
Pennsylvania Department of Education



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

Professional Education Report **Tuesday, July 08, 2008**

Entity: SUN Area CTC
Address: 815 E Market St & 21st Century Dr
New Berlin, PA 17855-0527
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Contact Name: Wanda Brubaker

Professional Education Planning Committee

Name	Affiliation	Membership Category	Appointed By
Cathy Kreitzer	Selinsgrove Area Resident	Community Representative	Director
Cindy Wolfe	RiverWoods	Business Representative	Director
Craig Taxis	SUN Area Career & Technology Center	Special Education Teacher	Teachers
David Hauck	SUN Area Career & Technology Center	Secondary School Teacher	Teachers
Dennis Hain	SUN Area Career & Technology Center	Administrator	Administration
Geoffrey Schmitz	SUN Area Career & Technology Center	Ed Specialist - School Counselor	Specialists
James Romig	SUN Area Career & Technology Center	Parent	Teachers
John Bohn	SUN Area Career & Technology Center	Administrator	Administration
Penny Kline	Selinsgrove Area Resident	Parent	Administration
Rick O'Neill	Conestoga wood Specialists	Business Representative	Director
Rob Donlan	Shikellamy Area School District	Community Representative	Administration
Robin Harvey	Mifflinburg Area School District	Business Representative	Administration
Susan Lovejoy	SUN Area Career & Technology Center	Ed Specialist - Instructional Technology	Teachers
Terry Anselmo	SUN Area Career & Technology Center	Ed Specialist - Instructional Technology	Teachers
William Samuelson	SUN Area Career & Technology Center	Secondary School Teacher	Teachers

Needs Assessment

The SUN Area Career and Technology Center 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:

Career Center:

- 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
- PDE faculty survey 2007-2008

- 72.3% of the faculty agree student achievement can increase through integrating instruction across the curriculum
- 73.3% of the faculty agree student achievement can increase through effective professional development related to our vision
- 89.4% of the faculty agree student achievement can increase through the use of varied technologies
- 52.6% of the faculty agree student achievement can increase through teacher use of student achievement data, 42.1% were neutral

Students:

- NOCTI performance indicator data
 - An average of 66.21% of SUN Tech students received competent or advanced in the 2004 to 2006 school years
- PDE student survey 2007-2008
- PDE performance indicators
- Approved end-of-year skills assessments

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
- PDE 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.

Activities:

Activity	Description	
Develop Pretests	Develop tests that can be used as pretests or mock tests. 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
Dennis Hain	Start:3/3/2008 Finish: 5/25/2009	\$0.00

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.

Activities:

Activity	Description	
Instructor training pertaining to analyzing student data	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
Dennis Hain	Start:3/5/2008 Finish: N/A	\$0.00
Professional Development Activity Information		
Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
1	1	20
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
SUN Tech	<ul style="list-style-type: none"> School Entity 	Not approved
Knowledge and Skills	Research and Best Practices	Designed to Accomplish
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.		<p><i>For classroom teachers, school counselors and education specialists:</i></p> <ul style="list-style-type: none"> 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.
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"> Team development and sharing of content-area lesson implementation outcomes, with involvement of administrator and/or peers Peer-to-peer lesson discussions 	<ul style="list-style-type: none"> Standardized student assessment data other than the PSSA 	

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.

Activities:

Activity	Description	
Attend In-service Courses, Conferences, Seminars, Workshops, or Adult Technical Classes	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
Dennis Hain	Start:3/6/2008 Finish: N/A	\$0.00
Professional Development Activity Information		
Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
0	0	0
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
		Not approved
Knowledge and Skills	Research and Best Practices	Designed to Accomplish
Follow-up Activities	Evaluation Methods	

Strategy: Improve CTE Programs*Description:**Activities:*

Activity	Description	
Align Curriculum with Anchors/Standards	Competencies will be aligned with related standards and or anchors.	
Person Responsible	Timeline for Implementation	Resources
Dennis Hain	Start:6/2/2008 Finish: 5/25/2010	\$20,000.00

Activity	Description	
Align Curriculum with Industry Standards	Competencies will be aligned with related industry standards.	
Person Responsible	Timeline for Implementation	Resources
Dennis Hain	Start:6/2/2008 Finish: 5/25/2010	\$0.00

Activity	Description	
Identify and Incorporate Best Practices	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.	
Person Responsible	Timeline for Implementation	Resources
Dennis Hain	Start:6/2/2008 Finish: 5/25/2012	\$0.00

Strategy: Improve Instructional Effectiveness*Description:* Instructional effectiveness will be improved by providing improved technology and professional development.*Activities:*

Activity	Description	
Participate in a Level I Instructional Skills Workshop	Investigate the possible initiation of an instructional skills workshop offered by A.P.L. Associates. Research available funding and or the teaming up with other schools to share the cost of training.	
Person Responsible	Timeline for Implementation	Resources
Dennis Hain	Start:3/6/2008 Finish: N/A	\$0.00
Professional Development Activity Information		
Number of Hours Per Session	Total Number of	Estimated Number of

