

READING MUHLENBERG CTC

2615 Warren Road

Comprehensive Plan | 2022 - 2025

MISSION STATEMENT

The Reading Muhlenberg Career & Technology Center, in partnership with our diverse community, sponsoring districts, and business and industry, is committed to providing quality career and technical education, resulting in opportunities for students to gain employment, pursue post-secondary education, and develop an appreciation for lifelong learning.

VISION STATEMENT

The Reading Muhlenberg Career & Technology Center will engage students to master the 21st century technical, academic, and leadership skills required to grow their potential.

EDUCATIONAL VALUE STATEMENTS

STUDENTS

Students strive to meet the expectation to be college and/or career ready after completing their CTE programs. They believe that real-life experiences and insight from instructors and industry professionals has prepared them for the workplace. Leading and serving others develops and reinforces communication, teamwork, and relationship skills that grow students into successful young adults. Students need to be engaged in student-centered hands-on activities that simulate work and college experiences.

STAFF

A focus on equity, access, and inclusion across all aspects of our school is necessary to serve our diverse population of students and community members. Additional technology training will be essential to provide meaningful lesson planning and instruction to all students. Continuing to providing a physically and emotionally safe learning environment for our students will be enhanced by staff participation in Trauma-informed training sessions.

ADMINISTRATION

Data driven decision making is essential for continuous improvement as change is an ongoing process and is fundamental for building quality programs of study. Providing equitable access to curriculum and materials allows for robust learning opportunities for all students. We must provide the proper guidance and support for our students and staff to achieve our goals and provide a supportive environment where all feel valued.

PARENTS

Parents are critical members of the educational team. The success of our students is enhanced by the engagement of parents and/or adults in our school programs and activities. Increased bilingual communication in multiple platforms will increase familial support and participation in activities and improvement in student learning and performance.

COMMUNITY

Community members emphasize the importance of work-based learning experiences that provide opportunities to acquire industry specific and professional skills, earn postsecondary credits, and develop effective relationships to assist in making students competitive, successful citizens in a global economy. Active partnership with the Workforce Development Board, Manufacturers Resource Center, and culturally based economic community groups leads to greater understanding of current trends in the workforce. Robust and diverse partnerships are essential to rigorous and relevant educational opportunities for students in local community groups, local industry, and post-secondary institutions.

OTHER (OPTIONAL)

STEERING COMMITTEE

Name	Position	Building/Group
Eric Kahler	Administrator	Reading Muhlenberg Career & Technology Center
Daniel Marks	Administrator	Reading Muhlenberg Career & Technology Center
Teri Baller	Administrator	Reading Muhlenberg Career & Technology Center
Holly Lorchak	Administrator	Reading Muhlenberg Career & Technology Center
Michael Torres	Staff Member	Reading Muhlenberg Career & Technology Center
Lee Olsen	Community Member	Olsen Design Group
Jenny Batista	Community Member	L & H Signs, Inc
Linda Bell	Community Member	Reading Area Community College
William Delgado	Community Member	Keystone Software, Inc.
Dan Fogarty	Community Member	Berks County Workforce Development Board
Annarose Ingarra-Milch	Community Member	ROI Training & Consulting, LLC
Rick Kunkel	Community Member	East Penn Manufacturing Co.
Terri Lampe	Community Member	Manufacturers Resource Center

Name	Position	Building/Group
Mike Mish	Administrator	Muhlenberg High School Principal
Harry O'Neill	Community Member	Empire Services
Kim Talbot	Community Member	City of Reading
Lisa Hughes	Staff Member	Reading Muhlenberg Career & Technology Center

ESTABLISHED PRIORITIES

Priority Statement	Outcome Category
Utilize attendance reports to make frequent contacts to parents/guardians of students with chronic absences.	Regular Attendance
Individualized goal setting for students and staff will help to build ownership in the growth of students success and attendance. Use of Pre-NOCTI and Task Completion monitoring will provide additional direction and structure.	Industry-Based Learning

ACTION PLAN AND STEPS

Evidence-based Strategy	
Attendance Mailings Home	
Measurable Goals	
Goal Nickname	Measurable Goal Statement (Smart Goal)
The Reading Muhlenberg CTC will increase the percent of Students with Regular Attendance as defined by the Future	The Reading Muhlenberg CTC will increase the percent of Students with Regular Attendance to 80% as defined by the Future Ready PA Index.

Goal Nickname**Measurable Goal Statement (Smart Goal)**

Ready PA Index.

Action Step**Anticipated Start/Completion****Lead Person/Position****Materials/Resources/Supports Needed**

Run Daily Attendance Reports to identify chronic absenteeism.

