INDIANA COUNTY TECHNOLOGY CENTER

441 Hamill Rd

Comprehensive Plan | 2023 - 2026

MISSION STATEMENT

The mission of the Indiana County Technology Center, an innovative regional career development and technology center, in partnership with our member districts and the community, is to provide all learners an environment that includes the integration of a challenging technical and academic education with an emphasis on the development of skills which provide the pathways to further education and employment in an ever-changing world.

VISION STATEMENT

Advocate the critical role of career and technical education for quality education and workforce development. Collaborate and partner with other educational/community stakeholders to provide enhanced post-secondary opportunities for student success. Expand and develop quality adult education programs. Increase student achievement through the integration of academic and occupational standards. Integrate technology into the instructional practices and operations of the ICTC. Utilize all sources of the school in an artful manner.

EDUCATIONAL VALUE STATEMENTS

STUDENTS

Each individual has worth and dignity. Each individual will develop skills for life-long learning. Educational partners must collaborate to maximize student learning. Everyone deserves a caring, safe learning environment. Community involvement is essential. Technical education is valuable and essential to compete in a global economy. There are opportunities for success for all learners. Knowledge is empowerment. All individuals are provided with the opportunity to reach their full potential.

STAFF

Educators should demonstrate professionalism and follow the Educator's Code of Ethics. Effective education is the shared responsibility of our students, parents/guardians, educators, and community. On-going professional development and collaboration are essential for the enhancement of the learning process to develop a forward-looking, technologically enhanced, and motivating learning environment.

ADMINISTRATION

Administrators will create and maintain an effective learning environment by establishing behavioral supports and the social culture needed for all students to achieve social, emotional, and academic success.

PARENTS

Parents, community partners, administrators, students, and staff work together to create an academic, physical, emotional, social, and safe environment where everyone can learn and respect on another.

COMMUNITY

Parents, community partners, administrators, students, and staff work together to create an academic, physical, emotional, social, and safe environment where everyone can learn and respect on another.

OTHER (OPTIONAL)

STEERING COMMITTEE

Name	Position	Building/Group
Michael McDermott	Administrator	Indiana County Career and Technology Center
Michael Worthington	Administrator	Indiana County Career and Technology Center
Kelly Fox	Staff Member	Indiana County Career and Technology Center
Keith McCracken	Staff Member	Indiana County Career and Technology Center
Daren Johnston	Administrator	Penns Manor Area School District
Jessica Bernard	Parent	Homer-Center School Distrcit/Indiana County Technology Center
John Hardesty	Board Member	Indiana County Career and Technology Center
Jon Fisanich	Parent	Indiana County Technology Center
Rachel Fox	Student	Indiana County Technology Center
Taylor Fisanich	Student	Indiana County Technology Center
Jennifer Eckels	Community Member	Westmoreland County Community College
Mark Hilliard	Community Member	Indiana Chamber of Commerce
Patricia Berezansky	Administrator	Purchase Line School District

Name	Position	Building/Group
Jon Krecota	Teacher	Indiana County Technology Center
Victoria Leatherwood	Staff Member	Indiana County Technology Center
Alyssa Kuhner	Staff Member	Indiana County Technology Center
Stacie Isenberg	Other	ARIN IU28

ESTABLISHED PRIORITIES

Priority Statement	Outcome Category
The ICTC will work with the department of education, local and state representatives to exam the teacher certification process to have industry professionals enter the field of education.	Other
We will change our recruitment strategies to target students at an early age to expose them to career opportunities in fields that may have not been traditionally considered.	Parent and family engagement
The administration and guidance department will work with sending schools , students, and families to provide services to improve overall student attendance.	Regular Attendance

ACTION PLAN AND STEPS

Evidence-based Strategy
Restructuring of our tours and shadow experiences

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Recruitment and Retention of Nontraditional Enrollment	The Indiana County Technology Center will adjust the structure of it's student tours to expose students at a younger age to potential career and program offerings. It is our hope that this exposure to our programs will lead to increased nontraditional enrollment.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Restructure our current tours to include every 8th grade student from our sending schools. This will allow us to expose each students to the career and program opportunities the Indiana County Technology Center has to offer. Once these students are familiar with our program offerings they can request to have a shadow experience during their 9th grade year prior to scheduling in their 10th grade year.	2024-09-02 - 2025-02-03	Michael Worthington, Principal	Tour setup, development of a schedule with sending schools, and student transportation.

Anticipated Outcome

The ICTC's anticipated output will be an overall increase in enrollment in our program areas and an increase in our nontraditional enrollment.

