

FRANKLIN COUNTY CTC

2463 Loop Road

Comprehensive Plan | 2021 - 2024

MISSION STATEMENT

Our mission is to shape and promote the skilled workforce of tomorrow.

VISION STATEMENT

The Franklin County Career and Technology Center will continually progress and serve as a center of excellence for career and technical education across south-central Pennsylvania.

EDUCATIONAL VALUE STATEMENTS

STUDENTS

The Franklin County Career and Technology Center (FCCTC) will be the major educational resource for all secondary level high school students or adult learners beyond high school age in the greater Franklin County Area seeking career and technical skill training matching the high priority workplace needs of South-Central Pennsylvania. The students of the FCCTC regard achievement in the pursuit of industry certification, program credentialing and work-based learning as a very important prerequisites for gainful employment. A valuable characteristic of enrollment in the FCCTC for students is an association with the school, fellow students, instructors and workforce contacts. Our students realize the importance of the available network offered through association with the FCCTC. Students share a special bond with our instructional staff and maintain this connection through our alumni network.

STAFF

Our staff is committed to assuring that the Franklin County Career and Technology Center (FCCTC) will be the leading provider for career and technical training for the students of the greater Franklin County Area. Service to students choosing to attend the FCCTC is valued amongst the staff. The FCCTC staff pledge to honor the school in all activities exhibiting a pride in affiliation and professionalism in duties in support of career and technical education. The staff of FCCTC value the connection that they maintain with business and industry through program sponsorships, occupational advisory committee representation and active participation in work-based learning activities.

ADMINISTRATION

The Franklin County Career and Technology Center (FCCTC) will provide educational opportunities to all secondary students of the greater Franklin County area. In addition to secondary level career and technical education opportunities, our focus includes advanced post-secondary level training, industrial certification attainment and improved work-based learning activities, all meant to produce the most qualified and productive future workforce possible. Specific administrative values are as follows; 1. The Administration of the FCCTC values the cooperation of staff working as a team to serve the needs of the students of Franklin County. 2. The Administration will continue to demonstrate a responsible stewardship over financial decisions made for the school. 3. The Administration will advocate for career and

technical education in all activities from recruitment of students to legislative action. 4. The Administration will be committed to supporting student achievement by supporting industry certification initiatives and reinforcing the importance of student proficiency on the NOCTI assessment process. 5. The Administration values the workforce development of Franklin County and will strive to continue to support the workforce development of its citizens through the career and technical preparation of secondary students enrolled in the school.

PARENTS

Parents want opportunity for their children and view the offerings available through the Franklin County Career and Technology Center (FCCTC) as a necessary prerequisite toward career readiness. Parents value the relevance of the programs offered through the FCCTC in supporting local economic development. A generational commitment exists through the parent network of the FCCTC as many parents are also alumni of the school.

COMMUNITY

The Franklin County Career and Technology Center's Advisory Committees will work together to coordinate and provide the most appropriate and effective career and technical education for our six participating member school districts. The community... 1. Realizes the significant role that the school plays in supporting workforce development in the local area. 2. Demonstrates support for the students of the FCCTC in school events, competitions and work-based learning activities. 3. Identifies the FCCTC as a cost-effective educational alternative for students providing the local taxpayer a positive return on investment. 4. Values the segment of the FCCTC student population who enter the workplace immediately following graduation displaying adequate quality in work and workplace preparedness.

OTHER (OPTIONAL)

STEERING COMMITTEE

Name	Position	Building/Group
Jim Duffey	Administrator	FCCTC
Terry Miller	Administrator	FCCTC
Justin Sholes	Administrator	FCCTC
Neil Rotz	Administrator	FCCTC
Kevin Grove	Instructor	FCCTC
Mike Tosten	Instructor	FCCTC
Tim Byers	Instructor	FCCTC
Angelia Wagaman	Parent	FCCTC
Chad Rosenberry	Advisory Council	Orrstown Bank
Jan Collier	Advisory Council	Retired Educator
Kathy Gress	Advisory Council	Assoc. Builders & Contractors
Shannon Yates	Board Member	Greencastle ASD
Dwayne Burt	Board Member	Shippensburg ASD

Name	Position	Building/Group
Angie Austin	Community Member	Wellspan Health
Rodney Benedick	Superintendent of Record	Tuscarora ASD
Brenda Kimple	Staff Member	FCCTC
Kathy Estep	Staff Member	FCCTC
Shawn Stenger	Principal	Chambersburg Magnet School
Bryan Hawbecker	Staff Member	FCCTC
Dan Perna	Other	James Daniels and Associates
Troy Daywalt	Community Member	Volvo Road Construction
Steve Grove	Other	Honing Stone Training Solutions

ESTABLISHED PRIORITIES

Priority Statement	Outcome Category
Develop a more structured approach to accommodate the enrollment and services for Students with Disabilities 10-12.	Social emotional learning
Strengthen promotion of career and technical education to our minority populations during the next 3 year period.	School climate and culture English Language Growth and Attainment
Explore and Develop Additional Work-Based Learning Opportunities for Students by Engaging Community Stakeholders.	Industry-Based Learning
Market STEM Academy Programming to Middle School-Aged Students to Fulfill Employment Needs in the Manufacturing & Distribution Sectors.	STEM

ACTION PLAN AND STEPS

Evidence-based Strategy	
Career Readiness	
Measurable Goals	
Goal Nickname	Measurable Goal Statement (Smart Goal)

