

**Erie County Technical School
Performance Check-ups
Winter 2004-2005**

Team Member	Things to Accomplish	Partner	Status February 2005
Aldo Jackson	1. Skill Center Feasibility Document 2. 2005-2006 Budget Preparation 3. NRES Curriculum Outline 4. Faculty Focus Group—Adults in Day School 5. Adults in Day School—Policy Review and Procedures	1.	
		2. Paul	
		3. Jan	
		4.	
		5.	
Neil Donovan	1. Work to improve severe absenteeism 2. 2005-2006 Budget Preparation 3. Student Focus Groups—Adults in Day School 4. Oversee Recruiting Activities 5. Classified Contract Negotiations	1.	
		2. Paul	
		3. Aldo	
		4.	
		5.	
Paul Fritz	1. 2005-2006 Budget Preparation 2. Classified Negotiations: Revisit EB positions 3. Prepare for Auditor General audit team 4. Obtain opinion from solicitor on retirees	1.	
		2. Natalie & Neil	
		3. Steve	
		4. Sennett	
Natalie Fatica	1. ISO Audits—Round 1 Training, Preparation and Monitoring 2. Classified Negotiations: Revisit EB positions 3. Job Description—Technology Support 4. Ludwig Workers Comp. Case: Monitor and Coordinate 5. Mid-Year and End-of-Year Personnel Changes: Plan 6. 2005-2006 Budget Preparation: Staff Development, ISO Costs, Tuition and Dues	1.	
		2. Paul, Neil	
		3.	
		4. Steve	
		5.	
		6. Paul	
Steve Sceiford	1. Auto Tech Roof & HVAC Project: monitor architect & Submit PDE form 2. 2005-2006 Budget Preparation: Protect Personnel Savings 3. Construction Trades Ventilation Project 4. Hall Painting Project 5. Student Services Ventilation Project	1.	
		2. Paul	
		3.	
		4.	
		5.	
Mary Ellen Camp	1. Analysis of Tuition Payments: Who pays—employers? 2. 2005-2006 Budget Preparation 3. Review Bookstore Performance: Purchasing & Returns 4. Medical Program Certification 5. Corporate Training Program: Investigate	1.	
		2. Paul	
		3.	
		4. Lisa	
		5. Natalie	
Jerry Baker	1. 2005-2006 Budget Preparation 2. Develop Job Description—Part-time Tech. Support 3. E-Rate 471 4. Food Service Solution: Tech Support and Report Support 5. Learn 2 nd Firewall ISA Server 6. Draft a Customer Satisfaction Survey	1.	
		2. Natalie	
		3.	
		4. Paul	
		5.	
		6.	
Pat Holland	1. Assess Reading practices occurring in the classrooms 2. Assess performance of Aides: evaluation & utilization 3. Continue Follow-up with Districts: Scheduling IEP's and 9 th Grade IEPs 4. Assess ECTS' role in Transition Staffings	1.	
		2. Natalie & Neil	
		3. Jan	
		4. Jan	
Jan Kennerknecht	1. 2004 Summer Curriculum: Create PDF files 2. NRES Curriculum Outline 3. Continue Curriculum work with Faculty 4. Continue work on Supervisor's Certificate 5. Begin Planning for 2005 Summer Curriculum Workshop 6. Visit Networking Technologies Program: On-line Curriculum	1. Patti Heubel	
		2. Aldo	
		3.	
		4.	
		5.	
		6.	