appropriate criteria.

Correction Cited—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.

Grounds for Appeal: Audited to a non-relevant standard

Explanation: For each Tech Prep or Program of Study program, the school has recorded articulation agreement information into the CATS system. The school has over 120 articulation agreements across the 18 programs it operates. The articulation information is communicated to our students and their families. Based on the data entry required to enter articulation information into CATS, it would be too costly to enter this information into the CATS system and would provide no additional value to the school or students by doing so.

Neither school code or program approval assurances requires ‘all’ articulation agreements be placed in the CATS system.

Remedy Sought: Remove the correction or change it to a recommendation; and, improve the audit process to include personal interviews with administrative staff members when areas of correction ‘are first noted.’

Correction Cited—24.1:

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

Grounds for Appeal: Inadequate audit process

Explanation:

Comments noted in 2010 of the 2006 corrections:

- 1) SkillsUSA is still the only CTSO utilized
- 2) Provide OAC minutes with recommendations with administrative responses to requests and recommendations that follow the PDE guidelines
- 3) Local Advisory Council, minutes to support agendas are not available
- 4) Masonry filter still an issue? OAC recommendation needed regarding this issue.

With regard to the first item, school code does not require the use of multiple career and technical student organizations. SkillsUSA does an excellent job providing opportunities for all of our students in all of our programs. We have found it to be a challenge to find staff members that are willing to oversee the organization. From a school's perspective, other student organizations should be offered only when a school or instructor see the value and can effectively manage such an organization's requirement.

With regard to the second item, the school has a corrective action plan to address another deficiency with our occupational advisory committees. Neither Ch. 4 nor Ch. 339 requires that administrative responses be provided to recommendations by the occupational advisory committees. Minutes are reviewed by administrative staff members. When appropriate or at the OAC's request, administrators meet with committees to provide feedback to their recommendations.

With regard to the third item, the school has submitted an appeal, see Correction Cited—12.1.

With regard to the fourth item, the school has taken various actions to address the air quality in the masonry laboratory. Since 2006, the school has contracted for an indoor air quality assessment in the laboratory. The report from that assessment found the air quality acceptable. The school also moved the mortar reclaiming and mixing station from the middle of the laboratory to an exterior wall and added a mechanical vent to remove dust during the mortar reclamation and mixing processes. The school also implemented and continues to practice additional custodial measures to address the dust in the laboratory. Those measures include the purchase and use of a sweeping compound that reduces dust kick-up and the use of a floor scrubbing machine in the laboratory once a week.

Additional consultation and investigation by the auditor with the auditee would have revealed that all but item three (3) of the prior corrections have been addressed.

Remedy Sought: Remove the corrections for items 1, 2 and 4; and, improve the audit process to include personal interviews with administrative staff members when areas of correction 'are first noted.'

Appendix A

Transcripts from Programs Cited for Correction
Transcripts from Programs Not Cited for Correction
Table Summarizing High-Level Academic Classes



Erie County Technical School
and Regional Career and Technical Center

Our Passion: Sharing Expertise to Spark Career Potential

8500 Oliver Road Erie, Pennsylvania 16509-4699
Phone: (814) 464-8600 <http://www.ects.org>

Student Transcript				
PREPARED FOR:		District Record: General McLane		
Term	Course	Description	Hours	GPA
0809Q1A	CNT111	Masonry Principles	30.00	3.98
0809Q1A	CNT112	Introduction to Brick and Block Leads	45.00	3.79
0809Q1A	CNT113	Brick & Block Layout, Piers & Comp Walls	45.00	2.73
0809Q2A	CNT114	Laser Technology in Block Construction	30.00	1.50
0809Q2A	CNT115	Advanced Brick Techniques	45.00	0.09
0809Q2A	CNT116	Math Application in Foundation Layout	45.00	3.14
0809Q3A	CNT101	Construction Hand and Power Tools	45.00	2.79
0809Q3A	CNT102	Construction Materials and Applications	30.00	2.55
0809Q3A	CNT103	Math Concepts in Construction	45.00	2.69
0809Q4A	CNT104	Blueprint Reading and Specifications	30.00	3.52
0809Q4A	CNT121	Basic Framing Techniques	45.00	1.53
0809Q4A	CNT122	Basic Exterior Applications	45.00	2.17
0809Q4C	PFS109	Leadership	15.00	3.45
0809QAC	ATT109	AM Attendance	0.00	0.00
0910Q1P	CNT221	Site Preparation and Layout	30.00	2.90
0910Q1P	CNT222	Fundamentals of Floor Framing	45.00	2.46
0910Q1P	CNT223	Applied Foundations and Floor Framing	45.00	3.07
0910Q2P	CNT224	Principals of Wall Layout	30.00	3.17
0910Q2P	CNT225	Fundamentals of Wall Framing & Construct	45.00	1.46
0910Q2P	CNT226	Advanced Wall Framing and Construction	45.00	2.81
0910Q3P	CNT227	Gable Roof Construction	30.00	3.62
0910Q3P	CNT228	Hip Roof Construction	45.00	2.71
0910Q3P	CNT229	Advanced Roof Construction	45.00	2.42
0910Q4C	PFS209	Business Principles	15.00	2.28
0910Q4P	CNT231	Roofing Materials and Applications	45.00	0.64
0910Q4P	CNT241	Stair Layout and Construction	45.00	1.94
0910Q4P	CNT242	Interior Trim	30.00	2.71
0910QPC	ATT309	PM Attendance	0.00	0.00
1011Q1P	CNT321	Res. Const Planning, Scheduling and Mgt	30.00	0.00
1011Q1P	CNT322	Adv. Foundations and Floor Framing	45.00	0.00
1011Q1P	CNT323	Advanced Exterior Wall Framing	45.00	0.00
1011QPC	ATT309	PM Attendance	0.00	0.00
ECTS Grade Scale: A: 4.0-3.5 B: 3.4 - 2.5 C: 2.4-1.5 D: 1.4-0.7 F: 0.6-0.0			ECTS GPA: 1.40	

