

Supervisors of Instructional Support Services Report
December 2006
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ECTS Literacy Team - The Literacy Team consists of five of our instructional staff and they are: Ken Balsiger, Auto Body Instructor; Donna Erdman, Child Care Instructor; Tim Mientkiewicz, Electronics Instructor; Fred Brockman, Automotive Instructor; and Sandra Carr, Professional Skills Instructor. The team is currently trying to identify how we can keep the reading strategies that we have been trained is fresh in our instructor's minds. The team has looked at the strategies that are used most by the majority of our instructional staff. The team has also looked at how to motivate all the instructors to use more of a variety of these methods.

Special Education - Last week we attended a training on the proper procedure and documentation in developing the Individualized Education Plan (IEP) at the secondary level. This is the first part of a series of state trainings on how to meet the requirements of the new Federal Regulations (IDEA 04') for Special Education.

NOCTI Prep Workshops - Each spring, we are required to administer the NOCTI written and performance assessments to our program completers. This year, five of our programs will be giving a new or revised test. We also have two new instructors who have never given the NOCTI. For the first time, study guides are available from NOCTI for five of our programs with more being rolled out for next year. We are planning to offer a series of Act 48-approved NOCTI Prep workshops in the third quarter to help our instructors prepare their students for the spring testing.

Gifts for Kids Program - Donations from ECTS employees were collected from December 1 through December 18th, with proceeds going to buy gift cards for needy students. Thanks go to our Joint Operating Committee members who voted to use ECTS Foundation funds to match the amount collected up to \$1000. I also want to thank Patti Heubel, Pam Lasher, Patricia Palo and our generous employees for helping with this worthwhile effort. A final report will be given at the January board meeting.