Monitoring/Evaluation

We will evaluate the effectiveness of this strategies by comparing enrollment data from previous years to compare overall enrollment numbers and nontraditional enrollment percentages.

Evidence-based Strategy

Increase Overall Student Attendance

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)

Goal Nickname	Measurable Goal Statement (Smart Goal)
Student Attendance Rate	The Indiana County Technology Center's goal would be to increase our annual student attendance rate by 10% each year.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
To provide services to students and families to eliminate barriers to student attendance.	2023-08-23 - 2025-06-06	Michael Worthington, Principal	Identify outside agencies, adjust attendance policies, hire a social worker (grant funded), develop communications for parents and student

Anticipated Outcome

The ICTC's anticipated output will be an overall increase in students daily attendance.

Monitoring/Evaluation

Our Data base Technician will monitor overall attendance data through PIMS submissions and student management system to evaluate if any significant gains have been made. This can be done quarterly and compared to data from previous years.

Evidence-based Strategy

Retention and Recruitment of Staff

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Staff Retention and Recruitment	Retain and recruit qualified staff to fill vacant positions.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
To recruit and retain qualified staff to fill instructional vacancies at ICTC.	2023-08-21 - 2025-06-30	Michael Worthington, Principal	Work with teacher association to negotiate a starting wage to attract industry professionals into the education field, Implement new two year induction plan, provided professional development opportunities to assist new instructors with the transition into the classroom, provide materials/support as needed to instructional staff, and advertisement of vacancies.

Anticipated Outcome

The ICTC's anticipated output will be the successful recruitment and retention of qualified instructional staff.

Monitoring/Evaluation

We will evaluate the effectiveness of this by comparing the number of qualified candidates we have apply with past years data and the number of staff we are able to retain. This data will be looked at annually or as positions become available.

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
The Indiana County Technology Center's goal would be to increase our annual student attendance rate by 10% each year. (Student Attendance Rate)	Increase Overall Student Attendance	To provide services to students and families to eliminate barriers to student attendance.	08/23/2023 - 06/06/2025

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Retain and recruit qualified staff to fill vacant positions. (Staff Retention and Recruitment)	Retention and Recruitment of Staff	To recruit and retain qualified staff to fill instructional vacancies at ICTC.	08/21/2023 - 06/30/2025

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.

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

Chief School Administrator	Michael McDermott	2023-10-31
School Improvement Facilitator Signature	Michael Worthington	2023-10-31
Building Principal Signature	Michael Worthington	2023-10-31

ADDENDUM A: BACKGROUND INFORMATION TO INFORM PLAN

Strengths

Career Standards Benchmark

Industry Based Learning

Advanced on Industry-Based Competency

One of strengths is that our enrollment has increased over the last several years. We able to provide more students opportunities and service more students from our sending districts.

Our main strength is we have trained staff to use techniques to improve reading and writing skills in all of our program areas. We are also training to staff members to become instructional coaches and are participating at the IU level and building a network of resources.

We are able to provide support and professional development to our instructors by utilizing our certified math instructor as an instructional coach and a resource for the program specific math content.

Rigorous Courses of Study

One of strengths of being a CTC is everything we offer is STEM

Challenges

Regular Attendance

Our biggest challenge is we do not have a certified English Instructor on staff.

On of the biggest challenges we face as an occupational CTC is many of our students have already taken their Keystone Algebra exam before enrolling with us in their 10th grade year.

One of the most notable challenges we face is the recruitment and retention of qualified instructors.

Another challenge we face is our recruitment and retention of nontraditional enrolled students. This seems to be a systemic problem in Western Pennsylvania and is a difficult challenge to overcome.

Since the COVID-19 Pandemic we are seeing a decrease in overall student attendance across all groups of students.

Our biggest challenge when looking at different data sets and how we could better prepare students in the areas of math. science, and English is that many of the students are tested before ever enrolling in our programs. This makes it difficult to

Strengths

related education. We have a robust Machining Program that utilizes programs such as Fusion 360 to reverse engineers and design projects.

We are constantly working with OAC committees and industry partners to ensure our curriculum and industry certifications are current with industry standards. It is because of this relationship with industry that we are able to offer relevant credentials to our student to enter the workforce.

We continue to review and develop an instructional plan that allows to expand existing programs if needed and create new programs if the community partnership support it.

A strength is that we have been able to get all student groups to meet the following performance measures in the Future Ready PA Index, Career Standards Benchmark measure.

A strength is that we have been able to get all student groups to meet the following performance measures in the Future Ready PA Index, Industry-Based Learning measure.

We have generous donors that have provided a 3D printing lab for the students to construct and build prototypes.