Please note that all data presented on this report represents progress as of 09/09/2010 at approximately 2:37 pm

Student ID 30933554 Name _____ Date of Birth _____ General McLane High School

gm

Rank 137/178 GPA 2.510 Gr Pts 60.25 Earned 23.50 Potential 24.00

Year: 2010									
Class	Term	Grade: 11	Absent: 2.5	Tardy: 1.0	Final	Credits	Teacher	GPA for Year	Credits for Year
Algebra II	1	B	F	C	1.00	Reed, Jeremy			
Drivers Ed Book			A	A	0.25	Wells2, Jim A			
Economics	B			B	0.50	Hager, Charles W			
English 11 Aca			C	C	1.00	Lerch, Karen S			
Health 11 M			B	B	0.25	Manchester, Sid R			
Health 11B				C	0.25	Manchester, Sid R			
PE 11				A	0.25	Manchester, Sid R			
PE 11 B			A	A	0.25	Manchester, Sid R			
Phys Ed			A	A	0.25	Wells, Jim A			
VT Construction Trad	B	C	B	C	4.00		2.344	8.00	
Year: 2009									
Class	Term	Grade: 10	Absent: 3.0	Tardy: 1.0	Final	Credits	Teacher	GPA for Year	Credits for Year
Arts & Humanities	1	C		C	0.50	Dill, Liliana J			
Biology I			B	B	1.00	Gilbert, Christopher			
English 10 Adv.	F	C		C	1.00	Scarpitti, Mark			
Geometry			C	C	1.00	Woodward, Darcy J			
Government	C			C	0.50	Woodward, Brian S			
VT Construction Trad	A	C	B	C	4.00		2.625	8.00	
Year: 2008									
Class	Term	Grade: 9	Absent: 2.0	Tardy: 4.0	Final	Credits	Teacher	GPA for Year	Credits for Year
Algebra IA	1		A	A	0.50	Troutman, Karen D			
Algebra IA		F		F	0.00	Troutman, Karen D			
Algebra IB				C	0.50	Troutman, Karen D			
Art I	B			B	0.50	Snow, John W			
English 9 Aca			B	C	1.00	Marton, Amanda			
Environmental Biolog	C	C		C	1.00	Turner, Rebecca			
Fashion Strategies I		C		C	0.50	Donovan, Heather			
Health 9			B	B	0.25	Smrekar, Michael R			
Health 9 M				B	0.25	Smrekar, Michael R			
Intro Metal Material	B			B	0.50	Lowry, Kristopher L			
Intro to Wood				C	0.50	Kozuchowsky, Michael			
Jewelry		C		C	0.50	Snow, John W			
PE 9			A	A	0.25	Smrekar, Michael R			
PE 9 B				A	0.25	Smrekar, Michael R			
Programming I			A	A	0.50	Capozzoli, Christine L			
World Cultures		C		C	0.50	Woodward, Brian S	2.563	7.50	



GRADING SYSTEM
A = 90 - 100
B = 80 - 89
C = 70 - 79
F = below 70

Member of the
Successful Schools Network.
In calculating Grade Point Average,
Accelerated courses are given a
weight of 1.2 and Basic courses a
weight of .8

GRADUATION INFORMATION

Date of Graduation _____
Student ranked _____ in a class of _____
Final G.P.A. _____
on a scale of _____



Erie County Technical School
and Regional Career and Technical Center

Our Passion: Sharing Expertise to Spark Career Potential

8500 Oliver Road Erie, Pennsylvania 16509-4699
Phone: (814) 464-8600 <http://www.ects.org>

Student Transcript				
PREPARED FOR:		District Record: Harbor Creek		
		y Management		
Term	Course	Description	Hours	GPA
1011Q1A	THM201	Intro to Hospitality Organization & Serv	30.00	0.00
1011Q1A	THM202	Hotel Safety & Security	15.00	0.00
1011Q1A	THM203	The Guest Cycle	30.00	0.00
1011Q1A	THM251	Back of the House Internship I	45.00	0.00
1011QAT	ATT109	AM Attendance	0.00	0.00
ECTS Grade Scale: A: 4.0-3.5 B: 3.4 - 2.5 C: 2.4-1.5 D: 1.4-0.7 F: 0.6-0.0			ECTS GPA: 0.00	

Please note that all data presented on this report represents progress as of 09/09/2010 at approximately 2:17 pm

TRANSCRIPT

HARBOR CREEK SENIOR HIGH SCHOOL

6375 Buffalo RD
Harbor Creek PA 16421
School Phone: (814) 897-2100

09/13/2010 10:31:49 AM

Page 1

Student#/Grade:
Name/Address:

