

## **CHESTER COUNTY TECHNICAL COLLEGE HS**

455 Boot Road

Comprehensive Plan | 2020 - 2023

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### **MISSION STATEMENT**

The Chester County Technical College High Schools are dynamic Career and Technical education programs designed to enhance the lives of students and members of our communities.

### **VISION STATEMENT**

The vision of the Chester County Technical College High Schools is to be a partner for economic and workforce development, to engage students in the academic and technical preparation necessary to continue their education, launch their career and become lifelong learners.

## **EDUCATIONAL VALUE STATEMENTS**

### **STUDENTS**

We do everything with the goal of exceeding our students' expectations.

### **STAFF**

We provide an environment that fosters teamwork, creativity, professional growth, high morale, opportunity, and pride in all we do.

### **ADMINISTRATION**

We accept a leadership role in serving the career and technical needs of our communities.

### **PARENTS**

We encourage collaboration and communication to meet the evolving needs of students and foster a shared partnership.

### **COMMUNITY**

We work collaboratively with our partners in the community that includes business, industry, service agencies and other partners focused on supporting the needs of our students.

### **OTHER (OPTIONAL)**

## STEERING COMMITTEE

Name	Position	Building/Group
Brian Hughes	Assistant Principal	TCHS Pennock's Bridge
Vanessa Diaz	Student	TCHS Pennock's Bridge
Mireya Diaz	Parent	TCHS Pennock's Bridge
Bailey Fulmer	Student	TCHS Pennock's Bridge
Debra Fulmer	Parent	TCHS Pennock's Bridge
Andrea Fitzgerald	Teacher	TCHS Pennock's Bridge
Alexis Casale	Teacher	TCHS Pennock's Bridge
Cheryl Kuhn	President & CEO	Southern Chester County Chamber of Commerce
Scott Lucas	President	Educators First Insurance Agency, Inc.
Lisa Sweet	Parent	TCHS Pennock's Bridge
Kristen Sweet	Student	TCHS Pennock's Bridge
Dave Purdy	Assistant Principal	TCHS Brandywine
Gerald Damon	Teacher	TCHS Brandywine
Zachary Habermann	Student	TCHS Brandywine
Tammie Habermann	Parent	TCHS Brandywine
Ryan Buchmann	Manager	Franklin Mint Federal Credit Union
Sam Diskin	Student	TCHS Pickering
Drew Diskin	Parent	TCHS Pickering

## ESTABLISHED PRIORITIES

Priority Statement	Outcome Category
Deepen the relationship with CareerLink, Workforce Development Board, and other community agencies that provide support, training, education, and career placement.	Community Engagement
Investigate new opportunities for professional development that will strengthen instructional strategies within the CTE programs.	Essential Practices 1: Focus on Continuous Improvement of Instruction
Develop parent and student advisory groups to conduct informational sharing and gathering sessions. Utilize this information to focus on new communication/marketing strategies.	Parent and family engagement

## ACTION PLAN AND STEPS

Evidence-based Strategy	
Survey and observation data collection	
Measurable Goals	
Goal Nickname	Measurable Goal Statement (Smart Goal)
Advisory groups	By June 2023 the structure and expectation of parent and student advisory groups will be outlined by clearly written guidelines for participation and outcomes and ideas incorporated.
Professional development	By June 2023 plan to increase the diversity of professional development for instructors to include at least two new training topics per year which will enrich instructional, assessment, and problem-based learning experiences.
Workplace training, education, and experiences	By January of each year of the Comprehensive Plan, review the data of available opportunities to increase the number of students participating in job shadows, internships, cooperative education and workplace experiences by 10% annually.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Annually gather relevant information that supports historical, current, and future systemic needs.	2020-09-01 - 2023-06-29	Kirk Williard, CTCE Director Michael Katch, CTCE Assistant Director Andrea Vaughn, School to Career Project Manager	Technology, SIS, NOCTI, Act 48 Plan, Cooperative Education report, conference report, communications/marketing

### Anticipated Outcome

The creations of recommended Professional Development. The implementation of the parent and student advisory groups. Increased student career preparation experiences.

### Monitoring/Evaluation

The TCHS building administrative teams will participate annually in the analysis, development, implementation, and evaluation. Tools to be used: Teacher observations, student career-readiness reports, Co-op reports, parent, and student advisory meeting minutes, professional development reports, CTCE instructional coach and mentors' support .

