

Director's Report December 2004

Electronics Presentation. Mr. Tim Mientkiewicz, Electronics Technologies instructor, will be conducting our December Program Presentation. Electronics play a core role in many other occupational areas such as the manufacturing, computers and medical fields. Once you have a glimpse into the content of electronics, and its inherent difficulty, I think you will truly appreciate the content taught by Mr. Mientkiewicz and learned by his students.

District 10 SkillsUSA Competitive Events. By the time the board meets, we should know how successful we were in hosting the 2004 District 10 SkillsUSA Championships. Everyone on staff has contributed a lot of time and energy in preparing for this event. It is a great event to highlight the best career and technical education students from across our region, as well as our school and faculty. While the focus is on the students, I hope we were able to make a lasting impression with the various business and industry representatives we had at the building that day.

Performance Check-ups. Each quarter the administrators conduct 90-day performance checks with the Director. Each administrator identifies five or six projects they will be working on over the next 90 days. Other administrators that can also play a role in other's projects are also noted. Those projects are documented and reviewed at the end of the 90-day period. A copy of the Winter 2004-2005 Performance Check-ups is included in the supplemental information section.

January 2005

Graphic Communications Presentation. Mr. Joe Salorino, Graphic Communications instructor, will be conducting our January Program Presentation. Our graphic communications program has a long history of being an excellent program at the technical school. The field is going through dramatic technological changes and Mr. Salorino is making every effort to keep the program current with the changing technology. Mr. Salorino's program is also our most recent program to receive national accreditation. Last year the Graphics Arts Education and Research Foundation (GAERF) gave the program its blessing.

2005-2006 Budget. A preliminary draft of this budget was presented to the Professional Advisory Council on January 7, 2005 and received their endorsement. The Joint Operating Committee will review it on January 27, 2005. Operating committee members, superintendents, business managers and participating school boards are asked to discuss the proposal before the technical school's February board meeting. ECTS board members will vote on the 2005-2006 Budget at that meeting. Participating school districts can vote on the budget at their March board meetings.

Adults in the Secondary Program. A rough draft of a student handbook, which will serve as the base for policies and procedures, is in place. The document is a compilation of several documents including the former Skill Center handbook, the high school student handbook and a handbook created for the RCTC to comply with Council of Occupational Education accreditation guidelines. Time will be given to board members in February and March to review policies in the handbook before they are asked to endorse it.

Key Indicators of Performance Success. January is the time designated to perform mid-year reviews of some of our key indicators of performance success—also known as our KIPS. The KIPS are provided on the home page of our web page. They are also available for your review in the supplemental section of the board packet.

Recruiting. All hands have been called on deck for the last month, as recruiting is underway for both our three-year and senior-only programs. Visitations to the campus by 9th graders, an open house, presentations at sending schools, multiple mailers to parents and students are just some of the techniques we use to encourage young people and their parents to consider enrolling at ECTS. Copies of the two mailers we used this year are included in your board folder. They are very professional and were created by our public relations consultant, Melissa Galbreath of Galbreath MediaAccess.

**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.	