
Pennsylvania Department of Education



Commonwealth of Pennsylvania
Department of Education
333 Market Street
Harrisburg, PA 17126-0333

Professional Education Report

Friday, May 07, 2010

(Last Approved: Thursday, July 10, 2008)

Entity: SUN Area Technical Institute

Address: PO Box 527

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Contact Name: Dennis Hain

Professional Education Planning Committee

Name	Affiliation	Membership Category	Appointed By
Boonie, Terry	SUN Tech	Ed Specialist - Instructional Technology	JOC
Brouse, Mary	Lewisburg Area School District	Board Member	JOC
Brubaker, Wanda	SUN Area Technical Institute	Other	JOC
Chalmers, Wendy	SUN Area Technical Institute	Special Education Teacher	JOC
Coukart, John	Coukart & Assoc.	Business Representative	JOC
Davis, Robin	SUN Area Technical Institute	Parent	JOC
DiRocco, Mark	Lewisburg Area School District	Administrator	JOC
Gray, Tom	SUN Area Technical Institute	Other	JOC
Hain, Dennis	SUN Area Technical Institute	Administrator	JOC
Heimbach, Vicki	SUN Area Technical Institute	Parent	JOC
Lovejoy, Susan	SUN Area Technical Institute	Ed Specialist - Instructional Technology	JOC
McBride, Kim	SUN Area Technical Institute	Ed Specialist - Instructional Technology	JOC
Metzger, R. Dirk	SUN Area Technical Institute	Special Education Teacher	JOC
Neidig, Jack	SUN Area Technical Institute	Ed Specialist - Instructional Technology	JOC
Powers, David	Q-E Manufacturing	Business Representative	JOC
Schmitz, Geoffrey	SUN Area Technical Institute	Ed Specialist - School Counselor	JOC
Sharer, Judy	SUN Area Technical Institute	Administrator	JOC

Needs Assessment

Reflections

There are currently no reflections selected for this section.

The SUN Area Technical Institute has assessed the educational and staff development needs of the school, our professional staff, the students we serve and the community we serve. This assessment was conducted through utilization of the following resources:
Technical Institute:

- The vision, mission and goals established in the strategic planning process and ratified in the ISO 9001 registration process and Middle States Commission Accreditation process
- School profile information
- Federal programs monitoring reports

Professional Staff:

- Induction plan
- Staff evaluations of previous staff development programs
- SUN Tech faculty survey 2008-2009

Students:

- NOCTI pre and post performance indicator data
- Approved end-of-year skills assessments
- Pre and post 2008-09 student feedback survey

Community:

- Critical Pennsylvania Workforce Investment Board Summary Reports
- Chamber of Commerce Spotlight on Education focus group summary
- Occupational advisory committee and local advisory committee recommendations
- SUN Tech parent survey

A review of this data by the Professional Education Committee resulted in an identification of the following major categories of professional education needs:

- *Increase student achievement*
- *Increase teacher effectiveness*

From these needs the Professional Education Committee then identified the professional education goals outlined in Section 3 of the Act 48 Professional Education Plan. The professional education designed by the committee to meet these goals will prepare the professional staff to successfully implement the components of the strategic plan and to assist our students in achieving the PA State Academic/Technical Standards. SUN TECH will provide targeted staff development to meet Goals through programs held on our two contracted staff development days and as outlined in action plans found in Section 8 of the Act 48 Professional Education Plan. In addition, individual and small groups will draw on the professional education offerings of PDE-approved providers and will receive financial support for participation as governed by the bargaining unit contract as detailed in Section 3 of the Act 48 Professional Education Plan.

Professional Education Action Plan

***Goal:* Improve Assessment Performance**

Description: Increase the percentage of students earning a Pennsylvania Skills Certificate and/or a PDE approved industry certification each year.

Strategy: Implement pretests

Description: To improve assessment performance on the end of year NOCTI or other approved skills attainment tests, pretests should be administered at least once in each program. Programs scoring below the state baseline may consider administering portions of a pretest each marking period.