A strength is that we have been able to get all student groups to meet the following performance measures in the Future Ready PA Index, Advanced on Industry-Based Competency measure.

Challenges

impact their scores and provide growth opportunities in these areas.

One area that is challenging is the continuous monitoring and evaluation of professional learning on staff practices and student learning.

Another area that is challenging is using a variety of data to identify professional learning needs.

Strengths

A strength is that we have been able to get all student groups to meet the following performance measures in the Future Ready PA Index, Rigorous Courses of Study measure.

The Indiana County Technology Center is exemplary at curriculum alignment with the Pennsylvania Department of Educations approved curriculum for each career and technical program we offer.

We have exemplary relationships with our industry and community partners that help us meet the needs of the school.

Most Notable Observations/Patterns

One notable observation is the Indiana County Technology Center has established positive relationships with our industry partners which has provided many opportunities for our students. We were also able to meet many of the observable goals on the Future Ready PA Index that apply to many of the required goals for part-time CTC.

Challenges	Discussion Point	Priority for Planning
One of the most notable challenges we face is the recruitment and retention of qualified instructors.	Working with ICTC Teachers Association as well as the Support Staff Association to develop starting wages and work related benefits that may attract industry professionals to a career in education.	✓
Another challenge we face is our recruitment and retention of nontraditional enrolled students. This seems to be a systemic problem in Western Pennsylvania and is a difficult challenge to overcome.	The ICTC is focusing it's concentration on programs that are conducive to nontraditional enrollment. We are currently analyzing our instructional practices to ensure there are no biases preventing nontraditional enrollment.	✓
Since the COVID-19 Pandemic we are seeing a decrease in overall student attendance across all groups of students.	The ICTC has experienced a drop in our overall attendance rate since the COVID-19 Pandemic. We have attempted to hire a social worker through grant funding to assist with outside services for families and eliminate barriers to attendance.	✓
Our biggest challenge when looking at different data sets and how we could better prepare students in the areas of math. science, and English is that many of the students are tested before ever enrolling in our programs. This makes it difficult to impact their scores and provide growth opportunities in these areas.		

ADDENDUM B: ACTION PLAN

Action Plan: Restructuring of our tours and shadow experiences

Action Steps	Anticipated Start/Completion Date
Restructure our current tours to include every 8th grade student from our sending schools. This will allow us to expose each students to the career and program opportunities the Indiana County Technology Center has to offer. Once these students are familiar with our program offerings they can request to have a shadow experience during their 9th grade year prior to scheduling in their 10th grade year.	09/02/2024 - 02/03/2025

Monitoring/Evaluation	Anticipated Output
We will evaluate the effectiveness of this strategies by comparing enrollment data from previous years to compare overall enrollment numbers and nontraditional enrollment percentages.	The ICTC's anticipated output will be an overall increase in enrollment in our program areas and an increase in our nontraditional enrollment.

Material/Resources/Supports Needed	PD Step	Comm Step
Tour setup, development of a schedule with sending schools, and student transportation.	no	yes

Action Plan: Increase Overall Student Attendance

Action Steps	Anticipated Start/Completion Date
To provide services to students and families to eliminate barriers to student attendance.	08/23/2023 - 06/06/2025

Monitoring/Evaluation	Anticipated Output
Our Data base Technician will monitor overall attendance data through PIMS submissions and student management system to evaluate if any significant gains have been made. This can be done quarterly and compared to data from previous years.	The ICTC's anticipated output will be an overall increase in students daily attendance.

Material/Resources/Supports Needed	PD Step	Comm Step
Identify outside agencies, adjust attendance policies, hire a social worker (grant funded), develop communications for parents and student	yes	yes

Action Plan: Retention and Recruitment of Staff

Action Steps	Anticipated Start/Completion Date
To recruit and retain qualified staff to fill instructional vacancies at ICTC.	08/21/2023 - 06/30/2025

Monitoring/Evaluation	Anticipated Output
We will evaluate the effectiveness of this by comparing the number of qualified candidates we have apply with past years data and the number of staff we are able to retain. This data will be looked at annually or as positions become available.	The ICTC's anticipated output will be the successful recruitment and retention of qualified instructional staff.

