
Pennsylvania Department of Education



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
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Student Services Report **Wednesday, March 12, 2008**

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Organization Description

To ensure that the organizational capacity of the center continues to contribute to high quality teaching and learning, the SUN Area Career and Technology Center (SUN Tech) is creating a **Quality System** through the implementation of **ISO 9001** guidelines. This Quality System is a means of ensuring that the SUN Tech has a high organizational capacity for remaining abreast of the rapid pace of change in today's society in general, and schools, in particular. In addition to the ISO 9001 guidelines, SUN Tech has turned to the contributions to schools by *Pennsylvania High Schools That Work* and *NSSE* (National Study of School Evaluation), whose work focus attention on the factors that have proven to make a difference in improving student learning. Therefore, committed to a process of continuous improvement of overall organizational effectiveness and capabilities, SUN Tech:

- Facilitates a collaborative process to implement its mission, beliefs, and goals that defines a compelling purpose and direction for the school.
- Employs effective decision-making that is data-driven, research-based, and collaborative.
- Monitors progress in improving student achievement and instructional effectiveness through a system of assessment and continuous reflection.
- Provides skillful stewardship by ensuring management of the operations and resources of the school for a safe, efficient and effective learning environment.
- Fosters community-building, collaborative networks of support for student learning, and effective working relationships within the school.
- Builds the skills and capacity required to improve through comprehensive and continuous professional development programs focused on the school's goals for improvement.
- Provides a guidance and counseling system that involves parents and teachers.
- Engages students in active learning and provides additional help to enable them to meet the higher expectations and standards.
- Emphasizes the use of high-level mathematics, communication, science and technology skills in the context of modern workplace practices in preparation for continued learning.
- Provides students access to a structured system of school-based and work-based learning planned cooperatively by all stakeholders and resulting in an industry-recognized credential and employment.

Organizational Structure

The organizational structure and alignment of coherent curricular, instructional, and assessment practices at SUN Tech facilitate the accomplishment of the school's mission and its organizational and educational goals. The organizational structure also enables a diverse student population to attain the skills and competencies needed to succeed in the occupations for which they are prepared and achieve related PA Academic Standards at a level of proficiency.

SUN Tech provides quality career and technical education programs to secondary students from five "sending" school districts in Snyder, Union and Northumberland counties: Lewisburg Area, Mid-West, Mifflinburg Area, Selinsgrove Area, and the Shikellamy School District. Approximately 260 students are currently enrolled in one of nineteen technical and career programs. Secondary students attend full time for one year in their sophomore, junior or senior year.

In addition to serving secondary students, SUN Tech currently serves six adult students during the confines of the normal school day, and approximately 550 adults in more than 50 adult evening courses and customized training programs. SUN Tech's programs are designed to

provide its day-time students with the skills and competencies needed to obtain a job in their chosen field immediately upon graduation. The focus of SUN Tech's evening program is to assist students improve their knowledge and skills in a particular area. All of SUN Tech's programs are designed to provide both youth and adults with marketable skills needed for the workplace of today and in the future.

SUN Tech is a member of the Central Susquehanna Intermediate Unit and is governed by a Joint Operating Committee (JOC) comprised of one elected representative from each of the five school district boards of education. Its budget is subject to the approval of 45 school board members, nine from each of the five sending school districts. SUN Tech's proposed 2008-2009 budget is approximately \$5,000,000 with an anticipated increase of three percent yearly over the life of this plan.

The school's Administrative Advisory Committee is comprised of the Superintendents of the five school districts (one from each school district) and is chaired on a rotating basis for two years by one of the Superintendents. The committee meets a minimum of nine times a year with the school's Administrative Director to review and discuss day to day operations and management issues to ensure the maximum utilization of SUN Tech resources in the most cost-effective and collaborative manner.

The Director's Local Advisory Committee meets periodically with the Administrative Director to make overall recommendations for SUN Tech. In addition, each program of study has its own Local Advisory Committee, which meets at least annually with each program's instructor to review and make overall recommendations. Recommendations may be on curriculum, state-of-the art equipment, instructional materials, safety regulations, program evaluations and other matters.

Core Purpose

Mission

SUN Tech and members of its partnership have coalesced around a common vision to update the school's strategic plan. Originally adopted in 1995 and updated in 2002, 2005, and again in 2008, the plan clarifies the future direction of the school through reaffirmation of its mission and beliefs, identification of educational and organizational goals and a commitment to **continuous quality** in every aspect of SUN Tech's instructional programs and activities. This quest for excellence is reflected in the school's Mission and **Quality Statement** and signifies the school's commitment to providing the best Career and Technology instruction anywhere. The statement reads:

It is SUN Tech's mission to provide World Class Technical Education by continually improving:

**Safe and Supportive Environment +
Unparalleled Instructional Services & Curriculum +
Nationally Recognized Student Achievement =**

Highly Skilled Future Leaders!