Goal Nickname	Measurable Goal Statement (Smart Goal)
Work-Based Learning %	Increase the percentage of 11th and 12th grade students exposed to industry-based learning experiences from 10.5% to 25%
STEM	Achieve full enrollment in at least 4 of 6 STEM Academy Programs in preparation for the 2024-25 school year. STEM Programs include; Welding, Computer Integrated Manufacturing, Mechatronics, Electronics, Pre-Engineering and Information Systems Technology.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Develop a Work-Based Learning Plan inclusive of alternative activities beyond Cooperative Education that provides additional experiences for students.	2022-01-18 - 2022-07-31	Kathy Estep, Workforce Development Coordinator	Monthly Meetings, Business & Industry Involvement, Print Materials, Circulation to include Postage
Engage employers to participate in a marketing campaign to high school students and adults that promotes opportunities in low enrolled STEM Academy programming.	2022-01-18 - 2022-07-31	Kathy Estep, Michelle Mellott, Workforce Development Dept.	Monthly Meetings, Business & Industry Involvement, Print Materials, Circulation to include Postage
Implement Recruitment Strategy - open houses, tours, and application process that promote STEM Programming.	2022-08-22 - 2022-12-31	Lori Ebersole, Recruitment Specialist	Marketing Materials, Meeting Supplies

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Follow up with Business and Industry on personal visitation to further develop partnerships and determine various methods available for work-based learning. Identify students to start expanded offerings Semester II of 2022-23 school year	2022-08-22 - 2023-01-17	Kathy Estep, Workforce Development Coordinator	Mileage
Monitor progress and continue to grow placement locations through the 23-24 school year.	2023-08-21 - 2024-06-30	Kathy Estep, Workforce Development Coordinator	Mileage
Implement Recruitment Strategy - open houses, tours, and application process that promote STEM Programming.	2023-08-21 - 2023-12-29	Lori Ebersole, Recruitment Specialist	Marketing Materials, Meeting Supplies

Anticipated Outcome

Target Year 1 (22-23) experience a 2.5% increase in student participation in work-based learning experiences. Target Year 2 (23-24) an additional 5% increase and Target Year 3 (24-25) plan for an additional 7% increase to a total of 25% of our 11th and 12th grade student population participating in work-based learning activities. STEM Programming enrollment improvements where 4 of 6 programs are enrolled at full capacity.

Monitoring/Evaluation

Monitored progress through Supervision and Tracking.



Evidence-based Strategy

Placement of Students in Programs Matching Learning Styles and Ability.

Measurable Goals

Goal Nickname

Measurable Goal Statement (Smart Goal)

Special Education
Placement

By June 2024, Develop a career and technical program providing work-based learning opportunities for students with disabilities.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Institute Embark Software and Train School District Guidance Counselors/FCCTC Staff on Proper Procedures and Use	2021-12-01 - 2022-05-31	Terry Miller - Assistant Director	Embark Software, Computers, Professional Development Time
Assign FCCTC Principal Responsibility, as an Administrative Goal for 21-22, to Develop Method to Assure CTC Representation at all IEP Meetings of Current and Perspective Students.	2021-12-01 - 2022-06-30	Justin Sholes- Principal	PA School Code, Meetings w/Special Ed Supervisors, Mileage, Computers for Virtual Attendance
Add/Hire Certified Special Education Teacher	2022-05-31 - 2022-08-17	Jim Duffey - Administrative Director	Local Funding
Apply for PDE Program Approval of a CTE Program Supporting Special Needs Students (ex. CIP 19.999 Human Services, 32.0105 Diversified	2023-01-17 - 2023-06-30	Terry Miller - Assistant	Workforce Need, Local Funding

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Occupations, 46.0401 Property Maintenance or 52.0203 Logistics/Material Management		Director	
Add/Hire Instructor for New Program	2023-07-03 - 2023-11-30	Terry Miller- Assistant Director	Local Funding, Equipment and Supplies
Start New Program	2024-01-16 - 2024-05-31	Terry Miller- Assistant Director	Local Funding, Equipment and Supplies

Anticipated Outcome

Standard Format for Student Application and Enrollment across CTC and Six Participating School Districts. Special Programming Developed for Students in Most Need.

Monitoring/Evaluation

Student Enrollment and Placement Accuracy Percentage over 3 Year Period. Successful Program Startup 1/16/24

Evidence-based Strategy

Comprehensive Recruitment and Retention Focused on a Diverse Student Population

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)		
Minority Student Growth	For the 2024-25 school year, Career Tech will increase its projected minority student population by 20% over the 3 year period from 183 students to 220 students.		
Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Develop Recruitment Committee (meet bi-monthly), Determine Key Partners, Develop Strategies, Develop Marketing Materials	2022-01-03 - 2022-06-30	Honing Stone Consulting Lori Ebersole, Recruitment Specialist	Marketing Materials, Meeting Supplies
Implement Recruitment Strategy - open houses, tours, and application process that promote inclusion and diversity.	2022-08-18 - 2022-12-30	Lori Ebersole, Recruitment Specialist	Mileage, Presentation Materials
Reconvene Committee with a Focus on Retention, Determine Key Partners, Develop Strategies (school district support), Personnel	2023-01-03 - 2023-06-30	Justin Sholes, Principal	Marketing Materials, Meeting Supplies
Implement Retention Strategy, Continue Recruitment Strategy	2023-08-18 - 2023-12-29	Justin Sholes, Principal	Counseling Department
Hire Bi-Lingual Para-professional	2023-08-18 - 2023-09-20	Terry Miller, Assistant Director	Advertisement
Implement Retention Strategy, Continue Recruitment Strategy	2024-08-20 - 2024-12-30	Justin Sholes, Principal	Counseling Department

Anticipated Outcome

For the 2024-25 school year, Career Tech will increase its projected minority student population by 20% and increase its Hispanic population by 25% by November, 2024.

