

CARBON CAREER & TECHNICAL INSTITUTE

150 West 13th Street

Comprehensive Plan | 2023 - 2026

MISSION STATEMENT

The Carbon Career & Technical Institute provides unique opportunities for students to build a better future. The purpose of our organization is to partner with all stakeholders including, but not limited to, students, businesses, community leaders, parents, and educational entities to enable students to acquire the skills necessary to be successful in post-secondary endeavors.

VISION STATEMENT

CCTI will be regarded as a high quality secondary education system that prepares students for a specific career, post-secondary education, military service, and lifelong learning. CCTI students will be equipped with the academic, technical, and employability skills necessary to succeed in a dynamic workplace and/or further education and training.

EDUCATIONAL VALUE STATEMENTS

STUDENTS

Students will graduate with the skills for the 21st century workforce.

STAFF

Staff will identify students who are struggling, support the students, challenge the students, differentiate instruction and collaborate amongst each other. Staff will collaborate with all stakeholders. Staff will keep abreast of industry trends and workforce needs, continuing education and integrate learning activities among technical and academics courses.

ADMINISTRATION

Administration will support staff and students with preparing a well rounded student for the 21st century workforce. They will support curriculum, facilities, technology and budgetary needs of students and staff.

PARENTS

Parents will be active participants in promoting student-centered learning in all aspects of their students educational opportunities at CCTI.

COMMUNITY

CCTI will partner with community stakeholders which will allow students to work in the community and become well rounded citizens.

OTHER (OPTIONAL)

STEERING COMMITTEE

Name	Position	Building/Group
JamiLynn McFarland-Johannsen	Parent	CCTI
Brent Borzak	Administrator	CCTI
Michelle Allen	Administrator	CCTI
Michael Wildoner	Teacher	CCTI
Stephen Anderson	Teacher	CCTI
Michele Klock	Teacher	CCTI
Eugene Colosimo	Staff Member	CCTI
Anna Leigh Conway	Teacher	CCTI
Christine Trovato	Administrator	CCTI
Nathaniel Rinda	Administrator	CCTI
Jerry Strubinger	Board Member	CCTI/Jim Thorpe SD
Montanna Costenbader	Student	CCTI/Palmerton
Sebastian Hess	Student	CCTI/Jim Thorpe

Name	Position	Building/Group
Alice Wanamaker	Community Member	Carbon County Chamber
Rachel Strucko	Community Member	LCCC
Elizabeth Schlecht	Community Member	Jim Thorpe
Sue Ann Gerhard	Staff Member	CCTI
Chris Graver	Staff Member	CCTI
Paul Caputo	Staff Member	CCTI
Ken Walters	Administrator	CCTI

ESTABLISHED PRIORITIES

Priority Statement	Outcome Category
If we prioritize attendance school-wide and create a more positive school-wide culture, then student attendance will improve.	Regular Attendance
If we provide personalized and meaningful professional development, then staff will be better prepared to meet student needs.	Essential Practices 4: Foster Quality Professional Learning

ACTION PLAN AND STEPS

Evidence-based Strategy
Positive attendance interventions and supports.

Measurable Goals	
Goal Nickname	Measurable Goal Statement (Smart Goal)
Student attendance	By June of 2026, student regular attendance will increase to 82.2% (2022 state-wide average).

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Development of school climate committee.	2023-04-01 - 2023-06-01	Henry Woods	N/A

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Committee will meet a minimum of two times each marking period with the goal of identifying motivators.	2023-08-01 - 2026-06-01	Henry Woods	Designated time to meet. Budget needs.
Committee will recognize students at least once per marking period with incentive recognition.	2023-08-01 - 2026-06-01	Henry Woods	Designated time and incentives.
Explore a grab and go breakfast.	2023-04-01 - 2026-06-01	Jeff Deutsch	Budget needs/State funding.

Anticipated Outcome
Improvement on attendance.

Monitoring/Evaluation
Evaluated each marking period. Monitored by Attendance Officer.

Evidence-based Strategy
Evidence-base professional development

Measurable Goals	
Goal Nickname	Measurable Goal Statement (Smart Goal)

Goal Nickname	Measurable Goal Statement (Smart Goal)			
Staff Professional Development	At the end of June of 2026, 80% of staff with report they are more confident and more prepared in their ability to meet student needs.			
Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed	
Complete an initial survey to identify staff strength's and weaknesses to develop individual mission statements. Survey will also include items that measure staff perception of confidence and preparedness.	2023-04-01 - 2023-09-01	Distinguished School Leader	N/A	
Individual staff meetings to create mission statement and set goals for monthly meetings.	2023-09-01 - 2026-06-01	Distinguished School Leader	Set meeting times. Substitutes for staff coverage.	
Meet monthly with the facilitator and an administrator to provide details of the progress competed to date and explain how the learning is being used in instruction.	2023-10-01 - 2026-06-01	Distinguished School Leader	Set meeting times. Substitutes for all staff.	
Share out one time with faculty to explain what is being done and learned. (4 staff members each meeting)	2023-10-01 - 2026-06-01	Distinguished School Leader	Set meeting times. Google Slide presentation.	
At the final evaluation meeting at the end of each school-year, present what was learned during the professional development process.	2023-09-01 - 2026-06-01	Distinguished School Leader	Set meeting times. Substitutes for all staff.	
Anticipated Outcome				
Increase in staff perception of confidence and preparedness.				

