

Delaware County Technical High School (DCTS) Comprehensive Plan

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Comprehensive Plan Participants

Dr. Karen Pflugh, Director CTE
Dr. Shellie Feola, Assistant Executive Director
Daniel Palmer, Principal (Folcroft Campus)
Chris Hansen, Principal (Aston Campus)
Dr. Linda Lomas, Supervisor
Kelli Barnes, Teacher
Cate Beaty, Teacher
Dr. Susan Carr, Special Education Teacher
Christina Dickinson, Teacher
John McCuen, Teacher
Harry McGinnis, Teacher
Erin Sparacio, Teacher
Kestin Weimer, Teacher
Ron Contrady, Educational Specialist
Diane Rouse, Educational Specialist
Lisa Pelosi, Educational Specialist

Dr. Steve Subers, Business Representative
Clayton Fitch, Business Representative
Matt Parmet, Business Representative
Tim Hilsey, Business Representative
Cheryl Ferguson, Business Representative
Mike Fidelli, Parent
Martin Stamper, Parent
Tom Brown, Community Representative
Dr. Stephen Butz, Community Representative
Jonathan Regino, Community Representative

Mission

Guided by industry professionals, Delaware County Technical Schools prepare today's students for tomorrow's opportunities by providing innovative, meaningful technical training, a foundation for life-long learning and marketable credentials for high-wage, high demand careers.

Vision

In preparing today's students for tomorrow's opportunities, the Vision of the Delaware County Technical schools is to provide a high level of competency-based career and technical education, high level of academic integration within each CTE program and Articulated and/or Dual Enrollment postsecondary pathway options for all students.

DCTS Prioritized Goals For Continuous Improvement

Goal 1	Goal 2	Goal 3	Goal 4
Shared Vision	Curriculum	Resources Address Instructional Priorities	Professional Development
Establish a system within the DCTS that fully ensures each member of the school community promotes, enhances and sustains a shared vision to ensure students are college and career ready and ensures family and community support of student participation in the learning process.	Establish a system within the DCTS that fully ensures consistent implementation of academic standards-aligned curricula across all classrooms for all students.	Establish a system within the DCTS that fully ensures the school's resources effectively address instructional priorities that are aligned with the vision and mission and that fully ensures the expenditure and accounting of funds meets legal and ethical requirements within the parameters of generally accepted accounting practices.	Establish a system within the DCTS that fully ensures professional development is based on sound research and promising practices, is focused on the needs of professional employees is comprehensive and is implemented with fidelity in order to meet the specific needs of students.

Goal 1 – Shared Vision				
Strategies	Action Steps	Timeline (estimate start and completion)	Person(s) Responsible	Indicators of Implementation
Develop/Revise vision/mission for DCTS to ensure it meets the needs of our students for college, career and life readiness.	<ol style="list-style-type: none"> Employ a diverse collaborative stakeholder group to assess current needs for students, formulate a vision for DCTS; analyze the current mission, and make recommended modifications/enhancements as necessary. Create a communications plan to articulate the revised/enhanced vision and mission. 	Begin April/May, 2019 - 2020	Director & DCTS Administrative Leadership Team	Meeting Agenda & Minutes Yearly DCTS CIP Action Plan
Revise the composition and content of the Local Advisory Committee Meetings (LAC)	<ol style="list-style-type: none"> Seek out additional/diverse stakeholders for LAC Membership Formulate a meeting schedule focused on revisiting the mission/vision of the DCTS Implement revised meeting format to seek input in formulating mission/vision. 	Spring, 2019 3/2019 - ongoing	Director	Yearly DCTS CIP Action Plan
Plan for implementation of identified vision and mission	<ol style="list-style-type: none"> Formulate sub committees to conduct an assessment and analyze various components that may impede achievement of the vision/mission to include the following: 	2019 – 2020		Yearly DCTS CIP Action Plan Meeting Agenda & Minutes