Vision

The vision of SUN Tech is to be a center of excellence for education and adaptable to the needs and expectations of our secondary and post-secondary students.

Shared Values

Belief Statements

- All students can learn and must be encouraged and challenged to reach their full potential.
- Programs should enable students to acquire the knowledge, skills, and attitudes necessary to be productive members of society.
- Career guidance is essential for all students.
- Professional development is vital for a well-trained and creative staff.
- Students, through their actions and choices, have the final responsibility for their education.
- Students must have saleable skills upon program completion.
- The community and students must be committed to the pursuit of excellence in programs and services.
- Education is a continuing experience.
- Students must have respect for themselves and others.
- Partnering with the private sector to ensure a curriculum that is valid and business/industry responsive.
- Students must be **Self-Directed Learners** who use positive core values to create a positive vision for themselves and their future, set priorities and achievable goals, create options for themselves, monitor and evaluate their progress, and assume responsibility for their actions.
- Students must be **Collaborative Workers** who use effective leadership and group skills to develop and manage interpersonal relationships within culturally and organizationally diverse settings.
- Students must be **Complex Thinkers** who identify, access, integrate, and use available resources and information to reason, make decisions, and solve problems in a variety of contexts.
- Students must be **Community Contributors** who contribute their time and energies, and talents to improving the welfare of other and the quality of life in their diverse communities.
- Students must be **Quality Producers** who create intellectual, artistic, practical and physical products which reflect originality in high standards and use of advance technologies.

The SUN Tech strategic plan is a results-oriented document and provides a structure for public accountability. Many individuals will be asked to contribute to the work set forth in this plan in order to actualize the school's vision and mission. By working in collaboration, SUN Tech will be better prepared to provide its students with the educational opportunities needed to meet the challenges of the 21st century.

Current Student Services

Service	Comment
Career Guidance	One counselor at SUN Tech is responsible for approximately 270 seniors and 20-30 under classman each school year.
Work Based Learning	Service is provided to support students pursuing opportunities in workforce while enrolled at SUN Tech through the Co-op coordinator, job shadowing, live-work projects, on site clinical experience (restaurant, cosmetology, automotive repair services and collision repair services).
Outside Agency	Agencies such as Children & Youth, OVR, Career Link, MHMR, Project Elect and probation are used to provide students with support on a

	personal level.
Public Relations	Counselor develops and provides programs for recruitment for within the districts' middle and high schools
Student Records	Administration oversees the record keeping policy and procedures to be in compliance with state and federal regulations and guidelines.
Sponsoring District Coordination	SUN Tech counselor coordinates with the counselors of the sponsoring districts on the various activities relating to enrollments, recruiting, applications, admission, etc.
Testing	The counselor is responsible for coordinating the annual NOCTI pretest and post test assessment.
Child Accounting	The Attendance Clerk is responsible for maintaining child accounting reports under the supervision of SUN Tech administration.
Senior Placement Data	The Co-op coordinator is responsible for conducting a Senior Exit survey for the purpose of collecting data for PDE and providing feedback to the participating districts.
Other Services	The counselor provides information related to armed services, post-secondary applications, career opportunities and grading processes and policies.
Tech Prep	The Curriculum Supervisor is responsible for coordinating Tech Prep activities with participating district curriculum coordinators and post-secondary institutions.
Student Scheduling	counselor aids students in career path and program changes
Learning Resource Center	The center provides students with tutoring and contains textbooks, resource materials, and access to the internet.

Needs Assessment

1. Creating connections with middle school counseling personnel and post-secondary personnel.
2. Identifying reasons for student withdrawal.
3. Oversee administration of NOCTI testing and implementing action plans for improvement.

Action Plan - Narratives

Developmental Services

SUN CTC provides student service/school counseling services to all students enrolled in the career center. A certified school counselor is assigned to assess the needs, provide any necessary intervention, and oversee the progress of each student enrolled.