Monitoring/Evaluation

Measured yearly by building administration via staff self-reporting.

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
At the end of June of 2026, 80% of staff with report they are more confident and more prepared in their ability to meet student needs. (Staff Professional Development)	Evidence-base professional development	Complete an initial survey to identify staff strength's and weaknesses to develop individual mission statements.	04/01/2023
		Survey will also include items that measure staff perception of confidence and preparedness.	- 09/01/2023

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
At the end of June of 2026, 80% of staff with report they are more confident and more prepared in their ability to meet student needs. (Staff Professional Development)	Evidence-	Individual staff	09/01/2023
	base professional development	meetings to create mission statement and set goals for monthly meetings.	- 06/01/2026

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
At the end of June of 2026, 80% of staff with report they are more confident and more prepared in their ability to meet student needs. (Staff Professional Development)	Evidence-base professional development	Meet monthly with the facilitator and an administrator to provide details of the progress competed to date and explain how the learning is being used in instruction.	10/01/2023 - 06/01/2026

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
At the end of June of 2026, 80% of staff with report they are more confident and more prepared in their ability to meet student needs. (Staff Professional Development)	Evidence-base professional development	Share out one time with faculty to explain what is being done and learned. (4 staff members each meeting)	10/01/2023 - 06/01/2026

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
At the end of June of 2026, 80% of staff with report they are more confident and more prepared in their ability to meet student needs. (Staff Professional Development)	Evidence-base professional development	At the final evaluation meeting at the end of each school-year, present what was learned during the professional development process.	09/01/2023 - 06/01/2026

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.

School Board Minutes or Affirmation Statement

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

Chief School Administrator	Brent Borzak	2022-12-16
----------------------------	--------------	------------

School Improvement Facilitator Signature

Building Principal Signature	Michelle M. Allen	2022-12-16
------------------------------	-------------------	------------

ADDENDUM A: BACKGROUND INFORMATION TO INFORM PLAN

Strengths

SAP, AVEDIUM, Transition Team, Tutoring are all active at CCTI.

Implement evidence-based strategies to engage families to support learning

Identify and address individual student learning needs

Foster a culture of high expectations for success for all students, educators, families, and community members

Organize programmatic, human, and fiscal capital resources aligned with the school improvement plan and needs of the school community

Partner with local businesses, community organizations, and other agencies to meet the needs of the school

100% of students fulfilled the career ready benchmarks. (2021-2022)

98.9% of students graduated with the 4-year cohort. (2020-2021)

100% of students satisfied their industry-based learning requirement (2021-2022)

Challenges

NA

Collectively shape the vision for continuous improvement of teaching and learning

Build leadership capacity and empower staff in the development and successful implementation of initiatives that better serve students, staff, and the school *

Continuously monitor implementation of the school improvement plan and adjust as needed

Use multiple professional learning designs to support the learning needs of staff.

In school year 2021-2022 the ELA growth score was 57%.

In school year 2021-2022 the Science growth score was 62%.

In school year 2021: Regular attendance of students was 72.6%.

NA

ELA growth for Special Education Students.

Strengths

IEP Goal Progress: all students meet or exceed IEP goals

Exceeded state-wide goal by 1.9%.

100% of all first time test-takers are given CDT tests in October and March.

33% of the students are predicted to pass the CTD during the 21-22 school year

CareerSafe OSHA: 100% of 10th graders complete the OSHA Certification.

NOCTI: Overall 46.81% of student completers scored advanced, 39.36% of student completers scored competent, 13.83% of student completers scored basic in the 2021-2022 school year.

NIMS: 100% of student completers scored advanced in the 2021-2022 school year.

Citizenship Exam: 100% of students who took the exam passed during the 2021-2022 school year.

Challenges

Classroom Diagnostic Tools: 17.7% of test-takers passed the CTD test in spring (2022).

50% of CDT test-takers improved between the two rounds of tests. (2021-2022)

There was a limited data set due to the lack of participation in the CDT of the first time test takers of the Biology exam. (21-22 school year)

No challenges in this section.