Monitoring/Evaluation

Incorporate the monitoring of progress by targeted year into the administrative goals set for the Assistant Director.

Evidence-based Strategy

Trauma - Informed Care

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Special Education Placement	By June 2024, Develop a career and technical program providing work-based learning opportunities for students with disabilities.
ESL Support	Increase Hispanic population by 25% from 90 to 112 total by November, 2024.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Develop a treat assessment team.	2023-08-21 - 2024-06-30	Justin Sholes	none
Develop training for staff on threat	2023-08-01 - 2024-06-30	Justin Sholes	Vector Training Solutions PD software

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
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assessment

Anticipated Outcome

The team will be able to make preliminary determination that a student's behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others. training will be provided through the Vector Training Platform

Monitoring/Evaluation

Monitor and tracking through the Vector Training Platform.

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Increase the percentage of 11th and 12th grade students exposed to industry-based learning experiences from 10.5% to 25% (Work-Based Learning %)	Career Readiness	Develop a Work-Based Learning Plan inclusive of alternative activities beyond Cooperative Education that provides additional experiences for students.	01/18/2022 - 07/31/2022

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
By June 2024, Develop a career and technical program providing work-based learning opportunities for students with disabilities. (Special Education Placement)	Placement of Students in Programs Matching Learning Styles and Ability.	Institute Embark Software and Train School District Guidance Counselors/FCCTC Staff on Proper Procedures and Use	12/01/2021 - 05/31/2022

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
For the 2024-25 school year, Career Tech will increase its projected minority student population by 20% over the 3 year period from 183 students to 220 students. (Minority Student Growth)	Comprehensive Recruitment and Retention Focused on a Diverse Student Population	Develop Recruitment Committee (meet bi-monthly), Determine Key Partners, Develop Strategies, Develop Marketing Materials	01/03/2022 - 06/30/2022

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
By June 2024, Develop a career and technical program providing work-based learning opportunities for students with disabilities. (Special Education Placement)	Trauma - Informed Care	Develop training for staff on threat assessment	08/01/2023 - 06/30/2024
Increase Hispanic population by 25% from 90 to 112 total by November, 2024. (ESL Support)			

APPROVALS & SIGNATURES

Assurance of Quality and Accountability

Assurance of Quality and Accountability

The Building Administrator, Superintendent/Chief Executive Officer and President of the School Board will affirm the following statements.

We affirm that our school has developed a School Improvement Plan based upon a thorough review of the essential practices to advance educational programs and processes and improve student achievement.

We affirm that the action plans that we will be implementing address our specific school needs, include strategies that provide educational opportunities and instructional strategies for all students and each of the student groups, increases the amount and quality of learning time, and provides equity in the curriculum which may include programs, activities, and courses necessary to provide a well-rounded education. These plans address the needs of all children in the school, but particularly the needs of those at risk of not meeting the challenging State academic standards.

We, the undersigned, hereby certify that the school level plan has been duly reviewed by the Building Administrator, Superintendent of Schools and formally approved by the district's Board of Education, per guidelines required by the Pennsylvania Department of Education.

We hereby affirm and assure that this plan:

- Addresses all the **required components** prescribed by the Pennsylvania Department of Education
- Meets **ESSA requirements**
- Includes **at least one evidence-based strategy that meets one of the three highest levels of evidence outlined in ESSA**
- Has a **high probability of improving student outcomes**
- Has sufficient **LEA leadership and support to ensure successful implementation**

With this Assurance of Quality & Accountability, we request the Pennsylvania Department of Education grant formal approval to implement this plan.

School Board Minutes or Affirmation Statement

2021-11-18

Signature (Entered Electronically and must have access to web application).

Chief School Administrator

Jim Duffey

2022-03-04

School Improvement Facilitator Signature

Building Principal Signature

ADDENDUM A: BACKGROUND INFORMATION TO INFORM PLAN

Strengths

Promote and sustain a positive school environment where all members feel welcomed, supported, and safe in school: socially, emotionally, intellectually and physically

Partner with local businesses, community organizations, and other agencies to meet the needs of the school

Foster a culture of high expectations for success for all students, educators, families, and community members

Career Standards Benchmark-Students with Disabilities 96.6% Exceed the Statewide Average 89.9% by 6.7%

Regular Attendance-Econ Disadvantaged 87.1% Exceeds the Statewide Average 85.7% by 1.4%

Career Standards Benchmark - Students with Disabilities 96.6% Exceeds Schoolwide 94.9%

Economically Disadvantaged Performance Consistent with All Student Group Schoolwide

Career Guidance Plan Approved

Challenges

Implement an evidence-based system of schoolwide positive behavior interventions and supports

Implement evidence-based strategies to engage families to support learning

Identify professional learning needs through analysis of a variety of data

Advanced on Industry-Based Competency Assessment - 10-12 Students with Disabilities

Industry-Based Learning-Improve Econ Disadvantaged Industry-Based Learning by 1.1% to State Average

Improve Students with Disabilities 10-12 Industry-Based Learning to 88.6% Compared to Exceed Schoolwide Percentage of 91.9%