2022-09-01 - 2025-06-30

BJ Hensil,
Principal

Reports from SIS, Letters to mail, postage

Anticipated Outcome

Reduction in the number of mailings as program is implemented.

Monitoring/Evaluation

Attendance secretary will keep data on numbers of letters, and intervals of absences.

Evidence-based Strategy

Institute a PBIS program.

Measurable Goals**Goal Nickname****Measurable Goal Statement (Smart Goal)**

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percent of Students with Regular Attendance as defined by the Future Ready PA Index.

Action Step**Anticipated Start/Completion****Lead Person/Position****Materials/Resources/Supports Needed**

Institute a PBIS program by assessing current practices and develop and prioritize needs.

2022-09-01 - 2025-06-30

BJ Hensil, Principal

Staff training and support through BCIU. Signage and rewards.

Anticipated Outcome

Survey of staff and increased student attendance.

Monitoring/Evaluation

Survey data will be collected and monitored multiple times per year.

Evidence-based Strategy

Pre-NOCTI skills gap analysis

Measurable Goals

Goal Nickname**Measurable Goal Statement (Smart Goal)**

The Reading Muhlenberg CTC will increase overall school wide NOCTI results so that 75% of students earn a passing score.

The Reading Muhlenberg CTC will increase overall school wide NOCTI results so that 75% of students earn a passing score, by identifying a scope and sequence of aligned curriculum and analyzing skills gaps to target deficiencies.

Action Step**Anticipated Start/Completion****Lead Person/Position****Materials/Resources/Supports Needed**

Utilize resources provided from the PDE Technical Assistance Program

2022-09-01 - 2025-06-30

Daniel Marks, Director of Curriculum

TAP resources and pre-NOCTI results.

Anticipated Outcome

analyzing skills gaps for each program and for each student

Monitoring/Evaluation

monthly task completion reports, individual teacher formative assessments.

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
The Reading Muhlenberg CTC will increase the percent of Students with Regular Attendance to 80% as defined by the Future Ready PA Index. (The Reading Muhlenberg CTC will increase the percent of Students with Regular Attendance as defined by the Future Ready PA Index.)	Institute a PBIS program.	Institute a PBIS program by assessing current practices and develop and prioritize needs.	09/01/2022 - 06/30/2025

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
The Reading Muhlenberg CTC will increase overall school wide NOCTI results so that 75% of students earn a passing score, by identifying a scope and sequence of aligned curriculum and analyzing skills gaps to target deficiencies. (The Reading Muhlenberg CTC will increase overall school wide NOCTI results so that 75% of students earn a passing score.)	Pre-NOCTI skills gap analysis	Utilize resources provided from the PDE Technical Assistance Program	09/01/2022 - 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.

School Board Minutes or Affirmation Statement

2022-09-12

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

Chief School Administrator

Eric D. Kahler

2022-08-31

School Improvement Facilitator Signature

Daniel Marks

2022-08-31

Building Principal Signature

William Hensil

2022-08-31

ADDENDUM A: BACKGROUND INFORMATION TO INFORM PLAN

Strengths

N/A

Does Not Apply to our school

Does Not Apply to our school

Does Not Apply to our school

Students returned to in-person learning.

Increased focus on task completion in each CIP

Monthly monitoring of student task completion

Pre-NOCTI review and preparation for NOCTI

The fact that our curricula and lesson plans are aligned with standards and POS tasks allows us to use professional development opportunities to focus on utilizing a variety of assessments and progress monitoring students.

The school's overall culture is inviting and positive for students...it is a place where they want to be. That said, many individual students have serious personal issues that they are dealing with.

Challenges

N/A

Does Not Apply to our school

Does Not Apply to our school

Does Not Apply to our school

Increase in regular attendance would improve achievement

Regular attendance for students

Implementing an effective MTSS system will greatly benefit students and their individual success.

Regular student attendance has been a historical challenge, which has been intensified by the impacts of COVID school closures.

Improvement in student NOCTI scores.

Strengths

We are re-implementing the MTSS system to ensure that students do not fall through the cracks academically or with regard to mental health.

Most Notable Observations/Patterns

Challenges

Regular student attendance has been a historical challenge, which has been intensified by the impacts of COVID school closures.

Discussion Point

Our students did not return to in-person school for the entire 2020-2021 school year. The return to school in 2021-2022 was challenging for students and families.

Priority for Planning

Improvement in student NOCTI scores.

Individualized goal setting for students and staff will help to build ownership in the growth of students success and attendance.

ADDENDUM B: ACTION PLAN

Action Plan: Attendance Mailings Home

Action Steps	Anticipated Start/Completion Date
Run Daily Attendance Reports to identify chronic absenteeism.	09/01/2022 - 06/30/2025

Monitoring/Evaluation	Anticipated Output
Attendance secretary will keep data on numbers of letters, and intervals of absences.	Reduction in the number of mailings as program is implemented.