No challenges indicated in this section.

Most Notable Observations/Patterns

Challenges

Discussion
Point

Priority for Planning

Collectively shape the vision for continuous improvement of teaching and learning

Build leadership capacity and empower staff in the development and successful implementation of initiatives that better serve students, staff, and the school *

In school year 2021: Regular attendance of students was 72.6%.

ADDENDUM B: ACTION PLAN

Action Plan: Positive attendance interventions and supports.

Action Steps	Anticipated Start/Completion Date
Development of school climate committee.	04/01/2023 - 06/01/2023

Monitoring/Evaluation	Anticipated Output
Evaluated each marking period. Monitored by Attendance Officer.	Improvement on attendance.

Material/Resources/Supports Needed	PD Step	Comm Step
N/A	no	no

Action Steps		Anticipated Start/Completion Date	
Committee will meet a minimum of two times each marking period with the goal of identifying motivators.		08/01/2023 - 06/01/2026	
Monitoring/Evaluation		Anticipated Output	
Evaluated each marking period. Monitored by Attendance Officer.		Improvement on attendance.	
Material/Resources/Supports Needed		PD Step	Comm Step
Designated time to meet. Budget needs.		no	no

Action Steps**Anticipated Start/Completion Date**

Committee will recognize students at least once per marking period with incentive recognition.

08/01/2023 - 06/01/2026

Monitoring/Evaluation**Anticipated Output**

Evaluated each marking period. Monitored by Attendance Officer.

Improvement on attendance.

Material/Resources/Supports Needed**PD Step****Comm Step**

Designated time and incentives.

no

no

Action Steps	Anticipated Start/Completion Date
Explore a grab and go breakfast.	04/01/2023 - 06/01/2026

Monitoring/Evaluation	Anticipated Output
Evaluated each marking period. Monitored by Attendance Officer.	Improvement on attendance.

Material/Resources/Supports Needed	PD Step	Comm Step
Budget needs/State funding.	no	yes

Action Plan: Evidence-base professional development

Action Steps		Anticipated Start/Completion Date	
Complete an initial survey to identify staff strength's and weaknesses to develop individual mission statements. Survey will also include items that measure staff perception of confidence and preparedness.		04/01/2023 - 09/01/2023	
Monitoring/Evaluation		Anticipated Output	
Measured yearly by building administration via staff self-reporting.		Increase in staff perception of confidence and preparedness.	
Material/Resources/Supports Needed		PD Step	Comm Step
N/A		yes	yes

Action Steps**Anticipated Start/Completion Date**

Individual staff meetings to create mission statement and set goals for monthly meetings.

09/01/2023 - 06/01/2026

Monitoring/Evaluation**Anticipated Output**

Measured yearly by building administration via staff self-reporting.

Increase in staff perception of confidence and preparedness.

Material/Resources/Supports Needed**PD Step****Comm Step**

Set meeting times. Substitutes for staff coverage.

yes

no

Action Steps**Anticipated Start/Completion Date**

Meet monthly with the facilitator and an administrator to provide details of the progress completed to date and explain how the learning is being used in instruction.

10/01/2023 - 06/01/2026

Monitoring/Evaluation**Anticipated Output**

Measured yearly by building administration via staff self-reporting.

Increase in staff perception of confidence and preparedness.

Material/Resources/Supports Needed**PD Step****Comm Step**

Set meeting times. Substitutes for all staff.

yes

no

Action Steps		Anticipated Start/Completion Date	
Share out one time with faculty to explain what is being done and learned. (4 staff members each meeting)		10/01/2023 - 06/01/2026	
Monitoring/Evaluation		Anticipated Output	
Measured yearly by building administration via staff self-reporting.		Increase in staff perception of confidence and preparedness.	
Material/Resources/Supports Needed		PD Step	Comm Step
Set meeting times. Google Slide presentation.		yes	no

Action Steps	Anticipated Start/Completion Date
At the final evaluation meeting at the end of each school-year, present what was learned during the professional development process.	09/01/2023 - 06/01/2026

Monitoring/Evaluation	Anticipated Output
Measured yearly by building administration via staff self-reporting.	Increase in staff perception of confidence and preparedness.