Increase Enrollment of Minorities in the School

Regular Attendance - Hispanic Attendance 81.8% Compared to 89.9% Schoolwide

Chambersburg WIDA or Access for ELLs Data NA - ELL Support

Strengths

English Language Arts Not Offered at CTC

Mathematics Not Offered at CTC

STEM Programming-AWS Certification Attainment

STEM Programming-NOCTI Performance

Regular Attendance - FCCTC Attendance 89.9% Exceeds
Statewide Attendance Rate of 85.7%

National Assessment - Percent Scoring Competent or Advanced
on NOCTI/NIMS 82.6%

Industry-Recognized Credentialing - Percent Earned Industry-
Recognized Credential 59.3%

Challenges

Insufficient

English Language Development Programs/ELL Services Under-
Developed

English Language Arts Not Offered at CTC

Mathematics Not Offered at CTC

STEM Programming - Increase Recruitment Efforts in CIM,
Electronics and Pre-Engineering

STEM Programming - Improve NOCTI Scores in Electronics (Group
Score of 40.8 Less Than State Average of 58.2 and National
Average of 53).

Work-Based Learning - Percent Completed Work-Based Learning
Experience 10.5%

Non-Traditional Enrollment - State Expectation 16.35, FCCTC
Performance 9.12 (Perkins 4S1)

Most Notable Observations/Patterns

FCCTC STAFF COMPREHENSIVE PLANNING NEEDS ASSESSMENT Programming 1. Are the number of programs that are offered adequate?

Most Notable Observations/Patterns

Current Level Good 2. What, if any, new program area will be needed to address local workforce needs by 2024? Early Childhood Education Logistics 3. What do you need to enhance your program offering? Maintenance of Current Levels of Support 4. Is the number of students enrolled at the school adequate? Current Level Good 5. What barriers currently exist that prevent students from accessing programs? Participating School District Perceptions 6. To what extent do you feel that virtual learning can be incorporated into your program? Current Level Good Personnel 7. What, if any, additional staffing is needed? Technology 8. If personnel cuts were necessary, where would they be least felt? None 9. Are adequate processes in place to recruit and induct new teachers and staff? Yes 10. Does the school offer regular, substantive professional development opportunities for staff? Yes 11. What professional development offerings are most highly rated by participating staff? Individualized Professional Development Students 12. At what level do you see NOCTI results occurring by 2024? Current Performance Levels 13. Where should we most focus our recruitment efforts over the next four years? More presentations at the Middle Schools 14. What strategy would be most effective to promote our school with the community? More Support from School Districts 14A. Other Full-time Recruiter, College is Still Possible, Tours for School District Personnel 15. Which of the following activities should we consider focusing on to make students more comfortable and establish ownership in our school. More Inter-program Activities Business and Industry 16. What level of business involvement do you expect with your program in the future? More 17. If more, how will you achieve that? Personal Outreach by Teacher to Obtain New Partners 18. What emerging occupations in my field of expertise should students be exposed to? Electric Vehicles Digital Media 19. Are you aware of where students go upon graduation? Yes 20. If so, how do you keep track of graduates? Through Teacher Follow-up 21. What employability skill needs have industry partners identified as lacking in my programs? Communication Reliability Problem-solving Initiative Self-management 22. What, if any, business sector are we failing to support? Logistics Facilities 23. Does the facility and support system in place for facilities permit continued growth in your program? Yes 24. Is the level of technology support adequate in the school? No 25. If no, what is lacking? Response to Problems Diversified Population 26. What additional special supports, if any, are needed? Instructional Assistance 27. What gender, races or ethnicities are underrepresented in CTE program overall? Black 28. What more can be done to attract non-traditional students? Social Media, Targeted Marketing 29. What more can be done to attract minorities to the school? Social Media, Targeted Marketing 30. What, if any, are the potential root causes of inequities in my CTE programs? General Demographics and Societal Norms Participating School Districts 31. Is the budget adequate to embark upon continuous improvement? Yes 32. Are the school districts responsive to issues that arise at the FCCTC? Split Yes and No 33. If no, what area(s) are of concern? Student Placement Other Needs 34. In looking ahead in developing a Comprehensive Plan for the school for the next 3-year period, what other needs do you have that were missed but should be noted in the Plan? Home-based CTE (Virtual Learning)

Challenges	Discussion Point	Priority for Planning
Work-Based Learning - Percent Completed Work-Based Learning Experience 10.5%	The school has a very narrow concentration on what is defined as a work-based learning experience. An effort is in place to broaden work-based opportunities for students in 11th and 12th grade beyond cooperative education to include internships, apprenticeships, job shadowing and mentoring.	
Increase Enrollment of Minorities in the School	The school is still susceptible to common paradigms associated with vocational education. More positive promotion needs to occur.	
STEM Programming - Increase Recruitment Efforts in CIM, Electronics and Pre-Engineering	Continuous emphasis placed on STEM in marketing materials and activities.	
English Language Development Programs/ELL Services Under-Developed	A more culturally diverse community exists for which educational needs must be served.	
Improve Students with Disabilities 10-12 Industry-Based Learning to 88.6% Compared to Exceed Schoolwide Percentage of 91.9%	As IEP student percentages exceed that found in the participating school districts, more resources are needed to serve the needs of CTC students.	