Grade 9 - 2008-2009							Grade 10 - 2009-2010						
COURSE NAME	Q1	Q2	Q3	Q4	FINAL	CREDIT	COURSE NAME	Q1	Q2	Q3	Q4	FINAL	CREDIT
Decision Making I	B	A	B	F	C	1.000	Assist (S 1)	P	P			P	0.500
Assist General (S1)	P	P			P	0.500	Decision Making II	C	D	B	C	C	1.000
English 9	C	C	D	F	D	1.000	English 10	F	F	B	A	B	1.000
Am Cult I 9	A	B	B	C	B	1.000	Am Cult II	F	F	C	B	D	1.000
Integ Sci	C	C	D	D	C	1.000	Criminal Justice	C	D	C	D	C	1.000
Core Algebra 1	B	B	B	D	C	1.000	Consumer Chemistry	D	D	F	D	D	1.000
Computer II (S)			B	B	B	0.500	Core Algebra 2	D	D	C	D	D	1.000
Health 9 (S)	A	C			B	0.500	Band Sr.High	B	A	A	B	B	1.000
Phys. Ed. 9 (S)	A	A			A	0.500	Phys. Ed. /Health 10 (S)			A	B	B	0.500
Aquatics (S)			B	B	B	0.500							
Futures I (S)			B	D	C	0.500							
ABS - 1.5 TDY - 0.0							ABS - 5.0 TDY - 3.0						
CUR GPA - 2.433 ATT CR - 7.500 ERN CR - 8.000							CUR GPA - 1.833 ATT CR - 7.500 ERN CR - 8.000						
CUM GPA - 2.433 ATT CR - 7.500 ERN CR - 8.000							CUM GPA - 2.133 ATT CR - 15.000 ERN CR - 16.000						
CUR QPA - 2.433 CUM QPA - 2.433 CLASS RANK - 126/189							CUR QPA - 1.833 CUM QPA - 2.133 CLASS RANK - 143/181						
Grade 11 - 2010-2011													
COURSE NAME	Q1	Q2	Q3	Q4	FINAL	CREDIT							
Assist General (S1)													
Assist General (S2)													
English 11													
Wd Cult													
Core Geometry													
Sur.&Hosp. Mgmt. 12AM													
ABS - 0.0 TDY - 0.0													
CUR GPA - ***** ATT CR - 0.000 ERN CR - 0.000													
CUM GPA - 2.133 ATT CR - 15.000 ERN CR - 16.000													
CUR QPA - ***** CUM QPA - 2.133 CLASS RANK - N/A													

School
Seal

Harbor Creek Final Grades determine earned credits.
Quarter grades are used to calculate GPA/QPA

Date Entered:

Date Withdrawn:



Erie County Technical School
and Regional Career and Technical Center

8500 Oliver Road Erie, Pennsylvania 16509-4699
Phone: (814) 464-8600 <http://www.ects.org>

Our Passion: Sharing Expertise to Spark Career Potential

Student Transcript				
PREPARED FOR:		District Record: McDowell High School		
		Education		
Term	Course	Description	Hours	GPA
0809Q1A	ECE101	Orientation to Early Childhood Education	45.00	2.60
0809Q1A	ECE102	Professional Behavior & Teamwork	45.00	2.93
0809Q1A	ECE114	First Aid Training	15.00	3.93
0809Q1A	ECE191	Applied Practices	15.00	1.22
0809Q2A	ECE104	Using Equipment and Materials	15.00	1.69
0809Q2A	ECE106	ECE Math I	15.00	4.00
0809Q2A	ECE112	Safety in Child Care I	30.00	2.19
0809Q2A	ECE123	Monitoring Children's Health I	45.00	1.04
0809Q2A	ECE192	Applied Practices	15.00	2.58
0809Q3A	ECE113	Safety and Sanitation in Child Care	30.00	0.07
0809Q3A	ECE121	Food Service I	45.00	0.62
0809Q3A	ECE144	Famous Authors I	30.00	1.10
0809Q3A	ECE193	Applied Practices	15.00	1.52
0809Q4A	ECE111	PA DPW Regulations for Child Care	45.00	1.44
0809Q4A	ECE122	Food Service II	30.00	1.55
0809Q4A	ECE124	Monitoring Children's Health II	30.00	0.60
0809Q4A	ECE194	Applied Practices	15.00	3.52
0809Q4E	PFS109	Leadership	15.00	2.92
0809QAE	ATT109	AM Attendance	0.00	0.00
0910Q1P	ECE356	Performance Objectives & Conducting Less	45.00	3.46
0910Q1P	ECE361	Preparing Teaching Aids	15.00	1.54
0910Q1P	ECE381	Job Preparation	45.00	3.50
0910Q1P	ECE391	Applied Practices	15.00	2.17
0910Q2P	ECE306	ECE Math III	15.00	3.80
0910Q2P	ECE353	Diversity in the Classroom	45.00	0.55
0910Q2P	ECE354	Developing Unit Plans	30.00	0.70
0910Q2P	ECE372	Parent Involvement	30.00	3.45
0910Q2P	ECE392	Applied Practices	15.00	3.57
0910Q3P	ECE344	Famous Authors III	30.00	3.58
0910Q3P	ECE357	Evaluating Curriculum	15.00	3.63
0910Q3P	ECE371	Parent Communication	30.00	3.34
0910Q3P	ECE373	Community Resources	30.00	3.55
0910Q3P	ECE393	Applied Practices	15.00	3.54
0910Q4E	PFS209	Business Principles	15.00	2.96
0910Q4P	ECE374	Preschool Operations	30.00	2.55
0910Q4P	ECE382	Job Interview/National Accred./Cont.Ed.	45.00	2.81
0910Q4P	ECE383	Internships	30.00	3.18
0910Q4P	ECE394	Applied Practices	15.00	3.47
0910QPE	ATT309	PM Attendance	0.00	0.00
1011Q1P	ECE221	Physical Development Routines	45.00	0.00
1011Q1P	ECE222	Monitoring Children's Health III	30.00	0.00
1011Q1P	ECE243	Music and Movement	30.00	0.00
1011QPE	ATT309	PM Attendance	0.00	0.00
ECTS Grade Scale: A: 4.0-3.5 B: 3.4 - 2.5 C: 2.4-1.5 D: 1.4-0.7 F: 0.6-0.0			ECTS GPA: 1.38	

Please note that all data presented on this report represents progress as of 09/09/2010 at approximately 2:18 pm