Material/Resources/Supports Needed	PD Step	Comm Step
Work with teacher association to negotiate a starting wage to attract industry professionals into the education field, Implement new two year induction plan, provided professional development opportunities to assist new instructors with the transition into the classroom, provide materials/support as needed to instructional staff, and advertisement of vacancies.	yes	yes

ADDENDUM C: PROFESSIONAL DEVELOPMENT PLANS

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
The Indiana County Technology Center's goal would be to increase our annual student attendance rate by 10% each year. (Student Attendance Rate)	Increase Overall Student Attendance	To provide services to students and families to eliminate barriers to student attendance.	08/23/2023 - 06/06/2025
Retain and recruit qualified staff to fill vacant positions. (Staff Retention and Recruitment)	Retention and Recruitment of Staff	To recruit and retain qualified staff to fill instructional vacancies at ICTC.	08/21/2023 - 06/30/2025

PROFESSIONAL DEVELOPMENT PLANS

Professional Development Step	Audience	Topics of Prof. Dev
Professional Ethics Training	All Professional Staff	Professional Ethics for Educators

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Successful Completion of Training	08/21/2023 - 08/22/2023	Pennsylvania Department of Education

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:
	Professional Ethics

Professional Development Step	Audience	Topics of Prof. Dev
Culturally-Relevant and Sustaining Education	Professional Staff	Culturally-Relevant and Sustaining Education

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Successful Completion of Training	01/30/2024 - 06/30/2026	Pennsylvania Department of Education

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:
4c: Communicating with Families	Common Ground: Culturally Relevant Sustaining Education
2a: Creating an Environment of Respect and Rapport	
1b: Demonstrating Knowledge of Students	
3a: Communicating with Students	

Professional Development Step	Audience	Topics of Prof. Dev
Structured Literacy Training	Educators who hold the following certificates: Early Childhood, Elementary/Middle, Special Education PreK-12, English as a Second Languauge, and Reading Specialist	Structured Literacy

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Successful Completion of Training	08/21/2023 - 08/22/2023	Pennsylvania Department of Education

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:
1a: Demonstrating Knowledge of Content and Pedagogy	Structured Literacy

Professional Development Step	Audience	Topics of Prof. Dev
Diabetes Care	Administration, Front Office, Paraprofessionals, and Instructional Staff	Diabetic Care and Warning Signs

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Successful Completion of Training	10/06/2023 - 10/06/2023	Erin Zack, RN Health Occupations Instructor Koral Anderson, LPN Health Assistant

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:
3e: Demonstrating Flexibility and Responsiveness	
3a: Communicating with Students	

Professional Development Step	Audience	Topics of Prof. Dev
Trauma-informed Approaches	Professional Staff and Paraprofessionals	Trauma Informed Approaches

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Successful Completion of Training	11/22/2023 - 06/30/2025	ARIN IU-28

Danielson Framework Component Met in this Plan:

4c: Communicating with Families

3a: Communicating with Students

1b: Demonstrating Knowledge of Students

4e: Growing and Developing Professionally

This Step meets the Requirements of State Required Trainings:

At Least 1-hour of Trauma-informed Care Training for All Staff

ADDENDUM D: ACTION PLAN COMMUNICATION

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
The Indiana County Technology Center will adjust the structure of it's student tours to expose students at a younger age to potential career and program offerings. It is our hope that this exposure to our programs will lead to increased nontraditional enrollment. (Recruitment and Retention of Nontraditional Enrollment)	Restructuring of our tours and shadow experiences	Restructure our current tours to include every 8th grade student from our sending schools. This will allow us to expose each students to the career and program opportunities the Indiana County Technology Center has to offer. Once these students are familiar with our program offerings they can request to have a shadow experience during their 9th grade	2024-09-02 - 2025-02-03

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
		year prior to scheduling in their 10th grade year.	
The Indiana County Technology Center's goal would be to increase our annual student attendance rate by 10% each year. (Student Attendance Rate)	Increase Overall Student Attendance	To provide services to students and families to eliminate barriers to student attendance.	2023-08-23 - 2025-06-06
Retain and recruit qualified staff to fill vacant positions. (Staff Retention and Recruitment)	Retention and Recruitment of Staff	To recruit and retain qualified staff to fill instructional vacancies at ICTC.	2023-08-21 - 2025-06-30

COMMUNICATIONS PLAN

Communication Step	Audience	Topics/Message of Communication
Restructuring Tours and Shadows	All 8th grade students in that attend our sending schools.	Indiana County Technology Center's program offerings and career related fields

Anticipated Timeframe	Frequency	Delivery Method
01/30/2024 - 05/31/2025	Yearly	Presentation

Lead Person/Position
Michael Worthington, Principal

ADDENDUM E: COMPREHENSIVE PLAN COMMUNICATIONS

Communication Step	Topics of Message	Mode	Audience	Anticipated Timeline
The Indiana County Technology Center's Comprehensive Plan will be posted for public display and review on the Indiana County Technology Center's website	Indiana County Technology Center Comprehensive Plan	Website	Community Partners and Students	November 2023 June 2026