ADDENDUM B: ACTION PLAN

Action Plan: Career Readiness

Action Steps	Anticipated Start/Completion Date	
Develop a Work-Based Learning Plan inclusive of alternative activities beyond Cooperative Education that provides additional experiences for students.	01/18/2022 - 07/31/2022	
Monitoring/Evaluation	Anticipated Output	
Monitored progress through Supervision and Tracking.	Target Year 1 (22-23) experience a 2.5% increase in student participation in work-based learning experiences. Target Year 2 (23-24) an additional 5% increase and Target Year 3 (24-25) plan for an additional 7% increase to a total of 25% of our 11th and 12th grade student population participating in work-based learning activities. STEM Programming enrollment improvements where 4 of 6 programs are enrolled at full capacity.	
Material/Resources/Supports Needed	PD Step	Comm Step
Monthly Meetings, Business & Industry Involvement, Print Materials, Circulation to include Postage	yes	no

Action Steps**Anticipated Start/Completion Date**

Engage employers to participate in a marketing campaign to high school students and adults that promotes opportunities in low enrolled STEM Academy programming.

01/18/2022 - 07/31/2022

Monitoring/Evaluation**Anticipated Output**

Monitored progress through Supervision and Tracking.

Target Year 1 (22-23) experience a 2.5% increase in student participation in work-based learning experiences. Target Year 2 (23-24) an additional 5% increase and Target Year 3 (24-25) plan for an additional 7% increase to a total of 25% of our 11th and 12th grade student population participating in work-based learning activities. STEM Programming enrollment improvements where 4 of 6 programs are enrolled at full capacity.

Material/Resources/Supports Needed**PD Step****Comm Step**

Monthly Meetings, Business & Industry Involvement, Print Materials, Circulation to include Postage

no

yes



Action Steps**Anticipated Start/Completion Date**

Implement Recruitment Strategy - open houses, tours, and application process that promote STEM Programming.

08/22/2022 - 12/31/2022

Monitoring/Evaluation**Anticipated Output**

Monitored progress through Supervision and Tracking.

Target Year 1 (22-23) experience a 2.5% increase in student participation in work-based learning experiences. Target Year 2 (23-24) an additional 5% increase and Target Year 3 (24-25) plan for an additional 7% increase to a total of 25% of our 11th and 12th grade student population participating in work-based learning activities. STEM Programming enrollment improvements where 4 of 6 programs are enrolled at full capacity.

Material/Resources/Supports Needed**PD Step****Comm Step**

Marketing Materials, Meeting Supplies

no

no

Action Steps**Anticipated Start/Completion Date**

Follow up with Business and Industry on personal visitation to further develop partnerships and determine various methods available for work-based learning. Identify students to start expanded offerings Semester II of 2022-23 school year

08/22/2022 - 01/17/2023

Monitoring/Evaluation**Anticipated Output**

Monitored progress through Supervision and Tracking.

Target Year 1 (22-23) experience a 2.5% increase in student participation in work-based learning experiences. Target Year 2 (23-24) an additional 5% increase and Target Year 3 (24-25) plan for an additional 7% increase to a total of 25% of our 11th and 12th grade student population participating in work-based learning activities. STEM Programming enrollment improvements where 4 of 6 programs are enrolled at full capacity.

Material/Resources/Supports Needed**PD Step****Comm Step**

Mileage

no

no

Action Steps**Anticipated Start/Completion Date**

Monitor progress and continue to grow placement locations through the 23-24 school year.

08/21/2023 - 06/30/2024

Monitoring/Evaluation**Anticipated Output**

Monitored progress through Supervision and Tracking.

Target Year 1 (22-23) experience a 2.5% increase in student participation in work-based learning experiences. Target Year 2 (23-24) an additional 5% increase and Target Year 3 (24-25) plan for an additional 7% increase to a total of 25% of our 11th and 12th grade student population participating in work-based learning activities. STEM Programming enrollment improvements where 4 of 6 programs are enrolled at full capacity.

Material/Resources/Supports Needed**PD Step****Comm Step**

Mileage

no

no



Action Steps**Anticipated Start/Completion Date**

Implement Recruitment Strategy - open houses, tours, and application process that promote STEM Programming.

08/21/2023 - 12/29/2023

Monitoring/Evaluation**Anticipated Output**

Monitored progress through Supervision and Tracking.

Target Year 1 (22-23) experience a 2.5% increase in student participation in work-based learning experiences. Target Year 2 (23-24) an additional 5% increase and Target Year 3 (24-25) plan for an additional 7% increase to a total of 25% of our 11th and 12th grade student population participating in work-based learning activities. STEM Programming enrollment improvements where 4 of 6 programs are enrolled at full capacity.

Material/Resources/Supports Needed**PD Step****Comm Step**

Marketing Materials, Meeting Supplies

no

no

Action Plan: Placement of Students in Programs Matching Learning Styles and Ability.

Action Steps**Anticipated Start/Completion Date**

Institute Embark Software and Train School District Guidance Counselors/FCCTC Staff on Proper Procedures and Use

12/01/2021 - 05/31/2022

Monitoring/Evaluation**Anticipated Output**

Student Enrollment and Placement Accuracy Percentage over 3 Year Period. Successful Program Startup 1/16/24

Standard Format for Student Application and Enrollment across CTC and Six Participating School Districts. Special Programming Developed for Students in Most Need.

Material/Resources/Supports Needed**PD Step****Comm Step**

Embark Software, Computers, Professional Development Time

yes

no



Action Steps**Anticipated Start/Completion Date**

Assign FCCTC Principal Responsibility, as an Administrative Goal for 21-22, to Develop Method to Assure CTC Representation at all IEP Meetings of Current and Perspective Students.

12/01/2021 - 06/30/2022

Monitoring/Evaluation**Anticipated Output**

Student Enrollment and Placement Accuracy Percentage over 3 Year Period. Successful Program Startup 1/16/24

Standard Format for Student Application and Enrollment across CTC and Six Participating School Districts. Special Programming Developed for Students in Most Need.