Material/Resources/Supports Needed	PD Step	Comm Step
Set meeting times. Substitutes for all staff.	yes	no

ADDENDUM C: PROFESSIONAL DEVELOPMENT PLANS

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
At the end of June of 2026, 80% of staff with report they are more confident and more prepared in their ability to meet student needs. (Staff Professional Development)	Evidence-base professional development	Complete an initial survey to identify staff strength's and weaknesses to develop individual mission statements.	04/01/2023
		Survey will also include items that measure staff perception of confidence and preparedness.	- 09/01/2023
At the end of June of 2026, 80% of staff with report they are more confident and more prepared in their ability to meet student needs. (Staff Professional Development)	Evidence-base professional development	Individual staff meetings to create mission statement and set goals for monthly meetings.	09/01/2023
			- 06/01/2026

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
At the end of June of 2026, 80% of staff with report they are more confident and more prepared in their ability to meet student needs. (Staff Professional Development)	Evidence-base professional development	Meet monthly with the facilitator and an administrator to provide details of the progress competed to date and explain how the learning is being used in instruction.	10/01/2023 - 06/01/2026
At the end of June of 2026, 80% of staff with report they are more confident and more prepared in their ability to meet student needs. (Staff Professional Development)	Evidence-base professional development	Share out one time with faculty to explain what is being done and learned. (4 staff members each meeting)	10/01/2023 - 06/01/2026
At the end of June of 2026, 80% of staff with report they are more confident and more prepared in their ability to meet student needs. (Staff Professional Development)	Evidence-base professional development	At the final evaluation meeting at the end of each school-year, present what was	09/01/2023 - 06/01/2026

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
		learned during the professional development process.	

PROFESSIONAL DEVELOPMENT PLANS

Professional Development Step	Audience	Topics of Prof. Dev
Personalized Professional Development to Enhance Teacher Purpose	All professional staff	Strengths, weaknesses and mission statement.

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Survey completion.	04/01/2023 - 06/01/2023	Distinguished School Leader

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:
4e: Growing and Developing Professionally	

Professional Development Step	Audience	Topics of Prof. Dev
Individual staff meetings to create mission statement and set goals for monthly meetings.	All professional staff.	Mission statements and goals from survey results.

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Completion of mission statements and development of goals.	09/01/2023 - 06/01/2026	Distinguished School Leader

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:	
4e: Growing and Developing Professionally		

Professional Development Step	Audience	Topics of Prof. Dev
Meet monthly with the facilitator and administrator to provide details of the progress completed to date and explain how the learning is being used in instruction.	All professional staff.	Progress to date and explanation of work.

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Feedback of learning and reaching goals in portfolio.	10/01/2023 - 07/01/2026	Distinguished School Leader

Danielson Framework Component Met in this Plan:

This Step meets the Requirements of State Required Trainings:

4e: Growing and Developing Professionally

Professional Development Step

Audience

Topics of Prof. Dev

Share out one time with faculty to explain what is being done and learned. (4 staff members each meeting)

All professional staff.

Slide presentation of items created and learned by staff.

Evidence of Learning

Anticipated Timeframe

Lead Person/Position

Slide and staff presentation.

09/01/2023 - 06/01/2026

Distinguished School Leader

Danielson Framework Component Met in this Plan:

This Step meets the Requirements of State Required Trainings:

4d: Participating in a Professional Community

Professional Development Step	Audience	Topics of Prof. Dev
At the final evaluation meeting at the end of each school year, present what was learned during the professional development process.	All professional staff	Professional development goals and growth explaining what was learned.

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Act 48 credits.	09/01/2023 - 06/01/2026	Distinguished School Leader

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:
4e: Growing and Developing Professionally	

ADDENDUM D: ACTION PLAN COMMUNICATION

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
By June of 2026, student regular attendance will increase to 82.2% (2022 state-wide average). (Student attendance)	Positive attendance interventions and supports.	Explore a grab and go breakfast.	2023-04-01 - 2026-06-01
At the end of June of 2026, 80% of staff with report they are more confident and more prepared in their ability to meet student needs. (Staff Professional Development)	Evidence-base professional development	Complete an initial survey to identify staff strength's and weaknesses to develop individual mission statements. Survey will also include items that measure staff perception of confidence and preparedness.	2023-04-01 - 2023-09-01

COMMUNICATIONS PLAN

Communication Step	Audience	Topics/Message of Communication
Positive school attendance roll-out.	School community.	Positive incentive program, availability of breakfast.
Anticipated Timeframe	Frequency	Delivery Method
08/01/2023 - 06/01/2026	Yearly	Public service announcement
Lead Person/Position		
Michelle Allen		

Communication Step	Audience	Topics/Message of Communication
Personalized professional development	All professional staff	Introduce the Professional Development Plan and survey.
Anticipated Timeframe	Frequency	Delivery Method
04/01/2023 - 06/01/2023	Yearly	Presentation

Lead Person/Position

Distinguished School Leader

ADDENDUM E: COMPREHENSIVE PLAN COMMUNICATIONS

Communication Step	Topics of Message	Mode	Audience	Anticipated Timeline
Post to public on Website for 28 days for public inspection. After that period will submit to school board for review and approval.	CCTI Comprehensive Plan	CCTI website	school community	28 days, starting 12/16/22.
