

**Erie County Technical School
Performance Check-ups
Fall 2006-2007**

Team Member	Things to Accomplish	Partner	Status
Aldo Jackson	Secure facilitator for strategic planning process		
	Acquire bids on equipment purchases	Paul	
	Establish Achieve committee		
	Transition TCC responsibilities to Project Coordinator		
John Hansen	Investigate attendance patterns		
	Get monthly enrollment report up and running		
	Revise teacher evaluation form to an observation form	Natalie	
	Design two "Up-The-Ante" delivery models	Palo & McEnery	
	Update mid-term progress report	Aldo, Jeff	
Paul Fritz	Build initial 2007-2008 budget	Aldo	
	Establish food service inventory	Kathy	
	Place order for cosmetology equipment	Andrea	
	Install and activate Prosoft asset management software	Jeff	
	Complete Annual Financial Report		
	Reconsider telephone system purchase	Jeff	
Natalie Fatica	Conduct Tool & Die faculty recruiting	John	
	Review internal audit feedback process		
	Complete RCTC clerical replacement	Mary Ellen	
	Web-based payroll report	ECCA	
	Co-coordinate PPVE accreditation visit	Mary Ellen	
	Compile in-service satisfaction surveys		
	Prepare for ISO audit		
Steve Sceiford	Install muffler on air compressor		
	Prepare a preliminary budget	Paul	
	Install new EET electrical service		
	Install air conditioning for server room		
	Snow removal bids	Paul	
	Investigate C Hall plaster breaks		

Team Member	Things to Accomplish	Partner	Status
Mary Ellen Camp	Investigate diesel mechanic programming	York County	
	Outreach in West County and East County		
	Start and Close Term I; Start Term II		
	Fill RCTC Clerical vacancies	Natalie	
	Coordinate PPVE accreditation	Natalie	
	Investigate PASecureID for adult students		
Jeffrey Smith	Complete Food Service Solutions upgrade and installation	Kathy	
	Disaster recovery Plan	Natalie	
	Segregate servers and software		
	Implement Web & Filtering		
	Configure faculty S/D reports		
	Seek contractor for web-based Maintenance/Technology Request system		
Pat Holland	Complete profile reviews	Jan	
	Monitor aide service delivery model	John	
	Conduct one Literacy Council meeting		
	Compile special education enrollment report	Jan	
Jan Kennerknecht	Plan for DACUM reviews		
	Compile special education enrollment report	Pat	
	Compile Scantron math and reading results		
	Make Preliminary arrangements for NATEF accreditation visit		
	Curriculum Grant	Aldo	