

**Erie County Technical School
Director's Report
May 2010**

Recommendation by Superintendents—Reduction in Staff

At their May 7 meeting, the Professional Advisory Council recommended a reduction in staff to half-time status for five programs. This recommendation came out of the Enrollment Review Procedure found in Administrative Procedure 126 and Board Policy 126. Significant effort has gone into communicating the superintendents' recommendation to faculty and staff. The director has met with the six affected teachers and the Federation president individually and as a group. The director presented the rationale and recommendation of the superintendents to faculty and staff at the May faculty meeting. The work session at the May board meeting will be dedicated to this issue.

Recruitment & Retention Update

The Guidance & Advisement Committee has completed some data clean-up of first semester withdrawals. We are now able to get a glimpse at the reasons why students leave the technical school. The four reasons accounting for the largest share of reasons include: a) did not like ECTS, b) failed ECTS, c) district request and d) moved out of service area. A set of charts depicting the information is available in the supplemental section of the agenda.

The Guidance & Advisement Committee will continue to look at this data, especially as it reports out on an entire school year. The committee will be working on strategies to address reasons over which the school has some control.

End-of-Year Professional Development Assessments

The principal and director conducted end-of-year assessments on all professional staff in early May. A collaborative process by administrative staff members helped to pull together evidence for each faculty member's assessment. As part of the process, faculty members completed a self-assessment and turned in an 'evidence-based' portfolio substantiating their performance. The principal and director then met with faculty members for a 30-minute conference to compare each faculty member's self-assessment to the administrative assessment. Overall, this revised process seemed to work well and provided each faculty member with a comprehensive and meaningful review of his or her performance over the past year.

REthink Erie—Physical Planning Workgroup

The REthink Erie initiative is making headway on the application for a community college for Northwest Pennsylvania. Part of the application involves a discussion of a location for the college. ECTS and the Skill Center have been part of the conversation by the Physical Planning

Workgroup as a possible location for the community college. No decisions have been made, but the workgroup is seriously exploring whether or not ECTS and the Skill Center would meet the needs for an initial main campus site and if REthink Erie could/should designate it as such for application purposes. According to staff at REthink Erie, this seems to be a very appropriate fit, most obviously because of the immediate access to existing equipment at ECTS and the Skill Center for delivery of occupational programs identified in the application.

The Physical Planning Workgroup will be visiting the campus on Friday, May 28 to review laboratories at ECTS and space at the Skill Center. All discussions with REthink Erie to this point have revolved around a lease arrangement, 'after-hours' availability and dedicated space at the Skill Center.

Performance Check-ups--Administrators

The director has met with all administrators to review performance for March, April and May. Action plans were set for June, July and August.

Director's Travel and Meetings

The director's recent and scheduled meetings include:

- *Tech Prep Consortium Meeting*; Meadville; April 27; quarterly meeting of CTCs in region participating in Tech Prep programming
- *Classified Unit Negotiations*; ECTS; April 27
- *National-Technical Honor Society Induction Ceremony*; Ambassador Conference Center; May 4; honor society induction ceremony
- *End-of-Year Professional Development Assessment Conferences*; May 10 and 11; conferences with faculty and professional staff members by principal and director to review annual performance assessments
- *REthink Erie Facilities Planning Meeting*; Erie Regional Chamber; May 10; meeting with sub-committee to provide information on the possible lease of space at ECTS for the proposed community college
- *Classified Unit Negotiations*; ECTS; May 11
- *Reduction in Staff Meeting*; ECTS; May 13; meeting with five faculty members and Federation president to discuss an appeal to the JOC regarding reduction in staff
- *Harbor Creek School District Board Meeting*; ECTS; May 13; hosted monthly school board meeting and toured Transition Center
- *NWPA Workforce Investment Board Quarterly Board Meeting*; Meadville; May 14
- *PSBA Officers Nominating Committee*; Mechanicsburg; May 15; serve on committee to select and slate PSBA officers

- *Career Alternative Education Program Meeting*; ECTS; May 17; with Adrienne Dixon, Sarah Reed Children's Center, and Joe Tarasovitch; quarterly meeting to discuss operation of alternative education program
- *Monthly Faculty Meeting*; ECTS; May 20; presented statement on reduction of staff
- *Meet & Discuss—ECTS Federation of Teachers*; May 21; regular monthly meeting of administrators and federation officers
- *Classified Unit Negotiations*; ECTS; May 25
- *Senior Recognition Ceremony*; McDowell Intermediate High School; May 26