Millcreek Township School District

Page: 1 of 1

Student Name		Student ID	Homeroom	Graduation Date	Date Printed
				Tuesday, June 7 2011	September 14, 2010
School Information: McDowell High School 3580 West 38th Street Erie, PA 16506 Principal: Mr. Timothy Rankin Phone: (814)835-5403 Registrar: Mrs. Pat Zacour Fax: (814)836-6822 Phone: (814)835-5413					
Cumulative Data:		Unweighted GPA: 2.5625	Weighted GPA: 2.5625	Credits Earned: 24.000	
			Weighted Rank: 4th Quartile		
Year: 2007 -2008		Grade: 09		Year: 2008 -2009	
				Grade: 10	
Class Name	Diff Level Teacher	Credit Value FG Credit	Class Name	Diff Level Teacher	Credit Value FG Credit
A EAR SCI	1.00 Brosius	1.00 C 1.00	A BIOLOGY	1.00 MacWilliams	1.00 C 1.00
A ENG 9	1.00 Weiss	1.00 B- 1.00	A ENG 10	1.00 Wisor	1.00 B 1.00
A US/WLD 9	1.00 Fiorelli	1.00 D+ 1.00	A US/WLD10	1.00 Izbicki	0.50 C 0.50
AQUATICS	1.00 Fadale	0.50 D 0.50	CHILD CARE	1.00 Votach	4.00 C 4.00
COMM 1	1.00 Strobel	0.50 B- 0.50	INT MATH 2	1.00 Bennett	1.50 C 1.50
COMP APP 1	1.00 Hoffman	0.50 A- 0.50			
FR SEMINAR	1.00 Tracy	0.50 B 0.50			
HEALTH 9	1.00 Butch	0.50 C 0.50			
INT MATH 1	1.00 Nevinsky	1.50 B 1.50			
SPAN1:PT1	1.00 Martin	1.00 A 1.00			
Credits:		Attempted: 8.00	Earned: 8.00	Credits:	
Attendance:		Absent: 29.5	Tardy: 2	Attendance:	
Year: 2009 -2010		Grade: 11		Year: 2010 -2011	
				Grade: 12	
Class Name	Diff Level Teacher	Credit Value FG Credit	Class Name	Diff Level Teacher	Credit Value FG Credit
4G 11	1.00 McQuaid	1.00 B- 1.00	A ECONOMIC	1.00 Hetz	0.50
EARLY CH P	1.00 Vo-Tech	4.00 B 4.00	A ENG 12	1.00 Bucarelli	1.00
HEALTH 11	1.00 Fuller	0.50 B 0.50	A US GOVT	1.00 McIntire	0.50
INT MATH 3	1.00 Tometsko	1.00 A 1.00	APP CHEM 1	1.00 Liccardi	0.50
PHYS ED 11	1.00 Hayes	0.50 B 0.50	CONS MATH	1.00 Bruckman	1.00
US/WLD 11	1.00 Hetz	1.00 C 1.00	CPA DANCE	1.00 Butch	0.50
			EARLY CH P	1.00 Vo-Tech	4.00
Credits:		Attempted: 8.00	Earned: 8.00	Credits:	
Attendance:		Absent: 14.5	Tardy: 2	Attendance:	
Test Scores:			Comments:		
Date Taken	Test	Sub-Test	Scores		
			Alpha	Numeric	
			Grading Scale Difficulty Level A 4.0 93 - 100 1.20 Advanced Placement A- 3.7 92 1.10 Honors B+ 3.4 91 1.00 Academic B(E) 3.0 85 - 90 B- 2.7 84 C+ 2.4 83 C(S) 2.0 78 - 82 Signature of Official Certifying Transcript C- 1.7 77 D+ 1.4 76 D(L) 1.0 71 - 75 D- 0.7 70 F 0 0 - 69		



Erie County Technical School

and Regional Career and Technical Center

8500 Oliver Road Erie, Pennsylvania 16509-4699

Phone: (814) 464-8600

http://www.ects.org

Our Passion: Sharing Expertise to Spark Career Potential

Student Transcript

PREPARED FOR:

District Record: Northwestern

Term	Course Description	Hours	GPA
0809Q1A	DDE101 Fundamentals of Drafting	30.00	3.63
0809Q1A	DDE111 Use of Measuring Tools	15.00	3.51
0809Q1A	DDE121 Linework & Engineering Lettering	30.00	3.60
0809Q1A	DDE122 Geometric Construction & Applications I	30.00	3.60
0809Q1A	DDE142 Drafting Math	15.00	3.09
0809Q2A	DDE123 Geometric Construction & Applications II	45.00	3.51
0809Q2A	DDE124 Freehand Technical Sketching	30.00	2.51
0809Q2A	DDE125 Orthographic Projection I	45.00	3.48
0809Q2D	PFS109 Leadership	15.00	3.31
0809Q3A	DDE126 Orthographic Projection II	45.00	2.42
0809Q3A	DDE127 Dimensioning Techniques	45.00	1.01
0809Q3A	DDE131 Managing the Computer in CADD	30.00	1.82
0809Q4A	DDE128 Intro to Section Views	45.00	2.98
0809Q4A	DDE129 Advanced Section Views	45.00	2.04
0809Q4A	DDE132 Basic Operations in CADD	30.00	3.63
0809QAD	ATT109 AM Attendance	0.00	0.00
0910Q1P	DDE231 Adv. Concepts in Mechanical Drafting	15.00	3.18
0910Q1P	DDE232 3D Solid Modeling	30.00	3.75
0910Q1P	DDE311 Structural Steel Calculations	30.00	0.00
0910Q1P	DDE333 Special Studies in CADD I	15.00	3.66
0910Q1P	DDE351 Structural Steel Shapes	30.00	0.71
0910Q2D	PFS209 Business Principles	15.00	3.55
0910Q2P	DDE241 Auxiliary Views	30.00	0.00
0910Q2P	DDE354 Process Piping	45.00	3.46
0910Q2P	DDE355 Architecture I	45.00	2.37
0910Q3P	DDE243 Screw Threads & Fasteners	45.00	2.51
0910Q3P	DDE245 Assemblies and Details I	45.00	2.40
0910Q3P	DDE357 Presentation Drafting	30.00	3.24
0910Q4P	DDE233 3D Solid Modeling Apps/Assem & Details	45.00	2.52
0910Q4P	DDE246 Assemblies and Details II	45.00	2.59
0910Q4P	DDE353 Electrical Drafting	30.00	3.71
0910QPD	ATT309 PM Attendance	0.00	0.00
1011Q1P	DDE211 Limits and Fits	30.00	0.00
1011Q1P	DDE242 Gear & Cam Design	30.00	0.00
1011Q1P	DDE334 Special Studies in CADD II	30.00	4.00
1011Q1P	DDE342 Mold Design I	30.00	0.00
1011QPD	ATT309 PM Attendance	0.00	0.00

