

Erie County Technical School

Director's Report

August 2010

The Start of the 2010-2011 School Year

The pace throughout the building always seems to quicken the last couple of weeks before school begins. The final touches on plans are taking place. Faculty and staff wander in as they begin thinking about the coming year. Extra effort is going into filling vacancies. Of course, there is always a little urgency to make sure the building is ready for the students and staff. Overall, everything seems to be coming together nicely. We are anticipating a start-up without any hitches, and hoping that starting the school year with an 'ice cream party' for new students and staff will set the mood for the entire year.

Wishing everyone well as we roll out another year!

Ch. 339 Program Compliance Audit

Preparations continue for the Pennsylvania Department of Education, Bureau of Career & Technical Education program compliance audit of ECTS on September 28-30. A seven-member audit team of PDE staff and CTE administrators will examine 13 aspects of all 19 of our programs. The audit team will also review campus-wide aspects.

Enrollment Review Corrective Action

Eight staff members and Mr. Ring have met three times to conduct a root cause analysis and draft a corrective action plan for the enrollment review process. The problem statement created by the team is:

ECTS does not have an effective process to collaboratively review all programs and evaluate their viability. We also lack a process to support programs identified to be altered or curtailed.

A diagram of the eight key root causes surrounding the problem statement can be found in the supplemental information section of the agenda. The committee is currently formulating ideas to improve the enrollment review process and to setup a 'support process' for programs that the school identifies as possible candidates for curtailment or alteration.

Administrative Performance Check-ups

The director has met with each administrator in the last couple of weeks to review their performance plans from the prior 90-day period and create performance plans for the next 90-day period (September through November). Results on the performance plans look good and projected plans are focused on relevant activities.

Director's Travel and Meetings

The director's recent and scheduled meetings include:

- *Enrollment Review Corrective Action Meeting*; ECTS; July 19
- *PACTA Summer Conference*; State College; July 27-30
- *Bureau Director's Advisory Council*, Pennsylvania Department of Education, Bureau of Career & Technical Education; webinar; August 2; to advise the bureau director on various matters related to career and technical education in Pennsylvania (one of eleven administrators from across the state serving on panel)
- *Erie County Community College Meeting* with County Executive Grossman's advisory panel; August 4; to provide information about ECTS and Skill Center facilities
- *Enrollment Review Corrective Action Meeting*; ECTS, August 9
- *County-Level Workforce Development Group*; Intermodal Center; August 10
- *Growth Partnership Meeting*, Erie Regional Chamber; Bayfront Sheraton; August 13; participated in a planning session for Partnership initiatives and priorities
- *Enrollment Review Corrective Action Meeting*; ECTS, August 16
- *New Director's Academy*, Pennsylvania Association of Career & Technical Administrators (PACTA); State College; August 16-17; academy presenter on two topics: a) personnel management and b) joint operating committee and superintendent relations
- *ECTS Marketing Committee Meeting*; ECTS; August 24
- *Pennsylvania School Boards Association*, quarterly board of directors meeting; Mechanicsburg; September 10-11; serving as PACTA representative on board