	<ol style="list-style-type: none"> a. Program offerings (levels/structure) to include identification of skills necessary for success. b. Scheduling and time c. Attendance & behavior expectations (policies and procedures) d. Bussing e. Interventions – barriers to student learning f. Admittance to programs (policies and procedures) g. Recruiting opportunities with sending districts <ol style="list-style-type: none"> 2. Subcommittee to prepare a report articulating the findings for further review by the diverse stakeholder group. 3. Diverse stakeholder group to identify plausible recommendations after a review of the report. 4. PAC/Administration/board/LAC to determine ability to implement recommendations based on available resources. 			<p>Prepared Report of Recommendations</p> <p>PAC, LAC and Board Meeting Agendas</p>
Implement the revised/newly developed vision and mission for DCTS	<ol style="list-style-type: none"> 1. Begin implementation of plausible recommendations from subcommittees. 	2020-2023		Yearly DCTS CIP Action Plan
Develop and implement a communication and marketing Plan	<ol style="list-style-type: none"> 1. Determine a communication and marketing plan to ensure common understanding among all stakeholders (e.g. understanding that theory and skills needed for success in CTE; CTE has evolved, etc.). 2. Identify strategies within the plan to enhance family and student engagement (revise open house for spring) 	2020- ongoing		Yearly DCTS CIP Action Plan

Goal 2 – Curriculum				
Strategies	Action Steps	Timeline (estimate start and completion)	Person(s) Responsible	Indicators of Implementation
Conduct a curriculum program review for each CTE program to ensure alignment to academic and CEW standards and the appropriate CIP task list.	<ol style="list-style-type: none"> 1. Inventory current curriculum to determine what is currently being taught vs. what is on paper. 2. Analyze alignment to academic and CEW standards. 	1/2019 – 6/2020	Teachers/ Curriculum Coordinator	Curriculum Mapping Document Course Syllabus
	<ol style="list-style-type: none"> 3. Analyze alignment to CIP task list (NOCTI). 4. Investigate other necessary skills pertinent to industry needs in conjunction with OAC representatives. 	2020 – 2023	Teacher/OAC	OAC Minutes

	<ol style="list-style-type: none"> 5. Investigate other necessary skills pertinent to industry needs by visits to other exemplar CTC programs and/or research-based curricular opportunities (e.g. PLTW) 6. Engage a CTC curriculum expert to assist in the identification of a curriculum framework for DCTS. 7. Engage in a process to incorporate identified needs (standards, skills) into curriculum and/or revise/enhance as necessary. 8. Identify and implement literacy strategies in alignment with CTC curriculum. 9. Identify and incorporate assessments, instructional strategies and curricular resources for each program. 10. Determine a professional development plan for each step in the process. 11. Determine a communications plan for each step in this process to ensure staff understanding and buy-in. 12. Craft a long-term curriculum review cycle for DCTS. 	<p>2020-2023</p> <p>2/15/19 – 6/2020</p> <p>3/2019-6/2020</p> <p>2019-2023</p> <p>2020 – 2023</p> <p>2020-2023</p> <p>Spring 2020</p>	<p>Director</p> <p>Curriculum Coordinator</p> <p>Admin. Team</p>	<p>Curriculum Framework Document</p> <p>Yearly DCTS CIP Action Plan</p> <p>Yearly DCTS CIP Action Plan</p> <p>Yearly DCTS CIP Action Plan</p> <p>Curriculum Cycle Document</p>
Develop and implement an action plan to ensure alignment of materials and resources for each program.	<ol style="list-style-type: none"> 1. Inventory current materials and resources. 2. Analyze the alignment of current materials and resources (Are materials aligned? What’s missing?). 3. Research cutting edge materials and resources in conjunction with a review of existing materials and resources in conjunction with OAC representatives. 4. Identify needed enhancements and/or modifications. 	<p>Spring 2019</p> <p>8/2019 – 6/2020</p> <p>8/2019 – 2023</p> <p>8/2019 - 2023</p>	<p>Principals Lead</p> <p>Teachers/OAC</p>	<p>Inventory Document</p> <p>OAC Minutes</p>
Revise the PLC process to support curriculum, instruction and assessment (CIA) alignment.	<ol style="list-style-type: none"> 1. Create a PLC schedule for professional development to include strategies for maximizing instructional time, strategies for vocabulary, student engagement, collaboration, assessment and technology integration. 2. Implement PLC plan. 3. Monitor implementation of newly learned strategies through learning walks. 	<p>1/2019</p> <p>2/2019 – 2023</p> <p>8/2019 - 2023</p>	<p>Curriculum Coordinator & Building Principals</p> <p>Curriculum Coordinator & Building Principals Teachers</p> <p>Administration</p>	<p>PLC Schedule</p> <p>PLC Minutes</p> <p>Learning Walk Feedback</p>
Identify and implement a platform for development and articulation of the curriculum aligned to the task lists.	<ol style="list-style-type: none"> 1. Research best practices for media. 2. Identify a platform through a collaborative process. 3. Develop PD and communications plan 4. Develop the Platform and Implement 	<p>3/2019 – 8/2019</p> <p>2019-20</p> <p>2020-2023</p>	<p>Director, Curriculum Lead & Committee</p>	<p>Identified Platform</p> <p>Yearly DCTS CIP Action Plan</p>