ECTS Grade Scale: A: 4.0-3.5 | B: 3.4 - 2.5 | C: 2.4-1.5 | D: 1.4-0.7 | F: 0.6-0.0

ECTS GPA: 1.79

Please note that all data presented on this report represents progress as of 09/09/2010 at approximately 2:21 pm

Transcript Printed: 9/9/2010

Page 1 of 1

Northwestern Senior High School

200 Harthan Way
Albion, PA 16401

Cumulative GPA: 2.8083
Credits Earned: 22.5000
Credits Attempted: 22.5000
Grade Points Earned: 63.1875
Rank: 70 of 148

Course Code	Course Title	Note	Sem	Sem 1	Sem 2	Sem 3	Credit
2007-2008							
795	B PHYS.ED. 9	2007-2008	P		91		0.250
661	BASIC FOODS	2007-2008	Q		86		1.000
199	CIVICS	2007-2008	Z		80		1.000
098	ENGLISH 9	2007-2008	E		83		1.000
181	GERMAN I	2007-2008	Q		80		1.000
508	INTRO TO COMP. APP.	2007-2008	C		99		0.500
299	PHYS.SCIENCE 9	2007-2008	S		85		1.000
406	PRE-ALGEBRA	2007-2008	M		86		1.000
Total							6.750
2008-2009							
407	ALGEBRA I	2008-2009	M			75	1.000
800	B PHYS.ED.10	2008-2009	P			95	0.250
300	BIOLOGY I	2008-2009	S			89	1.000
884	DRAFTG & DESIGN	2008-2009	Q			87	4.000
870	DRIVER EDUCATI	2008-2009	D			85	0.500
100	ENGLISH 10	2008-2009	E			80	1.000
Total							7.750
9-2010							
	AMER STUDIES	2009-2010	Z		81		1.000
	B PHYS.ED.11	2009-2010	P	87			0.500
832	DRAFTING & DESIGN	2009-2010	Q		84		4.000
110	ENGLISH 11	2009-2010	E		70		1.000
850	HEALTH	2009-2010	H		76		0.500
413	MATH 11	2009-2010	M		81		1.000
Total							8.000

Attendance				
School Year	Absent	Tardy	Enrolled	Days In Session
2007-2008	2.50	4.00	179.00	179.00
2008-2009	0.00	0.00	0.00	179.00
2009-2010	1.00	0.00	178.00	178.00

OFFICIAL TRANSCRIPT

SEP 9 2010

DATE

LaShae M. Galtner

AUTH. SIGN.



Erie County Technical School
and Regional Career and Technical Center

8500 Oliver Road Erie, Pennsylvania 16509-4699
Phone: (814) 464-8600 <http://www.ects.org>

Our Passion: Sharing Expertise to Spark Career Potential

Student Transcript				
PREPARED FOR:		District Records - Union City		
		Repair		
Term	Course	Description	Hours	GPA
0809Q1A	ABR101	Orientation and Safety	45.00	3.47
0809Q1A	ABR102	Principles of Design and Construction	45.00	3.60
0809Q1A	ABR103	Hand Tools	30.00	3.43
0809Q2A	ABR104	Power Tools	30.00	2.78
0809Q2A	ABR105	Math for Auto Body Repair I	15.00	4.00
0809Q2A	ABR121	MIG Welding I	30.00	3.74
0809Q2A	ABR131	Sheet Metal Repair I	30.00	2.51
0809Q2A	PFS109	Leadership	15.00	3.65
0809Q3A	ABR111	Applied Practices I	15.00	3.71
0809Q3A	ABR122	MIG Welding II	30.00	2.11
0809Q3A	ABR132	Sheet Metal Repair II	15.00	2.97
0809Q3A	ABR141	Surface Prep	30.00	3.53
0809Q3A	ABR142	Sanding Techniques I	30.00	2.61
0809Q4A	ABR106	Vehicle Handling in the Shop	30.00	3.95
0809Q4A	ABR107	Math for Auto Body Repair II	15.00	4.00
0809Q4A	ABR112	Applied Practices II	15.00	3.84
0809Q4A	ABR143	Refinish Equipment and Techniques	30.00	3.51
0809Q4A	ABR181	Estimating	30.00	3.13
0809QAA	ATT109	AM Attendance	0.00	0.00
0910Q1P	ABR211	Laboratory Practices I	30.00	3.13
0910Q1P	ABR221	MIG Welding I	30.00	3.57
0910Q1P	ABR231	Panel Repair I	30.00	3.63
0910Q1P	ABR241	Refinishing I	30.00	3.58
0910Q2A	PFS209	Business Principles	15.00	3.67
0910Q2P	ABR201	Applied Math II	15.00	3.88
0910Q2P	ABR212	Laboratory Practices II	30.00	2.90
0910Q2P	ABR232	Panel Repair II	30.00	3.20
0910Q2P	ABR242	Refinishing II	30.00	3.36
0910Q3P	ABR213	Laboratory Practices III	30.00	2.74
0910Q3P	ABR222	MIG Welding II	30.00	3.21
0910Q3P	ABR233	Panel Repair III	30.00	2.84
0910Q3P	ABR243	Refinishing III	30.00	3.25
0910Q4P	ABR214	Laboratory Practices IV	30.00	3.26
0910Q4P	ABR223	MIG Welding III	30.00	2.73
0910Q4P	ABR234	Panel Repair IV	30.00	3.68
0910Q4P	ABR244	Refinishing IV	30.00	3.53
0910QPA	ATT309	PM Attendance	0.00	0.00
1011Q1P	ABR311	Laboratory Practices Level III	30.00	0.00
1011Q1P	ABR321	MIG Welding Level III	30.00	0.00
1011Q1P	ABR331	Panel Repair I Level 3	30.00	0.00
1011Q1P	ABR341	Refinishing I Level 3	30.00	0.00
1011QPA	ATT309	PM Attendance	0.00	0.00
ECTS Grade Scale: A: 4.0-3.5 B: 3.4 - 2.5 C: 2.4-1.5 D: 1.4-0.7 F: 0.6-0.0			ECTS GPA: 2.11	