Activity: Develop mock tests and administer NOCTI pretest

Description: Develop tests that can be used as pretests or mock tests. Administer the NOCTI pretest in October. These tests will be used at least once a year and as many as four times a year to better prepare students for the NOCTI or other approved end of year skills attainment test.

Person Responsible Timeline for Implementation Resources

Sharer, Judy	Start: 10/4/2010 Finish: 5/16/2011	\$9,130.00
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Status: Complete

Date Comment

1/22/2010	We are using the NOCTI pre-test at the beginning of each school year.
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Strategy: Utilize Data to Implement a Systematic Plan for On-going Student Assessment Performance Improvement

Description: Analyze data to determine what strategies and best practices could be used to improve assessment performance. Then, develop a plan and timeline for implementation of the strategies and best practices.

Activity: Instructor training pertaining to analyzing student data

Description: Instructors will receive training on where to attain formative and summative data both internally and externally. They will be informed on how to review the data for the purpose of curriculum revision, and providing additional and expanded learning opportunities when needed.

Person Responsible	Timeline for Implementation	Resources
Sharer, Judy	Start: 9/3/2010 Finish: 9/1/2013	-

Professional Development Activity Information

Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
1.00	1	20

Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
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SUN Tech

- School Entity

Not approved

Knowledge and Skills	Research and Best Practices	Designed to Accomplish
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Instructors will receive training on where to attain formative and summative data both internally and externally. They will be informed on how to review the data for the purpose of curriculum revision, and providing additional and expanded learning opportunities when needed.

For classroom teachers, school counselors and education specialists:

- Provides educators with a variety of classroom-based assessment skills and the skills needed to analyze and use data in instructional decision-making.

Educator Groups Which Will Participate in this Activity		
Role	Grade Level	Subject Area

- Classroom teachers

- High school (grades 9-12)

- Career Education and Work

Follow-up Activities	Evaluation Methods
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- Team development and sharing of content-area lesson implementation outcomes, with involvement of administrator and/or peers
- Peer-to-peer lesson discussions

- Standardized student assessment data other than the PSSA

Status: In Progress — Upcoming

Goal: Improve Educational Opportunities for All Students

Description: It is SUN Tech's goal to improve the educational opportunities for all students through curriculum development, professional development, and data driven decision making.

Strategy: Educate Instructors in Latest Advancements and Developments in Their Specific Trade Areas.

Description: Instructors will attend/participate in industry-based training in their specific trade areas as per the Act 48 Professional Education Plan and Collective Bargaining Agreement.

Activity: Attend In-service Courses, Conferences, Seminars, Workshops, or Adult Technical Classes

Description: Instructors will attend educational activities for the purpose of enhancing the professional educator's content knowledge in the area of the educator's certification or assignment.

Person Responsible	Timeline for Implementation	Resources
Sharer, Judy	Start: 9/3/2010 Finish: 6/17/2013	\$310,860.00

Professional Development Activity Information

Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
0.00	0	43

Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
Several providers will be used for this activity including Approved and Not Approved providers	<ul style="list-style-type: none"> • School Entity • College • Non-profit organization • Intermediate Unit • Association • Company 	Approved

Knowledge and Skills	Research and Best Practices	Designed to Accomplish
Educators will obtain training and education for the purpose of enhancing the professional educator's content knowledge in the area of the educator's certification assignment		<p><i>For classroom teachers, school counselors and education specialists:</i></p> <ul style="list-style-type: none"> • Enhances the educator's <u>content knowledge</u> in the area of the educator's certification or assignment. • Increases the educator's <u>teaching skills</u> based on research on effective practice, with attention given to interventions for struggling students. • Provides educators with a variety of classroom-based <u>assessment skills</u> and the

skills needed to analyze and use data in instructional decision-making.

- Empowers educators to work effectively with parents and community partners.