### Evidence-based Strategy

Implementation of research based strategies

### Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Professional development	By June 2023 plan to increase the diversity of professional development for instructors to include at least two new training topics per year which will enrich instructional, assessment, and problem-based learning experiences.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Hold collaborative meetings with the three TCHS administrative	2021-06-01 - 2022-06-22	The three TCHS building principals and	Professional development survey, calendar, consultants, content

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
teams and committees to develop a two-year professional development schedule that incorporates the goals of the comprehensive plan.		assistant principals	experts, collaboration with professional organizations.

**Anticipated Outcome**  
Professional development schedule with defined topics and themes.

**Monitoring/Evaluation**  
Observed implementation of strategies, techniques, and outcomes. Professional development surveys/feedback.

**Evidence-based Strategy**  
Implementation of research based strategies

**Measurable Goals**

Goal Nickname	Measurable Goal Statement (Smart Goal)
Workplace training, education, and experiences	By January of each year of the Comprehensive Plan, review the data of available opportunities to increase the number of students participating in job shadows, internships, cooperative education and workplace experiences by 10% annually.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Increase the number of business and industry partnerships to provide workplace, co-	2021-06-08 - 2022-06-20	The three TCHS building principals and assistant principals Additional staff will include co-op	Instructional staff presentation regarding co-op and utilization of occupational advisory committees. Chester County Workforce Development Board and Chester County Economic Development Council. Meetings

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
op, internships and job shadow experiences.		coordinator, career readiness coordinator, school to career specialists	with industry partnerships and presentations at local chambers of industry

### Anticipated Outcome

Tracking of the increase of student participation. Increased number of occupational advisory participants. Post-graduate surveys regarding school to careers pathways indicate successful placement.

### Monitoring/Evaluation

Monitoring of the anticipated output will be done annually utilizing end of the year data reporting.

### Evidence-based Strategy

Evaluating implementation and growth of strategies

### Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Advisory groups	By June 2023 the structure and expectation of parent and student advisory groups will be outlined by clearly written guidelines for participation and outcomes and ideas incorporated.
Professional development	By June 2023 plan to increase the diversity of professional development for instructors to include at least two new training topics per year which will enrich instructional, assessment, and problem-based learning experiences.
Workplace training, education, and experiences	By January of each year of the Comprehensive Plan, review the data of available opportunities to increase the number of students participating in job shadows, internships, cooperative education and workplace experiences by 10% annually.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Conduct end of cycle review and evaluation with the Comprehensive Plan sub committee and stakeholders to assess outcomes.	2023-04-03 - 2023-06-30	Dr. Kirk Williard, CTCE Director Michael Katch, CTCE Assistant Director	The TCHS building administrative teams will provide a report on the annual growth and measurable impacts. Tools to be used: Teacher observations, student career-readiness reports, Co-op reports, parent and student advisory meeting minutes, professional development reports, CTCE instructional coach and mentors' support.

**Anticipated Outcome**

**Monitoring/Evaluation**





## PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
<p>By June 2023 the structure and expectation of parent and student advisory groups will be outlined by clearly written guidelines for participation and outcomes and ideas incorporated. (Advisory groups)</p>	<p>Survey and observation data collection</p>	<p>Annually gather relevant information that supports historical, current, and future systemic needs.</p>	<p>09/01/2020 - 06/29/2023</p>
<p>By June 2023 plan to increase the diversity of professional development for instructors to include at least two new training topics per year which will enrich instructional, assessment, and problem-based learning experiences. (Professional development)</p>			
<p>By January of each year of the Comprehensive Plan, review the data of available opportunities to increase the number of students participating in job shadows, internships, cooperative education and workplace experiences by 10% annually. (Workplace training, education, and experiences)</p>			

## PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
By June 2023 plan to increase the diversity of professional development for instructors to include at least two new training topics per year which will enrich instructional, assessment, and problem-based learning experiences. (Professional development)	Implementation of research based strategies	Hold collaborative meetings with the three TCHS administrative teams and committees to develop a two-year professional development schedule that incorporates the goals of the comprehensive plan.	06/01/2021 - 06/22/2022

## PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
By January of each year of the Comprehensive Plan, review the data of available opportunities to increase the number of students participating in job shadows, internships, cooperative education and workplace experiences by 10% annually. (Workplace training, education, and experiences)	Implementation of research based strategies	Increase the number of business and industry partnerships to provide workplace, co-op, internships and job shadow experiences.	06/08/2021 - 06/20/2022

## PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
<p>By June 2023 the structure and expectation of parent and student advisory groups will be outlined by clearly written guidelines for participation and outcomes and ideas incorporated. (Advisory groups)</p>	<p>Evaluating implementation and growth of strategies</p>	<p>Conduct end of cycle review and evaluation with the Comprehensive Plan sub committee and stakeholders to assess outcomes.</p>	<p>04/03/2023 - 06/30/2023</p>
<p>By June 2023 plan to increase the diversity of professional development for instructors to include at least two new training topics per year which will enrich instructional, assessment, and problem-based learning experiences. (Professional development)</p>			
<p>By January of each year of the Comprehensive Plan, review the data of available opportunities to increase the number of students participating in job shadows, internships, cooperative education and workplace experiences by 10% annually. (Workplace training, education, and experiences)</p>			

## 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.**

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School Board Minutes or Affirmation Statement \_\_\_\_\_ ;

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

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Superintendent/Chief Executive Officer

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School Improvement  
Facilitator Signature

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Building Principal Signature

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## ADDENDUM A: BACKGROUND INFORMATION TO INFORM PLAN

### Strengths

Technical Skill Attainment

Keystone Literature

Job shadows

Field trips

Business & Industry partnerships

Diversity of guest speakers

Utilization of role models and mentors

Not applicable

Not applicable

Not applicable

We provide professional development through BCTE and the TAP program.

We provide locally funded staff to support students with academic remediation, English Language Learners, and students with disabilities.

The Leadership Development Program for staff to participate in projects providing leadership opportunities.

The REAL program is a formalized positive behavior strategy to recognize and encourage students' growth in their educational and personal behaviors.

Career Ready ChesCo is an overarching program to all career readiness initiatives in partnership with the twelve Chester County sending schools, Chester County

### Challenges

Attendance

Keystone Algebra

Keystone English Language Arts

Focus on resources and materials for the ELL population.

Lack of access to transportation hinders Career Readiness experiences.

Not applicable

Not applicable

Not applicable

We are working collaboratively with our sending schools that administer the keystones. However, we are focused on providing professional development for the remediation and improvement of student outcomes relative to the performance indicators.

Working to support economically disadvantaged students and families.

Continuing and defining new career and technical education instructors' pedagogical needs as they transition from the business and industry sector to public education.

Working with students and parents to better understand future career readiness as a result in participating in a CTE program.

## Strengths

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Economic Development Council, the Workforce Development Board and business and industry.

The Chester County Intermediate Unit's Student Services division provides identification and supports for students with disabilities.

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## Most Notable Observations/Patterns

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Increasing communication/marketing methods to ensure the knowledge and understanding of opportunities available in career and technical education at the TCHS campuses.  
Maintaining support and training surrounding the challenges of equity and special populations.

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**Challenges****Discussion Point****Priority for Planning**

## Attendance

We are working collaboratively with our sending schools that administer the Keystones. However, we are focused on providing professional development for the remediation and improvement of student outcomes relative to the performance indicators.

Working to support economically disadvantaged students and families.

Determining the economic needs of the students in order to increase their participation in career readiness activities. Analyzing the education and training available for students and their families in Chester County that supports the economically disadvantaged to meet the changing needs of the workforce.



Continuing and defining new career and technical education instructors' pedagogical needs as they transition from the business and industry sector to public education.

The continuous review and analysis of teacher feedback and administrator observations regarding professional development needs. Review of NOCTI performance as it relates to each CTE program.



Working with students and parents to better understand future career readiness as a result in participating in a CTE program.

Analysis of previous and current communication/marketing strategies.



## ADDENDUM B: ACTION PLAN

### Action Plan: Survey and observation data collection

Action Steps	Anticipated Start/Completion Date
Annually gather relevant information that supports historical, current, and future systemic needs.	09/01/2020 - 06/29/2023

Monitoring/Evaluation	Anticipated Output
The TCHS building administrative teams will participate annually in the analysis, development, implementation, and evaluation. Tools to be used: Teacher observations, student career-readiness reports, Co-op reports, parent, and student advisory meeting minutes, professional development reports, CTCE instructional coach and mentors' support .	The creations of recommended Professional Development. The implementation of the parent and student advisory groups. Increased student career preparation experiences.