Please note that all data presented on this report represents progress as of 09/09/2010 at approximately 2:22 pm

09/10/2010 11:16 18144388463

UCASD

PAGE 02

Union City Area School District

Official Transcript

Union City Area HS
105 Concord Street ~ Union City, PA 16438
Phone: 814-438-7673 ~ FAX: (814) 438-8463

	Cumulative GPA	3.00
	Class Rank	31 out of 112
	Cumulative Credits	24.50

Date Student Graduated: 0
Date Student Withdrew: 0
Date Printed: 9/10/2010

	Sem 1 Grade	Earned Credit	Sem 2 Grade	Earned Credit	Y1 Grade	Earned Credit
09-10 Union City Area HS						
ALGEBRA III	A	1.00				
AMER. GOVERN.			B+	1.00		
CHEMISTRY	A	1.00				
ENGLISH 11			A	1.00		
GEOMETRY			C-	1.00		
VT AUTOBODY REP	B	1.75	B	1.75		
08-09 Union City Area HS						
ALGEBRA II	A	1.00	A+	1.00		
BIOLOGY			A-	1.00		
ENGLISH 10					B	3.50
VT AUTOBODY REP			P	0.50		
VT HEAL/PE 10						
WORLD HISTORY	B-	1.00				
07-08 GENERAL MCLANE HS						
ALGEBRA 1A			B	0.50		
ALGEBRA 1B			C	0.50		
ENGLISH 9 ADV	B	1.00				
ENVIRON BIO			A	1.00		
FRENCH I	C	1.00				
FRENCH II			C	1.00		
HEALTH 9	A	0.25				
HEALTH 9F	B	0.25				
PE 9	A	0.25				
PE 9B	C	0.25				
SPRING CONCERT CHOIR				0.50		
US HISTORY	C	1.00				
WEBMASTER I			A	0.50		

Continued from column 1

Test:	Read	Math	Wrl	Eng	Sci	Comp	Date
ACT	0	0	0	0	0	0	00/00/00
	0	0	0	0	0	0	00/00/00
	0	0	0	0	0	0	00/00/00
SAT	0	0	0				00/00/00
	0	0	0				00/00/00
	0	0	0				00/00/00

Other Test:

**Erie County Technical School
Summary of Transcript Data Provided for Ch. 339 Audit**

Programs	Count	Math				Science					English			Humanities				Other	
		Alg 1	Alg II	Geo	Trig/Calc	Bio I	Bio II	Chem I	Chem II	Physics	Eng 10	Eng 11	Eng 12	Am Hist	World Hst	Am Gov	Other	FL I	FL II
Correction Programs																			
Construction Trades	9	x	x	x		x					x	x			x	x	x		
Tourism & Hospitality	6	x		x							x	x		x	x				
Non-Correction Programs																			
Art & Design for Business	12	x	x	x	x	x		x		x	x	x	x	x	x				
Automotive Body Repair	12	x	x	x		x		x			x	x		x	x	x		x	x
Automotive Technologies	8	x	x	x		x					x	x		x				x	
Computer Information Sys	14	x	x	x	x	x		x		x	x	x	x	x		x	x	x	
Cosmetology	14	x	x	x	x	x		x			x	x	x	x	x	x	x	x	
Culinary Arts	15	x	x	x	x	x		x			x	x	x	x	x	x	x	x	x
Drafting & Design	6	x				x					x	x		x				x	
Early Childhood Education	9					x					x	x	x	x	x	x	x	x	
Electrical Engineering	12	x	x	x	x	x					x	x	x	x	x	x		x	
Electronics	11	x	x	x		x					x	x	x	x	x		x	x	
Facilities Maintenance	4	x		x		x					x								
Graphic Communications	3					x						x					x		
Health Assistant	3	x				x											x		
Metal Fabrication	7	x				x					x	x		x		x	x		
Networking Technologies	11	x		x	x	x					x	x		x	x		x	x	x
Tool & Die	9	x	x	x		x		x			x	x		x				x	

Equal to or fewer than correction programs x : verified three times

The school characterized 'high-level' academic classes as those recommended by PDE for the post-secondary scope and sequence in CATS program approval.

Appendix B

Correspondence from Bureau of Career & Technical Education

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
October 12, 1990

SUBJECT: Computer and Information Science
(Scientific Data Processing)
Program and Certification

TO: AVTS Directors

cc: Regional Offices
Personnel Development Centers

FROM: Ferman B. Moody, Director
Bureau of Vocational and Adult Education

Frederica Haas, Director
Bureau of Teacher Preparation and Certification

The program content of many Computer and Information Science (scientific data processing) programs have been changing to Business Data Processing. As a result, staff from the Bureau of Vocational and Adult Education and the Bureau of Teacher Preparation and Certification have worked to resolve the certification issue and at the same time provide protection for those teachers currently using the Vocational Instructional Certificate endorsed for computer technology (scientific data processing).