Material/Resources/Supports Needed	PD Step	Comm Step
Reports from SIS, Letters to mail, postage	no	no

Action Plan: Institute a PBIS program.

Action Steps

Anticipated Start/Completion Date

Institute a PBIS program by assessing current practices and develop and prioritize needs.

09/01/2022 - 06/30/2025

Monitoring/Evaluation

Anticipated Output

Survey data will be collected and monitored multiple times per year.

Survey of staff and increased student attendance.

Material/Resources/Supports Needed

PD Step

Comm Step

Staff training and support through BCIU. Signage and rewards.

yes

yes



Action Plan: Pre-NOCTI skills gap analysis

Action Steps	Anticipated Start/Completion Date
Utilize resources provided from the PDE Technical Assistance Program	09/01/2022 - 06/30/2025

Monitoring/Evaluation	Anticipated Output
monthly task completion reports, individual teacher formative assessments.	analyzing skills gaps for each program and for each student

Material/Resources/Supports Needed	PD Step	Comm Step
TAP resources and pre-NOCTI results.	yes	no

ADDENDUM C: PROFESSIONAL DEVELOPMENT PLANS

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
The Reading Muhlenberg CTC will increase the percent of Students with Regular Attendance to 80% as defined by the Future Ready PA Index. (The Reading Muhlenberg CTC will increase the percent of Students with Regular Attendance as defined by the Future Ready PA Index.)	Institute a PBIS program.	Institute a PBIS program by assessing current practices and develop and prioritize needs.	09/01/2022 - 06/30/2025
The Reading Muhlenberg CTC will increase overall school wide NOCTI results so that 75% of students earn a passing score, by identifying a scope and sequence of aligned curriculum and analyzing skills gaps to target deficiencies. (The Reading Muhlenberg CTC will increase overall school wide NOCTI results so that 75% of students earn a passing score.)	Pre-NOCTI skills gap analysis	Utilize resources provided from the PDE Technical Assistance Program	09/01/2022 - 06/30/2025

PROFESSIONAL DEVELOPMENT PLANS

Professional Development Step	Audience	Topics of Prof. Dev
PBIS-Positive Behavior Interventions & Supports	Instructional staff and Instructional Support Staff	Benchline survey data, exemplars from other schools, support nets in place

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Teacher feedback, survey of understanding	09/01/2022 - 06/30/2025	BJ Hensil, Principal

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:
3c: Engaging Students in Learning	
2d: Managing Student Behavior	
2b: Establishing a Culture for Learning	

Professional Development Step	Audience	Topics of Prof. Dev
Pre-NOCTI skills gap analysis	Instructional staff and Instructional Support Staff	Analyze student Pre-NOCTI data to determine skill gaps, modify and develop scope and sequence to promote targeted deficiencies.

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
PDE NOCTI-NIMS results, Future Ready Index Career Standards	09/01/2022 - 06/30/2025	Daniel Marks, Director of Curriculum

Danielson Framework Component Met in this Plan:

This Step meets the Requirements of State Required Trainings:

1c: Setting Instructional Outcomes

1d: Demonstrating Knowledge of Resources

4e: Growing and Developing Professionally

1e: Designing Coherent Instruction

ADDENDUM D: ACTION PLAN COMMUNICATION

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
The Reading Muhlenberg CTC will increase the percent of Students with Regular Attendance to 80% as defined by the Future Ready PA Index. (The Reading Muhlenberg CTC will increase the percent of Students with Regular Attendance as defined by the Future Ready PA Index.)	Institute a PBIS program.	Institute a PBIS program by assessing current practices and develop and prioritize needs.	2022-09-01 - 2025-06-30

COMMUNICATIONS PLAN

Communication Step	Audience	Topics/Message of Communication
Continuous Improvement	Students and staff	PBIS program instituted based on benchmark assessments and recommendations
Anticipated Timeframe	Frequency	Delivery Method
09/01/2022 - 06/03/2025	quarterly progress	Email
Lead Person/Position		
BJ Hensil, Principal		

ADDENDUM E: COMPREHENSIVE PLAN COMMUNICATIONS

Communication Step	Topics of Message	Mode	Audience	Anticipated Timeline
Comprehensive Plan will be posted on the school website. Comprehensive Plan will be presented to the JSC for approval. Progress on goals will be reported biannually unless otherwise requested by the JSC.	Comprehensive Plan goal statements and supportive resources that necessitate student involvement.	Website, email, Executive Committee Meetings, JSC meetings	All stakeholders	During the 2022-2025 school years.