	Sessions Per School Year	Participants Per Year
6	5	20
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
A.P.L. Associates	<ul style="list-style-type: none"> • Association 	Approved
Knowledge and Skills	Research and Best Practices	Designed to Accomplish
<p>Increased student time on task.</p> <ul style="list-style-type: none"> - Improved student behavior. - Improved student performance. - Insights Into and options for classroom organization. - Motivation of students. - Classroom management techniques that work. 	<p>It is becoming increasingly evident that school districts and organizations that identify and implement comprehensive staff development programs are reaping some interesting and exciting dividends. Results include staff morale that is on the upswing, meaningful and positive 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.</p> <p>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.</p>	<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.
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	
<ul style="list-style-type: none"> Team development and sharing of content-area lesson implementation outcomes, with involvement of administrator and/or peers 		

Activity	Description	
Provide Collegiate Studies Related to Instructor Certification and/or Advanced Degrees	Provide Recommended Program of Study for Workforce Education and Development as per the Collective Bargaining Agreement.	
Person Responsible	Timeline for Implementation	Resources
John Bohn	Start:2/16/2008 Finish: N/A	\$0.00
Professional Development Activity Information		
Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
3	24	10
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
Penn State University	<ul style="list-style-type: none"> 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	Recommended Program of Study for Workforce Education and Development	<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 interventions for struggling students. Provides educators with a variety of classroom-based <u>assessment skills</u> and the skills needed to <u>analyze and</u>

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 Principles of Economics Algebra Research		use data in instructional decision-making.
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 	

Activity	Description	
Provide Instructor-Led Improvement Opportunities in existing technologies	Opportunities to improve instructor technical skills will be provided through courses offered in the SUN Tech adult education courses. These courses are instructor led and provide hands-on training.	
Person Responsible	Timeline for Implementation	Resources
Thomas Gray	Start:3/4/2008 Finish: N/A	\$0.00
Professional Development Activity Information		
Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
3	4	6
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status

SUN Area Career & Technology Center	<ul style="list-style-type: none"> School Entity 	Approved
Knowledge and Skills	Research and Best Practices	Designed to Accomplish
There are a wide variety of courses available to instructors in the adult education curriculum. The following is a list of software instruction that is available to improve technology skills: Word Excel PowerPoint Access Vista		<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 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 	

Activity	Description	
Provide opportunity for Instructor to use new technology with IT support	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:3/3/2008 Finish: N/A	\$0.00
Professional Development Activity Information		
Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
1	1	24
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
SUN Area Career & Technology Center	<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 software, Elmo, Senteo, Extron switch).		<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 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 	

Activity	Description	
Provide Small Group Instructional Training in Hands-On Use of New Technology	Provide small group training in the use of the new technology being placed in The Learning Center (TLC) and Large Group Instruction (LGI) rooms. The small groups will consist of 4-5 teachers for 2 hours of training in the morning and a second group of 4-5 instructors will receive training in the afternoon. Programs will be covered by a substitute teacher. Training will be provided by the network administrator	
Person Responsible	Timeline for Implementation	Resources
Thomas Gray	Start:3/3/2008 Finish: N/A	\$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	1	24
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
SUN Area Career & Technology Center	<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		<i>For classroom teachers, school counselors and education specialists:</i>

Center and Large Group Instruction Room (projector, class management software, Elmo, Senteo, Extron switch).		<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.
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 	

Activity	Description	
Provide Web-Based Technical Skill Improvement Courses	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:3/4/2008 Finish: N/A	\$0.00
Professional Development Activity Information		
Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
2	6	6
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
SUN Area Career & Technology Center	<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: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Vista, and others		<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

		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 	

Annual Review Process

Annual Review Process:

- 1) Faculty, staff , student, parent, community/business and advisory committee surveys
- 2) Center technology assessment during school time as per center polices and guidelines
- 3) faculty, cluster chairs, center-wide meetings and QMT discussions
- 4) Student Program, NOCTI Assessment results.

The continuing Professional Education Committee previously described in this document will continue to meet throughout the five-year period covered by this plan. Bi-yearly, reviews will be conducted for the purpose of evaluating continuing professional education activities for Act 48 Amendment. 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. The 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, third, fourth and fifth year of the plan.

Supporting Documents - Attachment

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

APPENDIX B

ENTITY INFORMATION PAGE

Entity: SUN Area CTC

Address:

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

Superintendent or Chief Administrative Officer: John Bohn

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Fax: 570-966-9492

Professional Education Committee Chairperson: William Shipe

E-mail: bshipe@sun-tech.org

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Act 48 Reporting Contact: Wanda Brubaker

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APPENDIX C

PROFESSIONAL EDUCATION REPORT ASSURANCES

We affirm that this Professional Education Report focuses on the learning needs of each staff member to ensure all staff members meet or exceed high academic standards in each of the core subject areas.

Signature

Professional Education Committee Chairperson

Date

I affirm that this Professional Education Report provides staff learning that improves the learning of all students as outlined in the National Staff Development Councils Standards for Staff Learning.

Signature

Superintendent or Chief Administrative Officer

Date

We affirm that this Professional Education Report has been developed in accordance with the laws, regulations and guidelines for the development, implementation and evaluation of the Professional Education Report as designated in Chapter 4 of the Regulations of the Pennsylvania State Board of Education.

Signature

President of the Board of School Directors

Date