			Director, Curriculum Lead, Principals, Teachers	
Launch new and/or revise existing programs.	<ol style="list-style-type: none"> 1. Develop/Implement Action Plan/Checklist for effectively launching new and/or revising existing programs. To include the following: <ul style="list-style-type: none"> • conducting a needs assessment • identifying necessary additions/changes • reviewing funding sources • permissions OED/PAC/Board • CIP identification • OAC development • curriculum development • materials and resources acquisition • personnel. 2. Implement Action Plan for Welding Technology, Biomedical, Engineering, Apple. 	2/2019 2/2019 – 6/2020	Director	New/Revision of Programs Checklist Yearly DCTS CIP Action Plan
Increase Industry Certifications for Programs	<ol style="list-style-type: none"> 1. Assess current certifications in CATS. 2. Identify and request additional certifications for PDE approval. 3. Revise curriculum to support skills needed to attain certification. 	2019-2020 3/2020 5/2020 - 2023	CTE Admin. Director	Additional certifications achieved
Increased Articulation and Dual Enrollment Agreements	<ol style="list-style-type: none"> 1. Assess current articulation and/or dual enrollment agreements. 2. Develop and implement a plan to acquire additional opportunities. 	2019-20 2020-2023	CTE Admin.	Report of current agreements Yearly DCTS CIP Action Plan
Alignment of transcripts, GPA/grading scale with sending districts.	<ol style="list-style-type: none"> 1. Review current alignment among sending districts. 2. Determine plan to address discrepancies for students. 	2019-20	CTE Admin.	Report and Recommendations

Goal 3 – Resources Address Instructional Priorities				
Strategies	Action Steps	Timeline (estimate start and completion)	Person(s) Responsible	Indicators of Implementation
Develop/revise procedures for annual ordering of consumable supplies by program.	<ol style="list-style-type: none"> 1. Establish budget criteria and deadlines. 2. Establish inventory needs (what needs to be ordered by program). 3. Digital implementation – create a system for on-line requests. 	2020-21 2021-23	Administration	Process guidelines
Procurement Process	<ol style="list-style-type: none"> 1. Establish a process for commodity adjustment as prices fluctuate. 	2021-22	Administration with Business Office	Recommendations

	2. Research exemplars/best practice for procurement processes to expedite acquisition of materials at the lowest price.			
Develop procedures and policies for acquisition and replacement of technology .	<ol style="list-style-type: none"> 1. Inventory/assess current technology in all program areas (e.g. hardware, software and other requirements). 2. Research best practice pertaining to technological assets by program in consultation with OAC representatives. 3. Determine needs and costs of technology by program. 4. Create an action plan to purchase technology to fill gaps and needs. 5. Create a PD plan to train in new technologies as needed. 6. Establish a long-term technology replacement plan. 	<p>3/2019-6/2019</p> <p>2019-2022</p> <p>2021-22</p>	Technology Consultant, Director, CTE Admin.	<p>Inventory Spreadsheet</p> <p>Action Plan</p> <p>Long-term technology replacement plan.</p>
Develop procedures and policies for acquisition and replacement of technology .	<ol style="list-style-type: none"> 1. Inventory/assess current equipment in all program areas. 2. Research best practice pertaining to equipment assets by program in consultation with OAC representatives. 3. Determine needs and costs of equipment in a five year plan format to forecast replacement and acquisition of new equipment (using 3 categories for prioritization). 	<p>3/2019-6/2019</p> <p>2019-2022</p> <p>2021-22</p>	Director of Facilities Director, CTE Admin.	<p>Inventory Spreadsheet</p> <p>Action Plan</p> <p>Long-term equipment replacement plan.</p>
Explore grant-writing opportunities and support.	<ol style="list-style-type: none"> 1. Research best practice for grant-writing support. 2. Develop a process for acquisition and development of grants. 	2021-23	CTE Admin.	Written recommendations and/or guidelines