Material/Resources/Supports Needed	PD Step	Comm Step
Technology, SIS, NOCTI, Act 48 Plan, Cooperative Education report, conference report, communications/marketing	yes	yes

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**Action Plan: Implementation of research based strategies**

Action Steps	Anticipated Start/Completion Date
Hold collaborative meetings with the three TCHS administrative teams and committees to develop a two-year professional development schedule that incorporates the goals of the comprehensive plan.	06/01/2021 - 06/22/2022

Monitoring/Evaluation	Anticipated Output
Observed implementation of strategies, techniques, and outcomes. Professional development surveys/feedback.	Professional development schedule with defined topics and themes.

Material/Resources/Supports Needed	PD Step	Comm Step
Professional development survey, calendar, consultants, content experts, collaboration with professional organizations.	yes	yes

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## Action Plan: Implementation of research based strategies

Action Steps	Anticipated Start/Completion Date
Increase the number of business and industry partnerships to provide workplace, co-op, internships and job shadow experiences.	06/08/2021 - 06/20/2022

Monitoring/Evaluation	Anticipated Output
Monitoring of the anticipated output will be done annually utilizing end of the year data reporting.	Tracking of the increase of student participation. Increased number of occupational advisory participants. Post-graduate surveys regarding school to careers pathways indicate successful placement.

Material/Resources/Supports Needed	PD Step	Comm Step
Instructional staff presentation regarding co-op and utilization of occupational advisory committees. Chester County Workforce Development Board and Chester County Economic Development Council. Meetings with industry partnerships and presentations at local chambers of industry	yes	yes

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**Action Plan: Evaluating implementation and growth of strategies**

<b>Action Steps</b>	<b>Anticipated Start/Completion Date</b>
Conduct end of cycle review and evaluation with the Comprehensive Plan sub committee and stakeholders to assess outcomes.	04/03/2023 - 06/30/2023

<b>Monitoring/Evaluation</b>	<b>Anticipated Output</b>
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<b>Material/Resources/Supports Needed</b>	<b>PD Step</b>	<b>Comm Step</b>
The TCHS building administrative teams will provide a report on the annual growth and measurable impacts. Tools to be used: Teacher observations, student career-readiness reports, Co-op reports, parent and student advisory meeting minutes, professional development reports, CTCE instructional coach and mentors' support.	yes	yes

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## ADDENDUM C: PROFESSIONAL DEVELOPMENT PLANS

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
<p>By June 2023 the structure and expectation of parent and student advisory groups will be outlined by clearly written guidelines for participation and outcomes and ideas incorporated. (Advisory groups)</p>	<p>Survey and observation data collection</p>	<p>Annually gather relevant information that supports historical, current, and future systemic needs.</p>	<p>09/01/2020 - 06/29/2023</p>
<p>By June 2023 plan to increase the diversity of professional development for instructors to include at least two new training topics per year which will enrich instructional, assessment, and problem-based learning experiences. (Professional development)</p>			
<p>By January of each year of the Comprehensive Plan, review the data of available opportunities to increase the number of students participating in job shadows, internships, cooperative education and workplace experiences by 10% annually. (Workplace training, education, and experiences)</p>			
<p>By June 2023 plan to increase the diversity of professional development for instructors to include at least two new training topics per year which will enrich instructional, assessment, and problem-based learning experiences. (Professional development)</p>	<p>Implementation of research based strategies</p>	<p>Hold collaborative meetings with the three TCHS administrative teams and committees to develop a two-year professional development schedule that incorporates the</p>	<p>06/01/2021 - 06/22/2022</p>

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
		goals of the comprehensive plan.	
By January of each year of the Comprehensive Plan, review the data of available opportunities to increase the number of students participating in job shadows, internships, cooperative education and workplace experiences by 10% annually. (Workplace training, education, and experiences)	Implementation of research based strategies	Increase the number of business and industry partnerships to provide workplace, co-op, internships and job shadow experiences.	06/08/2021 - 06/20/2022
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By January of each year of the Comprehensive Plan, review the data of available opportunities to increase the number of students participating in job shadows, internships, cooperative education and workplace experiences by 10% annually. (Workplace training, education, and experiences)			

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## PROFESSIONAL DEVELOPMENT PLANS

Professional Development Step	Audience	Topics of Prof. Dev
TCHS Administrative Planning Summit	TCHS Administrators	Professional development schedule, building-specific (PD) data collection and analysis, review and discussion of professional development trends, review of relevant student data, review of professional observations.