Material/Resources/Supports Needed**PD Step****Comm Step**

PA School Code, Meetings w/Special Ed Supervisors, Mileage, Computers for Virtual Attendance

no

yes



Action Steps**Anticipated Start/Completion Date**

Add/Hire Certified Special Education Teacher

05/31/2022 - 08/17/2022

Monitoring/Evaluation**Anticipated Output**Student Enrollment and Placement Accuracy
Percentage over 3 Year Period. Successful Program
Startup 1/16/24Standard Format for Student Application and Enrollment across CTC and Six
Participating School Districts. Special Programming Developed for Students in
Most Need.**Material/Resources/Supports Needed****PD Step****Comm Step**

Local Funding

no

no



Action Steps**Anticipated Start/Completion Date**

Apply for PDE Program Approval of a CTE Program Supporting Special Needs Students (ex. CIP 19.999 Human Services, 32.0105 Diversified Occupations, 46.0401 Property Maintenance or 52.0203 Logistics/Material Management)

01/17/2023 - 06/30/2023

Monitoring/Evaluation**Anticipated Output**

Student Enrollment and Placement Accuracy Percentage over 3 Year Period. Successful Program Startup 1/16/24

Standard Format for Student Application and Enrollment across CTC and Six Participating School Districts. Special Programming Developed for Students in Most Need.

Material/Resources/Supports Needed**PD Step****Comm Step**

Workforce Need, Local Funding

no

no



Action Steps**Anticipated Start/Completion Date**

Add/Hire Instructor for New Program

07/03/2023 - 11/30/2023

Monitoring/Evaluation**Anticipated Output**Student Enrollment and Placement Accuracy
Percentage over 3 Year Period. Successful Program
Startup 1/16/24Standard Format for Student Application and Enrollment across CTC and Six
Participating School Districts. Special Programming Developed for Students in
Most Need.**Material/Resources/Supports Needed****PD Step****Comm Step**

Local Funding, Equipment and Supplies

no

no



Action Steps**Anticipated Start/Completion Date**

Start New Program

01/16/2024 - 05/31/2024

Monitoring/Evaluation**Anticipated Output**

Student Enrollment and Placement Accuracy
 Percentage over 3 Year Period. Successful Program
 Startup 1/16/24

Standard Format for Student Application and Enrollment across CTC and Six
 Participating School Districts. Special Programming Developed for Students in
 Most Need.

Material/Resources/Supports Needed**PD Step****Comm Step**

Local Funding, Equipment and Supplies

no

no

Action Plan: Comprehensive Recruitment and Retention Focused on a Diverse Student Population

Action Steps**Anticipated Start/Completion Date**

Develop Recruitment Committee (meet bi-monthly),
Determine Key Partners, Develop Strategies, Develop
Marketing Materials

01/03/2022 - 06/30/2022

Monitoring/Evaluation**Anticipated Output**

Incorporate the monitoring of progress by targeted
year into the administrative goals set for the Assistant
Director.

For the 2024-25 school year, Career Tech will increase its projected minority
student population by 20% and increase its Hispanic population by 25% by
November, 2024.

Material/Resources/Supports Needed**PD Step****Comm Step**

Marketing Materials, Meeting Supplies

yes

no



Action Steps**Anticipated Start/Completion Date**

Implement Recruitment Strategy - open houses, tours, and application process that promote inclusion and diversity.

08/18/2022 - 12/30/2022

Monitoring/Evaluation**Anticipated Output**

Incorporate the monitoring of progress by targeted year into the administrative goals set for the Assistant Director.

For the 2024-25 school year, Career Tech will increase its projected minority student population by 20% and increase its Hispanic population by 25% by November, 2024.

Material/Resources/Supports Needed**PD Step****Comm Step**

Mileage, Presentation Materials

no

yes



Action Steps**Anticipated Start/Completion Date**

Reconvene Committee with a Focus on Retention, Determine Key Partners, Develop Strategies (school district support), Personnel

01/03/2023 - 06/30/2023

Monitoring/Evaluation**Anticipated Output**

Incorporate the monitoring of progress by targeted year into the administrative goals set for the Assistant Director.

For the 2024-25 school year, Career Tech will increase its projected minority student population by 20% and increase its Hispanic population by 25% by November, 2024.

Material/Resources/Supports Needed**PD Step****Comm Step**

Marketing Materials, Meeting Supplies

no

no



Action Steps**Anticipated Start/Completion Date**

Implement Retention Strategy, Continue Recruitment Strategy

08/18/2023 - 12/29/2023

Monitoring/Evaluation**Anticipated Output**

Incorporate the monitoring of progress by targeted year into the administrative goals set for the Assistant Director.

For the 2024-25 school year, Career Tech will increase its projected minority student population by 20% and increase its Hispanic population by 25% by November, 2024.

Material/Resources/Supports Needed**PD Step****Comm Step**

Counseling Department

no

yes



Action Steps**Anticipated Start/Completion Date**

Hire Bi-Lingual Para-professional

08/18/2023 - 09/20/2023

Monitoring/Evaluation**Anticipated Output**

Incorporate the monitoring of progress by targeted year into the administrative goals set for the Assistant Director.

For the 2024-25 school year, Career Tech will increase its projected minority student population by 20% and increase its Hispanic population by 25% by November, 2024.

Material/Resources/Supports Needed**PD Step****Comm Step**

Advertisement

no

no



Action Steps

Anticipated Start/Completion Date

Implement Retention Strategy, Continue Recruitment Strategy

08/20/2024 - 12/30/2024

Monitoring/Evaluation

Anticipated Output

Incorporate the monitoring of progress by targeted year into the administrative goals set for the Assistant Director.

