

STRATEGIC PLAN

for the

WARREN COUNTY AREA VOCATIONAL TECHNICAL SCHOOL

Warren County School District
185 Hospital Drive
North Warren, PA 16365

Mrs. Jacqueline L. Nuttall, President, Board of School Directors

Robert B. Towsey, Ph.D., Interim Superintendent

J. Hugh Dwyer, Ed.D., Assistant Superintendent

September 11, 2006



WARREN COUNTY SCHOOL DISTRICT
CENTRAL ADMINISTRATIVE OFFICES
185 HOSPITAL DRIVE
WARREN PA 16365-4885

ROBERT B. TOWSEY, PH.D.
INTERIM SUPERINTENDENT

August 15, 2006

Dear Warren County Community Members:

On behalf of the nine Warren County citizens who have prepared the attached Warren County Area Vocational Technical School (WCAVTS) Strategic Plan, I encourage you to spend time with the document. The Plan outlines the instructional pathway for the WCAVTS over the next six years. The citizen team that prepared the Plan and the Warren County School District Board of School Directors request your written response. The Board will consider acceptance of the Plan on October 9. Your input is important. Please send your written response to me so I can share it with the Board.

Thank you.

Sincerely,

J. Hugh Dwyer, Ed. D.
Assistant Superintendent

APPENDIX A

STRATEGIC PLAN SIGNATURE FORM

Date Submitted to PDE: _____

School District / AVTS / Charter School

Name: _____

Address: _____

_____ Zip Code _____

IU #: _____

Chief School Administrator: _____

Telephone: (area code) _____ # _____

We affirm that this strategic plan was developed in accordance with State Board of Education Chapter 4 Regulations. We also affirm that the contents are true and correct and the the plan was placed for public inspection in the school district/AVTS/Charter School offices and nearest public library until the next regularly scheduled meeting of the board or a minimum of 28 days, whichever comes first.

Signature
School Board Secretary

Date

Signature
School Board President

Date

Signature
Chief School Administrator

Date

PDE-3094 (3/99)

APPENDIX B
PROFESSIONAL EDUCATION PLAN SIGNATURE FORM

Date Submitted to PDE: _____

School Entity: _____

Address: _____

_____ Zip Code _____

Chief School Administrator: _____

Contact Person: (typed/printed): _____

Telephone: (____) - _____ E-Mail Address: _____

We affirm that this professional education plan was developed in accordance with the laws, regulations and guidelines regarding professional education plans and that the plan was recommended by the Professional Education Committee and approved by the school board.

Signature
School Board Secretary

(Date)

Signature
School Board President

(Date)

Signature
Chief School Administrator

(Date)

Signature, Chairperson
Professional Education Committee

(Date)

PDE 4688 (4/2000)

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**Strategic Planning Committee
Participants – Planning Team**

Name	Representing
Darlene Albaugh	Warren Area High School Teacher, WCEA Officer
Delores Berry	Warren County School District (WCSD) Principal
Deborah Bosko	Concerned Citizen
John Bonavita	Warren County Career Center (WCCC) School Counselor
Tom Knapp	WCSD Board of Education Member
Nancy Latimer	WCCC Special Education Liaison and Co-op Coordinator
Marie Whipple	Great Lakes Institutes of Technology
Kris Whittaker	School to Work
Patrick Cronmiller	Facilitator

Introduction

The Warren County Area Vocational Technical School (WCAVTS) Strategic Plan was completed as a site-based plan to the Warren County School District (WCSD) Strategic Plan, using the Cook model. It is understood that the WCAVTS plan contains all consensus items of the District's strategic plan plus consensus items that the planners brought forth as part of their deliberations. In the sections following are those consensus items.

Warren County Career Center Shared Values

- Extra-curricular activities are an essential component of education.
- Family support enhances a student's educational development.
- Interactive partnerships between school and community enhance the quality of education.
- Responsible stewardship of all available resources builds public trust and confidence.
- Schools must provide rigorous and diverse academic and technical programs that challenge every student.
- Schools should continuously improve.
- Students should feel physically and emotionally safe in their school environment.
- Student utilization of current technology should be integrated into all academic and technical curricula.

