

Erie County Technical School Director's Report November 2008

Feasibility Study. We remain focused on one of our administrative and strategic goals for this year—the feasibility study for the renovation and expansion of ECTS facilities. At the recommendation of the superintendents, we have engaged Paul Abramson, of Stanton Leggett & Associates, as an educational consultant for the study's development. Mr. Abramson met with the superintendents on Friday, Nov. 7. He also toured the campus on Thursday, Nov. 6 and talked with the director and facilities manager. Mr. Abramson is conducting some follow-up research. He will also be assisting Chris Coughlin with the rationale and recommendations for the final report.

Administrative Performance Check-ups. The director met with all administrative staff members to conduct winter performance check-ups. Each administrator has established four or five action items they intend to complete between November and January. Reviews of the prior check-ups indicated some important achievements by our administrators.

2009-2010 Budget. The business office is continuing to compile financial information for next year's budget. We hope to have a preliminary draft for presentation to the superintendents in December.

Literacy & Numeracy. Instructional, support and administrative staff members continue to make literacy and numeracy a priority for our students this year. Pat Holland, Joe Tarasovitch, Stephanie Hamilton and Robin Grimes are following up on initial plans and expanding activities in these areas. Faculty members have been judicious in their efforts to incorporate reading and math into their weekly and daily lessons.

Student Recruitment. Ninth grade visitations are in full swing in November. Lisa Sorensen our admissions coordinator projects about 2,000 students will visit our campus during the month. A 'tip of the hat' goes to our faculty for accommodating the interruption of this important process. We will be working with applicants and their guidance counselors in December and January to enroll 'the right students, in the right program, for the right reason.'

Director's Travel and Meetings. The director's recent and scheduled meetings include:

- *Luncheon Meeting* with Erika Ramalho, Administrator, Erie County CareerLink; with Elaine Shaffer, October 29
- *Crawford County CTC Marketing Committee*; November 4; serving on a committee to develop a marketing strategy
- *Northwest Pennsylvania Career Centers Meeting*; Oil City, November 5; to discuss the possibility of offering certificate programs available through the Community College of Allegheny County; with CTC directors from NWPA
- *Union City Area School District Board Meeting*; ECTS, November 11; hosting board meeting and conducting campus tour

- *Integrated Learning Conference*, State College, November 12-14; with Jan Kennerknecht, Patty Palo, Donna Erdman and Tim Mientkiewicz
- *Pittsburgh Public Schools, Approved Program Evaluation (Chapter 339) Site Visit*, November 18-19
- *Technical Assistance Program—Transcript Analysis Workshop*, Pittsburgh PaTTAN, November 20; with Patty Palo (ECTS Counselor) and Kim Dawson (Union City High School Counselor)