Diagnostic, Intervention and Referral Services

The school counselor becomes aware of students experiencing problems attaining educational achievement through the monitoring of student progress records, administrator referral, SUN CTC staff/instructor referral, sending school nurse/counselor referral, parental or peer referral or student self-referral. The school counselor may, through clinical discussions with that student, determine the needed intervention to address the presenting problem. The school counselor may then utilize SUN CTC based intervention services such as the learning resource center or instructional aides to address these issues, or may utilize services offered in the community or in the sending schools. Parents may be referred to or advised of community services such as community counseling agencies, private diagnostic services, and casework services that may help their child with the presenting problem. Students and parents may also be advised to utilize services available to them through the sending school such as diagnostic, special education, health or Student Assistance Program services.

Consultation and Coordination Services

The school counselor is the primary staff member designated to coordinate services and offer and/or solicit consultation on behalf of the student as those services pertain to the education, social and emotional progress of that student and his or her enrollment at SUN CTC.

Student Assistance Program

SUN CTC utilizes the Student Assistance Program services of the sending schools as necessary to meet the intervention and referral needs of students in regard to alcohol, chemical and tobacco abuse issues. The school counselor receives referral information from students and/or staff, and consults with the SAP representative from the affected student's sending school to put into motion the SAP process on behalf of that student.

Communication

SUN CTC utilizes several methods to inform both adults and sending school students of the educational opportunities available. SUN CTC advertises in a variety of public media with newspaper, radio, movie theater trailers and television public calendar spots. A website is maintained to provide school wide and specific program information. Participation in employment and industry awareness opportunities are also utilized when available.

Students at the sending schools participate in career awareness programs as outlined within the individual districts strategic plans. SUN CTC provides DVD's of the available programs to counselors at the sending schools to assist in career awareness. 8th grade students are brought to SUN CTC for a tour of all the programs. SUN CTC's counselor speaks with the juniors at the sending schools and reviews the process for interested students to visit SUN CTC and prepare to select a program of study for the senior year. Students are provided with sign up sheets and select 3 programs of interest then spend approximately 1 hour per program on the day of their visit. The sending school provides additional information in the course selection booklets to assist students and parents in the selection process. Students and parents access the programs by completing and submitting an application form to the sending school counselor. The sending school counselors forward the applications to the attendance clerk at SUN CTC who tallies all requests for total enrollment per program. The sending school counselors are notified of student acceptance based on available seating. Students unable to get into a first choice program are informed and offered a chance to select an alternate program of study. Students may select to be placed on a waiting list for openings if they should become available. Students receive a welcoming letter from the SUN CTC instructor outlining goals and expectations for the upcoming year. Students also receive a letter of congratulations regarding their enrollment in a SUN CTC program from an advisory board member. Once the student attends SUN CTC the counselor may help students select alternate programs of study through personal interest review and program visits to assure proper placement. Students may change programs during the first 10 days of the new school year or return to their sending school.

Any physical health needs are communicated by parents on school required documents and maintained in the school First Aid/ Safety Officers files. Any health concerns that arise during the school year are communicated to the parents directly by the FASO. Any mental health concerns are communicated to parents /guardians by the school counselor. Health needs will also be coordinated with sending school nurse/counselor as required.

Parents are notified of the use of survey instruments via the SUN CTC student hand book. A signature page is maintained by the school indicating that the student and parent have read and understand the contents of the handbook. The school maintains a policy addressing the rights of students and parents concerning refusal to participate in school sponsored surveys.

Action plans indicate time lines for the distribution of student and parental notices regarding school surveys. Activities are designed for the benefit, advancement and achievement of students in support of the school's strategic plan goals.

Action Plan

Goal: Improve Completion Rate

Description: Increase the percentage of students meeting program completer criteria by 2% each year.

Strategy: Develop an Intervention Process at SUN TECH

Description:

Activities:

Activity	Description	
Develop a brochure that informs students, parents and faculty how to utilize the current home school based "SAP" programs while attending SUN TECH.		
Person Responsible	Timeline for Implementation	Resources
Dennis Hain	Start: N/A Finish: N/A	\$0.00

Activity	Description	
Research funding strategies for the SAP training requirements.		
Person Responsible	Timeline for Implementation	Resources
Dennis Hain	Start: N/A Finish: N/A	\$0.00

Activity	Description	
Review the process for selection and training of SUN TECH personnel in the creation of a permanent SAP program at SUN TECH.		
Person Responsible	Timeline for Implementation	Resources
Dennis Hain	Start: N/A Finish: N/A	\$0.00

Strategy: Develop Method to Assist At-Risk Students and Students that are Unable to Get into their First Choice Programs Due to Over Enrollment

Description:

Activities:

Activity	Description
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Review current "career decision making" technologies (SAGE, CHOICES, ONET)		
Person Responsible	Timeline for Implementation	Resources
Dennis Hain	Start: N/A Finish: N/A	\$0.00

Strategic Planning Process

More than 36 participants including educators, board members, personnel from sponsoring districts, representatives of business and industry, parents, students, members of the administrative team, and community members have contributed to the work set forth in this strategic plan. The Administrative Director solicited volunteers from the Joint Operating Committee and personally selected other committee members based on each individual's knowledge or interest in an area that could advance the spirit and intent of the school's strategic planning process.