For school and district administrators, and other educators seeking leadership roles:

- Provides the knowledge and skills to think and plan strategically, ensuring that assessments, curriculum, instruction, staff professional education, teaching materials and interventions for struggling students are aligned to each other as well as to Pennsylvania's academic standards.
- Provides leaders with the ability to access and use appropriate data to inform decision-making.
- Empowers leaders to create a culture of teaching and learning, with an emphasis on learning.
- Instructs the leader in managing resources for effective results.

Educator Groups Which Will Participate in this Activity

Role	Grade Level	Subject Area
<ul style="list-style-type: none">• Classroom teachers• School counselors• Other educational specialists	<ul style="list-style-type: none">• High school (grades 9-12)	<ul style="list-style-type: none">• Career Education and Work

Follow-up Activities

Evaluation Methods

- | | |
|--|---|
| <ul style="list-style-type: none">• Team development and sharing of content-area lesson implementation outcomes, with involvement of administrator and/or peers• Analysis of student work, with | <ul style="list-style-type: none">• Classroom observation focusing on factors such as planning and preparation, knowledge of content, pedagogy and standards, classroom environment, instructional delivery and professionalism.• Standardized student assessment data other than the PSSA• Classroom student assessment data• Participant survey• Review of participant lesson plans |
|--|---|

- administrator and/or peers
- Creating lessons to meet varied student learning styles
- Peer-to-peer lesson discussions
- IEP meetings

Status: In Progress — Upcoming

Strategy: Improve CTE Programs

Description:

Activity: Align Curriculum with Anchors/Standards

Description: Competencies will be aligned with related standards and or anchors.

Person Responsible Timeline for Implementation Resources

Sharer, Judy	Start: 9/3/2010	-
	Finish: 5/20/2013	

Status: In Progress — Upcoming

Activity: Align Curriculum with Industry Standards

Description: Competencies will be aligned with related industry standards.

Person Responsible Timeline for Implementation Resources

Sharer, Judy	Start: 9/3/2010	-
	Finish: 5/20/2013	

Status: In Progress — Upcoming

Activity: Identify and Incorporate Best Practices

Description: Review all publicized and related best practices to make a determination of which practices, if any, should be implemented into a systematic plan for CTE program improvement.

communication, productive time on task management, improved planning and organization, consistent and positive classroom management, application of proven classroom instructional techniques and skills, and much more. Effective Schools research is clearly indicating that providing staff with a meaningful, practical and ongoing staff inservice is basic to realizing quality performance goals. APL not only develops and refines those skills that result in a more productive in-class program but also is committed to setting up and assisting in maintaining a follow-up process.

Educator Groups Which Will Participate in this Activity

Role	Grade Level	Subject Area
<ul style="list-style-type: none"> • Classroom teachers • Other educational specialists 	<ul style="list-style-type: none"> • High school (grades 9-12) 	<ul style="list-style-type: none"> • Career Education and Work

Follow-up Activities

Evaluation Methods

- Team development and sharing of content-area lesson implementation outcomes, with involvement of administrator and/or peers

Status: In Progress — Upcoming

Activity: Provide Collegiate Studies Related to Instructor Certification and/or Advanced Degrees

Description: Provide Recommended Program of Study for Workforce Education and Development as per the Collective Bargaining Agreement.

Person Responsible	Timeline for Implementation	Resources
Hain, Dennis	Start: 7/1/2010 Finish: 6/28/2013	\$84,775.00

Professional Development Activity Information

Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
3.00	24	10
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
Penn State University	• College	Approved

Knowledge and Skills	Research and Best Practices	Designed to Accomplish
Orientation to Teaching Integrated Curriculum Implementation Observation and Practice Teaching Composition and Rhetoric History & Philosophy of Workforce Education Education for Work: Trends and Issues Program and Facilities Management Assessment Techniques Voc. Student Organizations Voc. Ed. for Special Needs Learners Conceptual and Legal Basis of Co-Op Partnerships and Alliances Operating Cooperative Ed Programs Vocational Guidance Science of Physics Molecular Science Structure & Function of Organ. Learning and Instruction Education in American Society U.S. History from 1877 Psychology	Recommended Program of Study for Workforce Education and Development	<p><i>For classroom teachers, school counselors and education specialists:</i></p> <ul style="list-style-type: none"> Increases the educator's <u>teaching skills</u> based on research on effective practice, with attention given to interventions for struggling students. Provides educators with a variety of classroom-based <u>assessment skills</u> and the skills needed to <u>analyze and use data</u> in instructional decision-making.