Goal 4 – Professional Development				
Strategies	Action Steps	Timeline (estimate start and completion)	Person(s) Responsible	Indicators of Implementation
Review DCTS and district's calendars to identify additional PD opportunities, as well as OAC dates.	<ol style="list-style-type: none"> 1. Review existing calendar trends across sending districts in conjunction with the DCTS calendar. 2. Select additional potential days for PD (least disruptive to sending districts). 3. Make calendar recommendations to the school board. 	<p>January-February, 2019</p> <p>3/2019</p>	Assistant Executive Director & Director	<p>Approved Calendar</p> <p>MOU</p>

	4. Recommend trading Tech Fest for streamlined Occupational Advisory Committee opportunities for each program. Work with union to solidify MOU.			
Develop processes and procedures to incorporate teacher and program needs for professional development.	<ol style="list-style-type: none"> 1. Develop and Administer a teacher needs assessment of PD needs. 2. Chart areas of needs and look for trends and patterns. 3. Identify appropriate PD to meet teacher needs. 4. Identify professional development needs to support goals and strategies determined through the comprehensive planning process. 5. Identify PD to address priorities as articulated on the comprehensive plan. 	5/2019 – 2023 Yearly	CTE Admin.	<p>Survey</p> <p>Yearly DCTS CIP Action Plan (PD plan part of this action plan)</p>
Revise/Enhance OAC Process	<ol style="list-style-type: none"> 1. Formulate OAC development committee. 2. Review exemplar OAC guidelines. 3. Visit exemplar OAC meetings (if possible). 4. Develop guidelines. 5. Implement guidelines. 6. Assess effectiveness of implemented changes and make revisions as necessary. 	<p>3/2019</p> <p>3/2019-5/2019</p> <p>5/2019</p> <p>2019-20</p> <p>June 2020 – 2023 (yearly)</p>	Director, CTE Admin., Committee	OAC guidelines document
Induction Plan revisions and enhancements.	<ol style="list-style-type: none"> 1. Assess current induction plan as it relates to the needs of CTE teachers. 2. Formulate committee to review exemplar induction plans for CTE teachers. 3. Make recommendations for revisions and enhancements. 4. Implement revisions. 5. Assess effectiveness of implemented changes and make revisions as necessary. 	<p>2019-20</p> <p>June, 2020</p> <p>2020-23</p> <p>June 2021 – 2023 (yearly)</p>	Assistant Executive Director, CIPL Director, CTE Director, Committee	<p>Committee meeting agendas/minutes</p> <p>Revised induction plan</p>
Professional Development plan for teaching assistants.	<ol style="list-style-type: none"> 1. Develop and Administer a teacher assistant needs assessment of PD needs. 2. Chart areas of needs and look for trends and patterns. 3. Identify appropriate PD to meet teacher assistant's needs. 4. Identify professional development needs to support goals and strategies determined through the comprehensive planning process. 	7/2019 Yearly	Assistant Executive Director, CIPL Director, CTE Director, CTE Admin.	<p>Needs assessment</p> <p>PD plan</p>
Develop processes and procedures for peer and professional observation opportunities.	<ol style="list-style-type: none"> 1. Review the GSAP process and further define a structure for peer observation specific to CTCs to include guiding questions. 2. Organize a group training on the peer observation process. 	2021-23	CTE Director, Assistant Executive Director, CIPL Director	Peer observation process

	<ol style="list-style-type: none"> 3. Develop a peer observation pilot process. 4. Develop procedures for sharing best practice among faculty. 			
Develop processes and procedures for program specific best practice professional development opportunities.	<ol style="list-style-type: none"> 1. Form a quarterly job-a-like PLC. 2. Seek out and attend program specific professional development training that aligns specifically with program needs. 3. Summarize and report out on professional development training that aligns specifically with program needs. 	2021-23	CTE Admin.	Meeting agendas/minutes

Timeline – 5-year plan

2018-19	Soft launch - This includes sketching out a five-year plan for goals, strategies and actions with a more thorough action plan for 2018-19. The intent is to complete a cycle (plan/do/study act) for 18-19 and continue to refine and articulate the details for subsequent years as we move forward through this school year.
2019-20	Present draft to board October, 2019. Board Approval of official PDE requirement, November 6, 2019
2020-21	Official 3-year plan for PDE
2021-22	
2022-23	