For the 2024-25 school year, Career Tech will increase its projected minority student population by 20% and increase its Hispanic population by 25% by November, 2024.

Material/Resources/Supports Needed

PD Step

Comm Step

Counseling Department

no

no

Action Plan: Trauma - Informed Care

Action Steps**Anticipated Start/Completion Date**

Develop a treat assessment team.

08/21/2023 - 06/30/2024

Monitoring/Evaluation**Anticipated Output**

Monitor and tracking through the Vector Training Platform.

The team will be able to make preliminary determination that a student's behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others. training will be provided through the Vector Training Platform

Material/Resources/Supports Needed**PD Step****Comm Step**

none

no

no



Action Steps**Anticipated Start/Completion Date**

Develop training for staff on threat assessment

08/01/2023 - 06/30/2024

Monitoring/Evaluation**Anticipated Output**

Monitor and tracking through the Vector Training Platform.

The team will be able to make preliminary determination that a student's behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others. training will be provided through the Vector Training Platform

Material/Resources/Supports Needed**PD Step****Comm Step**

Vector Training Solutions PD software

yes

no



ADDENDUM C: PROFESSIONAL DEVELOPMENT PLANS

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
<p>Increase the percentage of 11th and 12th grade students exposed to industry-based learning experiences from 10.5% to 25% (Work-Based Learning %)</p> <p>Achieve full enrollment in at least 4 of 6 STEM Academy Programs in preparation for the 2024-25 school year. STEM Programs include; Welding, Computer Integrated Manufacturing, Mechatronics, Electronics, Pre-Engineering and Information Systems Technology. (STEM)</p>	Career Readiness	Develop a Work-Based Learning Plan inclusive of alternative activities beyond Cooperative Education that provides additional experiences for students.	01/18/2022 - 07/31/2022
By June 2024, Develop a career and technical program providing work-based learning opportunities for students with disabilities. (Special Education Placement)	Placement of Students in Programs Matching Learning Styles and Ability.	Institute Embark Software and Train School District Guidance Counselors/FCCTC Staff on Proper Procedures and Use	12/01/2021 - 05/31/2022
For the 2024-25 school year, Career Tech will increase its projected minority student population by 20% over the 3 year period from 183 students to 220	Comprehensive Recruitment	Develop Recruitment	01/03/2022 -

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
students. (Minority Student Growth)	and Retention Focused on a Diverse Student Population	Committee (meet bi-monthly), Determine Key Partners, Develop Strategies, Develop Marketing Materials	06/30/2022
By June 2024, Develop a career and technical program providing work-based learning opportunities for students with disabilities. (Special Education Placement)	Trauma - Informed Care	Develop training for staff on threat assessment	08/01/2023 - 06/30/2024
Increase Hispanic population by 25% from 90 to 112 total by November, 2024. (ESL Support)			

PROFESSIONAL DEVELOPMENT PLANS

Professional Development Step	Audience	Topics of Prof. Dev
Career Readiness	Employers, CTE Instructors, Students	Cooperative Education Job Shadowing Pre-Apprenticeship Internships Mock Interviews

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Student Job Readiness, Employability Skill Standard and Employer Evaluation	01/03/2022 - 06/30/2023	Kathy Estep - Workforce Development Coordinator

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:
4e: Growing and Developing Professionally 3c: Engaging Students in Learning 1d: Demonstrating Knowledge of Resources	Teaching Diverse Learners in an Inclusive Setting

Professional Development Step	Audience	Topics of Prof. Dev
Placement of Students in Programs Matching Learning Styles and Abilities	School District Guidance Counselors, FCCTC Staff	Student Selection Program Requirements Application Process Student Achievement Career Planning and Development

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
<p>Students placed in program that match career interest and learning ability. IEP and 504 students and/or their representatives will meet with FCCTC staff prior to placement to insure student success. IEP and 504 plans will include criteria for student achievement and measurable student goals. Documentation should indicate appropriate exit strategies for student assistance. Assistance will be provided for students to develop language and communication skills that will assist with career placement and post secondary achievement.</p>	<p>01/03/2022 - 06/30/2022</p>	<p>Terry Miller, Assistant Director</p>

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:
<p>1c: Setting Instructional Outcomes</p>	<p>Language and Literacy Acquisition for All Students</p>
<p>4c: Communicating with Families</p>	<p>Language and Literacy Acquisition for All Students</p>
<p>3a: Communicating with Students</p>	
<p>3c: Engaging Students in Learning</p>	
<p>1c: Setting Instructional Outcomes</p>	



Professional Development Step	Audience	Topics of Prof. Dev
Recruitment and Retentions of Diverse Populations	Teachers, Community Stakeholders	Promoting Diversity Student Success Career Readiness Community Involvement Student Recruitment and Retention Cultural Understanding

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Career Tech will increase its projected minority student population by 20% over the 3 year period from 183 students to 220 students and increase Hispanic population by 25% from 90 to 112 total. A strategic plan that includes career awareness, recruitment, and retention for grades 5, 8, and 9 through 12. The plan will contain elements of tours, open houses, business stakeholder involvement, and parent communication.	07/01/2022 - 06/30/2024	Lori Ebersole, Recruitment Specialist Honing Stone Consulting

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:
2b: Establishing a Culture for Learning	Teaching Diverse Learners in an Inclusive Setting
2a: Creating an Environment of Respect and Rapport	Language and Literacy Acquisition for All Students
3a: Communicating with Students	
4c: Communicating with Families	
2a: Creating an Environment of Respect and Rapport	



Professional Development Step	Audience	Topics of Prof. Dev
Threat Assessment Training	All teaching and non-teaching staff.	School safety, Threat Assessment, Using the professional development training portal.