Principles of Economics
 Algebra
 Research

Educator Groups Which Will Participate in this Activity

Role	Grade Level	Subject Area
<ul style="list-style-type: none"> Classroom teachers 	<ul style="list-style-type: none"> High school (grades 9-12) 	<ul style="list-style-type: none"> Career Education and Work
Follow-up Activities	Evaluation Methods	
<ul style="list-style-type: none"> Successful Completio 	<ul style="list-style-type: none"> Standardized student assessment data other than the PSSA Review of participant lesson plans 	

Status: In Progress — Upcoming

Activity: Provide Instructor Training in New Technology During Staff Meetings

Description: Provide training in Microsoft Office 2010, Windows 7 and other technology during bi-weekly staff meetings. Training may not meet the 1 hour mininum hours required for act 48 credit.

Person Responsible	Timeline for Implementation	Resources
Thomas Gray	Start: 7/1/2010 Finish: 6/3/2013	-

Professional Development Activity Information

Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
1.00	4	24
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status

SUN Area Technical Institute	<ul style="list-style-type: none"> School Entity 	Approved
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Knowledge and Skills	Research and Best Practices	Designed to Accomplish
learn to use Microsoft Word 2010 learn to use Microsoft Excel 2010 learn to use Microsoft Powerpoint 2010 learn to use Windows 7		<i>For classroom teachers, school counselors and education specialists:</i> <ul style="list-style-type: none"> Increases the educator's <u>teaching skills</u> based on research on effective practice, with attention given to

Professional

interventions for struggling students.

Educator Groups Which Will Participate in this Activity

Role	Grade Level
<ul style="list-style-type: none"> Classroom teachers School counselors Other educational specialists 	<ul style="list-style-type: none"> High school (grades 9-12)

Follow-up Activities	Evaluation Methods
	<ul style="list-style-type: none"> Participant survey

Status: In Progress — Upcoming

Activity: Provide opportunity for Instructor to use new technology with IT support

Description: Following hands-on training in the use of the new technology in The Learning Center and Large Group Instruction rooms, instructors will be encouraged to schedule the two classrooms for instruction. Information Technology personnel will be available during the session as a safety net for the instructor.

Person Responsible	Timeline for Implementation	Resources
Thomas Gray	Start: 9/3/2010 Finish: 5/20/2013	-

Professional Development Activity Information

Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
1.00	1	25

Organization or Institution Name	Type of Provider	Provider’s Department of Education Approval Status
SUN Area Technical Institute	<ul style="list-style-type: none"> School Entity 	Approved

Knowledge and Skills	Research and Best Practices	Designed to Accomplish
Instructors will learn how to use technology in The Learning Center and Large Group Instruction Room (projector, class management		<i>For classroom teachers, school counselors and education specialists:</i>

software, Elmo, Senteo, Extron switch).

- Increases the educator's teaching skills based on research on effective practice, with attention given to interventions for struggling students.

Educator Groups Which Will Participate in this Activity

Role	Grade Level
<ul style="list-style-type: none"> Classroom teachers Other educational specialists 	<ul style="list-style-type: none"> High school (grades 9-12)

Follow-up Activities	Evaluation Methods
	<ul style="list-style-type: none"> Participant survey

Status: In Progress — Upcoming

Activity: Provide Small Group Instructional Training in Hands-On Use of New Technology

Description: Provide small group training in the use of camcorders and the Senteo Interactive Response System (student clickers).