Warren County Career Center Vision Statement

Our vision for the future of the Warren County Career Center (WCCC) is optimistic while, at the same time, it is based on what can truly be accomplished by inspired people. We see the WCCC deeply interwoven with the latest technological capabilities, which prepares its students to fully participate and compete in the global economy that will greet them upon graduation. We envision a diverse and challenging curriculum, offered on an equal basis to all district students and presented in a rigorous fashion by a highly motivated and qualified staff that is willing to test the boundaries of each of their charges. Our school will be the envy of others who look to us for guidance in creating an environment which prepares young people to excel, not only in their academic, technical, and co-curricular pursuits, but also in their efforts to become productive members of society. We can visualize an atmosphere that excites students to continue their pursuit of education long after they leave the confines of our classrooms, and instills in them the desire to think and learn each and every day of their lives. We dream that the WCCC will dedicate itself to a course of action which brings this vision to life and creates a legacy of pride for all the people of our county.

Mission Statement

The mission of the Warren County Career Center is to equip all students with the academic and technical skills necessary to achieve their unique personal potential.

Strategic Goals

Goal I: To increase certification opportunities for students in the Warren County Career Center programs.

Goal II: The Warren County Career Center will develop and have approved Secondary level curricula to meet community needs.

Priority Ranking of the Goals

This was the final activity during the strategic planning process. The activity serves to document which of the two (2) visionary goals the strategic planners felt was the most important to the students, School District, and the community.

Priority I: To increase certification opportunities for students in the Warren County Career Center programs.

Priority II: The Warren County Career Center will develop and have approved Secondary level curricula to meet community needs.

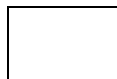
GOAL NO. I: Certification Opportunities
 PLAN: A – Career Center
 OBJECTIVE: Increase %-age of WCCC students
 DATE: June 21, 2006

ACTION PLAN

GOAL: To increase certification opportunities for students in the Warren County Career Center programs.

SPECIFIC OBJECTIVE: By 2011, the percentage of Warren County Career Center students receiving the PA Skills Certificate will increase by 10 percentage points.

STEP NO.	ACTION STEP	ASSIGNED TO:	START DATE:	DATE DUE:	DATE COMPLETED
1	All senior completers will take the Job Ready Assessment for their specific area (written) pre-test in the fall of each year and complete the Job Ready Assessment Written and Performance in the spring of each year.	Building Administrator, Guidance Counselor, Vocational Instructors	10/06 10/07 10/08 10/09 10/10 10/11	10/06 10/07 10/08 10/09 10/10 10/11	
2	Determination of baseline data utilizing the testing information from the 2005-2006 school year A. Baseline data will be determined by taking the number of students who have received the PA Skills Certificate divided by the number of students taking the test. The data will be converted to a percentage point. (Continued to next page)	Building Administrator, Guidance Counselor, Vocational Instructors	09/06		



TO BE COMPLETED IN MANAGEMENT PHASE

GOAL NO. I: Certification Opportunities
 PLAN: A – Career Center
 OBJECTIVE: Increase %-age of WCCC students
 DATE: June 21, 2006

ACTION PLAN

GOAL: To increase certification opportunities for students in the Warren County Career Center programs.

SPECIFIC OBJECTIVE: By 2011 the percentage of Warren County Career Center students receiving the PA Skills Certificate will increase by 10 percentage points.

STEP NO.	ACTION STEP	ASSIGNED TO:	START DATE:	DATE DUE:	DATE COMPLETED
3	Warren County Career Center staff will encourage students to become competent in their field and stress the importance of the Job Ready Assessment and the PA Skills Certificate. <ul style="list-style-type: none"> Career Center staff will review test results with students. Parents/Guardians will receive information explaining the PA Skills Certificate. 	Building Administrator, Guidance Counselor, Vocational Instructors	10/06 10/07 10/08 10/09 10/10 10/11	10/06 10/07 10/08 10/09 10/10 10/11	



TO BE COMPLETED IN MANAGEMENT PHASE

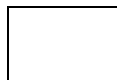
GOAL NO. I: Certification Opportunities
 PLAN: B – Career Center
 OBJECTIVE: Advisory Committee
 DATE: June 21, 2006

ACTION PLAN

GOAL: To increase certification opportunities for students in the Warren County Career Center programs.

SPECIFIC OBJECTIVE: Advisory Committees will renew and update curriculum and certification standards.