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Staff will use the Vector Solutions Platform to review material and complete the certification program for awareness and response to threat assessment.	08/15/2022 - 06/30/2024	Terry Miller

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:
3e: Demonstrating Flexibility and Responsiveness 2d: Managing Student Behavior 4b: Maintaining Accurate Records	Trauma Informed Training (Act 18)



ADDENDUM D: ACTION PLAN COMMUNICATION

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
<p>Increase the percentage of 11th and 12th grade students exposed to industry-based learning experiences from 10.5% to 25% (Work-Based Learning %)</p> <p>Achieve full enrollment in at least 4 of 6 STEM Academy Programs in preparation for the 2024-25 school year. STEM Programs include; Welding, Computer Integrated Manufacturing, Mechatronics, Electronics, Pre-Engineering and Information Systems Technology. (STEM)</p>	<p>Career Readiness</p>	<p>Engage employers to participate in a marketing campaign to high school students and adults that promotes opportunities in low enrolled STEM Academy programming.</p>	<p>2022-01-18 - 2022-07-31</p>
<p>By June 2024, Develop a career and technical program providing work-based learning opportunities for students with disabilities. (Special Education Placement)</p>	<p>Placement of Students in Programs Matching Learning Styles and Ability.</p>	<p>Assign FCCTC Principal Responsibility, as an Administrative Goal for 21-22, to Develop Method to Assure CTC Representation at all IEP Meetings of Current and</p>	<p>2021-12-01 - 2022-06-30</p>

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
		Perspective Students.	
<p>For the 2024-25 school year, Career Tech will increase its projected minority student population by 20% over the 3 year period from 183 students to 220 students. (Minority Student Growth)</p>	<p>Comprehensive Recruitment and Retention Focused on a Diverse Student Population</p>	<p>Implement Recruitment Strategy - open houses, tours, and application process that promote inclusion and diversity.</p>	<p>2022-08-18 - 2022-12-30</p>
<p>For the 2024-25 school year, Career Tech will increase its projected minority student population by 20% over the 3 year period from 183 students to 220 students. (Minority Student Growth)</p>	<p>Comprehensive Recruitment and Retention Focused on a Diverse Student Population</p>	<p>Implement Retention Strategy, Continue Recruitment Strategy</p>	<p>2023-08-18 - 2023-12-29</p>

COMMUNICATIONS PLAN

Communication Step	Audience	Topics/Message of Communication
Career Readiness	Employers, Future Students	Review of Professional Development progress. What have I learned? How will this benefit my students? How can this be adapted for other programs? What are the next steps to continue growth?

Anticipated Timeframe	Frequency	Delivery Method
08/16/2021 - 05/30/2022	Monthly	Presentation

Lead Person/Position
Kathy Estep - Workforce Development Coordinator

Communication Step	Audience	Topics/Message of Communication
Placement of Students in Programs Matching Learning Styles and Ability	School District Special Education Supervisors, FCCTC Instructors, Guidance Counselors	Inclusion Transition Student Selection Appropriate Placement Program Requirements Application Process Student Achievement Career Planning and Development

Anticipated Timeframe

01/03/2022 - 12/30/2022

Frequency

Monthly Meetings

Delivery MethodPresentation
Memorandum**Lead Person/Position**

Justin Sholes, Principal

Communication Step

Comprehensive Recruitment Focused on a Diverse Student Population

Audience

Future Students, Community Agencies, Parents, FCCTC Instructors

Topics/Message of Communication

Promoting Diversity Student Success Appropriate Placement Career Readiness Community Involvement Student Recruitment and Retention Cultural Understanding

Anticipated Timeframe

08/18/2022 - 12/30/2022

Frequency

As Needed, Monthly

Delivery Method

Presentation

Lead Person/Position

Lori Ebersole, Recruitment Specialist

Communication Step**Audience****Topics/Message of Communication**

Comprehensive Retention Focused on a Diverse Student Population

Current Students, Community Agencies, Parents, FCCTC Instructors

Promoting Diversity Student Success Appropriate Placement Career Readiness Community Involvement Student Recruitment and Retention Cultural Understanding

Anticipated Timeframe**Frequency****Delivery Method**

08/17/2023 - 05/31/2024

As Needed Follow up

Other

Lead Person/Position

Terry Miller, Assistant Director



ADDENDUM E: COMPREHENSIVE PLAN COMMUNICATIONS

Communication Step	Topics of Message	Mode	Audience	Anticipated Timeline
Community Awareness of Comprehensive Plan	Public Review of Comprehensive Plan	Website	Residents of Franklin County, PA	10/14/21 - 11/30/21
Presentation of Comprehensive Plan	Review of Strengths, Challenges, Goals and Action Plan	Power Point Presentation	Joint Operating Committee, General Advisory Committee, FCCTC Staff	9/20/21 - 11/30/21
Mobilization of Implementation	Professional Development, Work-Based Learning, Student Placement, Diverse Student Populations	Sub-Group Meetings	FCCTC Staff	1/3/22 - 6/30/24
Feedback/Status Report to Authorizing Boards	Providing Status of Progress toward Meeting Goals	Presentation	Joint Operating Committee, General Advisory Committee	8/22 - 6/24