A grandfathering provision will be invoked for those individuals teaching courses which are similar to the Business Data Processing program. In order to protect the integrity of the business data processing certification, the following restrictions apply:

1. In those scientific data processing programs where a transformation has taken place, the computer technology certified incumbent will be grandfathered. Should there be a break in this incumbent's service or a replacement made, the business data processing certification will be required for the replacement.
2. Incumbents with a computer technology certificate are not permitted to teach business core subjects other than business data processing. They are also permitted only in those programs which have transformed from scientific data processing to business data processing.

If you have questions or concerns regarding your program approvals/certification, please contact your vocational field consultant.

FBM/d9397a



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
333 MARKET STREET
HARRISBURG, PA 17126-0333

May 6, 1992

Mr. Lawrence Devine, CSA
Erie County AVTS
Iroquois School District
4301 Main Street
Erie, PA 16511

RECEIVED
MAY 11 1992
Iroquois School District

Dear Mr. Devine:

Your PDE-3029 application to revise the Computer and Information Science, CIP Code 11.0101, at Erie County Technical School has been reviewed by staff from the Program Approval Section, Division of Development and Youth Services.

It has been determined by the staff that the application is incomplete and cannot be processed. Therefore, the application is being returned for the following reason(s):

- o The program no longer meets the criteria for a scientific program. Therefore, it is recommended that you resubmit it as a business education program -- CIP Code 52.1201, Management Information Systems/Business Data Processing.
- o The following documentation should be included with the new application:
 - Exhibit A - Program description ✓
 - Exhibit B - Competency-based philosophy ✓
 - Exhibit C - A performance objective
 - Exhibit G - Positive labor market information ✓
 - Exhibit H - Course titles/hours
- o As per discussions with Mr. DeLuca, the teacher will be protected as per the attached memo.

August 1 will be the cutoff for reimbursement for the 1992-93 fiscal year. Applications received by August 1 will have to be approvable to qualify for reimbursement for the 1992-93 fiscal year.

Sincerely,

Clara Lea Gaston

Clara Lea Gaston
Vocational Program Approval Coordinator
Bureau of Vocational-Technical Education

Enclosures

cc: Western Regional Office
File

V217/G4693

Appendix C

Memorandum of Understanding with Wattsburg Area School District for the provision of a Diversified Occupations Program

**ERIE COUNTY TECHNICAL SCHOOL
PROPOSED AGENDA ITEM**

DATE: July 19, 2006

SUBJECT: Memorandum of Understanding—Diversified Occupations Program for Wattsburg Area School District

CATEGORY: Operations

INITIATED BY: Aldo Jackson

DESCRIPTION:

In our Quality Action Plan, Best Practice F: Regional Collaboration identifies an action step where our “districts transfer responsibility for CTE programming” to ECTS. After a year of conversation with superintendents, curriculum directors and high school administrators, we have reached an agreement with one of our districts. Part of the rationale for the collaborative effort is a higher State reimbursement rate for vocational school-operated programs over district-operated programs.

The Wattsburg Area School District has operated a Diversified Occupations (D.O.) program for two years. In their attempt to align staff with other programming and initiatives in the district, Wattsburg has asked ECTS to staff and operate, as a satellite program, their D.O. program. The agreement entails Seneca High School students to register with ECTS in order to participate in the D.O. program. ECTS cooperative education staff will provide work-based coordination services (pre-employment planning and on-the-job monitoring). The Seneca D.O. students will attend bi-weekly classroom-based instructional periods at ECTS.

ECTS will charge Wattsburg \$363.86 per student enrolled. This cost is based on the fact that Wattsburg students will only receive “on-the-job” services and the students will participate in existing cooperative education classroom instruction. Between 12 and 15 students are expected to participate in the program. The Seneca students will be counted in ECTS State membership reports.

The Wattsburg Area School District approved the memorandum of understanding at their June board meeting. Approval of the memorandum by both the school district board and the joint operating committee is required by school code.

RECOMMENDATION:

Motion to approve a memorandum of understanding with the Wattsburg Area School District to provide Diversified Occupations programming as a satellite program.



**SATELLITE VOCATIONAL EDUCATION PROGRAM
MEMORANDUM OF UNDERSTANDING**

Between

**ERIE COUNTY TECHNICAL SCHOOL AND
WATTSBURG AREA SCHOOL DISTRICT**

This Memorandum of Understanding is entered into by and between

Erie County Technical School, 8500 Oliver Road, Erie, Pennsylvania 16509-4699
(the "Technical School")

And

Wattsburg Area School District, 10782 Wattsburg Road, Erie, Pennsylvania
16509 (the "School District").

WHEREAS, several school districts have constructed an area vocational-technical school known as the Erie County Technical School and entered into the Erie County Area Vocational-Technical School Restated Articles of Agreement for Operation.

WHEREAS, Article X of the Restated Articles of Agreement for Operation provides as follows:

ARTICLE X

A. Special Programs

1. **Definition:** Special programs shall be those programs offered by the Erie County Technical School Committee in addition to the regular day school and evening adult programs at the Erie County Technical School at the request of fewer than the total number of districts signatory to this agreement. Such special programs may be requested by:
 - a. One or more districts where such programs are to be conducted at the Erie County Technical School; or
 - b. One or more districts where such programs are to be conducted at facilities other than the Erie County Technical School. In this instance, all capital and lease costs shall be the responsibility of the district or districts requesting the program.