Person Responsible	Timeline for Implementation	Resources
Thomas Gray	Start: 9/3/2010 Finish: 7/1/2013	\$1,200.00

Professional Development Activity Information		
Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
2.00	1	24

Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
SUN Area Technical Institute	<ul style="list-style-type: none"> School Entity 	Approved

Knowledge and Skills	Research and Best Practices	Designed to Accomplish
Instructors will learn how to use technology in The Learning Center and Large Group Instruction Room		<i>For classroom teachers, school counselors and education specialists:</i>

(Camcorder and Sendeo Interactive Response System).

- Increases the educator's teaching skills based on research on effective practice, with attention given to interventions for struggling students.

Educator Groups Which Will Participate in this Activity

Role	Grade Level
<ul style="list-style-type: none"> Classroom teachers School counselors Other educational specialists 	<ul style="list-style-type: none"> High school (grades 9-12)

Follow-up Activities	Evaluation Methods
	<ul style="list-style-type: none"> Participant survey

Status: In Progress — Upcoming

Activity: Provide Web-Based Technical Skill Improvement Courses

Description: Numerous Web-Based courses are available through the SUN-Tech/ed2go portal. SUN Tech has partnered with ed2go to provide web-based adult education training.

Person Responsible	Timeline for Implementation	Resources
Thomas Gray	Start: 9/3/2010 Finish: 5/20/2013	\$3,000.00

Professional Development Activity Information

Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
2.00	6	6

Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
SUN Area Technical Institute	<ul style="list-style-type: none"> School Entity 	Approved

Knowledge and Skills	Research and Best Practices	Designed to Accomplish
Skill Improvement in the following computer software packages are available:		<i>For classroom teachers, school counselors and education specialists:</i>

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Windows 7, and others

- Increases the educator's teaching skills based on research on effective practice, with attention given to interventions for struggling students.

Educator Groups Which Will Participate in this Activity

Role	Grade Level
<ul style="list-style-type: none">• Classroom teachers• School counselors• Other educational specialists	<ul style="list-style-type: none">• High school (grades 9-12)

Follow-up Activities	Evaluation Methods
	<ul style="list-style-type: none">• Participant survey

Status: In Progress — Upcoming

Annual Review Process

Annual Review Process:

- 1) Faculty, staff, student, parent, community/business and advisory committee surveys will be completed, charted, and reviewed by Quality Management Team (QMT).
- 2) Technology assessment during school time as per current SUN Tech polices and guidelines be will completed.
- 3) Faculty, cluster chairs, institute-wide meetings and QMT discussions will be held on a regular basis.
- 4) Student/Program, NOCTI assessment results pre and post tests will be analyzed.
- 5) All forms and surveys related to above activities will be reviewed as needed by the QMT and changes will be made as necessary to enhance the process.

The continuing Professional Education Committee previously described in this document will continue to meet throughout the three-year period covered by this plan. Bi-yearly, reviews will be conducted for the purpose of evaluating continuing professional education activities for Act 48 Amendments and requirements. These reviews will include:

the monitoring of the continuing professional education plan; the determination of emerging needs; the selection and scheduling of learning activities and providers; and, an on-going evaluation of continuing professional education activities. The committee will review evaluations of continuing professional education activities and conduct yearly needs assessments for annual updates of the plan. Yearly strategic action plans will continue to be integrated into the Act 48 Plan, as appropriate. A Continuing Professional Education Learning Experience Evaluation Form will be used to help determine the impact of continuing professional education activities and to suggest follow-up opportunities. Forms will be reviewed and utilized during the first, second, and third year of the plan.

Supporting Documents

Supporting Documents - Attachment

- Supporting Documents for goal: improve educational opportunities for all students. Activity: attend courses, conferences, seminars, workshops, or adult technical classes.

Contact Information

Appendix B

Entity Information Page

Entity: SUN Area Technical Institute

Address:

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815 E Market St & 21st Century Dr
New Berlin, PA 17855-0527

Superintendent or Chief Administrative Officer: Dennis Hain

E-mail: dhain@sun-tech.org

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Fax: 570-966-9492

Professional Education Committee Chairperson: David Hauck

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