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Initiation of the defined professional development plan.	07/22/2020 - 06/30/2023	Kirk Williard, CTCE Director Michael Katch, CTCE Assistant Director

**Danielson Framework Component Met in this Plan:**

**This Step meets the Requirements of State Required Trainings:**

- 1a: Demonstrating Knowledge of Content and Pedagogy
- 1d: Demonstrating Knowledge of Resources

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Professional Development Step	Audience	Topics of Prof. Dev
Work Based Learning Opportunities for CTE Students	Professional CTE staff	Communication with business and industry partners. Recruitment and retention of business and industry partners. Seek diversification of experiences for students.



**Evidence of Learning**

**Anticipated Timeframe**

**Lead Person/Position**

Growth of opportunities for work place experiences. Increase in the number of sites available for student placement.

09/08/2020 -  
06/20/2023

Three TCHS Principals and Assistant Principals. Career to Work Project Manager.

**Danielson Framework Component Met in this Plan:**

**This Step meets the Requirements of State Required Trainings:**



## ADDENDUM D: ACTION PLAN COMMUNICATION

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
<p>By June 2023 the structure and expectation of parent and student advisory groups will be outlined by clearly written guidelines for participation and outcomes and ideas incorporated. (Advisory groups)</p> <p>By June 2023 plan to increase the diversity of professional development for instructors to include at least two new training topics per year which will enrich instructional, assessment, and problem-based learning experiences. (Professional development)</p> <p>By January of each year of the Comprehensive Plan, review the data of available opportunities to increase the number of students participating in job shadows, internships, cooperative education and workplace experiences by 10% annually. (Workplace training, education, and experiences)</p>	<p>Survey and observation data collection</p>	<p>Annually gather relevant information that supports historical, current, and future systemic needs.</p>	<p>2020-09-01 - 2023-06-29</p>
<p>By June 2023 plan to increase the diversity of professional development for instructors to include at least two new training topics per year which will enrich instructional, assessment, and problem-based learning experiences. (Professional development)</p>	<p>Implementation of research based strategies</p>	<p>Hold collaborative meetings with the three TCHS administrative teams and committees to develop a two-year professional development schedule that incorporates the goals of the</p>	<p>2021-06-01 - 2022-06-22</p>

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
		comprehensive plan.	
<p>By January of each year of the Comprehensive Plan, review the data of available opportunities to increase the number of students participating in job shadows, internships, cooperative education and workplace experiences by 10% annually. (Workplace training, education, and experiences)</p>	<p>Implementation of research based strategies</p>	<p>Increase the number of business and industry partnerships to provide workplace, co-op, internships and job shadow experiences.</p>	<p>2021-06-08 - 2022-06-20</p>
<p>By June 2023 the structure and expectation of parent and student advisory groups will be outlined by clearly written guidelines for participation and outcomes and ideas incorporated. (Advisory groups)</p>	<p>Evaluating implementation and growth of strategies</p>	<p>Conduct end of cycle review and evaluation with the Comprehensive Plan sub committee and stakeholders to assess outcomes.</p>	<p>2023-04-03 - 2023-06-30</p>
<p>By June 2023 plan to increase the diversity of professional development for instructors to include at least two new training topics per year which will enrich instructional, assessment, and problem-based learning experiences. (Professional development)</p>			
<p>By January of each year of the Comprehensive Plan, review the data of available opportunities to increase the number of students participating in job shadows, internships, cooperative education and workplace experiences by 10% annually. (Workplace training, education, and experiences)</p>			





## ADDENDUM E: COMPREHENSIVE PLAN COMMUNICATIONS

Communication Step	Topics of Message	Mode	Audience	Anticipated Timeline
Emailing comprehensive plan to the committee members	Please review and provide feedback of the TCHS Comprehensive Plan 2020-2023.	Email	Comp plan committee members	December 2020
Make available to the general public	TCHS Comprehensive Plan 2020-2023	TCHS campus Websites	Chester County parents and students	December 2020

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