2. Authorization. Participating Districts desiring to participate in a special program shall adopt a resolution authorizing Erie County Technical School Committee to institute such a program and to charge the district with their prorated share of the cost of operating the program. A copy of this resolution signed by the President and Secretary of the Board shall be filed with the Secretary of the Erie County Technical School Committee.
3. Implementation. Special programs may be implemented by the Erie County Technical School Committee in accordance with authorization received for Participating Districts.
4. Budgets. Budgets for special programs shall be adopted by the Joint Board as provided in Sections 687 and 1850.1 (25c) of the Pennsylvania School Laws.
5. Expenses. Assessments will be made against districts participating in such special programs in the same manner as outlined in application of Article V Subsection A. Current Expenses of this amended Agreement.
6. Quotas and Assignment of Pupils. Quotas for special programs shall be established in the same manner as provided in Article VI for those districts participating in such programs.
7. Excessive Costs. School districts which are parties to this Agreement but choose not to participate in a special program, shall not incur any additional expense as the result of excess costs of such special programs. Excess costs will be billed directly to the districts participating in special programs on the basis of average daily membership in such programs.

WHEREAS, the satellite vocational-technical program is authorized through the regulations of the Department of Education at 22 Pa. Code Section 339.2.

WHEREAS, School District wishes to establish a satellite vocational-technical program (satellite program) within its district in accordance with the Articles of Operation and the Department of Education regulations.

IN WITNESS WHEREOF the parties hereto agree as follows:

1. School District wishes to establish a Satellite Program at its facility within Seneca High School, referred to as Diversified Occupations, outside of the Erie County Technical School and located at 10782 Wattsburg Road, Erie, Pennsylvania, 16509.
2. School District shall be responsible for and maintain budgetary control regarding supplies, equipment, insurance, utilities, maintenance and upkeep of School District facilities for the Satellite Program.
3. School District shall maintain responsibility for assignment of students in the Satellite Program.
4. School District shall provide supporting services, such as student guidance, disciplinary control, custodial services, health services and library services at their facilities for the Satellite Program.
5. School District will pay an assessment for the Satellite Program to be determined in the same manner as outlined in Article V, Section A, of the Restated Articles of Operation, entitled "Current Expense". The calculation of those expenses are attached hereto as Exhibit A.
6. Quotas for courses within the Satellite Program shall be established in the same manner as provided in Article VI of the Restated Articles of Operation and the quotas established for this Satellite Program are calculated on Exhibit B attached hereto.
7. School District shall be responsible to pay any additional expense which result from excess costs of such Satellite Program. Excess costs will be billed directly to School District on the basis of average daily membership in such Satellite Program, as calculated by the Technical School.
8. The Technical School shall maintain school and industry articulation in regard to the satellite program.
9. The Technical School shall supervise vocational student organization activities.
10. The Technical School will conduct vocational advisory committee activities.
11. The Technical School will periodically review vocational education program needs in the attendance area and develop recommendations for continued growth and expansion of a coordinated vocational education system.
12. The Technical School will develop recommendations and assist students in meeting their career needs without regard to the students' sex, race or handicap.
13. The Technical School will design the curriculum and ensure that a program of safety is incorporated into the curriculum in regard to the Satellite program.

14. Instructional staff members employed by these educational services in the Satellite Program will be employees of the Technical School and the Technical School shall be responsible for their salary and benefits.

15. The Technical School will be responsible for the program content of the Satellite Program.

IN WITNESS WHEREOF, the duly authorized officers of the Operating Committee of the Erie County Technical School and duly authorized officers of the Wattsburg Area School District have executed this document pursuant to authorizing resolutions by each board of each participating district in the Erie County Technical School, an authorizing resolution by the board of the Wattsburg Area School District and an authorizing resolution by the Erie County Technical School Operating Committee which are attached hereto.

WATTSBURG AREA SCHOOL DISTRICT

Glenn Rose

ERIE COUNTY TECHNICAL SCHOOL

James H. Buckbee

646041

**SATELLITE VOCATIONAL EDUCATION PROGRAM
MEMORANDUM OF UNDERSTANDING**

**EXHIBIT A
CALCULATION OF EXPENSES**

Program Cost Calculation	
Average Faculty Wage	\$ 45,000
Average Faculty Benefits	\$ 18,000
Subtotal Wage & Benefit	\$ 63,000
Contractual Hours Per Year	1263
Average Hourly Rate--Faculty	\$ 49.88
Faculty/Student Contact Hours (1)	18
Faculty Cost per Student	\$ 897.86

Program Revenue Calculation	
Revenue per Student--Faculty Cost	\$ 897.86
Less Subsidy (2)	\$ 534.00
Net District Cost per Student	\$ 363.86

Gross District Cost Projections	
15 Students	\$13,467.93
20 Students	\$17,957.24
25 Students	\$22,446.56

Net District Cost Projections	
15 Students	\$ 5,457.93
20 Students	\$ 7,277.24
25 Students	\$ 9,096.56

- (1) PDE Guideline: 1/2 hour per week
(2) Subsidy derived from 03-04 VADM (PDE 2549);
Credited in 07-08 Budget

PENNSYLVANIA'S
APPROVED INSTRUCTIONAL TITLES FOR SECONDARY
CAREER AND TECHNICAL EDUCATION PROGRAMS
DESCRIPTION and CIP CODE

32.0105 JOB-SEEKING/CHANGING SKILLS (Diversified Occupations)

An instructional program that operates as an integral part of vocational education to provide a cooperative arrangement between the school and employers whereby the student receives general education instruction in the school and on-the-job training through part-time employment in business/industry. The area of training may be in any vocational education area where there are needs for trained persons and must relate to the student's career objective. However, specifically, the program was designed to provide training for those vocational areas not presently being offered at the vocational school or comprehensive high school and to serve students who are unable to gain admission to a vocational program due to excessive applications.





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