

February 2007

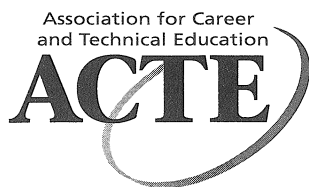
Human and Quality Resources Report

ISO. The collection of customer feedback from our students is complete. At this time, all of the surveys are finished and the data is in the process of being compiled. The changes in the process seemed to be somewhat more efficient but we will elicit feedback from the instructors to see if the process was less cumbersome for them. The internal audit kickoff meeting was held January 17, 2007 in order to get feedback from the internal auditors and establish a timeline for internal audits. Included in this meeting was a review of process auditing and introduction of standardized forms for both planning for the audit and reporting the audit. The audit teams are working diligently on their audits and although there have been some staff changes the plan is to conclude at the end of March which was agreed upon by the team.

Staff Development. Several voluntary workshops have been held for faculty. One included the viewing of a Special Education video. The other was conducted by Jan Kennerknecht and included review of the changes in NOCTI testing and preparation to conduct the NOCTI tests for instructors. These workshops provided an opportunity for faculty to review these subjects and receive Act 48 hours as well.

Payroll. The payroll audit was completed. Each employee received a master file report, reviewed, and returned it with corrected information if needed. There were very few issues found regarding employee information. W-2's were distributed to staff with no issue. In addition, there is still discussion on the best way to use the on-line system with the rest of the staff.

Recruiting. ECTS participated in the MEGA jobs section of the Erie Times News to advertise openings for RCTC as well as for custodial subs. It is a nice opportunity to advertise open positions for a reasonable cost. There is a motion on the agenda to hire a part time custodian. With the continued leave of our Art and Design instructor, there is a motion for a long-term sub. This leave has lasted longer than originally expected but the sub is doing an excellent job filling in. In addition, recruitment will begin for a secretary since there was notice of one of our secretary's resignation. The goal is to have a candidate for the March board meeting.



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January 11, 2007

Natalie Fatica
Erie County Technical School
8500 Oliver Rd.
Erie, PA 16509

Dear Natalie,

Congratulations! The Erie County Technical School has qualified for the 2006 ACTE Achieve 100 Award. As a recipient of this award, you join the ranks of schools and institutions that have made a commitment to excellence in the field of career and technical education. Your institution will be receiving a 2006 year plate that can be easily attached to your plaque. In addition to the plate, all Achieve 100 program winners will be recognized in *Techniques* magazine as well as on the ACTE Web site at www.acteonline.org.

Again, congratulations and we look forward to receiving your application for the 2007 Achieve 100 Award. If you have any questions, please contact me at abarlow@acteonline.org or at (703) 683-9321.

Sincerely,

Aleia Barlow
Awards Liaison