All persons who expressed interest in participating on the strategic planning Steering Committee, Academic Standards and Assessment Committee, Educational Technology Committee, Professional Education Committee, Student Services Committee, and/or Teacher Induction Committee have been involved in the development of this plan. After reviewing existing data, the Committees were charged with identifying goals, strategies and action plans within each of the areas of focus. By working in collaboration with all stakeholders, SUN Tech will actualize its mission and goals, and ensure that ALL students meet the challenges of the 21st century.

Strategic Planning Committee

Name	Affiliation	Membership Category	Appointed By
Cathy Kreitzer	SUN Area Career & Technology Center	Community Representative	Administration
Chris Lupolt	Selinsgrove Area H.S.	Ed Specialist - School Counselor	Administration
Dennis Hain	SUN Area Career & Technology Center	Administrator	Administration
Geoffrey Schmitz	SUN Area Career & Technology Center	Ed Specialist - School Counselor	Administration
Jennifer Miller	Lewisburg Area H.S.	Ed Specialist - School Counselor	Administration
John Bohn	SUN Area Career & Technology Center	Administrator	Administration
Jordan Russell	SUN Area Career & Technology Center Student	Other	Administration
Mary Brouse	Lewisburg Area School District	Board Member	Administration
Patricia Hess	Colonial Candle Crafters	Parent	Administration
Paul King	Midd West Area H.S.	Ed Specialist - School Counselor	Administration
Rob Donlan	Shikellamy High school	Community Representative	Administration
Steve Shriver	Mifflinburg Area H.S.	Ed Specialist - School	Administration

		Counselor	
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Assurance for the Collection, Maintenance, and Dissemination of Student Records

By checking each of the boxes below, the local education agency assures compliance with the requirements of 22 PA Code Chapter 12 and with the policies and procedures of Pennsylvania Department of Education (PDE). PDE will specify, in writing, policies and procedures to be followed. Requests for any deviations from these regulations, policies, and procedures must be made in writing to PDE (electronic mail may be directed to ra-chapter12@state.pa.us).

The Local Education Agency (LEA) assures the following:

- The LEA has a local plan, including policies and procedures, in place for the collection, maintenance, and dissemination of student records in compliance with §12.31(a) and §12.32
- The plan shall be maintained in compliance with §12.31(b) and made available to PDE in compliance with §12.31(c)

Assurance for the Operation of Student Services and Programs

By checking each of the boxes below, the local education agency assures compliance with the requirements of 22 PA Code Chapter 12 and with the policies and procedures of Pennsylvania Department of Education (PDE). PDE will specify, in writing, policies and procedures to be followed. Requests for any deviations from these regulations, policies, and procedures must be made in writing to PDE (electronic mail may be directed to ra-chapter12@state.pa.us).

The Local Education Agency (LEA) assures that there are local policies and procedures in place that address:

- Free Education and Attendance (in compliance with §12.1)
- School Rules (in compliance with §12.3)
- Discrimination (in compliance with §12.4)
- Corporal Punishment (in compliance with §12.5)
- Exclusion from School, Classes, Hearings (in compliance with §12.6, §12.7, §12.8)
- Freedom of Expression (in compliance with §12.9)
- Flag Salute and Pledge of Allegiance (in compliance with §12.10)
- Hair and Dress (in compliance with §12.11)
- Confidential Communications (in compliance with §12.12)
- Searches (in compliance with §12.14)
- Emergency Care and Administration of Medication and Treatment (in compliance with 35 P.S. §§ 780-101 - 780-144)

The LEA acknowledges that the above policies shall be maintained locally and be made available to the public upon request. The policies are not to be submitted to the Commonwealth except upon specific request by PDE.

In addition, the LEA assures the following:

- The Student Services Report complies with §12.41(b), §12.41(c), and §12.42 (consistent with the Early Intervention Services System Act (11 P.S. §§875-101 - 875-503))
- Consistent with §445 of the General Education Provisions Act (20 U.S.C.A. §1232h), parents or guardians are informed regarding individual survey student assessments and provided a process for refusal to participate (in compliance with §12.41(d))
- Persons delivering student services shall be specifically licensed or certified as required by statute or regulation (in compliance with §12.41(e))