STEP NO.	ACTION STEP	ASSIGNED TO:	START DATE:	DATE DUE:	DATE COMPLETED
1	Develop a committee including Occupational Advisory Committee members, Career Center Instructors, Guidance Counselor and Administration.	Building Administrator	10/06	10/06 review annually	
2	Create a system for review of Curriculum and Certification Standards to be reviewed annually. A. Utilize the book <u>Establishing an Effective Occupational Advisor Committee</u> by PA Council on Vocational Education. B. Utilize the listing of Pennsylvania Department of Education approved tests.	Building Administrator	11/06	04/07 review annually	
3	The Occupational Advisory will review and analyze Curriculum Certification and Standards to be submitted to the General Advisory for approval.	Occupational Advisory Committee	04/07	05/07 review annually	



TO BE COMPLETED IN MANAGEMENT PHASE

Cost-Benefit Analysis for Goal #1

COST

ITEM	2006-07	2007-08	2008-09	2009-10	2010-11
Capital Outlay – Industry Certification-Mouse, A+, ASE, NIMS	3,000	3,000	3,000	3,000	3,000
Equipment & Supplies	0	0	0	0	0
Personnel	0	0	0	0	0
Transportation	0	0	0	0	0

Explanation: 3,000 3,000 3,000 3,000 3,000
 The addition of one department plus cost for Industry Certified Assessments.

BENEFIT

ITEM	2006-07	2007-08	2008-09	2009-10	2010-11
Expense Reduction	0	0	0	0	0
Other Income	0	0	0	0	0

Intangible Benefits:

Tangible Benefits: Students will have the opportunity to enroll in programs in which jobs will be available after high school or post-secondary graduation.

Goal #: I – Certification Opportunities
Action Plans: A and B

Cost-Benefit Action Team Work Sheet*

Costs	Benefits
<ol style="list-style-type: none">1. Approximately \$3,000 per year to allow students to take industry-related certified assessments on a yearly basis.	<ol style="list-style-type: none">1. Students will be better able to obtain industry-related employment.

**This form may be reproduced by action team leaders. An original is provided in the Action Team Leader's Guide Supplement.*

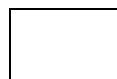
GOAL NO. II: Curricular Needs
 PLAN: A – Career Center
 OBJECTIVE: PSU Needs Survey & WIB Co-op Analysis
 DATE: June 21, 2006

ACTION PLAN

GOAL: The Warren County Career Center will develop and have approved Secondary level curricula to meet community needs.

SPECIFIC OBJECTIVE: Analyze and utilize the results of the Pennsylvania State University (PSU) Needs Survey and the Workforce Investment Board (WIB) Co-op Analysis with the faculty and Occupational Advisory Committees of each program.

STEP NO.	ACTION STEP	ASSIGNED TO:	START DATE:	DATE DUE:	DATE COMPLETED
1	Present results of PSU Needs Survey and WIB Co-op Analysis to each Occupational Advisory Committee	Building Administrator	09/06 on-going annually	01/07 on-going annually	
2	The Occupational Advisory Committee will make recommendations to the General Advisory Committee.	Building Administrator	01/07 on-going annually	01/07 on-going annually	
3	The General Advisory Committee will make recommendations to the Curriculum, Instructional, and Technology (CIT) Committee.	Building Administrator	01/07 on-going annually	03/07 on-going annually	
4	The CIT Committee will make recommendations to the School Board for approval.	CIT Committee	04/07 on-going annually	04/07 on-going annually	
5	Building Administrator will follow up on School Board approved recommendations.	Building Administrator	04/07	10/07	



TO BE COMPLETED IN MANAGEMENT PHASE

Cost-Benefit Analysis for Goal #2

COST

ITEM	2006-07	2007-08	2008-09	2009-10	2010-11
Capital Outlay - Meetings	500	500	500	500	500
Equipment & Supplies – Advertising, Printing	500	60,500	10,500	10,500	10,500
Personnel	0	50,000	55,000	60,000	65,000
Transportation	0	0	0	0	0

Explanation: 1,000 111,000 66,000 71,000 76,000

BENEFIT

ITEM	2006-07	2007-08	2008-09	2009-10	2010-11
Expense Reduction	0	0	0	0	0
Other Income	0	0	0	0	0

Intangible Benefits:

Tangible Benefits: Students will have the opportunity to enroll in programs in which jobs will be available after high school or post-secondary graduation.

Goal #: II – Curricular Needs
 Action Plan: A

Cost-Benefit Action Team Work Sheet*

Costs	Benefits
1. Capital outlay for meetings will be \$500 per year.	1. Approved Career & Technical Curricula to meet community needs.
2. Supplies, including advertising and printing, will be \$500 per year.	2. Approved Career & Technical Curricula to meet community needs.
3. Equipment and supplies for a new department starting with the second year of this plan – for example, if we were to start a Health Program, up front supplies and equipment and supplies would be approximately \$60,000 the first year and \$10,000 per year thereafter.	3. Students will be better able to obtain industry-related employment.
4. A new teacher starting at \$50,000 the second year and increasing by \$5,000 each year thereafter.	4. Students will be better able to obtain industry-related employment.

**This form may be reproduced by action team leaders. An original is provided in the Action Team Leader's Guide Supplement.*